



Western Cape
Government

Western Cape Education Department
Directorate: Curriculum FET

COMPUTER APPLICATIONS TECHNOLOGY

REVISION BOOKLET 2025

TERM 2

Grade 12



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.

Contents

DATA FOR REVISION.....	1
QUESTION 1: WORD PROCESSING	2
QUESTION 2: WORD PROCESSING	3
QUESTION 3: SPREADSHEET	4
QUESTION 4: SPREADSHEET	5
QUESTION 5: DATABASE	6
QUESTION 6: WEB DESIGN (HTML).....	8
QUESTION 7: GENERAL	9

DATA FOR REVISION

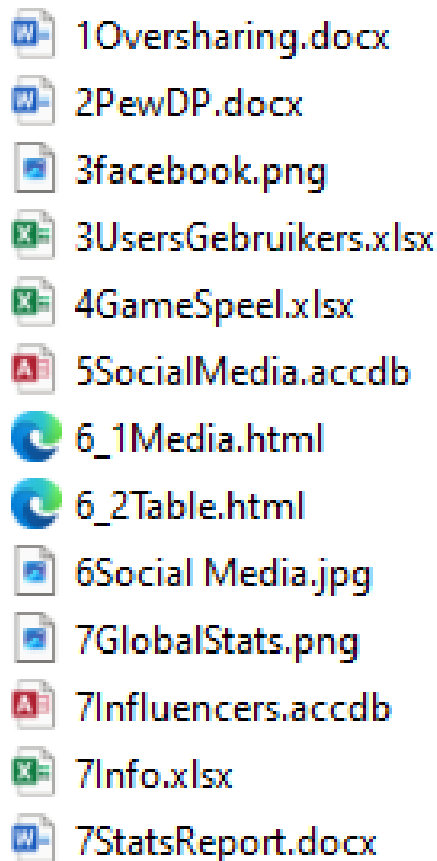
The files that you need to complete this revision of term 2 work is available using the following link: [GR 12 REVISION DATA](#). The files are provided in the form of password-protected executable files.

NOTE: You must use the file **Gr12DataTerm2.exe**.

Do the following:

- Double click on the password-protected executable file.
- Click on the 'Extract' button.
- Enter the following password: **Fun4Today**

Once extracted, the list of files will be available in the folder **Gr12DataTerm2**. The list of files in the folders:



The marking guideline is included in the folder that contain the data files.

QUESTION 1: WORD PROCESSING

SCENARIO

The oversharing of social media by the Information industry as well as individuals can be a danger to people, their children, and their companies.

Open the **1Oversharing** word processing document, which is a report written by Brian Pinnock, a cybersecurity expert at Mimecast.

1.1 Make the following changes to the heading, 'Social media oversharing can be a danger to people':

1.1.1 Change the font of the text to small caps and the font size to 16 pt (2)

1.1.2 Format the heading to display as follows: (1)



SOCIAL MEDIA OVERSHARING CAN BE A DANGER TO PEOPLE.

By Brian Pinnock

1.2 Find the name 'Brian Pinnock' above the picture on the first page.

- Insert a footnote on 'Pinnock'.
- Use custom mark Character code 167.
- The footnote should display as follows:

* cybersecurity expert

(3)

1.3 Make the necessary changes to the picture on the first page to display it as follows:

Posting intimate details of our personal and professional online gives cybercriminals valuable information. (Avishek Das/SOPA Images/LightRocket via Getty Images)

Is our propensity for sharing every detail of our lives — and the lives of our children — putting ourselves, our friends and family and even our employers and colleagues at risk?



There is a growing consensus

among cybersecurity specialists that the information we freely share to the likes of

(3)

1.4 Modify the layout of the style 'Sharing' as follows:

- Change the paragraph spacing before to 10 pt,
- Update all occurrences of the style to reflect the change.

