



Chapter-1

Lesson-1: Concept of Information and Communication Technology

1. Technology that is used for sending, receiving or storing information is – Information Technology.
2. Technology to enlarge the monitor screen – multimedia projector.
3. More effective technology for farmers – television.
4. Brought the entire world in the grip of mankind because of – the invention of radio.
5. Technology of getting examination result – mobile phone.
6. The full form of SMS is – short message service.
7. The easiest way to get information from website – internet.
8. The easiest way to get weather forecast in sea – radio.
9. Information transfer took a new dimension because of – the invention of telephone.
10. Paper was invented by – Chinese people.

Lesson-2: Concept of Information and Communication Technology

1. Mostly contribution for changing the entire world – digital electronics.
2. The present era is called – digital era.
3. Technology to transform ICT in reality – digital electronics.
4. The first computer of the world is – ENIAC
5. Being used to make communication easy – optical fiber.
6. Being invented to transfer information – optical superhighway.
7. Price of computer was – one lakh taka.
8. Being invented to use computer and other instrument – software.

Lesson-3: Data and Information

1. Getting information after analyzed – knowledge.
2. Voyager-1 is – spacecraft.
3. 98,100,96 and 95 are – data.
4. Send data to the earth while travelling through the solar world – Voyager-1.
5. Data and context together make – information.

Lesson-4: The Uses of Information and Communication Technology

1. Storehouse of information is called – internet.
2. A great revelation is occurred in the world because of – ICT.
3. Information is processed and analyzed by – computer.
4. An extraordinary instrument is – computer.



- 5.Used with mobile –internet.
- 6.SMS,email,chatting are –social communication.
- 7.The smallest version of the computer is –smartphone.

Lesson-5:The Uses of Information and Communication Technology

- 1.E-book is called –electronic book.
- 2.ICT is largely used in –science and rehearse.
- 3.To provide Medicare using mobile phone from far distance is called – telemedicine.
- 4.Thousands of books of a library can keep in –e-book.
- 5.Full form of ICT –information and communication technology.
- 6.Scientist of our country discovered –genomre of jute.
- 7.Name of the website on agriculture –e-agriculture.
- 8.A devastating cyclone was occurred in Bangladesh in -1970.
- 9.People died in cyclone in 1970s about -5 lac.
- 10.The medium to get photos of cyclone –satellite.

Lesson-6:The Uses of Information and Communication Technology

- 1.Example of advertising and mass media –radio,television.
- 2.To control office work using ICT is called –e-governess.
- 3.Full form of ATM is –Automated Teller Machine.
- 4.Once to make a one-second cartoon movie -26 picture were needed.
- 5.Shopping on online is called –e-commerce.
- 6.The field of using ATM card is –banking.
- 7.Number of publication of new books in every year about -35 crore.
- 8.Any area can be closely monitored by using –CCTV.
- 9.Electronic government or governance system is –e-commerce.
- 10.E-commerce is –electronic commerce.

Lesson-7&8:Significance of Information and Communication Technology

- 1.Treasure of earth is –knowledge.
- 2.Technology of taking pictures –digital camera.
- 3.Technology used in cooking –microwave.
- 4.Used for diagnosis –CT scans.
- 5.Help to drive vehicle –GPS.



6. Technology of washing cloth –washing machine.
7. The culture and analysis of information to –knowledge.
8. The country which analyzed the collected information is called –resourceful country.

Practice Part: Creative Essay Type Questions

Question with Answers of the Exercise

Lesson-1: Concept of Information and Communication Technology

Question-1: Write down about the information and communication technology.

Ans. Information and communication technology means to transfer, preserve and analyse the information. The different instruments, made on the basis of scientific data and information which have made human life easy and comfortable are together called information and communication technology.

The concept of information and communication was found for the first time during the Second World War. At present, everyone in the society is using it. At first it was dependent on computer. With the pace of time, technology is developing rapidly. The invention of new hardware and software makes it more dynamic, which creates many opportunities to exchange, transfer and preserve the information.

Question-2: Discuss the importance of using the information and communication technology for social communication.

