**1. INTRODUCTION TO COMPUTER**

**1. Answer Briefly:**

(1)What is a computer?

Ans. Computer is an electronic machine. It can store large amount of data in its memory. It can process the same data to give desired output according to the instructions.

(2) Write any three features of computer.

Ans. A computer can calculate at high speed. Computer gives accurate results as long as it receives correct data and instruction and computer has large memory son it can store a large amount of data.

(3) Draw and explain the block the block diagram of a computer.

Ans: (1) Input device : A device through which data is entered is called an input device.

(2) Central Processing Unit(CPU): It is made up of three parts:

(a) ALU (Arithmetic and Logic Unit): All the arithmetic operations and logical operations are done here.

(b) CU (Control Unit) : This unit regulates and manages the whole computer system.

(c) Memory Unit: The information is temporarily stored in this unit.

(3) Output device : The processed data is displayed on an output device.

(4)Write a short note on mouse.

Ans. The mouse is a small but a very important input device designed to fit into one’s cupped palm. It is used to point at a graphical object on the monitor screen.

(5) Explain any three uses of computer.

Ans. Computers in entertainment: You can use a computer to play games, listen to music and songs, watch movies etc.

Computers in weather forecasting: Computers are used to record and forecast the day and night temperatures as well as rainfall.

Computers in research: Computers are used for scientific research. They are also used to design new machines and applications.

(6) Write the limitations of a computer.

Ans. The limitations of computers are: (1) A computer lacks intelligence and works only on instructions.(2) A computer has no feelings ort emotions and hence cannot be creative like human.

**2.Answer in one sentence.**

(1) What is an input device?

Ans. A device through which data is entered is called input device.

(2) What is an output device?

Ans. The processed data is displayed on an output device.

(3) Name the different parts of CPU.

Ans. ALU (Arithmetic and Logic Unit): All the arithmetic operations as well as logical operations are doing here.CU (Control Unit) : This unit regulates and manages the whole computer system. Memory Unit: The information is temporarily stored in this unit.

(4) What is the use of a scanner?

Ans. A scanner allows you to capture documents that are printed on paper and turn into digital format to be viewed on a computer.

(5) What is a barcode reader?

Ans. A barcode reader can read the black and white parallel lines on a product contains coded information about the product.

(6) What is the use speaker in a computer system?

Ans. The recorded sound stored in the computer can be paly back through speakers.

**3.Name the following.**

(1) The person who uses a computer.

Ans. User

(2) A unit of CPU where arithmetic and logical operations are done.

Ans. Arithmetical and Logic Unit

(3) An exclusive set of keys for numbers and arithmetic operators.

Ans. Numeric key pad.

(4) The output device looks like a TV screen.

Ans. Monitor.

**4.Name any two.**

(1) Storage device.

Ans. Hard disk and Compact Disk

(2) Input Devices.

Ans. Keyboard and Mouse.

(3) Output device.

Ans. Monitor and Printer

(4)Types of computer.

Ans. Laptop Computer, Desktop Computer.

**5.What is the function of the following keys.**

(1) Spacebar.

Ans. This is the largest key on the keyboard and is used to insert blank spaces between two characters or words.

(2) Enter key

Ans. The enter key is used to move the cursor to the next line. It is also used to tell the computer to carry out the typed instruction.

(3) Arrow keys.

Ans. The four arrow or cursor keys (up, down, left, right) can be pressed to move the cursor in these directions.

(4) Escape key

Ans. Escape key is used to tell the computer to abort or stop processing an instruction.

6**. Distinguish between:**

|  |  |
| --- | --- |
| Primary Memory | Secondary Memory |
| 1.This memory temporarily hold data and transactions | 1. This memory permanently stores important instructions. |
| 2. When the computer is switched off, everything in this memory gets erased. | 2.When the computer is switched off the data in the memory will not be erased |

**7. Fill in the blanks:**

(1)Scanner is an input device.

(2)The Control unit regulates and manages the whole computer system.

(3)The coded black and white parallel lines on a product label is read by Barcode reader and sent to the computer.

(4) Hard disk is a secondary memory.

