



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 11

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**COMPUTER APPLICATIONS TECHNOLOGY P2
MEMORANDUM**

MARKS: 150

This memorandum consists of 11 pages.

SECTION A**QUESTION 1: MULTIPLE CHOICE QUESTIONS**

- | | | | |
|------|-----|--|-------------|
| 1.1 | A ✓ | Crop. | (1) |
| 1.2 | B ✓ | URL | (1) |
| 1.3 | A ✓ | Firewall | (1) |
| 1.4 | B ✓ | hoax. | (1) |
| 1.5 | C ✓ | biometric | (1) |
| 1.6 | D ✓ | Malware | (1) |
| 1.7 | B ✓ | needs a licence to be bought in order to use it. | (1) |
| 1.8 | D ✓ | Pie chart | (1) |
| 1.9 | C ✓ | Disk cleanup | (1) |
| 1.10 | B ✓ | Twitter | (1) |
| | | | [10] |

QUESTION 2: MATCHING ITEMS

- | | | | |
|-----|-----|------------------|--------------------|
| 2.1 | J ✓ | AUP | (1) |
| 2.2 | M ✓ | FireWire | (1) |
| 2.3 | B ✓ | UPS | (1) |
| 2.4 | I ✓ | cookie | (1) |
| 2.5 | L ✓ | Input mask | (1) |
| 2.6 | G ✓ | Aspect ratio | (1) |
| 2.7 | O ✓ | Secondary memory | (1) |
| | | | (7 x 1) [7] |

QUESTION 3: MODIFIED TRUE/FALSE

- | | | | |
|-----|---------|---|------------|
| 3.1 | FALSE ✓ | - ROUTER is a network device used to connect two or more networks to each other. ✓ | (2) |
| 3.2 | TRUE ✓ | | (1) |
| 3.3 | FALSE ✓ | - WEB BROWSER is the best application to display a HTML page. ✓ | (2) |
| 3.4 | TRUE ✓ | | (1) |
| 3.5 | FALSE ✓ | - DOTX is the file extension for a Microsoft Word Template. ✓ | (2) |
| | | | [8] |

TOTAL SECTION A: 25

SECTION B**QUESTION 4: SYSTEMS TECHNOLOGIES**

- 4.1 4.1.1 Any TWO of: ✓✓
- Tablets use touch screen as input device, laptops come with keyboard and mouse.
 - Tablet is lighter and smaller than a laptop.
 - Tablets often have a smaller memory capacity than laptops.
 - Laptops have a faster processing speed.
 - Tablets have a longer battery life than laptops.
 - The storage capacity of tablets is smaller than laptops.
 - Laptops can run more full scale software than tablets can.
 - Laptops can be used as stand-alone devices where tablets often require an additional computer system. (2)
- 4.1.2 Any TWO of: ✓✓
- It is more expensive than a desktop computer.
 - It can be stolen easily.
 - It is expensive to upgrade.
 - Its takes long to and is expensive to repair. (2)
- 4.1.3 Any ONE of: ✓
- Allows the user to interact directly with the screen.
 - Ideal for quick, small scale computing.
 - They have a longer battery life.
 - Smaller/lighter to work with/portable.
 - Can convert handwriting into typed text. (1)
- 4.2 4.2.1 A software 'bug' is a programming error in the code or logic of a computer program which happens when the software is being created. It is not a virus. ✓ (1)
- 4.2.2 Patch: An update to fix a specific 'bug' in software (usually security related). ✓
Service pack: Is a release of all 'bug' fixes AND new features since release of the original software; usually released by companies at fixed intervals, and larger than patches. ✓ (2)
- 4.3 4.3.1 Data can be lost/Cause data to be corrupted. ✓ (1)
- 4.3.2 Uninterrupted Power Supply (UPS) ✓ (1)

