

Unit # 2: Digital Skills

Q.1: Fill in the blanks.

- i. Operating System is an interface between user and computer.
- ii. The software that allows hardware to communicate with computer system is called Device Driver.
- iii. Utility programs perform computer management related functions.
- iv. The technology that allows the operating system to automatically detect the peripheral devices is called Plug and play.
- v. The stored data and information on computer are called Files.
- vi. Shortcut is an icon that points a program or data file for easy access.
- vii. To press spacebar, use any Thumb of hand.
- viii. A technique in computer graphics used to visualize real word objects is called 3D Model.
- ix. The software that provides any form of entertainment is called Entertainment Software.
- x. Productivity Software used for producing information.
- xi. The software which is used to support and enhance learning activities is called Education and Reference software.

Q.2: Match column-A with column-B and write the correct option i.e. (A, B, C, D, E) in column-C.

Column – A	Column – B	Column – C
1. Operating System	A. Device Drivers	1. <u>D</u>
2. Antivirus	B. Directory	2. <u>E</u>
3. A type of System Software	C. Deleted Items	3. <u>A</u>
4. Folder	D. Windows 10	4. <u>B</u>
5. Recycle Bin	E. Utility Program	5. <u>C</u>
6. Video Game	F. Educational & Reference Software	6. <u>H</u>
7. Text Document	G. Ctrl + Z	7. <u>I</u>
8. Dictionary	H. Entertainment Software	8. <u>F</u>
9. Home Row	I. Productivity Software	9. <u>J</u>
10. Undo	J. Middle Row of letter keys	10. <u>G</u>

Short response questions:

Q.1. Define Operating System. List different examples of Operating System.

Ans: Operating System (OS) is an interface between the computer user and components of computer. It controls and manages the computer's internal and external resources and enables the application software to interact with the computer. Example: Microsoft Windows, MS DOS, Android, Blackberry, Ubuntu etc.

Q.2. What is a Utility program? Give two examples.

Ans: Utility programs perform specific tasks related to the management of computer functions, resources or files. Example of Utility programs are Antivirus Software, Backup Utility programs etc.

Q.3. Differentiate between a File and Folder.

Ans: **File**: The stored data and information on computer's storage devices are called Files. A file can be text, a photo, a music track, a presentation or a video etc.

Folder: A Folder (directory) is a way to organize file on a storage device. A folder can also contain other folders.

Q.4. Write down steps to create a shortcut of Microsoft Word on desktop.

Ans: Creating a shortcut of Microsoft Word on desktop:

- i. Select Microsoft Word program in the Start menu by placing the cursor on it and click right mouse button.
- ii. A pop-up menu will appear.
- iii. Select option send to which will further open extension menu.
- iv. Select the option Desktop (Create shortcut).
- v. A shortcut will appear on the desktop.

Q.5. Write down steps to restore a deleted file.

Ans: To restore a deleted file from Recycle Bin:

- i. Double click the **Recycle bin** icon on the desktop.
- ii. Right click on the file you want to restore.
- iii. Click the "**Restore**" option in the popup menu.
The file will be restored to its original location.

Q.6: Define Application Software and list three types of Application Software.

Ans: A software which is developed to help the user to perform specific task is called Application Software. Types of Application Software:

- i. **Entertainment Software**: These software provide different types of entertainment such as video games, videos, music, cartoon etc.
- ii. **Productivity Software**: These are used for producing information such as text documents, presentations, worksheets, database, digital paintings, digital videos etc.
- iii. **Educational and Reference Software**: These are used to support and enhance learning activities such as online encyclopedia, dictionaries, educational games, Google maps etc.

Q.7: Write down the steps to create a folder?

Ans: Following are the steps to create a Folder:

- i. Right click any empty section of the folder window or desktop.
- ii. Select "New" option from the menu.
- iii. Select the option of "Folder" to create a folder.
- iv. Enter the name of newly created folder.

Q.8: List any 5 brushes tools available in Paint 3D?

Ans: Following are the 5 brushes tools available in Paint 3D:

- i. Brush option
- ii. Thickness
- iii. Opacity
- iv. Matte
- v. Eyedropper

Q.9: Write down the purpose of Crop tool?

Ans: The Crop Tool is used to create a new Canvas Size and delete unwanted details of an object.