COMPUTYPING SG PAPER 1

GENERAL

There was an improvement in the candidates' knowledge of the general rules set out in the Guidelines. However, there are still a few aspects that need attention, e.g. underlining, typing of figures, amounts, dates, and telephone numbers, including cell of toll-free numbers.

Candidates lost marks again because they did not proofread their work carefully. Candidates accepted options given by the program and not what was printed on the question paper. For example, if the AutoCorrect option is enabled, but the language is set on *English (United States)*, the program will change the spelling of *capitalisation* to *capitalization*.

Candidates once again ignored instructions given at the beginning of the question paper and at the beginning of each question. Manuscript instructions were either ignored or misinterpreted.

Some centres' printers were not set up for A4 paper size. Make sure that the printouts print 10 characters in 2,54 cm/1".

Educators are requested not to staple the question paper or any part thereof.

QUESTION 1 (Speed-Accuracy)

Candidates who achieved the minimum speed obtained high marks in this question. This aspect of the syllabus should receive continual attention in order to ensure that candidates are able to achieve the required minimum speed with a minimum number of errors. **ALL PUNCTUATION SIGNS MUST BE TYPED IN THIS QUESTION.**

QUESTION 2 (Letter)

This question was answered satisfactorily. The following aspects need to be emphasised:
- Recipient's address (town and suburb in capital letters – very few candidates knew this)
- Placing of date
- Conclusion (title of sender – DR was omitted by candidates)
- When a table is given within a document it forms part of the paragraph in terms of alignment.

QUESTION 3 (Balance Sheet)

This question was answered satisfactorily. Candidates who answered it in a spreadsheet application experienced problems with the footnote or endnote. Whichever application is used, candidates should use the border lines and not insert text boxes or underline totals.

QUESTION 4 (Notes to financial statements)

Candidates had difficulty with the header. They typed the header as part of the body of the document and retyped it on the second page. Others omitted the header on the second page. The page numbering was also problematic. The insertion of totals was not a problem

QUESTION 5 (Completion of form)

Candidates obtained high marks for this question.

QUESTION 6 (Manipulation – table)

Candidates did not understand the difference between a table heading and a column heading. When deleting a column, the entire column must be deleted and not only the contents.

Transposing and sorting of columns must receive attention. Candidates confused horizontal and vertical lines.

QUESTION 7 (Manipulation – paragraphs)

This question was answered well. Spaced capital letters need attention.

QUESTION 8 (Theory)

This question was poorly answered. More attention should be given to this aspect of the syllabus, since it constitutes 10% of the question paper.

REKENAARTIK SG VRAESTEL 1

ALGEMEEN

Daar was ‘n verbetering in die kandidate se kennis van die algemene reëls soos in die Riglyne uiteengesit. Daar is egter steeds ‘n paar aspekte wat aandag nodig het, bv. onderstreping, die tik van getalle en bedrae, telefoonnommers, insluitende sel- en tolvrye nommers en die datum.

Kandidate verloor nog steeds punte omdat hulle nie hulle werk behoorlik proeflees nie. Kandidate aanvaar opsies wat deur die rekenaar gegee word, en nie wat op die vraestel verskyn nie. Indien die taal op English gestel is en ‘n leerder tik in Afrikaans en die AutoCorrect-opsie is aangeskakel, sal die rekenaar outomaties ‘n Afrikaanse woord wat min of meer dieselfde is as die Engelse woord in Engels tik, bv. “middel” word getik as “middle”.

Kandidate ignoreer die instruksies wat aan die begin van die vraestel gegee word en aan die begin van elke vraag. Manuskripinstruksies word of geïgnoreer of verkeerd geïnterpreteer.

Daar is eksamensentrums wie se drukkers nie ingestel is vir A4-papier nie. Maak seker dat die drukstukke 10 karakters in 2,43 cm/1” druk.

Opvoeders word versoek om nie die vraestel of gedeeltes van die vraestel vas te kram nie.

VRAAG 1 (Spoed-Akkuraatheid)

Kandiate wat die minimum spoed bereik het, het hoë punte in die vraag behaal. Hierdie gedeelte van die leerplan behoor deurlopend aandag te geniet om te verseker dat kandidate die minimum spoed met die minimum foute bereik. **ALLE PUNKTUASIE TEKENS MOET IN HIERDIE VRAAG GETIK WORD. Let ook asseblief daarop dat die afkappingsteken in die woord [‘n] getik moet word**.

VRAAG 2 (Brief)

Die vraag is bevredigend beantwoord. Die volgende aspekte moet aandag kry:

- Ontvanger se adres (dorp en voorstad in hoofletters – baie min kandidate het dit geweet)
- Plasing van die datum
- Slot (die titel van die afsender – DR. – is deur baie kandidate uitgelaat.)
- Wanneer ‘n tabel in ‘n dokument gegee word, vorm dit deel van die paragraaften opsigte van gerigtheid (alignment).

VRAAG 3 (Balansstaat)

Die vraag is bevredigend beantwoord. Kandidate wat ‘n sigbladprogram gebruik het, het probleme ondervind met die voetnota/eindnota. Kandidate moet die omramingsfunksie gebruik en nie teksbokse en die onderstrepingsfunksie nie, ongeag die toepassingspakket wat gebruik word.

VRAAG 4 (Notas by finansiële state)

Kandidate verstaan nie die doel van ‘n kopskrif (header) nie. Hulle het die kopskrif as deel van die “lyf” van die dokument getik en dit dus weer op die tweede bladsy getik. Ander het die kopskrif totaal en al op die tweede bladsy uitgelaat. Die bladsynommering het ook probleme veroorsaak. Die invoeging van die totale het geen probleme veroorsaak nie.

VRAAG 5 (Voltooiing van vorm)

Kandidate het hoë punte vir die vraag behaal.

VRAAG 6 (Manipulasie – tabel)

Kandidate ken nie die verskil tussen tabelopskrifte en kolomopskrifte nie. Wanneer ‘n kolom uitgewis moet word, moet die hele kolom verwyder word en nie net die inhoud nie. Transponering en sortering moet ingeoefen word. Kandidate het horisontale en vertikale lyne verwar.

VRAAG 7 (Manipulasie – paragraphs)

Die vraag is goed beantwoord. Gespasieerde hoofletters verdien aandag.

VRAAG 8 (Teorie)

Die vraag is swak beantwoord. Hierdie aspek van die leerplan verdien meer aandag, aangesien dit 10% van die vraestel uitmaak.