



Province of the
EASTERN CAPE
 EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING ASSESSMENT 7

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	15/05/20
TOPIC	Assessment 7: Computer Management	TERM 2 REVISION		TERM 3 CONTENT	✓
TIME ALLOCATION	45 minutes (25 marks)	<u>TIPS TO KEEP HEALTHY</u>			
INSTRUCTIONS	<ol style="list-style-type: none"> 1. This is an Assessment on the work done during the week. 2. You will need a book to write your answers in and something to write with. 3. Answer the following questions in your workbook in full sentences where applicable. 4. Do not refer back to your textbook while answering these questions. 5. For the short questions all you need to do is write down the number and the corresponding letter (Part 1,2 and 3) 6. In the True and False questions, you have to give the correct word if the answer is False to get the mark. 7. In Part 4 you have to answer in detail to get the marks. One word answers will not be acceptable here. 	<ol style="list-style-type: none"> 1. 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%. 2. PRACTICE SOCIAL DISTANCING – keep a distance of 1m away from other people. 3. PRACTISE GOOD RESPIRATORY HYGIENE: cough or sneeze into your elbow or tissue and dispose of the tissue immediately after use. 4. 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. 5. STAY AT HOME. 			

QUESTION 1: MULTIPLE CHOICE

- 1.1 Which of the following is a disadvantage of electronic communication? (1)
- A. Fast and easy to use.
 - B. Can be used for a wide variety of applications.
 - C. People can become addicted to certain forms of digital communication.
 - D. Saves you money as it is cheaper than traditional communication methods.
- 1.2 Which of the following is NOT proper netiquette? (1)
- A. Show people on the internet the same respect you would show to them in real life.
 - B. Make sure your messages are clearly written and easy to understand.
 - C. When joining an existing conversation, speak about subjects that interest you.
 - D. Try to make useful contributions and help people out on the internet.
- 1.3 Which of the following uses asynchronous communication? (1)
- A. Email
 - B. Instant messaging
 - C. Video conferencing
 - D. VoIP
- 1.4 Which web browser comes preinstalled on Windows XP? (1)
- A. Microsoft Edge
 - B. Internet Explorer
 - C. Google Chrome
 - D. Safari
- 1.5 Which of the following can be used to prevent a person from accessing dangerous content on the internet? (1)
- A. Bookmarks
 - B. Private browsing
 - C. Website blockers
 - D. Caching

[5]

QUESTION 2: TRUE OR FALSE

Indicate if the following statements are TRUE or FALSE. Choose the answer and write true or false next to the question number. Correct the statement if it is FALSE. Change the underlined word(s) to make the statement TRUE. (You may not simply use the word 'NOT' to change the statement.)

- 2.1 It is proper etiquette to be careful about the things you say to people online. (1)
- 2.2 When you write instant messages you must not use slang and symbols. (1)
- 2.3 VoIP requires more bandwidth than instant messaging. (1)
- 2.4 During VoIP mute yourself when you are not speaking. (1)
- 2.5 You can import bookmarks from one web browser to another. (1)

[5]

QUESTION 3: MEDIUM QUESTIONS

3.1 Which of the following types of electronic communication describes the disadvantages in the table below the best? (6)

COMMUNICATION TECHNIQUES
Blogs
Wikis
VoIP
IM
Video conferencing

DISADVANTAGE	COMMUNICATION TECHNIQUES
a. Anyone can edit the information which can lead to misinformation.	
b. It is an informal method of communication and might not be suited for business related communications.	
c. It uses a significant amount of data which can be expensive.	
d. Can be time consuming to keep updated.	
e. Designed for letter writing, rather than having conversations.	
f. You need an active internet connection.	

- 3.2 Name two web browser features that you can use daily. (2)
- 3.3 Describe three different digital communication methods that enables you to connect globally. (3)
- 3.4 What is geotagging? Give an example of when you would make use of geotagging. (2)
- 3.5 Briefly explain how companies can benefit from knowing your search history. (2)

[15]

TOTAL: 25