

IDEAL

WEB WORLD

An Interactive Approach to Computer Science

Part-1 to 5

ANSWER KEY

Bright Kids Publications

Educational Publishers

PART-1

CHAPTER-1

INTRODUCTION TO COMPUTER

- A.** 1. electricity.
2. wonderful.
3. fast.
4. clean.
- B.** 1. (F) 2. (F) 3. (F) 4. (T) 5. (T)
- C.** 1. (b) 2. (c)
- D.** 1. (c) 2. (a) 3. (d) 4. (b)
- E.** 1. A computer is a man-made machine.
2. Do yourself.
3. Do yourself.
4. 1. To play games;
 2. To do calculations;
 3. To draw pictures;
 4. To learn new things;
- F.** Do yourself.
- G.** 1. Fan
2. Scissors
3. Screwdrivers
4. Cycle
5. Washing Machine
6. Sewing Machine

CHAPTER-2

PARTS OF A COMPUTER

- A.** 1. four
2. pointing

3. keyboard
4. monitor
- B.** 1. (F) 2.(T) 3.(F)
4. (T) 5. (T)
- C.** 1. (b) 2. (a) 3. (c)
4. (a)
- D.** 1. (c) 2. (d) 3. (e)
4. (a) 5. (f) 6. (b)
- E.** 1. CPU is the brain of a computer.
2. A standard keyboard has 104 keys.
3. A mouse has two/three buttons.
4. Printer is used to print text and pictures on paper.
5. We use headphones to listen to music.
6. (i) CPU (ii) Monitor (iii) Keyboard
(iv) Mouse
- F.** 1. CPU 2. SPEAKER 3. KEYBOARD
4. MONITOR 5. PRINTER 6. SCANNER

CHAPTER-3

USES OF A COMPUTER

- A.** 1. home
2. hospitals
3. banks
4. airport
- B.** 1. (c) 2. (d) 3. (a) 4. (e)
5. (b)
- C.** 1. (a) 2. (a)
- D.** 1. (F) 2. (T) 3. (T) 4. (F)
5. (F)

E. Do yourself

- F.** 1. We can use computers for doing homework, for doing sums, for making make projects and reports, to watch movies and play games.
2. Computers are used :-
- (a) At home (b) In schools
- (c) In offices (d) In hospitals
3. At railway stations, the computers are used to book tickets, do reservations and give information about the arrival and departure of trains.

CHAPTER-4 **THE KEYBOARD**

- A.** 1. keys 2. spacebar 3. enter 4. function
- B.** 1. (F) 2. (T) 3. (F) 4. (F)
5. (T)
- C.** 1. (c) 2. (d) 3. (f) 4. (b)
5. (a) 6. (e)
- D.** 1. (c) 2. (a)
- F.** 1. 1 2. 12 3. 19 4. 1
5. 26

CHAPTER-5 **THE MOUSE**

- A.** 1. clicking
2. pointer
3. left button
4. right button

- B.** 1. (F) 2. (F) 3. (T) 4. (T) 5. (T)
C. 1. (a)
D. 1. (b) 2. (d) 3. (e) 4. (c) 5. (a)
E. 1. A mouse helps us to point and select different items on the monitor screen.
2. Pointer is the small arrow seen on monitor.
3. (a) Single click (b) Double click
(c) Right click (d) Dragging

CHAPTER-6

CHARACTERISTICS OF A COMPUTER

- A.** 1. fast 2. tired
3. games 4. sums
B. 1. (F) 2. (F) 3. (T) 4. (T) 5. (T)
C. 1. (b) 2. (c) 3. (a)
D. 1. Computer is used for making calculations, typing text, watching cartoons, play games, drawing, listening to music.
2. (a) A computer works very fast.
(b) A computer never gets tired.
(c) A computer never makes mistakes.
(d) A computer can store a large amount of data.
3. Laptop is a type of computer which is portable in size and can be carried easily.
4. Computer was developed by Charles Babbage in 1822.
5. No, a computer can't cook food for us.

CHAPTER-7
LET'S LEARN MS-PAINT

- A.** 1. (b) 2. (a)
- B.** 1. (c) 2. (b) 3. (d) 4. (a)
- C.** 1. MS-Paint is used to draw and colour.
2. (a) Colour Box (b) Line Tool
(c) Shapes Tool (d) Brush Tool
3. Step 1: Click on shapes tool in the toolbox and select rectangle.
- Step 2: Keep the left mouse button pressed, drag your mouse in the drawing area.
4. Step 1: Click on start button.
- Step 2: Go to all programs.
- Step 3: Click on Accessories.
- Step 4: Click on paint.

