 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 to 11 September 2020 |
| **TOPIC** | Computer Management – Factors influencing computer management | **TERM 1**  **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. – D, 1.2. – H, 1.3. – J, 1.4. – B, 1.5. – E, 1.6. – A, 1.7. – C, 1.8. – F, 1.9. – G, 1.10. – I  2. a. False. To make sure that your computer is protected against viruses, you should not install more than one virus scanner.  b. False. The two biggest ways to pick-up malware is by downloading unreliable applications without reading all the instructions carefully and by inserting other people’s flash disks into your computer.  c. False. You should clean your computer once a week to check for viruses and/or malware.  d. True  e. True  f. False. It is important that you also organise files within an logical folder structure.  g. False. You cannot always recover a file that has been permanently deleted.  h. False. To regularly uninstall unused applications will free up disk space as well as memory and decrease Internet use.  i. True  j. True  3. Learners should be able to:  a. Update software  b. Scan for viruses  c. Physically clean the computer  d. Back up the data on the computer using copy and paste.  e. Back up the data using Backup and Restore  f. Manually back up files on Google Drive  g. Automatically back up files to Google Drive  h. Organise your files  i. Free disk space by using the Disk Clean-up tool  j. Manually delete files  k. Uninstall unused programs  l. Run a SMART scan  m. Run a disk check  4. Installing software is downloading it onto the device and uninstalling software is deleting it from the device  5. A custom installation will allow you to see and select parts of the software you want to install.  A full installation will select all parts of the software and install it on your computing device.  Product keys and activation codes: Some applications may give you a unique product key or activation code once you purchase the application. The installer will then request this product key before allowing you to install the application.  6. Installing too many applications may use up a computer’s resources and cause the computer to slow down, while out-of-date software may contain bugs or security problems. Viruses are also a form of software and are often installed with other software applications.  7. Teacher discretion, learners need to support with a reason  8. Teacher discretion  9. Instruct and supervise learners to:  Install new software onto your computer.  Uninstall software from your computer.  10. a: It is large.  11. d: Applications you installed  12. b: Updating the program  13. a: Using Windows Backup  14. a: He needs to install its drivers manually AND b: He needs to free up space on his computer. | | | | |