

SANGAM SKM COLLEGE- NADI
YEAR 11 COMPUTER STUDIES-2021
COVID-19 WORKSHEET WK-2- Answers

31/05/21

1. Define what is a computer?

A Computer is an electronic device that accepts input data, processes data, stores data and produces output as useful information.

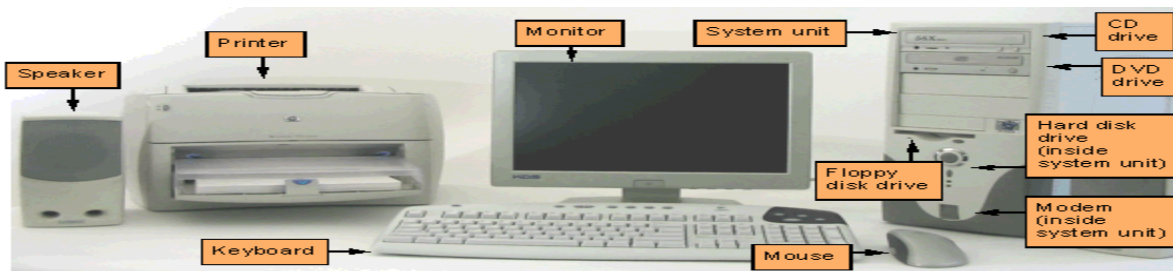
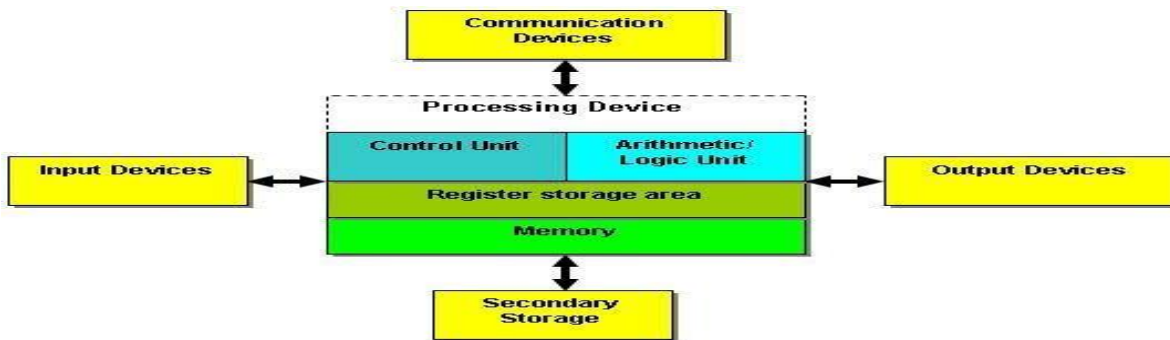
2. Describe the three main components of a computer system?

A computer system consists of three main components or parts and each part is responsible for the three major functions that constitute a computer. The parts are:

- 1. Input Unit**
- 2. Processing Unit**
- 3. Output Unit**

Components	Function
Input device	Inputs the instructions from the user and pass to the processing unit for the process of instruction.
Processor	Process the instructions, prepare result instantly and pass to output unit
Output device	To get the information out

3. Draw a diagram to represent the three components.



From the diagram given above identify **two input** devices, **two output** devices and **two storage** devices.

<u>Input devices</u>	<u>Output devices</u>	<u>Storage devices</u>
1.Mouse 2.Keyboard	1.Monitor 2.Printer	1.CD drive 2.DVD drive
<p>01/06/21</p> <p>1. What is the function of input devices? Input devices accepts instructions from the user in machine readable form and sends it to the CPU for processing.</p> <p>2. What are two types of mouse? Explain (any two from below) <i>Mechanical mouse</i> – has a ball on the bottom and is attached with a cord to the system unit. <i>Optical mouse</i> – it emits and senses light to detect mouse movement, <i>Cordless or wireless mouse</i> – is a battery powered device that typically used radio waves or infrared light waves to communicate with the system unit.</p> <p>3. Name at least eight input devices and its function? A mouse is used for pointing at items displayed on the screen (selecting) and activating them by clicking on the buttons. A keyboard is used for typing commands, messages and instructions and transmitting them to CPU for interpretation and action. A touch screen is particular kind of monitor screen covered with plastic layer. Behind this layer are crisscrossed invisible beams of infrared light allowing someone to select actions and or commands by touching the screen with a finger. A light pen is a light sensitive pen like device. The light pen is placed against the monitor. This closes a photoelectric circuit and identifies the spot for entering or modifying data. A stylus is a pen-like device commonly used with tablet PCs and PDAs. A stylus uses pressure to draw images on a screen. A stylus interacts with the computer through handwritten recognition software. A digitizer is a device that can be used to trace or copy a drawing or photograph. The shape is converted to digital data. A computer can then represent the data on the screen or print it out on paper. A pen-based computing is a pen-based small computer that lets you use a stylus to write directly on the display screen, these devices contain software that can recognize a person’s handwriting. Bar code readers are photo electric scanners that read the bar codes or vertical zebra stripped marks printed on a product container</p>		
<p>02/06/21</p> <p>1. What is the difference between traditional and wireless keyboards? Traditional Keyboards which are full-sized, rigid, rectangular keyboards that include function, navigational, and numeric keys whereas Wireless Keyboards transmit input to the system unit through the air. By eliminating connecting wires to the system unit, these keyboards provide greater flexibility and convenience of typing.</p>		