Ans. The information and communication technology is one of the medium to communicate in personal and social life. Earlier, it was to communicate with the people of remote areas through letters. But presently, there is no tradition of letter in the era of mobile phone, land phone, internet etc. Moreover, the communication through letter is time consuming. But it is possible to communicate easily and swiftly in personal and social life through information and communication technology. Internet is rapid, less costly and available. The activities of social communication are become easier by e-mail or chatting through internet.

Question-3: How did people exchange information before the development of information and communication technology?

Ans. People exchange information in various ways before the development of information and communication technology. Once people exchange information only by talking with each other. After that, they use soil, stone, tree's bark to save information. People around the world do not talk in the same language. But objective of all languages is same. The Egyptian people wrote the sign of their



civilization by using picture. It's called hayaroglifics. The facilities of preserving and transferring information increased when the Chinese invented paper. For that reason, the facilities of exchanging information have been spread out.

Lesson-2: Concept of Information and Communication Technology

Question-1:What does 'Gobal Village' mean?

Ans.As a man can communicate with another man in a village at any moment,just like this the entire world has now become one village;any one can contact with any one and

from this concept the new term 'global village' has been coined. Everything to this effect has been possible due to information technology. In real term,we are living in a global village. Through this technology though we are not close physically,but virtually we all are very close to one another.

Question-2:What does virtually side by side mean?

Ans.By virtually side by side we mean to communicate with one another all the time. For the development of information and communiton technology,the world has come in the grips of our hands. The world has turned into a global village. Through this technology though we are not close physically,but virtually we all are very close to one another. As a man in a village can communicate with another man when he wishes,like this the technological developed world has turned into a village. Everyone can communicate with one another.

Lesson-3: Data and Information

Question-1:What is data called?

Ans.The small unit of information is called data. The raw material used in processing to get output or result is called data. Data can be presented as the lists of values of graphs and variables. The result that is found by processing,directing and accumulating various types of data is called information. If information is transfered in the human brain,its power increases. So the data is considered as the base of knowledge. Again it can be said that,data is some kind of sign and when anything is referred by it then it is turned into information.

Lesson-4: The Uses of Information and Communication Technology



Question-1: Which technology can easily be used in personal and social communication?

Ans. Mobile phone is an important technology for making the personal and social communication easier. Communication increases by talking and sending SMS through mobile phones. By using internet we can use e-mail or chatting. We can communicate with one another by using mobile phones only. In addition to mobile phones, we have SMS, e-mail, chatting. A great change has been made in respect of social communication through mobile phone.

Question-2: Write down about 'smart phone'.

Ans. In the age of information and communication technology, many works are being done by mobile phones. Once mobile phone was used to talk only. Now we can listen to songs, capture images, watch videos, listen radio through mobile phones. Mobile phones are becoming an intellectual device day by day. For these reasons, the modern mobile phones are called the smart phone.

Lesson-5: The Uses of Information and Communication Technology

Question-1: Mention the use of technology in the field of education.

Ans. Many interesting items of education can now be shown through multimedia. Scientific matters can be displayed on the screen and even one can appear at the examination through computer without writing anything in examination script. Now, a student has to go to school carrying a bag full of books; this will not be needed after few years. Students will be able to keep thousands of books of a library in an e-book along with his textbooks. Beside these, ICT can be used in different ways in the field of education. Such as –

- i. talking admission in the universities and colleges of foreign countries.
- ii. communicating with teachers in online.
- iii. communicating with different teachers around the world.

Question-2: Mention the use of ICT in the field of environment and weather.

Ans. The use of ICT in the field of environment and weather is very important. There was a time when many people died by storm in our country. Now the death rate by the storm has come down; because we can get the cyclone forecast with the help of ICT. Again coastal people are warned by radio and television. It becomes possible to give the actual forecast by using ICT. As a result, the amount of losses and damages from different natural calamities like cyclone, flood, tsunami etc are being reduced.



Lesson-6: The Uses of Information and Communication Technology

Question-1: Mention the use of ICT in the field of advertising and mass media.

