



Province of the  
**EASTERN CAPE**  
EDUCATION

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 11**

**NOVEMBER 2013**

**COMPUTER APPLICATIONS TECHNOLOGY P2**

**MARKS: 150**

**TIME: 3 hours**

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This question paper consists of 14 pages.

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**INSTRUCTIONS AND INFORMATION**

1. This question paper consists of SECTION A, SECTION B and SECTION C.
2. Answer ALL the questions.
3. Number the answers correctly according to the numbering system used in this question paper.
4. Start EACH question on a NEW page.

**SECTION A****QUESTION 1**

Various options have been provided as possible answers to the following questions. Choose the most appropriate answer and write only the letter (A–D) next to the question number (1.1–1.10) in the ANSWER BOOK, for example 1.11 E.

- 1.1 Which is the most appropriate medium to use to send an urgent three-page agenda for a meeting to district committees?
- A Website
  - B SMS
  - C Letter
  - D Fax
- 1.2 The Eastern Cape Province has 23 districts. Which ONE of the following network types would the Education Department use to communicate with its districts?
- A LAN
  - B WAN
  - C PAN
  - D MAN
- 1.3 Which ONE of the following can be classified as both an input and output device?
- A Bluetooth keyboard
  - B Scanner
  - C Laser mouse
  - D Touch screen
- 1.4 Which ONE of the following would be the most suitable computer type for processing massive amounts of information, such as weather forecasting?
- A Tablet PC
  - B Server
  - C Laptop
  - D Super computer
- 1.5 This button will download a fresh copy of the website being viewed:
- A Stop
  - B Refresh
  - C Forward
  - D Back

- 1.6 An e-mail message that promises the school principal that he will receive large amounts of money if he forwards this e-mail to at least 10 people is called a ...
- A driver.
  - B hoax.
  - C trojan.
  - D firewall.
- 1.7 Which ONE of the following components will probably improve the performance of a PC the most?
- A Increasing the refresh rate of the monitor
  - B Adding a DVD drive
  - C Installing antivirus software
  - D Adding more memory (RAM)
- 1.8 Which ONE of the following internet websites does NOT require a password, user name and/or pin code in order to use its functions?
- A Facebook
  - B Internet banking site
  - C Web-based e-mail such as Gmail
  - D All of the above require a password
- 1.9 Which database object would be the best to enter or edit data in a database, by a user not familiar with a database application such as Microsoft Access?
- A Query
  - B Report
  - C Form
  - D Table
- 1.10 Which function would you use to count together only certain numbers in a range?
- A COUNT
  - B COUNTIF
  - C COUNTA
  - D SUM

(10 x 1) [10]

**QUESTION 2**

Choose a term/concept from COLUMN B that best matches the description in COLUMN A. Write only the letter (A–O) next to the question number (2.1–2.10) in the ANSWER BOOK, for example 2.11 P.

<b>COLUMN A</b>		<b>COLUMN B</b>	
2.1	An example of online storage	A	Encryption
2.2	A technique used to prevent unauthorised use of sensitive information	B	Barcode
2.3	Series of stripes representing a unique identifying number	C	Green computing
2.4	An input device that is installed to feed live images to a web server	D	HTML syntax
2.5	A dedicated Internet connection	E	Dropbox
2.6	A type of software application for creating web pages	F	Wildcard
2.7	Technology that allows voice communication to be transferred over a network in the same way as data	G	Scan disk
2.8	Can be used as part of an unknown filename during a search	H	Interactive whiteboard
2.9	An example of a biometric feature that can be used for security	I	VoIP
2.10	An interactive device that makes use of a computer and a data projector	J	Palmtop
		K	UPS
		L	Web authoring software
		M	ADSL
		N	Webcam
		O	Retina

(10 x 1) **[10]**

**QUESTION 3**

In each of the following cases the statement is FALSE. Rewrite each statement in order for it to be TRUE.

