

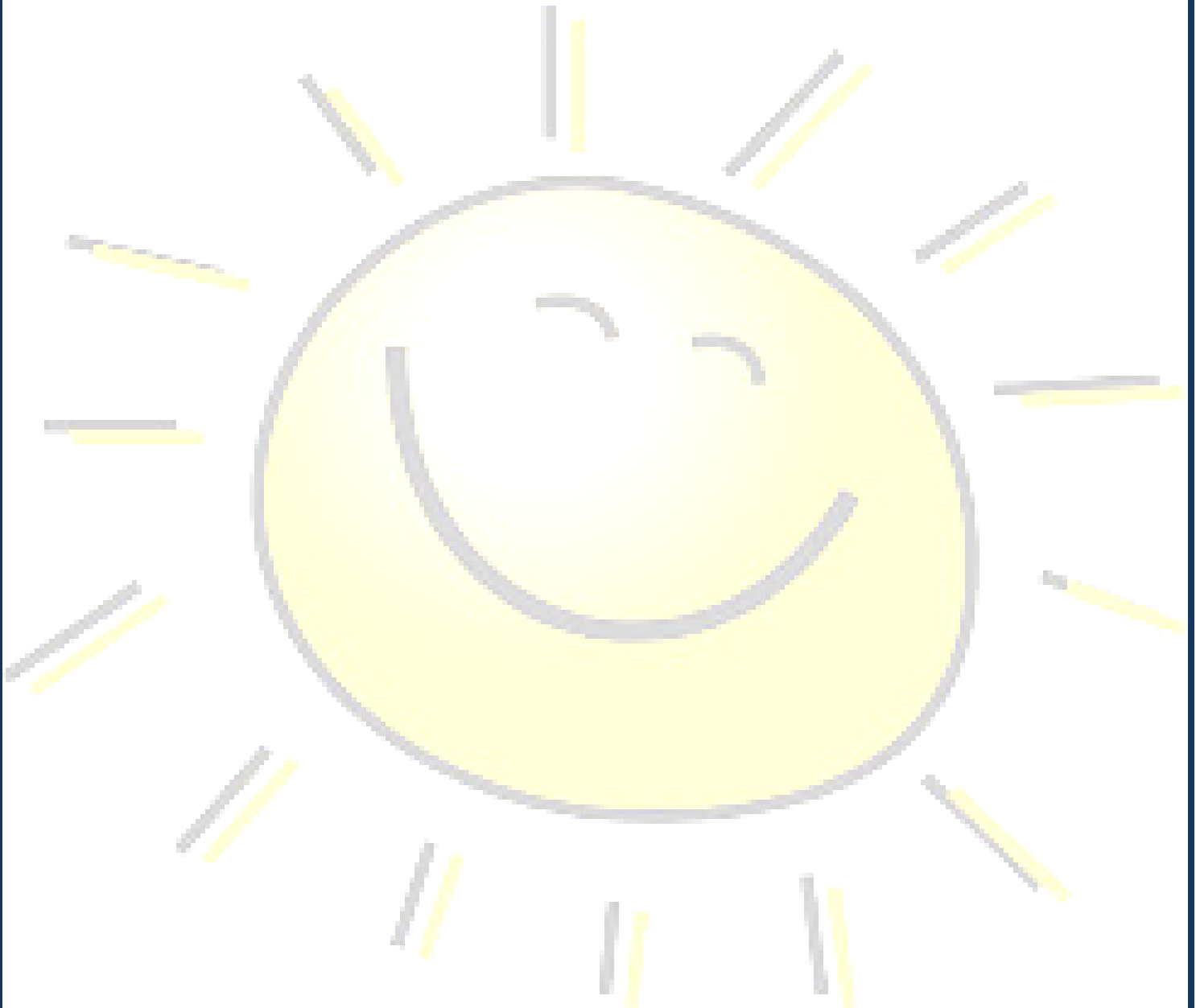


**ICT Summer  
Assignments for  
IGCSE-NEW  
June 2017**



BRITISH  
COUNCIL

International School Award  
2014-2017



## ICT (pgs 2 - 7)

### Input & Output Devices

Input Device	Uses	Advantages	Disadvantages
<i>Example</i> CRT Monitor	Used so that the user can see what they are typing in	Still produce a higher quality image than TFT images. Better angle of viewing than TFT. Work with light pens in computer aided design.	Very heavy. Can get very hot and could cause fires. Consume more power than modern TFT monitors. Can flicker which can lead to headaches and eyesight problems
Keyboards			
Scanners			
Pointing devices e.g. mouse, touchpad			
Camera, including web cam			
microphone			
Remote control			
Magnetic Ink Character recognition (MCR)			
Optional Mark Recognition (OMR)			
Optical Character Recognition (OCR)			
Chip readers (chip and Pin)			
Magnetic Stripe readers			
Bar code readers			
Sensors			
Output Device	Uses	Advantages	Disadvantages
Monitors			
TFT Monitors			
CRT Monitors			
Multimedia Projectors			
Laser printers			
Inkjet printer			
Dot matrix printer			
Plotters			
Speakers			
Control devices (Heaters, Buzzers, Motors)			

- Write this in your notebook

# OR

## Create a Powerpoint presentation using the above information and the slides below:

What is hardware?