Ans. The radio, television, newspaper or online news all are called the mass media. These things have developed much in today's world. We do not only get any news from any corner of the world, but also get the video of the incident. These have become possible only for ICT. At present, the newspaper is being published through computer. Newspaper is also publishing at the same time from different cities by using computer network. The news can be published in the newspaper by collecting it from the different areas through the mobile phone. It is being telecast on the television too.

Question-2: Mention the use of ICT in the field of publication.

Ans. The use of ICT is very important in the field of publication. New books are given to the students every year by the government in our country. The number of these books is more than 20 crores. This huge publication becomes possible only for ICT. Besides, by the help of ICT, published books are kept in websites so that anybody can download anything at any moment. The ICT has brought a revolutionary change in the field of publication.

Lesson-7&8: Significance of Information and Communication Technology

Question-1: Discuss the importance of ICT in turning into resourceful country.

Ans. Petroleum, iron-mine or gold mine, large mill-factories etc. were once treated as the main resources of the world. So the countries having muse of these, were treated as the rice countries. Now, this idea has been completely changed. Now it is thought that knowledge is the best asset of a nation. The country that has educated people, where knowledge is cultured, is the most resourceful country. The culture and analysis of information lead to the path of knowledge. So, the country whice collects and analysis information throught using ICT, will be turned into a resourceful country.

Chapter-2

Lesson-1: Instruments Related to ICT: Computer



- 1.Parts of computer's instrument are called –computer hardware.
- 2.Collects data from the memory and uses them –processor.
- 3.Information of computer store in –memory.
- 4.Input,output memory and processor are –main parts of computer.
- 5.Keyboard and mouse are –input instrument.
- 6.Number of main parts of computer is –4.
- 7.To activate computer along with hardware –software is needed.
- 8.Powerful computer of the world is called –supercomputer.
- 9.Monitor and printer are –output medium.
- 10.Human brain is –the surprising things in the world.

Lesson-2:Computer – Computer Game

- 1.Instruction for writing in the computer language is –programming.
- 2.Send result to output after processing information –memory.
- 3.Exchange information from memory –processor.
- 4.Writing in computer language is called –programming language.
- 5.Work of processor is sending information to –memory after processing information.

Lesson-3:Input Device

- 1.Digital camera and scanner are called –input device.
- 2.All language of the world can be written with –keyboard.
- 3.Webcam is –input device.
- 4.Device which is used to draw pictures on computer is –input device.
- 5.Input design for playing computer games –joystick.

Lesson-4:Memory and Storage Device

- 1.Name of the biggest storage is –hard disc drive.
- 2.Moves from 5400 to 7200 times in a minute –hard drive disc.
- 3.Full form of RAM –random access memory.
- 4.Can keep information equivalent to one million words in –one gigabyte RAM.
- 5.Important parts of computer is –memory.
- 6.Hard disc drive is one kind of – permanent memory.
- 7.Data and information are permanent store in –hard disc.
- 8.A8 gigabyte pen drive can store –10 thousand to twenty thousand books.



9. Pen drive form of –storage device.
10. Full form of CD –Compact Disc.

Lesson-5: Processor and Motherboard

1. Mother of the computer is called –motherboard.
2. Does millions of accounting work in a moment –processor.
3. Every part of computer is –important.
4. Processor attached with –motherboard.
5. An Electronic board inside of a computer is called –motherboard.
6. The biggest of the motherboard is called –processor.
7. For cooling down the processor we use –cooling fan.
8. Things attached with motherboard –memory chip.
9. The most important part of computer is –processor.

Lesson-6: Output Device

1. Plotter, speaker, multimedia projector are –output device.
2. Now a day monitor becomes –thin .
3. Used to show movie, meeting and seminar –multimedia projector.
4. Computer processed result are available on –monitor and printer.
5. Big picture, banner and poster are printed in –plotter.
6. Output device for sound or listening music –speaker.
7. Name of both input and output device is –touch screen.
8. Name of the device to show the picture of the monitor in a bigger size –multimedia projector.
9. The easiest solution for store something in permanent is –printer.

