

# COMPUTER (CLASS-1)

## CHAPTER-1 – A Machine

### Exercises

- A. 1. b    2. b    3. c
- B. 1. natural    2. man-made    3. Machines    4. calculator    5. computer
- C. 1. We see trees and birds around.  
2. We see buildings and vehicles around.  
3. A computer never gets tired. A computer never makes mistakes.

### Activity Zone

- A. Do it yourself.
- B. 1. M    2. N    3. M    4. N    5. M    6. M
- C. 1. Television    2. Refrigerator    4. Mixer-juicer    5. Computer

## CHAPTER-2 – Parts of a Computer

### Exercises

- A. 1. a    2. c    3. a
- B. 1. T    2. T    3. F    4. T
- C. 1. A monitor displays what we do on the computer.  
2. The full form of the CPU is Central Processing Unit.

### Activity Zone

- A. Do it yourself.
- B. 1. MONITOR    2. CPU    3. KEYBOARD    4. MOUSE
- C. 1. b    2. a    3. d    4. c

## CHAPTER-3 – A Good Friend

### Exercises

- A. 1. good    2. monitor    3. can    4. quickly    5. chatting
- B. 1. monitor    2. games    3. colours    4. watch    5. sums
- C. 1. Minesweeper and Pinball are the two games that we can play on our computer.  
2. (a) We can use a computer to draw and colour.  
(b) We can use a computer to play games.  
(c) We can use a computer to watch movies and cartoons.

### Activity Zone

- A. 1. ✓    2. ✗    3. ✓    4. ✗
- B. 1. 95    2. 77    3. 47    4. 42

### Test Paper-1

- A. 1. CPU    2. Monitor    3. Mouse    4. Keyboard    5. Refrigerator
- B. 1. When you move the mouse, a pointer on the monitor moves in the same direction.  
2. A crane is used to lift and move heavy objects.  
3. A computer can be used by your teacher to teach you.

4. A computer has four main parts.
  5. Text is displayed on the Monitor.
- C. 1. Washing machine    2. electronic    3. mouse    4. many    5. play
- D. 1. d    2. a    3. b    4. c
- E. 1. The uses of a computer as follows :
- (a) It helps to draw and colour.
  - (b) It helps to play games.
  - (c) It helps to watch movies.
2. Pressing keys of the keyboard to write is called typing.
  3. Three natural things are bird, animals and plants.
  4. Three man-made things are table, chair and car.

#### **CHAPTER-4 – A Mouse**

##### **Exercises**

- A. 1. c    2. a    3. c    4. a
- B. 1. A computer mouse can have two or three buttons.
2. Dust is harmful for the mouse.
  3. A right handed person places index finger on the left mouse button and middle fingers on the right mouse button.
- C. 1. There are two or three buttons on a computer mouse.
2. Mouse pad is a flat seat on which a mouse sits.
  3. A mouse pointer is an arrow sign used to point at thing on the computer monitor.

##### **Activity Zone**

- A. 1. Right mouse button    2. Scroll bar    3. Left mouse button
- B. 1. ✓    2. ✗    3. ✓    4. ✓
- C. Do it yourself.
- D. Do it yourself.

#### **CHAPTER-5 – Keyboard**

##### **Exercises**

- A. 1. b    2. a    3. a    4. a    5. b
- B. Do it yourself.
- C. 1. We type words and sentences using alphabet keys.
2. The enter key is used to move the cursor to the next line.
  3. The spacebar key is used to leave space between words.
  4. The spacebar key is the longest one on the keyboard.

##### **Activity Zone**

- A. Alphabet keys : 6  
Number keys : 5
- B. Do it yourself.

## CHAPTER-6 – Taking Care of a Computer

### Exercises

- A. 1. special      2. soft              3. damage      4. pad              5. Do not
- B. 1. We should not press the keys of the keyboard hard because it can damage our keyboard.  
2. A computer is a sensitive machine. If we do not take care of it, it can damage.  
3. We should not press the keys of the keyboard too hard. We should not eat or drink near the computer.
- C. 1. clean              2. mouse              3. straight              4. keyboard

### Activity Zone

Do it yourself.

