



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P2

THEORY

NOVEMBER 2008

MARKING MEMORANDUM

MARKS: 150

This memorandum consists of 15 pages.

MARKING MEMO**QUESTION 1 – Matching columns**

1.1	F	✓
1.2	H	✓
1.3	J	✓
1.4	O	✓
1.5	A	✓
1.6	B	✓
1.7	D	✓
1.8	N	✓
1.9	M	✓
1.10	L	✓

[10]**QUESTION 2 – Multiple choice**

2.1	A	✓
2.2	B	✓
2.3	B	✓
2.4	A	✓
2.5	C	✓
2.6	C	✓
2.7	D	✓
2.8	B	✓
2.9	D	✓
2.10	D	✓

[10]**TOTAL SECTION A: 20**

SECTION B

3.1	<ul style="list-style-type: none"> • Share data OR resources • Share hardware OR printers OR scanners • Communication • Reduce costs • Better security • More efficient / less time consuming <p>(any 2) ✓✓</p>		2
3.2	<ul style="list-style-type: none"> • Give the files sensible filenames • Arrange the files in a well thought out file structure • Use sub-folders • Give folders meaningful names • Adopt naming conventions <p>(any 1) ✓</p>		1
3.3.1	<p>Not portable/removable Needs to be backed up somewhere else Could lose the original and the backup if stored on the same machine. Server could be stolen/damaged Server is down or unavailable/inaccessible</p> <p>(any 1) ✓</p>	1	
3.3.2	<p>Lost/stolen Lower capacity More susceptible to corruption / easily damaged Files could be confidential</p> <p>(Any 3) ✓✓✓</p>	3	4
3.4.1	<p>A template determines the basic structure✓ for documents based on it. <i>Accept answers that indicate that “you can base your own document on a preset structure/design”. or “you can change or modify it and have the original”</i></p>	1	
3.4.2	It is saved using a newer version of the program. ✓	1	
3.4.3	Concert.htm✓ or .htm	1	
3.4.4	<p>A text file contains data that is purely/plain text ✓ OR It is not formatted in any way.</p>	1	4

3.5.1	<ul style="list-style-type: none"> The file has become too large to be sent over your e-mail connection. The file can be infected with a virus <p>(any 1) ✓</p>	1	
3.5.2	<ul style="list-style-type: none"> Compress/zip/re-size the file Remove the pictures from the document and send separately Send attachments via multiple e-mails Change the format of the pictures to jpg Use a faster broadband connection Rescan the document (pictures in the document) at a lower resolution. <p>(any 2 valid responses) ✓✓</p>	2	3
3.6	<ul style="list-style-type: none"> Extra RAM Reason: will allow for increased primary memory (latest systems are memory intensive) Less need for virtual memory Faster processor Reason: Calculations/processing done faster A new/faster motherboard Reason: A faster motherboard will speed up the computer (<i>allows faster components</i>) Faster hard drive Reason: Will speed up file transfer <p>(any 2 components ✓✓ together with reasons ✓✓)</p>		4
3.7	<ul style="list-style-type: none"> Find a patch that will allow him to open the program on the older software. Resave in an earlier format that can be opened at school. Get a new version installed on the school computer <p>(any 1 valid response) ✓</p>		1

3.8	POSSIBLE HEALTH RISK		ACTION TO BE TAKEN			4
	<ul style="list-style-type: none">• Repetitive Strain Injury (RSI)		<ul style="list-style-type: none">• Use ergonomic keyboard/mouse			
	<ul style="list-style-type: none">• Carpal Tunnel Syndrome (CTS)/Tendonitis		<ul style="list-style-type: none">• Use ergonomic keyboard/mouse			
	<ul style="list-style-type: none">• Headaches, other aches, e.g. back, shoulder, etc		<ul style="list-style-type: none">• Take regular breaks• Use well designed furniture• An ergonomically designed workspace			
	<ul style="list-style-type: none">• Eye strain		<ul style="list-style-type: none">• Take regular breaks• Ensure good background lighting• Fit an anti-screen-glare device• Set the monitor to a better resolution• Replace monitor with an LCD panel			
	Any other valid responses with their actions (any 2 valid responses)					
2 risks ✓✓ 2 corresponding actions/reasons✓✓						
3.9.1	An office suite is a collection of programs✓ (software applications), such as word processing, spreadsheets, database, etc. <i>(Allocate 1 mark for 'collection' or naming at least 3 examples)</i> that link/integrate ✓ with each other				2	
3.9.2		Cost	Support			4
	Open source	Available free of charge	More difficult to get local support (scarce skills) / Could get free support from on-line community / May require technical expertise/could be expensive			
	Proprietary	Can be expensive	Support readily available			
					2	
3.10	Defrag ✓ <i>(Accept the name of any defrag utility, e.g. Disk Keeper, Optimiser)</i>					1
	Total					[28]

