Western Cape Government

Western Cape Education Department
Directorate: Curriculum FET

COMPUTER APPLICATIONS TECHNOLOGY

REVISION BOOKLET

2024 TERM 1

Grade 10

This revision program is designed to assist you in revising the critical content and skills that you have covered during the 1st term. The purpose is to prepare you to understand the key concepts and to provide you with an opportunity to establish the required standard and the application of the knowledge necessary to succeed in the examination.

The revision program covers the following topics:

- System Technologies
  - Concepts of computing
  - Using a computer
  - File management
- Solution Development
  - Microsoft Word

Data Files: Gr 10 CAT Lesson Resource - Revision Term 1: Datafiles | WCED ePortal

THEORY QUESTIONS

System technologies, Social Implications, and Information Management

SHORT QUESTIONS

MATCHING ITEMS

Match the description / explanation in column A with the correct answer in column B.

Column A		Column B	
1.	A weather scientist working for the South African Weather Services, uses this type of computer.	A.	Tablet
2.	A sales representative who drives around visiting customers each day, uses this type of computer.	B.	Supercomputer
3.	A schoolteacher preparing work at home, uses this type of computer.	C.	Server
4.	I scroll up and down a web page like this using my mouse	D.	Desktop
5.	I select an icon on the desktop like this using my mouse	E.	Laptop
6.	I open an application using a desktop icon like this using my mouse	F.	Click the left mouse button once
7.	I move an icon from one side of the desktop to another like this using my mouse	G.	Double-click the left mouse button
8.	.doc	H.	Click and hold the left mouse button while moving the mouse
9.	.xlsx	I.	Roll the scroll button of the mouse backwards and forwards
10.	.zip	J.	Web page
11.	.html	K.	Open Office presentation
		L.	Audio file
		M.	Compressed file
		N.	Microsoft Excel spreadsheet
		O.	Microsoft Word document

(11)

MULTIPLE-CHOICE QUESTIONS

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

1. Which of the following is NOT a file extension used for graphics files?
   A. .bmp
   B. .gif
   C. .toff
   D. .jpeg

(1)

CONTENT BASED QUESTIONS

1. Study the picture of a computer below and answer the questions that follow:



a) Identify and name two input devices.

(2)

b) Is device A an input device or an output device?

(1)

c) What is the function of device B?

(2)

2. Your school has bought a new computer for the administration office. List two economic benefits of having a computer in the office. Explain how the school benefits in each case.

(6)

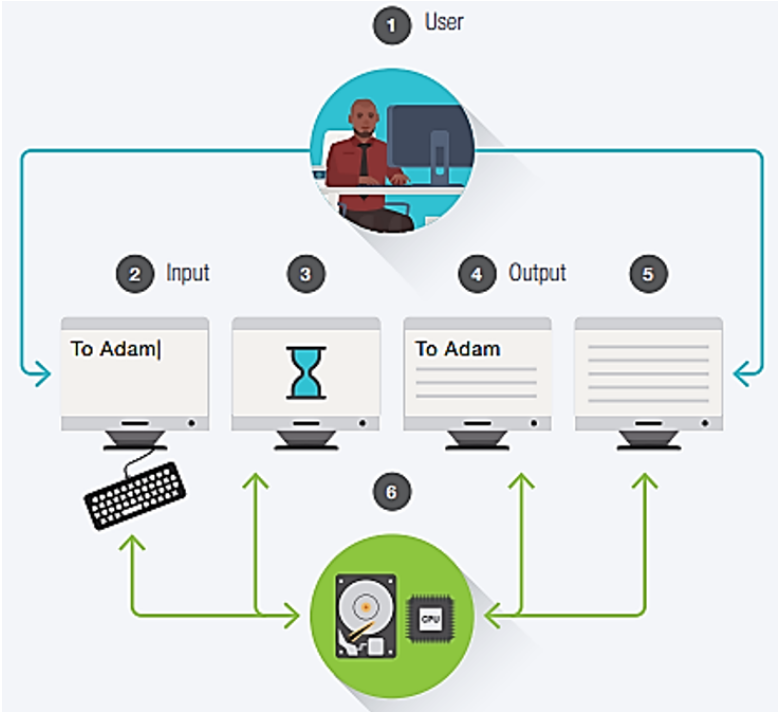
3. a. Define what is meant by an embedded device.

