



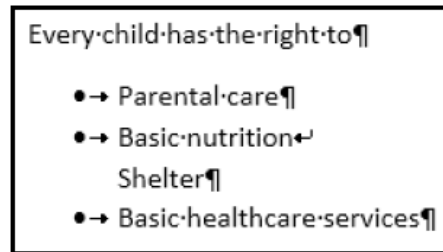
Province of the
EASTERN CAPE
 EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

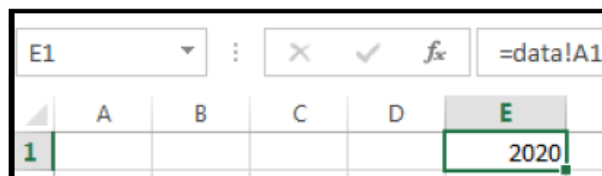
HOME SCHOOLING SELF-STUDY WORKSHEET 64

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	9/7/20
TOPIC	SOLUTION DEVELOPMENT: 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. 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 				

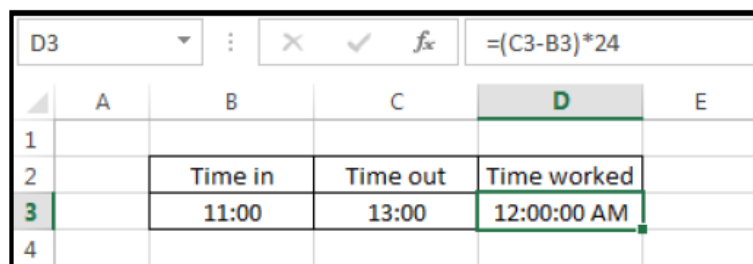
- 1 Give ONE benefit of using styles for headings in a long word processing document. (1)
- 2 Suggest TWO reasons for using section breaks in a word processing document. (2)
- 3 Name TWO word processing features that a reviewer can use to indicate suggested changes to the author of a document. (2)
- 4 Study the screenshot of a word processing document below.



- 4.1 Why do the non-printing symbols display in the document? (1)
- 4.2 Why does the word 'Shelter' appear without a bullet? (1)
- 5 How would you use the Page Break Preview of a spreadsheet to manipulate the number of rows or columns printed per page? (1)
- 6 What does the exclamation mark (!) in the formula bar for cell E1 indicate in the screenshot below?



- 7 Study the screenshot below. The formula used in cell D3 to obtain the time worked is correct, although it is not displaying the correct answer.



What cell formatting must be applied to cell D3 to obtain the correct answer of 2 hours? (1)

- 8 The formula in cell B2 was copied down to calculate the VAT (cell E1) for all amounts in column A.

	A	B	C	D	E	F
1				VAT	0.15	
2	R 45.00	R 6.75				
3	R 65.00	R 0.00				
4	R 78.00	R 0.00				
5	R 23.00	R 0.00				

Identify TWO mistakes in the formula that prevent the values in the cell range B3 to B5 from displaying correctly. (2)

- 9 Consider the formula `= [Price]* [Markup]`, used in a calculation in a database query or report.

Why are square brackets used in this formula? (1)

- 10 What would happen if a `=COUNT(*)` function was moved from the group footer to the report footer in a database? (1)

- 11 What needs to be done for the text 'December holidays' to display on a web browser tab?

```
<html>
  <head> December holidays
    <title> </title>
  </head>
  <body> </body>
</html>
```

(1)
[15]