

Chapter 1

Input and Output devices:-

Fill in the blanks:-

- A. A monitor is also called a screen or a V.D.U.
- B. A Desktop is only used with CRT monitor.
- C. The devices used to enter data and instructions into a computer are called Keyboard.
- D. There are 101 keys in the standard keyboard.
- E. The quality of the laser printer is the best.
- F. A monitor display output on the screen.
- G. Dot matrix printer prints text by combining the tiny dots.
- H. A mouse is a pointing device used to select or click the icons.
- I. A light pen can help you to draw object directly on the screen.

Q. I/O is the input, process and output cycle.

State whether the following statements are true or false.

A. A mouse is an output device. False

B. Bar is used to scan answers marked on a special sheet. True

C. The control unit manages all operations of a computer. True

D. A Joystick is used to play game. True

E. LED monitor has better picture quality than LED monitor. False

Tick (✓) the correct options.

a. Which of the following device is used to play music and sound in a computer.

(a) Printer (x) (b) Speaker (✓) (c) Monitor (x) (d) mouse (x)

b. Which of the following is an Input device.

- (a) Monitor (b) Speaker (c) Keyboard (d) mouse
- (a) Which of the following device is used to get the hard copy of the data?
- (a) Monitor (b) Speaker (c) Printer (d) mouse
- (a) Which of the following is used for drawing object on the screen?
- (a) Joystick (b) Keyboard (c) web camera (d) light pen
- (c) What is the output on the monitor called?
- (a) Softcopy (b) Printout (c) Hardcopy (d) All of these

Very Good Question Answer

Ques 1 What does V.D.U stand for?

Ans 1 Visual display unit.

Ques 2 Name two Input device?

Ans 2 Mouse (a) Keyboard.

Ques 3 Name the parts of the C.P.U?

Ans ALU, MU, CU.

Ques 4 Write the uses of a Highlighter?

Ans It is used to select object on the screen.

Hard Answer Question

Ques 5 Write the difference between a hard copy and a soft copy.

Ans Hard copy → The output produced on a paper is called Hard copy.

Soft copy → The output on the monitor is called Soft copy.

Ques 6 What is Input device?

Ans The hardware device used to provide input in the form of word picture or sound etc. into a computer are called input device. Like Keyboard etc.

Business data is output which is used for decision making. It is the information which is used for decision making. It is the information which is used for decision making. It is the information which is used for decision making.

Ans.	Data	Information
1.	Raw data	Processed data
2.	Figures	Called information
3.	Called data	

Business uses the use of each of the following:
1. Arithmetic and Logical unit. It is the part of the CPU which performs all arithmetic operations (addition, subtraction, multiplication and division) and logical operations (AND, OR, NOT, etc.).

Shyam
20/04/2020

Good

think and do it.
A man made a project of science using
his computer. She needs to submit the
hard copy of that project to her teacher.
(i) Which device should she use to take
the hard copy of her project.

Ans/Printer.

(ii) Name the type of output that she will
get from the monitor.
Ans/Soft Copy.

(iii) Vishal wants to copy some picture from
his book to his computer. Name the
device he should use for this purpose.
Ans/Scanner.

~~Shyam~~
~~08/05/2020~~

Date
6/10/2023

Page
No.

Chapter 2

Learn to Use Windows:-

Ques 1 Fill in the blanks by choosing the correct word.

a. ~~Shortcut~~ is an icon that provides easy way to open a file or a folder.

b. ~~File Explorer~~ is an application used by windows operating system to browse folder and file.

c. ~~The Start button~~ is displayed at the left corner of the screen.

d. When two or more programs can run together it is called ~~multitasking~~.

e. ~~Microsoft window~~ is a ~~GUI~~ Operating System.

will be on false -

a. we cannot create a folder in windows
[False]

b. When we click on the minimize icon,
the window shrinks to the desktop [False]

c. When you double click on the This PC
icon you can open it. [True]

d. We cannot create shortcut for file and
folder. [False]

e. multitasking cannot be done with windows
[False]

Ques: (✓) The correct option is -

a. The default drive of a computer is -

a. D: [] b. G: [] c. A: [] d. E: []

b. To open a file just double click on file
or folder you want to open.

9. The file explorer ribbon gives access to the ribbon which are used most of the time.

a. The recent files b. The navigation panel c. The frequent folder section d. The recent file section

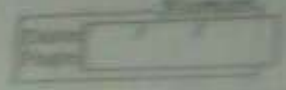
9. The file explorer ribbon gives you access to documents and pictures and storage devices.

