

Answer Key – All Chapters

Computer Skills (CT 101) Book Activities

CHAPTER	SESSION	APPLY/ ACTIVITY NO.	QUESTION NO.	CORRECT ANSWER
1. INTRODUCTION TO COMPUTING AND ITS APPLICATIONS	1-INTRODUCTION TO COMPUTING	I	1	computer
			2	hardware, software
			3	Software
			4	network
			5	minicomputer
		II	1	B
			2	A
			3	C
			4	D
			5	B
	2-COMPUTER APPLICATIONS	I	1	A
			2	A
			3	C
			4	D
			5	D
		II	1	operating system
			2	multi-user operating system
			3	CLI
			4	MacOS
			5	Android
	3-TEXT PROCESSING	I	6	specific-purpose application software
			7	Windows10
			1	Quick Access Toolbar
			2	Ribbon
			3	Work Area
			4	Insertion Point
		II	5	Status Bar
			6	Smart Lookup
			A	CTRL+N
			B	CTRL+S
			C	CTRL+O
			D	CTRL+W
		III	E	F12 key
			F	CTRL+P
	1		A	
	2		C	
	3		B	
	4		C	
	5		C	
	4-SPREADSHEETS	I	6	A
7			B	
1			Microsoft Excel	
2			Ribbon	
3			Formula Bar	
II		4	Freeze Panes	
		5	Password	
		1	A	
		2	C	
		3	B	
4	D			
5	A			

CHAPTER	SESSION	APPLY/ ACTIVITY NO.	QUESTION NO.	CORRECT ANSWER
2.DATA COMMUNICATION AND BACKUP	1- Overview of Data Communication and Network	I		Verbal Questions
		II		Group Activity
		III	1	C
			2	A
			3	C
			4	C
	5		B	
	2- Data Storage	I		Practical Activity
		II	1	B
			2	C
			3	A
			4	B
			5	C
			6	B
			7	B
			8	B
	9	B		
	3- Local Data Backup and Restore	I		Class Activity
		II	1	C
			2	C
			3	B
	4-Remote Data Backup and Restore	I		Practical Activity
		II		Practical Activity
		III		Practical Activity
		IV		Practical Activity
		V		Practical Activity
VI		1	A	

CHAPTER	SESSION	APPLY/ ACTIVITY NO.	QUESTION NO.	CORRECT ANSWER	
3. DATA VISUALIZATION	1- INTRODUCTION TO DATA VISUALIZATION	I	a	Group Activity	
			b	Group Activity	
			c	Group Activity	
		II	a	Exploratory	
			b	Explanatory	
			c	Audience	
			d	Numerical data	
			e	Non- numerical	
		III	a	True	
			b	False	
			c	True	
			d	True	
	2-VISUALIZATION OF NUMERICAL DATA	I	a	Group Activity	
			b	Group Activity	
		II	a	Band Chart	
			b	Waterfall Chart	
			c	Pie chart	
		III	e	Heat map	
			a	False	
			b	True	
			c	True	
			d	True	
		3-VISUALIZING NON-NUMERICAL DATA	I		Practical activity
			II		Practical activity
	III			Group Activity	
	IV		a	True	
			b	False	
			c	True	
			d	True	
	4-DATA DASHBOARD	I		Online Practical Activity	
		II	a	KPI	
			b	Operational	
			c	Strategic	
			d	Analytical	
		III	a	True	
			b	True	
c			True		
d	True				

CHAPTER	SESSION	APPLY/ ACTIVITY NO.	QUESTION NO.	CORRECT ANSWER
4.ALGORITHMS AND PROGRAMMING	1- INTRODUCTION TO ALGORITHMS	I	a	Algorithms
			b	Flowchart
			c	Programming Lagnuage
			d	Diamond
		II	a	is a graphical representation of steps for solution of a problem
			b	is used to represent the start step
			c	is used for input and output steps
			d	is used for a decision-making step
			e	is used to connect two different parts of a flowchart
		III	a	Step 1- c
			b	Step 2- d
			c	Step 3- e
			d	Step 4- b
			e	Step 5- a
		IV		Practical activity
		2-INTRODUCTION TO PROGRAMMING	I	a
	b			Computer Program
	c			Binary code
	d			Integrated Development and Learning Environment
	II		a	is often referred to as coding.
			b	is the natural language of electronic devices
			c	is the extension of Python.
			d	is a raw text file, written on very simple editors.
			e	translate the entire program to a file and execute the whole file
	III			Practical activity
	IV		Practical activity	
	3-Building your First Program			All practical activities.
	4-Variables, Statements and Operators			All practical activities.
	5-Conditional Logic			All practical activities.
	6-Loops and Functions			All practical activities.
	7-File Input/ Output (File I/O)			All practical activities.

CHAPTER	SESSION	APPLY/ ACTIVITY NO.	QUESTION NO.	CORRECT ANSWER
5. INFORMATION SECURITY	1- AN OVERVIEW OF INFORMATION SECURITY	I A	1	Practical Activities
			2	Practical Activities
			3	Practical Activities
		B	4	Practical Activities
			5	Practical Activities
		C	6	Practical Activities
		II	a	D
			b	C
			c	A
			d	A
	e		C	
	2- ACCESS CONTROL	I	1	Class Activity
			2	Class Activity
			3	Class Activity
		II	1	C
			2	B
			3	D
			4	A
	3- AN INTRODUCTION TO CRYPTOGRAPHY	I	1	Practical Activity
			2	Practical Activity
		II	1	C
			2	C
			3	A
			4	C
			5	A
		III	a	Practical Activity
			b	Practical Activity
			c	Practical Activity
	d		Practical Activity	
	4- AN INTRODUCTION TO CRYPTOGRAPHY PART II	I	a	Practical Activity
b			Practical Activity	
c			Practical Activity	
d			Practical Activity	
e			Practical Activity	
f			Practical Activity	

