



# education

Department:  
Education  
REPUBLIC OF SOUTH AFRICA

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 12**

**CATNS.1**

**COMPUTER APPLICATIONS TECHNOLOGY**

**OPTIONAL SPEED/ACCURACY PAPER**

**FEBRUARY/MARCH 2010**

**MARKS: Not applicable**

**TIME: 5 minutes reading time PLUS 10 minutes keying-in time PLUS printing time**

**This question paper consists of 4 pages.**

# MORNING SESSION



**INSTRUCTIONS AND INFORMATION**

1. Time: FIVE MINUTES will be allowed for READING the speed/accuracy text.  
TEN MINUTES will be allowed for the KEYING IN of the text.

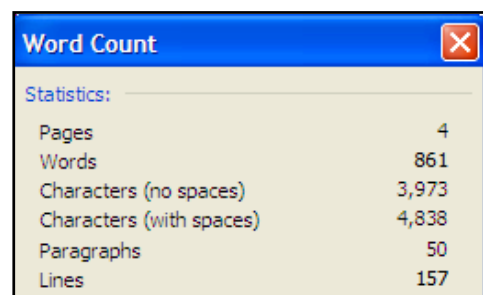
2. Default settings:

LANGUAGE	SA English or UK English
UNITS OF MEASUREMENT	Centimetres (cm) or inches (")
JUSTIFICATION	Left
FONT	Courier New 12 or Courier 12
MARGINS	2.54 cm or 1"
HEADER/FOOTER	1.27 cm or 0.5"

3. Insert a header containing the following:

<b>Speed Mar2010</b>	(Left aligned)
<b>Examination number</b>	(Right aligned)

4. Provision has been made for speeds up to 65 words per minute.
5. Key in the following speed/accuracy text in 1½ (1.5 lines) or double line spacing.
6. Insert an extra line space before the start of a new paragraph.
7. Save your speed/accuracy test with your **examination number** as the file name. The invigilator will inform you where to save your file.
8. You may not edit your answer after the 10-minute keying-in time has elapsed.
9. Perform a word count from the first word of the optional speed question, for example 'It is ...' to the last letter that you have keyed in and enter the number of **Characters (with spaces)** in brackets, that is [4 838] at the end of the document and before you print.



Word Count	
Statistics:	
Pages	4
Words	861
Characters (no spaces)	3,973
Characters (with spaces)	4,838
Paragraphs	50
Lines	157

10. Save and make a printout of your answer immediately upon completion and submit it to the invigilator. You may submit **only ONE printout of this question.**

**OPTIONAL QUESTION: SPEED/ACCURACY**

- Assume you are creating disability awareness.
- Key in the following paragraphs as fast and as accurately as you can.

Adapted from:

[http://www.disabilitycanhappen.org/changes\\_disability/default.asp](http://www.disabilitycanhappen.org/changes_disability/default.asp)

[http://www.disabilitycanhappen.org/reducing\\_chances/default.asp](http://www.disabilitycanhappen.org/reducing_chances/default.asp)

It is hard to imagine becoming disabled. Accidents and illnesses can happen to anyone at any time. Disability is more common than you think.

Studies show that three in ten workers entering the work force today will become disabled before retiring. It is also predicted that one in seven workers can expect to be disabled for five years or more before retirement.

Disability can drain family savings and place financial security at risk. When you are disabled, you may not only lose your ability to earn a living, you could also lose your savings, your retirement funds and even your home. A recent study found that over half of all personal bankruptcies and home repossessions are due to disability.

Many people who become disabled find their income is suddenly decreased or stopped which means they are unable to pay their accounts. If you became disabled, would you be able to pay your rent or bond, make your car payment, or continue to make contributions to your savings account? Most people are too busy or just do not think that it will ever happen to them.

There are also those people who live from payday to payday and have little or no money left after paying their everyday living expenses. Planning ahead in case disability strikes makes good sense. Building a personal financial security plan can help you get an idea of the financial hardship disability may cause you and your family. It can also help you to better prepare for the unthinkable.



While it is extremely important to be prepared in the case of disability, it is even better to try and avoid the possibility in the first place. Maintaining a healthy lifestyle will reduce your chances of becoming disabled. There is some sound advice you can follow and if you continue reading you will see what is meant.

You need to visit your doctor. In addition to treating you when you are sick, your doctor can help you stay healthy. Get regular checkups. If certain medical conditions run in your family, make sure you get recommended health screenings. Ask your doctor how often you should be screened for cancer. You may need to start screening at an earlier age if you have certain risk factors or a family history of cancer.

Smoking and drinking can decrease the quality of your health. Smoking is linked to serious diseases such as cancer, heart disease and stroke. If you are a smoker, trying to stop should be your first priority. You should avoid excessive drinking. Heavy drinking can lead to liver damage and other health risks.

A little extra weight can put a strain on your heart, increase your blood pressure and significantly raise the risk of a heart attack. So you need to watch your weight by avoiding foods that are high in fat. You should eat plenty of high fibre, fruits and vegetables which are rich in nutrients.

Keeping physically active is an important part of a healthy lifestyle. Exercise prevents heart disease, cancer, high blood pressure and obesity. It is recommended that you exercise for thirty to sixty minutes at least four times a week. Gentle stretching before exercise, weight reduction and practising sound lifting techniques can help prevent back injuries. Take care of your

**END**

