

A1. Computer Memory

ASSESS YOURSELF

1. a. (ii) b. (ii) c. (iii) d. (i) e. (iii)
2. a. 1024 Exabytes b. Nibble c. Flash d. Primary
3. a. Read-only Memory (ROM) b. Universal Serial Bus (USB) port
c. Cloud storage d. Bits
e. Digital Versatile Disc-Recordable (DVD-R)
4. a. Secondary memory devices are best to do so because they can store large amounts of data permanently. They are not directly accessed by the CPU and also cheaper in comparison to primary memory.
b. The issue is likely caused by RAM (Random Access Memory), as it is volatile and loses data when the computer is turned off. He should save data to permanent storage (like a hard disk or SSD) before turning off the computer.
c. Computer memory, like RAM, stores game data for quick access, allowing smooth gameplay. Cache memory speeds up access to frequently used data, reducing delays.

A2. Managing Files and Folders

ASSESS YOURSELF

1. a. (iii) b. (ii) c. (ii) d. (ii) e. (i)
2. a. Bottom right b. File c. Windows 11 d. Directory e. Deleted
3. a. T b. T c. F d. F e. F

A4. Safe and Smart Web Use

ASSESS YOURSELF

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| a. (ii) | b. (i) | c. (iii) | d. (ii) |
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- | | | | |
|------------------|------------------|------------|------------|
| a. Web Browser | b. Online safety | c. Forward | d. Refresh |
| e. Google Chrome | | | |
- | | | | | |
|------|------|------|------|------|
| a. F | b. T | c. T | d. F | e. T |
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- | | | | |
|-------------------------|------------|---------|------------|
| a. Microsoft Edge | b. Padlock | c. Bing | d. Copilot |
| e. Educational websites | | | |
- a. To save the article for later reading, you can bookmark the page in your browser.

b. If a stranger starts messaging you and asks for your personal details, don't reply to their messages. Block and report them on the website or app to protect yourself.

c. To protect yourself from a suspicious download link, avoid clicking on it. Instead, ensure the website is trustworthy and only download software from official sources to prevent malware or viruses.

A5. Introduction to PowerPoint 2021

ASSESS YOURSELF

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| a. (ii) | b. (iv) | c. (iii) | d. (i) |
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- | | | | |
|--------------|-----------------|-------------|---------|
| a. Microsoft | b. Presentation | c. Commands | d. Save |
|--------------|-----------------|-------------|---------|
- | | | | |
|------|------|------|------|
| a. F | b. F | c. T | d. F |
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|---------------|-----------|---------------|----------|
| a. Four types | b. Ribbon | c. Status bar | d. Slide |
|---------------|-----------|---------------|----------|
- a. Right-click on the slide you want to delete from the Slide Pane → Click on the Delete Slide option.

b. Click on the New Slide drop-down list in the Slides group → Select the type of slide you want.

To add a new slide with her favorite photo in PowerPoint 2021, Olivia followed these steps:

 - 1 Clicked on the Home tab.
 - 2 Selected New Slide from the ribbon.
 - 3 Chose a slide layout, such as Picture with Caption or Blank.
 - 4 Clicked on the Insert tab and selected Pictures to choose her favorite photo from her device.
 - 5 Adjust the photo's size and position on the slide as needed.