EXERCISE

Q.1   Fill in the blanks.

1.   A bridge is used where the <u>similar</u> types of networks are to be joined together.

2.   WAN stand for <u>wide area network.</u>

3.   A set of instruction given to the computer to solve a problem is called <u>software</u>.

4.   <u>Laser</u> and <u>inkjet</u> printers are non impact printers.

5.   Trackball is popular among user of <u>laptop</u> computer.

6.   SVGA stands for <u>super video graphics array</u>.

7.   1024 GB are equal to <u>one Terabyte (1TB)</u>.

8.   OMR reads <u>SAT and GRE</u> marks and converts them into computer usable form.

9.   LCD stands for <u>liquid crystal display</u>.

10.   Fax stands for <u>facsimile transmission machine</u>.

11.   Dot matrix printer is a (n) <u>impact</u> printer.

12.   <u>Computer</u> is an electronic device or a programmable machine that accepts data process it into useful information according to the instructions given to it and store it on secondary storage devices for later use.

13.   There are four functions of computer <u>Data, Processing, Information, Storage</u>.

14.   <u>Hardware</u> is the physical parts of the computer.

15.   <u>Software</u> is the programs (instructions) that tell the computer what to do.

16.   <u>Default</u> is the original settings; what will happen if you don't change anything.

17.   <u>Data</u> is the collection of raw facts and figures is called data. Everything we tell the computer is called <u>input</u>.

18.   Data is entered in the computer through <u>input devices</u>.

19.   <u>Data Processing</u> is the system that accepts data manipulates it in the form of output and delivers it in a useful and meaningful form.

20.   Data Computing is the system that accepts data manipulates it in the form of output and delivers it in a useful and meaningful form.

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22.   The operations carried out on data to convert it into useful information are called <u>data processing.</u>

23.   <u>CPU</u> is a device which is used to process the data arithmetically or logically in the form of output.

24. Information is the organized and meaningful form of data after processing.
25. Data and Information are stored on secondary storage devices for later use.
26. Secondary storage devices are CD's, Hard Disk, and Floppy Disk etc.
27. Information Technology is a technology that merges computing with high speed communication links carrying data in the form of text, sound, images, video etc. from place to place over this global village.
28. Internet is used as source of information technology.
29. Information technology enables the heterogeneous types of industries or institutions to a phenomenon are called digital convergence.
30. The digital convergence is the technological merger of the various industries/enterprises through some electronic gadgets that exchange information between them.
31. Modern Scenario of IT means the modern situation of the information technology.
32. A set of instructions given to the computer to solve any problem is called a Program.
33. A set of instructions given to the computer to solve any problem is called Software.
34. System Software is used to control the usage and allocation of different hardware components and enables the other application programs to execute.
35. The System software is developed to control the hardware components.
36. Operating system, Utility programs, Drivers are the kinds of system software.
37. Application Software is a software that has been developed solve the specific problems or to provide audio, video or multimedia entertainment to the users.
38. Custom-built software is designed according to the requirement of a particular customer.
39. Packaged software is also known as off-the-shelf programs.
40. Packaged software is designed for sale to the general public and potential software developers.
41. Input Devices are used to enter data into the computer.
42. The devices through which user can communicate with the computer are called Input Devices.
43. The layout of the standard keyboard is QWERTY which describes the beginning keys in the top row of keyboard.
44. Pointing devices control the position of the cursor or pointer on the screen.
45. Source data entry devices are used for direct data entry to the computer systems.
46. Command keys normally do nothing on their own but work in combination with other keys.
47. The Control key or Ctrl is often used to access commands.
48. The Alternative key or Alt is often used to access menus.

49. The Shift key is used to type CAPITAL LETTERS.
50. ENTER key moves the cursor down one line and to the left margin.
51. Enter key process commands such as choosing an option in a dialog boxes and submitting a form.
52. DEL Key- Deletes the character at cursor and/or characters to the right of the cursor and all highlighted (or selected) text.
53. BKSP or BACKSPACE - Deletes the character to the left of cursor and all highlighted text.
54. SPACE BAR - Moves the cursor one space at a time to the right.
55. CAPS LOCK - Locks the keyboard so it types capital letters (a light goes on when caps lock is on).
56. TAB- Moves the cursor five spaces to the right (number of spaces are usually adjustable). Tab moves to the next field in a form or table (Shift-Tab for previous field).
57. ESC Key- Cancels a menu or dialog box or it allows to "escape" to the previous screen of the program.
58. ARROW KEYS - Moves the cursor around document without changing text
59. FUNCTION KEYS - Access commands by themselves or in combination with the three command keys; CTRL, SHIFT, and ALT
60. END Key moves the cursor to the end of current line.
61. HOME Key – It moves the cursor to the beginning of the current line in a document.
62. PgDn Key – It advances one full screen while the cursor stays at the same position.
63. PgUp Key – It backs up to the previous screen while the cursor stays at the same position.
64. Insert Key–When toggled off causes, keyed characters to override/affix with the existing characters.
65. Pointing stick is a pointing device looks like a pencil and eraser. It is located between G, H and B keys of the keyboard.
66. Joystick is controlled by vertical stick or arrow buttons (game pad)
67. Joystick is mostly used in games and in some CAD (Computer aided design).
68. Touchpad is a small flat surface over which we slide our finger to move the cursor on the screen. It is common on the portable computers.
69. Touch screen is a special video display screen in which data is entered by touching the screen using fingertip.
70. Light pen is a light sensitive stylus (pen like device). It is connected by a wire to the computer terminal.

