



Province of the  
**EASTERN CAPE**  
 EDUCATION

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

**HOME SCHOOLING SELF-STUDY WORKSHEET 43**

<b>SUBJECT</b>	COMPUTER APPLICATIONS TECHNOLOGY	<b>GRADE</b>	12	<b>DATE</b>	10/6/20
<b>TOPIC</b>	INFORMATION MANAGEMENT: 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 When does data become information? (1)

2 Explain why using an online questionnaire is an efficient option for gathering data, by referring to:

- Data capture
  - Data processing
- (2)

3 The following rule was entered into a database to prevent inaccurate input:

$\leq 0$  OR  $\geq 18$

Give TWO reasons why irrelevant or unusable data can still be entered. (2)

4 Explain why you would NOT use information found on the Internet, even if it was written by an expert author. (2)

5 What word processing feature could be used to view the changes made by multiple authors to a single document? (1)

6 How can one prevent changes being made to a spreadsheet opened in a spreadsheet application? (1)

7 How can one prevent the input of duplicate records when capturing data in a database table? (1)

Ac  
(1)  
Go  
**[10]**