Province of the

EASTERN CAPE
EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET ANSWER SHEET 20

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	30/04/20
TOPIC	System Software: Computer Management	TERM REVISION		TERM 3 CONTENT	✓

1.   a.   Which one of the following file extensions are NOT used when you type a report?
         Answer: C

     b.   Which of the following file extensions are NOT part of Microsoft Office package?
         Answer: A

     c.   Which attribute allows the user to view, but not edit the file?
         Answer: B

     d.   Which of the following tabs is not found on the File Properties window?
         Answer: D

2.   Choose a term/concept from Column B that matches the description in Column A.   Write only the letter next to the question number.
     Answer: **2.1** *D*   **2.2** *A*   **2.3** *F*   **2.4** *B*   **2.5** *H*

3.   Answer the following questions.

     a.   Define computer management.
         Answer: Computer management is a process to manage, monitor and optimise your computer so that it performs at maximum capacity.

     b.   List two positive outcomes of computer management.
         Answer: Any two of the following:
         o   *Better organisation*
         o   *Being self-sufficient*
         o   *More cost-effective procedures of projects*
         o   *Faster transaction*
         o   *Increase is sales*
         o   *Cheaper operations cost.*

c.   Describe the four tabs visible when the File Properties window is displayed.

Answer:

Tab	Description
General	*The general tab contains information about the file type, the file location, the size of the document, and when the document was created, modified and accessed. It also indicates the attributes of the document, including read-only and hidden.*
Security	*The security tab contains information on who has access to the document as well as what they are allowed to do.*
Details	*The details tab contains the file's meta information. This includes the title of the document and the name of the author.*
Previous versions	*This tab indicates any previous versions of the document.*

d.   You want to hide a folder on the school's PC. List the steps that you will take in order to hide the folder.

Answer:

Step 1: Right click on the folder that you want to hide.

Step 2: At the bottom on the General tab, tick the Hidden box.

Step 3: Click Apply.

e.   How do you change the attribute of a file so that you can edit it?

Answer:

Step 1: Right click on the folder that you want to hide

Step 2: At the bottom on the General tab untick the Read-Only box

Step 3: Click Apply