2. List three types of keyboard design?

Ergonomic Keyboards, Wireless Keyboards, Flexible Keyboards

3. What is another name for standard keyboard?

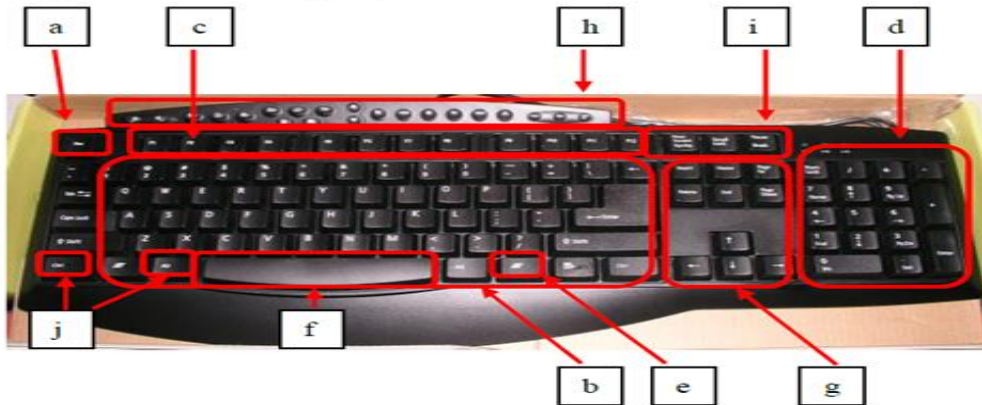
QWERTY keyboard

03/06/21

1. Differentiate between keyboard entry and direct entry devices.

Keyboard Entry is when data is entered through a keyboard whereas a Direct Entry does not require data to be keyed by someone.

2. Identify and state the function of the keys labeled a-j



- a. **Escape key – cancels a selection or a procedure**
- b. **Typewriter keys**
- c. **Function keys – (F1 – F12)**
- d. **Numeric keypad – (enters numbers/arithmetic symbols/ control cursors or insertion point)**
- e. **Windows key – displays the start menu**
- f. **Space bar – enters blank spaces between characters**
- g. **Navigation keys – control the cursor or insertion point on the screen**
- h. **Multimedia control keys – controls the media player**
- i. **Toggle keys – switches a feature on or off**
- j. **Ctrl and Alt keys – provide additional and shortcut functions**

04/06/21 ESSAY WRITING

Input devices are of two kind's keyboard Entry and Direct Entry.

Discuss the above statement under the following criteria:

- the three types of keyboard
- the three types of direct entry devices
- the three types of pointing devices

QUESTION: 1 Introduction	½ mark
2 types of entry : 1. keyboard entry – data is entered through a keyboard 2. direct entry – does not require data to be keyed by someone.	
4 types of keyboard : 1. traditional keyboard – full sized , rigid, rectangular keyboard that include function , navigational and numeric keys 2. Flexible keyboard – fold or roll up for easy packing or storage . designed for mobile users 3. ergonomic keyboard – similar to traditional keyboards but a palm rest is provided. 4. Wireless keyboard – transmit input to the system unit through the air. Eliminate connecting wires to the system unit, provide greater flexibility and convenience 5. Personal digital assistant – are miniature keyboards for PDAs.	1 type of keyboard – 1 mark Any 3 from the list (3 marks)
3 categories of direct entry : 1. Pointing devices – is a device with which you can control the movement of the pointer to select items on a display screen . 2. Scanning – scanners move across text and image that use a magnetic or photo-electric source to scan and convert images into electric signals that can be processed by an electronic apparatus. 3. Image capturing devices – devices that create or capture original images. 4. Audio – input devices- input devices allow a user to send audio signals to a computer for processing , recording or carrying out commands.	1 category of direct entry – 1 mark (3 marks)
3 types of pointing devices: 1. A <i>mouse</i> is used for pointing at items displayed on the screen (selecting) and activating them by clicking on the buttons. The mouse pointer usually appears in the shape of an arrow. 2. A <i>touch screen</i> is particular kind of monitor screen covered with plastic layer. Behind this layer are crisscrossed invisible beams of infrared light allowing someone to select actions and or commands by touching the screen with a finger. 3. A <i>light pen</i> is a light sensitive pen like device. The light pen is placed against the monitor. This closes a photoelectric circuit and identifies the spot for entering or modifying	(3 marks)
Conclusion	½ mark