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Province of the

**EASTERN CAPE**

EDUCATION

**NATIONAL**

**SENIOR CERTIFICATE**

**GRADE 11**

**NOVEMBER 2010**

|  |
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| **COMPUTER APPLICATIONS TECHNOLOGY – PAPER 2** |

**MARKS: 150**

**TIME: 3 hours**

|  |
| --- |
| This question paper consists of 16 pages. |

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| --- | --- |
| **INSTRUCTIONS AND INFORMATION** | |
|  | |
| 1. | This question paper consists of SECTIONS A and B. |
|  |  |
| 2. | Answer ALL the questions. |
|  |  |
| 3. | Read ALL the questions carefully. |
|  |  |
| 4. | Number the answers correctly, according to the numbering system used in this question paper. |
|  |  |
| 5. | Start each question on a NEW page. |
|  |  |
| 6. | Write neatly and legibly. |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION A** | | |  |
|  | | |  |
| **QUESTION 1** | | |  |
|  | | |  |
| Identify the correct answer for each question. Write only the letter of the answer next to the question number for example: 1.11 E. | | |  |
|  |  | |  |
| 1.1 | An interactive dialogue that helps you to complete a task by asking a number of questions, then performing the task in response to your answers, is called  a … | |  |
|  |  |  |  |
|  | A | Tutorial |  |
|  | B | Hyperlink |  |
|  | C | Wizard |  |
|  | D | FAQ | (1) |
|  |  |  |  |
| 1.2 | A term used to describe the writing of data to a CD or DVD is called … | |  |
|  |  |  |  |
|  | A | defrag. |  |
|  | B | copy. |  |
|  | C | scan. |  |
|  | D | burn. | (1) |
|  |  |  |  |
| 1.3 | Which ONE of the following does not logically belong with the others? | |  |
|  |  |  |  |
|  | A | Google |  |
|  | B | Wikipedia |  |
|  | C | MWEB |  |
|  | D | Aardvark | (1) |
|  |  |  |  |
| 1.4 | Which ONE of the following cannot be classified as a storage device? | |  |
|  |  |  |  |
|  | A | Flash drive |  |
|  | B | Memory card |  |
|  | C | CPU |  |
|  | D | Hard drive | (1) |
|  |  |  |  |
| 1.5 | Which ONE of the following is the correct search string to find all the Word files? | |  |
|  |  |  |  |
|  | A | ?.doc |  |
|  | B | \*.\* |  |
|  | C | ??????.dot |  |
|  | D | \*.doc | (1) |