FORMATIVE TEST PAPER-(1)

- A.** 2
- B.** 3
- C.** 1. (T) 2. (F)
- D.** 1. Keyboard 2. Printer
3. Mouse

FORMATIVE TEST PAPER-(2)

- 1.** 1. 2 2. 12 3. 1 4. 26
- 2.** Do yourself
- 3.** Do yourself

SUMMATIVE TEST PAPER-(1)

- A.** 1. time 2. wonderful
3. keyboard 4. medical
- B.** 1. (i) 2. (ii) 3. (iii) 4. (ii)
- C.** 1. A scanner is used to scan and save data and images on computer's memory.
2. Computers are used to prepare medical reports and also maintain the records and bills of patients in the hospital.
3. A keyboard is used to input data or type text on a computer.
4. Shapes tool is used to draw various shapes in MS-Paint.

PART-2

CHAPTER-1

THE INCREDIBLE COMPUTER

- A.** 1. (T) 2. (F) 3. (T) 4. (T) 5. (F)
- B.** 1. (b) 2. (c)
- C.** 1. Computer is used for making calculations, for listening to music, for drawing, for typing text, etc.
2. The other name of desktop is Personal Computer (PC).
3. A Human has got brain.
4. (i) Speed (ii) Accuracy
(iii) Storage (i v)
- Multitasking
(v) Diligence
- D.** 1. movies 2. tired
3. Desktop 4. mistakes
5. Laptop

CHAPTER-2

WORKING OF A COMPUTER

- A.** 1. I.P.O. 2. input, output
3. brain 4. process
- B.** Do yourself
- C.** 1. I.P.O cycle means Input- Process- Output cycle. In this cycle, input is given by us; the processing takes place in the CPU; and we get the desired output.
2. We give input to the computer via keyboard and a mouse. Processing takes place inside the

CPU. We get the desired output on the monitor screen.

In this way, computer works on the I.P.O cycle.

3. In CPU, the processing takes place.

FORMATIVE TEST PAPER-(1)

- A.** 1. C 2. M 3. C 4. C 5. M
6. C
- B.** 1. ✓ 2. ✗ 3. ✓ 4. ✓ 5. ✗
6. ✗
- C.** Input Process Output
- | | | |
|---|-----|-------|
| 1 | (b) | (iii) |
| 2 | (d) | (i) |
| 3 | (a) | (iv) |
| 4 | (c) | (ii) |

CHAPTER-3

INPUT AND OUTPUT DEVICES

- A.** 1. Speakers 2. Keyboard
3. Printer 4. Scanner
- B.** Device Use Type of Device
- | | | |
|------------|-------------------|---------------|
| Monitor | Displays our work | Output device |
| Microphone | Records sound | Input device |
| Printer | Prints hard copy | Output device |
- C.** 1. SPEAKERS 2. MONITOR
3. SCANNER 4. KEYBOARD
5. CPU 6. MOUSE
- D.** 1. (c) 2. (a) 3. (b) 4. (e) 5. (g)
6. (d) 7. (f)
- E.** 1. The devices used to give inputs to the computer are called Input Devices.
Ex:- Mouse, Keyboard, etc.

2. The devices used to get the desired outputs are called Output Devices.
Ex:- Printer, Monitor, etc.
3. (a) Keyboard , Mouse
(b) Monitor , Printer
4. Printer is used for printing documents and images on paper.
5. Scanner is used for copying documents and photographs into the computer.

CHAPTER-4

SWITCHING A COMPUTER ON AND OFF

- A.** 1. (b) 2. (c) 3. (b)
- B.** 1. desktop 2. power
3. UPS 4. monitor
- C.** 1. ♦ 2. start
3. Shut down 4. Monitor
5. ♦ 6. power
- D.** 1. The computer takes some time to start ; this process is called booting.
2. Desktop is the first screen we see on the computer after Booting.
3. Step 1 :- Switch on the main power button.
Step 2 :- Switch on the UPS button.
Step 3 :- Switch on the CPU.
Step 4 :- Switch on the monitor.

FORMATIVE TEST PAPER-(2) **(Based on Chapters 3, 4)**

- A.
 1. Switch on the main power button.
 2. Switch on the UPS button.
 3. Switch on the CPU.
 4. Switch on the monitor.
- B.
 1. Save and close all the open programs.
 2. Click on the Start button on the desktop.
 3. Click on the Shut down option.
 4. Switch off the Monitor, when the screen becomes blank.
 5. Switch off the UPS.
 6. Switch off the main button.
- C.
 1. Printer :- It is used to print documents and images on a paper.
 2. Monitor :- The work we do on a computer gets displayed on the monitor screen.
 3. Keyboard :- It is used to give data and instructions to the computer.
 4. Scanner :- It is used to copy documents and photographs into the computer.
- D.
 1. COMPUTER
 2. MICROPHONE
 3. HEADPHONE
 4. SCANNER

CHAPTER-5

MORE ABOUT THE KEYBOARD

- A.
 1. (c)
 2. (a)
 3. (a)
 4. (b)
 5. (b)
- B.
 1. Shift Key is used to type capital letters and also special characters written on the keys. This key is pressed along with other keys.

