

ICT SKILLS II

OBJECTIVE QUESTIONS

1. An _____ is a software that serves as an interface between the user and the computer.

- a. operating system
- b. application software
- c. anti-virus software
- d. microsoft word

Answer: a. operating system

2. Which software manages all the devices of a computer and keeps track of the status of the device, whether it is busy or not?

- a. operating system
- b. application software
- c. anti-virus software
- d. microsoft word

Answer: a. operating system

3. Which software checks whether the device is functioning properly or not?

- a. operating system
- b. application software
- c. anti-virus software
- d. microsoft word

Answer: a. operating system

4. Which software controls software resources of the computer?

- a. operating system
- b. application software
- c. anti-virus software
- d. microsoft word

Answer: a. operating system

5. An _____ manages the computer memory and keeps track of which memory space is in use by which program and which space is free.

- a. operating system
- b. application software
- c. anti-virus software
- d. microsoft word

Answer: a. operating system

6. An _____ manages the computer memory and keeps track of which memory space is in use by which program and which space is free.

- a. operating system
- b. application software
- c. anti-virus software
- d. disk defragmentor

Answer: a. operating system

7. An _____ the structure of the files and directories on a computer system.

- a. operating system
- b. application software

c. anti-virus software
d. disk defragmentor
Answer: a. operating system

8. An _____ keeps track of the amount of disk space used by a specific file.
a. operating system
b. application software
c. anti-virus software
d. disk defragmentor
Answer: a. operating system

9. Which software allows you to create, copy, move and delete files?
a. operating system
b. application software
c. anti-virus software
d. disk defragmentor
Answer: a. operating system

10. Which of the following is not an operating system?
a. DOS
b. Windows
c. Linux
d. Disk Defragmentor
Answer: d. Disk Defragmentor

11. Which of the following is a free and open-source operating system?
a. DOS
b. Windows
c. Linux
d. None of these
Answer: c. Linux

12. Which of the following is not a mobile operating system?
a. Android
b. iOS
c. Windows Phone
d. Linux
Answer: d. Linux

13. Which of the following is not a mobile operating system?
a. iOS
b. Windows Phone
c. Android
d. None of these
Answer: d. None of these

14. Which of the following is not an interactive/GUI-based operating system?
a. Android
b. DOS
c. Windows
d. Linux
Answer: b. DOS

15. DOS stands for _____

- (a) Disk Operating System
 - (b) Dot Operating System
 - (c) Disk Open System
 - (d) Disk Operating Secure
- Answer: (a) Disk Operating System

16. Which of the following is Microsoft Product?

- (a) DOS
- (b) Windows
- (c) Android
- (d) Linux

Answer: (b) Windows

17. _____ operating system is an example of an interactive operating system.

- (a) Windows
- (b) DOS
- (c) Linux
- (d) None of the above

Answer: (a) Windows

18. GUI stands for _____

- (a) Graphical User Interface
- (b) Graphical User Interaction
- (c) Graphical User Interactive
- (d) None of the above

Answer: (a) Graphical User Interface

19. Which operating system allows only one user to do a task on the computer and one thing at a time?

- (a) Single-user, multi-task operating system
- (b) Single-user , single-task operating system
- (c) Multi-user
- (d) None of the above

Answer: (b) Single-user, single-task operating system

20. Which Operating System is used to control machineries like robots in complex animations and computer-controlled automated machines

- (a) Real Time
- (b) Multi-user
- (c) Single-user, multi-task operating system
- (d) Distributed

Answer: (a) Real Time

21. Examples of real-time operating systems is :

- (a) Windows CE
- (b) Lynx OS
- (c) Both of the above
- (d) None of the above

Answer: (c) Both of the above

22. Examples of distributed operating systems is

- (a) Windows

- (b) Unix
 - (c) Linux
 - (d) All of the above
- Answer: (d) All of the above

23. _____ operating system enables multiple users to work on the same computer simultaneously.

