Review Questions

1. _____ is the information from the computer that cannot be touched.
2. Computer is an electronic device that is programmed to_____, process it into useful _____, and store it for future use _____.
3. Data can be defined as _____
4. The results from programs run on a computer are stored on or routed to _____devices such as _____.
5. _____is the information from the computer that can be touched.

ANSWERS:

Let's fill in the blanks:

1. **Software is the information from the computer that cannot be touched.**

2. A computer is an electronic device that is programmed to **accept data, process it into **useful information**, and store it for future use.**

3. Data can be defined as **raw facts and figures.**

4. The results from programs run on a computer are stored on or routed to devices such as **hard drives, USB drives, or cloud storage.**

5. **Hardware is the information from the computer that can be touched.**

Review Questions

1. Computers are classified according to _____how and also by_____, _____ and_____.
2. Computers can be either _____or

_____

3. _____Process complex and time-consuming calculations such as those used to create weather predictions.
4. Microcomputers can be divided into two groups, _____ and _____.
5. The smallest computer is the handheld computer called a _____.

ANSWERS:

Let's fill in the blanks:

1. Computers are classified according to **how they are used and also by **size**, **power**, and **purpose**.**
2. Computers can be either **analog or **digital**.**
3. **Supercomputers process complex and time-consuming calculations such as those used to create weather predictions.**
4. Microcomputers can be divided into two groups, **desktop computers and **portable computers**.**
5. The smallest computer is the handheld computer called a **smartphone or **PDA (Personal Digital Assistant)**.**

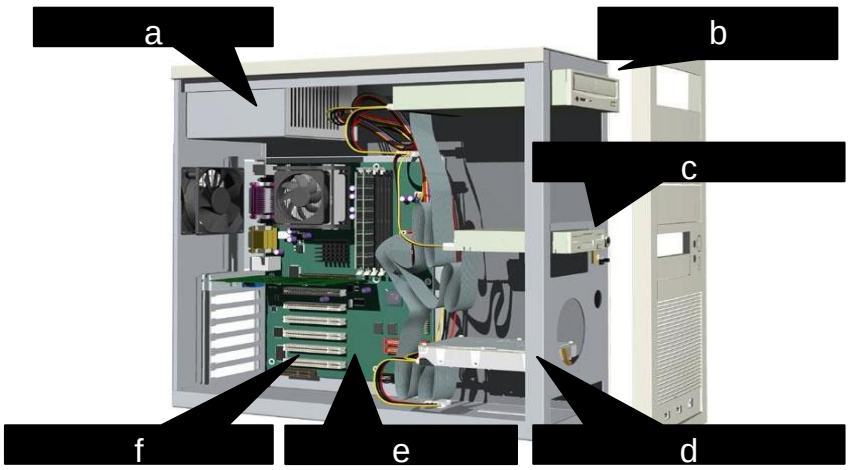
Review Questions

1. In order to function properly, a computer system must have all four types of hardware: _____, _____, _____, and _____.

2. The DVD has a 4.7 GB capacity, which is about seven times that of the _____.

3. The benefits of secondary storage are _____, _____

4. Label the parts of the Computer System Unit below



ANSWERS:

Let's complete the statements:

1. In order to function properly, a computer system must have all four types of hardware: **input devices, output devices, storage devices, and processing units**.

2. The DVD has a 4.7 GB capacity, which is about seven times that of the **standard CD, which has a capacity of 700 MB**.

3. The benefits of secondary storage are:

- **Increased Storage Capacity**: Provides additional space for storing large amounts of data.

- **Data Backup**: Helps in creating backups of important files to prevent data loss.

- **Portability**: External storage devices can be easily transported and used with different systems.

- **Cost-Effective**: Secondary storage options like external hard drives and USB drives are relatively inexpensive compared to primary storage.