2. Ctrl key is used with other keys to perform shortcuts on a keyboard.

3.

Delete Key	Backspace Key
There are two delete keys on the keyboard. Delete key erases to the right of the cursor.	There is only one backspace key on the keyboard. Backspace key erases to the left of the cursor.

- C. Do yourself
- D. Do yourself

CHAPTER-6
MORE ABOUT THE MOUSE

- A. 1. mouse pad 2. pointer
3. drag and drop 4. battery
- B. 1. (F) 2. (F) 3. (T) 4. (T) 5. (T)
- C. 1. Pressing the right mouse button is called right click. It is used to open a list of options.
2. Drag and drop is used to move items present on the screen to a new location.
Keeping the left mouse button pressed, move the mouse on the mouse pad is called Dragging.
Selecting new locations for the items and releasing the mouse button is called Dropping.
3. Pointer is a small arrow we see on the monitor.
4. (a) Two - buttoned mouse.

is portable. It runs on both electricity and battery.

(c) Tablet Computer :- It is even smaller and lighter and easy to carry anywhere. It may run on both electricity and battery.

2. A keyboard is used to give data and instructions to the computer by pressing the keys on it.
3. Icons are the small pictures or thumbnails on the desktop.

CHAPTER-7

COMPUTER MEMORY

- A.** 1. memory 2. Flash Drive
3. DVD, CD 4. Gigabyte
5. system unit
- B.** 1. (b) 2. (a) 3. (a)
- C.** 1. CD and DVD are external storage devices.
2. Computer's memory is of two types :-
(a) Internal memory - Hard disk ;
(b) External memory - CD, DVD.
3. Hard Disk is the internal memory of the system. It can store bulk data. Its capacity is measured in GB (Gigabyte).
4. Types of CD's are :-
(a) CD-R (Read only) - We can only read the data from a CD-R.
(b) CD-RW (Read and Write) - We can read as well as write data on a CD-RW.
5. Hard Disk has a greater storage capacity.

- D. 1. (T) 2. (T) 3. (F) 4. (F) 5. (T)

CHAPTER-8

MORE ABOUT MS-PAINT

- A. 1. (c) 2. (d) 3. (e) 4. (b) 5. (a)
- B. 1. (F) 2. (T) 3. (F) 4. (T) 5. (F)
- C. 1. MS-Paint is a program or a tool used for drawing and colouring on a computer.
2. Step 1 : Click on the Polygon tool.
- Step 2 : Select an outline color from the color box.
- Step 3 : Move the mouse pointer to the drawing area.
- Step 4 : Click and drag it to draw a line.
- Step 5 : Release the mouse button.
- Step 6 : Place the mouse pointer where second line should end and again click the left mouse button.
- Step 7 : A line joins the end of the first line to the point where the mouse button is clicked.
- Step 8 : Repeat the steps until the figure is complete.
- Step 9 : Double - click to end.
3. Step 1 : Click on Home tab.
- Step 2 : Click on Text tool.
- Step 3 : Drag the mouse pointer to the drawing area.
- Step 4 : Type your text in the box that appears with a blinking cursor.

4. The tool represented by the symbol  is Brush. It is used to color the drawing with brush.

CHAPTER-9

TYPING IN NOTEPAD

- A.** Menu Bar , Title Bar,
Control Buttons , Working Area.
- B.** Steps to write text in Notepad :-
- Step 1 : Select the text by holding down the left mouse button and dragging the mouse over the text.
- Step 2 : In the Menu Bar, click on Format. A drop down menu will appear with two options - Word Wrap and Font.
- Step 3 : Click on Font. Now we can select the font, font style and font size using the options that appears.
- Step 4 : Click on OK button.
- C.** Steps to save our file in Notepad :-
- Step 1 : Click on file option on the menu bar.
- Step 2 : Click on Save As from the menu that appears. The window named Save As opens up.
- Step 3 : We have to type the name of our file in the File name box.
- Step 4 : Click on Save button.
- D.** Do yourself.
- E.** Do yourself.

FORMATIVE TEST PAPER-(4)
(Based on Chapters 7 to 9)

- A.** 1. 2. PEN DRIVE
3. COMPACT DISC 4. MEMORY
5. FLASH DRIVE
- B.** 1. Rounded Rectangle tool : It is used to draw squares or rectangles with rounded corners.
2. Polygon tool : It is used to draw polygons of different shapes.
3. Curve tool : It is used to draw curved lines.
4. Select tool : It is used to select a drawing or a part of a drawing.
5. Text tool : It is used to write text in the drawing area.
- C.** Do yourself.

