

Activity Zone

1. Pascaline, Blaise Pascal
2. Napier's bones, Sir John Naper
3. Analytical Engine, Charles Babbage
4. Mark-I, Howard H. Aiken
5. UNIVAC I, J Presper Eckert and John Mauchly

CHAPTER-2 – Memory Of A Computer

Exercises

- A. 1. d 2. a 3. a 4. a 5. c 6. a
- B. 1. RAM 2. bit 3. ROM 4. USB 5. CD-ROM
- C. 1. Memory is a digital space in which computers store information and all sets of instructions.
2. A computer works with only two digits—0 and 1. The data inputs into the computer are first converted into 0's and 1's for the computer to understand them. These digits are called Binary Digits.
3. Two types of primary memory are RAM (Random Access Memory) and ROM (Read only Memory).
4. Primary memory of a computer is largely temporary in nature. So, it is important to have some other form of memory on which data and programs can be stored secondary memory.
5. A hard disk is a metallic disk in a circular shape. It has magnetic material coated on it. Several hard disks are assembled together. The resultant unit is called Disk Pack.
6. Pen drives have become so popular because it is easy-to-use and small enough to be carried in a packet.
- B. 1. RAM is the computer's working memory. It temporarily stores programs and data that are being used at a given time by the user. As soon as the power of the computer is switched off, the stored data and instructions disappear from RAM. Secondary memory is where programs and data are stored on a long-term basis. It is not directly accessible by the CPU. The secondary memory is non-volatile, i.e., it does not depend on power supply.
2. Megabyte is a smaller unit than gigabyte. A megabyte is equal to 1024 KB and a gigabyte is equal to (1024 × 1024) KB.
3. A hard disk is fixed in the CPU box of the computer. It remains there usually and is not used to transport data from one computer to the other. Whereas a CD is a portable device. It is generally used to transport data from one computer to other.

Activity Zone

1. Electrical Erasable Programmable Read Only Memory
2. Compact Disk-Read Only Memory
3. Digital Versatile Disk
4. Erasable Programmable Read Only Memory
5. Read Only Memory

6. Programmable Read Only Memory
7. Random Access Memory

CHAPTER-3 – Formatting In MS Word

Exercises

- A. 1. b 2. a 3. b 4. a
- B. 1. true 2. true 3. true 4. true
- C. 1. By default, on MS word document has one column. But you can have multiple columns in a ord document. setting many columns on a page is called column formatting.
2. Making changes to the setting of a page is called page formatting.
 3. Alignment is the manner in which text is placed between the margins of a page.
 4. The steps are as follows :
 - (a) Select the text.
 - (b) Click *Page Layout*.
 - (c) In the *Page Setup* group, specify the number of columns by clicking *columns*.
 - (d) You can also click *More Columns* to get the column dialog box. Here you can proceed according to your needs regarding setting of columns.
 5. The steps are as follows "
 - (a) Click *Page Layout*.
 - (b) In the *Page Setup* group, click *Page Setup*.
 - (c) The Page Setup dialog box will appear. Click *Layout*.
 - (d) Click the option you want in the vertical alignment box.
 - (e) In the *Apply to* box, click whole document or select text.
 - (f) Click *OK*.

Activity Zone

1. This button helps to have landscape orientation, i.e., a printout along the length of the paper.
2. The button marks the end of a page.
3. This button is used to set te size of paper.
4. This button helps to have portrait orientation, i.e., a printout along the width of the paper.
5. This button is used to specify our own margin settings.

CHAPTER-4 – MS Word–More Features

Exercises

- A. 1. equally 2. Thesaurus 3. lowercase 4. Replace 5. numbered
- B. 1. true 2. true 3. false 4. false 5. true
- C. 1. Green wavy lines in an MS word document indicate grammatical mistakes.

