Province of the
EASTERN CAPE
EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET ANSWER SHEET 64

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	9/7/20
TOPIC	SOLUTION DEVELOPMENT: Revision	TERM 1 REVISION		TERM 4 CONTENT	✓

1	**ONE benefit of using styles for headings in a long WP document**		
	(1) Easy to create a table of contents/Enables the use of automatic table of contents (2) Consistent format of headings/Professional layout of document (3) Easy to modify/update multiple headings at the same time ✓ (Any one) *(Note to marker: Only accept time saving when motivated.)*		1
2	**TWO reasons for using sections breaks**		
	(1) Different headers and footers can be applied to a document (2) Different page numbering can be applied in one document (3) Watermarks can be inserted on only some pages in one document (4) Various page settings, e.g. page orientations/paper sizes/margins/borders can be applied to one document (5) Various column layouts can be applied to one document (6) Different vertical alignment options can be applied in one document ✓✓ (Any two)		2

3	TWO word processing features used by a reviewer		
	(1) Tracking/Track changes/Markup (2) Comments (3) Use highlighting/use different colour fonts/strikethrough to indicate suggested changes		2

4.1	ONE reason for the display of non-printing symbols		
	Show/Hide feature is activated/Show formatting, e.g. spaces, tabs, etc.✓	1	
4.2	Reason why there is no bullet next to 'Shelter'		
	Soft return/enter was used/Pressed Shift+Enter/Did not press the Enter key on its own/It is part of the bulleted text ✓	1	2
5	How to use Page Break Preview in a spreadsheet		
	Drag the (blue) page break ✓ with the mouse to customise the printable area		1

6	**Purpose of the exclamation mark in a spreadsheet** Exclamation mark indicates a reference to another sheet/workbook/The cell A1 is in the 'data' worksheet✓		1
7	**Cell format of a time answer in a spreadsheet** General/Number✓		1
8	**TWO mistakes in a formula preventing correct autofill** (1) The reference to cell A2 should not be an absolute reference/The row reference cell A2 should not be an absolute cell reference/It should be A2 or $A2✓ (2) There should be absolute cell referencing ($) in cell E1/Cell E1 should be a complete absolute cell reference/It should be E1✓ *(Note to marker: Allocate one mark for reference to absolute cell referencing without specifying the cells.)*		2
9	**Purpose of square brackets in a database calculation** Square brackets reference a field (name) ✓ or a table *(Note to marker: Accept reference to extract a value from a column. Do not accept 'Column heading' per se.)*		1
10	**Effect of moving =Count(*) from DB group footer to report footer** The function will count all the values ✓ of all the records in the table/report instead of just the values of a group/It results in only one answer at the end of the report		1
11	**Tag for text to appear on the web browser tab** Move the text 'December Holidays' to between the title tags✓ *(Note to marker: Accept <title> December holidays </title>.)*		1
			[15]