



COMPUTER APPLICATIONS TECHNOLOGY



**CHEAT YOUR WAY THROUGH YOUR EXAMS
THE LEGITIMATE WAY!**

Tips and Tricks to Maximize Your Theory and Practical Marks

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THEORY

This is a written, fill-in question paper, which means lines designated lines will be provided for you on the paper itself. It includes the following sections: Systems Technologies, Internet and Network Technologies, Information Management, Social Implications and Solution Development.





SECTION A – SHORT QUESTIONS

- Write your answer next to the **CORRECT** question number.
- Do not leave out any questions. When in doubt, eliminate incorrect answers and guess your answer from the remaining choices.
- Make sure you write your letters clearly – a 'D' should not look like an 'O'.
- Do not give more than one answer.
- Beware of questions containing the words **NOT** and **FALSE**.

ANSWER SHEET

QUESTION 1

1.1 A / P Do not give more than one answer.

1.2 B

1.3 / Do not leave out short questions.

1.4 D Is this an 'O' or a 'D'?

1.5 /

TOTAL QUESTION 1: [5]



SECTION B AND C – LONG QUESTIONS



- Write your answer next to the **CORRECT** question number.
- Do not leave out any questions. A guessed answer may award 1 mark, which is better than 0!
- 1 Fact = 1 Mark! Take note of mark allocations. If a question asks for 2 facts, provide at least 4 (2 more) if you can.
- Write full sentences, but keep your answers to the point.
- Give your answer in **GENERAL** terms – refer to a Spreadsheet, instead of MS Excel or Database instead of Access. Only give the brand name if you are asked to provide an example of a Database or Spreadsheet.



SECTION B AND C – LONG QUESTIONS



Continued

- Write acronyms in full, but elaborate on the answer, e.g. Q: What is an AUP? Don't just simply expand the acronym – expand the acronym AND provide a full explanation.
- Never give one word answers, unless the question CLEARLY states that you should. **ALWAYS** give a reason if you give an answer – this will ensure your mark
- Do not switch handwriting styles – it may lead to investigation into an irregularity as it may indicate that someone helped you. Also use the same colour pen throughout the paper.
- Learn your practical work (Word Processing / Spreadsheets / Database / Web Development) to prepare for questions asked in the Solution Development section.



SECTION B AND C – LONG QUESTIONS



Continued

- If you make use of extra lines, CLEARLY indicate where you have done so.
- Do not write in margins where markers have to mark.

p7

4.1.13 Which computer would you buy for a top end user? (1)

I choose computer B, because it has a
* continued on p12

p12

4.1.13 ... graphics card and a large 2TB hard drive.



SECTION B AND C – SCENARIO BASED QUESTIONS



- READ the scenario at least twice to familiarise yourself with the situation – highlight important facts.
- Whenever you are given ANY scenario in Section B or C, always make sure you refer back to the scenario when answering the question.
- Make sure that you answer questions according to the limitations given in a scenario, for instance, you might be told that “Susan is an elderly lady who needs a computer to type the occasional letter and Skype her daughter.” In this case you cannot recommend a top of the range laptop for her.



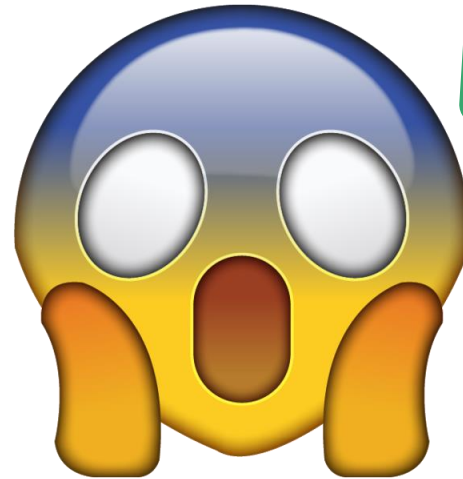
THEORY EXAM STRATEGIES

- Start with the sections you feel most comfortable with. Leave the sections you struggle with for last.
- Work on a mark per minute. You have 180 minutes to complete 150 marks. Instead of sleeping or doodling in the last 30 minutes, add facts to your questions or fill in questions that you may have left out.
- **NEVER** use ANY of the following words without a proper **EXPLANATION** or **COMPARISON**.

