Question Bank (Term – I & II)
Computer Science
Class –III

Lesson – 1 : A computer System

A. FILL IN THE BLANKS

1) A computer works with _____ and _____.
Ans – data, instructions

2) A _____is used to point, select and move any object on the computer screen.
Ans – Mouse

3) The _____ consists of number keys, arithmetic operators and the decimal point.
Ans – Keyboard

4) A _____ displays all the work that we do on a computer.
Ans – Monitor

5) _____ keys are used for moving through the documents.
Ans – navigation

6) The parts of a computer that can be touched are called _____.
Ans – hardware

B. STATE TRUE OR FALSE
1) A computer has four main parts. _____
Ans – True

2) MU stands for Memory Utility. _____
Ans- False

3) A CPU is made up of AU and LU. _____
Ans - False

4) The information that we see on a monitor is known as soft copy._____
Ans - True
5) Function keys are placed on the right side of the keyboard. _____

Ans – False

C. APPLICATION BASED QUESTIONS
1) Mary is reading the soft copy of a letter. Which part of computer is she using? _____
Ans – Monitor

2) Supriya wants to do painting on a computer. Which computer device will you suggest her to use for making a colourful drawing? _____
Ans – Mouse

3) Saurabh's mother has asked him to take out 50 copies of the birthday invitation letter. Which device should he use to get the hard copy? _____
Ans – Printer

4) Kabir wants to record a song in the computer. Which input device can he use? _____
Ans – Microphone

D. MULTIPLE CHOICE QUESTIONS
1) A computer displays _____after processing the data.
a. Input   b. Process   c. Output
Ans – c. Output

2) The _____ monitor consumes least power.
a. LCD   b. CRT   c. LED
Ans–c. LED
3) _____ keys are either used alone or in combination with other keys to perform certain actions.
a. Control   b. Typing   c. Navigation
Ans – Control

E. ANSWER THE FOLLOWING.
1. What is a computer?
Ans – Computer is a machine that works with the data and instructions given by the user.

2. What do you call the information that you enter into a computer?
Ans – The information that we enter into computer is called Input.

3. Name the device that is known as the brain of the computer.
Ans – CPU (Central Processing Unit)
4. How many types of keys are there on the keyboard? Name them.

Ans–There are five types of keys on the keyboard. They are –
i) Typing keys
ii) Control keys
iii) Function keys
iv) Numeric keypad
v) Navigation keys

5. Define the term software. Name its types.
Ans – A group of instructions given to the computer to do a particular work is called software. There are two types of software –
i) System Software
ii) Application Software

6. Which hardware device is used to read words, numbers or pictures printed on a paper?
Ans – Scanner is used to read words, numbers or pictures printed on a paper.

Extra Questions and Answers

1. Answer in one word.
i) A device used to type numbers, letters or words. _____
Ans – Keyboard

ii) Information we get after processing. _____
Ans – Output

iii) The unit that stores the information. _____
Ans – Memory Unit

iv) Part of a computer that processes all the instructions. _____
Ans – CPU

v) Information we see on a monitor. _____
Ans – Soft copy

vi) A device commonly seen in video parlours for playing games. _____
Ans – Joystick

vii) A device used to store huge amount of data and information._____
Ans–Hard disk

viii) A device that read words, pictures or numbers from paper and store them in a computer. _____
Ans – Scanner

ix) A device used to hear sounds and music stored in a computer. _____
Ans - Speakers

2.   Write the full form of the following

I) CRT _____
Ans – Cathode Ray Tube

II) VDU _____
Ans – Visual Display Unit

III) LED _____
Ans – Light-Emitting Diode

IV) ALU _____
Ans – Arithmetic and Logical Unit

V) IPO _____
Ans – Input Processing Output

V) CPU _____
Ans – Central Processing Unit

VI) LCD _____
Ans – Liquid Display Unit

Lesson – 2 :GUI Operating System-An Introduction

1. FILL IN THE BLANKS
1) The _____ is the first screen of Windows that appears when the computer is switched on.
Ans – Desktop

2) The _____ is the long horizontal bar at the bottom of the desktop.
Ans – taskbar

3) The right side of the taskbar contains the _____.
Ans – Notification area

4) _____ the icons means arranging them in a proper sequence.
Ans - Sorting

5) To select non-adjacent items, hold down the _____ key and click on the desired items.
Ans - ctrl

6) _____ acts as a link between the user and the hardware.
Ans – Operating system

7) _____ provides a picture oriented way to interact with hardware and software.
Ans - GUI

8) The commands or menus through which a user communicates with an external device are called _____.
Ans - Interface

