



**higher education  
& training**

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

**NATIONAL CERTIFICATE (VOCATIONAL)**

**OFFICE DATA PROCESSING  
NQF LEVEL 2**

(3061022)

**9 December 2020 (X-paper)  
09:00–12:00**

**This question paper consists of 21 pages.**

465Q1N2009

**TIME: 3 HOURS**  
**ADDITIONAL TIME: ½ HOUR FOR PRINTING ONLY**  
**MARKS: 300**

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## **INSTRUCTIONS AND INFORMATION**

1. The question paper must be completed on the computer with the aid of a word processing program. The version of the MS Office Suite used for the examination must be written on the candidate's folder for the PRINTOUTS.
2. Answer all the questions.
3. Read all the questions carefully.
4. Number the answers according to the numbering system used in this question paper.
5. To complete the question paper, it is important that candidates adhere to the time allocation provided for each question.
6. All PRINTOUTS to be marked must be placed in the folder provided by the invigilators. Only ONE PRINTOUT (the top one) per question/subsection, printed on ONE side of the page only, will be marked.
7. PRINTOUTS must be sorted correctly and placed in the EXAMINATION FOLDER, in the same numerical order as the question paper.
8. Ensure that your EXAMINATION NUMBER and QUESTION NUMBER are printed on each page, irrespective of the number of pages, according to the instructions given in each question (header/footer).
9. PRINTOUTS with handwritten EXAMINATION NUMBERS will only be considered for marking if such are endorsed with the invigilator's signature.
10. Take note of the following regarding the question paper:
  - 10.1 Use left justification throughout the examination paper unless otherwise indicated.
  - 10.2 Use margins (top, bottom, left and right) of 1"/2.5 cm unless otherwise indicated.
  - 10.3 Use single line spacing if no other line spacing is indicated.

- 10.4 Use COURIER NEW 12pt for the word processing section and ARIAL or CALIBRI 12pt for the spreadsheet section, unless otherwise instructed.
11. During additional printing time, candidates may only affect printing commands. NO further keying in or editing may be done. It is recommended that additional invigilators who are knowledgeable about computers invigilate during the additional 30 minutes printing time to provide extra assistance and control.
  12. In the event of a power failure, a computer or printer breakdown, the invigilator must make the necessary arrangements for the candidate to continue and the actual time lost must be given to the candidate once he/she resumes working.
  13. If there is a problem with certain printers, for example, it does not print ê, a report must be sent with the centres' PRINTOUTS.
  14. A candidate may have in his/her possession a typing ruler/printed template, a dictionary, postal codebook and a list of ASCII codes. Word processing templates may be used, as well as the spell check function.
  15. At the end of the examination, ALL PRINTOUTS must be placed in the EXAMINATION FOLDER and must be handed to the invigilator. This includes ALL PRINTOUTS on which errors occur and which should not be marked. NO PRINTOUTS whatsoever may be removed from the examination room or put into waste-paper bins.
  16. ALL work on the computer should be saved at regular intervals to prevent loss of work in the event of a power failure. NO additional time may be allowed for such lost work. It is the candidates' responsibility to protect their answers through regular saving in order to prevent loss of work.
  17. At the end of the examination session, each candidate must hand in the PRINTOUTS as well as the floppy disk (or other storage device which may be used) with the saved answers (properly marked with the candidate's EXAMINATION NUMBER on the cover). If a network is used, the network manager must make a backup copy of ALL the candidates' work under supervision of the invigilator. (These diskettes and/or backup copies, for example CD, must be handed to the examination section of the college for safekeeping for one year in case enquiries should be made by the examiner/moderator/superintendents of education and Umalusi).
  18. The hard drive of the computer, (drive C), may not be used for the saving of documents in the event of other groups using the same venue during more than one sitting. If the same venue is being used for different groups then the hard drive of the computers must be checked and cleared before the next group commences the examination session.

19. NO candidate may print his/her work for another candidate or make his/her work/diskette available to another or access other candidates' work on the network. Any attempt to access information from or transfer information to another candidate in whatever manner is a contravention of the examination rules and regulations and will be viewed in an extremely serious light.

20. **HOW TO MAKE A PRINT SCREEN OF A DIALOG BOX:**

Follow these instructions to copy the necessary dialog box when answering a question which requires the use of the print-screen function:

- Press the Print-screen button found in the top row of the keyboard (on the right-hand side of the F12 function key).
- Minimise that screen, open the answer sheet or blank page required for the answers.
- Place the cursor at the position where the answer must be inserted.
- Press CTRL+V on the keyboard or click the Paste icon on the standard toolbar.

