Province of the

EASTERN CAPE
EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET ANSWER SHEET 72

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	23/7/20
TOPIC	SOLUTION DEVELOPMENT: Revision	TERM 1 REVISION		TERM 4 CONTENT	✓

1	**ONE reason for spell checker not finding mistakes** • The language is set to English (US)/The language is set incorrectly/Language not set to English (South Africa/UK) • The spell checker is disabled • The US spelling of the words were added to the dictionary ✓ (Any one)		1
2	**TWO reasons why mail merge document fails to load data source** • The data source file has been moved/deleted • The linking to the data source was incorrectly done • The data source file/document is corrupt ✓✓ (Any two)		2
3	**Database data types**		

	Field Name	Data Type		
E.g.	*Name*	*Text*		
8.3.1	ID Number	Short Text✓/Text	1	
8.3.2	Date of Test	Date/Time✓	1	
8.3.3	Mark	Number✓	1	3

4	**Restricting input into a spreadsheet** Lock/Protect the cells✓/Restrict editing		1
5	**Fix problem that causes the #Value error** • Replace text in referenced cell(s) with a valid number✓/Ensure that referenced cell(s) do not contain text • Make reference to the correct cell✓		2
6	**Correction to first two arguments of Vlookup** =VLOOKUP(<u>**A1**</u>, <u>**$L$1:$M$5**</u>, 2, FALSE) • Remove the inverted commas/quotes from cell A1✓ • Apply absolute referencing/F4 to cell range $L$1:$M$5✓		2
7.1	**Function to replace '&'** Concatenate✓/Concat/Textjoin	1	
7.2	**Function to replace the formula** Average✓/Avg	1	2

8.1	**Bookmark tag** <a name="NAME"> Creates a bookmark✓/anchor/target location on the same page	1	
8.2	**Hyperlink tag** <a href="#NAME"> Links to bookmark✓/target location created/Creates a hyperlink	1	2
			[15]