# COMPUTER (CLASS-4)

# CHAPTER-1 – Applications of Computers

Exercises

- A. 1. c 2. b 3. b 4. c
- B. 1. keeping 2. medical tests, surgeries
  - 4. bills 5. desktop publishing
- C. 1. It is because of the following reasons :
  - (a) It is very fast and accurate.
  - (b) It can do several tasks at the same time.
  - 2. The uses of computers in banks are as follows :
    - (a) Printing customer's account statements
    - (b) Updating account balance and calculating interest.
    - (c) Online enquiry of customer's account balance
    - (d) Operating Autometed Teller Machines which are machines installed outside the bank that enable customers to withdraw money at any time.
  - 3. Computers are widely used in the field of medicine for the purpose of diagnosis and treatment.
  - 4. Computer controlled cameras are used in satellites. They help us to know about the heavenly bodies and water.
  - 5. With the help of computers, it has become easy to make cartoon films and other animation. Computers also help to create special scenes like a building on fire, an earthquake or a big battle.

# Activity Zone

- A. 1. School 2. Office 3. Bank 4. Hospital
- B. Visual Effects VFX
  - Special Effects SFX

VFX are digital, made on a computer in post production, SFX are practical (props, makeup, animatronics, pyrotechnical, etc.) made on set during production. You can also mix them like shooting a SFX footage and composite it using VFX.)

# CHAPTER-2 – Input And Output Devices

# Exercises

A.	1.	b 2. a	a		3. c	4. b	5. a		
B.	1.	peripherals		2.	control	3. Joystick	4.	false	5. hard
0	1	C 1	0	C 1	2	A	_	C 1	

- C. 1. false 2. false 3. true 4. true 5. false 6. true
- D. 1. The main function of a mouse is to point things on the monitor and select files, folders etc. It also helps to drag an object on the screen from one place to another. It also helps to play games on the computer.
  - 2. The output that you get on a monitor is called the soft copy and the output on a paper that we get from a printer is called hard copy.

3. account balance, interest

(Computer Part-4)

6. computer

- 3. The microphone is an input device that converts sound into a signal. This signal then, can be feel into a computer speakers produce audible output. You use them to hear music or other sounds on your computer.
- 4. Magnetic Ink Character Reader is designed to read the numbers present at the bottom of a cheque. It is used in banks for reading date from cheques.
- 5. CRT monitors are heavy and they take up a lot of desk space. LCD monitors are light in terms of weight. They consume less power and take up very little desk space.

#### Activity Zone

- A. 1. Scanner 2. Printer 3. Microphone 4. Bar Code Reader
- B. 1. scanner 2. Web camera, cables
  - 3. A barcode scan is fast and reliable and takes infinitely less time than entering data by hand. Barcode eliminates the possibility of human error.

#### CHAPTER-3 – Window 8.1 : A Wonderful OS

#### Exercises

- A. 1. c 2. a 3. b 4. b 5. a
- B. 1. Computer 2. This PC 3. Contents
  - 4. Control Panel 5. System Tray
- C. 1. When we boot up the computer system the computer screen changes many times and flashes some messages. Finally, a screen appears. This is the first screen of the Windows and is called Desktop.
  - 2. Two icons on the desktop are This PC and Recycle Bin.
  - 3. File Explorer is a window that allows you to explore and manage files and folders within your computer.
  - 4. Moving a file or a folder means shifting it from its original location (source) to another location (destination).
    - (a) Click the file or folder that is to be copied.
    - (b) Click *Home*.
    - (c) Click *Copy* if you want to copy. Click *Move to* if you want to move a file or a folder.
    - (d) Click the destination folder where the file or folder is to copied or moved.
  - 5. We can always change the name of a folder or a file. Giving a new name to the file or folder is called Renaming a file or folder.
  - 6. The background image of the desktop is called wallpaper. The image that appears when the computer is left idle for a specified time is called screen saver.

#### **Activity Zone**

Do it yourself.

#### **CHAPTER-4** – Tux Paint

#### Exercises

A. 1	1.	Story Board	2. Alt + S	3.	story board	4.	slide show	5.	Erase
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- B. 1. To create a slide show the steps are as follows :
  - (a) Click *Open*. It displays the list of saved pictures.
  - (b) Click *Slides*
  - (c) Carefully click all those pictures, one by one, which you want to present in your presentation. Each picture that you click will be marked by a number.
  - (d) Click the sliding scale to adjust the speed of the slide show, from slowest to fastest.
  - (e) Click *Play* to begin the slide show.
  - 2. We will press Alt + S to mute the sound effects.
  - 3. The sliding scale next to the Play button is used to adjust the speed of the slide show, from slowest to fastest.

