

SESSION – 2014-15
CLASS - IX
SUBJECT – COMPUTER
PRACTICE WORKSHEET – 3

I. Fill in the blanks.

- 1.) Computer is an electronic device.
- 2.) DVD works in the same way as CD – ROM but packs more data than bits in the same work area.
- 3.) 0 and 1 are binary digits.
- 4.) Any data fed by the users through a keyboard is called input.
- 5.) Whenever data is fed by the user, it is processed by CPU (Central Processing Unit) for the output.
- 6.) Data fed is translated into Machine language/ Binary codes for processing.
- 7.) Joystick is an input device mainly used for games.
- 8.) A scanner is an input device.
- 9.) The CPU is a combination of a CU and ALU.
- 10.) A Printer is an output device, which produces hard copies as an output.
- 11.) Laptop is a portable computer.
- 12.) Example of secondary memory is CD-ROM
- 13.) OCR reads approximately 750 documents per minute.
- 14.) RAM is a volatile memory by nature.
- 15.) Mathematic calculation is done in computer by its ALU.
- 16.) Internal storage is known as primary memory.
- 17.) Software is a set of instructions that directs the hardware.
- 18.) A computer system is classified as hardware and software.
- 19.) Software can be categorized as system and application software.
- 20.) A virus program is also software.
- 21.) An operating system is an interface between user and computer.
- 22.) Shareware is the software developed for public domain and hence can be copied without infringing copyright.
- 23.) Free software is the software that is freely accessible and can be used, modified, improved, copied and distributed free of charge.
- 24.) Proprietary software has restrictions on copying, modifying and using the software.
- 25.) DOS is a single user operating system.
- 26.) Compiler is a software that translates the entire program into machine code in one go.
- 27.) Interpreter is software that translates the program into machine code line by line.
- 28.) Assembler is a language translator which translates the assembly language into machine code.

- 29.) **Tailor made software** is designed according to the need of an organization.
- 30.) **Virus scanners** are used to scan for computer viruses among files and folders.

II. State True/False.

- 1.) The cycle that the computer hardware and software follows is known as IPO cycle. **True**
- 2.) Data is known as output of the computer. **False**
- 3.) Dot matrix printer was the most popular printer that prints one character at a time. **True**
- 4.) Internal Memory is also not known as Immediate Access Store (IAS). **False**
- 5.) CPU is the brain of a computer system. **True**
- 6.) Control Unit only controls the memory of computer. **False**
- 7.) Light pen is mainly used for developing design applications. **True**
- 8.) Soft copy is permanent once you save it. **False**
- 9.) ROM is known as Read Only Memory. **True**
- 10.) Local Carry Device is abbreviated as LCD. **False**
- 11.) Inkjet Printers are slower than Laser printers. **True**
- 12.) A group of 8 bits is called Nibble. **False**
- 13.) External memory is also called secondary memory. **True**
- 14.) Keyboard is not used commonly. **False**
- 15.) Computer performs operations on data fed to process it. **True**
- 16.) Software is classified in four types. **False**
- 17.) An antivirus program is a utility program. **True**
- 18.) An operating system is known as applications software. **False**
- 19.) Programs written in high level language is called source program. **True**
- 20.) FORTRAN is an example of assembly language. **False**

III. Multiple Choice Questions. (Choose the most appropriate option)

1. Who is known as the Father of Computers?
(a) John Napier (b) Blaise Pascal
(c) Charles Babbage ✓ (d) Herman Hollerith
2. Computer's speed is measured in:
(a) Hertz (b) Clock cycle ✓
3. Mathematical operations, such as addition subtraction are performed by:
(a) CU (b) CPU
(c) MU (d) ALU ✓
4. The characteristics of computer are:
(a) Speed (b) Reliability
(c) Diligent (d) All of the above ✓
5. RAM stands for:
(a) Read a Memory (b) Read Access Memory
(c) Random Access Memory ✓

