



SUBJECT / GRADE	Computer Applications Technology - Grade 10	
TERM 1	Week 4	
TOPIC	Systems Technologies: Computer Management <ul style="list-style-type: none"> ○ Practical: File management ○ Theory: Hardware 	
AIM OF LESSON	At the end of this lesson, you should be able to: <ul style="list-style-type: none"> • Create folders and files. • Understand the basic concepts relating to hardware. • Describe file organization. • Explain ports and its components. 	
RESOURCES	Paper based resources	Digital resources
	Gr 10 DBE Theory Book: Ch 3, 4 & 5: (p. 34 – 84) <i>(Use school issued textbook for the same content)</i>	Links on the WCED ePortal Theory Book: https://wcedportal.co.za/eresource/88001
INTRODUCTION	<ul style="list-style-type: none"> • Practical: File management <ul style="list-style-type: none"> ○ File management helps to save time and it helps you to be more organised. ○ In this lesson you will learn how you can organise, delete, restore, move, view and sort files and folders. 	
CONCEPTS AND SKILLS	<p>1. Practical: File management</p> <p>File management on a computer is similar to filing documents in a filing cabinet.</p> <ul style="list-style-type: none"> • Folders <ul style="list-style-type: none"> ○ Folders are stored on a drive in a computer. ○ Any sub-folders or files found in the main folder are shown in the next row. 	

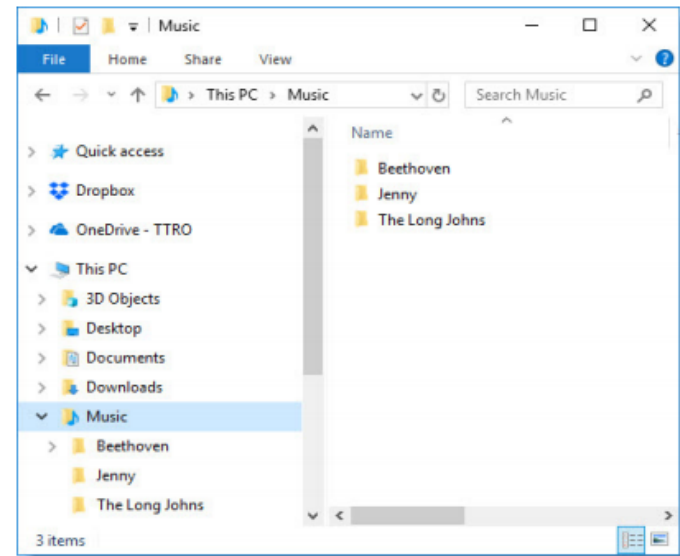


Figure 1 illustrates a main folder with sub-folders.

- **File Path**

- A file path shows the location of where a file or other item is located on your computer.
- The file path shows you to which storage device the file is saved, in which folder and sub-folders the file is saved, the name of the file and finally, the type of file.

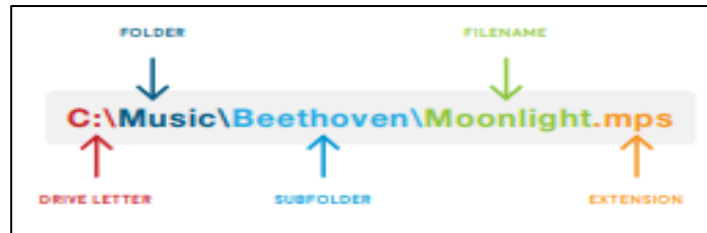


Figure 2 illustrates an example of a file path

- **Creating Files and Folders**

- Guided activity to create a new folder:
 1. Using the File explorer, go to the location where you want to create a folder.
 2. Open the Action menu by either right clicking, or by using the ALT-F shortcut key.
 3. Hold the mouse cursor over the New option and select the Folder option.
 4. Enter a name for the new folder and press Enter on the keyboard.

