Computer
Unit No. 1
Hardware Basics

Q1: **Define the following:**

     (i) System Unit   **(ii)** Memory

Ans: System Unit: System Unit is a box where processing take place.

     Memory: Consists of electronic chips. It stores instructions and data so that CPU can process them. It is the working space of the computer.

Q2: **Differentiate between the following:**

(a) Hardware and Software   **(b)** RAM and ROM.

(c) Input devices and output devices

Ans:

Hardware	Software
The physical parts of a computer that we can see and touch are known as hardware.	Software is the set of instruction given to the computer to perform a specific task.
RAM	**ROM**
Ram stands for Random Access Memory. It is a temporary storage area for the data before and after it is processed. It is attached about its hardware device.	Rom stands for Read Only Memory. It is a permanent storage area. It contains start up instructions of the computer and information about its hardware devices.
Input devices	**Output devices**
Devices which are used to enter data into a computer are known as input devices. e.g keyboard, mouse, microphone etc.	Devices which are used to display/ present output are called output devices e.g: monitor printer, speakers etc.

Q3: **Define the brain of the computer and write down the names of its components?**

Ans: Processor works like a human brain. It is a silicon chip fixed on the motherboard. Its primary purpose is to carry out set of instructions and process the data efficiently and accurately. It is also known as CPU (Central Processing Unit).

CPU ├── ALU ──── CU └── AU ──── LU	The two main components of a processor are ALU (Arithmetic and logic unit) and CU (Control Unit).
	ALU further has two parts, AU (Arithmetic unit) and LU (Logic Unit).

Q4: What is Read Only Memory?

Ans: Rom stands for Read only Memory. It is permanent storage area. It contains start up instructions of the computer and information about its hardware devices. It is fixed on the motherboard. ROM is nonvolatile, information is not lost when the power is switched off. Data cannot be changed or removed from the ROM, that is why it is called read only memory.

Q5: Write down the three main uses of the figure print reader?

Ans: Fingerprint reader is mostly used for criminal investigation and security system some computer use it for login and user's authentication.

   (i)   Finger print is used to login a computer.
   (ii)   Finger print reader is used in a car security system.
   (iii)   Finger print reader is used for employee's attendance.

Q6: What is the main function of a Robot?

Ans: Robots are used in different fields such as car manufacturing, medicine, military, transportation etc. Many factory jobs are now performed by robots. Robotic hands are widely used in factories. NASA is using robots for space exploration.

Q7: Why RAM is called volatile memory?

Ans: RAM is volatile, information is last when the power is switched off.

For Example: someone is typing a letter on the computer and the power goes off, the computer of the letter will be erased from RAM if it is not saved.

Unit No. 2
Software Basics

Q1: Define the following:

(i) Software   (ii) Utility Program   (iii) File Manager

Ans: Software: It is the set of instructions given to the computer to perform a specific task.

     Utility Program: Allows a user to analyze, configure and maintain the computer.

     File Manager: Help user to manage a stored file on the hard disc.

Q2: Differentiate between the following:

(a)   File Manager and Image Viewer

(b)   Application Software and System Software

Ans:

File Manager	Image Viewer
File manager utility helps use to manage a stored file on the hard disk.	Image viewer provides an environment to view and manage images within the same orders.

Application software	System software
Application software is a set of computers programs that enables help a user to do a specific work on the computer.	System software are used to control and direct the operation of a computer hardware.

Q3: What is operating System?

Ans: Operating system is a system software. It is just like the soul of a computer. It is a collection of programs that super vices and control overall functions of a computer. Operating system also organize all the data and runs other application in a computer. It creates a link between a user and the computer.

Q4: List the names of any five application software?

Ans: (i)   Application software
  (ii)   Entertainment software
  (iii)   Productivity software.
  (iv)   Educational and reference software.

Q5: What are the utility programs?

Ans: Utility programs is a system software that allows a user to analyze, configure and maintain the computer. It performs a specific task related to the management of computers, its device and files/programs. In Microsoft windows there are different windows explorer, windows picture and fan viewer, backup, security center, add or remove program etc.

Q6: Write down basic operations of the operating system?

Ans: Booting and providing a user interface: Operating system manages that start up process of a computer. It loads the system files in the RAM the computer and provides a user interface.

  Managing program: Operating system helps a user to work with multiple programs and application simultaneously.

  File management: Operating system allows a user to manage files and folders. The user can create, save delete, copy, cut, paste, and rename the files and folders easily.

  Configuring Devices: When a computer starts, operating system checks all the devices and loads their drivers. When a new devices is attached to the computer, operating system configures it and installs its driver so that it can work properly.

Q7: Can a device work without device driver?

Ans: A device can't work properly if device diver is not installed e.g device driver of printer, modem, sound, card etc.

Unit No. 3
Customizing a word document

Q1: Define the following:

(i)   Bullets   (ii)   Indentation   (iii)   Copy and Paste

Ans: Bullets: Bullets and numbers that list are small symbols that mark an important line of information.

     Indentation: Indentation det4emines the width of lines in the paragraph.

     Copy and Paste: Means to repeat information in the document without retyping it.

Q2: Differentiate between the following:

(i)   Page Break and Section Break   (ii)   Alignment and Indentation

(iii)   Undo and Redo

Ans:

Page Break	Section Break
Divides the long document into pages with page breaks.	Divides a document into more than one sections.
Alignment	**Indentation**
Alignment is the way in which text is placed between the margins of a page.	Indentation determines the width of lines in the paragraph.
Undo	**Redo**
Undo feature is used to discard last changes that have been made in the document.	Redo feature is used to reverse the undo action.

Q3: What is meant by comment in a word document?

Ans: A comment about a selected text can be added in the document. A comment can be a note, explanation or reminder that a user adds to a document.

     Word displays the comment in a balloon in the margin of the document or in the Reviewing Pane.

Q4: Explain the steps to insert data and time in Word Document?

Ans:

- ✓ Open a saved document
- ✓ Set the zoom setting to 100%
- ✓ Click the place where data and time should appear in the document.
- ✓ On he insert tab, in the text group click Date and Time.
- ✓ Click the Date and Time format.
- ✓ Click ok to confirm the selections.
- ✓ The selected Date and Time appears in the document.

Q5: What is an alignment? How many ways of text alignment in word?

Ans: Alignment is way in which text is placed between margins of the page. Text can be lined up at the left, center or right side of the page.

Left Align: Align text at the left margin. This is the default retting. Left alignment of text is found in most documents.

Center: The text is centralized on a line. It can be used in a card, on a envelope and in a listing.

Right Align: Aligns text at the right margins. This can be used for addresses.

Full Justification: The text is justified on both sides. It can be seen in books, newspaper, magazines and reports.

Q6: Describe all the positions where page numbers can be inserted?

Ans:

- ✓ Open a saved document.
- ✓ On the insert tab, in the header and footer group, click page number.
- ✓ Click top of page, bottom of page or page margin depending on where we want page numbers to appear in the document
- ✓ Choose a page numbering design from the gallery of designs. The gallery includes page x of Y options.

Note: Computer work given above will be done as it is on Computer school copy. (learn also)

نوٹ: کمپیوٹر کا کام سکول کی کاپی پر لکھنا اور یاد کرنا ہے۔