



Western Cape
Government

Western Cape Education Department
Directorate: Curriculum FET

COMPUTER APPLICATIONS TECHNOLOGY

REVISION BOOKLET 2026

TERM 2

Grade 11



This revision program is designed to assist you in revising the critical content and skills covered during the Second term. The purpose is to prepare you to understand the key concepts/skills and to provide you with an opportunity to establish the required standard and the application of the knowledge necessary to succeed in the examination.

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DATAFILES

Datafiles: <https://wcedportal.co.za/eresource/198241>

SECTION A: SHORT QUESTIONS

Network, Internet Technologies, Social Implications and Information Management

Match the description/ explanation in column A with the correct answer in column B:			
Column A		Column B	
1.	A program that works in the background while you are on the Internet to prevent other computer users from assessing your computer.	A.	Spam
2.	An e-mail message sent with high priority.	B.	Hyperlink
3.	Example of an emoticon.	C.	Google
4.	Separates the name of the person from the domain in an email address.	D.	Firewall
5.	Advertising that is integrated into software.	E.	@
6.	Example of a virus.	F.	
7.	Electronic junk mail.	G.	.exe
8.	A site on the Internet that provides a listing of the names and addresses of other sites.	H.	Windows Explorer
9.	The file name extension of a file type most likely to be infected with a virus.	I.	
10.	An e-mail message sent with an attachment.	J.	
11.	Item you can click on to move directly to another webpage.	K.	Adware
12.	Example of a web browser.	L.	
13.	An Internet stick or device with which you can connect to a 3G network for Internet connection.	M.	W32.Mydoom.L@mm
14.	A RSS feeder/ reader that shares news headlines and updates with subscribers.	N.	Internet Explorer
15.	CoolTalk, LinkedIn, Twitter, Facebook, etc.	O.	Bookmark
16.	This program software will protect you from identity theft.	P.	Examples of digital communicatio
17.	Deception for the purpose of information gathering, fraud, or computer system access.	Q.	
18.	A trick to fraudulently acquire sensitive information, e.g. password – associated with internet banking.	R.	Data theft
19.	It refers to all electronic and electrical appliances that nor not in use anymore.	S.	E-waste
20.	Set your computer to print drafts in this mode because then you will be saving toner.	T.	EconoMode
21.	Theft of things like code names, usernames, passwords, card details, etc.	U.	USB modem

22.	A type of cybercrime where chain messages are used in committing fraud.	V.	Hoax
23.	A way of working via computer technology where you do not have to be in one central venue to conduct your work.	W.	Hibernate
24.	A laptop computer will temporarily switch to this mode in order to save energy.	X.	Firewall
25.	It refers to business transactions done via the Internet.	Y.	Telecommuting
		Z.	Social engineering tricks
		AA.	Phishing
		BB.	E-commerce

Choose the correct answer and write only the letter next to the relevant number:

1. Which one of the following statements is INCORRECT with regard to ways in which the environment can be protected from the pollution caused by the increase in the use of computers?
 - A. Sculptor makes sculptures out of discarded electronic equipment.
 - B. A screensaver is set to operate all weekend.
 - C. An entrepreneur makes notebooks out recycled paper and old CDs.
 - D. Have your toner/ ink cartridges refilled. (1)
2. Which of the following refers to wireless radio communication?
 - A. Bluetooth
 - B. Bandwidth
 - C. GPS
 - D. Blackberry (1)
3. The illegal sending of an e-mail message claiming to be from the bank, is known as:
 - A. Phishing
 - B. Cookies
 - C. Spoofing
 - D. Spamming (1)
4. Bandwidth refers to:
 - A. the amount of data that can be downloaded via radio waves.
 - B. the maximum amount of data that can be transferred at any time via an Internet connection.
 - C. the number of minutes you use when online.
 - D. the method you use to connect to the Internet. (1)