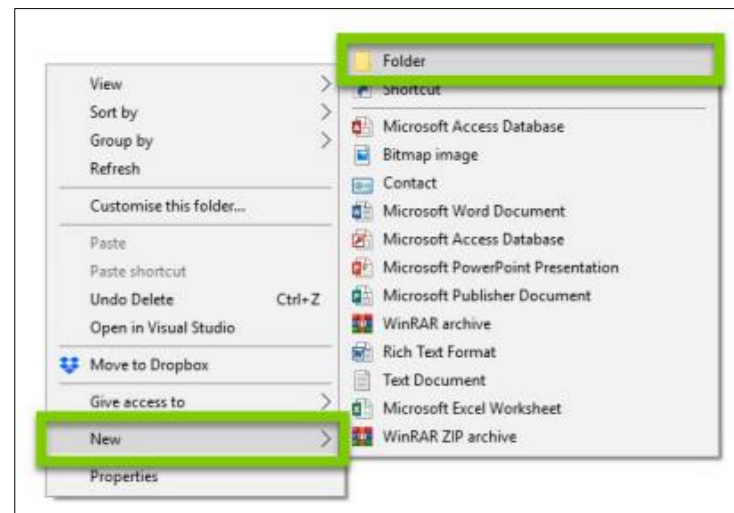


Figure 3 creating a new folder

- To create a new file:
 1. Using the File Explorer, go to the folder where you want to create a file, for example, Documents.
 2. Right click on an empty section of the folder.
 3. Click on New, select the type of file that you want to create.
 4. Enter a new name for the file.
 5. Press Enter.

- **File Naming and Properties**

- A file name is used to identify a file on the computer.
- The File properties window shows you a range of information about a file, such as its file type, size, author, title and when it was changed last.

- **Renaming Files**

- The Rename command allows you to change the name of files

- **Copying Files**

- When you copy a file, a duplicate of the file is created and stored on the computer's clipboard.

- **Moving Files**

- When moving files, the file that you move are copied to a new destination, but then deleted from its original destination.

- **Deleting Files**

- The *Delete* command can be used to either remove files that you do not need anymore, or to make more space on the storage device.

- **Restoring Files**

- If you have deleted a file by mistake you can still recover the file by restoring it from the Recycle Bin to its previous version.
- Guided activity to restore files from the Recycle Bin:
 1. Open the Recycle Bin by double-clicking on the icon that is usually found on the desktop.
 2. Browse through the folder and select the file(s) or folder(s) that you need to restore.
 3. Right click on the file or folder and from the Action menu, choose Restore.
 4. The Recycle Bin will then restore the deleted file(s) or folder(s) to their original location.

- **File Types**

- Each file has a file extension identifying the type of file and how the computer should interpret it.

2. Theory: Hardware

Hardware refers to all the physical parts or components of a computer, such as the monitor, keyboard, computer data storage, graphics card, sound card and motherboard.

- **Categories:**

- **Input devices**

- Keyboard (laptop keyboard, ergonomic keyboard, gaming keyboard, etc.)
- Mouse (wireless mouse, cable mouse)

- **Output devices**

- Monitors (aspects of monitors: size, screen resolution and the refresh rate)
- Printers (inkjet printer, ink tank printer, laser printer and 3D printer)

- **Storage devices**

- Internal hard drive, external drive, SD drive, solid-state drive and flash drive.

- **Ports and connectors**

- Ports allow computers to connect with different types of hardware, such as a keyboard, mouse or monitor.
- The connector (plug) which is found at the end of a cable fits into a specific port (socket) of the computer.



Figure 4 Port (1) and connector (2)

ACTIVITIES / ASSESSMENT

Activity 3.1 (p. 38)

1. Define the following terms:

- a. File path
- b. Disk drive
- c. Folders

2. Answer the following questions based on the file path below: `C:\Documents\School\Maths.docx`

- a. What is shown in the file path above?
- b. To what does "C:\\" refer?
- c. A file name consists of two elements. What are they in this diagram?

