

**ST. MICHAEL'S SCHOOL , MURI**  
**HOLIDAY HOME WORK FOR CLASS – IX**  
**(2020-21)**

**Fundamentals of computer:-**

Answer the following:-

1. What is input unit of a computer system?
2. What is output unit of a computer system?
3. What is the job of Control Unit inside CPU?
4. What is the job of Arithmetic Logic Unit inside CPU?
5. Name four input devices and write the type of input that can be entered through them into a computer system.
6. Name four output devices and write the type of output that can be exhibited through them.
- 7.

Write the types of each device in the column given:

S. No.	Device	Type of Device: (Input, Output or Storage)
1	Mouse	
2	Microphone	
3	Keyboard	
4	CD-ROM	
5	Printer	
6	Stylus	
7	Floppy Disk	
8	Headphone	
9	Scanner	
10	Hard Disk	
11	Speaker	
12	Monitor	
13	DVD-ROM	

8. Which two keys help you copy a file/folder?
9. What combination of keys helps you to select all the files in a folder?

10. Name any three internet service providers in India?
11. Name any three internet browsers?
12. Name any two internet search engines?
- 13.

**A. State whether the statement is True or False.**

	Statement	True/False
1.	World Wide Web IS a part of the Internet.	
2.	Internet Explorer is a Web SERVER.	
3.	IP address is also known as URL.	
4.	You can open ONLY A SINGLE WEB SITE one window of a web browser	
5.	You CAN save a Web page on your computer.	
6.	A portal IS NOT a Website.	
7.	A reliable Website includes content by authors WITHOUT credentials.	
8.	Search engines are Web BROWSERS with special technology.	

14.

1. Computer system has a unit, which displays \_\_\_\_\_
2. A computer system can accept textual input with the help of \_\_\_\_\_
3. \_\_\_\_\_ can help us enter the audio form of data into a computer system.
4. \_\_\_\_\_ has all the emails, which were received on an email id.
5. \_\_\_\_\_ helps in searching for information from the internet.
6. Printer is an \_\_\_\_\_ device.
7. \_\_\_\_\_ is the combination of keys, which selects the entire content with in a folder.
8. We should use \_\_\_\_\_ names for files/folders.
9. \_\_\_\_\_ provides dedicated connectivity with internet service provider's server.

### Mastering Typing:-

1. Explain the Rapid Typing windows controls options.
2. What is the meaning of Green, Yellow, Orange color Indication in Rapid Typing.

3. Define touch typing technique.
4. What is Touch Typing and Typing Tutor?

**Word Processing:-**

1. Write down the different Tabs and the groups within them in MS-WORD.
2. Define BIU.
3. Write down the step of the following how to:-
  - I. Convert Text to Table and Table to Text.
  - II. Add Borders to pages.
  - III. Add Shading to pages.
4. Name the menus for the following:-
  - II. Print
  - II. Spell Check
  - III. Headers/ Footers
  - IV. Border and Shading
  - V. Insert Table
  - VI. Change the font style.