|  |  |  |  |
| --- | --- | --- | --- |
| 1.6 | Which ONE of the following applications would you use to open a file with a pdf extension? | |  |
|  |  |  |  |
|  | A | Delphi |  |
|  | B | Pastel |  |
|  | C | Adobe Reader |  |
|  | D | Microsoft Access | (1) |
|  |  |  |  |
| 1.7 | Which ONE of the following is a computer that is usually sold with a special pen to write on the screen? | |  |
|  |  |  |  |
|  | A | Laptop |  |
|  | B | Tablet |  |
|  | C | Embedded Computer |  |
|  | D | Notebook | (1) |
|  |  |  |  |
| 1.8 | Which ONE of the following can be used to link computers together in a network? | |  |
|  |  |  |  |
|  | A | Switch |  |
|  | B | Workstation |  |
|  | C | Server |  |
|  | D | CPU | (1) |
|  |  |  |  |
| 1.9 | The most appropriate type of chart to show the trend of the price of petrol over a specific period is a … | |  |
|  |  |  |  |
|  | A | bar chart. |  |
|  | B | line chart. |  |
|  | C | column chart. |  |
|  | D | pie chart. | (1) |
|  |  |  |  |
| 1.10 | The shortcut key to insert a page break is … | |  |
|  |  |  |  |
|  | A | Ctrl + Enter. |  |
|  | B | Shift + B. |  |
|  | C | Shift + Enter. |  |
|  | D | Ctrl + End. | (1) |
|  |  |  | **[10]** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **QUESTION 2** | | | | |  |
|  |  |  | | |  |
| Match the most appropriate terms/concepts in COLUMN B with each of the descriptions in COLUMN A. Write only the question number and the letter of your choice, for example: 2.11 P. | | | | |  |
|  |  | |  | |  |
|  | **COLUMN A** | | **COLUMN B** | |  |
| 2.1 | Brings an abbreviated context sensitive menu into operation. | | A | Cookies |  |
| 2.2 | A criminal process of attempting to acquire personal details such as passwords by pretending to be a trustworthy entity. | | B | Facebook |  |
| 2.3 | A small text file generated by a website and stored on your computer’s hard disk for later use by the website. | | C | #VALUE! |  |
| 2.4 | A pattern that can be used to design documents e.g. fax forms. | | D | Record |  |
| 2.5 | An example of a social networking site. | | E | Double click |  |
| 2.6 | An e-mail address of somebody living in America. | | F | Backup |  |
| 2.7 | Underlined text on a web page which redirects you to another web page or resource. | | G | Template |  |
| 2.8 | An error message in Excel which indicates that a formula refers to a cell where the data type cannot be used in a calculation. | | H | heinie@america.co.za |  |
| 2.9 | A collection of fields in Access that includes all the particulars of a specific person. | | I | Defrag |  |
| 2.10 | A copy of a file stored in another place. | | J | Hyperlink |  |
|  |  | | K | Table |  |
|  |  | | L | #REF! |  |
|  |  | | M | Phishing |  |
|  |  | | N | Storage |  |
|  |  | | O | Amazon |  |
|  |  | | P | Right click |  |
|  |  | | Q | ISP |  |
|  |  | | R | heinie@compu.co.us | **[10]** |
|  |  | |  |  |  |
|  | **TOTAL SECTION A:** | | | | **20** |

