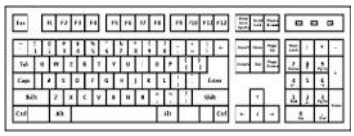
SUNSET JUNIOR SCHOOL, KAWANDA

COMPUTER STUDY (ICT)

P.1 holiday work 2020

Name_____

1. Name the diagrams by choosing the correct answer from the brackets.



_____(mart, guitar, keyboard)



This is a _____ (television, monitor, and projector)



That is a _____ (mango, mouse, orange)

3. Match buttons to their functions

Enter button	rubs mistakes
Backspace button	puts on capital and small letters
Caps lock button	takes u to a new line

4. Circle the correct answer for the words.

mouse	For clicking	For clapping
keyboard	For writing work	For typing work
monitor	For showing our work	For showing our face

2. Outline three places where computers are used by choosing the correct answers from the brackets (Forests, offices, bush, super markets, schools, grave)

_____

_____

_____

Choose the correct answer from the brackets and name four parts of a computer (cables, monitor, sockets, system unit, DVD- Rom, keyboard CPU, Mouse)

_____

_____

_____

_____

SUNSET JUNIOR SCHOOL, KAWANDA
P.2 HOLIDAY WORK 2020
COMPUTER (ICT)

Name: _____

1. Give the uses of the following computer parts

A keyboard is used for_____

A mouse is used for_____

We use a monitor to _____

2. Name four parts of a computer.

i. _____

ii. _____

iii. _____

iv. _____

3. How many parts does a mouse have?

_____

_____ _____ _____

4. Name three parts of a mouse

_____

_____

_____

5. Outline three places where computers are used

_____

_____

_____

6. What is a computer laboratory

_____

_____

7. Outline four common buttons found on the keyboard

_____

_____

_____

_____

8. What is Microsoft word?

_____

9. Name two uses of Microsoft word

_____

_____

Comment_____sign_____

SUNSET JUNIOR SCHOOL, KAWANDA

HOLIDAY WORK 2020

P.3 COMPUTER (ICT)

Name: _____STREAM_____

1. What is Microsoft word?

_____

1. Outline five places where computers are used.

i) _____ iv) _____

ii) _____ v) _____

iii) _____

2. Outline the uses of each of the following computer parts.

a) Keyboard _____

b) Mouse _____

c) Monitor _____

3. Name any four special buttons found on a keyboard.

i) _____ iii) _____

ii) _____ iv) _____

4. List down the steps taken to switch on a computer

i) _____

ii) _____

iii) _____

iv) _____

5. Name four uses of Microsoft word

_____

_____

_____

_____

6. List down four uses of a computer

_____

_____

_____

_____

7. Outline the steps taken to switch off a computer

_____

_____

_____

_____

8. Define the following concept

a) File_____

b) Folder_____

c) Desktop_____

9. Mention three elements found on the desktop

_____

_____

_____

SUNSET JUNIOR SCHOOL, KAWANDA

HOLIDAY WORK 2020

P.4 COMPUTER (ICT)

Name: _____Stream_____

1. Write CPU in full?

   _____

2. What are the steps taken in shutting down the computer?

   _____

   _____

   _____

   _____

3. State the steps taken in saving our work.

   _____

   _____

   _____

   _____

4. Outline the steps taken to switch on a computer

   _____

   _____

   _____

   _____

5. Mention the steps taken in opening up Microsoft word.

   _____

   _____

   _____

   _____

   _____

6. Mention five special keys found on the keyboard.
   i. _____
   ii. _____
   iii. _____
   iv. _____
   v. _____
7. Outline five uses of Microsoft word.
   i. _____
   ii. _____
   iii. _____
   iv. _____
   v. _____
8. Outline four rules of a computer laboratory.
   i. _____
   ii. _____
   iii. _____
   iv. _____
9. Outline four uses of a computer.
   i. _____

ii. _____
iii. _____
iv. _____

10. What is the difference between right click and left click

_____

11. List down five advantages of using a computer.
    i. _____
    ii. _____
    iii. _____
    iv. _____
    v. _____
12. Outline six disadvantages of using computers.
    i. _____
    ii. _____
    iii. _____
    iv. _____
    v. _____
    vi. _____
13. List down four examples of pointer/cursor shape changes
    i. _____
    ii. _____
    iii. _____
    iv. _____