## CHAPTER-7 – MS-Paint

### Exercises

- A. 1. b              2. c              3. b              4. c
- B. 1. T              2. T              3. T              4. T              5. F

### Activity Zone

- A. 1. Ribbon              2. Drawing Area

### Test Paper-2

- A. 1. Mouse Pad              2. Enter Key              3. Text tool              4. Pencil tool  
5. Scroll Mouse              6. Three buttoned mouse
- B. 1. Escape key              2. Function keys              3. Backspace  
4. Number keys              5. Alphabet keys              6. Spacebar  
7. Enter key              8. Arrow keys
- C. 1. Pencil Tool ; Pencil tool helps us draw from hand lines on the computer screen.  
2. Eraser Tool ; Eraser tool is used to erase a part or whole of the drawing.  
3. Brushes Tool ; This tool is used to draw lines and curves that have different appearance and texture.
- D. 1. T              2. T              3. F              4. F              5. T
- E. 1. The scroll wheel helps us to move the pages up and down.  
2. A mouse pad is a piece of rubber on which computer is put.  
3. Enter key is used to begin next line or paragraph.  
4. To save MS Paint file, the steps are as follows.  
(a) Click the File Tab.  
(b) Click Save option. Save As dialog box appears.  
(c) Select the drive and the folder.  
(d) In the file name box, type a name and then click Save button.  
5. The steps to close Paint Window are as follows :  
(a) Click the File tab.  
(b) Click Exit option.

# COMPUTER (CLASS-2)

## CHAPTER-1 – Computer–Turn On Switch Off

### Exercises

- A. 1. c    2. a    3. c    4. a    5. b  
B. 1. true    2. true    3. false    4. true    5. false  
C. 1. A desktop is a computer that can be placed on a desk or a table.  
2. Handheld computers are very small computers. We can hold them in our hands and work on them.  
3. Two computers that work on batteries are laptop computers and handheld computers.

### Activity Zone

- A. Do it yourself.  
B. Do it yourself.  
C. The total number of desktop and 4.  
The number of laptops are 2.  
D. Do it yourself.  
E. 1. LAPTOP            2. TABLET            3. DESKTOP            4. PALMTOP  
F. Do it yourself.

## CHAPTER-2 – Parts Of A Computer

### Exercises

- A. 1. c    2. b    3. c    4. a  
B. 1. monitor    2. CPU    3. keyboard    4. printout    5. microphone  
C. 1. The four main parts of a computer are :  
(a) Monitor    (b) Keyboard    (c) CPU    (d) Mouse  
2. A scanner is used to scan (copy) text and images from paper onto the computer.  
3. The full form of UPS is Uninterrupted Power Supply  
4. A CD-ROM stands for Compact Disc Read Only Memory.

### Activity Zone

- A. 1. PRINTER            2. SPEAKERS            3. MICROPHONE  
4. HEADPHONE    5. SCANNER            6. CD-ROM  
B. 1. b    2. b    3. c    4. type  
C. Do it yourself.

### Test Paper–1

- A. 1. Printer    2. CD Drive    3. Microphone    4. UPS    5. Scanner    6. Speakers  
B. 1. A laptop requires battery to work.  
2. Super computers are needed for jobs such as space research and weather prediction.  
3. A monitor displays words graphs, pictures and movies.  
4. CD-ROM stands for Compact Disc Read Only Memory.  
5. Headphones are used to listen to recorded sound or music without disturbing others.  
C. 1. Laptops    2. battery    3. Mouse    4. UPS    5. Speakers  
D. 1. c    2. b    3. a    4. d    5. e

- E. 1. A computer can work fast without doing any mistake. It can work for hours and never gets bored. A man cannot work fast. He sometimes makes mistakes. He sometimes gets bored too.
2. The full form of UPS is Uninterrupted Power Supply.
3. We can use a computer to listen to music, draw and colour, type, solve sums, send mails, watch movies, play games etc.
4. The steps to turn off a computer are as follows :
- Right click the Start button.
  - Click Shut down or sign out.
  - Click Shut down.
  - The message shutting down will appear. In a few seconds, the monitor turns blank, Now, switch off the power button on the monitor.
5. CPU is a small chip which is fitted inside the CPU cabinet. It is the most important part of a computer. It does all that work that you want the computer to do. It controls all the other parts of a computer.

