



Province of the
EASTERN CAPE
 EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET ANSWER SHEET 43

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	10/6/20
TOPIC	INFORMATION MANAGEMENT: Revision	TERM 1 REVISION		TERM 4 CONTENT	✓

1	When data is processed/becomes meaningful✓ <i>(Note to marker: Accept examples showing data to information e.g. adding headings to columns.)</i>		(1)
2	<ul style="list-style-type: none"> Reach a larger audience Distance is not an issue Data capture can be automated <p style="text-align: right;">✓ (Any one)</p> <p>AND</p> <ul style="list-style-type: none"> Responses can be collated into a spreadsheet Responses can be analysed automatically <p style="text-align: right;">✓ (Any one)</p>		(2)
3	Negative ages/numbers will be accepted✓ Very high ages will be accepted/there is no limit to how high a number may be✓		(2)
4	<ul style="list-style-type: none"> It may be old information Information may be biased Information may not be accurate/contrary to other expert authors Search criteria may be irrelevant <p style="text-align: right;">✓✓ (Any two)</p>		(2)

5	Track changes✓		(1)
6	<ul style="list-style-type: none"> • Lock cells • Protect the sheet/add a password • Make the file read only 	✓ (Any one)	(1)
7	<ul style="list-style-type: none"> • Use a primary key • Use indexing (No duplicates) property 	✓ (Any one)	(1)
			[10]