Lesson-7: Software

1. Input, output and processor are –hardware.
2. Super computer have their –own operating system.
3. All instruments of computer are active and meaning full by –using the operating system.
4. Generally software of computer are –two types.
5. Name of the software used to activate computer is –operating system.
6. Operating system is created by –computer scientist.
7. Software used to write, draw picture, listen to music and many other work is called –application software.
8. Name of open source operating system is –LINUX.



9. WINDOWS, MAC OS, UNIX are –operating system.

10. Full form of OS –Operating system.

Lesson-8: Application Software

1. Special software is prepared for doing a particular job is called –customized software.

2. Many richest people of the world sells –package software.

3. Separate software for different type of works are –package software.

4. Application software for writing is called –Word Processor.

5. Application software are –two types.

Lesson-9: Some more Machinery of Information and Communication Technology.

1. Used for recognizing road –GPS.

2. Electric wire is used to transmit signal –land phone.

3. The medium to watch a huge number of television channels at home –satellite.

4. Mobile phone gradually became –smartphone.

5. The instrument that connect telephone network with computer is –modern.

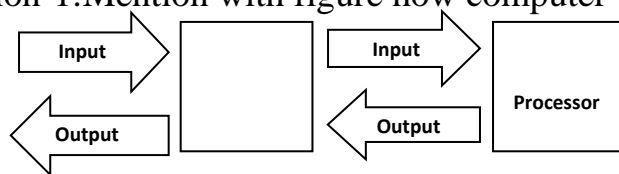
6. Looking towards the space from earth –satellite antenna.

7. To send light signals is used –laser light.

8. Transparent fiber of glass, which look like thin is used in –optical fiber.

Lesson-1: Instruments Related to ICT: Computer

Question-1: Mention with figure how computer works.



Ans. We can see in the picture that it has for parts: input, output, memory and processor. When we give information and data to computer through input, these are stored in the memory of the computer. The processor receives information and data from the memory and uses them and stores the results in then memory. The work being finished, then computer returns us information and data through output. This is the process of working of all the computers in the world.



Question-2:Discuss the importance of memory and processor in the working process of computer.

Ans.The important parts in the working process of computer are memory and processor. The information and data that are given by the input device will be preserved in the memory. The processor works with the information and data taking from the memory and preserved it in the memory after finishing the work. It is used as output later. So, the function of memory is to preserve the information and results. And through the processor, according to the direction of the user the supplied inputs are processed and deposited as output in the memory. So to work with information and producing results the function of processor.

Lesson-2:Computer – Computer Game

Question-1:What does program mean?

Ans.The instruction which a computer can understand are called program. Every software is a program. Different types of softwares and programs are needed to for doing different works. The program which is used to give different services and facilities to the computer is called system program.

The language by which the computer is made to understand its works is called the computer's language. In this case, the understandable instructions are given so that the computer provides output by understanding it.

Question-2:What does programs language mean?

Ans.Language is the medium to express the feelings of mind. There are varieties of languages in different countries and nations. Every language has its own alphabet and grammar. Computer does not understand the languages of man; it understands its own language. And we know the digits which are used in computer's language are 0 and 1. Program is written by using some signals and marks which the computer can recognise and arrange. These is special method. These signals and systems altogether to form the program is called the program language. There are differences of language in the of human beings. We also use many kinds of language in computer. All the languages that are used in computer are designed by the digit 0 and 1.

Lesson-3:Input Device

Question-1:Describe a difference between the use of keyboard and mouse.



Ans. Many times we need to insert a full picture in the computer. If the picture is taken by a digital camera, that picture can be directly inserted into the computer from the camera. If the picture is in print form, we have to scan it by a scanner if we want to insert it in the computer. So, the digital camera and the scanner are also one type of input device. Like digital camera, video camera or webcam are also input device. We can insert computer by these. Those who play computer games, sometimes use joystick. They insert game-information into the computer by this stick. Therefore these are also input devices. OMR machine can read the filled circle of the scripts. The instrument that can read these filled circles of the scripts is also input device, because this instrument inserts the information of the exam script into the computer.

Lesson-4:Memory and Storage Device

Question-1:Which one is the most important storage device and why?

