

ch-1

THE COMPUTER SYSTEM

Q1 Fill in the blanks

- a) A programme that controls the operation of a computer system is called a OPERATING SYSTEM software
- b) A COMPILER is a program that translates a high-level language program into an equivalent machine language program.
- c) Devices that ~~accept~~ accept data from the user and convert it into a form that the computer can understand are called INPUT devices.
- d) MICR is used to process bank cheques
- e) A BRAILLE printer produces a pattern of raised dots

- Q2 a) The compiler and interpreter both translate a high level computer language programme into a machine language program TRUE
- b) An LCD Projector is used to display presentation during meetings and conference. TRUE

- c) You can ~~connect~~ connect any input/output devices to your computer and start using it without any software FALSE
- d) You will find a bar ~~code~~ code on most of the products in the market. TRUE
- e) Money can be paid through credit card or debit card using smart card ~~reader~~ reader TRUE
- Q3 a) This technology is used to read pencil or pen marks on a multiple choice answer sheet — OMR
- b) The device produces ~~out~~ suitable for visually impaired people — Braille Printer
- c) An output devices for producing charts, maps, and very high quality drawings — Plotter
- d) Which one is not a utility software? — Windows
- e) A program written using 0's and 1's is called — Machine language program.



## Question/Answers:

Q1 - Name all the classes in which computers are ~~divided~~ divided on the basis of their size.

Ans. Classification of computers based on their size are as follows -

- ① Mobiles
- ② Tablets
- ③ Micro computers
- ④ Mini computers
- ⑤ Mainframe computers
- ⑥ Super computers

Q2 - Mention any two input devices and two output devices with their use.

Ans. Two input devices are as follows -

- ① Keyboard - It is used to give data to computer.
- ② Mouse - It is used to select any option.

Two output devices are -

① Printer - To get hard copy of document.

② Plotter - To get graphical output.

Q3 what is a software? Name its two main categories.

Ans = Software - It is a collection of computer programs to operate a computer system. Two main categories are -

- 1) System software
- 2) Application software

Q4 what is the use of a driver program?

Ans = A driver is a software that enables a computer to interact with a hardware device, such as, a printer, webcam, etc.

Q5: Differentiate between a compiler and an interpreter.

Ans. Compiler = A program that translates a high-level language program into a machine language program.

Interpreter = A program that reads ~~source code~~ and one line at a time, translates it into machine language, and executes it before translating the next line.



Q1: Fill in the blanks:-

- a) To fill a cell with colour, click fill color button on the formatting toolbar.
- b) The Format Cells dialog box has all the options of formatting toolbar.
- c) To confine the data within a cell in multiple lines, select wrap text automatically check box of the Alignment tab of format cells dialog box.
- d) The numbers tab of format cells has all the options of formatting numbers.
- e) If you type in (5342) in a calc cell, the entered value will appear as 5342.

Q2: True / False :-

- a) you cannot add any button on the formatting toolbar. False
- b) The data can be adjusted in a cell by reducing its font size. True
- c) you cannot design your own cell style. False
- d) The merge and centre button aligns the data in the centre of the merged cells. True
- e) Keyboard shortcut to rewrite data in multiple lines in the same cell is Ctrl + Enter. True

## Q4. Question/Answer:-

Q. a. Name all the available horizontal and vertical alignments of data in calc cell.

Ans. Vertical alignments are:-  
Top, middle, bottom

horizontal alignments are:-  
left, center, Right

Q. b. How will you put a long text in a cell on multiple lines?

Ans. To put a long text in a cell on multiple lines, select the cell and then select alignment tab of format cell dialog box. Then from property select text wrap automatically check box and click 'ok' button.

Q. c. Write steps to put a rupee symbol before the numbers in a cell range A1:A5.

Ans. Steps to add rupee symbol are as follows:-

- a) select cells from A1:A5.
- b) click on format cells > numbers
- c) select category - currency language - Hindi and click OK, ₹ symbol will be added.

Quesd. Name any five font formatting features.

Ans. Five font formatting features are as follows:-

- (i) Font size
- (ii) Font colour
- (iii) Font style [Bold, Italic, Underline]
- (iv) Background colour
- (v) Alignment

Quesd. If the data heading is very long and occupies cells A1:D1, how will you merge the cells and center align the heading?

Ans. We will select cells A1:D1 and click on the icon 'merge cells and center align'.

Quesd. How will you add a cell style of Font size - 16, Font colour - Red and Background colour - green by the name MYTITLE on the list?

Ans. I will select the text and click on font size, font colour, background colour from formatting toolbar icon.

Quesd. Normally, the formatting feature - Double underline is not available on formatting toolbar. How you will add it to the formatting toolbar?

Ans. We can add it by clicking on tools option we can get double underline feature in the formatting toolbar.



Ques. h. Write steps to format text  $CH_4$  as  $CH_4$ .

Ans. h. i) I will select the text  $CH_4$

- ii) Right click the mouse and select characters from the context menu.
- iii) The character dialog box appears. select Font position tab. select subscript and click OK.
- iv) The formula will appear as  $H_2O$ .

— \* —

~~Ans. h.~~