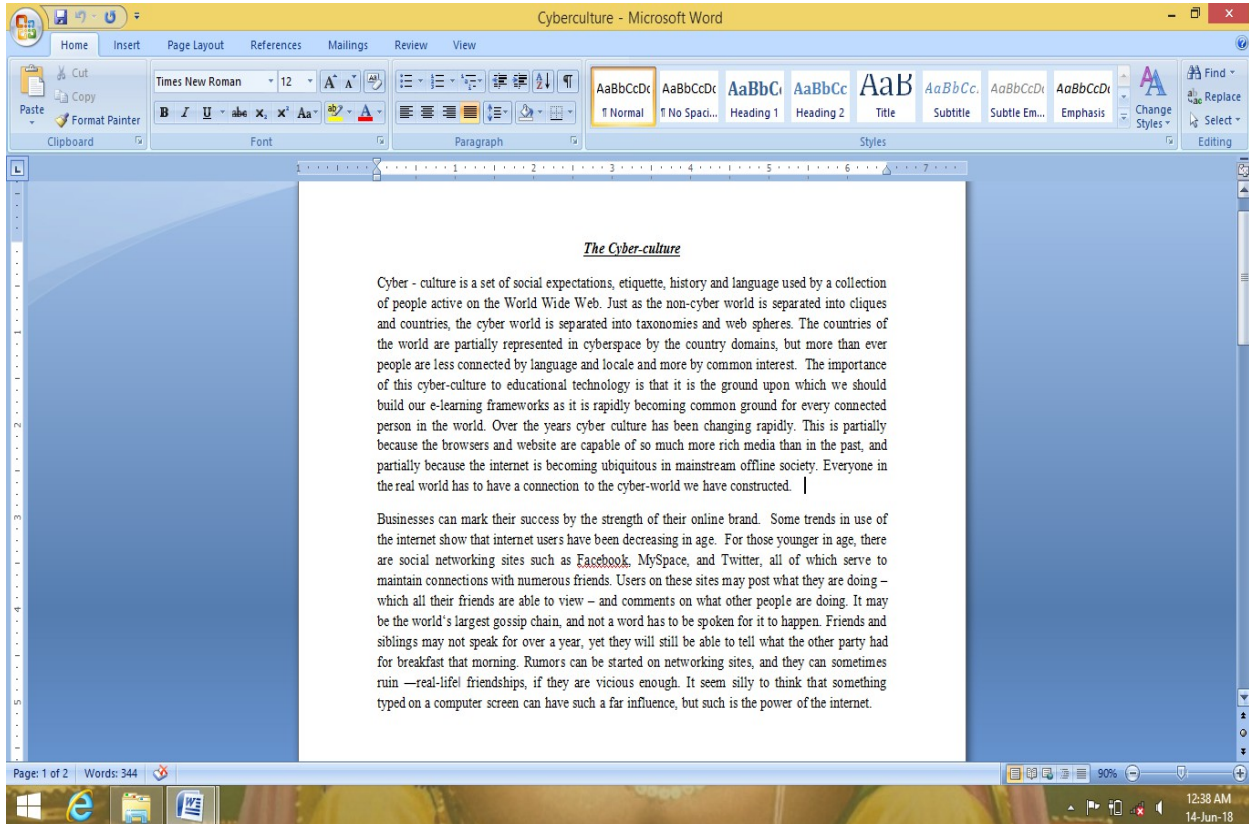


BA SANGAM COLLEGE
YEAR 11
COMPUTER
WORKSHEET 1

Question 1



a) Discuss briefly how you would highlight last line of second paragraph without using mouse.

b) Discuss the steps how you would you go about making the above document in two column like a newspaper document.

c) List the steps of decreasing indent of a second paragraph.

d) List two formatting features applied in document title.

e) What keys would be pressed to take the insertion point to the end of the document?

f) Dylan has finished typing the above document. He wants to replace the word rumor in the second paragraph with the word gossip. What feature of MS - Word can be used to replace the word rumor?

g) List the steps of how Dylan can use MS - Word feature to replace the word with similar meaning.

h) List how you can form a second paragraph from the word over in the first paragraph.

i) What name is given to the above document?

j) What short cut keys can be pressed to select the whole document?

k) How many pages does the above document contain?

l) List the formatting features used in the title of the above document.

m) What name is used to save the above document?

