

# UPDAAN

## 2025



"100"

### Practical

**Computer**

**Lecture - 01**

**By - PRATEIK SHARMA Sir**



Physics Wallah

# Topics

*to be covered*

1

Questions

2. Practice of Unit I and Practical





## General Instructions



**TIME: 2 HOUR**

**MAX MARKS : 50**

1. This question paper consists of two parts viz. Section A: Employability Skills and Section B: Subject Skills.
2. Section A: Employability Skills (10 Marks)
  - i. Answer any 4 questions out of the given 6 questions of 1 mark each.
  - ii. Answer any 3 questions out of the given 5 questions of 2 marks each.
3. Section B: Subject Skills (40 Marks)
  - i. Answer any 10 questions out of the given 12 questions of 1 mark each.
  - ii. Answer any 4 questions out of the given 6 questions of 2 marks each.
  - iii. Answer any 4 questions out of the given 6 questions of 3 marks each.
  - iv. Answer any 2 questions out of the given 4 questions of 5 marks each.
4. This question paper contains 39 questions out of which 27 questions are to be answered.
5. All the questions of a particular part/section must be attempted in the correct order.
6. The maximum time allowed is 2 hours.





## QUESTION



#Q. Answer any 4 questions out of the given 5 questions of 1 mark each.

1. \_\_\_\_\_ refers to a word or phrase that expresses a strong

Asmita ☆☆☆

a) CUI

b) Interjection → ✓

c) Noun

d) Verbal.

## QUESTION



2. \_\_\_\_\_ is a natural and inexpensive way that provides immunity to stress-

a) natural resources

b) oral communication. ✱ ←

c) Meditation ✱ ←

d) Non-Verbal Comm. ✱ ←



## QUESTION



3. The full form of CUI is \_\_\_\_\_ user Interface.

a) common

b) Command

c) cycle

d) Cookies

character hint. → user

## QUESTION



4. Deleted files can be restored from \_\_\_\_\_.

a) computer

b) Recycle bin

c) folders

d) files

## QUESTION



5. The undesirable development results in the depletion of the already limited resources globally.

a) Unwanted.

b) Natural

c) Water

d) None



## QUESTION



6. \_\_\_\_\_ software are designed to identify, prevent, and remove viruses from a computer.

a) application

b) system

c) virus

d) Anti Virus

4 marks

CC

## QUESTION



#Q. Answer any 4 questions out of the given 5 questions of 1 mark each.

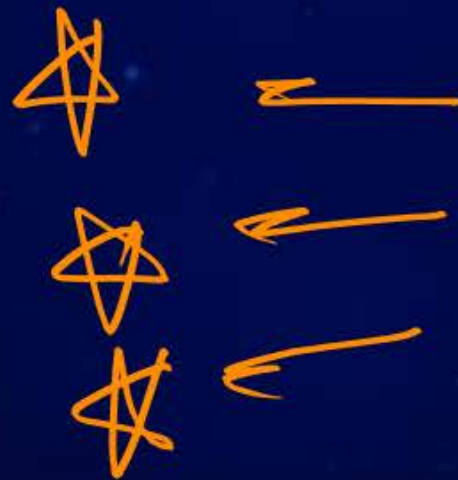
1\_\_\_\_\_ is the loudness and softness of a speaker's voice.

a) sharpness

b) decibel

c) pitch

d) harshness





## QUESTION



2. \_\_\_\_\_ means being aware of your personality including the strengths and weaknesses.

a) confidence

b) self awareness

c) Attitude

d) Self confidence

→ strength.



## QUESTION

→ Tricky



3. Non-verbal gestures are less effective than \_\_\_\_\_ communication.

a) written

b) picture

c) Verbal

d) None of above

→ e.g.

\* ←



## QUESTION



4. \_\_\_\_\_ refers to words that shows the relationship of a noun, noun phrase, or pronoun to another word.

a) noun

b) Pronoun

c) Preposition

d) Tenses



## QUESTION



5. \_\_\_\_\_ refers to the various techniques that enable a person to cope with the psychological stress.

Soln



## QUESTION



#Q. How can you have effective written communication?

② marks

e.g. Instagram

whatsapp

2 points

+ 1 point

Ans

1. **Clarity and Precision:** Use clear and concise language. Avoid long, complex sentences and focus on conveying your message directly. This helps the reader understand your points easily without confusion.
2. **Organized Structure:** Organize your content logically. Start with an introduction, followed by the main points in a structured manner, and end with a conclusion. This ensures that your writing is coherent and easy to follow.
3. **Proper Grammar and Vocabulary:** Use correct grammar, punctuation, and spelling. A strong command of vocabulary enhances the quality of your writing and makes your communication more effective.
4. **Relevance and Focus:** Stick to the topic and avoid unnecessary details. Ensure that every sentence contributes to the main idea, keeping your writing relevant and focused.
5. **Engagement and Tone:** Write in an engaging tone that suits the context. Depending on the purpose, your tone might be formal, informal, persuasive, or informative, but it should always be appropriate and consistent throughout the writing.

$$(a+b)^2 = a^2 + b^2 + 2ab$$



## QUESTION



#Q. List any four elements that keep a person motivated.