Ans. Hard disc is the most important storage device that preserves the information and data permanently. The information kept in the RAM is temporary; it will vanish the memory from it when the computer will turn off. The information kept in the hard disc does not vanish when the computer is turned off. But the information can be erased and kept other if it is needed. The storage capacity of the hard disc is much higher; as a result many programs can be kept here. Besides, many important softwares including operating system can be preserved in the hard disc.

Question-2:Mention two ways of transferring information from one computer to another computer.

Ans. Normally Hard disc is strongly attached with the computer. So the solution to take information from one computer to another is CD-Compact Disc. The writing in a CD cannot be normally erased; but another type of CD is also available where it can write again and again or can erase information from it for more then one time. Another solution is pen drive. The Pen drives are so small that it can be kept in the pocket just like a pen. But its capacity is lot. As for example, it can be said, ten thousand to twenty thousand books can be kept in an 8 Gigabyte pen drive.

Question-3:Write about five storage device of a computer.

Ans. Five important storage devices are –

i. Hard disc: Many softwares are preserved here with the essential operating system software. Its preserving capacity is much.



- ii. CD: The optical disc to preserve the digital information is the Compact Disc or CD.
- iii. DVD: The latest version of CD is DVD. Generally its capacity is 4.5 to 5 Gigabyte.
- iv. Pen drive: The most popular and easily carrying storage device is pen drive.
- v. Portable Hard disc: It is the storage device with equal capacity of permanent hard disc of computer.

Lesson-5: Processor and Motherboard

Question-1: Write about the processor.

Ans. The most important part of a computer is processor. It is small in size. It is called the brain of a computer. It works as the director of the computer. What to do, when to do, how to do, all these directions are given by the processor. Processor does all the works. The processor is larger comparatively to any other instruments attached with the motherboard. A fan is connected above the processor.

Question-2: Explain the importance of fan above the processor.

Ans. A larger amount of electricity flows through a processor as it does millions of accounting-works in a moment. So, the processor becomes so hot that it needs to be cooled down by a fan otherwise the processor may be burnt down. For this reason a fan is kept over the processor.

Lesson-6: Output Device

Question-1: What are input and output devices called?

Ans. The devices by which the input is given in the computer are called the input devices. Such as – keyboard, mouse, scanner etc. The devices by which the computer gives the result after completing the functions on given input information and data are called the output devices. Such as – monitor, printer etc.

Question-2: Mention the advantages of using printer and projector.

Ans. The advantages of using printer – What appears in the monitor of a computer are not at all permanent-if anything comes, the previous ones will vanish. So printer



is needed to preserve it permanently. There is a problem to see the writing on the monitor but it is easier to see after printing.

The advantages of using projector – projector is needed to watch the same thing by many people at the same time. The projector can show the scenery of the monitor in large screen.

Lesson-7:Software

Question-1:How many types of software are there and what are these?Describe.

Ans.There are two types of software.Such as –

- i.Operating System or System Software
- ii.Application Software

i.Operating System or System Software:Computer is kept running by the system software. The moment when a computer is on by switching,the operating system starts working immediately. It examines all the hardwares of the computer,links up one hardware with the others,and activates the input and output system.

ii. Application Software:The software by which the user can do many works and application by the help of a computer is called the application software.

Question-2:Write about the “LINUX” operating system.

Ans.There are some operating systems that are needed to buy with money and these are very costly. But the LINUX operating system is free of cost. Many computer scientists of the world have jointly prepared one type of open source operating system which is free of cost. The name of such type of operating system is ‘LINUX’. The LINUX operating system control all the devices and keeps the computer running. Beside this,it connects the user and the computer. All these qualities are existed in the operating system.

Lesson-8:Application Software

Question-1:What does application software mean?

Ans.There are different types of software to do many works by the computer such as –writing,accounting,drawing etc. This software is called the application software. The application software is mentioned as the application program. Ready made programs are available for all types of practical works which can be done by computer. These programs are called Application Programme. Microsoft word,Photosession,Auto cad etc. are the examples of application software.



Question-2:What does package software and customised software mean?

Ans.Package software:When any software is prepared for all probable advantages of certain works then it is called the package software.

Customised software:When any special software is prepared for doing a particular work,then it is called ‘customised software’.