SUMMATIVE TEST PAPER-(2)
(Based on Chapters 7 to 9)

- A.** 1. (c) 2. (c) 3. (a) 4. (a) 5. (a)
6. (c) 7. (a)
- B.** 1. Polygon tool 2. Square tool
3. Rectangle tool 4. Select tool
5. Color Box
- C.** 1. ICONS
2. C.P.U
3. SCANNER
4. PRINTER
5. MONITOR

PART-3

CHAPTER-1

THE COMPUTER SYSTEM

- A.** 1. (b) 2. (a) 3. (c)
- B.** 1. (T) 2. (T) 3. (F) 4. (F) 5. (F)
- C.** 1. Advantages of using a computer :-
- ✦ We can perform all the official work using a computer.
 - ✦ Computer works at a fast speed.
 - ✦ Computer never makes mistakes.
 - ✦ We can listen to high- definition music videos on a computer.
2. Characteristics of a computer :-
- ✦ Speed : It works very fast.
 - ✦ Accuracy : It never makes mistakes.
 - ✦ Diligence : It is very efficient and never gets tired.
 - ✦ Memory : It can store information for a very long time.
 - ✦ Versatility : It can perform multiple tasks at the same time.
3. Soft copy : The output we see on the computer monitor is called the soft copy.
Hard copy : The one we get from the printer is called the hard copy.
4. The components of CPU are :-
- (a) Arithmetic Logical Unit (ALU)
In the ALU, all the arithmetic operations takes place. For example, addition, subtraction, division, etc.

B. 1. (c) 2. (c) 3. (a) 4. (b)

C. 1. (F) 2. (T) 3. (F) 4. (F) 5. (T)

D. Icons, Task bar, Desktop.

E. 1. Windows 7 is a user- friendly window because we just have to click for every operation rather than giving commands from the keyboard.

2. Desktop is the first screen we see after booting process is completed.

3. Icons are the small pictures we see on the desktop.

4. Steps for changing desktop background are :-

Step 1: Right-click anywhere on the desktop.

Step 2: Select the personalize option from the shortcut menu. The personalize dialogue box will appear.

Step 3: Click on Desktop Background. A new window with multiple images will appear.

Step 4: Select any background. A preview of the selected background will appear on the monitor.

Step 5 : Click on Save Changes button and close the dialog box after selecting the background.

5. Features of Windows 7 are :-

✦ It is very easy to use, learn and work with.

✦ It allows us to run multiple functions at the same time.

F. 1. (d) 2. (c) 3. (b) 4. (a)

CHAPTER-4
INTRODUCING MS-WORD 2010

- A.** 1. (c) 2. (a) 3. (b)
- B.** 1. create and edit 2. Microsoft
3. close 4. ruler
- C.** 1. (F) 2. (T) 3. (T) 4. (F) 5. (F)
- D.** 1. (d) 2. (c) 3. (a) 4. (e) 5. (b)
- E.** Do yourself
- F.** 1. MS-Word 2010 is a word processing application program.
2. Uses of MS- Word 2010 are :-
- ✦ Copy, cut and paste the text anywhere.
 - ✦ Type text in an effective manner.
 - ✦ Save text for use in future.
 - ✦ Print the text to get hard copy of the document.
3. Steps to open A MS-Word Window are :-
Step 1 : Click on Start button.
Step 2 : Click on All Programs.
Step 3 : Click on Microsoft Office.
Step 4 : Click on MS- Word 2010.
4. The toolbars and menus in MS-Word 2010 are replaced by a ribbon.

FORMATIVE TEST PAPER-(2)
(Based on Chapters 3 and 4)

- A.** 1. My Computer 2. Recycle Bin
3. Internet Explorer 4. Network
5. Window Media Player 6. Start Button
- B.** Start Button, Taskbar, Notification Area.

- C. Do yourself
- D. NOTIFICATION
 POINTER
 START BUTTON
 ICON
 START MENU
 DESKTOP
- E. 1. Four-headed arrow 2. Normal
 3. Double-headed arrow

SUMMATIVE TEST PAPER-(1)

(Based on Chapters 1 to 4)

- A. 1. (b) 2. (c) 3. (c) 4. (a) 5. (b)
- B. 1. CPU 2. operating
 3. presentation 4. title bar
 5. Ribbon
- C. 1. (T) 2. (F) 3. (F) 4. (F) 5. (T)
- D. 1. Parts of the CPU are :-

(a) Arithmetic Logical Unit (ALU)

In the ALU, all the arithmetic operations takes place. For example, addition, subtraction, division, etc

(b) Control Unit (CU)

It takes control over the processing inside the CPU. It passes data and instructions to the ALU for performing it step by step.