4. A. POWER SUPPLY UNIT

B. CD ROM DRIVE

C. FLOPPY DISKETTE

D. HARD DISK DRIVE

E. MOTHER BOARD

F. EXPANSION SLOTT

REVIEW QUESTIONS: (2 marks each)

1. The term “Multitasking “in Microsoft windows simply means _____

_____

2. A software is _____

_____

3. Explain briefly the difference between GUI and DOS _____

_____

4. Which software manages the files and folders on your computer’s hard disk drive and why?

_____

_____

5. An application software is

_____

_____

ANSWERS:
Let's break down these concepts:

1. Multitasking in Microsoft Windows
Multitasking in Microsoft Windows simply means **the ability of the operating system to execute multiple tasks (processes) simultaneously**. It allows users to run more than one application at a time, switch between them smoothly, and carry out different tasks without closing other programs.

2. Software
A software is **a collection of programs, data, and instructions that tell a computer how to perform specific tasks**. It can be categorized into system software (e.g., operating systems) and application software (e.g., word processors, games).

3. Difference Between GUI and DOS

Graphical User Interface (GUI)
- **User-Friendly**: Uses graphical elements like windows, icons, and buttons to interact with the user.
- **Ease of Use**: Requires minimal technical knowledge; intuitive for most users.
- **Example**: Microsoft Windows, macOS.

Disk Operating System (DOS)
- **Command-Line Interface (CLI)**: Interacts with the user through text-based commands.
- **Technical Knowledge**: Requires familiarity with command syntax and structure.
- **Example**: MS-DOS.

4. File and Folder Management Software
File Explorer (Windows Explorer) manages the files and folders on your computer's hard disk drive. It provides an interface for users to browse, organize, copy, move, and delete files and folders. This software is essential for maintaining order, easy access, and efficient management of data stored on the computer.

5. Application Software
An application software is **a type of software designed to help users perform specific tasks or activities**. Examples include word processors, spreadsheets, databases, email clients, and web browsers. These applications are built to address particular user needs and improve productivity.

Review Questions

1. How is a static Web page different from a dynamic Web page?

2. What are three types of specifications used by content aggregators to distribute content?

   1) ----------

   2)

   3)

3. What is the purpose of an IP Address, and

4. What is its relationship to a Domain Name?

Start your e-mail program. Compose a new e-mail message to your lecturer, and attach a file containing your current course schedule.

Verify that your message has been received and then close your e-mail program.

ANSWERS:

1. Difference Between a Static Web Page and a Dynamic Web Page

Static Web Page:
- **Content**: Fixed and does not change unless manually updated by the webmaster.
- **Technology**: Typically created using HTML and CSS.
- **Interactivity**: Limited; users can only view the content without any interaction.
- **Performance**: Generally faster because it doesn't require server-side processing.

Dynamic Web Page:
- **Content**: Can change based on user interactions, time, or data fetched from a database.
- **Technology**: Created using server-side languages (e.g., PHP, ASP.NET) and client-side scripts (e.g., JavaScript).
- **Interactivity**: High; users can interact with forms, search functions, and other features.

- **Performance**: May be slower due to server-side processing, but modern techniques (like caching) can mitigate this.

2. Types of Specifications Used by Content Aggregators to Distribute Content
1. **RSS (Really Simple Syndication)**: Allows users to receive updates from websites in a standardized format.
2. **Atom**: Similar to RSS but provides additional features and greater flexibility.
3. **JSON (JavaScript Object Notation)**: A lightweight data interchange format used for APIs and data feeds.

3. Purpose of an IP Address
An **IP Address** (Internet Protocol Address) is a unique numerical identifier assigned to each device connected to a computer network that uses the Internet Protocol for communication. Its primary purpose is to identify and locate devices on a network, enabling them to communicate with each other.

4. Relationship Between an IP Address and a Domain Name
A **Domain Name** is a human-readable address used to access websites, like `www.example.com`. It is mapped to an IP address through the Domain Name System (DNS), which translates the domain name into the corresponding IP address. This allows users to use easy-to-remember domain names instead of numerical IP addresses to access websites.

REVIEW QUESTIONS

a. What is the procedure for protecting documents with passwords in Microsoft Word?

_____

_____

1. What is the function of the mail merge in Microsoft Word?

_____

_____

2. Outline the procedure for performing the following activities in Microsoft Word

ii. Insert pictures
iii. Insert date and time
iv. Add a text box or word art
v. Add page numbering to your work

b. How is the drawing toolbar displayed on the screen in Microsoft Word?

