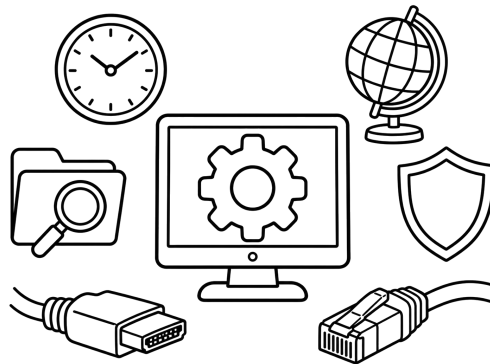


ICT

INFORMATION AND COMMUNICATION TECHNOLOGY

GRADE 8



UNIT 2

Configuring and Formatting a Computer

Student Workbook



"The King of ICT"

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STUDENT DETAILS

Name:

School:

Institution:

Contact:

BEFORE WE START

What This Unit Is About

Read this page with your teacher

AT THE END OF THIS UNIT YOU WILL BE ABLE TO

- ☐ Say why a computer must show the correct date, time and time zone.
- ☐ Change the date, time, time zone, currency and number format.
- ☐ Name the attributes of a file, and make a file hidden or read only.
- ☐ Search for a file by its name, its extension or its date.
- ☐ Name the ports of a computer and say what we connect to each one.
- ☐ Solve simple hardware problems safely, with your teacher.
- ☐ Solve simple software problems, and say what a computer virus is.

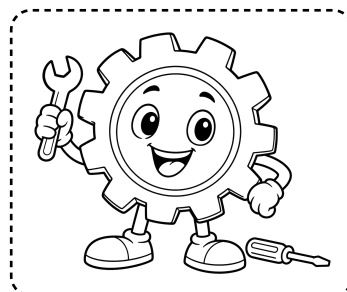
THREE RULES FOR THE COMPUTER ROOM

- **Always** work with your teacher near you. Electricity can be dangerous.
- **Never** touch a plug or a power cable unless your teacher says so.
- **Always** ask your teacher before you change a setting of the computer.

HOW TO USE THIS BOOK

Each chapter has three parts. First you **read** the chapter with your teacher. Then you **do** the practical task on a real computer, **only when your teacher says so**. Last you **write** the exercises in this book.

Colour the small pictures when you finish your work early.



Colour me!

THE WORDS YOU WILL LEARN

Date and time	Time zone	Currency	Number format
Control Panel	File attributes	File extension	Hidden file
Read only file	File search	Port	USB port
HDMI port	RJ45 Ethernet port	UPS	Troubleshooting
Hardware problem	Software problem	Application software	Operating system
Disk Cleanup	Tablet mode	Computer virus	Antivirus software

"Set it right, keep it safe, fix it smart. That is how a king uses a computer."

- THE KING OF ICT



CHAPTER 1

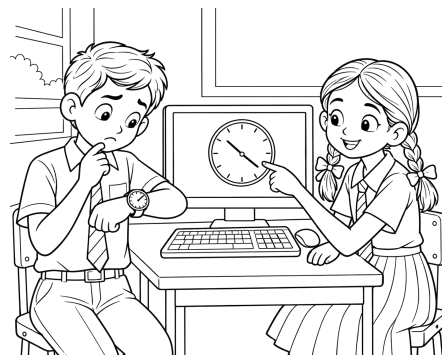
Date, Time, Time Zone and Currency

? TWO PROBLEMS, ONE ANSWER

"My computer shows dollars. Can I change it to rupees?"

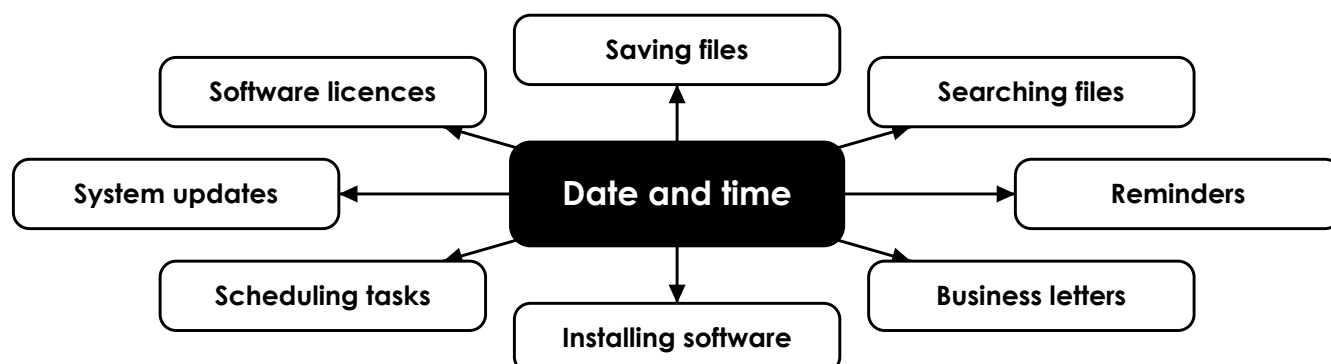
"My watch and my computer show different times. I fixed it yesterday, but it is wrong again!"

Their teacher says: **"The operating system can solve both problems. We only have to format the time and the currency."**



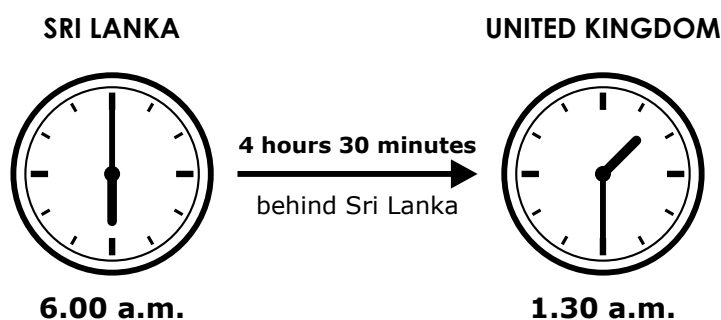
2.1 The date and the time

We format the **date**, **time zone**, **time**, **currency** and **numbers** to suit the country where the computer is used. The computer uses its date and time for many jobs:



2.2 Time zones

The countries of the world are divided into different **time zones**. Each time zone keeps its own time, according to an **international standard**. Time zones are used for **legal**, **commercial** (business) and **social** purposes. The textbook example:



★ TIME ZONE SUMS

UK time = Sri Lankan time **minus 4 h 30 min.**

Sri Lankan time = UK time **plus 4 h 30 min.**

Example: 10.00 a.m. in Sri Lanka is 5.30 a.m. in the UK.