(c) Memory Unit (MU)

The instructions we give can be retrieved or even modified from the memory unit.

2. We need a software because :-
 - ✦ software is essentially required for the proper working of a computer system.
 - ✦ software acts as an interface between the computer and its users.
 - ✦ software helps the computer hardware to process the input and convert it into the output.
3. Features of Windows 7 :-
 - ✦ Windows 7 is a GUI that means we don't have to remember all the commands.
 - ✦ It allows you to run multiple functions at the same time.
 - ✦ It is very easy to use, learn and work with.
4. Steps to open MS- Word 2010 :-
 - Step 1 : Click on Start button.
 - Step 2 : Click on All Programs.
 - Step 3 : Click on MS office.
 - Step 4 : Click on MS Word 2010.

A new blank window appears. This is a blank word document.
5. Steps to print a document in MS- Word 2010 are :-
 - Step1 : Click on the Print button on Quick Access Toolbar to print the document.
 - Step2 : Click OK. The document will be printed. The shortcut to print a document is Ctrl + P.

E. Do yourself

CHAPTER-5

INTRODUCTION TO MSW - LOGO

- A.** 1. (b) 2. (b) 3. (b)
- B.** 1. (c) 2. (d) 3. (a) 4. (e) 5. (b)
- C.** Main Screen, Commander Window, MSW - LOGO Window, Turtle, Control Buttons.
- D.** 1. (F) 2. (F) 3. (T) 4. (T) 5. (T)
- E.** 1. MSW- LOGO is one of the simplest computer languages.
2. Turtle lives in the centre of the screen. It moves on our commands. It leaves a trail behind its movement. It can move in any direction.
3. Steps to exit MSW- LOGO are :-
Step 1 : Click on File menu.
Step 2 : Click on Exit option.
4. LOGO was developed by a group of experts headed by Seymour Papert of USA in 1967.
5. LOGO commands are typed in the Input Box of the Commander Window.

CHAPTER-6

LOGO COMMANDS

- A.** 1. (b) 2. (a) 3. (c)
- B.** 1. RT, LT 2. FD 80
3. CT 4. ST command
- C.** 1. The command to be used to move turtle 60 steps forward is :-
FD 60
The command to be used to turn the turtle right by 90 turns :-
RT 90

2.

CLEAR SCREEN	CLEAR TEXT
1. The SCREEN command is used to clear the screen.	1. CLEAR TEXT command is used to clear all the text in Recall List Box area.
2. The short form of CLEAR SCREEN command is CS.	2. The short form of CLEAR TEXT command is CT.

3. Functions of HIDE TURTLE Command (HT)

- ✦ HT command is used to hide the turtle in the drawn image so that it appears more clear.
- ✦ It will hide the turtle immediately.

Functions of SHOW TURTLE Command (ST)

- ✦ It will make the turtle reappear on the screen.

FORMATIVE TEST PAPER-(3)

(Based on Chapters 5 & 6)

- A.** Recall List Box, Input Box, Control Buttons.
- B.** Main Screen, Commander Window, Input Box, and Turtle.
- C.** 1. Input Box 2. Bye
3. Execute button 4. HT command
5. ST command

CHAPTER-7

INTERNET AND MULTIMEDIA

- A.** 1. (F) 2. (T) 3. (T) 4. (T) 5. (F)
- B.** 1. (c) 2. (a) 3. (c) 4. (c) 5. (a)
6. (a)

- C. 1. World Wide Web 2. Modem
 3. network 4. Website
- D. 1. (c) 2. (a) 3. (d) 4. (e) 5. (b)
- E. 1. The Internet is a network of networks.
 2. Options present on Navigator Bar are :-
 (a) Back : It shows the last web page we were on.
 (b) History : It lists the web pages we have visited by date.
 (c) Mail : It opens the computer's e-mail program.
 (d) Print : It prints the web page we are currently looking at.
3. Location Bar holds the address of the website we are currently at. We can also type the address of the website we would like to go to.
4. World Wide Web (WWW) is a collection of websites on the internet.
Website is a collection of web pages with information written on it.
5. To connect our computer to the internet, we require :-
 (a) A computer
 (b) A telephone cable
 (c) A modem or a network card.
 (d) A company providing internet connection. It is also known as ISP (Internet Service Provider).
 (e) Browsing software.

6. A combination of text, graphics, sound, animation and videos is called multimedia.
7. Uses of multimedia in :-
 - (a) Education : It is used to produce Computer Based Training (CBT) courses and reference books.
 - (b) Business : To provide training to employees, advertising and to sell products all over the world.
 - (c) Advertising : Animation and graphic designs are used to promote the selling of various products.