- 4.4 4.4.1 It is used to restore data if the original data is lost, damaged or destroyed. ✓ (1)
- 4.4.2 External hard drive ✓ (1)
- 4.4.3 Archive refers to the storing of files that are static (not going to be changed) ✓ onto a secondary system or DVD. ✓
- OR**
- Archiving is a manual process where you take files that are not going to change or be used in the near future ✓ and move them off the main system to free up space. ✓ (2)
- 4.5 4.5.1 Advantage: Higher resolution gives better quality pictures. ✓ (1)
- 4.5.2 Disadvantage: Higher resolution results in larger file sizes which take up more storage space. ✓ (1)
- 4.6 4.6.1 Web-based mail is a service that allows you to access your e-mail account through a web browser ✓ from any location that has Internet access. ✓ (2)
- 4.6.2 Any ONE of: ✓
- Webmail can be accessed at any place that has internet access
 - Webmail is free of charge – only pay for internet access
- (1)
- 4.6.3 You have to stay online to read, create, edit and receive e-mail messages. ✓ (1)
- 4.6.4 Message rules are used to filter e-mail messages as they are received. ✓
This allows you to sort selected e-mails before they go to your inbox. ✓ (2)
- 4.7 Any TWO of: ✓✓
- A lower setting for screen resolution will enlarge everything shown on the screen.
 - Using a high contrast theme on your desktop makes it easier to see icons.
 - Changing the thickness of the cursor when it is blinking makes it easier to see where it is.
 - A visual alternative to the sounds the operating system makes to alert hearing impaired users to system events.
- (2)
- 4.8 Any ONE of: ✓
- Speech recognition software can convert voice to text in cases where users have difficulty in typing, e.g. people with no arms, hands, or limited use of arms and hands, etc.
 - Some applications recognize the spoken words and type them as the user speaks.
 - This software also allows users to give verbal instructions to the computer or cell phone.
- (1)

[25]

QUESTION 5: INTERNET AND NETWORK TECHNOLOGY

- 5.1 A LAN is a network that covers limited geographical area. ✓
A WLAN is simply a LAN implemented using wireless connectivity. ✓ (2)
- 5.2 Any TWO of: ✓✓
- More difficult and expensive to install
 - Maintenance is more time consuming and difficult
 - Security can be less effective if not managed correctly
 - Signal could get lost or interfered with due to electronic or electric interferences
 - Performance can decrease as the number of computers connected increases (2)
- 5.3 Servers are more powerful computers than client computers – more hard drive space, RAM and faster processor. ✓ (1)
- 5.4 5.4.1 NIC is the physical connection between a computing device and the communication medium. ✓ (1)
- 5.4.2 A modem is a device that allows data from a computer to be sent over a telephone line. ✓ (1)
- 5.5 To display/navigate through webpages/websites ✓ (1)
- 5.6 Any TWO of: ✓✓
- Make sure that you have the organisation's contact information.
 - Make sure the site is secure.
 - Look for security guarantees as well as a return policy on the site.
 - Be aware of terms and conditions (fine-print).
 - Check payment methods and delivery details.
 - Keep full record of what you order or reserve.
 - Be aware that when you purchase goods outside of SA you may be liable for import duties.
 - Only give credit card details and never your PIN or other banking details. (2)
- 5.7 Any ONE of: ✓✓
- Staying informed without having to browse for content.
 - You can save time by not visiting each site individually.
 - You can protect your privacy as you do not need to subscribe to e-mail newsletters. (1)
- 5.8 Any TWO of: ✓✓
- Data can be accessed from any computer with an internet connection.
 - Hard drive space in your computer can be saved.
 - Updated version of the application/software is always available.
 - Sharing of files is much easier. (2)
- 5.9 To provide internet connection to customers for a monthly fee. ✓ (1)
- 5.10 FTP enables a fast and efficient way of transferring large amounts of data over the Internet. ✓ (1)

[15]

QUESTION 6: INFORMATION MANAGEMENT

- 6.1 6.1.1 Any TWO of: ✓✓
- Makes it easier for respondents to choose from the options.
 - Easier to capture.
 - Easier to process the information using a spreadsheet.
 - The purpose of the questionnaire can be served according to the research needs. (2)
- 6.1.2 Any TWO of: ✓✓
- Proper introduction for the questionnaire so that the respondents know what is the questionnaire all about.
 - Questions should be short and precise.
 - Thank the respondents at the end of the questionnaire.
 - Include options for collecting the basic details of the respondents like their name, age, etc. (2)
- 6.2 Any ONE of: ✓
- Publications (1)
 - Interviews
 - Electronic media
- 6.3 Using another person's words and presenting them as yours. ✓ (1)
- 6.4 Data is unprocessed facts. ✓
Information is processed data which conveys a meaning. ✓ (2)
- 6.5 Append refers to the adding of records to an existing table in a database by importing them into the existing table. ✓ (1)
- 6.6 Content cannot be verified easily or attributed to a specific authority. ✓ (1)
- [10]**