- (a) Single-user , single-task operating system
- (b) Single-user, multi-task operating system
- (c) Multi-user
- (d) None of the above

Answer: (c) Multi-user

24. Which Operating System enables single user to operate on several programs at the same time.

- (a) Single-user, multi-task operating system
- (b) Multi-user
- (c) Single-user , single-task operating system
- (d) Real Time

Answer: (a) Single-user, multi-task operating system

25. Example of a Multi-Tasking Operating System is

- (a) Windows
- (b) Apple MacOS
- (c) Both of the above
- (d) None of the above

Answer: (c) Both of the above

26. An operating system in which commands can be entered by clicking/double-clicking/right-clicking a mouse is :

- (a) GUI-based
- (b) CUI-based
- (c) TUI-based
- (d) None of the above

Answer: (a) GUI-based

27. Examples of Mobile operating Systems is :

- (a) Android
- (b) Symbian
- (c) iOS
- (d) All of the above

Answer: (d) All of the above

28. The first screen that appears on monitor after loading OS is called _____

- (a) Icons
- (b) Desktop
- (c) Wall paper
- (d) None of the above

Answer: (b) Desktop

29. Small pictures on the desktop are called _____

- (a) Desktop
- (b) Symbols
- (c) Icons

(d) Pictures

Answer: (c) Icons

30. Picture used for the desktop background is called _____

(a) Wallpaper

(b) Background image

(c) Wall image

(d) Desktop image

Answer: (a) Wallpaper

31. Start button is present on _____ side of the Taskbar.

(a) right

(b) left

(c) top

(d) bottom

Answer: (b) left

32. Bar present at the bottom of the desktop is called _____

(a) Status bar

(b) Scroll bar

(c) Taskbar

(d) None of the above

Answer: (c) Taskbar

33. Components of Windows 7 Desktop is/are :

(a) Desktop

(b) Wallpaper

(c) Taskbar

(d) All of the above

Answer: (d) All of the above

34. Which icons allows user to access all drives, files, and folders on the computer.

(a) Recycle Bin

(b) Computer

(c) Application

(d) Start button

Answer: (b) Computer

35. The main components of Taskbar is/are

(a) Start button

(b) Active Applications

(c) Date/Time icon

(d) All of the above

Answer: (d) All of the above

36. Deleted files and folders are stored in _____

(a) Recycle bin

(b) My Computer

(c) Control Panel

(d) None of the above

Answer: (a) Recycle bin

37. Everything we store in computer is stored in the form of a _____.

- (a) Folder
- (b) Sub folder
- (c) File
- (d) None of the above

Answer: (c) File

38. _____ is a way in which you give name to a file, store it and retrieve it.

- (a) Operating System
- (b) Formatting System
- (c) File System
- (d) None of the above

Answer: (c) File

39. Files can be separately placed into groups, called _____.

- (a) Folders
- (b) Directories
- (c) Both a and b
- (d) None of the above

Answer: (c) Both a and b

40. A _____ may contain one or more files and sub-folders within. This allows easy accessibility of files.

- (a) Folder
- (b) Directory
- (c) Sub-folder
- (d) None of the above

Answer: (c) Sub-folder

41. A new folder is created with the default name _____.

- (a) New Folder
- (b) New Directory
- (c) New
- (d) None of these

Answer: (a) New Folder

42. A _____ menu is appearing, when you right-click in a blank area of the desktop.

- (a) Shortcut Menu
- (b) Context Menu
- (c) Both (a) and (b)
- (d) None of these

Answer: (c) Both (a) and (b)

43. What is the shortcut key to rename a file or folder in windows?

- (a) Ctrl + R
- (b) F2
- (c) Alt + R
- (d) Ctrl + F2

Answer: (b) F2

44. Which of the following functions is not performed using a mouse?

- (a) Turn on
- (b) Hover
- (c) Right click

(d) Drag and Drop
Answer: (a) Turn on

45. What is the shortcut key to delete a file or folder in windows?

- (a) Del
- (b) Ctrl + D
- (c) Alt + D
- (d) Ctrl + Del

Answer: (a) Del

46. Similar types of files can be placed into a group called _____

- (a) File
- (b) Folder
- (c) Shortcut
- (d) None of these

Answer: (b) Folder

47. To change the name of the folder, right-click and select _____ option from the Shortcut menu.

- (a) Change Name
- (b) Modify Name
- (c) Rename
- (d) None of these

Answer: (c) Rename

48. To create a file, in the shortcut menu, click New and select the _____ of the file you want to create.

- (a) type
- (b) name
- (c) new
- (d) None of these

Answer: (a) type

49. 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

Answer: (b) Dragging

50. Which of the following ways you can use to copy / move files and folders?

- (a) Shortcut Menu
- (b) Drag and Drop
- (c) Using Keyboard (Shortcut keys)
- (d) All of the above

