BA SANGAM COLLEGE <u>YEAR 11</u> <u>COMPUTER</u> WORKSHEET 1

Question 1

| Hone inset Page Layout References Mailings Review View Image: Section Image: Section Image: Section ABBCC: A | - 0 |
|--|------------------|
| Image New Roman 12 A & A & B & Color AaBbCcDt | |
| Image: Cyber - culture is a set of social expectations, etiquete, history and language used by a collection of people active on the World Wide Web. Just as the non-cyber world is separated into cliques and countries, the cyber world is separated into taxonomies and web spheres. The countries of the world are partially represented in cyberspace by the country domains, but more than ever people are less connected by language and locale and more by common interest. The importance of this cyber-culture to educational technology is that it is the ground upon which we should build our e-learning frameworks as it is rapidly becoming common ground for every connected person in the world. Over the years cyber culture has been changing rapidly. This is partially because the browsers and website are capable of so much more rich media than in the past, and partially because the internet is becoming ubiquitous in mainstream offline society. Everyone in the real world has to have a connection to the cyber-world we have constructed. Businesses can mark their success by the strength of their online brand. Some trends in use of the internet show that internet users have beed ecreasing in age. For those younger in age, there are social networking sites such as Facebook, MySpace, and Twitter, all of which serve to maintain connections with hummerous friends. Users on these sites may post what they are doing – which all their friends are able to view – and comments on what other people are doing. It may | hange tyles v |
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| be the world's largest gossip chain, and hot a word has to be spoken for it to happen. Friends and siblings may not speak for over a year, yet they will still be able to tell what the other party had for breakfart that morning. Rumors can be started on networking sites, and they can sometimes ruin —real-life! friendships, if they are vicious enough. It seem silly to think that something typed on a computer screen can have such a far influence, but such is the power of the internet. | |

- 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.

Sangam Education Board – Online Resources

- 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?
- 1) 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 | |
|------------------------|--|
| Сору | |
| 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 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 | | |
|--|--------------------------|--|
| Marc | h 2018 | |
| | | |
| Samsung Galaxy S9 full s | pecifications (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 | |
| Espandable Storage | Yes | |
| Rear Camera | 12 megapixel | |
| Rear Flash | LED | |
| Front Camera | 8 megapixel | |
| Front Flash | No | |
| Operating System | Android S.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.

| _ | |
|---|--|
| а | |
| | |

| Sort a Million Alternation (198 | A. | B. |
|------------------------------------|---|---|
| Name the processor used | CLC. or | 1.121.211 |
| Amount of primary memory available | | 2 |
| Name the Operating System used. | | 2 |
| What is the capacity of secondary | | |
| storage. | | |
| Speed of the processor | | |
| Name the browser program. | | |
| Name the antivirus program. | | |
| | Amount of primary memory available Name the Operating System used. What is the capacity of secondary storage. Speed of the processor Name the browser program. | Amount of primary memory available Name the Operating System used. What is the capacity of secondary storage. Speed of the processor Name the browser 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 pint 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