

## Class 6<sup>th</sup>

### Chapter - 1 Categories of computer

#### 1. Tick the correct answer:

- a. Supercomputer
- b. Smartphone
- c. Laptop computer
- d. E-book
- e. Embedded

#### 2. True or False:

- a. True
- b. False
- c. True
- d. True
- e. True
- f. True

#### 3. Match the following:

- a. Is placed on a table or a desk
- b. Has a touch screen
- c. Electronic book
- d. The fastest computer ever made
- e. Developed by IBM

#### 4. Fill in the blanks:

- a. Personal computers
- b. Smart watch
- c. Handheld
- d. Server
- e. A notebook computer / Laptop

#### 5. Differentiate between the following:

a. Supercomputer	Mainframe computer
1. It is most powerful computer.	1. It is less powerful computer
2. It is as big as the size of a room	2. It is large, normally the size Of a closet.
3. It can process 1 trillion instructions per second.	3. It can process up to million of instructions per Second.
4. Used in: weather forecasting, Nuclear power stations	4. Used in: scientific research and in bulk calculation.

### **Minicomputer**

1. It is also called workstation.
2. It is mid-sized computer.
3. It does work at a lower speed.
4. Used by big organizations.

### **Microcomputer**

1. It is called Personal Computer
2. It is small enough to use easily
3. Its speed is increasing day by day
4. Used for creating documents.

### **Desktop computer**

1. It is made for use on a desk.
2. All the peripheral devices fit entirely on a desk or a table.

### **Notebook computer**

1. It is designed to be fit on a lap.
2. It has a built-in device in it like keyboard, mouse

### **Q. 6 Short question answer:**

- a. Computers can be classified according to its different shapes, sizes, weight and working.
- b. Different types of computers are:
  1. Supercomputers
  2. Mainframe computers
  3. Minicomputer
  4. Server
  5. Microcomputer
  6. Mobile devices
  7. Embedded computers
- c. Desktop Computers and Notebook Computers are the types of Microcomputers.
- d. A mobile device is small device to carry in a pocket and is used to store data inside it or on a small storage media such as memory card.

e. Game console is a mobile computing device designed for single player or multi-player video games. Examples are: Microsoft Xbox 360, Sony Play station 4.

f. E-book reader (electronic book reader) is a handheld device that is used for reading electronic version of printed book.

**Q.7 Answer briefly:**

a. Computers are very useful in every field. It has become an integral part of our life, be it at home, at work or at school. It made our life easy as we can pay bills, transfer funds, buy or sell products, check bank accounts by staying at home only. It is useful for education, business, communication, entertainment, medical, transportation and many more.

b. There are different types of mobile devices:

1. Tablet PC – It has a touch screen. We use finger or a digital pen to work on it.

2. Smartphone –It is an internet enabled phone. It provides sending and receiving facility of an e-mails.

3. E-book reader –it is a handheld device that is used for reading electronic version of printed book.

4. Smart watch –it is a mobile device with touch screen display and designed to be worn on wrist.

5. Digital camera –it allows user to take pictures and store images digitally and can be copied to the hard disk of the computer.

6. Game console –it is used to play video games.

c. Server controls access to the hardware, software and other resources on a network and provides a centralized storage area for

**programs, data, and information. It support two to several thousand connected computers at the same time.**

**d. Embedded Computer** is a special-purpose computer that functions as a component in a larger product, depending on the requirements of the product in which they reside. They are small and have limited hardware. Examples are: microphone, webcam, printer, airbag control unit in automobiles, washing-machine, digital phones, security system and many more.

**Q.8 Application based question:**

**Ans : Smart watch or Smartphone** is convenient to keep in touch with family during trip.

**Extra Questions:**

**Q.1 What is Terminal?**

**Ans:** Terminal is an end user device with little or no software of its own (such as server) for its work.

**Q.2 Name some products that contain embedded computers.**

**Ans:** Personal Electronic Devices: digital phones, DVD players, video recorders

**Home Automation Devices:** vacuum systems, washing machine, security system.

**Automobiles:** Antilock brakes, airbag control unit, GPS receivers

**Computer devices and office machines:** keyboard, fax machine, printer, etc.

**Q.3 Define Server.**

**ANS:** Server controls access to the hardware, software and other resources on a network and provides a centralized storage area for

programs, data, and information. It supports two to several thousand connected computers at the same time.