In Windows 10, the time zone of Sri Lanka is **(UTC+05:30) Sri Jayawardenepura**.



2.3 Currency and number formats

The **default currency** of a computer is the currency of the country where its operating system was made - often the US dollar (\$). We change it to suit our country: Sri Lankan **rupees (Rs.)**.

Number formats show how numbers are written, for example **123,456,789.00**. The **decimal symbol** is the dot (.) and the **digit grouping symbol** is the comma (,).

If the currency and number formats do not follow international standards, it can be a problem when we work with the **Internet**.

> DO IT - PRACTICAL 1 (WORKBOOK ACTIVITY 2.1)

Do this on a Windows 10 computer. **Ask your teacher first.** Some settings need an administrator account.

1	Click Start , type Control Panel and open it. Click Clock and Region .
2	Click Date and Time . Read the date, the time and the time zone.
3	Click Change time zone . Choose (UTC+05:30) Sri Jayawardenepura . Click OK .
4	Click Change date and time . Set the correct date and time. Click OK .
5	Go back to Clock and Region . Click Region . Look at the Formats tab.
6	Click Additional settings . On the Numbers tab, find the decimal symbol.
7	Click the Currency tab. Make the Currency symbol Rs. Click Apply , then OK .

Write what you saw:

Time zone before _____ Currency symbol before _____

A Answer these

4 marks

Write full sentences.

1. What is a time zone? Why do countries use time zones? (2 marks)

2. Why must we change the currency of a new computer? (2 marks)



B Fill in the blanks

8 marks

Use the words in the box.

WORD BANK

date and time
dollar

time zones
rupees

international
licences

commercial
Internet

1. The computer uses its to save files and send reminders.
2. The countries of the world are divided into different
3. Time zones keep time according to an standard.
4. Time zones are used for legal, ... and social purposes.
5. A new computer often shows the US sign (\$).
6. In Sri Lanka we change the currency to (Rs.).
7. Correct date and time are needed to activate software
8. Wrong currency and number formats can be a problem on the

C Time zone sums

6 marks

The UK is 4 hours 30 minutes behind Sri Lanka. Fill in the empty boxes.

	Time in Sri Lanka	Time in the United Kingdom
e.g.	6.00 a.m.	1.30 a.m.
1	9.00 a.m.	
2	12.00 noon	
3	4.30 p.m.	
4	8.00 p.m.	
5		10.00 a.m.
6		6.30 p.m.

D Match the settings

5 marks

Write the correct letter in the box.

A - The setting		B - What it does
1. Change time zone		A. Changes the \$ sign into Rs.
2. Change date and time		B. Chooses (UTC+05:30) Sri Jayawardenepura.
3. Formats tab		C. Sets the decimal symbol and the digit grouping symbol.
4. Numbers tab		D. Sets the day, the month, the year and the clock.
5. Currency tab		E. Chooses how the date and the time look.



E True or false

7 marks

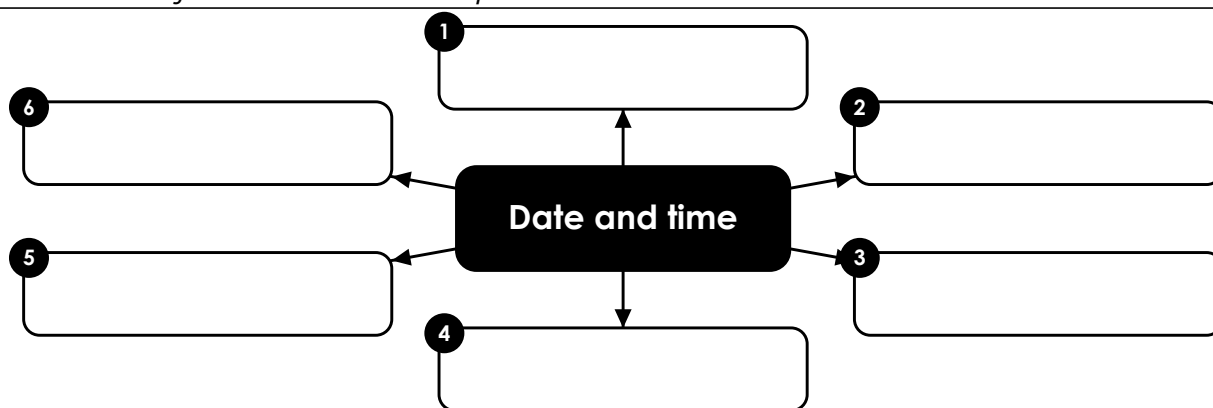
Write T or F in the box.

1. ☐ The computer uses its date and time when it saves a file.
2. ☐ All the countries in the world have the same time.
3. ☐ Time zones are used for legal, commercial and social purposes.
4. ☐ When it is 6.00 a.m. in Sri Lanka, it is 1.30 a.m. in the United Kingdom.
5. ☐ The default currency of every computer is the Sri Lankan rupee.
6. ☐ We can change the currency symbol of a computer.
7. ☐ The correct date and time are needed to install and update software.

F Complete the mind map

6 marks

Write SIX jobs for which the computer uses its date and time.



"Right time, right money, right place. Small settings make a big difference."

- THE KING OF ICT



Colour me!

CHAPTER 2

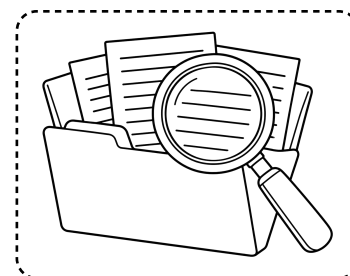
File Attributes and Searching Files

? WHERE IS MY FILE?

