QUESTION 3

Choose the correct term from those in brackets. Write only the answer next to the question number (3.1- 3.10) on the ANSWER SHEET (attached).

3.1 Options on a menu can be selected using a (mouse/keyboard).
3.2 (RAM/ROM) is used to store data the user is currently working on.
3.3 A (microphone/speaker) inputs sounds.
3.4 A/an (laser/inkjet) printer is used to produce high quality hard copies.
3.5 The data in (ROM/RAM) is easier to change.
3.6 The operating system is the most common type of (system/application) software.
3.7 The (CPU/system unit) is the metal or plastic case that holds all the physical parts of the computer.
3.8 (4IR/5IR) is one of the top 13 emerging technologies
3.9 The (motherboard/expansion board) is where the CPU and memory are located.
3.10 (Drones/Cameras) are one of the latest emerging technologies used to capture footage.

(10X 1) [10]

QUESTION 4

Open the file structure saved in the COMPUTER PRACTICE N5 folder.
Do the following questions on the computer. As a header, insert your EXAMINATION NUMBER (left) and the QUESTION NUMBER (right). Make a PRINTOUT and place the PRINTOUT in your EXAMINATION FOLDER.

Only ONE PRINTOUT per question may be handed in.

4.1
- 4.1.1 Open the folder, GARDEN, in the COMPUTER PRACTICE N5 STUDENT FILES on your disk/hard drive. (1)
- 4.1.2 Create a subfolder, SHRUBS, in the GARDEN folder. (2)
- 4.1.3 Change the file name, SOIL in the GARDEN folder, to BONE MEAL. (1)
- 4.1.4 Create an Excel file, WATER, in the GARDEN folder. (1)
- 4.1.5 Delete the file, TEABAGS, from the GARDEN folder. (1)
- 4.1.6 Create a PowerPoint file, SPADE, in the GARDEN folder. (1)
- 4.1.7 Display the contents of the GARDEN folder. Make a screen print of these commands. Ensure that the header is correct. (2)

4.2
- 4.2.1 Open the subfolder, SHRUBS, in the GARDEN folder. (1)
- 4.2.2 Create an Access file, JASMINE, in the SHRUBS subfolder. (1)
- 4.2.3 Move the files, COMPOST and FERTILIZER, from the GARDEN folder to the SHRUBS subfolder. (2)
- 4.2.4 Display the contents of the SHRUBS subfolder. Make a screen print of these commands. Ensure that the header is correct. (2)

4.3
- 4.3.1 Open the folder, ROSES. (1)
- 4.3.2 Make a copy of the file, DAMASK, in the ROSES folder. (2)
- 4.3.3 Rename the Word file, DAMASK, in the ROSES folder to LAVENDER. (1)
- 4.3.4 Create an Excel file, INGRID, in the ROSES folder. (1)

Computer Practice N5 Question Papers

Kathleen Armour

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