

## UNIT 3: Basic ICT Skills-I

## Assignment Solutions

## Multiple-Choice Questions (MCQs)

- CAM stands for
  - Common-Aided Manufacturing
  - Computer-Aided Manufacturing
  - Computer-Aided Manufacturer
  - Computer And Manufacturing
- Keys from F1 to F12 are known as
  - Function keys
  - Shift key
  - Cursor Control keys
  - Numeric keys

Ans. d





Ans. a

- Which of the following mouse buttons is used to open a context menu?
  - Left mouse button
  - Right mouse button
  - Scroll button
  - Both a and b

Ans. b

- Which of the following is the type of blu-ray disc?
  - BD-ROM
  - BD-R
  - BD-RW
  - All of these

Ans. d

- Which of the following icons represents a recycle bin?
  - 
  - 
  - 
  - 

Ans. a

## Very Short Answer Questions

- Which device is used to receive signals in form of electromagnetic waves from space and then transmit them in the form of sound?

Ans. A radio

- What is built-in computer memory containing data that normally can only be read but not changed called?

Ans. Read-Only Memory

- Which software controls and manages the hardware in a computer?

Ans. Operating System

- Where does the file or folder you delete from your computer go?

Ans. Recycle Bin

- What is the name of the campaign launched by the Government of India with the aim of providing government services to citizens electronically by providing improved online infrastructure and Internet connection in the field of technology?

Ans. Digital India Campaign

## Short Answer Questions-I

- What is a monitor? What are its different types?

Ans. The term 'monitor' is often used to refer to a computer screen as it displays programs, allowing the user to interact with the software. The following are the three types of monitors:

- ☐ Cathode Ray Tube (CRT)
- ☐ Liquid Crystal Display (LCD)
- ☐ Light Emitting Diode (LED)

- What is a mouse?

Ans. A mouse is a basic input device of a computer. It controls the movement of the cursor or pointer on the display screen.

- What is the purpose of using a joystick in a computer?

Ans. A joystick is normally used for playing a video game, where a user needs to move the pointer quickly across the screen. It is also used for drawing objects in Computer-Aided Design (CAD).

- How many gigabytes are equal to 1 terabyte?

Ans. 1 Terabyte = 1024 Gigabytes.

- What is RAM?

Ans. RAM is the main memory used in a computer system. It is an integrated circuit that enables you to access stored data in a random order. RAM stores instructions from the operating system, application programs and data to be processed,

## Short Answer Questions-II

### 1. What are the benefits of ICT in business?

Ans. The following are the benefits of ICT in business:

- The data stored using ICT is accessible to everyone irrespective of geographical location.
- It provides quick and cost-effective communication, for example, video conferencing.
- Administrative costs have also reduced by linking various parties, such as insurers, consumers, service providers and financial institutions.

### 2. Discuss the role and importance of using radio in education.

Ans. Radio can prove to be a very useful tool in education as:

- It can be used in areas where there is no electricity, since it can operate on batteries.
- It can be used to listen to educational broadcasts by radio stations, even in remote areas.
- It is cheaper than other communication devices.

### 3. What is the difference between a scanner and a printer?

Ans. A scanner is an input device that scans images, printed text, or objects and converts them into a digital image. Instead of making a duplicate copy on a paper, the scanner stores the digital image in the computer memory.

A printer is an output device that prints the data processed by a computer. After creating a document on a computer, you can send the document to the printer for printing. The printer generates a hard copy of the document known as a printout.

### 4. What is the purpose of using a Web camera and a microphone in a computer?

Ans. Web camera is a device that is used to capture a real time image and provide the captured image on the computer of the other person (engaged in the communication).

Microphone is an input device that records voice or sound and transforms the recorded voice into digital data so that a user can play back or edit the digitized voice as required.

### 5. What is a compact disc? Explain its different types.

Ans. A compact disc is an optical media that is used to store digital data. CDs are categorized into the following types:

- **CD-ROM (Compact Disc-Read Only Memory):** A CD-ROM is an optical disc that is primarily used to store data in the form of text, images, audios and videos.
- **CD-R (Compact Disc-Recordable):** A CD-R has the ability to create CDs, but it can write data on the discs only once.
- **CD-RW (Compact Disc-Rewritable):** CD-RW (sometimes called Compact Disc-Erasable) is used to write data multiple times on a disc.