2. We should check spelling and grammar of text to make it errors free. Only an error-free text leaves a good impression on the reader.
3. The steps are as follows :
 - (a) Place the cursor at the location where you want to stat the list.
 - (b) Click *Home*.
 - (c) In the *Paragraph* group, click the down arrow next to the Bullets button.
 - (d) The Bullet library appears.
 - (e) Select the desired bullet.
4. The steps are as follows :
 - (a) Bring the cursor at the location where the symbol is to appear.
 - (b) Click Insert.
 - (c) Click *Symbol* in the *Symbols* group.
 - (d) A list of symbols appears, click the desired symbol.

CHAPTER-5 – Making Table In MS Word

Exercises

- A. 1. Can 2. Insert 3. Merging 4. Width 5. Illustrations
- B. 1. A row is the horizontal series of cells in the table. A column is the vertical series of cells.
2. We can create a table using the following different ways.
 - (a) Using Grid
 - (b) Using the Insert Table option
 - (c) Using Quick Tables
3. The steps are as follows.
 - (a) Click the cell, row or column where you want to insert a new blank row or column.
 - (b) Right click, select *Insert* from the shortcut menu and then select the appropriate option.
4. The steps are as follows.
 - (a) Select the entire table.
 - (b) Click *Design* in Table tools.
 - (c) Click the down arrow of the *Borders* option in *Table Styles* group. Then choose from the following.
 - (i) Click one of the pre-defined border sets. Click *Borders and Shading*. The *Borders and Shading* dialog box comes on the screen.
 - (ii) Click the Borders tab and then choose the options you want.
 - (iii) Select a border setting from the setting options.
 - (iv) Choose a line style from the style drop-down list.

5. Click the *Shading* tab in the Borders and Shading dialog box. Select the desired shaded colour. If you want to remove shading, click *No colour*. Then click OK.
6. The steps are as follows
 - (a) Open the document.
 - (b) Click *Insert* and then choose Picture button from *Illustrations* group.
 - (c) Click *Pictures* in the *Library* group.
 - (d) Double click the folder Pictures in the right pane.
 - (e) The picture will be inserted. Set the size of the picture according to your requirements.

Activity Zone

Do it yourself.

CHAPTER-6 – Working With Objects In MS Word

Exercises

- A. 1. can 2. a closed 3. Pattern 4. shadow 5. Equation
- B. 1. true 2. true 3. false 4. true 5. true
- C. 1. The steps are as follows.
 - (a) Click the WordArt object.
 - (b) Click *Shape Fill* in the *WordArt* Style group.
 - (c) Click the colour you want under *Theme Colors*.
 - (d) If you want a colour that in not in Theme Color, click More Fill Colors. The *Colors dialog* box appears. You can click the color that you want from the Standard tab or use the custom tab to mix your own colours.
2. The different fill effects that can be applied to a WordArt object are : No Fill, More Fill Colors, Picture, Gradient and Texture.
3. The steps are as follows :
 - (a) Click the *Insert* tab at the top of the window.
 - (b) Click the *Shape* drop-down menu in the Illustrations section.
 - (c) Click the *Oval* icon in the *Basic Shapes* group.
 - (d) Click the mouse at the desired location in your document. Then drag your mouse until the oval is at the desired shape.
 - (e) If it is not currently selected, click the *Drawing Tools–Format* tab at the top of the window.
 - (f) Click inside the Shape Height field in the *Size* section of the ribbon at the top of the window then enter your desired circle height.
 - (g) Click inside the Shape Width field under the Shape Height field, then enter the same value that you entered in Step 7. Your shape should now be a perfect circle.

4. The steps are as follows.
 - (a) Click the position at which you want to insert the Clip Art.
 - (b) Click Insert
 - (c) Choose Clip Art in the *Illustrations* group.
 - (d) The Clip Art pane appears to be right of the MS Word Window.

