Province of the
EASTERN CAPE
EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET ANSWER SHEET 51

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	**GRADE**	12	**DATE**	17/6/20
TOPIC	INFORMATION MANAGEMENT: Revision	**TERM 1 REVISION**		**TERM 4 CONTENT**	✓

1	• For collecting individual perspectives/experiences/opinions • Easy/Quick way to gather information from individuals/groups • For targeting specific respondents, etc. ✓ (Any one) *(Note to marker: Accept any reference to getting information not available from other sources. Accept a specific example.)*		1
2	• Limits range of possible responses • Limits data capturing mistakes/Fewer issues with handwriting • Data validation • Easier to summarise/analyse responses • Faster to capture responses • Increased likelihood of respondents answering/Quicker to fill out survey/questionnaire ✓✓ (Any two)		2
3	• Charts/Graphs/'Sparklines' • Wide range of functions/formulas e.g. logical and statistical functions • Sorting • Filters • Pivot tables • Validation facilities • Conditional formatting • Results of functions/formulae update automatically, etc. ✓✓ (Any two)		2
4	Sources ✓ via the source manager *(Note to marker: Accept Citations. Do not accept referencing.)*		1

5	Track changes ✓ *(Note to marker: 'Manual' methods such as shading are not accepted.)*		1
6	• The information cannot be confirmed/corroborated by other sources/no bibliography • The author is not an authority in the field/The author is unknown • The information is not current/Publishing date cannot be established • Bias/Prejudice is evident in the information • Poor language use/Spelling and grammar errors, etc. ✓✓ (Any two)		2
7	Indicates that the content of the website could have changed since the date it was used/Indicates what the information was on that date ✓		1
			[10]