



CHIEF DIRECTORATE – CURRICULUM MANAGEMENT

**GRADE 12 LEARNER SUPPORT
PROGRAMME**

**REVISION AND REMEDIAL TEACHING
INSTRUMENT:
ANSWERS**

SUBJECT: COMPUTER APPLICATIONS TECHNOLOGY – SECOND PAPER

June 2009

This document consists of 9 pages.

Strictly not for test/examination purposes

QUESTION 1

- 1.1 B ✓
- 1.2 B ✓
- 1.3 A ✓
- 1.4 D ✓
- 1.5 D ✓
- 1.6 B ✓
- 1.7 B ✓
- 1.8 C ✓
- 1.9 C ✓
- 1.10 C ✓

[10]**QUESTION 2**

- 2.1 N ✓
- 2.2 C ✓
- 2.3 G ✓
- 2.4 Q ✓
- 2.5 A ✓
- 2.6 M ✓
- 2.7 D ✓
- 2.8 B ✓
- 2.9 J ✓
- 2.10 L ✓

[10]

QUESTION 3

3.1	Any TWO of: ✓✓ <ul style="list-style-type: none"> ▪ Work is done more efficiently / less time consuming. ▪ Fast/cheaper communication / e-mail. ▪ Professional presentation of information. ▪ Quick and accurate calculations using spreadsheets. ▪ Organising data in a database. ▪ Extracting and presenting electronic data by making use of queries and reports. ▪ Personalising documents / mail merge. ▪ Data can be shared ▪ More accurate documents: spelling and grammar check ▪ More tools to enhance creativity. ▪ Computer allows you to work in the comfort of your home. ▪ Webpages/Internet access: access to worldwide information ▪ Burning of CDs ▪ Videos can be created and projected. 			2
3.2.1	A hardware device ✓ that can read 8 different types of memory cards. ✓		2	
3.2.2	A keyboard designed with a wrist support ✓ to prevent RSI due to continuous work on the keyboard ✓		2	
3.2.3	DVD-RW drive can read and write DVD's and CD's ✓ while DVD-R drive can only read DVD's and CD's. ✓		2	6
3.3	Yes. ✓ mouse is Bluetooth (wireless). ✓			2
3.4	Any TWO of: ✓✓ <ul style="list-style-type: none"> ▪ No cables ▪ Does not have to be within line of 'sight' ▪ Can operate within a range of 10 metres 			2
3.5	Any TWO of: ✓✓ <ul style="list-style-type: none"> ▪ Takes up less space. ▪ Uses less power. ▪ Less eye strain. ▪ More environmental friendly – contains less lead. 			2
3.6.1	Colour inkjet ✓		1	
3.6.2	Laser printer ✓		1	2
3.7	Any TWO of: ✓✓ <ul style="list-style-type: none"> ▪ Laptops are more expensive. ▪ Battery power only lasts 2 – 4 hours. ▪ More expensive to upgrade and repair. ▪ Damage more easily. ▪ Takes longer to repair. 			2
3.8	By double clicking on the My Computer icon and then right click properties on the hard drive icon. ✓			1

3.9	A laptop is set to hibernate after a set period of times when there is not mouse or keyboard activity ✓ in order to save battery power. ✓		2
3.10	A desktop computer has a constant supply of electronic power ✓ OR A desktop computer does not use batteries.		1
3.11.1	Can load/process more programs and data at the same time ✓ Less need for virtual memory. ✓	2	6
3.11.2	There has to be DIMM slots open. ✓ RAM should be compatible with that currently in the computer. ✓	2	
3.11.3	Add a new video card. ✓ A good video card makes a big difference in the levels of detail and speed of a game. ✓	2	
	TOTAL		28

