

# Worksheet

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Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## ICT SKILLS-I

## Unit-3

### 1. Differentiate between the following terms:

- (a) User name and Domain name
- (b) Primary memory and Secondary memory
- (c) Printer and Plotter
- (d) Schedule Send and Send

### 2. Expand the following abbreviations:

- |         |         |         |
|---------|---------|---------|
| (a) G2C | (b) G2E | (c) HLL |
| (d) MOS | (e) DPI | (f) VDI |
| (g) VGA | (h) RJ  | (i) AGP |

### 3. Write short notes on:

- |         |                  |                 |
|---------|------------------|-----------------|
| (a) URL | (b) Protocol     | (c) Web Browser |
| (d) DOS | (e) Blu-ray Disc | (f) Draft       |

### 4. Guess who am I?

- (a) I am system software that acts as an interface between computer hardware and the user. ....
- (b) I am the core part of an Operating System. ....
- (c) I am application software that enables a user to type and edit text documents. ....
- (d) I am the e-mail message appear in bold format. ....
- (e) I am the field in which the e-mail address is typed while composing an e-mail. ....
- (f) I am a folder that contains deleted e-mails upto 30 days. ....
- (g) I am the group of 8 bits. ....
- (h) I am a popular mobile app used for navigational purpose. ....

### 5. Answer the following questions:

- (a) Discuss the similarities between e-Mail and Postal letters.
- (b) How IT helps people to expand their business on Internet?
- (c) Describe the process of sending an e-mail with a photograph.
- (f) What is the main advantage of GUI?
- (g) What is the purpose of multitasking?
- (h) What are the different managing folders of e-mail?