



Province of the
EASTERN CAPE
 EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET 47

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	10/6/20
TOPIC	INFORMATION MANAGEMENT: Revision	TERM 1 REVISION		TERM 4 CONTENT	✓
TIME ALLOCATION	30 Minutes	<u>TIPS TO KEEP HEALTHY</u>			
INSTRUCTIONS	<ol style="list-style-type: none"> This is a Theory Worksheet: You will need a book to write your answers in and something to write with. Answer the following questions in your workbook. WHERE TO FIND THE ANSWERS: <ul style="list-style-type: none"> 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 	<ol style="list-style-type: none"> WASH YOUR HANDS thoroughly with soap and water for at least 20 seconds. Alternatively, use hand sanitizer with an alcohol content of at least 60%. PRACTICE SOCIAL DISTANCING – keep a distance of 1m away from other people. PRACTISE GOOD RESPIRATORY HYGIENE: cough or sneeze into your elbow or tissue and dispose of the tissue immediately after use. TRY NOT TO TOUCH YOUR FACE. The virus can be transferred from your hands to your nose, mouth and eyes. It can then enter your body and make you sick. STAY AT HOME. 			

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:

≤ 0 OR ≥ 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)

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