Little Bytes

GRADE 12 MID-YEAR EXAMINATIONS OVERVIEW 2025

PAPER 1

Grade : **12**
Paper I : **Practical**
Duration : **2 hrs**
Marks : **120**

Q1 : **Computer Management (±15)**
Q2 : **Word Processing (±20)**
Q3 : **Word Processing (±15)**
Q4 : **Spreadsheets (±20)**
Q5 : **Spreadsheets (±20)**
Q6 : **Databases (±20)**
Q7 : **HTML (Web Development) (±10)**

Computer Management (±15)
- All Grade 10 and 11 content (only)

Word Processing (±35)
- All Grade 10 and 11 content
- Bookmark
- Hyperlink
- Cross reference
- Index
- Table of figures
- Reviewing, proofing, and tracking changes
- Line breaks (pagination issues such as widow, orphan control)
- Electronic forms
- Select options in the Editing group
- Mail merge - different data sources
- Objects in Word (Tables, Graphics, Linking and embedding objects)

Spreadsheets (±40)
- All Grade 10 and 11 content
- Reinforce content, concepts, and skills
- Function vs formula
- Named ranges
- More complex functions (Nested IF, VLOOKUP, HLOOKUP, XLOOKUP)
- Variations of known functions (ROUNDUP, ROUNDDOWN, SUMIFS, COUNTIFS)
- Additional Functions (RANDBETWEEN, UPPER, LOWER, AND, OR)
- Text functions (LEFT, RIGHT, MID, CONCATENATE, LEN, VALUE, FIND)
- SUBTOTAL feature
- Combination of functions, formulae to solve problems
- Basic date and time calculations
- Edit group on the Home tab: Find and select

Databases (±20)

- All Grade 11 content
- Design Reports - Grouped
- Group headers and footers
- Calculations in groups such as SUM, AVG, COUNT, MAX, MIN
- Queries using AND
- Queries using OR
- Queries using NOT
- Queries using wildcards (*)
- Queries using IS Null
- Total, Group By (SUM,AVERAGE, MIN, MAX, COUNT)

HTML (Web Development) (±10)

- All Grade 11 content
- Underline tag
- Border around an image
- Good website, page design (discuss)
- Basic use of colour
- HTML tables
- Create links to target locations
- Develop a web page for a specific scenario
- All tags on the HTML tag list

PAPER 2

Grade	:	**12**
Paper II	:	**Theory**
Duration	:	**2 hrs**
Marks	:	**100**

Q1	:	**Multiple Choice (10)**
Q2.1	:	**Match Items (10)**
Q2.2	:	**Fill in missing words/Select the correct word in brackets (5)**
Q3	:	**Systems Technologies (±30)**
Q4	:	**Internet and Network Technologies (±20)**
Q5	:	**Social Implications (±5)**
Q6	:	**Information Management (±5)**
Q7	:	**Solution Development (±10)**
Q8	:	**Integrated Scenario (10)**

System Technologies (±30 + 10 short questions + scenario)

- All Grade 10 and 11 content
- Types of computer systems for different uses
- Personal, SOHO, mobile and power users
- Role and use of data, information, knowledge, conclusion, decision as part of information management
- Reasons for using computers
- Convergence – What is it?
- Input, output, processing, storage, and communication as part of the information processing cycle
- Consolidate and reinforce hardware and software regarding uses,
- Making buying decisions
- Input & output devices
- Multitouch screen, HDMI, 3D printers, monitor – response time of display devices
- Storage devices and media: SSD, card reader
- Troubleshooting: Fix ordinary problems
- New technologies
- Software that enhances accessibility, efficiency, productivity
- Uses of common applications
- Web-based applications vs installed applications
- Interpret system requirements, common software problems and upgrades
- Risks of using flawed software

Internet and Network Technologies (±20 + 10 short questions + scenario)

- All Grade 10 and 11 content
- Wide area networks (WAN
- Internet as an example of a WAN
- Internet services (Instant messaging, FTP, VoIP, Grid & cloud computing)
- Government internet services and information (e-filing Tax, TV Licensing, Dept. of Home Affairs services online)
- Streaming
- File sharing
- Make buying and informed decisions regarding internet connection and access, concept of broadband and bandwidth

- Throttling & shaping
- Fair use policy
- Communication and communication devices
- Internet technologies

Social Implications (±5 + 5 short questions + scenario)

- All Grade 10 and 11 content
- Environmental issues
- User-centred design in software applications
- Computer crimes in relation to hardware, software, information, identity, bandwidth theft, theft of time and services, Internet-related fraud & scams
- Internet attacks
- Right to access vs Right to privacy
- Misuse of personal information
- Security issues
- Avoiding security threats
- Safeguards against criminals
- Safeguards against viruses and threats
- Impact of technology on the global community
- Cyber security issues
- How technology benefits society

Information Management (±5 + 5 short questions + scenario)

- All Grade 10 and 11 content (only)

Solution Development (±5 + 5 short questions + scenario)

- All Grade 10 and 11 content
- Computer Management
- Word Processing
- Spreadsheets
- Databases
- HTML Web Development