 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. Which of the following is NOT a system you can use to change your computer’s settings:  a. Control panel  b. Properties  c. Search  d. Windows settings  2. Which of the following is NOT a good reason to delete a file:  a. It is large  b. It is redundant  c. It is not needed  d. It is infected with a virus  3. Which of the following programs can be uninstalled if your computer’s hard drive is full:  a. The operating system  b. Pre-installed software  c. Antiviruses  d. Applications you installed  4. If software on your computer stops working properly, which of the following could fix it:  a. Uninstalling the program  b. Updating the program  c. Defragmenting the hard drive  d. Installing a driver  5. Which of the following is NOT a technique that can be used to backup data:  a. Using Windows Backup  b. Copying files to a memory card  c. Using Cloud storage  d. Moving files to an external hard drive  6. When Philip connected his new keyboard to his laptop, it did not want to work. What do you think the problem is?  a. He needs to install its drivers manually.  b. He needs to free up space on his computer.  c. He needs to change his system settings.  d. He needs to scan it with his antivirus.  7. When copying and pasting files from a computer to create a backup, which of the following can be done:  a. Delete the original files.  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.  8. Indicate if the following statements are ‘True’ or ‘False’. Choose the answer and write ‘true’ or ‘false’ next to the  question number. Correct the statement if it is FALSE. Change the underlined word(s) to make the statement TRUE  where necessary.  a. The Disk clean-up tool can be used to delete files manually.  b. Defragmentation is when the parts of a program are not stored next to each other.  c. Archiving can be used to reduce the size of a file.  d. Adware is usually installed on your computer when you do a custom installation.  e. Uninstalling an application removes it and its files from your computer.  9. 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)   |  |  | | --- | --- | | Column A | Column B | | 1. A set of instructions that tells your operating system how to communicate with a specific piece of hardware. | A. Compression  B. Automatic installation  C. Defragmentation  D. Firewall  E. Decompression  F. Disk Clean-up  G. Manual installation  H. Fragmentation  I. Archiving  J. Adware  K. Control Panel  L. Optimise Drives  M. Device Manager  N. Driver | | 2. Utility software that can be used to that prevents unauthorised network  connections to your computer. | | 3. Software that gets installed as part of a different program’s installation. | | 4. Extracting the files from a .7z file. | | 5. Grouping many files and folders together into a single file so that you can save space on your hard drive. | | 6. When your computer automatically installs the software needed to operate a connected piece of hardware. | | 7. When your computer shuffles the files on your hard disk so that your computer can perform faster. | | 8. A program that automatically identifies files those are good to delete. | | 9. Using the store compression method to group multiple files together. | | 10. An application used to change your system’s settings. |   COLUMN A COLUMN B  11. Give an example of a tool that can remove adware.  12. Explain how you activate your firewall.  13. List THREE types of hardware you can create backups on.  14. Waldo is a graphic designer and has recently bought a new Desktop PC. Since he creates content for many  important clients, Waldo must make sure that he creates a management system that allows him to manage,  protect, and control his computer and its files.  a. Mention TWO things Waldo can do to make sure he can locate files on his computer easily.  b. Waldo does not have much space on his hard drive as he does not do any housekeeping tasks. List and  describe four ways he solve this problem.  c. Suggest THREE things Waldo can do protect his clients’ work from cybercriminals.  d. How regularly do you think Waldo should make backups? Give TWO reasons for your answer.  e. Waldo tells his friend that he is going to defragment his hard drive to gain disk space. Criticise  this statement.  f. Waldo employs a new assistant that has problems reading text clearly. Where can he go to adjust the  settings on the computer to assist the new employee.  g. Waldo only has a little bit of money left over from his computer budget. What should he rather spend money  on – a good anti-virus system or a firewall? Substantiate your choice. | | | | |