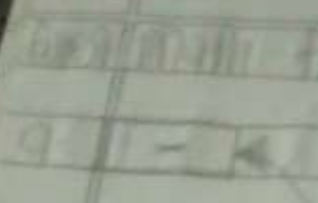
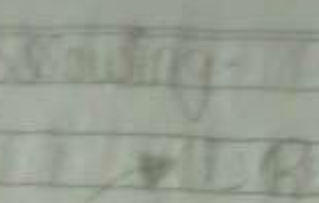
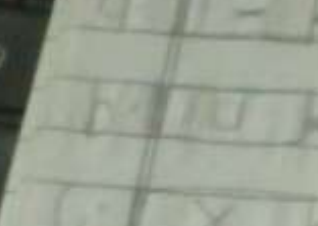
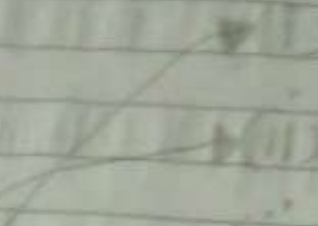
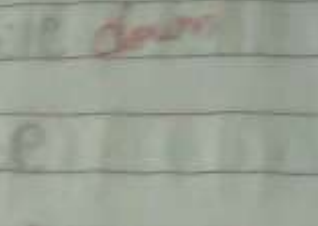
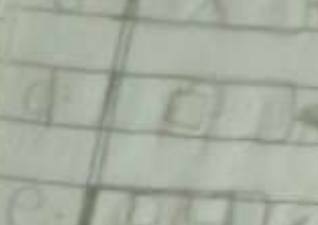
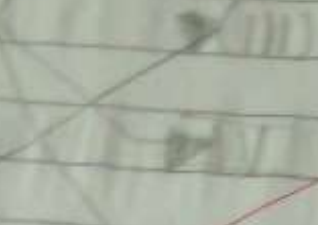
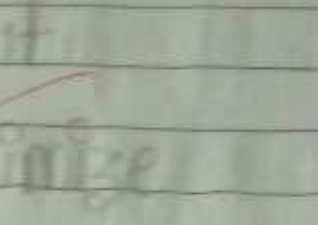
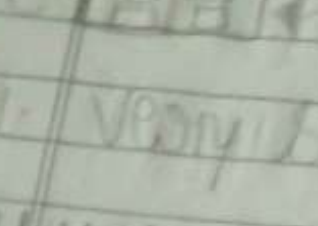
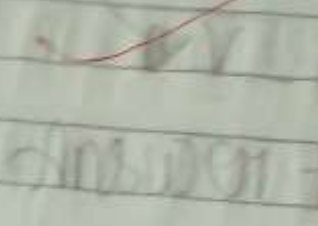
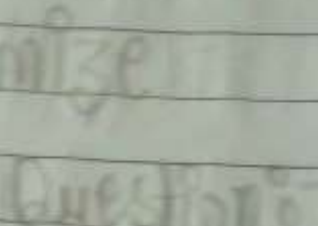
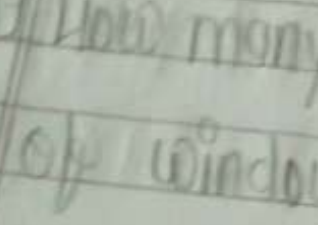
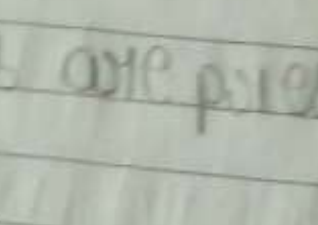
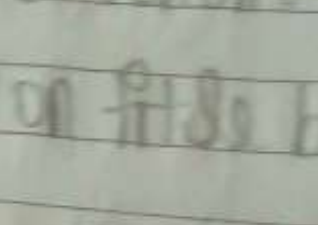
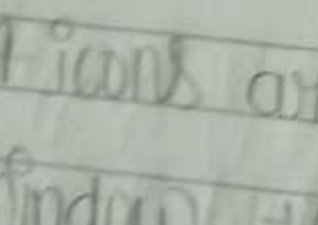
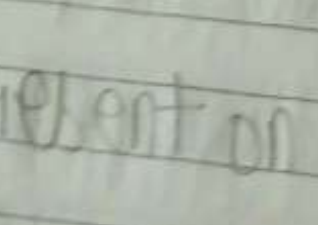
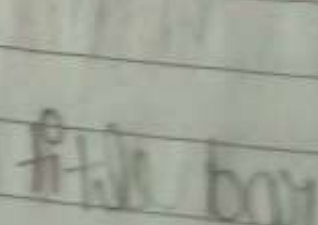
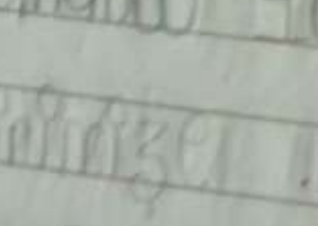
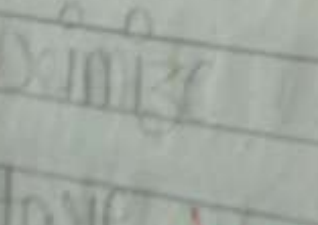
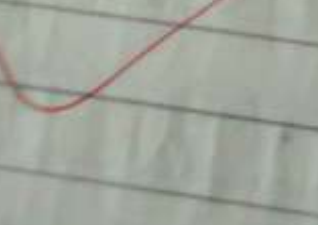
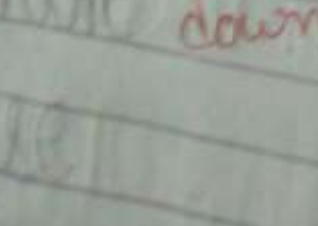
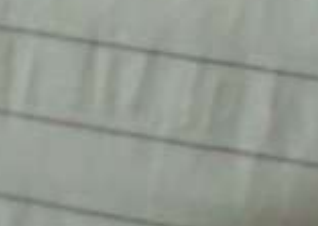
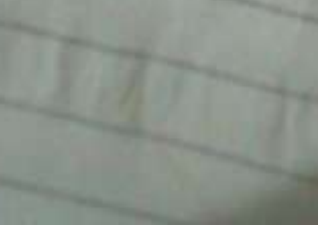
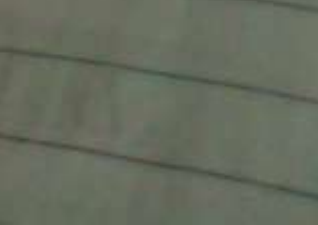
a. The navigation panel b. The file explorer ribbon c. The frequent folder section d. The recent file section

