



**PHYSICAL ACTIVITY TRAINER
EMPLOYABILITY SKILL - CLASS XI
WORKSHEET 3 - INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS**

Section 1: Multiple Choice (15 questions, 1 mark each)

1. What is the primary function of the CPU?
 - a) Displaying information
 - b) Storing data
 - c) Processing data
 - d) Connecting peripherals

Answer: c) Processing data

2. Which of these is not a common input device?
 - a) Keyboard
 - b) Printer
 - c) Mouse
 - d) Scanner

Answer: b) Printer

3. What does RAM stand for?
 - a) Random Access Memory
 - b) Read Access Memory
 - c) Rapid Access Machine
 - d) Real Access Mode

Answer: a) Random Access Memory

4. Which file extension typically represents an image file?
 - a) .txt
 - b) .doc
 - c) .pdf
 - d) .jpg

Answer: d) .jpg

5. What is the process of copying files from one location to another called?
 - a) Deleting
 - b) Moving
 - c) Copying
 - d) Renaming

Answer: b) Moving

6. Which key combination is commonly used to save a file?

- a) Ctrl + O
- b) Ctrl + S
- c) Ctrl + X
- d) Ctrl + P

Answer: b) Ctrl + S

7. Which operating system is predominantly used on personal computers?

- a) iOS
- b) Android
- c) Linux
- d) Windows

Answer: d) Windows

8. What is the purpose of a firewall?

- a) To enhance printing speed
- b) To protect against unauthorized access
- c) To increase hard drive capacity
- d) To improve internet speed

Answer: b) To protect against unauthorized access

9. Which of the following is a common type of computer virus?

- a) File extension
- b) Malware
- c) Hard drive
- d) Peripheral

Answer: b) Malware

10. What is a phishing attack?

- a) A denial-of-service attack.
- b) An attack that tricks users into revealing personal information.
- c) A type of malware.
- d) A denial of service.

Answer: b) An attack that tricks users into revealing personal information.

11. What is the function of a hard drive?

- a) Processing data
- b) Storing data
- c) Displaying data
- d) Connecting devices

Answer: b) Storing data

12. What does "Ctrl + Z" usually do?

- a) Save the file.
- b) Undo the last action.
- c) Print the file.
- d) Copy the file.

Answer: b) Undo the last action.

13. Which of these is a common type of software?

- a) Peripheral
- b) Hardware
- c) Application
- d) Data

Answer: c) Application

14. Which disk format is commonly used for storage?

- a) .wav
- b) .jpg
- c) .mp3
- d) .iso

Answer: d) .iso

15. Which of the following is NOT a common type of computer maintenance?

- a) Disk Defragmentation
- b) Data Backup
- c) Formatting the operating system
- d) Updating drivers

Answer: c) Formatting the operating system

Section 2: Short Answer Questions (2 Marks Each) (20 Questions)

Instructions: Answer all questions to the best of your ability. Each correct answer is worth 2 marks.

Section 1: Basic Computer Operations (10 Questions)

1. **What is the function of the Ctrl + C key combination?**

- a) Open a new file
- b) Copy selected data
- c) Save the current document
- d) Print the current document

2. **What does the acronym CPU stand for?**
 - a) Central Processing Unit
 - b) Computer Processing Unit
 - c) Control Processing Unit
 - d) Common Processing Unit
3. **Identify the correct order of booting a computer.**
 - a) Load operating system, power on, initialize hardware.
 - b) Power on, initialize hardware, load operating system.
 - c) Initialize hardware, load operating system, power on.
 - d) Load operating system, initialize hardware, power on.
4. **Which of the following is NOT a common input device?**
 - a) Keyboard
 - b) Mouse
 - c) Printer
 - d) Touchpad
5. **What is the purpose of the Windows Task Manager?**
 - a) To organize files
 - b) To manage running programs
 - c) To access settings
 - d) To create new folders
6. **What is the function of the "Save As" command?**
 - a) To overwrite an existing file.
 - b) To save a copy of a file with a different name or format.
 - c) To close a file without saving changes.
 - d) To print a file.
7. **How can you quickly access "Start" Menu in Windows 10/11?**
 - a) Press the "Esc" key
 - b) Press the "F10" key
 - c) Press the Windows logo key
 - d) Right-click on the desktop
8. **Which of the following is a storage device?**
 - a) Monitor
 - b) Mouse
 - c) Hard Disk Drive
 - d) Keyboard
9. **What is the function of a computer's operating system?**
 - a) To provide a user interface

- b) To manage hardware and software resources
- c) To run applications
- d) All of the above

10. What is the name of the window that displays various computer information, including the system type and installed programs?