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4.3	<ul style="list-style-type: none"> Using any wireless technology, e.g. Bluetooth/Infrared/WiFi if both PC and cellphone are enabled/have the capabilities Connect the wire/cable that connects the cellphone to the PC to the USB port Via the memory card or card reader <p>(any 1) ✓✓</p>		2
4.4.1	laser ✓ OR networked photocopier	1	
4.4.2	<ul style="list-style-type: none"> Inkjet / PhotoSmart printer Colour laser printer <p>(any 1) ✓</p>	1	2
4.5.1	<ul style="list-style-type: none"> Portable Large capacity Relatively cheap Robust/reliable Can be reproduced fairly quickly CD-writers are fairly commonplace <p>(any 3 or any other valid responses) ✓✓✓</p>	3	
4.5.2	<ul style="list-style-type: none"> Copyright infringement Software piracy <p>(any 1 suitable legal/ethical reason) ✓</p>	1	4
4.6.1	YouTube.com hosts videos✓	1	
4.6.2	Amazon.com business / retail / e-commerce website✓ Google.com search engine ✓ Secondlife.com virtual life website✓(do not accept 'game')	3	4
4.7.1	<ul style="list-style-type: none"> Printing on both sides of the paper/recycling paper Using a smaller font Adapting the layout of the document / fit onto fewer pages Printing multiple pages on a single sheet Proof reading on screen/Print preview Use recycled paper <p>(any 2 valid responses) ✓✓</p>	2	
4.7.2	<ul style="list-style-type: none"> Environment friendly disposal of hardware Recycling cartridges Refurbishing old computers Low power monitors OR LCD panel Hibernate OR sleep mode <p>(any valid response) ✓</p>	1	3
	Total		[23]

QUESTION 5

5.1.1	<ul style="list-style-type: none"> • SMS/text • mobile phone • email on cell phone • satellite phone <p>(any 1) ✓</p>	1	
5.1.2	<ul style="list-style-type: none"> • e-mail with a video clip • Mpeg message on cell phone • MMS (Multimedia message) <p>(any 1) ✓</p>	1	
5.1.3	<ul style="list-style-type: none"> • post • fax • deliver by hand • telegram <p>(any 1) ✓</p>	1	3
5.2	<p>Fax SMS E-mail ✓✓</p> <p>If opposite order given (Email – SMS – Fax) = 1 mark Any other order = 0 marks</p>		2
5.3.1	<p>REASON</p> <ul style="list-style-type: none"> • The wrapping style/formatting of the picture is incorrectly selected ✓ <p>SOLUTION</p> <ul style="list-style-type: none"> • Correct/change the formatting/wrapping style (to “tight”) • Menu options: format picture – layout/wrapping <p>(any 1) ✓</p>	2	
5.3.2	<ul style="list-style-type: none"> • Use the ‘AutoFit’ table function • Reduce the left and right margins of the page • Reduce the width of the columns in the table • Change to landscape <p>(any 2 valid responses) ✓✓</p>	2	
5.3.3	<ul style="list-style-type: none"> • Change language setting to English SA • Ignore all • Add to dictionary • Disable the spellchecker / Do not check spelling <p>(any 1 valid response) ✓</p>	1	5

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5.4	<ul style="list-style-type: none"> • Voice recognition – voice recognition program and microphone • Keyboard operated by foot at ground level / Adaptive/assistive keyboard • On-screen/virtual keyboard operated with roller-ball/specialised input device • Inputting data via a scanner • Inputting data via a tablet <p>(any 1 valid response✓ together with an explanation✓)</p>		2
5.5.1	<ul style="list-style-type: none"> • Clean the dirt inside • Adjust the mouse settings • Use a suitable mouse pad • Replace it with an optical mouse <p>(any 1) ✓</p>	1	
5.5.2	<ul style="list-style-type: none"> • Check if the surface that you are working on is too shiny and put it on a less shiny/reflective surface • Use a different surface as a mouse pad • Adjust the mouse settings • Make sure surface is flat <p>(any 1 valid response) ✓</p>	1	2
5.6.1	<ul style="list-style-type: none"> • Cheaper • More robust/lasts longer • Good image <p>(any 1 valid response) ✓</p>	1	
5.6.2	<ul style="list-style-type: none"> • Better for eyes/easier to read • Clear image/no flicker • Takes up less space • Generates less heat • Uses less power • Aesthetically appealing <p>(any 2 valid responses) ✓✓</p>	2	3
5.7	<ul style="list-style-type: none"> • Username/passwords • Access rights • Encryption • Passwords on files <p>(Do not accept: physical/general access to network) (any 3 valid responses) ✓✓✓</p>		3
	Total		[20]

