Exercise

✅ **Multiple Choice Questions (MCQs) with Correct Answers**

1. **Why is it important to use computers safely and responsibly?**
   ✔ **b) To protect our personal information and make wise choices about hardware and software**

2. **What does "responsible computer usage" include?**
   ✔ **c) Being cautious about what you share online and protecting yourself and others**

3. **What should you check to ensure hardware and software compatibility?**
   ✔ **b) The system requirements on software packages and match them with your computer's specifications**

4. **Why is it important to use strong, unique passwords?**
   ✔ **c) To make it harder for someone to guess your password and access your accounts**

5. **What is one reason to avoid clicking on unknown links or downloading files from untrusted sources?**
   ✔ **b) They might contain malware that can harm your device or steal your information**

6. **What does Two-Factor Authentication (2FA) do?**
   ✔ **b) It adds an extra layer of security by requiring a second form of verification**

7. **Why should you be cautious when using public Wi-Fi for sensitive transactions?**
   ✔ **b) Public Wi-Fi networks are often less secure**

8. **What is an important aspect of responsible use of social media?**
   ✔ **c) Being respectful and avoiding sharing sensitive information publicly**

9. **What should you do if you receive an email from an unknown sender asking for personal information?**
   ✔ **c) Ignore or delete the email**

10. **Why is it important to regularly review your account activity?**
    ✔ **b) To look for unusual activity and ensure your accounts are secure**

11. **What is the purpose of privacy settings on digital platforms?**
    ✔ **b) To control who can see your information and interact with you online**

12. **What should you do to ensure data security?**
    ✔ **c) Use strong, unique passwords and enable two-factor authentication**

13. **What is a key aspect of data ethics?**
    ✔ **b) Transparency, respect for privacy, and accountability in data usage**

14. **What is software piracy?**
    ✔ **b) The illegal copying, distribution, or use of software**

15. **How can you verify the credibility of information found online?**
    ✔ **b) By using multiple reputable sources and checking the author's credentials**

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✍ Short Questions and Answers

1. **What is the importance of using computers safely and responsibly?**
   Computers store personal and sensitive information. Using them safely protects data, prevents harm, and helps us make better choices online.

2. **How does choosing the right hardware and software affect your computer usage?**
   It makes the computer work faster, keeps it secure, and helps avoid problems or compatibility issues.

3. **Why is it important to use antivirus software on your computer?**
   Antivirus software protects your device from viruses, malware, and hackers that try to steal your data or damage your files.

4. **What are some examples of good practices when selecting hardware and software?**
   o   Check compatibility with your system
   o   Read reviews from trusted sources
   o   Buy from official websites
   o   Choose updated and secure versions

5. **How can choosing compatible hardware and software enhance your computer experience?**
   It ensures everything works smoothly without errors, improves speed, and avoids system crashes.

6. **Why should you create strong, unique passwords for your accounts?**
   Strong passwords protect your accounts from being hacked and help keep your personal information safe.

7. **What is the purpose of regular software updates?**
   Updates fix bugs, improve features, and protect your device from new security threats.

8. **How can you protect yourself from harmful links and downloads?**
   Only click links or download files from trusted websites, and use antivirus protection to block threats.

9. **What is Two-Factor Authentication (2FA), and why is it useful?**
   It's a security feature that asks for a second step (like a code) after your password. It keeps your account safer.

10. **Why is it a good idea to avoid using public Wi-Fi for sensitive transactions?**
    Public Wi-Fi is not secure and can be easily hacked, which puts your personal information at risk.

11. **How can you verify if an email or message is a scam?**
    Look for spelling mistakes, check the sender's email, and don't click on suspicious links or provide personal data.

12. **Why is it important to be careful about what you share on social media?**
    Anything you share can be misused. It's important to protect your privacy and avoid cyberbullying or fraud.

13. **What should you do if you receive an email from an unknown sender asking for personal information?**
    Don't reply. Delete the email or mark it as spam to avoid phishing attempts.