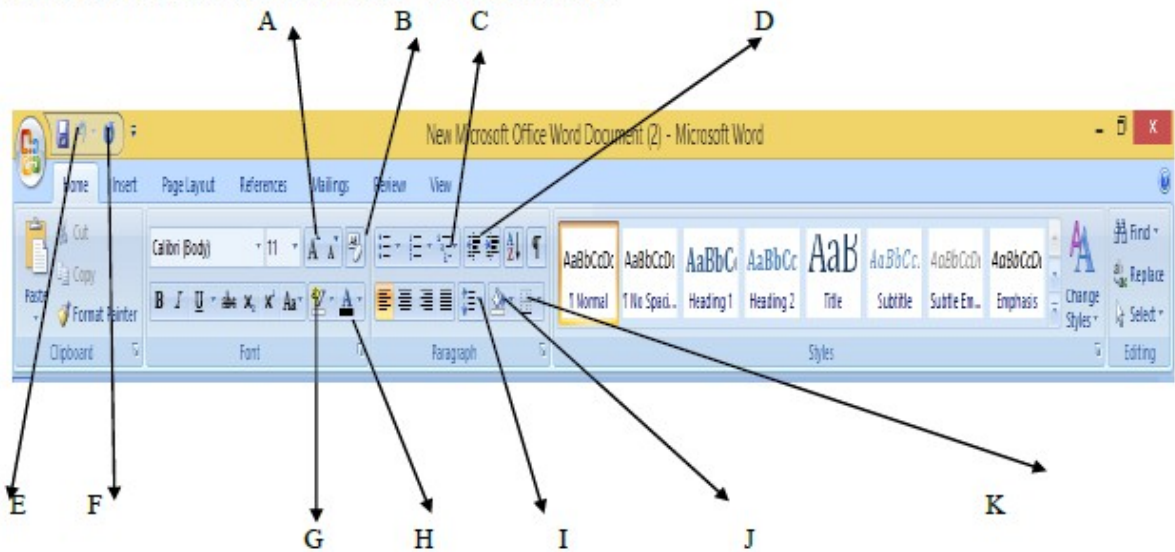
Question 2

Fill in the table below for short cut keys for Ms MS Word.

Cut	
Copy	
Paste	
Select all	
Saving As	
Bold	
Italic	
Underline	
Right align	
Left align	
Centre align	
Justify align	
Increase font	
Decrease font	
Find	
Replace	
Repeat	
Undo	
Close the document	
Spell check	
Help	
Repeat the last action	

Question 3

Label the icons marked below of MS – Word office 2013.




Question 4

Fill in the table below for short cut keys for Ms MS Excel 2013.

Create a new workbook	
Open an existing workbook	
Save the active workbook	
Save the active workbook under a new workbook	
Close the active workbook	
Copy the contents of the selected cells to Clipboard.	
Cut the contents of the selected cells to Clipboard.	
Insert the contents of the Clipboard into the selected cell(s).	
Undo your last action.	
Open the "Print" dialog.	
Switch to the next open Excel workbook.	
Edit the current cell	
Select the entire column	
Select the entire row	
Enter the current date	
Enter the current time	
Select the entire worksheet	

Question 5

Samsung Galaxy S9 smartphone was launched in March 2018



Samsung Galaxy S9 full specifications (Dual Sim)

GENERAL

Form Factor	Touch Screen
Removable battery	No
Resolution	1440x2960 pixels
PPI	568
Processor	1.7GHz octa-core
RAM	4GB
Internal Storage	64GB
Expandable Storage	Yes
Rear Camera	12 megapixel
Rear Flash	LED
Front Camera	8 megapixel
Front Flash	No
Operating System	Android 8.0
Skin	Experience 9.0
Wi Fi	Yes
GPS	Yes
Bluetooth	Yes, v 5.00
NFC	Yes
USB OTG	Yes
Sim Type	Nano Sim
4G/ LTE	Yes
GSM/CDMA	GSM

Using the specification answer the following questions.

a) Explain the use of touch screen.

b) Define the term resolution.

c) Define and expand the acronym PPI.

d) Discuss the purpose of octa- core processor.

e) Discuss how the user will be able to expand the memory of the cell S9.

f) Name the OS installed.

g) Discuss reasons why software needs to be graded.

h) Explain the acronym Wi-Fi and discuss its purpose in the cell phones.

i) Discuss the purpose of GPS.

j) Discuss the purpose of Nano sim.

k) Discuss two advantages and one disadvantage of 4G network.

l) Explain the acronym GSM.

Question 6

Option A.	Option B.
Lenovo Thinkcentre i3 Desktop	DELL Optiplex i5 Desktop
Intel Core i3 3.3GHz	Intel Core i5 3.5GHz
4GB RAM	4GB RAM
250GB Harddrive	500 GB Harddrive
DVDRW	DVDRW
Windows 7 64bits	Windows 10 64bits
Microsoft Office 2013	Microsoft Office 2013
ESET Antivirus	ESET Antivirus
Adobe Reader	Adobe Reader
Chrome / Firefox	Chrome / Firefox
VLC Player	VLC Player
Basic Software Loaded	Basic Software Loaded

Using the above information answer the following questions.

a.

	A.	B.
a. Name the processor used		
b. Amount of primary memory available		
c. Name the Operating System used.		
d. What is the capacity of secondary storage.		
e. Speed of the processor		
f. Name the browser program.		
g. Name the antivirus program.		

a) Give examples of some basic software.

b) Give reason why you would choose option B than option A when buying the above desktop computers.

c) Discuss the purpose of adobe reader

RESEARCH QUESTIONS

1. You install a new 250 GB hard drive in your computer and format it. Upon checking the available space on hard drive in My Computer, you are puzzled to find that there is substantially less space available than 250GB. Give a reason.

2. Who invented USB?

3. What term is used to describe the time between when you ask for a file and when the computer delivers it to you.

4. When you delete a file from your documents folder, name the place where the deleted is stored.

5. My name is Louis and I need some help. I've been loading a lot of software onto my PC lately, and it has slowed down a lot. Name the program that comes with Windows that I can run to make my computer faster.

6. You place the insertion point in the middle of a paragraph and start typing. But the new text deletes the existing text. What's the problem and how do you fix it.

7. How many margins can be located on a word document?

8. Name a software that is designed to cause annoyance but does not damage your files?

THE END