QUESTION 4

4.1	Free software ✓ of which the source code may be changed ✓ by anybody.		2
4.2	Yes. ✓ Open source software is freely available. ✓		2
4.3	Linux, Mandriva, Suse, Ubuntu ✓		1
4.4	Shareware is not the full version of the program ✓ or may only be used for a certain time. ✓		2
4.5	Software piracy. ✓		1
4.6	End User License Agreement ✓		1
4.7	Multi-user or site license ✓		1
4.8	<i>Hardware requirements:</i> ✓ (Any One) Amount of RAM Free disk space <i>Software requirements:</i> ✓ Version/type of operating system		2
4.9.1	Any TWO of: ✓✓ <ul style="list-style-type: none"> ▪ Document uses less disk space. ▪ Created as Read-Only – does not allow editing ▪ User does not need the original program that the file was created in 	2	
4.9.2	Acrobat / Adobe Reader ✓	1	3
4.10	Programs cannot be deleted simply by deleting the folder which contains the program. They are often spread across several folders. ✓ You should either: ✓ (Any One) Use Add or Remove Programs option on Control Panel Use the uninstall program that comes with the program.		2
4.11	Any THREE of: ✓✓✓ <ul style="list-style-type: none"> ▪ By disposing of e-waste in the correct manner. ▪ Upgrading computers rather than buying new ones. ▪ Using LCD screens – use less power and contains less lead ▪ Buy Energy Star certified computers – consume less electricity. ▪ Proof-read/Print Preview before printing to save paper and in that way our trees, etc. 		3
4.12.1	Any TWO of: ✓✓ <ul style="list-style-type: none"> ▪ Data can be stored electronically in a structured and organised way. ▪ Data can be manipulated and changed very easily. ▪ Data can be processed into information very quickly by means of a computer, e.g. extracting information by making use of queries, creating reports based on saved information. 	2	
4.12.2	By setting/adding a field as the primary key. ✓ A primary key will not allow duplicate values to be entered for that field. ✓	2	4
4.12.3	Controlling how data is entered in a field or control. ✓ Restricting what values can be entered. ✓		2
	TOTAL		26

QUESTION 5

5.1.1	A device used to connect the computer to the Internet ✓ by converting digital signals to analogue and vice versa. ✓ <i>Also accept: via telephone lines.</i>	2	
5.1.2	The process of disguising a message or data ✓ in such a way so that it is not understandable unless you have the code or key used to encode it. ✓	2	
5.1.3	A high speed, high bandwidth ✓ Internet connection. ✓ <i>Also accept: Permanently 'on' (connected).</i>	2	6
5.2.1	The line is permanently connected. ✓	1	
5.2.2	Any TWO of the following: ✓✓ Much faster. It is a digital line. A telephone call can be made while on the Internet.	2	3
5.3.1	Any THREE of: <ul style="list-style-type: none">▪ Message typed in capital letters ✓▪ Spelling error ✓▪ Attachment too large ✓▪ Mixture of formal and informal (Hallo Dear Sir). ✓	3	
5.3.2	Both are used to send copies of an e-mail to different people, ✓ but a Bcc (blind carbon copy) will not have its address shown on the e-mail. ✓	2	
5.3.3	Any TWO of: ✓✓ <ul style="list-style-type: none">▪ It is cheaper than an overseas phone call.▪ Much faster than using land/air mail.▪ You can attach files such as photographs or documents, etc.▪ You can send the same message to more than one recipient.▪ Add receipts for confirmation of reading, etc.	2	7
5.4.1	Any TWO of: ✓✓ <ul style="list-style-type: none">▪ Files suddenly disappearing.▪ Dramatic slowing down of the computer.▪ Programs stop operating correctly.▪ Free space on the hard drive suddenly gets greatly reduced.▪ The appearance of error messages that you have not seen before.▪ The computer no longer boots.▪ Warning messages from anti-virus software, etc.	2	
5.4.2	No. ✓ These are pop-ups which can be the result of spyware. ✓	2	4
5.5.1	Any TWO OF ✓✓ <ul style="list-style-type: none">▪ Make sure that you are using the correct website.▪ URL must start with https.▪ Do not hand out personal details such a pin numbers.▪ Make sure of security software such as firewalls.▪ Have updated anti-spyware and anti-virus software, etc.	2	