14. Define the following concepts
    a) Start button_____
    b) Start menu_____
    c) Taskbar_____
    d) Recycle bin_____
    e) Scroll bar_____
    f) Double clicking_____
    g) Save As_____
    h) Desktop_____
    i) Deleting_____
    j) Switch on_____
    k) Switch off_____
    l) Cursor_____

15. What is information?

_____

16. Mention any three functional keys you know
    i. _____
    ii. _____
    iii. _____

SUNSET JUNIOR SCHOOL, KAWANDA

HOLLIDAY WORK 2020

P.5

Name:_____stream_____

1. Give 4 examples of portable computers you know?
   _____
   _____
   _____
   _____
2. State 4 steps taken in starting the computer
   _____
   _____
   _____
   _____
3. What are hardware parts of the computer?
   _____
4. What is a file?
   _____
5. What is technology?
   _____
6. What is the main function of the system unit?
   _____
7. What are the steps taken in creating a folder?
   _____
   _____
   _____
8. Which control button is used to close a file?
   _____
9. What is a table? _____
   _____
10. Define the following table components.
    Rows_____ Columns_____
11. What is a recycle bin?
    _____
12. 12. What is the difference between hard copy and soft copy?
    _____
    _____
13. What is the difference between single clicking and double clicking?
    _____
    _____
14. Outline any five special keys/buttons found on a keyboard. _____
    _____ _____
    _____ _____
15. Outline four navigation keys/buttons found on a keyboard.
    _____ _____
    _____ _____

16. Outline the steps taken to open Microsoft word in order

_____

_____

_____

17. Outline any four storage capacities/units

_____ _____

_____ _____

18. List down any five computer components found inside the system unit

_____ _____

_____ _____

_____

19. What is a virus?

_____

_____

20. What is data?

_____

33. Define the following concepts

a) Start button_____
b) Start menu_____
c) Taskbar_____
d) Recycle bin_____
e) Scroll bar_____
f) Double clicking_____
g) Save As_____
h) Desktop_____
i) Deleting_____
j) Switch on_____
k) Switch off_____
l) Cursor_____

COMMENT_____SIGN_____

SUNSET JUNIOR SCHOOL KAWANDA

P6 HOLLIDAY WORK 2020

COMPUTER STUDIES

Name_____ stream_____

1. How do we call the button for closing any open window of work

   _____

2. What is a taskbar

   _____

3. What is the function of a memory card to a computer user

   _____

4. How do we call the area that appears when windows start?

   _____

5. Why is it necessary to cover computers before sweeping the computer laboratory

   _____

6. State one reason why it's important to have a switch on a monitor

   _____

7. What is meant by the term formatting

   _____

8. Name any two formatting tool bars of your choice

   _____

   _____

9. What is the meaning of the following formatting tool bars
   a) Underline_____
   b) Color_____
   c) Font size_____
   d) Numbering

      _____

10. Write the short forms of the following formatting tool bars as applied in Microsoft word
    a) Underline_____
    b) Bold_____
    c) Color_____
    d) Italic_____