(2)

b. Give an example of an embedded device that will be found in a motor car.

(1)

4. Look at the diagram below and answer the questions that follow:



a) What stage of the information-processing cycle is taking place at 3?

(1)

b) Does stage 6 represent storage or communication? Give a reason for your answer.

(2)

5. Your class teacher ticks off each morning who is present at school. At the end of the term, she determines how many times each learner in the class was absent. This number is included in the learner's term report. Using this scenario, explain the difference between data and information.

(4)

6. When you are working on a computer that is used by more than one person, you will often be asked to enter a username and password soon after the computer has been switched on. Give two reasons why you should never share your password with anybody else.

(2)

7. Answer the following questions about a GUI.

7.1. What does the acronym GUI stand for?

(1)

7.2. What is the main screen of the Windows 10 GUI called?

(1)

7.3. What is the function of an icon?

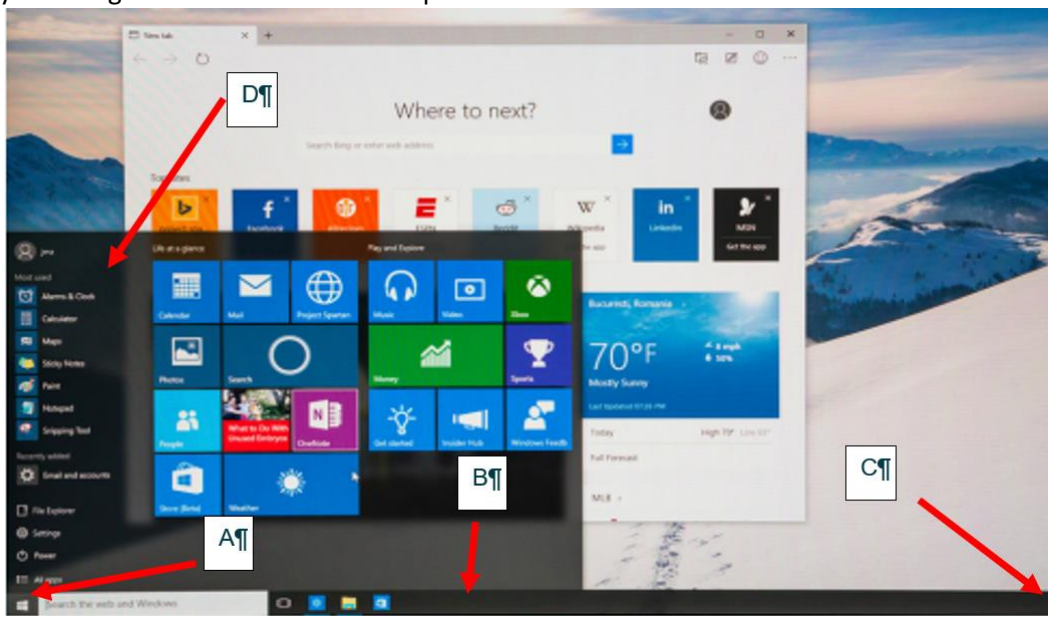
(2)

8. What does the arrow in the bottom left corner of the icon below indicate?



(1)

9. Study the image of a Windows 10 desktop below



9.1. Label the parts of the desktop labelled A, B, C and D.

(4)

10. Study the icon to the right and answer the questions that follow:



10.1. What application can be accessed by double-clicking the above icon?

(1)

10.2. Explain to someone who is NOT familiar with Windows 10 how you would use the application.

(3)

11. Explain the difference between saving and closing a file.

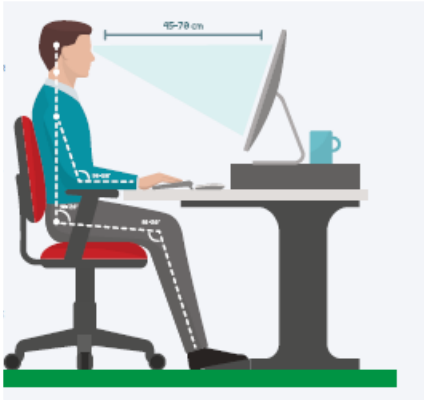
(2)

