

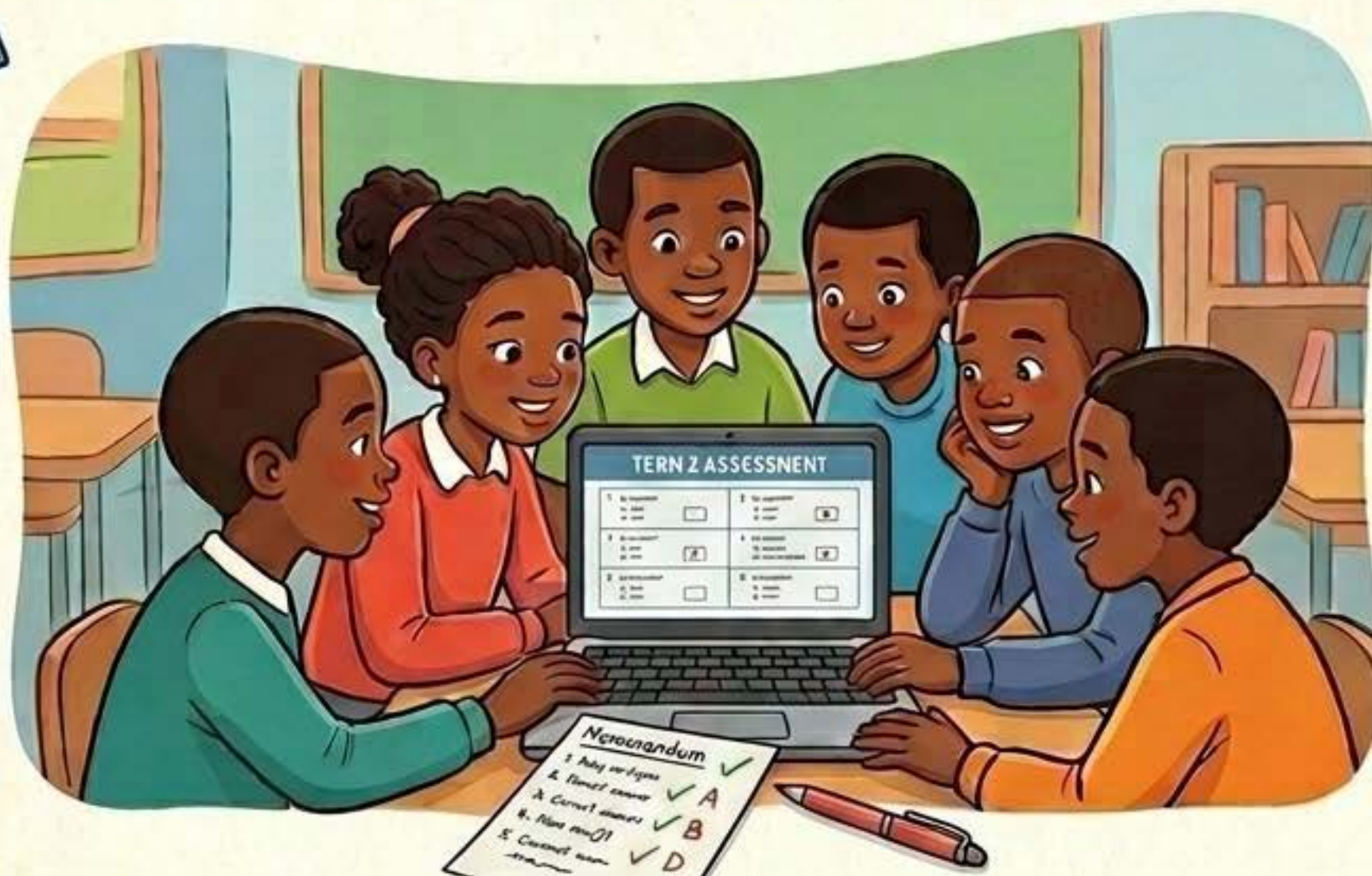
RURAL DIGITAL BRIDGE: ASSESSMENT & MEMORANDUM HANDBOOK



Grade 7



NONG MODIKWA PRIMARY SCHOOL



EMPOWERING RURAL LEARNERS
THROUGH DIGITAL INNOVATION

LESETJA M LEDWABA

LESETJA M LEDWABA, CURRICULUM DEVELOPER & ASSESSOR

YEAR: 2026

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"Empowering Rural Learners Through Digital Innovation."

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The author further acknowledges the valuable contribution of community youth volunteers who generously dedicate their time and skills to support learner development through the Rural Digital Bridge Programme. Their commitment demonstrates the power of community participation in education.

Gratitude is also extended to educational stakeholders, higher education institutions, SETA structures, government departments, municipalities, technology companies, NGOs, and private sector partners whose vision of digital inclusion continues to inspire efforts to bridge the digital divide in rural schools.

A special thank you is offered to fellow educators who continuously strive to improve learner outcomes through dedication, innovation, professionalism, and lifelong learning. This Teacher Guide was developed with the belief that empowering teachers with practical resources ultimately empowers learners to succeed in an increasingly digital world.

Finally, heartfelt appreciation is extended to the learners of Nong Modikwa Primary School, whose enthusiasm, curiosity, and determination to learn serve as the driving force behind the Rural Digital Bridge Programme.

May this Teacher Guide support educators in creating engaging, inclusive, and technology-enhanced learning experiences that prepare learners for the opportunities and challenges of the future.

ABOUT THE AUTHOR

Mr Lesetja Ledwaba is a Grade 7 educator at Nong Modikwa Primary School and founder of the Rural Digital Bridge Programme. He is passionate about empowering rural learners through computer literacy, digital skills development, and technology-enhanced learning. Through his work, he seeks to bridge the digital divide and create opportunities for learners to succeed in a technology-driven world.

PURPOSE OF THE ASSESSMENT HANDBOOK

The purpose of the Rural Digital Bridge Grade 7 Computer Literacy Assessment and Memorandum Handbook is to provide educators with a structured and comprehensive assessment resource for measuring learner understanding, skills development, and progress throughout the Computer Literacy Programme.

This handbook contains a variety of assessment activities, tests, practical tasks, examinations, memorandums, and marking guidelines designed to support fair, consistent, and effective assessment practices. It assists educators in evaluating learners' knowledge of computer fundamentals, digital literacy, Microsoft Office applications, Internet use, digital citizenship, educational technology, and emerging technologies such as Artificial Intelligence (AI).

The handbook also serves as a tool for monitoring learner achievement, identifying areas requiring additional support, and promoting continuous improvement in teaching and learning. Through the use of standardised assessment instruments and memorandums, educators are able to ensure reliability, consistency, and transparency in learner evaluation.

Furthermore, the Assessment and Memorandum Handbook supports the overall goals of the Rural Digital Bridge Programme by encouraging the development of practical digital skills, responsible technology use, critical thinking, problem-solving, and lifelong learning competencies required in the digital age.

Ultimately, this handbook seeks to strengthen digital literacy education, improve learner outcomes, and provide educators with the tools necessary to assess and support learners effectively in both classroom and community-based learning environments.

"Empowering Rural Learners Through Digital Innovation."

ASSESSMENT POLICY AND GUIDELINES

PURPOSE

The Rural Digital Bridge Grade 7 Computer Literacy Assessment and Memorandum Handbook provides a structured framework for assessing learner knowledge, practical skills, and understanding of computer literacy concepts. Assessment is intended to support learning, monitor progress, and identify areas requiring additional support.

ASSESSMENT PRINCIPLES

Assessment within the Rural Digital Bridge Programme should be:

- Fair and unbiased
 - Valid and aligned to curriculum outcomes
 - Reliable and consistent
 - Practical and manageable
 - Supportive of learner development
 - Inclusive of all learners
 - Focused on both knowledge and practical skills
-

TYPES OF ASSESSMENT

Informal Assessment

Informal assessment is conducted continuously during teaching and learning activities and may include:

- Oral questioning
- Group discussions
- Class activities
- Practical demonstrations
- Observation of learner participation

Informal assessment helps educators monitor learner understanding and provide immediate support.

Formal Assessment

Formal assessment contributes to the measurement of learner achievement and may include:

- Class tests

- Practical assessments
- Assignments
- Projects
- Mid-year examinations
- Final examinations

ASSESSMENT WEIGHTING

The recommended assessment weighting for the programme is:

Assessment Type	Weighting
Class Tests	30%
Practical Assessments	30%
Assignments and Projects	20%
Examinations	20%

Educators may adapt weightings according to programme needs.