Answer: (d) All of the above

51. To copy a file/folder, right-click and select _____ option from the Shortcut menu.

- (a) Copy
- (b) Duplicate
- (c) Move
- (d) Cut

Answer: (a) Copy

52. To paste a file/folder, right-click and select _____ option from the Shortcut menu.

- (a) Stick
- (b) Glue
- (c) Paste
- (d) Cream

Answer: (c) Paste

53. To copy a file/folder using Drag and Drop method, hold down the _____ key while dragging it to the new location.

- (a) Alt
- (b) Shift
- (c) Ctrl
- (d) Alt + Ctrl

Answer: (c) Ctrl

54. What is the shortcut keys to copy something?

- (a) Ctrl + X
- (b) Ctrl + C
- (c) Ctrl + Z
- (d) Ctrl + V

Answer: (b) Ctrl + C

55. What is the shortcut keys to paste something?

- (a) Ctrl + X
- (b) Ctrl + C
- (c) Ctrl + Z
- (d) Ctrl + V

Answer: (d) Ctrl + V

56. When you _____ a file or a folder, a duplicate of the original file or folder is created at the new location, and the original remains as it is.

- (a) Copy
- (b) Cut
- (c) Rename
- (d) Delete

Answer: (a) Copy

57. When you _____ a file or a folder, the original file or folder is moved to the new location?

- (a) move
- (b) cut
- (c) copy
- (d) Either (a) or (b)

Answer: (d) Either (a) or (b)

58. You can permanently delete the contents of the Recycle Bin. Right-click the Recycle Bin icon and then click _____.

- (a) Empty
- (b) Delete
- (c) Empty Recycle Bin
- (d) Delete Recycle Bin

Answer: (c) Empty Recycle Bin

59. To recover a file from the Recycle Bin, right-click the file, and then click _____.

- (a) Recover
- (b) Restore
- (c) Move
- (d) Undelete

Answer: (b) Restore

60. To restore a file from the Recycle Bin, select the file, and click _____.

- (a) Recover this item
- (b) Restore this item
- (c) Move this item
- (d) Undelete this item

Answer: (b) Restore this item

QUESTIONS AND ANSWERS (SET 01)

1. What is ICT?

Answer – Information and Communication Technology (ICT) is an acronym for information and communication technology.

ICT helps in the proper sharing, receiving, and processing of information, and an ICT device is a device that is used for processing, storing, and delivering information to others.

Examples of ICT devices are – Laptop, Desktop, Tablets and Smartphones.

2. Objectives of Information and communication technology? Advantages and disadvantages of ICT.

Answer – Full form of ICT is Information and communication technology. The goal of ICT is to bridge the gap between parents, educators, and students by encouraging sustainable, cooperative, and transparent communication methods.

Advantages of ICT

- a. Enhanced the modes of communication
- b. Independent learning platforms Cost – efficient
- c. Enhanced data and information security
- d. Paperless – Eliminate the usage of paper
- e. Better teaching and learning methods
- f. Web – based LMS tools

Disadvantages of ICT

- a. Traditional books and handwritten methods are at risk.
- b. Managing courses online is difficult
- c. Teachers require experience to handle ICT
- d. Risk of cyber attacks and hacks
- e. Misuse of technology

3. Difference between Hardware and Software?

Answer – A computer system consists of two main parts – Hardware and Software

- a. Hardware – Hardware is a physical part of a computer system. We can feel and touch the hardware devices. example – CPU, Mother Board, Hard Disk, Keyboard, Mouse, Printer etc.
- b. Software – Software related to the programs which perform different types of tasks on the computer system. Program is a collection of Instructions. It also helps the computer to perform the specific task. Example – Open Office Base, Spreadsheet, Presentation etc.

4. What is BIOS?

Answer – BIOS stands for Basic Input/ Output System, It helps the computer system to identify (Self-test) the peripheral devices which are connected to the computer system and helps computers to load Operating System properly.

5. What are the different types of keys in Keyboard?

Answer –

- Function keys – F1 to F12 are function keys in the keyboard, function keys are used for specific purposes.
- Control keys – SHIFT, CONTROL (CTRL), ALT, SPACEBAR, TAB AND CAPS LOCK are known as a control key, these keys are used as per the demand.
- Enter key – ENTER or RETURN keys are known as Enter key, depending on the brand of computer that you are using.
- Punctuation keys – It includes keys for punctuation marks, such as colon (:), semicolon (;), question mark (?), single quotation marks (' '), and double quotation marks (" ").
- Navigation keys – END, HOME, PAGE DOWN, PAGE UP and Arrow keys are known as navigation keys, these keys are used to move up, down, left or right in the document.
- Command keys – BACKSPACE, INSERT (INS) and DELETE(DEL) are known as command keys. INSERT key allows you to overwrite characters to the right side. The DELETE command key and BACKSPACE key are used to remove typed text, character, or any other objects from the right and left side of the cursor.
- Windows key – Windows key is used to open the Start menu.