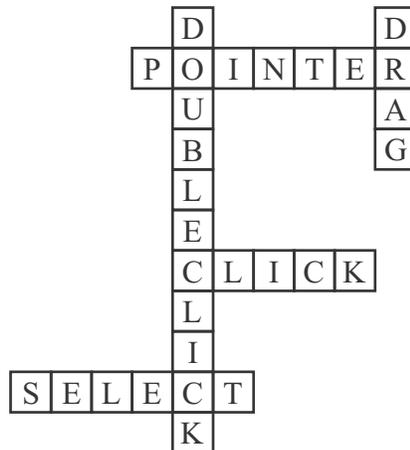
### CHAPTER-3 – The Mouse

#### Exercises

- A. 1. Mouse      2. Touch pad      3. Wireless      4. Click
- B. 1. b      2. a      3. c
- C. 1. T      2. T      3. F      4. T      5. F
- D. 1. An optical sensor mouse has no ball inside. It detects mouse movement only using an optical sensor.
2. A left click is used to select an item on the computer.
3. Drag-and-drop is used to move an item from one position to another on the monitor by dragging and dropping with the help of a mouse.

#### Activity Zone

- A. 1. c      2. a      3. d      4. b
- B. Do it yourself.
- C. 1. Trackball      2. Wheeled mouse      3. Three-buttoned mouse
4. Optical Sensor mouse      5. Wireless-mouse
- D.



## CHAPTER-4 – The Keyboard

### Exercises

- A. 1. b          2. c          3. c          4. a          5. a
- B. 1. T          2. F          3. T          4. T          5. F
- C. 1. Arrow key; This key is used to move the cursor to the right.  
 2. Escape key ; The Esc key is used to close a menu or a dialog box.  
 3. Shift key ; The shift key is used along with the other key. If we want to type the characters marked on the upper part of these keys, we press the shift key along with these keys.  
 4. Backspace key ; This key helps us to erase mistakes or anything that we do not want while typing.  
 5. Delete key ; The delete key helps us to delete a character. When pressed erases character types on the right side of the cursor.  
 6. Caps Lock ; When we press caps lock key, all the letters we type will appear in capital. When we press caps lock key again, all the letters we type will appear in small.  
 7. Arrow key : This key is used to move upward on document.
- D. 1. A cursor is a small blinking live on the monitor. It indicates the place where text will appear when we type.  
 2. The backspace key erases characters to the left of the cursor. The delete key help us to delete a character.  
 3. The caps lock key is pressed when we want to type letters in capital.  
 4. The Esc key is present on the upper left corner of the keyboard.
- E. 1. Shift + Number Key 2.  
 2. Symbol Key ±  
 3. Shift + Number Key 6  
 4. Shift + Number Key 7
- F. 1. c          2. d          3. a          4. e          5. b

G. 1.

T	R	N	T	Q	S	M	R	F	N	R	M	K
U	S	H	I	F	T	U	E	A	U	A	A	Y
A	N	L	L	T	M	J	S	L	M	S	R	C
R	A	O	T	U	O	H	D	E	L	E	T	E
R	B	C	B	F	O	E	M	K	O	Q	A	T
O	H	B	E	F	N	I	T	N	C	L	B	U
W	Y	C	A	P	S	L	O	C	K	N	C	F
S	T	K	T	L	N	T	L	O	R	T	L	O
E	B	A	C	K	S	P	A	C	E	K	N	L

### Activity Zone

- A. 1. Escape                  2. Function keys          3. Backspace key          4. Numeric keyboard  
 5. Caps Lock              6. Spacebar              7. Enter key              8. Arrow keys



# COMPUTER (CLASS-3)

## CHAPTER-1 – Computer–The Digital Marvel

### Exercises

- A. 1. a      2. c      3. b      4. a      5. c  
B. 1. a      2. d      3. e      4. c      5. b  
C. 1. True    2. False    3. False    4. False    5. True  
D. 1. We collect carrots, sugar, ghee and khoya. All these things are the inputs for the carrot halwa.  
The making of carrot halwa is the processing. The ready to eat carrot halwa in a plate is the output.  
2. Hardware refers to the parts of the computer that we can touch and feel. These are the physical parts of any computer system. Software is a set of programs or instructions given to a computer to perform a task.  
3. Symbol keys on the keyboard are :  ,  ,  , and   
4. The copy of our work on a memory device is called the soft copy and the copy of work on a paper, that is the printout of our work is called the hard copy.

