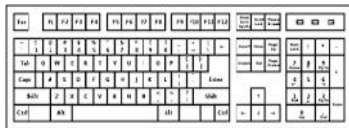Name_____

1. <u>Name the diagrams by choosing the correct answer from the brackets.</u>

_____(mart, guitar, keyboard)

This is a _____ (television, monitor, and projector)

That is a _____ (mango, mouse, orange)

3. <u>Match buttons to their functions</u>

Enter button   rubs mistakes

Backspace button   puts on capital and small letters

Caps lock button   takes u to a new line

4. <u>Circle the correct answer for the words.</u>

mouse	For clicking	For clapping
keyboard	For writing work	For typing work
monitor	For showing our work	For showing our face

2. <u>Outline three places where computers are used by choosing the correct answers from the brackets (Forests, offices, bush, super markets, schools, grave)</u>

_____

_____

_____

<u>Choose the correct answer from the brackets and name four parts of a computer (cables, monitor, sockets, system unit, DVD- Rom, keyboard CPU, Mouse)</u>

_____

_____

_____

_____

Name: _____

1. <u>Give the uses of the following computer parts</u>

A keyboard is used for_____

A mouse is used for_____

We use a monitor to _____

2. Name four parts of a computer.

i. _____

ii. _____

iii. _____

iv. _____

3. How many parts does a mouse have?

_____

_____   _____   _____

4. <u>Name three parts of a mouse</u>

_____

_____

_____

5. <u>Outline three places where computers are used</u>

_____

_____

_____

6. What is a computer laboratory

_____

_____

7. Outline four common buttons found on the keyboard

_____

_____

_____

_____

8. What is Microsoft word?

_____

9. Name two uses of Microsoft word

_____

_____

Comment_____sign_____

Name: _____STREAM_____

1. What is Microsoft word?

_____

1. Outline five places where computers are used.

i) _____   iv) _____

ii) _____   v) _____

iii) _____

2. Outline the uses of each of the following computer parts.

a) Keyboard _____

b) Mouse _____

c) Monitor _____

3. Name any four special buttons found on a keyboard.

i) _____   iii) _____

ii) _____   iv) _____

4. List down the steps taken to switch on a computer

i) _____

ii) _____

iii) _____

iv) _____

5. Name four uses of Microsoft word

_____

_____

_____

_____

6. List down four uses of a computer

_____

_____

_____

_____

7. Outline the steps taken to switch off a computer

_____

_____

_____

_____

8. Define the following concept

a) File_____

b) Folder_____

c) Desktop_____

9. Mention three elements found on the desktop

_____

_____

_____

SUNSET JUNIOR SCHOOL, KAWANDA
HOLIDAY WORK 2020
P.4 COMPUTER (ICT)

Name: _____Stream_____

1. Write CPU in full?
   _____

2. What are the steps taken in shutting down the computer?
   _____
   _____
   _____
   _____

3. State the steps taken in saving our work.
   _____
   _____
   _____
   _____

4. Outline the steps taken to switch on a computer
   _____
   _____
   _____
   _____

5. Mention the steps taken in opening up Microsoft word.
   _____
   _____
   _____
   _____
   _____

6. Mention five special keys found on the keyboard.
   i.   _____
   ii. _____
   iii. _____
   iv. _____
   v.   _____

7. Outline five uses of Microsoft word.
   i.   _____
   ii. _____
   iii. _____
   iv. _____
   v.   _____

8. Outline four rules of a computer laboratory.
   i.   _____
   ii. _____
   iii. _____
   iv. _____

9. Outline four uses of a computer.
   i.   _____

ii. _____

iii. _____

iv. _____

10. What is the difference between right click and left click
_____

11. List down five advantages of using a computer.
    i. _____
    ii. _____
    iii. _____
    iv. _____
    v. _____

12. Outline six disadvantages of using computers.
    i. _____
    ii. _____
    iii. _____
    iv. _____
    v. _____
    vi. _____

13. List down four examples of pointer/cursor shape changes
    i. _____
    ii. _____
    iii. _____
    iv. _____

14. Define the following concepts
    a) Start button_____
    b) Start menu_____
    c) Taskbar_____
    d) Recycle bin_____
    e) Scroll bar_____
    f) Double clicking_____
    g) Save As_____
    h) Desktop_____
    i) Deleting_____
    j) Switch on_____
    k) Switch off_____
    l) Cursor_____