Faster

Better

Easier



More efficient

Cheaper

Faster





THEORY EXAM STRATEGIES

- Always use Computer terminology.
- AVOID using the word **STUFF** and **THINGS**.
- Elaborate on your answer.
- Where possible, provide examples and substantiate your answer.
- Don't be vague!
- Do as many past papers as possible in order to prepare for your theory exam and know your terminology!

Q: Suggest a way to improve battery life on a laptop.	
Set the brightness ✗	Set the brightness <u>lower</u> ✓

Q: Suggest TWO ways to fix a mouse pointer that moves in an unpredictable way.	
Install driver ✗ Charge batteries ✗ Charge mouse ✗ (not possible)	<u>Re</u> -install the driver for the mouse ✓ <u>Re</u> -charge batteries / replace batteries ✓





PRACTICAL



This is done on the computer and can include the following sections:
File Management, Word Processing, Spreadsheet, Database and Web
Development.

GENERAL GUIDELINES AND STRATEGIES



- Do not do more than what is required by each question.
- Work on a mark a minute (180 marks for 180 minutes), otherwise you will not finish your paper – clearly mark the questions you cannot do and get back to those at the end.
- Start with the questions you are most comfortable with.
- **SAVE** your work after every sub-question (CTRL S).
- You may make use of **OFFLINE HELP** during your test/exam – you may **NOT** have access to the Internet!

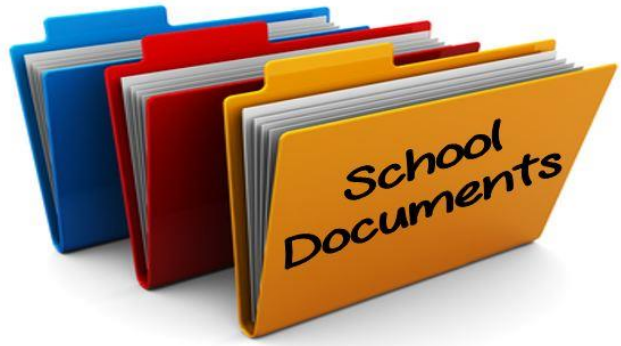


GENERAL GUIDELINES AND STRATEGIES



- DO NOT delete or rename files unless the question asks you to do so.
- Do NOT password protect a file unless required by the question.
- When you are done, reopen all files to make sure no files are corrupt and that they can be opened.
- **PRACTICE! PRACTICE! PRACTICE!** The best way to prepare for a practical exam is to do as many past exam papers as possible and do them under EXAM conditions.





FILE MANAGEMENT TIPS



- When asked to rename / delete / hide / password protect a file/folder, make sure you are applying the change to the **CORRECT** file/folder.
- When asked to capture a screenshot, provide a **CLEAR** screen clipping of the section needed.
- You may be asked some theory questions – always answer in full sentences and provide clear explanations as if you were doing a theory paper.



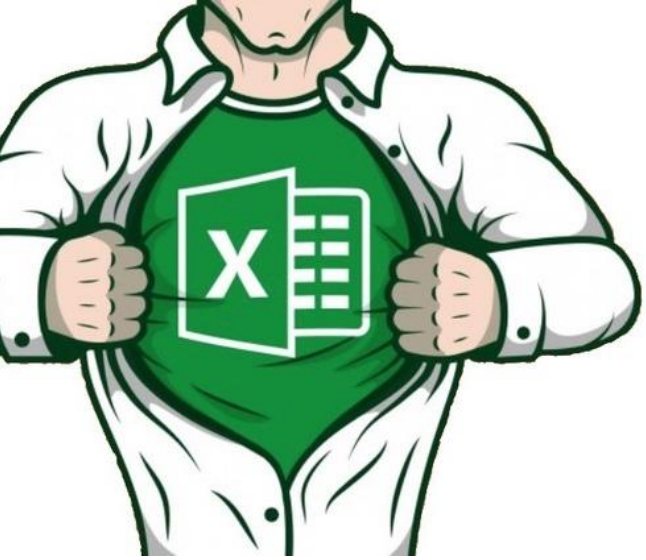


WORD PROCESSING TIPS



- Enable your developer tab if it is not already enabled – File > Options > Customize Ribbon > Check Developer Tab Box.
- Make sure the default measuring units is set to centimetres (cm).
- View your Ruler – View > Check Ruler Box.
- When you are required to do a Mail Merge from scratch, use the Mail Merge Wizard.





