

Dear Parents / Students

Due to the unprecedented situation, Knowledgeplus Training center is mobilized and will keep accompanying and supporting our students through this difficult time.

Our Staff will be continuously, **sending notes and exercises on a weekly basis** through **what's app and emails**. Students are requested to **copy the notes and do the exercises** on their copybooks.

The answers to the questions below will be made available on our website on [knowledgeplus.mu/support/fos/week1.php](https://knowledgeplus.mu/support/fos/week1.php) by 27<sup>th</sup> March 2020.

Please note that these are extra work and notes that we are providing our students and **all classes will be replaced during the winter vacation**.

We thank you for your trust and are convinced that, together, we will overcome these troubled times

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## Fundamentals of Software package -Teleworking – Week 1

Teleworking also known as telecommuting means working from home or alternative location using information and communications technologies (ICTs) instead of the office. Jobs can therefore be relocated to places where it is more attractive more convenient or cheaper to live.

### Advantages for the employer

1. No need to provide employee with a computer or furniture if they choose to use their own.
2. Office running costs and overheads (rates, electricity, heating...) can be reduced which in turn may reduce the need for office space.
3. Travel –related problems may be reduced that is workers being unable to arrive at work on time due to road delays.
4. Improved motivation with reduced levels of stress and absence due to illness.

### **Disadvantages for the employer**

1. Increased costs from providing computer equipment and telecommunication links for teleworkers.
2. More difficult to manage teleworkers and monitor their performance.
3. Increased risk to the security of the information that is used by teleworkers.
4. Employers need to be able to trust their staff and be prepared to have less direct control over them. It is therefore harder to check if the workers are doing their work properly.

### **Advantages for the employees**

1. Provides a better balance between work and family life.
2. No travel costs or time wasted travelling to and from work
3. They can work in the comfort from their own home.
4. The employee can work for a company situated hundreds or even thousands of miles away from his home

### **Disadvantages for the employees**

1. May lack the self-discipline to work unsupervised from home.
2. A teleworker may feel isolated because they miss the social interaction from their colleagues at work.
3. May be unable to work effectively because of distractions in the home environment.
4. May not have the space at home to provide a suitable environment for teleworking.

## **Theory questions**

### **1. Indicate whether the following statements are True or False**

- a) A DVD is a plastic disk
- b) CDROM stands for Compact Disk Read Only Memory
- c) The CPU is a part of ALU
- d) Computers can function without software
- e) Operating system is a system software used to control the hardware
- f) A desktop computer is portable.
- g) Both scanner and printer are output devices.
- h) Mozilla Firefox is an example of a web browser
- i) A worksheet is a page created using a word processor.

- j) A word processor is needed to access the internet
- k) A spreadsheet can be used to prepare payrolls.

2. Giving one example, differentiate between

- a) Input and Output devices.
- b) Ram and Rom

3. Differentiate between mainframe computer and supercomputer.

4. Briefly describe the purpose of the following:

- a) Word Processing Software
- b) Spreadsheet
- c) Operating System
- d) Application Software

5. Explain the term video-conferencing.

- a) Give 2 advantages and 2 disadvantages of video conferencing.
- b) List down 3 hardware that are being used for video conferencing.

6. List down 5 features on Word Processing

7. Give 2 advantages of using computers in a:

- a) School
- b) Supermarket

8. State the purpose of the following devices

- a) Keyboard
- b) Mouse
- c) Monitor
- d) CPU