

SMARTWIZ

GRADE 12 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 dishonesty will result in immediate disqualification from the exam.

This exam consists of Five pages, including the cover page.

SECTION A: Multiple Choice ($20 \times 1 = 20$ marks)

Choose the correct letter (A–D) and write it on the line provided.

- What does PDF stand for?
A. Private Document Format
B. Public Document File
C. Portable Document Format
D. Processed Data Form

Answer: _____

- Which of the following is an **output** device?
A. Scanner
B. Mouse
C. Monitor
D. Keyboard

Answer: _____

- Which software would be used to create a database?
A. Excel
B. Access
C. PowerPoint
D. Word

Answer: _____

- Which option describes **Open Source Software**?
A. You pay monthly for updates
B. It's free and modifiable
C. Sold with copyright only
D. Needs internet to function

Answer: _____

- Which of the following is a **Boolean data type**?
A. 55.2
B. True
C. John
D. 1998

Answer: _____

- A gigabyte (GB) is approximately:
A. 100 kilobytes
B. 1 000 000 bytes
C. 1 000 megabytes
D. 1 000 terabytes

Answer: _____

- What is the **main purpose of a router**?
A. To store files
B. To connect devices to a network
C. To display graphics
D. To edit documents

Answer: _____

- A **macro** in Excel is used to:
A. Sort data

- B. Enter text
- C. Record and automate tasks
- D. Draw charts

Answer: _____

9. Which is an **example of a strong password**?

- A. 123456
- B. catdog
- C. Pa\$\$w0rd!23
- D. username

Answer: _____

10. What is the purpose of an **ISP**?

- A. Runs your operating system
- B. Provides internet access
- C. Controls viruses
- D. Encrypts files

Answer: _____

(10 more multiple choice questions follow...)



SECTION B: Short Answer Questions (30 marks)

Write complete answers. Marks are indicated per question.

1. (4 marks) Define the term **phishing** and give two ways to identify a phishing email.

Answer:

2. (6 marks) Compare **RAM** and **ROM** in terms of:

- Volatility
- Purpose
- Data storage

Answer:

3. (4 marks) State two reasons why people use cloud storage.

Answer:

- _____
- _____

4. (6 marks) Briefly explain the term **data validation** and provide an example of it in use in Excel.

Answer:

5. (5 marks) List **three ways to protect a computer from malware**, and explain one.

Answer:

- _____
- _____
- _____

Explanation:

6. (5 marks) Describe how a database helps an organization to manage information efficiently.

Answer:

SECTION C: Visual Interpretation Question (10 marks)

 Study the image below and answer the questions that follow:



Questions:

1. (2 marks) Identify **two input devices** shown in the image.

Answer:

- _____
- _____

2. (2 marks) Name **one output device** and **one storage device** in the image.

Answer:

- Output: _____
- Storage: _____

3. (2 marks) What is the function of the **router** in the image?

Answer:

4. (4 marks) Explain how a user could transfer files from the computer to the external drive.

Answer:

■ SECTION D: Ethics and Cybersecurity (15 marks)

1. (5 marks) Define **cyberbullying** and explain one way it can affect learners.

Answer:

2. (5 marks) Discuss the **importance of digital citizenship** for high school learners.

Answer:

3. (5 marks) Name **three ways** to ensure **ethical use of school computers**.

Answer:

- _____
- _____
- _____

TOTAL: 100 MARKS



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✓ SECTION A: Multiple Choice ($20 \times 1 = 20$ marks)

1. C – Portable Document Format
2. C – Monitor
3. B – Access
4. B – It's free and modifiable
5. B – True
6. C – 1 000 megabytes
7. B – To connect devices to a network
8. C – Record and automate tasks
9. C – Pa\$\$w0rd!23
10. B – Provides internet access

(Continue with 10 more MCQs if included – award 1 mark each)

Total: 20 marks

✓ SECTION B: Short Answer Questions (30 marks)

Award full marks for complete, relevant, and accurate responses. Use partial marking where appropriate.

1. **Phishing:** A cybercrime where fake emails are used to trick users into revealing personal info.
 - Look for suspicious email addresses.
 - Check for urgent requests or poor grammar.

[4 marks]
2. **RAM vs ROM:**
 - RAM: Volatile, temporary memory, used to store data being used currently.
 - ROM: Non-volatile, permanent memory, stores firmware or BIOS.

[6 marks]
3. **Two reasons for cloud storage:**
 - Accessible from anywhere
 - Reduces local storage needs

[4 marks]
4. **Data validation:** A feature in Excel used to control the type of data entered into a cell.
Example: Allowing only whole numbers from 1 to 10.
[6 marks]
- 5.

- Use antivirus software
- Avoid unknown email attachments
- Keep software updated

Explanation example: Antivirus scans and removes malicious files before they cause damage.
[5 marks]

6. **Database advantages:**

- Allows for structured storage of information
- Enables fast searching and sorting
- Prevents duplication through key fields

[5 marks]

✓ SECTION C: Visual Interpretation (10 marks)

1. **Two input devices:**

- Keyboard
- Mouse

[2 marks]

2. **One output device:** Monitor or printer

One storage device: External hard drive or USB

[2 marks]

3. **Router function:**

Connects the computer to the internet or network; routes data between devices.

[2 marks]

4. **File transfer process:**

Use File Explorer to locate the file, then copy/paste or drag the file into the external drive icon shown on screen.

[4 marks]

✓ SECTION D: Ethics and Cybersecurity (15 marks)

1. **Cyberbullying:** Using digital platforms to harass or threaten others.

Effect: Causes emotional stress, anxiety, poor school performance.

[5 marks]

2. **Digital citizenship:** Refers to responsible use of technology.

Importance: Helps learners respect others online, protect privacy, and use resources wisely.

[5 marks]

3. **Ethical use examples:**

- Don't plagiarize assignments

- Don't install unauthorized software
 - Use resources for educational purposes only
- [5 marks]**
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✓ **TOTAL: 100 MARKS**

