

KNOWLEDGE TEST

Using Computer Technology NQF 2 RW/F/COMP/2 (10 Credits)

Date of Test: _____ Venue: _____

Name of Candidate: _____

Employer: _____

INSTRUCTIONS

- Complete all questions using black ink.
- Write legibly in the language agreed, namely English
- Label drawings clearly (if applicable).
- You may ask the Assessor for clarity, should you not understand the questions asked.
- The required mark to be declared competent is 75%.
- You have 60 minutes to complete the test.

Question 1 (4)

Match the following computer hardware items with the categories by drawing a line between the 2:
(1 mark each)

Input
Output
CPU
Storage

Processing
Keyboard
Stiffy Disk
Screen

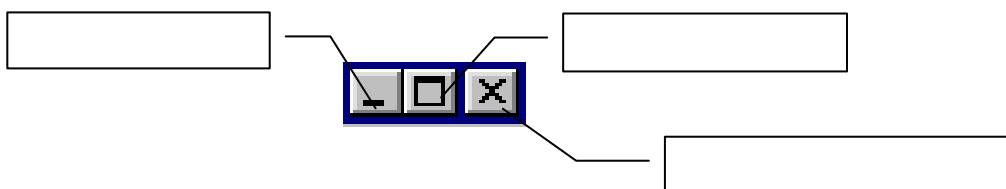
Question 2 (5)

Enter True or False for the following statements: (1 mark each)

RAM is temporary memory	
ROM stands for Random Access Memory	
A mouse is in input device	
A printer is a storage device	
Microsoft Word is software	

Question 3 (3)

Identify the following buttons which appear in the top right corner of a window by writing the name of the button in the boxes provided: (1 mark each)



Question 4 (2)

In the boxes provided draw the symbol on a computer keyboard that would be used for the following calculations: (1/2 mark each)

Multiply	
Add	
Subtract	
Divide	

Question 5 (6)

Indicate what category of software the following programmes fall into and give an explanation of what it is used for. Choose between Word Processing, Spreadsheet and Accounting.

For example:

Microsoft Paint

Design and Drawing

Create drawings or diagrams

Microsoft Word		
Microsoft Excel		
Pastel		

Question 6 (2)

Explain what you understand to be the difference between a stiffy (or floppy) disk and a hard (or fixed) disk: (1 mark for each point)

Question 7 (6)

Do you understand the difference between the terms hardware and software? Explain this and give two examples of each: (1 mark each for explanations and 1 mark each for examples)

Question 8 (4)

List four ways you could format a Microsoft Word document to make it look good. (1 mark each)

Question 9 (3)

List three transactions that can be processed by a Point of Sale program: (1 mark each)

Marks: /

Assessed by:

Date:

Competent: / **Not yet competent:**

.....
Assessor

.....
Candidate