Name:_____stream_____

1. What is communication?
   _____

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

3. What do you use to read the CD/DVDs on the computer?
   _____

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

5. What are hardware parts of the computer?
   _____

6. What is computer laboratory?
   _____

7. What is a file?
   _____

8. What is communication?
   _____

9. What is technology?
   _____

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

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

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

13. Write the following computer concepts in full
   a. P.C _____

b. C.P.U_____

c. I.C.T _____

d. CD _____

e. DVD_____

14. Outline one use of each computer hardware;

(a) Keyboard_____

(b) Mouse _____

(c) System unit _____

(d) Monitor _____

15. Outline four rules and regulations of a computer laboratory

i. _____

ii. _____

iii. _____

iv. _____

16. Mention three places where computers are used

_____   _____

_____

17. What are the uses of the following keyboard buttons?

a. Backspace _____

b. Space bar _____

c. Caps lock _____

d. Enter key _____

18. What is a table? _____

_____

19. With the help of illustrations, define the following table components.

Rows_____   Columns_____

20. What is a recycle bin?

_____

_____

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

_____

_____

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

_____

_____

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

_____

_____

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

_____   _____

_____   _____

_____

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

_____   _____

_____   _____

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

_____

_____

_____

_____

27. Outline any four storage capacities/units

_____   _____

_____   _____

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

_____   _____

_____   _____

_____

29. What is a virus?

_____

_____

30. What is data?

_____

31. Outline three activities that should be carried out to maintain computers in a good working condition

_____

_____

_____

32. Name three devices/machines that can help you to transfer your information from one point to another

_____

_____

_____