



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P2

FEBRUARY/MARCH 2009

MEMORANDUM

MARKS: 150

This memorandum consists of 12 pages.

SECTION A**QUESTION 1 – MATCHING ITEMS**

1.1	J	√		(1)
1.2	M	√		(1)
1.3	K	√		(1)
1.4	G	√		(1)
1.5	H	√		(1)
1.6	A	√		(1)
1.7	E	√		(1)
1.8	D	√		(1)
1.9	N	√		(1)
1.10	F	√		(1)
				Total: [10]

QUESTION 2 – MULTIPLE-CHOICE QUESTIONS

2.1	C	√		(1)
2.2	D	√		(1)
2.3	D	√		(1)
2.4	C	√		(1)
2.5	B	√		(1)
2.6	D	√		(1)
2.7	B	√		(1)
2.8	A	√		(1)
2.9	A	√		(1)
2.10	B	√		(1)
				Total: [10]

TOTAL SECTION A: 20

SECTION B**QUESTION 3**

3.1	3.1.1 Database ✓	(1)	
	3.1.2 E-mail Instant messenger Skype, etc <i>(Any 1) ✓</i>	(1)	
	3.1.3 Spreadsheet Accounting package <i>(Any 1) ✓</i>	(1)	
	3.1.4 Word processor Presentation Desktop publisher Website E-mail Blog etc. <i>(Any 1) ✓</i>	(1)	(4)
3.2	Others can tamper with the data Others can edit without permission Others can delete/remove without permission Nobody might remember to backup the files, etc. <i>(Any appropriate response)</i> <i>(Any 1) ✓</i>		(1)
3.3	Share data OR resources Share hardware OR printers OR scanners Communication Reduce costs Better security <i>(Any 2) ✓✓</i>		(2)
			relate to scenario
3.4	Should <ul style="list-style-type: none"> • be reasonably long (>= 6 characters) • contain letters and numbers • include special characters • be a combination of uppercase and lowercase characters Do not use the following: <ul style="list-style-type: none"> • Common names • Personal details such as <ul style="list-style-type: none"> ○ Name ○ Date of birth ○ ID number <i>(Any 3) ✓✓✓</i>		(3)

3.5	Stand-alone: Single licence required for each machine. ✓ Network: Licence agreement will include the maximum number of users/computers at any given time. ✓			(2)
3.6	An on-line record/diary/board ✓ created by a person with comment facilities for the public. ✓			(2)
3.7	Subscribe to RSS feeds ✓ (Any other appropriate response)			(1)
3.8	B ✓ That is the official school (an academic) website while A is a blog ✓			(2)
3.9	3.9.1 Photo-editing software ✓ → no brand names accepted	(1)		
	3.9.2 bmp bcx pcx pcix gif tiff, etc. (Any 2) ✓✓		(2)	
	3.9.3 Cellphone with a camera Smart phone PDA Webcam (Any 1) ✓		(1)	
	3.9.4 Memory card Bluetooth WiFi (Any 1) ✓		(1)	(5)
3.10	3.10.1 Connecting with past pupils Getting an Internet presence Publishing photographs Forming interest groups etc. (Any 2) ✓✓		(2)	
	3.10.2 FaceBook MySpace Bebo, etc. (Any 1) ✓		(1)	(3)
				Total: [25]

QUESTION 4

4.1	4.1.1	Presentation package ✓		(1)	
	4.1.2	Advantages	Disadvantages		
	Desktop	<ul style="list-style-type: none"> • Less likely to be stolen • Less likely to be knocked over 	<ul style="list-style-type: none"> • Bigger and more peripherals to connect • Cords everywhere • Electricity supply could be cut 		
	Laptop	<ul style="list-style-type: none"> • Portable • No cords • Less cumbersome 	<ul style="list-style-type: none"> • Battery life is short • Could hibernate • Easily stolen 		
	<i>(Any 1 for each section) ✓✓✓✓</i>			(4)	
	4.1.3	Data projector ✓		(1)	(6)
4.2	Later version of the software used Created on a program not available at school The school computer does not have a USB port The file could be infected with a virus The file could be corrupted <div style="text-align: right;"><i>(Any 2) ✓✓</i></div>				(2)
4.3	4.3.1	Use the task manager to close some programs Restart the computer End 'hung' task <div style="text-align: right;"><i>(Any 2) ✓✓</i></div>		(2)	
	4.3.2	Add more RAM ✓ Do not open too many programs at the same time ✓		(2)	(4)
4.4	4.4.1	Ink-jet: printing a few high-quality pictures ✓		(1)	
	4.4.2	Laser: printing a large number of copies ✓		(1)	(2)
4.5	4.5.1	Advantage: It is cheaper to refill than to buy a new cartridge OR Protects the environment ✓ Disadvantage: One's guarantee is lost if refills are used OR Potential for damage ✓		(2)	
	4.5.2	Advantage: Less possibility for damage OR Guarantee remains valid ✓ Disadvantage: Creating more e-waste ✓		(2)	(4)

