

## Answers

### Q1: The windows desktop

Fill in the blank with the correct answer from the box. Some maybe used more than once or not at all.

GUI	Recycle Bin	Task Bar	Title Bar	Scroll Bar
Icon	Start Menu	Windows	Tool Bar	Wallpaper

- You put things in the **Recycle Bin** that you no longer need or want.
- A **GUI** Uses graphics or pictures to help the navigate and access programs.
- The start Menu and clock are found on the **task bar**.
- An **icon** is a small picture that link to a file or program?
- At the top of each window, the **title bar** contains the title and buttons to close, minimize and resize.
- Moving the **scroll bar** Up or down allows you to see all of the information in a window.
- Programs and applications run inside **windows** that can be opened, closed or resized.
- The **wallpaper** is like a back drop on your desktop that can be changed.
- The **start menu** contain basic operations such as run, shut down, log off and find.

Q2:

#### a) What is an input device?

An input device enables data to be supplied to the computer. It allows you to communicate with a computer.

- Name a suitable input device for each of the following tasks:
  - For use in a supermarket to read bar codes: **Barcode Reader**
  - To take digital pictures of the school: **Digital Camera**
  - To type a letter: **Keyboard**
  - To click on the screen: **Mouse**
  - To convert a printed photo into a digital format. **Scanner**
  - To play computer games. **Joysticks**

Q3: State whether the following statements are True or False.

- Google is an example of a search engine. **True**
- A URL is also known as the Internet address. **True**
- Mozilla Firefox is an example of a URL. **False**
- It is very expensive to send an e-mail. **False**
- With online shopping, disable people can also easily buy their products online without moving from their house. **True**
- Nowadays many people use the internet for entertainment purposes. **True**
- A web browser is also known as a search engine. **False**
- The header is part of an e-mail and it contains the body the message. **False**.

Q4:

**a) Why is it important to make use of passwords?**

Passwords are utterly important because they prevent unauthorized access to your electronic accounts and devices.

**b) List two requirements of a good password.**

1. It must be at least eight characters long
2. It must include a combination of Upper case letter, lower case letter, numbers and special characters

**c) Which one of the following is the best password that can used:**

- Flower
- flowE123!!r
- flower1

Q5:

**a) What is the purpose of a firewall?**

Firewall is a system that prevents unauthorized use and access to you computer.it helps to protect your computer from from many vulnerabilities that some worms may try to exploit.

**b) What do you understand by the term “encryption”?**

Encryption is the process of encoding messages or information in such a way that only authorized parties can read it therefore the data cannot be read if intercepted by an unauthorized person.