6. Portable computer is:
(a) PC (b) Desktop
(c) Laptop ✓ (d) Minicomputer
7. Which of the following units controls the operations of a computer?
(a) CU ✓ (b) ALU
(c) CPU
8. Identify volatile memory:
(a) ROM (b) Cache memory
(c) RAM ✓
9. MICR stands for:
(a) Magnetic Ink Character Reader ✓
(b) Magnetic in Cache Read Memory
(c) Multi Interactive Course Recognition
10. Printer is an:
(a) Input device (b) Output device ✓
11. CPU known as:
(a) Brain of the computer ✓
(b) Main memory unit of the computer
(c) Heart of the computer
(d) Nervous System of the computer
12. A group of 4 bits is called:
(a) Byte (b) Nibble ✓
(c) Word (d) Bit
13. 1 GB is equal to:
(a) 1024 Bytes (b) 1024 TB
(c) 1024 KB (d) 1024 MB ✓
14. The first computer with a CPU, storage, memory and input output devices:
(a) Leibnitz calculator (b) Difference engine
(c) Analytical engine ✓ (d) Hollerith's machine
15. _____ is the combination of digital and analog computers.
(a) Hybrid computer ✓ (b) Super computer
(c) Analog computer (d) Digital Computer
16. Which of the following is not a utility?
(a) Encryption
(b) Corel Draw ✓
(c) Antivirus
(d) Disk defragmenter

17. Which of the following facilities is not available in any word processing package?
- (a) Assigning values of variables ✓
 - (b) Inserting new paragraphs in text
 - (c) Spell check
 - (d) Bold face printing.
18. Which of the following is essential for using a computer effectively?
- (a) Utility software
 - (b) System software ✓
19. A set of instructions given to a computer to get the desired output.
- (a) Software ✓
 - (b) Hardware
 - (c) Firmware
20. Electronic _____ allow users to try out various what-if kinds of possibilities.
- (a) word processing
 - (b) spreadsheets ✓
 - (c) presentations
21. This is a set of programs that manage and regulate the user database right from creation to maintenance and extending to the use of such database.
- (a) Database Management Systems ✓
 - (b) Operating System
 - (c) Boot Firmware
22. CUI is an acronym for:
- (a) Command Utility Interface
 - (b) Character User Interface ✓
 - (c) Character User Information
23. A utility can compress/uncompress the contents of a disk thus increasing the capacity of the disk.
- (a) Disk Defragmenter
 - (b) Disk compression ✓
 - (c) Disk Cleaner
24. Translates the program in high level language line by line.
- (a) Compiler
 - (b) Interpreter ✓
 - (c) Assembler
25. A source program that is converted into machine language for execution is called:
- (a) Source program/code
 - (b) System program/code
 - (c) Object program/code ✓

IV. Answer the following.

1.) What is a Computer?

Ans: Computer is an electronic device that accepts input from the user, process it (data) and gives output (Information) to user.

2.) What is hardware?

Ans: The physical components of computer that can be touched or see are called hardware. Eg. Mouse, Keyboard, Scanner etc.

3.) What is Software?

Ans: Software is a set of instructions that instructs the hardware for step – by – step operations.

4.) What are different types of software?

Ans: (i) System Software (ii) Application Software

5.) What do you mean by an input?

Ans: Input is the data put into the computer. It goes into a process, supported by storage.

6.) What do you mean by an output?

Ans: Output is the processed form of data.

7.) Write names of input devices.

Ans: Keyboard, Mouse, Scanner, Light Pen, Track Ball, Joystick, Bar code reader, OCR, MICR, OMR, Microphone etc.

8.) Write names of output devices.

Ans: Monitor, Printer, Plotter and Speaker.

9.) What is the use of memory or storage of a computer?

Ans: The memory or storage section of the computer stores the data and information that could be used during the computations.

10.) What is RAM?

Ans: RAM stands for Random Access Memory. It is a primary memory. It is volatile by nature. The data/ instructions, which are stored in it can be modified or deleted.

11.) What is ROM?

