





# ICT

## Week 4: Answers

Question 1: Ring the correct answer

1. Companies are capable of .....
  - A. Thinking for us
  - B. Switching off by themselves
  - C. Storing data for later use.**
  - D. Writing without using the keyboard.
  
2. A printed output on paper is called .....
  - A. Hard copy**
  - B. Soft copy
  - C. Diskette
  - D. Floppy disk
  
3. Which one of the following describes best a computer?
  - A. A machine for making sounds.
  - B. A microprocessor**
  - C. An electronic information processing machine
  - D. An electrical appliance for heating food,
  
4. On the top right hand side of the window , we can see   

The  button is used

  - A. To close the window**
  - B. To maximize the window
  - C. To minimize the window
  - D. To draw and paint.
  
5. To which part of the human body can the CPU be compared?
  - A. To the eye
  - B. To the foot
  - C. To the arms
  - D. To the brain**
  
6. A major part of the monitor is the .....
  - A. Screen**
  - B. Photograph
  - C. Camera
  - D. Film
  
7. To select an object on the monitor, we must click on the .....
  - A. Delete key
  - B. Left-mouse button**
  - C. Shift key
  - D. Space bar
  
8. To start a computer, you must first .....
  - A. Click on the right-mouse button.
  - B. Provide electricity**
  - C. Supply sound and light to it
  - D. Store data on tapes

9. Raja is storing a work. This means that he is .....
- A. Displaying it on the screen
  - B. Typing letters and numerals
  - C. Controlling the quality of his work
  - D. Saving it for future use**
10. If you want to listen to music on the computer, you must equip it with .....
- A. Modems
  - B. Graphics
  - C. Speakers**
  - D. Scanners

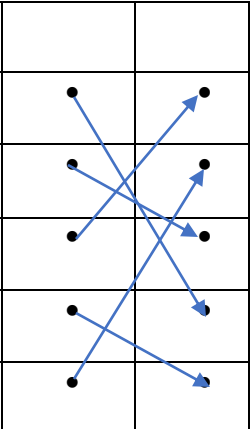
**Question 2: Fill in the blanks with the correct word from the list.**

hardware	microphone	deleting	arrow	numerical
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- a) Removing information on a file is known as **deleting**
- b) A speaker forms part of the **hardware**
- c) The keyboard has alphabetical keys and **numerical** keys.
- d) The **microphone** is an input device.
- e) To move the cursor up and down, as well as right and left, we use the **arrow**

**Question 3: Match the parts in Column B to the correct parts in column A**

Column A			Column B
Space Bar	•	•	To delete on the left of the cursor
Caps Lock Key	•	•	To enter numbers
Backspace Key	•	•	To type capital letters
Enter Key	•	•	To leave space between words, letters and numbers
Numerical Key	•	•	To move the cursor to the next line.



**Question 4: Define the following terms**

- a) **Hardware:** Computer hardware is any physical device, or something that you are able to touch.
- b) **System Software:** System software is designed to operate and control the computer hardware and to provide a platform for running application software.
- c) **Output device:** An output device is any peripheral use to transfer data out of the computer in form of text, images, sounds or other media.

- d) **Information:** Information is organized or classified data, which has some meaningful values for the receiver. Information is the processed data on which decisions and actions are based.

**Question 5: Give the steps**

**a) To create a new folder**

- Right-Click on the desktop
- Select New
- Select Folder

**b) To open a new word document**

- Click on “Microsoft Office Button”
- Select “New”
- The New Document dialogue box appears
- Click on “Create”
- A new, blank document appears in the Word window.

**c) To save a document**

- Click on “File”
- Choose “Save As”
- Type the name you want to give the document on the box next to “File Name”
- Select appropriate “Save As Type”
- Click on “Save”