Computer Awareness — Free Notes

Computer basics, hardware and software, MS Office, internet, networking, security and abbreviations.

Key topics

Computer Basics: Generations, input/output devices, CPU, ALU, control unit.

Memory & Storage: RAM vs ROM, cache, units (bit, byte, KB ... TB), primary vs secondary.

Software & OS: System vs application software, operating system functions, file types.

MS Office: Common shortcuts (Ctrl+C, Ctrl+Z, Ctrl+S), Excel functions, Word and PowerPoint features.

Internet & Networking: LAN/WAN/MAN, IP address, HTTP/HTTPS, DNS, email terms, topologies.

Security & Abbreviations: Virus, malware, phishing, firewall; common full forms.

Study tips

• Make a list of 100 common abbreviations.
• Learn shortcut keys by using them.
• Revise memory units and networking terms often.

Practice questions

1. Which memory is volatile?
(A) ROM (B) RAM (C) Hard disk (D) Pen drive
Answer: B. RAM loses its data when power is switched off.

2. 1 KB equals:
(A) 1000 bits (B) 1024 bytes (C) 1024 bits (D) 1000 MB
Answer: B. 1 kilobyte = 1024 bytes.

3. Shortcut to undo the last action:
(A) Ctrl + Y (B) Ctrl + Z (C) Ctrl + U (D) Ctrl + X
Answer: B. Ctrl + Z undoes; Ctrl + Y redoes.

4. Full form of URL:
(A) Uniform Resource Locator (B) Universal Resource Link (C) Unified Resource Locator (D) Uniform Record Link
Answer: A. URL = Uniform Resource Locator, a web address.

5. Which of these is an operating system?
(A) MS Word (B) Linux (C) Google Chrome (D) Oracle
Answer: B. Linux is an operating system; the others are applications or databases.

6. A fake email that tricks users into giving passwords is called:
(A) Spam (B) Phishing (C) Firewall (D) Cookie
Answer: B. Phishing uses fake messages to steal personal details.

Take full mock tests at practicemocks.com · More notes at practicemocks.in/subjects