WORLD MISSION HIGH SCHOOL

Software Development/ Networking and Internet Technology/ Multimedia Production

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Holidays package of ICT Literacy
Level3 ICT Classes.

1. Identify any four (4) measures of safeguarding yourself from computer radiation.
2. List any four (4) ways that can be used to carefully proofread a document to identify errors in it
3. Explain the following keyboard shortcuts:
   a. ctrl + P
   b. ctrl + x
   c. ctrl + z
   d. ctrl + s

4. Give the role of the following keys on the keyboard:
   a. HOME
   b. PAGEUP
   c. PAGEDOWN
   d. CAPSLK
   e. DELETE
   f. SHIFT
   g. TAB
   h. ESC
5. Briefly, explain the following software:
   a. Word processing
   b. Database
   c. Spreadsheet
   d. Presentation
   e. Internet

6. With examples, explain the basic operations of a computer.
7. Which one of the following is not a characteristic of a computer?
   a. It responds to a specific set of instructions in a well-defined manner.
   b. It can execute a prerecorded list of instructions (a program)
   c. It can quickly store and retrieve large amounts of data.
   d. It can be software which is responsible for controlling.
8. Explain the following user interface:
   e. Graphical User Interface
   f. Command Line Interface
9. What are the five (5) main parts of a computer keyboard?

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