MARKING GUIDELINES

Educators should:

- Use the provided memorandums when marking.
 - Award marks for correct answers and demonstrated understanding.
 - Accept alternative answers with similar meaning where appropriate.
 - Encourage learner participation and effort.
 - Record marks accurately and consistently.
 - Provide constructive feedback to learners.
-

PRACTICAL ASSESSMENT GUIDELINES

Practical assessments should evaluate learners' ability to:

- Operate a computer safely
- Use a mouse and keyboard correctly
- Create and save documents
- Use Microsoft Word, Excel, and PowerPoint
- Conduct basic Internet searches
- Demonstrate responsible technology use

Practical activities should be assessed using approved rubrics where applicable.

ASSESSMENT CONDITIONS

During assessments:

- Learners must work independently unless otherwise instructed.
- Assessment instructions must be explained clearly.
- Sufficient time should be provided for completion.
- Assessment materials should be prepared in advance.
- Learners should have equal opportunities to demonstrate their skills and knowledge.

RECORDING AND REPORTING

Educators should maintain:

- Learner mark sheets
- Attendance records
- Assessment records
- Progress tracking forms
- Practical assessment results

Assessment records should be updated regularly and used to monitor learner development.

FEEDBACK TO LEARNERS

Assessment should be used to improve learning. Educators are encouraged to:

- Discuss assessment results with learners.
- Recognise learner achievements.
- Identify areas for improvement.
- Provide guidance and additional support where needed.
- Encourage continuous learning and skill development.

INTEGRITY AND HONESTY

Learners are expected to:

- Complete assessments honestly.
- Respect assessment rules and procedures.
- Avoid copying or sharing answers.
- Demonstrate personal effort and responsibility.

Educators should promote a culture of integrity, respect, and accountability during all assessment activities.

OVERALL POLICY STATEMENT

Assessment in the Rural Digital Bridge Programme is intended to support learner growth, build confidence, and develop practical digital literacy skills. Through continuous assessment and constructive feedback, learners are encouraged to become competent, responsible, and confident users of technology.

"Empowering Rural Learners Through Digital Innovation."

RURAL DIGITAL BRIDGE

Grade 7 Computer Literacy Test

Chapters 1–3 Assessment

School: Nong Modikwa Primary School

Grade: 7

Subject: Computer Literacy

Time: 1 Hour

Total Marks: 50

Learner Name: _____

Date: _____

INSTRUCTIONS

1. Answer all questions.
2. Read questions carefully.
3. Write neatly and clearly.
4. Do not share answers.
5. Raise your hand if you need help.

SECTION A: MULTIPLE CHOICE QUESTIONS

(20 Marks)

Choose the correct answer.

1. What is a computer?

- A. A toy
- B. An electronic device used to process information
- C. A television
- D. A chair

(2)

2. Which of the following is an input device?

- A. Monitor
- B. Printer
- C. Mouse
- D. Speaker

(2)

3. Which device displays information on the screen?

- A. Keyboard
- B. Mouse
- C. Monitor
- D. CPU

(2)

4. Why are computer lab rules important?

- A. To waste time
- B. To protect equipment and learners
- C. To stop learning
- D. To make noise

(2)

5. What should learners do before using computers?

- A. Eat food
- B. Wash hands
- C. Pull cables
- D. Run around

(2)

6. Which action is correct in a computer lab?

- A. Hitting the keyboard
- B. Pulling plugs
- C. Handling equipment carefully
- D. Sharing passwords

(2)

7. What is the first step when turning on a computer?

- A. Press random buttons
- B. Check connections
- C. Shut down the computer
- D. Pull the plug

(2)

8. Which button is used to open programs?

- A. Right click once
- B. Double click
- C. Scroll wheel
- D. Restart button

(2)

9. Which part of the mouse is used to move up and down pages?

- A. Left button
- B. Right button
- C. Scroll wheel
- D. Power button

(2)

10. What appears after the computer finishes loading?

- A. Printer
- B. Keyboard
- C. Desktop
- D. Speaker

(2)

SECTION B: MATCH THE COLUMNS

(10 Marks)

Match Column A with Column B.

Column A	Column B
1. Mouse	A. Main computer screen
2. Monitor	B. Displays information
3. Desktop	C. Used to move the pointer
4. Scroll Wheel	D. Moves pages up and down
5. Computer Rules	E. Protect equipment and learners

(10)

SECTION C: TRUE OR FALSE

(10 Marks)

Write TRUE or FALSE.

1. Computers should be handled carefully. _____
2. Food and drinks are allowed near computers. _____
3. Double clicking opens programs. _____
4. Learners should pull the plug to switch off computers. _____
5. The mouse helps control the pointer. _____
6. The desktop appears after the computer loads. _____
7. Computer rules are not important. _____
8. Learners should ask for help when unsure. _____
9. The scroll wheel helps move pages up and down. _____
10. Washing hands before using computers is important. _____

(10)

SECTION D: SHORT QUESTIONS

(10 Marks)

1. Mention TWO computer lab rules.

(2)

2. What is the function of a mouse?

(2)

3. Explain TWO steps for turning on a computer.

(3)

4. Why is computer safety important?

(3)

TOTAL: 50 MARKS

TEACHER COMMENTS

RURAL DIGITAL BRIDGE

Grade 7 Computer Literacy Memorandum

Chapters 1–3 Assessment Answers

School: Nong Modikwa Primary School

Grade: 7

Subject: Computer Literacy

Total Marks: 50

SECTION A: MULTIPLE CHOICE QUESTIONS

(20 Marks)

1. B – An electronic device used to process information
 2. C – Mouse
 3. C – Monitor
 4. B – To protect equipment and learners
 5. B – Wash hands
 6. C – Handling equipment carefully
 7. B – Check connections
 8. B – Double click
 9. C – Scroll wheel
 10. C – Desktop
-

SECTION B: MATCH THE COLUMNS

(10 Marks)

Column A	Correct Answer
1. Mouse	C. Used to move the pointer
2. Monitor	B. Displays information
3. Desktop	A. Main computer screen
4. Scroll Wheel	D. Moves pages up and down
5. Computer Rules	E. Protect equipment and learners

SECTION C: TRUE OR FALSE

(10 Marks)

1. TRUE
2. FALSE
3. TRUE
4. FALSE
5. TRUE
6. TRUE
7. FALSE
8. TRUE
9. TRUE
10. TRUE

SECTION D: SHORT QUESTIONS

(10 Marks)

1. Mention TWO computer lab rules.

Suggested Answers:

- Do not eat or drink near computers
- Wash hands before using computers
- Handle equipment carefully
- Follow teacher instructions
- Do not pull cables

(Any TWO)

(2)

2. What is the function of a mouse?

Suggested Answer:

- The mouse is used to move the pointer
- It is used to click and open programs
- It helps users select items on the screen

(Any relevant answer)

(2)

3. Explain TWO steps for turning on a computer.

Suggested Answer:

- Check that all cables and plugs are connected properly
- Switch on the wall plug or power supply
- Press the power button on the system unit and monitor

(Any relevant TWO steps)

(3)

4. Why is computer safety important?

Suggested Answer:

Computer safety:

- Protects learners and equipment
- Prevents damage to computers
- Helps maintain discipline
- Prevents accidents in the computer lab

(Any relevant THREE points)

(3)

MARKING GUIDELINES

- Award marks for correct answers only.
 - Accept answers with similar meaning.
 - Spelling mistakes should not lose marks if meaning is clear.
 - Encourage understanding and participation.
-

TOTAL: 50 MARKS

RURAL DIGITAL BRIDGE

Grade 7 Computer Literacy Test

Chapters 1–6 Assessment

School: Nong Modikwa Primary School

Grade: 7

Subject: Computer Literacy

Time: 1 Hour

Total Marks: 50

Learner Name: _____

Date: _____

INSTRUCTIONS

1. Answer all questions.
2. Read questions carefully.
3. Write neatly and clearly.
4. Do not share answers.
5. Raise your hand if you need help.

SECTION A: MULTIPLE CHOICE QUESTIONS

(20 Marks)

Choose the correct answer.

