Information and Communication Technology Skills – II

1.   What is an Operating System?

Ans: An operating system is a software that serves as an interface between the user and computer.

2.   Mention any three functions of operating System?

Ans: 1) It manages all the devices of a computer and keeps track of status of the device, whether it is busy or not.

2) It also checks whether the devices is functioning or not.

3) It also controls software resources of the computer.

4) It manages the computer memory and keeps track of which memory space is in use by which program and which space is free.

5) It manages structure of the files and directories on a computer system.

6) It allows you to create , copy , move and delete files.

3.   Name any three operating Systems for Computers.

Ans: MSDOS (Microsoft Disk Operating System), MS Windows (Microsoft Windows Operating System), Linux, Mac OS.

4.   Name any three mobile operating Systems.

Ans: Android OS, Bada, BlackBerry OS, Iphone OS, MeeGo OS, Palm OS, Symbia OS, Web OS, Windows Mobile

5.   What is the name given to screen that appears after Windows Operating System is loaded?

Ans: Desktop

6.   Small images on the desktop are called?

Ans: Icons

7.   Name any two special Icons on the Desktop.

Ans: My Computer, Recycle Bin, Network Neighborhood

8.   Name the icon that provides access to all the drives , files and folders on a computer.

Ans: My Computer

9.   Name the button to the left of taskbar.

Ans: Start Butoon

10.   Picture for the desktop background is called?

Ans: Wallpaper

11.   What is single - user, single – task operating system?

Ans: This type of operating system allows only user to do a task on the computer and one thing at a time. EX – MS DOS

12.   What is Single – user, multi-tasking operating System?

Ans: This type of operating system is used on desktop computers, laptops, where a single user can operate on several program at the same time. Ex – Windows, Apple Mac OS

13.   What is multi – user operating system?

Ans: A multi – user operating system enables multiple users to work on the same computer at different times or simultaneously.

14.   What is real time operating System?

Ans: Real time operating system is used to control machinery, scientific instruments like robots, in complex animation and computer controlled automated machines. A real time operating system has well –defined time constraints (limitations). It can be divided into two groups.

a) Hard Real – time OS   b) Soft real – time OS

Ex – Windows CE, Lynx OS

15.   What is distributed operating system?

Ans: A distributed operating system requires networking for its operations. It runs on multiple machines and also controls the resources at remote site. Ex – Amoeba, mach and V –system.

16. **What is the difference between moving and copying a folder?**

Ans: When you move a folder, selected folder will move from original place to new location.

When you copy a folder, duplicate of the original folder is created at the new location, the original remains as it is.

17. **Differentiate between file and folder?**

Ans: A file is an object that store data, information. A folder is a storage space or container where many files can be placed into groups.

18. **Name the set of commands to move a folder from one location to another.**

Ans: Ctrl + X and Ctrl + V

19. **Name the place where deleted files are placed.**

Ans: Recycle Bin

20. **How can you empty the recycle bin?**

Ans: Right – click the Recycle bin icon and then click Empty recycle bin.

Or

1) Double – click the Recycle Bin icon

2) The Recycle Bin window appears

3) click Empty Recycle bin option

21. **How to create a file?**

Ans: 1) Double – click the Computer icon.

2) Select the drive in which you want to create a new folder.

3) Window will open up showing files and folder.

4) Click new folder on the toolbar.

Or

Right – click anywhere in the blank area of the column. A shortcut menu appears. Select New – folder from the short cut menu.

5) A new folder is created with name New Folder highlighted.

6) Type a name for the folder. Press enter key.

22.   How to renaming a file or folder?

Ans: 1) Right click on the file or folder?

2) From the shortcut menu, select Rename option.

3) Type the new name or edit the existing name and press enter key.

23.   How to delete a file or folder?

Ans: 1) Click the file or folder.

2) Press the Delete key.

Or

Right – click and select Delete option from the shortcut menu.

24.   What is the short cut key for permanently deleting a file or folder?

Ans: Shift + delete

25.   What general precautions to be taken while cleaning the computer components?

- Always Power Off the computer system before cleaning.

- Never spray cleaning fluid directly on the component of the computer. First spray the liquid on the cloth and then wipe the component.

- Do not allow the cleaning liquid to drip near the circuit board.

- Preferably use anti-static wrist band which helps to prevent building up of static electricity near electronic device.

26. How to prepare maintenance schedule of your computer.

- Keep the components of the computer, like keyboard, mouse, monitor, etc. clean.

- Replacing hardware that is not functioning properly

- Keep food items away from the computer

- Cables and chords should not be messed up

- Removing unauthorized software from the computer

- Taking regular backup of the data

- Ensure backups are working properly by periodically restoring data. You should use external hard drive for backup of data on your computer.

- Running anti-virus periodically

- Keeping anti-virus software up to date

- Do not overcharge the batteries

- Do not block the vents

- Always shut down the computer properly

27. Why regular disk defragmentation should be done?

A regular disk defragmentation should be done to remove all unnecessary information that slows down the computer. Disk defragmentation done at regular intervals helps the disc space to be used at an optimal level.

28. Why keyboard should be covered if not in use?

Ans: Dirt and dust can cause damage to the keyboard. Keys of the keyboard may not function properly if dirt enters the keys. So keyboard should be covered if not in use.

29. What is VIRUS?

Ans: A computer virus (Vital Information Resource Under Seize) is a type of computer program that, when executed, replicates itself by modifying other computer programs and inserting its own code.

30. Who created the First Computer Virus?

Ans: Brain, the first PC Virus and was written by two brother Basit Farooq Alvi and Amjad Farooq Alvi, from Lahore, Punjab, Pakistan in 1986.

31. What are the common signs of a virus attack?

- Computer runs very slow

- There is change in the file size

- Computer often stops responding

- There is an increase in number of files (unusual)

- Unusual error message appears on the screen

- Computer restarts on its own

32. What are the various ways in which computer may get infected with virus.

- Infected files

- Infected pen drives

- Infected CD-ROMs

- Through infected file attachment of e-mails

33. Write difference human virus and computer virus.

Ans: Computer viruses are named after human viruses that spread from person to person. A computer virus is a program made of malicious code that can propagate itself from device to device.
Computer viruses are made by man whereas biological viruses are natural.
Computer viruses cannot infect human beings and bilogical viruses cannot infect computer or machines.

34. What is spam?

Ans: Spam can be defined as irrelevent or unsolicated messages sent over the internet.

35. What is Firewall?

Ans: A firewall is a security device – computer hardware or software that can help protect your network by filtering traffic and blocking outsiders from ganing unauthorized access to the private data on your computer.

36.   How to prevent virus infection.

The following points should be kept in mind to prevent virus infection:

- Install and use anti-virus software.

- Keep anti-virus software updated.

- Scan all the files that you download from the Internet

- Do not open e-mails of an unknown person/sender

- Don't allow any untrustworthy person to use your system.

- New use unknown pen drive/CD on your computer

- Never click on the windows that pop-up when you are surfing the Internet.

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