

GRADE 10

COMPUTER APPLICATIONS TECHNOLOGY

DIGIED THEORY TEST (TASK 1)

CURRO

Examiner:	Mr. F. Samuels	Date:	21 February 2024
Moderator:	Ms P. Khayingana	Time:	50 Minutes
		Marks:	50

Name and surname:			
Educator:		School:	
Grade and key			

PER QUESTION ANALYSIS

SECTION	QUESTION	MARKS	MARK ACHIEVED	
A	Question 1	5		
	Question 2	5		
	Question 3	5		
B	Question 4	35		
	TOTAL	50		%
Comment:				
Marker:				

Please read the following instructions carefully

1. This Question Paper consists of **9** pages.
2. You must answer **ALL** the questions. Do not do more than what is required by the question.
3. Take note of the mark allocation. A two-mark question requires two facts, and so on.
4. It is in your best interest to write legibly.
5. Give your answer in general terms. Do not use brand names.
6. Please write your name on the top of each page.
7. This test must be answered on the folio paper which your teacher will provide.

SECTION A**QUESTION 1: MATCHING COLUMNS**

Choose a term/concept from COLUMN B that matches the description in COLUMN A.
Write only the letter (A–M) next to the number of the question (1.1 – 1.5) in the space provided below, e.g.1.6 Q

1.1	An action which makes the size of a window as large as possible.	A. Right-click
1.2	When the computer works on data – e.g. calculating, sorting, searching, etc.	B. Output
1.3	The first screen that appears when Windows is loaded.	C. Input
1.4	Lists of instructions in computer code; telling the computer what tasks it must perform.	D. Processing
1.5	A mouse action that causes a pop-up menu to appear.	E. Desktop
		F. RAM
		G. Hardware
		H. Maximise
		I. Data
		J. Program

Question 1 Total: [5]

WRITE YOUR ANSWERS HERE:

1.1	1.2	1.3	1.4	1.5

TOTAL QUESTION 1

QUESTION 2: MULTIPLE CHOICE

Various options are provided as possible answers to the following questions. Choose the correct answer and write only the letter (A – D) next to the question number (2.1 – 2.5), in the space provided below, for example, 2.6 D.

- 2.1 A component that gives the user space to enter information is a: (1)
 A. Checkbox
 B. ROM
 C. Textbox
 D. GIGO principle
- 2.2 The name of a very basic type of word processor is: (1)
 A. MS Word
 B. MS Excel
 C. Notepad
 D. Notepad ++
- 2.3 The file extension of a word processing file version 2007 and higher (newer): (1)
 A. .word
 B. .doc
 C. .docx
 D. .dox
- 2.4 Operations we usually perform on files and folders are: (1)
 A. Rename and sort
 B. Copy or move
 C. Delete
 D. All of the above
- 2.5 Which of the following is an input device: (1)
 A. Monitor
 B. Headphone
 C. Printer
 D. Wireless mouse

Question 2 Total: [5]

WRITE YOUR ANSWERS HERE:

2.1	2.2	2.3	2.4	2.5

TOTAL QUESTION 2

QUESTION 3: TRUE/FALSE

State whether the following statements are True or False.

If the statement is false, correct the statement.

- 3.1 MP3 is a compressed video file format used for movies or videos. (1)

- 3.2 QWERTY refers to a standard 'full' keyboard (1)

- 3.3 The *right-click* on a mouse is used to select and drag an object from one location to another. (1)

- 3.4 *Ergonomics* is the study of computers and economics and its influence on NASDAQ and analysis on the stock market. (1)

- 3.5 Every computer needs an operating system in order to be able to function. (1)

Question 3 Total: [5]

TOTAL QUESTION 3	
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SECTION B

QUESTION 4:

4.1 Identify TWO characteristics of an inkjet printer and TWO characteristics of a laser printer. (4)

Inkjet printer:

Laser printer:

4.2 There are two main software groups: application software and system software. Complete the table below:

	Application Software	System Software
Explanation	(2)	(2)
Example	(1)	(1)

4.3 Study the picture of a computer below and answer the questions that follow.



4.3.1 Identify TWO input devices in the image. (2)

4.3.2 Is the device marked 'A' an input or output device? (1)

4.4 What is the difference between data and information? (2)

4.5 Indicate which hardware device will be used in each of the following steps of the information processing cycle. (2)

Processing:

Storage:

4.6 Give TWO health tips when using computers. (2)

4.7 Indicate the function of each of the following shortcut keys:

4.7.1	Ctrl + B:	(1)
4.7.2	Ctrl + C:	(1)
4.7.3	Ctrl + V:	(1)
4.7.4	Ctrl + X:	(1)

4.8 Identify the application software/utilities that will be used in the following scenarios:
Choose the correct answer from the following list: Communication software, Spreadsheet, Snipping Tool, Presentation, Web Authoring software.

4.8.1 You are tasked with organizing and analysing financial data for your company's budget. (1)

4.8.2 You're preparing a multimedia presentation to educate your classmates on a specific topic. (1)

4.8.3 You've been assigned to create a professional website for your school's upcoming 10th birthday celebrations. (1)

4.8.4 You're tasked with sending out a visually appealing and interactive newsletter as an email to your school's parents. (1)

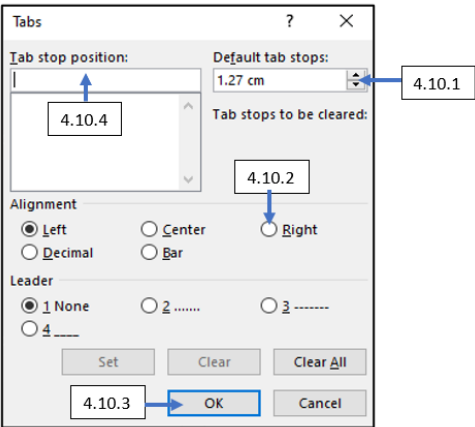
4.8.5 You need to capture screenshots or specific portions of your computer screen to include in a presentation or report. (1)

4.9 You are organizing your digital documents and photos on your computer.

4.9.1 Explain the difference between a file and a folder. (2)

4.9.2 Give one example of how using folders may be useful. (1)

4.10 Identify each component labelled in the image below.
Choose the correct answer from the following list: Textbox, Radio button, Spinner, Command Button.



4.10.1 (1)

4.10.2 (1)

4.10.3 (1)

4.10.4 (1)

Question 4 Total: [35]

TOTAL QUESTION 4	
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TOTAL: 50 Marks

ADDITIONAL SPACE (all questions)

REMEMBER TO CLEARLY INDICATE AT THE QUESTION THAT YOU HAVE USED THE ADDITIONAL SPACE TO ENSURE THAT ALL ANSWERS ARE MARKED. NUMBER YOUR ANSWERS BELOW CLEARLY.

[illegible]