Province of the

EASTERN CAPE

EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET 60

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	2/7/20
TOPIC	SOLUTION DEVELOPMENT: 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   A word processing application allows a user to create a mail merge.

     1.1   State TWO possible data sources that can be used for a mail merge.   (2)

     1.2   Why do you need to insert merge fields into a mail merge document?   (1)

2   Study the following screenshot from a spreadsheet:

	A	B	C	D	E
1	Name	Surname	Age	Working	Pension
2	Ben	Franklyn	50	Yes	=IF(AND(C2>=60,D2="No"),"Pension","")
3	George	Washington	67	No	
4	Barak	Obama	52	No	
5	Ronald	Reagan	61	No	

     2.1   Examine the function in cell E2.

          Explain, in your own words, the TWO criteria for a person to qualify for a pension according to this function.

          Do NOT quote from or refer directly to the function in your answer.   (2)

     2.2   What would the function display in cell E2?   (1)

3   Give ONE example of where or why you would use the 'paste special' feature of a spreadsheet program instead of the normal paste function.   (1)

4   The HTML code of a web page contains the following line:

               <!-- School information here -->

     4.1   What is the purpose of this type of HTML code (tag)?   (1)

     4.2   What is displayed by this HTML code when the web page is displayed in a browser?   (1)

5   What is the purpose of adding the 'Alt' section in the HTML code below?

               <img src="school.jpg" Alt="School badge">   (1)

6   Study the screenshot below of the structure of a table that was created to keep track of items that a computer shop has in stock.

Field Name	Data Type	
StockID	Number	Unique number assigned to each item
Category	Text	The item category, e.g. CPU, motherboard, RAM, etc.
Description	Text	The specific model, e.g. Intel i5 2.5 GHz
Number in Stock	Number	The number of items currently in stock
Price per unit	Currency	The price each unit will be sold for

6.1   Why would it NOT be necessary to set the properties of the *StockID* field to be a required field?   (1)

6.2   Which feature or property could be used in the *Number in stock* field to ensure that no number larger than 100 can be entered?   (1)

7   Processors are listed in the *Category* field as CPU.

The query below (based on the **Stock** table described in QUESTION 8.6) was created to find all the CPUs of which there are fewer than 10 in stock.

7.1   Briefly explain why this query will NOT return the correct data AND how it can be corrected.   (2)

7.2   Which field in this query will NOT be displayed when the query is run?   (1)

[15]