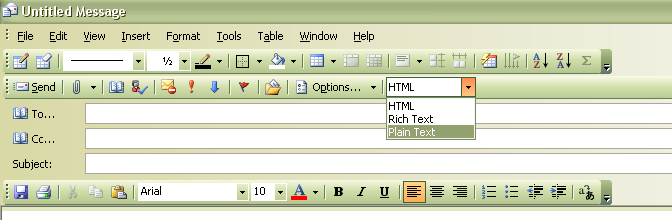
|  |  |  |
| --- | --- | --- |
| **SECTION B** | |  |
|  | |  |
| **SCENARIO** | |  |
|  |  |  |
| Parents of the school complained to the principal that they find it difficult to purchase the required school and sports clothes because the local suppliers are constantly out of stock on peak times. Unnecessary high prices are also charged. The Governing Body of the school has therefore decided to approach the Parent Teacher Association of the school to start a clothing shop, Dress4Less. This shop will be open for business during break times as well as in the afternoons.  The PTA requested a computer to help them with the administration of Dress4Less. The Governing Body decided to allow them to use one of the computers that were used by the learners in the CAT classes. None of the parents have the required knowledge of computers and they therefore need help. Your mother is on the PTA and has offered your services, with the administrative work, since you have CAT as a subject. You will have to:   * give advice on setting up the required computer hardware and selecting suitable computer software to use, * advise them on how networks and connecting to the Internet can make their task easier, and * give general support on all computer-related issues. | |  |
|  |  |  |
|  |  |  |
| **QUESTION 3** | |  |
|  |  |  |
| After studying the quotations you got from different suppliers, the Governing Body decided to buy an additional desktop computer with the following specifications: | |  |
|  |  |  |
| Intel® Core 2 Duo P7350 processor 2.00 GHz  1 GB DDR2-667 184 pin RAM  160 GB SATA II 7200 rpm Hard Drive Super multi DVD Writer  15.6" WXGA DiamondView display  ATI HD3430 Graphics with 256MB dedicated video RAM  Integrated webcam  Memory card reader and Bluetooth  Cordless Keyboard and Mouse  Windows 2007  1 Year collect, repair and return warranty | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mr Smith, the manager of the shop, needs you to explain a few of the hardware specifications to him: | | | | |  |
|  |  | | | |  |
| 3.1 | The following specifications are listed regarding the memory and storage capacity of the computer:  *1 GB DDR2-667 184 pin RAM*  *160 GB SATA II 7200 rpm Hard Drive* | | | |  |
|  |  | | | |  |
|  | Copy the following table to your answer book and complete it by supplying the capacity of the storage and memory, and by distinguishing between the two. | | | | (4) |
|  |  | | | |  |
|  |  | | MEMORY | STORAGE |  |
|  | Capacity | |  |  |  |
|  | Difference | |  |  |  |
|  |  | |  |  |  |
| 3.2. | Mention is made of a cordless keyboard and mouse. | | | |  |
|  |  | | | |  |
|  | 3.2.1 | Name TWO commonly used methods of connecting devices cordlessly. | | | (2) |
|  |  |  | | |  |
|  | 3.2.2 | Compare these two methods with regard to: | | |  |
|  |  |  | | |  |
|  |  | * Range of pick-up and | | |  |
|  |  | * Line of sight | | | (4) |
|  |  |  | | |  |
|  | 3.2.3 | Name ONE advantage and ONE disadvantage of wireless connections. | | | (2) |
|  |  |  | | |  |
| 3.3 | Mr Smith would like to know why no mention is made of a stiffy drive. | | | |  |
|  |  |  | | |  |
|  | 3.3.1 | Supply TWO reasons why stiffies have been replaced with other portable storage devices. | | | (2) |
|  |  |  | | |  |
|  | 3.3.2 | Taking the specifications above into consideration, could a CD also be used in this computer? Motivate your answer. | | | (1) |
|  |  |  | | |  |
|  | 3.3.3 | Give ONE important difference between a DVD and a CD. | | | (1) |
|  |  |  | | |  |
| 3.4 | Dress4Less will also need a printer. They cannot decide whether to buy a laser or an inkjet printer. | | | |  |
|  |  |  | | |  |
|  | 3.4.1 | Compare inkjet and laser printers in terms of cost to purchase and cost to run. | | | (2) |
|  |  |  | | |  |
|  | 3.4.2 | Give ONE scenario where a laser printer would be more appropriate to use in Dress4Less. | | | (1) |
|  |  |  | | |  |
|  | 3.4.3 | Give ONE scenario where an inkjet printer would be more appropriate to use in Dress4Less. | | | (1) |

|  |  |  |  |
| --- | --- | --- | --- |
| 3.5 | While discussing the software that Dress4Less requires, you mentioned that the school already has a copy of Microsoft Office, and that it can be loaded onto this computer as well, depending on the type of license agreement the school has. | |  |
|  |  |  |  |
|  | 3.5.1 | Mr Smith wants to know why it depends on the license agreement if the school owns the program, as they have purchased it. Explain this to him. | (1) |
|  |  |  |  |
|  | 3.5.2 | What type of license agreement must the school have to be able to load it onto this computer as well? | (1) |
|  |  |  |  |
| 3.6 | Apart from the Operating System and Application Software that they need, Mr Smith also heard a friend referring to utility software. | |  |
|  |  |  |  |
|  | Explain to him what utility software is and give ONE example of utility software. | | (2) |
|  |  |  |  |
| 3.7 | Mr Smith bought a computer, without any software, for his son. When he complained to you about the high price of software, you mentioned the option of using Open Source Software or Shareware as an alternative. | |  |
|  |  |  |  |
|  | 3.7.1 | Distinguish between Open Source Software and Shareware. | (2) |
|  |  |  |  |
|  | 3.7.2 | Name TWO disadvantages of using Shareware. | (2) |
|  |  |  |  |
|  | 3.7.3 | Name ONE example of an Open Source operating system and ONE example of an Open Source application program. | (2) |
|  |  |  |  |
| 3.8 | Mr Smith noticed that certain system requirements were listed on the packaging of the software program that he bought for his son. | |  |
|  |  |  |  |
|  | Give TWO examples of these system requirements. | | (2) |
|  |  |  | **[32]** |

