



Province of the  
**EASTERN CAPE**  
EDUCATION

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 12**

**SEPTEMBER 2013**

**COMPUTER APPLICATIONS TECHNOLOGY P2  
(THEORY)  
MEMORANDUM**

**MARKS: 150**

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This memorandum consists of 10 pages.

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**SECTION A**

<b>QUESTION 1: MATCHING ITEMS</b>				<b>QUESTION 2: MULTIPLE-CHOICE QUESTIONS</b>			
1.1	D ✓	MICR	(1)	2.1	A ✓		(1)
1.2	K ✓	Spooler	(1)	2.2	C ✓		(1)
1.3	B ✓	Encryption	(1)	2.3	D ✓		(1)
1.4	C ✓	Patch	(1)	2.4	C ✓		(1)
1.5	E ✓	Cap	(1)	2.5	C ✓		(1)
1.6	A ✓	Blog	(1)	2.6	C ✓		(1)
1.7	H ✓	Bandwidth	(1)	2.7	B ✓		(1)
1.8	F ✓	Defragment	(1)	2.8	D ✓		(1)
1.9	G ✓	Style	(1)	2.9	A ✓		(1)
1.10	I ✓	SUMIF	(1)	2.10	B ✓		(1)
<b>[10]</b>				<b>[10]</b>			

**TOTAL SECTION A: 20****SECTION B****QUESTION 3**

- 3.1 3.1.1 Office Suite ✓ (1)
- 3.1.2 1.3MP Webcam ✓ (1)
- 3.1.3
- Microphone ✓
  - Headphone/speakers ✓
- OR**
- Headphone with a built-in microphone (Any 2) (2)
- 3.1.4 Yes ✓  
The laptop can connect to a network using the Ethernet connection or a hotspot though the integrated Wi-Fi and in turn be connected to the Internet. ✓ (2)
- 3.1.5 Windows 8 Pro ✓ (1)
- 3.1.6
- Bluetooth has a longer range than infrared. ✓
  - Bluetooth does not have the limitation of infrared's line of sight ✓
  - Bluetooth has a much higher data transfer rate ✓
  - Bluetooth devices can sense each other and automatically synch data ✓
  - Any other answer (Any 2) (2)
- 3.1.7
- Bluetooth ✓
  - USB cable ✓ (2)
- 3.1.8 Central Processing Unit/Processor ✓ (1)
- 3.1.9 2.3 GHz ✓ (1)

- 3.2 3.2.1
- LED monitor uses less power ✓
  - LED monitor takes up slightly less space ✓
- (2)
- 3.2.2
- Size of the screen ✓
  - measured diagonally in inches ✓
- (2)
- 3.3 3.3.1
- The file can only be opened and read. ✓
  - The file cannot be edited and saved. ✓
- (Any 1) (1)
- 3.3.2
- The person who sent the file did not want it to be edited. ✓
- OR**
- All files on a CD are read-only as the data cannot be changed on a CD. ✓
- (1)
- 3.3.3 Copy the file to the computer and remove the read-only attribute from the attributes from the properties. ✓
- (1)
- 3.4
- Facilitates stock taking/allows setting up of computerised stock system easily ✓
  - Accurate – when someone borrows item, one just scans the barcode ✓
  - Improves efficiency of issuing and returning of books, soft copies, etc. ✓
  - Any other answer ✓
- (Any 2) (2)
- 3.5 3.5.1
- Digital camera has a higher resolution. ✓
  - The webcam is integrated, meaning that the laptop will have to be carried around in order to take any photos. ✓
  - Any other answer
- (Any 2) (2)
- 3.5.2
- The resolution (MP) ✓
  - Memory or type of memory card used as certain cards are more expensive ✓
  - Size of the memory card he can use
  - Optical versus digital zoom ✓
  - Interface/connection type to transfer photos ✓
  - Any other answer
- (Any 2) (2)
- 3.5.3 Ink-jet ✓
- (1)

**QUESTION 4**

- 4.1
- Share hardware ✓
  - Share and work on same data/files ✓
  - Data can be transferred easily instead of manually between computers ✓
  - Better security possible ✓
  - Allows for better communication ✓
- (Any 2) (2)
- 4.2
- 4.2.1
- A LAN ✓
  - which is limited to a small area such as a school ✓
  - as opposed to a WAN which extends across a large area such as a province or country. ✓
- (Note: no mark for extension of acronyms)
- (3)
- 4.2.2
- A normal computer uses resources on a network while a server provides resources. ✓
  - A server allows for security and data storage to be handled from a central point. ✓
- (2)
- 4.3
- 4.3.1
- If allowed students stream video over the Internet, the CAP may diminish rapidly. ✓
  - Students might see/access video that is unacceptable/not decent. ✓
- (Any 1) (1)
- 4.3.2
- The video can be downloaded and then shared internally across the network. ✓
- (1)
- 4.4
- Advantages:
- Easier to install equipment as no cabling is required ✓
  - Equipment can be mobile ✓
  - Devices can be connected to the internet in places where cable access is impossible ✓
- (Any 1)
- Disadvantages:
- Slower ✓
  - Signal cannot always be accessed or 'picked up' ✓
  - Signal can drop/be affected by interference ✓
  - More difficult to configure/needs experienced network technician ✓
  - Potentially less secure ✓
- (Any 1) (2)
- 4.5
- Add passwords to files ✓
  - Encrypt files ✓
  - Restrict access rights to files ✓
- (Any 2) (2)

