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| INCLUDE THIS COVER PAGE WITH YOUR ASSESSMENT |

**COMPUTER PRACTICE N6**

**ASSESSMENT 1**

|  |  |
| --- | --- |
| Name and Surname |   |
| Student number |   |
| ID number |   |

I hereby declare that the attached assignment/ assessment/ project is my own work, that I have not copied the whole, or any part from any source, whatsoever, and where I have referred to any existing work verbatim or otherwise, I have acknowledged and fully referenced the source that I have utilized. I further understand that if I am suspected of plagiarism or any other form of cheating, disciplinary action will be instituted against me. This in turn will lead to me being expelled from the institution.

|  |  |
| --- | --- |
| Signature |   |
| Date |   |

**CHECKLIST**

|  |  |
| --- | --- |
| I have written neatly and clearly. |   |
| I have submitted all my answer pages  |   |
| My pages are numbered. |   |

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| **GRADE AWARDED****(%)** | **MARKER'S COMMENTS** |
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| **Modules and Learning content covered** | Topic 1Topic 2Topic 3Topic 5 |

**Question 1 [10]**

Various options are given as possible answers to the following questions. Select the most correct option.

* 1. The following is an example of a spreadsheet application.

A. Google Docs

B. Microsoft OneDrive

C. Microsoft Excel

D. Google Slide

* 1. A visual tool that is used to represent the logical flow of a process or computer programme

A. Flowchart

B. Mind map

C. Graph

D. Table

* 1. The technology used when making voice calls using the internet connection is …

A. GIGO

B. FTP

C. VoIP

D. BCC

* 1. An example of a tool or technique used to commit certain cybercrimes.

A. Email spoofing

B. VPN

C. Data validation

D. FTP

* 1. Input, processing, output and storage are part of …

A. the problem-solving process

B. an abstraction process

C. the information processing cycle

D. a data verification cycle

* 1. The following can be considered to be a multi-purpose computer.

A. A home automation system

B. A digital media player

C. A smart television

D. A smartphone

* 1. A Computer that hosts shared files on a network.

A. Web server

B. File server

C. Microsoft OneDrive

D. Super computer

* 1. A file sharing service

A. Dropbox

B. Virtual box

C. FaceTime

D. Google Keep

* 1. Technology that allows a printed document to be scanned and the contents to be converted to editable text.

A. QR

B. URL

C. RSS

D. OCR

* 1. The use of cloud storage does not make the following possible:

A. Synchronisation between documents stored on your computer with a copy in cloud storage.

B accessing your documents from any device that is connected to the internet.

C online collaboration between colleagues working on the same document.

D email communication with colleagues.

**Answer sheet (only insert the correct letter A-D)**

|  |  |  |  |
| --- | --- | --- | --- |
| 1.1 |  | 1.6 |  |
| 1.2 |  | 1.7 |  |
| 1.3 |  | 1.8 |  |
| 1.4 |  | 1.9 |  |
| 1.5 |  | 1.10 |  |

**Question 2 [10]**

Indicate whether the following statements are **TRUE** or **FALSE** next to the correct question number on the answer sheet provided.

2.1 The Ease of Access settings in Microsoft Windows assist people with disabilities to work more easily on a computer.

2.2 GIGO is a series of instructions to complete a task on a computer or solve a particular problem.

2.3 A USB helps to protect electronic devices such as computers against power surges and dips in power.

2.4 Data verification is a technique that is used to check the factual correctness of data after it has been captured.

2.5 A mailing list is a dedicated place on the Internet where people with a common interest communicate on the topic in real time.

2.6 An intranet is a web-based environment that is only accessible by members of an organisation or company.

2.7 A trackball is a pointing device that can assist a disabled person to work on a computer if they cannot manage with a traditional mouse.

2.8 A backdoor is a way into a secure system by getting past the normal security of the system.

2.9 A Trojan is a form of malware that is able to replicate itself once entered into the computers system.

2.10 A web developer specialises in the creation and maintenance of websites.

**Answer sheet (only insert True or False)**

|  |  |  |  |
| --- | --- | --- | --- |
| 2.1 |  | 2.6 |  |
| 2.2 |  | 2.7 |  |
| 2.3 |  | 2.8 |  |
| 2.4 |  | 2.9 |  |
| 2.5 |  | 2.10 |  |

**Question 3 [10]**

Select the term from Column B that best describes the description in Column A. You must only provide the letter of the option from Column B next to each question number on the answer sheet provided.