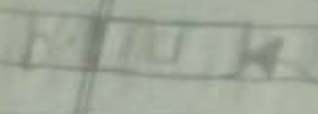
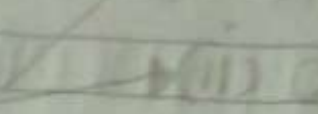
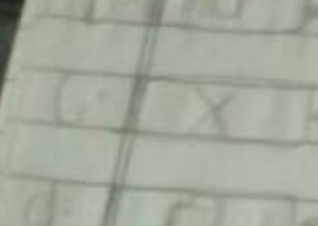
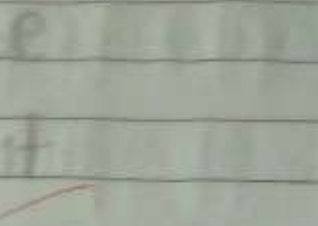
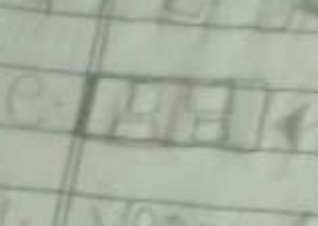
9. The close button is used to close the window.

a. minimize b. maximize c. close

d. All of these



Q.1 ->                              

Q.2 ->        

Quest 2. Which key is used to select a file or folder?

Ans. Left mouse button is used to select a file or folder.

Quest. How can you move files from one location to another?

Ans. To move files or folders from one location to another first select the file or folder.

2. Right click on one of the selected files and then select cut from the context menu that appears.

3. Now open the file or folder where you want to paste the file and then right

click on the icon from the icons and then select the paste option from menu.

1. Open the File Explorer app.
2. Click on the "This PC" icon.
3. In the left-hand pane, click on "This PC".
4. In the main pane, click on "This PC".
5. In the top-left corner, click on the "File" menu.
6. In the "File" menu, click on "New".
7. In the "New" menu, click on "Folder".
8. Type the name of the folder you want to create.
9. Press the "Enter" key.
10. A new folder is created.

Ques 2: Why is multitasking called a multitasking OS?

Ans: Multitasking OS is a very attractive OS and everything is arranged in it. When two or more programs can run together it is called multitasking.

Ques 3: List the step to select multiple files?

Ans: 1. Click the first file and then press and hold the shift key.

2. While holding down the shift key click on the last file you want to select.

Ques 4: List the step to move and copy files/folder from one location to another?

Any moving files from one location to another

1. To move files or folder from one location to another first select the files or folder
2. Right click on one of these selected files and then select cut from the context menu that appears.

3. Now open that folder where you want to paste the cut files and then right click away from the icons and then select the paste option from the menu.

* Copying files from one location to another

1. To copy files from one location to another first select the files and folder.

2. Right click on one of the selected files and then select copy from context menu that appears.

3. Open the folder where want to place the copied files or folder and then right click away from the icons and select the paste option from the menu.

Excellent

Snyam
20/08/019