

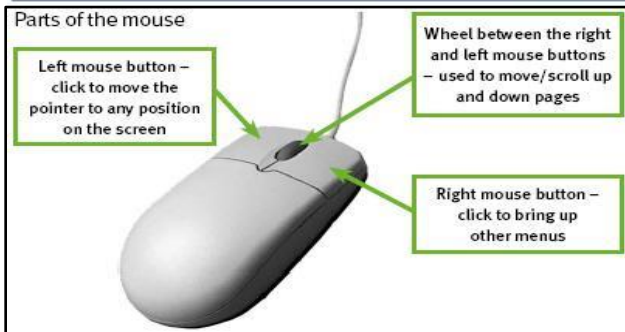
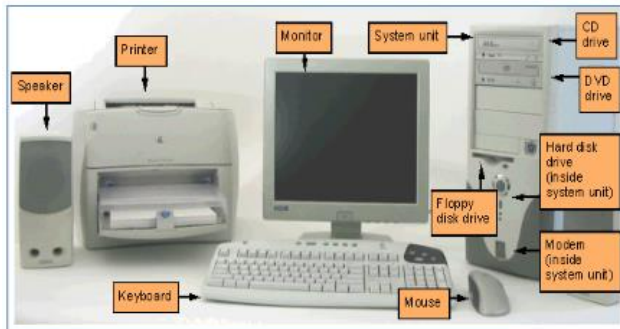


WEEKLY HOME STUDY PACKAGE - WEEK 2 (12/07/21 – 16/07/21)

Subject	Office Technology	Year/Level	9
Strand	OT 9.2 Computer Concepts and Skills		
Sub-strand	OT 9.2.1 Using application software		
Content Learning Outcome	Demonstrate knowledge of the use of Microsoft Word and PowerPoint to enter text and present information.		

LESSON NOTES:

Parts of a Computer System



HARDWARE

Hardware refers to the physical equipment, which makes up computer system such as monitor, keyboard, processor, printer etc.

Input devices - used to *input data or information into a computer.*

Input devices include the *mouse, keyboard, joystick and bar code reader.*

1. **Mouse** - used to *point and click on icons, menus, command buttons on a computer's Graphical user interface.* It is also used to *navigate the cursor and select whatever you desire.*

ACTIVITY

1. Describe the term hardware .(2 marks)

2. List the 3 parts of a mouse.(3 marks)

3. State the function of following:

a. Left mouse button- _____

(1 mark)

b. Scroll wheel- _____

(1 mark)

c. Right mouse button- _____

(1 mark)

4. Define input devices.

(1 mark)

5. Give 2 examples of input devices.

(2 marks)

6. Describe graphical user interface

(2 marks)