(2)

1.5 Find the text that starts with 'There is a growing consensus ' and ends with 'obtain elsewhere' and make the following changes:

- Justify the text.
- Set the paragraph spacing after at 6 pt.
- Set the line spacing to multiple at 1.3.

(3)

- 1.6 Find the heading 'Weaponising our personal data' on page 1.
Edit the hyperlink on the red text in the first line under the heading to only point to the website <https://www.verizon.com>. (1)
- 1.7 Find the citation in the second paragraph under the heading 'Sharenting' poses additional risks':
 - Change the author of the source, Mail and Guardian, to Brian Pinnock.
 - Display only the author in the citation. (2)
- 1.8 Find the numbered list towards the end of the document.
Change the numbered list to a bulleted list as follows:
 - use Webdings ☞ (Character code 230) as the bullet symbol;
 - Place the bullets at 1 cm from the margin and the text 0.8 cm from the bullet.
 - Use a word processing feature to ensure that the paragraph before the list will not be separated from the list if it stretches over two pages. (3)
- 1.9 Find the orange arrow above the Bibliography:
Insert a link on the arrow so that when it is clicked it will take the user back to the top of the document. (2)
- 1.10 Insert an automatic generated bibliography on the last page under the heading Bibliography. (1)
Save and close the **1Oversharing**-document. [23]

QUESTION 2: WORD PROCESSING

One of the top 25 YouTube Influencers were profiled to determine his net worth.

Open the **2PewDP** word processing document that is based on his earnings and edit the document as follows.

- 2.1 Information of the author is found in the alternative text of the picture on page one.
Copy the relevant details to the author property of the document. (1)
- 2.2 Make the necessary changes to the footnote on the main heading on page one so that the note displays on the last page of the document. (1)
- 2.3 Edit the picture to ensure that it displays and reads correctly. (1)
- 2.4 Change the capital A in the first paragraph to a dropped cap. (1)
- 2.5 Find the text "troubled" in the first paragraph and replace it with any synonym from the list provided in the Thesaurus. (1)
- 2.6 Find the text starting with "Net Worth ... and ending with ...2023".
Convert the text to a table consisting of two columns with a fixed width of 8 cm each. (3)
- 2.7 Locate the second paragraph containing track changes under the heading "PewDP Proves good living online".
Use a word processing feature to keep the deleted text and stop all the tracking. (2)
- 2.8 PewDP's latest YouTube videos with the number of views and comments are listed in a table that spans over two pages. Edit the table as follows:
 2.8.1 Use a table feature to ensure that the top two heading rows will display on the second and subsequent pages as well. (2)
 2.8.2 Insert a function in the yellow shaded cell to calculate the highest number of views. (2)

- 2.9 A calculator table was created to determine the amount earned for YouTube views. Edit the calculator as follows:
- 2.9.1 Separate "The **YouTube Money Calculator**" from the rest of the table to appear as a table on its own. (1)
 - 2.9.2 Add the video "Saying Goodbye is Hard", found in the "Recently Published Videos" table, to the dropdown list of videos. (1)
 - 2.9.3 Find the text form field control that has been added to the last cell. Edit the data type of the control to enable a user to display the total of amounts. (1)
- 2.10 Insert automatic page numbering in the footer in the format X of Y. (2)
- Save and close the **2PewDP** document. [19]

