

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 3. account balance, interest
4. bills 5. desktop publishing 6. computer
- 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 Automated 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, make-up, 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 3. c 4. b 5. a
- B. 1. peripherals 2. control 3. Joystick 4. false 5. hard
- 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. The microphone is an input device that converts sound into a signal. This signal then, can be fed into a computer speaker to 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 data 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 be 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. Story Board 2. Alt + S 3. story board 4. slide show 5. Erase

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 | – | <u>Underline</u> |
| Karan | – | <i>Italics</i> | Jaikaran | – | <i>Italics</i> and <u>Underline</u> |
| Ali | – | Bold | Ishita | – | Bold and <u>Underline</u> |
| Time | – | Bold and <i>Italics</i> | 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 *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) 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.

B. 1. **Windows Media Player**

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

2. **The Game of Chess**

- (i) Click Start → Arrow pointing downwards → App scree → 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