"I saved my science project yesterday. Now I cannot find it!"

"My friend changed my file by mistake. How can I stop that?"

Every file has **attributes** that tell us about it. We can **protect** a file, and we can **search** for a lost file.

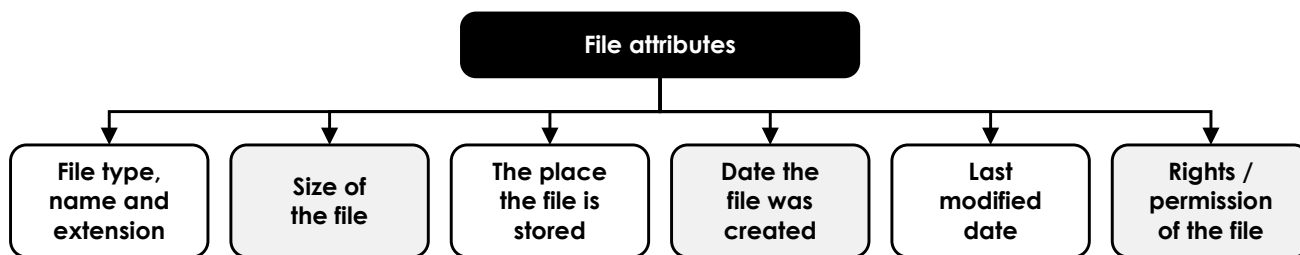


Colour me!



2.4 File attributes

Every file that we save has some details about it. These details are called **file attributes**. To see them, right click the file and click **Properties**.



i THE EXTENSION SHOWS THE FILE TYPE

The **extension** (the letters after the dot) shows the **type** of the file.

File name	Extension	Type of file
text.doc	.doc	A word processing document
letter.docx	.docx	A word processing document (MS Word)
mypresentation.ppt	.ppt	A presentation
setup.exe	.exe	An executable file - a program that runs

2.5 Hidden files and read only files

When we change the **rights** (permission) of a file, we can make it:

HIDDEN	READ ONLY
The file is hidden . It does not show in its folder, so others do not see it.	Others can see and open the file, but they cannot change it. This protects the file.

> DO IT - PRACTICAL 2 (WORKBOOK ACTIVITY 2.2)

Use the practice file your teacher gives you. **Ask your teacher first.**

1	Open File Explorer . Right click your practice file. Click Properties .
2	On the General tab, read the type, location, size, created and modified dates.
3	Tick Read-only . Click Apply , then OK .
4	Open the file. Change one word and try to save it. What happens?
5	In Properties , untick Read-only . Tick Hidden . Click OK . Is the file still there?
6	Click the View tab. Tick Hidden items . Find your file and untick Hidden again.

Write what you saw:

Size of my file _____ Date it was created _____

In step 4, when I tried to save the file, _____



2.6 Searching for files

We **search** for a file when we forget its **name** or the **place** where it is stored. The operating system gives several ways to search:

BY NAME

Type the name, or a part of it.

project

BY EXTENSION

Finds all the files of one type.

*.docx

BY DATE

Finds the files saved on a date.

Date modified: This week

> DO IT - PRACTICAL 3 (WORKBOOK ACTIVITY 2.3)

1	Open File Explorer (press the Windows key + E). Click This PC .
2	Click in the Search box at the top right. Type *.docx and press Enter .
3	Every Word document in the computer appears. Count them.
4	Now search for *.pptx , then for *.exe . What type of file is each one?
5	Search by name: type a part of a file name, for example project .
6	Search by date: on the Search tab, click Date modified . Choose This week .

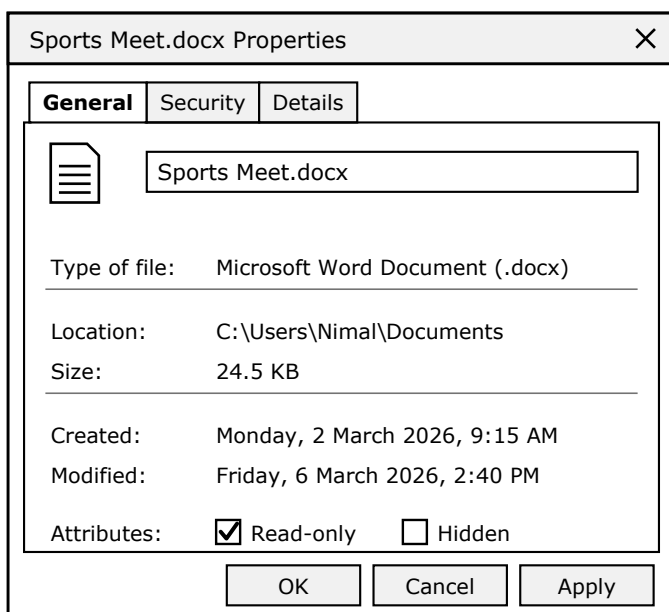
Write what you found:

Number of .docx files _____ An .exe file is a _____

A Read the Properties window

6 marks

Nimal opened the Properties of his file.



1. What is the name of the file?

2. What is the file extension?

3. Where is the file stored?

4. What is the size of the file?

5. When was it last modified?

6. Can Nimal's friends change it? Why?



B Word search

10 marks

Find the 10 file words. They go across, down and slanting - forwards and backwards.

C	K	E	X	T	E	N	S	I	O	N	M
K	R	L	F	R	H	I	D	D	E	N	R
F	B	I	A	M	N	R	A	T	P	O	M
S	N	U	A	P	B	I	F	W	L	G	D
H	E	P	M	S	N	G	M	S	A	I	P
D	U	A	M	K	A	H	B	O	C	C	G
E	L	T	R	S	M	T	W	M	E	E	L
Z	I	T	Y	C	E	S	C	K	L	K	F
I	C	Y	E	P	H	K	R	F	B	C	W
S	T	N	B	H	E	W	F	I	L	E	M
I	P	Y	O	E	B	Y	B	R	L	G	E
U	E	E	T	A	D	Y	O	D	F	O	M

FIND THESE WORDS - TICK EACH ONE

- | | | | | |
|--------------------------------|---------------------------------|---------------------------------|---------------------------------|------------------------------------|
| ☐ FILE | ☐ NAME | ☐ TYPE | ☐ SIZE | ☐ DATE |
| ☐ PLACE | ☐ HIDDEN | ☐ SEARCH | ☐ RIGHTS | ☐ EXTENSION |

C Fill in the blanks

6 marks

Use the words in the box.