4.6	4.6.1 Webcam may be used for video-conferencing with the other schools. Using Skype Take photographs <i>(Any 1) ✓</i>	(1)	
	4.6.2 Laptop B ✓ More RAM Faster processor Good graphics card <i>(Any 1) ✓</i>	(2)	
	4.6.3 More storage capacity The second could be a mirror drive The second could be used for backup Alternate operating systems could be used Programs on one drive and data on the other <i>(Any 1) ✓</i>	(1)	
	4.6.4 A connection for peripherals which is faster than a USB connection. ✓	(1)	
	4.6.5 Transfer of images/pictures from a digital camera to a computer using a variety of portable storage media. ✓	(1)	
	4.6.6 The user is allowed to try out the software for a fixed time; thereafter it should be purchased or uninstalled from the computer after the expiry date. ✓	(1)	
	4.6.7 Used to convert digital signals to analog and vice versa. ✓ OR to be able to connect to the Internet via telephone line.	(1)	(8)
4.7	Use keywords Bulleted lists Content appropriate level for audience Pictures or graphics must enhance text Diagrams or graphs, etc. → <i>Do not accept colour, bold or underline</i> <i>(Any 2) ✓✓</i>		(2)
		Total: [28]	

QUESTION 5

5.1	Faster Can do accurate calculations in a spreadsheet. Accurate way of recording things Organising the data and queries in a database. Easier to manipulate/transform electronic data. Easier to process large volumes of data faster, etc. <i>(Any 2) √√</i>				(2)
5.2	PDA Cellphone/smart phone Tablet <i>(Any 1) √</i>				(1)
5.3	Read-only Use a PDF format Lock cells in a spreadsheet <i>(Any 1) √</i>				(1)
5.4	5.4.1	Merge cells √			(1)
	5.4.2	Text wrapping √			(1)
	5.4.3	Remove the space between the numbers in B5. √			(1)
	5.4.4	The width of column D is too narrow. √			(1)
	5.4.5	The incorrect cell range was used in the function/formula The cell range excluded the first cell (E3) A cell has been formatted as text <i>(Any 1) √</i>			(1) (5)
5.5	Risk	Solution			
	Back pain:	Use a high-back chair The chair should be of the right height <i>(Any 1)</i>			
	Eye strain:	Position monitor at the right height. Use an LCD or plasma screen <i>(Any 1)</i>			
	RSI:	Use an ergonomically designed keyboard Use an ergonomically designed mouse <i>(Any 1)</i>			
	CTS:	Use an ergonomically designed keyboard Use an ergonomically designed mouse <i>(Any 1)</i>			
	<i>(Any 2 risks) √√</i>	<i>(Any 2 associated solutions) √√</i>			(4)

5.6	5.6.1	To store data on the DVD√	(1)	
	5.6.2	No, √ you need a DVD writer to burn a DVD√	(2)	(3)
5.7		Write at a slower speed. Open with correct software/program. Try different quality or make of CD. Terminate all other memory resident programs and re-burn. Try in another drive. Check that there is adequate free disk space. <i>(Any 2) √√</i>		(2)
5.8		CD-RWs are reusable while CD-Rs are not. Hence the reduction in e-waste. Save costs. <i>(Any 2) √√</i>		(2)
5.9	5.9.1	Phishing refers to tricking users into releasing confidential information/data by posing as a legitimate entity. √	(1)	
	5.9.2	Usually by luring users to fake replica websites. By sending out a 'legitimate' e-mail asking for personal details. <i>(Any 1) √</i>	(1)	
	5.9.3	Identity theft refers to illegally impersonating someone to commit fraudulent transactions. √	(1)	(3)
5.10	5.10.1	Use of one-time or per session passwords. On-screen numeric keypad for PIN numbers. Sending SMS alerts when Internet banking account is accessed. Time-out sessions after a period of time. Password/PIN numbers Use secure encryption/protocols such as SSL or HTTPS, etc. <i>(Any 2) √√</i>	(2)	
	5.10.2	Do not allow others to do Internet banking for you. Change password regularly, etc. Limit the amount of money that can be transferred. Do not use computers in public places, e.g. Internet cafés Ask for SMS notification, etc. <i>(Any 2) √√</i>	(2)	(4)
			Total: [27]	

