

# SMARTWIZ

## GRADE11 COMPUTER APPLICATIONS TECHNOLOGY (CAT) EXAM

MARKS: 100

MARKS	

TIME: 2 HOURS

SCHOOL \_\_\_\_\_

CLASS (eg. 4A) \_\_\_\_\_

SURNAME \_\_\_\_\_

NAME \_\_\_\_\_

### Instructions for Learners:

- Read all instructions carefully before you begin the exam.
- Write your full name and student number clearly on the answer sheet/book.
- Answer all questions unless otherwise instructed.
- Show all your work/calculations where necessary.
- Write neatly and clearly.
- Use only a blue or black pen. Do not use correction fluid or tape.
- Electronic devices (calculators, cell phones, etc.) are not allowed unless explicitly permitted.
- Raise your hand if you have any questions.
- Do not talk to other learners during the exam.
- Any form of cheating will result in immediate disqualification from the exam.

**This exam consists of five pages, including the cover page.**

## SECTION A: MULTIPLE CHOICE QUESTIONS (20 marks)

Choose the correct answer and write the letter next to the question number.

1.1 Which of the following is NOT an input device?

- A) Keyboard
- B) Monitor
- C) Scanner
- D) Mouse

\_\_\_\_\_ (1)

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1.2 What is the primary function of an Operating System?

- A) To browse the internet
- B) To manage computer resources
- C) To write documents
- D) To play music

\_\_\_\_\_ (1)

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1.3 Which software would you use to create a presentation?

- A) Excel
- B) PowerPoint
- C) Access
- D) Word

\_\_\_\_\_ (1)

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1.4 In spreadsheet software, which formula adds numbers in cells A1 to A5?

- A) =SUM(A1:A5)
- B) =ADD(A1;A5)
- C) =TOTAL(A1-A5)
- D) =SUMM(A1,A5)

\_\_\_\_\_ (1)

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1.5 What does URL stand for?

- A) Uniform Resource Locator
- B) Universal Resource Link
- C) Uniform Readable Language
- D) Universal Registered Link

\_\_\_\_\_ (1)

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1.6 Which of the following is an example of cloud storage?

- A) Google Drive
- B) Flash Drive
- C) External Hard Disk
- D) DVD

\_\_\_\_\_ (1)

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1.7 What is a firewall used for?

- A) To block unauthorized access to a network
- B) To store data securely
- C) To speed up the computer
- D) To clean viruses

\_\_\_\_\_ (1)

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1.8 What is the shortcut for copying selected data on a Windows computer?

- A) Ctrl + V
- B) Ctrl + X
- C) Ctrl + C
- D) Ctrl + P

\_\_\_\_\_ (1)

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1.9 Which file format is commonly used for images on the web?

- A) .docx
- B) .jpg
- C) .xls
- D) .mp3

\_\_\_\_\_ (1)

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1.10 What does HTTP stand for in web addresses?

- A) HyperText Transfer Protocol
- B) Hyperlink Text Transport Program
- C) Hyper Terminal Transfer Process
- D) Hyper Transfer Text Program

\_\_\_\_\_ (1)

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## **SECTION B: MATCHING QUESTIONS (20 marks)**

Match the items in COLUMN A with the correct descriptions in COLUMN B. Write the letter of the correct match next to the question number.

COLUMN A	COLUMN B
2.1 RAM	A) Software that helps protect your computer from viruses
2.2 Antivirus software	B) Permanent storage device
2.3 Hard Drive	C) Temporary memory used for running programs
2.4 Backup	D) Copy of data to prevent loss
2.5 Spreadsheet software	E) Program used to organise data in rows and columns

2.1 \_\_\_\_

2.2 \_\_\_\_

2.3 \_\_\_\_

2.4 \_\_\_\_

2.5 \_\_\_\_

## SECTION C: LONG QUESTIONS (60 marks)

### QUESTION 3

3.1 Define *Software* and *Hardware*. Provide TWO examples of each.

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(6)

3.2 Explain the difference between *data* and *information*. Why is this distinction important?

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(6)

3.3 Describe THREE advantages of using email for communication.

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(6)

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3.4 What is a *database*? Explain TWO advantages of using databases over paper records.

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(6)

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3.5 Describe the steps you would take to create a *secure password*. Why is it important to use secure passwords?

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(6)

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3.6 Explain the purpose of the following spreadsheet functions:

- SUM
- AVERAGE
- IF

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(6)

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3.7 Discuss THREE common types of cybercrime and how individuals can protect themselves from each.

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(6)

3.8 What is *software licensing*? Explain why software piracy is illegal and harmful.

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(6)

3.9 Describe FOUR features of a word processing program and how each feature assists users.

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(6)

3.10 Explain the difference between *hardware* and *software* maintenance. Give examples of each.

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(6)

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**END OF EXAM**

**TOTAL : 100**

## MEMO

### SECTION A: MULTIPLE CHOICE QUESTIONS (20 marks)

- 1.1 B) Monitor
  - 1.2 B) To manage computer resources
  - 1.3 B) PowerPoint
  - 1.4 A) =SUM(A1:A5)
  - 1.5 A) Uniform Resource Locator
  - 1.6 A) Google Drive
  - 1.7 A) To block unauthorized access to a network
  - 1.8 C) Ctrl + C
  - 1.9 B) .jpg
  - 1.10 A) HyperText Transfer Protocol
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### SECTION B: MATCHING QUESTIONS (20 marks)

- 2.1 C) Temporary memory used for running programs
  - 2.2 A) Software that helps protect your computer from viruses
  - 2.3 B) Permanent storage device
  - 2.4 D) Copy of data to prevent loss
  - 2.5 E) Program used to organise data in rows and columns
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### SECTION C: LONG QUESTIONS (60 marks)

**3.1 Software:** Programs and operating systems used by a computer.

**Examples:** Microsoft Word, Windows OS

**Hardware:** Physical components of a computer.

**Examples:** Keyboard, Monitor

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**3.2 Data:** Raw facts and figures without context.

**Information:** Processed data that is meaningful.

**Importance:** Information helps decision-making; data alone can be meaningless.

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**3.3 Advantages of email:**

- Fast communication
- Cost-effective
- Can send attachments

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**3.4 Database:** Organized collection of data.

**Advantages:**

- Easy to search and retrieve data
  - Data integrity and reduced redundancy
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**3.5 Creating a secure password:**

- Use a mix of uppercase, lowercase, numbers, symbols
- Avoid personal information
- Make it at least 8 characters long

**Importance:** Prevents unauthorized access and protects personal information.

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**3.6 Spreadsheet functions:**

- SUM: Adds values in a range
  - AVERAGE: Calculates mean of numbers
  - IF: Performs conditional logic (if this then that)
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**3.7 Cybercrimes and protection:**

- Phishing: Don't click suspicious links, verify senders
  - Hacking: Use strong passwords, update software
  - Identity theft: Protect personal info, use secure networks
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**3.8 Software licensing:** Legal permission to use software.

**Piracy:** Illegal copying/use of software; harms developers and reduces revenue.

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**3.9 Word processing features:**

- Spell check: Helps correct spelling errors
  - Formatting tools: Change font, size, colour for clarity
  - Templates: Provide ready-made document layouts
  - Track changes: Allows reviewing and editing of documents
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**3.10 Hardware maintenance:** Physical cleaning, replacing parts.

**Software maintenance:** Updating, patching software to fix bugs and improve performance.

**TOTAL : 100**