B. STATE TRUE OR FALSE
1) The clock is present on the left side of the Taskbar. _____
Ans - False

2) To select an icon, simply click on it. _____
Ans - True

3) Single-clicking on the icon opens the window. _____
Ans - False

4) Show desktop button is present on the left of the taskbar. _____
Ans – False

5) To change the desktop background, left-click on the blank area of the Desktop. _____
Ans - False

6) In a GUI, the user types text-based commands to give instructions to a computer. _____
Ans - False

C. APPLICATION BASED QUESTIONS

1) Mohit is using computer for the first time. He cannot identify the small labelled pictures present on the screen. What are they called? _____
Ans - Icons

2) Karan is working on many applications on his computer. By mistake, he has clicked somewhere on the taskbar and all the open windows have minimized. Which button has Karan clicked on? _____
Ans – Show desktop

D. MULTIPLE CHOICE QUESTIONS

1) Which program manages all the jobs of a computer?
a. Operating system　　　　b. Desktop　　　c. Screen Saver
Ans – a. Operating System

2) To arrange the icons on desktop, _____ click on the blank area.
a. Left　　　　　　　b. Right　　　　c. Double
Ans – b. Right

3) Windows 7 was released on _____
a. October 22, 2002　　b. October 22, 2009　　c. October 29, 2002
Ans – b. October 22, 2009

4) _____ is an example of operating system.
a. Apple　　　　b. Microsoft　　　c. Linux
Ans – c. Linux

5) _____ mode saves all the open documents on the hard disk and then shut down the computer.
a. hibernate　　　b. shut down　　　c. sleep
Ans – a. Hibernate

E. ANSWER THE FOLLOWING.

1. What is Windows?
Ans – Windows is an operating system developed by Microsoft, world's leading software company.

2. What is desktop?
Ans – The first screen that appears with labelled pictures on it, is called desktop.

3. What is taskbar?
Ans – Taskbar is a long horizontal bar at the bottom of the desktop.

4. What does an icon mean?
Ans – The small labelled pictures or a symbols present on the desktop are called icons.

5. What is a screensaver?
Ans – The screensaver is an image, which pops-up on the computer screen whenever a computer is left idle for a certain period of time.

6. Which type of interface is provided by windows?
Ans – GUI (Graphical User Interface) is provided by windows that make the interaction between the computer and the user easy.

7. Define Interface. Name the main types of interface.
Ans–The commands or menus through which a user communicates with an external device or a program, are called interface. The main types of interface are
i) Command Line Interface (CLI)
ii) Graphical User Interface (GUI)

Extra Questions and Answers

1. Answer in one word.
a) Operating system developed by Microsoft. _____
Ans- Windows

b) It makes the interaction between the computer and the user easy. _____
Ans- GUI

c) Horizontal bar at the bottom of the desktop. _____
Ans – Taskbar

d) The first screen of Windows that appear with labelled pictures. _____

Ans- Desktop

e) They are mini programs which offer information at a glance. _____
Ans- Gadgets

f) It is a power saving state of the computer system. _____
Ans – Sleep

g) The button gives access to documents, windows applications._____
Ans – Start

h) The labelled pictures on the screen. _____
Ans – Icons

i) The key that helps in selecting non-adjacent items. _____
Ans – Control

j) The key that helps in selecting adjacent items. _____
Ans– Shift

2. Answer the following questions.
a) Write down the names of any three icons present on the desktop.
Ans- Computer, Recycle bin, Documents

b) Write the use of Hibernate mode.
Ans- It saves all the documents and running applications on the computer and then shut down the computer.

c) What is the use of 'clock' gadget?
Ans – Clock gadget is used to display the time.

d) Name any three gadgets.
Ans – Calendar, Clock, Weather

e) Write the full form of GUI.
Ans- GUI – Graphical User Interface

LESSON-3 : Word Processor-An Introduction

A. FILL IN THE BLANKS
1) Microsoft Word is an _____ software.
Ans – word processing

2) The word application opens a blank document with the temporary name _____
Ans – document1

3) The _____ bar displays the name of the current document and application.
Ans- title

4) MS word opens up with two windows on the screen known as _____ window and the _____window.
Ans – Application, Document

5) The _____ are divided into groups that contain related commands.
Ans – tabs

B. STATE TRUE OR FALSE
1) The shortcut key to close the Word application is Ctrl+ F4. _____
Ans – False

2) The Quick Access Toolbar contains the button for saving a document._____
Ans – True

3) The application window helps the user to communicate with the MS Word program. _____
Ans – True