1. What is a computer?

- A. A television
- B. An electronic device used to process information
- C. A toy
- D. A printer

(2)

2. Which of the following is an input device?

- A. Monitor
- B. Printer
- C. Mouse
- D. Speaker

(2)

3. Why are computer lab rules important?

- A. To waste time
- B. To protect equipment and learners
- C. To stop learning
- D. To make noise

(2)

4. What should learners do before touching computers?

- A. Eat food
- B. Wash hands
- C. Run around
- D. Pull cables

(2)

5. Which button is used to open programs?

- A. Double click
- B. Pull cable
- C. Scroll wheel
- D. Restart button

(2)

6. What appears after the computer finishes loading?

- A. Keyboard
- B. Desktop
- C. Printer
- D. Cable

(2)

7. Which part of the desktop shows open programs?

- A. Folder
- B. Wallpaper
- C. Taskbar
- D. Speaker

(2)

8. Which symbol is used to close programs?

- A. +
- B. X
- C. *
- D. #

(2)

9. What is a folder used for?

- A. Cooking food
- B. Storing files
- C. Watching videos only
- D. Printing papers

(2)

10. What does “Save” mean?

- A. Delete work
- B. Restart computer
- C. Store work on the computer
- D. Close the program

(2)

SECTION B: MATCH THE COLUMNS

(10 Marks)

Match Column A with Column B.

Column A

Column B

- | | |
|------------|--------------------------------|
| 1. Mouse | A. Stores files |
| 2. Folder | B. Main computer screen |
| 3. Desktop | C. Used to move the pointer |
| 4. Taskbar | D. Shows open programs |
| 5. Save | E. Stores work on the computer |

(10)

SECTION C: TRUE OR FALSE

(10 Marks)

Write TRUE or FALSE.

1. Computers should be handled carefully. _____
2. Food and drinks are allowed near computers. _____
3. Double clicking opens programs. _____
4. Learners should pull the plug to switch off computers. _____
5. The desktop appears after the computer loads. _____
6. A folder stores files. _____
7. Learners may delete other learners' files without permission. _____
8. Saving work is important. _____
9. The mouse helps control the pointer. _____
10. Computer rules help protect equipment. _____

(10)

SECTION D: SHORT QUESTIONS

(10 Marks)

1. Mention TWO computer lab rules.

(2)

2. What is the purpose of a mouse?

(2)

3. Explain how to open a program from the desktop.

(3)

4. Why is file management important?

(3)

TOTAL: 50 MARKS

TEACHER COMMENTS

RURAL DIGITAL BRIDGE

Grade 7 Computer Literacy Memorandum

Chapters 1–6 Assessment Answers

School: Nong Modikwa Primary School

Grade: 7

Subject: Computer Literacy

Total Marks: 50

SECTION A: MULTIPLE CHOICE QUESTIONS

(20 Marks)

1. B – An electronic device used to process information
 2. C – Mouse
 3. B – To protect equipment and learners
 4. B – Wash hands
 5. A – Double click
 6. B – Desktop
 7. C – Taskbar
 8. B – X
 9. B – Storing files
 10. C – Store work on the computer
-

SECTION B: MATCH THE COLUMNS

(10 Marks)

Column A	Correct Answer
----------	----------------

- | | |
|------------|--------------------------------|
| 1. Mouse | C. Used to move the pointer |
| 2. Folder | A. Stores files |
| 3. Desktop | B. Main computer screen |
| 4. Taskbar | D. Shows open programs |
| 5. Save | E. Stores work on the computer |
-

SECTION C: TRUE OR FALSE

(10 Marks)

1. TRUE
2. FALSE
3. TRUE
4. FALSE
5. TRUE
6. TRUE
7. FALSE
8. TRUE
9. TRUE
10. TRUE

SECTION D: SHORT QUESTIONS

(10 Marks)

1. Mention TWO computer lab rules.

(Any TWO)

- Do not eat or drink near computers
- Handle equipment carefully
- Wash hands before using computers
- Do not pull cables
- Follow teacher instructions

(2)

2. What is the purpose of a mouse?

The mouse is used to:

- Move the pointer
- Click and open programs
- Select items on the computer

(Any relevant answer)

(2)

3. Explain how to open a program from the desktop.

Suggested Answer:

- Move the mouse pointer to the program icon
- Double click the icon using the left mouse button
- The program will open

(3)

4. Why is file management important?

Suggested Answer:

- Helps keep files organised
- Makes work easy to find
- Prevents loss of work
- Helps learners work neatly

(Any relevant THREE points)

(3)

MARKING GUIDELINES

- Award marks for correct answers only.
 - Accept answers with similar meaning.
 - Spelling mistakes should not lose marks if meaning is clear.
 - Encourage understanding and participation.
-

TOTAL: 50 MARKS

RURAL DIGITAL BRIDGE

Grade 7 Computer Literacy Test

Chapters 7–9 Assessment

School: Nong Modikwa Primary School

Grade: 7

Subject: Computer Literacy

Time: 1 Hour

Total Marks: 50

Learner Name: _____

Date: _____

INSTRUCTIONS

1. Answer all questions.
2. Read questions carefully.
3. Write neatly and clearly.
4. Do not share answers.
5. Raise your hand if you need help.

SECTION A: MULTIPLE CHOICE QUESTIONS

(20 Marks)

Choose the correct answer.

1. Which device is used for typing?

- A. Mouse
- B. Keyboard
- C. Speaker
- D. Printer

(2)

2. Which key creates spaces between words?

- A. Shift
- B. Enter
- C. Space Bar
- D. Backspace

(2)

3. Which Microsoft program is used for typing documents?

- A. Excel
- B. Word
- C. PowerPoint
- D. Paint

(2)

4. Which Microsoft program is used for presentations?

- A. Calculator
- B. Paint
- C. PowerPoint
- D. Word

(2)

5. What is a cell in Excel?

- A. A keyboard
- B. A box used for entering data
- C. A folder
- D. A speaker

(2)

6. What is the Internet?

- A. A printer
- B. A global network connecting devices
- C. A mouse
- D. A monitor

(2)

7. Which program is used to open websites?

- A. Browser
- B. Calculator
- C. Folder
- D. Paint

(2)

8. Which of the following is a search engine?

- A. Google
- B. Speaker
- C. Keyboard
- D. Printer

(2)

9. What is a slide in PowerPoint?

- A. A keyboard key
- B. A page in a presentation
- C. A printer button
- D. A cable

(2)

10. Why is the Internet important in education?

- A. It damages computers
- B. It helps learners access information
- C. It deletes files
- D. It switches off computers

(2)

SECTION B: MATCH THE COLUMNS

(10 Marks)

Match Column A with Column B.

Column A	Column B
1. Microsoft Word	A. Used for presentations
2. Excel	B. Used for tables and numbers
3. Browser	C. Used to open websites
4. Slide	D. Page in a presentation
5. Keyboard	E. Used for typing

(10)

SECTION C: TRUE OR FALSE

(10 Marks)

Write TRUE or FALSE.

1. Microsoft Word is used for creating documents. _____
2. Excel is used for calculations and tables. _____
3. PowerPoint is used for presentations. _____
4. A browser is used to access websites. _____
5. Google is a search engine. _____
6. Learners should share passwords with strangers online. _____
7. The Internet can help learners study. _____
8. A slide is part of a PowerPoint presentation. _____
9. Educational websites can support learning. _____
10. Responsible Internet use is important. _____

(10)

SECTION D: SHORT QUESTIONS

(10 Marks)

1. Mention TWO uses of Microsoft Word.

(2)

2. What is the purpose of Microsoft Excel?

(2)

3. Explain what the Internet is.

(3)

4. Mention THREE responsible Internet safety rules.

(3)

TOTAL: 50 MARKS

TEACHER COMMENTS

RURAL DIGITAL BRIDGE

Grade 7 Computer Literacy Memorandum

Chapters 7–9 Assessment Answers

School: Nong Modikwa Primary School

Grade: 7

Subject: Computer Literacy

Total Marks: 50

SECTION A: MULTIPLE CHOICE QUESTIONS

(20 Marks)

1. B – Keyboard
 2. C – Space Bar
 3. B – Word
 4. C – PowerPoint
 5. B – A box used for entering data
 6. B – A global network connecting devices
 7. A – Browser
 8. A – Google
 9. B – A page in a presentation
 10. B – It helps learners access information
-

SECTION B: MATCH THE COLUMNS

(10 Marks)

Column A	Correct Answer
1. Microsoft Word	E. Used for typing
2. Excel	B. Used for tables and numbers
3. Browser	C. Used to open websites
4. Slide	D. Page in a presentation
5. Keyboard	A. Used for typing

SECTION C: TRUE OR FALSE

(10 Marks)

1. TRUE
2. TRUE
3. TRUE
4. TRUE
5. TRUE
6. FALSE
7. TRUE
8. TRUE
9. TRUE
10. TRUE

SECTION D: SHORT QUESTIONS

(10 Marks)

1. Mention TWO uses of Microsoft Word.

Suggested Answers:

- Typing documents
- Writing assignments
- Creating letters
- Editing text

(Any TWO)

(2)

2. What is the purpose of Microsoft Excel?

Suggested Answer:

Microsoft Excel is used for:

- Organising information
- Creating tables
- Working with numbers
- Performing calculations

(Any relevant TWO points)

(2)

3. Explain what the Internet is.

Suggested Answer:

The Internet is a worldwide network that connects computers and other devices to share information and communicate.