15. What is information?
_____

16. Mention any three functional keys you know
    i. _____
    ii. _____
    iii. _____

SUNSET JUNIOR SCHOOL, KAWANDA
HOLLIDAY WORK 2020
P.5

Name:_____stream_____

1. Give 4 examples of portable computers you know?
    _____
    _____
    _____
    _____

2. State 4 steps taken in starting the computer
    _____
    _____
    _____
    _____

3. What are hardware parts of the computer?
    _____

4. What is a file?
    _____

5. What is technology?
    _____

6. What is the main function of the system unit?
    _____

7. What are the steps taken in creating a folder?
    _____
    _____
    _____

8. Which control button is used to close a file?
    _____

9. What is a table? _____
    _____

10. Define the following table components.
    Rows_____   Columns_____

11. What is a recycle bin?
    _____

12. 12. What is the difference between hard copy and soft copy?
    _____
    _____

13. What is the difference between single clicking and double clicking?
    _____
    _____

14. Outline any five special keys/buttons found on a keyboard. _____
    _____ _____
    _____ _____

15. Outline four navigation keys/buttons found on a keyboard.
    _____   _____
    _____   _____

16. Outline the steps taken to open Microsoft word in order

_____
_____
_____

17. Outline any four storage capacities/units

_____   _____

_____   _____

18. List down any five computer components found inside the system unit

_____   _____

_____   _____

_____

19. What is a virus?

_____

_____

20. What is data?

_____

33. Define the following concepts

a) Start button_____
b) Start menu_____
c) Taskbar_____
d) Recycle bin_____
e) Scroll bar_____
f) Double clicking_____
g) Save As_____
h) Desktop_____
i) Deleting_____
j) Switch on_____
k) Switch off_____
l) Cursor_____

COMMENT_____SIGN_____

SUNSET JUNIOR SCHOOL KAWANDA

P6 HOLLIDAY WORK 2020

COMPUTER STUDIES

Name_____ stream_____

1. How do we call the button for closing any open window of work
    _____

2. What is a taskbar
    _____

3. What is the function of a memory card to a computer user
    _____

4. How do we call the area that appears when windows start?
    _____

5. Why is it necessary to cover computers before sweeping the computer laboratory
    _____

6. State one reason why it's important to have a switch on a monitor
    _____

7. What is meant by the term formatting
    _____

8. Name any two formatting tool bars of your choice
    _____
    _____

9. What is the meaning of the following formatting tool bars
    a) Underline_____
    b) Color_____
    c) Font size_____
    d) Numbering
        _____

10. Write the short forms of the following formatting tool bars as applied in Microsoft word
    a) Underline_____
    b) Bold_____
    c) Color_____
    d) Italic_____

17. What is the function of **x** button?

    _____

11. What is a table?

COMMENT_____ SIGN_____

_____

19. Define the following components of a table

a) Row_____

b) Column_____

20. Mention three storage capacities /units

_____
_____
_____

21. What is a virus?

_____

22. Outline two ways of preventing computer viruses

_____
_____

23. What is a printer?

_____

24. Give three examples of printers you know

_____
_____
_____

25. Outline five generation of computers

_____
_____
_____
_____

26. State four examples of anti-virus software you know

_____
_____
_____

COMMENT_____ **SIGN**_____

SUNSET JUNIOR SCHOOL

P.7 HOLLIDAY WORK 2020

COMPUTER STUDY

Name_____ stream_____

1. What is meant by the term computer literate

_____
_____

2. Define the following computer concepts
   a) Barcode reader

   _____

   b) Lower case

   _____

   c) Upper case

   _____

   d) Artificial intelligence

   _____

3. Mention any five activities that people in your home town commonly use computers for

_____
_____
_____
_____
_____

4. Differentiate between the following terms
   a) Input and output devices

   _____

   b) Data and information

   _____

5. Mention five function name used in Microsoft excel

_____
_____
_____
_____
_____

6. What is the function of a hard disk

_____

7. What is meant by the term auto correct feature

_____

8. Outline two elements of auto correct feature

_____
_____

9. List down three categories of computers you know

_____
_____
_____

10. What is the meaning of the following functions in Microsoft excel

SUM_____

MAX_____

MIN_____

11. Name three elements of a mouse

_____
_____
_____

12. Briefly ,show the meaning of the following function name as applied in Microsoft excel

a)MODE_____

b) POWER_____

c) UPPER_____

d) SQRT_____

e) SMALL_____

f) ROMAN_____

23. Name four factors to be considered when setting up a computer laboratory

_____
_____
_____

13. List down three examples of input devices you know

_____
_____
_____

14. Outline three social networks of your choice

_____
_____
_____

15. What is meant by the term human ware?

_____

COMMENT_____ SIGN_____