



**UNIVERSITY OF JOHANNESBURG**  
**FACULTY OF EDUCATION**  
**JUNE SUPPLEMENTARY EXAMINATION 2018**

**PROGRAMME:** B Ed Intermediate Phase  
**MODULE:** Teaching Studies 3A  
**CODE:** TEASTA3  
**TIME:** 3 hours  
**MARKS:** 150  
**EXAMINER:** Mr J Maseko  
**MODERATOR:** Dr A du Plessis (UMP)

(This paper consists of 2 pages)

**INSTRUCTIONS**

Read the following instructions carefully before answering the questions.

1. Save your work at regular intervals of at most 5 minutes. Loss of work due to technical failures or electricity supply problems can then be minimised
2. You are not allowed to open any OTHER applications such as 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

2018 SupExam submission	Screen shot
<ul style="list-style-type: none"> <li>Close all three files first</li> <li>In Blackboard</li> <li>Click on SupExam2018</li> <li>Click on Select users</li> <li>Select Maseko Jerry</li> <li>Subject: SupExam 2018</li> <li>Body – Surname, student no, Contact no</li> <li>Attach file – all the three files</li> <li>Click Submit</li> </ul>	

### QUESTION 1 (File and Folders)

- 1.1. On the local machine in “Desktop” create a folder. Use your “*surname\_studentnumber Exam*” as the folder name, e.g. Maseko\_2017123456 Exam.

(2)

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.

- 1.2. **Link to website** - <http://bit.ly/2JNMZoy>. **Download** the source files from the **process page** of the **website**. Place these files in *your folder*.

- 1.3. Rename each file as follows:

- 1.3.1. **Researcher** must be renamed to **<your surname\_Researcher>**

- 1.3.2. **Buyer** must be renamed to **<your surname\_Buyer>**

(3)

- 1.3.3. **Presenter** must be renamed to **<your surname\_Presenter>**

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

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

<your surname\_Researcher>

<your surname\_Buyer>

<your surname\_Presenter>

**Sub-Total**

[5]

### QUESTION 2 (MSWord)

Open the MS Word document named <your surname\_Researcher> from its saved location in your folder. **Download** the **PDF** file from the **process page** of the **website**. Follow the instructions on the PDF file to work on Researcher file.

Save the file. Ensure it is saved in your folder. (No mark for this)

**Sub-total** [50]

### QUESTION 3 (MSExcel)

Open the MS Excel spreadsheet named (<your surname\_Buyer>) from its saved location in your folder and execute the provided instructions.

All instructions are on the file

Save the file. Ensure it is saved in your folder. (No mark for this)

**Sub-total** [45]

### QUESTION 4 (MSPowerPoint)

Open the MS PowerPoint presentation named < your surname\_Presenter> from its saved location in your folder.

Follow the provided instructions in each slide

Save the file. Ensure it is saved in your folder. (No mark for this)

**Sub-total** [45]

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