(3)

4. Mention THREE responsible Internet safety rules.

Suggested Answers:

- Do not share passwords
- Avoid talking to strangers online
- Visit safe websites only
- Ask adults or teachers for help
- Protect personal information

(Any THREE)

(3)

MARKING GUIDELINES

- Award marks for correct answers only.
 - Accept answers with similar meaning.
 - Spelling mistakes should not lose marks if meaning is clear.
 - Encourage understanding and participation.
-

TOTAL: 50 MARKS

RURAL DIGITAL BRIDGE

Grade 7 Computer Literacy Test

Chapters 7–12 Assessment

School: Nong Modikwa Primary School

Grade: 7

Subject: Computer Literacy

Time: 1 Hour 30 Minutes

Total Marks: 60

Learner Name: _____

Date: _____

INSTRUCTIONS

1. Answer all questions.
2. Read questions carefully.
3. Write neatly and clearly.
4. Do not share answers.
5. Raise your hand if you need assistance.

SECTION A: MULTIPLE CHOICE QUESTIONS

(20 Marks)

Choose the correct answer.

1. Which device is used for typing?

- A. Mouse
- B. Keyboard
- C. Speaker
- D. Printer

(2)

2. Which key creates spaces between words?

- A. Enter
- B. Shift
- C. Space Bar
- D. Backspace

(2)

3. Which Microsoft program is used for typing documents?

- A. Excel
- B. PowerPoint
- C. Word
- D. Paint

(2)

4. Which Microsoft program is used for presentations?

- A. Word
- B. Excel
- C. Calculator
- D. PowerPoint

(2)

5. What is a cell in Excel?

- A. A speaker
- B. A box used for entering data
- C. A folder
- D. A printer cable

(2)

6. What is the Internet?

- A. A printer
- B. A global network connecting devices
- C. A keyboard
- D. A monitor

(2)

7. Which program is used to open websites?

- A. Browser
- B. Paint
- C. Calculator
- D. Folder

(2)

8. What is cyberbullying?

- A. Educational learning
- B. Bullying using technology
- C. Saving files
- D. Typing practice

(2)

9. Which of the following is an educational use of smartphones?

- A. Research information
- B. Watching educational videos
- C. Using learning apps
- D. All of the above

(2)

10. What does AI stand for?

- A. Automatic Internet
- B. Artificial Intelligence
- C. Advanced Information
- D. Artificial Input

(2)

SECTION B: MATCH THE COLUMNS

(10 Marks)

Match Column A with Column B.

Column A	Column B
1. Microsoft Word	A. Used for presentations
2. PowerPoint	B. Technology that learns
3. Browser	C. Used for typing documents
4. AI	D. Program used to open websites
5. Smartphone App	E. Program used on a phone

(10)

SECTION C: TRUE OR FALSE

(10 Marks)

Write TRUE or FALSE.

1. Microsoft Word is used for creating documents. _____
2. Excel is used for tables and numbers. _____
3. The Internet can help learners study. _____
4. Learners should share passwords with strangers online. _____
5. Cyberbullying is acceptable online behaviour. _____
6. Smartphones can support learning. _____
7. AI is part of modern technology. _____
8. Learners should use technology responsibly. _____
9. Search engines help users find information online. _____
10. Educational apps can improve learning. _____

(10)

SECTION D: SHORT QUESTIONS

(20 Marks)

1. Mention TWO functions of Microsoft Word.

(2)

2. Explain what the Internet is.

(3)

3. Mention TWO online safety rules.

(2)

4. Explain how smartphones can help learners in rural schools.

(3)

5. Define Artificial Intelligence (AI).

(3)

6. Mention THREE educational uses of technology.

(3)

7. Why is responsible use of technology important?

(4)

TOTAL: 60 MARKS

TEACHER COMMENTS

RURAL DIGITAL BRIDGE

Grade 7 Computer Literacy Memorandum

Chapters 7–12 Assessment Answers

School: Nong Modikwa Primary School

Grade: 7

Subject: Computer Literacy

Total Marks: 60

SECTION A: MULTIPLE CHOICE QUESTIONS

(20 Marks)

1. B – Keyboard
 2. C – Space Bar
 3. C – Word
 4. D – PowerPoint
 5. B – A box used for entering data
 6. B – A global network connecting devices
 7. A – Browser
 8. B – Bullying using technology
 9. D – All of the above
 10. B – Artificial Intelligence
-

SECTION B: MATCH THE COLUMNS

(10 Marks)

Column A	Correct Answer
1. Microsoft Word	C. Used for typing documents
2. PowerPoint	A. Used for presentations
3. Browser	D. Program used to open websites
4. AI	B. Technology that learns
5. Smartphone App	E. Program used on a phone

SECTION C: TRUE OR FALSE

(10 Marks)

1. TRUE
 2. TRUE
 3. TRUE
 4. FALSE
 5. FALSE
 6. TRUE
 7. TRUE
 8. TRUE
 9. TRUE
 10. TRUE
-

SECTION D: SHORT QUESTIONS

(20 Marks)

1. Mention TWO functions of Microsoft Word.

Suggested Answers:

- Typing documents
- Writing assignments
- Creating letters
- Editing text

(Any TWO)

(2)

2. Explain what the Internet is.

Suggested Answer:

The Internet is a worldwide network that connects computers, smartphones, and other devices to share information and communicate.

(3)

3. Mention TWO online safety rules.

Suggested Answers:

- Do not share passwords
- Avoid talking to strangers online
- Visit safe websites
- Ask adults or teachers for help
- Protect personal information

(Any TWO)

(2)

4. Explain how smartphones can help learners in rural schools.

Suggested Answer:

Smartphones help learners:

- Access educational information
- Watch educational videos
- Use learning apps
- Communicate with teachers
- Improve digital literacy

(Any relevant THREE points)

(3)

5. Define Artificial Intelligence (AI).

Suggested Answer:

Artificial Intelligence is technology that allows machines and computers to think, learn, and make decisions like humans.

(3)

6. Mention THREE educational uses of technology.

Suggested Answers:

- Research information
- Typing assignments

- Watching educational videos
- Online learning
- Creating presentations

(Any THREE)

(3)

7. Why is responsible use of technology important?

Suggested Answer:

Responsible technology use helps learners:

- Stay safe online
- Protect personal information
- Respect others
- Use technology for learning
- Avoid harmful behaviour

(Any relevant FOUR points)

(4)

MARKING GUIDELINES

- Award marks for correct answers only.
 - Accept answers with similar meaning.
 - Spelling mistakes should not lose marks if meaning is clear.
 - Encourage understanding and participation.
-

TOTAL: 60 MARKS

RURAL DIGITAL BRIDGE

GRADE 7 COMPUTER LITERACY

MID-YEAR EXAMINATION

School: Nong Modikwa Primary School

Programme: Rural Digital Bridge

Grade: 7

Time: 2 Hours

Total Marks: 100

Learner Name: _____

Date: _____

INSTRUCTIONS

1. Answer all questions.
 2. Read each question carefully.
 3. Write neatly and clearly.
 4. Show all answers where required.
 5. Do not share answers with other learners.
 6. Raise your hand if you need assistance.
-

SECTION A: MULTIPLE CHOICE QUESTIONS

(20 Marks)

Choose the correct answer.