6. What is the purpose of Mouse?

Answer – The purpose of the mouse is –

- Roll Over or Hover – Whenever we bring the mouse over the files, it shows the details of the file.
- Click or Double Click – Mouse allows you to select, open or delete files and folders from the computer system.
- Drag and Drop – Click on the file and drag and drop your file where you want.

7. What are files and folders in a computer system?

Answer –

- File – File is a collection of information different types of files store different types of information. Every file has a file name and extension that identifies the type of file.
- Folder – Folder is a collection of files or a group of files.

8. How to maintain a computer system?

Answer – Some simple ways to take care of computer system are –

- Keeping a Device Clean – Always keep a device clean, such as the keyboard, the screen, and the mouse. Handle your gadget with care, keep it cool, and don't overload your battery.
- Prepare a Maintenance Schedule – Make a schedule for computer maintenance.

Daily Maintenance

- Clean up your email inbox
- Save Important attachments and save in folder

Weekly Maintenance

- Clean your Keyboard, monitor, CPU and printer
- Backup your data

Monthly Maintenance

- Clean unused photographs

- b. Clean up Download folder
- c. Uninstall unused programs
- d. Run full system virus scan
- e. Run disk – cleaner software

Yearly / Annual Maintenance

- a. Clean up social media accounts
- b. Clean up e-mail contact list
- c. Update your operating System

9. How to increase Computer performance?

Answer – We frequently install a large number of applications, which slows down the computer. Always attempt to uninstall unnecessary applications, temporary files, and antivirus software updates.

10. What is a Security Break?

Answer – Security break is leakage of information stored in a computer.

Your personal information can be lost or leaked in two ways –

We are not cautious when it comes to disclosing personal information via the internet. We share our account information and passwords on unsafe websites.

A person gets unauthorized access to our computer. This can happen at work if we don't log out before leaving the computer.

11. What are the threats?

Answer – Threats are ways in which personal information from a computer can be released without our knowledge.

a. Theft – Theft means stealing of information or hardware. These may be of three types:

i. Physical – Where a person may steal your desktop computer or laptop.

ii. Identity – A hacker gets your personal information and uses it to impersonate you. The hacker can use this fake identity to get access to your account information or engage in illegal activity.

b. Software Piracy – This is stealing of software and includes using or distributing unlicensed and unauthorized copies of a computer program or software.

i. Virus – Viruses are computer programmes that can corrupt data and software applications, as well as steal data from computers. Worms and Trojan Horses are two major forms of viruses.

ii. Worms – Worms are viruses that replicate and spread to all files on a computer once they attack a computer. This makes it very difficult to remove them.

A Trojan Horse appears to be a useful software programme, but once it reaches a computer, it begins to behave like a virus and destroys the data.

iii. Online Predator – Online predators are persons who use the internet to trap you into unhealthy relationships. They could be older people appearing as your age who harass you into doing unlawful things online.

iv. Internet Scams – You may occasionally receive highly appealing offers claiming that you have won a large sum of money in a lottery and that you can claim your win by depositing a specific amount of money. When you deposit money with a credit card or through online banking, you not only lose the deposit money but your card / account information may be misused later.

12. How can we protect our data?

Answer – To protect our data from theft and viruses we can take the following measures –

a. Use Strong password in your account – Make your passwords difficult to guess. When creating a new password, attempt to use a combination of

Small Character
Capital Character
Special Character
Numbers

- b. Install Antivirus and Firewall –Anti-virus software and a firewall protect your data from virus and from hackers.
- c. Encrypt your data – Keep your information in an encrypted format to keep it safe from unauthorized users.
- d. Open only secure site – Before visiting a website, make sure the address begins with https://. A website that begins with https:// is a secure website.

QUESTIONS AND ANSWERS (SET 02)

Q1. 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.

Q2. Differentiate between Hardware and Software ?

Ans.

Hardware: The physical components that we can see and touch.

Monitor, Keyboard are examples of Hardware

Software: It is a set of programs/instructions that perform a specific task

MS Paint, MS Word are examples of Software.

