



UNIVERSITY OF JOHANNESBURG
FACULTY OF EDUCATION
JULY EXAMINATION 2017

PROGRAMME: B Ed Intermediate Phase
MODULE: Teaching Studies 3A
CODE: TEASTA3
TIME: 3 hours
MARKS: 140
EXAMINER: Mr J Maseko
MODERATOR: Dr AR Molotsi (UNISA)

(This paper consists of 4 pages)

INSTRUCTIONS

Read the following instructions carefully before answering the questions.

1. Save your work at regular intervals of at least 5 minutes. Loss of work due to technical failures or electricity supply problems can then be minimised
2. You are not allowed to a chat client in order to send or receive files from other students, or communicate with anyone else during the examination session
3. You may use the built-in Help function of applications, e.g. pressing the F1 key

QUESTION 1 (File and Folders)

1.1. On the local machine in "Desktop" create a folder. Use your

"surname_studentno Exam" as the folder name, e.g.

Maseko_201712345 Exam.

This folder will henceforth be referred to as "your folder". At the end of this examination all the files that have to be submitted for assessment must be in this folder. (2)

1.2. **Download** the source files from the **2017SuppExam**. Place these files in *your folder*.

1.3. Rename each file as follows:

1.3.1. 2017_TEASTA3_Q2 must be renamed to *<your studentno Q2>*

1.3.2. 2017_TEASTA3_Q3 must be renamed to *<your studentno Q3>*

1.3.3. 2017_TEASTA3_Q4 must be renamed to *<your studentno Q4>*

(From this point forward, work with these *renamed* files in YOUR folder) (3)

NOTE: Once you have completed the examination, you ought to have the following **THREE** files in your folder:

<your studentno Q2>

<your studentno Q3>

<your studentno Q4>

Sub-Total [5]

QUESTION 2 (MS Word)

Open the MS Word document named < *your studentno* Q2> from its saved location in your folder and execute the following instructions:

- 2.1 Insert a header with the following information:
 - 2.1.1 Right align: student number (3)
 - 2.1.2 Italicize the student number
- 2.2 Choose from Art and apply a page border of your choice to make this poster more pronounced. (4)
- 2.3 Apply the following styles:
 - 2.3.1 Heading 1 style to the following headings: "Healthy food" (5)
 - 2.3.2 Heading 2 style to the following headings: "Fruits" and "Vegetables".
 - 2.3.3 Apply "Normal" style to the two paragraphs of text
- 2.4 Modify Heading style 1 as follows:
 - 2.4.1 Centre Align (5)
 - 2.4.2 **Font colour:** Red; **Type:** Arial; **Size:** 24pt; **Style:** Bold
- 2.5 Modify Heading Style 2 as follows:
Font type: Verdana; **Style:** Italics; **Size:** 14pt; **Colour:** Green; **Style:** left align (5)
- 2.6 Modify Normal style as follows:
 - 2.6.1 **Font style:** Arial; **Size** 12 pt (2)
- 2.7 Replicate the screenshot in Annexure – Question 2. After inserting a table and the indicated labels in the columns and rows, do the following:
 - 2.7.1 Move the pictures on the last page to the correct cells in the table. (13)
 - 2.7.2 **Text and pictures alignment:** cell center; **picture height:** 1.8 cm each; and **Whole table alignment:** centre
- 2.8 Insert a page number in the footer – centre align. Delete any unused pages. (3)
- 2.9 Save the file in the folder you created in Question 1.1 (Your folder).
(No mark for this)

Sub-Total [40]