



Province of the
EASTERN CAPE
 EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET 83

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	12/8/20
TOPIC	INFORMATION MANAGEMENT: Revision	TERM 1 REVISION		TERM 4 CONTENT	✓
TIME ALLOCATION	15 Minutes	<u>TIPS TO KEEP HEALTHY</u>			
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>	<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. 			

- 1 Youth participating in social media has advantages and disadvantages.
 - 1.1 Can continuous online participation decrease social interaction between people? Motivate your answer. (2)
 - 1.2 Give TWO ways in which social media sites such as Facebook can benefit you in searching for a job. (2)
 - 2 A strategy to prevent information overload is to read more accurately and faster.
Give TWO more strategies to overcome overload of information. (2)
 - 3 Compare plagiarism and copyright infringement by explaining:
 - 3.1 What each offence is (2)
 - 3.2 How you can avoid being guilty of the offence (2)
- [10]**