

Worksheet

1. What are the functions of a computer?
2. Differentiate between Hardware and software?
3. What is the difference between RAM and ROM?
4. What is MIC?
5. What is the difference between flatbed plotter and drum plotter?
6. What are the two categories of printers? What type of printer is found to be more speedy?
7. Differentiate between online and offline UPS?
8. Define Joystick?
9. What is digital Camera?
10. Write down the short notes on the following.
(i) Zip Drive (ii) DAT Drive
11. What is the use of mouse?
12. Define an operating System? Give an example of single user, multitasking operating system?
13. Explain the three language translators.
14. What are utilities? Name some utilities?
15. What is word processing? Explain with example?
16. What is presentation package? Name some presentation packages?
17. What is the significance of the following?
(i) Windows explorer (ii) Recycle Bin (iii) Task Bar (iv) Start menu
18. What is the difference between moving and copying file/folder?

19. What do you mean by context sensitive menu?

20. What do you mean by shortcut and shortcut menu?

21. What is control panel?

22. What is booting?

23. Explain the following terms.

(a) Notepad (b) WordPad (c) Clipboard

24. What is the purpose of media player?

25. What is meant by formatting a document?

26. Define the following terms.

(i) IP address (ii) MAC Address (iii) Webserver (iv) Web hosting

(v) Web browser (vi) URL (vii) HTTP (viii) FTP

27. Name the three basic document tags?

28. What do you mean by implicit and explicit tags?

29. What is the main difference between container and empty tags?

30. Why is the comment tag different from other container tags?