Answers

1. **Briefly describe one application for each of the devices listed below.**

Device	Use
Scanner	**To scan a document**
Laser Printer	**Use to printer high quality images or other printout**
Pendrive	**To store information for later use**
Barcode Reader	**Used to capture and read information contained in a bar code**
Speaker	**It is a device that output sound.**

2. **Complete the following sentences using the output devices listed below.**

   Graph Plotter   Laser Printer   Dot Matrix Printer

   i. Garage using multi-part stationary with carbon copies would need a **Dot Matrix Printer**
   ii. An architect's office producing house plan using A0 size paper would use a **graph plotter**
   iii. A student printing out coursework needing high quality printout would use a **Laser Printer**

3. **A list of 5 items is provided below.**

Pen drive	Magnetic stripe reader	Hard disk	Laser Printer	RAM	Dot –matrix printer

   a) Which storage device is usually used to store the operating system and other programs? **Hard Disk**
   b) Identify the device which is used to make payment in supermarkets. **Magnetic stripe reader**
   c) Identify the internal memory. **RAM**
   d) Which storage device will you use to save your assignment which was done at school and bring it home?**Pendrive**
   e) Identify two output devices not mentioned in the list above. **Printer & Monitor**

4. **A high school teacher usually communicates with his students using e-mails.**
   a) E-mail stands for Electronic mail. It is the sending and receiving of messages via the internet.
   b) **2 disadvantages of email and 2 advantages of email.**

Advantages	Disadvantages
Very quick and cheap delivery as no need to pay for the stamps and envelope	The recipient needs access to the internet to receive email
Computers files such as video, pictures, etc can be attached to an email.	There is always a risk of virus

c) Another method that the teacher can use to communicate with his students can be:
- By using an application
- Social media
- In person

5. Describe the following features:
a) **Paragraph Spacing**: Paragraph spacing is the amount of white space between two paragraphs.
b) **Shape**: Shapes are good for helping you illustrate the points you want to make to your readers by drawing it in your documents.
c) **Text box:** A text box is an object that you can add to your Word document to emphasize or set off your text.
d) **WordArt**: WordArt is a program that allows you to treat text as a graphic
e) **Text Wrapping**: Text wrap causes all of the text to wrap around the image so that the image does not interfere with line spacing.
f) **Image Cropping**: Cropping is the removal of unwanted outer areas from an illustrated image.