5.5.2	When you are asked for personal information ✓ such as banking details or passwords by a third party pretending to be official. ✓	2	4
5.6	Using the Favourites icon to add frequently used web addresses to your favourites folder. ✓ Right click on open web page, Choose <i>Add to Favourites</i> , save it under default name or give any other name you want. ✓		2
5.7	They are hyperlinks. ✓ Built-in connection to another related web page ✓		2
5.8	Yahoo. ✓ It is a search engine while the rest are associated with e-commerce / online shopping. ✓		2
	TOTAL		30

QUESTION 6

6.1	Any THREE of: ✓✓✓ <ul style="list-style-type: none"> ▪ Sharing of expensive hardware. ▪ Sharing of data. ▪ Transferring of data and information between computers. ▪ More control and security. ▪ Communication ▪ Games – making use of LAN. 			3
6.2	Advantage – any ONE of: ✓ <ul style="list-style-type: none"> ▪ No wires/cables. ▪ They are more flexible. ▪ Use your cellphone to connect. Disadvantage – any ONE of: ✓ <ul style="list-style-type: none"> ▪ Can lose signal and connection if not in a good coverage area. ▪ Can be expensive if a large amount of information is downloaded. ▪ Other people can have access to your data / folders. 			2
6.3	Software that prohibits any unauthorised access ✓ to or from a computer/network. ✓			2
6.4.1	Wide Area Network ✓	1		3
6.4.2	A WAN is a computer network which extends over a wide geographical area ✓ such as a city, across a country, etc. ✓	2		
6.5	Any TWO of: ✓✓ <ul style="list-style-type: none"> ▪ They are very fast. ▪ Cables have a high bandwidth capability. ▪ They have low attenuation ▪ Not affected by EMI or Eavesdropping. 			2
6.6.1	The use of networks ✓ for audio/voice conversations. ✓	2		7
6.6.2	Skype ✓	1		
6.6.3	No, ✓ only between VoIP numbers. ✓	2		
6.6.4	<ul style="list-style-type: none"> ▪ Webcam ✓ ▪ Microphone ✓ 	2		
6.7.1	The term digital divide refers to the gap between ✓ those people with access to digital and information technology and those without. ✓		2	5
6.7.2	Any THREE of: ✓✓✓ <ul style="list-style-type: none"> ▪ Organisations provide technology to impoverished communities ▪ Creators of software can make more use of a GUI approach to assist those whose home language is not English. ▪ Companies can sponsor Internet facilities in community centres, etc. ▪ Individuals/companies can donate computer equipment when they upgrade. ▪ ISPs can provide bandwidth for free or at reduced cost for disadvantaged communities. ▪ Schools can serve as training centres in providing adult literacy programmes related to the use of technology. 		3	
TOTAL				24

QUESTION 7

7.1.1	The word processor was set on Overtyping mode ✓ – text is then replaced with new text.	1	
7.1.2	Set the word processor on Insert mode – existing text are then moved to the right to make space for inserted text. ✓	1	2
7.2	Change the style of the heading to match the other heading. ✓ Update the table. ✓		2
7.3	Paste the graph as a linked object. ✓ This maintains a link to the data in the spreadsheet and will automatically update the graph in the report as the data changes. ✓		2
7.4.1	A formula is using a cell reference ✓ in which the formula resides. ✓	2	
7.4.2	Change the cell reference in the formula to the correct cell. ✓✓	2	4
7.5.1	A pre-recorded sequence of events. ✓✓	2	
7.5.2	Yes. ✓ If you can trust that there is not a virus, otherwise the spreadsheet may not work correctly. ✓	2	4
7.6	The hard drive has crashed and no operating system can be found. ✓ A CD or floppy was left in a drive during boot up. ✓		2
7.7.1	Data was entered into a field with a different data type.	2	
7.7.2	Enter the correct data for data type ✓ Change the data type of the field ✓	2	4
7.8	Press Ctrl+Alt+Del ✓ Click Task Manager and click End Task ✓		2
	TOTAL		22

GRAND TOTAL: 150