

four major types of

and cards

graphics card

network interface card

modem

:

allows a computer to

display digital foam and

through speakers.

CARDS:

graphics cards enables

display output images

on screen

information is gathered

through

scanner is attached to a

scanner slates the information

from a barcode

it includes batch

product name etc.

are mostly used in

pharmacy, libraries etc.

cutting edge

? Give some

last when the power is switched off
e.g.

Someone is typing a letter on the
computer and the power goes off the
contents of the letter will be erased
from RAM if it is not saved.

UNIT 2

SOFTWARE BASICS

Define the following:

SOFTWARE:

Software is the set of
instructions given to the computer to
perform a specific task

UTILITY PROGRAM:

Utility program is a system
software that allow a user to analyze,
configure it perform a specific task
related to the management of
computer e.g.

Disk cleanup, windows
explorer, windows picture,

Backup, remove programs etc.

FILE MANAGER:

File manager is a utility program that helps users to locate, rename, move, copy and delete files window explorer serves as a file manager

DISK SCANNER:

Disk scanner utility is used to detect physical and logical problems of a disk it checks the disk and resolve the errors

DEVICE DRIVERS:

A device driver is a system software that tells the operating system how to communicate with a device

i.e. device driver of the printer, modem, sound cards etc.

Entertainment software are developed to Entertain the uses.	Educational software helps a user's to learn a particular skills.
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WORD PROCESSING	SPREAD SHEET
Word processing software are used to Produce documents such as letters, Reports paper and memos etc.	Spread sheet is a software are used to work with numbers and formula.

DEVICE DRIVERS	UTILITIES
A device drivers tells the Operating system how to Communicate with a device.	Utility program allows a user to analyze, configure and maintain the computer.

Differentiate b/w the following:

FILE MANAGEMENT	IMAGE VIEWER
File manager is a utility program that helps Users to locate, rename, move, copy and Delete files window explorer serves as a file manager.	image viewer is a utility program that provide environment to view and manage images in the same folder or location

SYSTEM SOFTWARE	APPLICATION SOFTWARE
System software is used to control and direct the Operations of the computer hardware.	Application software is a set of computer program that helps a user to do a specific work on the computer.

ENTERTAINMENT SOFTWARE	EDUCATIONAL SOFTWARE
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Give the brief answer:

- i. What is an operating system?

Operating system is a system software. It is just like the soul of a computer. It is a collection of programs that supervises and controls overalls functions of a computer. Operating system also organize all the data and run other applications in a computer it creates a link between user and the computer.

Microsoft windows is the most widely used operating system for the personal computers.

Linux, UNIX and mac os are the some of the other operating system

- ii. List the name of any five application software?

Entertainment software

Productivity software

Multimedia software

Educational software

Referees software

iii. What are the utility programs?

Utility programs is a system software that allows a user to analyze, configure utility program allows a user to analyze, configure and maintain the computer. It performs a specific task related to the management of computer it devices and files/programs

In Microsoft windows these are different utility programs such as disk clean up, window explorer, window pictures and fax viewer, backup, add or remove programs etc.

Different utility programs in windows?

Click start button

Point to all programs

Point to accessories and them to point to system tools

Can a device work without device drivers?

No, a device cannot work without device drivers

iv. White down the names of windows image viewers and its working?

While using the program the user can view , copy move, print , edit , rotate ,zoom , delete an image it also gives on option to view all the images in the same location in a slide show.

USING IMAGE VIEWER

On the desktop, double disk my document

My documents windows appears

- Click my pictures
- Open sample picture
- Double click my pictures
- Picture open in windows picture and fax viewer

vii. How can a user delete unnecessary files from the computer?

In windows, disk clean up utility program searches the disk for unnecessary files and allows a user to delete them safely.

viii. List any three productivity software?

- Word processing software
- Spread sheet software
- Graphics software

Long
ix. Write the steps to use disk clean up utility in windows?

- Click start button
- Point to all programs → Accessories → system tools
- Click disk cleanup
- Disk clean up dialogue box appears
- Select the drive which you want to clean up
- Click ok.
- Disk cleanup dialogue windows appears
- Click to files which you want to delete
- Click ok
- It deletes all the unnecessary files from the drive.

x. Write down any two uses of the following software's?

WORD PROCESSING:

Word processing software are used to produce documents such as letters, reporter's paper and memos etc.

SPREADSHEET SOFTWARE:

Spreadsheet software are used to work with number and formula

GRAPHIC SOFTWARE:

Graphic software are used to draw picture, 3D images and animations

MULTIMEDIA SOFTWARE:

Multimedia software are used to create visual presentations a user can also video inset audio and video clips in his/her presentation

Drags and drop, a user select a text and drags it to a new location and them releases the mouse button

SHADING:

text color or pattern

Answers

Unit 1 Hardware Basics

Q.1

- | | | |
|--------------------|-----------------------------|------------------------------|
| i. (b) Hardware | ii. (d) System unit | iii. (c) Motherboard |
| iv. (a) Two | v. (c) Brain | vi. (a) CPU |
| vii. (b) AU | viii. (b) CU | ix. (b) Random Access Memory |
| x. (a) Permanently | xi. (b) AGP | xii. (a) Graphics |
| xiii. (b) Input | xiv. (a) Fingerprint Reader | xv. (d) Robots |

Q.2

- | | | |
|-----------------|---------------|------------------------|
| i. ALU, CU | ii. Temporary | iii. Non volatile |
| iv. Expansion | v. Electronic | vi. PCI |
| vii. ISA | viii. Laser | ix. Fingerprint reader |
| x. Control Unit | | |

Q.6

- i d, ii g, iii a, iv j, v b, vi c, vii i, viii e, ix f, x h

Unit 2 Software Basics

Q.1

- | | | |
|-----------------------|--------------------------|------------------------------|
| i. (c) Software | ii. (c) Operating System | iii. (c) Microsoft Windows |
| iv. (b) Device Driver | v. (a) Utility | vi. (b) File Manager |
| vii. (a) Image Viewer | viii. (b) Disk Cleanup | ix. (d) Application Software |
| x. (c) Educational | xi. (a) Entertainment | xii. (d) Reference |
| xiii. (b) MS Word | xiv. (b) Multimedia | xv. (b) Devices |

Q.5

- i f, ii d, iii e, iv b, v a, vi c, vii i, viii g, ix h, x j