**Answers**

Q1: Circle the appropriate answer.

1) Which of the following is a negative effect of the growth of the internet shopping?

   **A. Small shops can go out of business.**

2) What is the name given to buying and selling things on the internet?

   **D. Electronic commerce**

3) Use of anti-glare screen can help users to cut down on screen reflections that can prevent

   **C. Eye strain**

4) Which of the following is not part of multimedia?

   **D. Mobile phone**

5) Another name for online banking would be

   **A. Internet banking**

Q2: Indicate whether the following statements are true or false.

   a) Computers can function without software. **False**
   b) Without software hardware is useless. **True**
   c) Programmers are computer specialists who create software. **True**
   d) A graphic software is a system software. **False**
   e) Operating system is a system software used to control the hardware. **True**
   f) A program is a set of information. **True**
   g) Hardware is an example of an application software. **False**
   h) Hardcopy and softcopy are the two main types of software. **False**
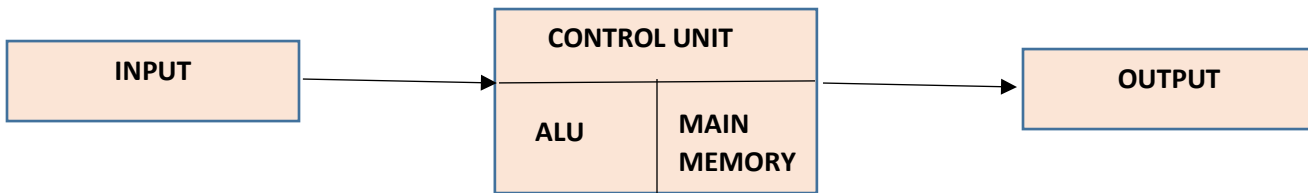   i) Creating software is an easy task. **False**

Q3: Fill in the blanks with the most appropriate words given below. Each word may be used more than once.

| Programming | Programmers | Operating system | Word processor | Programs |
|---|---|---|---|---|
| Operating system | software | Spreadsheet | Application software | System Unit |

a) Software refers to the **programs** that tell the computer what to do.
b) Without **software** hardware is of no use.
c) Computers need **programs** to do even a simple task like adding two numbers.
d) Software is written by a team of computer specialists called **programmers**
e) Software is basically classified into two main categories: **Operating system** and **application software**
f) **Programming** languages are used to create software.
g) **Spreadsheet** and **word processor** are examples of application software.
h) **Operating system** is a type of system software.

Q4:

a) Label the diagram of a central processing unit(CPU) with the following terms: Input, Output, ALU, Main Memory, Control Unit.

| INPUT | | CONTROL UNIT | | OUTPUT |
|---|---|---|---|---|
| | | ALU | MAIN MEMORY | |

b) Name the 3 main parts of the central processing unit and state the function of each one.

1. **Memory or Storage Unit**: The computer can manipulate only data that is in main memory. Therefore, every program you execute and every file you access must be copied from a storage device into main memory.

2. **Control Unit:** The control unit is a component of a computer's central processing unit that directs the operation of the processor. It tells the computer's memory, arithmetic and logic unit and input and output devices how to respond to the instructions that have been sent to the processor.

3. **ALU:** This unit consists of two subsections namely,

## Arithmetic Section

Function of arithmetic section is to perform arithmetic operations like addition, subtraction, multiplication, and division. All complex operations are done by making repetitive use of the above operations.

## Logic Section

Function of logic section is to perform logic operations such as comparing, selecting, matching, and merging of data.

Q5: Define the following terms used in Word Processing

i. **Paragraph Formatting**: Paragraph formatting is a change of the format of text that affects the complete paragraph or is different from other paragraphs in a document. For example, indenting the full paragraph.

ii. **Cut and Paste:** To insert the copied/cut text into a different area of the document, a different document, or an entirely different application altogether, right-click and select paste. The use of cut, copy and paste is not necessarily limited to text.

iii. **Scroll Bar:** A bar that appears on the side or bottom of a window to control which part of a list or document is currently in the window 's frame. The scroll bar makes it easy to move to any part of a file.