Province of the
EASTERN CAPE
EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET 80

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	6/8/20
TOPIC	Case Study: Revision	TERM 1 REVISION		TERM 4 CONTENT	✓
TIME ALLOCATION	60 Minutes				

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

Mr Joe has to solve several problems regarding computers and the work learners are doing in the computer centre.

1   One of the computers in the class has stopped responding.

     Explain how you would solve the problem without rebooting the computer.   (2)

2   When the learners tried to install a new program on one of the computers, a message appeared indicating that there was not enough space left on the hard drive.

     Name TWO solutions for this problem without upgrading or adding new hardware.   (2)

3   The flatbed scanner connected to the network is not responding.

     Name TWO things that Mr Joe can do to try and solve the problem.   (2)

4   Mr Joe received an e-mail message with the subject line 'Undeliverable e-mail'.

     Give TWO possible reasons why this message may have appeared.   (2)

5   Mr Joe received an e-mail with an attachment that he cannot open because the computer does not recognise the type of file.

     Suggest TWO ways in which to solve this problem.   (2)

6   Mr Joe purchased a new version of a program. He now needs to remove the old program from his computer.

     6.1   Give ONE reason why he should not just select the program and then press 'Delete'.   (1)

     6.2   Suggest ONE way in which the program can be removed without causing any problems.   (1)

7 Mr Joe has asked some learners to help him in the computer centre in the afternoons.

He has created a spreadsheet to calculate the times worked by each learner.

Study the extract from the spreadsheet below and answer the questions that follow.

	A	B	C	D	E	F
1		Computer Centre Helpers				
2	Surname	Name	Class	Time In	Time Out	Hours worked
3	PODILE	Mpho	12C	12:30	16:00	03:30
4	MARX	Liena	11B	14:15	18:00	03:45
5	SERUMULA	Mohamed	11B	15:30	17:30	02:00
6	PUDIKABEKOA	Dzuni	11C	14:15	17:30	03:15
7	WIESEMAN	Owen	11A	15:15	18:00	02:45
8	MANTSINA	Jannie	12C	15:30	17:30	02:00
9	ESTERHUIZEN	Jan	12A	14:15	16:00	01:45
10	MSIMEKI	Linda	11B	12:30	16:00	03:30

7.1 Mr Joe wants to copy the names of only the learners in Grade 12C.

Suggest a way in which Mr Joe can extract the names of the learners in Grade 12C without copying each name separately. (2)

7.2 Which formatting feature did Mr Joe use to place the heading in one cell across all the columns in the first row? (1)

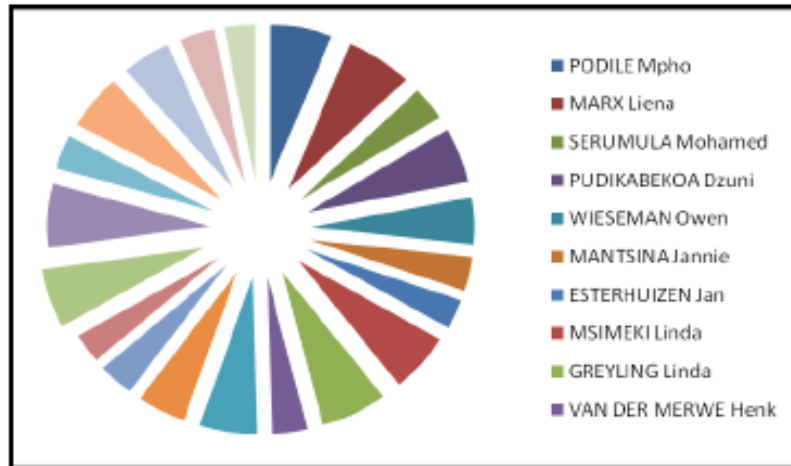7.3 Mr Joe wishes to know how many hours each learner worked.

He used the formula =E3-D3 (*Time Out* minus *Time In*) but found that the number of hours display as a time, for example 03:30 instead of 3.5.

State TWO changes Mr Joe should make to display the number of hours correctly. (2)

7.4 Mr Joe needs to have the same information which appears in the spreadsheet, in a database application.

Which feature of an office package can he use to achieve this? (1)

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.7.5 The chart/graph below compares the times the learners have worked in the computer centre.

- PODILE Mpho
- MARX Liena
- SERUMULA Mohamed
- PUDIKABEKOA Dzuni
- WIESEMAN Owen
- MANTSINA Jannie
- ESTERHUIZEN Jan
- MSIMEKI Linda
- GREYLING Linda
- VAN DER MERWE Henk

Suggest a more appropriate type of chart/graph to display and compare the data. (1)

8 Mr Joe wishes to place the information below in a database table.

SURNAME	NAME	CLASS	CELL NUMBER	HOURS WORKED
PODILE	Mpho	12C	083 380 1353	14
MARX	Liena	11B	074 323 5891	18
SERUMULA	Mohamed	11B	073 898 9458	21
PUDIKABEKOA	Dzuni	11C	084 953 2262	25
WIESEMAN	Owen	11A	072 516 5875	17

8.1 Which field should Mr Joe set as the primary key field?

Motivate your answer. (2)

8.2 Learners may not work more than 30 hours. Name the field property that Mr Joe must set so that numbers larger than 30 cannot be entered into the *Hours worked* field. (1)

9 The school principal requires a printed document that displays the names, surnames and hours worked of all the learners who helped in the computer centre.

9.1 Which database object would be most suitable to create and save a list of the learners in Grade 11B who worked more than 15 hours? (1)

9.2 How would you calculate and display the number of records in a database report? (2)

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