

Information and Communication Technology Skills

A. Multiple choice questions

1.	Which of the following functions is not performed using a mouse? (a) Turn on (b) Hover (c) Right click (d) Drag and Drop
Ans:	(a) Turn on
2.	What is the term used when you press and hold the left mouse key and move the mouse around? (a) Highlighting (b) Dragging (c) Selecting (d) Moving
Ans:	(b) Dragging
3.	Here are the steps that take place when starting a computer. Rearrange the steps in the correct order. (a) Desktop appears after login (b) Login screen appears (c) Power on Self-Test (POST) starts (d) Operating system starts (e) Welcome screen appears
Ans:	(a) Power on Self-Test (POST) starts (b) Operating system starts (c) Welcome screen appears (d) Login screen appears (e) Desktop appears after login
4.	Which one of the following shortcut keys is used to paste a file? (a) Ctrl + c (b) Ctrl + p (c) Ctrl + v (d) Ctrl + x
Ans:	(c) Ctrl + v
5.	Which of the following is a valid file extension for Notepad file? (a) .jpg (b) .doc (c) .text (d) .txt
Ans:	(d) .txt
6.	What keys do you use to copy something? (a) Ctrl+x (b) Ctrl+c (c) Ctrl+z (d) Ctrl+y
Ans:	(b) Ctrl+c

7.	What happens if you leave a device plugged in even after it is charged 100%? (a) It can break. (b) It can stop functioning. (c) It can over-heat. (d) Data can get corrupt.
Ans:	(c) It can over-heat.
8.	How can an anti-virus protect your device? (a) It can protect it from over-heating. (b) It can increase its performance. (c) It can prevent data from getting corrupt. (d) It can backup data.
Ans:	(c) It can prevent data from getting corrupt.
9.	Which option is not required to keep a device cool? (a) Keep the device unplugged when in use. (b) Do not cover a laptop with a blanket. (c) Make sure computer's CPU fan is working. (d) Avoid leaving the device in the sun.
Ans:	(a) Keep the device unplugged when in use.
10.	Which of the following is essential for maintaining keyboard? (a) Turn the keyboard upside down and shake it to remove foreign material. (b) Blow dust and other particles with help of a blower. (c) Use a very dilute combination of soap and water applied with a non-abrasive cloth to remove stains from the keycaps. (d) All of the above.
Ans:	(d) All of the above.
11.	What should you do to ensure secure online transactions? (a) Lock your computer (b) Give credit card or bank details only on safe websites (c) Use anti-virus (d) Do not use pirated software
Ans:	(b) Give credit card or bank details only on safe websites
12.	Which of the following trap small children into inappropriate relations? (a) Online predators (b) Worms (c) Trojan Horse (d) Anti-Virus
Ans:	(a) Online predators

13.	What should a strong password consist of? (a) Only letters (b) Numbers and special characters (c) Name of a person (d) Letters, numbers and special characters
Ans:	(d) Letters, numbers and special characters
B. Subjective questions	
1.	What is the function of the ENTER key?
Ans:	ENTER key or the RETURN key is used 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.
2.	How will you prevent others from using your computer?
Ans:	<input type="checkbox"/> We can prevent others from using our computer by creating login id and password. A login-id and password is like a key to the lock which allows you to use the computer. <input type="checkbox"/> Also make sure that once we finish our work on computer, we must log out or sign out so that no one else can see our work.
3.	How is a computer file system similar to our physical file system in a school?
Ans:	Computer file system is similar to our physical file system in a school as our teachers has a separate cabinet where they keep the files of different students or classes on separate shelves. Similarly, information on a computer is stored in electronic files, which can be put into separate folders.
4.	What are the steps you will perform to save a text file in Ubuntu?
Ans:	Steps to save a text file in Ubuntu are: 1. Click Save 2. Save As dialog box Open. 3. Browse the Desktop folder. 4. Type the name of the file and click on save button.
5.	Explain how to clean a computer on a daily basis.
Ans:	Cleaning a computer means to keep the screen, keyboard and mouse clean. 1. We can clean a keyboard with a soft brush.

	2. We can wipe the screen with a soft cloth. 3. We can avoid eating and keeping glasses of water near a computer
6.	How can you increase the performance of a computer?
Ans:	We can increase the performance of a computer by removing unnecessary files and data, such as temporary files and images. . We can use some disk cleaner software, to clean the unnecessary files.
7.	Explain how Trojan Horse virus works.
Ans:	A Trojan Horse appears to be a useful software program but once it reaches a computer it starts behaving like a virus and destroying data.
8.	List the various ways you can use to protect your data.
Ans:	Various ways to protect our data is: 1. Use passwords to login to your computer. 2. Install Anti-virus and Firewall 3. Data Encryption. 4. We should give details of our credit card or bank account only on secure sites.