5. The computers in an office building linked so that staff can share files and printers is known as a:
- A. WAN
 - B. GAN
 - C. PAN
 - D. LAN
- (1)
6. What is the name of the dishonest trick when fraudsters lure you to a look-alike website with the express purpose of defrauding you?
- A. Spooling
 - B. Surfing
 - C. Spoofing
 - D. Spamming
- (1)
7. Which one of the following statements with regard to Bluetooth is FALSE?
- A. Files can be transferred between cellphones with this facility.
 - B. One Bluetooth device will automatically detect another Bluetooth device in the neighbourhood.
 - C. Devices that are between 5 m and 60 m apart can connect.
 - D. It uses radio technology.
- (1)
8. In the e-mail address `johnlee2@vodamail.co.za` "vodamail" is:
- A. the email account holder's name
 - B. the domain
 - C. a URL
 - D. a password
- (1)
9. What is an online diary or journal called?
- A. Pharming
 - B. Phishing
 - C. Spamming
 - D. Blogging
- (1)
10. Google is an example of a:
- A. Web browser
 - B. Search engine
 - C. Website
 - D. ISP
- (1)
11. Which one of the following terms with regard to a WAN is FALSE
- A. Most organisations depend on service providers because of their WANs.
 - B. It is based on the principle of ADSL.
 - C. It is a network within a wider geographical area.
 - D. At a university, a LAN can for example also use the services of a WAN.
- (1)

12. Which one of the following statements with regards to computer equipment and energy saving is FALSE?
- A. Power management features on your computer and monitor can help you save energy.
 - B. Turn off both the CPU and monitor if you are not going to use your desktop computer for more than two hours.
 - C. There is a surge in energy when a computer starts up, and this amount of energy is more than the energy used when a computer is running for long periods of time.
 - D. Modern LCD/LED colour monitors do not need screensavers at all. (1)
13. The term Green Computing refers to computer systems that:
- A. are designed to minimize any harm to the environment.
 - B. combat cybercrime.
 - C. are appropriate for the studying of abnormal natural phenomena.
 - D. contains no lead, mercury or cadmium. (1)
14. Which ONE of the following statements does not fit in with the rest?
- A. Computer equipment with labels from Energy Star, Nordic Swan and Blue Angels are designed to be environmentally friendly.
 - B. Proofread your documents very carefully on screen before printing copies for filing.
 - C. If you can afford it, rather buy a LCD screen than a CRT screen because it saves energy and is less damaging to the eyes.
 - D. Use only new ink cartridges in your printer, because refilled cartridges might damage your printer. (1)
15. What does the GIGO principle refer to?
- A. Report losses and withdrawals immediately.
 - B. Carefully plan all information made available to the public well in advance.
 - C. Data input should be very accurate because inaccuracy may have enormous implications for the company.
 - D. Data input must be done as quickly as possible because time is money. (1)
16. Which one of the following items/ names does not fit in with the rest?
- A. Facebook
 - B. Chatroom
 - C. Google
 - D. Blog (1)
17. Which ONE of the following descriptions refers to the digital divide?
- A. Free software is not available to all people and in all countries.
 - B. Only some people in some countries have access to ICT.
 - C. Some people have cellphones and TVs but no computers.
 - D. Only some schools can afford computers. (1)

18. If one experiences problems working with the mouse, which of the following keys in the Control Panel could be activated to help you?
 - A. StickyKeys
 - B. FilterKeys
 - C. ToggleKeys
 - D. MouseKeys

(1)
19. If you want to be warned with sound if you accidentally press Caps Lock, which keys do you have to activate?
 - A. StickyKeys
 - B. FilterKeys
 - C. ToggleKeys
 - D. MouseKeys

(1)
20. A WLAN is:
 - A. the same as a WAN.
 - B. the same as a LAN but uses high frequency radio waves rather than wires.
 - C. a type of government network.
 - D. a local area network used for SMS communication within an organisation.

(1)

SECTION B: LONGER QUESTIONS

Make use of sentences to answer the following:

1. In grade 10 you were introduced to the different kinds of networks, classified according to the physical area that they cover:
 - 1.1 Briefly explain the difference between a *LAN* and a *WLAN* by describing what each of these terms refer to.