QUESTION 3: SPREADSHEET

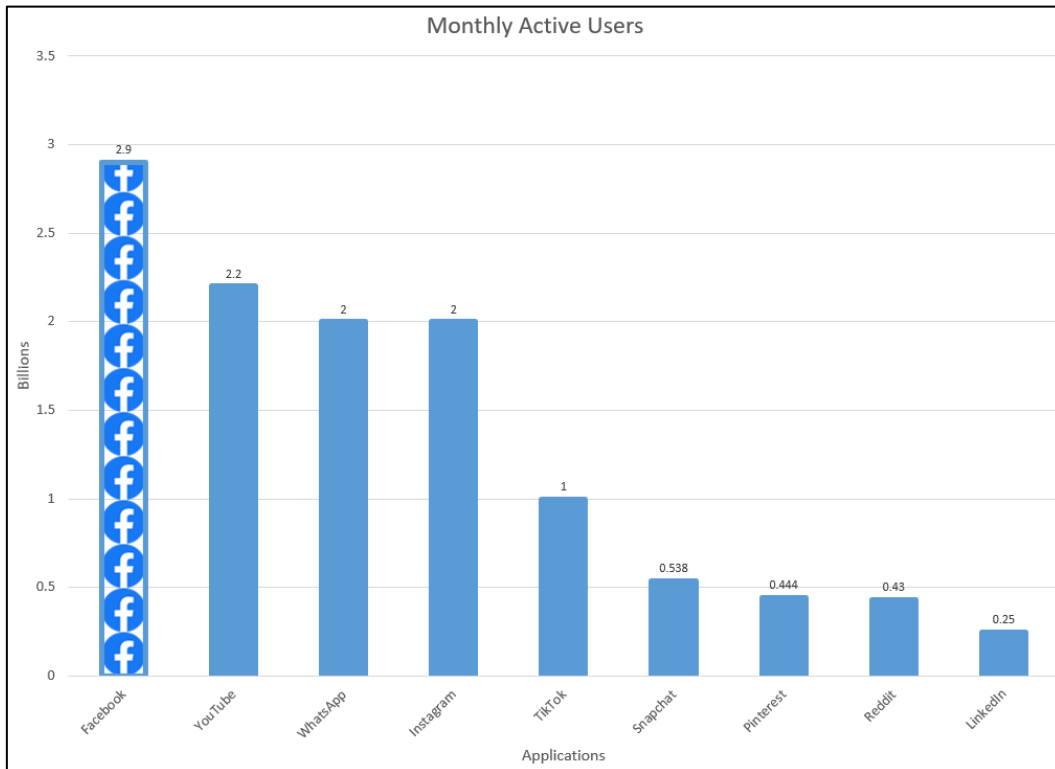
NOTE: Use formulae and/or functions for ALL calculations in the spreadsheet.

Open the **3UsersGebruikers** spreadsheet, which contains data about social media users. Work in the **UserDetails** worksheet.

- 3.1 Format **cell A2** to appear the same as **cell A1**. (1)
- 3.2 Change the height of **row 3** to 15 pt. (1)
- 3.3 Format all the headings in **row 7** so that they are horizontally and vertically centred. (1)
- 3.4 Use conditional formatting in **column E** to fill the cell background with any colour of your choice, if the sponsored amount in **column D** is more than R1000. (4)
- 3.5 Insert a function in **cell C4** to determine the longest duration of contracts in **column G**. (1)
- 3.6 Insert a function in **cell C5** to determine the average amount received per user in **column D**. Round down this amount to the nearest rand. (3)
- 3.7 The starting date of the sponsorship contract is indicated in **column H** and the duration of the contract in months is indicated in **column G**. Use the date function already inserted in **cell I8** and make the necessary changes to it to determine the end date of the contract for Marilyn Suggitt. (1)
- 3.8 The Applications worksheet stores the code that is allocated to users that make use of a specific application. Insert a VLOOKUP function in **cell J8** to determine which application Marilyn Suggitt uses. Use the user code AND the table in the Applications worksheet. (4)

Work in the **Graph** worksheet.

3.9 Format the chart/graph to display as shown below.



NOTE:

- Stacked fill effect for Facebook column using the **3facebook** image stored in the examination folder.
- Twitter column removed from graph, without removing the data from the original sheet.
- The axis titles.
- Data labels.
- The text direction on the horizontal axis.

(5)

Save and close the **3UsersGebruikers** spreadsheet.

