Your name Click or tap here to enter text.

Information

&

Communication Technology

GRADE 9

WORKSHEET 3

Ten Basic Computer Skills

You should know how to do the following:

		(Click/tap the checkbox if you know how to perform the action)	I can do this
1.	Switch a computer on / off.		☐
2.	Recognise which Operating System a computer is using.		☐
3.	Log in with a username and password.		☐
4.	Change/update your password.		☐
5.	Find, open and close an application.		☐
6.	Use a web browser to search the internet for information.		☐
7.	Create, name and rename folders and sub-folders.		☐
8.	Save, copy or move files or documents into folders or sub-folders.		☐
9.	Type something using a word processor and print it.		☐
10.	Send an email with an attachment.		☐

Extra Computer Skills

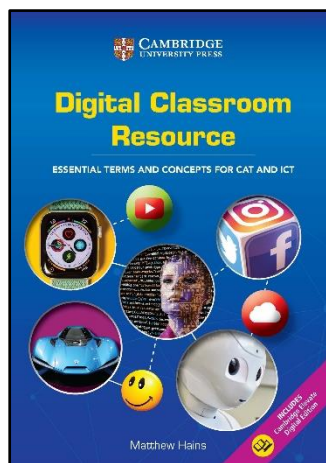|		*(Click/tap the checkbox if you know how to perform the action)*	I can do this
1.	Zip/Unzip (a.k.a. Compress/Decompress) a file or files		☐
2.	Upload a file to cloud storage (Google Drive/OneDrive/Dropbox etc.)		☐
3.	Share a file in cloud storage with others		☐
4.	Work with basic software such as Microsoft Word, Microsoft Excel and Microsoft PowerPoint		☐
5.	Get a file from your phone onto your computer, or vice versa		☐
6.	Type a document in Microsoft Word and format it appropriately		☐
7.	Use Microsoft Excel (basic formulas and functions)		☐
8.	Create an online form to gather information (survey, questionnaire)		☐

Applications you should know

Icon	Application name	What is it used for?
	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.

Terms you should know

Find out what these words mean.

Word/Phrase	Explanation
3D printing	Click or tap here to enter text.
AI	Click or tap here to enter text.
algorithm	Click or tap here to enter text.
AR	Click or tap here to enter text.
carpal tunnel syndrome	Click or tap here to enter text.
chatbot	Click or tap here to enter text.
clickbait	Click or tap here to enter text.
cyberbullying	Click or tap here to enter text.
deepfake	Click or tap here to enter text.
emoji	Click or tap here to enter text.
fake news	Click or tap here to enter text.
firewall	Click or tap here to enter text.
GUI	Click or tap here to enter text.
hoax	Click or tap here to enter text.
internet	Click or tap here to enter text.
IoT	Click or tap here to enter text.
javascript	Click or tap here to enter text.
phishing	Click or tap here to enter text.

QR code	Click or tap here to enter text.
social media	Click or tap here to enter text.
the cloud	Click or tap here to enter text.
virus	Click or tap here to enter text.
vlog	Click or tap here to enter text.
VR	Click or tap here to enter text.

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