Q3. 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.

Q4. Give two examples of mobile operating system.

Ans. Two examples of mobile operating system :

- a. Apple iOS
- b. Google Android

Q5. Name two operating systems for laptops or desktop.

Ans. Two operating systems for laptops or desktop are:

- a. Ubuntu
- b. Microsoft Windows

Q6. Identify me

- 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

Q7. Expand BIOS?

Ans. BIOS stands for Basic Input/Output System

Q8. 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.

Q9. 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.

Q10. Differentiate between files and folder.

Ans.

File: A place where information is stored in computer. It has a name and extension both

Folder: A location where a group of files can be stored. It has only name.

Q11. Write the extension for the following.

a. A Notepad file

b. A Sound File

c. An image file

Ans. Extensions are a. .txt b. .mp3 c. .jpg

Q12. The file name and file name extension are separated by a _____

Ans. dot (.)

Q13. Write the steps to create folder on desktop?

Ans. The steps to create folder on desktop are:

1. Right-click on desktop and then choose the 'New Folder'.

2. Type the name of the folder.

Q14. Write the shortcut command for the following.

a. Cut

b. Copy

c. Paste

d. Undo

e. Redo

f. Select all

Ans. Shortcut commands are:

a. Cut - Ctrl + X

b. Copy - Ctrl + C

c. Paste - Ctrl + V

d. Undo - Ctrl + Z

e. Redo - Ctrl + Y

f. Select all - Ctrl + A

Q15. Write the basic tips for taking care of Laptop/Desktop.

Ans. Basic tips for taking care of Computer are :

1. Avoid eating anything over a keyboard.

2. Wipe the screen with a soft cloth.

3. Avoid eating or drinking near computer.

4. Handle and move your laptop carefully.

Q16. What do you mean by Data Backup?

Ans. Backing up data means to save the information present on your computer on another device, such as CD/DVD drives or hard disk.

Q17. What do you mean by Spam?

Ans. We get mails from companies who are advertising a product or trying to attract you to their website. Such mails are called Spam.

Q18. How can you increase the performance of a computer?

Ans. We can increase the performance of a computer by

- a. Using an updated Antivirus Software
- b. Removing unnecessary files and data, such as temporary files and images.

Q19. _____ is leakage of information stored in a computer.

Ans. Security break

Q20. What do you mean by Virus?

Ans. Viruses are computer programs that can damage the data and software programs or steal the information stored on a computer.

Q21. Name two types of Virus.

Ans. Worms and Trojan Horse

Q22. Differentiate between Worms and Trojan Horse.

Ans.

Worms: These are viruses that replicate and spread to all files once they attack a computer.

Trojan: A Trojan Horse seems to be a useful program but once it reaches a computer it starts destroying data.

Q23. What do you mean by Online predators?

Ans. Online Predator: Online predators are people who trap you into inappropriate relationships.

Q24. Write few tips to protect your data from online theft and viruses.

Ans. Few tips to protect our data from online theft and viruses are:

- a. Use passwords to login to your computer:
- b. Install Anti-virus and Firewall:
- c. Use Data Encryption
- d. Give details of your credit card or bank account only on secure sites

Q25. What do you mean by threats to Computer?

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

Q26. List the various threats to a computer and its data.

Ans. The various threats to a computer and its data are:

- 1 Virus
2. Phishing
3. Online theft
4. Cyber crime
5. Hacking

Q27. _____ is stealing of software and using of unlicensed and unauthorized copies of a computer software.

Ans. Software Piracy

Q28. What is 's' in "https"?

Ans. 's' stands for secure.

Q29. Name the encrypting feature of Windows.

Ans. BitLocker

Q30. List the various types of keys available on Keyboard.

Ans. The various types of keys available on Keyboard are :

- a. Control keys
- b. Function Keys
- c. Alphabet Keys
- d. Numeric Keys
- e. Navigation Keys

Q31. When the _____ key is turned ON, it helps to overwrite characters to the right of the cursor.

Ans. INSERT

Q32. Name two keys available on keyboard which are used to remove typed text or characters.

Ans. Delete and Backspace

Q33. _____ key helps to move the cursor to the beginning of a new line.

Ans. RETURN or ENTER

Q34. Pressing _____ key opens the Start menu.

Ans. Windows

Q35. Name any two file extensions.

Ans. Two file extensions are : a) .txt b) .doc c) .jpg d) .xls

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