# COMPUTER STUDIES (ICT) REVISION PACKAGE FROM P.3-P.7

Choose the correct answer from the brackets and fill the gaps below;

1. A keyboard is used for_____

   (Playing music, for eating food, for typing our work)

2. A mouse is used for_____

   (Clicking,   for writing in a book,   for rubbing our work)

3. We use a monitor to_____

   (Show our work, s e e our face,   s it on it)

4. We study computer to_____

   (Get skills, become failures, become thieves)

5. Name four parts of a computer

   _____
   _____
   _____
   _____

6. How many parts does a mouse have?

   _____
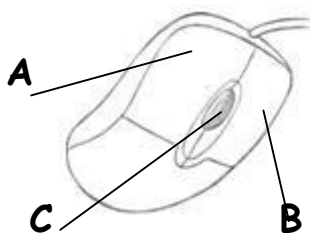
1. Name the following mouse parts below;

A	
B	
C	

7. Outline five places where computers are used

_____

_____

_____

_____

_____

8. Mention any three people who use computers

_____

_____

_____

9. What is the use of a keyboard?

_____

10. What is the use of a mouse?

_____

11. Conversation can give us information

     True   or   false

12. We use _____ to send information to people
   a. Poster   b. Pen   c. Chalk

13. Which of these is a component of computer
   a. Keyboard   b. Book   c. chalkboard

14. When we double click on the mouse means

     a. We click b. we click twice c. click double

15. We type 1,2,3,4-------------- and A,B,C D------- with the computer using
     a. Monitor   b. Mouse   c. keyboard

16 . The part of a computer we can see and touch is the----------

    a. software b. hardware   c. Computer

17. To quickly press the mouse button and release is to;

    a.   Drag b. click c. Move

18 . Which of these keys is used to type in capital letters?

    a . Caps lock b. Shift c. Spacebar

20. The computer uses electricity to work;

    True   or   false

21. Which of these keys is used to rub mistakes when we typing sentences leftwards.

    a.   Shift   b. Backspace   c. enter

22. Which of these keys is used to take you to another line when typing sentences?
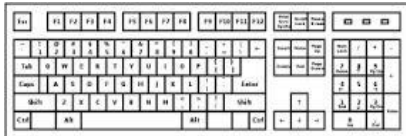
    a. Shift   b. Alt   c. Enter

23. The mouse has three parts for example left click, scroll button and right click.

    True   or false

24.   What is a Computer?

_____

25. Name the following computer parts

_____

_____

_____

_____

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

   a) Keyboard

   _____

   b) Mouse

   _____

   c) Monitor

_____

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

_____

_____

_____

_____

28. As a student, give four reasons why you study computer as a lesson.

_____

_____

_____

_____

29. Name the following keyboard buttons marked below;
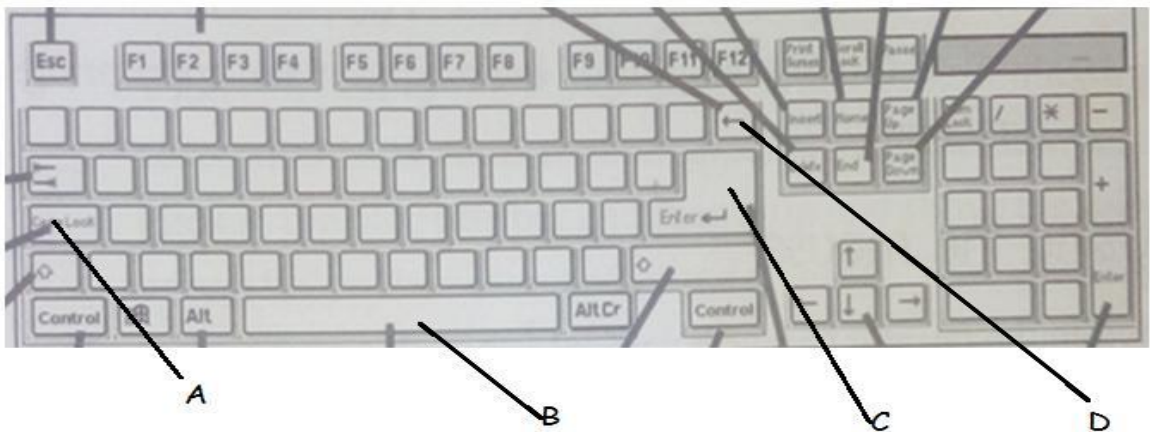
A   B

C   D

30. Outline any four parts of a computer system.

_____

_____

_____

_____

31. Define a desktop

_____

32. What is information?

_____

33. State the function of the following buttons on the keyboard?

Caps lock:

_____

Enter button:

_____

Space bar:

_____

Backspace: _____

34. Name the function of the following parts of a computer.

Keyboard: _____

Mouse: _____

Monitor:

_____

System unit:

_____

35. . Which part of the computer do we use for typing our work?