(5) The rapidly click the left mouse button twice is called Double Click.

**8. Arrange the following device as input or output:**

(a) Mouse

(b) Monitor

(c )Keyboard

(d) Speaker

(e)Scanner

(f) Microphone

|  |  |
| --- | --- |
| Input Device | Output Device |
| a.Mouse | a.Monitor |
| b. Keyboard | b.Speaker |
| c. Scanner | c.Printer |
| d. Microphone |  |
| 9.Match the following. | |
| Input Unit | Keyboard |
| Output Unit | Monitor |
| CPU | ALU |
|  |  |

|  |
| --- |
| 2 **OPERATING SYSTEM** |

**1. Answer Briefly:**

(1)Describe the operating system.

Ans. An operating system is a set of instruction which controls data, data storage and information.

(2)What is CUI?

Ans. It uses text or commands, typed through the keyboard to help the user communicate with the computer.

(3)What is GUI?

Ans. It uses graphic objects to help the user to interact with computer. In the windows operating system, commands are given by clicking on small pictures, symbols and words.

(4)Explain booting?

Ans. The program stored in the ROM checks the basic input and output devices and then loads the operating system. This sequence of operations is called booting.

(5) Which are the two types of booting? Explain.

Ans. they are of two types –

(1) Warm booting: Warm booting is resetting the computer, were operating system is already on by pressing ctrl + alt +delete keys.

(2) Cold booting: a cold boot is the start of computer from the beginning. Computer always starts with cold booting.

**2.Answer in one sentence:**

(1)What are icons?

Ans. On the desktop you can see several small pictures with labels. These graphical questions are called icons.

(2)What is a status bar?

Ans.The horizontal bar below the work area is called the status bar.

(3)What is the window desktop?

Ans. Desktop is the control center of window. Desktop has small icons that run certain important programs we frequently use.

**3.Name the following.**

(1) Which is the most popular operating system?

Ans. Windows Operating system.

(2) Name the windows sizing buttons on the title bar.

Ans. Maximize, Minimize and close button.

(3) Name two operating systems.

Ans. Windows Operating system and Linux operating system.

(4) Name any three components of a program window.

Ans. Menu bar, Toolbar and Title bar.

4. Explain the use of maximize and restore buttons.

Ans. When a program window occupies the entire screen on the Desktop. The widow is said to be maximized.. When widow is maximized, the middle button is restore button. Clicking this button makes the window smaller size. Once small, the middle button changes to maximize, indicating if you click on this button now, the window will be maximized.

**5.Fill in the blanks:**

(1) A graphical symbol on the Desktop is called Icon.

(2) Ctrl + Alt + Del Reboot the computer.

(3) DOS has a character user interface.

(4) Linux operating system was developed by Travalds linus.

(5) Below the title bar is Menu bar.

(6) The narrow bar at the bottom of the Desktop is called Double Click.

**3. WORKING OF COMPUTER.**

**1. Answer briefly:**

(1) What is the use of WordPad program?

Ans. We can type the letters, notes , we can copy, paste the text and we can modify the text using colour and style.

(2) Explain any four tools of paint program.

Ans. Paint can is used to fill a colour in a closed area. Pencil can be used to draw or colour likes an ordinary pencil. Line tool is used to draw straight lines. Ellipse tool is used to draw ovals and circles.

(3) Distinguish between system software and application software.

Ans. System software is a set of programs which connects the application software and hardware device. Eg: M/S Windows. Application software pertains to one specific application. Eg: M/S word, M/s Paint.

(4)Write the steps to open calculator window.

Ans. Click start button -> All programs -> Accessories-> Calculator.

(5)What is the use of Paint program and write the step to start it.

Ans. M/S Paint programs are used to draw pictures, To start M/S Paint, Click start button -> All programs -> Accessories-> M/S Paint.

**2. Answer in one sentences:**

(1)What is the work area in the word pad program window?

Ans. Below the menu bar, the wide blank white area with a blinking cursor is the work area of the WordPad program.

(2) Where is the date and time displayed on the Desktop?

Ans. On the right hand side of the taskbar.

(3) What is the use of display box in Calculator Program window?

