



Province of the  
**EASTERN CAPE**  
 EDUCATION

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

**HOME SCHOOLING SELF-STUDY WORKSHEET 35**

<b>SUBJECT</b>	COMPUTER APPLICATIONS TECHNOLOGY	<b>GRADE</b>	12	<b>DATE</b>	27/5/20
<b>TOPIC</b>	INFORMATION MANAGEMENT: 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.  <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</li> </ul> </li> </ol>	<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 State TWO ways in which to find information if you do not have access to the internet. (2)

2 Give TWO reasons why a drop-down form field is used instead of a text form field on an electronic form. (2)

3 A student downloaded information from the following web page:

[https://en.wikipedia.org/wiki/Information\\_management](https://en.wikipedia.org/wiki/Information_management)

Explain why the information may not be reliable. (2)

4 Study the spreadsheet below and answer the questions that follow.

	A	B	C	D	E	F	G
1	ID	Item/Venue	Field1	Date	ID	Item	Date
2	671	Keyboard, Room 60	Lower Campus	20180222	261	Graphics Card	2018/01/17
3		Room 187, Mouse	Upper Campus	4/23/2018	139	Touchpad	7/11/2018
4	873	Monitor, Room 60	Lower Campus	6/1/2018	810	Printer	31102018
5	254	Graphics Card		3/11/2018	466	Keypad	4/10/2018
6	187	USB-cable, Room 187	Upper Campus	2/15/2018	689	HDMI-port	9/21/2018
7	981	PSU, Room 35	Lower Campus	5/5/2018	834	Mouse	6/5/2018

4.1 Identify THREE problems in this spreadsheet that will affect the quality of data when it is imported into a database. (3)

4.2 Other than the problems identified in QUESTION 6.4.1, why would it NOT be possible to create a meaningful graph using the data above? (1)

**[10]**