WORD BANK

attributes extension Properties hidden read only search

- The details of a saved file are called file
- The letters after the dot in a file name are the file
- Right click a file and click to see its attributes.
- A file does not show in its folder.
- Others can see a file, but they cannot change it.
- We for a file when we forget its name or its place.

"Name it well, keep it safe, and you will always find it."

- THE KING OF ICT



D Hidden or read only?

5 marks

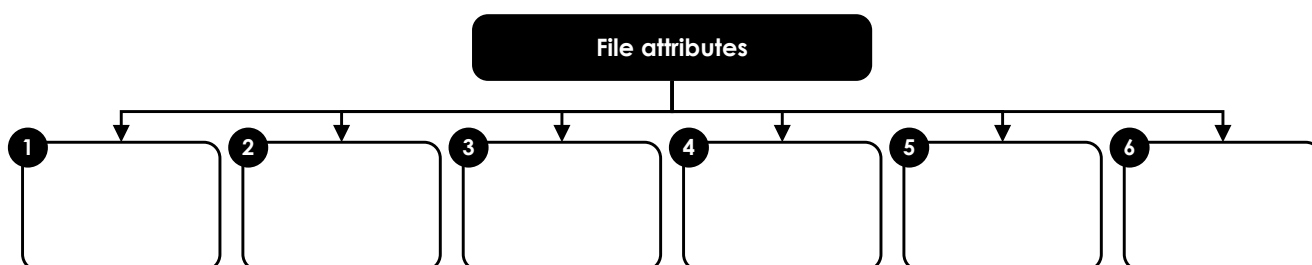
Tick the correct box.

	Hidden	Read only
Nobody can see the file in its folder.	☐	☐
Others can open the file, but cannot change it.	☐	☐
You want to protect your project from changes.	☐	☐
You do not want others to see your diary file.	☐	☐
Friends may read the rules, but not change them.	☐	☐

E Complete the diagram

6 marks

Write the SIX file attributes in the boxes.



F How would you search?

5 marks

Tick the best way to search for the file.

	By name	By extension	By date
You know the name Poem, but not the folder.	☐	☐	☐
You want to find all your presentations.	☐	☐	☐
You saved it on Monday, but forgot its name.	☐	☐	☐
You want all the programs (.exe files).	☐	☐	☐
You know the name starts with Science.	☐	☐	☐

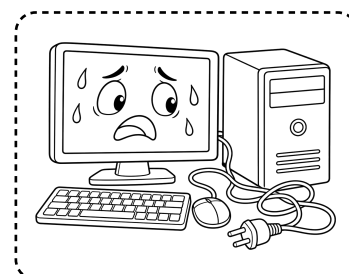
CHAPTER 3

Ports and Hardware Problems

? NOTHING WORKS!

"My mouse does not move, and my monitor shows nothing. Is my computer broken?"

Not always! Many problems are just a **loose cable**. To find a hardware problem, we must know the **ports** of the computer.

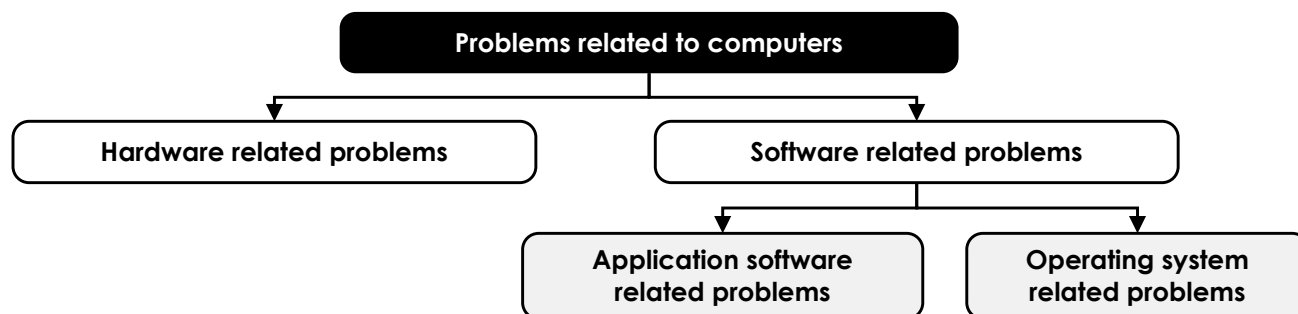


Colour me!



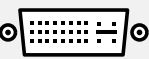
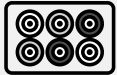
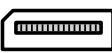
2.7 Two kinds of problems

There are two basic types of problems that we meet when we work with a computer:



2.8 Ports of a computer

Ports are used to connect a computer to other devices. To find a hardware problem, we must know the ports. Desktop, laptop and tab computers have these ports:

Port	Name and use	Port	Name and use
	PS/2 port For a keyboard or a mouse (old type).		VGA port For a monitor with a VGA connection.
	DVI port For a monitor with a DVI connection.		HDMI port For a television instead of a monitor. Carries sound and picture.
	USB port For all devices with USB connections.		RJ45 Ethernet port For networking (the network cable).
	eSATA port For external storage devices.		HD Audio port For high quality sound.
	Display port For digital displays. Better than VGA and DVI.		Parallel port Was used for printers. New computers do not have it.
	Micro USB port For mobile phones, MP3 players, photo printers, cameras.		SD card reader For SD cards. Found in laptop and tab computers.

2.9 Solving hardware problems

Examples of hardware problems:

- The computer does not start.
- The mouse does not work.
- The speakers do not work.
- The keyboard does not work.
- The monitor does not display.
- The network does not work.

! DANGER - ELECTRICITY!

The activities in this chapter use **electricity**. Be careful! Do them only under the **direct supervision of your teacher**. Before you check the power supply, first **disconnect the main power supply**.

