

IT SKILLS IMPORTANT

Note: The first question is till the end of this document. Questions between them are question that can be asked as short question.

Jo pahla sawal hai is puray document k end tak uska answer chal raha hai bech bech may jo sawalat aarahay hai wo short questions k tor par point kiye gay hai.

Q: What are the **input and **output** devices of the computer?**

Ans:

Input Devices:

Definition:

An input device is any hardware component that allows users to input data or instructions into the computer.

Methods of inputting data & instructions:

There are two ways to enter data and instructions into the computer as following:

1. Indirect Input.
2. Direct Input.

1. **Indirect input:**

In indirect input method data is entered after intermediate handling. The most used indirect input devices are keyboard and pointing devices.

2. **Direct input:**

In this method data is entered directly into the computer system from the source. Devices used for direct input are called source data-entry devices. Most used direct input devices are scanning device, microphone and digital camera.

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Q. What are the usages of input devices? List few of them?

Ans. **Input Devices**

The devices that are used to enter data and instructions into the computer are called input devices. The input device accepts input (data and programs) in a form that the computer can use, and then sends to the processing unit.

Types of Input Devices

Generally, the input devices are divided into three types:

Keyboards

Pointing devices

Source data-entry devices

List of most popular and commonly used input devices is as following:

- Keyboard
- Mouse
- Scanners
- Digital Camera

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Q: What is an output and the functions of an output devices? List few of them.

Ans. Output devices:

Definition:

The information generated by the computer after processing data is called output. The processed data into a useful form and then translated into a form that the users can understand, it is called output. The user views output on a screen, prints it on the printer or hears it through speaker. Computers can generate several types of outputs.

Types of output:

These are classified into two categories as:

- (i) Hardcopy Output
- (ii) Softcopy Output Or Sound Output

i. Hardcopy Output:

The output which is permanent and is not lost when the device generating it is turned off, is called hardcopy output. The output printed on a paper is called hardcopy output.

Example:

The printers and plotters devices are used for this purpose.

ii. Softcopy Output Or Sound Output:

The output which is not permanent and is lost when the device generating it is turned off is called softcopy output. The output received on the display screen or in the audio or video form, is called

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softcopy output. This kind of output is not tangible (real) and it cannot be touched. Sound is also a type of softcopy output.

Example:

The output displayed on the computer screen is an example of softcopy output.

A list of commonly used output devices is given below:

- Monitors
- Printers
- Plotters
- Speakers