Ans. ROM stands for Read Only Memory. The instructions to start/ shut the computer are stored in it. It is permanent memory. It is non- volatile by nature. The data/ instructions, which are stored in it cannot be modified or deleted.

12.) What is VDU?

Ans: VDU stands for Visual Display Unit and it is a device used for viewing output. It is well known as monitor.

13.) What is the basic language of computer?

Ans: Machine language (Binary code i.e. 0 and 1) is the basic language of computer.

14.) What is an Operating System?

Ans. Operating system is a set of programs that acts as an interface between the user and the computer. It controls overall activities of the computer system i.e. input, process, output and storage.

15.) Differentiate Open Source Software, Free software, Shareware and Proprietary software.

Ans: **Open Source Software:** The source code of this software is available under a license. The users are thus permitted to study, change and improve the software. It is developed in a collaborative manner. Open source licenses include Apache License, GNU General Public License, BSD License, and GNU Lesser General Public License.

Free Software: This software is freely accessible and can be used, modified, improved, copied, distributed and is available free of charge.

Shareware Software: Shareware is developed for the public domain which can be copied without infringing copyright. This software is released on trial basis.

Proprietary Software: This software has restrictions on copying, modifying and using the software as enforced by the proprietor.

16.) What is an assembler?

Ans: An assembler is language translator that converts assembly language into machine code.

17.) What is the difference between Compiler and Interpreter?

ANs:

Compiler	Interpreter
Translates the entire program into machine code in one go.	Translates the program into machine code line by line.
Execution takes place when all syntax errors are removed.	Execution takes place when all syntax errors of a line are removed.
Debugging is slow.	Debugging is faster.
Execution time is less.	Execution time is more

18.) What is the purpose of virus scanning software?

Ans: Virus Scanning Software is utility programs designed to protect your computer from viruses. It scans your disk each time you insert it into a computer.

19.) Define Disk defragmentation.

Ans: Disk defragmentation means to divide a large file, which cannot be stored in one location of the disk, in parts and stored at different locations or blocks of the disk.

20.) What is System Software?

Ans: System Software is a set of programs that controls the internal operations of the computer. It has three categories further as:

- (a.) Operating System (b.) Language Translator (c.) Utility Programs

21.) What is Application software?

Ans: Application Software is a set of programs written for specified application. It can be classified as: a.) Integrated Package (b.) Tailor Made Software (c.) General Purpose Package

22.) What is Utility software?

Ans: Utility Software is specially designed to help and manage the computer hardware, operating system or application software.

23.) Define Integrated Package.

Ans: Integrated Package includes several application programs combined in one easy to use package.

24.) Define Tailor made software.

Ans: Tailor- made software's are designed according to the needs of an organization. This software can be very expensive.

25.) Define General Purpose Package.