1. What is a computer?
 - A. A television
 - B. An electronic device used to process information
 - C. A chair
 - D. A toy

(2)

2. Which of the following is an input device?
 - A. Monitor

- B. Printer
- C. Mouse
- D. Speaker

(2)

3. Why are computer laboratory rules important?
- A. To waste time
 - B. To protect equipment and learners
 - C. To make noise
 - D. To stop learning

(2)

4. Which action is correct in a computer laboratory?
- A. Pulling cables
 - B. Running around
 - C. Handling equipment carefully
 - D. Eating food

(2)

5. What is the first step before switching on a computer?
- A. Pull the plug
 - B. Check connections
 - C. Restart the computer
 - D. Open a program

(2)

6. What appears after the computer finishes loading?
- A. Printer
 - B. Desktop
 - C. Keyboard
 - D. Speaker

(2)

7. Which mouse action opens a program?
- A. Right-click
 - B. Double-click
 - C. Scroll
 - D. Drag

(2)

8. Which part of the desktop displays open programs?
- A. Folder
 - B. Wallpaper

- C. Taskbar
- D. Monitor

(2)

9. What is a folder used for?
- A. Typing
 - B. Storing files
 - C. Printing
 - D. Browsing

(2)

10. What does the Save command do?
- A. Deletes work
 - B. Stores work
 - C. Restarts the computer
 - D. Opens a file

(2)

SECTION B: MATCH THE COLUMNS

(10 Marks)

Match Column A with Column B.

Column A

Column B

- | | |
|------------|--------------------------------|
| 1. Mouse | A. Main computer screen |
| 2. Desktop | B. Stores files |
| 3. Folder | C. Used to move the pointer |
| 4. Taskbar | D. Shows open programs |
| 5. Save | E. Stores work on the computer |

(10)

SECTION C: TRUE OR FALSE

(10 Marks)

Write TRUE or FALSE.

1. Computers should be handled carefully. _____
2. Food and drinks are allowed near computers. _____
3. Double-clicking opens programs. _____
4. Learners should pull the plug to switch off a computer. _____
5. The desktop appears after the computer loads. _____
6. A folder stores files. _____
7. Saving work is important. _____
8. Learners may delete other learners' files without permission. _____
9. The mouse helps control the pointer. _____
10. Computer rules help protect equipment. _____

(10)

SECTION D: SHORT QUESTIONS

(20 Marks)

1. Mention FOUR computer laboratory rules.
(4)
 2. Explain the purpose of a mouse.
(4)
 3. Describe THREE steps for turning on a computer.
(6)
 4. Why is computer safety important?
(6)
-

SECTION E: PRACTICAL KNOWLEDGE

(20 Marks)

1. Explain how to open a program from the desktop.
(5)
2. Explain how to close a program correctly.
(5)
3. What is file management?
(5)

4. Why is file management important?
(5)
-

SECTION F: APPLICATION QUESTIONS

(20 Marks)

1. You arrive in the computer laboratory and notice a loose cable. What should you do?
(5)
 2. A learner is eating while using a computer. Explain why this is not allowed.
(5)
 3. Explain how sharing a computer with another learner can help when there are limited computers.
(5)
 4. Describe how computer skills can help you in your future career.
(5)
-

TOTAL: 100 MARKS

TEACHER COMMENTS

RURAL DIGITAL BRIDGE

GRADE 7 COMPUTER LITERACY

MID-YEAR EXAMINATION MEMORANDUM

School: Nong Modikwa Primary School

Programme: Rural Digital Bridge

Grade: 7

Total Marks: 100

SECTION A: MULTIPLE CHOICE QUESTIONS

(20 Marks)

1. B – An electronic device used to process information
2. C – Mouse
3. B – To protect equipment and learners
4. C – Handling equipment carefully
5. B – Check connections
6. B – Desktop
7. B – Double-click
8. C – Taskbar
9. B – Storing files
10. B – Stores work

Total: 20 Marks

SECTION B: MATCH THE COLUMNS

(10 Marks)

Column A	Correct Answer
----------	----------------

- | | |
|------------|-----------------------------|
| 1. Mouse | C. Used to move the pointer |
| 2. Desktop | A. Main computer screen |

Column A	Correct Answer
3. Folder	B. Stores files
4. Taskbar	D. Shows open programs
5. Save	E. Stores work on the computer

Award 2 marks each

Total: 10 Marks

SECTION C: TRUE OR FALSE

(10 Marks)

1. TRUE
2. FALSE
3. TRUE
4. FALSE
5. TRUE
6. TRUE
7. TRUE
8. FALSE
9. TRUE
10. TRUE

Award 1 mark each

Total: 10 Marks

SECTION D: SHORT QUESTIONS

(20 Marks)

1. Mention FOUR computer laboratory rules.

(4)

Any FOUR:

- Do not eat or drink near computers

- Wash hands before using computers
- Handle equipment carefully
- Follow teacher instructions
- Do not pull cables
- Sit properly while using computers
- Report damaged equipment

Award 1 mark each

2. Explain the purpose of a mouse.

(4)

Suggested Answer:

The mouse is used to:

- Move the pointer
- Select items on the screen
- Open programs
- Click buttons and icons

Award 1 mark per correct point

3. Describe THREE steps for turning on a computer.

(6)

Suggested Answer:

- Check that all cables are connected properly
- Switch on the wall plug or power source
- Press the power button on the system unit
- Switch on the monitor

(Any THREE)

Award 2 marks each

4. Why is computer safety important?

(6)

Suggested Answer:

Computer safety:

- Protects learners
- Prevents damage to equipment
- Prevents accidents
- Promotes responsible behaviour
- Extends the lifespan of equipment
- Creates a safe learning environment

(Any THREE points × 2 marks)

SECTION E: PRACTICAL KNOWLEDGE

(20 Marks)

1. Explain how to open a program from the desktop.

(5)

Suggested Answer:

- Move the pointer to the program icon
- Double-click the icon using the left mouse button
- Wait for the program to load

Award marks for correct sequence and explanation

2. Explain how to close a program correctly.

(5)

Suggested Answer:

- Save your work
- Click the X button in the top-right corner
- Confirm closing if prompted

Award marks for relevant steps

3. What is file management?

(5)

Suggested Answer:

File management is the process of creating, saving, organising, moving, and deleting files and folders on a computer.

4. Why is file management important?

(5)

Suggested Answer:

- Keeps files organised
- Makes information easy to find
- Prevents loss of work
- Saves time
- Improves productivity

(Any relevant FIVE points)

SECTION F: APPLICATION QUESTIONS

(20 Marks)

1. You arrive in the computer laboratory and notice a loose cable. What should you do?

(5)

Suggested Answer:

- Do not touch the cable
- Inform the teacher immediately
- Keep other learners away if necessary
- Wait for assistance

Award marks for safety awareness

2. A learner is eating while using a computer. Explain why this is not allowed.

(5)

Suggested Answer:

- Food can damage equipment
- Liquids may spill onto computers
- It creates an unsafe environment
- It may cause electrical hazards
- It can shorten the lifespan of equipment

(Any relevant FIVE points)

3. Explain how sharing a computer with another learner can help when there are limited computers.

(5)

Suggested Answer:

- Allows more learners access to computers
- Encourages teamwork
- Promotes peer learning
- Ensures everyone participates
- Maximises available resources

(Any relevant FIVE points)

4. Describe how computer skills can help you in your future career.

(5)

Suggested Answer:

- Improve employability
- Assist with communication
- Help create documents and presentations
- Support further studies
- Enable use of modern technology

(Any relevant FIVE points)

MARKING GUIDELINES

- Award marks for correct answers only.
- Accept answers with similar meaning.
- Do not penalise minor spelling errors where meaning is clear.
- Encourage understanding and application of knowledge.
- Use professional judgement when assessing open-ended responses.
- Provide constructive feedback to learners.

TOTAL: 100 MARKS

RURAL DIGITAL BRIDGE

GRADE 7 COMPUTER LITERACY

FINAL EXAMINATION

School: Nong Modikwa Primary School

Programme: Rural Digital Bridge

Grade: 7

Time: 2 Hours

Total Marks: 100

Learner Name: _____

Date: _____

INSTRUCTIONS

1. Answer all questions.
2. Read each question carefully.
3. Write neatly and clearly.
4. Attempt all questions.
5. Do not share answers with other learners.
6. Raise your hand if you require assistance.

