



Province of the  
**EASTERN CAPE**  
EDUCATION

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 11**

**NOVEMBER 2013**

**COMPUTER APPLICATION TECHNOLOGY P2  
MEMORANDUM**

**MARKS: 150**

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This memorandum consists of 9 pages.

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**QUESTION 1**

- 1.1 D ✓ Fax
- 1.2 B ✓ WAN
- 1.3 D ✓ Touch screen
- 1.4 D ✓ Super Computer
- 1.5 B ✓ Refresh
- 1.6 B ✓ Hoax
- 1.7 D ✓ Adding more memory (RAM)
- 1.8 D ✓ All the above require a password
- 1.9 C ✓ Form
- 1.10 B ✓ COUNTIF (10 x 1) (10)

**QUESTION 2**

- 2.1 E ✓ Dropbox
- 2.2 A ✓ Encryption
- 2.3 B ✓ Barode
- 2.4 N ✓ Webcam
- 2.5 M ✓ ADSL
- 2.6 L ✓ Web authoring software
- 2.7 I ✓ VoIP
- 2.8 F ✓ Wild card
- 2.9 O ✓ Retina
- 2.10 H ✓ Interactive whiteboard (10 x 1) (10)

**QUESTION 3**

- 3.1 A web browser is the best application to display an HTML page. ✓
- 3.2 When researching a topic for a project, you must evaluate the credibility of websites just like other sources. ✓
- 3.3 WI-Fi is a wireless connection that uses radio signals for data transmission. ✓
- 3.4 PowerPoint cannot be used as data source in a mail merge. ✓
- 3.5 Firewall software need to be updated as frequently as an antivirus. ✓ (5 x 1) (5)

**TOTAL SECTION A: 25**

**SECTION B**

**QUESTION 4**

- 4.1 4.1.1
- Suitable for travelling
  - Uses less space
  - Can be used in event of power failure
  - Portable/mobile
- (Any 2) ✓✓ (2)
- 4.1.2
- Smaller screen size
  - Smaller CPU, usually a CPU designed for mobility such as an Atom processor
  - Smaller hard drive
  - No optical drive
- (Do not accept an answer of 'it's smaller'.) (Any 2) ✓✓ (2)
- 4.1.3 A variety of memory cards can be read  
Do not need cable to download images and videos from other storage devices (Any 1) ✓ (1)
- 4.1.4 Intel ✓ (1)
- 4.1.5
- Primary memory is much more expensive per MB than secondary memory.
  - Primary memory is much faster than the secondary memory so less is needed.
  - Primary memory is only temporary, thus contents can be erased and memory re-used as needed.
- (Any 2) ✓✓ (2)
- 4.2 4.2.1
- Android
  - Apple iOS
  - Windows mobile (not just Windows)
  - Ubuntu mobile
  - Any relevant answer
- (Any 1) ✓ (1)
- 4.2.2
- Ability to run 3rd party software
  - Internet access
  - Sending and receiving e-mail
  - Greater processing power than a cellphone
  - Any relevant answer.
- (Any 2) ✓✓ (2)
- 4.3 4.3.1 Small programs✓ designed to aid communication between hardware devices and the operating system. ✓ (2)
- 4.3.2
- The driver might have been already been distributed with the operating system.
  - The operating system could have automatically downloaded the driver from the internet.
  - A ROM chip within the smartphone.
- (Any 1) ✓ (1)

- 4.4 4.4.1 Mono/black laser printer  
Motivation:  
Have to print many/cheaper than colour inkjet printer  
Faster than colour inkjet printer (Any 1) ✓ (2)
- 4.4.2
- Lose the guarantee on the printer
  - Possibility of damage to the printer
  - The cartridge might influence the print quality negatively. (Any 1) ✓ (1)
- 4.5 4.5.1 A selection of applications ✓ that are bundled together on one installation media package. ✓ (2)
- 4.5.2
- Easier to manage
  - Can integrate between the different applications.
  - Interface is standardised across the programs.
  - Cheaper to buy (Any 2) ✓✓ (2)
- 4.6 Operating system/system software (1)
- 4.7
- Managing all the hardware and software on the computer.
  - Giving the computer instructions on how to do very basic tasks.
  - Maintaining security (with the use of passwords, etc.)
  - Providing users with an interface (Any 2) ✓✓ (2)
- 4.8 The backups should be kept away from the computer (preferably off-site) in case of theft or fire, etc. ✓ (1)

