



Classification of computers

Fill in the blanks.

1. The smartphone is a **micro** computer while an ATM is a **mainframe** computer.
2. Microprocessor chips are embedded in machines such as **cars** and **ATMs**.
3. Weather – forecasting stations use **super** computers.
4. **Laptops, notebook and smartphones** are portable computers.
5. **Workstations** are used for computer animations.
6. A network server is usually a **mainframe** computer.

Write T for true and F for false.

1. The smartphone is a microcomputer while the ATM is a mainframe. T
2. Workstations are powerful multi-user computers. F
3. A tablet is a type of mobile computer with a touchscreen. T
4. Notebook computers are portable computers. T
5. A PC is a type of microcomputer. T

Answer the following.

1. Which types of computers run on rechargeable batteries? **Laptops or Notebook computers.**
2. Expand ATM. Which type of computer is used here?
Automated teller machine. Embedded computer is used here.
3. Write at least two main features of supercomputers.

Main features:

- They are massive in size and can occupy a whole room.
- They have several processors which make them very powerful and fast.

List four things you could do with Windows Media Player.

Windows Media Player is used to **play music, videos and movie files**. It also **burns CDs and rips music from CDs**.

What do you understand by the terms 'ripping a CD' and 'burning a CD'?

Ripping is copying songs from audio CDs to the computer.

Burning is copying data from the computer to a CD.

For this, we can use a blank CD-R or CD-RW disk.

Explain the ways the taskbar helps you organise your work.

We can use the taskbar to open and work with multiple windows at the same time.

What is the difference between Shut down, Sleep and Hibernate options?

Shut down: The **Shutdown button** shuts down the computer completely.

Sleep: **Sleep** is a power-saving state that lets a computer quickly resume full-power operation in a few seconds.

Hibernation: **Hibernation** is a power-saving state designed primarily for laptops.

Advanced Features in Windows

Fill in the blanks.

1. You can use Windows Media Player to play **music, videos** and **movie** files.
2. To start Windows Media Player, click **Start → All program → Windows Media Player**.
3. The Windows Media Player shows the media files in the **library** view and the currently playing song in the **Now playing** view.
4. Copying songs from audio CDs to your computer is called **ripping**.
5. Copying files from your computer to your CD is called **burning**.
6. The three main sections of the taskbar are **the start button, the middle section** and **the notification area**.
7. A minimised button can be **restored** by clicking its preview in the taskbar.
8. **Eight** different ways of viewing the multiple open files on your computer.
9. **Sleep** is a power-saving state that lets computers quickly resume operation.
10. **Hibernate** is a power-saving state primarily for **laptops**.
11. The easiest way to shut down a laptop is to **close the lid**.

Describe how to merge three adjacent cells into one.

To merge three adjacent cells into one in a Microsoft Word table, follow these steps:

 Steps to Merge Cells in MS Word

1. **Select the cells:**
 - Click and drag across the three adjacent cells you want to merge (they can be in a row or column).
2. **Open the context menu:**
 - Right-click on the selected cells.
3. **Choose “Merge Cells”:**
 - From the menu, click **Merge Cells**. Alternatively, go to the **Layout** tab under **Table Tools** and click **Merge Cells** in the ribbon.
4. **Result:**
 - The selected cells will combine into a single cell.

Describe two useful features of the layout tab.

Some key features of the **Layout** tab:

 1. Merge and Split Cells

- **Merge Cells:** Combines selected cells into one.
- **Split Cells:** Divides a cell into multiple rows or columns.

 3. Alignment and Text Direction

- **Text Alignment:** Align text top, middle, bottom; left, center, or right.
- **Text Direction:** Rotate text vertically or diagonally—great for headers.