



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

**COMPUTER APPLICATIONS TECHNOLOGY
OPTIONAL SPEED/ACCURACY QUESTION**

NOVEMBER 2013

MARKS: Not applicable

TIME: 5 minutes reading time PLUS 10 minutes keying-in time PLUS printing time

This question paper consists of 5 pages.

INSTRUCTIONS AND INFORMATION

1. Time: FIVE MINUTES will be allowed for READING the speed/accuracy text.

TEN MINUTES will be allowed for the KEYING IN of the text.

2. Default settings:

LANGUAGE	English (South Africa) or English (U.K.)
UNITS OF MEASUREMENT	Centimetres (cm)
JUSTIFICATION	Left
FONT AND FONT SIZE	Courier New 12 or Courier 12
MARGINS	2.54 cm
HEADER/FOOTER	1.27 cm
LINE SPACING	1½ (1.5 lines) or double-line spacing

3. Insert a header containing the following information:

CAT Speed November 2013	(Left aligned)
Examination number	(Right aligned)

4. Provision has been made for speeds up to 70 words per minute.
5. Insert an extra line space before the start of a new paragraph.
6. You may not edit your answer after the 10-minute keying-in time has elapsed.
7. Use your **examination number** as the file name to save your document. Save the file in Rich Text Format, as shown below. Make a printout of your answer and submit it to the invigilator. You may submit **only ONE printout of this question**.

File name:	<input type="text" value="Your examination number"/>	<input type="button" value="Save"/>
Save as type:	<input type="text" value="Rich Text Format"/>	<input type="button" value="Cancel"/>

NOTE: Invigilators must ensure that all candidates' optional speed questions are saved to CD for the purpose of marking. Printouts must be handed in with the electronic copies on the CD.

Key in the following paragraphs as fast and as accurately as you can.

[Adapted from the article 'Safe and Responsible Social Networking' from the Cyberbullying Research Center at www.cyberbullying.us]

Social networking websites such as MySpace and Facebook are useful Internet tools to keep in touch with friends and family. These sites can be used to meet new people with similar interests. Social networks have become very popular among teenagers today as they seek to explore or define who they are by connecting with others like themselves.

If used responsibly, these sites can be positive and beneficial for young people. Too often, however, adolescents include too much personal information and discuss inappropriate behaviour that could get them into trouble. Otherwise, they place themselves at risk by what they share in their online profiles. We have heard a number of stories of young people who have been victims of cyberbullying because others use the information they placed on social networking websites.

You will find some guidelines on how to use social networking websites safely and responsibly in the paragraphs that follow.

20 wpm

You need to assume that everyone has access to your profile; that includes parents, teachers, future employers and law enforcement officers. Even if you have your profile restricted to 'friends only', do not discuss anything you would not want them to know. Do not use any language that you would not use in front of your parents or teachers. It is a very good idea to set your profile to private so that you can control who has easy access to your information.

Use discretion when putting photos or any other content on your profile. Your friends might think that a photo of you acting silly at the party last night is funny, but think about how your parents or a potential employer will react. Also remember that when your friend, or a stranger, takes your photo it may end up on their profiles for all to see.

You should assume that people will use the information on your profile to cause harm. Do not put anything online you would not want your worst enemy to know. Think about who you add as friends. Do not add people unless you know them in real life. Be sceptical, even if you think you know them well. Teenagers often think it is cool to accumulate and have thousands of friends. Just remember that these people have open access to all your posted content and information.

Assume there are predators out there trying to find you, based on the information you provide in your profile. Think like a predator. Think about what information identifies who you are, where you hang out and where you live. Never post this kind of information anywhere online. Your friends will know how and where to find you.

You can be held responsible for inappropriate content on your profile that is in violation of the terms of service or Acceptable Use Policies of the Internet Service Provider or websites you use. More than this, school districts across the country are revising their policies to allow them to discipline learners for online behaviour that can be linked to a disruption in the classroom environment. You should know that you can be disciplined for misconduct, even if you wrote or posted the content at home from your own computer.

Finally, parents need to encourage the responsible use of technology among their children. Parents should do their best to keep up with the online behaviour of their children and have regular conversations with them about the importance of using technology responsibly. They can monitor the online activities of their children when their

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