



Province of the
EASTERN CAPE
 EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET 20

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	12	DATE	30/04/20
TOPIC	System Software: Computer Management			TERM 3 CONTENT	✓
TIME ALLOCATION	30 Minutes	<p><u>TIPS TO KEEP HEALTHY</u></p> <ol style="list-style-type: none"> WASH YOUR HANDS thoroughly with soap and water for at least 20 seconds. Alternatively, use hand sanitizer with an alcohol content of at least 60%. PRACTICE SOCIAL DISTANCING – keep a distance of 1m away from other people. PRACTISE GOOD RESPIRATORY HYGIENE: cough or sneeze into your elbow or tissue and dispose of the tissue immediately after use. TRY NOT TO TOUCH YOUR FACE. The virus can be transferred from your hands to your nose, mouth and eyes. It can then enter your body and make you sick. STAY AT HOME. 			
INSTRUCTIONS	<ol style="list-style-type: none"> This is a Theory Worksheet: You will need a book to write your answers in and something to write with. Answer the following questions in your workbook. WHERE TO FIND THE ANSWERS: <ul style="list-style-type: none"> You may use your CAT textbook to find the answers or alternatively, you can use the free downloadable CAT textbook provided by the Department of Basic Education. See the link below to download this book. THEORY COMPUTER APPLICATIONS TECHNOLOGY: https://drive.google.com/drive/folders/17mOqPgJ1vHiwcErERV10jnEQgd6xpyj-?usp=sharing With thanks to the Department of Basic Education and the sponsorship of MTN this digital book and exercises are utilized by our CAT Grade 12 learners 				

1. Write down the correct answer for each of the following questions.
 - a. Which one of the following file extensions are NOT used when you type a report?

A. .txt	B. .docx
C. .png	D. .pdf
 - b. Which of the following file extensions are NOT part of the Microsoft Office package?

A. .txt	B. .docx
C. .xlsx	D. .pttx
 - c. Which attribute allows the user to view, but not edit the file?

A. Hidden	B. Read-only
C. Security	D. Sharing
 - d. Which of the following tabs is not found on the *File Properties* window?

A. <i>General</i>	B. <i>Security</i>
C. <i>Details</i>	D. <i>Properties</i>
2. Choose a term or concept from Column B that matches the description in Column A. Write only the letter next to the question number.

COLUMN A	COLUMN B
2.1 The location where the files are stored on your computer	A. <i>File Properties</i>
2.2 You can obtain some additional information about the file	B. .gif
2.3 Any document that you have created; including text documents, spreadsheets, images and music	C. .psd
2.4 File extension for an animation	D. Folder
2.5 File extension for a picture	E. .mov
	F. File
	G. .html
	H. .jpeg

3. Answer the following questions:
 - a. Define the concept of computer management.
 - b. List the positive outcomes of computer management.
 - c. Describe the four tabs visible when the *File Properties* window is displayed.
 - 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.
 - e. How do you change the attribute of a file to enable yourself to edit the file?