## Long Answer Questions

### 1. Discuss the different types of operating systems used in a computer.

Ans. Some of the popular operating systems can be described as follows:

- **DOS:** DOS refers to Disk Operating System and is also known as MS-DOS. This operating system was developed by Microsoft for IBM-compatible personal computers.
- **Windows:** The term 'Windows' collectively represents all Microsoft OS products. Over the years, Microsoft has released various versions of Windows OS, such as Windows 95, Windows 98, Windows 7, Windows 8 and Windows 10.
- **UNIX:** UNIX is a multiuser and multitasking operating system, which means that it allows two or more users to execute several programs simultaneously. UNIX supports several interpreters and commands.
- **Linux:** Linux is a UNIX-based, freely distributable, open-source OS. Open source refers to a program whose source code is freely available on the Internet.
- **Mac:** Mac OS is GUI-based OS developed by Apple Inc. This OS was introduced for Macintosh operating systems with GUI ability.
- **Solaris:** It is a UNIX-based operating system that was originally produced by Sun Microsystems.

### 2. Write the steps of creating a folder on the desktop of a computer.

Ans. A folder acts as a container for files. We generally save those files in a folder that are related in some way to each other. You need to perform the following steps to create a folder:

- Right-click on the desktop to open a context menu.
- Select the New → Folder option.
- The folder with a default name appears on your screen.
- Delete the default name.
- Enter a new name for the folder.
- Press the Enter key to change the name.

### 3. Write and explain some common applications of the Internet.

Ans. The applications of the Internet are as follows:

- **Surfing and Searching the Internet:** Surfing means moving from one website to the other using a Web browser. Searching the Internet means exploring various websites and Web pages on the Internet for the desired information.
- **Email:** It is an electronic letter that you can send or receive from any part of the world within seconds using the Internet.
- **Chatting:** Chat, as the name suggests, allows you to 'talk' real-time through messages.
- **E-learning:** Electronic learning (e-learning) is the mode of acquiring knowledge by means of the Internet and computer-based training programs.

- **E-commerce:** The concept of e-commerce is similar to commerce, which means transaction or exchange of goods and services. However, e-commerce differs from commerce because e-commerce involves selling and purchasing of commodities and services using a computer network, usually the Internet.
- **Entertainment:** You can use the Internet to play music, videos, and games online.

#### 4. Explain the concept of Digital India.

Ans. The vision of Digital India is segregated into three subdivisions:

- a. Infrastructure as utility to every citizen:
  - To avail high-speed Internet in all gram panchayats.
  - To provide digital identity having various characteristics, such as uniqueness, enduring, online and authenticity
  - To enhance the participation of mobile phones and bank accounts in digital and financial domains at a user level.
- b. Governance and services on demand:
  - To provide easy and single-window access to all persons through flawlessly integrated programmes across departments or jurisdictions.
  - To avail government services in real time by using online or mobile platforms
  - To avail easy access to all citizens on the cloud
  - To transform government services digitally in order to improve business
- c. Digital empowerment of citizens:
  - To enhance universal digital literacy

- To make all digital resources globally accessible
- To avail all government documents/certificates on the cloud

#### 5. Describe the importance of social media and its elements.

Ans. Social media plays an important role to bind such people and create a social circle for people who are very busy with their lifestyle. Social media are Internet-based technologies that facilitate the sharing of information, ideas, career interests and other forms of expression within virtual communities and networks. The following are the different types of social media elements:

- **Social Network:** It is a convenient way to get to know people whose interests, opinions, and likes and dislikes are quite similar to yours.
- **Media-Sharing:** It lets you upload and share different media, such as videos, audios, or pictures.
- **Blogs:** A blog can be defined as a website or part of a website containing the thoughts and ideas of a user. It is written in the form of a continuous commentary on any subject.
- **Social News:** Social news is a platform that allows users to share different news items and also enable them to vote for these items. The news item that gets the maximum votes is displayed more prominently.
- **Social Networking Apps:** There are plenty of social networking apps available online which can be downloaded easily on mobile phones.