_____

_____

c. What is the importance of adding headers or footers to your work in Microsoft Word?

_____

_____

_____

_____

1. How is a paper of size “A5” with margins of 1 inch across edges, set up for use in Microsoft
2. Word?

3. With reference to the above Question, how will you print this paper size?

ANSWERS:

Alright, let's address each of your questions:

a. Procedure for Protecting Documents with Passwords in Microsoft Word

1. Open the document you want to protect.
2. Click on the **"File"** tab.
3. Select **"Info"**.
4. Click on **"Protect Document"** and choose **"Encrypt with Password"**.
5. Enter the desired password and click **"OK"**.
6. Re-enter the password to confirm and click **"OK"**.

1. Function of Mail Merge in Microsoft Word

Mail merge is a feature that allows users to create personalized documents for multiple recipients efficiently. It combines a main document (e.g., a letter) with a data source (e.g., a list of names and addresses) to generate individualized documents, such as personalized letters, envelopes, labels, or emails.

2. Procedure for Performing Activities in Microsoft Word

ii. Insert Pictures

1. Place the cursor where you want to insert the picture.
2. Go to the **"Insert"** tab.
3. Click on **"Pictures"**.
4. Select the picture from your device and click **"Insert"**.

iii. Insert Date and Time

1. Place the cursor where you want to insert the date and time.
2. Go to the **"Insert"** tab.
3. Click on **"Date & Time"**.
4. Choose the desired format and click **"OK"**.

iv. Add a Text Box or WordArt

1. Go to the **"Insert"** tab.
2. For a text box, click on **"Text Box"** and choose the desired style.
3. For WordArt, click on **"WordArt"** and select the style you prefer. Type the text you want.

v. Add Page Numbering

1. Go to the **"Insert"** tab.
2. Click on **"Page Number"**.
3. Choose the location and style for the page numbers.

b. Displaying the Drawing Toolbar in Microsoft Word

In recent versions of Microsoft Word, the Drawing Toolbar can be accessed through the **"Insert"** tab by selecting **"Shapes"**. This option provides a range of drawing tools, including lines, shapes, and more.

c. Importance of Adding Headers or Footers to Your Work in Microsoft Word

Headers and footers are important because they:

- Provide consistent information (e.g., document title, author name) on each page.
- Include page numbers for easy navigation and reference.
- Add professionalism and structure to the document.

1. Setting Up a Paper Size of "A5" with 1-Inch Margins

1. Go to the **"Layout"** or **"Page Layout"** tab.
2. Click on **"Size"** and select **"A5"** from the list.
3. Click on **"Margins"** and select **"Custom Margins"**.
4. Set the top, bottom, left, and right margins to 1 inch and click **"OK"**.

2. Printing a Paper Size of "A5"

1. Go to the **"File"** tab and select **"Print"**.
2. In the print settings, choose your printer.
3. Make sure the paper size is set to **"A5"**.
4. Adjust any additional settings as needed and click **"Print"**.

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END OF COURSE EXERCISES

1. Explain the function of the **Presenter View** feature in Microsoft PowerPoint 2013.

2. There are **four (4)** different print layouts in Microsoft PowerPoint 2013. Explain each of them

a)

b)

c)

d)

3. What are **themes?** Why would you use **themes** in your PowerPoint preparation?

4. If you frequently work with the same presentation, you can pin it to backstage view for easy access. Describe how you will **pin** your presentation to the **backstage view**.

5. You have saved your presentation in the **.pptx** file type. Your lecturer however wants your work to be in either one of the following **file types** before submission**:**

a). PDF: (Save the presentation as a **PDF document** instead of a PowerPoint file)

b). Video: (Save the presentation as a video)

c). Handouts: (Print a handout version of your slides)

Explain how you would **export** your presentation from PowerPoint 2013 into each of the above named **file types**:

a). _____

_____

_____

b). _____

_____

_____

c). _____

_____

_____

_____

2. You saved your presentation to **"My Documents"** folder**,** while you were working on it, PowerPoint crashed all of a sudden, how would you restore the file using **AutoRecover** feature?