**[25]****QUESTION 5**

- 5.1
- Share data/resources
  - Share hardware/printers/scanners
  - Communication
  - Reduce costs
  - Better security
  - More efficient / less time consuming (Any 2) ✓✓ (2)
- 5.2 Cables ✓ and wireless ✓ (2)
- 5.3 5.3.1 Servers provide resources to clients on a network. ✓ (1)
- 5.3.2
- File servers
  - Print servers
  - Web servers
  - Proxy servers (Any 2) ✓✓ (2)
- 5.3.3 In a peer-to-peer network all the computers are equal (peers) and both use and provide resources. ✓ (1)
- 5.4
- Cabling or wireless connection points
  - Network interface cards (NIC)
  - Hub/switches (Any 2) ✓✓ (2)

- 5.5 5.5.1 A social website is a website that allows users to establish social relations with people who share interests and activities. ✓ (1)
- 5.5.2
- You have to have access to the Internet to be able to communicate.
  - Increased risk of identity theft, fraud, online stalking and harassment.
  - Many people have false information on their profiles and are not always who they say they are.
  - Increased risk of loss in productivity if employees spend too much time online.
  - Social networks may increase the quantity of communication at the expense of the quality. (Any 2) ✓✓ (2)
- 5.6 5.6.1 VoIP uses software to convert voices/video to data ✓ which is then sent and received over a network in the same way as normal data. ✓ (2)
- 5.6.2 When making a telephone call the line is engaged until the end of the call. ✓ When sending data multiple data packets can be sent on the same line, resulting in users sharing the cost of the line. ✓ (2)

**[17]****QUESTION 6**

- 6.1 Questions that can be answered by facts. ✓ (1)
- 6.2
- Check if it is a reputable institution such as a university.
  - The same information is found in various unrelated/reputable places.
  - Use common sense/trust instinct, and check the information before relying on it.
  - Date website was published, since more recent sites may include valid information that is only recently available.
  - Check credentials of authors.
  - Has article been cited by other authors, etc. (Any 2) ✓✓ (2)
- 6.3 Data is a collection of raw or unprocessed facts such as numbers, images and text, ✓ whereas information is processed data which conveys meaning. ✓ (2)
- 6.4 It is the term used if you copy and use information ✓ without acknowledging resources or without the permission of the owner. ✓ (2)
- 6.5
- Survey
  - Interviews
  - Questionnaires
  - Any relevant answer. (Any 1) ✓ (1)

**[8]**

**QUESTION 7**

- 7.1 7.1.1
- Can access bank account from home or anywhere
  - Can take more control of the account
  - Available 24/7
  - No standing in queues / More efficient and less time consuming
  - Lower banking charges
  - Any relevant answer. (Any 2) ✓✓ (2)
- 7.1.2 Phishing refers to tricking users into releasing confidential information/data ✓ by posing as a legitimate entity. ✓ (2)
- 7.1.3 Occurs:
- By luring users to fake replica websites.
  - By sending out a 'legitimate' e-mail asking for personal details. (Any 1) ✓ (1)
- 7.2
- Viruses
  - Spyware such as keyloggers
  - Trojan horses
  - Any relevant answer. (Any 3) ✓✓ (3)
- 7.3 Social engineering refers to tricking and manipulating people ✓ into voluntarily giving out confidential information such as passwords. ✓ (2)

**[10]****QUESTION 8**

- 8.1 Mail merge ✓ (1)
- 8.2 Format all headings and subheadings using styles ✓ then add an automatic table of contents. ✓ (2)
- 8.3 8.3.1 Software application used to view a saved web page/enables users to open and display web pages. ✓
- Example:
- Internet Explorer
  - Mozilla Firefox
  - Opera
  - Any relevant answer. (Any 1 + 1) ✓ (2)
- 8.3.2 Html tag <br /> must be used. ✓ (1)
- 8.4 8.4.1 =COUNTIF(B2:B10, "C\*") ✓ (2)
- 8.4.2 =NOW() ✓ (1)
- 8.4.3 G = Date ✓  
H = Currency ✓ (2)

- 8.5 8.5.1 No, ✓ the data can be imported into the database. ✓ (2)
- 8.5.2
- 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 forms
- (Any 2) ✓✓ (2)
- [15]**

