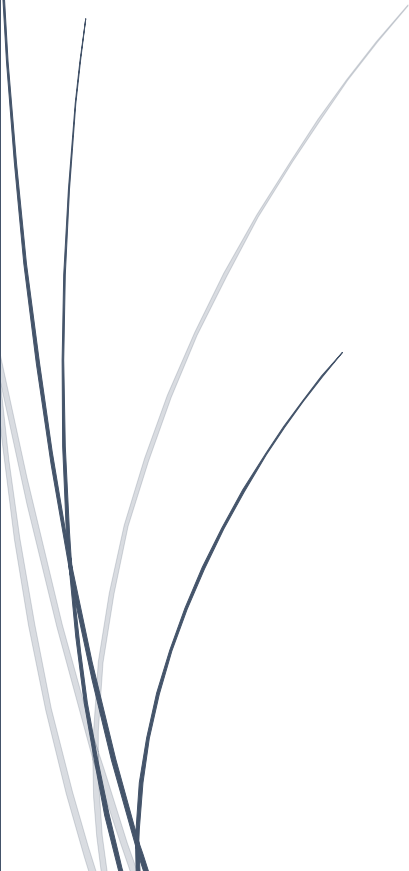




# Using Windows

## Activities

booklet



## **Instructions**

1. Answer all questions inside the textbox provided. Note the textbox can be increased or decreased depending on the length of your answer
2. Font must be Calibri(body), font size 11|
3. The document is provided in word format, NO editing of Questions or what so ever shall be allowed

## **Module 1**

### **Activity 1**

What is an operating system software?

Give Two Examples of Operating System Software's?

What is the importance of an operating system software.

## Activity 2

1. How do you switch on your computer?

2. Are Passwords case sensitive?

3. Why would you want to restart your computer?

4. Give the steps to remove a user account?

5. How would you log off from your user account?

6. What is the difference between sleep and Hibernate?

7. What are the steps to shut down your computer?

8. When would you use a non-standard shutdown?

9. When will a non-standard startup occur?

10. What are the common errors that you get? Name and explain how to fix them

**Activity 3**

How would you change your desktop background?

How would you apply a screen saver to your computer?

How would you change your time and date?

How would you change the lock screen of your windows?

#### Activity 4

How would you install a software?

How would you uninstall a software?

Give the steps to format a USB

What does it mean to format?

#### Activity 5

How do you delete a file in windows?

How to restore a file from the recycle bin?

How do you change your calculator from standard to scientific?

Steps to open a calculator

## **Module 2**

### Activity 1



Plug in your Flash drive and check what letter will it be represented with and how do you access it?

What letter will the hard drive containing your operating system be represented with?

What letter is the CD-ROM drive represented with?

Practice connecting your smartphone and check the storage capacity

## **Activity 2**

What is the difference between a file and a folder?

Give the steps to create a folder?

What's the function of the following?

Navigation pan

Search box

### **Activity 3**

What does GUI stand for?

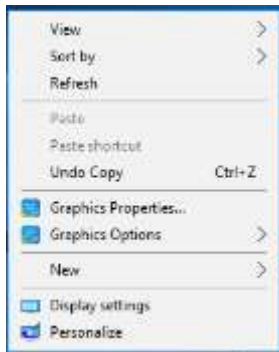
What are the steps to search for an item in windows 10?

Describe the methods in which icons can be sorted by

What are the steps to sort icons by name in windows 10?

### **Practice and Explore Questions**

What do these other items do?



View, Refresh, New

Can items be moved on your desktop?

### **Activity 4**

How do you create a zipped folder?

Why would you want to compress files? Give two reasons

What's the difference between cut and copy?

Give the steps to copy a file

How do you check the properties of a folder?

What are the shortcut keys to cut, copy and paste?

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Activity 5

What is a virus

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How would you protect your computer from viruses?

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How do you restore in windows 10?