- 4.6 4.6.1
- Out of paper ✓
  - Printer off line ✓
  - Printer not switched on ✓
  - Faulty cable ✓
  - Problem with print driver ✓
  - Paper jam ✓
  - Any other answer ✓
- (Any 2) (2)
- 4.6.2
- Pause printing/Restart printing ✓
  - Delete print jobs ✓
  - Prioritise order of printing ✓
- (Any 2) (2)
- 4.6.3 Set as default printer ✓ (1)
- 4.7 4.7.1
- Green computing ✓  
(Accept specific examples of green computing)
  - Cheaper ✓
- (2)
- 4.7.2
- Guarantee expires ✓
  - Quality of copies might not be good ✓
  - Could possibly damage printer ✓
- (Any 2) (2)
- 4.8 4.8.1
- hard drive ✓
  - CPU ✓
  - graphics card ✓
  - RAM ✓
- (Any 2) (2)
- 4.8.2
- When newer components cannot be added to the current motherboard ✓
  - Cheaper to buy a new one than to upgrade ✓
  - Unable to find hardware components for the motherboard ✓
- (Any 1) (1)
- [25]**

**QUESTION 5**

- 5.1 5.1.1
- A company that has a high speed connection to the internet and ✓
  - hires out parts of this line to clients for a monthly fee. ✓
- (2)
- 5.1.2
- Faster ✓
  - High bandwidth ✓
  - Not necessary to dial-up ✓
  - Always permanent connected/to the internet ✓
  - Phone calls can be made at the same time as browsing the internet ✓
- (Any 2) (2)
- 5.1.3
- Dial-up based on time connected ✓
  - and ADSL on amount of data transferred ✓
- (2)

5.1.4 Broadband:  
Any high speed ✓ high bandwidth ✓ internet connection

Bandwidth:  
The amount of data that can be downloaded ✓ in a specific time frame. ✓ (4)

5.2 5.2.1

- An internal network ✓
- that uses the same principles and protocols as the internet. ✓ (2)

5.2.2

- There is no need as the network is small and distance between users is the main reason for installing an intranet ✓
- and no reason for sharing internal websites ✓ (2)

5.3 5.3.1

- Very secure because of passwords, codes, ✓ etc. are used.
- Convenience – 24/7/365 availability ✓
- Quicker/no queues ✓
- Access to range of facilities such as paying accounts, balances ✓
- Do not have problem with cheque fraud ✓
- Potentially cheaper than going into bank/bank charges may be less ✓
- Relatively simple to use, ✓
- ability to manage accounts from your PC ✓ (Any 2) (2)

5.3.2

- Phishing attacks may occur, i.e. users are tricked into releasing confidential data by someone who ✓ by poses as a legitimate entity ✓

**OR**

- Usually done by luring users to a fake website or sending out a 'legitimate' looking e-mail asking for details
- Potential security risks such as identity theft, internet fraud, hackers (2)

5.3.3

- Using passwords (pin numbers) ✓
- Using on-screen keypad to enter numeric password ✓
- Different levels of passwords ✓
- SMSs notification of transactions
- Automatic logoff after inactive period during banking session ✓
- Use secure encryption/protocols such as SSI or HTTPS ✓
- Safety lock should appear on right corner ✓ (Any 2) (2)

5.3.4

- Cash withdrawal ✓

**OR**

- Cash deposit ✓ (1)

- 5.4 5.4.1
- Formation of interesting groups ✓
  - Posting of multimedia (photos/videos, etc.) ✓
  - Many add-on/plugin features such as games ✓ (Any 2) (2)
- 5.4.2
- Danger of on-line predators/paedophiles
  - Issues with security/privacy
  - People create virtual relationships
  - Creation of/exposure to undesirable content
  - Issues of addiction
  - Content published can be seen and possibly used against you
  - Issues of addiction (Any 2) (2)
- 5.5 5.5.1
- A website used to search for information on the internet ✓
  - using specific key words and phrases. ✓ (2)
- 5.5.2
- 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 ✓
  - Webpages from South Africa/Select languages from Home Page of the search engine ✓
  - Use another search engine ✓ (Any 2) (2)
- 5.5.3
- 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 the credentials of the authors ✓
  - Check whether it is cited by other authors ✓
  - Check the quality of language ✓ (Any 2) (2)