The print-screen image or picture will appear in the position where you placed the cursor.

21. **SPECIFIC INSTRUCTION REGARDING THE TIMED ACCURACY TEST: (QUESTION 1)**

- 21.1 Candidates must be allowed to read the accuracy test at least THREE minutes before the commencement of the examination.
- 21.2 All candidates must start with the timed accuracy test. NO candidate may be permitted to start with any other question in the first 10 minutes.
- 21.3 The invigilator must use a stopwatch to keep the exact time for the accuracy test (QUESTION 1).
- 21.4 QUESTION 1 (Timed Accuracy Test) must be done ONCE only and printed immediately after the first ten minutes have expired. The invigilator must sign off each timed accuracy test PRINTOUT immediately after the last typed word. The PRINTOUT must be retained by the invigilator and, in the candidate's presence, placed into the candidates' EXAMINATION FOLDER at the end of the examination.
- 21.5 A candidate who arrives late (i.e. during and after the first 10 minutes) will NOT be given any extra time for the timed accuracy test. The candidate will have to commence immediately and stop at the same time as the other candidates or if the time has lapsed, he/she will have forfeited the timed accuracy test.

# QUESTION PAPER

## OFFICE DATA PROCESSING LEVEL 2

<b>TIME:</b>	<b>3 hours</b> (keying-in time)
<b>ADDITIONAL:</b>	<b>½ hour</b> (30 minutes extra for printing)
<b>MARKS:</b>	<b>300</b>

DATA PROCESSING		ALLOCATED TIME	MARKS
QUESTION 1	TIMED ACCURACY TEST	10 min	20
QUESTION 2	COMPUTER CONCEPTS AND FILE MANAGEMENT	20 min	40
QUESTION 3	PARAGRAPHS	35 min	50
QUESTION 4	MS WORD PROCESSING	20 min	30
QUESTION 5A	BUSINESS LETTER	35 min	50
QUESTION 5B	ENVELOPE	5 min	10
QUESTION 6	CURRICULUM VITAE	20 min	40
QUESTION 7	SPREADSHEET	35 min	60
<b>TOTAL</b>		<b>3 HOURS</b> (30 minutes extra for printing)	<b>300</b>

You are the Office Administrator at the Marketing Bubble Company. The position requires you to do all administrative duties such as typing letters and documentation that will be needed and distributed to the relevant people.

**QUESTION 1**

<b>DOCUMENT:</b>	Timed Accuracy Test	<b>FONT:</b>	Courier New 12pt
<b>LINE SPACING:</b>	1.5 or 2 (Double)	<b>MARGINS:</b>	
<b>PAPER:</b>	A4 portrait	Left:	1"/2.54cm
<b>TIME ALLOCATION:</b>	10 minutes	Right:	1"/2.54 cm
<b>MARKS:</b>	20	<b>JUSTIFICATION:</b>	Left/Off
		<b>HYPHENATION:</b>	Off

**INSTRUCTIONS:**

1. All students must perform the timed accuracy test.
2. Insert your EXAMINATION NUMBER and QUESTION NUMBER as a header against the left margin as follows:  
  
EXAMINATION NUMBER  
QUESTION 1
3. The minimum speed requirement is 25 words per minute.
4. The duration of the accuracy test is 10 minutes. Wait for the invigilator's instruction to start and stop immediately on his/her command.
5. Print QUESTION 1 immediately on the invigilator's instruction. The invigilator will only accept the first PRINTOUT of QUESTION 1 – NO other copies will be accepted for marking.
6. Save the document as QUESTION 1.
7. Print the document and place the PRINTOUT in your examination folder.



Marketing refers to activities undertaken by a company to promote the buying or selling of a product or service. Marketing includes advertising, selling, and delivering products to consumers or other businesses.

Professionals who work in a corporation's marketing and promotion departments seek to get the attention of key potential audiences through advertising. Promotions are targeted to certain audiences and may involve celebrity endorsements, catchy phrases or slogans, memorable packaging or graphic designs and overall media exposure.

Marketing as a discipline involves all the actions a company undertakes to draw in customers and maintain relationships with them. Networking with potential or past clients is part of the work too, including writing thank you emails, playing golf with a prospective client, returning calls and emails quickly, and meeting with clients for coffee or a meal.