4) The shortcut key to print a document is Ctrl + P._____
Ans – True

5) The Quick Access Toolbar is placed below the Title bar. _____
Ans– False

C. APPLICATION BASED QUESTIONS:
1) Geeta writes a story in word processor. She wants to see the name of her current document application. Which part of the window displays it? _____
Ans – Title bar

2) The teacher has asked Rahul to save his document without using the File tab. Suggest the way to get this dialog box, to save the document.
Ans – Click 'Save' button on Quick Access Toolbar

D. MULTIPLE CHOICE QUESTIONS:
1. The _____ area is used for typing and editing the text
a. Working   b. Desktop   c. Application
Ans – a. Working
2. The _____ option is used to create a new blank document.
a. Save   b. New   c.Close
Ans – b. New
3. The extension of a saved file in MS Word 2010 is _____
a. .doc   b. .dos1   c. .docx
Ans – c. .docx
4. To close the Microsoft Word application, click on the File tab and select the _____ option.
a. Close   b. Exit   c. Save
Ans–b. Exit

E. ANSWER THE FOLLOWING.
1. **How is Microsoft Word useful for us?**
Ans – It helps us to type, edit and format the text using a computer.
2. **Which toolbar consists of buttons to access the commonly used commands?**
Ans – Quick Access Toolbar
3. Name the components of Microsoft word window?
Ans – i) Title bar   ii) Quick Access Toolbar   iii) Ribbon   iv) working area
v) rulers   vi) Scrollbars   vii) status bar

EXTRA QUESTIONS AND ANSWERS

1. Write the shortcut keys for the following.
a) To open a new document. _____   Ans – Ctrl + N
b) To copy a selected text. _____   Ans – Ctrl + C
c) To paste the text. _____   Ans – Ctrl + V
d) To cut the selected text. _____ Ans – Ctrl + X
e) To save a document. _____ Ans – Ctrl + S
f) To close a document. _____ Ans – Ctrl + W
g) To close the Word application. _____ Ans – Alt + F4
h) To open a saved document. _____ Ans – Ctrl + O
i) To open a save as dialog box. _____ Ans – F12
j) To print a document. _____ Ans – Ctrl + P

LESSON-4: The Internet - An Introduction

A. FILL IN THE BLANKS

1. _____is a global network that connects millions of computers worldwide.
Ans – Internet

2. A _____ is a collection of related webpages linked to one another.
Ans – Website

3. The first page of any website is known as _____.
Ans – Homepage

4. _____ is a program designed to identify, prevent, and remove viruses from a program.
Ans – Anti-virus

5. _____ is common way to prove your identity when using e-mail accounts, e-banking, or your computer itself.
Ans – Password

6. A _____ refers to a person who uses internet safely and in the right way.
Ans – Digital citizen

B. STATE TRUE OR FALSE

1. A website is a special program to access information. _____
Ans - True

2. Internet helps in carrying out monetary transactions online. _____
Ans– True

3. You should always choose a password that can be easily guessed by others. _____
Ans– False

4. E-mail is the most common means of transferring virus to your system. _____
Ans - True

5. Information shared over the internet is fully secure. _____
Ans– False

6. Computers that are connected to Internet are prone to virus attacks. _____
Ans – True

C. APPLICATION BASED QUESTIONS

1. While using Internet, Sam downloaded an attachment from his inbox to the computer. After sometimes his computer stopped working. What could be the possible reason? Suggest the action that could have saved his computer?
_____

Ans – This could have happened due to virus attack contained in the email attachment. He should have run an anti-virus to scanned the e-mail attachment before saving it to his computer

2. Suhani is having an account on a social networking website. She is continuously getting abusive comments from an unknown person. What should be her immediate action? _____

Ans – She should report this to her any elders of her family or to her teacher.

D. MULTIPLE CHOICE QUESTIONS.

1._____ is one of the popular payment gateways.
a. Paypal   b. Bing   c. Ekiga
Ans – a .Paypal

2. The software program which helps in accessing the entire information available on the web is called _____
a. hyperlink   b. Web browser   c. Hypertext
Ans – b. web browser

3. _____ is one of the most popular search engines, founded by Larry Page and SergyBrin.
a. Yahoo   b. Bing   c. Google
Ans – c. Google

4. _____ is an example of Anti-virus software.
a. Skype   b. Paypal   c. McAfee
Ans – c. McAfee

E. ANSWER THE FOLLOWING

1.What is internet? Explain any two uses of Internet.
Ans – Internet is a global network connecting millions of computers worldwide.
i) Internet helps us to read newspaper online and to get information regarding various topics.
ii) Internet helps us purchase various items online from online shopping websites.
2. What do you understand by a webpage?
Ans – Information that is put on the internet in the form of digital pages are called webpages.

