



# INDIAN SCHOOL AL WADI AL KABIR

Class: X	Department: Computer Science
WORKSHEET 1	SKILL SUBJECTS PART A UNIT 3 ICT SKILLS

## 1 mark Questions

1. Which of the following functions is not performed using a mouse?  
(a) **Turn on**  
(b) Hover  
(c) Right click  
(d) Drag and Drop
2. What is the term used when you press and hold the left mouse key and move the mouse around?  
(a) Highlighting  
(b) **Dragging**  
(c) Selecting  
(d) Moving
3. What do you mean by ICT?  
**Ans.** ICT stands for Information and Communication Technology. ICT refers to all the tools related to storing, recording and sending digital information
4. What do you mean by Operating System?  
**Ans.** Operating System : It is a software that act as an interface between the user and the computer.
5. Name two operating systems for laptops or desktop.  
**Ans.** Two operating systems for laptops or desktop are: a. Ubuntu b. Microsoft Windows
6. Identify me (1 mark each)  
a. I am a physical part of computer.  
b. I am a collection of instruction doing specific task.  
c. I am the software that starts working as soon as we switch on a computer.  
d. I am an input device used to type text, numbers etc e. I am a small device that you can use to move, select and open items on your computer screen.  
**Ans.** a. Hardware b. Software c. Operating System d. Keyboard e. Mouse
7. Expand BIOS?  
**Ans.** BIOS stands for Basic Input/Output
8. Write the extension for the following. (1 mark each)  
a. A Notepad file  
b. A Sound File  
c. An image file  
**Ans.** Extensions are: a. .txt b. .mp3 c. .jpg
9. The file name and file name extension are separated by a \_\_\_\_\_  
**Ans.** dot ( . )

10. What is 's' in "https"?

- a) Smart
- b) Secure**
- c) Safe
- d) None of these

11. \_\_\_\_\_ key helps to move the cursor to the beginning of a new line.

- a) enter**
- b) delete
- c) numlk
- d) end

12. Pressing \_\_\_\_\_ key opens the Start menu.

- a) tab
- b) prt scr
- c) windows**
- d) insert

### 2 Mark Questions

13. Differentiate between Hardware and Software.

**Ans:**

Hardware	Software
The physical components that we can see and touch.	It is a set of programs/instructions that perform a specific task
Monitor, Keyboard are examples of Hardware	MS Paint, MS Word are examples of Software.

14. Differentiate between files and folder.

**Ans.**

File	Folder
A place where information is stored in computer.	A location where a group of files can be stored.
It has a name and extension both	It has only name.

15. What do you mean by Input device? Give two examples.

Ans. Those devices which are used to feed data/command into the computer are called Input device. for example Keyboard and Mouse.

16. What do you mean by drag and drop?

Ans. Moving an item from one location to another with the help of mouse button. This is called drag and drop.

17. Write the basic tips for taking care of Laptop/Desktop.

Ans. Basic tips for taking care of Computer are :

- (i) Keyboard: You can clean a keyboard with a soft brush

- (ii) Screen: You can wipe the screen with a soft cloth to remove any finger marks.
  - (iii) Be careful with food and drinks: Avoid eating and keeping glasses of water or cups of coffee near a computer
  - (iv) Handle devices carefully: Handle and move your laptop carefully and avoid dropping or banging it against a hard surface.
  - (v) Keep the computer cool: If a computer, laptop or mobile device gets overheated, the internal parts can be damaged. The CPU has an internal fan to keep it cool. We should make sure the fan is functioning.
  - (vi) Do not overcharge your battery: Sometimes we keep a device plugged in for charging even after it is fully charged. This reduces the battery life. Always unplug the device once it is charged 100%.
  - (vii) Always plug in devices carefully: Any device being connected to a laptop or computer such as a USB drive or headphones, should be done gently. It should not be forced into the port.
  - (viii) Do not run too many programs at a time: When too many programs are running at the same time, the computer can become slow and even crash.
- (write any four)**

18. What do you mean by threats to Computer? List the various threats to a computer and its data.

Ans: Threats are the ways in which personal information can be leaked from a computer without our knowledge.

The various threats to a computer and its data are:

**(a) Theft:** Theft means stealing of information or hardware. These may be of three types:

- a. **Physical:**
- b. **Identity:**
- c. **Software Piracy**

**(b) Virus:** Viruses are computer programs that can damage the data and software programs or steal the information stored on a computer. Major types of viruses are:

- a. Worms
- b. Trojan horse
- c. Online predators
- d. Internet scams

19. Explain any two ways to protect your data

Ans:

**(a) Use passwords to login to your computer:** Use passwords that are difficult to guess. Passwords are difficult to hack if they are a mix of small (For example 'a b c d') and capital letters (For example, 'H J E R'), numbers (For example '8 7 6 5') and special characters (For example, '% ^ # \$'). This would prevent unauthorized people from using your computer.

**(b) Install Anti-virus and Firewall:** Anti-viruses and Firewall monitor the data coming in and out of a computer and prevent and viruses from entering. Anti-viruses can also detect and clean viruses that may have entered a computer.

**(c) Encrypt Data:** This is usually done by banks and companies in which important customer information is stored. They can encrypt their entire hard disk using the encrypting feature in Windows (Bitlocker). This would force users to use a decryption password (or key) before starting the computer thus preventing unauthorized usage.

**(d) Secure sites:** Give details of your credit card or bank account only on secure sites. See in the address bar of the browser. If the site address starts with https://and a lock symbol, then it is safe to give your credit card and bank details

20. List down the steps for Yearly/Annual Maintenance of a computer.

Ans:

- (i) Clean up contacts list on social media accounts
- (ii) Clean up e-mail contact list
- (iii) Update your operating system
- (iv) Check for expiry of anti-virus software and renew

21. Explain reasons of security break in computer.

Ans:

Security break is leakage of information stored in a computer.

Personal information can be lost or leaked in two ways:

1. We are not careful in giving out personal information over the Internet. For example, we share our account details and password on unsecure sites.
2. A person gets unauthorized access to our computer. This can happen in the office if we leave are computer without logging out

22. What are the steps you will perform to save a text file in Ubuntu?

Let us create a new file using a text editor in Ubuntu.

- To open a text editor, type 'editor' in the search dialog box. Then double-click the text editor option. This will open a blank document.
- Here you can add text, such as 'Neha Tiwari Shakti Nagar, New Delhi, 7856453451'
- To save the file click Save. In the Save As dialog box, browse to the Desktop folder, type the name as 'Neha' and click Save.

23. How can you increase the performance of a computer?

If we have been using a computer for a long time we have a lot of unnecessary files and data, such as temporary files and images. When they use too much hard-disk space, the performance of the computer goes down. It is important that we keep cleaning by removing any extra files. We can use some disk cleaner software, which help us clean up the unnecessary files.

24. Explain how Trojan Horse virus works.

A Trojan Horse disguises itself i.e., it appears to be a useful software program but once it reaches a computer it starts behaving like a virus and destroying data.

25. Explain how to clean a computer on a daily basis.

We need to prepare a plan or a schedule for maintenance to keep the computer running in perfect condition for a long time. The steps for daily maintenance of computer includes

- i. Clean up your e-mail inbox
- ii. Download e-mail attachments and save in proper folders

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