

Scope Final Assessment Grade 10 2021

Total of 60 marks

Practical 30 marks: Word and Excel

Word:

- page orientation, size and margins
- Watermarks
- Justify paragraphs, spacing, drop cap

Excel:

- Add, rename and hide sheets
- Change row height
- Change data type and change decimal places
- Functions: max. sum

Theory 30 marks

Section A

Short questions of only 6 marks

Understand Trojan. Plug and play, Animations in PowerPoint, error message in Excel, ransomware and shareware

Know difference between a WAN, LAN and Internet

Know difference between a bookmark, hyperlink and watermark

Section B

- Disadvantages of wireless input devices
- Know how to overcome limited USB ports in a laptop
- Function of a GUI and server
- What applications will open .docx, .mp4. pdf
- Know difference between web browser and a search engine
- Understand URL links
- Know whether Wikipedia is good source
- Understand importance of acknowledging your source
- Threats that are there when interacting online
- Understand privacy and how developers avoid it.
- Know how to protect your device from malware
- Understand the functions Randbetween, Today() and countif