Ans

1. Personal drive to achieve, the desire to improve, or to meet specific standards
2. Commitment to personal or organisational goals
3. Initiative or readiness to act on opportunities
4. Optimism, which is the ability to continue and pursue goals in the face of failures

NEP ← Embo



## QUESTION



#Q. What is the difference between a file and folder?

(2 marks)

Ans

File → Storage  
File → Single

Folder → collection of files

A file is a storage unit that holds data, such as documents, images, audio, or video, in a specific format.

A folder is a directory used to organize and group multiple files and subfolders together in a structured manner.

Files have extensions (like .docx, .jpg, .mp4) that indicate the type of content and the application used to open them.

Folders do not contain data themselves; they simply serve as containers for files and other folders.

Files contain actual content that can be viewed, edited, or executed, depending on their type.

Folders do not have extensions like files; they are simply named directories.

Each file has a unique name within a folder, and it occupies space on the storage device.

Folders can contain subfolders, creating a hierarchical structure, allowing users to organize files and folders systematically.





## QUESTION



#Q. What do you understand by sustainable development?

long term.

**Ans.** "Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs."

**It contains two key concepts:**

1. The concept of 'needs', in particular the essential needs of the world's poor, to which overriding priority should be given.
2. The idea of limitations imposed by the state of technology and social organisation on the environment's ability to meet the present and future needs.

main.



## QUESTION



#Q. How can you protect your computer against virus?

→ *read it.*

**Ans**

→ *Computing ethics*

To protect your computer against viruses, you can follow these five key practices:

- 1. Install Antivirus Software:** Use reliable antivirus software to detect and remove viruses. Keep it updated to protect against the latest threats.
- 2. Regularly Update Your System:** Ensure your operating system and all software are up to date. Updates often include security patches that protect against newly discovered vulnerabilities.
- 3. Be Cautious with Email Attachments:** Avoid opening email attachments or clicking on links from unknown or suspicious sources, as they may contain viruses.
- 4. Download from Trusted Sources:** Only download files and software from reputable websites. Unverified sources can host malicious software disguised as legitimate downloads.
- 5. Use a Firewall:** Enable a firewall to block unauthorized access to your computer, which helps prevent viruses from infiltrating your system.



#Q. Why should an entrepreneur be open-minded?

**Ans**

- 1. Adaptability to Change:** In a constantly evolving business environment, being open-minded allows an entrepreneur to adapt to new trends, technologies, and market demands, ensuring the business remains relevant and competitive.
- 2. Innovation and Creativity:** Open-mindedness encourages the exploration of new ideas and different perspectives, leading to innovative solutions and creative approaches that can differentiate a business from its competitors.
- 3. Learning and Growth:** By being open to feedback, new knowledge, and experiences, entrepreneurs can continuously learn and grow, improving their skills and making better business decisions.
- 4. Better Decision-Making:** Considering diverse viewpoints and being receptive to new information enables entrepreneurs to make more informed and balanced decisions, reducing the risk of failure.
- 5. Building Strong Relationships:** An open-minded approach helps in understanding and valuing the opinions of employees, partners, and customers, fostering trust and stronger relationships that benefit the business.



## QUESTION

→ Imp \*

(move) \*



#Q. Differentiate between moving and copying a file.

Ans

Ctrl X + Ctrl V → Transfer  
**Moving a File**

duplicate  
**Copying a File** Ctrl + C

✓ When you move a file, it is transferred from its original location to a new location. The file no longer exists in its original location.

Moving a file does not create a duplicate; it simply relocates the existing file to a different folder or drive.

✓ Moving is often done by dragging and dropping the file to a new location while holding down the "Shift" key, or by using the "Cut" and "Paste" options.

If you move a file within the same storage device, its permissions and ownership remain unchanged. However, moving it to a different device might alter these attributes.

When you copy a file, the original file remains in its original location, while a duplicate is created in the new location. Ctrl + V

Copying results in two identical files: one in the original location and one in the new location.

Copying is often done by dragging and dropping the file to a new location while holding down the "Ctrl" key, or by using the "Copy" and "Paste" options.

The copied file inherits the permissions of the new location, which may be different from those of the original file, especially if copied to a different device.

pratik 

Cut  $\Rightarrow$



$\Rightarrow$  ctrl + X

Copy  $\Rightarrow$

ctrl + C

Paste  $\Rightarrow$

fewicol

ctrl + V



#Q. Write any two characteristics of an independent person.

**Ans .** The two characteristics of an independent person:

**1. Self-Reliance:** An independent person is capable of making decisions and solving problems on their own. They trust their judgment and do not rely heavily on others for support or guidance.

**2. Responsibility:** Independent individuals take full responsibility for their actions and decisions. They are accountable for their successes and failures and learn from their experiences without blaming others.



#Q. What do you understand by team management?

**Ans.** Team management refers to the process of leading, coordinating, and overseeing a group of individuals working together towards a common goal. It involves various activities such as:

**1.Planning and Organizing:** Setting clear goals, assigning tasks, and ensuring that team members have the resources they need to complete their work effectively.

