

	INDIAN SCHOOL AL WADI AL KABIR		
Class: X	Department: SCIENCE 2026 – 27 SUBJECT: DESIGN THINKING & INNOVATION		Date of submission:
Worksheet No: PART A – 3 with answers	UNIT 3: PART A – INFORMATION & COMMUNICATION TECHNOLOGY SKILLS		Note: A4 FILE FORMAT
NAME OF THE STUDENT		CLASS & SEC: X A TO I	ROLL NO.

MULTIPLE CHOICE QUESTIONS

Q1. Which of the following functions is not performed using a mouse?

- A) Turn on
- B) Hover
- C) Right-click
- D) Drag and Drop

Q2. 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

Q3. Which of the following is a valid file extension for Notepad file?

A) .jpg

B) .doc

C) .text (POST) starts

D) .txt

Q4. Which one of the following shortcut keys is used to paste a file?

A) Ctrl + c

B) Ctrl + p

C) Ctrl + v

D) Ctrl + x

Q5. What keys do you use to copy something?

A) Ctrl+x

B) Ctrl+c

C) Ctrl+z

D) Ctrl+y

Q6. What happens if you leave a device plugged in even after it is charged 100%?

A) It can break.

B) It can stop functioning.

C) It can overheat.

D) Data can get corrupt.

Q7. How can an antivirus protect your device?

A) It can protect it from overheating.

B) It can increase its performance.

C) It can prevent data from getting corrupt.

D) It can backup data.

Q8. Which option is not required to keep a device cool?

A) Keep the device unplugged when in use.

B) Do not cover a laptop with a blanket.

C) Make sure the computer's CPU fan is working.

D) Avoid leaving the device in the sun.

Q9. Which of the following is essential for maintaining a keyboard?

A) Turn the keyboard upside down and shake it to remove foreign material.

B) Blow dust and other particles with help of a blower.

C) Use a very dilute combination of soap and water applied with a non-abrasive cloth to remove stains from the keycaps.

D) Cover the keyboard whenever not in use

Q10. What should you do to ensure secure online transactions?

A) Lock your computer

B) Give credit card or bank details only on safe websites

- C) Use anti-virus
- D) Do not use pirated software

Q11. Which of the following trap small children into inappropriate relations?

- A) Online predators
- B) Worms
- C) Trojan Horse
- D) Anti-Virus

Q12. What should a strong password consist of?

- A) Only letters
- B) Numbers and special characters
- C) Name of a person
- D) Letters, numbers and special characters

Q13. Which key is used to delete a slide in presentation?

- A) Backspace key
- B) Delete key
- C) Enter key
- D) Space bar

Q14. Shortcut key to open a find dialog box is

- A) Ctrl+V
- B) Ctrl+F

C) Ctrl+H

D) Ctrl+Z

Q15. The number of alignment present are possible in MS Word

A) 2

B) 4

C) 3

D) 5

DESCRIPTIVE TYPE QUESTIONS

1. What is the function of the ENTER key?
2. How will you prevent others from using your computer?
3. How is a computer file system similar to our physical file system in a school?
4. What are the steps you will perform to save a text file in Ubuntu?
5. Explain how to clean a computer daily.
6. How can you increase the performance of a computer?
7. Explain how the Trojan Horse virus works.
8. List the various ways you can use to protect your data.

ANSWERS – MULTIPLE CHOICE QUESTIONS

Q.NO	ANSWERS
1.	A) Turn on
2.	B) Dragging
3.	D) . txt
4.	C) Ctrl + v
5.	B) Ctrl+c
6.	C) It can overheat.
7.	C) It can prevent data from getting corrupt.
8.	A) Keep the device unplugged when in use.
9.	D) Cover the keyboard whenever not in use
10.	B) Give credit card or bank details only on safe websites
11.	A) Online predators
12.	D) Letters, numbers and special characters
13.	B) Delete key
14.	C) Ctrl+H
15.	B) 4