Activity Zone

1. WordArt
2. Picture
3. ClipArt
4. Shapes

CHAPTER-7 – More On MS PowerPoint

Exercises

- A. 1. a 2. b 3. c 4. b 5. a
- B. 1. slide 2. two 3. Slides tab 4. enlarged 5. Notes
- C. 1. The steps are as follows
 - (a) Click File tab. This takes you to Backstage view.
 - (b) Click New.
 - (c) Select *Sample templates* under *Available Templates and Themes*.
 - (d) Click the template that you want.
 - (e) Click Create.
2. The two ways to add a new slide in a presentation are : office Themes. Duplicate Selected Slides or Reuse Slides.
3. There are many different ways through which one can view a presentation. There are :
 - Normal • Slide Sorter • Slide Slow
4. The two places are : schools and business house where we likely to come across PowerPoint presentation.
5. The steps are as follows :
 - (a) Click *Slide Show* on the Ribbon.
 - (b) Click the *From Beginning* button in the *Start Slide Show* group.
 Your slide show will begin on the screen.

Activity Zone

Do it yourself.

CHAPTER-8 – Internet Operations

Exercises

- A. 1. a 2. a 3. c
- B. 1. The Internet is the way of gathering information and knowledge on a particular topic.
2. The homepage of a website in the opening page or the main page. It comes on the screen every time when we type the URL of a website. It contains introductory information about its website. It has links to other pages of that website.
3. A web browser is a software that allows us to view and explore information on the web. Most commonly used web browsers are Internet Explorer and Mozilla Firefox.

Activity Zone

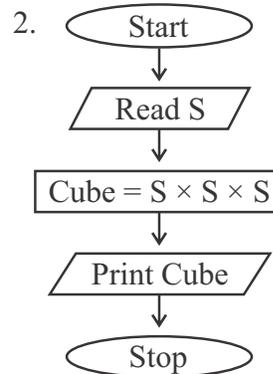
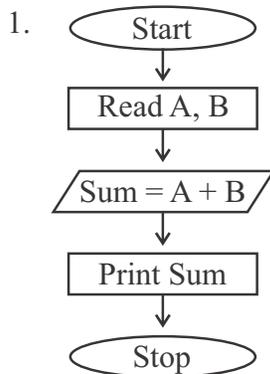
Do it yourself.

CHAPTER-9 – Algorithms And Flow Charting

Exercises

- A. 1. a 2. c
- B. 1. The step-by-step procedure for solving any problem is called Algorithm.
2. Flow lines are used to show the flow of logic in a flowchart.
3. There are arrowheads used to indicate the flow of information or sequence of events.
4. Sometimes it is more effective to visualize something graphically than it is to describe it with words. That is the essence of what flowcharts do for you. Flowcharts explain a process clearly through symbols and text. Moreover, flowcharts give you that gist of the process flow in a single glance.
- C. 1. flow lines 2. arrowheads 3. connection 4. Oval

Activity Zone



Test Paper-1

- A. 1. c 2. a 3. b 4. a 5. d
- B. 1. textile 2. red 3. orientation 4. view 5. green
- C. 1. false 2. false 3. true 4. false 5. false
- D. 1. Anurag 2. UNIVAC-I 3. Disk pack 4. Print 5. Ctrl + P
- E. 1. The steps are as follows.
(a) Click the *Home*.
(b) In the *Paragraph* group, click the Paragraph dialog launcher.
(c) The *Paragraph* dialog box appears. Click *Indents and Spacing*.
(d) Select right alignment from the Alignment drop-down list.
2. The steps are as follows :
(a) Click Page Layout.
(b) In the Page Setup group, click *Margins*.
(c) From the drop-downlist, click the type of margin you want.