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## **Module 3**



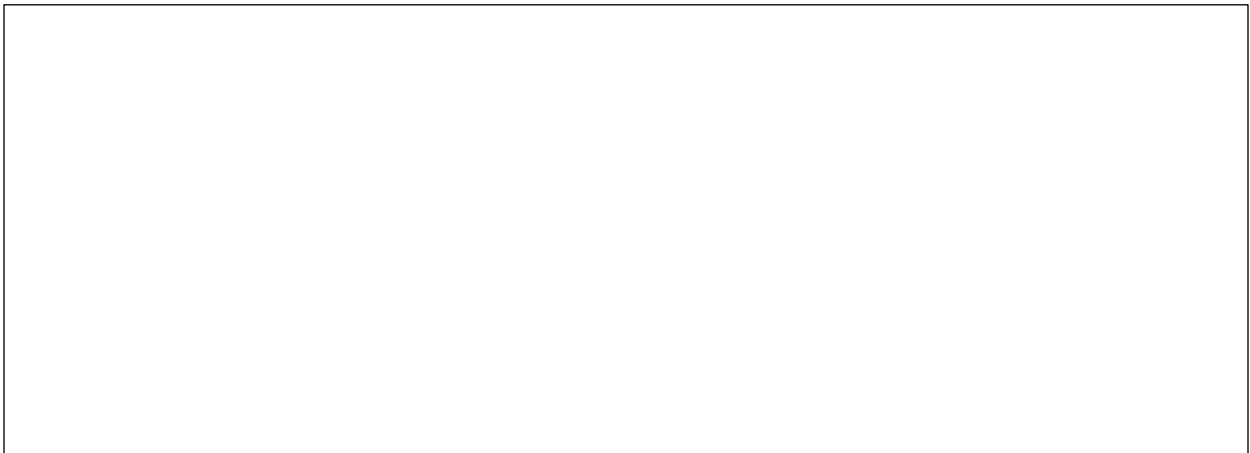
### **Activity 1**

What is the function of the start button?

What is an icon?



How do you create a short-cut icon to MS EXCEL?



What is the function of the Taskbar?

List 5 of the settings you can find on the control panel

## Activity 2

How do you switch between open windows?

How do you know if a window is active?

Explain the following

Minimize

Restore

Close button

What is the difference between model and non-model?

MS Word Activity

**A NATIONAL UPLIFTMENT PROJECT FOR SOUTH AFRICA AND THE  
WORLD**

***NELSON ROLIHLAHLA MANDELA***

Was the greatest statesman of the Century, the biggest icon of the world, the first democratic elected President of South Africa, who received more than 260 awards and mentions in the world; a statesman who remained humble and who continuously lived a lifestyle of forgiveness; a person without comparison, whose conduct presented freedom to all and his awakening call was: "Lets us care



for those who were oppressed and all who suffer”. His commitment brought freedom to everyone. Positive thinking drives away fear and worries. No-one is exempted from this. Let us care and live in peace and harmony with one another, respect others also regardless of faith, tradition, culture and, thereby fulfilling our calling so that everyone will be proud of his own nation. Nelson Mandela’s call was: “Let us live in peace and harmony together, because we are not the “skunks of the world”. His forgiving attitude established his dignity and image with us all. There is only one Almighty God who created us all. God has no sub-contractors that make man. He is the Creator of us all and we are all the same, irrespective of our color, nation; we are all God’s children. Fear and anxiety bring disastrous consequences – not only for those who suffer, but it can overflow to us all.

A worthy world leader, South African’s Own and we acknowledge the good work done by him. Me Mandela maintained one viewpoint and he said this in 1964 fifty-four years ago at the Rivonia trail: “I have fought against white domination and against black domination; I have cherished the ideal of democratic and peace societies in which all people live together in harmony and equal opportunities. It is an ideal which I hope to live for and achieve, but needs be it is an ideal which I am prepared to die for”.

There should be no domination of one group over another, not white over black or black over white and that all should have equal rights to ensure that they could live together in peace and tranquility” Our demand is for a non-racial society. We are fighting for a society we people will cease thinking in terms of color. It is not a question of race; it is a question of ideas “I hate race discrimination most intensely and in all its manifestations. I have fought it all during my life; days”.

## **INSTRUCTIONS**

- **Heading:** Center Align, font size 14pt, Underline and font to Arial
- **Subheading:** Bold, font- size 12pt, font Times New Roman and Italic
- **Body:** font-size 11pt, Font Calibri, Left align
- Wrap Text the whole paragraph by holding down the Shift button than press Enter to move to the next line
- Press Enter to move to the next paragraph
- **Second body:** Change the middle paragraph text color Red
- Select the second of last paragraph and press “Backspace or Delete” from your keyboard
- Save your work as Assessment 01 Nelson Mandela and should be attached when submitting.