**Q.4 Write the characteristics of embedded computer.**

Ans: Embedded Computer is a special-purpose computer that functions as a component in a larger product, depending on the requirements of the product in which they reside. They are small and have limited hardware.

**Full Forms:**

1. PC –Personal Computer
2. CPU –Central Processing Unit
3. CU –Control Unit
4. DVD –Digital Video Disk
5. CD –Compact Disk
6. E-Book –Electronic Book
7. IBM –International Business Machine
8. GPS –Global Positioning System

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**Chapter - 3 FILE MANAGEMENT- ORGANISATION OF DATA**

**6. Tick the correct answer:**

- |              |                 |
|--------------|-----------------|
| d. Icon      | d. Transferring |
| e. Hard disk | e. Wildcards    |
| f. Four      | f. Pinning      |
|              | g. Downloads    |

**7. True or False:**

- b. True    b. True    c. False    d. False    e. True    f. True

**8. Fill in the blanks:**

- |                |                   |
|----------------|-------------------|
| d. File        | e. CD-R and DVD-R |
| e. Removable   | f. Snap           |
| f. File path   | g. taskbar        |
| g. My computer | h. destinations   |

**Q.4 Short question answer:**

- e. File management helps you organise and keep track of your files and folders in the computer.
- f. The snap feature is used to resize and arrange the opened windows by simply dragging their borders to the edges of computer screen.
- g. Aero shake allows users to clear the screen by shaking window with the mouse and it stays active, while all other windows will minimized.
- h. A non-removable disk is that which cannot be pop out of the computer by pressing button. Hard disk is called a non-removable disk.
- i. Common file formats are:

<u>Application program</u>	<u>file extension</u>
• Word document	.docx
• Web text pages	.htm
• Images	.gif, .jpg, .png
• PowerPoint presentation	.pptx
• multimedia files	.mp3 or mp4

- j. The path to a folder is the address where the folder is kept in the computer.

**Q.5 Answer briefly:**

**a. To view files in windows:**

- Double-click on computer icon on the desktop.
  - Click on documents to explore files and folders.
  - If the files are stored in a subfolder, double-click the subfolder.
- c. Transferring is done by copying and moving the data from one drive to another. By copying data, it will remain in its original location and also appear in the new location. By moving data, it will get removed from its original location and appear in the new location.**

**d. Wildcards are symbols that represent any character or combination of characters and perform a search when user is not sure about the exact spelling of a keyword. There are two special wildcards (\*) and (?) used for search.**

The asterisk (\*) – represents collection of characters.

The question mark (?) – represents any individual character.

**e. Aero peek displays the desktop by turning all the opened windows transparent. This shows the clear view of the desktop. It also called as show button, available on the right corner of the taskbar.**

**f. Jump list is a new feature in windows 7 to open files or run program tasks. It is a menu option available by right-clicking any of the icons on the taskbar. It consists of the items that are most recently used in the program.**

#### **Q.6 Application based question:**

Press and hold ALT key and press TAB key from the keyboard to switch between Windows.

#### **Extra Questions:**

**Q.1 what is Path?**

**Ans:** A path is the route the user must follow to reach folder or file from the devices. Eg.: C:\Windows\calculator.exe is the path that starts calculator.