[21]

QUESTION 4: SPREADSHEET

A spreadsheet **4GameSpeel** containing the score and subscription of online gamers has been created by the chairman of the online gaming club. He asks your help to complete it.

Open the spreadsheet to complete the following:

4.1 Remove the option “black” in the data validation options for all the cells in **column I**. (1)

4.2 Use a SUMIFS function in **cell H191** to calculate the total score of female players from the Western Cape (WC). (5)

4.3 Column G contains a code for each gamer that is compiled as follows:

- Initials (column B) and surname (column C) of the gamer
- The province (column F)
- The gender of the gamer in small letters (column H)
- The first letter of game colour (column I.)
- Only the year of birth (column D).

Tami Aileen's code in **cell G7** is incomplete.

Carefully examine the function that has been inserted in the cell and then adjust and add to it to complete his code according to the requirements above. (4)

4.4 Discount on subscriptions is calculated according to the age of the gamer.

- Gamers older than 50 years get a discount of 10%
- Gamers between 25 and 50 get a discount of 5%
- No discount is given to gamers younger than 25.

The subscription amount is found in **N1**.

An attempt has been made to calculate the discount in **cell N3** for the first gamer, but the function does not display the correct answer.

Change the function to a **nested IF statement** to make provision for all three conditions above.

An empty cell must be displayed if a gamer is younger than 25, but the discounted amount must be displayed for gamers 25 and older.

Fill the function down to the remaining cells in the column. (6)

4.5 Use a combination of functions in **cell O3** to determine the bonus points allocated to Claudius Abbot.

Bonus points are calculated by using a function to determine the highest score out of the three rounds (column J to column L) and dividing the answer by a number between 5 and 10 that is automatically generated by a function. **HINT:** You may use building blocks. (4)

Save and close the **4GameSpeel** spreadsheet

[20]

QUESTION 5: DATABASE

A database was created about the preferred social media platforms used.

Open the database **5SocialMedia**

5.1 Open **tbl5_1** table in Design View:

5.1.1 Change the field size for the *Surname* field to an appropriate size. (1)

5.1.2 Create an input mask for the *Participant_Code* in the following format:

TWO compulsory digits, followed by

The "&" sign, followed by

TWO capital letters. (4)

5.1.3 Change the data type of the *WIFI* field so that the user can insert a tick if Wifi is available. (1)

5.1.4 Edit the field properties of the *Favourite_Social_Media* field to display the options of the different types of social media listed in the *Social_Media* table in alphabetical order.

Change a property of the field, to prevent the user from adding their own values. (4)

5.1.5 Create a validation rule for the *Hours_per_day* field to match the validation text. (2)

Save and close **tbl5_1**.

5.2 Open the form called **frm5_2** based on the **tblData** table in Design View. Modify the form to display as shown in the example below.

Note:

- How the picture fit the frame,
- The datatype for the field MoneySpent,
- The control button,
- The arrangement of the fields.

(5)

5.3 Open the **qry5_3** query in Design View.

Modify the query to display only the names and surnames of all the females whose first choice of social media is Facebook.

(3)

SocialMedia_1	CountOfSocialMedia_1
Facebook	21
Instagram	13
Pinterest	14
Tiktok	17
Twitter	12
WhatsApp	23

5.4 Create a query called **qry5_4** based on the **tblData**. The query has to display the following results.

(3)

5.5 Open the query **qry5_5** in Design view and do the following:

- Sort the Hours field to display the highest number first.
- Insert a calculated field called *Price2023* to determine the increased price of the packages, by keeping the following in mind:
- Data packages of R150 and more increased by 12%.
- Format the increased price to display in currency.

(6)

5.6 Open the report **rpt5_6** based on the **ReportData** query and modify it as follows:

- Remove the Gender label and field,
- Group the report on SocialMedia_1,
- Insert a function and suitable label to determine the average money spent on data for each type of social media,
- Format the amount to display only 2 decimals.

Save and close the **rpt5_6** report.