### Activity Zone

- A. 1. Microphone      2. Speaker      3. Monitor      4. CPU      5. Printer  
6. Scanner      7. Keyboard      8. Mouse      9. Joystick

B.

Input Devices	Output Device
Scanner	CRT Monitor
Microphone	Printer
Keyboard	Webcam
Mouse	LCD Monitor

- C. Do it yourself.

## CHAPTER-2 – Operating System

### Exercises

- A. 1. multi      2. Windows NT      3. icons      4. file      5. taskbar  
B. 1. True    2. True    3. False    4. True    5. True  
C. 1. An operating system manages our files. It helps the computer hardware work along with other types of computer software. It helps a user work with the computer system.  
2. A single-user operating system allows only one user to work on it at one point of time.  
3. After the welcome message, a screen appears on the monitor. It has a few icons, neatly arranged.  
4. The start button is present at the left hand side on the taskbar.

### Activity Zone

- A. 1. This PC      2. Network      3. Recycle Bin      4. Start button  
5. Taskbar

## CHAPTER-3 – More On Paint

### Exercises

- A. 1. Copy            2. Rotate            3. Skew            4. in
- B. 1. The Home tab displays the options for Copy and Paste.  
2. The steps are as follows.  
(a) Click the *Paint* button and then point to *Set as desktop background*.  
(b) Select anyone of the three options :  
    Fill, Tile or Centre
3. The steps are as follows :  
(a) In order to increase the Zoom level, Click *View* tab. In the *Zoom* group, click *Zoom in*.  
(b) In order to reduce the zoom level, click *view* tab. In the *zoom* group, click *Zoom Out*.  
(c) If you wish to view the actual picture size, click *view*. Now, click 100% in the zoom group.

### Activity Zone

Do it yourself.

### Test Paper–1

- A. 1. Mouse                            2. Apps window                            3. Recycle bin  
4. Search charm                            3. Printer                            6. Start Menu
- B. 1. A register is a small memory unit in the CPU where all the data to be processed is stored.  
2. An operating system operates the computer and allows the computer user to interact with its devices.  
3. The taskbar appears at the top of the screen.  
4. The search charm lets you find apps, files or setting on your computer.  
5. Undo and Redo are two buttons that are available on the Quick Access Toolbar of Microsoft Word.
- C. 1. software            2. click            3. processing            4. icons            5. search
- D. 1. b            2. e            3. a            4. d            5. c
- E. 1. Control Unit controls the movement of information between the registers, the ALU and other parts of the computer.  
    The ALU unit performs arithmetic operations and logical comparisons.  
2. A single-user operating system allows only one user to work on it at one point of time. A multiuser operating system allows many users to work on it at the same time.  
3. The steps are as follow.  
(a) Move the mouse pointer to an empty space on the taskbar.  
(b) Right click the taskbar.

- (c) Unlock the taskbar.
- (d) Left click and hold the mouse button.
- (e) Drag the mouse pointer to the right of the computer screen.
- (f) Release the mouse button.
- (g) When you have finished, lock the taskbar by right click on taskbar.

You will see that the taskbar has shifted to the right hand area of the screen of your computer.

- 4. The Resize option is used for increasing or decreasing the size of a drawing.