CHAPTER-8

INTRODUCING WINDOWS 8

- A.**
1. Windows 8 is an advanced operating system. It is built on foundation of Windows 7. In Windows 8, Microsoft has introduced Metro style interface.
 2. Steps to start Windows 8 :-
 - Step 1 : Turn on the computer. The Windows 8 lock screen appears.
 - Step 2 : Press the Enter Key on the keypad.
 - Step 3 : Type the password.
 - Step 4 : Click on submit arrow or press Enter Key.
 - Step 5 : The desktop appears. Here, we are ready with Windows 8.
 3. Steps to shut down Windows 8 are :-
 - Step 1 : Close all the running programs.

Step 2: Take your mouse pointer to upper/lower edge of the screen to open a menu.

Step 3: Click on Setting. The start setting menu will appear.

Step 4: Click on Power button. A pop-up menu will appear.

Step 5: Click on Shut Down.

FORMATIVE TEST PAPER-(4)

(Based on Chapters 7 and 8)

- A.** Location Bar, Menu Bar, Display Window, Navigation Bar.
- B.**
1. Edit : It allows us to cut, copy and paste some Web documents.
 2. Back : It shows us the last web page we were on.
 3. Print : It prints the web page we are currently looking at.
 4. History : It lists the web pages you have visited by date.
 5. Tools : It provides quick access to news and e-mail programs, and options to personalize the browser.
 6. Favorites : It allows us to store links or go to our favorite web pages.
- C.** Do yourself
- D.** 1, 2, 4, 5

SUMMATIVE TEST PAPER-(2)
(Based on Chapters 5 to 8)

- A.**
1. The address bar has the address of the website.
 2. Uses of Internet are :-
 - (a) Searching information on any topic.
 - (b) Online banking.
 - (c) Sending and receiving e-mails.
 3. Steps to exit MSW-LOGO are :-

Step 1 : Click on File menu.

Step 2 : Click on Exit option.
 4. Steps to shut down Windows 8 are :-

Step 1 : Close all your running programs.

Step 2 : Take the mouse pointer to upper/lower right edges of the screen to open a menu.

Step 3 : Click on Setting. The start setting menu will appear.

Step 4 : Click on Power button. A pop-up menu will appear.

Step 5 : Click on Shut Down.
- B.** 1. (T) 2. (T) 3. (T) 4. (T) 5. (F)
- D.** 1. small 2. 8 (Eight) 3. Right 4. Hide Turtle Command (HT) 5. web
- E.** Features of Windows 7 are :
- ✦ Windows 7 allows us to run multiple functions at the same time.
 - ✦ It is very easy to use, learn and work with.
 - ✦ It provides 'What You See is What You Get' (WYSIWYG) environment.
 - ✦ It is a GUI i.e. we don't have to remember all the commands. [30]

PART-4

CHAPTER - 1

EVOLUTION OF COMPUTERS

- A.** 1. (a) 2. (c) 3. (d)
- B.** 1. Intel 4004 2. ENIAC 3. fifth 4. Abacus
- C.** 1. (F) 2. (T) 3. (F) 4. (F)
- D.** 1. (b) 2. (d) 3. (e) 4. (a) 5. (c)
- E.** 1. Abacus was the first calculating device. It was invented around 3000 years ago in China. A wooden frame with beads on parallel wires was used for simple calculations like addition and subtraction. It helped to calculate numbers at a very fast speed.
2. Charles Babbage invented Analytical Engine in 1833. Analytical Engine was the first working model of a mechanical computer. It had two main parts 'Store' and 'Mill'.
3. VLSI technology was used in fourth generation. VLSI stands for Very Large Scale Integrated Chip. In VLSI technology, microprocessors were used.

4.

Basics	Second Generation of Computer	Third Generation of Computer
Size	Smaller than first generation computer.	Smaller than second generation computer.
Storage	Magnetic tapes were used to store data.	Integrated Circuits (IC) and chips were used for storage.

5. Features of Fifth Generation Computers :-
 - ✦ Small size
 - ✦ Portable
 - ✦ Use of optical disk for storing data.
 - ✦ Use of artificial intelligence to make decisions.

CHAPTER-2

COMPONENTS INSIDE THE SYSTEM UNIT

- A.** 1. (c) 2. (a) 3. (c) 4. (b)
- B.** 1. Random Access Memory
2. Read Only Memory
3. Hard Disk
4. CPU
5. Flash Drive
- C.** 1. (F) 2. (F) 3. (F) 4. (F) 5. (T)
- D.** 1. 5 2. 4 3. 3 4. 2 5. 1
- E.** 1. The system unit consists of all the hardware components enclosed in a cabinet. The system unit is also known as CPU.
2. Functions of a Processor are :-
 - ✦ Processor controls the functions performed by the other components of computer.
 - ✦ It works like a link between input and output devices.
 - ✦ It processes data and then it displays that on the screen.
3. The Power Supply Unit is used to connect A.C. mains to the computer. It converts Alternating Current to Direct Current to D.C. for the computer.