# Activity Zone

Do it yourself.

# Test Paper-1

- A. 1. Printer 2. Mouse 3. Web Camera
  - 4. Graphic tablet 3. Plotter 6. Scanner
- B. 1. Computers are very useful in banks and schools.
  - 2. Navigation keys are used for moving through the documents or web pages and editing the text.
  - 3. PDF fill will open in Adobe Reader.
  - 4. The stamp tool is used in Tux Paint.
  - 5. Stamp tool is used to paste different images like a tree, a ladybird, a lion, a mouse etc.
- C. 1. Sky Drive 2. File Explorer 3. Moving 4. Network
- D. 1. c 2. a 3. e 4. b 5. d
- E. 1. The steps are as follows.
  - (a) In the right pane of the File Explorer, click the file or folder that is to be renamed.
  - (b) Click the Customise Quick Access Toolbar arrow and then Rename.
  - (c) Type the new name in the highlighted area and press Enter. You will find that the name of the folder has been changed.
  - 2. Devices like the keyboard, mouse, etc. that help you enter your date into the computer are called input devices. Devices like the monitor, printer, etc., through which you see the output are called output device.
  - 3. CRT monitors are heavy and they take up a lot of desk space. LCD monitors are light in terms of weight. They consume less power and take up very little desk space.
  - 4. Icons are small pictures on the desktop. These pictures are followed by their names. These pictures represent file, folders, programs software.
  - 5. To quit from Tux Paint, Click Quit. You will first be asked whether you really want to quit. If you choose 'Yes, I'm done!' but not saved the current picture, you will be asked whether you wish to save it or not.

# CHAPTER-5 – Text Editing In MS Word

#### Exercises

- A. 1. text 2. blue 3. word 4. undo 5. copy
- B. 1. true 2. false 3. true 4. true 5. false
- C. 1. Double-click the selection bar or triple-click anywhere in the paragraph.
  - 2. To delete a word, we can use a backspace key or a delete key.
  - 3. The copying means to create a duplicate of the selected text, leaving the original text unchanged. Moving text means to shift the text from one place to another. Copying is done by cut and copy command. Moving is done by Cut and Paste commands.
  - 4. Quick Access Toolbar can be seen on the top of the Word Screen. It has tools that are frequently used, such as, Save, Undo, Redo, etc. We can customise the Quick Access Toolbar.

## **Activity Zone**

1. Delete 2. COPY/PASTE 3. CUT

# CHAPTER-6 – Formatting In MS Word

# Exercises

- A. 1. b 2. b 3. a 4. c
- B. 1. Ctrl-I 2. Bold Italics 3. Right
  - 5. Style 6. Style
- C. 1. Setting that are standard or pre-defined in a software package are called default settings.
  - 2. Take the following steps.
    - (a) Select the text or paragraph.
    - (b) In the Paragraph group of Home Tab, click the drop-down arrow of the Border button and click Border and Shading.
    - (c) Click *Borders* from the *Borders and Shading* dialog box.
    - (d) Choose the settings of your choice.
  - 3. Displaying text in a certain way is known as character formatting. It consists of text properties-font colour, font size, font type, underline, bold, italics, etc.
  - 4. The steps are as follows :
    - (a) Select the text.
    - (b) In the font group of Home, click Font dialog box launcher. The Font dialog box appears.
    - (c) In the Font style box, select the font style–bold and then underline.
  - 5. Text is highlighted to make it attractive and important.

# **Activity Zone**

Manish -	_	Bold	Rajni	_	Underline
Karan -	_	Italics	Jaikaran	_	Italics and Underline
Ali -	_	Bold	Ishita	_	Bold and Underline
Time -	_	Bold and Italics	Paresh	—	Normal