_____

36. Define a portable computer

_____

37. Give five examples of portable computers

_____

_____

_____

_____

_____

38. What do you use to read CDs/DVDs on computers?

_____

39. Mention the main function of the system unit?

_____

40. Outline the 3 steps of properly starting up a computer/switching on a computer?

_____

_____

_____

41. What are the four steps of properly switching off a computer?

_____

_____

_____

_____

42. Define Microsoft word

_____

43. Outline 4 uses of Microsoft word

_____

_____

_____

_____

44. List down five uses of a computer

_____
_____
_____
_____
_____

45. Mention any five computer components found inside the system unit

_____
_____
_____

_____
_____

46. Define the following computer terms

    a) Shut down?

_____

    b) Switch on?

_____

_____

47. What is the difference between single clicking and double clicking?

_____
_____
_____
_____

48. Mention the three parts of a mouse

_____
_____
_____
_____

49. State the steps taken in saving our work?

_____
_____
_____
_____

50. What steps are taken in copying and pasting our work?

_____
_____
_____
_____

51. Mention the steps taken in opening up Microsoft word?

_____
_____
_____
_____

52. Mention seven special keys found on the keyboard?

_____
_____
_____
_____

_____
_____
_____

53. Outline four parts of a computer.

_____
_____
_____
_____

54. What is the difference between CD ROM and DVD ROM?

_____

_____

55. List down five advantages of using a computer

_____
_____

_____
_____
_____

56. Outline six disadvantages of using computers

_____
_____
_____
_____
_____
_____

57. List down five rules and regulations of a computer laboratory

_____
_____
_____
_____
_____

58. Draw a diagram of a mouse and indicate all its parts

59. Mention any four elements found on a desktop

_____
_____
_____
_____

60. Give 4 examples of portable computers you know?

_____

_____

_____

_____

61. What are hardware parts of the computer?

_____

62. What is computer laboratory?

_____

63. What is a file?

_____

64. What is communication?

_____

65. What is technology?

_____

66. What is the main function of the system unit?

_____

67. What are the steps taken in creating a folder?

_____

_____

_____

_____

68. Which control button is used to close a file?

_____

69. Write the following computer concepts in full

   a. P.C _____
   b. C.P.U_____
   c. I.C.T _____
   d. CD _____
   e. DVD_____

70. Outline one use of each computer hardware;

(a) Keyboard_____

(b) Mouse _____

(c) System unit _____

(d) Monitor _____

71. What are the uses of the following keyboard buttons?
    a. Backspace

    _____

    b. Space bar

    _____

    c. Caps lock

    _____

    d.   Enter key

    _____

    72. What is a table?

    _____

    _____

    73. With the help of illustrations, define the following table components.
        a) Rows_____

        b) Columns_____

    74. What is a recycle bin?

    _____

    _____

    75. What is meant by the term restoring a deleted document?

    _____

    _____

    76. What is the difference between hard copy and soft copy?

_____

_____

_____

77. What is the difference between single clicking and double clicking?

_____

78. Outline four navigation keys/buttons found on a keyboard.

_____

_____

_____

_____

79. Outline any four storage capacities/units

_____

_____

_____

_____

80. Outline three steps taken to switch on a computer

_____

_____

_____

81. Define the following computer terms

Hardware parts of a computer

_____

_____

Software parts of a computer

_____

Users (human ware)

_____

82. What is technology?

83. Which part of the mouse do you use most?

_____

84. Write the following computer terminologies in full

RAM _____

O.S _____

USB _____

ROM _____

85. How many parts does a mouse have?

_____

86. What is a folder?

_____

87. What is a file?

_____

88. Name the following computer hardware images

89. Name four Alignment tools used in Microsoft word to move text/work to different directions.

_____

_____

_____

90. Name the following control buttons
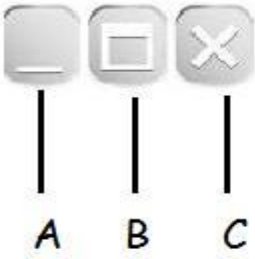
A _____

B _____

C _____

91. Name the following program buttons.

_____

_____

91. Outline five computer generations in order

_____

_____

_____

_____

_____

_____

_____

92. What is the difference between data and information

_____

_____

_____

93. Define a recycle bin

_____

_____

94. What is meant by the term restoring a deleted document?

_____

_____

95. Give any five characteristics of computers

_____

_____

_____

_____

_____

96. Outline the seven Microsoft office applications found in Microsoft office package

_____

_____

_____

_____

_____

_____

_____

97. State the difference between SAVE AS and SAVE

_____

_____

_____

98. What is meant by the term formatting text?

_____

_____

99. State the difference between CD and DVD?

_____

_____

100. Outline four types of Microsoft office versions currently used

_____

_____

_____

_____