

MCQ

1.	One of these software is not an operating system a) DOS b) Excel c) Unix d) Windows
Ans:	b) Excel
2.	CUI refers to _____ a) Character User Interface b) Common User Interface c) Clever User Interface d) Creative User Interface
Ans:	a) Character User Interface
3.	Which of the following is not a component of windows desktop? a) Taskbar b) Icons c) Virus d) Start button
Ans:	c) Virus
4.	By right clicking on the folder icon, which of the following folder operations cannot be performed? a) Renaming b) Entering data c) Copying d) Deleting
Ans:	b) Entering data
5.	Deleted files and folders are moved to _____ a) Recycle bin b) My Computer c) Desktop d) Disk drive
Ans:	a) Recycle bin
6.	The cleaning of hardware components of a computer doesn't include the cleaning of _____. a) Mouse b) Keyboard c) Windows d) Monitor
Ans:	c) Windows
7.	The cleaning of software installed in the computer can be achieved by _____ a) Disk cleanup b) Backup c) Cleaning CPU cabinet d) Cleaning the monitor
Ans:	a) Disk cleanup
8.	Which of these is an antivirus software?



	a) Calc b) Impress c) McAfee d) Writer
Ans:	c) McAfee
9.	What should you do with the computer system when not in use to protect it from dust? a) Leave it uncovered b) Cover it c) Keep it running d) Turn it off
Ans:	b) Cover it
10.	How should you clean a mechanical mouse? a) Use a soft damp cloth b) Use a blower or compressed air c) Open the cover and remove dust, oil, or grease d) Wipe with a clean cotton cloth
Ans:	c) Open the cover and remove dust, oil, or grease
11.	What is the purpose of the scroll wheel on a mouse? a) Select an item b) Display the context menu c) move the page up or down d) Open an application
Ans:	c) move the page up or down
12.	Which application provides the basic information about files, folders, and drives? a) This Window b) This PC c) This Computer d) My PC
Ans:	b) This PC
13.	When you delete a file, it goes to the _____ a) Desktop b) Recycle bin c) Trash d) My Folder
Ans:	b) Recycle bin
14.	Which one of the following is a correct statement? a) All files are of the same type b) Only files of the same type can be stored in a folder c) Files can be of different types d) All the deleted files go to the Trash bin
Ans:	c) Files can be of different types
15.	Which of the following is a valid file extension for Notepad file? a) .jpg b) .doc c) .text d) .txt



Ans:	d) .txt
16.	Which of the following option is used to recall a file from recycle bin? a) Restore b) Recall c) Refresh d) Remove
Ans:	a) Restore.
17.	Which option is used to clear recycle bin? a) Restore recycle bin b) Refresh recycle bin c) Delete recycle bin d) Empty recycle bin
Ans:	d) Empty recycle bin
18.	The main screen of Windows is called _____. a) Tabletop b) User Area c) Desktop d) Palmtop
Ans:	c) Desktop
19.	Windows OS is based on which user interface? a) Data b) Graphical c) Character d) Visual
Ans:	b) Graphical
20.	Start button is located on the _____. a) Status bar b) Menu bar c) Task bar d) Side bar
Ans:	c) Task bar
21.	How many keys are typically found on a standard keyboard? a) 101 b) 102 c) 103 d) 104
Ans:	d) 104
22.	Which of the following mouse actions is used to move an item from one location to another? a) Right click b) Double click c) Scroll d) Drag and Drop
Ans:	d) Drag and Drop
23.	Which of the following is not a toggle key? a) Caps Lock b) Scroll Lock c) Num Lock d) Shift
Ans:	d) Shift
Fill in the blanks:	
1.	An operating system is a type of _____ software.