- 3.1 A word processor is the best application to display an HTML page. (1)
- 3.2 When researching a topic for a project, there is no need to evaluate the credibility of websites as with other sources. (1)
- 3.3 Wi-Fi is a wired connection that uses radio signals for data transmission. (1)
- 3.4 PowerPoint can be used as a data source in a mail merge. (1)
- 3.5 Firewall software need not to be updated as frequently as an antivirus. (1)
- [5]**

**TOTAL SECTION A: 25**

**SECTION B**

**SCENARIO**

Your school has been selected by the Provincial Department of Education to host the provincial athletics meeting in 2014. The administration of the meeting will be done on computers. Your CAT class has been asked to assist the school with any computer related queries they might have.

**QUESTION 4**

4.1 The Department has given the school a budget to purchase a computer needed for the administration of the meeting. The following laptop will be used for the duration of the meeting:

LAPTOP

Intel Core i5 2430  
500GB HDD; Optical disk drive  
8GB RAM  
15,6" HD 1366 x 768 resolution  
Multi in 1 card reader  
1.3 MP Webcam  
Windows 8 Pro

- 4.1.1 Name TWO reasons why it is a good idea for the committee to purchase a laptop for the meeting, instead of a normal desktop computer. (2)
- 4.1.2 One of the local IT technicians also presented the school with the option of buying a netbook.  
Name TWO critical differences between a laptop and a netbook with regard to hardware. (2)
- 4.1.3 Name ONE advantage of having a card reader in the laptop. (1)
- 4.1.4 Which company manufactured the CPU used by the laptop? (1)
- 4.1.5 Name TWO reasons for a computer to have more secondary memory than primary memory. (2)
- 4.2 You advise the district co-ordinators to use smartphones instead of cellphones.
  - 4.2.1 Smartphones are popular due to features such as having a fully-fledged operating system.  
Name ONE example of an operating system that might be found on a smartphone. (1)
  - 4.2.2 Name TWO features commonly found on smartphones besides operating systems as mentioned previously. (2)

- 4.3 Your smartphone do not have a copy of its drivers on a CD as most other devices. However when you connect it to the notebook, the device drivers is automatically loaded.
- 4.3.1 What is a device driver? (2)
- 4.3.2 Where could the device drivers of the smartphone be stored if not on a CD? (1)
- 4.4 The organising committee wants to borrow a printer from the computer centre and they have to choose between a colour inkjet printer and a mono laser printer.
- 4.4.1 Which printer would they choose to print 2 000 copies of the event programme? Motivate your choice. (2)
- 4.4.2 Suggest ONE disadvantage of using refilled cartridges to print the programmes. (1)
- 4.5 You notice that the laptop does not come with an office suite.
- 4.5.1 What is an office suite? (2)
- 4.5.2 State TWO advantages of buying an office suite. (2)
- 4.6 What type of software is listed in the advertisement? (1)
- 4.7 List TWO functions of the above software mentioned in QUESTION 4.6. (2)
- 4.8 The school policy states that no data which is property of the school may leave the premises, not even backup copies.
- Why should backups not be included in this policy? (1)

**[25]**



**QUESTION 5**

5.1 The organising committee prefers to use the computer centre when working together, even after hours. They say this is due to the fact that the computers are connected in a network.

List TWO advantages of connecting computers in a network. (2)

5.2 What TWO types of communication media are generally used to connect computers in a network? (2)

5.3 The network at the school is a client-server system.

5.3.1 What is the role of a server in a network? (1)

5.3.2 Give TWO examples of servers in a network. (2)

5.3.3 A peer-to-peer network does not have a server.

Why is this? (1)

5.4 Name TWO hardware components that would be needed to implement a network excluding computers. (2)

5.5 You advised the group to open a group page on one of the social networking sites for better communication.

5.5.1 What is a social website? (1)

5.5.2 Discuss TWO disadvantages of using a social networking site. (2)

5.6 The districts will be communicating with each other regularly, and you recommend the use of VoIP.

5.6.1 How does VoIP work? (2)

5.6.2 Why is communicating via VoIP cheaper than a normal telephone call? (2)

**[17]**

**QUESTION 6**

- 6.1 The committee will be asking many questions amongst districts to find out important information regarding previous meetings. They include two types of questions namely open and closed questions.

