



# IT PRACTICAL FILE

Kavya Sahai |X - D

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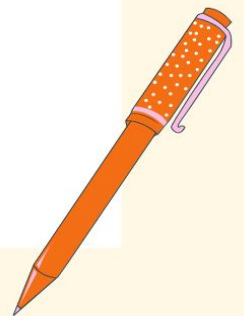
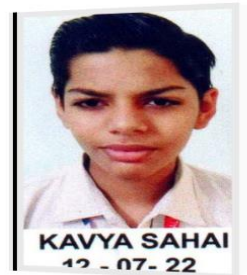
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**RALLI INTERNATIONAL**



## **IT Practical File**





# ★ ACKNOWLEDGE ★

**I would like to express my special thanks for my gratitude to my teacher **Swati Aggarwal** as well as our principal **Mrs. Neha Ralli** who gave me this golden opportunity to make this wonderful Practical File, which helped me in doing a lot of research and I came to know many new things.**

**I am really thankful to them.**

**Secondarily I would like to thank my parents who helped me a lot in finishing this Practical File within time.**

**I am making this practical file not only for marks but also to increase my knowledge.**

**A very Special Thanks to Everyone Who Helped Me**

# Types Of Keys

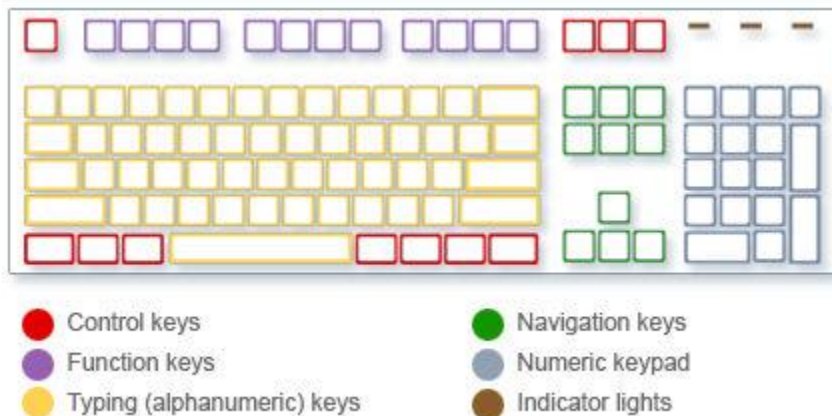
**Alphanumeric Keys:** These keys include the same letter, number, punctuation, and symbol keys found on the keyboard.

**Control Keys:** These keys are used in combination with the alphanumeric keys. They are: CTRL, Alt, Alt Gr

**Function Keys:** The function keys are used to perform specific tasks. They are labeled as F1, F2, F3, and so on, up to F12. The functionality of these keys differs from program to program.

**Navigation Keys:** These keys are used for moving around in documents or webpages and editing text. They include the arrow keys, Home, End, Page Up, Page Down, Delete, and Insert.

**Numeric Keys:** The numeric keypad is handy for entering numbers quickly. The keys are grouped together in a block like a conventional calculator or adding machine.



Period/ Day	1	2	3	4	5	6	7	8
Monday	Hindi	Hindi	Physics	SST	Library	English	Chem.	Maths
Tuesday	Hindi	Maths	Maths	IT	English	SST	M/D	Biology
Wednesday	Hindi	SST	IT	Chem.	Biology	English	Maths	Games
Thursday	SST	SST	Physics	Maths	Hindi	Biology	English	English
Friday	Physics	Game	IT	English	Hindi	Chem.	SST	Maths



# Self Management

## TIPS

- Manage Stress
- Spend Time With Friends or Family
- Exercise regularly
- Make changes to your healthy diet



# Parts Of Computer System

<b>INPUT</b>	Mouse	A mouse is a small device that a computer user pushes across a desk surface in order to point to a place on a display screen and to select one or more actions to take from that position.
	Keyboard	A keyboard is for putting information including letters, words and numbers into your computer.
	Microphone	A microphone is a device that translates sound vibrations in the air into electronic signals and scribes them to a recording medium or over a loudspeaker.
<b>Processing</b>	Central Processing Unit	The computer's central processing unit (CPU) is the portion of a computer that retrieves and executes instructions.

	Graphics Processing Unit	Graphics processing unit, a specialized processor originally designed to accelerate graphics rendering. GPUs can process many pieces of data simultaneously, making them useful for machine learning, video editing, and gaming applications.
<b>Output</b>	Monitor	A computer monitor is an output device that displays information in pictorial or text form.
	Speaker	A computer speaker is an output hardware device that connects to a computer to generate sound.
	Printer	A printer is a device that accepts text and graphic output from a computer and transfers the information to paper

## Storage Devices

<b>Primary</b>	RAM	It stands for Random Access Memory. It is used to store information that is used immediately or we can say that it is a temporary memory.
	ROM	It stands for Read-Only Memory. The data written or stored in these devices are non-volatile, i.e., once the data is stored in the memory cannot be modified or deleted.
<b>Secondary</b>	Floppy Disk	It is also known as a floppy diskette. It is generally used



		on a personal computer to store data externally.
	Hard Disk	It is a storage device (HDD) that stores and retrieves data using magnetic storage.