**2.Communication:** Facilitating open and effective communication within the team to ensure that everyone is on the same page and working collaboratively

**3.Motivating and Supporting:** Encouraging team members, providing feedback, and addressing any issues or conflicts that arise to maintain a positive and productive team environment.

**4.Monitoring Progress:** Tracking the team's progress towards their goals and making adjustments as needed to keep the project on track.



#Q. What are the two most important qualities to become a successful entrepreneur?

**Ans.** The two most important qualities to become a successful entrepreneur are:

**1.Determination:** A successful entrepreneur must have the determination to overcome challenges and persist even when faced with obstacles. This strong willpower helps them stay focused on their goals and push through difficulties.

**2.Innovation:** The ability to think creatively and come up with new ideas is crucial for success. Innovation allows entrepreneurs to find unique solutions, create new products or services, and stay ahead of the competition.

A stylized handwritten signature in white ink.



## Summary



$$\boxed{4 + 6} = 10 \text{ Marks}$$





## Homework For Udaan Module



→ Read

→ Practice

# CBSE

## Question & Concept Bank Chapter-wise & Topic-wise

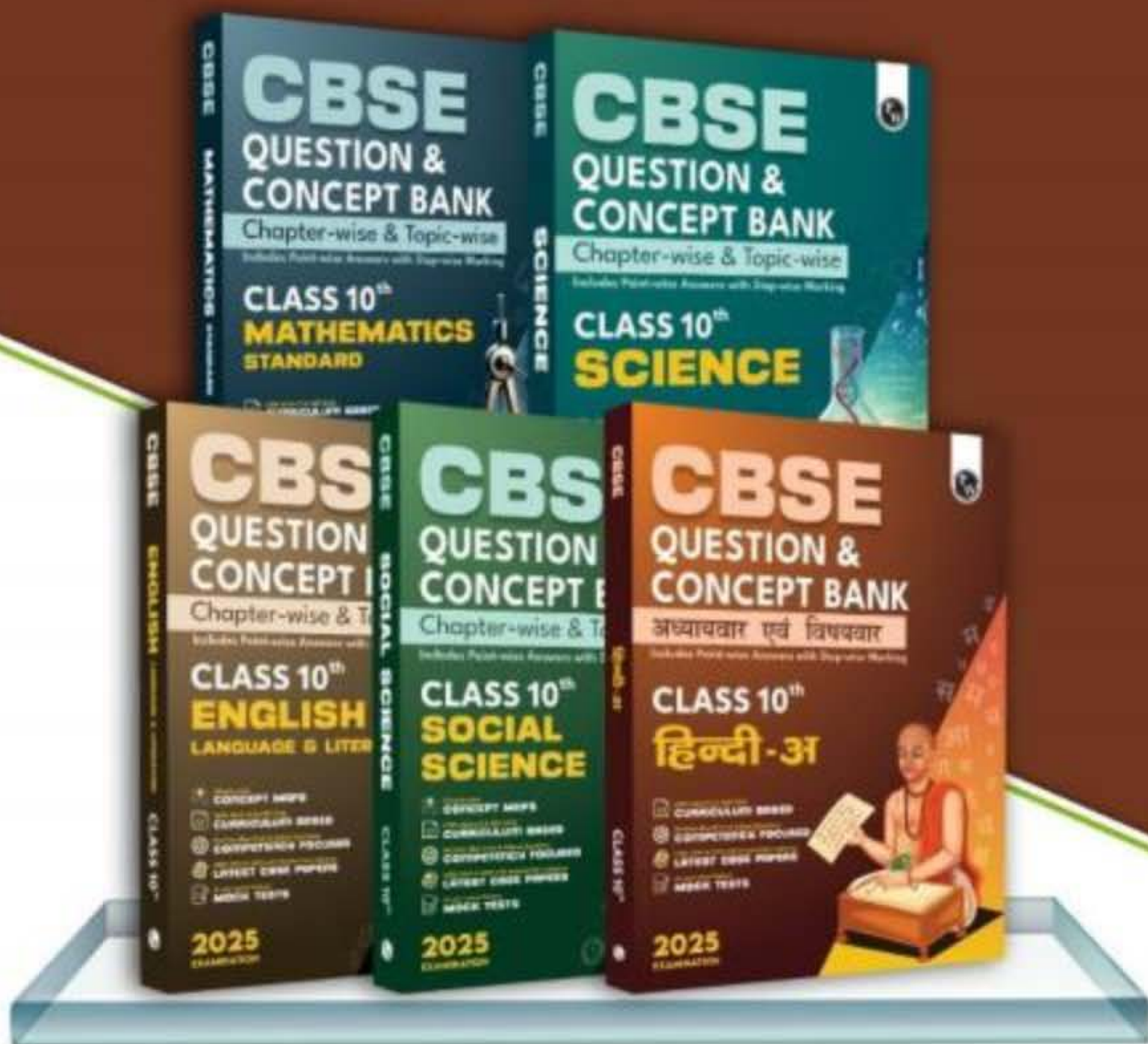
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