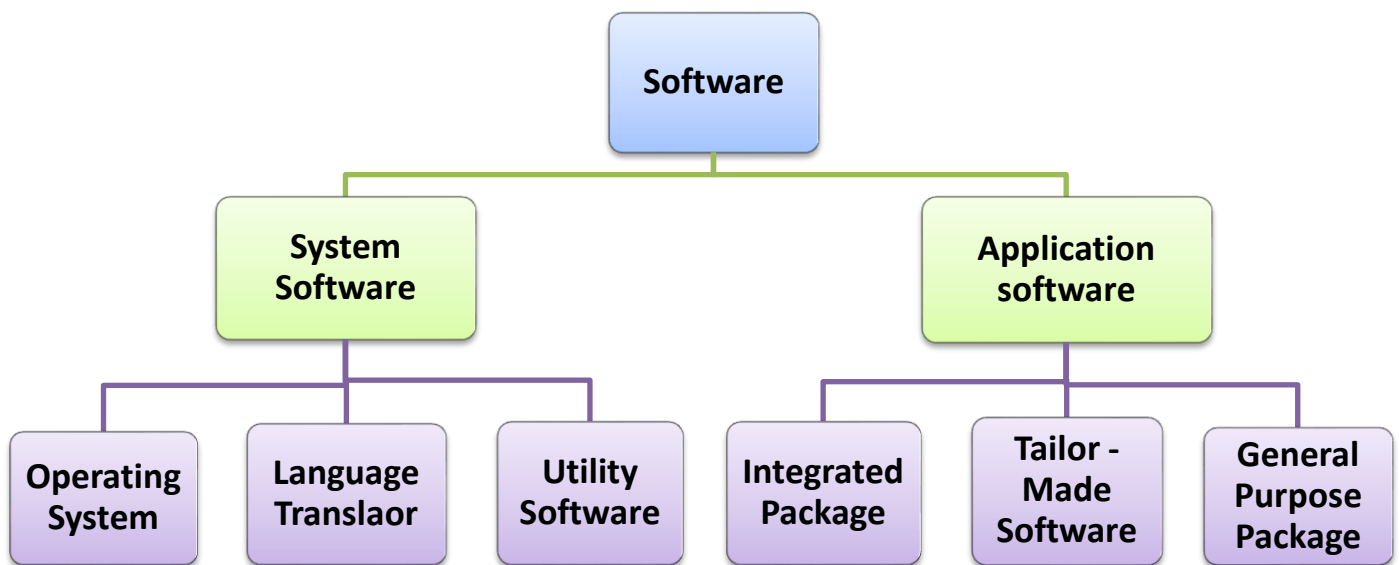
Ans: General purpose package are pre-installed on the computer and can be used in many ways. Eg. Ms- Word, Ms- Excel and Ms- PowerPoint etc.

V. Abbreviations.

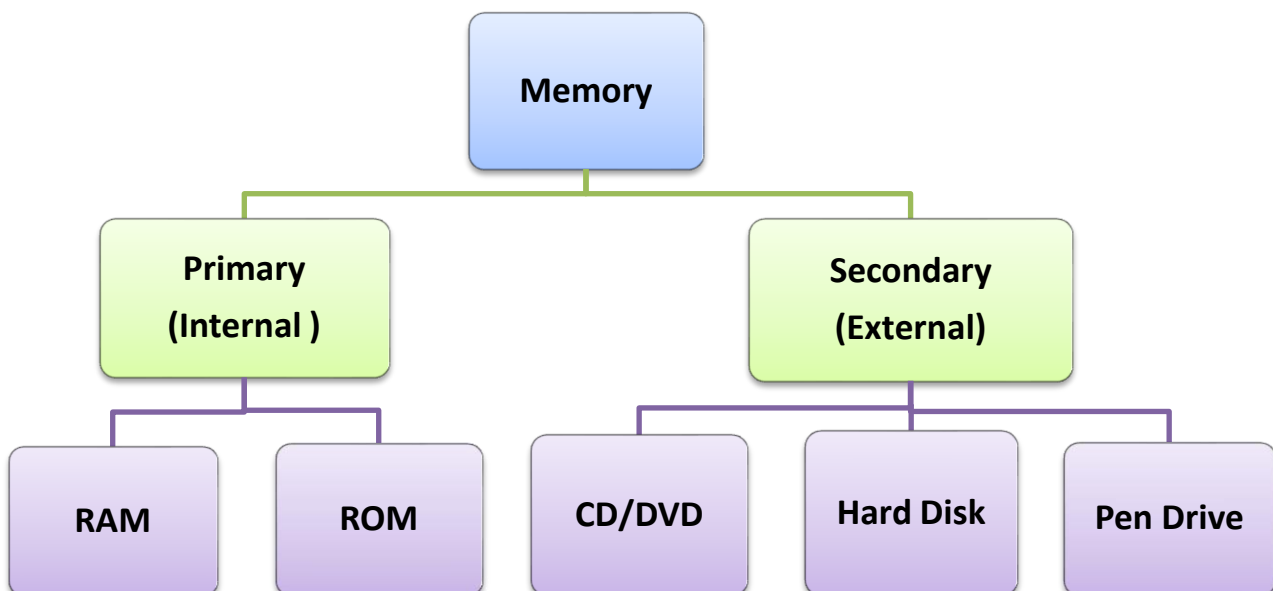
- 1.) COMPUTER – Commonly Operated Machine Particularly Used in Technical and Educational Research
- 2.) CD – Compact Disk
- 3.) DVD – Digital Versatile Disk
- 4.) ASCII – American Standard Code for Information Interchange
- 5.) ALU – Arithmetic Logic Unit
- 6.) CPU – Central Processing Unit
- 7.) CAD – Computer Aided Designing
- 8.) CAM – Computer Aided Manufacturing
- 9.) DPI – Dots Per Inch