- What is the difference between hardware and software?

What is the difference between Hardware & Software?

Hardware: items that we can touch or see that make up a computer system

Software: programmes that we can't touch or see but are vital to make the computer carry out various tasks

Inside and outside a computer

Components & External Hardware  
External from the Public area  
Public Area  
Software/Theory/Lesson 1  
Hardware  
Write the definition for each component  
Find a page of all these components  
Save in your Theory/Section 1

What is software?

The software that makes up the computer's commands and must exist for other programs to work is called the operating system (the set of commands that the computer must have to operate)

Research the definitions and find an image for the following:

- Operating system
- Graphical User Interface (GUI)
- Command Line Interface
- Application software

How do they all connect with each other?  
Save it in your IGCSE/Theory/Section 1 folder as Software

Command Line Interface

Graphical user interfaces

Application software

- Word processing file
- Spread sheet file
- Database file
- Presentation file
- PDF file
- Notepad file
- Photoshop file
- P.D.F. file

Additional sets of commands called applications or programs

Input and Output devices

- Complete resource 'Input & Output Devices' on Show my Homework

Storage devices and media

- What is backing up of data?
- Why do we need to do it

Types of Access

- Direct Access
- Serial Access

Research both and explain how each system works.

Types of Access

Direct access – the data has an index on its surface so that when the user sends an instruction the computer looks at the index and then goes straight to the file needed e.g. portable hard drive

Serial Access – files are stored one after the other. The computer has to go through each file to find the file needed e.g. Magnetic Tape

Types of Media

Magnetic – magnetic tape for backing up

Optical – e.g. Blu Ray, CD-ROMs, CD-RW's DVD-R's, HD-DVD

Solid State – pen drives, memory sticks, flash memory cards

Fixed Hard Disk

Portable hard disk drives

Floppy Disks

Magnetic Tapes

CD-ROM and DVD-ROM

CD-R and DVD-R

CD-RW and DVD-RW

Blu-ray disks

Memory sticks / pen drives

Flash memory cards

## Word Processing Basics

Q1 Copy and complete the following sentence by selecting **a** or **b** from the list below:

Modern word processors are more powerful...

- a) ...because they can combine graphics, text and numerical information.
- b) ...than you can ever imagine.

Q2 Copy and complete the following sentences by choosing the correct words from the box:

editing   formatting   processed

Text entered into word processors can be ..... easily.

You can change the appearance — called text ....., and change the content — called text .....

Q3 Explain briefly what a standard letter template is used for.

Q4 Explain briefly how word processors allow anyone to produce professional looking documents.

Q5 Look at the block of text below and answer the questions which follow it:

*Apparently if you were to let an infinite number of monkeys type for an infinite number of hours they would eventually produce three Shakespeare plays, one CGP revision guide and the script for a complete new series of Buffy. Unfortunately no one has yet been able to find an infinite number of monkeys willing to take part in an experiment to test this theory as they are all already tied up working for CGP.*

Explain the problem with the text with reference to each of these features:

- a) colour
- b) underlining
- c) font

Q6 What is the golden rule when using a word processor to avoid the problems described in Q5?

## Text Formatting and Editing

Q1 Copy and complete the following sentence by selecting **a** or **b** from the list below:

Serifs are:

- a) the little twiddly bits at the tops and bottoms of characters.
- b) American officers of the law with lisps.

Q2 Draw two columns and label them 'serif' and 'sans serif'.  
Write the letter of each example in the correct column.

**A** Is it serif or isn't it — place bets now.

**B** What about this — quick, is it serif?

**C** Well, come on, place bets.

**D** Is it serif or isn't it — betting ends.

Q3 Briefly explain how you would copy a piece of text so it appeared more than once on a page.

Q4 Briefly explain what page margins are.

Q5 Copy and complete the following sentences, choosing the correct words from the box:

indenting   line spacing   margins   TAB

..... is when you start a paragraph away from the side of the page.

This can be done using the ..... key.

..... fix how far from the side of the page the text starts and finishes.