QUESTION 7: SOCIAL IMPLICATIONS

- 7.1 Any ONE of: ✓
- Joystick
 - Touchpad/Trackpad
 - Touch screen (1)
- 7.2 Making use of Kensington locks ✓ (1)
- 7.3 Any TWO of: ✓✓
- Switch devices off when not in use.
 - Make use of energy star appliances.
 - Buy LED monitors which consumes less power.
 - Adjusting the brightness of the screen for less power consumption.
 - Putting your computer in SLEEP/HIBERNATION mode when not in use for some time. (2)

- 7.4 7.4.1 Social engineering is a method of getting confidential information from a person rather than breaking into a computer system. ✓ (1)
- 7.4.2 Any ONE of: ✓
- Scan e-mail attachments before opening them.
 - Do not open e-mail messages if you do not know the sender.
 - Never click on links in e-mails if you do not trust the source.
 - Do not believe every e-mail message. THINK before you act.
 - Do not trust strangers around data.
 - Be suspicious and sceptical of offers that need something from you before you can access them. (1)
- 7.5 7.5.1 Software that tries to monitor and track the way you use your computer. The information is then sent off to third parties without the user's consent. (1)
- 7.5.2 Any TWO of: ✓✓
- It is reported by anti-spyware software.
 - There could be Internet activity not initiated by the user.
 - Changes are made to Internet settings but not by the user.
 - The computer slows down dramatically.
 - The user is redirected to different pages when trying to go to specific pages on the Web.
 - Many pop-up windows appear. (2)
- 7.6 Any ONE of: ✓
- You have to have access to the Internet.
 - Increased risk of identity theft, fraud, online stalking, etc.
 - Many people have false information on their profiles.
 - Increased risk of loss in productivity of employees.
 - May increase the quantity of communication at the expense of quality. (1)

[10]**QUESTION 8: SOLUTION DEVELOPMENT**

- 8.1 A footnote appears at the bottom of a page ✓ whereas an endnote is at the end of the document. ✓ (2)
- 8.2 8.2.1 Section break next page ✓ (1)
- 8.2.2 Styles ✓ (1)
- 8.2.3 Any ONE of: ✓
- Can insert an automatic table of contents
 - Ensures consistent formatting in document (1)
- 8.3 Bcc indicates that a copy of the e-mail will also be sent to the people whose addresses appear in this field. The recipients will not be aware that a copy was sent to that person. ✓ (1)

- 8.4 8.4.1 Wrap text/Text wrap ✓ (1)
- 8.4.2 Small ✓ (1)
- 8.5 8.5.1 Column is not wide enough. ✓ (1)
- 8.5.2 A cell reference that is no longer valid is used in a function/formula. ✓ (1)
- 8.6 8.6.1 Accommodation. ✓ (1)
- 8.6.2 Any ONE of: ✓
- Make use of a List Box
 - Validation Rule (1)
- 8.6.3 Query ✓ (1)
- 8.6.4 Used to attach an object such as a picture or a spreadsheet that will automatically update in the database. ✓ (1)
- 8.6.5 You can use the **Required** property to specify whether a value is required in a field.
If this property is set to Yes, when you enter data in a record, you must enter a value in that field. (1)
- [15]**

TOTAL SECTION B: 75

SECTION C

QUESTION 9: INTEGRATED SCENARIO

- 9.1 9.1.1 4 GB ✓ (1)
- 9.1.2 Memory/RAM saves programs and data/files only temporarily while they are being processed. ✓
Storage/ROM stores all programs and data permanently while they are not in use. ✓ (2)
- 9.1.3 Any ONE of: ✓
- Memory is electronic, storage is either magnetic, optical or electronic.
 - Memory is fast to access while access to storage is slow.
 - Memory is more expensive per GB than storage. (1)