At its most basic, marketing seeks to match a company's products and services to customers who want access to those products. The matching of product to customer ultimately ensures profitability.

Product, price, place, and promotion are the Four Ps of marketing. The Four Ps collectively make up the essential mix a company needs to market a product or service. Neil Borden popularised the idea of the marketing mix and the concept of the Four Ps in the 1950s.

25wpm

Product refers to an item or items the business plans to offer to customers. The product should seek to fulfil an absence in the market, or fulfil consumer demand for a greater amount of a product already available. Before they can prepare an appropriate campaign, marketers need to understand what product is being sold, how it stands out from its competitors, whether the product can also be paired ...

30wpm

35wp

[20]



**QUESTION 2**

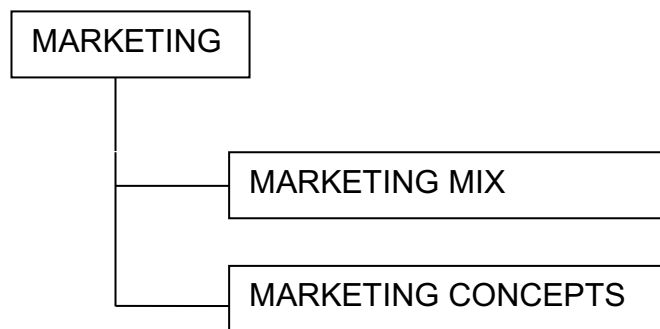
**TIME: 20 Minutes**

**MARKS: 40**

**INSTRUCTIONS:**

1. Open or retrieve the document saved as QUESTION 2 in the STUDENT FILES folder.
2. Type answers for QUESTION 2 on this answer sheet.
3. Type your EXAMINATION NUMBER in the header.
4. After completing the answers, save and print the answer sheet and place the PRINTOUT in your examination folder.

- 2.1 Describe FIVE precautions which can be taken to minimise the chances of a computer being infected by a virus. (5)
- 2.2 List the steps to follow when changing the unit measurements from inches to centimetres. (6)
- 2.3 Write out the acronym, RAM, in full and list THREE things with examples, which are temporarily stored in here. (7)
- 2.4 One of the interns in the company has been complaining about extreme back and wrist pain after working for a long time behind the computer. What advice would you give to this intern regarding ergonomic practices? (5)
- 2.5 Create the following folder structure in the Student Files folder and paste a print screen image in the answer sheet.



(8)

- 2.5.1 Create the files below in the MARKETING MIX folder as shown below and paste a print screen image in the answer sheet.

File Type	File Name
Spreadsheet	Price
Word Processing	Product
Presentation	Promotion

(8)

- 2.6 Save, print QUESTION 2 and place the PRINTOUT in the exam folder. (1)

**[40]**





**QUESTION 3**

**INFORMATION:** Information leaflets are to be used during a workshop on the 4Ps of marketing. You are requested to type the leaflet below.

<b>DOCUMENT:</b>	Paragraphs	<b>FONT:</b>	Courier New 12pt
<b>LINE SPACING:</b>	Single	<b>MARGINS:</b>	
<b>PAPER:</b>	A4 portrait	Left:	1.5"/3.81cm
<b>TIME ALLOCATION:</b>	35 minutes	Right:	1"/2.54 cm
<b>MARKS:</b>	50	<b>JUSTIFICATION:</b>	Left/Off
		<b>HYPHENATION:</b>	Off

1. Insert your EXAMINATION NUMBER and QUESTION NUMBER in the footer against the left margin.
2. Save the document as QUESTION 3.
3. Print the document and place the PRINTOUT in your EXAMINATION FOLDER.


3. These have been extensively added to & expanded through additional Ps and even a 4C concept. But the 4Ps serve as a great place to start planning for the product or even to evaluate an existing product offering. */in full*  
*/bold*

≠  
2. / use of a marketing mix is an excellent way to help ensure that 'putting / right product in the right place,' will happen. The marketing mix is a crucial tool to help understand what / product or service can offer and how to plan for a successful product offering. [The marketing mix is most commonly executed through the 4 Ps of marketing: Price, Product, Promotion, & Place. */NP*  
*/in full*





