

SCDM PROJECT

THEORY:

- 1) What do you understand by the word computer?
- 2) List and explain the 2 main parts of the computer with examples?
- 3) Which operating system did you use in your training center? Name 2 other operating systems apart from the one you mentioned.
- 4) What is a folder and of what use is it?
- 5) It is said that the two major killers of our computer is **IMPROPER SHUTTING** and **VIRUS**, explain what you understand by the two.
- 6) What is U.P.S and why is it advisable to connect our computer to the U.P.S?
- 7) What do the following short cuts represent?
 - CTRL + C
 - CTRL + V
 - CTRL + P
 - CTRL + X
 - CTRL + S
 - CTRL + A
- 8) Sarah was typing and noticed that some words she typed were underlined with red. Why were the words underlined with red and what should she do?
- 9) While Sarah was typing using Microsoft Word, the light suddenly went off and her computer went off. When she put on the computer, she noticed that she couldn't find her work.
 - A) What happened to her work?
 - B) What should she have done to avoid losing her work?

PRACTICALS: (ALL YOUR WORKS SHOULD BE SAVED IN A FOLDER ON THE DESKTOP)

Create a folder on your desktop and name it YOURNAME_SCDM PROJECT

- 1) Change the desktop background of your computer
- 2) Customize your screen saver to be displaying after 2 mins
- 3) Scan and save a picture into your folder. Name your picture, scanned picture.

4) POWERPOINT

- Using PowerPoint application and in not less than 10 slides, present any topic of your choice.
- Apply all the features you learnt E.g. Designs, Animation, transition etc

Corel Draw:

- Design a church programme flyer; a complimentary card and an I.D card.(All should have the standard measurements)
- Your Corel Draw work should be saved in PDF format, JPEG format and Corel Draw Format

Ms Word:

In at least 2 pages, write on any article of your choice. Your work should have;

- The subject underlined and colored
- Page border
- Word art
- Page numbers
- Pictures from clip art and one that you scanned
- Printed Watermark
- Bullets and Numbering
- Header and Footer
- Add/use any other thing that will make your work outstanding
- On table, prepare a weekly school time timetable
- Print a copy of your Ms Word work when done

INTERNET:

- 1) Open a yahoo email account for a friend or a relation
- 2) Prepare a CV in MS Word and send it to uchesamuel3@yahoo.com ,also send a copy to enquiries@sutchelinks.com

- 3) On Facebook, search and add Sutchelinks international company as a friend
- 4) Using goggle search, research on importance of information and communication technology.
Save your findings in your USB FLASH

MS EXCEL: Will be sent to your phone

Good Luck!