

Chapter – Introduction to IT – ITeS Industry and ICT (Answer key)

1. (b) Digital form
2. (b) Nibble
3. (d) All of the above
4. URL((Uniform Resource Locator)
5. NIBBLE, BYTE, KB—Kilo Byte, MB—Mega Byte, GB—Giga Byte, TB—Tera Byte

6. Define web browser. Explain different parts of web browser. 2

A web browser is a computer program used to retrieve and display information from the Internet, i.e., “surf the net.” The most popular web browsers are Mozilla Firefox, Google Chrome, Microsoft Internet Explorer and Apple Safari.

Following are the parts of the Internet Explorer web browser:

**Navigation Bar:** This bar is located at the top of your computer screen. Its functions allow you to navigate the Web. Navigation Buttons These buttons are used to go back and forth between webpages.

**Address/Search Bar:** Use this bar to type in a Web Address or to perform a Web Search. Web Address A web address is used to locate a particular webpage. It usually begins with “http://www” or https://www.

**Menu Bar:** This is the horizontal line of text-buttons that all windows have in most computer environments. Menu Bar usually include: File, edit, view, History, Privacy Settings, help etc. options

**Main Viewing Panel:** This is the large area in which the website’s contents actually appear.

**Web Search:** A web search is used to locate information. In the Address/Search Bar, type in a few key words describing what you would like to find and press “Enter” . Differentiate between application software and system software.

7. Differentiate between application software and system software.

System Software	Application Software
This acts as an interface between the system and the applications	This is designed directly from the user perspective

It is the platform that allows the various application software to run on the system

The system software are installed at the time of installing the operating system. A computer device cannot work without its presence

Example for System Software includes Android, Mac Operating system, MS Windows, etc.


These are independent applications which can be download and installed in the system

The application software can be installed as and when the user requires them

Examples of Application Software includes Word Processor, games, media player, etc.

**8. Write down steps to compose email. Explain various components of email. 4**

**Ans. Create and send email using following steps:**

1. On your computer, go to gmail.
2. At the top left, click  Compose.
3. In the "To" field, add recipients. You can also add recipients:
  - In the "Cc" and "Bcc" fields.
  - When you compose a message, with a "+ sign" or "@mention" and the contact's name in the text field.
4. Add a subject.
5. Write your message.
6. At the bottom of the page, click Send.

**Various components of email are:**

- **Subject.** This provides a summary of the message topic and is displayed in a separate line above the message body.
- **Sender (From).** This field is the sender's email address.
- **Recipient (To).** This is the email address of the recipient or where the message was sent.
- **Carbon copy (CC).** The carbon copy field includes the email addresses of the people who need to receive the email but aren't expected to reply.
- **Blind carbon copy (BCC).** If a sender doesn't want their recipient to find out who else received the email, they could use the BCC field to enter those addresses.

- **Body:** This is the content of the email. It may contain anything the user wishes to send, including text, videos or file attachments.
- **Attachments.** This field contains any files that are attached to the message.
- **Send:** Send button is used to send the email. User can also schedule send time for particular date and time.

**9. Write a note on primary memory and secondary memory. Give examples. 4**

**Primary Memory or Volatile Memory:** It is called the internal memory of the computer. And it is also known as main memory or Temporary memory. It holds the data and instructions that are presently working on the system or by the CPU. Primary Memory is called volatile memory, because when power is switched off it loses all data. Primary memory is generally of two types.

1. RAM
2. ROM

**Secondary Memory or Non Volatile Memory:** It is an external memory of the computer. It is also known as Auxiliary memory or permanent memory. It is used to store different programs and the information permanently. We call it a non-volatile memory that means the data is stored permanently even if power is switched off.

The secondary storage devices are as follows –

1. Floppy Disks
2. Magnetic (Hard) Disk
3. Magnetic Tapes
4. Pen Drive
5. Winchester Disk
6. Optical Disk(CD,DVD)