(6)

Save and close the **5SocialMedia** database.

[35]

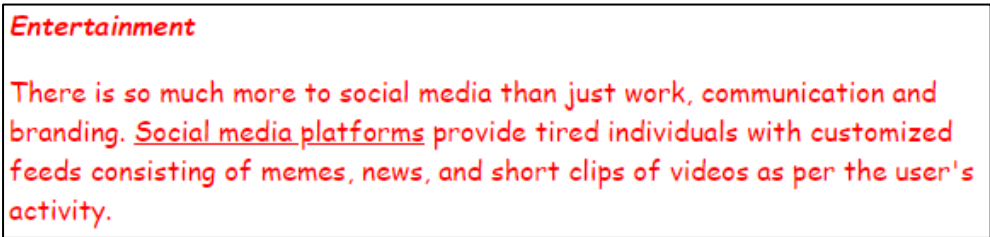
QUESTION 6: WEB DESIGN (HTML)

6.1 Open the incomplete **6_1Media.html** file in a web browser and in a text/HTML editor.

6.1.1 Edit the code so that the text "Social Media" appears in the browser tab. (1)

6.1.2 Locate the text "Importance of Social Media in today's world" in the first paragraph.
Apply a heading style to it that will display the heading in a larger font than the rest of the text. (1)

6.1.3 Locate the subtitle "Entertainment" and the paragraph below it, and edit the paragraph to display as the screenshot below (ignore the border):



NOTE:

- The font is Comic Sans MS
- The font is red.
- The text formatting applied. (5)

6.1.4 Apply numbering to the items below the heading "Benefits of Social Media:" so that they appear as:

Benefits of Social Media

- a. Direct Contact with Target Audience
- b. Increasing Popularity with Ease
- c. Better Traffic
- d. Create a Lasting Image

By Simplilearn

(2)

Open the incomplete **6_2Table.html** file in a web browser and in a text/HTML editor.

Complete the table in the web page to look exactly as shown in the example below.

Social Media Platform		Users
Tik Tok		Teenagers
Facebook		Influencers
LinkedIn		Professionals

NOTE:

- Space between cells is 10 pt.
- The position of the picture.
- Partially sighted or blind users should be assisted when a screen reader reads the text “Social Media and users” aloud. (5)

Save and close the **6_2Table** file.

ONE mark will be allocated for the correct use of **closing tags, nesting and triangular brackets** in both questions. (1)

[15]

QUESTION 7: GENERAL

Global research on social media and information on influencers has been incorporated into documents.

7.1 The document **7GlobalStats** contains statistics about the use of social media.

Open the **7GlobalStats** word processing document and prepare the research by doing the following:

7.1.1 Insert the picture **7GlobalStats** into the **7StatsReport** under the heading ‘Essential digital stats for April 2023’.

Edit the picture according to the instructions in the comment.

Save but do **not** close the document. (3)

7.1.2 Open the **7Info** spreadsheet.

Work on the *Graph* sheet.

- Copy the graph and use Paste Special to paste it as a link at the bottom of the **7GlobalStats** document. (2)

7.1.3 Continue working in **7Info** spreadsheet on the *Name* sheet:

- Apply a named range to A2 to F10.
- Name the range C1. (2)

Save and close **7GlobalStats** and **7Info**.

7.2 Open the database **7Influencers** and do the following:

7.2.1 Use a database feature to **add** the records from the *ADD* sheet in the **7Info** spreadsheet to the *Type* table. **Do not** create a second table. (2)

7.2.2 Open **frmType** to do the following:

- Create a validation rule in the *StartDateBeginDatum* field to enter only dates since the start of 2018. (2)

- Use conditional formatting in the *AmountBedrag* field to compare the values. Display a green bar together with the value to indicate the comparison. (3)

- Calculate the total amount all influencers in the database have earned by inserting an appropriate function and label in the footer of the form. (3)

[17]

GRAND TOTAL: 150