

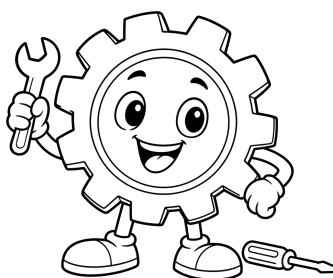
TEACHER GUIDE

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 exercise letters match the workbook.

i WHAT IS IN THIS GUIDE

- **Marks and pacing** - every exercise and its marks
- **Class marks record** - one page to copy for each class
- **Practicals** - what to check, safety, the practical answers, textbook links
- **Answers** - chapters 1 to 4, in the same order as the workbook
- **Unit 2 Test** - the marking scheme and the common mistakes
- **Extra** - homework ideas, a practical test and an oral quiz

★ BEFORE THE FIRST LESSON

- ☐ You can log in with an administrator account on the lab computers.
- ☐ Every computer has one practice file for Practical 2 and up-to-date antivirus software.
- ☐ For Practical 4 you control the main power, and some old cables are ready to show.

"The student who fixes one real problem learns more than the student who reads about ten."

TEACHER GUIDE

Marks and Pacing

You decide how much class time each part needs

Chapter	Exercise	Marks
Chapter 1	A Answer these	4
	B Fill in the blanks	8
	C Time zone sums	6
	D Match the settings	5
	E True or false	7
	F Complete the mind map	6
Chapter 2	A Read the Properties window	6
	B Word search	10
	C Fill in the blanks	6
	D Hidden or read only?	5
	E Complete the diagram	6
	F How would you search?	5
Chapter 3	A Which port would you use?	8
	B Put the steps in order	5
	C Name the port	12
	D Label the HD Audio ports	6
	E What would you check first?	5
	F Fill in the blanks	8
Chapter 4	A Hardware or software?	10
	B Crossword	10
	C Answer these	4
	D Fill in the blanks	8
	E Help desk	5
	F Put the solutions in order	5
End	Unit 2 Test	40
TOTAL		200

! 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.

★ TEACHING TIP

- Play "help desk": one student says a problem, the partner says the first thing to check.



TEACHER GUIDE

Class Marks Record

Copy this page for each class

No	Student name	Ch 1 (36)	Ch 2 (38)	Ch 3 (44)	Ch 4 (42)	Test (40)	Total (200)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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18							
19							
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24							
25							
26							
27							
28							
29							



TEACHER GUIDE

Practicals at a Glance

Workbook activities 2.1 to 2.5

Activity	Students do	Check that ...
2.1	Date, time zone, formats and currency	the time zone is (UTC+05:30) Sri Jayawardenepura, the clock is correct and the currency symbol is Rs.
2.2	A read only and a hidden file	they can read the attributes in Properties, saw that a read only file cannot be saved, and the file is visible again at the end.
2.3	Search by extension, name and date	they found the .docx files, said what .exe means, and used Date modified.
2.4	Ports, plugs and cables	they named at least five ports; you handled the main power; the mouse and the monitor work again.
2.5	Simple software problems	they switched the desktop icons off and on, left tablet mode, and opened Disk Cleanup without deleting.

! SAFETY IN PRACTICAL 4

The textbook says: activities with electricity are done **only under the direct supervision of the teacher**, and the **main power supply is disconnected first**. You switch the power off and on. Students may move a mouse, keyboard or monitor plug only when the power is off. Nobody opens the system unit.

> ANSWERS FOR THE PRACTICALS - WRITE WHAT YOU SAW

Practical	Students write ...	What to accept
1 (2.1)	Time zone before	What the computer showed, e.g. (UTC+05:30) Sri Jayawardenepura or another zone.
	Currency symbol before	What the computer showed - often \$ (dollar), or Rs. if it was set already.
2 (2.2)	Size of my file / Date it was created	The values in the Properties window of their file.
	In step 4, when I tried to save the file,	It could not be saved: the file is read only (Word asks to save a copy with a new name).
3 (2.3)	Number of .docx files	Any number that the search showed.
	An .exe file is a	program - an executable file that runs.
4 (2.4)	The ports I found	The ports on their computer, e.g. USB, VGA or HDMI, RJ45, HD Audio.
	My mouse plug is / My monitor cable is	Mouse: USB (or PS/2). Monitor: VGA, DVI, HDMI or Display port .
5 (2.5)	In step 2, the desktop icons	disappear (they are hidden). They come back in step 3.
	Disk Cleanup can free this much space:	The amount Disk Cleanup shows, e.g. 120 MB.



