



Province of the
EASTERN CAPE
 EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET 21

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	04/05/20
TOPIC	System Software: The role of the Operating System			TERM 3 CONTENT	✓
TIME ALLOCATION	30 Minutes	<p><u>TIPS TO KEEP HEALTHY</u></p> <ol style="list-style-type: none"> WASH YOUR HANDS thoroughly with soap and water for at least 20 seconds. Alternatively, use hand sanitizer with an alcohol content of at least 60%. PRACTICE SOCIAL DISTANCING – keep a distance of 1m away from other people. PRACTISE GOOD RESPIRATORY HYGIENE: cough or sneeze into your elbow or tissue and dispose of the tissue immediately after use. TRY NOT TO TOUCH YOUR FACE. The virus can be transferred from your hands to your nose, mouth and eyes. It can then enter your body and make you sick. STAY AT HOME. 			
INSTRUCTIONS	<ol style="list-style-type: none"> This is a Theory Worksheet: You will need a book to write your answers in and something to write with. Answer the following questions in your workbook. WHERE TO FIND THE ANSWERS: <ul style="list-style-type: none"> You may use your CAT textbook to find the answers or alternatively, you can use the free downloadable CAT textbook provided by the Department of Basic Education. (Chapter 6 page 133) See the link below to download this book. <p>THEORY COMPUTER APPLICATIONS TECHNOLOGY: https://drive.google.com/drive/folders/17mOqPgJ1vHiwcErERV10jnEQgd6xpyj-?usp=sharing With thanks to the Department of Basic Education and the sponsorship of MTN this digital book and exercises are utilized by our CAT Grade 12 learners</p>				

1. Write down the correct answer for each of the following questions.
 - a. Which tab provides information on the applications that automatically become active once your computer is turned on?
 - A. *Start-up* tab
 - B. *User* tab
 - C. *Process* tab
 - D. *Performance* tab
 - b. Which tab provides more information on which users are currently signed in to the computer and how many resources they are using?
 - A. *Performance* tab
 - B. *Start-up* tab
 - C. *User* tab
 - D. *Process* tab
 - c. Which of the following is NOT a GUI?
 - A. Menus
 - B. Buttons
 - C. Icons
 - D. Backlight
 - d. Which of the following is a shortcut used to open Task Manager?
 - A. Alt+F4
 - B. Ctrl+Shift+Esc
 - C. Ctrl+Shift+T
 - D. Ctrl+Shift+D
 - e. Which application do you use to find out how the computer is using its resources?
 - A. Task Manager
 - B. Settings
 - C. Windows Performance
 - D. Device Manager

2. Choose a term or concept from Column B that matches the description in Column A. Write only the letter next to the question number.

COLUMN A	COLUMN B
2.1 Contains information on how your hardware is being used, which includes your CPU, memory, hard drive, network and GPU	A. <i>Details</i> tab
2.2 Gives the user information on which programs are running and the resources that they are using	B. <i>Services</i> tab
2.3 Displays every process that is currently running on the computer	C. <i>Performance</i> tab
2.4 Shows the user how much of the CPU and network have been used by the various applications	D. <i>Coke and Tab</i>
2.5 Provides information on all the Windows services that have been installed on your computer	E. <i>Process</i> tab
	F. <i>Thinking</i> tab
	G. <i>App History</i> tab
	H. <i>Users</i> tab

3. Answer the following questions:
- Explain the role of the operating system.
 - List the three categories into which the functions of the operating system are divided.
 - Provide two ways in which to open *Task Manager*.
 - Define “multitasking” in terms of a computer operating system.
 - Discuss the difference of single user versus multiple users. Give a user type and a disadvantage that is associated with each.