SECTION A: MULTIPLE CHOICE QUESTIONS

(20 Marks)

Choose the correct answer.

1. What is a computer?
A. A toy
B. An electronic device used to process information

- C. A television
- D. A chair

(2)

2. Which device is used for typing?
- A. Mouse
 - B. Keyboard
 - C. Speaker
 - D. Monitor

(2)

3. Which Microsoft program is used for typing documents?
- A. PowerPoint
 - B. Paint
 - C. Word
 - D. Calculator

(2)

4. Which Microsoft program is used for presentations?
- A. Excel
 - B. Word
 - C. Paint
 - D. PowerPoint

(2)

5. What is a cell in Excel?
- A. A keyboard key
 - B. A box used to enter data
 - C. A folder
 - D. A printer

(2)

6. What is the Internet?
- A. A monitor
 - B. A global network connecting devices
 - C. A mouse
 - D. A cable

(2)

7. Which program is used to access websites?
- A. Browser
 - B. Paint
 - C. Folder
 - D. Calculator

(2)

8. What is cyberbullying?
- A. Using technology to bully others
 - B. Using a keyboard
 - C. Saving files
 - D. Typing practice

(2)

9. Which of the following is an educational use of a smartphone?
- A. Researching information
 - B. Using learning apps
 - C. Watching educational videos
 - D. All of the above

(2)

10. What does AI stand for?
- A. Automatic Information
 - B. Artificial Intelligence
 - C. Artificial Internet
 - D. Advanced Input

(2)

SECTION B: MATCH THE COLUMNS

(10 Marks)

Match Column A with Column B.

Column A

Column B

- | | |
|-------------------|------------------------------|
| 1. Microsoft Word | A. Used for presentations |
| 2. PowerPoint | B. Technology that learns |
| 3. Browser | C. Used for typing documents |
| 4. AI | D. Opens websites |
| 5. Smartphone App | E. Program used on a phone |

(10)

SECTION C: TRUE OR FALSE

(10 Marks)

Write TRUE or FALSE.

1. Computers should be handled carefully. _____
2. The Internet can help learners study. _____
3. Excel is used for calculations and tables. _____
4. Learners should share passwords with strangers. _____
5. Digital citizenship promotes responsible technology use. _____
6. Smartphones can be used for educational purposes. _____
7. Cyberbullying is acceptable behaviour online. _____
8. Search engines help users find information online. _____
9. AI is part of modern technology. _____
10. Educational apps can improve learning. _____

(10)

SECTION D: SHORT QUESTIONS

(20 Marks)

1. Mention FOUR computer laboratory rules.
(4)
 2. Explain the purpose of Microsoft Word.
(4)
 3. What is the Internet?
(4)
 4. Mention FOUR responsible online safety rules.
(4)
 5. Define Artificial Intelligence (AI).
(4)
-

SECTION E: PRACTICAL APPLICATION

(20 Marks)

1. Explain how to create and save a document in Microsoft Word.
(5)
 2. Explain how Microsoft Excel can help organise information.
(5)
 3. Describe how PowerPoint can be used in a school project.
(5)
 4. Explain how smartphones can support learning in rural schools.
(5)
-

SECTION F: ESSAY / LONG QUESTIONS

(20 Marks)

Question 1

Discuss FIVE ways in which technology helps learners in their education.

(10)

Question 2

Explain FIVE responsibilities of a good digital citizen.

(10)

TOTAL: 100 MARKS

TEACHER COMMENTS

Teacher Signature: _____

Date: _____

RURAL DIGITAL BRIDGE

GRADE 7 COMPUTER LITERACY FINAL EXAMINATION MEMORANDUM

School: Nong Modikwa Primary School

Programme: Rural Digital Bridge

Grade: 7

Total Marks: 100

SECTION A: MULTIPLE CHOICE QUESTIONS

(20 Marks)

1. B – An electronic device used to process information
2. B – Keyboard
3. C – Word
4. D – PowerPoint
5. B – A box used to enter data
6. B – A global network connecting devices
7. A – Browser
8. A – Using technology to bully others
9. D – All of the above
10. B – Artificial Intelligence

Award 2 marks each

Total: 20 Marks

SECTION B: MATCH THE COLUMNS

(10 Marks)

Column A

Correct Answer

1. Microsoft Word C. Used for typing documents

Column A	Correct Answer
2. PowerPoint	A. Used for presentations
3. Browser	D. Opens websites
4. AI	B. Technology that learns
5. Smartphone App	E. Program used on a phone

Award 2 marks each

Total: 10 Marks

SECTION C: TRUE OR FALSE

(10 Marks)

1. TRUE
2. TRUE
3. TRUE
4. FALSE
5. TRUE
6. TRUE
7. FALSE
8. TRUE
9. TRUE
10. TRUE

Award 1 mark each

Total: 10 Marks

SECTION D: SHORT QUESTIONS

(20 Marks)

1. Mention FOUR computer laboratory rules.

(4)

Any FOUR:

- Do not eat or drink near computers
- Wash hands before using computers
- Handle equipment carefully
- Follow teacher instructions
- Do not pull cables
- Sit properly when using computers
- Report damaged equipment

Award 1 mark each

2. Explain the purpose of Microsoft Word.

(4)

Suggested Answer:

Microsoft Word is used to:

- Type documents
- Create letters
- Write assignments
- Edit and format text

(Any FOUR)

Award 1 mark each

3. What is the Internet?

(4)

Suggested Answer:

The Internet is a worldwide network that connects computers, smartphones, and other devices to share information and communicate.

Award up to 4 marks for a complete answer.

4. Mention FOUR responsible online safety rules.

(4)

Any FOUR:

- Do not share passwords
- Protect personal information
- Avoid talking to strangers online
- Visit safe websites
- Report suspicious activity
- Ask adults or teachers for help

Award 1 mark each

5. Define Artificial Intelligence (AI).

(4)

Suggested Answer:

Artificial Intelligence is technology that enables computers and machines to think, learn, solve problems, and make decisions in ways similar to humans.

Award up to 4 marks.

SECTION E: PRACTICAL APPLICATION

(20 Marks)

1. Explain how to create and save a document in Microsoft Word.

(5)

Suggested Answer:

- Open Microsoft Word
- Create a new document
- Type information
- Click File → Save
- Choose a location and file name
- Click Save

Award marks for correct steps.

2. Explain how Microsoft Excel can help organise information.

(5)

Suggested Answer:

Excel helps users:

- Create tables
- Organise information
- Store data
- Perform calculations
- Analyse information

(Any FIVE)

3. Describe how PowerPoint can be used in a school project.

(5)

Suggested Answer:

PowerPoint can be used to:

- Present information
- Create slides

- Add pictures and text
- Share research findings
- Make presentations more engaging

(Any FIVE)

4. Explain how smartphones can support learning in rural schools.

(5)

Suggested Answer:

Smartphones help learners:

- Access educational information
- Use learning applications
- Watch educational videos
- Join online learning groups
- Communicate with teachers
- Conduct research

(Any FIVE)

SECTION F: ESSAY / LONG QUESTIONS

(20 Marks)

Question 1

Discuss FIVE ways in which technology helps learners in their education.
(10)

Suggested Answers:

- Access to information

- Online learning opportunities
- Research and assignments
- Communication with teachers
- Educational videos and tutorials
- Development of digital skills
- Improved learning experiences
- Access to educational applications

(Any FIVE points × 2 marks)

Question 2

Explain FIVE responsibilities of a good digital citizen.
(10)

Suggested Answers:

- Respect others online
- Protect personal information
- Use strong passwords
- Avoid cyberbullying
- Use technology responsibly
- Follow online safety rules
- Report inappropriate content
- Communicate respectfully

(Any FIVE points × 2 marks)

MARKING GUIDELINES

- Award marks for correct answers only.