3. Write any two advantages of Internet?
Ans – Two advantages of internet are –
i) Faster communication , easy sharing
ii) Online services and E- commerce

4. Is there any disadvantage of using Internet? If yes, mention it.
Ans – Yes, Internet has various disadvantages, such as Virus threat,loss of information, fast spreading of wrong information, and spam.

5. Define Search Engine
Ans – A search engine is a software that searches for any information required by a user. Ex- Google, Yahoo, Bing

6. Write any three measures that you should take to protect yourself online.
Ans – Three measures that we should take to protect ourselves online.
i) Always choose a strong and unique password.
ii) Do not give any personal details to strangers.
iii) Be extra careful while making payments online.

EXTRA QUESTIONS AND ANSWERS

1. Answer in one word.
a) A global network, connecting millions of computers worldwide.- _____
Ans – Internet
b) It is a collection of related webpages linked to one another.- _____
Ans – Website
c) It is a program that protects your system against virus.- _____
Ans – Antivirus
d) A safe way to prove your identity when using e-mail, e-banking. -_____
Ans – Password
e) Name of the search engine, by Microsoft.-_____
Ans – Bing
f) It is an online substitute to sending messages or letters . _____
Ans – E-mail
g) The first or introductory page of a website._____
Ans – Homepage
h)The unwanted and unnecessary social or advertisement e-mails._____
Ans – Spam
i) The most popular payment gateway._____
Ans – Paypal

LESSON-5: Fun With Paint

A. FILL IN THE BLANKS

1. The _____ tool is used to select any part of the picture that you want to change.
Ans – select

2. _____ command allows you to resize the picture either in the horizontal or vertical direction.
Ans – resize and skew

3. The paste command will always insert the drawing at the _____ corner of the drawing area.
Ans – top left

4. The _____ command is used to reverse the last action performed.
Ans – undo

5. The _____ tool is used to copy the colour from one object to another.
Ans – color picker

6. To save a file in paint, use _____ key combination.
Ans – Ctrl + S

7. Paint provides _____ different types of callout shapes.
Ans – three

8. A photograph clicked using a digital camera is saved in _____ file format.
Ans - bmp

B. STATE TRUE OR FALSE

1. Once the drawing is made, you cannot make any changes in it. _____
Ans– True

2. You can remove the selection box by clicking on the drawing._____
Ans - True
3. Flip means to rotate the selected picture horizontally or vertically.____
Ans – True

4. Zoom slider option is available on the title bar._____
Ans – False

5. Redo command is used to reverse the effect of Undo command. _____
Ans – True

6. There is no difference between the rectangular selection tool and free-form selection tool. _____
Ans – False

7. You cannot fill colour in a callout. _____
Ans – True

8. GIF format does not support animations. _____
Ans - False

C. APPLICATION BASED QUESTIONS
1. Kirti has drawn a pink car in Paint. She wants to draw two more cars of the same layout. Suggest her the appropriate options to do the same.
Ans- First select the drawing by using Select tool. Then select the copy command on the Home tab. Then paste it and move it. Repeat the same steps for one more time.

2. Parul has drawn beautiful scenery depicting a sunny day but by mistake she drew a few stars in it. Which tool can she use to remove these stars?
Ans – Eraser

D. MULTIPLE CHOICE QUESTIONS
1. JPEG stands for _____
a. Joint Pictures Expert Group   b. Joint Photographic Experts Group
c. Joined Photographic Experts Group
Ans – b. Joint Photographic Experts Group
2. _____ tool is used to increase or decrease the view size of the objects.
a. Select   b. Zoom   c. Rotate
Ans – b. Zoom
3. You can also cut and resize the image using the _____tool.
a. Crop   b.Edges   c. Cut
Ans – a. crop
4. Which among the following shortcut keys is used to add rulers in a drawing area?
a. Ctrl + R   b. Ctrl + P   c. Ctrl + C
Ans – a. Ctrl + R
5. Which tool is used to erase a part of the drawing?
a. Crop   b. Delete   c. Eraser
Ans – c. Eraser

E. ANSWER IN ONE WORD OR ONE SENTENCE
1. Which tool is used to select an irregular part of an image?
Ans – Free-form selection

2. Which tool do we use on the Home tab to increase the size of the picture?
Ans – Zoom

3. Where is the zoom slider bar present in the MS-Paint window?
Ans – Status bar

4. Which shape from the shapes group is used for the dialogues, displayed in a comic book?
Ans – Callout

5. Name the various file formats supported by Paint.
Ans – BMP, JPEG, GIF, TIFF, PNG

F.ANSWER THE FOLLOWING
1. **What are the various selection tools in MS Paint?**
Ans – The selection tools in Ms Paint are –
i) Rectangular Selection tool
ii) Free – form selection tool

2. What are the two ways to flip a picture?
Ans– Horizontally and vertically

3. What do you mean by Zooming a picture?
Ans – Zooming a picture means to increase or decrease the view size on the screen in any ratio.

EXTRA QUESTIONS & ANSWERS

1. Write the full form of the following.
a) BMP –_____ Ans - Bitmap
b) JPEG –_____ Ans – Joint Photographic Expert Group
c) GIF – _____Ans – Graphics Interchange Format
d) TIFF – _____ Ans – Tagged Image File Format
e) PNG - _____ Ans – Portable Network Graphics

2. Write the shortcut keys for the following.
a) Undo -_____ Ans- Ctrl + Z
b) Redo - _____ Ans – Ctrl + Y
c) To create a new file - _____ Ans- Ctrl + N
d) To open an old file - _____ Ans – Crl + O
e) To close the paint program. _____ Ans- Alt + F4
f) To save a file - _____ Ans – Ctrl + S

LESSON-6: File Management

A. FILL IN THE BLANKS
1. A _____ is a collection of relevant files.
Ans - Folder
2. A folder within a folder is called a _____.
Ans – Sub-folder
3. A folder is a way to _____ the files stored in a computer.
Ans - organize
4. _____ on a file opens the file.
Ans – Double-clicking
5. _____ means to change the existing name of a file/folder.
Ans - Renaming
6. _____ is a file manager application that provides detailed information about files.
Ans – Windows Explorer

B. STATE TRUE OR FALSE
1. A folder cannot contain a folder in it. _____
Ans - False
2. A folder is the collection of related files stored together on some storage device._____
Ans - True
3. You can also create a new folder while saving a file. _____
Ans - True
4. No two folders at the same location can have the same name. _____
Ans - True
5. Saving files in a folder makes it difficult to locate and access the files._____
Ans - False
6. You can also create an MS Word file by right clicking on the desktop._____
Ans – True

C. APPLICATION BASED QUESTIONS
1. Meera's computer teacher has asked her to make a presentation on the topic 'Our Mother Earth'. She collected and saved the matter in a word document. After taking the reference of this material, she created a presentation. Now, she wants to keep both the files together in a folder. Help her in accomplishing the task.

Ans – create a folder and save the files again inside the folder using the save as option.

2. Miraaj wants to create a folder in E: drive of his computer which is not accessible directly from the desktop. Suggest him the suitable way to access the desired location.

Ans – Open windows explorer and select E: from the left pane, then click on 'New Folder'.

3. Riya forgot to change the default name, while creating a folder. How can she rename it?

Ans – Right-click on the folder and select the Rename option.

D. MULTIPLE CHOICE QUESTIONS
1. The shortcut to create a new file is _____
a. Shift + N   b. Ctrl + N   c. Ctrl + Alt + N
Ans – b. Ctrl + N

2. The shortcut key combination to open Windows Explorer is _____
a. Ctrl + E   b. Win + E   c. Win + W
Ans – b. Win + E
,
3. You can open Windows Explorer by double-clicking on the _____icon.
a. Computer   b. File   c. Windows
Ans – a. Computer
4. _____ + Del key combination can be used to delete files/folders permanently.
a. Alt   b. Ctrl   c. Shift
Ans – c. Shift

E. ANSWER THE FOLLOWING
1. What is a folder? What does it contain?
Ans- Folder is a collection of relevant files stored together on some storage device. It contains files and other folders.

2. Differentiate between a file and a folder.
Ans–File- In a computer, the information is stored in a file where each file is characterized by a unique file name.
Folder – All the related files are then stored in a folder.

3. What is the need of saving a file?
Ans – Saving a file enables us to access it anytime, when needed.

EXTRA QUESTIONS AND ANSWERS

1. Answer in one word.
a) The element using which information is stored in computer. - _____
Ans – File
b) It organize a huge number of files present is a computer. - _____
Ans – Folder
c) A folder within a folder. - _____
Ans – Sub-folder
d) It means to change the existing name of a file/folder. -_____
Ans – Rename

2. Answer the following questions.
a) What is Windows Explorer?
Ans – It is a file manager application that provides detailed information about files, folders and drives.

b) What happen if we do not save our file?
Ans – We may lose our useful data when the computer is turned off.

c) What do you mean by 'renaming a file/folder'?
Ans – It means to change the existing name of a file/folder.