

**WORKSHEET NO:- 1**

**Subject :- Information Technology**

**Class - IX**

**Chapter 1- Part 1**

1. The term \_\_\_\_\_ is the word that refers to use of scientific tools, network technologies to transfer information
2. Information Technology that enables the business by improving the quality of service is \_\_\_\_\_
3. ITeS is also called \_\_\_\_\_
4. E-enabled services \_\_\_\_\_ costs and improve service standards.
5. The \_\_\_\_\_ is highly organised and hence various kinds of jobs are outsourced in India.
6. \_\_\_\_\_ is the technology used to convey, create, manage , store and exchange information by electronic technology.
7. Data refers to the facts or raw material, which are processed to get the \_\_\_\_\_
8. What are the 2 pros and cons of using ICT?
9. What precautions are required to ensure that ICT use is safe?
10. BPO service industry in India is doing exceptionally well. State two reasons.

**Answers**

1. Technology
2. ITeS
3. Web Enabled / Remote Services
4. Reduces
5. BPO
6. IT
7. Information

**8. The Pros of ICT are as follows :-**

1. Speed – Technology makes communication faster. You can transmit high volumes of data all over the world instantly.
2. Saving costs – Cuts down the cost of buying stationary for official purposes.  
Replacing written records with digital documentation saves crores of money in expenses every year.

**The Cons of ICT are as follows :-**

1. Computer Viruses – It can cause chaos and disrupt our daily lives.
2. Expensive - Although technology is already a part of many people's lives, there are still some people out there who cannot afford some technologies.

**9. The precautions are as follows :-**

- Create backup of data on a regular basis. One must always have a backup storage to help regain information in case any data may be lost.
- One should install antivirus software.
- Use strong passwords that contain at least 8 characters with a combination of letters, numbers and symbols. Strong passwords are less likely to be hacked than very generic passwords.
- Limit information on social media sites.

- 10.**
1. Service providers invest in latest hardware and software to deliver the best of services.
  2. Service providers ensure to meet the required quality standards and provide exceptional services.
  3. Government of India is encouraging the BPO industry by providing necessary infrastructure and logistical support.