

Subject : computer practice N4

Assignment : 1

Due date 25 April 2020

Instructions to the candidate

Answer all questions

Section A question 1,2,3 must be answered on separate answer sheet.

Section B is done with aid of a word-processing program and you can also

Refer to the manuscripts signs in your Computer Practice module page 39-40

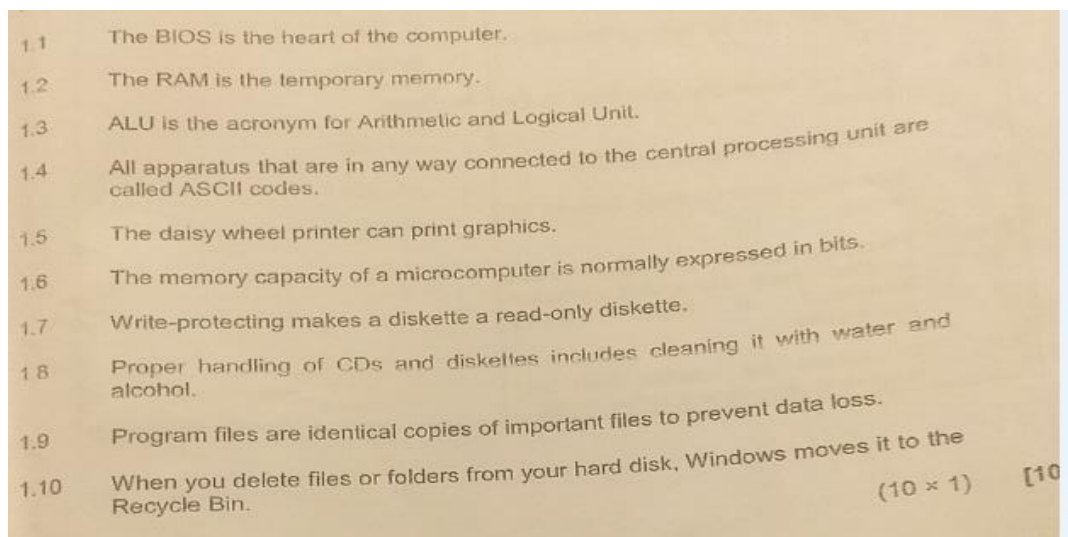
Save your work on a storage device as your back.

Printouts are to be handed in on the day of opening

Section A

Question 1

Indicate whether the following statements are true or false. Choose the answer and write only 'true' or 'false' next to the question number



Question 2

Choose a description or definition from column A that matches a word(s) in column B . Make use of arrows to match the correct answer

COLUMN A		COLUMN B	
2.1	Set of instructions executed by the computer	A	keyboard
2.2	Input device used by architects and artists to enter graphics and drawings into the computer	B	wireless LAN (Wi-Fi)
2.3	Group of eight bits	C	diskette and CD
2.4	Most commonly used input device	D	Word Processing
2.5	Program used for the manipulation of text	E	user-friendly
2.6	Process preventing data from being erased	F	backup
2.7	Used to save programs and files	G	light-pen
2.8	Command used to check diskette for errors	H	byte
2.9	Phrase describing a program which enables people with limited computer knowledge to follow working procedures	I	scandisk
2.10	To access the internet from any hotspot at airports and coffee shops	J	software

10 marks

Question 3

Briefly discuss the following computer terminology

3.1 Operating system

3.2 hard drive

3.3 peripherals

3.4 application software

3.5 write-protect

(2 x 5)

Section B word processing

Use a word processing program to answer the following questions on the computer.

***where there are asking you to insert the examination number please do key in your name ***

question 4A

try to spent at least 10 minutes on this question [7 marks]

1. Key in the text as indicated below. Use Courier New 12 pt.
2. Insert the header QUESTION 4A in capital letters left-aligned and EXAMINATION NUMBER right-aligned.
3. Use a left- and right-hand margin of 1 1/2, 54 cm.
4. Text must be justified and in single-line spacing except where indicated otherwise.
5. Save the document as COLLEGE.
6. Print the document and place the printout in your EXAMINATION FOLDER.

Student personalities add an unforeseen dynamic to the classroom that requires certain finesse to handle properly. The personalities of students are not the same therefore, it requires an assortment of strategies to manage students effectively.

