



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

Computer Applications Technology

**PAPER 2 : Written Paper
MEMORANDUM**

MARKS: 150

TIME: 3 hours

This MEMORANDUM consists of 11 pages.

QUESTION ONE

- 1.1 A
- 1.2 C
- 1.3 D
- 1.4 D
- 1.5 C
- 1.6 B
- 1.7 C
- 1.8 D
- 1.9 B
- 1.10 B

Total : [10]

QUESTION TWO

- 2.1 M
- 2.2 C
- 2.3 I
- 2.4 N
- 2.5 K
- 2.6 J
- 2.7 E
- 2.8 O
- 2.9 F
- 2.10 H

Total : [10]

QUESTION THREE

3.1.1	Any TWO of: ✓✓ Faster processing More accurate processing Electronic data can be distributed quickly Allows for more complex information to be extracted from the data Can use software features to validate data Information can be manipulated and presented in a variety of formats etc.	2	
3.1.2	Any TWO of: ✓✓ May need to train organisers to use software/technology Resistance from technophobia Cost implications in terms of purchasing software or hardware GIGO principle Availability of power Potential loss of data due to power dips or failures etc.	2	4
3.2.1	Desktop ✓ 2.1 GHz ✓	1 1	
3.2.2	512 MB ✓	1	
3.2.3	(Novell Suse 9.0) <i>Linux</i> ✓	1	
3.2.4	Any TWO of: ✓✓ Do not need a fixed phone line Mobile Can easily share access with other devices such as PDAs etc.	2	
3.2.5	Yes, because the technology is backward-compatible ✓ i.e. DVD writers can read and write CDs but not the other way around	1	7
3.3	Any TWO of: ✓✓ Resolution (megapixels) Memory Optical/Digital Zoom Interface/types of connection Type/capacity of storage used etc.		2
3.4	Any TWO of: ✓✓ Bluetooth USB Memory Card		2
3.5	Ink-jet ✓		1

QUESTION 4

4.1.1	Repetitive strain injury is an injury sustained caused by repetitive motions such as keyboarding ✓	1	
4.1.2	It is the science of the design of the workplace to benefit the comfort and health of the operator ✓✓ Any ONE feature of an ergonomically designed keyboard:✓ Palm pads Wrist supports Curved/split keyboard Angled keys Wrist rests etc.	2 1	
4.1.3	Any TWO of: ✓✓ Scanning/OCR Bar-coding/Bar code readers Voice entry/recognition	2	6
4.2.1	Any TWO of: ✓✓ Specify South African in full Limit search to South African sites Include the word current Add the word athletics to search string Remove quotation marks etc.	2	
4.2.2	Search History of visited sites✓	1	
4.2.3	Add to Favourites/bookmark ✓	1	4
4.3.1	A firewall is a system designed to prevent unauthorised access to or from a network ✓✓	2	
4.3.2	Any TWO of:✓✓ Attachment could contain a virus or other malware Attachment might have exceeded maximum allowed size Firewall might have blacklisted the site Attachment might contain potentially dangerous files such as .exe files etc.	2	
4.3.3	PDF format is a type of document format which is independent of the application it was created in ✓ Other computer users will not always have the appropriate software to open/edit the documents you send them The software to read PDF files is free and widely installed ✓	2	6
4.4.1	To add or copy data to a CD ✓	1	
4.4.2	CD or DVD writer ✓	1	
4.4.3	Any TWO of: ✓✓ Try different make/quality CD Write at a slower speed Terminate all other memory resident programs Defragment your hard drive etc.	2	4
	Total		[20]

QUESTION 5

5.1.1	Any TWO of ✓✓ Widen margins of section Reduce (auto fit) width of columns Change page orientation of section from portrait to landscape	2	
5.1.2	Adjust wrapping options ✓ The picture is set behind text instead of in front of text ✓	1 1	
5.1.3	Make the entries are formatted in the same 'heading' style as the other entries ✓✓ Also accept: Making sure the table is updated for 1 mark only	2	
5.1.4	Default means the setting that is reverted to every time a new document is created ✓ Use a template or change the global template settings ✓	2	8
5.2.1	1.44 MB ✓	1	
5.2.2	Any TWO of ✓✓ Change to lower resolution Save in more compressed format such as JPEG Save in black and white Zip/compress the file	2	3
5.3.1	Phising refers to tricking users into releasing confidential data by posing as a legitimate entity ✓ Usually done by luring users to fake website or sending out a 'legitimate' looking e-mail asking for details ✓ (any one)	1 1	
5.3.2	Any TWO of: ✓✓ Use of one-time or per session passwords On-screen numeric keypad for PIN numbers Sending SMS alerts when Internet banking is accessed Time-outs of session after a period of time Passwords/PIN numbers Using secure encryption/protocols such as SSL or HTTPS etc.	2	4
5.4	Any TWO of ✓✓ Using conditional formatting Formatting negative numbers to show in red Use of IF-statements to flag overspending		2
	Total		[17]