- 9.2 9.2.1 Online storage refers to storage space on a storage medium connected to a server and accessed over the Internet. ✓ (1)
- 9.2.2 Any TWO of: ✓✓
- Accessible from anywhere on any device with Internet access.
 - Changes are all in one place so all devices always have the latest version of data.
 - Backup and security are managed by the storage provider.
 - Easy to share files with other people.
 - Data is still accessible even if your computer is stolen, lost or damaged. (2)
- 9.2.3 Any TWO of: ✓✓
- Only accessible when you have an Internet connection.
 - Some data may be unusable over slow connections.
 - You pay for the data storage and the bandwidth used to upload and download data.
 - If the company goes bankrupt you may lose all your data. (2)
- 9.3 An agreement that any repairs to the computer will be done on the premises where the laptop is located. ✓ (1)
- 9.4 It holds two recordable layers ✓ whereby doubling the total disc capacity. ✓ (1)
- 9.5 9.5.1 The printer has wireless capability. ✓ (1)
- 9.5.2 It is an indication of the maximum number of pages that can be printed in a month ✓ without the printer failing or breaking down. ✓ (2)
- 9.5.3 Any TWO of: ✓✓
- It takes up less space than three or four devices.
 - It is cheaper than buying the devices separately.
 - It provides multiple functionalities like scanning, copying and faxing with one single device. (2)
- 9.6 9.6.1 A touchpad is a built-in pointing device used in all portable computers. **OR**
A small touch-sensitive pad used as a pointing device on portable computers. (1)
- 9.6.2 Any ONE advantage of touch pad: ✓
- No additional hardware needed
 - No hassle with wires/cords
 - More ergonomic – preventing RSI, etc.
- Any ONE disadvantage of touch pad: ✓
- Less responsive than optical mouse/not for precision input.
 - Left and right button more difficult to use because of their placement.
 - Need a flat surface to be used.
 - Moist sweaty fingers can disrupt signals, etc. (2)

- 9.7 The ability to read three different types of memory cards like Micro SD/SD, etc. ✓ (1)
- 9.8 9.8.1 System software/Operating system ✓ (1)
- 9.8.2 Any TWO of: ✓✓
- Managing all the hardware and software on the computer.
 - Gives instructions to the computer on how to do the basic tasks.
 - Provides user with an interface.
 - Maintaining security (with the use of passwords). (2)
- 9.9 9.9.1 An office suite is a combination of commonly used office software ✓ sold as an integrated unit. ✓ (2)
- 9.9.2 Any TWO of: ✓✓
- Programs have similar interface which makes it more user friendly.
 - Easier integration between programs.
 - Cheaper than buying programs separately.
 - Easier installation of programs, etc. (2)
- 9.10 9.10.1 The minimum hardware and software requirements needed to be able to install and run a program. ✓ (1)
- 9.10.2 Any TWO of: ✓✓
- Free hard drive space
 - Memory (RAM) space
 - Processor speed (2)
- 9.11 Any TWO of: ✓✓
- To link the copy of the software to you
 - To prevent the same software being installed on more than one computer
 - To register you as the user to enable help and online support
 - To prevent piracy. (2)
- 9.12 9.12.1 It consumes less electricity. ✓ (1)
- 9.12.2 Any TWO of: ✓✓
- Don't print unnecessary; print preview documents before printing.
 - Print both sides of the paper, if possible.
 - Print multiple pages on one page.
 - Make use of electronic mail where possible, etc. (2)

- 9.13 9.13.1 Ergonomics is a study of people in their work environment. It is the design of equipment so that it is easy and safe to use it. ✓ (1)
- 9.13.2 Any TWO of: ✓✓
- Soft keys
 - Palm/wrist rest
 - Curved keyboard
 - Dedicated keys for frequently used functions (2)
- 9.14 9.14.1 Bluetooth/Infrared ✓ (1)
- 9.14.2 Any TWO of: ✓✓
- Can be stolen easily
 - More expensive to buy
 - Needs batteries to run, can be expensive
 - Can experience signal interferences from time to time (2)
- 9.15 When your hard disc becomes full, parts of the same file become scattered across the disc when you save. ✓
Defragmentation only rearranges the files on the hard disc to save pieces of a file together again without confining them into a smaller space to make more space available. ✓ (2)
- 9.16 9.16.1 A blog is an online diary/a web log ✓ (1)
- 9.16.2 Any THREE of: ✓✓✓
- Update your site frequently.
 - Interact with your readers – respond to their comments.
 - Be casual, informative and interesting.
 - Use catchy titles and graphics.
 - Have opinions and express them well.
 - Link your sources and other sites of interest.
 - Run spelling and grammar checks before you post.
 - Keep your blog short.
 - Everything you post is public – be careful what you say and how you say it. (3)
- 9.17 Any TWO of: ✓✓
- Fast, efficient communication
 - Sharing of hardware resources
 - Centralisation of data
 - Transfer of files
 - Leisure
 - Increased control and security
 - Flexible access (2)
- 9.18 Software used on smartphones and consumer tablets. ✓ (1)

TOTAL SECTION C: 50
GRAND TOTAL: 150