1. What is an Operating System?
Ans – An operating system is software that serves as an interface between the user and the computer.

2. Mention any three functions of operating system.
Ans - It manages all the devices of a computer and keeps track of the status of the device, whether it is busy or not.
a. It also checks whether the device is functioning properly or not.
b. It manages the computer memory.
c. It manages the structure of the files and directories on a computer system.
d. It allows you to create copy, move and delete files.

3. Name any three operating systems for computers.
a. DOS (Disk Operating System)
b. Windows It is an operating system developed by Microsoft.
c. Linux It is an operating system designed for personal computers. It is a free and open –source
d. software.

4. Name any three mobile operating systems.
Mobile operating Systems
✓ Android
✓ Symbian
✓ Windows Phone
✓ iOS

5. What is the name given to the screen that appears after Windows operating system is loaded? -
Desktop

6. Small images on the desktop are called - icons.
7. Name two special icons on the Desktop. – My Computer Recycle Bin
8. Name two icons that provide access to all the drives, file and folders on a computer.
My Computer File Explorer

9. Name the button to the left of the taskbar.
Start Button

10. Picture for the desktop background is called Wallpaper

11. Similar types of files can be placed into group called Folder.

12. Mention any one way in which can create a new folder.

The steps to create a new folder are:
1. Double-click the Computer icon.
Select the drive in which you want to create a new folder. Say, Local Disk D:.

3. Window will open up showing files and folders in Local Disc D
Click New Folder on the toolbar.

Or
Right-click anywhere in the blank area of the right column. A shortcut menu appears.
Select New ➢ Folder from the shortcut menu.
4. A new folder is created with name New Folder highlighted.
5. Type a name for the folder.
13. To change the name of the folder, right-click and select Rename option from the Shortcut menu.

14. How can you delete a folder?
To delete a file or a folder:
1. Click the file or the folder.
2. Press the Delete key.
Or
Right-click and select Delete option from the Shortcut menu.

15. What is the difference between moving and copying a folder?
When you copy a file or a folder, duplicate of the original file or folder is created at the new location, the original remains as it is.
When you move a file or a folder, the original file or folder is moved to the new location.

16. Differentiate between file and folder.
a. Everything you store on your computer is stored in the form of a file. File system is a way in which you
b. give name to a file, store it and retrieve it.
c. Files can be separately placed into groups, called folders/directories. Each directory/folder can contain related files and/or sub-folders.

17. Name the set of commands to move a folder from one location to another
 a. Shortcut menu:
b. Right-click the file or the folder you want to copy.
c. Select Cut option from the Shortcut menu.
d. Select the drive or the folder where you want to move the selected file or folder.

e. Right-click and select Paste option from the Shortcut menu.
f. Drag and Drop method: To copy a file or a folder, select the file and drag it to a new location.
g. Using Keyboard:

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19. How can you empty the recycle Bin?
Right-click the Recycle Bin icon and then click Empty Recycle Bin.
OR
1. Double-click the Recycle Bin icon.
2. The Recycle Bin window appears.
3. Click Empty the Recycle Bin.

20. What is the possible cause of slowing down of computer?
When our computer is infected by the Virus, then it gets slow down.

21. Why keyboard should be covered if not in use?
Dirt and dust can cause damage to the keyboard. Keys of the keyboard may not function
properly if dirt enters the keys.

22. What general precautions should you take while cleaning the computer/ components?
a. Always Power Off the computer system before cleaning.
b. Never spray cleaning fluid directly on the component of the computer. First spray the liquid on the
c. cloth and then wipe the component.
d. Do not allow the cleaning liquid to drip near the circuit board.
e. Preferably use anti-static wrist band which helps to prevent building up of static electricity near
f. electronic device.

23. List some of the maintenance activities for the computer system.
a. Keep the components of the computer, like keyboard, mouse, monitor, etc. clean.
b. Replace hardware that is not functioning properly
c. Keep food items away from the computer
d. Cables and chords should not be messed up
e. Removing unauthorized software from the computer
f. Take regular backup of the data
g. Run anti-virus periodically
h. Do not overcharge the batteries

i. Always shut down the computer properly

24. Why regular disk defragmentation should be done?
A-24 A regular disk defragmentation should be done to remove all unnecessary information that slows down

25. Mention few ways in which a computer gets infected with virus.
a. Infected files
b. Infected pen drives
c. Infected CD-ROMs/DVD-ROMs
d. Through infected file attachment of e-mails

26. Can computer virus infect hardware? - No

27. What are the common signs of a virus attack?
a. Computer runs very slow
b. There is change in the file size
c. Computer often stops responding
d. There is an increase in number of files (unusual)
e. Unusual error message appears on the screen
f. Computer restarts on its own

28. How can you prevent your computer from virus infection?
a. Install and use anti-virus software.
b. Keep anti-virus software updated.
c. Scan all the files that you download from the Internet
d. Do not open e-mails of an unknown person/sender
e. Don't allow any untrustworthy person to use your system.
f. New use unknown pen drive/CD on your computer
g. Never click on the windows that pop-up when you are surfing the Internet.

29. What is the use of antivirus software? Name any two commonly used anti-virus software.
To prevent our computer from being infected with virus, we should install anti -virus software, run it periodically and keep it updated so that it can scan and remove new viruses.
Antivirus software is a program designed to detect and remove malicious programs from the computer.
Some examples of antivirus software are McAfee Virus Scan, Norton AntiVirus.

30. How are temporary files created in computer?
Temporary files are created when you are running computer programs. Microsoft Windows and Windows
programs often create a .TMP file as a temporary file. Temporary files are also created by web browsers
to

store your web browser history.

31. Why we should remove temporary files from the computer?
These temp files take up a large amount of disk space so should be removed to clear space.

32. Identify which of the following is a temporary file.
a. Project.docx
b. Mathsite.tmp – This is the temporary file as its extension is .tmp.

33. How can you select all the files in a folder using the keyboard? –
 Ctrl + A

34. Which key combination will you press to get the Run dialog box?
 A-Windows button + R

35. What command will you write in the
Open text box to open the Temp folder?
 A- %temp%

36. What are cookies?
Cookies are small files which are stored on a user's computer when you visit a website on the internet.
These files are designed to hold data specific to a particular client and website.
When you visit a website, it sends a cookie to your computer where it is stored in a file. Only the website that creates a cookie can read it. Other servers cannot access this information.

37. What is a firewall in computing?
A- 37 A computer firewall could be a programmable device or a software or a network security system that
monitors and controls incoming and outgoing network traffic based on user-defined security rules.
Firewalls enhance the security of computers connected to a network, such as LAN or the Internet. A firewall typically establishes a barrier between a trusted internal network and untrusted external network, such as the Internet. Firewall inspects each packet of data whether incoming or outgoing and determines
whether it should be allowed to pass or be blocked. The main purpose of a firewall is to reduce or eliminate the
occurrence of unwanted network communication.