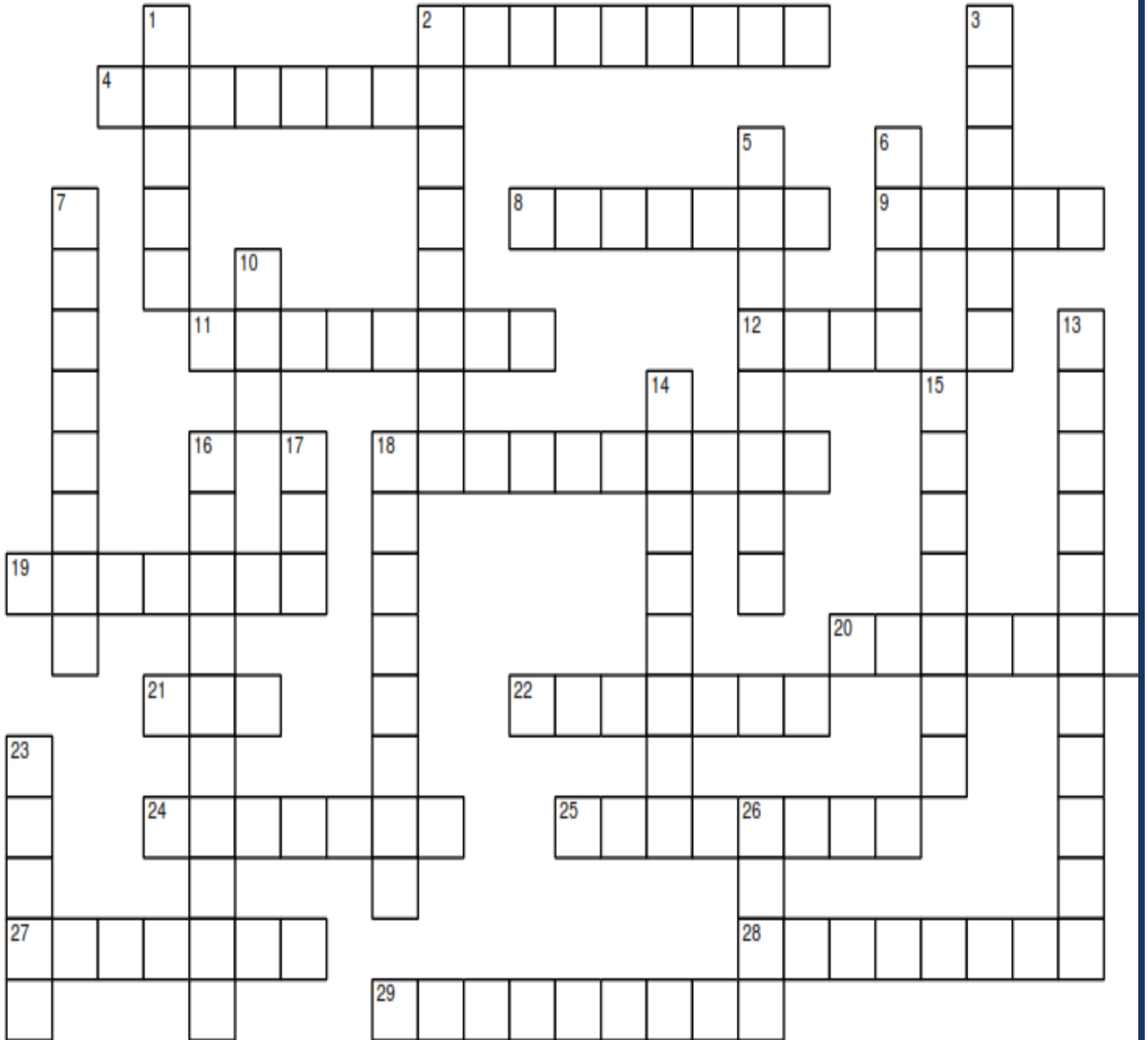
..... adjusts how far apart the lines of text are.

Q6 Match each type of alignment (a to c) its example on the right.

- a) Left-aligned
- b) Right-aligned
- c) Centre-aligned

Sentence 1: It's me, is it not obvious.
Sentence 2: Don't talk rubbish, it's me.
Sentence 3: Come on Nigel, pick me.

## Crossword puzzle



## Across

2. One million operations per second, a measure of CPU speed.
4. Instructions to make a computer work.
8. An input device that can convert printed text or graphics into computer files.
9. A type of device that a computer uses to receive information from.
11. Equivalent to 1024 megabytes.
12. The peripherals plug into this unit.
18. Any device that is outside of the base unit.
19. A piece of software with a particular function.
20. Two or more computers connected together to share resources.
21. The brain of a computer.
22. An output device that prints text or graphics on paper, CDs or DVDs.
24. Type of computer that relies on other computers elsewhere to store information for it.
25. Equivalent to 1024 bytes.
27. Any device designed to store computer files.
28. Instead of a mouse on a laptop.
29. Type of computer needed to run the operation of a large company.

## Down

1. A device for converting digital computer data to analog phone signals, and vice versa.
2. Equivalent to 1024 kilobytes.
3. A type of device that a computer sends information to.
5. An input device, QWERTY.
6. A unit of information stored on a computer's hard disk or other storage device.
7. Visible parts, can also be touched.
10. Smallest unit of data that can be stored.
13. The main circuit board of a computer that contains the slots and sockets which interfaces, drives and peripheral devices plug into.
14. Type of computer that fits on or under an individual desktop and that stores its own information.
15. An output device that displays information onscreen.
16. Any hardware device that connects to a computer and is controlled by the CPU.
17. Temporary working memory, accessed randomly.
18. Secret piece of information used to verify identity.
23. An input device that lets you control a cursor onscreen.
26. Eight bits.