71. <u>Digitizing/Graphic Tablet</u> consists of a tablet connected by a wire to a stylus or a puck.
72. A <u>stylus</u> is a pen like device with which user sketches an image.
73. A <u>puck</u> is a coping device with which the user copies an image.
74. <u>Bar Code Reader</u> is vertical zebra stripped lines on the products. It is also called UPC (Universal Product Code).
75. MICR characters are printed with <u>magnetic</u> ink.
76. OMR stands for <u>Optical Mark Recognition</u>
77. <u>OMR</u> uses light beam to scan input data to convert it into digital form which are then sent to the computer for processing.
78. OCR stands for <u>Optical Character Recognition.</u>
79. <u>Magnetic strip cards</u> have a strip of magnetically encoded data on its back.
80. Mobile SIM and ATM cards are the examples of <u>smart cards</u>.
81. Fax stands for <u>"Facsimile Transmission Machine"</u>.
82. <u>FAX</u> scans an image and sends it as signals over telephone lines to a receiving fax machine which recreates the image on paper.
83. <u>Scanners</u> allow you to transfer pictures and photographs to your computer.
84. <u>Raster graphics</u> is a technique in which an image is represented as a matrix of dots.
85. <u>Sound cards</u> allow computers to produce sound like music and voice. It is a circuit board that converts analog signals into digital form.
86. <u>Video-capture card</u> is used to convert films and videos into digital form.
87. <u>Frame-Grabber Video Card</u> can capture and digitize a single frame at a time.
88. Full-Motion Video Card converts analog data into digital signals at the rate of up to 30 frames per second giving the effect of continuously flowing motion picture.
89. <u>Digital camera</u> takes still photos but records the pictures on computer disks.
90. A <u>web cam</u> is a tiny video camera designed especially to sit on your computer. It feeds pictures directly to the computer - no tape or film to develop.
91. Web cam is used for <u>video conferencing</u> over the Internet.
92. <u>Output devices</u> are the devices through which computer can communicate with the user.
93. <u>Soft copy</u> refers to data is shown on screen or in audio or voice form. It is not tangible.
94. <u>Hard copy</u> refers to the printed output on paper.
95. <u>Resolution</u> determines how clear and detailed the image is.
96. Pictures on a screen are made up of tiny dots and 1 dot on screen is 1 <u>pixel</u>.
97. The number of dots or pixels per inch determines <u>Resolution</u>.
98. <u>VGA</u> stands for video graphics array.
99. <u>VGA</u> supports 16-256 colors depending on the resolution.
100. SVGA stands for <u>super video graphics array.</u>