12. Give four tips to avoid eye strain when using a computer monitor.

(4)

13. Use the image below to guide learners about having good posture when using a computer.

CORRECT SITTING POSTURE



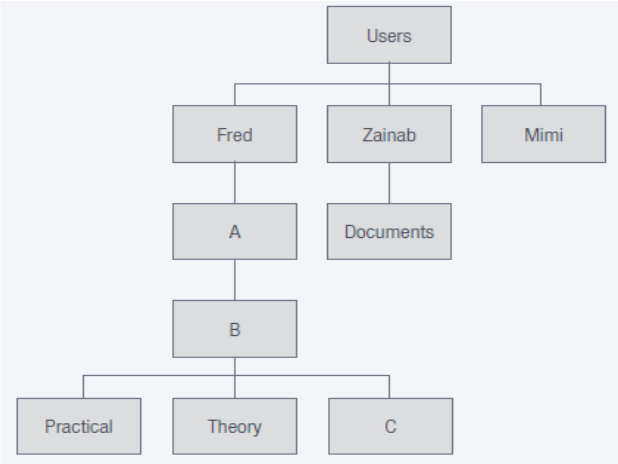
13.1. Mention at least four points that you need to focus on for a correct seating posture

(4)

14. Each time Sipho saves a file, he saves it to the desktop of the computer. His desktop is very cluttered, and he has trouble finding the files that he needs. Advise Sipho on a more effective way to organise his files.

(4)

15. Fred has created a folder called "Grade 10 PAT" on a school computer to save all his PAT files. He checks on the file properties and finds that the location of the folder is c:\users\Fred\documents\Grade 10\Grade 10 PAT. Use the diagram to answer the questions below:



15.1. Write down the folder names of folders A, B and C.

(3)

15.2. How many users have folders on this computer?

(1)

16. Which shortcut key can you use to carry out the following actions?

16.1. Rename a file

(1)

16.2. Copy a folder

(1)

16.3. Paste a document onto the desktop

(1)