3. Using the figure below, provide the file path to get to the file: *Communication.pdf*.

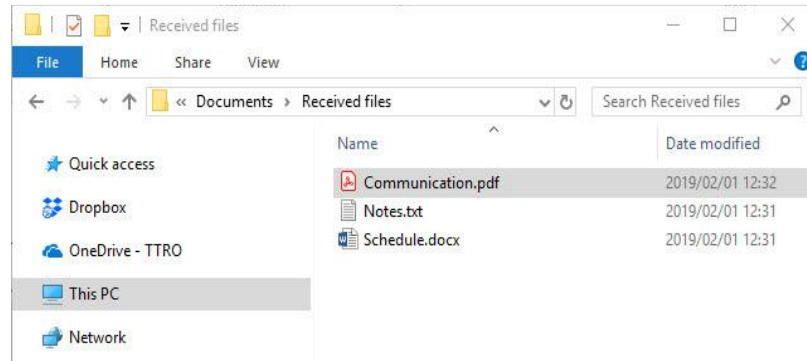
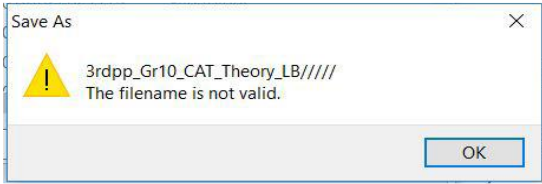


Figure 3.7: Determining the file path for the file, *Communication.pdf*

Activity 3.2 (p. 46)

1. Which solution in Column B can be used to solve the problem in Column A? Note that more than one action can apply to a problem.

COLUMN A	COLUMN B
<p>1. Struggling to find files on the computer</p> <p>2. </p> <p>3. File was copied as a shortcut</p> <p>4. File was deleted by mistake</p> <p>5. User opens file, but Windows cannot open the file</p> <p>6. User is using Ctrl+C on the keyboard to paste files into a new folder</p> <p>7. Lots of versions of the same file on the user's computer</p> <p>8. The wrong file name is used for a document; it needs to be <i>Maths.docx</i> but it appears as <i>Jenny.docx</i></p> <p>9. There is a mix of Word files, video files, music files, PDFs, and text documents in the Downloads folder</p>	<p>A. Save the file with another extension</p> <p>B. Delete unnecessary files</p> <p>C. Name the most recent version of the file correctly</p> <p>D. The wrong action is used; the user needs to use the correct shortcut key</p> <p>E. Organise files into folders and sub-folders in a logical, hierarchical (tree) structure</p> <p>F. Compress files</p> <p>G. Recover the file by restoring it from the Recycle Bin to its previous version</p> <p>H. Keep file names short</p> <p>I. Convert the file to .txt</p> <p>J. Avoid file characters</p> <p>K. Save the file as another file type</p> <p>L. Rename the file</p> <p>M. Organise files by their file type</p>

2. Identify the drive letter, folder, sub-folder, file name and extension in the file paths below. Make a copy of the table below in your workbook and fill in your answers under the correct heading in the table:

- a. C:\Games\Solitaire\Solitaire.Exe b. E:\Music\Pop\Jenni – Roses.Mp3 c. C:\Program Files (X86)\Calculator.Exe

Activity
54)

#	DRIVE LETTER	FOLDER	SUB-FOLDER	FILE NAME	EXTENSION
a.					
b.					
c.					

3.3 (p.

1. Complete this activity by following these steps:

- Create a sub-folder in My Documents. Name the new sub-folder: CAT Grade10.
- Open the Word-processing application. Copy and paste any picture from the computer into the document.
- Save the file with the file name: Practice in My Documents.
- Move the Practice.docx to the folder: CAT Grade10
- Create a PDF of the Practice.docx file. Save the file in the same location.
- Rename the PDF file to Practice_new.
- Delete the file Practice.docx in the CAT Grade10 folder.

2. Answer the following questions about the diagram below.



- How many audio files are there?
- What type of file is “08.Internet and the world-wide”? What application can be used to open this file?
- “Image (16).png” can be opened with Adobe Acrobat Reader. Is this statement true? If not, provide the correct answer.
- What type of program can be used to open “4.3 Handover (171129) (Waiting for SME).pptx”?
- What is the name of the file that Excel can open up from the diagram above?

CONSOLIDATION

- You should be able to create folders and files.
- You should be able to understand what hardware is.

VALUES

Always take care of your computer, shut it down in the correct way when you are done using it, so that the computer can last for a long period of time.