QUESTION 6

6.1.1	<p><u>Any TWO advantages of using a spreadsheet:</u> ✓✓</p> <p>Easy to perform simple arithmetic A number of built-in formulas to perform mathematical/statistical calculations available Cells can accept any type of data Easy to produce results graphically Some data validation options are available Easy to use etc.</p> <p><u>Any TWO advantages of using a database:</u> ✓✓</p> <p>Designed to work with structured records Excellent reporting facilities Powerful querying facilities Better data validation tools Can design appropriate data capture forms Can export data to various formats etc.</p>	2	
6.1.2	<p>Any TWO of: ✓✓</p> <p>Use of an auto number type of field Use of a primary key Use of an index with no duplicates allowed etc.</p>	2	
6.1.3	<p>Reasonably open-ended: ✓✓✓ (three different types)</p> <p>Suggested fields required:</p> <p style="padding-left: 20px;">Name/Surname/School: Text Date of birth/date entry received: Date Male/Registered/Fees paid: Boolean (Yes/No) Amount paid/owing: Currency Entrant number: Number</p>	3	
6.1.4	<p>Any TWO of: ✓✓</p> <p>Can add labels and instructions for data capturer Can mimic layout of hardcopy from which details are being captured Can control which fields the data capturer has access to Can facilitate input by adding controls such as list boxes Helps to minimise input errors Easier to use etc.</p>	2	11
6.2	<p>Any TWO of: ✓✓</p> <p>Add calculated field in query Export to spreadsheet and perform calculations there Add calculated field on a form Add calculated field in report etc.</p>		2

6.3	Any TWO of: ✓✓ Validation rules Default values Input masks Use of forms to capture data Use of controls such as list boxes and lookup controls etc.		2
6.4.1	The 3 (or 4) letter part of the filename after the full stop in the file name ✓	1	
6.4.2	Attempt was made to change the file extension ✓ File will no longer be associated with the default application/program ✓	1 1	3
6.5	Set up a form letter ✓ Link to the data source e.g. the database or query etc. ✓ Insert merge fields and perform mail merge ✓	1 1 1	3
6.6.1	Any TWO of: ✓✓ Details of competitors in a database of athletes provides a specific target market for sports retailer Company can use e-mail addresses to send (junk) mail Company may sell database to other parties Company can use details to set up profiles for marketing etc.	2	
6.6.2	Any TWO of: ✓✓ Entrants' permission should be sought before divulging their data Entrants need to know which data is being given out May lead to spamming of e-mail addressees Data may be passed on to other parties Entrants have right to expect confidentiality etc.	2	4
	Total		[25]

QUESTION 7

7.1.1	Company that provides Internet access and facilities at a cost to the user ✓ ✓	2	
7.1.2	non-profit ✓ organisation ✓	2	
7.1.3	<u>Any TWO arguments for a Web-based mail service:</u> ✓ ✓ Free Easy to access from anywhere Internet access is available Can have an unlimited number of accounts etc. <u>OR</u> <u>Any TWO arguments for an Internet-based mail service:</u> Reduced spam and no advertising Less restrictions on mailbox size Users may be more familiar with using an interface associated with a particular e-mail program Already have an ISP subscription etc.	2	
7.1.4	Any THREE of: ✓ ✓ ✓ Speed of access How often information is updated Ease of navigation User friendliness No dead links etc.	3	
7.1.5	Blog or web log: a diary/journal kept on Internet site ✓ Podcast: audio file published on the Internet ✓	1 1	
7.1.6	Domain name is the unique address of a computer on the Internet ✓ School's domain is: columbushighschool.org.za ✓	1 1	13
7.2.1	Hibernation is a state in which your computer shuts down after saving everything in memory on your hard disk ✓	1	
7.2.2	Laptop is probably running on battery power whereas the PC is running on normal AC power ✓	1	2
7.3.1	Any ONE of: ✓ RAM is volatile Power could go down during a save process causing corruption or loss of data	1	
7.3.2	UPS or generator ✓	1	2
7.4.1	A program downloaded onto your computer without your knowledge ✓ Subverts the operation of the computer for the benefit of a third party ✓ Also accept: Software that monitors user's actions	1 1	
7.4.2	A type of dialog box ✓ that pops-up on the screen while you are browsing the Internet ✓	2	

7.4.3	Generally best to disable them as they are normally associated with advertising (& can also carry malware)✓ Certain websites, however, need pop-ups to be enabled in order to function correctly ✓	2	6
7.5.1	Software or 'program' that installs itself with the user's consent ✓ Negatively affects the functioning of the computer ✓ Tries to replicate itself in order to spread ✓	3	
7.5.2	The disabling of the auto protect option will increase speed at which files are opened ✓ Not a good option if portable storage devices such as flash disks are going to be inserted in the computer as they may contain viruses✓	2	5
	Total		[28]

QUESTION 8

8.1	Copy data in table to a spreadsheet OR Convert data to a fixed width or delimited text file } ✓✓ Import data into database table ✓		3
8.2	Insert special symbol/character ✓		1
8.3	A macro is a series of commands (entered via the mouse or keyboard) that can be grouped together as a single command to accomplish a task automatically ✓✓ <u>Any ONE suitable example:</u> ✓ Changing margins of a document Inserting a table of specific dimensions etc. They are regarded as potentially dangerous as they can contain malicious/virus code ✓		4
8.4	Defragmentation program re-arranges/consolidates fragmented files, so that they occupy a single, contiguous space on the volume ✓✓ Defragmentation does not free up space, just re-arranges its location ✓		3
8.5	Any TWO of: ✓ ✓ Quicker to capture Easier to validate Easier to perform searches and queries Occupies less space in database etc.		2
8.6.1	Absolute cell referencing ✓	1	
8.6.2	Absolute cell referencing is used to indicate those parts of the cell reference that must not change when a formula is copied ✓✓ Any suitable example: ✓ e.g. When a range of figured need to be multiplied by a common rate e.g. VAT stored in a specific cell etc. ✓	3	4
8.7	When an object is copied it can either be linked or embedded Embedded objects have no links to the original source ✓ Linked objects retain a link to the original 'source' and are updated automatically if the original object is changed or updated ✓ ✓		3
	Total		[20]