SPREADSHEET TIPS



- Do not manually type in values. You will not get any marks for this and it will only waste your time.
- Check the mark allocation carefully - a 4-6 mark question generally refers to a higher order function - ie: IF/VLOOKUP/Text functions (alarms bells should ring).
- Rather type in a function or formula you do know, so you can obtain part marks. For instance, if the correct function is: =SUM(A1:A5) for 2 marks and you type in: =COUNT(A1:A5), you will get 1 out of the 2 marks for using the correct range.





SPREADSHEET TIPS

- If you struggle with a complicated function/formula, change the cell format to **text** and type it in manually in order to obtain part marks, i.e. If the correct function needed in cell D5 is: =VLOOKUP(C5,\$F\$1:\$G\$7,2,TRUE) but you can't do it and only did: =VLOOKUP(C5,F1:G7,), you could get 3 marks if the question was out of 6.
- Where possible, make use of cell references instead of using values.
- Do NOT type a formula inside a SUM function:

~~=SUM(A5*20)~~

=A5*20





DATABASE TIPS

- Make a back-up copy of your database in another folder or on your desktop before you attempt the question.
- If a major error occurs, make a screenshot of the error and paste it in the Screenshots document if the document is provided.
- After every change you make in design view, test your database by switching to datasheet view.
- You can create a simple report, form or query using a wizard and do any modifications as required by the paper afterwards. You don't have to start from scratch and you may obtain part marks, instead of leaving it out completely.





DATABASE TIPS

- Familiarise yourself with the Input Mask codes, which will be given to you in an exam:

Char	Explanation	Char	Explanation	Char	Explanation
0	User must enter a digit (0 to 9)	9	User can enter a digit (0 to 9)	#	User can enter a digit, plus or minus sign
L	User must enter a letter	?	User can enter a letter	A	User must enter a letter or a digit
a	User can enter a letter or a digit	&	User must enter either a character or a space	C	User can enter characters or spaces
.,:;- /	Decimal and thousands placeholders, date and time separators	>	Converts all characters that follow to uppercase.	<	Converts all characters that follow to lowercase.
!	Causes the input mask to fill from the left to right	\	Characters immediately following will be displayed literally	“ ”	Characters enclosed in double quotation marks will be displayed literally



WEB DEVELOPMENT (HTML) TIPS



- The following tag sheet will be provided. Know when to use each tag and familiarise yourself with the attributes that can be assigned to each tag.

Name	Opening tag	Closing tag	Some Attributes Associated with tag
Outline of document			
HTML Document	<HTML>	</HTML>	
Head	<HEAD>	</HEAD>	
Title	<TITLE>	</TITLE>	
Body	<BODY>	</BODY>	BGCOLOR, TEXT, BACKGROUND
Document Structure			
Heading	<H1>	</H1>	
Paragraph	<P>	</P>	
Break	 	Self-Closing	
Horizontal Rule	<HR />	Self-Closing	
Text Formatting and Font Attributes			
Comments	<!--	-->	
Bold			
Italics	<I>	</I>	
Font			COLOR
Link			
Link	<A>		HREF

Do not use web-authoring software!

Image			
Image		Self-Closing	SRC, ALIGN, HEIGHT, WIDTH, ALT, BORDER
Lists			
Ordered List			TYPE
Unordered List			
List Item			
Tables			
Table	<TABLE>	</TABLE>	BORDER, WIDTH, BGCOLOR
Table Row	<TR>	</TR>	HEIGHT, BGCOLOR
Table Data/Cell	<TD>	</TD>	BORDER, WIDTH, ALIGN, VALIGN, COLSPAN, ROWSPAN, BGCOLOR
Table Heading	<TH>	</TH>	BORDER, WIDTH, ALIGN, VALIGN, COLSPAN, ROWSPAN, BGCOLOR
Table Caption	<CAPTION>	</CAPTION>	ALIGN
Centre	<CENTER>	</CENTER>	

GOOD LUCK WITH YOUR EXAMS!



REFERENCES:

Selected Theory tips and examples:

Department of Education: Answering CAT Theory Papers – Theory Workshop Slideshow

Emoji: <https://za.pinterest.com/pin/288230444883988804/>

Files: <https://www.sonoivu.haugiang.gov.vn/index.php/vi/news/>

Word logo: <https://www.techrepublic.com/article/pro-tip-sort-table-data-in-a-word-document/>

Excel hero: <https://www.udemy.com/excel-essentials-the-complete-series-levels-1-2-3/>

Access logo: <https://www.brandsoftheworld.com/logo/microsoft-access-logo>

GIF image: <https://giphy.com/explore/may-the-odds-be-ever-in-your-favor>

