



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 11

NOVEMBER 2017

**COMPUTER APPLICATIONS TECHNOLOGY P2
MEMORANDUM**

MARKS: 150

This memorandum consists of 12 pages.

SECTION A: SHORT QUESTIONS**QUESTION 1: MATCHING ITEMS**

1.1	M ✓	(1)
1.2	A ✓	(1)
1.3	N ✓	(1)
1.4	H ✓	(1)
1.5	G ✓	(1)
1.6	B ✓	(1)
1.7	I ✓	(1)
1.8	D ✓	(1)
1.9	E ✓	(1)
1.10	C ✓	(1)

[10]**QUESTION 2: MULTIPLE-CHOICE**

2.1	D ✓	(1)
2.2	B ✓	(1)
2.3	B ✓	(1)
2.4	D ✓	(1)
2.5	C ✓	(1)
2.6	D ✓	(1)
2.7	B ✓	(1)
2.8	D ✓	(1)
2.9	A ✓	(1)
2.10	B ✓	(1)

[10]**QUESTION 3: MODIFIED TRUE/FALSE**

3.1	True	(1)
3.2	False – Auto fill	(1)
3.3	False – Caption	(1)
3.4	True	(1)
3.5	True	(1)

[5]

TOTAL SECTION A: 25

SECTION B

QUESTION 4: SYSTEMS TECHNOLOGIES

4.1.	4.1.1	<p>The laptop would be preferred because of the following reasons:</p> <ul style="list-style-type: none"> - More powerful CPU/Processing is done faster/Higher processing speed/2.4 GHz CPU/Any valid reason that implies a more powerful CPU. ✓ - More RAM/8GB RAM/Any valid reason that implies more RAM. ✓ - Bigger HDD/1.5TB HDD/It has more storage space to save all the video footage. - Need a keyboard to do a significant amount of typing/Any valid reason that implies the need of a keyboard. - A larger screen to work on. <p><u>Also accept any other correct sensible reason.</u></p> <p>NOTE: * If learner only answered Faster/Better may only receive ONE MARK but any other answer may not imply faster. * DO NOT accept any answer about costs.</p> <p style="text-align: right;">(Any 2) ✓✓</p>	2	
	4.1.2	<ul style="list-style-type: none"> • Smaller screen size ✓ • Smaller keyboard ✓ • Shorter battery life • No cooling fan • Smaller CPU, usually a CPU designed for mobility • Smaller hard drive • No optical drive <p>(Do not accept an answer of 'it's smaller) (Any 2) ✓✓</p>	2	
	4.1.3	<ul style="list-style-type: none"> • A variety of mobile storage devices and memory cards can be read and written to. ✓ • Do not need cable to download images and videos from other storage devices. <p style="text-align: right;">(Any 1) ✓</p>	1	5
4.2	4.2.1	<p>A selection of applications ✓ that are bundled together as one installation media package. ✓</p>	2	
	4.2.2	<ul style="list-style-type: none"> • Easier to install programs. ✓ • Can integrate between the different applications. ✓ • Interface is standardised across the programs. • Cheaper to buy. <p style="text-align: right;">(Any 2) ✓✓</p>	2	4
4.3		<ul style="list-style-type: none"> • Android ✓ • Apple iOS • Windows mobile (not just Windows) • Ubuntu mobile • Any relevant answer <p style="text-align: right;">(Any 1) ✓</p>	1	1

