

Answers

Question 1:

(a) What can we do with a spreadsheet package (Microsoft Excel)?

Microsoft excel allows people to:

- Type text and numbers
- Edit/format text and numbers
- Perform simple and complex calculations
- Create charts
- Save Spreadsheet

(b) 2 advantages of using the Internet

- **Abundant Information:** People can find information on almost any imaginable subject.
- **Entertainment for Everyone:** Most of us love being on our laptop, smart phones and ipads, the internet is the big reason behind us spending so much time on these gadgets.

(c) 2 search engines

- Google
- Yahoo

(d) 2 web browsers

- Google Chrome
- Internet Explorer

(e) 3 types of computers

- Microcomputer
- Minicomputer
- Mainframe computer

2. Fill in the blanks with the correct word from the box below.

Icons names files and folders window programs

- a. We store information in the form of **files and folders** in the computer.
- b. By using appropriate file **names**, we can easily locate information in the computer.
- c. The desktop consists of many **icons**
- d. Icons represent **programs**, files and folders present in the computer.
- e. A **window** may contain files and other folders.

3. Write down the steps how to:

- **To open a new word document**
 1. Click on “Microsoft Office Button”
 2. Select “New”
 3. The new Document dialogue box appears
 4. Click on “ Create”
 5. A new blank document appears in the Word window.
- **To save a word document.**
 1. Click on “file”
 2. Choose “save as”
 3. Type the name you want to give the document on the box next to “File Name”
 4. Select appropriate “Save As Type”
 5. Click on “Save”

4. What does the following terms stand for?

- a. **ICT- Information & Communication Technology**
- b. **RAM- Random Access Memory**
- c. **CD-ROM- Compact Disk Read Only Memory**
- d. **VDU- Visual Display Unit**
- e. **CPU- Central Processing Unit**

5. a) A storage device is any computing hardware that is used for storing, porting and extracting data files and objects.

b) **2 examples of storage device.**

- Ram(Random Access Memory)- Primary Storage
- Hard disk – Secondary Storage