Note: it is not necessary to expand the abbreviations. (2)
 - 1.2 Explain what an intranet is and what it is used for. (3)
 - 1.3 Name the 3 basic components used to set up a network. (3)
2. Servers play an important role in the functioning of networks.
 - 2.1 Explain the difference between a *client* computer and a *server* computer, in terms of the general function of each. (2)
 - 2.2 A proxy server is commonly found on a network. Give TWO advantages or benefits of using a proxy server. (2)
 - 2.3 Thin clients are currently installed in many public schools. Explain what this type of computer refers to. (2)
 - 2.4 Give TWO other types of servers that you may find on a network, besides a proxy server. (2)
3. Computer networks can be connected via cable or wirelessly.
 - 3.1 *Fibre optic* is one type of cable that may be used for connecting computers.

Give ONE advantage and ONE disadvantage of using fibre optic cable. Clearly distinguish between the advantage and the disadvantage in your answer. (2)

- 3.2 *NICs* and *switches* are both key components of networks.
Briefly explain the separate functions of a NIC and a switch. Clearly indicate which device you are referring to in your answer. (2)
- 3.3 Give TWO potential disadvantages of connecting a network wirelessly. (2)
- 3.4 How would you know that you are connected to a network? Write down at least TWO indications. (2)
4. All devices are connected in one way or another.
- 4.1 What communication method is used between:
- two desk top computers,
 - a cell phone and the service provider,
 - a printer and a desktop computer. (3)
- 4.2 What are the differences between UTP and fibre cables? Write down THREE differences. (3)
5. What is the main function of an access point, and what kind of communication method do these access points use? (2)
6. The data transmission speed of a network is the rate at which data is transferred over the media used.
- 6.1 What does it mean if a computer advertisement lists “802.11g” as one of its specifications? (1)
- 6.2 Which one of the following has the fastest transmission speed: WLAN or cabled LAN? (1)
7. Create a table to list THREE advantages and THREE disadvantages of a LAN. (6)
- 8.1 Supply a definition for network security. (3)
- 8.2 What is the network security measures to get access to the network in your school’s CAT computer room? (2)
- 8.3 Write down THREE rules to follow when choosing a strong password. (3)
- 8.4 What is an AUP? (2)
9. For the purpose of collecting data, there are several different ways of conducting surveys.
- 9.1 Give TWO ways of conducting a survey, besides using websites and approaching people directly (i.e. face-to-face). (2)
- 9.2 Give one advantage and one disadvantage of conducting an online survey, i.e. by using a website for people to post their responses. Do not include the speed or the ease with which the data is collected, as part of your answer. (2)
- 9.3 Surveys should generally contain ‘closed questions’. Give the reason for this, by explaining what is meant by a ‘closed question’. (2)
10. The layout of a survey form, apart from the actual questions that are asked, is also very important. Give TWO tips on how a survey form should be laid out, besides the need to be concise and the checking of spelling and grammar. (2)
11. Write down 5 factors that influences the usability of websites. (5)
12. Explain what “navigation” on a webpage means and how it works. (3)
13. Give TWO reasons why one should think carefully before placing animations and other special multimedia effects on a web page. (2)
14. Give TWO factors that are important to consider when selecting fonts for a web page. (2)

15. Some websites secretly install spyware such as keyloggers onto your computer.
- 15.1 Briefly explain what spyware tries to do on a computer once it is installed. (2)
- 15.2 Explain what keyloggers do and the potential danger that they pose. (2)

SOLUTION DEVELOPMENT

WORD-PROCESSING

Exercise 1

Open the **Rio** word-processing document.

1. Change the yellow heading to Heading 1.
2. Change the 'Heading 2' as follows:
 - a. Change the name to 'Rio'.
 - b. Format the font to a small caps / small capitals effect.
 - c. Automatically apply the changes to all instances where 'Heading 2' was used in the document.
3. Create a new style named 'Rio2' as follows:
 - a. Base the new style on the 'Heading 1' style.
 - b. Text must be left align.
 - c. Apply any type of paragraph border.
 - d. Apply the new style to the headings formatted as 'Heading 3'.