_____

_____

_____

_____

_____

ANSWERS:

Alright, let's get into the details:

1. Presenter View in Microsoft PowerPoint 2013
The Presenter View feature in Microsoft PowerPoint 2013 allows presenters to view their slides with speaker notes on one monitor (their laptop, for example), while the audience sees only the slides on a different monitor (the projector screen). This feature helps presenters manage their presentations smoothly by providing tools like the timer, next slide preview, and notes panel.

2. Print Layouts in Microsoft PowerPoint 2013

a) Full Page Slides
- Prints one slide per page. This layout is best for creating handouts or detailed slide previews.

b) Notes Pages
- Prints one slide per page along with its corresponding speaker notes below. This is useful for speakers who need a detailed script or notes while presenting.

c) Handouts
- Prints multiple slides on a single page (options include 2, 3, 4, 6, or 9 slides per page). This layout is suitable for providing compact handouts to the audience.

d) Outline
- Prints the text of the presentation in outline form, showing only titles and main points without graphics. This is ideal for reviewing the overall content and structure of the presentation.

3. Themes in PowerPoint
Themes are pre-designed sets of fonts, colors, and visual effects that you can apply to your entire presentation to give it a cohesive and professional look. Using themes helps ensure consistency throughout the slides, saves time in formatting, and enhances the visual appeal of your presentation.

4. Pinning a Presentation to Backstage View
1. Open PowerPoint and go to the **"File"** tab to access Backstage View.
2. Under **"Recent"**, find the presentation you want to pin.
3. Click on the **pin icon** next to the presentation's name. The icon will change to a solid pin, indicating that the presentation is pinned for easy access.

5. Exporting Presentation to Different File Types

a) Saving as PDF
1. Go to the **"File"** tab.
2. Click on **"Save As"**.
3. Choose the location to save the file.
4. In the **"Save as type"** dropdown, select **"PDF"**.
5. Click **"Save"**.

b) Saving as Video
1. Go to the **"File"** tab.
2. Click on **"Export"**.
3. Select **"Create a Video"**.
4. Choose the video quality and specify timing settings if needed.
5. Click **"Create Video"** and save the file.

c) Printing Handouts
1. Go to the **"File"** tab.
2. Click on **"Print"**.
3. In the **"Settings"** section, choose **"Hand

To export your presentation from PowerPoint 2013 into different file types, follow these steps:

a) Exporting to PDF
1. Click on the **File** tab in the ribbon.
2. Choose **Export** from the menu.
3. Select **Create PDF/XPS Document**.
4. Click on the **Create PDF/XPS** button.
5. In the **Publish as PDF or XPS** dialog box, choose a location to save the file, enter a name, and select **Publish**.

b) Exporting to a Video
1. Click on the **File** tab in the ribbon.
2. Choose **Export** from the menu.
3. Select **Create a Video**.
4. Choose the video quality and size under **Presentation Quality**.
5. Click on **Create Video**.
6. In the **Save as Video** dialog box, choose a location to save the file, enter a name, and select **Save**.

c) Exporting to an Image

1. Click on the **File** tab in the ribbon.
2. Choose **Save As**.
3. In the **Save as type** dropdown menu, select an image format such as **JPEG** or **PNG**.
4. Choose a location to save the file, enter a name, and select **Save**.
5. When prompted, choose whether to export every slide or only the current slide.

Restoring a File Using AutoRecover
If PowerPoint crashes and you need to restore your file using the AutoRecover feature:

1. Open PowerPoint.
2. PowerPoint will automatically try to recover your unsaved presentations. Check the **Document Recovery** pane that appears on the left side of the PowerPoint window.
3. Find your presentation in the list of recovered files.
4. Click on the presentation to open it.
5. Save the recovered file immediately by going to the **File** tab and selecting **Save As**.

PowerPoint's AutoRecover feature helps you retrieve the work you may have lost due to a crash. Always make sure to save your presentations frequently to avoid losing progress.