- Accept answers with similar meaning.
 - Do not penalise spelling mistakes where meaning is clear.
 - Encourage understanding and practical application of knowledge.
 - Award partial marks where appropriate.
 - Use professional judgement when assessing extended responses.
 - Provide constructive feedback to learners.
-

PERFORMANCE LEVEL DESCRIPTORS

Percentage Achievement Level

80–100% Outstanding

70–79% Excellent

60–69% Good

50–59% Satisfactory

40–49% Basic Achievement

Below 40% Needs Improvement

TOTAL: 100 MARKS

ADDITIONAL ASSESSMENTS

Practical Assessment Tasks (PATs)

PRACTICAL ASSESSMENT TASK (PAT) 1

COMPUTER BASICS

Programme: Rural Digital Bridge

Grade: 7

Subject: Computer Literacy

Total Marks: 20

Time: 30–45 Minutes

Learner Name: _____

Date: _____

INSTRUCTIONS

1. Complete all tasks.
 2. Follow the teacher's instructions carefully.
 3. Handle all computer equipment responsibly.
 4. Ask for assistance if needed.
 5. Work independently unless instructed otherwise.
-

TASK 1: IDENTIFY COMPUTER PARTS

(5 Marks)

The teacher will point to computer components.

Identify the following:

1. Monitor _____
2. Keyboard _____

3. Mouse _____
4. System Unit _____
5. Power Button _____

(1 mark each)

TASK 2: COMPUTER SAFETY

(5 Marks)

Demonstrate the following safety practices:

Activity	Marks
Wash hands before use	1
Sit correctly at the computer	1
Handle equipment carefully	1
Follow teacher instructions	1
Keep food and drinks away	1

Total: 5 Marks

TASK 3: STARTING A COMPUTER

(5 Marks)

Demonstrate the correct procedure for turning on a computer.

Step	Marks
Checks cables and connections	1
Switches on power source	1
Presses system unit power button	1

Step	Marks
Switches on monitor	1
Waits for desktop to load	1

Total: 5 Marks

TASK 4: MOUSE SKILLS

(5 Marks)

Complete the following tasks:

Activity	Marks
Move pointer accurately	1
Single-click an icon	1
Double-click an icon	1
Right-click on desktop	1
Use scroll wheel correctly	1

Total: 5 Marks

TOTAL: 20 MARKS

PRACTICAL ASSESSMENT TASK (PAT)

2

MICROSOFT WORD AND TYPING SKILLS

Programme: Rural Digital Bridge

Grade: 7

Subject: Computer Literacy

Total Marks: 20

Time: 45–60 Minutes

Learner Name: _____

Date: _____

INSTRUCTIONS

1. Complete all tasks using Microsoft Word.
 2. Follow the teacher's instructions carefully.
 3. Save your work before closing the program.
 4. Work independently.
 5. Ensure neat and accurate work.
-

TASK 1: OPEN MICROSOFT WORD

(2 Marks)

The learner must:

Activity	Marks
Locate Microsoft Word icon	1
Open Microsoft Word correctly	1

Total: 2 Marks

TASK 2: TYPING ACTIVITY

(8 Marks)

Type the following paragraph exactly as shown:

Computers help us learn, communicate, and solve problems. Digital skills are important for success in school and everyday life. Technology allows learners to access information and develop new skills for the future.

Assessment Criteria:

Activity	Marks
Correct typing of paragraph	2
Correct use of capital letters	2
Correct spacing between words	2
Accuracy and neatness	2

Total: 8 Marks

TASK 3: FORMAT THE DOCUMENT

(5 Marks)

Perform the following formatting tasks:

Activity	Marks
Change the title to Bold	1
Increase font size	1
Centre the title	1
Change font style	1

Activity	Marks
Save formatting correctly	1

Total: 5 Marks

TASK 4: SAVE THE DOCUMENT

(5 Marks)

Save the document using the following file name:

My First Word Document

Assessment Criteria:

Activity	Marks
Clicks File → Save	1
Selects save location	1
Enters correct file name	1
Saves document successfully	1
Closes document correctly	1

Total: 5 Marks

TOTAL: 20 MARKS

PRACTICAL ASSESSMENT RUBRIC

Level	Description	Marks
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Level	Description	Marks
Excellent	Completes all tasks accurately and independently	16–20
Good	Completes most tasks correctly with minimal support	11–15
Satisfactory	Completes some tasks correctly with assistance	6–10
Needs Improvement	Requires significant assistance to complete tasks	0–5

TEACHER COMMENTS

MEMORANDUM

TASK 1: OPEN MICROSOFT WORD (2)

✓ Microsoft Word opened successfully.

TASK 2: TYPING ACTIVITY (8)

✓ Paragraph typed correctly.

✓ Correct spacing and punctuation used.

✓ Capital letters used correctly.

✓ Work presented neatly.

TASK 3: FORMAT THE DOCUMENT (5)

✓ Title bolded.

✓ Font size increased.

✓ Title centred.

✓ Font style changed.

✓ Formatting saved.

TASK 4: SAVE THE DOCUMENT (5)

✓ File saved successfully.

✓ Correct file name used.

✓ Correct save location selected.

✓ Document closed properly.

TOTAL: 20 MARKS

PRACTICAL ASSESSMENT TASK (PAT)

3

MICROSOFT EXCEL ACTIVITY

Programme: Rural Digital Bridge

Grade: 7

Subject: Computer Literacy

Total Marks: 20

Time: 45–60 Minutes

Learner Name: _____

Date: _____

INSTRUCTIONS

1. Open Microsoft Excel.
 2. Complete all activities as instructed.
 3. Save your work before closing the program.
 4. Work independently.
 5. Follow all computer laboratory rules.
-

TASK 1: OPEN MICROSOFT EXCEL

(2 Marks)

Activity	Marks
Locate Microsoft Excel	1
Open Microsoft Excel successfully	1

Total: 2 Marks

TASK 2: CREATE A SIMPLE TABLE

(8 Marks)

Create the following table:

Learner Name Test Mark

John 65

Mary 78

Peter 82

Sarah 90

Assessment Criteria:

Activity	Marks
Correct column headings	2
Correct learner names entered	2
Correct marks entered	2
Neat table layout	2

Total: 8 Marks

TASK 3: FORMAT THE TABLE

(5 Marks)

Perform the following tasks:

Activity	Marks
Bold column headings	1
Adjust column width	1

Activity	Marks
Centre headings	1
Apply borders to table 1	
Present neat work	1

Total: 5 Marks

TASK 4: SAVE THE WORKBOOK

(5 Marks)

Save the file using the name:

Excel Assessment PAT 3

Activity	Marks
Click File → Save	1
Select save location	1
Enter correct file name	1
Save workbook successfully	1
Close workbook correctly	1

Total: 5 Marks

TOTAL: 20 MARKS

TEACHER COMMENTS

PRACTICAL ASSESSMENT TASK (PAT)

4

MICROSOFT POWERPOINT PRESENTATION

Programme: Rural Digital Bridge

Grade: 7

Subject: Computer Literacy

Total Marks: 20

Time: 45–60 Minutes

Learner Name: _____

Date: _____

INSTRUCTIONS

1. Open Microsoft PowerPoint.
 2. Create a simple presentation about "**The Importance of Computers in Education.**"
 3. Follow the instructions carefully.
 4. Save your presentation before closing the program.
 5. Work independently.
-

TASK 1: OPEN MICROSOFT POWERPOINT

(2 Marks)

Activity	Marks
Locate Microsoft PowerPoint	1
Open Microsoft PowerPoint successfully	1

Total: 2 Marks

TASK 2: CREATE A PRESENTATION

(8 Marks)

Create a presentation with at least **3 slides**.

Slide 1

Title: The Importance of Computers in Education

Slide 2

Ways Computers Help Learners

Slide 3

Benefits of Digital Skills

Assessment Criteria	Marks
Correct title slide	2
Three slides created	2
Relevant information included	2
Neat presentation layout	2

Total: 8 Marks

TASK 3: FORMAT THE PRESENTATION

(5 Marks)

Activity	Marks
Apply a design theme	1
Insert an image	1
Format title correctly	1

Activity	Marks
Use bullet points	1
Presentation is neat and readable	1

Total: 5 Marks

TASK 4: SAVE THE PRESENTATION

(5 Marks)

Save the presentation using the file name:

PAT 4 PowerPoint Presentation

Activity	Marks
Click File → Save	1
Select save location	1
Enter correct file name	1
Save presentation successfully	1
Close PowerPoint correctly	1

Total: 5 Marks

TOTAL: 20 MARKS

TEACHER COMMENTS

PRACTICAL ASSESSMENT TASK (PAT)

5

INTERNET RESEARCH ACTIVITY

Programme: Rural Digital Bridge

Grade: 7

Subject: Computer Literacy

Total Marks: 20

Time: 45–60 Minutes

Learner Name: _____

Date: _____

INSTRUCTIONS

1. Open a web browser.
2. Use the Internet responsibly.
3. Complete all activities.
4. Save or record your answers as instructed by the teacher.
5. Follow online safety rules at all times.