Exercise 2

Open the **Brain** Word Processing Document.

1. Rename the 'Head' style to Title.
2. Change the green shaded text to 'Heading 4' style.
3. Change all 'Heading 3' style text to 'Heading 5' style.
4. Create a new style called 'Quote2' as follows:
 - a. Base the new style on Normal Web
 - b. The font is Arial 12, Italic and the colour is 'Blue Accent 5'
 - c. Paragraph spacing before and after is 18pt.
 - d. Only above and below a frame, dotted blue and the line width is 0.5 pt.

SPREADSHEET

Exercise 1

Open the **Mine_My** spreadsheet and work in the **Stats** worksheet.

The positive values indicate an increase in production and the negative values indicate a decrease in production.

1. Insert a function in cell **G3** to display an asterisk (*) if there was a decrease in production for the year 2015, or the name of the month if there was no change, or if there was an increase in production.

2. Create a bar graph for the year 2015 that will show the values for the months. a. Name the axes.
b. Give a suitable title for the graph.
c. Place the graph on a separate page.
d. Color the data point with the highest value red.

Exercise 2

Open the **AuctionData** spreadsheet and work in the **Computers** worksheet.

1. Calculate the **Final Amount** in cell **F4**.

If the total amount is more than R5000, then the buyer gets a 10% discount on the total amount otherwise only 2%. Remember to keep in mind that more than one item is being sold.

2. Add a graph to the worksheet with the following criteria:
 - a. Use the descriptions of column C and the selling price in column E as your data points.
 - b. Use a 3D bar graph.
 - c. The graph should be displayed on a separate worksheet (NOT a normal worksheet) called **Sales Graph**.
 - d. The heading should read - "Sale price for items"
 - e. No legend should be displayed.
 - f. The interval on the y / vertical axis must be 500.
 - g. The value of each item should be displayed at the top of each column.
 - h. The Image **Logo** in your exam guide should be used to fill the area of each column in a stacked formation.



DATABASE

Exercise 1

In this exercise you will learn to

- ✦ create tables
- ✦ use different data types
- ✦ create lookup columns
- ✦ add fields to a table
- ✦ create and use an input mask

You are the manager of a game reserve/ game farm. You decide to create a database for the business. The name of the database is the name you choose for your farm/ reserve.

1. Create the following tables:

1.1 **Animal Species:** Specie, Name, Age, On loan (yes/no). Insert the following info into the table:

SPECIE	NAME	AGE	Loan (yes/no)
Wild dog	Bill	4	no
Wild dog	Chief	3	no
Rhino	David	7	no
Lion	Elsa	12	no
Rhino	Louise	9	no
Wild dog	Ninja	2	Yes
Wild dog	Rhona	3	no

1.2 **Sponsors:** Name, Account number, Project, Specie.

1.3 **Projects in progress:** ProjectID, ProjectName, ProjectDescription. Insert the following info into the table:

ProjectID	ProjectName	ProjectDescription
0001	Laboratory	Upgrading
0002	Housing	Improve staff housing

2. Create **lookup** columns for the following:

2.1 **In Sponsors table for Project field by using the ProjectName field from table Projects in progress.**

2.2 **In the Sponsors table for the Specie field by using Specie in Animal Species.**

3.1 Insert a new field into **Sponsors** table: **Amount**. Type the following amounts into the field.

Borg	Rekeningnr	Projek	Datum	Naam	Bedrag
Mr R Ready	1234	Laboratorium	01/01/2001		R 7,000.00
Ms B Davis	2355		01/06/2001	David	R 8,500.00
Mr G Raff	7865	Laboratorium	01/08/1990	Bill	R 5,000.00
Mr Y Mai	8989	Behuising	01/11/1995		R 2,000.00
Dr M Jones	9090		01/12/1996	Elsa	R 9,000.00
Ms D Day	9898	Behuising	01/04/2000	Chief	R 6,000.00
	0				R 0.00

4. Insert a new field, Name, next to Specie into **Sponsors** table. Create a lookup to insert the names of the animals sponsored from the **Animal Species** table.