Ans:	System
2.	An operating system act as an _____ between hardware and software.
Ans:	Interface
3.	_____ is derived from a real life table-top where you may find files, notepad, pen stand, clock, calculator, etc.
Ans:	Desktop
4.	_____ allows you to access your data from any location at any time.
Ans:	Cloud storage
5.	Proper cleaning and maintenance of a computer ensure its _____ functioning.
Ans	Smooth
6.	The _____ feature helps to prevent spam messages from being delivered to your inbox.
Ans:	Filter
7.	Mails from _____ and unwarranted sources should be deleted.
Ans:	Unwanted
8.	_____ infects or destroys data in the computer without the permission or knowledge of the user.
Ans:	Virus
2 Marks Questions	
1.	What is an operating System? Give names of some popular operating systems.
Ans:	<p>An Operating System (OS) is system software that manages computer hardware, software resources, and provides common services for computer programs. It acts as an interface between the user and the computer hardware, helping users to interact with the system and run applications.</p> <p>Some popular operating systems include:</p> <ul style="list-style-type: none"> ● Windows ● MacOS

	<ul style="list-style-type: none"> ● Linux ● Android ● iOS
2.	What are the basic functions of an operating system?
Ans:	Memory management, Device management, File management, Security, error detection and job scheduling
3.	How can you retrieve a file that has been deleted?
Ans:	To retrieve a file that has been deleted, double click on the recycle bin icon on your desktop. Right click on the file that you want to retrieve and then click on the restore button.
4.	What are the signs of a virus attack on your computer?
Ans:	<p>The signs of a virus attack on your computer include:</p> <ol style="list-style-type: none"> 1. Slow Performance: The computer becomes unusually slow, taking longer to open files or run programs. 2. Frequent Crashes or Freezing: The system may crash or freeze unexpectedly. 3. Strange Pop-ups: Unwanted pop-up ads or messages may appear on your screen. 4. File Corruption: Files may become inaccessible or corrupted, and data may disappear. 5. Unusual System Behavior: Programs may open or close by themselves, and there might be changes in settings without your consent. 6. Increased Disk Activity: The hard drive runs continuously even when you are not actively using the computer.
5.	How can you protect your computer against virus?
Ans:	<p>You can protect your computer against viruses by:</p> <ol style="list-style-type: none"> 1. Installing Antivirus Software: Use reliable antivirus software to detect and remove viruses and other malware. Keep it updated regularly to protect against the latest threats.

	<p>2. Updating Software and Operating Systems: Regularly update your operating system and software to fix security vulnerabilities that can be exploited by viruses.</p> <p>3. Avoiding Suspicious Links and Attachments: Do not open suspicious email attachments, links, or download files from untrusted sources to prevent malware from entering your system.</p> <p>4. Using a Firewall: Enable a firewall to block unauthorized access and prevent malicious software from communicating with external servers.</p> <p>5. Backing Up Important Data: Regularly back up your files to protect data in case of a virus attack or system failure.</p>
6.	What is an antivirus software? Give some examples.
Ans:	<p>An antivirus software is a program designed to detect, prevent, and remove malicious software (malware) such as viruses, worms, and Trojans from your computer. It helps protect your system from being damaged or infected by harmful software.</p> <p>Examples of antivirus software:</p> <ol style="list-style-type: none"> 1. Norton Antivirus 2. McAfee 3. Kaspersky 4. Bitdefender 5. Windows Defender (built-in antivirus for Windows)
7.	What do you understand by computer maintenance?
Ans:	Pg. No.76
8.	Mention any three features of an antivirus software.
Ans:	<p>Three features of antivirus software are:</p> <ol style="list-style-type: none"> 1. Real-time Scanning: It continuously monitors your system for any suspicious activities or threats and alerts you immediately when a potential threat is detected.

	<p>2. Automatic Updates: It regularly updates its virus definitions to recognize the latest threats and provide protection against new malware.</p> <p>3. Quarantine and Removal: When a virus or malware is detected, the antivirus software isolates it in a safe area (quarantine) and offers the option to delete or repair the infected file.</p>
9.	What is a folder?
Ans:	A folder is like a container used to organize and store files on a computer. It helps to group related files together, making it easier to manage and access them. Folders can hold various types of files such as documents, images, videos, and software, and they can be created, renamed, and deleted as needed.
10.	What is the purpose of File Explorer?
Ans:	The purpose of File Explorer is to help users navigate and manage files and folders on their computer. It allows users to view, open, move, copy, delete, and organize files and folders, making it easier to locate and manage data stored on the computer or connected devices.
11.	What is the difference between moving and copying a file?
Ans:	<p> Moving a file transfers the file from one location to another. After moving, the file no longer exists in the original location.</p> <p> Copying a file creates a duplicate of the file in a new location, while the original file remains in its original location.</p>
12.	What do you understand by the term 'Computer Maintenance'? Differentiate between hardware and software maintenance.
Ans:	<p>Computer Maintenance refers to the process of keeping a computer system in good working condition by regularly checking and repairing hardware and software components.</p> <p>Difference between Hardware and Software Maintenance:</p> <ul style="list-style-type: none"> • Hardware Maintenance involves checking and repairing the physical components of a computer, such as the CPU, monitor, keyboard, and hard drive, to ensure they function properly.