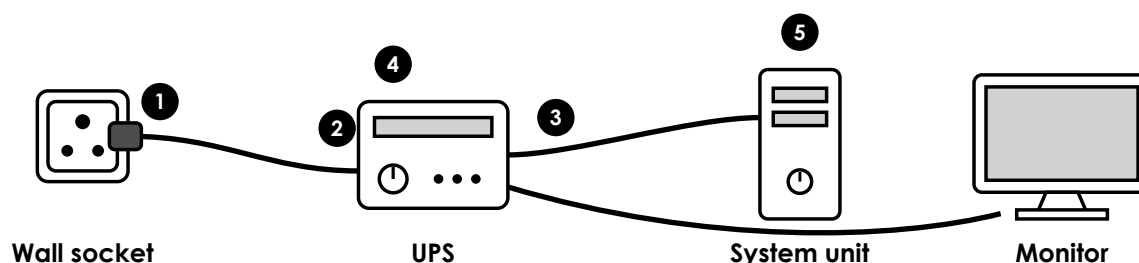


★ SIX GOLDEN RULES OF TROUBLESHOOTING

- **Safety first.** Disconnect the main power supply before you check the cables.
- **Try the easy thing first.** Switch it on, or restart the computer.
- **Check both ends** of every cable. A loose cable is a common problem.
- **Swap to test.** Try another keyboard, mouse, monitor or set of speakers.
- **Settings need an administrator account.** Ask your teacher.
- **Know when to stop.** Then seek technical help.

Problem 1. The computer does not start

The power comes to the computer straight from a wall socket, or through a **UPS**. The numbers show the five steps below.



Solution 1. The power comes through a **UPS**:

1	Disconnect the power supply from the wall socket .
2	Check the plug of the UPS and the cable from the UPS to the computer.
3	Check the cables from the UPS to the computer and the monitor , at both ends.
4	Connect the power again. Switch on the UPS from the main supply.
5	Switch on the computer. If it still does not start, seek technical help .

Solution 2. The power comes straight from the **wall socket**:

1	Disconnect the power supply from the wall socket .
2	Check the power cables and the cables between the computer and the screen . Connect them correctly.
3	When all the cables are connected, plug in the power cable.
4	Switch on the computer. If it does not start, seek technical help .

Problem 2. Keyboard or mouse

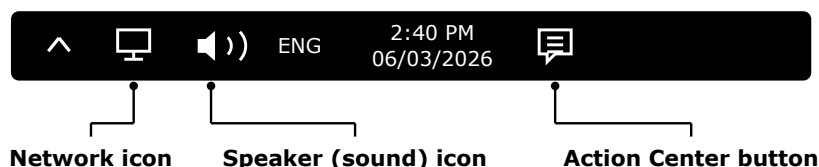
1	Restart the computer. Most times this solves it.
2	If not, shut down the computer.
3	Connect the plug firmly: USB , or PS/2 (old type).
4	Restart. Still not working? Test with another keyboard or mouse.
5	If that fails too, seek technical help.

Problem 3. Monitor shows nothing

1	Check the power button of the monitor. Switch it on.
2	Restart the computer.
3	Check both ends of the cable: VGA , DVI , HDMI or Display port .
4	Check the power cable of the monitor.
5	Still nothing? Test with another monitor, then seek technical help.



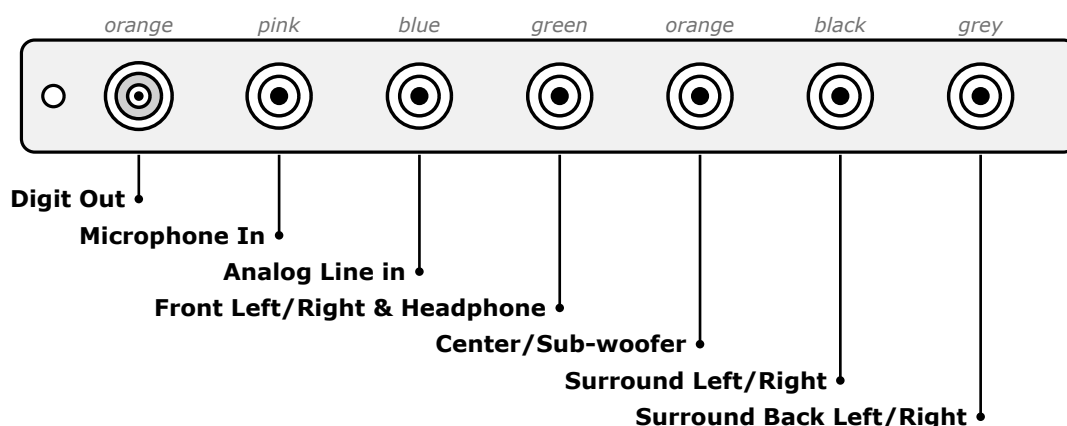
Problem 4. The speakers give no sound



1	Turn up the volume control of the speakers.
2	Click the speaker icon on the taskbar. Is the sound muted? Move the slider up.
3	Check the speaker cables in the HD Audio ports. (Optical digital audio uses one cable.)
4	Check that the power cable of the speakers is connected.
5	Restart the computer. Still no sound? Connect another set of speakers.
6	The audio device driver may not be installed properly. Ask your teacher.
7	If nothing works, seek technical help.

i HD AUDIO PORTS - PROBLEM 4, STEP 3

The cables between the computer and the speakers depend on the **technology** of the speakers. If the computer has **HD Audio**, check that each cable is in its own port, as in the picture. Each port has its own colour - colour them!



If the sound system has **optical digital audio** technology, you need only **one cable**. Connect it correctly to the optical digital out port.

Problem 5. The network does not work

1	Check the RJ45 connector in the Ethernet port . When it is connected, a small green light flashes.
2	Still no network? Right click the network icon (a small computer) on the taskbar. Click Troubleshoot problems . The operating system tries to fix it.

A computer joins the network with an **RJ45 connector**, through a **network switch**. Other network settings need an **administrator account**, so ask your teacher.

