QUESTION PAPER
AM 2

OFFICE DATA PROCESSING
Level 2

DATA PROCESSING		ALLOCATED TIME	MARKS
Question 1	True or False	**5 min**	**5**
Question 2	Fill in the missing words	**5 min**	**5**
Question 3	Word processing	**30 min**	**50**
Question 4	Business letter	**45 min**	**60**
Question 5	File Management	**30 min**	**10**
TOTAL			**130**

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TIME: 2 hours   **ASSESSOR: A Gaffoor**

TOTAL: 130   **MODERATOR: K Henry**

QUESTION 1

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only "TRUE" or "FALSE" next to the question number 1.1 –1. 5 on the answer sheet.

1.1   Ergonomics is the study of the workplace design and the effect it has on the physical and psychological wellbeing of the employee.

1.2   The data on the Read-Only Memory can only be read; it cannot be deleted or changed.

1.3   A computer virus enters a computer from one virus to another.

1.4   A mouse is an output device.

1.5   Microsoft Word is an example of a software program on the computer.

(5)

QUESTION 2

Complete the following sentences by filling in the missing word(s). Write only the word(s) next to the question number (2.1 – 2.5) on the attached answer sheet.

2.1   A printer is an example of an ……… device.

2.2   A ………… is a device used to move the cursor on the screen.

2.3   ………. software is a computer program that detects and prevents viruses from entering the computer.

2.4   ………+ALT+DELETE actives the Task Manager.

2.5   The abbreviation CTS stands for …………………..

(5)

QUESTION 3

INFORMATION: The manager of The South African Cooking school asked you to type the following paragraph neatly and presentable with the instructions given.

DOCUMENT:	Word Processing	**FONT:**	Courier New, 12
LINE SPACING:	Single	**MARGINS:**	
PAPER:	A4 Portrait	Left	1"/2.54 cm
		Right	1"/2.54 cm
TIME ALLOCATION:	30 minutes		
MARKS:	50 marks	**JUSTIFICATION:**	Left

INSTRUCTIONS:

1. Type the following document and edit it as per instruction.

2. Insert your **NAME AND SURNAME, QUESTION NUMBER** and **STUDENT NUMBER** as a <u>HEADER</u>:

   NAME AND SURNAME   QUESTION NUMBER   STUDENT NUMBER

3. Execute **ALL** the manuscript signs as indicated in this question.

4. Save document as Question 3.

The South African School of Cooking `UC, Bold & centre`

Learn to be a Master Chef in your own kitchen `Bold, italics`

We can teach you how to become a culinary genius. We have courses to suit everybody. They are fun & easy. `In full`

`NP` On offer are the following:
[Children's fun holiday courses, Teenage Chefs courses (13-20 years), Young Chefs courses (21-30 years), Family courses, Corporate team building. `Italics`

We also offer a Chef Graduate Course that is internationally accepted and provides employment worldwide. Modules covered are: `include`

`d/s`
Menu planning and costing
Preparation and cooking of meals
Baking and confectionery
Chocolate and sugar expertise
And more ..... `bold`

Candidate: number the paragraphs and indent against the left margin.

Contact The South African School of Cooking for more ~~explicit~~ information: `delete`

Sandton: 011 234 5678
Cape Town: 021 912 3456 `centre`

Candidate: insert the following email address 2 line spaces after the last paragraph:
www.sacookingschool.co.za

QUESTION 4

INFORMATION: Ms E Khumalo, needs to send correspondence to the assistant manager, Mr Herald Brown, with regard to the nominations for the secretarial awards ceremony. She requests you to type and proofread the letter on the letterhead. Execute ALL manuscript signs as indicated in this document.

DOCUMENT:	Business letter on a letterhead	**FONT:**	Courier New, 12
		MARGINS:	
LINE SPACING:	Single	Left	1.5"/3.8 cm
		Right	1"/2.54 cm
PAPER:	A4 Portrait	Top	Measure the letterhead
TIME ALLOCATION:	45 minutes		
MARKS:	60 marks	**JUSTIFICATION:**	Left

INSTRUCTIONS:

1. Insert your **NAME AND SURNAME, QUESTION NUMBER** and **STUDENT NUMBER** as a header as follows:

   NAME AND SURNAME   QUESTION NUMBER   STUDENT NUMBER

2. Save the document as Question 4.

#

Insert today's date in descending order

#

The Assistant Manager
Mr Herald Brown
10 north Street   **/uc**
johannesburg
1000

#

Dear Mr Brown

del   */ in full*

ISA ~~Company~~ Secretary nominations & Awards 2013

#

All managers agreed to keep to timeframes and to send
/sp nomnations as per previous consultation to / office of / CEO
before 1 August 2013.