Ans. To display the output and input of the calculator.

**3. Write the names of the tool in the Paint program.**

(1) To add text - Text tool

(2) To draw Curve - Curve tool.

(3) To get enlarged view - Magnifier

(4) To erase an image - Eraser

(5) To Draw ovals and circles - Ellipse tool

**4. Give the use of the following commands:**

(1)New : To open a new paint file or WordPad file.

(2)Print Preview: To see your picture on the monitor as it will be printed.

(3)Set as wall paper: To set your picture as desktop back ground.

(4)Save As: To save existing file with a new file name.

**5. Fill in the blanks:**

(1) Select tool is used for selection in paint program.

(2) Bold tool to makes the letter bold.

(3)In Paint program Paint can used to fill colour in the object.

(4) Double-click on the time-box icon on the Taskbar to open the Date and time properties window.

(5)Calculator is used for doing calculations.

**4 COMPUTER LAB – RULES AND ETIQUETTES**

**1. Answer briefly:**

(1) Write any three lab rules.

Ans. Do not remove or disconnect any cable, Use keyboard and mouse and gently and always move the mouse on the mouse pad.

(2)Write any three moral values.

Ans. Do not change any computer settings, Do not read or modify other users file and Don’t use pirated software.

(3)What happened if suddenly electricity goes off?

Ans. If there is sudden power failure, Hardware may get permanently damaged while software may get corrupted.

(4)What are the precautions taken while sitting in front of the computer?

Ans. Sit straight, end fingers less, he monitor should be at least 2 feet away from you and blink your eyes often.

**2. Answer in one sentences:**

(1) What is a virus?

Ans. Computer virus is a small program, which infects the computer by corrupting the files, and uses the computers memory with out our knowledge.

(2) What is the use of UPS?

Ans. In the case of power failure, an UPS can supply power for some more time allowing you to safely shutdown the computer.

(3) Name some of the antivirus programs?

Ans. Norton, AVG, IBM and Quick Heal.

(4) How does virus affect the computer?

Ans. Virus enters the computer while surfing the net or through e-mails, as well as through infected floppies, CD’s and pen drives.

**3. Fill in the blanks:**

(1) The full form of UPS is *Uninterrupted Power Supply*.

(2) The monitor Should be at a distance of *2* feet..

(3) *Blink* your eyes often an look around to give rest to the eyes..

(4) Do not change any computer *settings*.

(5)To detect the virus in a computer *Anti Virus* program is used.

**4. State true or False:**

(1) Always keep mouse on mouse pad. True

(2) Compter virus is a hardware. False

(3) Norton, AVG, are antivirus programs. True

**5. COMMUNICATION DEVICES**

**1. Answer briefly:**

(1) What are communication devices?

Ans. The devices which help us to communicate are known as communication devices. Eg : Mobile, Computer.

(2)Which are the sources of information?.

Ans. The sources of information are Printing press, Xerox Machine, Fax Machine, Post Office, radio and television.

(3)Explain the following:

(i) E- Mail : Electronic mail is used for sending, receiving and writing messages through internet.

(ii) Teleconferencing: Teleconferencing is uses telephone lines to connect two or more computers and modem, for holding a meeting between people in remote areas or workplaces.

**2. Answer in one sentences:**

(1) What is the use of fax machine?

Ans. Fax machine can send pictures or text over telephone line quickly.

(2) Who invented telephone?

Ans. Alexander Graham Bell invented the telephone.

(3) What is internet?

Ans. The internet is a worldwide system of computer networks in which user at any one computer can get information from any other computer.

(4) What is the use of ATM?

Ans. ATM (Automated teller Machine) is used to withdraw money any time without going to bank.

3. **Fill in the blanks.**

(1) Instead of printed books *ebooks* are available.

(2)SMS and MMS can be sent through *mobile phone*.

(3)Short messages can be send through *email*.

4. **Match the following:**

*Group ‘A’ Ans*.

(1) Microprocessor Chip : Intel

(2) First telegraph message : Samuel Morse.

(3) First dictionary : Webster

(4) Sound Recording : Thomas Edison