Textbook links

Workbook	Textbook (Grade 8, Unit 2)	Activities
Chapter 1 - Date, time, time zone and currency	pages 11 - 13	2.1
Chapter 2 - File attributes and searching files	pages 13 - 14	2.2, 2.3
Chapter 3 - Ports and hardware problems	pages 15 - 27	2.4
Chapter 4 - Software problems and viruses	pages 28 - 32	2.5
Unit 2 in One Page	pages 32 - 33 (Summary)	-



ANSWERS

Chapter 1

Date, time, time zone and currency

A Answer these

4 marks

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

The world is divided into time zones; each one keeps its own standard time (1 mark).
They are used for legal, commercial (business) and social purposes (1 mark).

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

The default currency is the currency of the country where the operating system was made (often the dollar). We must change it to suit our country, Sri Lankan rupees (Rs.). 2 marks.

B Fill in the blanks

8 marks

1. date and time	2. time zones	3. international	4. commercial
5. dollar	6. rupees	7. licences	8. Internet

C Time zone sums

6 marks

	Time in Sri Lanka	Time in the United Kingdom
e.g.	6.00 a.m.	1.30 a.m.
1	9.00 a.m.	4.30 a.m.
2	12.00 noon	7.30 a.m.
3	4.30 p.m.	12.00 noon
4	8.00 p.m.	3.30 p.m.
5	2.30 p.m.	10.00 a.m.
6	11.00 p.m.	6.30 p.m.

UK time = Sri Lankan time minus 4 h 30 min. 1 mark for each bold time.



D Match the settings

5 marks

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

E True or false

7 marks

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

F Complete the mind map

6 marks

Any six of these, in any order. 1 mark each:

saving files, searching files, sending reminders, business letters, installing and updating software, scheduling software to start, shut down or update, updating the operating system, activating software licences.

 TEACHING TIP

- Draw the 12 ports on the board one by one. The class shouts the name of each port.

 ANSWERS **Chapter 2**  File attributes and searching files**A Read the Properties window**

6 marks

1. What is the name of the file? → **Sports Meet**
2. What is the file extension? → **.docx**
3. Where is the file stored? → **C:\Users\Nimal\Documents (the Documents folder)**
4. What is the size of the file? → **24.5 KB**
5. When was it last modified? → **Friday, 6 March 2026 (2:40 PM)**
6. Can Nimal's friends change it? Why? → **No - it is read only (Read-only is ticked)**



B Word search

10 marks

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

Word	Starts at	Direction
FILE	row 10, col 8	across
NAME	row 5, col 6	down
TYPE	row 7, col 3	slanting down
SIZE	row 10, col 1	up
DATE	row 12, col 6	across, backwards
PLACE	row 3, col 10	down
HIDDEN	row 2, col 6	across
SEARCH	row 4, col 1	slanting down
RIGHTS	row 3, col 7	down
EXTENSION	row 1, col 3	across

C Fill in the blanks

6 marks

1. attributes	2. extension	3. Properties
4. hidden	5. read only	6. search

D Hidden or read only?

5 marks

	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

1. File type, name and extension	2. Size of the file	3. The place the file is stored
4. Date the file was created	5. Last modified date	6. Rights / permission of the file

The six attributes may be written in any order. 1 mark each.



TIP: Show the Customize Format window on the projector before Practical 1. Point to the Currency symbol box.



F How would you search?

5 marks

	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.	☒	☐	☐

ANSWERS

Chapter 3

Ports and hardware problems

A Which port would you use?

8 marks

1. Connect a monitor that has a VGA cable → **VGA port**
2. Connect the network cable → **RJ45 Ethernet port**
3. Use a television instead of the monitor → **HDMI port**
4. Connect an external storage device → **eSATA port (USB port also correct)**
5. Connect a mobile phone or a digital camera → **Micro USB port**
6. Read the SD card of a camera in a laptop → **SD card reader**
7. Connect speakers for high quality sound → **HD Audio port**
8. Connect an old keyboard with a round plug → **PS/2 port**

B Put the steps in order

5 marks

The numbers the student writes, from the top of the list down:

