

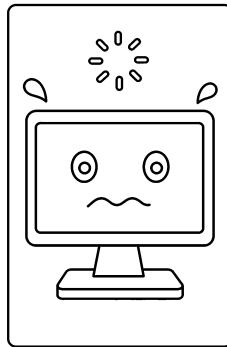
TEACHER GUIDE

ANSWERS AND MARKS

GRADE 8 · INFORMATION AND COMMUNICATION TECHNOLOGY

UNIT 2

Configuring and Formatting a Computer



FOR THE TEACHER ONLY

This booklet has the answers to every exercise in the Unit 2 Student Workbook, in the same order.

"The student who touches the machine learns ten times more."

- THE KING OF ICT

TEACHER GUIDE

Marks and Pacing

You decide how much class time each part needs



Chapter	Exercise	Marks
Chapter 1	A Fill in the blanks	8
	B True or false	8
	C Match them	5
	D Time zone maths	4
	E Answer these	4
Chapter 2	A Complete the table	16
	B Fill in the blanks	8
	C Word search	10
Chapter 3	A Name the port	9
	B Which port would you use?	8
	C Match picture to name	12
	D Put the steps in order	5
	E Fill in the blanks	9
Chapter 4	A Choose the correct answer	10
	B Hardware or software?	10
	C Fill in the blanks	10
	D Answer these	8
End	Unit 2 Test	40
TOTAL		184

SUGGESTED SHAPE OF ONE CHAPTER

READ	Teach the chapter pages. Students read with you and underline the key words.
DO	The practical tasks on real computers, in pairs.
WRITE	The written exercises. Walk around and help.
MARK	Mark the work together. Fill the tick boxes.



ANSWERS

Chapter 1

Date, time, time zone and money

A Fill in the blanks

8 marks

1. date and time
2. time zones
3. Control Panel
4. Sri Jayawardenepura
5. dollar
6. Rs.
7. Region
8. Metric

B True or false

8 marks

1. T - A computer can show the wrong time if the time zone is wrong.
2. F - All countries in the world have the same time.
3. T - You can change the money sign on a computer.
4. T - When it is 6.00 a.m. in Sri Lanka, it is 1.30 a.m. in England.
5. T - The computer uses the date when it saves a file.
6. T - The time zone of Sri Lanka is UTC +05:30.
7. F - You must switch off the computer to change the time.
8. T - The Control Panel is a part of the operating system.

C Match them

5 marks

1. Date and Time → D
2. Change time zone → A
3. Currency tab → E
4. Numbers tab → B
5. Formats tab → C



D Time zone maths

4 marks

Country	Difference	Answer
England (London)	5 hours 30 minutes behind us	6.30 a.m.
India (New Delhi)	the same as us	12.00 noon
Singapore	2 hours 30 minutes in front of us	2.30 p.m.
Japan (Tokyo)	3 hours 30 minutes in front of us	3.30 p.m.

E Answer these

4 marks

1. Write two things a computer does with the date and time.

Any two of: it saves the date on a file / it finds files by date / it sends reminders / it puts the date on a letter / it updates software / it checks if a software licence is still good.

2. Why do we change the money sign to Rs. in Sri Lanka?

Because a new computer shows the money of the country where the operating system was made. That is usually the dollar. We change it so money is correct for our country.

ANSWERS

Chapter 2

Files and how to find them



A Complete the table

16 marks (2 per row)

File name	Extension	Kind of file
report.docx	.docx	Word document
song.mp3	.mp3	Sound file
photo.jpg	.jpg	Picture file
setup.exe	.exe	Program file
marks.xlsx	.xlsx	Spreadsheet file
myschool.pptx	.pptx	Presentation file
notes.txt	.txt	Text file
sports.mp4	.mp4	Video file

B Fill in the blanks

8 marks

1. attributes
2. extension
3. Properties
4. hidden
5. read only
6. search
7. place
8. size



C Word search

10 marks

											F	
D	O	C	X								O	
	H	C	R	A	E	S					L	
			E				S				D	
				L			I				E	
					I		Z				R	
						F	E					
				Y	L	N	O	D	A	E	R	
			P	R	O	P	E	R	T	I	E	S
	E	X	T	E	N	S	I	O	N			
	L	O	C	A	T	I	O	N				
	N	E	D	D	I	H						

Word	Starts at	Direction
DOCX	row 2, column 1	across
EXTENSION	row 10, column 2	across
FILE	row 7, column 7	slanting up-left
FOLDER	row 1, column 12	down
HIDDEN	row 12, column 7	across, backwards
LOCATION	row 11, column 2	across
PROPERTIES	row 9, column 4	across
READONLY	row 8, column 12	across, backwards
SEARCH	row 3, column 7	across, backwards
SIZE	row 4, column 8	down



ANSWERS

Chapter 3

Ports and hardware problems

**A** Name the port (left to right, top row first)

9 marks

1. PS/2 port
2. VGA port
3. DVI port
4. HDMI port
5. USB port
6. RJ45 Ethernet port
7. eSATA port
8. HD Audio port
9. Display port

B Which port would you use?