|  |  |  |  |
| --- | --- | --- | --- |
| 3.1 | A way of analysing a problem by breaking it down into simple steps and arriving at a solution. | A | Recycle bin |
| 3.2 | An error that occurs when Excel encounters an invalid cell reference. | B | Instagram |
| 3.3 | A text function that can be used in an Excel formula. | C | RSS |
| 3.4 | Real time exchange of messages. | D | Computational thinking |
| 3.5 | A utility used to manage files and folders on a Microsoft Windows computer. | E | #VALUE! |
| 3.6 | A content aggregator that collects news feeds from news sites and blogs and displays it in a standard format. | F | Now |
| 3.7 | An email message without a subject line could be classified as this type of mail. | G | IM |
| 3.8 | A social media platform designed to be used to make useful business contacts, find a job or connect with possible clients. | H | #REF! |
| 3.9 | A file can be imported into Microsoft Excel in this format that is purely text. | I | Algorithm |
| 3.10 | Content that includes a combination of text, still images, sound (audio), video, interactive elements and animated content. | J | CSV |
|  |  | K | Left |
|  |  | L | Spam |
|  |  | M | Multimedia |
|  |  | N | LinkedIn |
|  |  | O | File Explorer |

**Answer sheet (only insert the correct letter A-O)**

|  |  |  |  |
| --- | --- | --- | --- |
| 3.1 |  | 3.6 |  |
| 3.2 |  | 3.7 |  |
| 3.3 |  | 3.8 |  |
| 3.4 |  | 3.9 |  |
| 3.5 |  | 3.10 |  |

**Question 4 – short-medium answers required, check mark allocation [30]**

4.1 Name the five components of the information processing cycle. (5)

4.2 Give the full name and a definition for each of the following acronyms:

4.2.1 VPN (3)

4.2.2 DDoS (3)

4.3 Explain the meaning of each of the following terms related to a computer systems security:

4.3.1 Risks (2)

4.3.2 Threats (2)

4.3.3 Security vulnerability (2)

4.4 Phishing and Pharming are two common concepts used when dealing with

Cybercrime. Compare the two concepts by giving THREE facts each to explain the difference between them (3x1)

4.5 Explain each of the following types of malware:

4.5.1 a computer virus. (2)

4.5.2 a computer worm. (2)

4.5.3 a Trojan. (2)

**Answer sheet**

|  |  |
| --- | --- |
| 4.1 |  |
|  |  |
| 4.2.1 |  |
| 4.2.2 |  |
|  |  |
| 4.3.1 |  |
| 4.3.2 |  |
| 4.3.3 |  |
|  |  |
| 4.4 |  |
|  |  |
| 4.5.1 |  |
| 4.5.2 |  |
| 4.5.3 |  |

**Question 5 – short-medium answers required, check mark allocation [20]**

5.1 Name three advantages of cloud computing. (3)

5.2 Give two examples of portable. (2)

5.3 Mention three disadvantages of using ICT technologies in everyday life. (3)

5.4 The four cornerstones of Computation Thinking are: decomposition, pattern recognition, abstraction, and algorithms. Explain the meaning of each of these computational thinking components mentioned. (4x2)

5.5 What is the difference between a direct and indirect input device? Give an example of each type. (4)

**Answer sheet**

|  |  |
| --- | --- |
| 5.1 |  |
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| 5.2 |  |
|  |  |
| 5.3 |  |
|  |  |
| 5.4 |  |
|  |  |
| 5.5 |  |

**Question 6 – short-medium answers required, check mark allocation [20]**

6.1 Give a definition for the term ‘e-communication’ (2)

6.2 Mention FIVE economic reasons for using computers. (5)

6.3 When one has to design a solution to address a given problem there are certain

steps to follow namely: Data, Information, Knowledge and Insight. Give a suitable explanation to differentiate between knowledge and insight. (4)

6.4 Differentiate between the right to access vs. right to privacy, with regards to the misuse of personal information (4)

6.5 Name FIVE safeguards that could be put in place to guard against computer crimes and threats. (5)

**Answer sheet**

|  |  |
| --- | --- |
| 6.1 |  |
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| 6.2 |  |
|  |  |
| 6.3 |  |
|  |  |
| 6.4 |  |
|  |  |
| 6.5 |  |

**Adherence to instructions**

|  |  |
| --- | --- |
| Criteria | Yes/No |
| Assignment completed electronically in prescribed document (with cover page and declaration page) |  |
| Completed footer details (replaced) |  |
| Maintained footer format (L, C, R) |  |
| Date format in footer |  |