> DO IT - PRACTICAL 4 (WORKBOOK ACTIVITY 2.4)

Only with your teacher. Electricity is used. Your teacher switches the power off and on.

1	Look at the back of a system unit. Find the ports. Tick the ones you find below.
2	Shut down the computer. Your teacher disconnects the main power supply.
3	Take out the mouse plug. Is it USB or PS/2? Connect it firmly again.
4	Look at the monitor cable at both ends. Is it VGA, DVI, HDMI or Display port?
5	Your teacher connects the power. Switch on. Do the mouse and the monitor work?
6	Click the speaker icon on the taskbar. Move the slider. Mute the sound, then unmute it.
7	Look at the Ethernet port. Does the small green light flash?

The ports I found (tick):

- | | | | |
|---------------------------------------|--|---|---|
| ☐ PS/2 port | ☐ VGA port | ☐ DVI port | ☐ RJ45 Ethernet port |
| ☐ USB port | ☐ HDMI port | ☐ eSATA port | ☐ HD Audio port |
| ☐ Display port | ☐ Parallel port | ☐ Micro USB port | ☐ SD card reader |

My mouse plug is _____ My monitor cable is _____

A Which port would you use?

8 marks

Write the name of the port.

You want to ...	Port
Connect a monitor that has a VGA cable	
Connect the network cable	
Use a television instead of the monitor	
Connect an external storage device	
Connect a mobile phone or a digital camera	
Read the SD card of a camera in a laptop	
Connect speakers for high quality sound	
Connect an old keyboard with a round plug	

B Put the steps in order

5 marks

The computer gets power through a UPS. It does not start. Number the steps 1 to 5.

- Switch on the computer.
- Disconnect the power supply from the wall socket.
- Connect the power again and switch on the UPS from the main supply.
- Check the cables from the UPS to the computer and the monitor.
- Check the plug of the UPS and the cable from the UPS to the computer.



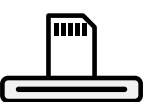
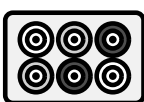
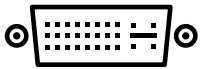
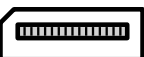
C Name the port

12 marks

Write the name of each port on the line under it. Use the words in the box.

WORD BANK

PS/2 port VGA port DVI port HDMI port USB port RJ45 Ethernet port
eSATA port HD Audio port Display port Parallel port Micro USB port SD card reader

1 	2 	3 	4 
5 	6 	7 	8 
9 	10 	11 	12 

D Label the HD Audio ports

6 marks

Write the name of each port on its dotted line. Port 1 is done for you.

WORD BANK

Microphone In Analog Line in Front Left/Right & Headphone
Center/Sub-woofer Surround Left/Right Surround Back Left/Right

orange	pink	blue	green	orange	black	grey
						
e.g. Digit Out	2	3	4	5	6	7
.....						
.....						
.....						
.....						

E What would you check first?

5 marks

Write the correct letter in the box.

A - The problem		B - Check this first
1. The monitor shows nothing.		A. Check the RJ45 connector in the Ethernet port.
2. There is no sound.		B. Check the power button of the monitor.
3. The network does not work.		C. Disconnect the power, then check the plugs and cables.
4. The mouse does not move.		D. Restart the computer.
5. The computer does not start.		E. Turn up the volume of the speakers.

F Fill in the blanks

8 marks

Use the words in the box.

WORD BANK

hardware software ports UPS PS/2 HDMI driver technical

1. A problem with the mouse or the monitor is a problem.
2. A problem with the operating system is a problem.
3. We connect devices to the computer through
4. The power can come from a wall socket or through a
5. There are two types of mice: USB and (old type).
6. The port carries both sound and picture to a television.
7. There is no sound if the audio device is not installed.
8. If nothing works, seek help.

CHAPTER 4

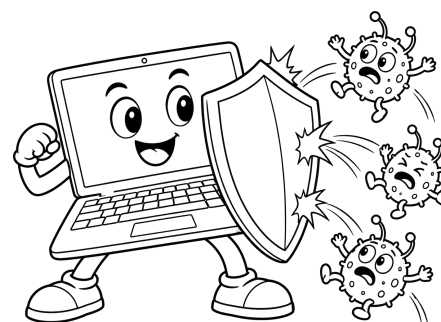
Software Problems and Viruses

? IS MY COMPUTER SICK?

"MS Word does not respond, and my computer is so slow today!"

"My desktop is empty. All the icons are gone!"

These are **software problems**. Most of them have simple solutions.



2.10 Application software problems

There are two types of software problems: problems with **application software** and problems with the **operating system**.

Application software is a computer program that is designed to do a **special task**.

Application software	Example
Word processing software	MS Word
Spreadsheet software	MS Excel
Web browser	Firefox, Chrome
Image editing software	Paint

Some problems of application software:

- It does not run.
- We cannot see its interface.
- It does not respond to our commands.
- No response, even though it is open.
- It takes a long time to load and is slow.
- It works in a wrong way.

Try these solutions **in order**. Stop when the problem is solved.

1	Close the software and open it again. This is the simplest solution.
2	Check that it is compatible with the computer and its operating system.
3	Check that it is licensed , and that its trial period has not expired.
4	Use the Repair option. Restart the computer and open the software again.
5	Uninstall it and install it again. Your teacher helps with steps 4 and 5.

Software that works with one computer may not work with another. For example, some Windows software does not work on a Mac.

2.11 Operating system problems

Some problems of the operating system: the computer is **slow to start**; it does **not respond** to commands because it works slowly; the desktop is **blank**.

Problem 1. The computer is slow

Many programs start when the computer starts, or there is little free space in the hard disk. The solutions need an **administrator account**, so your teacher will help.

1	Close the programs that start with the computer but are not needed.
2	Remove unwanted files from the hard disk with the Disk Cleanup tool.
3	Still slow? Use the Repair option of the operating system.
4	If Repair does not work, reinstall the operating system.

Problem 2. The desktop is blank

Windows 10 can show the desktop in two modes: **Tablet mode** and **PC mode**. In tablet mode the desktop icons are not shown.