4. Hard Disk is a type of secondary and permanent memory. This is the main storage device of the computer. It is fixed inside the CPU box. Its storage capacity is very high and varies from 200 GB to 3 TB.
5. Ports are the slots at the back side of the system unit / CPU. Ports are used for connecting various peripheral devices, storage devices, etc. to the computer system.
6. Memory Card is also called multimedia memory card. It is very small in size. It is used in mobile phones and digital cameras.

CHAPTER-3

KNOW ABOUT COMPUTER VIRUSES

- A.** 1. () 2. (b) 3. (c) 4. (b) 5. (a)
- B.** 1. viruses 2. mail 3. sources 4. pirated 5. anti-virus
- C.** 1. A computer virus may infect or corrupt our computer system.
2. Types of Viruses :-
- (a) Boot Viruses
A virus that becomes active at once when the computer is booted with an infected CD in the drive.
- (b) Macros Viruses
They attach themselves to the document files in the system and become active as soon as the file is accessed.
- (c) File Viruses (.exe)
They get attached with the executable program

files and become active as soon as the program is run.

3. Effects of virus infecting a system are :-
 - ✦ The hard disk can be crashed.
 - ✦ The data can be destroyed.
 - ✦ The processing speed of the computer gets decreased.
 - ✦ The memory can be reduced or blocked.
 - ✦ Booting time increases.
4. Anti-Virus program detects virus in the external memory devices attached to the computer. It does not let the virus copy itself on the computer system.
5. Precautionary measures for preventing viruses :-
 - ✦ Use of licensed operating system.
 - ✦ Say No to pirated softwares.
 - ✦ Do not open any unknown e-mail attachments.
 - ✦ Do not download music or videos from unknown website.
 - ✦ Install licensed anti-virus program.

CHAPTER-4

EXPERIENCING WINDOWS 7

- A.** 1. (T) 2. (F) 3. (F) 4. (T) 5. (T)
- B.** 1. Windows 7 is a GUI (Graphical User Interface) based operation system.
 2. Components of Windows 7 are :-
 - (a) Desktop :- It is the first screen that appears on the monitor once the Windows 7 is turned on.

(b) Icons :- Icons are small pictures on the desktop. It helps to open different applications, folders or files by double-clicking them.

3. Desktop background is the background theme, colour and wallpaper on the desktop behind the icons.

Yes, we can change the desktop background by the following steps :-

Step 1 : Right-click on desktop. Short-cut menu will open. Select the Personalize option. The personalize dialog box will appear.

Step 2 : Click on desktop background. A new window with multiple images will appear.

Step 3 : Select any background from the displayed list.

Step 4 : Click on Save Changes button and close the dialog box after selecting the background.

4. Gadgets are small tools provided by Windows 7 to be placed on desktop as per the requirements.

5. Steps for adding gadgets on desktop are :-

Step 1 : Right-click on the desktop.

Step 2 : In the list that appears, click on Gadgets.

Step 3 : The box containing various gadgets appears.

Step 4 : Click on required gadget and click on the Add button.

Step 5: Click on close button.

- C. 1.(c) 2.(f) 3.(a) 4.(d) 5.(b) 6.(e)

CHAPTER-5

MORE ABOUT LOGO

- A. 1. PEN PAINT 2. PU 3. PRINT 4. REPEAT
5. PENUP

- B. 1.(T) 2.(T) 3.(T) 4.(T) 5.(F)

- C. 1. Repeat command is used to repeat a set of commands, a specified number of times. It can be used to draw regular polygons. It reduces the length of code and enables us not to write the same command again and again.

Syntax : REPEAT < Space > < Number of times > < Space > [commands].

2. We can draw a polygon using the repeat command by following these steps :-

Step 1: Determine the number of sides of polygon to be drawn.

Step 2: Decide how many turtle steps each side of the polygon will be.

Step 3: The number of angles is equal to the number of sides in a polygon. Therefore, each time the turtle turns by $360^\circ / \text{number of angles}$.

3. The number of sides in a septagon is 7 and each side of the septagon is 30. Since the number of angles in septagon is 7, so the turtle turns be $360^\circ / 7$ in each turn. The repeat command to draw the septagon will be as :-

REPEAT 7 [FD 30 RT 360⁰ / 7]

4. Some of the LOGO commands are :-

(a) Home :- The position where the turtle is shown on the drawing screen area is called its Home. The HOME command brings back the turtle to its original position.

Syntax :- HOME <enter>

Example :- FD 200
RT 180
FD 200
HOME

(b) PENUP or PU :- This command enables the turtle to move on the screen without leaving a trail behind it.

