## 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)

4

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