







<b>SUBJECT / GRADE</b>	<b>Computer Applications Technology (CAT) Grade 10</b>	
<b>TERM 1</b>	<b>Week 2 (Lesson 1)</b>	
<b>TOPIC</b>	<b>Operating a computer</b>	
<b>AIMS OF LESSON</b>	<ul style="list-style-type: none"> <li>Switching a computer on</li> <li>Use a mouse correctly</li> <li>Identifying and explain the different features of the desktop</li> </ul>	<ul style="list-style-type: none"> <li>Use your desktop</li> <li>Explain the importance of the correct posture when working with a computer.</li> </ul>
<b>RESOURCES</b>	<b>Paper based resources</b>	<b>Digital resources</b>
	DBE Textbook (p1-25)	Practical book: <a href="https://wcedportal.co.za/eresources/88061">https://wcedportal.co.za/eresources/88061</a> Theory book: <a href="https://wcedportal.co.za/eresources/88001">https://wcedportal.co.za/eresources/88001</a>
<b>INTRODUCTION</b>	<ul style="list-style-type: none"> <li>A modern-day learner probably used, seen, or read about computers.</li> <li>We use computers in our everyday lives, for example, in banks, schools, shops, hospitals, and maybe the people in their homes use computers on a daily basis.</li> <li>Being able to use a computer is an important skill to learn; but also for the workplace.</li> </ul>	
<b>CONCEPTS AND SKILLS</b>	<ul style="list-style-type: none"> <li><b>Switching the computer on:</b> Make sure that the computer has been plugged into a power socket. To switch the computer on, press the Power button. On some computers, this button lights up after the computer is switched on. The computer will now boot. This is when the computer loads the operating system and checks that all the components are in good order. After the computer has booted, a log on screen might appear. Logging on allows registered users access to the computer. If you are the only user of the computer, it will go straight to the desktop screen once it is turned on. If you share the computer with other users, you might have to log in your details. You can do this by typing in your username and password, and then pressing the Enter key. After the computer accepts the login details, the desktop will appear on the screen.</li> <li><b>Using the mouse:</b> ...is one of the main hardware devices used to control the computer and interact with the GUI interface. When holding the mouse, rest your hand over it and place your index finger on the left button of the mouse. You can rest your thumb and pinkie on the sides of the mouse. Examples are below.</li> </ul>	
	 <p>Figure 2.1: Mouse</p>	 <p>Figure 2.2: How to hold a mouse</p>

A mouse is set for a right-handed person with the primary button on the left. The table on the left, shows the basic things you need to know about a mouse:

**Table 2.1:** *Basics of the mouse*

ACTION	IMAGE
When moving the mouse, you will see that you are moving a pointer or cursor on the screen.	
Depending on what you are doing, the shape of the cursor will change.	
With the hand icon, you can open a link on the internet.	
This icon shows that you must wait while the computer is doing a task.	

- **Using the keyboard:**

A keyboard is used for entering information, such as letters, word, numbers and symbols into a computer. Pressing any key on the keyboard is an input that the computer uses as data. The basic keyboard is called the QWERT keyboard.



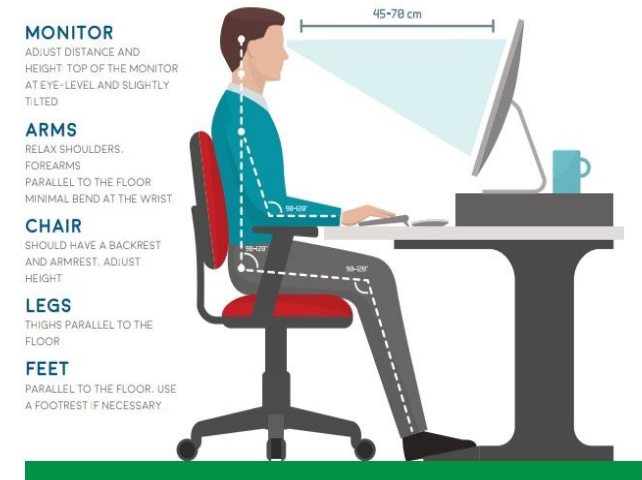
**Figure 2.3:** *QWERTY keyboard*

- **Using the desktop:**

The desktop screen is the first thing you see when you switch the computer on. it has a logical display surface and contains user-interface objects, such as windows, menus and buttons. Its main features are the start button, taskbar and icons. Each computer has **an operating system**. An operating system is the system software that allows a user to communicate with a computer in the following ways:

1. It manages a computer's hardware, such as the input and output devices, network devices, as well as storage devices.
2. It provides services to facilitate the operation and management of additional software application programs.
3. It assigns the necessary memory.
4. It provides the graphical user interface (GUI), pronounced as "gooey", which allows a user to interact with and control software applications, or hardware devices using graphical interface elements, such as windows, icons and menus. This means that a program has graphical controls that a user can select using a mouse or keyboard.

- **Social implications: Correct typing posture:** Posture is defined as the position in which a person holds his or her body when sitting or walking. Sitting in front of a computer for long periods of time, even with a good posture, can lead to tiredness or eye discomfort. Below is an example on how to position yourself so that your belly button is in line with the letter “H”