Lesson-9:Some more Machinery of Information and Communication Technology

Question-1:Write about the mobile phone.

Ans.The advantage of mobile phone is that it can be kept in pocket. The users can make communication at anywhere and any distance. With the help of mobile phone the call of public network can be received and made call there. In the modern mobile phones,there are the advantages to use new service.Different types of advantages can be got from mobile phone by using internet. Such as – receiving and sending e-mail,advantages of internet banking,the information from the share sites,and from any website of any educational institution etc.

Question-2:Write about the modem.

Ans.The word modem is the shortest form of Modulator-Demodulator. The modulator transfers the digital signal into analogue signal and demodulator transfers the analogue signal into digital signal. In the modem there is a modulator and a demodulator. The modem connected with the sending computer converts the digital signal of the computer into analogue signal and sends data and information to the receivers by the telephone communication. In that way,the process of changing analogue signal to digital signal to make it suitable for telephone line is called modulator. The modem connected with the user compiler again changes the analogue signal to digital signal and makes is useble for the computer.

Chapter-3

Lesson-1:The Safe Use of Information and Communication Technology

- 1.Always need electric connection –desktop computer.
- 2.For computer –need right electric connection.
- 3.A computer can tolerate –higher temperature than human.
- 4.Harmful for computer –wrong electric connection.
- 5.Flows from brain to nerve –electrical signal.
- 6.To keep the computer processor cool –fan .
- 7.Everyone needs to becareful about for using computer –electric connection.



8. We can feel electricity –more than 50 volts.

9. Electricity flow of our country –220 volt.

Lesson-2: The Maintenance of ICT Instruments

1. Back of LCD or LED monitor –not a glass.

2. At the time of cleaning any parts of computer –electric connection must be off.

3. Used as glass cleaner in CRT monitor –vinegar.

4. Used to clean keyboard –cotton bud.

5. At present most of the computer monitor –LCD.

6. Used to clean mouse –cotton bud.

7. Now a days all mouse –optical mouse.

8. Scratches on the monitor while cleaning it –pixel may damage.

Lesson-3: The Maintenance of Software

1. A computer has –two parts.

2. Improper maintenance of software may cause –computer virus.

3. Computer virus –harmful program.

4. Used to get rid from virus –open source software.

5. Program to protect the computer from virus –antivirus.

6. Virus can be in –CD or pen drive.

7. Not for open source software –virus.

8. Medium for spread out virus –network.

9. Exist in nature –real virus.

10. Computer virus developed by –dishonest people.

Lesson-4&5: Health Hazard and Consciousness of ICT Application

1. Made for help in daily life –computer.

2. Information and communication technology is comparatively –new technology.

3. A great threat to children mentality –computer.

4. Compare to physical sickness, mental sickness is more –dangerous.

5. Excessive use of computer –dangerous.

6. Playing too much computer games is a kind of –addiction.

7. Sitting in front of computer for a long time may cause –physical problem.

8. To use a computer require –intelligence.

Lesson-1: The Safe Use of Information and Communication Technology



Question-1: Which factors should be taken care for the safest use of computers?

Ans. For the safest use of computers, we should be concerned about the electric connection mostly. We should not connect the wires to the plug when it is opened. Beside the electric connection, we should also look after the air flow system of the computer. Because the processor of the computer turns into very hot when it works. So the internal temperature of the computer is much higher than the external temperature. The internal fan of the computer takes the hot air outside the computer and brings the cool air from the outside to the inside. So it must be ensured that the way of entrance and bringing out of air should not be closed. By ensuring those factors computer will run well for a longer period of time.

Lesson-2: The Maintenance of ICT Instruments

Question-1: What are the things that should be monitored carefully to keep the computer safe?

Ans. The things below should be carefully monitored in order to keep the computer safe.

Water or any liquid: It is wise not to keep any bottle of liquid near the computer. If water or any liquid which is electric conductor gets inside the computer, it can make the short circuit to any electronic equipment. Unfortunately if that happens, then computer should be plugged off immediately and put under the fan until a single droplet of water is dried off.