**Q.2 What is folder?**

**Ans:** A folder is a location where similar group of files are saved together under a common name.

**Q.3 What is sub-folder?**

**Ans:** Some folders contain additional folders, that are called subfolders.

**Q.4 What is pinning?**

**Ans:** It is a great way to add shortcuts to your frequently used programs.

**Q.5 What is aero peek?**

**Ans :** Aero peek displays the desktop by turning all the opened windows transparent.

**Q.6 When Windows will eject the CD from Recordable CD drive?**

**Ans:** When the process of copying the data is complete windows will eject the CD from recordable CD drive.

**Full Forms:**

1. HDD –Hard Disk Drive
2. CD-R – compact disk recordable
3. DVD-R –Digital video disk recordable
4. USB –Universal serial bus
5. CD-Rom –Compact disk Read Only Memory
6. MS-Word –Microsoft Word
7. Mp –Media player
8. Html –Hypertext mark up language

**9. Alt –Alter**

**10.Ctrl –Control**

### **Shortcut Keys**

- 1. Ctrl + c = Copy**
- 2. Ctrl +x = cut/move**
- 3. Ctrl + y = Redo**
- 4. Ctrl + v = Paste**
- 5. Ctrl + z = undo**
- 6. Ctrl + s = save**
- 7. Ctrl + N = new**
- 8. Ctrl + P = Print**
- 9. Switch between windows = Alt key + tab**

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**Chapter - 5 Word processor – mail merge**

**9. Tick the correct answer:**

- |                       |                            |
|-----------------------|----------------------------|
| <b>g. Mail –merge</b> | <b>c. Merged</b>           |
| <b>h. Data Source</b> | <b>d. New Address List</b> |

**10. True or False:**

- |                |                 |                 |                |
|----------------|-----------------|-----------------|----------------|
| <b>g. True</b> | <b>b. False</b> | <b>c. False</b> | <b>d. True</b> |
|----------------|-----------------|-----------------|----------------|

**11. Fill in the blanks:**

- |                       |                          |
|-----------------------|--------------------------|
| <b>h. Data Source</b> | <b>c. New Entry</b>      |
| <b>i. Mailings</b>    | <b>d. All &amp; from</b> |

**Q.4 Short Question Answer:**

- a. The data Source contains the name and address of each recipient, to whom you want to send the document.**
- b. The Mail Merge Recipient Window displays the list of all the people on the mailing list.**
- c. We can modify recipient's address and greeting line by using the address block.**
- d. Print Preview area will display all the merged documents. It shows the same view of printout before printing.**

#### **Q.5 Answer Briefly:**

- a. Mail Merge is a process of combining or merging the main document with the data source. The “main document” contains the letter to be sent and the “data source” contains the name and address of the recipient, to whom you want to send the document.**
- b. Setting up a mail merge involves a number of steps:**
  - 1. Set the document type: letter, e-mail, etc.**
  - 2. Associate the data source with the document.**
  - 3. Design your data document.**
  - 4. Preview the finished document by testing.**
  - 5. Finish the process by merging the data document with the data source.**
- c. Advantages of Mail Merge:**
  - Easy to make a change to a single letter.**
  - Hundreds of letters can be produced very quickly.**
  - Much easier to proof read.**
  - Main document can be saved for reuse in the future.**

**d. Mail Merge can be used for :**

- A set of form, letter, e-mail messages or faxes which has different information that is specific to the individual recipients.
- A set of labels and envelopes which has different destination address.

**e. Merged Fields are the placeholders, to identify the location in your document where the recipient's address and greeting should appear.**

**Merged Document** is the final document after merging data document and data source. It can be saved, printed, or e-mail.

**Q.6 Application based question:**

Ans: Ravi should know the steps to create mail merge:

**Process to create mail merge:**

- Click the Mailing tab.
- Click on start Mail Merge button.
- Click on letters.
- Click on select Recipients.
- Choose option to use new name list or existing name list.
- Click NEW ENTRY to enter the information of another person.
- Click OK.

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### Chapter - 10 INTERNET – ONLINE SURFING

#### 12. Tick the correct answer:

- |            |               |
|------------|---------------|
| i. Website | d. Spyware    |
| j. URL     | e. Pop-up Ads |
| k. Cookies | f. https      |

#### 13. True or False:

- h. True    b. False    c. False    d. True    e. True

#### 14. Fill in the blanks:

- |                        |               |
|------------------------|---------------|
| j. Browsing or surfing | d. Virus      |
| k. hyperlink           | e. Key logger |
| l. Vulnerabilities     |               |

#### 15. Define the following:

- a. Cybercrime: Those instances when a person illegally accesses your computer for malicious reasons are cybercrimes.
- b. Key- loggers: It is a type of software that records keystrokes you make to enter the data in the computer in a hidden file.
- c. Pop –up AD : It is a sort of advertisement that disturbs your web browsing by appearing in a separate browser window on top of current window.
- d. Vulnerabilities : It exploit the weaknesses and damage the computer or tamper its data.