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SOLUTION DEVELOPMENT

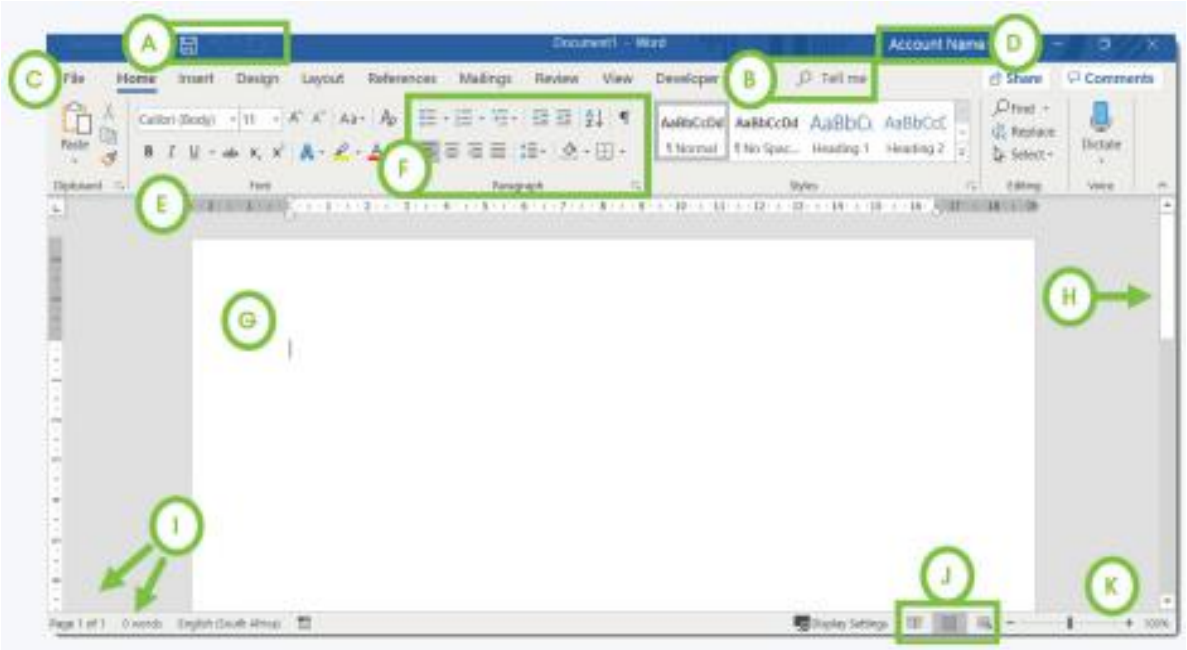
WORD PROCESSING

1. **Revision Activity 1:**

1.1. Word-processing applications have several uses. List any two uses of a word processor.

(2)

1.2. Look at the screenshot below and write down the labels for the following: A, E, H, J, I and K



(6)

1.3. Briefly explain when you would use the Save As option, compared to when you would use the Save option.

(3)

1.4. Copy and fill in the missing information (A to D) in the table below:

(4)

CONCEPT	DESCRIPTION
A:	To return to the normal *Window* view, select this button
Title bar	**B:**
C:	You select this to enlarge a window
Shortcut	**D:**

1.5. Open the RA_1 word-processing document.

1.5.1. Auto Hide the Ribbon.

(1)

1.5.2. Change the title to: "EDRO Robotics Classes in Cape Town".

(1)

1.5.3. Delete the picture at the bottom of the page.

(1)

1.5.4. Type the document word count into the space provided on the RA_1 document.

(2)

1.5.5. Format the heading "WHAT DO YOU LEARN AT EDRO?" as follows:

1.5.5.1. Centre the heading

(1)

1.5.5.2. Change the font of the heading to Forte

(1)

1.5.5.3. Expand the character spacing to 2 pt

(2)

1.5.5.4. Change the font size of the heading to 22 pt

(1)

1.5.6. Change the page size to A4

(1)

1.5.7. Make a copy of this document. Use the Save As option to save a new copy. Name the file: EDRO.

(2)

1.5.8. Preview the document.

(1)

2. **Revision Activity 2:** Open the document 1_InfoBrochure.

2.1. Locate the heading 'Champion High — Walk / Run 2021' at the top of the document and change the font to Arial Black 20 pt.

(2)

2.2. Locate the two images of the school and the runner on page 1 and adjust them to appear as follows:



(3)

2.3. Locate the heading 'Information Brochure' on page 1 and change the style of the heading to the Heading 1 style.

(1)

2.4. Correct Locate the paragraph under the heading 'Information Brochure' and do the following:

2.4.1. Remove the hanging indent from the paragraph.

2.4.2. Change the line spacing to 1.5.

2.4.3. Replace the green highlighting with a light paragraph shading of your choice.

2.4.4. Add a red paragraph border with a width of 2¼ pt.

(4)

2.5. Locate the hyphen in the paragraph under the heading 'Background'. Change the hyphen to an en dash

(1)

2.6. Locate the image and the first paragraph under the heading 'Bring a Bear' and adjust the image and the flow of text around it to appear as follows:

Bring a Bear



We have since then spread our wings (so to speak) and widened our horizons to embrace new and good causes. Two years ago we initiated our *Bring a Bear* scheme whereby participants can donate a teddy bear to the school's Outreach Society: the bears are distributed to places of care, where their sole purpose is to make a child's heart happy. This is a fund raiser with a difference: at the gathering afterwards, participants will have an opportunity to 'bid' for each of the donated bears: COOL ☺

(2)

2.7. Locate the text 'High for our ... 4" high!' under the heading 'Bring a Bear' and change it to appear as follows:

High ✋ for our Bring a Bear thermometer which is already 4' high!

Do the following:

Insert the 'high five' symbol (Wingdings 2, character code 78) as shown.

Replace the double smart quotation mark with a single straight quotation mark.

(2)

2.8. Locate the first paragraph under the heading 'Health Benefits' and do the following:

2.8.1. Replace the dashed underline under the word 'make' with a double underline.

2.8.2. Locate and correct the three spacing errors.

(3)

2.9. Locate the two shapes under the heading 'First Aid' and adjust them to be displayed as follows:

Group the shapes so that the whole graphic acts as a single unit.



