**Data entry**

**Ans 1 (a)**

System software coordinates the activities and functions of hardware and software, and it controls the operations of computer hardware. A computer's operating system is an example of system software. Operating systems control the computer hardware and act as an interface with application programs.

System software is software designed to provide a platform for other software. Examples of system software include operating systems like macOS, GNU/Linux and Microsoft Windows, computational science software, game engines, industrial automation, and software as a service applications.

**Ans 2(b)**

File management is organizing and keeping track of files and folders, helping you stay organized, so information is easily located. A folder is a container for storing programs and files, similar to a folder in a file cabinet. As with a file cabinet, working with poorly managed files is like looking for a needle in a haystack—it is frustrating and time-consuming to search through irrelevant, misnamed, and out-of-date files to find the one you want. Windows allows you to organize folders and files in a file hierarchy, imitating the way you store paper documents in real folders. Just as a file cabinet contains several folders, each containing related documents with dividers grouping related folders together, so the Windows file hierarchy allows you to organize your files in folders, and then place folders in other folders. Windows 7 comes with four libraries: Documents, Pictures, Music, and Videos. Libraries (New!) are special folders that catalog folders and files in a central location. A library includes and displays folders that are stored in different locations on your computer.

**Ans 3(a)**

The term “unauthorized access” means invading the privacy of someone’s computer without their consent. Such a situation can arise if you leave your system unattended or you are using your internet without any firewall to protect against malware and viruses. In order to protect your data, you can take preventive measures regardless of the operating system you use.

Today, users are aware of password protection that is essential for wireless networks and systems. Irrespective of the fact that cyber rogues can get access to your private data, there are still a few loopholes that most users aren’t aware of. Therefore, the shortcomings are utilized by cybercriminals in order to gain access to your system.

In this article, the best tips and techniques are covered to prevent unauthorized computer or network access.

Install all Security Patches

People who are using Windows PC often ignore Microsoft updates that ensure the security and protection of your confidential data. These usually pop up during work – thus users tend to ignore them to avoid interruptions. However, what they are not aware of is that these updates are critical as they include updated security patches that ensure better data protection. If you are concerned about why these updates are required, it is because the operating system and browser that you use have certain susceptibilities, which may give unauthorized computer access to hackers. In addition to this, hackers can easily determine loopholes to invade a computer. It is recommended to set the Microsoft Updates to automatic so that you can save your time and valuable data.

Ans 5 (a)

Moving to a new Windows 10 PC is an exciting time, especially if you were lucky enough to snag an option from our list of the best windows laptops available now. Shiny new hardware and a snappy system are sitting there waiting to be used. The problem is that your familiar files are sitting on your old PC, and you don't want to start over entirely anew. To ease your transition between PCs, here are seven ways you can transfer your data.

1. Use OneDrive to transfer your data

2. Use an external hard drive to transfer your data

3. Use a transfer cable to transfer your data

4. Use PCmover to transfer your data

5. Use Macrium Reflect to clone your hard drive

6. Use Nearby sharing instead of HomeGroup

7. Use Flip Transfer for quick, free sharing