- 10.) GUI – Graphical User Interface
- 11.) CUI – Character User Interface
- 12.) MICR – Magnetic Ink Character Reader
- 13.) OMR – Optical Mark Reader
- 14.) OCR – Optical Character Reader
- 15.) VDU – Visual Display Unit
- 16.) RAM – Random Access Memory
- 17.) ROM – Read Only Memory
- 18.) LCD – Liquid Crystal Display
- 19.) LED – Light Emitting Diode
- 20.) BIT – Binary Digit

VI. Draw a flowchart to categorized different types of software.



VII. Draw a flowchart to categorized different types of Memory.



SESSION – 2014-15
CLASS - IX
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PRACTICE WORKSHEET – II

I. Fill in the blanks.

- 1.) The **operating system** is a complex piece of software that is loaded automatically into memory when the computer is started.
- 2.) The **clipboard viewer** allows you to work with the contents of the clipboards.
- 3.) Text files normally have **.TXT** file extension.
- 4.) **WordPad** is more useful for letters and reports.
- 5.) **Loading** a file means opening a file.
- 6.) The collection records is known as **file**.
- 7.) **Rename** command allows us to rename the name of selected folder.
- 8.) You can get into the file menu by pressing **Alt+F**.
- 9.) To copy selected file press **Ctrl + C**.
- 10.) A **Folder** contains files.
- 11.) The entire document can be selected by keyboard shortcut **Ctrl + A**.
- 12.) **F7** function key is used to check the spelling and grammar.
- 13.) **MS – Word** is a word processing software.
- 14.) We choose **open** option from File menu to open the existing file.
- 15.) **Numbering** option can add or remove numbers from selected paragraph.
- 16.) **Scroll bar** is used to move the current page up and down.
- 17.) **Menu bar** is situated just below the title bar.
- 18.) **Spacing** adjusts the amount of space between letters.
- 19.) **Red wavy** line in your text indicates spelling mistake.
- 20.) For making the text Bold and Italics, click **Bold, Italics** buttons in **Font** group.
- 21.) The **Shading** command colors the background behind the selected text.
- 22.) The default alignment of text in MS Word is **left**.
- 23.) For creating a bulleted list, click **Bullets** in Paragraph group.
- 24.) The shortcut key to align the text in right is **Ctrl+R**.
- 25.) **Superscript** option creates small letters above the line of text.

II. State True/False.

- 1.) MS Windows is a GUI Operating system. **True**
- 2.) Copy option works in the same way as the Cut option. **False**
- 3.) Deleted files can be retrieved from the Recycle Bin. **True**
- 4.) WordPad is more useful than MS – Word. **False**
- 5.) My Computer gives you a separate window for each object. **True**
- 6.) You select Cut and Copy option from the Format menu. **False**
- 7.) Paint provides you with several tools to create a bitmap. **True**
- 8.) Clear command places the selected text on the clipboard. **False**
- 9.) Whenever you start MS Word, it automatically creates a blank document. **True**
- 10.) The spelling checkers of MS Word cannot check the grammatical spelling errors. **False**
- 11.) Hard copy is printed document. **True**
- 12.) Grammatical mistakes cannot be found by using grammatical check option. **False**
- 13.) The whole document can be printed by choosing Office button> Print. **True**

