



WEEKLY HOME STUDY PACKAGE - WEEK 5 (02/08/21 – 06/08/21)

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



System Unit (System Cabinet/ Chassis)

- The main part, processing unit and devices of a microcomputer.
- It includes a board called a motherboard that holds a microprocessor chip (or a CPU), memory chips, and expansion slots.
- Electronic circuitry is printed on the board and it connects between two main parts of a microcomputer, the microprocessor and primary storage and other parts.
- The system unit is housed within the system cabinet.

SOFTWARE (PROGRAM)

- The software is a series of instructions or a special program that performs a particular task and is recorded in some form on a computer disk.
- The software is an abstract collection of instructions for computers to perform specific tasks.
- Computer software has **two major categories**. It is typically classified into

system software and application software.

1. **System software** is a *set of programs that manage or control a computer's resources.*
2. **Application software** is programs which are *written for specific and general task and which are not related to the computer system itself.*

ACTIVITY

1. List 2 other names of a system unit.
_____ (2 marks)
2. Describe a system unit.

_____ (2 marks)
3. Define a computer program.

_____ (1 mark)
4. List 2 major categories of computer software _____
_____ (2 marks)

5. Differentiate between system software and application software.

_____ (2 marks)
6. State another name of software.
_____ (1 mark)
7. Describe a motherboard.

_____ (2 marks)