1. **5 - Switch on the computer.**
2. **1 - Disconnect the power supply from the wall socket.**
3. **4 - Connect the power again and switch on the UPS from the main supply.**
4. **3 - Check the cables from the UPS to the computer and the monitor.**
5. **2 - Check the plug of the UPS and the cable from the UPS to the computer.**

C Name the port

12 marks

1. USB port	2. VGA port	3. RJ45 Ethernet port	4. HDMI port
5. PS/2 port	6. SD card reader	7. HD Audio port	8. DVI port
9. Micro USB port	10. Display port	11. eSATA port	12. Parallel port



D Label the HD Audio ports

6 marks

2. Microphone In (<i>pink</i>)	3. Analog Line in (<i>blue</i>)
4. Front Left/Right & Headphone (<i>green</i>)	5. Center/Sub-woofer (<i>orange</i>)
6. Surround Left/Right (<i>black</i>)	7. Surround Back Left/Right (<i>grey</i>)

Port 1 (Digit Out) is the example. 1 mark for each port 2 - 7.

E What would you check first?

5 marks

1. The monitor shows nothing. → B	2. There is no sound. → E
3. The network does not work. → A	4. The mouse does not move. → D
5. The computer does not start. → C	

F Fill in the blanks

8 marks

1. hardware	2. software	3. ports	4. UPS
5. PS/2	6. HDMI	7. driver	8. technical

★ TEACHING TIPS

- Without administrator rights students cannot change the date and time. Show that step yourself; they can still set the time zone and the currency.
- The textbook example (UK 4 h 30 min behind) is UK summer time. In winter the UK is 5 h 30 min behind.
- Give every computer one practice file for Practical 2, so no real work is hidden or locked by mistake.

ANSWERS

Chapter 4

Software problems and viruses

A Hardware or software?

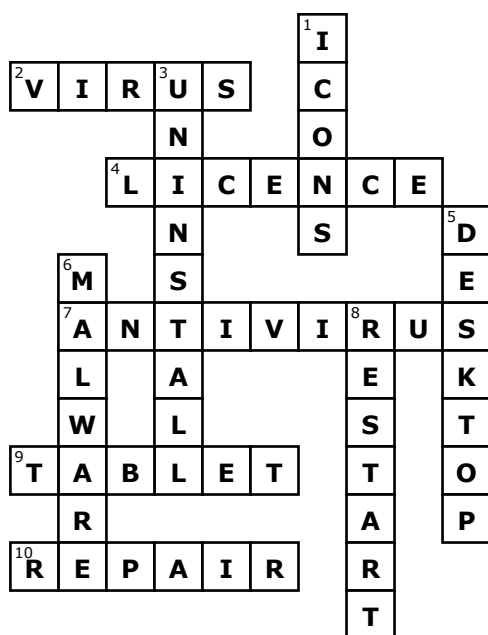
10 marks

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



B Crossword

10 marks



Across: 2 VIRUS, 4 LICENCE, 7 ANTIVIRUS, 9 TABLET, 10 REPAIR

Down: 1 ICONS, 3 UNINSTALL, 5 DESKTOP, 6 MALWARE, 8 RESTART

C Answer these

4 marks

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

A malicious code (malware) that harms the computer system, destroys data and can replicate (make copies of) itself. 2 marks for two of these ideas.

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

Many unnecessary programs start (run) when the computer starts; there is little free space in the hard disk. 1 mark each.

D Fill in the blanks

8 marks

1. application	2. compatible	3. licence	4. Repair
5. virus	6. antivirus	7. Disk Cleanup	8. Tablet

E Help desk

5 marks

- Paint gives no response, even though it is open. → **Close it and open it again.**
- The trial period of your software has expired. → **Get a licence (licensed software). Ask the teacher.**
- The computer is slow. The hard disk is almost full. → **Use Disk Cleanup (with the teacher).**
- The desktop icons are gone. You are not in tablet mode. → **Right click the desktop, View, Show desktop icons.**
- A virus has entered the computer. → **Scan with antivirus software, then restart.**

Accept other sensible answers from the textbook. 1 mark each.