# CHAPTER-7 – MS PowerPoint 2010

# Exercises

- A. 1. a 2. c 3. c 4. b 5. F5
- B. 1. slide 2. slide show 3. a presentation 4. Quick Access 5. Slide
- C. 1. People in the corporate world can use it to present information about their products or company in seminars and meetings.
  - 2. The steps are as follows.
    - (a) From the *Home* tab, click the bottom half *New Slide* command to open the menu of slide layout option.
    - (b) Select a slide of your choice.
    - (c) That way new slide will be added to your presentations.
  - 3. The steps are as follows.
    - (a) Click Design. (b) Click More in the Themes group.
    - (c) Select a theme of our choice.
  - 4. The steps are as follows.
    - (a) Click *Insert* tab. (b) Click *Picture* in the *Illustration* group.
    - (c) The Insert Picture dialog box appears on the screen.
    - (d) Locate the picture that is to be inserted.
    - (e) Click *Insert* now.
  - 5. The default extension of a file in PowerPoint 2010 is apptx.
  - 6. The two ways are as follows.
  - (a) Press F5 (b) Click the Slide Show tab. Click *From Beginning*.

# Activity Zone

Do it yourself.

# CHAPTER-8 – More On MS PowerPoint

# Exercises

- A. 1. a 2. a 3. b 4. c 5. a
- B. 1. true 2. false 3. true 4. false 5. true

C. 1. There are two things that we should keep in mind while making an effective slide.

- Each slide in the presentation should have short and precise text.
- One slide should discuss only one topic or subtopic.
- 2. The steps are as follows.
  - (a) Click Insert.
  - (b) In the Text group, Click Test Box.
  - (c) The mouse pointer changes to +.
  - (d) Bring the pointer to the place on the slide where you want to add a text box.
  - (e) Click and drag the mouse cursor on the slide so that a text box may be inserted.
  - (f) When the text box takes the desired size, release the mouse button.

- 3. To reposition a text box, drag the pointer over the border. When the pointer changes, click and drag the text box to a new location.
- 4. The different change case options are :
  - Sentence, Case, Capitalize Each word, Togglecase, Lowercase and Uppercase.
- 5. The steps are as follow :
  - (a) In the pane on the left, right-click the slide thumbnail that you want to delete.
  - (b) Click Delete slide.

## Activity Zone

Do it yourself.

#### CHAPTER-9 – Multimedia

#### Exercises

- A. 1. multimedia 2. education 3. memory 4. sound card 5. interactive
- B. 1. With the help of multimedia, many media forms, such as text, sound, video, animation and graphics can be combined.
  - 2. Multimedia programs are generally used for the following purposes :
    - Playing games

Educational purpose

Speakers

- Playing music and moviesGiving training to students and workers
- Creating movies, games and advertisements
- 3. A multimedia system consists of the following hardware :
  - Sound card
     CD-ROM/DVD ROM drive
    - Microphone
- 4. The three games that come free with windows are Microsoft Jigsaw, Cut the Rope and Chess.
- 5. Some popular online games are Counter Strike, War craft, Street Fighter, Call of Duty, Gears of War, Age of Empire, etc.

#### **Activity Zone**

Do it yourself.



(Computer Part-4)

#### B. 1. Windows Media Player

- (i) Click Start  $\rightarrow$  Arrow pointing downwards  $\rightarrow$  Go to Windows Media Players.
- (ii) The Windows Media Player Window will open on the computer.

# 2. The Game of Chess

- (i) Click Start  $\rightarrow$  Arrow pointing downs  $\rightarrow$  App scree  $\rightarrow$  Chess +
- (ii) Click 'Click to Start'
- (iii) Choose option either Yes or No to play against computer.
- C. 1. F 2. T 3. T 4. F 5. T

D. 1. Moving 2. Highlighting 3. Presentation

4. Bullet 5. Multimedia

- E. 1. d 2. a 3. e 4. b 5. c
- F. 1. Making changes in the document, correcting mistakes, checking spelling and grammar, etc. is called editing a document whereas making the document look beautiful so that it is understood well is called formatting.
  - 2. We can start a slide show by pressing F5.
  - 3. The steps are as follows.
    - (a) Click Insert.
    - (b) In the Text group, click Text Box.
    - (c) The mouse pointer changes to +.
    - (d) Bring the pointer to the place on the slide where you want to add a text box.
    - (e) Now, click and drag the mouse cursor on the slide so that a text box may be inserted.
    - (f) When the text box takes the desired size, release the mouse button.
  - 4. Different change case options are Sentence Case, Capitalize Each Word, Toggle case, Lowercase and Uppercase.
  - 5. Multimedia programs are generally used for the following purposes.
    - Playing games
    - Playing music and movies
    - Educational purposes
    - Giving training to student and workers
    - Creating movies, game and advertisements