



Province of the
EASTERN CAPE
 EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET 75

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	29/7/20
TOPIC	TRUE AND FALSE: Revision	TERM 1 REVISION		TERM 4 CONTENT	✓
TIME ALLOCATION	10 Minutes	<p><u>TIPS TO KEEP HEALTHY</u></p> <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. 			
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 				

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write 'true' or 'false' next to the question number (3.1–3.5) in the ANSWER BOOK. Correct the statement if it is FALSE. Change the underlined word(s) to make the statements TRUE. (You may not simply use the word 'NOT' to change the statement.)

EXAMPLES:

QUESTION	ANSWER
Computer program instructions are executed by the <u>CPU</u> .	True
Dot matrix, inkjet and laser are types of <u>keyboards</u> .	False – printers

QUESTION 1

- 1 Converting is the process of transferring data from a database to a spreadsheet without simply copying and pasting. (1)
 - 2 Sticky keys allow disabled users to press a combination of keys such as Ctrl, Alt and Del separately instead of together. (1)
 - 3 Throttling is a practice where employees bring their own devices to access and use the company network. (1)
 - 4 A query is used to collect data from a group of people. (1)
 - 5 A section break makes it possible to have different page orientations in the same document. (1)
- [5]**

QUESTION 2

Give a definition of the following terms:

- a) Throttling
- b) Shaping Internet access: