Important Computer Notes Part-1

1.Most of the commonly available personal computers/laptops have a keyboard popularly known as **QWERTY**

2. **Editing** a document consists of reading through the document you've created then—correcting your errors

3. **Virtual Box** is not a famous operating system

4. **Junk e-mail** is also called **spam**

5. **DOC** is the default file extension for all word documents

6. **.bas, .doc and .htm** are examples of extensions

7. Codes consisting of bars or lines of varying widths or lengths that are computer readable are known as a **bar code**.

8. Convenience, speed of delivery, generally and reliability are all considered as the **advantages of email.**

9. **E-commerce allows** companies to conduct **business over the internet**

10. The most important or powerful computer in a typical network is **network server**

11. **Executing** is the process of carrying out commands

12. The rectangular area of the screen that displays a program, data, and or information is a **window**.

13. The process of a computer receiving information from a server on the internet is known as

downloading.

14. **Disk drive** is the part of the computer helps to store information

15. **Arithmetic operations** include addition,subtraction, multiplication, and division

16. A **keyboard** is the king of input device

17. An error is known as **bug**

18. A collection of related information sorted and dealt with as a unit is a **file**

19. **Sending an e-mail** is similar to writing a letter

20. **If you receive an e-mail from someone you don't know then** you should delete it without opening it

21. A set of instructions telling the computer what to do is called **program**

22. **LAN** refers to a small single site network

23. A collection of programs that controls how your computer system runs and processes information is called **operating system**.

24. **Device drivers** are small, special-purpose programs

25. **Transformation of input** into output is performed by the CPU

26. Data going into the computer is called **input**.

27. **Binary choice** offer only two options.

28. To indent the first paragraph of your report, you should use **tab key.**

29. **Fields** are distinct item that don't have much meaning to you in a given context

30. A **website address** is a unique name that identifies a specific web site on the web

31. **Modem** is an example of a telecommunications device

32. A set of computer programs used for a certain function such as word processing is the best definition of a **software package.**

33. You can start **Microsoft word** by using start button

34. A blinking symbol on the screen that shows where the next character will appear is a **cursor**

35. Highlight and delete is used to remove a paragraph from a report you had written

36. Data and time are available on the desktop at **taskbar**

37. A directory within a directory is called **sub directory**

38. **Testing** is the process of finding errors in software code

39. In Excel, charts are created using **chart wizard option**

40. **Microcomputer hardware** consists of three basic categories of physical equipment system unit,input/output, memory

50. Windows is not a common feature of software applications

51. A tool bar contains buttons and menus that provide quick access to commonly used **commands**

52. For creating a document, you use **new command at file menu**

53. **Input device** is equipment used to capture information and commands

54. A **programming language** contains specific rules and words that express the logical steps of an algorithm

55. One advantage of **dial-up internet** access is it utilizes existing telephone security

56. Protecting data by copying it from the original source is **backup**

57. Network components are connected to the same cable in the **star topology**

58. Two or more computers connected to each other for sharing information form a network

59. A computer checks the **database** of user name and passwords for a match before granting access

60. Computers that are portable and convenient for users who travel are known as **laptops**

61. **Spam** is the term for unsolicited e-mail

62. **Utility software** type of program controls the various computer parts and allows the user to interact with the computer.

63. Each cell in a Microsoft office excel document is referred to by its cell address, which is the cell's row and column labels

64. Eight digit binary number is called a **byte**

65. **Office LANs** that are spread geographically apart on a large scale can be connected using a corporate WAN

66. **Storage** is the process of copying software programs from secondary storage media to the hard disk

67. The code for a web page is written using **Hyper Text Markup Language**

68. Small application programs that run on a Web page and may ensure a form is completed properly or provide animation are known as **flash**

69. In a relational database, table is a data structure that organizes the information about a single topic into rows and columns

70. The first computers were programmed using assembly language

71. When the pointer is positioned on a **hyperlink** it is shaped like a **hand**

72. **Booting** process checks to ensure the components of the computer are operating and

connected properly

73. **Checking** the existing files saved on the disk the user determine what programs are available on a computer

74. Special effect used to introduce slides in a presentation are called **animation**

75. Computers send and receive data in the form of digital signals

76. Most World Wide Web pages contain **HTML** commands in the language

77. Icons are graphical objects used to represent commonly used application

78. **UNIX** is not owned and licensed by a company

79. In any window, the maximize button, the minimize button and the close buttons appear **on the title bar**

80. **Dial-up Service** is the slowest internet connection service

81. Every component of your computer is either **hardware or software**

82. Checking that a pin code number is valid before it is entered into the system is an example of **data validation**

83. A compiler translates higher level programs into a machine language program, which is called **object code**

84. The ability to find an individual item in a file immediately **direct access**

85. Computers connected to a LAN can share information and/or share **peripheral equipment**

86. A **CD-RW** disk can be erased and rewritten

87. The two major categories of software include **system and application**

88. Windows 95, Windows 98 and Windows NT are known as **operating systems**

89. Information on a computer is stored as **analog data**

90. A **spread sheet** that works like a calculator for keeping track of money and making budgets

91. To take information from one source and bring it to your computer is referred to as **download**

92. Each box in a **spread sheet** is called a **cell**

93. Network components are connected to the same cable in the **bus topology**

94.The full form of **MICR** is **magnetic ink character reader**

95. **Swift networks** are used between banks

96. **Panda** is a **virus**

97. **Boot sector** is **hardware**

98. **Debug searches** the fault of any software

99. **OCR** means **optical character recognition**

100. The total printout of a program is called **listing.**

Next Part will be updated soon.