



# education

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Department:  
Education  
**REPUBLIC OF SOUTH AFRICA**

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 11**

**COMPUTER APPLICATIONS TECHNOLOGY P2**

**EXEMPLAR 2007**

**MEMORANDUM**

**This memorandum consists of 12 pages.**

**Section A****Question 1: 10 marks**

- 1.1. C✓
- 1.2. D✓
- 1.3. C✓
- 1.4. A✓
- 1.5. D✓
- 1.6. B✓
- 1.7. C✓
- 1.8. A✓
- 1.9. D✓
- 1.10. C✓

**Question 2: 10 marks**

- 2.1 F
- 2.2 P
- 2.3 I
- 2.4 J
- 2.5 D
- 2.6 C
- 2.7 H
- 2.8 G
- 2.9 M
- 2.10 N

**Section B****Question 3: Total 35 marks**

- 3.1      3.1.1 Any TWO of:   
                  Programs have similar appearance  
                  Designed to work as a unit  
                  Have similar interfaces  
                  Can share data (2)
- 3.1.2 Software for which the source code/program is available to be  
                  modified.   
                  Continually being updated/improved  or generally free (2)
- 3.1.3 Any TWO of:   
                  Can share data easily between applications  
                  Cost effective to purchase as opposed to individual programs  
                  Can share data easily between applications  
                  Quicker to learn because of similar interface (2)
- 3.2      Any TWO of:   
                  Registration / activation code  
                  Select a folder for the software to be installed in  
                  Select which features should be installed/ type of install custom, full etc  
                  Add to Start menu / add desktop icon  
                  Choose to view a README.TXT file  
                  Choose to register with the provider  
                  Run tutorial (2)
- 3.3      Provides a moving image after a period of inactivity so as to avoid  
                  screen burn-in ✓  
                  Internet or on PC itself or on 'compilation' CD's ✓ (2)
- 3.4      Any TWO of: ✓✓  
                  Date and time that files are stored is wrongly recorded.  
                  May access wrong version of data.  
                  Calculations based on date may be incorrect (2)
- 3.5      Intranet is an internal network   
                  Limited to use exclusively within the organisation / business   
                  Makes use of web technologies   
                  Any ONE benefit   
                  Easier access to information within the organisation  
                  Increased productivity  
                  Quick updates of information etc. (4)

- 3.6 3.6.1 Any TWO of: ✓✓  
No need to purchase and develop conventional film  
Large capacity  
Can download to a computer to store or send  
Can be edited / touched up as the photos are in digital format.  
Reduced costs as one can print own photos.  
Can view / accept / reject photos instantly. (2)
- 3.6.2 Any TWO of: ✓✓  
Maximum resolution / megapixel capacity  
Storage capacity / devices  
Zoom features (optical and digital)  
Modification features such as fixing red-eye effects etc. (2)
- 3.6.3 Any TWO of: ✓✓  
Lower resolution at which pictures are stored  
Saving in a different file format such as jpeg  
Use of black and white instead of colour etc. (2)
- 3.7 Internet   
Any TWO of: ✓✓  
Library material will be out of date (printed media)  
Internet will always contain most updated information  
Encarta also out of date, limited to content at time of creation (3)
- 3.8 3.8.1 Freeware is software that can be downloaded free✓  
from the Internet but retains copyright 'licensing restrictions'   
Spyware is malicious software   
That installs itself without the user's permission and can track  
surfing habits and alter settings in your computer etc.  (4)
- 3.8.2 Any TWO of:   
Unexpected popups appear  
Much more traffic on Internet line than expected  
Internet access slow  
Home page altered  
Pages are shown unavailable when they are not  
Searches are redirected unexpectedly etc. (2)
- 3.8.3 Any TWO of: ✓✓  
Avoid questionable sites  
Do not download free items if you doubt them in any way  
Install anti-spyware software  
Use an ISP that filters spyware out (2)
- 3.9 Any TWO of:   
The computer does not have enough memory.  
The processor is too slow.  
The operating system is incompatible.  
Not enough free hard drive space. (2)