(2)

3. **<u>Revision Activity 3:</u>** Open the document 2_Signup.

3.1. Set the top margin to 2 cm.

(1)

3.2. Locate the heading 'Walk / Run 2021 – Entry Form' at the top of the document. Format the heading with a Small caps font effect.

(2)

3.3. Locate the text 'Cut here' under the SmartArt diagram. Use an existing tab setting to add a dotted line that extends to the right margin as follows:

Cut here .....

(1)

ANSWERS AND SOLUTIONS: Theory

Short questions

1. B. Supercomputer
2. A. Tablet
   D. Desktop
3. D. Desktop
   E. Laptop
4. I. Roll the scroll button of the mouse backwards and forwards
5. F. Click the left mouse button once
6. G. Double-click the left mouse button
7. H. Click and hold the left mouse button while moving the mouse
8. O. Microsoft Word document
9. N. Microsoft Excel spreadsheet
10. M. Compressed file
11. J. A. Web page

[11]

Multiple-Choice Questions

1. C. .toff

(1)

Content based questions:

1(a)	Note: 2 marks implies that 2 points must be provided in the answer Mouse, keyboard Also accept touch screen.	2
1(b)	Output device	1
1(c)	Device B is a monitor/touch screen. It displays video and text so that a user can interact with the computer	2
2	This is an example of a scenario-based question. Learners must give answers that fit into the scenario (school office). All the economic benefits mentioned in the textbook might not be of relevance in this specific scenario. The number of marks imply that for each benefit two examples should be given. Benefits: Any two (1 x 2 = 2) Examples: Two examples per benefit (2 x 2 = 4) Saving paper - notices can be sent to parents using email/WhatsApp; reports can be sent electronically etc. Increased communication speed with reduced costs - email/WhatsApp is much faster than posting letters; cheaper to use bulk SMS rather than posting letters. Efficiency - important documents can be stored electronically; marks can be captured on a database; parent records can be stored electronically and be easily retrieved. Accuracy - word processors have built-in spell checkers so communications with parents are free of errors; budgets and expenditure can be done using a spreadsheet rather than doing manual calculations.	6
3(a)	Answer: An embedded device is a computing device/system that usually has a single purpose.	2
3(b)	Any one of: Engine management; Air bag control system; ABS braking system etc.	1

4(a)	Processing	1
4(b)	Storage: The picture shows a storage device. The arrows show that data is moving to and from the device.	2
5	The ticks on the class list/attendance register represent data as these are unprocessed facts. The days absent on the report represent information as this was obtained by adding up (processing) the number of days absent	4
6	Other people could access your files and tamper with them. Other people could use the computer to carry out illegal/undesirable activities in your name, e.g. sending a rude email.	2
7.1	Graphical user interface	1
7.2	Desktop	1
7.3	Icons are used to access applications, folders or files without having to go through the Start Menu.	2
8	The icon is a shortcut	1
9.1	A: Start button	1
	B: Task bar	1
	C: Notification tray	1
	D: Start menu	1
10.1	The recycle bin.	1
10.2	Items such as files or folders that have been deleted are stored temporarily in the recycle bin. If they were deleted in error, they can be restored to their original location from the recycle bin.	3
11	When you save a file, the file is updated on the medium where it is stored, but the file remains open **OR** When you close a file, the file is no longer open but the application, e.g. Word, stays open.	2
12	Place the monitor at eye level. Tilt the screen at an angle to avoid glare Take regular breaks by getting up or looking into the distance Don't sit with the monitor facing a window or light source	4
13.1	Sit up straight with your back perpendicular to the ground. Your forearms should be at the same height as your mouse and keyboard. Your feet should be placed firmly on the ground or on a footrest. The back of your chair, height of your chair and height of your armrests should be adjusted to support your body in this position. The monitor should be positioned at eye level and roughly 50 cm away from you. You may need to place something under the monitor to increase its height. The monitor should be tilted upwards to reduce glare. You should stand-up and take regular breaks.	4
14	Sipho should create folders with meaningful names (that suggest what type of file is stored in them). The files on the desktop should be copied into appropriate folders and then deleted from the desktop.	4
15.1	A. Documents	1
	B. Grade 10	1
	C. Grade 10 PAT	1
15.2	Three	1
16.1	Function key F2	1

16.2 Ctrl+C 1

16.3 Ctrl+V 1

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ANSWERS AND SOLUTIONS: Solution Development

Practical: Word

1. Revision Activity 1:

1.1. Any TWO: -Word processors can be used to **create**, **edit**, **format** and **print** documents.

(2)

1.2.