**QUESTION 4****TIME: 20 minutes****MARKS: 30**

- 4.1 Retrieve the document saved as QUESTION 3 and save as QUESTION 4. Change the question number to QUESTION 4 in the header.
- 4.2 Edit the document as indicated below and on the next page:
- 4.2.1 Change the alignment of the entire document to full justification. (2)
  - 4.2.2 Hyphenate the document automatically to create an even margin. (2)
  - 4.2.3 Insert the main heading in uppercase, 28pt and a 3pt outline effect. (3)
  - 4.2.4 Insert page numbers at the top centre of the page. (2)
  - 4.2.5 Delete paragraph 2. (1)
  - 4.2.6 Apply a 4½pt border to paragraph 1. (2)
  - 4.2.7 Format the line spacing of paragraph 1 to 1.5 line spacing. (1)
  - 4.2.8 Centre paragraph 1 horizontally. (1)
  - 4.2.9 Format paragraph 2 to bold. (1)
  - 4.2.10 Indent paragraph 3 left and right at 2 cm/0.78". (2)
  - 4.2.11 Apply multi-level numbering to the paragraphs as indicated. (3)
  - 4.2.12 Insert paragraph headings as indicated in bold and italics excluding the paragraph numbers. (3)
  - 4.2.13 Insert a page break as indicated.  (1)

## Marketing /uc/28pt/3pt outline effect

Marketing is simplistically defined as 'putting the right product in the right place, at the right price, at the right time.' Although this sounds like an easy enough proposition, a lot of hard work and research needs to go into setting this simple definition up. Moreover, if even one element is off the mark, a promising product or service can fail completely and end up costing the company substantially. **4½pt border/1.5 l/s/centre**

The use of a **marketing mix** is an excellent way to help ensure that 'putting the right product in the right place,' will happen. The **marketing mix** is a crucial tool to help understand what the product or service can offer and how to plan for a successful product offering. **Delete paragraph**

The marketing mix is most commonly executed through the 4 Ps of marketing: Price, Product, Promotion, and Place. **bold**

These have been extensively added to and expanded through additional Ps and even a 4C concept. But the 4Ps serve as a great place to start planning for the product or even to evaluate an existing product offering. **indent par L+R at 2cm/0.78"**

### 1. Product /bold/ital.

1.1 The product is either a TANGIBLE good or an INTANGIBLE service that meets a specific customer need or demand. All products follow a logical product life cycle and it is vital for marketers to understand and plan for the various stages and their unique challenges. It is **key** to understand those problems that the product is attempting to solve.

### 2. Price /bold/ital.

2.1 Price covers the actual amount the end-user is expected to pay for a product. How a product is priced will directly affect how it sells. This is linked to what the perceived value of the product is to the customer rather than an objective costing of the product on offer.

==== page break

### 3. Promotion /bold/ital.

3.1 The marketing communication strategies and techniques all fall under the promotion heading. These may include advertising, sales promotions, special offers and public relations. Whatever *channel* is used, it is necessary for it to be suitable for the *product*, the *price* and the *end-user* it is being marketed to.

### 4. Place /bold/ital.

4.1 Place or placement has to do with how the product will be provided to the customer. Distribution is a key element of placement. The placement strategy will help assess what channel is most suited to a product.

[30]



**QUESTION 5A****INFORMATION:** You are asked to type the following letter.

<b>DOCUMENT:</b>	Business letter on letterhead	<b>FONT:</b>	Courier New 12pt
<b>LINE SPACING:</b>	Single	<b>MARGINS:</b>	
<b>PAPER:</b>	A4 portrait	Left:	Fit to letterhead
<b>TIME ALLOCATION:</b>	35 minutes	Right:	1"/2.54 cm
<b>MARKS:</b>	50	<b>JUSTIFICATION:</b>	Left/Off
		<b>HYPHENATION:</b>	Off

1. Retrieve the letterhead saved as QUESTION 5.
2. Insert your EXAMINATION NUMBER and QUESTION NUMBER in the footer against the left margin.
3. Type the following business letter taking all manuscript signs into account.
4. Save the document as QUESTION 5.
6. Print the document and place the PRINTOUT in your examination folder.

⊕  
**Today's date in full**

⊕  
 Address of receiver: The manager, IT Mago, Johannesburg, 2020 display address correctly/uc

⊕  
 Dear Sir

⊕  
Marketing Materials /uc/bold

⊕  
 thank you for the letter requesting information on / different kinds of marketing materials, which we are able to provide.