### QUESTION 9

- 9.1 9.1.1 An informal website consisting of articles in the form of a journal/  
personal online diary. ✓ (1)
- 9.1.2
- Blog is easier to setup/maintain than a website.
  - Easy to follow new news as the newest post is at the top.
  - Provides better features for communication via posts.
  - Number of templates are available to set up blogs.
  - Number of sites which host blogs for no cost.
  - Any relevant answer.
- (Any 2) ✓✓ (2)
- 9.1.3 A list of e-mail addresses of people with the same interest. This allows  
e-mails to be sent to the mailing list and automatically be distributed to  
all of its members. ✓ (1)
- 9.2 9.2.1 Replacing a section of a program or programming code with a newer  
version thereof. ✓ (1)
- 9.2.2
- Software bugs may develop and may cause an application to  
crash.
  - Modification to device drivers will be affected
  - There will be no new functionality
  - Any relevant answer.
- (Any 2) ✓✓ (2)
- 9.2.3 An online update is downloading and installing the new version of the  
application over the internet ✓ whereas offline update is from portable  
media such as CD or flash disk. ✓ (2)
- 9.3 9.3.1
- Download photos on to a computer
  - Delete unwanted photos
  - Replace the memory card
  - Insert a bigger memory card
- (Any 2) ✓✓ (2)
- 9.3.2
- Save in JPEG/compressed format ✓
  - Reduce the number of colours ✓
  - Reduce the resolution ✓
  - Reduce physical size of the image ✓
  - Save in greyscale/black and white ✓
  - Crop any unnecessary elements from the photo ✓
- (Any 2) ✓✓ (2)

- 9.4
- Empty the recycle bin
  - Delete temporary files
  - Use compression utility/program
  - Delete cookies
  - Run disk clean up
- (Any 2) ✓✓ (2)
- 9.5 OCR software can be used on a scanned document ✓ to convert the image to editable text. ✓ (2)
- 9.6
- Books can easily be updated/distributed.
  - Contribute to environment/Green computing.
  - Can adjust print size
  - Easy to transport/store large numbers of books.
  - Potentially quicker to access/source books.
  - Can have additional features other than text, i.e. video clips, etc.
  - Have a longer lifespan.
- (Any 2) ✓✓ (2)
- 9.7 9.7.1 It will be software piracy. ✓  
They must buy the original software in order to receive a valid registration code. ✓ (2)
- 9.7.2
- It is usually available free of charge.
  - The source code is not hidden/open for anybody to use, change or improve the software.
  - No license is necessary.
- (Any 2) ✓✓ (2)
- 9.8
- Will not work for participants without hands.
  - Will not work for very young participants as the size of their fingerprints grow.
  - Injury to the hand, such as severe burns or cuts, may prevent recognition.
- (Note to marker: any relevant response must be accepted.) (Any 2) ✓✓ (2)
- 9.9 9.9.1 A small chip that powers itself through radio waves when a radio scanner comes close ✓ and then transmits the data it contains to the radio receiver in the scanner. ✓ (2)
- 9.9.2 Easy to tell when they pass check points or finish the race ✓ without having to record numbers manually. ✓ (2)
- 9.10 Plug and play is a set of rules about how peripheral device identifies itself and communicates with the computer when connected to it. ✓ The operating system detects that new hardware has been connected and starts up the software needed to control it automatically. ✓ (2)



- 9.11 9.11.1
  - Date modified – during last month
  - File type – document
  - Phrase in document

(Any 2) ✓✓ (2)
  
- 9.11.2 CC sends a copy to other interested people ✓ and the name is visible to other recipients ✓ whereas names on the Bcc list are not visible to the other recipients. ✓ (3)
  
- 9.11.3 A person who manages and maintains a website. ✓ (1)
  
- 9.12 9.12.1 Primary key is a field that uniquely identifies a record in a table. ✓ (1)
  
- 9.12.2 A validation rule ensures that specific data is entered correctly in a specific field ✓ whereas validation rule contains the error message displayed when the validation rule is violated. ✓ (2)
  
- 9.12.3 When the results need to be saved for future use. ✓ (1)
  
- 9.13 < ✓body>
 

✓

✓

<centre><b><u><i>Eastern Cape Athletic Meeting</i></u></b></centre>

</body> ✓

(4)
  
- 9.14 Bookmarks ✓  
Hyperlinks ✓ (2)
  
- 9.15 Autocorrect ✓  
  
Turn off autocorrect OR change language to South African English ✓ (2)
  
- 9.16
  - Widen the column
  - Reduce the font size of the cell's content
  - Use different number format of the cell

(Any 1) ✓ (1)

**TOTAL SECTION C: 50**  
**GRAND TOTAL: 150**