 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** | 12 | **DATE** | 7 to 11 September 2020 |
| **TOPIC** | Computer Management – Factors influencing computer management | **REVISION** | ✓ | **TERM 2 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* Its gr8! @ grade12 theory, Study Opportunities
* Information Technology Theory Book Grade 12 , DBE
* Past Exam Papers

Answer all questions |
|  | Factors influencing computer management1 Choose a term/concept from COLUMN B that matches a description in COLUMN A. Write only the letter next to the question number (e.g. 1 – A). There can be more than one answer (column B) to a question (column A).

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| **COLUMN A** | **COLUMN B** |
| COLUMN A COLUMN B1. A computer’s speed, ease of use andsecurity are influenced by variousfactors. The 3 most importantfactors are:2. When this is weak, it can result in filesbeing accessed illegally, viruses beinginstalled leading to reduced computerperformance.3. This refers to the way in which acomputer and its files and folders areorganised so that they are quick andeasy to find.4. Too many applications can cause thecomputer to slow down, whileout-of-date applications may containbugs or security problems5. This is often difficult to detect, since itcan cause everything from videos notloading to applications crashing andeven your operating system notopening.6. Without this, some programs will stopfunctioning and the computer mayslow down dramatically.7. This refers to the tasks used tomaintain the computer. | A. HousekeepingB. Free space on driveC. Computer management tasksD. Errors or corrupt filesE. SecuriyF. SoftwareG. File Management |

2 List the management tasks for general housekeeping. Which tasks do you use onyour computer or school computer? Which task do you think is the most important?Explain.3 List steps that can be followed to guide a friend on how to go about creating a wellorganised filing system. |