- 14.) You should use page down to go to previous page. **False**
15.) At the time of Print Preview, useful word menu items are not available. **True**
16.) The print icon is located in View group. **False**
17.) Using the table features of MS Word you can make your time table. **True**
18.) F3 key can be used to select the current paragraph. **False**
19.) Collate option helps to arrange the printed documents. **True**
20.) You cannot insert pictures or graphics to a word document. **False**

III. Multiple Choice Questions. (Choose the most appropriate option).

1. UNIX is a:
(a) Single user operating systems
(b) Multi-user operating system ✓
(c) Single user but multi programming system
(d) Multi-user but multiprogramming system
2. The major drawback of time sharing mode is that:
(a) The CPU is not properly utilized
(b) The piece of time for each program is very low
(c) User's program is not secured ✓
(d) Instant program modification is not possible
3. Which of the following are types of operating system?
(a) Multitasking (b) Real time
(c) Batch processing (d) All of the above ✓
4. Which of the following is not a Graphical User Interface?
(a) Linux (b) Unix ✓
(c) Windows (d) Solaris
5. An operating system that gives user a fair share of CPU time:
(a) Multitasking (b) Time sharing ✓
(c) Batch processing (d) Real time
6. When you delete a delete, it goes to:
(a) My Documents (b) My Computer
(c) Recycle Bin ✓ (d) My Pictures
7. To run Windows XP minimum space required is:
(a) 32 MB (b) 32KB
(c) 32 GB ✓ (d) 32 TB
8. _____ allows you to work with the contents of the clipboards.
(a) Cut (b) Paste
(c) Copy (d) Clipboard viewer ✓
9. You can open MS Office directly from the:
(a) File menu (b) Edit menu
(c) Start menu ✓ (d) Tools menu
10. The MS Windows screen contains of:
(a) Taskbar (b) Icons
(c) Desktop (d) All of the above ✓

11. MS Windows add something to the task bar is a small pictogram representing a program:
(a) Icon ✓ (b) Tool bar
(c) Taskbar (d) Scroll bar
12. Which command allows you to select the entire document?
(a) Select (b) Select All ✓
(c) Locate
13. You will find Undo option in:
(a) Quick Access Toolbar ✓ (b) File menu
(c) Ribbon (d) Status Bar
14. _____ gives you access to all the programs available on your computer.
(a) Status bar (b) Groups
(c) Scroll bar (d) None of the above ✓
15. Font option is present in:
(a) Home tab ✓ (b) View tab
(c) View menu
16. Which option will you choose to auto arrange the icons?
(a) Automatic arrange
(b) Auto arrange ✓
(c) Auto rearrange
17. The double headed arrow at _____ of border resizes a window from both the side.
(a) Vertical (b) Horizontal
(c) Corner ✓ (d) All of the above
18. To exit windows, press:
(a) Alt + Z (b) Alt + Y
(c) Alt + U (d) Alt + F4 ✓
19. You may activate icons by:
(a) Dragging (b) Dropping
(c) Double clicking (d) clicking ✓
20. A box that appears on a display screen to present information or request input:
(a) Icon (b) Checkbox
(c) Task bar (d) Dialog box ✓
21. Graphics are inserted in word document through:
(a) Chart (b) File
(c) Clip Art ✓ (d) Icon
22. To display the spelling and grammar checking dialog box, you can use:
(a) F7 ✓ (b) F9
(c) F1 (d) F3

23. You can select paragraph formatting using option:
(a) View (b) Paragraph ✓
(c) Font (d) Margin
24. The text of current document can be selected by:
(a) Ctrl + S (b) Ctrl + A ✓
(c) Ctrl + O (d) Ctrl + P
25. You can move or copy text to a:
(a) Different location
(b) Document in other program
(c) Other word document
(d) All the above ✓
26. Normal view of MS Word does not show:
(a) Standard toolbar (b) Borders
(c) Header and footer ✓ (d) Formatting toolbar
27. A word document splits its windows into:
(a) Five parts (b) Four parts
(c) Three parts (d) Two parts ✓
28. A green wavy line in word document indicates:
(a) Syntax error
(b) Grammatical error ✓
(c) Spelling error
(d) Logical error
29. You can select from the Print dialog box:
(a) Even pages (d) All of the above ✓
(b) All pages
(c) Odd pages
30. In word, the default paper orientation for printing is:
(a) Landscape
(b) Portrait ✓
31. You can align the selected paragraph of your document in centre by pressing:
(a) Ctrl + E ✓ (b) Ctrl + R
(c) Ctrl + S (d) Ctrl + L
32. A word document can be zoomed by:
(a) 300 % (b) 400 %
(c) 200 % ✓ (d) 150 %
33. You can open a word file by:
(a) Ctrl + A (b) Ctrl + O ✓
(c) Ctrl + R (d) Ctrl + S
34. To underline the text, press:
(a) Ctrl + I (b) Ctrl + U ✓
(c) Ctrl + B