**ACTIVITIES / ASSESSMENT**

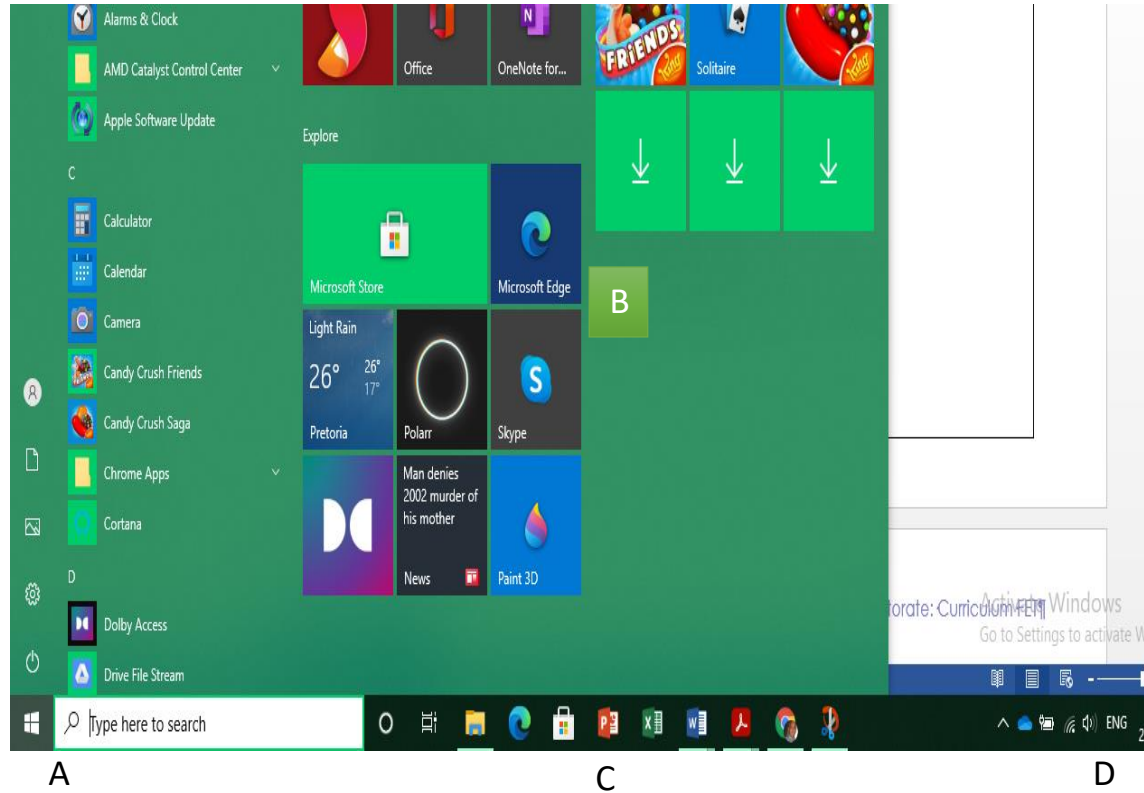
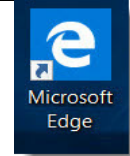
**REVISION ACTIVITY**

1. When you are working on a computer that is used by more than one person, you will often be asked to enter a user name and password soon after the computer has been switched on.  
Give two reasons why you should never share your password with anybody else. (2)
2. Match the mouse action in Column B with the desired outcome in Column A. Write down only the number from Column A and the matching letter from Column B. (4)

COLUMN A	COLUMN B
1. Scroll up and down a web page.	A. Click the left mouse button once
2. Select an icon on the desktop	B. Double-click the left mouse button
3. Open an application using a desktop icon	C. Click and hold the left mouse button while moving the mouse
4. Move an icon from one side of the desktop to another	D. Roll the scroll button of the mouse backwards and forwards

3. Answer the following questions about a GUI.
  - 3.1 What does the acronym GUI stand for? (1)
  - 3.2 What is the main screen of the Windows 10 GUI called? (1)
  - 3.3 What is the function of an icon? (2)

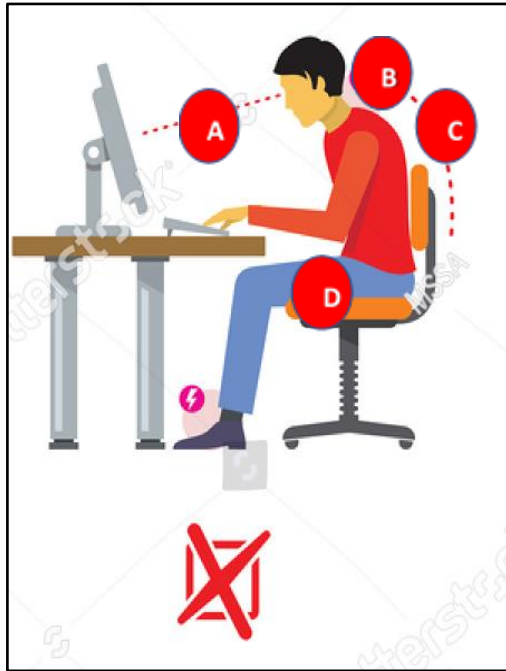
4. What does the arrow in the bottom left corner of the icon to the right indicate? (1)
5. Study the image of a Windows 10 desktop below and label the parts of the desktop labelled A, B, C and D. (4)



6. Study the icon to the right and answer the questions that follow:
  - 6.1 What application can be accessed by double-clicking the above icon? (1)
  - 6.2 Explain to someone who is NOT familiar with Windows 10 how you would use the application. (3)
7. Explain the difference between Save and Save As a file. (2)
8. Give four tips to avoid eye strain when using a computer monitor. (4)



9. Use the image below to guide learners about having good posture when using a computer.



- 9.1 Is this person using good posture? (1)  
 9.2 Motivate your answer by using the numbers in the diagram to guide you. (4)  
 9.3 Explain why a good chair is important to assist you in maintaining a good posture. (2)  
 TOTAL: [32]

**CONSOLIDATION**

- Learn how to switch on a computer.
- Learn the basics of the desktop.
- Learn how to use the mouse and keyboard.
- Learn how to use the correct posture when sitting in front of a computer or even just walking.

**VALUES**

To use the computer correctly from the beginning.  
 To take care of the computer's hardware and software - to handle it with care.