|  |  |  |  |
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| **QUESTION 4** | | |  |
|  |  |  |  |
| As a result of the many advantages of the internet (e.g. Internet banking, communicating with manufacturers and clients, buying/ordering of stock, etc.) the PTA committee decided to get connected to the Internet.  They have a limited knowledge of computers and you therefore have a lot of explaining and teaching to do. | | |  |
| 4.1 | Mr Smith was very confused because you corrected him, when he referred to Internet Explorer and Google as if it is just two names for the same thing! | |  |
|  |  |  |  |
|  | Explain the difference between a web browser and a search engine to him. | | (2) |
|  |  |  |  |
| 4.2 | Mr Smith’s son, James is busy with a project on reptiles for the subject Life Sciences and he found some very interesting information on a website about a week ago. He wants to visit the website again but he cannot remember the website address. He asked you for help. | |  |
|  |  |  |  |
|  | 4.2.1 | Explain to him how he could find the website he previously accessed without having to start searching all over again. | (1) |
|  |  |  |  |
|  | 4.2.2 | Give one way (except the one mentioned in QUESTION 4.2.1) in which he can access the website quicker in future without having to type in the web address. | (1) |
|  |  |  |  |
| 4.3 | Mr Smith discovered the “Refresh” button on the Internet toolbar. You explained to him that this button will reload the current web page that is being viewed. | |  |
|  |  |  |  |
|  | Explain to him why this would be necessary. | | (2) |
|  |  |  |  |
| 4.4 | Up to now, Dress4Less used letters, faxes and telephone calls as a means of communication. You recommended that they use e-mail, now that they are connected to the Internet. | |  |
|  |  | |  |
|  | Name THREE advantages of e-mail compared to conventional mail to try and convince them. | | (3) |

|  |  |  |
| --- | --- | --- |
| 4.5 | Mr Smith is not familiar with using e-mail and has a few questions regarding the e-mail window: |  |



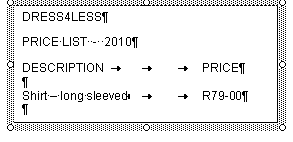
|  |  |  |  |
| --- | --- | --- | --- |
|  | 4.5.1 | What is the function of the paperclip icon next to the “send” icon? | (2) |
|  |  |  |  |
|  | 4.5.2 | What must be entered in the Cc field of the e-mail window? | (1) |
|  |  |  |  |
|  | 4.5.3 | He also noticed that there is an option between Plain Text and Rich Text. Explain the difference between these two options. | (2) |
|  |  |  |  |
| 4.6 | When Mr Smith typed his whole message to a supplier in capital letters, you told him that it was not good netiquette. | |  |
|  |  |  |  |
|  | 4.6.1 | Explain the term *netiquette*. | (1) |
|  |  |  |  |
|  | 4.6.2 | What is the netiquette rule about attachments and why? | (2) |
|  |  |  |  |
| 4.7 | The e-mail address of one of the suppliers is [jnel@gmail.com](mailto:jnel@gmail.com). | |  |
|  |  |  |  |
|  | 4.7.1 | What type of e-mail is a gmail mailbox? | (1) |
|  |  |  |  |
|  | 4.7.2 | Give TWO advantages of making use of this type of e-mail. | (2) |
|  |  |  |  |
| 4.8 | Apart from making use of e-mail, Internet banking was one of the main reasons why Dress4Less connected to the Internet. | |  |
|  |  |  |  |
|  | Name TWO advantages of signing up for Internet banking. | | (2) |
|  |  |  |  |
| 4.9 | Mr Smith was quite shocked when he received an e-mail message from the bank warning him about the threat of *phishing*. | |  |
|  |  |  |  |
|  | 4.9.1 | Explain to him what *phishing* is by giving a practical example. | (2) |
|  |  |  |  |
|  | 4.9.2 | Name TWO security measures that banks have in place to protect their clients, when making use of Internet banking. | (2) |

