

## ICT - Extra Questions

<b>1.</b>	<b>Demonstrate the process of starting a computer.</b>
<b>Ans:</b>	<p>i) <b>Press the Power Button:</b> Locate the power button on the CPU or laptop and press it to turn on the computer.</p> <p>ii) <b>Booting Process Begins:</b> The computer performs a Power-On Self-Test (POST) to check hardware components and system configuration.</p> <p>iii) <b>Loading the Operating System (OS):</b> After POST, the computer's BIOS (Basic Input/Output System) searches for the OS on the storage device, such as the hard drive or SSD, and loads it into memory (RAM).</p> <p>iv) <b>Display of Login Screen:</b> Once the OS is loaded, the login screen appears. This is where you enter your username and password (if required).</p> <p>v) <b>Accessing the Desktop:</b> After logging in, the desktop or home screen of the OS appears, allowing you to start using the computer.</p>
<b>2.</b>	<b>Identify the various keys on a keyboard and their associated functions.</b>
<b>Ans:</b>	<p><b>(a) Control keys:</b> Keys, such as Control (CTRL), SHIFT, SPACEBAR, ALT, CAPS LOCK and TAB, are special control keys that perform special functions depending on when and where they are used.</p> <p><b>(b) Enter key:</b> The label on this key can be either ENTER or RETURN, depending on the brand of computer that you are using. You use the ENTER or the RETURN key to move the cursor to the beginning of a new line. In some programs, it is used to send commands and to confirm a task on a computer.</p> <p><b>(c) Punctuation keys:</b> Punctuation keys include keys for punctuation marks, such as colon (:), semicolon (;), question mark (?), single quotation marks (‘ ’), and double quotation marks (“ ”).</p> <p><b>(d) Navigation keys:</b> Keys, such as the arrow keys, HOME, END, PAGE UP, and PAGE DOWN are navigation keys. These are used to move up and down, right and left in a document. The HOME and END keys move the cursor to the</p>

	<p>left/right end of a line of text, respectively. The PAGE UP and PAGE DOWN keys are used to move one page up and one page down, respectively.</p> <p><b>(e) Command keys:</b> Keys, such as INSERT (INS), DELETE (DEL), and BACKSPACE are command keys. When the INSERT key is turned ON, it helps you overwrite characters to the right of the cursor. The DELETE key and the BACKSPACE key are used to remove typed text, characters and other objects on the right and left side of the cursor, respectively.</p> <p><b>(f) Windows key:</b> Pressing this key opens the Start menu</p>
<b>3.</b>	<b>Explain some of the functions that can be performed using a mouse.</b>
<b>Ans:</b>	<p><b>Roll Over or Hover:</b> Some actions can be done by simply rolling over or hovering over an item. When you bring the mouse over a file in File Explorer, it will show the details of that file.</p> <p><b>Point and Click:</b> As you move the mouse on your desk, a pointer moves correspondingly on your screen. The mouse allows you to select an item on the screen. When you click a particular file, it gets selected.</p> <p><b>Drag and Drop:</b> To move an item, you need to click it, and then holding the mouse button down, move the item to a new location. After you move the item to the new location, you release the mouse button. This is called drag and drop. When you drag a file in File Explorer, you can pick it up from the present location and drop it in a new location where you release the mouse.</p> <p><b>Double-click:</b> Double-clicking means to quickly click the left mouse button twice. When we double click on a file, it will open the file.</p>
<b>4.</b>	<b>Describe what computer files and folders are.</b>
<b>Ans:</b>	<p><input type="checkbox"/> <b>Files:</b> A file is a digital document or item on a computer that stores data, such as text, images, videos, or programs. Files have unique names and extensions (like .txt, .jpg, .mp4) that indicate the type of content they hold. Examples of files include Word documents, photos, and music files.</p> <p><input type="checkbox"/> <b>Folders:</b> A folder is a virtual location used to organize and store multiple files. Folders can hold files as well as other folders (called subfolders),</p>

	helping keep data organized and easy to find. Folders are like containers, making it easier to categorize files based on their content or purpose.
<b>5.</b>	<b>Write the steps to open a new file in a text editor, type in your details and save the file.</b>
<b>Ans:</b>	<p><b>i) Open the Text Editor:</b></p> <ul style="list-style-type: none"> <li>Click on the Start menu or search bar, type the name of the text editor (e.g., Notepad), and open it.</li> </ul> <p><b>ii) Create a New File:</b></p> <ul style="list-style-type: none"> <li>In the text editor, click on "File" in the menu bar, then select "New."</li> </ul> <p><b>iii) Type Your Details:</b></p> <ul style="list-style-type: none"> <li>Click inside the blank document area and start typing your details, such as your name, class, and other information.</li> </ul> <p><b>iv) Save the File:</b></p> <ul style="list-style-type: none"> <li>Click on "File" in the menu bar, then select "Save."</li> <li>Choose the location where you want to save the file, type a name for your file, and click "Save" again to confirm.</li> </ul>
<b>6.</b>	<b>Identify the importance of taking care of computers.</b>
<b>Ans:</b>	
<b>7.</b>	<b>List the various ways in which computers can be damaged.</b>
<b>Ans:</b>	
<b>8.</b>	<b>Demonstrate how to prevent damage and take care of computers.</b>
<b>Ans:</b>	
<b>9.</b>	<b>Identify the importance of securing our computers and data.</b>
<b>Ans:</b>	
<b>10.</b>	<b>List the various threats to a computer and its data.</b>
<b>Ans:</b>	Textbook pg no.: 80-81
<b>11.</b>	<b>List the various ways to protect data.</b>

<b>Ans:</b>	<p><b>(a) Use passwords to login to your computer:</b> Create unique and complex passwords to prevent unauthorized access.</p> <p><b>(b) Install Anti-virus and Firewall:</b> Use antivirus software to detect and remove malware that can compromise data.</p> <p>Use firewalls to block unauthorized access to your computer or network.</p> <p><b>(c) Encrypt Data:</b> Encrypt files and drives so that data is secure and readable only by authorized users.</p> <p><b>(d) Secure sites:</b> Give details of your credit card or bank account only on secure sites. See in the address bar of the browser. If the site address starts with https://and a lock symbol, then it is safe to give your credit card and bank details.</p>
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