What is a closed question? (1)

- 6.2 The committee has found many websites containing relevant information on the Internet.

Name TWO ways in which they can determine whether the information contained on the websites is trustworthy, or not. (2)

- 6.3 What is the difference between data and information? (2)

- 6.4 Define the term *plagiarism*. (2)

- 6.5 Name ONE process in which the committee can find out the opinions of many people without talking to each one separately. (1)

**[8]**

**QUESTION 7**

- 7.1 The committee will need to pay various service suppliers throughout the run up to the meeting. You have recommended they make use of Internet banking.

7.1.1 List TWO benefits for the committee of making use of Internet banking. (2)

7.1.2 What is *phishing*? (2)

7.1.3 Describe ONE way in which phishing may occur. (1)

- 7.2 List THREE examples of malware. (3)

- 7.3 Briefly explain social engineering. (2)

**[10]**

**QUESTION 8**

8.1 You are responsible for the letters that will accompany the athletics programme to all schools within the districts.

Which feature in a word processing application will allow you to personalise each letter with their name and address without retyping each name? (1)

8.2 The committee needs to set up a report with regard to the upcoming event. All of the data has been typed up in a word processing document.

Which TWO steps can they follow to add an automatic table of contents? (2)

8.3 They will be setting up their first website to advertise the event. Help them by answering the following questions:

8.3.1 Explain to them what a web browser is as well as mentioning an example. (2)

8.3.2 Which tag will be used to start a new line in an HTML document? (1)

8.4 Each district will be registering their teams for the meeting by adding their names and details to a spreadsheet and sending it to the committee.

Help the committee to successfully use the spreadsheets if the following is an example of how the data will be sent:

	A	B	C	D	E	F	G	H
1	TagNo	LastName	FirstNames	Gender	District	Event	BirthDate	DistrictAffiliation
2	3210	TOLO	ROY	M	P.E	200	10 March 1995	R 500.00
3	5333	PHAPHELE	WYNAND JOHANNES	F	P.E	100	06 April 1999	R 500.00
4	3116	SHABANG	MAVIS LINDIWE	F	K.W.T	500	05 December 1996	R 400.00
5	3353	RATSHIRUMELO	XAVIER WANHENGAM	M	E.L	800	08 July 1997	R 600.00
6	3486	BOOYSEN	NDAKA	M	K.W.T	3000	06 April 1999	R 800.00
7	3616	DLAMINI	EMMAH	M	E.L	800	06 April 1999	R 400.00
8	3533	CANTIMBO	LUCAS	F	E.L	1500	10 March 1995	R 500.00
9	3536	CHIGARIRO	ANDILE GIDEON	F	P.E	850	06 April 1999	R 600.00
10	3544	NTSANE	PHINDILE	F	P.E	400	08 July 1997	R 500.00
11								

8.4.1 Write down the function needed in Cell **B12** to count the number of names starting with a **C**. (2)

8.4.2 What function could you add to cell **A12** to display the current date? (1)

8.4.3 Column **G** and **H** have been formatted as above. State the format category of column **G** and **H**. (2)

8.5 The easiest way to use the data effectively is to have all of the entries together in one database.

8.5.1 Must they enter all of the data manually into the database? Motivate your answer. (2)

8.5.2 Name TWO advantages of using a database instead of spreadsheets for this purpose. (2)

**[15]**

**TOTAL SECTION B: 75**

**SECTION C****QUESTION 9**

After the completion of the athletics meeting there is a lot of administration to be taken care of. The principals of the participating schools are very impressed with the administration of the athletics meeting. They would like to find out more from you in order to improve the level of their own athletics meetings.

