



Province of the
EASTERN CAPE
 EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET 32

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	21/05/20
TOPIC	Information Management: Problem Solving Cycle	TERM 1 REVISION		TERM 3 CONTENT	✓
TIME ALLOCATION	60 Minutes	<p><u>TIPS TO KEEP HEALTHY</u></p> <ol style="list-style-type: none"> WASH YOUR HANDS thoroughly with soap and water for at least 20 seconds. Alternatively, use hand sanitizer with an alcohol content of at least 60%. PRACTICE SOCIAL DISTANCING – keep a distance of 1m away from other people. PRACTISE GOOD RESPIRATORY HYGIENE: cough or sneeze into your elbow or tissue and dispose of the tissue immediately after use. TRY NOT TO TOUCH YOUR FACE. The virus can be transferred from your hands to your nose, mouth and eyes. It can then enter your body and make you sick. STAY AT HOME. 			
INSTRUCTIONS	<ol style="list-style-type: none"> This is a Theory Worksheet: You will need a book to write your answers in and something to write with. Answer the following questions in your workbook. WHERE TO FIND THE ANSWERS: <ul style="list-style-type: none"> You may use your CAT textbook to find the answers or alternatively, you can use the free downloadable CAT textbook provided by the Department of Basic Education. (Chapter 9 page 200) See the link below to download this book. <p>THEORY COMPUTER APPLICATIONS TECHNOLOGY: https://drive.google.com/drive/folders/17mOqPqJ1vHiwcErERV10jnEQgd6xpyj-?usp=sharing With thanks to the Department of Basic Education and the sponsorship of MTN this digital book and exercises are utilized by our CAT Grade 12 learners</p>				

ACTIVITY 1:

1. Write down the correct answer for each of the following questions.
 - a. Which of the following is part of reading an academic article on the problem?
 - A. Research
 - B. Knowledge
 - C. Experience
 - D. Work
 - b. Which is the first step in problem solving?
 - A. List possible solutions
 - B. Review the suggested answer
 - C. Find the answer
 - D. Define the problem
 - c. What are raw, unorganised numbers or facts called?
 - A. Information
 - B. Knowledge
 - C. Data
 - D. Wisdom
2. Choose a term or concept from Column B that matches the description in Column A.
 - A. Write only the letter next to the question number.

COLUMN A	COLUMN B
2.1 A data-gathering tool	A. Questionnaires
2.2 The process of only keeping information that will enable you to solve the problem	B. Acquire and retrieve information
2.3 Examples include academic journals	C. True
2.4 An organisation uses an information management process to do this	D. False
2.5 Problem solving can be a continuous process due to "Step 5: Review the solution"	E. Sifting through information
	F. Exams
	G. Information sources
	H. Information management

3. Answer the following questions:
 - a. What must be included in a problem statement?
 - b. List the five steps of problem solving.
 - c. Give four examples of information sources.
 - d. Explain how an interview can lead to solving a problem.

ACTIVITY 2:

1. Choose a term or concept from Column B that matches the description in Column A. Write only the letter next to the question number.

COLUMN A	COLUMN B
1.1 Data that looks at the description of things	A. Tables
1.2 A recorded conversation between two people when one person mostly asks all the questions	B. Qualitative data
1.3 This helps the user to visualise trends and comparisons by allowing the user to organise the data	C. PowerPoint presentations
1.4 Part of the back section of a report	D. Interview
1.5 A way to present your findings to a crowd	E. Written report
	F. Keep it simple
	G. Glossary
	H. Make it useful

2. Answer the following questions:
 - a. List four guidelines to keep in mind when preparing a questionnaire.
 - b. Explain the difference between primary and secondary data.
 - c. What is the purpose of an executive summary?
 - d. Explain the three sections of a report.
 - e. Discuss the structure of a report. Make sure to elaborate on the three sections.
3. Which of the following criteria must be used to create a good presentation or website? State whether it is a presentation, website, or both. Copy the table into your exercise book and write the correct answer in the right-hand column.

CRITERIA	PRESENTATION/WEBSITE
Keep it simple	
Use graphics and charts	
Make sure it is understandable	
Keep it consistent	
Keep it short	
Ensure it looks beautiful	
Use the notes	
Do not use too many animations	
Make it useful	
Choose a font size and colour that is easy to read	