

Unit 3: Information and Communication Technology

Skills Textual Exercise

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A. State whether the following statements are True or False

1. The full form of ICT is Information Commuting Technology. **False**
2. Live sports and news can only be shown using ICT. **True**

B. Short answer questions

1. Give any two uses of ICT at home.

The use of ICT – information and communication technology are:

- ICT can contribute to universal access to education, equity in education, quality learning, and teaching to students at home.
- Other than students, ICT is also helpful for elders in texting messages, gathering information on various topics, etc

2. What are the emerging skills in ICT?

The most emerging skills in ICT – Information Communication Technology are:

- Coding/programming
- Search Engine Research
- Social Media Management
- Email Management and Setup
- Data Management and Queries

3. What are the key skills one should possess to use ICT?

- To know how to operate computers;

To know how to browse the Internet for collecting, storing and disseminating information.

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A. Short answer questions

1. Identify the following symbols and write the name in the blank space.

a.		
b.		
c.		
d.		
e.		
f.		

a. Phone

b. Calendar



c. Music

d. Clock

e. Photos

f. Message

2. Write any two differences between a smartphone and a tablet.

	 Smartphone	 Tablet
Main usage	As a phone but with some additional features, such as camera. The majority of smartphones run on Apple iOS or Google Android but others use Windows Phone or BlackBerry OS.	As a wireless portable personal computer with a touchscreen interface which makes it more useful than the notebook computer. Some tablets use Android OS, others use Apple iOS or Windows OS.
Screen size	Screen size is smaller	Has a bigger screen
Photos and videos	Watching a movie or making changes to a picture is difficult	Watching videos and making changes to a photo is better and easier due to bigger screen size
Battery life	You need to charge phones more often	Usually have a longer battery life
Storage	Comes with different storage capacities, but phones with high storage are costly	Usually have higher storage capacity, i.e., they can store more pics, videos and Apps

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1. What is a short-range wireless communication technology called?

- (a) Wi-Fi (b) Internet (c) **Bluetooth** (d) PS

2. Which part of the home screen is visible on all pages?

- (a) **Status bar** (b) Main icon area (c) Dock (d) Clock

3. What does GPS stand for?

- (a) Global Positioning System** (b) Global Payment System (c) Global Program System (d) Global Pointing System

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A. Multiple choice questions

1. Which of the following units make up the CPU? Choose and tick all the correct options.

- (a) **Processing Unit** (b) Input Unit (c) **Memory Unit** (d) **Control Unit** (e) Output Unit

2. Which of the following are names of ports in a computer? Choose and tick all the correct options.

- (a) **HDMI** (b) Input (c) **VGA** (d) **USB** (e) **Ethernet**

3. There is a talent contest in your town. For participating in the audition, you have to send a recording of a song. What would you connect to your computer to record your song?

- (a) Keyboard (b) **Microphone** (c) Scanner (d) Mouse

B. Short answer questions

Write the purpose of the I/O devices

Input/Output device	Purpose
Mic/microphone	
Scanner	
Camera	
Barcode Reader	
Printer	
Speaker	

1. **Mic:** Used to record audio for ex. to talk to someone in video chat.
2. **Scanner:** Used to scan physical documents and convert into digital images.
3. **Camera:** Used to capture images and videos for ex. to video chat with someone.
4. **Barcode Reader:** Used to read barcodes for ex. in supermarkets to detect products and create a bill.
5. **Printer:** Used to convert digital documents into physical documents.
6. **Speaker:** Used to play audio for ex. playing songs.

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A. Multiple choice questions

1. Which of the following functions are performed using a mouse. Choose and tick all the correct options.

- (a) Turn on computer (b) Typing (c) **Right click** (d) **Drag and Drop an Icon**

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

3. Rearrange the steps for starting a computer in the correct sequence.

- (a) Desktop appears after login () (b) Login screen appears () (c) Power on Self-Test (POST) starts () (d) Operating system starts () (e) Welcome screen appears ()

- Power on Self-Test (POST) starts.
- Operating system starts.
- Welcome screen appears.
- Login screen appears.
- Desktop appears after login.

B. Short answer questions

1. Describe the functions of at least 5 types of keys.

The functions of various keys are -

- The pointer on the screen may be moved by using the arrow keys. The cursor may travel Left, Right, Up, and Down with the use of these keys.
- A window can be closed by using the Escape key.
- The text is typed in capital letters using the caps lock key.
- We may choose numerous neighbouring words or cells by using the Shift key.
- The spacebar key makes it easier to put a space between two words.

2. Describe the functions of a mouse.

The functions of a mouse are -

- Pointing and moving
- Selecting the texts
- Right-clicking to select.
- Opening and closing a program
- Dragging any word or letter changes the position of the cursor,
- Scrolling through a page by dragging the scroll bar up or down.

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1. Which one of the following shortcut key is used to paste a file? Tick mark the correct answer.

