



Province of the  
**EASTERN CAPE**  
 EDUCATION

**DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)**

**HOME SCHOOLING SELF-STUDY WORKSHEET 72**

<b>SUBJECT</b>	COMPUTER APPLICATIONS TECHNOLOGY	<b>GRADE</b>	12	<b>DATE</b>	23/7/20
<b>TOPIC</b>	SOLUTION DEVELOPMENT: Revision	<b>TERM 1 REVISION</b>		<b>TERM 4 CONTENT</b>	✓
<b>TIME ALLOCATION</b>	30 Minutes	<b><u>TIPS TO KEEP HEALTHY</u></b>			
<b>INSTRUCTIONS</b>	<ol style="list-style-type: none"> <li>This is a Theory Worksheet:</li> <li>You will need a book to write your answers in and something to write with.</li> <li>Answer the following questions in your workbook.</li> <li><b>WHERE TO FIND THE ANSWERS:</b> <ul style="list-style-type: none"> <li>You may use your CAT textbook to find the answers or alternatively,</li> <li>you can use the free downloadable CAT textbook provided by the Department of Basic Education.</li> <li>See the link below to download this book.</li> </ul> </li> </ol> <p><b>THEORY COMPUTER APPLICATIONS TECHNOLOGY:</b>  <a href="https://drive.google.com/drive/folders/17mOqPgJ1vHiwcErERV10jnEQgd6xpyj-?usp=sharing">https://drive.google.com/drive/folders/17mOqPgJ1vHiwcErERV10jnEQgd6xpyj-?usp=sharing</a>          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>	<ol style="list-style-type: none"> <li><b>WASH YOUR HANDS</b> thoroughly with soap and water for at least 20 seconds. Alternatively, use hand sanitizer with an alcohol content of at least 60%.</li> <li><b>PRACTICE SOCIAL DISTANCING</b> – keep a distance of 1m away from other people.</li> <li><b>PRACTISE GOOD RESPIRATORY HYGIENE:</b> cough or sneeze into your elbow or tissue and dispose of the tissue immediately after use.</li> <li><b>TRY NOT TO TOUCH YOUR FACE.</b> The virus can be transferred from your hands to your nose, mouth and eyes. It can then enter your body and make you sick.</li> <li><b>STAY AT HOME.</b></li> </ol>			

1 Give ONE reason why words such as 'color' and 'favor' (instead of the expected 'colour' and 'favour') are NOT identified as spelling errors when you do a spell check on a word processing document. (1)

2 Give TWO possible reasons why a main mail merge document fails to load the data source when you are trying to open it. (2)

3 The database table below was created to capture learners' test marks.

Copy the table below into your ANSWER BOOK and complete it by adding a suitable data type for EACH of the THREE remaining fields (8.3.1 to 8.3.3).

Field Name	Data Type
Name	Text
ID Number	8.3.1
Date of Test	8.3.2
Mark	8.3.3

 (3)

4 How would you ensure that another user can NOT enter data into certain cells in a spreadsheet? (1)

5 The following error message is displayed in a spreadsheet cell: #VALUE!  
Explain how you would correct the error that causes the message above to appear. (2)

6 The two underlined arguments in the function below prevent the function from working correctly when copied down:

**=VLOOKUP("A1", L1:M5, 2, FALSE)**

Suggest ONE correction for EACH of the TWO underlined arguments. (Do NOT refer to the spaces in the function in your answer.) (2)

7 Suggest ONE function that can be used to replace the whole formula in EACH of the following cases:

7.1 =A1&A2&A3 (1)

7.2 =(A1+A2+A3+A4+A5)/5 (1)

8 Explain the purpose of EACH of the following HTML tags:

8.1 <a name="NAME"> (1)

8.2 <a href="#NAME"> (1)

**[15]**