Computer
Unit No. 1
Introduction to computer

Q1. Define the following.

    (a) Computer   **(b) Memory**   **(c) Software**

Ans: Computer:

    Computer is an electronic machine which process raw data (input) into meaningful information (output), and also stores output for later use.

    Memory:

    Memory is the electronic holing place. It holds instructions and data that a computer's processor can access.

    Software:

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

Q2. Differentiate the following.

    (a) Data and Information   **(b) CD and DVD**

    (c) Single Click and Double Click.

Ans: (a) Data and Information:

Data	Information
A collection of facts and figures (unprocessed items) is known as data. It can be the form of a text, number, image, audio and video.	Data after processing is called information. Information is basically a meaningful data easily understandable by people.

    (b) CD and DVD:

CD	DVD
CD stands for Compact Disk. A CD can run in CD drive and DVD drive too. Quality of sounds and movies is low in a CD.	DVD stands for Digital Versatile/ Video disc. A DVD can only run in a DVD drive. Quality of a sounds and movies is high in a DVD.

    (c) Single Click and Double Click:

Single Click	Double Click
Quickly pressing and releasing the mouse button once is called Click.	Quickly pressing and releasing the left mouse button twice is called Double Click.

    Give brief answers to the following questions:

Q3. Write five advantages of using computers.

Ans: Speed: Speed is the most important characteristics of a computer. The

computer can perform billions of calculations in a fraction of a second.

Accuracy: Computer is almost 100% accurate and it never make mistakes.

Diligence: Besides being fast, a computer can do things over and over again. It never gets tired or bored.

Storage: Computer have large storage capacity. A computer can store very large amount of data.

Versatility: Versatility is the key benefit of using computers. A user can perform variety of tasks with a computer like drawing a pictures, writing stories, watching movies, playing games etc.

Q4. What is hardware? Write the names of five hardware devices?

Ans: Hardware refers to all physical parts of a computer that we can see and touch this includes the input and output devices as well as the system unit. **For example**: printers, monitor, scanner, mouse and speaker.

Q5. What does a processor do?

Ans: Processor is the brain of a computer. It is made of a silicon chip fixed on the motherboard. Its primary job is to carry out a set of instructions and process data efficiently and accurately. It converts data into information. It is also called CPU (Central Processing Unit).

Q6. What is memory? Is it a temporary storage device?

Ans: Memory is an electronic holding place. It holds instructions and data before and after it is processed.

Q7. Write a short note on a Hard Disk.

Ans: Hard Disk is the permanent storage device of a computer. It is also called a Hard disk or Hard Drive. It is a reliable and durable storage device. It is fixed inside the System Unit. Hard Disk consists of several rotating disk called platters. Each platter stores data. They are sealed in a airtight case to keep them free from dust. It can store very large amount of data and information.

Q6. What is a modem? Explain its different types.

Ans: A modem is a device which is used to connect and communicate with other computers on the internet. There are two types of modems.

(a) Internal Modem: It is placed inside the system unit.

(b) External Modem: It is placed outside the system unit.

Q7. Write functions of the following keyboard keys.

(a) Tab (b) Esc (c) Enter (d) Shift (e) Caps Lock

Ans: Tab: Tab keys lets you move the cursor more than one space at time.

Esc: Escape key is used to terminate any process in between.

Enter: Enter key is used to: (i) to start a new line (ii) to execute a command

Shift: Shift keys are used: (i) to type capital letters (ii) to type symbols

Caps Lock: Press the caps lock key when you want to write a word in capital

letters.

Unit No. 2
Introduction to Windows

Q1. Differentiate between the following:

(a) Desktop and Start menu   (b) File and Folder

Desktop	Start Menu
The main screen of the Microsoft Windows is known as desktop. The desktop contains icons of different files and programs, so a user can easily access them.	At the bottom left corner of the screen there in a Start Button. This button displays a list of items called Start Menu.
File	**Folder**
A file is a collection of data that is stored on a computer.	Folders are like envelops or drawers in which we can place data.

Q2. Define the following:

(a) Desktop   (b) Folder   (c) Start Menu

Ans: Desktop: The main screen of the Microsoft Windows is known as desktop.

Folder: Folder are like envelops or drawers in which we can place data.

Start Menu: The Start Button displays a list of items called start menu.

Q3. Give brief answers to the following questions:

Qi. Describe the functions of the Notification Area.

Ans: The area at the bottom right on the screen is known as Notification area. It is a part of the taskbar. It shows different notifications of the events that occurs in the Windows. It also displays time and different program icons such as Volume Control, Windows Firewall and Anti-virus etc. It also shows temporary icons such as USB device and Printing etc.

Qii. How many ways are there to open a Window/ program in Windows?

Ans: There are three different ways to open a program/ window.

- o From Desktop
- o From Start Menu
- o From Run Command
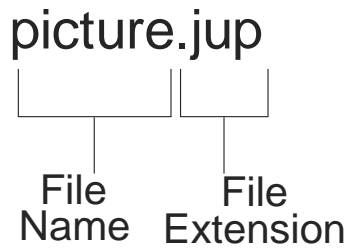
Qiii. What is a Drive?

Ans: A storage area in any storage device is known as drive. Drives are named by a letter followed by a colon (such as C:). The storage device can be a Floppy Disk, a CD/ DVD, a Hard Disk and a USB Flash Memory.

Qiv. What is a File? Write the parts of a file with an example.

Ans: A file is a collection of data that is stored in a computer. There are different

types of files such as text files, graphic files, sound files and program files etc.

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picture.jup

File Name   File Extension

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Qv. How can a user create a folder using right click menu?

Ans:

- Right click anywhere on the desktop
- Right click menu appears
- Move mouse over NEW
- Click the folder option
- The new folder appears, displaying a temporary name (New Folder).
- Type a name for the new folder (**For example:** My work) and press enter key.
- A folder with the name My Work has been created on the Desktop.

Qvi. Write the names of the five different parts of a Windows?

Ans: A windows and its different parts, are Title Bar, Menu Bar, Tool Bar, Status Bar, Close Button, Minimize Button, Maximize Button, Vertical Scroll Bar, Windows Contexts, Horizontal Scroll Bar.

Qvii. Describe the steps of the startup procedure of the Windows?

Ans: Following are the steps of the startup procedure of the Windows.

- Start your computer by pressing "Power" button on the System Box.
- Windows XP starts loading its files into the computer.
- After successfully loading, windows logs on and a welcome screen appears.
- You can log on to computer by clicking user name and typing password (if assigned) in the text box.
- Windows Desktop screen appears.

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

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