⊕  
 Our company will help you to stand out from / crowd by focusing target /stet  
 on the right niche market segments in order to promote your products & brand over & above your competitors. In addition, /in full  
 by establishing a key point of difference as part of effective an /trs  
 brand & communication strategy will also help you connect in a way /sp  
 that turns the business benefit into a compelling call-to-action. [I /NP  
 have included a portfolio of all / marketing materials we have  
 designed for other technology companies for your perussal. /sp

‡  
 Should you wish to have any other information or would like to come and see us personally, please do not HESITATE to give me a call so that we can arrange a meeting.

/del  
 /lc/ital

‡  
 Looking forward to doing business with you.

‡  
 Yours faithfully

Ms SJ Mahomed Managing Director display correctly

(50)

**QUESTION 5B**

**INFORMATION:** Create the following envelope to be used to forward the letter.

<b>DOCUMENT:</b>	DL Envelope	<b>FONT:</b>	Courier New 12pt
<b>LINE SPACING:</b>	Single	<b>MARGINS:</b>	Use default
<b>PAPER:</b>	Use default	<b>JUSTIFICATION:</b>	Left/Off
<b>TIME ALLOCATION:</b>	5 minutes	<b>MARKS:</b>	10

**INSTRUCTIONS:**

1. Use the Letters & Mailings function in MS Word to prepare the address the envelope, print and place it in your EXAMINATION FOLDER.
2. Type your EXAMINATION NUMBER and QUESTION NUMBER in the Return Address section of the envelope.
3. Save the document as QUESTION 5B.
4. Print the document and place the PRINTOUT in your examination folder.

Address the DL Envelope to the recipient in QUESTION 5A.

(10)



**QUESTION 6****TIME: 20 Minutes****MARKS: 40**

**INFORMATION:** As the office administrator, you are requested to assist a manager with the editing of the document below.

**INSTRUCTIONS:**

1. Retrieve the document saved as QUESTION 6.
2. Insert your EXAMINATION NUMBER in the header against the left margin.
3. Use left justification throughout the document.
4. Edit the content of the document as indicated.
  - 4.1 Insert two-line spaces between each line and according to the manuscript signs.
  - 4.2 Change the left margin and right margin to 2.54 cm/1".
  - 4.3 Change the font of the entire document to Courier New.
  - 4.4 Set a left tab stop at 7 cm/2.75".
  - 4.5 Save, print the document and place the PRINTOUT in your examination folder.



⌘ Curriculum Vitae ⌘

/14pt, sp caps, bold, sp

Personal details

/uc/bold

First names:

⌘  
Althea Mavis

Surname:

Gumede

Address:

PO Box 895, Umtata, 5100

/display in address form/uc

Telephone:

920108 0451 088

/trs

ID number:

→ 083 251 6695

Date of birth:

01/08/1992

/date in full

Marital status:

Single

Home language:

IsiXhosa

⌘

Other languages:

~~Zulu~~  
English, Afrikaans

/stet

Educational qualifications

/uc/bold

School

Umtata High School

Grade passed:

Grade 10

Subject passed:

isiXhosa, English, →

/r.o.

Life Orientation, Mathematics, Computer Typing, Accounting

/ss

Tertiary education

⌘ Qualifications:

Marketing L4 - Grade 12

Name of institution:

King Sabata TVET College

⌘

⌘ Subjects passed:

English First Add Language

Life Orientation

Mathematical Literacy

Marketing

Advertising and Promotions

Communications Marketing

Contact Centre Operations

/ss

/trs

/sp

Employment history

⌘

Jan 2018 - Dec 2018

⌘

Reference

Eqongeni Advertising Solutions

⌘

⌘ Godfrey Malindi

Manager

047 537 3708 [083 155 0462

⌘





Declaration

/uc

I declare that the information above is correct in every respect.

..... Leader dots at 7cm/2.75"

I AM GUMEDE

} display correctly



**QUESTION 7: SPREADSHEETS****TIME: 35 Minutes****MARKS: 60**

Prepare the spreadsheet for the meeting that will be taking place. Create this spreadsheet in MS Excel using the Arial 12pt.

