

GENERAL

A lack of basic language and proofreading skills disadvantaged some learners. The application of basic typing rules and the application of the basic functions of the computer was a barrier to some learners' achievement. The settings of computers and printers are not set up correctly. Teachers should ensure that their printer and computer settings are **both** on A4 and not **letter**.

Learners neglect to read the instructions given at the top of each question and therefore lose marks because they do not carry out the instructions.

Manuscript instructions are not correctly interpreted i.e. *und for underline* was mistaken for *l/c*, *sp for spelling* was mistaken for spaced letters, for *do not leave a letterspace* was mistaken for transpose.

QUESTION 1 (Speed accuracy test)

More emphasis should be placed on the development of speed. Learners 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 learner that 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 as well as the merging across columns. A table is the best option to be used for the typing of financial statements and not text boxes.

QUESTION 3 (Letter)

This question was poorly answered. Learners do not have the basic knowledge of how a letter should be displayed and marks were deducted because the date, address and conclusion was either omitted or incorrectly displayed. The alignments of bullets need attention. The numbers of enclosures need to be emphasised.

QUESTION 4 (Lease)

The use of page borders and page numbering on certain pages of a document needs attention. Vertical and horizontal centring should also be addressed.

Outline numbering needs attention.

The certification of a lease needs extensive attention. Learners are unsure of the correct method.

QUESTION 5 (Agenda)

Manuscript instructions always overrule Computyping rules. Candidates must be made aware of this. The correct typing of various leaders using the tab function needs to be addressed.

QUESTION 6 (Editing)

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

- Changing case (*Format/Change case*);
- different forms of underlining (*format/font/effects*)
- endnotes and footnotes;
- the transposing of paragraphs, columns and rows
- inserting section breaks
- autofit to window
- Cell Alignment function

QUESTION 7 (Theory)

The answers to questions 7.1 and 7.2 could have been copied and pasted from Help. This must be practised in class. Candidates did not know the first 16 pages of the Grade 10-guideline document. They battled with inserting the litre sign, typing of amounts, telephone numbers, etc.

They do not understand what a shortcut key is. All of these can be accessed in the Help function.