Dust: When the cooling fan of a computer drag the outside air in, it brings the dust as well. Later on, too much dust piled up to obstruct the inside hot air to get out as well as the outside air to get in. As a result, computer gets hotter inside. Therefore, this matter needs to be examined often.

Lesson-3: The Maintenance of Software

Question-1: What do you understand by computer virus?

Ans. Computer virus is a one kind of unknown harmful programmer which can work automatically. Man-made computer virus is nothing but a little programme. It can easily spread from one computer to another computer through computer network.

Question-2: Write down a way of taking care of software.

Ans. Taking care of software: Software is very necessary to operate computer. That is why it is essential to take care of software. There are several ways to take care of



software. Here, we will discuss about a very crucial obstruction of a computer, which is 'Virus'.

The biggest enemy of computer software is virus. Virus is a harmful program. If any virus infected disk, CD, pen drive or hard disk is inserted into the computer, automatically that virus gets inside the computer. Therefore, any external portable storage device must be checked carefully before inserting it into a computer. We use antivirus program to get rid of virus.

Lesson-4&5:Health Hazard and Consciousness of ICT Application

Question-1:Describe the procedure of the exercise of spine and shoulder while we use computer for a long time.

Ans.The procedures are given below:

- While sitting or standing straight,stretch both the hands in front and shake it up and down.
- Bend your all fingers to make a fist and then open right after and do the same thing ten (10) times.
- Insert the fingers of one hand into the fingers of other hand making crisscross tightly and stretch it front and back several times.
- Stand straight up,then bend at the left side and stay put for several seconds then get back to the straight position again. Do the same to the right side as well. Do the total exercise several times.
- Bend your neck in the front side touching the chest with the chin and then bend to the opposite side at the back as far as possible. Do the exercise for several times.

Chapter-4

Lesson-1:What is Word Processor?

- 1.Commercial software is –Microsoft Word.
- 2.Microsoft Company developed – Microsoft Word.
- 3.Word processing software is called –word processor.
- 4.The major difference between type writer and word processor is –editing.
- 5.Open office writer –open software.
- 6.Popular software to all –word processor.
- 7.To write something words are to be written and arranged in a specific system is called – processing.
- 8.Open source word processing software –open office writer.



9.The second great difference between normal writing and word processor is – document saving.

10.Name of application software for writing –word processor.

Lesson-2:Importance of Word Processor in ICT

1.100 word is equivalent –a picture.

2.Any type of handwritten can be represent neatly –word processor.

3.Easy to attach to word processor rather than handwritten script –picture.

4.Writing in word processor –beautiful than handwriting.

Lesson-3–28:Opening a New File and Writing in It Using Word Processor

1.Main input device of word processor –key board.

2.All word processor looks –alike.

3.To open word processor have to click left button of the mouse –two times.

4.A small vertical line will be blinking –known as cursor.

5.To open a new file have to click on –File.

6.Icon means in computer language –a small picture.

7.To store any written file in computer is called –save.

8.Start the word processor is called in computer language –open.

9.To delete the next part of the cursor have to press –delete button.

10.To delete the previous part of the cursor have to press –backspace button.

Lesson-1:What is Word Processor?

Question-1:What is word processing? Name some of the word processing software.

Ans. Word processing is the phrase used to describe the processing of words by using a computer for creating, editing and printing documents. It is an application software. Of all computer applications, word processing is the most common. We have many word processing software available for working. Some of the popular word processing software's are –

- Microsoft word
- Apple i-works
- Open office writer
- Atlantis word processor
- Note pad.

Lesson-2:Importance of Word Processor in ICT



Question-1: Explain the importance of word processor in information and communication technology.

Ans. Word processor plays an important role to enhance the ICT system. We use it for writing, making report, preparing research paper etc. There is no alternative of this programmed software in publishing the reference books or magazines which is basically helping us to develop the ICT sector. Moreover we use it for presenting and preserving any information.

Lesson-3–28: Opening a New File and Writing in It Using Word Processor

Question-1: Write down the procedure to start Microsoft Word.

Ans. There are two ways to start Microsoft Word.

Procedure 1: Click the icon on the desktop to start Microsoft Word.