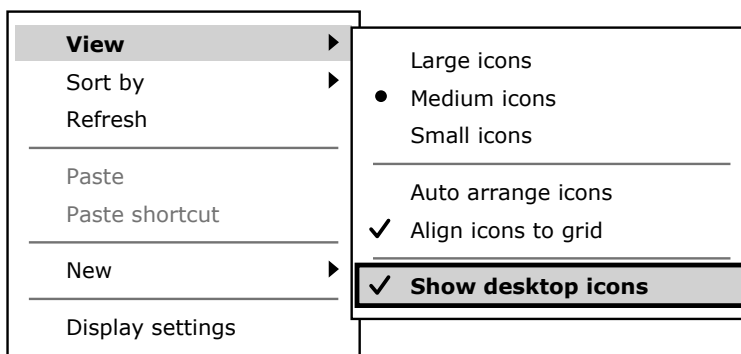
Solution 1. Change tablet mode to PC mode.

1	Click the Action Center button (a speech bubble) on the taskbar, next to the time.
2	Click the Tablet mode tile. The computer goes back to PC mode, and the icons come back.



Solution 2. The desktop icons may be switched off.

1	Right click on the desktop. Click View .
2	Click Show desktop icons . A tick appears, and the icons come back.



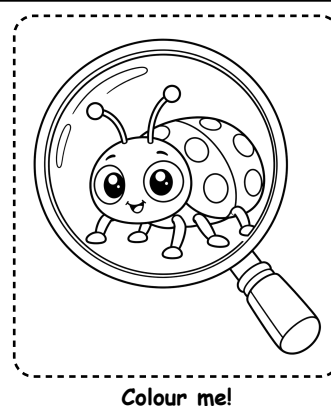
Solution 3. Still blank? The problem may be in the operating system. Your teacher needs an administrator account to fix it.

2.12 Computer viruses

! WHAT IS A COMPUTER VIRUS?

A **computer virus** is a **malicious code** - a kind of **malware** (malicious software). It harms the computer system, **destroys data** and can **replicate** itself (make copies of itself).

Sometimes application software has problems because of a virus. **Solution:** scan the computer with **antivirus software**. Then restart the computer and the application software.



> DO IT - PRACTICAL 5 (WORKBOOK ACTIVITY 2.5)

Work in pairs. **Ask your teacher first.**

1	Open Paint . Close it and open it again. (This is solution 1 for application software.)
2	Right click on the desktop. Click View , then Show desktop icons . What happens?
3	Do step 2 again. The tick and the icons come back.
4	Click the Action Center button. Click Tablet mode . Look. Then click it again.
5	Type Disk Cleanup in the search box on the taskbar. Open it. Ask your teacher before you click OK .
6	With your teacher, scan your pen drive with the antivirus software .

Write what you saw:

In step 2, the desktop icons _____

Disk Cleanup can free this much space: _____

"Most problems have an easy answer. Try the simple fix first."

- THE KING OF ICT



A Hardware or software?

10 marks

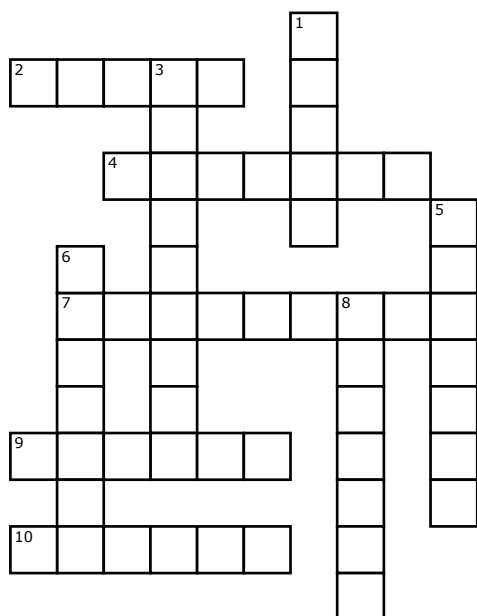
Write H for a hardware problem and S for a software problem.

1. ☐ The mouse does not move.
2. ☐ MS Word does not open.
3. ☐ The monitor shows nothing.
4. ☐ The computer is very slow to start.
5. ☐ The speakers give no sound.
6. ☐ The trial period of a program has expired.
7. ☐ The network cable has come out of the Ethernet port.
8. ☐ A virus has destroyed some data.
9. ☐ The keyboard plug is loose.
10. ☐ The desktop shows no icons.

B Crossword

10 marks

Use the clues. The number in brackets is the number of letters.



ACROSS

2. Malicious code that destroys data and copies itself (5)
4. Software without one can cause problems (7)
7. Software that scans the computer for viruses (9)
9. In this mode the desktop icons are not shown (6)
10. An option that can fix damaged software (6)

DOWN

1. Small pictures on the desktop (5)
3. Remove software, before you install it again (9)
5. Right click it and choose View to show its icons (7)
6. Malicious software (7)
8. Shut down and start again - the easy first try (7)

C Answer these

4 marks

Write full sentences.

1. What is a computer virus? (2 marks)

2. Write TWO reasons why a computer may become slow. (2 marks)



D Fill in the blanks

8 marks

Use the words in the box.

WORD BANK

application
virus

compatible
antivirus

licence
Disk Cleanup

Repair
Tablet

1. MS Word, MS Excel and Paint are software.
2. Some Windows software is not with a Mac computer.
3. Software without a can cause problems.
4. The option can fix damaged software.
5. A computer destroys data and makes copies of itself.
6. We scan the computer with software.
7. The tool removes unwanted files from the hard disk.
8. In mode, the desktop icons are not shown.

E Help desk

5 marks

Your friends have these problems. Write what they should do.

The problem	What would you do?
Paint gives no response, even though it is open.	
The trial period of your software has expired.	
The computer is slow. The hard disk is almost full.	
The desktop icons are gone. You are not in tablet mode.	
A virus has entered the computer.	

F Put the solutions in order

5 marks

A program does not work well. Number the solutions 1 to 5, in the order we try them.

1. Uninstall the software and install it again.
2. Close the software and open it again.
3. Try the Repair option of the software.
4. Check that the software is compatible with the operating system.
5. Check the licence and the trial period.



