 Province of the

EASTERN CAPE

EDUCATION

**DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)**

**HOME SCHOOLING SELF-STUDY WORKSHEET**

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| **SUBJECT** | INFORMATION TECHNOLOGY THEORY | **GRADE** | 10 | **DATE** | 24 August to 28 August 2020 |
| **TOPIC** | Computer Management - Computer Management Tasks Consolidation | **TERM 3**  **REVISION** | (Please tick) | **TERM 3 CONTENT** | ✓ |
| **TIME ALLOCATION** | 1hr | **TIPS TO KEEP HEALTHY**  1. **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%.  2. **PRACTISE SOCIAL DISTANCING** – keep a distance of 1m away from other people.  3. **PRACTISE GOOD RESPIRATORY HYGIENE**: cough or sneeze into your elbow or tissue and dispose of the tissue immediately after use.  4. **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.  5. **STAY AT HOME.** | | | |
| **INSTRUCTIONS** | Resources used// Most of this week’s work is taken from the New DBE book chapter 7   * Its gr8! @ grade10 theory, Study Opportunities * Information Technology Theory Book Grade 10 , DBE * Past Exam Papers   Answer all questions |
|  | 1 The root of the tree is not at the bottom but at the top, and hanging from the root there will be the drives,  folders, subfolders, and files. The folders linked to the specific drives are the root folders. Any subfolders  and files found in the folder appear in the next row. This pattern continues until the final row only contains  files. All files in a hierarchical tree are known as leaves because they are found at the bottom of the tree,  without any rows below them. The highest level of the tree structure of a drive is the root directory. The root  directory of the main drive is usually named the C: drive, written as C:\.  2 Teacher discretion, needs to be logical and look like a tree.  3 Folders are used to organise a computer’s files so that it can be found easier, as discussed previously, a  folder will contain subfolders and then files.  4 Search  5 a. Windows setting  b. Accounts  c. System  d. Time and language  e. Apps  f. Update and security  g. System  6 a. Teacher discretion: Control panel, properties, Windows setting / Regional setting, language setting,  properties  b. Regional settings: Your Microsoft Windows regional settings will influence how your date/time,  numeric and currency data types appear when you apply formatting options.  Language settings: To access your language settings, click Language, then Region.  Properties are the settings of an object on a computer.  c. Properties as it changes the settings of an object on a computer.  b. Copy the files on the computer’s hard drive.  c. Organise the files on the external storage.  d. Move the files to external storage.  7 The four housekeeping activities that are necessary to keep your computer working efficiently are:  1. Disk-clean-up  ¡ Disk clean-up is a computer maintenance utility designed to free up storage space on a computing device. It safely  identifies and removes temporary files that are no longer needed in order to free up storage.  2. Scheduling and updating  ¡ You can use a task scheduler to create and manage common tasks that your computer will carry out automatically at a time you specify, for example, you can schedule your computer to run a software update or make a backup at a specific time.  3. Archive and backing-up  ¡ Archiving is the process of moving data that is no longer actively used to a separate storage device for long-term  retention, however, this data is not duplicated. Archived data consists of old data that remains important and is  retained for future reference.  ¡ Creating a backup is the process of making copies/duplicates of data, then storing it on a different device in a  different geographical location. You are then able to retrieve the data in the event of the data on your PC being lost or destroyed.  4. Compression and decompression  ¡ File compression is process that makes use of advanced algorithms and mathematical formulae to decrease the amount of disc space used by big files.  ¡ Decompressing a file is a method used to extract the compressed file back to its original form and size using the  same algorithms or mathematical formulae. | | | | |