A. Save	E. Ruler
H. Scroll bar	I. Page and word count
J. Document views	K. Zoom control

(6)

1.3. The Save As option is used when:

- Saving in a different location (folder or drive)
- Adding a password
- Saving as a different type of file

(3)

1.4. A. Restores

B. The title bar is found at the top of the window and the name of the open file can be seen there

C. Maximise

D. You use shortcuts to find folders, files or programs quickly.

(4)

1.5. **Practical question:** Open the RA_1 word-processing document.

No.	Criteria	Mark
1.5.1	• Ribbon has been hidden ✓ This would not normally be asked in a practical test or examination as it cannot be marked once the learner has logged off the computer	1
1.5.2	• Title changed to "EDRO Robotics Classes in Cape Town" ✓ Including the full text in the marking guideline makes the question much easier to mark. The expectation in the NSC examination is that learners should answer the question exactly as asked. Any change to the heading would not score any marks	1
1.5.3	• Picture deleted from bottom of page. ✓	1
1.5.4	• Word count = 416 ✓ • Entered in space provided. ✓ The word count can be read from the status bar. The answer might be different if b. was answered incorrectly	1 1
1.5.5	1.5.5.1 Heading centered ✓ 1.5.5.2 Font type changed to Forte ✓ 1.5.5.3 Character spacing expanded ✓ to 2 pt ✓ 1.5.5.4 Font size changed to 22 pt ✓	1 1 2 1
1.5.6	• Page size: A4 ✓	1
1.5.7	• File EDRO created ✓ Original file still in folder ✓	1
1.5.8	• Document closed ✓	1

	This would not normally be asked in a practical test or examination as it cannot be marked once the learner has logged off the computer	

2. Revision Activity 2:

No.	Criteria	Mark
2.1	• Font = Arial Black ✓ 20 pt ✓	2
2.2	• Runner in front of school ✓ • Border removed from runner ✓ • Runner flipped horizontally (runs to the right) ✓	1 1 1
2.3	• All Changed style to Heading 1 style ✓	1
2.4	2.4.1 Removed hanging indent ✓ 2.4.2 Line spacing = 1.5 ✓ 2.4.3 Green highlighting removed ✓ *[Click dropdown on Text Highlight Colour (in Font group) to confirm 'No Colour']* Applied paragraph shading *[Accept any colour]* ✓ 2.4.4 Paragraph border: Applied ✓ Width = 2¼ pt ✓ **&** Colour = red ✓	1 1 1 1 1 2
2.5	• Changed to en dash ✓	2
2.6	• Changed text wrapping of image to Square or Tight ✓ • Moved image against right margin, as shown: ✓	1 1
2.7	• Inserted symbol Wingdings 2, character code 78 ( ) as shown ✓ • Removed double smart quotation mark after 4 ✓ • Inserted single straight quotation mark in its place ✓	1 1 1
2.8	2.8.1 Replaced dashed underline (under 'make') with double underline ✓ 2.8.2 Corrected THREE spacing errors: ✓✓ *[Mark negatively: Max 2, minus 1 for each error NOT corrected]*	1 2
2.9	• White cross shape rotated as shown ✓ • Shapes grouped ✓ *[Check by moving grouped shape: must act as one object]*	1 1

3. Revision Activity 3:

No.	Criteria	Mark
3.1	• Top margin = 2 cm ✓	1
3.2	• Formatted with Smallcaps font effect ✓ • Changed paragraph 'After' spacing to 12 pt ✓	1 1
3.3	• Added dotted leader (Leader # 2) to existing tab at 17 cm ✓.	1