QUESTION 6

6.1.1	10 ✓ (for a local cell number) OR 12/13 (including the international code)	1	
6.1.2	<ul style="list-style-type: none"> The leading zero will be removed automatically if entered as a number. The text type retains the zero as a normal character. <i>(Also accept: No calculations will be done on the number)</i> (any 1) ✓✓	2	
6.1.3	<ul style="list-style-type: none"> Each vendor has a specific name for the business – there is no general name applicable. Different vendors – different names (has to be typed in) (any 1) ✓	1	4
6.2	<ul style="list-style-type: none"> A primary key is a field with data which is unique to each record. ✓ No two vendors have the same telephone number – it is therefore a unique value. ✓ 		2
6.3.1	Formula <ul style="list-style-type: none"> =sum([Fee per performance]) (any 1) ✓ in the (report) footer ✓ 	1 1	
6.3.2	<ul style="list-style-type: none"> Change the regional settings Change the field format (any 1) ✓	1	
6.3.3	<ul style="list-style-type: none"> You are not required to make a large number of calculations. You are able to query and present the information in ways that you cannot do in a spreadsheet. You can do queries and reports on data in a database more easily. Design a form for entering of data - easier than in a spreadsheet. Easier to perform data validation. A database is specifically designed for/easier to work with records. (any 1) ✓	1	4

6.4	<ul style="list-style-type: none"> Breaks the law / infringes on copyright / piracy (<i>accept only one of these options</i>) The creator of a program is paid by the users of it / copying it prevents the creator from being paid Copying onto other computers exceeds the number of users specified in the licence agreement <p>(any 2 or other valid responses) ✓✓</p>		2
6.5.1	<ul style="list-style-type: none"> It may be more expensive. You cannot depend on having electricity. Spending too much time and effort making sure everything is secure may be irritating. Expertise may not be available. Data may be lost. <p>(any 1) ✓</p>	1	
6.5.2	<ul style="list-style-type: none"> Communication / Send fast messages / e-mail Organising data or queries in a database Calculations in a spreadsheet Professional presentation of information Personalizing/mail merge Share data Easier to manipulate electronic data to answer queries or produce reports More efficient and less time consuming Improved collaboration of ideas / creative thinking Check spelling and grammar More tools to enhance creativity / design Computer allows you to do the work in-house, i.e. printing Webpages / Internet access Burning CDs Display/project/create videos <p>(any 2 valid responses – no duplications) ✓✓</p>	2	3
6.6	<ul style="list-style-type: none"> Use appropriate font sizes, i.e. smaller or bigger fonts Limit the number of different font types/styles Correct vertical/horizontal (text) alignment, e.g. centre performing artists Correct/change the text direction of 'Time' Structure the content on the page in groups / structure information logically, e.g. bullets/tables/columns/tabs/lines/AutoShapes/text boxes Emphasise the important information, e.g. performers Add appropriate graphics/colour/background/borders <p>(any 4 valid responses) ✓✓✓✓</p>		4
	Total		[19]

QUESTION 7

7.1.1	A virus is a (malicious) computer program / software ✓ that (intentionally) affects the system negatively ✓ (Either ' malicious ' or ' intentional ' or synonyms for either of these words MUST be included in the definition)	2	
7.1.2	<ul style="list-style-type: none"> • The virus can spread itself by copying or being copied from computer to computer • Can infect, hide, corrupt, destroy or delete data • Can slow up the computer system • Can attach itself to other files • Time consuming or downtime if you have to reformat computer or re-install programs • Can expose your computer to security threats (any 2 valid responses) ✓✓	2	
7.1.3	<ul style="list-style-type: none"> • Scan using an anti-virus utility program • Use/run an anti-virus utility program • Auto-protect option activated (any 1) ✓	1	
7.1.4	<ul style="list-style-type: none"> • Disinfect OR clean OR delete the virus • Quarantine / virus vault • Inform the sender (any 1) ✓	1	
7.1.5	<ul style="list-style-type: none"> • Can only send to people who have an e-mail address • You must know a person's e-mail address • Reliant on the Internet working properly • Relies on the other person checking their e-mail regularly • E-mail can be intercepted and read by other people • You could receive SPAM • You could receive a lot of mail and the system becomes blocked • You could be exposed to obscene mail • No control of where your email goes or is forwarded to • Could easily be sent to the wrong person • Often characterised by poor structure, spelling and grammar (any 2 valid responses) ✓✓	2	8
7.2.1	A search engine is a software program / website ✓ used to find webpages that match the search criteria ✓ entered	2	