	<ul style="list-style-type: none"> ● Software Maintenance involves updating, upgrading, and fixing software programs and applications to ensure they work smoothly and are free from bugs or errors.
13.	Define a virus. Discuss any two methods of protection against virus.
Ans:	<p>A virus is a type of malicious software (malware) that attaches itself to a program or file and spreads to other programs or files on the computer. It can disrupt system operations, damage files, and steal sensitive information.</p> <p>Two methods of protection against viruses:</p> <ol style="list-style-type: none"> 1. Use Antivirus Software: Install and regularly update antivirus software to scan, detect, and remove viruses before they can cause damage. 2. Avoid Opening Suspicious Emails or Links: Do not open attachments or click on links from unknown or untrusted sources, as they may contain viruses or other malicious software.
14.	What are the primary differences between alphanumeric keys and punctuation keys on a keyboard?
Ans:	<p> Alphanumeric Keys: These include the letters (A-Z) and numbers (0-9) that are used to type text and numbers. They are the main keys for inputting characters and form the basis of typing in most languages.</p> <p> Punctuation Keys: These include keys such as period (.), comma (,), semicolon (;), exclamation mark (!), and question mark (?). They are used to input punctuation marks that help structure sentences and provide meaning in written language.</p>
15.	Explain the importance of regular data backup.
Ans:	<p>Regular data backup is important because:</p> <ol style="list-style-type: none"> 1. Prevents Data Loss: It ensures that your important files and information are saved in case of hardware failure, accidental deletion, or a system crash. This way, you won't lose valuable data.

	<p>2. Helps in Recovery: In the event of a virus attack, software malfunction, or system corruption, a backup allows you to restore your data to its previous, working state without much loss or downtime.</p>
16.	What is the difference between a file and folder?
Ans:	<p>A file is a collection of data or information that is stored on a computer, such as a document, image, video, or program. Files are usually identified by their file extensions (e.g., .txt, .jpg, .docx).</p> <p>A folder, on the other hand, is a container used to organize and store multiple files and other folders. Folders help in categorizing files to keep the system organized.</p>
17.	What are the different ways of renaming a file or folder?
Ans:	<p> Using Right-Click: Right-click on the file or folder, select "Rename" from the context menu, and then type the new name.</p> <p> Using the F2 Key: Select the file or folder and press the F2 key on the keyboard. Then, type the new name and press Enter.</p> <p> Using File Explorer: In File Explorer, select the file or folder, click once on its name (without opening it), then type the new name and press Enter.</p>
18.	What is recycle bin? How can you restore a file to its original location?
Ans:	<p>The Recycle Bin is a temporary storage location where deleted files and folders are kept before being permanently removed from the computer. It allows users to recover files that were deleted by mistake.</p> <p>To restore a file to its original location:</p> <ol style="list-style-type: none"> 1. Open the Recycle Bin by double-clicking its icon. 2. Locate the file you want to restore. 3. Right-click on the file and select Restore. 4. The file will be restored to its original location on the computer.
19.	How can you delete a file from folder?
Ans:	<p>To delete a file from a folder, follow these steps:</p> <ol style="list-style-type: none"> 1. Locate the file you want to delete in the folder.

	<p>2. Right-click on the file and select Delete from the context menu.</p> <ul style="list-style-type: none"> o Alternatively, you can select the file and press the Delete key on the keyboard. <p>3. The file will be moved to the Recycle Bin, from where it can be permanently deleted or restored if needed.</p>
20.	What is the purpose of multitasking?
Ans:	The purpose of multitasking is to allow a computer or operating system to run multiple tasks or programs simultaneously. This helps improve productivity by enabling users to switch between tasks, such as listening to music, browsing the internet, and working on a document, without needing to close any of them.