TASK 1: OPEN A WEB BROWSER

(2 Marks)

Activity	Marks
Opens a web browser successfully	1
Navigates to a search engine	1

Total: 2 Marks

TASK 2: CONDUCT INTERNET RESEARCH

(8 Marks)

Research the topic:

"Benefits of Computers in Education"

Find at least FOUR benefits and record them.

Examples:

- Access to information
- Online learning
- Research opportunities
- Improved communication

Assessment Criteria	Marks
Topic searched correctly	2
Four benefits identified	4
Information relevant and accurate	2

Total: 8 Marks

TASK 3: ONLINE SAFETY ACTIVITY

(5 Marks)

Write FIVE online safety rules learners should follow.

Examples:

- Do not share passwords
- Protect personal information

- Avoid strangers online
- Visit safe websites
- Ask adults for help when unsure

Assessment Criteria Marks

Five rules identified 5

Total: 5 Marks

TASK 4: RECORD AND SAVE FINDINGS

(5 Marks)

Learners must record their findings in a Word document or exercise book.

Activity	Marks
Information recorded neatly	2
Correct heading used	1
Work completed independently	1
Work submitted on time	1

Total: 5 Marks

TOTAL: 20 MARKS

TEACHER COMMENTS

PRACTICAL ASSESSMENT TASK (PAT)

6

DIGITAL CITIZENSHIP AND ONLINE SAFETY ACTIVITY

Programme: Rural Digital Bridge

Grade: 7

Subject: Computer Literacy

Total Marks: 20

Time: 45–60 Minutes

Learner Name: _____

Date: _____

INSTRUCTIONS

1. Read all questions carefully.
2. Complete all activities.
3. Work independently.
4. Apply responsible digital citizenship principles.
5. Use complete sentences where required.

TASK 1: DIGITAL CITIZENSHIP KNOWLEDGE

(5 Marks)

Answer the following questions:

1. What is Digital Citizenship? (2)

2. Mention THREE characteristics of a responsible digital citizen. (3)

TASK 2: ONLINE SAFETY SCENARIOS

(5 Marks)

Read the situations below and write the correct action.

Scenario 1

A stranger asks for your password online.

What should you do?

(2)

Scenario 2

You receive a message that makes you feel uncomfortable.

What should you do?

(3)

TASK 3: CYBERBULLYING ACTIVITY

(5 Marks)

Answer the following:

1. What is cyberbullying? (2)

2. Mention THREE ways learners can prevent cyberbullying. (3)

TASK 4: RESPONSIBLE TECHNOLOGY USE

(5 Marks)

Write FIVE rules for responsible use of technology.

1.

2.

3.

4.

5.

(5)

TOTAL: 20 MARKS

PRACTICAL ASSESSMENT RUBRIC

Achievement Level	Description	Marks
Outstanding	Demonstrates excellent understanding of digital citizenship and online safety	18–20
Excellent	Demonstrates good understanding with minimal support	15–17
Competent	Demonstrates satisfactory understanding	11–14

Achievement Level	Description	Marks
Developing	Demonstrates limited understanding	6–10
Beginning	Requires significant support	0–5

TEACHER COMMENTS

GLOSSARY

Artificial Intelligence (AI) – Technology that enables computers and machines to perform tasks that normally require human intelligence such as learning, problem-solving, and decision-making.

Assessment – A method used to measure a learner's knowledge, understanding, and skills.

Browser – A software application used to access websites and information on the Internet.

Cell – A box in a Microsoft Excel worksheet where data is entered.

Computer – An electronic device that receives, processes, stores, and outputs information.

Computer Lab Rules – Guidelines that help protect learners, equipment, and the learning environment.

Cursor – A blinking indicator showing where text will appear on a computer screen.

Cyberbullying – The use of technology to bully, harass, threaten, or harm another person.

Data – Facts and information entered into a computer for processing.

Desktop – The main screen displayed after a computer has finished loading.

Digital Citizenship – Responsible, safe, respectful, and ethical use of digital technology and the Internet.

Digital Literacy – The ability to use computers, digital devices, software, and online resources effectively.

Document – A file created using word-processing software such as Microsoft Word.

Double Click – Pressing the left mouse button twice quickly to open a file or program.

Excel – Spreadsheet software used to organise information, create tables, and perform calculations.

File – A collection of information stored on a computer.

File Management – The process of creating, saving, organising, moving, and deleting files and folders.

Folder – A storage location used to organise files on a computer.

Google – A popular search engine used to find information on the Internet.

Hardware – The physical parts of a computer that can be seen and touched.

Input Device – Hardware used to enter information into a computer, such as a keyboard or mouse.

Internet – A worldwide network that connects computers and devices for communication and information sharing.

Keyboard – An input device used for typing letters, numbers, and symbols.

Learner – A student participating in teaching and learning activities.

Memorandum – A marking guide that provides correct answers and assessment guidelines.

Microsoft Office – A collection of software applications including Word, Excel, and PowerPoint.

Microsoft PowerPoint – Presentation software used to create and display slideshows.

Microsoft Word – Word-processing software used to create and edit documents.

Monitor – The screen that displays information from a computer.

Mouse – An input device used to control the pointer and select items on the screen.

Online Safety – Practices that help users stay safe while using the Internet and digital devices.

Password – A secret word or combination of characters used to protect accounts and information.

Pointer – The arrow-shaped symbol controlled by a mouse on the computer screen.

PowerPoint Slide – A single page within a PowerPoint presentation.

Practical Assessment – An assessment that measures a learner's ability to perform a task or demonstrate a skill.

Program – Software designed to perform specific tasks on a computer.

Responsible Technology Use – Using technology in a safe, respectful, and ethical manner.

Save – The process of storing work on a computer so it can be accessed later.

Search Engine – A website used to locate information on the Internet.

Smart Technology – Technology that uses data, automation, and intelligent systems to perform tasks.

Smartphone – A mobile device capable of communication, Internet access, and educational activities.

Software – Programs and applications that tell a computer what to do.

Space Bar – A key on the keyboard used to create spaces between words.

Spreadsheet – A document organised into rows and columns used for calculations and data management.

Taskbar – A section of the desktop that displays open programs and system information.

Technology – Tools, devices, and systems developed to solve problems and improve efficiency.

Test – A formal assessment used to evaluate learner understanding.

Typing – Entering text into a computer using a keyboard.

Website – A collection of web pages available on the Internet.

Word Processing – The creation, editing, formatting, and printing of text documents.

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CHAPTER-SPECIFIC REFERENCE ALIGNMENT

Chapters 1–3: Introduction to Computers, Computer Rules and Safety, Turning On a Computer and Mouse Skills

- Microsoft Digital Literacy Curriculum Manual (2020)
- UNESCO Media and Information Literacy Curriculum (2024)

Chapters 4–6: Desktop and Programs, File Management, Typing and Microsoft Word

- Microsoft Office Learning Resources (2024)
- ResearchGate: Application of Microsoft Office Suite in Teaching and Learning (2021)

Chapters 7–9: Microsoft Excel and PowerPoint, Introduction to the Internet

- Microsoft Office Learning Resources (2024)
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- World Bank Digital Inclusion Resources (2023)

Chapters 10–12: Digital Citizenship, Educational Use of Smartphones, Artificial Intelligence and Smart Technology

- UNESCO Digital Citizenship Education Framework (2024)
- Department of Basic Education Online Safety Resources (2024)
- World Economic Forum Future of Jobs Report (2023)
- South African National Digital and Future Skills Strategy (2022)

AUTHOR'S ORIGINAL WORK

Ledwaba, L. M. (2026). *Rural Digital Bridge Grade 7 Computer Literacy Curriculum*. Nong Modikwa Primary School, Limpopo, South Africa.

Ledwaba, L. M. (2026). *Rural Digital Bridge Grade 7 Computer Literacy Teacher Guide*. Nong Modikwa Primary School, Limpopo, South Africa.

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