

IT Support Service

Level I

Self-check answers

Unit of Competence: Operate Personal Computer

Module Title: Operating Personal Computer

LG Code: ICT ITS1 M07

TTLM Code: ICT ITS1 TTLM07 1019v1

Learning outcomes



- Lo1. Start the computer
- Lo2. Access basic system information
- Lo3. Navigate and Manipulate desktop environment
- Lo4. Organize basic directory/ folder structure and files
- Lo5. Organize files for user and/or organization requirements
- Lo6. Print information
- Lo7. Operate application software

Learning outcome 1 answers

Self-check 1 answers

Part 1: Matching.

1. C
2. D
3. A
4. B

Part 2: Fill

Peripherals	Type of Device
Printer	Output
Speaker	Output
Monitor	Output
Scanner	Input
Mouse	Input
Microphone	Input
Keyboard	Input



Self-check 2 answers

Part 1: True

Part 2:

Q1:

- Chemicals
- Fires
- Repetitive motion
- Electricity and
- Fall related injuries.

Q2:

- Most ICT devices require an **electrical power source**. Whenever you have electrical power sources you run the **risk of the electrocution**.
- ICT devices with wires can make a room a potential hazard. Trailing **wires are easy to trip over** if they are not secured or tucked away.
- Some ICT devices (like computer screens) are **fairly heavy** and can cause **injury if they fall on you**. Equipment should be positioned **securely on strong desks** and tables well **away from the edge**.
- ICT devices require power from a mains outlet. If **too many devices are plugged into a single main at the same time** it is possible to overload the circuit and **start an electrical fire**.

Self-check 3 answers

Part 1: Matching

1. B
2. A
3. C

Self-check 4 answers

Part 1: Choose

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1. B
2. D
3. C

Learning outcome 2 answers

Self-check 1 answers

Part 1: Choose

1. D
2. B
3. E
4. D
5. C

Part 2: Choose and One True or False

1. D
2. E
3. True

Self-check 2 answers

Part 1: Filling

1. Online help

2. :

- a. Click on **Table of Contents** (directly under the **Search for:** box).
- b. Click on **Printing**. A sub-list of topics for 'printing' appears.
- c. Click on any of the topics that may be helpful.

Learning outcome 3 answers

Self-check 1 answers

Part 1: Matching

1. D
2. A
3. B



4. E

5. C

Self-check 2 answers

Part 1: Matching

1. H

2. B

3. D

4. G

5. F

6. C

7. A

8. E

9. J

10. I

Self-check 3 answers

Part 1: Filling

a).

- Microsoft-Word
- Microsoft -Excel
- Microsoft -PowerPoint
- Microsoft –Publisher

b). you can see your computer program or word processor menu bar

Learning outcome 4 answers

Self-check 1 answers

Part 1: Choose

1. B

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2. D

3. A



Self-check 2 answers

Part 1: Choose

1. A
2. B
3. C

Self-check 3 answers

Part 1: Filling

Q1:

- File will be organized in Directory and
- Sub directories
- Folders are a way of organizing your files so that it is easy to find them. This is similar to a paper filing system. In a paper filing system documents are organized into folders that describe what is in them.

Q2:

- File type
- Location
- Size
- Attributes

Type: File folder

Location: C:\Users\HP\Desktop

Size: 3.18 MB (3,344,236 bytes)

Size on disk: 3.19 MB (3,350,528 bytes)

Contains: 2 Files, 0 Folders

Created: Tuesday, 1 October, 2019, 8:37:48 AM

Attributes: Read-only (Only applies to files in folder)
 Hidden Advanced...

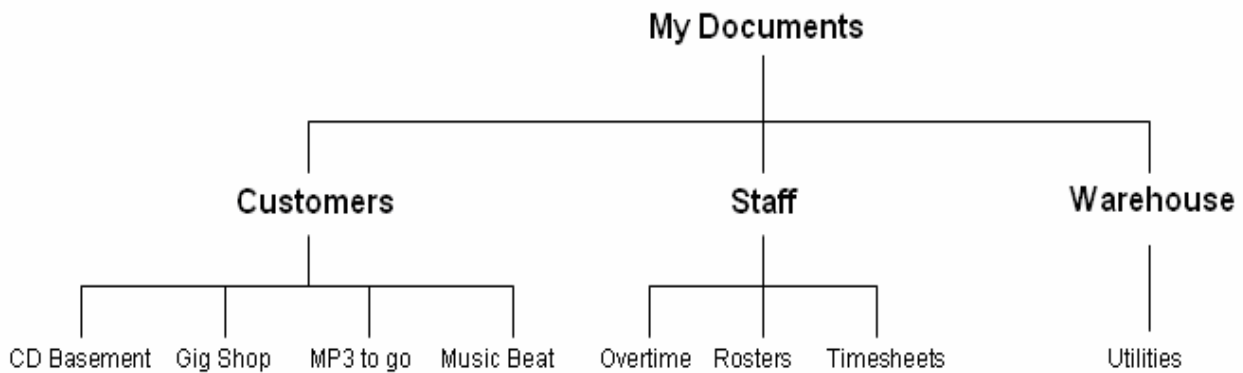
Q3: The '+' sign indicates there are sub-folders (sub-directories) within this folder.



