 Province of the

EASTERN CAPE

EDUCATION

**DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)**

**HOME SCHOOLING SELF-STUDY WORKSHEET**

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| **SUBJECT** | INFORMATION TECHNOLOGY THEORY | **GRADE** | 10 | **DATE** | 24 August to 28 August 2020 |
| **TOPIC** | Computer Management - Computer Management Tasks | **TERM 3**  **REVISION** | (Please tick) | **TERM 3 CONTENT** | ✓ |
| **TIME ALLOCATION** | 1hr | **TIPS TO KEEP HEALTHY**  1. **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%.  2. **PRACTISE SOCIAL DISTANCING** – keep a distance of 1m away from other people.  3. **PRACTISE GOOD RESPIRATORY HYGIENE**: cough or sneeze into your elbow or tissue and dispose of the tissue immediately after use.  4. **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.  5. **STAY AT HOME.** | | | |
| **INSTRUCTIONS** | Resources used// Most of this week’s work is taken from the New DBE book chapter 7   * Its gr8! @ grade10 theory, Study Opportunities * Information Technology Theory Book Grade 10 , DBE * Past Exam Papers   Answer all questions |
|  | 1 The directory system of a computer is an inverted tree. Explain what this means.  2 Draw an example of a hierarchical tree using the file and folder structure on your own computer. Show how you  would address a particular file in the structure you have drawn.  3 Explain how this hierarchical structure makes it easier to store a file on the computer so that it does not get lost.  4 Sometimes we forget the ‘obvious’ folder that we stored a file in. What tool is provided in order that we may find it?  5 Looking at the picture answer the following questions.    Note: Do not use the ‘Find a setting’ search option.  a. What does the image show?  b. If you want to change your password, where would you go?  c. Where would you go to increase the text size of applications on your computer?  d. Where would you go to change the time on your computer?  e. Where would you go to uninstall a program?  f. If you wanted to change your firewall’s setting where you would go.  g. Where would you go to change the brightness of your screen?  6 Work on your own to answer the following questions.  a. Name three locations where you can change your system settings in Microsoft Windows 10.  b. What is the difference between these locations?  c. Which method will you use to change your system settings? Why?  7 There are four housekeeping activities that are necessary to keep your computer working efficiently.  Answer the following for each housekeeping activity:  a. Name the process.  b. Describe how to invoke the process.  c. Describe what it does.  d. Why is this necessary? | | | | |