**Question 4: Total 20 marks**

- 4.1 4.1.1 Any TWO of: □□  
Share software / data resources  
Share hardware resources such as printers  
Communication (messaging, intranet)  
Centralised control of data / improved security (2)
- 4.1.2 Any TWO of: ✓✓  
Cabling or wireless connection points  
Network Interface Cards (NIC)  
Hub / switch  
Server (2)
- 4.1.3 ONE OF ✓  
Higher hardware specifications  
Faster  
More disk storage  
Function: providing resources to share ✓ (2)
- 4.1.4 One of: ✓  
E-mail server, proxy server, applications server, backup server (1)
- 4.1.5 One advantage: ✓  
Easy to add extra equipment / computers to the network  
Cheaper because of no cabling  
No 'messy' cables in the way  
One disadvantage: ✓  
Requires more expertise to set up  
Security can be an issue as people can 'eavesdrop' (2)
- 4.1.6 One of: ✓  
Restricting access  
Protecting confidentiality (1)
- 4.1.7 Any THREE of: ✓✓✓  
Minimum number of characters  
Mixture of alpha and numeric characters  
Upper and lower case  
Use spaces, special characters etc  
Not using ordinary English words  
Not choosing items that are associated with you such as dog's name, date of birth, spouse's name etc. ✓ (3)
- 4.2 Any TWO of: ✓✓

Infrared	Bluetooth
Must be line of sight	Can pass through walls
Short range, < 2m	Range up to 100 m
Uses a 'one-to-one' connection	Can connect multiple devices
Uses heat (infrared)	Radio signal

(2)

- 4.3 Any TWO of: ✓✓  
Quick  
Accurate – when someone buys item, one just scan the barcode  
Facilitates stock taking / allows setting up of computerised stock system easily  
Updating of prices centrally (2)
- 4.4 Any THREE of: ✓✓✓  
Check that power is switched on  
Check that power cable is plugged in  
Check that screen cable is properly plugged in  
Make sure the brightness control has not been turned down  
Bring PC out of hibernation state (3)
- Question 5: 31 marks**
- 5.1 Any ONE of: □  
Errors will not be corrected  
Data could become inaccessible/be lost  
Disk could fail entirely (1)
- 5.2 5.2.1 Defragmentation consolidates files that are stored in pieces✓  
It does not free up disk space✓  
It is not intended for daily use as it is time consuming process OR  
program will analyse disk and tell you if defragmentation is needed.✓ (3)
- 5.2.2 No ✓  
Intended for use on hard disk – little performance gain✓ OR  
If read-only CD can't write to it / CD's not generally re-used as a  
rewritable medium in the sense of a magnetic disk used (2)
- 5.2.3 Any THREE of:✓✓✓  
Empty recycle bin  
Delete temporary (tmp) files  
Use compression utility/program  
Delete cookies  
Only backup files altered since previous backup (incremental)  
Run disk clean up (3)
- 5.3 5.3.1 Any THREE of ✓✓✓  
Virus is piece of code/program  
Self-replicating  
Affects functioning of computer  
Malicious (3)

- 5.3.2 Any TWO of: ✓✓  
Purchase/download anti-virus software  
Run virus check  
Check other computers on network  
Remove/quarantine virus (2)
- 5.3.3 Any TWO of: ✓✓  
Computer runs slower  
Unexpected file errors  
Virus messages appear  
Files deleted  
Programs do not run etc. (2)
- 5.3.4 Any TWO of: ✓✓  
Virus could have spread via e-mail using the local address book  
Virus could have infected other machines on the network  
All users need to be aware as it could have also infected any portable storage media they might have used on any of the machines on the network (2)
- 5.3.5 Any THREE of: ✓✓  
  
Run regular virus scans  
Keep virus definitions updated.  
Check e-mails / attachments  
Don't open unknown e-mails  
Avoid using portable storage devices such as stiffy/flash disk from unknown source etc. (3)
- 5.4 Any THREE of: ✓✓✓  
Only backup latest files since last backup  
Only backup data - not programs which can be reinstalled if need be  
Use zip/compression facilities to reduce size of files to back up  
Only backup essential/important files (3)
- 5.5 Any THREE of: ✓✓✓  
ADVANTAGES  
Can store on disk / receive document in electronic form  
Can print it again later  
Can e-mail  
Colour photocopiers are much more expensive  
Can edit/change/use part of  
DISADVANTAGES  
Photocopier makes bulk copies more easily / cheaper  
Photocopier can print to different paper sizes  
  
(At least one of each) (3)



5.6 Any FOUR of: ✓✓✓✓

Flash:

ADVANTAGES

- Easy to use
- Small /easy to carry
- Reliable
- Delete files and re-use space

DISADVANTAGES

- Virus infections
- Relatively expensive to buy
- Easy to lose / target to get stolen