- a) Command Prompt
- b) Control Panel
- c) System Information
- d) File Explorer

Section 3: Computer Care and Maintenance (10 Questions)

1. What is the purpose of regularly defragging a hard drive?

- a) To increase storage capacity
- b) To improve performance
- c) To backup files
- d) To format the hard drive

2. What is an effective way to prevent overheating of a computer?

- a) Running multiple applications simultaneously
- b) Regularly cleaning dust from the inside of the computer
- c) Leaving the computer in direct sunlight
- d) Overloading the computer with files

3. What is the best practice when handling computer cables?

- a) Bending them sharply
- b) Pulling them forcefully
- c) Handling them gently to prevent damage
- d) Wrapping them tightly around the desk

4. What is the function of a surge protector?

- a) To amplify the power supply
- b) To protect the computer from power fluctuations
- c) To increase the voltage
- d) To decrease the voltage

5. What are the potential risks of using an unapproved or damaged power adapter?

- a) Increased performance
- b) Increased lifespan
- c) Fire hazard, equipment damage, or electric shock
- d) None of the above

Instructions: Answer the following five questions in 80 words or less, demonstrating your understanding of the topic. Each question carries 5 marks.

1. Explain the booting process of a computer and its different stages.

The booting process involves loading the operating system into RAM to make the computer functional. Stages include power-on self-test (POST), loading the BIOS, loading the operating system (OS), and finally the loading of system drivers. This sequence is crucial for starting up the computer and allowing applications to run.

2. Describe the different types of input and output devices and their functions.

Input devices, like keyboards and mice, allow users to input data into the computer. Output devices, such as monitors and printers, display or produce information from the computer. Keyboards type text, mice allow for precise movement and clicks, monitors display graphical information, and printers provide physical copies.

3. Describe different ways to organize your data using folders and subfolders in a file management system.

Creating folders and subfolders is essential for data organization. Folders allow grouping similar files, while subfolders enable further categorization. This structured approach helps in locating files easily and preventing data loss from misplacing files. By creating appropriate hierarchy, data becomes manageable.

Performing Basic File Operations

4. Explain the differences between saving, saving as, and opening a file.

Saving a file creates a new file or saves the current one in the same format and location. Saving As preserves the file, but in a different format or location. Opening a file retrieves the content of the file to a document area.

5. Discuss the importance of backing up files and various methods for doing so.

Backing up files is crucial to protect against data loss due to hardware failure, accidental deletion, or malware. Methods include external hard drives, cloud storage, and creating duplicates on another computer or network drive. Regular backups ensure data preservation and enable recovery in case of a critical situation.

Computer Care and Maintenance

6. What are the best practices for computer cleaning and maintaining optimal performance?

Regular cleaning, removing dust, and keeping the computer cool can prevent overheating and performance issues. Regular software maintenance like updates and disc defragmentation also improves the machine's efficiency and functionality.

7. Explain the significance of regular software updates and their impact on security.

Regular software updates enhance the computer's security by patching vulnerabilities and adding new features or bug fixes. This crucial step ensures the computer runs smoothly and safely.

Computer Security and Privacy

8. Explain the concept of passwords and their role in securing computer systems.

Strong passwords protect sensitive data from unauthorized access. Passwords should be unique and complex, combining upper and lowercase letters, numbers, and symbols. Strong passwords safeguard user accounts and private information, preventing data breaches.

9. Discuss the importance of antivirus software and its role in protecting against malware threats.

Antivirus software plays a crucial role in protecting computers from malicious software, like viruses and malware. It scans for threats, quarantines infected files, and prevents harmful code from executing. Regularly scheduled scans, and updates prevent computer damage.