Province of the

EASTERN CAPE
EDUCATION

DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)

HOME SCHOOLING SELF-STUDY WORKSHEET SOFTWARE

SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY	GRADE	10	DATE	20/7/20 TO 31/7/20
TOPIC	SOFTWARE **(Provided by DBE)**	TERM 1 to 4 REVISION	✓ All software Gr 10		
TIME ALLOCATION	5 HOURS (6 QUESTIONS PER DAY)				

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INSTRUCTIONS

1. This is a Theory Worksheet:
2. You will need a book to write your answers in and something to write with.
3. Answer the following questions in your workbook.
4. **WHERE TO FIND THE ANSWERS:**
   - USE THE POWER POINT PROVIDED ALSO AVAILABLE ON OUR WEBSITE – GR 10 https://drive.google.com/file/d/1DGV0hX57TMpFJyJFmNW_a_ijaJ5rpACR/view?usp=sharing
   - 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 FROM OUR provincial CAT and IT website. **THEORY COMPUTER APPLICATIONS TECHNOLOGY:** https://sites.google.com/view/itandcatinec/cat-grade-10?authuser=0

(Software and computer management)

Level 1 – Getting the basics ➔ testing your knowledge

1. What is software?   (2)
2. List the two main categories of software   (2)
3. What is system software?   (3)
4. Name three types of system software   (3)
5. What is application software?   (2)
6. What is an end-user license agreement (EULA)?   (3)
7. What is utility software?   (2)
8. What are Windows accessories?   (3)
9. In the context of computers, what is a driver?   (3)
10. What is a word processor?   (2)
11. In the context of a computer, what is the following?
    a. File   (3)
    b. Folder   (2)
    c. Recycle bin   (2)
    d. File Manager   (2)
    e. Graphical Unser Interface (GUI)   (2)
    f. Icon   (2)
    g. Tile   (3)
12. How does a computer know which program to use to open a file?   (2)
13. What is the function of utility software?   (4)
14. State whether the following statements are true or false
    a. Utilities enable you to perform administrative and maintenance type tasks on your computer
       relating to hardware and software.   (1)
    b. Application software control or maintain the operation of the computer and its devices   (1)
    c. An operating system coordinates all the activities of the computer   (1)
    d. The operating system remains in memory while the computer is running   (1)
    e. A disk cleaning app is an example of Windows accessory software   (1)
    f. Application software serves as the interface between the user, the apps and the computer's
       hardware.   (1)
    g. Proprietary software is often mass-produced, copyrighted software that meets the needs of a
       wide variety of users.   (1)
15. A USB flash drive is hot swappable and plug-and-play.
    a. What is hot swappable/ hot plugging   (2)
    b. What is plug-and-play?   (3)
16. In the context of a computer, what is a drive?   (2)
17. What is the Recycle Bin   (4)
18. What is the function of a file extension?   (6)
19. List three GUI elements.   (3)

20. What is
    a. Digital piracy? (2)
    b. Copyright? (3)
21. What is the function of PDF (Portable Document Format) software? (3)
22. What is the function of a word processor (2)
23. What are the functions of a file manager? (3)
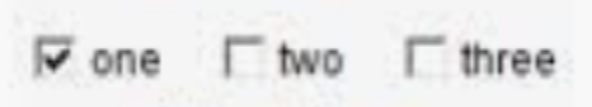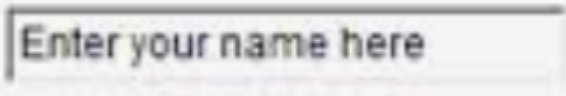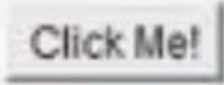24. List three actions you can perform in the following window: (3)
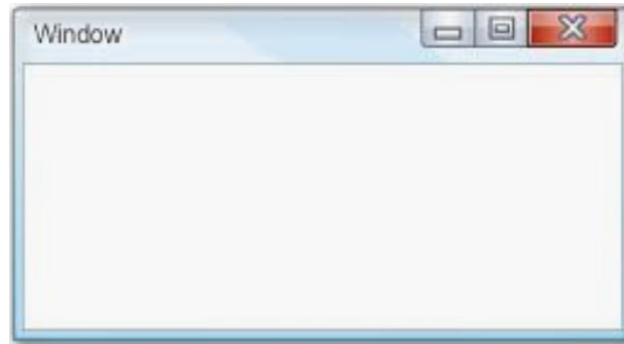
    Minimise ✓, maximise ✓, close ✓ also accept move, resize
25. Provide one word/term/concept for each or the following descriptions
    a. Software that performs a specific and useful function to maintain computer resources and increase the efficiency of a computer system (1)
    b. Small, handy programs that perform additional small tasks, such as a calculator (1)
    c. Software designed specifically to help in the management and tuning of the operating system, computer hardware and application software of a system. (1)
    d. Software that allows you to access and modify the source code (1)
    e. Software that allows users to organise data in columns and rows and perform calculations on the data (1)
    f. Software that coordinates the activities and functions of hardware and software; control the computer hardware and act as an interface with application programs (1)
       Software that helps to protect a computer system from malware (1)
    g. Software that acts as a translator between the operating system and a device connected to the computer (1)
    h. Software that can be used free of charge, but does not include full functionality (if you want full functionality, you need to pay) (1)
    i. Software that allows users to create visual aids for presenting and communicating ideas or other information to a group (1)
    j. Copyrighted software that is distributed for free but where the creator retains the rights to the software (1)
    k. Software designed to make users more productive and/or assist them with personal tasks (1)

