Grade 6 Computing

Unit 2 · Using a Computer Well

ANSWER KEY · FOR TEACHERS

Full marks 34

Give the marks for the points in the marking scheme; an answer in other words that says the same is right.

1 Key words

1. operating system
2. system software
3. application software
4. file
5. folders
6. path
7. extension
8. Unicode

K · 4

Each carries 0.5 mark.

2 Multiple choice

i. **c.** sharing the processor and memory between all the apps that are open — U · 1

Showing scores, scanning notes and playing games are jobs apps do for you. Sharing out the processor and the memory between the apps, and working the camera for the app that scans, is the operating system's job.

ii. **b.** the file is sound, such as a song or a recording — K · 1

The extension says what kind of file it is: .mp3 is sound. .jpg and .png are pictures, .mp4 video, .docx and .pdf documents.

iii. **b.** A S D F and J K L ; — K · 1

A S D F and J K L ; are the home keys. The bumps on F and J let you find them without looking.

iv. **b.** Unicode saves the Nepali letters themselves, by numbers every device agrees on; Preeti saves English letters that only one font draws as Nepali. — U · 1

In Unicode, क is the same number everywhere, so every device shows क. Preeti's text is English letters; without the Preeti font, that is what you see.

v. **c.** a UPS — A · 1

A UPS has a battery that keeps the computer running for a few minutes after the power goes. A spike guard only stops short surges; it gives no power when the supply is off.

3 Shortcuts

1. Ctrl + C → **c.** copy what is selected
2. Ctrl + X → **a.** cut: copy it and take it away from here
3. Ctrl + V → **g.** paste what you copied or cut
4. Ctrl + Z → **b.** undo the last thing you did
5. Ctrl + S → **f.** save your work
6. Ctrl + F → **d.** find a word on the page

K · 3

Each carries 0.5 mark.

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4 True or false

i. ✗ **False:** After a move there is still only one file; a copy makes two. U · 3
ii. ✓ **True**
iii. ✗ **False:** A file deleted from a pen drive is usually gone straight away; it skips the Recycle Bin.
iv. ✓ **True**
v. ✗ **False:** Rice dries it no better than air, and its bits can get stuck in the port; leave it to dry in moving air.
vi. ✓ **True**

Each carries 0.5 mark.

5 Short answers

a. MARKING SCHEME K · 2

✓ Any two of: starting the device and shutting it down safely; running apps (opening them, sharing the processor and memory, closing them); keeping files; working the hardware; settings and safety (screen lock, which app may use the camera, updates).
✓ Any two more of these.

b. MARKING SCHEME A · 2

✓ Preeti saves English letters, which only the Preeti font draws as Nepali shapes; her cousin's phone doesn't have the font, so it shows the English letters.
✓ She should type in Unicode (a Romanized or Traditional layout, or a phone's Nepali keyboard), or put the poem through a Preeti-to-Unicode converter.

c. MARKING SCHEME A · 3

✓ `C:\Users\Sita\Documents\School\Science\leaf-project.docx`
✓ `C:\Users\Sita\Pictures\Tihar\rangoli.jpg`
✓ In School: one goes into Science, the other into Nepali.

d. MARKING SCHEME A · 3

✓ A name such as **teachers-day-class-photo.jpg**, keeping .jpg.
✓ A name such as **english-essay-dashain.docx**, keeping .docx.
✓ A name with a version number or date, such as **science-report-v3.docx** (not "final").

e. MARKING SCHEME U · 3

✓ i. A magnifier (or bigger text): it makes part of the screen much bigger.
✓ ii. Captions: they show the words of the video as text on the screen.
✓ iii. A screen reader: it reads aloud each icon and button, and he moves round the screen with gestures.

6 Long answer

ANSWER

1. **Use a UPS:** when the power goes, its battery keeps the computer on for a few minutes, long enough to save the work and shut down properly, so no work is lost and no file is damaged.
2. **Use a voltage stabilizer** (or a UPS that steadies the voltage): it keeps the voltage steady when it drops in the evening, and a big swing can harm a device.
3. **Use a spike guard, and unplug the computer in a thunderstorm:** lightning and the power coming back cause surges, and a device that isn't connected can't be reached by one.
4. **Save often with Ctrl + S**, and shut down from the menu, not at the wall: then a power cut costs a few minutes of work, not a whole evening.

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MARKING SCHEME **A · 4**

- ✓ A UPS, so the work can be saved and the computer shut down when the power goes.
- ✓ A voltage stabilizer, to keep the voltage steady when it swings.
- ✓ A spike guard, or unplugging in thunderstorms, against surges.
- ✓ Any fourth with its reason: save often (Ctrl + S); shut down from the menu; keep the vents clear; keep it away from water and dust.

7 Think

ANSWER **HA · 2**

Neither: after a copy there are two separate files, and a change to one doesn't reach the other. The pen drive's copy has the correction but not the new paragraph; the computer's has the paragraph but still has the mistake. She should work on one copy only: carry the pen drive's copy home and copy it back over the old one before working on it, or give each new version its own number (essay-v2, essay-v3) so that the biggest number is always the newest.

MARKING SCHEME

- ✓ Neither is complete: the two copies are separate files, so each has only one of the changes.
- ✓ Work on one copy only, copying it back before changing it, or number the versions so the newest is clear.

8 Activity: My typing record

(not marked)

WHAT STUDENTS SHOULD FIND

The first tries are slow, perhaps 10 to 20 words a minute for a beginner who looks for each key. With a few minutes every day the count of words goes up and the mistakes come down. Accuracy comes first: speed follows. Many people who touch type well reach 40 words a minute or more.

Marks by level	Knowledge	Understanding	Application	Higher ability	Total
Marks	11	8	13	2	**34**

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