REVISION

Unit 2 in One Page

Read this the night before the test

Topic	The key facts
Settings	The operating system can change the configuration and settings of a computer.
Date and time	Used to save and search files, send reminders, write business letters, install and update software, and activate licences.
Time zones	The world is divided into time zones (legal, commercial, social purposes). 6.00 a.m. in Sri Lanka = 1.30 a.m. in the UK.
Currency	A new computer shows the currency of the country where its operating system was made. Change it to Rs.
Number formats	Use international formats for numbers and currency - important on the Internet.
File attributes	Type, name and extension · size · place · date created · last modified date · rights.
Hidden / read only	Hidden: the file is not shown. Read only: others can see it but cannot change it.
File search	Search by name, by extension (type) or by date, when you forget the name or the place.
Ports	PS/2 · VGA · DVI · HDMI · USB · RJ45 Ethernet · eSATA · HD Audio · Display port · Parallel · Micro USB · SD card reader.
Hardware problems	Computer, keyboard, mouse, monitor, speakers, network. Safety first: disconnect the main power.
Software problems	Application software: close and reopen, compatibility, licence, Repair, reinstall. Operating system: close start-up programs, Disk Cleanup, Repair.
Virus	Malicious code that harms the system, destroys data and copies itself. Scan with antivirus.

★ TICK WHEN YOU CAN DO IT

- ☐ I can say why the date, the time and the time zone must be correct.
- ☐ I can work out the time in the UK when I know the time in Sri Lanka.
- ☐ I can change the time zone and make the currency Rs.
- ☐ I can name the six attributes of a file.
- ☐ I can make a file read only or hidden, and search for a file.
- ☐ I can name the ports of a computer and say what each one is for.
- ☐ I can solve simple hardware problems safely, with my teacher.
- ☐ I can solve simple software problems and say what a virus is.



WORD POWER

Unit 2 Word List

Thirty words you must know

Word	What it means
Configure	To set up the settings of a computer.
Time zone	A part of the world that keeps the same standard time.
Currency	The money of a country, like rupees (Rs.) or dollars (\$).
Number format	How numbers are shown, for example 123,456,789.00.
Control Panel	The place in Windows where we change many settings.
File attributes	The details of a saved file: type, size, place, dates and rights.
File extension	The letters after the dot in a file name. They show the file type.
Executable file	A program file that runs. Its extension is .exe.
Hidden file	A file that is not shown in its folder.
Read only file	A file that others can open but cannot change.
File search	Finding a file by its name, its extension or its date.
Port	A socket on the computer where we connect a device.
USB port	A port for all devices with USB connections.
HDMI port	A port that carries sound and picture, for example to a television.
RJ45 Ethernet port	The port for the network cable.
Network switch	A device that joins the computers of a network, with RJ45 cables.
UPS	A box between the wall socket and the computer. The power comes through it.
Troubleshooting	Finding the cause of a problem and solving it.
Hardware problem	A problem with a device, like the mouse, the monitor or the speakers.
Audio device driver	Software that makes the sound device of the computer work.
Software problem	A problem with application software or with the operating system.
Application software	A program made for a special task, like MS Word or Paint.
Operating system	The main software that runs the computer, like Windows 10.
Compatible	Able to work together with the computer and its operating system.
Licence	Permission to use software. A trial period ends after some time.
Disk Cleanup	A tool that removes unwanted files from the hard disk.
Tablet mode	A Windows 10 mode in which the desktop icons are not shown.
Malware	Malicious (harmful) software. A computer virus is malware.
Computer virus	Malicious code that harms the system, destroys data and copies itself.
Antivirus software	Software that scans the computer to find viruses.

"Every expert was once a beginner who refused to give up."

- THE KING OF ICT



END OF UNIT

Unit 2 Test

Time: 45 minutes

Total: 40 marks

Name _____

Class _____

Marks

1 Choose the correct answer

8 marks

Underline your answer.

1. When it is 6.00 a.m. in Sri Lanka, the time in the United Kingdom is
 (a) 1.30 a.m. (b) 6.00 p.m. (c) 10.30 a.m. (d) 4.30 a.m.
2. The default currency of a new computer is often the
 (a) rupee (b) dollar (c) yen (d) euro
3. Which one is NOT a file attribute?
 (a) size (b) rights (c) colour (d) file type
4. Others can open a _____ file, but they cannot change it.
 (a) hidden (b) read only (c) deleted (d) new
5. Which port carries both sound and picture to a television?
 (a) VGA (b) HDMI (c) PS/2 (d) eSATA
6. Before you check the power supply, first disconnect the
 (a) monitor (b) mouse (c) main power (d) speakers
7. Which tool removes unwanted files from the hard disk?
 (a) Disk Cleanup (b) Repair (c) Tablet mode (d) Properties
8. A computer virus is a kind of
 (a) port (b) malware (c) time zone (d) UPS

2 Fill in the blanks

8 marks

One word in each blank.

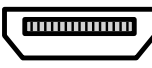
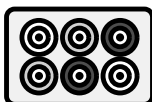
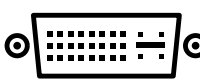
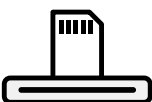
1. We use the operating system to change the of a computer.
2. The world is divided into different time
3. The letters after the dot in a file name are the file
4. A file is not shown in its folder.
5. The network cable has an connector.
6. There are two types of mice: USB and
7. Software with an expired period can cause problems.
8. In Windows 10, the desktop icons are not shown in mode.



3 Name the port

8 marks

Write the name of each port under it.

1 	2 	3 	4 
5 	6 	7 	8 
.....			

4 Answer these

16 marks

Write in the space given.

1. Write FOUR things for which a computer uses its date and time. (4 marks)

2. Write the difference between a hidden file and a read only file. (2 marks)

3. Write THREE attributes of a file. (3 marks)

4. A computer gets its power through a UPS. It does not start when you press the power button. Write THREE things you would do, in order. (3 marks)

5. MS Word does not respond. Write FOUR solutions you could try. (4 marks)
