 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 – 11 September 2020 |
| **TOPIC** | Computer Management – Factors influencing computer management | **TERM 1**  **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 management  1 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).   |  |  | | --- | --- | | **COLUMN A** | **COLUMN B** | | 1. The most important software task that you must do.  2. Prevent any malicious software from affecting your computer by  using antivirus software, and backup your files so that they are  safe, even if your computer is damaged in some way. This refers  to \_\_\_\_\_\_\_\_.  3. This can be done to prevent your computer to overheat and  either crash your computer or limit the speed of your computer.  4. This is the single best way to protect your data.  5. This should be used to set the location where your documents,  images and media files are saved.  6. This is one of the biggest reasons why computers slow down as  they get older.  7. This space can be used as the page file, to save new files or to  create temporary files required by the application.  8. To ensure that your hard drive does not fail, it is important that  you regularly check the health of your hard drives by running a  \_\_\_\_\_\_\_\_ and disk check on it.  9. Together, these two tests should inform you if your hard drives  have any issues.  10. To clean-up a disk, you can use this technique. | A. They become infected with  viruses and malware.  B. Backing up the data  C. Free disk space  D. Regularly update your software  E. Disk Clean-up tool  F. SMART scan  G. Disk check  H. Computer security  I. File organisation  J. Physically clean the computer |   COLUMN A COLUMN B  2. 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. (You may not simply use the word ‘NOT’ to change  the statement.)  a. To make sure that your computer is protected against viruses, you should install more than one virus scanner.  b. The two biggest ways to pick-up malware is by installing applications without reading all the instructions carefully  and by inserting other people’s flash disks into your computer.  c. You should clean your computer more regularly during the rainy season as they become especially dirty during this  period.  d. Manually backing up your data is the best and easiest way to make sure that your data is safe.  e. The best file organisation strategy is to make sure that files are always saved in the correct location the first time.  f. It is important that you also organise files within an application’s folder.  g. You can always recover a file that has been permanently deleted.  h. To regularly uninstall used applications will free up disk space as well as memory and decrease Internet use.  i. While you can uninstall applications to free some disk space, you should not wait until you run out of storage space  to uninstall applications.  j. It is very important to run a Disk Clean-up and SMART scan if you are struggling to open files, if your hard drives  take a long time to load, or if your hard drives are making clicking noises.  3. Do the following on a computer under instruction and supervision of your teacher.  a. Update software  b. Scan for viruses  c. Physically clean the computer  d. Back up the data on the computer using copy and paste.  e. Back up the data using Backup and Restore  f. Manually back up files on Google Drive  g. Automatically back up files to Google Drive  h. Organise your files  i. Free disk space by using the Disk Clean-up tool  j. Manually delete files  k. Uninstall unused programs  l. Run a SMART scan  m. Run a disk check  4. What is the difference between installing software and uninstalling software?  5. Give FOUR reasons for uninstalling a program.  6. Name THREE programs you have installed on one of your computing devices and give a reason for each of your  answers.  7. Mention ONE negative experience you have had because of installing a piece of software. In addition, mention  why you think this happened.  8. Do the following tasks on your computer (Ask your teacher for a suitable application to practice with):  Install new software onto your computer.  Uninstall software from your computer.  9. 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.  10. 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  11. 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  12. 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  13. 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. | | | | |
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