7.2.2	<ul style="list-style-type: none"> • Use quotation marks • Use + or - signs in front of keywords • Use an advanced search, e.g. domain, date, file types • Search within a search • Use alternative words/synonyms • Use another search engine • Web pages from South Africa / Select languages from Home Page of the search engine <p>(any 2 valid responses) ✓✓</p>	2	
7.2.3	<ul style="list-style-type: none"> • Check if it is a reputable institution such as a university • The same information is found in various unrelated places • Use common sense/trust instinct, and check the information before relying on it • The date the website was published, the more recent the better • Check credentials of authors • Check whether it is cited by other authors • Check quality of language <p>(any 2 valid responses) ✓✓</p>	2	
7.2.4	<ul style="list-style-type: none"> • An on-line✓ record/diary/journal/board ✓ created by a person with comment facilities for the public 	2	8
7.3.1	<ul style="list-style-type: none"> • Will keep the formatting • Can be used cross-platform • User does not require original program that file was created in • Document is created as Read-Only – does not allow editing <p>(any 1 valid response) ✓</p>	1	
7.3.2	<ul style="list-style-type: none"> • Depends whether Acrobat/Adobe reader is installed on their computer / Not everyone has PDF (Acrobat/Adobe) reader. ✓ • Install the Acrobat/Adobe reader ✓ (You can download it from the Internet free of charge or get it from somebody) 	2	
7.3.3	<ul style="list-style-type: none"> • Htm • Html • XML <p>(any 1) ✓</p>	1	4
	Total		[20]

QUESTION 8

8.1.1	<ul style="list-style-type: none"> • Can access bank account from home or anywhere • Can access details 24 hours per day • Can take more control of the account • Safety reasons / Do not have to carry money around • No standing in queues / More efficient and less time consuming • Cheaper – save on bank transaction costs / travel costs <p>(any 2 valid responses) ✓✓</p>	2	
8.1.2	<ul style="list-style-type: none"> • Fewer bank branches needed • Fewer employees needed • Lower ongoing costs • Lower administration requirements <p>(any 2 valid responses) ✓✓</p>	2	
8.1.3	<ul style="list-style-type: none"> • Use of username and password • Use of data encryption software • Use of digital certificate • Bank sends SMS with once-off password when once-off payment is made • Bank sends SMS when any activity occurs on the account • Banking session times out if you have not been active for a certain period of time <p>(any 2 valid responses) ✓✓</p>	2	6
8.2	<ul style="list-style-type: none"> • Check whether the printer is switched on • Check whether the printer is connected to the computer correctly • Check whether the correct printer has been selected • Check whether the printer has paper • Check whether correct paper size is selected • Check whether there is an ink/laser cartridge installed • Check whether there is ink/toner in the cartridge • Check if the printer is on line (not linked to the network) • Check whether there is a paper jam <p>(any 3 valid responses) ✓✓✓</p>		3
8.3	<ul style="list-style-type: none"> • Switch off the printer for a while and then back on / Clear the print buffer • If the above does not work, try re-installing the driver <p>(any 1 valid response) ✓</p>		1

8.4.1	<ul style="list-style-type: none"> • D7 • F7 • F9 <p>(any 2) ✓✓</p>	2	
8.4.2	<ul style="list-style-type: none"> • Relative cell reference✓ – reference changes in relation to the active cell / when copied and pasted ✓ • Absolute cell reference ✓ – remains the same even when copied and pasted✓ 	4	6
8.5.1	<ul style="list-style-type: none"> • Widen the column • Reduce the size of the font <p>(any 1) ✓</p>	1	
8.5.2	<ul style="list-style-type: none"> • Commas and points were used • Some cell formatting may be text <p>(any 1) ✓</p>	1	
8.5.3	<ul style="list-style-type: none"> • Data validation was applied • Incorrect data was input <p>(any 1) ✓</p>	1	
8.5.4	<p>Spreadsheet protection ✓ (Do not accept make 'Read-Only')</p>	1	4
	Total		[20]
TOTAL SECTION B:			130
GRAND TOTAL:			150