

8.3 Study the following extract from a word processing document:

Someone tried to manipulate the following sentences to be in the middle of the page:

```
1-----2-----3-----4-----5-----6-----7-----8-----9-----10-----11-----12-----13-----14-----15-----
Study is like building a jigsaw:
1
1
-----Lay out the pieces
-----Sort out the edges
-----Build inwards towards the most difficult parts
-----Put in the final pieces
-----Stand back and appreciate
```

After changing the font type only, the sentences were no longer in the middle of the page:

```
1-----2-----3-----4-----5-----6-----7-----8-----9-----10-----11-----12-----13-----14-----15-----
Study is like building a jigsaw:
1
1
-----Lay out the pieces
-----Sort out the edges
-----Build inwards towards the most difficult parts
-----Put in the final pieces
-----Stand back and appreciate
```

8.3.1 State why this happened. (1)

8.3.2 State what should have been done to prevent this from happening when the font is changed. (1)

8.5 Consider the following data stored in a spreadsheet:

	A	B	C	D	E
1	Jenkins	Samantha	0828835120	R 50.00	10
2	Baloyi	John		R 75.00	10
3	Govender	Vishal	082987852		10
4	Pugh	Allan	084654258	R 60.00	10
5	Mosuwe	Tebogo	071123654	R 55.00	10
6			4		51
7			0		

Pc 83study Guide

K Morrison



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