



Revision 1

Q.1) Answer the following

1. How do you define a computer?

Ans. A computer is an electronic device that accepts the input and processes it to give us the output.

2. Name any four input devices and any three output devices?

Ans. Input device: keyboard, mouse, touch screen and joystick. Output device: monitor, printer and speaker.

3. What is an operating system?

Ans. An operating system is a set of programs that manages a computer's resources.

4. What is a file?

Ans. A file is the computer work stored under a name on a disk.

5. What is Multimedia?

Ans. Combination of two words where multi means many and media means giving information in the form of video clips, animations, text and sound.

6. What is the use of the windows Media player program?

Ans. We can play audio/video, CDs/DVDs and also listen to music and watch movies.

7. What is a word processor?

Ans. A word processor is a specialized software program designed to create, store, edit, format and print text document.

8. What is a paragraph?

Ans. A paragraph is a section of the text typed continuously without pressing the enter key.

9. Write a few lines to describe computer hardware and software.

Ans. Hardware is the physical components of a computer and software is the programs used.

10. What happens when you delete a file?

Ans. It disappears from the place where you deleted it and you goes into the Recycle bin.

Revision 2

Q. 2) Give one word.

1. What is fed into a machine to get the required output?

Ans. Data.

2. What type of device is the keyboard?

Ans. Input device.

3. What is the collection of raw, unorganized fact and details called?

Ans. Data.

4. What stores your computer work under a name on the disk?

Ans. File

5. Name the software program which let's you draw to create a file.

Ans. Paint.

6. Where do all the deleted files or folders go?

Ans. Recycle Bin.

7. Which button is used in Windows Media Player to turn the sound ON and OFF?

Ans. Volume button.

8. How do you adjust the volume level in windows media player?

Ans. By dragging volume slider.

9. What is a playlist?

Ans. It is a list of digital media items.

10. Which feature of MS word is used for checking spellings and grammar?

Ans. Spell check feature.

Revision 3

Q. 3) Write True or False

1. The computer processes the data to provide information. True.
2. Hardware is made up of bricks. False.
3. Laser printers use a dry powder called 'Toner' to print. True.
4. RAM is a temporary memory. True.
5. Icons represent the programs associated with them. True.
6. You cannot rename a file or a folder. False.
7. You cannot create a folder within another folder. False.
8. In Windows Media Player, you can only play video files, not audio files. False
9. A file is your computer work stored under a name on your disk. True.
10. MS Word is a part of the Lotus Suite Software. False

11. The paint program is an example of computer hardware. False
12. A Ribbon is a central place to carry all commands. True.

Revision 4

Q. 4) Fill in the blank.

1. Data is a collection of unorganized facts and details.
2. Dot Matrix printers use a black ribbon to print.
3. Dry Ink (toner) is used in a Laser printer.
4. The term Hardware refers to the physical components of a computer.
5. A digital camera records pictures in a digital form.
6. The windows OS is also called GUI.
7. The start button is located on the Taskbar.
8. When you delete a file, it goes to the Recycle Bin.
9. The term multimedia is a combination of two words multi and media.
10. The Media Player program is used to play your video/music files.
11. The equivalent key combination for the Undo command is ctrl + Z.
12. The term editing includes the deleting, copying, moving and replacing of text.
13. To copy text, use the copy and paste options.

Revision 5

Q.5) Tick (✓) the correct answers.

1. A collection of unorganized facts and details is called

Ans. b Data.

2. The parts of computer which you can touch are called

Ans. b Hardware

3. What kind of interface does windows have?

Ans. d GUI

4. A folder keeps files organized by

Ans. a Grouping them.

5. When you delete a file it goes to

Ans. c Recycle Bin.

6. Shape of the stop recording button is

Ans. a Square.

7. It is a list of digital media items created and saved by you

Ans. b Playlist.

8. A specialized software designed to create edit format and print text documents is called

Ans. c Word processor

9. Each tab on the ribbon has its related commands organized into

Ans. d Groups

10 We use the following commands to move the text

Ans. a Cut and Paste.

11.The shortcut keys for undo are

Ans. c Ctrl + Z

12.To correct a mis-spelt word _____ on it

Ans. a Right click.

Revision 6

Q.6) Missing letters (learn all spellings)

- | | |
|--------------------|--------------------|
| 1. Keyboard | 2. Mouse |
| 3. Touch screen | 4. Touch pad |
| 5. Joystick | 6. Scanner |
| 7. Flatbed scanner | 8. Microphone |
| 9. Headset style | 10. Digital camera |

Q.7) Match the pair

- | | | |
|-----------|---|---------------------------------|
| 1. Ctrl O | – | open |
| 2. Ctrl V | – | paste |
| 3. Ctrl S | – | save |
| 4. Ctrl C | – | copy |
| 5. Ctrl X | – | cut |
| 6. Ctrl P | – | print |
| 7. Ctrl B | – | change selected text to be bold |
| 8. Ctrl I | – | Italics |
| 9. Ctrl U | – | Underline |

Revision 7

Q. 8) Write full form.

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|---------|--------------------------|
| 1. CPU | Central Processing Unit |
| 2. DVD | Digital Versatile Disc |
| 3. CD | Compact Disc |
| 4. RAM | Random Access Memory |
| 5. ROM | Read Only Memory |
| 6. ALU | Arithmetic Logical Unit |
| 7. LED | Light Emitting Diode |
| 8. CU | Control Unit |
| 9. CRT | Cathode Ray Tube |
| 10. OS | Operating System |
| 11. GUI | Graphical User Interface |

Q.9) Draw the structure of windows 10 and write its various component.