CD

ADVANTAGES

- Cheap to buy

DISADVANTAGES

- May need special software to write
- Needs CD writer
- Cannot delete files
- Sometimes cannot read in another drive

(At least one of each)

(4)

**Question 6: 27 marks**

6.1 Only files from hard drive ✓  
Are sent to recycle bin ✓

(2)

6.2 To find a list of synonyms and antonyms (words with same and opposite meanings) □

(1)

6.3 6.3.1 When a line or cell of text is full the text automatically continues / wraps onto on the next line. □

(1)

6.3.2 Any TWO of: ✓✓

- Without wrapping: picture floats in front of or behind text
- In line with text: picture is placed as though it is part of the text
- Tight: text wraps closely around picture
- Square: text wraps in a square around picture
- Top and bottom: text appears above and below picture but not to the side of it

*Note that other words may be used to describe the same concepts.*

(2)

- 6.4 Any TWO of: ✓✓  
Automatically handles indentation and numbering  
Numbering automatically applied at different levels  
Retain overview of large document  
Move sections around easily  
Automatically formats headings for you (2)
- 6.5 Any THREE of: ✓✓✓  
Layout is easier  
Calculations can be done more easily  
Answers automatically updated  
Can copy to word processing document later as an object if needed be  
Different sheets for different months  
Built in functions for financial, mathematical and statistical calculations (3)
- 6.6 Change to landscape mode using a section break✓  
Try changing margin settings ✓ (2)
- 6.7 Any FOUR appropriate criticisms:✓✓✓✓  
Too many fonts  
Inappropriate clip art  
Inappropriate borders  
Gap in border at bottom  
Items not aligned  
Poor clarity of fonts - not easy to read (4)
- 6.8 6.8.1 In Windows, Ctrl+Alt+Del   
OR  
In Linux Ctrl+ESC  (1)
- 6.8.2 End the task/kill the task/click on the end task button  (1)
- 6.8.3 Restart/shut down the computer  (1)
- 6.9 Any TWO rows of the table below:
- | Text file  | DOC file  |
|--|---|
| Only stores text/ASCII characters/no formatting stored | Stores text as well as formatting   |
| No file information/summary stored                     | Stores file information, summary, author etc. as well as content                  |
| Smaller  | Takes up more space   |
| Can be opened by many different applications           | Generally tied to one application program / don't need access to original program |
- (2)
- 6.10 Use a password ✓  
OR  
Encrypt document ✓ (1)
- 6.11 6.11.1 Numeric field was used so leading zero is dropped ✓  
Should define as text field ✓ (2)

6.11.2 No

Can't access any part of address alone (e.g. city) for queries✓  
Can't sort by town✓

(2)

**Question 7: 17 marks**

- 7.1 7.1.1 Identity theft:  
Using someone else's electronic details✓  
To impersonate them✓  
Phishing:  
*Sending fake e-mails or luring users to bogus/fake/  
impersonating web site*✓  
*To entice users into giving away personal/confidential data* ✓ (4)
- 7.1.2 Any TWO of: ✓✓  
Make use of use security software such as firewall  
Don't give up personal details  
Avoid conducting financial transactions in non-secure environments such as Internet/cyber cafés  
Make use of good password practice  
Don't write down confidential data such as passwords or account numbers (2)
- 7.1.3 Any TWO of: ✓✓  
Using 'once off' passwords per session  
Using on-screen keypad to enter numeric password  
Different levels of passwords  
SMS notification of transactions  
Automatic logoff after inactive period during banking session (2)
- 7.2 7.2.1 Any TWO of: ✓✓  
24/7/365 availability  
Quicker/no queues  
Access to range of facilities such as paying accounts, balances  
Don't have problem with cheque fraud  
Potentially cheaper than going into bank/ bank charges may be less (2)
- 7.2.2 Any ONE of: ✓  
Cannot get cash directly from bank  
Some people are fearful or suspicious of electronic transactions  
New skills have to be learnt  
Potential security risks such as identity theft (1)
- 7.3 Green computing: awareness / care for of environmental issues related to technological developments ✓  
Any TWO of: ✓✓  
Recycle old computers  
Use energy compliant monitors  
Use auto power-down facilities  
Use printer cartridge refilling (3)

7.4 Any THREE of: ✓✓✓

- 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

(3)

Question	Marks
1.	10
2.	10
3.	35
4.	20
5.	31
6.	27
7.	17
<b>Total</b>	<b>150</b>