

**ALGEMENE ONDERWYS-EN-OPLEIDINGSERTIFIKAAT**

**NKR VLAK 1**

**BOOV VLAK 4 SENTRUMGEBASEERDE ASSESSERING**

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| **LEERAREA** | **:** | **INLIGTINGSKOMMUNIKASIE-TEGNOLOGIE** |
| **KODE** | **:** | **INCT4** |
| **TAAK** | **:** | **OPDRAG** |
| **TYD** | **:** | **3 WEKE** |
| **PUNTE** | **:** | **50** |

**Hierdie assesseringstaak bestaan uit 4 bladsye.**

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| **INSTRUKSIES EN INLIGTING** |  |  |

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| 1. | Hierdie is 'n geïntegreerde opdrag. Alle antwoorde moet in 'n Word-dokument getik word, op 'n skyf gestoor word en gedruk word. |  |  |

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| 2. | Skep ‘n leêr met jou Van en Voorletters. |  |  |

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| 3. | Sleutel jou Naam en Sentrumnaam as kopskrif (‘header’) in. |  |  |

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| 4. | Die opdrag bestaan uit TWEE verpligte afdelings: |  |  |

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|  | AFDELING A: 20 punte |  |  |

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|  | AFDELING B: 30 punte |  |  |

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| 5. | Jy mag hierdie opdrag tuis voltooi. |  |  |

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| 6. | Jou onderwyser sal jou vordering met gereelde tussenposes kontroleer en leiding verskaf waar nodig. |  |  |

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| **AFDELING A** |  |  |

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| **VRAAG 1** |  |  |

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| 1.1 | Tik die funksie(s) van elk van die volgende spesiale sleutels: |  |  |

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|  | 1.1.1 | F1 |  |  |

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|  | 1.1.2 | Esc |  |  |

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|  | 1.1.3 | Enter |  |  |

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|  | 1.1.4 | Tab |  |  |

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|  | 1.1.5 | Page up |  |  |

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|  | 1.1.6 | End |  |  |

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|  | 1.1.7 | Backspace |  |  |

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|  | 1.1.8 | Home |  |  |

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|  | 1.1.9 | Print screen |  |  |

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|  | 1.1.10 | Pause break  (10 × 1) |  | (10) |

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| 1.2 | Pas ‘n item in KOLOM B by ‘n simbool/ikoon in KOLOM A. Skryf slegs die letter (A–K) langs die vraagnommer (1.2.1–1.2.10) in die ANTWOORDBOEK neer. |  |  |

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|  | **KOLOM A** | | **KOLOM B** | |  | |  |
|  | 1.2.1  1.2.2  1.2.3  1.2.4  1.2.5  1.2.6  1.2.7  1.2.8  1.2.9  1.2.10 | C:\Users\ZINHLE\Desktop\CD    FOLDERS\zodwa\5097656_f520[1].jpg.  [Actions tools check spelling icon](http://www.iconarchive.com/show/oxygen-icons-by-oxygen-icons.org/Actions-tools-check-spelling-icon.html)  **Standard**  net9 | A  B  C  D  E  F  G  H  I  J  K | Beheer die rigting van die wyser (‘cursor’)  Verander die font van die dokument  Rig die teks na links/inlynstelling na links  Vertoon die beelde en teks  Kursiveer die geselekteerde teks  'n Kortpad-ikoon vir Ms Word  Maak 'n klein letter bokant die tekslyn  Spelling en taal  Om die venter/raam toe te maak    'n Kortpad-ikoon vir PowerPoint  Produseer 'n harde kopie |  | |  |
| (10 × 1) | | | | |  | (10)  **[20]** | | |

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| **TOTAAL AFDELING A:** |  | **20** |

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| **AFDELING B** |  |  |

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| **VRAAG 2** |  |  |

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| 2.1 | Tik die definisie van elk van die volgende: |  |  |

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|  | 2.1.1 | Werkskerm |  |  |

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|  | 2.1.2 | My rekenaar |  |  |

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|  | 2.1.3 | Ikoon |  |  |

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|  | 2.1.4 | Aansit-kieslys/begin-kieslys |  |  |

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|  | 2.1.5 | My dokument |  |  |

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|  | 2.1.6 | Bedryfstelsel |  |  |

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|  | 2.1.7 | Vullisdrom  (7 × 2) |  | (14) |

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| 2.2 | Bestudeer die rekenaarpoorte hieronder en beantwoord die vrae: |  |  |

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|  | **A B C**    small round 6-pin 25-pin flat female small 4-pin box |  |  |

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|  | 2.2.1 | Noem die poorte wat aangedui is as A, B en C. |  | (3) |

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|  | 2.2.2 | Noem TWEE komponente wat met A verbind kan word. |  | (2) |

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|  | 2.2.3 | Noem VYF opsies wat toegepas kan word by die formattering van 'n dokument. |  | (5)  **[24]** |

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| **VRAAG 3** |  |  |

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| 3.1 | Wat is die verskil tussen 'n b*edryfstelsel* en *toepassingsagteware*? |  | (4) |

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| 3.2 | Noem TWEE funksies van die bedryfstelsel. |  | (2)  **[6]** |

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| **TOTAAL AFDELING B:** |  | **30** |
| **GROOTTOTAAL:** |  | **50** |