

SUNSET JUNIOR SCHOOL, KAWANDA
HOLLIDAY WORK 2020

P.5

Name: _____ stream _____

1. Give 4 examples of portable computers you know?

2. State 4 steps taken in starting the computer

3. What are hardware parts of the computer?

4. What is a file?

5. What is technology?

6. What is the main function of the system unit?

7. What are the steps taken in creating a folder?

8. Which control button is used to close a file?

9. What is a table? _____

10. Define the following table components.

Rows _____ Columns _____

11. What is a recycle bin?

12. What is the difference between hard copy and soft copy?

13. What is the difference between single clicking and double clicking?

14. Outline any five special keys/buttons found on a keyboard. _____

15. Outline four navigation keys/buttons found on a keyboard.

16. Outline the steps taken to open Microsoft word in order

17. Outline any four storage capacities/units

18. List down any five computer components found inside the system unit

19. What is a virus?

20. What is data?

33. Define the following concepts

- a) Start button_____
- b) Start menu_____
- c) Taskbar_____
- d) Recycle bin_____
- e) Scroll bar_____
- f) Double clicking_____
- g) Save As_____
- h) Desktop_____
- i) Deleting_____
- j) Switch on_____
- k) Switch off_____
- l) Cursor_____

COMMENT_____SIGN_____