

Chap-3 Basic ICT Skills-II

1. What is the main function of an Operating System?

- A. Create documents
- B. Play games
- C. Browse the Internet
- D. Manage computer hardware and software resources**

2. Which of the following is an example of an Operating System?

- A. MS Word
- B. Google Chrome
- C. Windows 10**
- D. Paint

3. Which type of Operating System allows multiple users to use the computer at the same time?

- A. Single-user OS
- B. Multi-user OS**
- C. Embedded OS
- D. Real-time OS

4. Which of the following is NOT an Operating System?

- A. Linux
- B. Android
- C. Microsoft Excel**
- D. macOS

5. Which part of Windows displays icons, taskbar, and wallpaper?

- A. Desktop**
- B. Control Panel
- C. Start Menu
- D. File Explorer

6. Which button is used to access installed applications in Windows 10?

- A. Refresh
- B. Start Button**
- C. Search Box
- D. File Tab

7. A folder is mainly used to:

- A. Delete files
- B. Install software
- C. Browse websites
- D. Store and organize files**

8. Which shortcut key is used to permanently delete a file?

- A. Delete
- B. Ctrl + Delete
- C. Shift + Delete**
- D. Alt + Delete

9. Computer maintenance helps to:

- A. Improve computer performance**
- B. Slow down the computer
- C. Increase viruses
- D. Delete operating system

10. Which of the following should be cleaned regularly?

- A. Keyboard
- B. Monitor
- C. CPU Cabinet
- D. All of these**

11. Which material is recommended for cleaning a computer screen?

- A. Wet cloth
- B. Sandpaper
- C. Soft microfiber cloth**
- D. Hard brush

12. A maintenance schedule helps to:

- A. Increase virus attacks
- B. Keep the computer in good condition**
- C. Slow the system
- D. Delete files automatically

13. A computer virus is:

- A. A hardware device **B. A harmful software program**
C. A printer D. A keyboard shortcut

14. Which software protects a computer from viruses?

- A. Antivirus** B. MS Paint
C. Notepad D. Calculator

15. Which of the following is a good practice to protect your computer?

- A. Open unknown email attachments B. Install software from unknown websites
C. Update antivirus regularly D. Disable firewall permanently

Short Question

Q1. What is an Operating System?

Answer: An Operating System (OS) is system software that manages computer hardware and software resources and acts as an interface between the user and the computer.

Q2. Write any two functions of an Operating System.

Answer:

1. Manages computer hardware and software.
2. Provides an interface between the user and the computer.

Q3. Name any four commonly used Operating Systems.

Answer:

- Windows
- Linux
- Android
- macOS

Q4. What is a file?

Answer: A file is a collection of related information or data stored on a computer with a specific name.

Q5. What is a folder?

Answer: A folder is a container used to store and organize files and other folders.

Q6. What is File Explorer?

Answer: File Explorer is a Windows application used to view, organize, copy, move, rename, and delete files and folders.

Q7. What is meant by file organization?

Answer: File organization is the method of arranging files and folders in a proper order so they can be easily found and managed.

Q8. What is computer maintenance?

Answer: Computer maintenance is the process of keeping a computer clean, updated, and in good working condition to improve its performance and lifespan.

Q9. Write any four precautions while cleaning a computer.

Answer:

1. Turn off the computer before cleaning.
2. Unplug the power cable.
3. Use a soft, dry microfiber cloth.
4. Do not spray liquid directly on the computer.

Q10. What is a computer virus?

Answer: A computer virus is a harmful program that can damage files, slow down the computer, or steal data.

Q11. Write any four ways to protect a computer from viruses.

Answer:

1. Install antivirus software.
2. Keep the antivirus updated.
3. Do not open unknown email attachments.
4. Scan USB drives before using them.

Q12. What is clipboard?

The Clipboard is a temporary storage area in a computer's memory where data (such as text, images, or files) is stored when you cut or copy something.

Q13. What is recycle bin?

The Recycle Bin is a special folder in the Windows operating system where deleted files and folders are temporarily stored.

Q14. What is a Taskbar?

The Taskbar is a bar at the bottom of the Windows desktop that provides quick access to the Start Menu, running applications, and system notifications.

Long Question

Q1. What is an Operating System? Explain its functions.

Answer: An **Operating System (OS)** is system software that acts as an interface between the user and the computer. It manages all the hardware and software resources of the computer and helps users perform different tasks.

Functions of an Operating System:

1. **Memory Management** – Manages the computer's memory.
2. **File Management** – Creates, stores, organizes, and deletes files and folders.
3. **Device Management** – Controls hardware devices like printers, keyboards, and monitors.
4. **Process Management** – Manages running programs and multitasking.

5. **User Interface** – Provides a graphical interface (GUI) for easy interaction with the computer.
6. **Security** – Protects the computer using user accounts and passwords.

Q2. What is computer maintenance? Explain its importance.

Answer: **Computer maintenance** is the process of keeping a computer clean, updated, and in good working condition to ensure better performance and a longer life.

Importance of computer maintenance:

1. Improves computer performance.
2. Increases the life of the computer.
3. Saves important data from damage.
4. Protects the computer from viruses and malware.
5. Reduces repair and maintenance costs.
6. Ensures smooth and efficient working.

Q3. Explain how to clean different computer components safely.

Answer: Computer components should be cleaned regularly to maintain good performance.

Cleaning methods:

1. **Monitor** – Clean with a soft microfiber cloth.
2. **Keyboard** – Remove dust using a soft brush or compressed air.
3. **Mouse** – Wipe with a dry or slightly damp lint-free cloth.
4. **CPU Cabinet** – Clean dust from air vents using a soft brush.
5. **Printer** – Remove dust with a dry cloth.

Safety precautions:

- Turn off the computer.
- Disconnect the power supply.
- Never spray liquid directly on the computer.
- Handle components carefully.

Q4. Explain the Windows 10 Desktop and its main components.

Answer: The **Desktop** is the first screen that appears after Windows 10 starts. It helps users access programs, files, and settings easily.

Main components of the Windows 10 Desktop:

1. **Start Button** – Opens the Start Menu.
2. **Taskbar** – Displays running applications and shortcuts.
3. **Desktop Icons** – Represent files, folders, and applications.
4. **Search Box** – Used to search files, folders, and apps.
5. **Notification Area** – Shows system notifications, date, time, and network status.
6. **Recycle Bin** – Stores deleted files temporarily.

Q5. What is a computer virus? Explain the methods to protect a computer from viruses.

Answer: A **computer virus** is a harmful software program that spreads from one computer to another and can damage files, slow down the system, or steal data.

Methods to protect a computer from viruses:

1. Install trusted antivirus software.
2. Update the antivirus regularly.
3. Scan USB drives before using them.
4. Do not open unknown email attachments.
5. Download software only from trusted websites.
6. Keep the operating system updated.
7. Enable the firewall.
8. Take regular backups of important files.