Self-check 3 answers

Part 1:

Q1:



Q2: Folder

Q3: Control panel

Self-check 3 answers

Part 1:

1. A
2. B
3. C

Learning outcome 5 answers

Self-check 1 answers

Part 1:



1. B
2. A
3. D

Self-check 2 answers

Part 1:

1. D
2. A
3. B
4. C

Self-check 3 answers

Part 1:

1. Follow these steps to rename a file:
 - a) Open **My Documents**
 - b) Find the file you want to rename and right click on it
 - c) Click on **Rename** from the shortcut menu that appears
 - d) Type the new name on top of the old name. As you type the old name will disappear
 - e) Press **Enter** or click outside the file name
2. Recycle Bin
3. steps to restore a file that is in the Recycle Bin:
 - a) Double click on the **Recycle Bin** icon on the desktop to open it
 - b) Right click on the file you would like to restore
 - c) Click on **Restore** from the shortcut menu that appears



Self-check 4 answers

Part 1:

1. **False:**
2. **True**
3. **False**

Self-check 5 answers

Part 1:

1. D
2. C
3. C

Learning outcome 6 answers

Self-check 1 answers

Part 1:

1. Network Printer
2. Default Printer
3. Printing preferences include options for printing such as:
 - a. the size of the paper you are printing to
 - b. whether the document you are printing has a horizontal (landscape) or vertical (portrait) layout
 - c. whether you want to print on both sides or only one side of the paper
 - d. how many copies of the document you want to print?
4. Portrait and Landscape
5. Printers and Faxes (under the Control Panel)





Self-check 2 answers

Part 1:

1. Default printer
2. To set a printer as the default printer:
 - In the **Printers and Faxes** window right-click on the name or icon of the printer.
 - Select **Set as Default Printer** from the menu

Self-check 3 answers

Part 1:

1. True
2. True
3. False

Learning outcome 7 answers

Self-check 1 answers

Part 1:

1. C
2. C
3. B
4. C
5. a





Self-check 2 answers

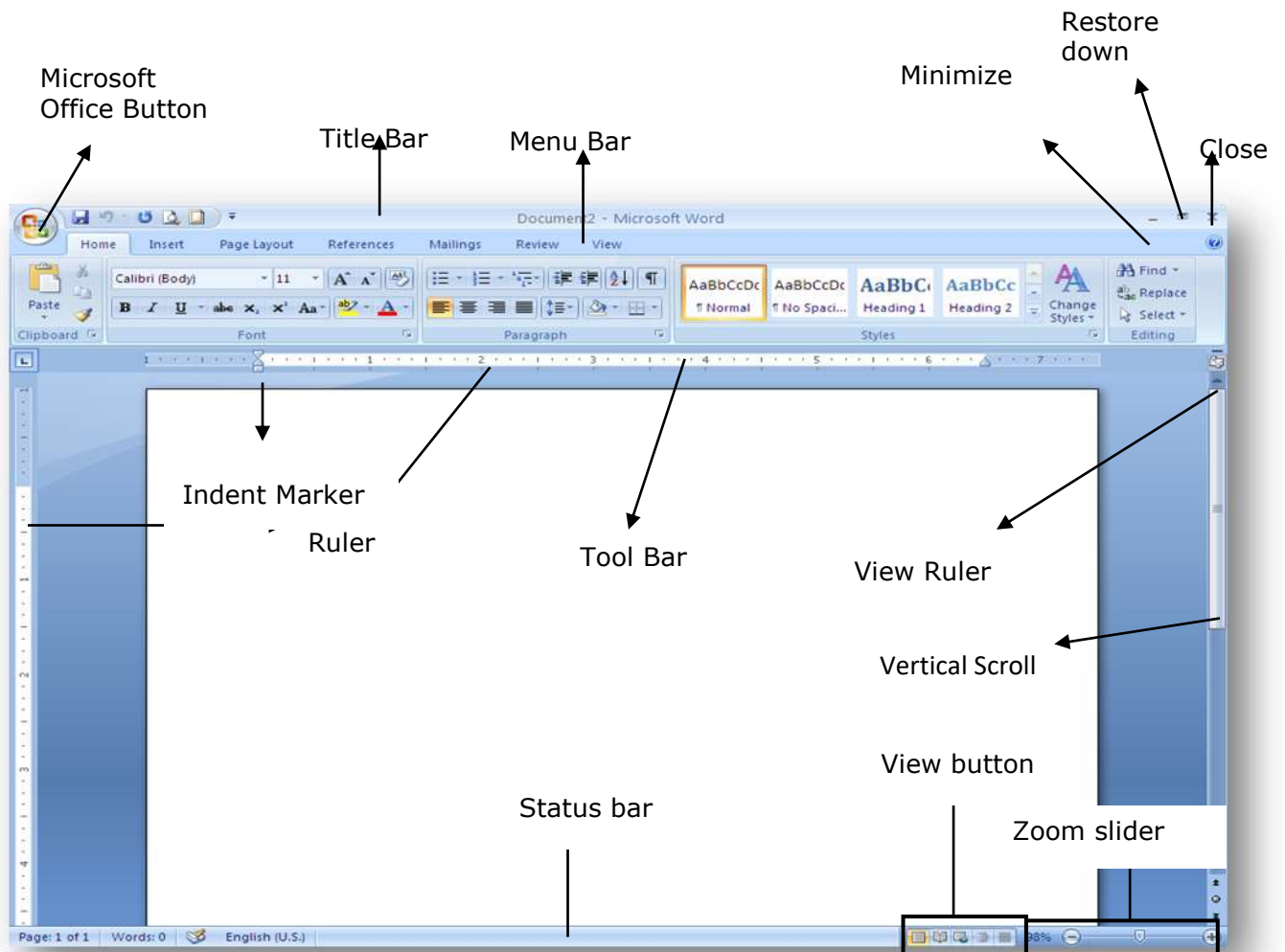
Part 1:

1. B
2. A
3. D
4. B
5. A
6. C
7. B

Self-check 3 answers

Part 1:

1. MS Word
2. MS Excel
3. Ms-Access
4. Word, excel, ppt, Publisher,
- 5.





Self-check 4 answers

Part 1:

1. A
2. B