



Province of the
EASTERN CAPE
 EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET 51

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	17/6/20
TOPIC	INFORMATION MANAGEMENT: Revision	TERM 1 REVISION		TERM 4 CONTENT	✓
TIME ALLOCATION	30 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. See the link below to download this book. <p>THEORY COMPUTER APPLICATIONS TECHNOLOGY: https://drive.google.com/drive/folders/17mOqPgJ1vHiwcErERV10jnEQgd6xpyj-?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>				

- 1 Motivate why you would use a questionnaire or survey to obtain information, even if you have access to so much information on the Internet. (1)
 - 2 Give TWO reasons for using closed questions in a questionnaire or survey. (2)
 - 3 State TWO general features of spreadsheets that make them suitable for data analysis. (2)
 - 4 What would you need to add to a word processing document to create an automatically generated bibliography? (1)
 - 5 Name the word processing feature that can be used to automatically indicate the different changes made to a document by various editors or users. (1)
 - 6 State TWO indications that information found on a website may not be accurate. (2)
 - 7 Why should you include the date when information was retrieved from the websites in a bibliography? (1)
- [10]**