‡
In essence, this requires the educator to become something more than a provider of information. An educator may have to wear the hats of mentor, role model, disciplinarian, et cetera when handling student personalities.

‡
Educators should have the ability to connect with students to increase learning in the classroom and help students outside the classroom.

Question 4 B

Try to spend at least 25 minutes to this question

marks 30

1. Retrieve the document COLLEGE and change QUESTION 4A in the header to QUESTION 4B
2. Edit the document as indicated in the text and according to instructions below
3. Change the left hand margin to 1.5"/3.81 cm
4. Text must be left aligned and single line spacing except where indicated otherwise
5. Save document as COLLEGE 2
6. Print the document and hand it in

3.81 cm/1.5"

STUDENT PERSONALITIES

16 pt, uc, bold, centre

sp Student personalities add an unforeseen dynamic to the classroom that requires a certain finesse to handle properly. The personalities of students are not the same; therefore, it requires an assortment of strategies to manage students effectively.

Indent left and right hand margin on 2 cm/0.79"

In essence, this requires the educator to become something more than a provider of information. An educator may have to wear the hats of mentor, role model, disciplinarian, et cetera when handling student personalities.

run on

Educators should have the ability to connect with students to increase learning in the classroom and help students outside the classroom.

Candidate: Set a left tabular stop from the left hand margin on 9 cm/3.54"

underline, bold

uc, bold

1.5 lines

PERSONALITY	NUMBER OF STUDENTS
Shy	5
Mischievous	7
The boss	3
Unmotivated	5

Section C

Use word processing program to answer the following questions on the computer

Question 5 A

Try to spend at least 5 minutes on this question

7 marks

1. Key in the text as indicated below. Use Courier New 12 pt.
2. Insert the header QUESTION 4A in capital letters left-aligned and EXAMINATION NUMBER right-aligned.
3. Use a left- and right-hand margin of 1 1/2" 2.54 cm.
4. Text must be left-aligned and in single-line spacing except where indicated otherwise.
5. Save the document as MOTHER EARTH.
6. Print the document and place the printout in your EXAMINATION FOLDER.

LOVE MOTHER EARTH

⌘

MOTHER EARTH PROVIDES US WITH ALL WE NEED AND ASKS FOR NOTHING IN RETURN.

We take advantage of this and use her to enrich ourselves. The abuse and destruction of the earth has increased to the point where we have not only poisoned the earth and its creatures, but also ourselves.

⌘

We are all part of the environment and what we do to the environment we also do to ourselves as well as to our future generation.

⌘

'You can take steps in your everyday life to live in harmony with the planet to ensure the survival of our living planet.'

Question 5 B

Try to spend at least 25 minutes in his section 26 marks

1. Retrieve the document MOTHER EARTH and change the QUESTION 5A in the header to QUESTION 5B
2. Edit the document as indicated in the text and according to the instructions below
3. Change the left hand margin 10 1.5"/3.81cm
4. Insert the footer we are caretakers of the earth in capital letter, bold and centre.
5. Set the tabular as indicated.
6. Save the document as MOTHER EARTH2
7. Print the document and hand it in

LOVE MOTHER EARTH

MOTHER EARTH PROVIDES US WITH ALL WE NEED AND ASKS FOR NOTHING IN RETTURN. *italics*

We take advantage of this and use her to enrich ourselves. The abuse and destruction of the earth has increased to the point where we have not only poisoned the earth and its creatures, but also ourselves.

Candidate: Set a left tab stop on 2"/5.08 cm and 4.5"/11.43 cm from the margin and key in the following text as indicated below:

What does Mother Earth require from us? <i>uc, italics, centre</i>		
Be a caretaker: <i>2"/5.08 cm</i>	How: <i>4.5"/11.43 cm</i>	When: <i>uc</i>
Save paper	Use both sides	At school and home
Save water	Do not let water run	Brushing teeth
Save energy	Turn off lights	Leaving the room
We are all part of the environment and what we do to the environment we also do to ourselves as well as to our future generation.		
It is about time to give back to our wonderful planet by taking good care of her.		
'YOU CAN TAKE STEPS IN YOUR EVERYDAY LIFE TO LIVE IN HARMONY WITH THE PLANET TO ENSURE THE SURVIVAL OF OUR LIVING PLANET.'		

centre bold, double underline

uc, Comic Sans

Uc, comic sans 18pt

