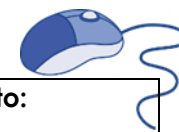
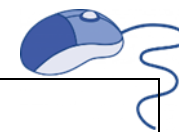




SUBJECT and GRADE	Computer Applications Technology - Grade 10	
TERM 2	Term 2 Week 3	
TOPIC	System Technologies: Computer Management	
AIMS OF LESSON	<p>At the end of this lesson you should be able to:</p> <ul style="list-style-type: none"> • Create shortcuts • Taking screenshots • Compress and decompressed files and folders • Adding of new peripherals – USB and Plug-and-Play • Change default printers • Explain what printer queue management is • Basic printing of files 	
RESOURCES	Paper based resources	Digital resources
	<p>Refer to your textbook (DBE Theory Book):</p> <ul style="list-style-type: none"> • Chapter 4: File and print management, Pg 57 - 67 <p>NB! You may also use your own textbook that refers to the sections above.</p>	<p>Links on the WCED ePortal:</p> <p>Practical Book: https://wcedportal.co.za/eresource/88061</p> <p>Theory Book: https://wcedportal.co.za/eresource/88001</p>
INTRODUCTION	<p>In this section of the work you will learn:</p> <ul style="list-style-type: none"> • How to save time by creating shortcuts to files, folders and applications • How to create screenshots (screen capture, screencast, screengrab) which let you capture exactly what you're seeing on your screen to share with others or reference later. • How to compress (when the logical size of a file is reduced to save disk space for easier and faster transmission over a network or the Internet.) and decompress (is the process of restoring compressed data to its original form) • Steps to take when you want to add a of new peripherals (any external device that provides input and output for the <i>computer</i>) • How you can change your default (a preselected option) printer setting • You will understand printer queues (a line or sequence – a definite order) and will be able to manage it 	



CONCEPTS AND SKILLS Section 1	<p>This section of the work is both practical and theoretical, so you need to have your notebook ready to:</p> <ul style="list-style-type: none">• make personal notes and• to make summaries from the DBE Theory Book <p><i>(for example: What is the explanation or is there a definition of the skill/ term? What is the purpose of the skill/ term? Is there any advantages or disadvantages of making use of the skill?)</i></p> <ul style="list-style-type: none">• Create a folder in which you can save your practical work in. Name the folder as follow: Name_DBE textbook and the files you can name according to the Activity number OR as stipulated in the activity) <p>Main Heading: File management Skills</p> <p>Heading 1: Shortcuts</p> <ul style="list-style-type: none">• Guided Activities 4.1 – 4.3 (pg. 58-60) will take you through the steps to follow when creating shortcuts. <p>Heading 2: Screenshots</p> <ul style="list-style-type: none">• Guided Activity 4.4 (pg. 61) will take you through the steps to follow when creating screenshots.
ACTIVITIES/ASSESSMENT Section 1	<p><u>Consolidation Activity on Shortcuts and Screenshots</u></p> <p>Now that you have worked through Activities 4.1 – 4,4 it is time to see if you can do an activity without assistance. Try not to go back to check the steps. Make personal notes if you have difficulty at any point in the activity so that you can redo that activity before re attempting to do the consolidation activity.</p> <p>Activity 4.1 on page 61 (Create a folder named Act4.1 pg. 61to save your</p>
CONCEPTS AND SKILLS Section 2	<p>This section of the work is both practical and theoretical, so you need to have your notebook ready to:</p> <ul style="list-style-type: none">• make personal notes and• to make summaries from the DBE Theory Book <p><i>(for example: What is the explanation or is there a definition of the skill/ term? What is the purpose of the skill/ term? Is there any advantages or disadvantages of making use of the skill?)</i></p> <ul style="list-style-type: none">• Create a folder in which you can save your practical work in. Name the folder as follow: Name_DBE textbook and the files you can name according to the Activity number OR as stipulated in the activity)



	<p>Main Heading: File compression</p> <p>Heading 1: Compressing files and folders</p> <ul style="list-style-type: none">• Guided Activity 4.5 (pg. 62) will take you through the steps to follow when compressing a file. <p>Heading 2: Decompressing files and folders</p> <ul style="list-style-type: none">• Guided Activity 4.6 (pg. 63) will take you through the steps to follow when decompressing a file.
ACTIVITIES/ASSESSMENT Section 2	<p><u>Consolidation Activity on Compressing and Decompressing of files and folders</u></p> <p>Now that you have worked through Activities 4.5 – 4,6 it is time to see how much you have learned.</p> <p>Activity 4.2 on page 63 is a theory activity which you need to complete in your notebook.</p>
CONCEPTS AND SKILLS Section 3	<p>This section of the work is both practical and theoretical, so you need to have your notebook ready to:</p> <ul style="list-style-type: none">• make personal notes and• to make summaries from the DBE Theory Book <p><i>(for example: What is the explanation or is there a definition of the skill/ term? What is the purpose of the skill/ term? Is there any advantages or disadvantages of making use of the skill?)</i></p> <ul style="list-style-type: none">• Create a folder in which you can save your practical work in. Name the folder as follow: Name_DBE textbook and the files you can name according to the Activity number OR as stipulated in the activity) <p>Main Heading: Print Management</p> <p>Heading 1: Adding a new peripheral</p> <ul style="list-style-type: none">• Guided Activities 4.7 -4.8 (pg. 64) will take you through the steps to follow when adding a new peripheral. <p>Heading 2: Changing the default printer</p> <ul style="list-style-type: none">• Guided Activity 4.9 (pg. 65) will take you through the steps to follow when changing the default printer. <p>Heading 3: Basic printing</p> <ul style="list-style-type: none">• Guided Activity 4.10 (pg. 65) will take you through the steps to follow when wanting to do basic printing.



	<p>Heading 4: Printer queue management Guided Activity 4.11 (pg. 66) will take you through the steps to follow to understand what a printer queue is.</p>
ACTIVITIES/ASSESSMENT Section 3	<p><u>Consolidation Activity on Print Management</u></p> <p>Now that you have worked through Activities 4.7 – 4.11 it is time to see how much you have learned.</p> <p>Activity 4.3 on page 66 is a theory activity which you need to complete in your notebook.</p> <p>CONSOLIDATION ACTIVITY FOR CHAPTER 4.</p> <p>You have come to the end of the chapter. Test yourself on the complete chapter by doing the revision activity in your notebook.</p> <p>REVISION ACTIVITY Pg. 66 -67</p>
CONSOLIDATION	<ul style="list-style-type: none">• Define all the terminology relevant to the topic/s covered in this lesson• Make sure you can do the practical parts as well as understand the theory.
VALUES	<ul style="list-style-type: none">• Users should understand how to effectively make use of the technology they have.