|  |  |  |  |
| --- | --- | --- | --- |
| 4.10 | While browsing on the Internet, Mr Smith came across some marketing websites with a few things that he would like to buy. He is hesitant to do this and asks for your advice. | |  |
|  |  |  |  |
|  | Give him THREE tips for safe online shopping. | | (3) |
|  |  |  |  |
| 4.11 | Mr Smith heard a lot about the dangers of chat rooms on the Internet and is very worried about his son visiting these chat rooms. | |  |
|  |  |  |  |
|  | Give him TWO tips for safe online chatting. | | (2) |
|  |  |  | **[31]** |
|  |  |  |  |
| **QUESTION 5** | | |  |
|  |  |  |  |
| Mr Smith complained that they battle to find files that they have saved and asked you to help them find these files. | | |  |
|  |  |  |  |
| 5.1 | When opening My Documents, you realised that they have no system according to which they organise their files and that there are a lot of unwanted files on the hard drive. | |  |
|  |  |  |  |
|  | 5.1.1 | When you mentioned that they should organise their files in folders you realised that they did not know the difference between files and folders. |  |
|  |  |  |  |
|  |  | Explain the difference between a FILE and a FOLDER to them. | (2) |
|  |  |  |  |
|  | 5.1.2 | Name TWO tasks (other than the one referred to in QUESTION 5.1.1) that should be performed to keep computers functioning efficiently. | (2) |
|  |  |  |  |
|  | 5.1.3 | They also complained that there is very little space left on the hard drive. You advised them to delete all the unwanted files. After deleting these files there was still no noticeable amount of additional disk space available. |  |
|  |  |  |  |
|  |  | Explain why this is the case. | (1) |
|  |  |  |  |
|  | 5.1.4 | Describe how they can recover the disk space that was occupied by these unwanted files. | (1) |
|  |  |  |  |
| 5.2 | Mr Smith needs to delete a program that they do not use anymore. He is a little nervous as he has never done this before. | |  |
|  |  |  |  |
|  | Name TWO ways in which an unwanted program can be deleted. | | (2) |

|  |  |  |  |
| --- | --- | --- | --- |
| 5.3 | Dress4Less has experienced a few problems with their computer lately as it seems to be running slower than usual. You suspect that the hard drive is fragmented. | |  |
|  |  |  |  |
|  | 5.3.1 | Explain what is meant by a fragmented hard drive. | (2) |
|  |  |  |  |
|  | 5.3.2 | How can the defrag utility program help to rectify this problem? | (1) |
|  |  |  |  |
|  | 5.3.3 | Is it necessary to defrag flash disks and CDs? Briefly motivate your answer. | (2) |
|  |  |  |  |
|  | 5.3.4 | The hard disk of their computer is very full. You advise them to use the Disk Cleanup program to clear some space on the hard drive. |  |
|  |  |  |  |
|  |  | Which files will be deleted by this program? Name TWO. | (2) |
|  |  |  |  |
| 5.4 | One of the suppliers of Dress4Less uses a PDA and this impressed Mr Smith very much. He asked you a few questions after the supplier left. | |  |
|  |  |  |  |
|  | 5.4.1 | What exactly is a PDA? | (2) |
|  |  |  |  |
|  | 5.4.2 | Name THREE things that a PDA can do. | (3) |
|  |  |  |  |
| 5.5 | After visiting a shop, Mr Smith decided on a Smartphone instead of a PDA. | |  |
|  |  |  |  |
|  | Give ONE possible reason for this decision. | | (1) |
|  |  |  |  |
| 5.6 | The till operator at Dress4Less asked Mr Smith to purchase a barcode reader. | |  |
|  |  |  |  |
|  | Outline TWO possible benefits to the business if this device is purchased. | | (2) |
|  |  |  | **[23]** |

