 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** | 12 | **DATE** | 7 to 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  1 Choose a term/concept from COLUMN B that matches a description in COLUMN A. Write only the letter next to the question number (e.g. 1 – A). There can be more than one answer (column B) to a question (column A).   |  |  | | --- | --- | | **COLUMN A** | **COLUMN B** | | COLUMN A COLUMN B  1. A computer’s speed, ease of use and  security are influenced by various  factors. The 3 most important  factors are:  2. When this is weak, it can result in files  being accessed illegally, viruses being  installed leading to reduced computer  performance.  3. This refers to the way in which a  computer and its files and folders are  organised so that they are quick and  easy to find.  4. Too many applications can cause the  computer to slow down, while  out-of-date applications may contain  bugs or security problems  5. This is often difficult to detect, since it  can cause everything from videos not  loading to applications crashing and  even your operating system not  opening.  6. Without this, some programs will stop  functioning and the computer may  slow down dramatically.  7. This refers to the tasks used to  maintain the computer. | A. Housekeeping  B. Free space on drive  C. Computer management tasks  D. Errors or corrupt files  E. Securiy  F. Software  G. File Management |   2 List the management tasks for general housekeeping. Which tasks do you use on  your computer or school computer? Which task do you think is the most important?  Explain.  3 List steps that can be followed to guide a friend on how to go about creating a well  organised filing system. | | | | |