Answer the following questions from the principals to help them with their own athletics meetings.

9.1 You decided to set up a blog or a website in order to answer any ICT-related questions during the year.

9.1.1 What is a blog? (1)

9.1.2 Name TWO reasons for using a blog instead of a website. (2)

9.1.3 One of the principals prefers using a mailing list.

What is a mailing list? (1)

9.2 Below is a screenshot of a setting a principal has found on his laptop.



9.2.1 What does the term *update* mean? (1)

9.2.2 List TWO reasons for the screenshot containing the words “not recommended”. (2)

9.2.3 What is the difference between an online and offline update? (2)

9.3 One of the principals has a camera that will not take any pictures. The camera shows the following error message: “**memory is full**”.

9.3.1 List TWO ways in which he could solve his problem. (2)

9.3.2 In order for you to load a photo onto your blog, the size must be reduced.

Suggest TWO ways in which the size of a picture can be reduced. (2)

9.4 The principals will be storing a great many pictures and videos on their computers.

Explain to them how they could free up storage space without deleting anything or adding an extra hard drive. (2)

- 9.5 After the first day of the meeting you were given a report prepared by one of the secretaries. A few mistakes appear on the report, but the original soft copy has been deleted accidentally.
- Explain how you could create a document that can be edited using OCR. (2)
- 9.6 Some of the trainers at the athletics meeting argued with regard to which ages should be participating as U/15 athletes. You have been e-mailed an e-book which contains all of the rules for the athletics meeting.
- List TWO advantages of using e-books instead of printed books. (2)
- 9.7 The principals have seen the proprietary software that you use on your personal laptop. They would like to borrow your software and install a copy on their computers as well.
- 9.7.1 Explain to them why this is not possible. (2)
- 9.7.2 You advise them to use open source software.
- List TWO reasons why it is better to use open source in this case. (2)
- 9.8 In order for the administrators to make sure that only specific trainers are allowed on the field, you suggest the use of biometric security.
- List TWO limitations of fingerprint or handprint recognition. (2)
- 9.9 Athletes competing in the long distance events have been issued with RFID tags.
- 9.9.1 Briefly explain what an RFID tag is. (2)
- 9.9.2 What benefit would the fact that the athletes have RFID tags provide for the organisers of the race? (2)
- 9.10 One of the principals posted a comment about “plug-and-play” in your blog.
- Briefly explain what is meant by plug-and-play. (2)
- 9.11 The committee members would like to each receive a report at the end of the athletics meeting via e-mail. You realise that you cannot remember where you saved the document or what the filename is.
- 9.11.1 List TWO search criteria or parameters that you could include when searching for the document. (2)
- 9.11.2 What is the difference between using the ‘Cc’ and the ‘Bcc’ fields when sending an e-mail? (3)
- 9.11.3 What is a webmaster? (1)

- 9.12 One of the principals would like to manage the meeting as you did by using a database. Answer the following questions:
- 9.12.1 What is a primary key? (1)
- 9.12.2 Explain what the difference is between a validation rule and validation text. (2)
- 9.12.3 When would one perform a query instead of a filter? (1)
- 9.13 One of the webpages is not displaying correctly on the Eastern Cape Athletics website. The heading Eastern Cape Athletics Meeting should be centred, bold, underlined and in italics.

**Eastern Cape Athletic Meeting**

Correct the HTML code below for this to happen.

</body>

</body>

</centre><b><u><i>Eastern Cape Athletic Meeting</i></u></b></centre> (4)

- 9.14 Since the manual contains rules for different events, you would like to include a table of contents to enhance the usability of the document.
- Which TWO features will be used together to accomplish this? (2)
- 9.15 As they type, the word processing program automatically changes South African spelling conventions to the US spelling, for example colour to color.
- Name the feature of the word processing program that allows this to happen AND explain how to prevent this from happening. (2)
- 9.16 Write down the possible solution for this error indicator in a spreadsheet.  
# # # # # (1)

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