F Put the solutions in order**5 marks**

The numbers the student writes, from the top of the list down:

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

MARKING SCHEME

Unit 2 Test

Total 40 marks

1 Choose the correct answer**8 marks (1 each)**

1. (a) 1.30 a.m.	2. (b) dollar
3. (c) colour	4. (b) read only
5. (b) HDMI	6. (c) main power
7. (a) Disk Cleanup	8. (b) malware

2 Fill in the blanks**8 marks (1 each)**

1. settings	2. zones	3. extension	4. hidden
5. RJ45	6. PS/2	7. trial	8. Tablet

3 Name the port**8 marks (1 each)**

1. USB port	2. HDMI port	3. RJ45 Ethernet port	4. VGA port
5. PS/2 port	6. HD Audio port	7. DVI port	8. SD card reader

★ TEACHING TIPS

- After Practical 2, check that every hidden file is visible again and that Read-only is unticked.
- Bring old cables (VGA, HDMI, USB, RJ45, PS/2) to class. Let students match each plug to its port.
- Switch off the main power yourself before any cable is touched. Students never open the system unit.



4 Answer these**16 marks****1. Write FOUR things for which a computer uses its date and time. (4 marks)**

Any four, 1 mark each: saving files, searching files, sending reminders, preparing business letters, installing or updating software, scheduling software to start or shut down, updating the operating system, activating software licences.

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

A hidden file is not shown in its folder (1 mark). A read only file can be seen and opened by others, but they cannot change it (1 mark).

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

Any three, 1 mark each: file type / name / extension; size of the file; the place it is stored; the date it was created; the last modified date; the rights (permission) of the file.

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)

Any three in a sensible order, 1 mark each: disconnect the power at the wall socket; check the UPS plug and the cable to the computer; check the cables from the UPS to the computer and the monitor; connect and switch on the UPS; switch on the computer; seek technical help.

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

Any four, 1 mark each: close it and open it again; check that it is compatible with the computer and the operating system; check the licence / trial period; use the Repair option and restart; uninstall and install it again; scan the computer with antivirus software.

i WHAT STUDENTS USUALLY GET WRONG

- In time zone sums they take away 4 hours and forget the **30 minutes**.
- They think every computer shows rupees. A new computer shows the currency of the country where the operating system was made.
- They mix up **hidden** (nobody sees it) and **read only** (others see it but cannot change it).
- They mix up VGA, DVI and HDMI. **HDMI** carries both sound and picture, for example to a television.
- They touch cables while the power is on. **Disconnect the main power first**, every time.
- They jump to the hardest solution (reinstall). Always try the **easy one first**: close and reopen, or restart.
- They think a slow computer always has a virus. Often too many programs start with it, or the disk is full.



TIP: In newer Windows 10 the Action Center button is to the right of the time; in the textbook it is on the left.



★ HOMEWORK AND EXTRA PRACTICE

- Look at a laptop, a TV or a mobile phone at home. Draw two ports you find and name them.
- Write the UK time for five times of your school day (the UK is 4 hours 30 minutes behind).
- Make a small poster: Six golden rules of troubleshooting.
- Write five file names with different extensions, and the type of each file.
- Fast learners: find out which antivirus software the school computer lab uses, and how often it scans.

> PRACTICAL TEST - 20 MINUTES, 20 MARKS (OPTIONAL)

After the unit, one student at a time, with a practice file. Nobody moves cables.

Step	The student must ...	Marks
1	Show the time zone, then the currency symbol, in the Control Panel.	4
2	Open the Properties of the practice file. Read its size and modified date.	3
3	Make the practice file read only . Then untick Read-only again.	3
4	Search This PC for all the .docx files.	2
5	On a real computer, point to the USB, VGA (or HDMI), RJ45 and HD Audio ports.	4
6	Switch Show desktop icons off and on. Open Disk Cleanup , delete nothing.	4
	Total	20

? QUICK ORAL QUIZ - START OR END A LESSON WITH IT

Ask the class ...	Answer
1. What is the time zone of Sri Lanka in Windows 10?	(UTC+05:30) Sri Jayawardenepura
2. It is 6.00 a.m. in Sri Lanka. What time is it in the UK?	1.30 a.m.
3. Which currency symbol do we use in Sri Lanka?	Rs. (rupees)
4. What does a file extension show?	The file type
5. Can others change a read only file?	No
6. Name the three ways to search for a file.	Name, extension, date
7. Which port carries sound and picture to a TV?	HDMI
8. What do we do before checking the power supply?	Disconnect the main power
9. A program does not respond. What do we try first?	Close it and open it again
10. In which mode are the desktop icons not shown?	Tablet mode

★ **TIP:** Students who finish early can colour the pictures, or help a friend without touching the mouse.