4.4	4.4.1	Software that controls the device ✓ is called a driver.	1	2
	4.4.2	<ul style="list-style-type: none"> 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	
4.5	4.5.1	<ul style="list-style-type: none"> It can be used in access control ✓ to prevent unauthorised access to laptop/security. <p>OR</p> <ul style="list-style-type: none"> A similar description e.g. - used for biometric access control. (Any 1) ✓ 	1	2
	4.5.2	<ul style="list-style-type: none"> Retinal scanner ✓ Face recognition scanner Voice recognition (Any 1) ✓ 	1	
4.6	4.6.1	<ul style="list-style-type: none"> A software bug is a term used to describe an error or fault in the program caused by the way it was written or programmed. ✓ 	1	3
	4.6.2	<ul style="list-style-type: none"> Patch: an update to software intended to fix bugs in the software. ✓ Service pack: A release of all corrections to fix bugs in software as well as new features since the release of the original software, these are released by software companies at fixed intervals and are therefore much larger than patches. ✓ 	2	
4.7	Data can be lost/Cause data to be corrupted/hardware can be damaged ✓		1	1
4.8	4.8.1	It is used to restore data if the original data is lost, damaged or destroyed. ✓	1	4
	4.8.2	External hard drive ✓	1	
	4.8.3	Archive refers to the storing of files that are static ✓ (not going to be changed) onto a secondary system or DVD. ✓	2	
4.9	<ul style="list-style-type: none"> QR code/2D barcode. ✓ It would be scanned (by a smartphone) ✓ to reveal the text/information it contains. Any suitable example such as who wants to market their products/services etc. ✓ 		3	3
				[25]

QUESTION 5: INTERNET AND NETWORK TECHNOLOGIES

5.1	<ul style="list-style-type: none"> • Share data/resources ✓ • Share hardware/printers/scanners ✓ • Communication • Reduce costs • Better security • More efficient/less time consuming 	(Any 2) ✓✓	2	2	
5.2	5.2.1	<ul style="list-style-type: none"> • File servers ✓ • Print servers ✓ • Web servers • Internet or proxy servers • E-mail servers 	(Any 2) ✓✓	2	
	5.2.2	In a peer-to-peer network all the computers are equal (peers) and both use and provide resources. ✓		1	3
5.3	<ul style="list-style-type: none"> • Network Interface Controller (NIC) ✓ • Switch ✓ • Modem or modem-router 	(Any 2) ✓✓	2	2	
5.4	<ul style="list-style-type: none"> • A WLAN can be expensive to install and maintain. ✓ • Network security can be compromised if the WLAN is not configured correctly to prevent hacking. ✓ • Unauthorized users may also make use of your Internet connection, costing you money. • Performance can decrease as the number of computers connected increases. • A network administrator is often necessary to manage the network. • Signal could get lost or interfered with due to electronic or electrical interference. 	(Any 2) ✓✓	2	2	
5.5	<ul style="list-style-type: none"> • People often subscribe to too many RSS feeds, get overloaded and end up not reading anything at all. ✓ • Not all sites support RSS. ✓ • Sometimes graphics and photos are not included in RSS feeds to keep them concise. • RSS feeds can create a lot of traffic slowing down Internet access. 	(Any 2) ✓✓	2	2	
5.6	A firewall stops any unauthorized access to your network or computer from outside ✓ as well as preventing any programs on your computer from connecting to the Internet without permission. ✓		2	2	
5.7	<ul style="list-style-type: none"> • Attachment could contain a virus or other malware. ✓ • Firewall might have blacklisted the sender. ✓ • Attachment might contain potentially dangerous files such as executable files. 	(Any 2) ✓✓	2	2	
					[15]

QUESTION 6: INFORMATION MANAGEMENT

6.1	6.1.1	A task definition is a statement about what an assigned task requires and what needs to happen to meet these requirements. ✓	1	2
	6.1.2	• It shows that you understand what needs to be done and if you need more information. ✓	1	
6.2	6.2.1	• Data can be moved from one application to another without retyping the data. ✓ • An example is when you export data from a spreadsheet to a table in a database. (Any suitable example) ✓	2	4
	6.2.2	• Delimiters are used to indicate the contents/bounds of cells. ✓ • Delimiters are usually commas or semi-colons. ✓	2	
6.3		• An appendix is a section or table of subsidiary information at the end of a book or document. ✓	1	1
6.4	6.4.1	Copyright – The legal right to make copies, publish and sell it. ✓	1	2
	6.4.2	Plagiarism – Passing off someone else's work as your own. ✓	1	
6.5		• Sorting ✓ • Grouping • Filtering • Pivot tables (Do not accept Functions or any particular example of a function) (Any 1) ✓	1	1
				[10]