17. What is the function of **x** button?

    _____

11. What is a table?

COMMENT_____ SIGN_____

_____

19. Define the following components of a table

a) Row_____

b) Column_____

20. Mention three storage capacities /units

_____
_____
_____

21. What is a virus?

_____

22. Outline two ways of preventing computer viruses

_____
_____

23. What is a printer?

_____

24. Give three examples of printers you know

_____
_____
_____

25. Outline five generation of computers

_____
_____
_____
_____

26. State four examples of anti-virus software you know

_____
_____
_____

COMMENT_____ SIGN_____

SUNSET JUNIOR SCHOOL

P.7 HOLLIDAY WORK 2020

COMPUTER STUDY

Name_____ stream_____

1. What is meant by the term computer literate

_____

_____

2. Define the following computer concepts
   a) Barcode reader

      _____

   b) Lower case

      _____

   c) Upper case

      _____

   d) Artificial intelligence

      _____

3. Mention any five activities that people in your home town commonly use computers for

_____

_____

_____

_____

_____

4. Differentiate between the following terms
   a) Input and output devices

      _____

   b) Data and information

      _____

5. Mention five function name used in Microsoft excel

_____

_____

_____

_____

_____

6. What is the function of a hard disk

_____

7. What is meant by the term auto correct feature

_____

8. Outline two elements of auto correct feature

_____

_____

9. List down three categories of computers you know

_____

_____

_____

10. What is the meaning of the following functions in Microsoft excel

SUM_____

MAX_____

MIN_____

11. Name three elements of a mouse

_____

_____

_____

12. Briefly ,show the meaning of the following function name as applied in Microsoft excel

a)MODE_____

b) POWER_____

c) UPPER_____

d) SQRT_____

e) SMALL_____

f) ROMAN_____

23. Name four factors to be considered when setting up a computer laboratory

_____

_____

_____

13. List down three examples of input devices you know

_____

_____

_____

14. Outline three social networks of your choice

_____

_____

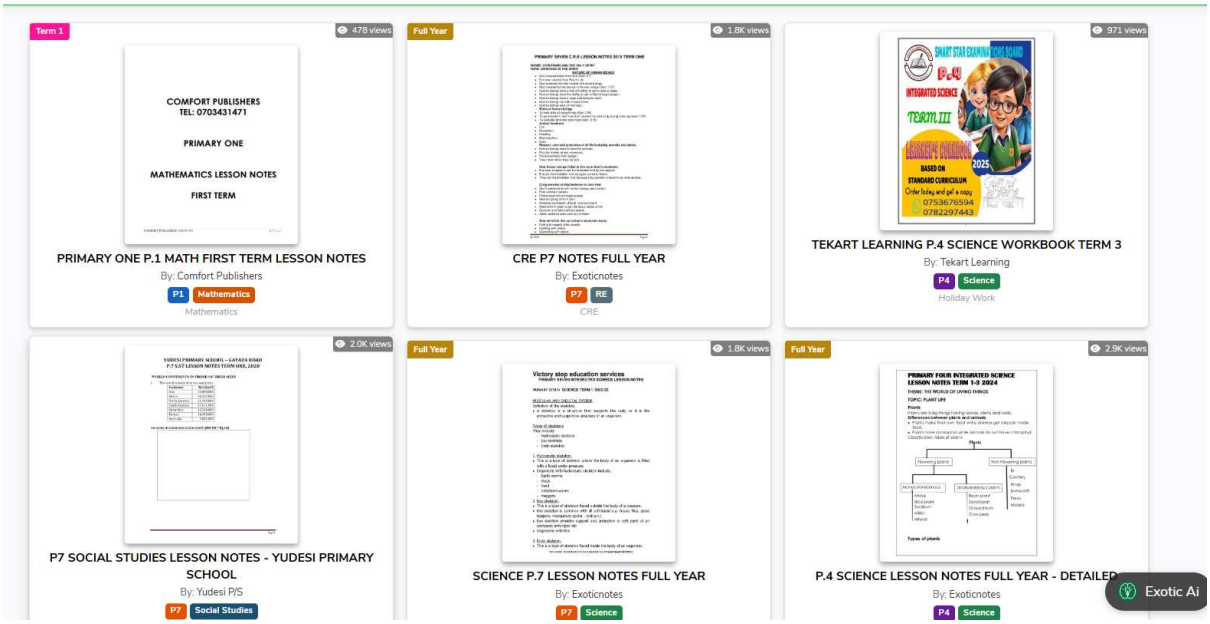
_____

15. What is meant by the term human ware?

_____

COMMENT_____ SIGN_____

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