#### 16. Short question answer:

- a. Internet is a worldwide network of computers that enables you to read the latest news, conduct research, shop, communicate, listen to music, play games and access a wide variety of information.

- b. WWW stands for World Wide Web. It is a massive storehouse of information that resides in computers called web servers located all over the world.**
- c. We need anti-virus to protect our computer from virus.**
- d. Spam involves sending unwanted messages by spammer to a large number of recipients.**

**Q.6 Answer briefly:**

- a. a. The Internet is a vast, worldwide network of computers that enables you to read the latest news, conduct research, shop, communicate, listen to music, play games and access a wide variety of information. It also involves emailing friends and doing social networking, scheduling job interviews and online shopping.**
- b. Spyware is a software program that gets installed on computer without the knowledge or consent of the user. This program secretly gathers data from the computer, steals password, and takes control of your web browser.**

**Precautions:**

- Use a reputable Internet security program.**
- Install a personal firewall**
- Do not accept or open any doubtful error dialogs.**
- Do not accept any free deals.**

- c. A cookie is a small text message that a web browser stores on the computer to keep track of websites. Cookie files contain personal data of the user.**

**Precautions:**

- Limit the amount of personal information to a website.**
- Clear or disable cookies in the browser.**

- d. Social Engineering is a term used for gaining unauthorised access to or obtaining confidential information by taking advantage of the trusting human nature of some victims. It is the art of convincing people to reveal confidential information, such as user names and passwords.
- e. Phases of Social Engineering:
- Research on the target(person or a company)
  - Select the victim.
  - Develop Relationship
  - Exploit the Relationship.
- f. Netiquette is also known as internet etiquette. It is the set of rules that users should follow while using the internet. It includes rules for all the aspects of the Internet, including the web, social media, internet messaging, chat rooms and online discussions.

Some netiquettes are as follows:

- Don't write in capitals.
- Never share your personal details.
- Always greet people correctly.
- Never send or post flames, which are abusive or insulting messages.
- Don't talk to strangers online.

### **Q.7 Application based question:**

Social Engineering.

**Extra Questions:**

**Q.1 what is website?**

Ans: A collection of web pages are called websites.

**Q.2 What is browsing or surfing?**

**Ans: The method of navigating through pages of information is called browsing or surfing.**

**Q.3 What is web page?**

**Ans: A web page is a document on the web which includes a collection of text, images, sound, and video.**

**Q.4 What is web server?**

**Ans: A web server is a computer that is capable of handling thousands of site visits at a time.**

**Q.5 What is Web Browser?**

**Ans: A web Browser is a software program that allows you to view and explore information on the web. Microsoft Internet Explorer and Mozilla Firefox are the two popular web browsers.**

**Q.6 What is home page?**

**Ans: The starting of a website is called a homepage.**

**Q.7 What is hyperlinks?**

**Ans: The links that allow the user to jump from one web page to another are called hyperlinks.**

**Q.8 Mention some potential threats that exist in the cyber world.**

**Ans: Potential threats on the web are :**

- Vulnerabilities
- Spyware
- Virus
- Spam
- Pop –up AD
- Keyloggers
- Cookies
- Social Engineering

### **Full Forms:**

- 1. WWW –World Wide Web**
- 2. HTML –Hypertext Mark Up Language**
- 3. URL –Uniform Resource Locator**
- 4. MS –Microsoft**
- 5. IE –Internet explorer**
- 6. EULA –End User License Agreement**
- 7. ISP –Internet Service Provider**
- 8. BTW –By the way**
- 9. FYI –For your information**
- 10. TYVM –Thank you very much**