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26. Name the following GUI components: (5)

GUI component	Name
☑ one ☐ two ☐ three	Checkbox✔
Red ▾ / Red / Green / Blue	Drop down list✔
Enter your name here	Textbox✔
⦿ Alpha ◯ Beta ◯ Charlie	Radio buttons✔
Click Me!	Button✔

27. What is the function(s) of the following utilities?
    a. Disk cleanup (2)
    b. File compression (2)
    c. Uninstaller (3)
    d. PC Maintenance (2)
    e. Power Manager (1)
    f. Backup (3)
    g. Restore (2)

Level 2 – Demonstrate your understanding and apply what you have learned

28. Discuss the differences and similarities between Open Source, freeware, shareware and proprietary software (12)
29. Explain why a computer needs device drivers (2)
30. Why is file management important? (2)
31. Study the graphic and describe how an operating system interacts with the computer (9)
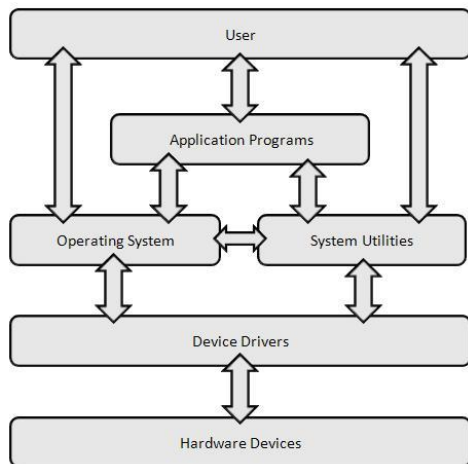
32. What is the purpose of a software license agreement? (3)
33. Explain the difference between radio buttons and check boxes (1)
34. Why does one need to install system software on the computer before you can use the computer? (4)
35. Why is it important to update software regularly? (3)
36. When John renames his assignment file, created in Word, he receives the following message:
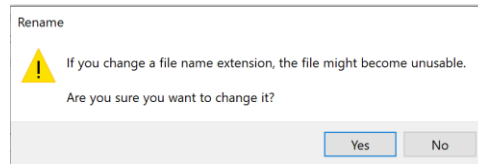
   a. Explain why this message appears (1)
   b. What will happen if he clicks the Yes-button? Explain your answer (4)
37. In addition to trying to free space on your storage device, for what other reasons might you want to compress files and folders? (2)
38. Describe the similarity(ies) and difference(s) between the following:
   a. Moving and Copying a file from one folder to another on a flash drive (4)

   b. Using Save/ /Ctrl+S or Save As/Save Copy when one wants to save a file (4)
   c. Driver and drive (6)
39. In renaming a word processing file that you have used often the last few days, the file extension accidently changed to bocx. When you want to open the file from within the MS Word a while later, you do not see the file in the list of recent files. Explain why you do not see the file listed as part of the recently used files. (2)
40. "Cracks" for games or software are provided freely on the internet. These "utilities/apps" usually comes with a very special "hidden feature". Explain what is meant by "hidden feature"?
   (Tip: Trojan) (3)
41. Which factors should one consider before downloading shareware, freeware or public domain software? (4)
42. Why should one update drivers regularly? (4)
43. Study the information provided below and answer the question that follows:
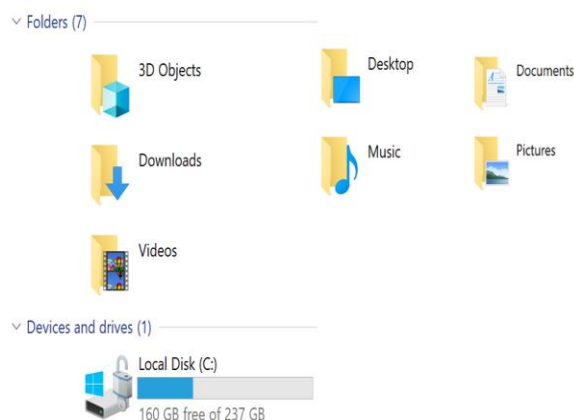

   If the documents folder above contains a subfolder called **School** where the file, *CAT* is stored, write down the File Path of the Homework.docx file (3)

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44. A device provides different sign-in options. Study the options below and answer the questions that follow:

A	B	C	D	E	F

   a. Which of the above refers to biometric input?   (2)
   b. **D** refers to signing in with a password. John uses the following password: john
      Explain the shortcomings with his password when comparing it to guidelines for strong
      passwords.`   (6)
   c. **F** refers to signing in with a security key. Explain how a security key can be used to sign in   (3)
   d. What does **C** refer to?   (1)
   e. **E** refers to a picture password. How does a picture password work?   (3)
   f. Which of the above can be used as secure 2-step verification? Motivate your answer   (2)

