Province of the

EASTERN CAPE

EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	13/04/20
TOPIC	Software: Uses of common applications	TERM 1 REVISION	✓	TERM 2 CONTENT	(Please tick)
TIME ALLOCATION	30 Minutes		**TIPS TO KEEP HEALTHY**		
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. **(Chapter 3)** • 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	1. **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%. 2. **PRACTICE SOCIAL DISTANCING** – keep a distance of 1m away from other people. 3. **PRACTISE GOOD RESPIRATORY HYGIENE**: cough or sneeze into your elbow or tissue and dispose of the tissue immediately after use. 4. **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. 5. **STAY AT HOME.**			

1. Write down the correct answer for each of the following questions.
   a. Which of the following are some of the features of email software?
      A. Accessibility, multimedia, hyperlinks, updated
      B. Password protection, restricted areas, version control
      C. Instant messaging, address book, antivirus, mailing list
      D. Security, permanent storage
   b. Which of the following are some of the features of spreadsheet software?
      A. Instant messaging, address book, antivirus, mailing list
      B. Forms, data analysis, conditional formatting, sorting and filtering
      C. Graphics, templates, spell checker, thesaurus
      D. Accessibility, multimedia, hyperlinks, updated
   c. Which of the following are some of the features of presentation software?
      A. Graphics, templates, spell checker, thesaurus
      B. Password protection, restricted areas, version control
      C. Accessibility, multimedia, hyperlinks, updated
      D. Animation effects, slide notes, transitions

2. Choose a term or concept from Column B that matches the description in Column A. Write only the letter next to the question number.

COLUMN A		COLUMN B	
2.1	Software you can access over the internet	A.	Database software
2.2	Software that sorts, arranges and analyses data in a table format	B.	Email software
2.3	Software that is designed to create and manage databases	C.	Presentation software
2.4	Software that allows the user to store, manage and track electronic documents and images	D.	Spreadsheet software
2.5	Software that allows the user to compose, edit, format, save and print typed documents	E.	Web-based application software
2.6	Software that is specifically designed to help the user create and edit presentations in the form of a slide show	F.	Word-processing software
2.7	Software that makes it possible for a user to compose, send and receive email messages to and from other people using the internet	G.	Document management software

3. Say if the following statements are TRUE or FALSE. Correct the underlined word(s) if they are false.
   a. Firefox is a web-browser developed by <u>Microsoft</u>.
   b. Wikipedia is a free, online <u>email software</u>.
   c. <u>Google Maps</u> is a free reference software, but it cannot work without an internet connection.
   d. The serial key required for activating installed software is legally and freely given on the software application's website.
   e. One of the biggest concerns when working with data is the <u>internet connection</u>.

4. Answer the following questions:
   a. What advantages do web-based applications have over installed applications?
   b. A big disadvantage of web-based software is that an internet connection is required. Is this a limiting factor for most South Africans? Explain why.
   c. List one example of each type of free software.
   d. Name and explain four features of word-processing software, and give instructions on the necessary steps that have to be taken in order to use these features.
   e. While installing software, you were not required to enter a product key. Give a reason as to why this occurred.