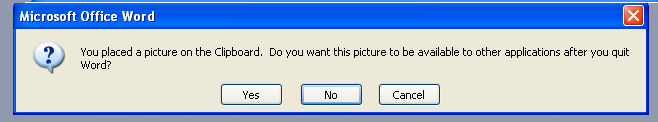
|  |  |  |  |
| --- | --- | --- | --- |
| **QUESTION 6** | | |  |
|  |  |  |  |
| The Dress4Less business was a huge success. The Governing Body decided to expand the business and sell textbooks and stationery from the business. This made it necessary to buy two additional computers to handle all the administrative work.  You suggested that they install a LAN. Mr Smith and the staff were a bit reluctant because of their lack of knowledge of networks. | | |  |
|  |  |  |  |
| 6.1 | Explain what a network is. | | (3) |
|  |  |  |  |
| 6.2 | Convince them to install a network by naming TWO advantages of a LAN. | | (2) |
|  |  |  |  |
| 6.3 | Name ONE practical example of a WAN. | | (1) |
|  |  |  |  |
| 6.4 | Taking the specifications into account that are mentioned in QUESTION 3, list THREE additional items that need to be purchased to get the network set up and functioning. | | (3) |
|  |  |  |  |
| 6.5 | After reading an article in a computer magazine, Mr Smith is very concerned about the possibility of the computers in the shop being infected by computer viruses. | |  |
|  |  |  |  |
|  | 6.5.1 | Explain clearly what a computer virus is. | (2) |
|  |  |  |  |
|  | 6.5.2 | Name THREE symptoms that may indicate that your computer has been infected with a virus. |  |
|  |  |  |  |
|  | 6.5.3 | One way of protecting your computer against viruses is by installing anti-virus software, which Dress4Less did when they opened the shop two years ago. |  |
|  |  |  |  |
|  |  | Will this be sufficient to protect them against viruses? Comment critically. | (2) |
|  |  |  |  |
| 6.6 | The advantages of being connected to the Internet can be negated by various threats. Besides installing antivirus software there are a number of other precautions you can take to protect your computer against viruses. | |  |
|  |  |  |  |
|  | Name FOUR of these precautions in full sentences. | | (4) |
|  |  |  | **[20]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **QUESTION 7** | | |  |
|  |  |  |  |
| The staff of Dress4Less need your help with some software related problems. | | |  |
|  |  |  |  |
| 7.1 | The following strange characters appeared on the screen while your mother was typing the new price list. She was shocked because she thought the computer was infected by a virus! | |  |



|  |  |  |
| --- | --- | --- |
|  | You assured her that it is not a virus but that the Show/Hide icon was on. Explain to her the function of the show/hide icon. |  |
|  |  | (1) |
| 7.2 | Mr Smith compiled an annual report of about 10 pages for the Governing Body. Just before he printed it, he decided that he wanted the word ‘profit’ to appear in bold throughout the document. |  |
|  |  |  |
|  | Explain to him how he could achieve this without doing it manually. | (1) |
|  |  |  |
| 7.3 | This above-mentioned report was typed in a word processing application and the page orientation has been set to portrait. It contains a table which is too wide to fit onto a portrait page. Explain how he can manage to have the orientation of only that one page in landscape. | (1) |
|  |  |  |
| 7.4 | Your mother is working in a table. She is typing information in two columns. Every time she presses the tab key the cursor jumps to the next column of the table. |  |
|  |  |  |
|  | Give her advice on how to use tabs in a table. | (1) |
|  |  |  |
| 7.5 | Mr Smith was formatting his report when he came across the option *‘hanging* *indent’*. Explain to him what this means. | (1) |

|  |  |  |
| --- | --- | --- |
| 7.6 | One of the workers created a brochure of all the school and sports clothes in stock for the new year. When she wanted to close the program, the following message appeared on the screen. |  |
|  |  |  |