45. You want to create a new folder, named Homework, in the CAT folder that is a subfolder of the
    Documents folder. Arrange the correct actions into the correct order.   (6)

New >
Navigate to 📄 > This PC > Documents
Folder
(right-click)
Enter the folder name
Navigate to 📁 > This PC > Documents > CAT

46. How does the power management utility in a laptop monitor battery usage?
47. Compare open source software to proprietary software.   (3)
48. Why should one activate software?   (2)
49. What is the advantage of free open source software (FOSS) over proprietary software?   (2)
50. Why would you want to obtain the latest versions of shareware, freeware and public domain
    software apps through regular updates?   (2)
51. Mary decides to use a security key to log into her computer. Explain what the advantages and
    disadvantages of using a security key are   (2)

52. Sifiso chose the option of a picture password and wants to use the following picture:

53. Suggest a combination of three different gestures (3)
54. State whether the following statements are true or false
    a. Utilities differ from applications mostly in terms of size, complexity, usability and their function (1)
    b. Applications can be used without an operating system (1)
    c. Any device that has an operating system allows you to change how the device works (1)
55. What happens to a file or folder when it is deleted on a local disk? (4)

Level 3 – Are you ready to analyse, evaluate, think critically and solve problems?

56. For each of the following, choose the software item in the list that does not logically belong in the list and explain why it does not belong:
    a. WMF, AVI, MP3, MP4, MOV (2)
    b. DOC, DOCX, RTF, TXT, PPTX (2)
    c. Android, iOS, MS Office, Windows, Linux (2)
    d. DOCX, XLSX, PPTX, DOC (2)
    e. Disk cleaner, disk defragmenter, snipping tool, application launchers (2)
    f. DOC, DOCX, XLSX, GDOC, ODT (2)
    g. Backup, disk repair, file manager, driver, uninstaller (2)
    h. Android, Linux, iOS, Bada, Symbian (2)
    i. Paint, snipping tool, sticky notes, word pad, file manager (2)
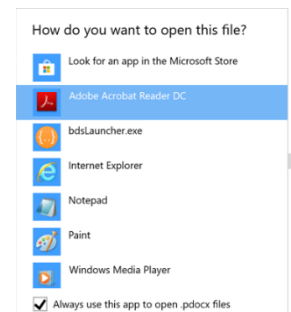   j. TXT, ZIP, RTF, CSV, LOG (2)
    k. macOS, Ubuntu, Windows, Unix, iOS (2)
57. In the beginning of the year, you created a folder, named CAT in the Documents folder and saved all your CAT-related files in this folder. Today, when you wanted to open a file stored in the CAT folder, you could not find the folder. Explain two things that could have happened and suggest how you could solve each of the two. (4)

58. Your friend shows you the following screen capture from her system's storage capacity (the computer has a 256 GB SSD) Study the information provided and answer the questions that follow:

Local Disk (C:) - 238 GB

105 GB used · 132 GB free

This is how your storage is used and how you can free up space.

OneDrive — 32,4 GB
Remove unused cloud-backed content

Apps & features — 20,3 GB
Uninstall unused or undesired apps & features

Temporary files — 4,81 GB
Choose which temporary files to remove

Documents — 2,13 GB
Manage the Documents folder

Mail — 1,73 GB
Manage mail with the default app

    a. Why is OneDrive showing? Explain your answer by referring to the purpose and use of OneDrive. (5)

    b. If additional space is required, which of the above folders could be emptied to free space? (1)

    c. Which folders would you recommend for backing up? Motivate your answer. (5)

59. When you use a file compressing software to compress a .bmp file, it reduces the file size whereas if you compress a .jpg file, the size almost remains exactly like it was. Briefly explain why. (2)

60. What is the advantage of OneDrive files showing on your local SSD? (1)

61. Sifiso and Peter are working on an assignment. Peter sends the mind map he created as a SmartArt diagram created in the word processor to Sifiso for inclusion. Sifiso double-clicks the file to open it and receives the following message showing on the right:

How do you want to open this file?

Look for an app in the Microsoft Store
Adobe Acrobat Reader DC
bdsLauncher.exe
Internet Explorer
Notepad
Paint
Windows Media Player
☑ Always use this app to open .pdocx files

He decides to use Notepad to open the file, but sees the following:

    a. Study the screenshots and explain what could have happened. (4)

    b. Explain what Sifiso can do to recover the file (not requesting Peter so send it again) so that he could finalise the assignment. (2)

62. John replaced his ordinary, basic keyboard with a new, sophisticated gaming keyboard, but when he plugged it in, the computer requests a driver. He tells you that his old keyboard did not require a driver. Explain the situation to John.

63. You are using your Android tablet to browse for apps in the Google Play store. You find an app you want to download, but you are unable to download it because a message states it is incompatible with your device. Why might the app be incompatible with your device?   (3)

64. When you displayed a list of programs installed on your computer, you noticed several installed programs that you do not remember installing.
   a. Why might these programs be on your computer?   (2)
   b. What action could you take to get rid of these?   (1)

65. Why do some devices only run on text-based OS   (1)