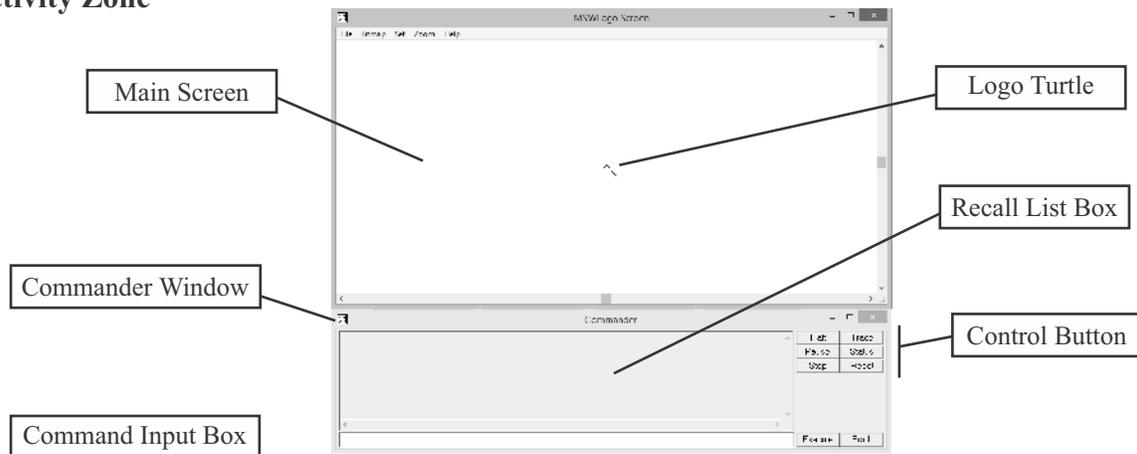
The skew option is used to Twist the drawing in the horizontal or vertical direction.

## CHAPTER-4 – Introduction To Logo

### Exercises

- A. 1. b      2. a      3. a      4. c
- B. 1. Seymour Papert      2. Turtle      3. Commander Window
- 4. Graphics Screen      5. Pause
- C. 1. Drawing, writing and doing calculations are three important tasks.
- 2. The two uses of LOGO are as follows :
  - 1. LOGO helps us to draw pictures.
  - 2. LOGO helps us to do calculations.
- 3. MSWLogo screen is divided into two sections– Main screen and Commander Window.
- 4. The other name for Logo Commands is Logo Primitives.
- 5. Reset Command is used to clear the Main Screen. Also, the turtle comes to the screen's centre.

### Activity Zone



## CHAPTER-5 – LOGO Commands

### Exercises

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

- C. 1. If we type the command FD 250, the turtle will move 250 steps forward.
- 2. The short form for RIGHT Primitive is RT.
- 3. The full form of CS is CLEARSCREEN.
- 4. The command is SETPENSIZE.
- 5. This command is SETPEN COLOR.