8 marks

1. Connect a new printer → USB port
2. Connect the network cable → RJ45 Ethernet port
3. Use a television as the screen → HDMI port
4. Connect an external hard disk → eSATA port
5. Connect a mobile phone → Micro USB port
6. Read the memory card of a camera → SD card reader
7. Connect an old mouse → PS/2 port
8. Connect speakers → HD Audio port

C Match the picture to the name

12 marks

DVI port	G	Micro USB port	K
SD card port	L	RJ45 Ethernet port	C
HDMI port	E	HD Audio port	F
eSATA port	I	Display port	H
Parallel port	J	PS/2 port	D
VGA port	B	USB port	A



D Put the steps in order**5 marks**

These are the numbers the student writes, from the top of the list down:

- 1. 5 - Switch on the computer.**
- 2. 1 - Take the plug out of the wall socket.**
- 3. 4 - Switch on the UPS from the wall socket.**
- 4. 3 - Check the cables from the UPS to the computer and the monitor.**
- 5. 2 - Check that the plug of the UPS is pushed in well.**

E Fill in the blanks**9 marks**

- 1. hardware / software**
- 2. power**
- 3. USB / PS/2**
- 4. RJ45**
- 5. HDMI**
- 6. restart**
- 7. driver**



ANSWERS

Chapter 4

Software problems and viruses



A Choose the correct answer

10 marks

1. (c)	2. (b)	3. (c)	4. (b)	5. (d)
6. (b)	7. (d)	8. (d)	9. (d)	10. (b)

1. (c) hardware and software problems
2. (b) The mouse does not work
3. (c) Take the plug out of the wall socket
4. (b) monitor
5. (d) HDMI
6. (b) USB
7. (d) Any one of these
8. (d) external hard disk
9. (d) USB
10. (b) It finds and removes viruses

B Hardware or software?

10 marks

1. H	The mouse pointer does not move.	6. S	The trial time of a program is over.
2. S	MS Word does not open.	7. H	The network cable has come out.
3. H	The monitor shows nothing.	8. S	A virus has spoilt the files.
4. S	The computer starts very slowly.	9. H	The keyboard keys do not work.
5. H	The speakers make no sound.	10. S	The desktop has no icons.



C**Fill in the blanks****10 marks**

1. **application software**
2. **operating system**
3. **licence**
4. **Repair**
5. **uninstall**
6. **virus**
7. **antivirus**
8. **Disk Cleanup**
9. **Tablet**
10. **restart**

D**Answer these****8 marks****1. What is a computer virus?**

A virus is a bad program. It spoils the computer and destroys data. It can also make copies of itself.

2. Write two problems of application software.

Any two of: it does not open / it does not answer when you click / you cannot see the window / it is very slow / it works in a wrong way.

3. Why does a computer become slow?

Too many programs start with the computer, or there is not enough free space in the hard disk.

4. Write the names of two application software programs you have used.

Any two real programs, for example MS Word, MS Excel, MS PowerPoint, Paint, Chrome, Firefox.



MARKING SCHEME

Unit 2 Test

Total 40 marks



1 Choose the correct answer

8 marks (1 each)

1. (b)	2. (c)	3. (c)	4. (b)
5. (c)	6. (b)	7. (a)	8. (c)

1. (b) \$
2. (c) UTC +05:30
3. (c) Colour of the file
4. (b) read only file
5. (c) HDMI
6. (b) RJ45 port
7. (a) Disk Cleanup
8. (c) The trial time of the program is over

2 Fill in the blanks

8 marks (1 each)

1. Region
2. extension
3. hidden
4. eSATA
5. Antivirus
6. copies
7. software
8. Metric

3 Name the port

8 marks (2 each)

1. USB port
2. RJ45 Ethernet port
3. HDMI port
4. VGA port



4 Answer these**16 marks****1. Write FOUR attributes of a file. (4 marks)**

Any four of: type of file / file name / file extension; size of the file; location (the place it is kept); the date it was made; the date it was last changed; the rights (who may use it). 1 mark each.

2. Write FOUR ports of a computer. Write one device for each. (4 marks)

Any four correct pairs, for example: USB - printer or pen drive; VGA - monitor; HDMI - television; RJ45 - network cable; PS/2 - old keyboard; eSATA - external hard disk; HD Audio - speakers; Micro USB - mobile phone; SD card reader - memory card. 1 mark for each pair.

3. A computer starts very slowly. Write THREE things you would do. (3 marks)

1. Close the programs that start with the computer. 2. Use Disk Cleanup to remove files we do not need. 3. Use the Repair option of the operating system. If that fails, install the operating system again with the teacher.

4. Write the difference between a HIDDEN file and a READ ONLY file. (2 marks)

Nobody can see a hidden file in the folder. People can see and open a read only file, but they cannot change it.

5. Your friend says: "My computer shows dollars, not rupees." Write the steps you would tell your friend. (3 marks)

1. Open the Control Panel. 2. Click Region, then Additional settings. 3. Click the Currency tab, delete \$, type Rs. and click OK.

! WHAT STUDENTS USUALLY GET WRONG

- They call a **slow computer** a hardware problem. It is a **software** problem.
- They mix up **hidden** and **read only**.
- They say a monitor can go into a **USB** port. It cannot.
- They forget the safety step: **take the plug out first**.
- They write **\$** for Sri Lanka instead of **Rs**.
- They write the file name but forget the **dot** before the extension.