QUESTION 7: SOCIAL IMPLICATIONS

7.1	<ul style="list-style-type: none"> When making a backup. ✓ When it is free software. (Any 1) ✓✓ 	1	1	
7.2	7.2.1 <ul style="list-style-type: none"> Facebook ✓ Twitter ✓ LinkedIn MySpace Second Life, etc. (Any 2) ✓✓ 	2	5	
	7.2.2	Create a duplicate user's name and profile picture from their existing account. ✓		1
	7.2.3	<ul style="list-style-type: none"> You have to have access to the Internet to be able to communicate. ✓ Increased risk of identity theft, etc. ✓ Many people have false information on their profiles. Increased risk of loss in productivity of employees/learners. Quantity of communication at the expense of quality of communication. (Any 2) ✓✓ 		2
7.3	<ul style="list-style-type: none"> A hotspot is a public area that provides wireless Internet connectivity for laptops and other mobile devices. ✓ By turning on the Wi-Fi. ✓ 	2	2	
7.4	<ul style="list-style-type: none"> It can reduce the personal and social interaction between people. ✓ People may become less physically active which could lead to obesity and ill-health. ✓ The overuse of technology may cause physical harm to people, e.g. RSI. Technology processes may result in unwanted by-products that pollute the environment. E-waste can harm the physical environment. People can use Internet for harmful research. (Any 2) ✓✓ 	2	2	
			[10]	

QUESTION 8: SOLUTION DEVELOPMENT

8.1	8.1.1	User number ✓	1	6	
	8.1.2	Lookup wizard ✓	1		
	8.1.3	10 OR 11 ✓ Between 10 and 11	(Note to marker: Accept only full criteria.) (Any 1) ✓		1
		8.1.4			Feature of the report: Grouping ✓
	8.1.5	Section of the report: Report footer ✓	1		
	8.1.6	Import ✓	1		
	8.2	Use the protection feature ✓			1
8.3	Use the online help ✓ Use the offline help Excel help (F1) (Any 1) ✓		1	1	
8.4	Start the Task Manager /Press Ctrl+Alt+Delete(Del) ✓ End the task ✓		2	2	
8.5	A reference to a source used in a specific instance and is found in the text immediately after the piece of information being referred to. ✓ The sources cited in the document must appear in the bibliography or list of references. ✓		2	2	
8.6	Styles ✓		1	1	
8.7	8.7.1	Starting a new section that allows different page formatting/settings on the same page. ✓	1	2	
	8.7.2	Assign a name/link to a specific point in the document for quicker access/to which a hyperlink can be linked. ✓	1		
				[15]	
			TOTAL SECTION B:	75	

SECTION C: INTEGRATED SCENARIO

QUESTION 9

9.1	9.1.1	5.0" (inches) ✓ <i>(Note to marker: Accept 5 or 5.0 without the measurement unit)</i>	1	9
	9.1.2	A touch screen where more than one touch/finger at the same time can be detected. ✓	1	
	9.1.3	Pinch ✓ Stretch, etc. <i>(Note to marker: Accept any explanation of an action that requires more than one touch simultaneously, etc.)</i>	1	
	9.1.4	Some of the 16 GB is used for the operating system/other pre-installed applications. ✓	1	
	9.1.5	<ul style="list-style-type: none"> • Familiar user interface/GUI ✓ • Compatibility of apps ✓ • Easier transfer of settings, files, etc. (Any 2) ✓ 	2	
	9.1.6	<ul style="list-style-type: none"> • Booting the device ✓ • Provides a user interface ✓ • Allows for applications to be installed/used • Memory management • Storage management • File management • Installation and controlling of hardware devices • Provides basic security, e.g. usernames and passwords, etc. (Any 2) ✓✓ 	2	
	9.1.7	12 MP ✓	1	
9.2	RFID tags can be attached to each phone. ✓ RFID scanners at the door could pick up the RFID tags if the phone leaves the shop ✓ (and activate an alarm).		2	2
9.3	<ul style="list-style-type: none"> • By setting your screen setting to automatically switch off the screen after a time when you are not using it and by setting it to a lower brightness level. ✓ • Closing apps that you are not using. ✓ • Closing the GPS • Switching off your Bluetooth and Wi-Fi. • Do not use the media player too much. (Any 2) ✓✓ 		2	2
9.4	<ul style="list-style-type: none"> • The software is generally free ✓ • It is cheaper than normal phone calls ✓ • It allows one to transfer files, as well as make video conference calls (Any 2) ✓✓ 		2	2