14. **What is the purpose of privacy laws regarding your personal information?**
    Privacy laws protect your data and ensure that companies don't misuse your personal details.
15. **How do privacy laws protect you from unauthorized access to your data?**
    They make it illegal for others to collect, share, or sell your data without your consent.
16. **What is the difference between copyright, trademarks, and patents?**

- Copyright: Protects creative work like music, books, and videos
- Trademark: Protects brand names and logos
- Patent: Protects new inventions or ideas

17. **Why is it important to respect intellectual property rights?**
    It's fair to give credit to creators. Disrespecting these rights (like copying software) is illegal and unethical.
18. **What is software piracy, and why is it harmful?**
    Software piracy is using software without permission. It hurts developers and can bring viruses or legal trouble.
19. **How can you identify reliable sources when researching online?**
    Use trusted websites (.org, .edu), check author details, and compare information from multiple sources.
20. **What is one way to protect your privacy during online research?**
    Use private browsing, avoid logging into accounts, and don't enter personal information on unknown sites.
21. **What are some signs that you might be developing an internet addiction?**
    Spending too much time online, ignoring studies or sleep, and feeling anxious when not using the internet.

📘 **Long Questions (Detailed but Clear Answers)**

1. Discuss the importance of responsible computer usage in today's digital world.

Answer:
Responsible computer usage is important because computers store our personal, financial, and academic data. Using the right hardware and software improves safety, speed, and compatibility. For example, using antivirus software keeps the device safe from hackers, while compatible hardware ensures smooth performance. Being responsible also means avoiding cyberbullying, protecting privacy, and making smart choices online.

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2. Describe the steps you should take to ensure the safe operation of digital platforms and devices.

Answer:

- Use strong, unique passwords and enable 2FA
- Keep software and apps updated
- Use antivirus software
- Avoid clicking on unknown links
- Use secure websites (https://)
- Be cautious on public Wi-Fi
- Set privacy settings on social media and apps

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3. Explain the concept of data ethics and its importance.

Answer:
Data ethics means using personal information fairly and responsibly. It includes:

- **Transparency:** Tell users how their data is used
- **Respect for privacy:** Don't collect or share more data than needed
- **Accountability:** Be responsible for keeping data safe
  These principles protect users from misuse, fraud, and data leaks.

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4. Analyze the impact of privacy laws on protecting personal information.

Answer:
Privacy laws like Pakistan's Personal Data Protection Bill give people control over their data. They ensure:

- Data is collected with consent
- Companies cannot sell or misuse information
- There are penalties for data leaks or unauthorized access
  Such laws help protect citizens in the digital world.

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5. Discuss the different types of intellectual property rights.

Answer:

- **Copyright:** Protects creative works (books, music, software)
- **Trademarks:** Protect brand names and logos
- **Patents:** Protect inventions and new ideas
  These rights encourage creativity and innovation while stopping others from stealing or copying work.

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6. Describe ethical and legal responsibilities related to intellectual property rights.

Answer:

We must respect creators by not copying or sharing their work illegally. Breaking these laws can result in:

- Fines or jail time
- Viruses from pirated software
- Loss of trust or credibility
  Respecting IP rights supports honest creativity.

7. Outline techniques for safe and credible online research.

Answer:

- Use trusted sources (e.g., .org, .edu, official news)
- Check author credentials
- Compare multiple sources
- Avoid clicking on suspicious ads
- Use privacy settings or incognito mode
  These steps help you stay safe and find reliable information.

8. Discuss the concept of internet addiction and its impact.

Answer:

Internet addiction happens when someone uses the internet too much, causing harm to health, studies, or relationships.
Signs:

- Skipping sleep or schoolwork
- Feeling anxious when offline
  Solutions:
- Set time limits
- Take breaks
- Do offline activities like reading or sports
  Balanced use of technology is important for mental health.