- (a) Ctrl + C (b) Ctrl + P **(c) Ctrl + V** (d) Ctrl + X

2. Which of the following is a valid file extension for Notepad file? Tick mark the correct answer.

- (a) .jpg (b) .doc (c) .text **(d) .txt**

3. Which key do you use to copy something? Tick mark the correct answer.

- (a) Ctrl+X **(b) Ctrl+C** (c) Ctrl+Z (d) Ctrl+T

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A. Multiple choice questions

1. To connect to the Internet, the computer has to be connected to the _____.

- (a) Internet Society (b) Internet Architecture **(c) Internet Service Provider** (d) Large Area Network






2. What is the Internet?

- (a) Phone connections **(b) Collection of computer networks** (c) Network of computers in an office
(d) None of the above

B. Short answer question

1. Write a short note on the uses of internet.

Table 3.6: Common uses of Internet

	Search information: You can get the latest information about anything that is uploaded on the web, whether it is result, news about an earthquake, a cricket match or the election details.		Shopping: You can buy and sell products, such as books and electronic goods over the Internet. You can also pay for these products via digital modes of payments, such as wallets, plastic cards or through e-banking.
	Entertainment: You can listen to music, play games, watch movies or share pictures.		Online booking: You can book movie tickets, hotels, bus/train/plane tickets, etc., online.
	E-mail and chatting: You can talk or send messages to people all around the world quickly and easily. The messages you send over the Internet can reach any part of world in just a few seconds. For example, Gmail and Outlook.		Online learning: There are a number of courses available online—some are free while others are not. You can do a course on a topic you like or want to know more about.
	Social networking: You can share your interests, knowledge and stories with your family and friends around the world. For example, Facebook and Twitter.		Online banking: You can do banking operations, like checking details of your bank account or transferring money from one account to another through mobile banking/NEFT/RTGS.

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A. Multiple choice questions

1. What do I need to get information from the World Wide Web?

- (a) Computer (b) Browser (c) Internet Connection **(d) All of the above**

2. Which of the following is a web browser?

- (a) Internet (b) **Chrome** (c) Windows (d) None of the above

B. Short answer questions

1. List the steps to search for information using a web browser.

Ans Open a web browser, such as Internet Explorer or Google Chrome. To search for information, follow the given steps:

- Type <http://google.co.in> in the address bar
- Type 'best hill station in India' in the Google search bar
- Press Enter
- Scroll the screen and click on the link for the page you want to see.

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A. State whether the following statements are True or False

1. Email cannot be sent to more than one person at a time. **False**
2. Email is an electronic message sent over the Internet or a computer network. **True**
3. Pictures, videos, audio files, and spreadsheet files cannot be attached with an e-mail. **False**

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1. Multiple choice questions

1. Here are the steps to sign in to your Gmail account.

(i) Type username (ii) Go to www.gmail.com (iii) Click Sign in (iv) Type password

Choose the option with the correct order.

- (a) i > ii > iv > iii (b) ii > i > iii > iv **(c) ii > i > iv > iii** (d) ii > iii > i > iv

2. Which one of the following statements is false?

(a) You need to create an account before you can send an e-mail.

(b) You should sign out of your account when you are not using the computer.

(c) You do not need an Internet connection to use your Gmail account.

(d) You must not share your password with others.

3. Which of the following is an e-mail service?

- (a) WhatsApp (b) WeChat **(c) Gmail** (d) Facebook

2. Short answer questions

1. What characters should the password have in e-mail address, to make it more secure?

Ans A password should be at least 8 characters long and contain letters, numbers and special characters (e.g., \$%#). This will make it more secure.

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A. Multiple choice questions

1. What do you type in the "To" field?

(a) The topic of the e-mail

(b) The main message of the e-mail

(c) Email address of the person to whom you want to send a copy of the e-mail

(d) Email address of the person you are sending the mail to

2. You want to send an e-mail message to your friend Sushil. In which order will you perform the given steps to write and send an e-mail to him?

(i) Type Sushil's e-mail address, subject and message

(ii) Click on the Compose button

(iii) Click Send

(iv) Open your e-mail account.

(a) (iv)>(ii)>(i)>(iii)

(b) (iv)>(i)>(ii)>(iii)

(c) (iv)>(i)>(iii)>(ii)

(d) (iii)>(i)>(ii)>(iv)

B. Fill in the blanks

1. In "To:" section **header, body, and envelope** is typed for sending a message through e-mail.

2. The Attach button in e-mail often has a **Paper click icon** as its symbol.

3. In the **Subject** section of the e-mail, the topic of the mail is written.

4. After typing the message in the main body of the e-mail, you need to click on **compose button** to send the email.

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A. State whether the following statements are True or False.

1. By choosing the "Reply" option, the e-mail address of the sender of the original message will appear in the "To" field. **False**

2. Email is an electronic message transmitted over the Internet or computer network from one user to another. **True**

3. You can forward the e-mail by clicking on the delete icon. **False**