9.5	<ul style="list-style-type: none"> • Check local times before calling someone in another country ✓ • Only use video when necessary – or turn video off if call quality deteriorates ✓ • Quality can be significantly improved by using a decent headset and microphone • Pay attention to your contact's status – don't call them if they are away or busy 		2	2
9.6	<ul style="list-style-type: none"> • Once you send the message, it is sent to the e-mail server at your ISP ✓ • It is then sent to the e-mail server at the receiver's ISP. ✓ • The message is held at this e-mail server until the recipient checks their e-mail and downloads the e-mail messages. ✓ 		3	3
9.7	Green computing is a term used to describe using computers in a way that is sensitive to the environment. ✓		1	1
9.8	<ul style="list-style-type: none"> • Give the old cellphones/parts to someone who can still use them ✓ • Send to a recycling plant ✓ • Fix the old cellphones to be sold, etc. • Make use of companies that get rid of e-waste 		2	2
9.9	9.9.1	Office automation refers to centralising and automating or 'computerising' ✓ all tasks and systems in the office. ✓	2	4
	9.9.2	Office automation allows employees to: <ul style="list-style-type: none"> • work more efficiently by, for example, coordinating schedules and meetings via electronic diaries ✓ • work as a team ✓ • improve communications and the flow of the data so that good decisions can be made, based on reliable, shared information. (Any 2) ✓✓ 	2	
				[27]

QUESTION 10

10.1		<ul style="list-style-type: none"> Control access to physical data ✓ Control access to computers ✓ Limit and restrict use of portable storage RAID Backup Anti-malware software Firewall Training of personnel Switch computer off when not in use Hide data Disk encryption and the use of encryption programs to protect data. Keep anti-virus software up to date. (Any 2) ✓✓ 	2	2
10.2	10.2.1	<ul style="list-style-type: none"> Numeric field was used so leading zero is dropped ✓ Should be formatted as text or type a single quotation mark before typing in the data. ✓ 	2	5
	10.2.2	<ul style="list-style-type: none"> No. ✓ Cannot access any part of address alone (e.g. city/town) for queries ✓ Cannot sort by city/town ✓ 	1 2	
10.3		<ul style="list-style-type: none"> The target audience ✓ Geographical distribution of audience ✓ Length of presentation ✓ Need for multimedia or not Amount of detail that needs to conveyed Intended effect of presentation Whether presentation needs to be interactive or not <p>(Any 3) ✓✓✓</p>	3	3
10.4	10.4.1	<ul style="list-style-type: none"> Will help you not to forget a closing tag ✓ Easier to interpret or 'follow' code ✓ 	2	3
	10.4.2	It is much easier to fix code mistakes one at a time, by previewing frequently. ✓	1	
10.5		<ul style="list-style-type: none"> Jobs can be lost as most work is done by computers ✓ People without ICT skills will not be employed ✓ Other ICT's are expensive Need for specialized people to operate, etc. (Any 2) ✓✓ 		2
10.6		<ul style="list-style-type: none"> Take regular breaks ✓ Use ergonomically designed equipment ✓ Sit comfortable with the correct posture Work in a well-lit and well ventilated room, etc. (Any 2) ✓✓ 		2

10.7	<ul style="list-style-type: none"> • A code of conduct educating workers and governing their behaviour using the Internet during working hours. ✓ • Details on when and where portable storage devices such as flash disks and portable media players may be used. ✓ • Details of restrictions about installing any hardware or software. ✓ • Procedures to follow if users find they are victims of identity theft, malware such as viruses, etc. • Restrictions on the amount of data that may be downloaded from the internet. • Clear consequences of violating conditions spelt out in the AUP. <p style="text-align: right;">(Any 3) ✓✓✓</p>	3
10.8	It is a collective term for all software that is designed to damage, disrupt or take control of your computer. ✓	1
10.9	Viruses ✓ Spam ✓ Trojan <p style="text-align: right;">(Any 2) ✓✓</p>	2
		[23]
	TOTAL SECTION C:	50
	GRAND TOTAL:	150