



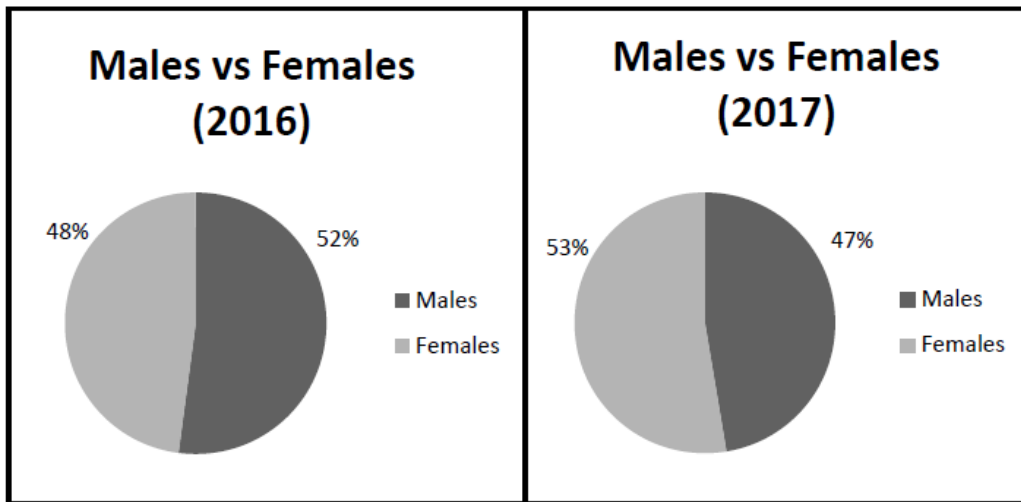
Province of the
EASTERN CAPE
 EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET 39

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	3/6/20
TOPIC	INFORMATION MANAGEMENT: Revision	TERM 1 REVISION		TERM 4 CONTENT	✓
TIME ALLOCATION	30 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. 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 	<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 Why would an author's name not be enough to consider a source trustworthy? (1)
- 2 An Internet search returned a link from an advertiser at the top of the set of results.
Give a reason why it may not be a good idea to follow this link. (1)
- 3 The graphs below represent the change in male and female learner numbers over a period of time.



- 3.1 What conclusion can be made based on the data above? (1)
- 3.2 What type of graph would you use to combine the information in the graphs above? (1)
- 4 How does the number of respondents affect the outcome of a survey? (1)
- 5 Give ONE reason why the values in the *Name* column and *Marks* column in the data below were not sorted correctly.

Original data			→	Sorted data		
<i>Surname</i>	<i>Name</i>	<i>Marks</i>		<i>Surname</i>	<i>Name</i>	<i>Marks</i>
Tlou	Lerato	54	Harms	Frikkie	54	
Hlongwana	Bulisa	89	Hlongwana	Bulisa	89	
Rhadebe	Julius	28	Howell	Liam	28	
Harms	Frikkie	17	Rhadebe	Julius	17	
Howell	Liam	43	Tlou	Lerato	43	

- 6 Identify THREE problems in the wizard below that will affect the quality of data when the import process is completed.

Import Text Wizard

What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.

Choose the delimiter that separates your fields:

Tab Semicolon Comma Space Other:

First Row Contains Field Names Text Qualifier: {none} ▾

ID	NAME	SURNAME	GRADE	CLASS
9805022579182	Greg	Johnson	12	A
9803074103084	Anastasia	12	B	
9801199621089	Sipho	Lushaka	12	C
9804293101081;Lerato;Makhena;12;D				

(3)
[10]