35. A new word document can be created by pressing:

(a) Office Button > File

(b) Office Button > New ✓

(c) File > New

IV. Answer the following.

1.) What is a Window?

Ans: Window is a just a rectangular box, which is a visual area for displaying output and allowing input for a computer process.

2.) What do you understand by an operating system?

Ans: An operating system acts as an interface between the user and the computer. It controls overall the activities the computer system.

3.) What is an icon?

Ans: An icon is a graphical symbol, which represents application program or documents. Clicking the icon runs an application or open a document. It is a tool for making computer interfaces easier.

4.) What does GUI stands for?

Ans: GUI stands for Graphical User Interface.

5.) What is the difference between a file and a folder?

Ans: Folder is a collection of files and file is a collection of records.

6.) Distinguish between copying and moving files.

Ans: When we copy a file, a duplicate file is created and the original source file is not distributed. But whenever a file is moved to a new location, the original file is not retained.

7.) What is the difference between Title Bar and Menu Bar?

Ans: The title bar is the topmost bar of a window, which displays the name of active application. The menu bar is situated just below the title bar. It displays various menus for the users to choose as per their requirements to perform the tasks.

8.) What is the Restore button?

Ans: Restore button restores the size of the application window to its original size.

9.) What happens when you delete a file? What is the use of Recycle bin?

Ans: When we delete a file, it goes to the recycle bin. Recycle bin is a part of the hard disk, where all deleted files are stored. A deleted file can be retrieved from the recycle bin.

10.) What is a word processor? How is it useful?

Ans: Word processor is a software program, which processes the word function. It can be used to prepare documents like letters, report, notices, bills etc.

11.) How will you start the MS Word to create your documents?

Ans: Click on Start > All Programs > Microsoft Office > Microsoft Office Word 2007.

12.) How will you save your document?

Ans: Document can be saved by pressing Ctrl+S or clicking on File > Save As.

13.) What are the shortcut keys for the following – Cut, Copy and Paste?

Ans: Cut : Ctrl + X Copy : Ctrl + C Paste : Ctrl + V

14.) What is text alignment?

Ans: Text alignment is a position of text in the document. For example – left, right and center.

15.) What do you understand by word wrap?

Ans: When a text does not fit in a line to its right, it is automatically shifted to next line at starting point, is called word wrapping.

16.) What do you mean by the indent and indentation?

Ans: The distance between the text boundary and the page margin is indent and the process of doing is called indentation.

17.) What do you mean by clipboard and what is its utilization?

Ans: Clipboard is a temporary storage area, and it is used to store cut/copy text and graphics and these cut/copy text and graphics are used for pasting/ copying elsewhere.

18.) What is the function of auto correct in MS Word?

Ans: Auto correct feature looks for typing errors and corrects them automatically.

19.) How will you insert a Shape in your document? Explain.

Ans: Shapes can be inserted in a document by selecting Insert > Shape. It has buttons for basic shapes, lines, arrows, flow charts, banners, callouts and other similar shapes, click any of these options.

20.) How will insert a Clip Art picture into a word document?

Ans: MS Word has the option to insert picture in a word document. For inserting a picture in a word document from Clip Art Gallery click, Insert > ClipArt. Clip Art pane on the right side of the screen appears. Select the desired category.