All senior managers from / different corporate companies were
informed by means of video conferencing that they would   */bold/ital*
receive correspondence, explaining the and regulations for   **rules**
submission of nominations for the secretarial awards.

#

                    correspondence
The following ~~communiqué~~ serves to inform that at a
/lc Nominations debriefing meeting, a proposal was tabled to
inform all relevant companies of the criteria regard to with   */trs*
the selection and nomination process for secretaries.

/del

The implementation of these ~~rules and~~ criteria would apply
immediately as it is intended to bring about standardisation
and clarity.   *r.o.*   *analysis*
The ~~breakdown~~ of / criteria was done prior to dissemination to
all stakeholders. #   */del*

NP [Additional information ~~and feedback~~ to keep all stakeholders

informed as to the finalisation of nominations would be
       distributed
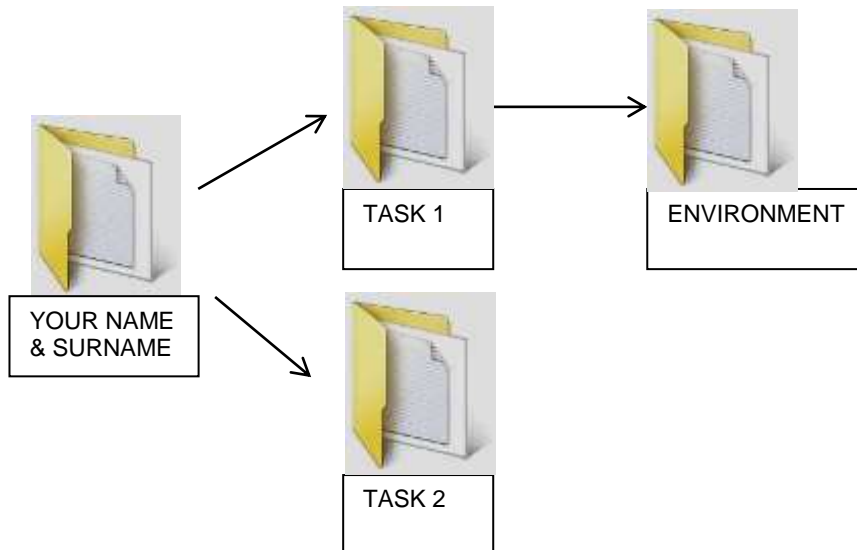**stet** ~~circulated~~ in the form of ~~memos~~.   **memorandums**

#

Yours sincerely
N Zano   */display the closure correctly*
chief executive officer

6

QUESTION 5

5.1 Create the following file structure in **Windows Explorer**, under the Root "Documents".

TASK 1	ENVIRONMENT

YOUR NAME & SURNAME

TASK 2

(4)

5.2 Make a screen shot of your file structure and paste in your **Answer Sheet** next to Question 5.2

1.3 Rename the folder Task 1 to Life Orientation and make a screenshot and paste in your **Answer Sheet** next to Question 5.3 **(2)**

5.4 Delete the folder Task 2 and make a screen shot and paste in your **Answer Sheet** next to Question 5.4

(2)

5.5 Change the view of your "Documents Library" to the **TILES** option and make a screenshot and paste in your **Answer Sheet** next to Question 5.5

(2)

(10)

HOW TO DO A SCREEN SHOT:
First follow the question instruction
Then press the "*ALT + Prt Scr*" on your keyboard
Click on your answer sheet
Press the Paste button
Ensure that the print screen is next to the correct question number

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LETTERHEAD FOR QUESTION 4

☎ (021) 234 567890   ✉ P.O. BOX 678
🖨 (021)234 567 91   10 Mountain View Drive
                                                          CAPE TOWN

E-mail: sytucd@sadance.com