3. The steps are as follows.
 - (a) Click Page Layout.
 - (b) In the *Page Setup* group, click *Orientation*.
 - (c) Click *Portrait* or *Landscape*.
 4. The steps are as follows :
 - (a) Click the position where you want to insert a page break.
 - (b) Click Insert.
 - (c) In the Pages group, click Page Break.
 5. The steps are as follows :
 - (a) Click Review
 - (b) Click Thesaurus button present in the Proofing group.
 - (c) The Research task pane appears to the right of the document window.
 - (d) Press ALT and click the word that you want to look up. Results appear in the Research task pane.
- F.
1. The limitations of the 1st Generation computers are as follows :
 - Their potential to be programmed for tasks was quite limited.
 - Their operating speed was quite slow.
 - Their power consumption was very high.
 - They required large space for installation.
 2. Artificial Intelligence is a branch of computer Science that aims to create computers that can think, behave and act as humans do.
 3. If power to the computer is turned off, the contents of ROM are not lost. Such memory is called non-volatile memory.
 4. Making changes to the setting of a page is called page formatting.
 5. Grammar and spelling check in the MS word document helps in checking and correcting the spelling and grammar in the entire document or in a part of a document.
- G.
1. Ctrl + E
 2. Ctrl + R
 3. Ctrl + L
 4. Ctrl + J

Test Paper–2

- A. 1. d 2. a 3. e 4. b 5. c
- B. 1. Format 2. F5 3. flow lines 4. tab 5. Illustration
- C. 1. false 2. false 3. true 4. true 5. false
- D. 1. F5 2. WordArt 3. row4. Parallelogram 5. Borders

- E. 1. The steps are as follows.
- (a) Select the cells your want to merge.
 - (b) Click *Layout*.
 - (c) In the *Merge* group, click the Merge Cells option.
2. The steps are as follows.
- (a) Click the column where you want to insert a vew blank column.
 - (b) Select Insert from the shortcut menu, and then select the appropriate option.
3. The steps are as follows :
- (a) Click the *Design* tab.
 - (b) You can choose one of the displayed themes or click more to see more designs.
4. The steps are as follows :
- (a) Click *Insert*.
 - (b) Click the *Table* button and then, click Draw Table.
 - (c) Click and drag to draw a rectangle in the document.
 - (d) Draw horizontal lines to create rows. Draw vertical lines to create columns.
5. The steps are as follows :
- (a) Click *Insert*.
 - (b) Click *Picture* in the *Illustration* group.
 - (c) The *Insert Picture* dialog box open up.
 - (d) Locate the picture and then click the *Insert* button.
- F. 1. A collection of inter-linked pages is called a website. A webpage is designed to provide information on the Internet. It is a visual part of World Wide Web.
2. In Slide Sorter view, we can see all the slides in the presentation at the same time, in miniature form.
- Slide Show view displays a series of slides one by one in full screen.
3. We can create a table in MS Word document using a grid by following the given steps :
- Click Insert and Click Table in the *Tables* group.
 - The *Insert Table* grid appears. Drag the mouse button to highlight the number of rows and columns.
 - Click the mouse button. An empty table gets inserted in the document.
- We can create a table in MS Word document using the Insert Table option by following the given steps.
- Click *Insert* and then the Table option in *Tables* groups.
 - The *Insert Table* dialog box appears.
 - Specify the number of rows and columns.
 - Click OK.

4. The step-by-step procedure for solving any problem is called algorithm.
A diagrammatic representation of the steps for solving a problem is called flowchart.
 5. A row is a horizontal series of cells in the table. A column is the vertical series of cells.
- G.
1. We can give shading to a table by following the given steps.
 - (a) Select the entire table or the cells.
 - (b) Click *Design* in *Table tools*.
 - (c) Click the down arrow of the *Shading* option.
 - (d) Select the desired shaded colour. If you want to remove shading, click *No Color*.
 2. The steps are as follows :
 - (a) Select the WordArt.
 - (b) Click *Format*.
 - (c) Click *Edit Text* in the *Text* group.
 - (d) The *Edit WordArt Text* box appears.
 - (e) Type the new text and finally click OK.
 3. We can view a slides in a presentation in the following three ways.
 - (a) Normal View
 - (b) Slide Sorter View
 - (c) Slide Show View
 4. Three examples of Internet browsers are :
Internet Explorer, Mozilla Firefox and
 5. In a flowchart, a process is represented by pictorial representation of steps. We use different boxes to make a flowchart. They are connected to each other with the help of flow lines.