101. SVGA supports <u>256 colors</u> at higher resolution.
102. SVGA has two graphics modes: <u>800 x 600 and 1024 x 768</u>.
103. XGA stands for <u>extended graphics array.</u>
104. XGA supports <u>16.7 million colors.</u>
105. XGA has resolution of <u>1024 x 768</u>.
106. CRT stands for <u>Cathode Ray Tube</u>.
107. <u>Flat Panel Displays</u> are much thinner, weightless and consume less power than CRT.
108. There are three types of flat panel display screens: <u>LCD, Gas Plasma and EL</u>.
109. LCD stands for <u>Liquid Crystal Display</u>.
110. EL stands for <u>Electro Luminescent display</u> and it contains a substance that glows when it is charged by electric current.
111. <u>Printers</u> take the information on your screen and transfer it to paper or a hard copy.
112. <u>Impact Printers</u> forms characters and images by striking mechanism such as print hammer, or wheel against the ink ribbon.
113. Dot matrix, daisy wheel and line printers are the examples of <u>impact printers</u>.
114. <u>Dot Matrix Printer</u> works like a typewriter transferring ink from a ribbon to paper with a series or 'matrix' of tiny pins.
115. Dot matrix printer forms characters using row(s) of pins, <u>9, 18, or 24</u>.
116. <u>Dot Matrix Printer</u> is also called pin printers.
117. <u>Daisy Wheel Printer</u> uses a mechanism in the shape of a series of petals arranged on a petal wheel having a character at the end of each petal.
118. Daisy Wheel Printer is slower than <u>dot-matrix printer</u> but better in quality.
119. Line Printer prints one line at a time. It prints 3000 lines per minute.
120. <u>Non-Impact Printers</u> do not involve actually striking the paper. Instead, it uses ink spray or toner powder.
121. Laser, Inkjet and Thermal are the examples of <u>Non-Impact Printers.</u>
122. <u>Laser printers</u> use the same technology as a photocopier using heat to transfer toner onto paper.
123. <u>Laser printers</u> are page printers.
124. The Laser printer uses <u>300 dpi to 1200</u> dpi.
125. <u>Ink-Jet Printer</u> works like dot matrix printers but fire a stream of ink from a cartridge directly onto the paper to form characters.
126. Ink-Jet Printer has a resolution of <u>300 dpi to 720</u> dpi.
127. The speed of Ink-Jet Printer is <u>1 to 6 pages</u> per minute.
128. Bubble jet printer uses print head heat element and <u>128 tiny nozzles</u> for printing.
129. <u>Thermal Printer</u> uses heat on chemically treated waxy paper to form characters.
130. <u>Plotter</u> is used for specialized application such as for printing, architectural drawing, maps, graphs and charts.

131. Units of Data Storage are Bit, Byte, Word.
132. Bit stands for Binary Digit.
133. The binary numbers 0 or 1 are called bits.
134. Bit is the basic and smallest unit of data storage in computer memory.
135. Each binary digit is called a bit.
136. Byte is a combination of 8-bits.
137. Byte can store a single character of data.
138. The storage capacity is expressed in terms of number of bytes it can store.
139. Word is the number of bits that constitute a common unit of data as defined by the computer system.
140. The power of computer depends on the size of word.
141. System is a combination of some related components that interact with each other to perform some specific tasks.
142. SDLC stands for system development life cycle.
143. SDLC is an organized way to develop a successful system.
144. It is the first step in developing and managing system is Preliminary investigation.
145. The objective of preliminary investigation is to conduct an initial analysis, propose alternative solutions, describe cost and benefits and submit a preliminary plan with recommendation.
146. In Preliminary plan step, a feasibility report is submitted to the managers for approval.
147. System Analysis is the study of the requirements of the end-user and the organization that is required before the design of the new system.
148. System analyst is a person who is responsible for the analysis of the system.
149. Analyst sums up the requirements of the system from the users and the managers in Need analysis or Requirement analysis.
150. In Data gathering the system analyst collects the data about the new system. He uses different tools and techniques to collect data depending on the situation.
151. Written documents, Interviews, Questionnaires, Observations, Sampling are the Data gathering techniques.
152. Written Documents are the reports, forms, memos, business plans, policy statements, organizational charts.
153. The analyst designs forms to collect information from different people. These forms are Questionnaires.
154. Logical design describes the functional capabilities of the proposed system.

155. Physical design describes how a proposed system will deliver the general capabilities described in the logical design.

156. Coding is the core area of SDLC in which actual codes of the system are written.

157. In testing phase, system developers detect and remove the errors in the software.

158. Unit testing is also called modular testing. Each module of the software is tested individually using sample data.

159. In System-testing; all the modules of the program are linked and tested as a single unit.

160. Implementation means installation of hardware and software systems and data files for use to solve our problems.

161. In Direct Implementation phase users stop working on the old system and start working directly with the new system.

162. In Parallel Implementation phase the new and old systems are used side by side until it is felt that new system is better than the old system.

163. In Phased Implementation; Parts of the systems are implemented from time to time until the whole system is implemented.

164. In Pilot Implementation Phase; it allows to implement the complete system but to a selected group of users and departments.

165. The system must be monitored to ensure that it is successful in Maintenance Phase.

Q.2 Choose the correct option:

1. The name for the screen clarity:
   (a) **Resolution** (b) Discrete
   (c) Pixel (d) LCD

2. Another word for pointer:
   (a) Monochrome (b) Pixel
   (c) **Cursor** (d) None of the above

3. Collection of raw facts and figures is called:
   (a) Information (b) Processing
   (c) **Data** (d) Output

4. The processed data is called:
   (a) Data (b) **Information**
   (c) Output (d) Input

5. Data processing is also called:
   (a) **Data computing** (b) Information technology
   (c) Information system (d) Calculating