Province of the

EASTERN CAPE
EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET 91

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	26/8/20
TOPIC	INFORMATION MANAGEMENT: Revision	TERM 1 REVISION		TERM 4 CONTENT	✓
TIME ALLOCATION	30 Minutes	**TIPS TO KEEP HEALTHY**			
INSTRUCTIONS	1. This is a Theory Worksheet: 2. You will need a book to write your answers in and something to write with. 3. Answer the following questions in your workbook. 4. **WHERE TO FIND THE ANSWERS:** • 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. **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%. 2. **PRACTICE SOCIAL DISTANCING** – keep a distance of 1m away from other people. 3. **PRACTISE GOOD RESPIRATORY HYGIENE**: cough or sneeze into your elbow or tissue and dispose of the tissue immediately after use. 4. **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. 5. **STAY AT HOME.**			

1   The school has to gather information about why so many learners want to change their subjects in Grade 11.

Study the questionnaire below and answer the questions that follow.

Questionnaire: Why learners change their subjects in Grade 11

1.   Indicate your gender: M   F

2.   Why do you want to change your subjects?

_____

3.   Do you take part in sport?   YES / NO

4.   Do you enjoy Mathematics and Geography?

1.1   Identify any ONE closed question in the questionnaire.

Simply write down the question number as your answer.   (1)

1.2   Why might the answers given for Question 2 on the questionnaire be difficult to analyse in a spreadsheet?   (1)

1.3   Explain why Question 4 on the questionnaire is not a good survey question.   (1)

1.4   The questionnaire does not have an introduction.

Give ONE element that should be included in the introduction of a survey.   (1)

2   Give ONE disadvantage of conducting a survey online; that is by using a website for people to post their responses.   (1)

3   What is *metadata*? Also give a suitable example of metadata in your answer.   (2)

4   Quality data is needed for useful information to be extracted from a database.

List THREE characteristics of quality data.   (3)

[10]