 Province of the

EASTERN CAPE

EDUCATION

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

**HOME SCHOOLING SELF-STUDY WORKSHEET ANSWER SHEET**

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| **SUBJECT** | INFORMATION TECHNOLOGY THEORY | **GRADE** | 12 | **DATE** | 7 – 11 September 2020 |
| **TOPIC** | Computer Management – Factors influencing computer management | **REVISION** | ✓ | **TERM 2 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   * Its gr8! @ grade12 theory, Study Opportunities * Information Technology Theory Book Grade 12 , DBE * Past Exam Papers   Answer all questions |
|  | **Factors Influencing computer management Solutions to activities**  1.1 – B,D,E,F, 1.2. – E, 1.3. – G, 1.4. – B, 1.5. – D, 1.6. – F, 1.7. – C  Note to teacher: Please advise learners to add File management tasks as G in column B.  2 Disk clean-up: Disk clean-up is a computer maintenance utility designed to free up storage space on a computing device. It safely identifies and removes temporary files that are no longer needed in order to free up storage.  Scheduling and updating: You can use a task scheduler to create and manage common tasks that your computer will carry out automatically at a time you specify, for example, you can schedule your computer to run a software update or make a backup at a specific time.  Archive and backing up: Archiving is the process of moving data that is no longer actively used to a separate storage device for long-term retention. These files are, however, not duplicated. Archived data consists of old data that remains important and is retained for future reference.  Compression and decompression: File compression refers to the process that makes use of advanced algorithms and mathematical formulas to decrease the amount of disc space used by big files. Decompressing a file is the method of extracting the compressed file back to its original form using the same algorithms or mathematical formulas.  Security features: A firewall is a network utility that prevents unauthorised network connections to and from your computer. This means that only the applications you allow on your computing device can send or receive data from and to the Internet.  Installing and uninstalling software: All installed applications used on your computing device are managed by the operating system. These applications may be used to view images, play videos or run tasks on your computing device. There are different ways of installing software.  Organising your files: To help you to find your files as quickly and easily as possible, you need to organise your files. In this section, you will learn more about the organisation of files on a computer.  Teacher discretion needed for the following questions: Which tasks do you use on your computer or school computer? Which task do you think is the most important? Explain.  3 It is the assurance of the accuracy and consistency of, data over its entire lifecycle, and is a critical aspect to the design, implementation and usage of any system which stores, processes or retrieves data | | | | |