## QUESTION 6

- 6.1 6.1.1 An office suite is a collection of programs ✓ (software applications), such as word, spreadsheets, database, etc. that integrate with each other and are distributed as one unit. ✓ (2)
- 6.1.2 A. Open source  
Cost:  
 Available free of charge ✓  
Support  
 More difficult to get local support (scarce skills)  
 Could get free support from on-line community  
 May require technical expertise/could be expensive ✓
- B. Proprietary  
Cost:  
 Can be expensive ✓  
Support  
 Support readily available ✓ (4)
- 6.2 6.2.1 Database ✓ (1)
- 6.2.2 Spreadsheet ✓ (1)
- 6.3 6.3.1
- A type of spyware ✓
  - that records every keystroke. ✓ (2)
- 6.3.2 The software contains advertising in the form of banners or pop-ups. ✓ (1)
- 6.3.3
- Anti-spyware software reports the presence of spyware or warns of suspicious activity. ✓
  - Default home page changed ✓
  - Internet activity not initiated by the user ✓
  - Taken to a different website than the URL specified ✓
  - New toolbars, links/favourite ✓
  - Default search program changed ✓
  - Computer suddenly begins to start or run slowly. ✓ (Any 2) (2)
- 6.3.4
- Make sure auto-protect option is installed ✓
  - Perform regular scans ✓
  - Only run one anti-virus program on the system ✓
  - Install anti-virus program on all machines ✓
  - Set to send reports of virus activity to librarian/administrator ✓ (Any 2) (2)



- 6.3.5
  - An anti-virus works by matching a specific activity profile to a virus database. ✓
  - These definitions should be as up to date as possible as many new viruses are created every day. ✓
  - An update downloads the newest virus definition from the server of the anti-virus developer. ✓

(3)
  
- 6.4
  - To reduce the size ✓
  - Combine into one file for easy sending via e-mail or copying to a removable drive ✓
  - Any other relevant answer.

(2)
  
- 6.5
  - Yes, the files you delete go into the recycle bin. ✓  
The deleted files lie in the recycle bin, until you empty it.
  - She can go to the recycle bin and Restore the file that she deleted. ✓

(2)
  
- 6.6
  - 6.6.1
    - Repetitive Strain Injury is an injury sustained caused by repetitive injury sustained caused by repetitive motions ✓
    - such as keyboarding ✓

(2)
  
  - 6.6.2
 

TWO ways of preventing RSI  
*Any ONE feature of an ergonomically designed keyboard:*

    - Palm pads ✓
    - Wrist supports
    - Curved/split keyboards.
    - Angled keys

(Any 1)

AND

*Any ONE other reason:*

    - Frequent breaks ✓
    - Stretching
    - Resting

(Any 1) (2)

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**QUESTION 7**

- 7.1
  - 7.1.1
 

REASON  
The wrapping style/formatting of the picture is incorrectly selected ✓

(1)

AND

SOLUTION

    - Correct/change the formatting/wrapping style (to "tight") ✓
    - Menu options: format picture – layout/wrapping ✓ (Any 1)(1) (2)
  
  - 7.1.2
    - 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. ✓

(Any 2) (2)

- 7.1.3
- Change language setting to English SA ✓
  - Ignore all ✓
  - Add to dictionary ✓
  - Disable the spellchecker/Do not check spelling ✓ (Any 1) (1)
- 7.2 Styles ✓  
Then he could have changed the style which then automatically would have updated all of the headings to the same formatting. ✓ (2)
- 7.3
- A spreadsheet has built-in functions and formulae which can be used for calculations. A word processor has a limited number of formulas. ✓
  - A spreadsheet is used for manipulating numbers and a word processor is used for manipulating words. ✓
  - Values are automatically updated if figures change. ✓ (Any 2) (2)
- 7.4
- 7.4.1 Barcode number ✓ or ISBN  
Only one book can have a barcode/unique ✓ (2)
- 7.4.2 Yes/No ✓ (1)
- 7.4.3 Text ✓ (1)
- 7.4.4 Using specific placeholders to force a user to enter specific values such as only text or numbers. ✓ (1)
- 7.4.5 Create a validation rule ✓ in which you specify a year greater than or equal to 2000 ( $\geq 2000$ ) ✓ (2)
- 7.5
- 7.5.1 Absolute ✓ (cell addressing) (1)
- 7.5.2 To prevent the cell address(es) from changing ✓ when a formula is copied. ✓ (2)
- 7.5.3 It will not change. ✓ (1)
- 7.6 The developer tab contains the options where electronic form components such as checkboxes and dropdown menus can be selected and inserted into an electronic form. ✓ (1)

(1)  
[21]

**TOTAL SECTION B: 120**  
**GRAND TOTAL: 150**