Procedure 2: User who uses the windows, click the ‘start’ button, then choose the option named “All programs” and then after click the option “Microsoft office word”.

Chapter-5

Lesson-1: Internet

1. Network of millions of computer –internet.
2. History of liberation war of Bangladesh is found –internet.
3. Website of NCTB – www.nctb.gov.bd
4. Books can download –from website.
5. Perfect map of national memorial can be seen –with the help of google earth.
6. With information of millions of computer – information storehouse.
7. Important contribution on information and communication technology –internet.
8. Used to search something –internet.
9. Known as encyclopedia –Wikipedia.

Lesson-2&3: Internet Connection and Network-Network Game

1. Interconnection network came from –internet.
2. Worldwide computer network –internet.
3. Device used to connect two network –router.
4. Connect with one network to another network –network of networks.
5. Connection of multiple computer is called –computer network.
6. Internet was invented –in 1969.



- 7.Connects different network –router.
- 8.At present number of computer in internet –millions.
- 9.Number of computer was in first network – 4.

Lesson-4:Website

- 1.Used to search website easily –search engine.
- 2.Information of business company is found –in website.
- 3.Opportunity to present personal information in front of other is called –website.
- 4.Search engine one type of –application software.
- 5.Now a days trading can be done –in website.
- 6.Full address of website is called –URL
- 7.Full form of URL –Uniform Recourse Location.
- 8.Website of NASA –www.nasa.gov.
- 9.Web address of ESPN –www.espn.com.

Lesson-5-20:Web Brower and Search Engine

- 1.A distinct place to write website address is called –address bar.
- 2.To open browser need to click the icon –two times.
- 3.Internet Explorer, Mozilla Firefox, Google Chrome, Opera Safari –browser.
- 4.A special application software for browsing internet –browser.
- 5.For watching website –two things needed.
- 6.Google,Yahoo,Bing,Pipilika,Amazon –search engine.
- 7.To use a specific search engine have to write down its address on –address bar.
- 8.Website for watching liberation war museum –<http://liberationwarmuseum.org>
- 9.Website to view any area –<http://maps.google.com>
- 10.A special application software to find any information –search engine.

Lesson-1:Internet

Question-1:Write down about Internet.

Ans. Internet is a type of network, used world wide that connects all the computers around the world. It is the biggest network. This network connects different institutions, universities, research centers, government offices, business organizations and individual person throughout the world. Any one, connected with this network can reach to any information source instantly. That is why internet becomes the most important media of information and communication technology.



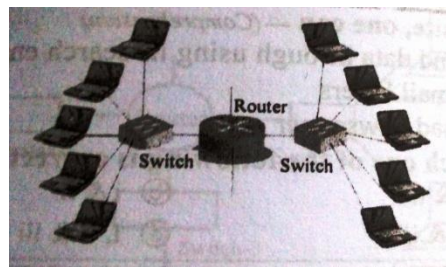
Lesson-2&3:Internet Connection and Network-Network Game

Question -1:What do you understand by switch?

Ans. Switch is a network connecting device as like as hub. Switch sends the received data from the sender side to the specified address of the receiver computer. Now a days most of the users use switch as a network connecting device. In switch possibility of facing obstacles which data trasmitting is very low. Moreover data communication takes less time in switch.

Question-2:Draw a network using router,switch and computer.

Ans.A network with the combination of router,switch and computer is given below.



Lesson-4:Website

Question-1:Write down about website.

Ans. Website is such a platform where someone can expose one's information to others. If anyone wants to take some information from others, then he has to get access to the source website of the owner. Each website gathers information about the owner who owns the website. Those who owns a website, try to keep all the necessary information as shared information. Each website has a particular name.

Lesson-5-20:Web Brower and Search Engine

Question-1:Write down about web browser.

Ans. Web browser is a particular application software that is used to view the websites. If we take internet as a virtual world, then websites are the addresses of the information sources. Browsing website is like roaming around the virtual world through the address. So this browsing software is called 'Web browser'. Currently some popular web browsers are – Internet Explorer, Mozilla Firefox, Google Chrome, Opera, Safari etc.

