

## 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. Bit  
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
4. a. File                      b. Specific icon /file extension                      c. Power button  
d. Task View button                      e. Digital Versatile Disc-Recordable (DVD-R)

5. a. To restore a file from the Recycle Bin, follow the given steps:
  - 1 Double-click on the **Recycle Bin** icon on the Desktop.
  - 2 Right-click on the file in the **Recycle Bin** that you want to restore.
  - 3 Select the **Restore** option from Context menu.
- b. Create a Folder:
  - 1 Open the desired location.
  - 2 Right-click in an empty area and select "New" > "Folder".
  - 3 Name the folder and press Enter.
- Move Files:
  - 1 Open the location with the files.
  - 2 Right-click the file and select "Cut".
  - 3 Open the destination and right-click in an empty area, then select "Paste".
- c. John should save individual school projects, like a report or presentation, as files since they contain specific information. He can organize these files into folders based on categories, such as subject or project type to keep everything neat and easy to find.

## A3 Images and Objects in Word 2021

### ASSESS YOURSELF

1. a. (ii)                      b. (iii)                      c. (i)                      d. (ii)
2. a. Rotate                      b. Shadowed                      c. Wrap Text                      d. Shape Format
3. a. F                      b. T                      c. F                      d. T
4. a. Pictures                      b. WordArt                      c. Bing                      d. Text Effects
5. a. Use Insert → Shapes to add banners or callouts. Style them using the Shape Format tab with colours and effects to match your theme.
- b. Editing in terms of formatting means changing the text's appearance, such as font, size, colour, alignment and organising content for better clarity and presentation.
- c. To insert an image or picture from a file, follow the given steps:
  - 1 Click Insert > Pictures > This Device.
  - 2 Select and insert the picture.
  - 3 Use the Rotate and Resize handles to adjust its position and size.



## A4 Creating Tables in Word 2021

### ASSESS YOURSELF

- (iii)
  - (i)
  - (i)
  - (iv)
- Delete Column
  - Border
  - Alt + Home
  - Insert
- T
  - F
  - T
  - F
- Alt + End
  - Clicking the table handle
  - Tab key
- A table is an arrangement of text in the form of rows and columns. Using a table feature for this will keep the data organised and easy to read.
  - Use table styles, borders, shading and adjust column widths to make the table clear and visually appealing.
  - Michael used the Insert tab to choose a Table, then dragged his mouse over the grid to pick the right number of rows and columns. Then, he simply clicked into the cells to type names and dates.

## A5 Introduction to PowerPoint 2021

### ASSESS YOURSELF

- (ii)
  - (iv)
  - (iii)
  - (i)
- Microsoft
  - Presentation
  - Commands
  - Save
- F
  - F
  - T
  - F
- Four types
  - Ribbon
  - Status bar
  - Slide
- Right-click on the slide you want to delete from the Slide Pane --> Click on the Delete Slide option.
  - 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:
    - Clicked on the Home tab.
    - Selected New Slide from the ribbon.
    - Chose a slide layout, such as Picture with Caption or Blank.
    - Clicked on the Insert tab and selected Pictures to choose her favorite photo from her device.
    - Adjust the photo's size and position on the slide as needed.