**QUESTION 7A****20 MARKS**

7.1 Insert a header left-aligned as set out below:

EXAMINATION NUMBER  
QUESTION 7A

7.2 Key in the spreadsheet exactly as set out below. Do not type the row and column headings.

	A	B	C
1	BUBBLE MARKETING		
2	EVENT BUDGET		
3	CATEGORY	PROJECTED	ACTUAL
4	Venue	21254,02	17003,22
5			
6	Social media		
7	Twitter	708,58	708,58
8	Facebook	708,58	708,58
9	Pinterest	708,58	708,58
10	Instagram	708,58	708,58
11	Google+	708,58	708,58
12	LinkedIn	708,58	708,58
13	Snapchat	708,58	708,58
14	Subtotal		
15			
16	Advertising		
17	Online	5669,50	4251,77
18			
19	Refreshments		
20	Drinks	2551,06	2834,48
21	Food	2834,48	3000,00
22			
23	Other		
24	Gift bags	8500,80	6375,60
25			

7.3 Create the spreadsheet in MS Excel using Arial 12pt.



- 7.4 Display numbers as currency with 2 decimals.
- 7.5 Adjust the column widths to allow for the contents of each column to fit. Columns that are too large will be penalised.
- 7.6 Save the spreadsheet as QUESTION 7A.
- 7.7 Print the spreadsheet in A4 portrait orientation and place the PRINTOUT in your examination folder.

**QUESTION 7B****40 MARKS**

- 7.8 Retrieve the spreadsheet saved as QUESTION 7A and change the question number in the header to QUESTION 7B.
- 7.9 Edit the spreadsheet as indicated below and in the illustration on the next page.
- 7.9.1 Change the main heading to font Algerian 30pt. (2)
- 7.9.2 Merge and centre the main heading across columns A–C. (2)
- 7.9.3 Insert open rows as indicated. (2)
- 7.9.4 Merge and right-align the heading in Row 3. (2)
- 7.9.5 Change the heading in Row 3 to bold and italics. (1)
- 7.9.6 Change the column headings to bold, 14pt and centre. (3)
- 7.9.7 Change the category headings to italics, centre and underline. (3)
- 7.9.8 Delete Row 10. (1)
- 7.9.9 Change the text in row 14 to bold and right align. (1)
- 7.9.10 Insert the text 'Subtotal' in Row 22 in bold and right align. (2)
- 7.9.11 Insert text in Row 27 in uppercase, bold, 16pt and right align. (3)
- 7.9.12 Insert text in Row 29 and bold as indicated. (3)
- 7.9.13 Use a formula in B14 to calculate the SUBTOTAL of the social media category. (2)
- 7.9.14 Use a formula in B22 to calculate the SUBTOTAL of the refreshments category. (2)
- 7.9.15 Use a formula in B27 to calculate the TOTAL of the PROJECTED budget. (2)
- 7.9.16 Copy the formulas as indicated. (2)



- 7.9.17 Calculate the difference in C29 by deducting the PROJECTED budget from the ACTUAL budget. (2)
- 7.9.18 Format all numbers to currency with 2 decimals. (1)
- 7.9.19 Insert borders in the spreadsheet according to the illustration on the next page. (2)
- 7.9.20 Adjust the column widths to allow for the contents of each column to fit. Columns that are too large will be penalised. (1)
- 7.9.21 Print the spreadsheet and place the PRINTOUT in your examination folder. (1)
- 7.9.22 Save the spreadsheet as QUESTION 7.

**[60]**

**BUBBLE MARKETING** merge and centre, Algerian 30pt

open row

**EVENT BUDGET** bold, italics, right align

open row

**CATEGORY**

**PROJECTED      ACTUAL** } bold, 14pt, centre

Venue

R21254,02	R17003,22
-----------	-----------

Social media italics, centre, und

Twitter

R708,58	R708,58
---------	---------

Facebook

R708,58	R708,58
---------	---------

Pinterest del

R708,58	R708,58
---------	---------

Instagram

R708,58	R708,58
---------	---------

Google+

R708,58	R708,58
---------	---------

LinkedIn

R708,58	R708,58
---------	---------

Snapchat

R708,58	R708,58
---------	---------

Subtotal right-aligned, bold

**A** →

Advertising italics, centre, und

Online

R5669,50	R4251,77
----------	----------

Refreshments italics, centre, und

Drinks

R2551,06	R2834,48
----------	----------

Food

R2834,48	R3000,00
----------	----------

**Subtotal** (right-aligned, bold)

**B** →

open row

Other italics, centre, und

Gift bags

R8500,80	R6375,60
----------	----------

**TOTALS** (bold, 16pt, right align)

**C** →

open row

Difference between projected and actual budget (bold)

<b>D</b>
----------

[70]

**TOTAL:      300**

