



Province of the  
**EASTERN CAPE**  
 EDUCATION

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

**HOME SCHOOLING SELF-STUDY WORKSHEET 88**

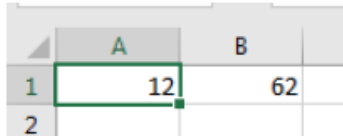
<b>SUBJECT</b>	COMPUTER APPLICATIONS TECHNOLOGY	<b>GRADE</b>	12	<b>DATE</b>	20/7/20
<b>TOPIC</b>	SOLUTION DEVELOPMENT: Revision	<b>TERM 1 REVISION</b>		<b>TERM 4 CONTENT</b>	✓
<b>TIME ALLOCATION</b>	30 Minutes	<p><b><u>TIPS TO KEEP HEALTHY</u></b></p> <ol style="list-style-type: none"> <li><b>WASH YOUR HANDS</b> thoroughly with soap and water for at least 20 seconds. Alternatively, use hand sanitizer with an alcohol content of at least 60%.</li> <li><b>PRACTICE SOCIAL DISTANCING</b> – keep a distance of 1m away from other people.</li> <li><b>PRACTISE GOOD RESPIRATORY HYGIENE:</b> cough or sneeze into your elbow or tissue and dispose of the tissue immediately after use.</li> <li><b>TRY NOT TO TOUCH YOUR FACE.</b> The virus can be transferred from your hands to your nose, mouth and eyes. It can then enter your body and make you sick.</li> <li><b>STAY AT HOME.</b></li> </ol>			
<b>INSTRUCTIONS</b>	<ol style="list-style-type: none"> <li>This is a Theory Worksheet:</li> <li>You will need a book to write your answers in and something to write with.</li> <li>Answer the following questions in your workbook.</li> <li><b>WHERE TO FIND THE ANSWERS:</b> <ul style="list-style-type: none"> <li>You may use your CAT textbook to find the answers or alternatively,</li> <li>you can use the free downloadable CAT textbook provided by the Department of Basic Education.</li> <li>See the link below to download this book.  <b>THEORY COMPUTER APPLICATIONS TECHNOLOGY:</b>  <a href="https://drive.google.com/drive/folders/17mOqPgJ1vHiwcErERV10jnEQgd6xpyj-?usp=sharing">https://drive.google.com/drive/folders/17mOqPgJ1vHiwcErERV10jnEQgd6xpyj-?usp=sharing</a>            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</li> </ul> </li> </ol>				

1 Name TWO possible data sources to create mailing labels in a mail merge. (2)

2 The following message appears when one tries to create a Table of Figures for all images in a document: "No table of figures entries found".

What change should you make to the document to ensure a Table of Figures can be generated? (1)

3 Study the screenshot below which shows part of a spreadsheet.



	A	B
1	12	62
2		

Cell B1 contains the formula =A1 \* 5.

Give a possible reason why the answer displayed in cell B1 is not 60. (2)

4 Explain the difference between a validation rule and validation text by referring to their functions. (2)

5 What is the function of the 'eye' icon in the screenshot below?



(1)

6 The screenshot below shows part of a spreadsheet listing movie titles.

	A
1	<b>Movie Title</b>
2	Gold
3	GoldenEye
4	Goldfinger
5	The Golden Child
6	Ulee's Gold
7	Velvet Goldmine
8	The Golden Compass
9	Ringo and His Golden Pistol
10	Treasure of the Golden Condor
11	The Isle of Sunken Gold

The function =COUNTIF(A2:A11, "Gold\*") returns a result of 3.

- 6.1 Explain the purpose of the '\*' in the criterion "Gold\*". (2)
- 6.2 If the criterion were changed to "Gold", what would the result be? (1)
- 6.3 If the criterion were changed to "\*Gold\*", what would the result be? (1)

7 The html code

```
<table border="3">  
  <tr>  
    <td>Cell 1</td>  
    <td>Cell 2</td>  
  </tr>  
  <tr>  
    <td>Cell 3</td>  
  </tr>  
</table>
```

displays the following table in the browser:

Cell 1	Cell 2
Cell 3	

How would you correct the **highlighted** (bold) line (the third line of code) so that the table will display as shown below?

Cell 1	Cell 2
	Cell 3

(2)

8 Mention ONE example of metadata that is saved with a word processing document.

(1)  
[15]