



Province of the
EASTERN CAPE
 EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET ANSWER SHEET 80

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	6/8/20
TOPIC	Case Study: Revision	TERM 1 REVISION		TERM 4 CONTENT	✓

1	<ul style="list-style-type: none"> Open the task manager ✓ (use Ctrl+Alt+Delete) Close the program that is not responding ✓ <p><i>(Note to marker: Accept check all devices and try re-connecting devices to computer)</i></p>	1 1	2
2.	<ul style="list-style-type: none"> Run Disk cleanup/Delete temporary files and cookies/Empty Recycle Bin Delete data/duplicate files from the hard drive Uninstall unused programs/components Make use of file/disk compression (zip), etc. <p>✓✓ (Any two)</p>		2
3	<ul style="list-style-type: none"> Check if the scanner is switched on Check that the network cable is plugged in properly Re-install the device driver Check whether the scanner is broken, etc. <p>✓✓ (Any two)</p>		2
4	<ul style="list-style-type: none"> The e-mail address he sent the message to is wrong/does not exist The mail server is not online Mailbox of recipient is full Attachment rejected (virus/size/content) <p>✓✓ (Any two)</p>		2

5	<ul style="list-style-type: none"> Source the original program that will open the file from the Internet/install the program that will open the file on the computer Ask the sender to re-send the file in a format/version that your computer can open Try opening with another program, etc. 			✓✓ (Any two)	2
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6.1	<ul style="list-style-type: none"> It may not delete properly/completely It may delete files that will prevent other programs from working properly It may corrupt the system 			✓ (Any one)	1
6.2	<ul style="list-style-type: none"> Use the uninstaller that was installed with the program Go to the Control Panel and then use the function to remove the program (Add/Remove / Programs and Features) 			✓ (Any one)	1 2
7.1	<ul style="list-style-type: none"> Sort/filter the spreadsheet ✓ According to the class column ✓ 				1 1
7.2	<ul style="list-style-type: none"> Merge Merge and Center Merge Cells (Open Office) 			✓ (Any one)	1
7.3	<ul style="list-style-type: none"> Multiply the answer by 24 ✓ (<i>Accept correct conversion</i>) Format the cells/field to Number ✓ 				1 1
7.4	<ul style="list-style-type: none"> Import Copy and paste Copy 			✓ (Any one)	1
7.5	<ul style="list-style-type: none"> Column/bar chart ✓ 				1 7
8.1	<ul style="list-style-type: none"> Cell Number ✓ Each entry will be unique/prevents duplication of record ✓ 				1 1
8.2	<ul style="list-style-type: none"> Validation rule ✓ 				1 3

9.1	<ul style="list-style-type: none"> • Query ✓ (or report based on a query) 	1	
9.2	<ul style="list-style-type: none"> • Count function ✓ • In the report footer ✓ <p><i>(Note to marker: Do not accept a vague response such as 'use an appropriate function')</i></p>	1 1	3
			[25]