

Chapter - 3 Information and Communication Technology

ICT SKILLS - I

I. Answer the following:

1. what is an operating system?

Ans: An operating system is a system software which acts as an interface between user and the computer.

It is an important component of a computer system which controls all other components of the computer system.

Some of the commonly used operating systems are windows, DOS, UNIX, ubuntu, MacOS etc.

Mobile devices also have operating system that help them perform their functions.

Eg: Apple ios and Google Android

2. Define any two ICT tools

Ans: Smartphones :

They are considered important ICT tools due to their multifunctionality and portability.

It enables the users to seamlessly integrate work, communication and entertainment, that enhances accessibility and connectivity.

Tablet: It is a mini computer with input, output and processing functions that are all combined into one 'touchscreen' where you can do various tasks just by touching its screen. It is bigger than a smartphone and you can perform all the functions that one can perform on a computer or a smartphone.

3. Define Internet.

Ans: A global system of networks using wired or wireless mediums to interconnect different types of networks consisting of billions of computers, smartphones and other smart devices for sharing data and information with add-on features of entertainment, services and e-commerce.

4. What are the key skills one should possess to use ICT?

Ans: Basic ICT skills that one should possess to use ICT are:

- Knowing how to operate computers.
- Knowing how to use Internet to browse for

collecting storing and disseminating information.

5. What is a Taskbar? What does it contain?

Ans: It is a thin strip present at the bottom of the screen. By default it is always visible at the bottom but we can choose the auto hide option in the taskbar settings which will disappear the taskbar. But it will reappear only when the mouse cursor moves down to that area.

It contains the following components

Start menu, Quick Launch Program icons, Notifications Area, System Clock, Show desktop button.