**Activity Zone**

- 1. FD 20      2. FD 60      3. RT 50      4. CLEARTEXT      5. BK 70

**CHAPTER-6 – Introduction To MS Word 2010**

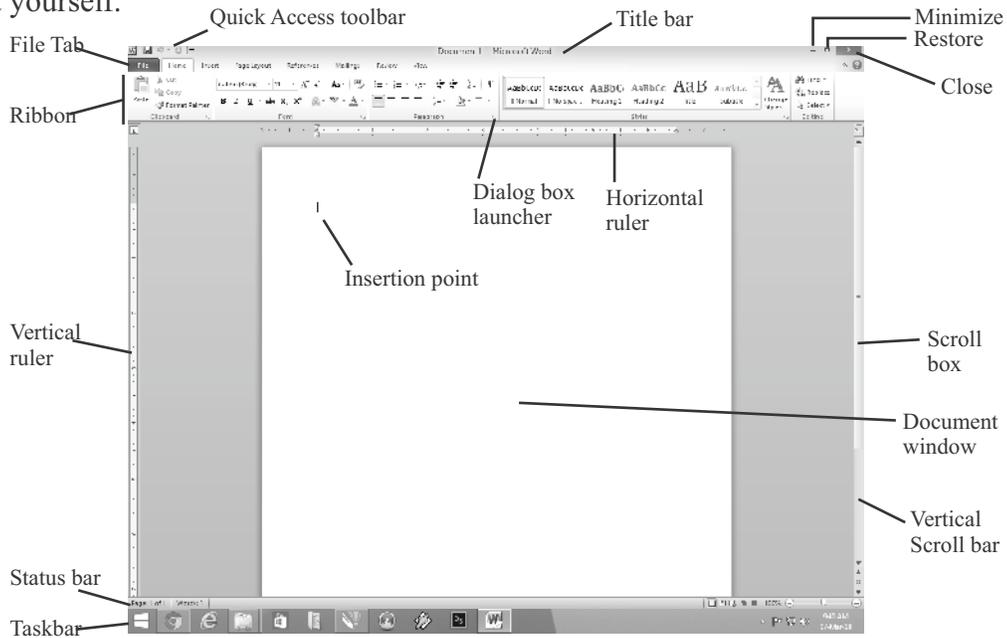
**Exercises**

- A. 1. a      2. c      3. a      4. b      5. b
- B. 1. WordPad      2. Document window      3. Menu
- 5. Close      6. WordPad
- C. 1. A word processor is an application software that helps your text on a computer .
- 2. Microsoft Word and Word Perfect are two popular Word Processors.
- 3. The Title bar displays the document name followed by the program name. There are three buttons on the right of the title bar. They are – Minimize, Close and Restore Down/Maximum.
- 4. Ribbon shows the ‘Tabs’ which show several command groups. Each command group has various command buttons. You click on these buttons to issue commands. There is a dialog box launcher at the button-right corner of most of the groups.
- 5. The steps are as follows :
  - (a) Click *Start*. *Start* Screen will appear.
  - (b) Click on arrow pointing downward to see all the apps.
  - (c) Trace MS Word 2010.
  - (d) Click MS Word 2010.
- 6. The steps are as follows :
  - (a) Click the *File* tab. This takes you to Backstage view.
  - (b) Click *Save* option.
  - (c) The Save As dialog box appear.
  - (d) Select the desired drive and folder.
  - (e) Type the file name in the *File name* text box.
  - (f) Click on *Save* button.
- 7. The steps are as follows :
  - (a) Click Start > Click down-pointing arrow on the Start screen > All apps are displayed > Go to the end > Select *Notepad*.
  - (b) The *Notepad* window appears on the screen.

**Activity Zone**

A. Do it yourself.

B.



C.

A	K	L	S	D	P	U	A	K	O	L
T	M	S	W	O	R	D	T	R	P	A
B	T	K	U	C	K	N	B	I	E	U
L	O	U	N	U	U	L	S	N	N	
A	Y	T	K	M	R	K	A	H	K	K
N	O	T	A	E	T	C	L	O	S	E
K	T	U	P	N	E	W	K	P	L	S
S	E	X	I	T	S	Y	S	A	V	E

