Information and Communication Technology Skills

A. State whether the following statements are True or False
1. The full form of ICT is Information Commuting Technology.
2. Live sports and news can only be shown using ICT.

B. Short answer questions
1. Give any two uses of ICT at home.
2. What are the emerging skills in ICT?
3. What are the key skills one should possess to use ICT?
4. Mention the role and importance of ICT in personal life and in workplace.?
5. How ICT or the technology is used by railway department ?

A. Short answer questions

1. What are Apps?
2. Write the names of the Apps and icons you see in the smartphone/tablet.
3. Write any two differences between a smartphone and a tablet.

A. Multiple choice questions
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

Short answer questions
1. Identify various parts of a mobile device and list their functions.

2. List the important features of a mobile device.

Session 4: Parts of a Computer and Peripherals

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

1. List the basic input output devices you need in a computer.
2. Draw a diagram of a computer system showing all the devices connected to it. Label the diagram and mention the uses of the various devices.
3. Write the purpose of the I/O devices - Mic/microphone, Scanner Camera, Barcode Reader , Printer , Speaker
4. What do you mean by peripheral devices?
5. What are the main components of CPU? Explain role of each part?
6. What is the differentiate between RAM and ROM?
7. Write briefly about the ports that are used to connect external devices?
8. Draw the memory classification diagram?
9. Name few external storage devices.
10.   Which is the smallest storage unit of memory?
11.   Draw the table of memory units?
12.   What is Motherboard?

Session 5: Basic Computer Operations

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 ( )

B. Short answer questions
1. Explain the term Hardware and Software?
2. Which is the mandatory software for the working of computer system and mobile devices?
3. Give example of Operating system for laptops and desktops?
4. Give example of Mobile Operating system?
5. What is booting?
6. What is BIOS?
7. Describe the functions of at least 5 types of keys.
8. Describe the functions of a mouse

Session 6: Performing Basic File Operations

A. Multiple choice questions
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

B. Short answer Questions:
1. Write the purpose of following Shotrcut Keys:
   1. CTRL+z
   2. CTRL+y
   3. CTRL+a
   4. CTRL+x
   5. CTRL+c
   6. CTRL+v
   7. CTRL+p
   8. CTRL+s
2. What do you mean by file and folder?
3. What is file extension? Give example of different types of file extensions?

Session 7: Communication and Networking — Basics of Internet

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
2. What is ISP?
3. Explain and give example of Web Browser?
4. How can you search information on the Internet.

Session 8: Communication and Networking — Internet Browsing
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. What is WWW?
2. Define Web Page.
3. Name commonly used web browsers.
4. What is hyperlink?

Session 9: Communication and Networking — Introduction to e-Mail

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

Short Answer Questions:
Q1: Differentiate between postal mail and electronic mail.
Q2: list the benefits of an e-mail account
Q3: Explain parts of E-mail Address?

Session 10: Communication and Networking — Creating an e-Mail Account

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

Short answer questions
1. What characters should the password have in e-mail address, to make it more secure?
2.Define Inbox, Sent, Drafts, Junk/Spam, Trash folder

Session 11: Communication and Networking— Writing an e-Mail

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 _____ is typed for sending a message through e-mail.
2. The Attach button in e-mail often has a _____ as its symbol.
3. In the _____ 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 _____ button to send the e-mail.
Short Questions:
   1. What are the various elements of the e-mail message.
   2. Explain Compose, Attachment, Reply, reply All, Forward options in e-mail.

Session 12: Communication and Networking — Receiving and Replying to e-mails

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.
2. Email is an electronic message transmitted over the Internet or computer network from one user to another.
3. You can forward the e-mail by clicking on the delete icon.

Glossary

Applications/Apps: *software programs on a mobile device which perform specific tasks*

Attachment: *adding a file to an e-mail*

Barcode: *a machine-readable code in the form of numbers and a pattern of parallel lines of varying widths, printed on a commodity and used especially for stock control*

Bytes: *a group of binary digits or bits (usually eight) operated on as a unit, a byte is considered as a unit of memory size*

Digital: *the information that is stored on a computer is said to be in a digital form*

Drag: *pull an icon or something on the screen with a mouse*

E-Commerce: *it is a process of buying and selling goods online*

Email: *a way of sending messages over the Internet*

Ethernet: *a system for connecting a number of computer systems to form a local area network*

File: *a document on a computer. There are different types of files*

Folder: *a location on the computer. It may contain many files or sub-folders*

Gestures: *the actions you do with your fingers to interact with a touch screen*

ICT: *it is an abbreviation of Information and Communication Technology*

Internet Browser: *it is a software which helps you search for information online*

Internet: *a number of computers connected together to provide information*

Junk: *the location for storing unwanted e-mail as determined by a spam filter*

Messaging: *sending text, audio and video messages over an Internet connection*

Motherboard: *a printed circuit board containing the principal components of a computer or other device, with connectors for other*

boards to be slotted into

Navigation: *the action of moving around a website, the Internet, etc.*

Operating/operate: *control the functioning of (a machine, process, or system)*

Peripheral: *a device that you are able to attach to and use with a computer, though it does not form an integral part of it*

Port: *a socket in a computer network into which a device can be plugged*

Privacy: *the state of being free from public attention*

Reply to all: *an option present when we want to reply to all the recepients, if we choose Reply to all, the reply will be sent to all the people the mail was sent to or received from*

Scanner: *a device that scans documents and converts them into digital data*

Smartphone: *a mobile device that is used to make calls, connect to the Internet and run applications that do a variety of functions*

Tablet: *a mobile device like a smartphone but with a bigger size*

Web Browser: *a software used to browse information on WWW using Internet*

Web Page: *it displays information in the form of text, graphics, audio or video*

Wi-Fi: *a wireless connection to the Internet*

World Wide Web (WWW): *it is a collection of information located on computers around the world*