

## **Descriptive Questions (2 Marks)**

### **1. What is ICT?**

Answer – Information and Communication Technology (ICT) is an acronym for information and communication technology. ICT helps in the proper sharing, receiving, and processing of information, and an ICT device is a device that is used for processing, storing, and delivering information to others.

Examples of ICT devices are – Laptop, Desktop, Tablets and Smartphones.

### **2. Difference between Hardware and Software?**

Answer – A computer system consists of two main parts – Hardware and Software

a. Hardware – Hardware is a physical part of a computer system. We can feel and touch the hardware devices. example – CPU, Mother Board, Hard Disk, Keyboard, Mouse, Printer etc.

b. Software – Software related to the programs which perform different types of tasks on the computer system. Program is a collection of Instructions. It also helps the computer to perform the specific task. Example – Open Office Base, Spreadsheet, Presentation etc.

### **3. How to increase Computer performance?**

Answer – We frequently install a large number of applications, which slows down the computer.

Always attempt to uninstall unnecessary applications, temporary files, and antivirus software updates.

### **4. What is a Security Break?**

Answer – Security break is leakage of information stored in a computer. Your personal information can be lost or leaked in two ways –

We are not cautious when it comes to disclosing personal information via the internet. We share our account information and passwords on unsafe websites.

A person gets unauthorized access to our computer. This can happen at work if we don't log out before leaving the computer.

### **5. Differentiate between Hardware and Software ? Ans.**

Hardware: The physical components that we can see and touch. Monitor, Keyboard are examples of Hardware

Software: It is a set of programs/instructions that perform a specific task MS Paint, MS Word are examples of Software.

### **6. What do you mean by Operating System?**

Ans. Operating System : It is a software that act as an interface between the user and the computer.

a. **Give two examples of mobile operating system. Ans.** Two examples of mobile operating system : Apple iOS      b. oogle Android

**7. Name two operating systems for laptops or desktop. Ans.**

Two operating systems for laptops or desktop are:

- a. Ubuntu
- b. Microsoft Windows

**8. Identify me**

- a. I am a physical part of computer.
- b. I am a collection of instruction doing specific task.
- c. I am the software that starts working as soon as we switch on a computer.
- d. I am an input device used to type text, numbers etc
- e. I am a small device that you can use to move, select and open items on your computer screen.

Ans. a. Hardware b. Software c. Operating System d. Keyboard e. Mouse

**9. Expand BIOS?**

Ans. BIOS stands for Basic Input/Output System

**10. What do you mean by Input device? Give two examples.**

Ans. Those devices which are used to feed data/command into the computer are called Input device.

for example Keyboard and Mouse.

**11. List the various types of keys available on Keyboard.**

Ans. The various types of keys available on Keyboard are :

- a. Control keys
- b. Function Keys
- c. Alphabet Keys
- d. Numeric Keys
- e. Navigation Keys

**13. Name any two file extensions.**

Ans. Two file extensions are : a) .txt b) .doc c) .jpg d) .xls

**14. List the various threats to a computer and its data.**

Ans. The various threats to a computer and its data are: 1 Virus

- 2. Phishing
- 3. Online theft
- 4. Cyber crime
- 5. Hacking

## Descriptive Questions (4 Marks)

### **1. Objectives of Information and communication technology? Advantages and disadvantages of ICT.**

Answer – Full form of ICT is Information and communication technology. The goal of ICT is to bridge the gap between parents, educators, and students by encouraging sustainable, cooperative, and transparent communication methods.

#### **Advantages of ICT**

- a. Enhanced the modes of communication
- b. Independent learning platforms Cost – efficient
- c. Enhanced data and information security
- d. Paperless – Eliminate the usage of paper
- e. Better teaching and learning methods
- f. Web – based LMS tools

#### **Disadvantages of ICT**

- a. Traditional books and handwritten methods are at risk.
- b. Managing courses online is difficult
- c. Teachers require experience to handle ICT
- d. Risk of cyber attacks and hacks
- e. Misuse of technology

### **2 What are the threats?**

Answer – Threats are ways in which personal information from a computer can be released without our knowledge.

- a. Theft – Theft means stealing of information or hardware. Some types are:
  - i. Physical – Where a person may steal your desktop computer or laptop.
  - ii. Identity – A hacker gets your personal information and uses it to impersonate you. The hacker can use this fake identity to get access to your account information or engage in illegal activity.
- b. Software Piracy – This is stealing of software and includes using or distributing unlicensed and unauthorized copies of a computer program or software.
  - i. Virus – Viruses are computer programmes that can corrupt data and software applications, as well as steal data from computers. Worms and Trojan Horses are two major forms of viruses.
  - ii. Worms – Worms are viruses that replicate and spread to all files on a computer once they attack a computer. This makes it very difficult to remove them.

A Trojan Horse appears to be a useful software programme, but once it reaches a computer, it begins to behave like a virus and destroys the data.

- iii. Online Predator – Online predators are persons who use the internet to trap you into

unhealthy relationships. They could be older people appearing as your age who harass you into doing unlawful things online.

iv. Internet Scams – You may occasionally receive highly appealing offers claiming that you have won a large sum of money in a lottery and that you can claim your win by depositing a specific amount of money. When you deposit money with a credit card or through online banking, you not only lose the deposit money but your card / account information may be misused later.

#### **4. What are the different types of keys in Keyboard?**

Answer –

- a. Function keys – F1 to F12 are function keys in the keyboard, function keys are used for specific purposes.
- b. Control keys – SHIFT, CONTROL (CTRL), ALT, SPACEBAR, TAB AND CAPS LOCK are known as a control key, these keys are used as per the demand.
- c. Enter key – ENTER or RETURN keys are known as Enter key, depending on the brand of computer that you are using.
- d. Punctuation keys – It includes keys for punctuation marks, such as colon (:), semicolon (;), question mark (?), single quotation marks (‘ ’), and double quotation marks (“ ”).
- e. Navigation keys – END, HOME, PAGE DOWN, PAGE UP and Arrow keys are known as navigation keys, these keys are used to move up, down, left or right in the document.
- f. Command keys – BACKSPACE, INSERT (INS) and DELETE(DEL) are known as command keys. INSERT key allows you to overwrite characters to the right side.  
  
The DELETE command key and BACKSPACE key are used to remove typed text, character, or any other objects from the right and left side of the cursor.
- g. Windows key – Windows key is used to open the Start menu.