ANSWERS – DESCRIPTIVE TYPE QUESTIONS

1. The label on this key can be either ENTER or RETURN, depending on the brand of the computer. The ENTER or the RETURN key is used to move the cursor to the beginning of a new line. In some programs, it is used to confirm the work which is being done.
2. To prevent computers from being used by unauthorized persons it must be locked when the users are not working on it. This will ensure that no unauthorised person can see or make changes to our information without taking our permission. To make sure the computer is locked, the login IDs and passwords must be created. A login ID and password is like a key to the lock which allows the user to use the computer only if the entered login ID and password match with the computer database. Once finished the work, the user must log out or sign out so that no one else can see the work.
3. In any school, each teacher has a separate cabinet where they keep the files of different students or classes on separate shelves. Similarly, information on a computer is stored in electronic files, which can be put into separate folders. It is easier to manage the electronic files as they can be simply copied, moved, renamed or even deleted.
4.
 - 1) Click on the Save button.
 - 2) The Save As dialogue box appears.
 - 3) Browse to the Desktop folder, where you want to save a file.
 - 4) Type the name of the file.
 - 5) Click on Save.
5.
 - (i) **Keyboard:** Clean a keyboard with a soft brush to remove crumbs and dust particles.
 - (ii) **Screen:** Wipe the screen with a soft cloth to remove any finger marks.
 - (iii) **Be careful with food and drinks:** Avoid eating and keeping glasses of water or cups of coffee near a computer.
 - (iv) **Handle devices carefully:** Handle and move your laptop carefully and avoid dropping or banging it against a hard surface.
 - (v) **Keep the computer cool:** If a computer, laptop or mobile device gets overheated, the

internal parts can be damaged. The CPU has an internal fan to keep it cool. We should make sure the fan is functioning. Avoid leaving a device in the sun or in a closed car. We should be careful when using a laptop while sitting in bed and make sure that the fan is not covered.

(vi) **Do not overcharge your battery:** Sometimes we keep a device plugged in for charging even after it is fully charged. If we leave the device plugged in for a long time, it can overheat the battery. This reduces the battery life. Always unplug the device once it is charged 100%.

(vii) **Always plug in devices carefully:** Any device being connected to a laptop or computer such as a USB drive or headphones, should be done gently. It should not be forced into the port. If you find it difficult to plug in a device, change the direction and try instead of trying to force it in.

(viii) **Do not run too many programs at a time:** When too many programs are running at the same time, the computer can become slow and even crash. If a program/app is not being used, it should be closed so that other programs can work smoothly.

6. 1) Uninstall unnecessary software

2) Limit the programs at the startup

3) add more RAM to your PC

4) Check for spyware and viruses

5) Use Disk Cleanup and defragmentation

6) Consider a startup SSD

7. A Trojan horse, or Trojan, is a type of malicious code or software that looks legitimate but can take control of your computer. It is designed to harm your computer without knowing you. It can steal the data, manage or change the data by itself. This will harm your computer or network.

8. The various ways to protect our data from theft and viruses are:

(a) **Use passwords to log in to your computer:** Use passwords that are difficult to guess. Passwords are difficult to hack if they are a mix of small (For example 'a b c d') and capital letters (For example, 'H J E R'), numbers (For example '8 7 6 5') and special

characters (For example, '% ^ # \$'). This would prevent unauthorised people from using your computer.

(b) **Install Anti-virus and Firewall:** Anti-viruses and Firewalls monitor the data coming in and out of a computer and prevent viruses from entering. Anti-viruses can also detect and clean viruses that may have entered a computer.

(c) **Encrypt Data:** This is usually done by banks and companies in which important customer information is stored. They can encrypt their entire hard disk using the encryption feature in Windows (Bitlocker). This would force users to use a decryption password (or key) before starting the computer thus preventing unauthorised usage.

(d) **Secure sites:** Give details of your credit card or bank account only on secure sites. See in the address bar of the browser. If the site address starts with https:// and a lock symbol, then it is safe to give your credit card and bank details.

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