5. Create a form from the **Sponsors** table. Change the layout as follows:

Background: any green

Font: orange

Place a picture of a business man/woman on it.

6. Use the form to add the following records to the **Sponsors** table.

Ms P Cock, nr 1245, R20 000, 2001/07/06, housing and Louise the Rhino.

ANSWERS AND SOLUTIONS:**THEORY****SHORT QUESTIONS**

Match columns:	
1.	D
2.	F
3.	J
4.	E
5.	K
6.	M
7.	A
8.	C
9.	G
10.	L
11.	B
12.	N
13.	R
14.	Q
15.	P
16.	X
17.	Z
18.	AA
19.	S
20.	T
21.	R
22.	V
23.	Y
24.	W
25.	BB

Multiple choice	
1.	b
2.	a
3.	a
4.	b
5.	d
6.	c
7.	c
8.	b
9.	d
10.	b
11.	b
12.	c
13.	a
14.	d
15.	c
16.	c
17.	b
18.	d
19.	c
20.	b

LONGER QUESTIONS:

- 1.1. A LAN is a network that covers limited (geographical) area. (2)
A WLAN is simply a LAN implemented using wireless connectivity.
- 1.2. An organisation's private network and is an internet-like environment consisting of web pages relating to the organisation's business
Information stored here is only available for the employees of the organisation. (3)
- 1.3. Hardware, communication medium, network software. (3)
- 2.1. A server computer provides resources/services in a network
A client computer uses resources/services provided by servers in a network (2)
- 2.2. Any TWO of:
 - Allows users to share a common Internet connection.
 - Speeds up Internet access by storing/caching recently accessed web pages.
 - Allows for a central point of control for security/virus checking.
 - Can be used to log Internet usage.
 - Can be configured to block access to certain web sites, etc. (2)
- 2.3. A thin client is a computer that runs from resources stored on a central server instead of a localized hard drive.
Thin clients work by connecting remotely to a server-based computing environment where most applications, sensitive data, and memory, are stored. (2)
- 2.4. Any TWO of:
 - File
 - Print
 - E-mail
 - Application (2)
- 3.1. Any ONE advantage of:
 - High-speed
 - No interference by electrical/magnetic sources
 - Thin/light (2)
Any ONE disadvantage of:
 - Costly
 - Difficult to work with/install/fragile, etc.
 - Provide better security, etc.
- 3.2. A NIC is a device/controller, often built into the motherboard, that allow you to connect a computer to a network.
A switch is a device which allows networked equipment/computers to connect with each other / Directs 'traffic' or data from the server to the appropriate computer. (2)

- 3.3. Any TWO of:
- If not set up properly, security may be a problem.
 - Internet 'cap' can be used by unauthorised users, costing you money.
 - Network performance can decrease as the number of connected computers increases.
 - Possible signal problems due to electrical interference. (2)
- 3.4. Any TWO of:
- Extra drives present, such as U:, V:, etc
 - Presence of other computers in Network.
 - Access to devices like printers possible although not directly attached to computer.
 - Activity shown by network indicator in notification area. (2)
- 4.1. Communication method between:
- two desk top computers: UTP cables
 - a cell phone and the service provider: wireless/ radio waves
 - a printer and a desktop computer: printer cable or wi-fi (3)
- 4.2. Any THREE of:
- Fibre provides much faster transmission than UTP.
 - fibre spans longer distances, with less signal strength lost.
 - Not possible to "eavesdrop" on fibre cable, possible on UTP.
 - UTP influenced by electromagnetic interference, fibre is not. (3)
5. Consists of a sender/transceiver and an antenna which transmit and receive radio waves so that the devices that are wireless enabled are able to communicate with one another and the network. (2)
- 6.1. Your computer has a wireless adapter. (1)
- 6.2. Transmission over a cabled LAN is faster than over WLAN. (1)
- 7.

