

ICT FORM TWO E.O.T3 MARKING GUIDE

No.1

a. booting is the process of setting and starting of a computer

Types of booting

- ✓ Cold booting
- ✓ Warm booting

b. icon is a simple image that represents a real thing like applications

Major icons on the computer

- ❖ Recycle bin
- ❖ My computer/ this pc
- ❖ Files
- ❖ Folders
- ❖ Internet explorer
- ❖ Google chrome
- ❖ VCL media player
- ❖ Network

c. A folder is an electronic container. OR

Folder is the virtual location for applications, documents, data or other sub folders. OR

Folder is a storage space where many files can be placed and organized in the computer.

Operation on a folder

- | | |
|-------------------|---------------------------|
| ➤ Delete a folder | ➤ Cut & copy a folder |
| ➤ Rename a folder | ➤ Share a folder |
| ➤ Create a folder | ➤ Encrypt a folder |
| ➤ Drag a folder | ➤ Open and close a folder |

d. File extension is a three- or four- letter abbreviation that signifies the file type. OR

File extension is a suffix to the name of a computer file.

File extension file name

.doc	Ms. word
.xls	Spread sheets/ Ms. excel
.mp4	Moving picture experts group
.pdf	Portable document format
.pptx	Power point/ Presentation

And many others

e. C:/USER/GUEST/DESKTOP/FAMILY/PETER.docx

No.2

a) System unit is the part of a computer that houses the primary devices that perform operations and produce results for complex calculations. OR
System unit is a rectangular box which houses the primary devices that perform operations.

b) Devices found in the system unit

CMOS battery	Hard disk drive
RAM chips	Cooling system
ROM chips	Power supply
CPU	Capacitors
Motherboard	

c) A learner will select the best three devices for explanation and you award according to the purpose/ importance of that device.

d) Peripheral devices these are devices which are attached/ connected to the system unit via the ports.

e) List of peripheral devices

Keyboard

Printer

Mouse
Scanner
External hard disk
Speakers/ head phones

Projector
Microphone
Webcam
USB flash drive

- f) A learner will select his/her best devices and explain them according to the devices function.

NUMBER THREE

a) **Storage ranking in a computer**

A bit
Nibble
A byte
Kilobyte
Megabyte
Gigabyte
Terabyte

b) **Storage devices**

External hard disk drive
Tapes
CD-R
CD-RW

DVD
USB flash drives
Secure digital cards

- c) A cd = 700mbs
1 gb = 1024 mbs
12gb = 12 x 1024mbs
= 12288mbs
Cds = 12288/700
=17. 554
=18 CDs

Therefore he/she needs 18 CDs in order to back up his/ her work fully.

- d) Writing is the process of transferring data and information from memory to a storage media **while** Reading is the process of transferring data and information from storage media to a memory.
Or
Writing is the adding of information to the storage media **while** reading is the viewing of written information from the storage media