



Province of the  
**EASTERN CAPE**  
 EDUCATION

**DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)**

**HOME SCHOOLING SELF-STUDY WORKSHEET ANSWER SHEET 83**

<b>SUBJECT</b>	COMPUTER APPLICATIONS TECHNOLOGY	<b>GRADE</b>	12	<b>DATE</b>	12/8/20
<b>TOPIC</b>	INFORMATION MANAGEMENT: Revision	<b>TERM 1 REVISION</b>		<b>TERM 4 CONTENT</b>	✓

1	1.1	Yes ✓ People rather text and tweet on smartphones than engaging or interacting face-to-face ✓  OR No People use social media to communicate socially, gain knowledge and learn about different opinions		2	4
	1.2	<ul style="list-style-type: none"> <li>• People usually advertise jobs on Facebook</li> <li>• Leave links to job adverts</li> <li>• You can put a CV on Facebook</li> </ul> (✓✓ any two)		2	
2		<ul style="list-style-type: none"> <li>• Switch the Internet off while you are working so that it will not interrupt you</li> <li>• Make a timetable for your work</li> <li>• Filter your e-mail by creating categories for example work, friends or family</li> <li>• Use RSS feed to structure the news that you read on the web and that you are not only searching around on the web</li> <li>• Learn to use search engines properly</li> </ul> (✓✓ any two)		2	2
3	3.1	<ul style="list-style-type: none"> <li>• Plagiarism is the act of passing off someone else's work as your own ✓</li> <li>• Copyright refers to the legal right to make copies ✓</li> </ul>		2	2
	3.2	<ul style="list-style-type: none"> <li>• Plagiarism: All work must be properly cited ✓</li> <li>• Copyright: Do not make copies of content without gaining permission first ✓</li> </ul>		2	2
					<b>10</b>