QUESTION 6

6.1	6.1.1	Cheaper Faster Attachments can be sent, etc. Can be sent at any time and read at any time <i>(Any 2) √√</i>	(2)	
	6.1.2	The recipient may not access his/her e-mail and therefore not receive your message. Viruses Spam, etc. <i>(Any 1) √</i>	(1)	(3)
6.2		Fax the document: This may not be too easy as the entire article may not fit/go through the fax machine. It is also expensive. The document may be long. Fax to e-mail: This may not be too easy as the entire article may not go through the fax machine. It is also expensive. Internet/Webpage: Recipient can download the article from the Internet or sender can place the article on a website and send the URL. Internet files are easily accessible once the connection has been established. Scan and e-mail as attachment: This is time-consuming. The scanner may sometimes not recognise characters and convert to 'garbage'. The quality of the scanned document also depends on the quality of the hard copy. <i>(2 marks each for any 3) √√ √√ √√</i>		(6)
6.3		Google docs type of applications Wiki Document sharing <i>(Any 1) √</i>		(1)
6.4	6.4.1	Security settings √ prevent access	(1)	
	6.4.2	If the network administrator gives him access rights √	(1)	(2)
6.5	6.5.1	VoIP/Voice Over Internet Protocol √	(1)	
	6.5.2	Skype Google Talk MSN Messenger, etc. <i>(Any 1) √</i>	(1)	(2)

6.6	Does not require line of sight Works over larger distances Wider range of devices available, etc. <i>(Any 2)</i> ✓✓		(2)
6.7	6.7.1 Hard drive: It is easily retrievable ✓ from the recycle bin ✓ if it has not been cleared.	(2)	
	6.7.2 Flash drive: Cannot be retrieved ✓ as this is an external device. ✓	(2)	
	6.7.3 Network drive: Cannot be retrieved. ✓ Once a user logs off, anything not stored in a specific user folder/log-in is lost. ✓ OR Network drive: May be retrieved. ✓ Ask the network administrator to retrieve from backups if possible. ✓	(2)	(6)
6.8	6.8.1 A virus is a malicious computer program ✓ designed to affect the system negatively. ✓	(2)	
	6.8.2 Set up a firewall. Have an anti-virus program installed Do not allow or scan portable media. <i>(Any 1)</i> ✓	(1)	(3)
			Total: [25]

QUESTION 7

7.1	7.1.1	A software program \checkmark used to find web pages that match the search criteria \checkmark entered.	(2)	
	7.1.2	Google, Yahoo, AskJeeves, etc (Any 1 valid search engine) \checkmark	(1)	
	7.1.3	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) $\checkmark\checkmark$	(2)	
	7.1.4	Type 'carbon footprint' in quotation marks. Type +carbon +footprint/use Boolean operators Go into advanced search, etc. (Any 2) $\checkmark\checkmark$	(2)	
	7.1.5	Do not copy and paste information. Rewrite information in your own words. Acknowledge all sources, etc. (Any 2) $\checkmark\checkmark$	(2)	(9)
7.2	7.2.1	Tel_Number OR E-mail address (Any 1) \checkmark A telephone number/e-mail address is unique \checkmark to a particular hotel. NOTE: Hotel_Name – not acceptable	(2)	
	7.2.2	Number \checkmark	(1)	
	7.2.3	Yes/No Boolean (Any 1) \checkmark	(1)	
	7.2.4	Hotel names may have different lengths. \checkmark The names may include letters, numbers and other characters in any order. \checkmark	(2)	
	7.2.5	Query \checkmark	(1)	
	7.2.6	It allows you to send a personalised letter to many recipients. \checkmark	(1)	

	7.2.7 Text file (txt) ✓ – text delimited ✓ Word processing file ✓ – table format ✓ Spreadsheet – also a table (Any 2 x 2)	(4)	(12)
7.3	7.3.1 GPS (Global Positioning System) ✓	(1)	
	7.3.2 Satellite system ✓	(1)	(2)
7.4	Hardware specifications not able to run the software. May not have networking facilities. Insufficient licences to make software installations legal, etc. (Any 2) ✓✓		(2)
		Total: [25]	

TOTAL SECTION B: 130

GRAND TOTAL: 150