

## GENERAL

A lack of basic language and proofreading skills disadvantaged some candidates. The application of basic typing rules and the application of the basic functions of the computer were a barrier to some candidates' achievement. The computer and printer settings were sometimes not correct. Teachers should ensure that their printer and computer settings are **both** on A4, not **letter**.

Candidates neglected to read the instructions given at the top of each question and therefore lost marks because they did not carry out the instructions.

## QUESTION 1 (Speed accuracy test)

More emphasis should be placed on the development of speed. Candidates who obtained the minimum speed achieved well in this question and they were also able to complete the rest of the paper within the allocated time.

The most important component of Computyping is accuracy. A candidate who does not reach the minimum speed, but who types accurately can still achieve a good mark for the question paper.

## QUESTION 2 (Balance sheet)

The question was generally answered well. Attention should be given to the typing of frames and other lines.

Candidates who used Excel did not always know how to merge and centre the contents of cells, and consequently lost marks. The use of the date format in Excel also created problems. Although it is admirable that candidates used Excel in this question, the use of the table function in Word should perhaps also be given as an option in this question.

## QUESTION 3 (Letter)

This was the question that produced the poorest responses. Candidates did not know how a letter should be displayed and marks were deducted because the date, address, contents heading and conclusion was omitted.

The typing of the second page on a blank sheet of paper was also a problem for many candidates. Candidates did not know how to insert a section break to avoid information contained in a footer being printed on the following pages.

## QUESTION 4 (Testament)

The terminology used in legal documents needs extra attention. Candidates change words because they do not recognise the word and think that it is incorrect, e.g. "request" instead of "bequest", and "martial" instead of "marital".

The certification of a testament needs extensive attention. Candidates were unsure of the correct method.

## QUESTION 5 (Testimonial)

As in the letter the conclusion was also omitted. The use of the hyphen and dash also needs attention. The question was generally answered well.

## QUESTION 6 (Editing)

Candidates should be encouraged to answer this question directly after the speed test. The following functions need attention.

Changing case (*Format/Change case*)

Automatic numbering in Arabic and Roman numerals, as well as alphabetical

format painter

shading of text

endnotes and footnotes

converting text to a table and vice versa

underlining with different line formats

the difference between “cut” and “copy”

the transposing of paragraphs

word count

QUESTION 7 (Theory)

Candidates who answered this question performed well. Candidates should be encouraged to prepare for and to answer this question. Candidates who do not manage the minimum speed requirement can achieve marks in this question more easily than in questions which require extensive typing.