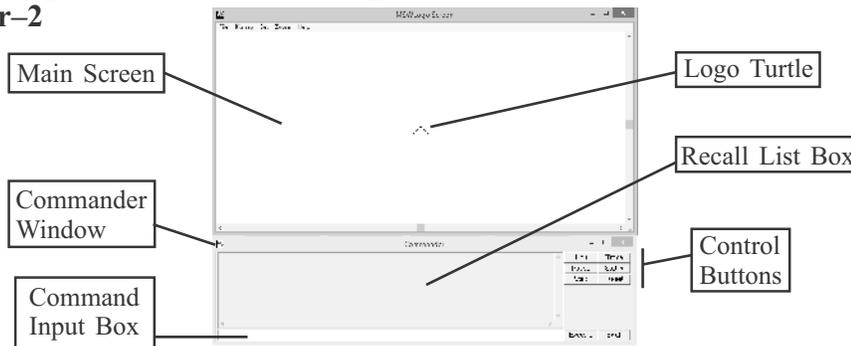
**CHAPTER-7 – Tux Paint**

**Exercises**

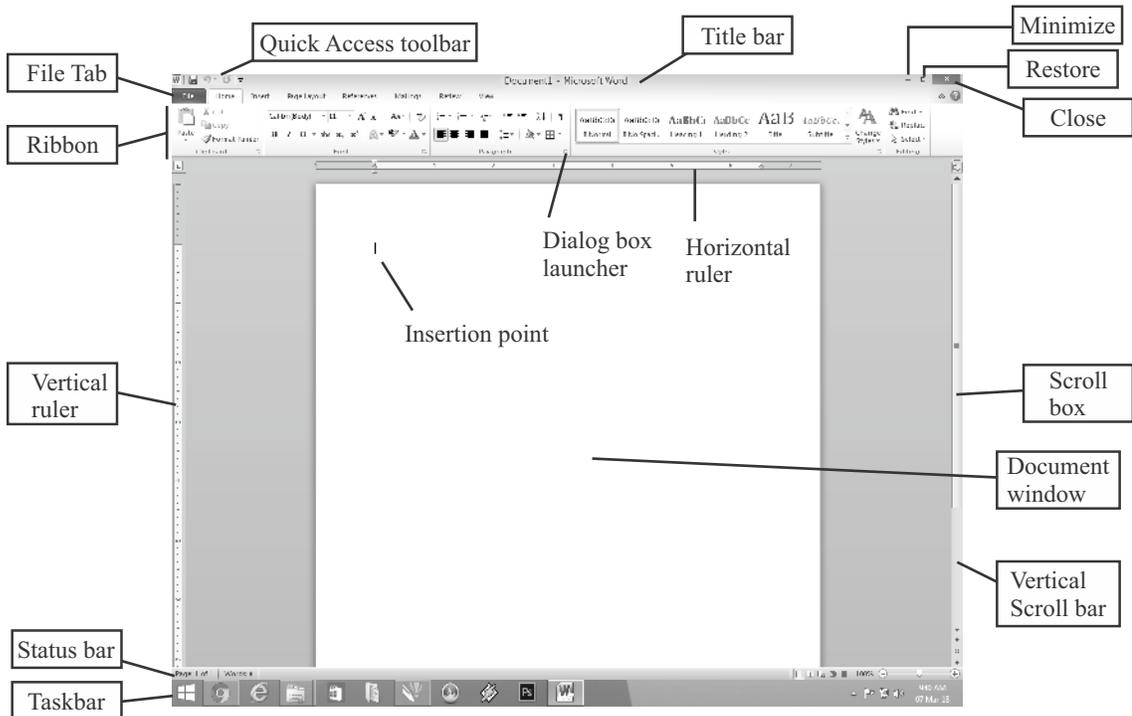
- A. 1. Color            2. Help Area            3. Lines            4. Shapes            5. New
- B. 1. false            2. true            3. true            4. true            5. true
- C. 1. It contains drawing and editing tools.
- 2. The Magic tool helps us to give special effects to a picture.
- 3. The open tool is used to load a picture.

**Test Paper-2**

A. 1.



2.



- B. 1. add special effects      2. Command      3. Commander Window  
4. Home      5. Notepad
- C. 1. true    2. true    3. true    4. true    5. true
- D. 1. Type *BYE* in the input box and press Enter

or

Click *File* → *Exit*

2. The FORWARD primitive makes the turtle move ahead in the direction that it is pointing towards. The BACKWARD primitive makes the turtle move backwards.
3. CLEAR SCREEN primitive clears the drawing from the Graphics (Main) screen and moved the turtle back to its home.
4. The Lines tool helps us draw straight lines.
5. The Magic tool helps us add special effects to our drawing.
- E. 1. FD 90      2. FD 90  
LT 100      LT 120  
FD 90      FD 90  
LT 100      LT 120  
FD 90      FD 90  
LT 100      LT 120  
FD 90  
LT 100

# 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	–	<b>Bold</b>	Rajni	–	<u>Underline</u>
Karan	–	<i>Italics</i>	Jaikaran	–	<i>Italics</i> and <u>Underline</u>
Ali	–	<b>Bold</b>	Ishita	–	<b>Bold</b> and <u>Underline</u>
Time	–	<b>Bold</b> 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



### 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

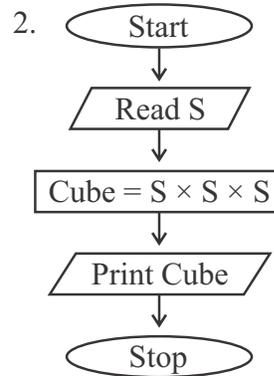
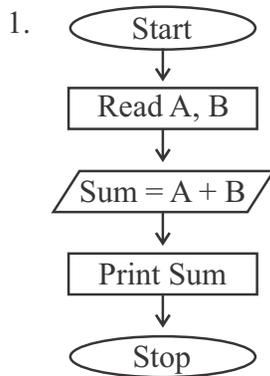
Do it yourself.

## 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.