|  |  |  |  |
| --- | --- | --- | --- |
|  | 7.6.1 | What is a clipboard as referred to above? | (1) |
|  |  |  |  |
|  | 7.6.2 | Why did this message appear? | (1) |
|  |  |  |  |
| 7.7 | Mr Smith is not familiar with MS Excel, he therefore typed the financial statements in a MS Word table. Convince him to do it in Excel by giving at least TWO reasons why it will be better than doing it in Word. | | (2) |
|  |  |  |  |
| 7.8 | Mr Smith wants to know whether it makes any difference, whether you make use of cell addresses or actual values of a cell when typing in formulas in Excel? (e.g. =35 + 45 + 50 instead of =A3+A4+A5). | |  |
|  |  |  |  |
|  | Explain to him why it is better to make use of cell addresses. | | (1) |
|  |  |  |  |
| 7.9 | You discussed the spreadsheet that you prepared for the financial report with Mr Smith. He noticed the following formula: C4\*$A$2. He was very confused and asked you to explain the use of dollar signs. | |  |
|  |  |  |  |
|  | 7.9.1 | What is this type of cell reference called? | (1) |
|  |  |  |  |
|  | 7.9.2 | Why is it used? | (1) |
|  |  |  |  |
| 7.10 | Mr Smith is battling to fit his spreadsheet on to one page. | |  |
|  |  |  |  |
|  | Except for the scaling option, name TWO other methods you can use to print your spreadsheet on one page. | | (2) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 7.11 | Mr Smith decided to follow your advice and capture the details of all the suppliers in a database. He sent the following list of fields with data types to you to check before he actually begins to create it. | | | | |  |
|  |  | | | | |  |
|  | **Field name** | | **Description** | | **Data type** |  |
|  | Name of firm | | Name of firm | | Text |  |
|  | Address | | Street No, Town and postal code | | Text |  |
|  | Contact person | | Name of contact person in firm | | Text |  |
|  | Cellphone no | | Cell phone number of contact person | | Number |  |
|  | Stock item | | Description of stock bought | | Text |  |
|  | Date | | Date of last order | | ? |  |
|  | Quantity | | How many items were ordered | | Number |  |
|  | Credit | | Does firm allow credit or not | | ? |  |
|  |  |  | | | |  |
|  | 7.11.1 | You suggest that he makes the Cellphone number field the *primary key* and not the name of the firm. | | | |  |
|  |  |  | | | |  |
|  |  | Explain to him what a *primary key* is and why the name of the firm would not do as a primary key. | | | | (2) |
|  |  |  | | | |  |
|  | 7.11.2 | Explain to him why the data type of the cellphone field should not be *number* but text and what would happen if he does not change it to text. | | | | (2) |
|  |  |  | | | |  |
|  | 7.11.3 | Mr Smith left out the data type of the Credit and the Date fields. Copy the following table into your answer book and fill in the data type next to each field. | | | |  |
|  |  |  | | | |  |
|  |  | FIELD NAME | | DATA TYPE | |  |
|  |  | Credit | |  | |  |
|  |  | Date | |  | | (2) |
|  |  |  | | | |  |
| 7.12 | Mr Smith is still not sure what the difference is between a *filter* and a qu*er*y in Access. | | | | |  |
|  |  |  | | | |  |
|  | Explain the difference to him by mentioning TWO scenarios where it would be preferable to make a query. | | | | | (2) |
|  |  |  | | | |  |
| 7.13 | Mr Smith’s son wanted to print one page of information that he found in a website on reptiles. He clicked on the print icon and 10 pages were printed. | | | | |  |
|  |  |  | | | |  |
|  | Explain to him what to do next time in order to print only what he needs from the Internet. | | | | | (2) |
|  |  |  | | | | **[24]** |
|  |  |  | | | |  |
|  |  | **TOTAL SECTION B:** | | | | **130** |
|  |  |  | | | |  |
|  |  | **GRAND TOTAL:** | | | | **150** |