Advantages of a LAN	Disadvantages of a LAN
Access to server from any computer in	Expensive to install and maintain network
Transfer of files without any devices	Network security to be maintained.
Software shared by users	Network administrator necessary to manage it.
Security is controlled to allow limited access	If the server is faulty, nobody can access network where necessary
Hardware shared by users (printers)	
Software kept up to date from one computer	
Single internet connection	
Internet use can be controlled through proxy server.	

(6)

- 8.1. Policies or rules put in place to ensure security of network by preventing unauthorised access to information and misuse of the network. (3)
- 8.2. Usernames and passwords
- Limited access, depending on your profile. (2)

- 8.3. Any THREE of: (3)
- At least 8 characters long
 - Mixture of uppercase, lowercase, numbers and characters
 - Do not use someone's name, birthday or anything associated with you that can be guessed.
 - Do not use passwords that follow a pattern.
- 8.4. Acceptable Use Policy to outline the rights and responsibilities of users in a networked environment. (2)
- 9.1. Any TWO of:
- Phone
 - Postal mail ('snail mail')
 - E-mail (electronic forms set up in Word)
- (Do not accept use of websites, or any face-to-face means) (2)
- 9.2. Any ONE advantage:
- Data is automatically captured and in digital format (no need to use services of a data capturer etc.)
 - Can reach a much wider target group, geographically speaking, than e.g. face-to-face
 - Can potentially reach many more people (not necessarily the same as previous)
 - Can potentially give individual electronic feedback to respondents
 - No paper needed – 'green' computing
 - Cheaper than other means
 - Can use multimedia effects (sound, etc.)
 - Can perform error checks / validate data / point out errors
 - Force people to answer questions in sequence
 - Potentially greater privacy (no interviewer)
- Any ONE disadvantage:
- Requires Internet access
 - Data may be 'skewed' as a result (people without such access are excluded)
 - More difficult to verify validity of data (easier for people to supply invalid data) (2)
- 9.3. Closed questions can be answered directly by discrete facts / has a restricted number) of possible answers (therefore easier to set up surveys that require selections from a list, tick a box, rate on a scale, etc.) (2)
10. Any TWO of:
- Add a short introduction, also thanking people for their time
 - Give instructions on what to do with the completed survey
 - Emphasise important words where necessary, using bold / italics / underline, etc.
 - Ensure enough space for people to write their responses (paper surveys)
 - Ensure survey form is not too 'busy' or cluttered
 - Ensure sequence of questions is easy to follow, numbering them clearly, etc.
 - Use easy to read fonts, not too small, etc. (2)

11. Readability, Navigation, Consistency, Layout, Typography (5)
12. Navigation on a webpage means to be able to move around the webpage or site easily and intuitively.
 - Main links or menu should be easy to find on all pages.
 - Links should be short and easy to understand where it leads to.
 - No broken links
 - Formatted in consistent standard way (blue, underlined) (3)
13. Any TWO of:
 - Can cause web page to load slowly
 - Can be distracting
 - Can result in more cap being used (= expense)
 - User may need additional software/plugin installed to view them, etc. (2)
14. Any TWO of:
 - Use a limited number of fonts
 - Use legible/easy to read fonts, not too small or too big
 - Fonts should match the content
 - Use commonly used fonts / likely to be installed on user's computer (2)
- 15.1.
 - Spyware is software that tries to monitor and track the way you use your computer
 - It then sends this information to third parties ✓ (without your consent or knowledge) (2)
- 15.2. A keylogger is a program that records your keystrokes as you type
 In this way it can intercept sensitive information such as passwords etc. and send this to a third party for criminal or fraudulent purposes (2)

SOLUTION DEVELOPMENT

Refer to the solutions provided for the word-processing and spreadsheet and database exercises.

The database had to be created from the data given in the exercise. Yours might therefore differ from the solution in some instances.