Syntax :- PENUP <enter> or PU <enter>

Example :- FD 90
PU
FD 40

(c) PENDOWN or PD :- PU command is used to enable the turtle to start leaving a trail again

Syntax :- PENDOWN <enter> or PD <enter>

Example :- RT 180
PU
FD 60
PU
LT 180
FD 120

5. Print command is used to :-

- ✦ draw shapes and figures.
- ✦ do calculations.
- ✦ display messages on the LOGO screen.

CHAPTER-6

EDITING IN MS-WORD 2010

- A.** 1. (c) 2. (a) 3. (a)
- B.** 1. Steps for selecting a part of a text with a mouse are :-
- Step 1 :- Click at the beginning of the text you wish to select.
- Step 2 :- Hold down the left button of mouse and drag it.
- Step 3 :- Drag till the end of the text you wish to select and release the mouse button. The highlighted text is the selected text.
2. We can copy the text we want in a document by selecting the copy button/option. We can also paste the copied text in the same document or in another document by using the Paste command.
3. Step to Undo the last action is :-
- Step:- Select the UNDO command by clicking on tool given in MS Word 2010 on the Quick Access Toolbar.
- C.** 1. (c) 2. (e) 3. (d) 4. (b) 5. (a)
- D.** 1. Making changes in a document is called editing.
Editing is done to correct mistakes, and to

make the language and grammar in a document free of errors ; that is why editing is important.

2. Find and Replace tool is used to make changes in the whole document. It also saves time.
3. CUT COMMAND :- This is used to cut the selected text in a document. The keyboard shortcut to use this command is Ctrl + X.
COPY COMMAND :- This is used to copy the selected text in a document. The keyboard shortcut to use this command is Ctrl + C.

- E.**
1. document
 2. Quick Access Toolbar
 3. Ctrl + Y
 4. Redo

CHAPTER-7

INTRODUCING MS-POWERPOINT 2007

- A.** 1. .pptx 2. Ctrl+M 3. status bar 4. Home 5. ribbon
- B.** Quick Access Toolbar, Title Bar, Ribbon, Slides / Outline Pane, Status Bar, Speaker's Note Pane.
- C.**
1. The systematic representation of data and information is called Presentation. A presentation is used to communicate ideas and information to others.
 2. Various components of MS-PowerPoint 2007 and their uses are :-
 - (a) Title Bar :- It displays the name of the software application and the name of the file currently in use. It has Minimize, Maximize and Close options.

- (b) Office Button :- It appears in the upper-left corner of window and contains options like New, Open, Save, Save As, Print, etc.
 - (c) Quick Access Toolbar :- It contains options like Undo, Redo, Save, etc.
 - (d) Outline Tab :- It displays slide text.
 - (e) Status Bar :- It appears at the bottom of window. It displays the serial number of slide, total number of slides, default language, etc.
3. Steps to open MS-PowerPoint 2007 are :-
- Step 1 :- Click on Start button.
 - Step 2 :- Click on All Programs.
 - Step 3 :- Click on Microsoft office.
 - Step 4 :- Click on MS-PowerPoint 2007.
4. Steps for saving a presentation are :-
- Step 1 :- Click on the Office Button and select Save As option from the drop-down list.
 - Step 2 :- Select the PowerPoint Presentation option from the submenu.
 - Step 3 :- The Save As dialog box appears.
 - Step 4 :- Select the destination folder from the options given in the left pane and type the file name. Click on the Save button.

CHAPTER-8

THE AMAZING INTERNET

- A. 1.(a) 2.(c) 3.(b) 4.(c) 5.(c)
- B. 2.(F) 2.(F) 3.(T) 4.(F) 5.(T) 6.(T)

- C.
 1. We can buy or sell old and new goods through internet.
 2. We can do banking transactions without going to the bank.
 3. We can get any kind of information on any subject.
 4. We can buy Airline / Railway / Bus or even movie tickets.
 5. We can chat with our family and friends.
- D.
 1. Internet Explorer
 2. Website
 3. External Modem
- E.
 1. (a) Homepage :- Homepage is the first page of a website.
(b) Webpage :- The page on the Internet which has information is called web page.
(c) Website :- It is a collection of related webpages under one web address.
(d) Web browser :- It is an application program to access the internet.
(e) Search Engine :- A search engine is a computer program that searches for information on the WWW or the internet.
 2. WWW stands for World Wide Web. It is a large collection of millions of webpages containing a huge amount of information.
Ex :- www.yahoo.com, etc.
 3. To connect your computer to the Internet, we need a subscription with an ISP (Internet Service Provider). ISP provides the required

hardware devices like modem at the time of installation.

4. Modem is a device that allows one computer to connect to another and transfer data over telephone lines. Modem stands for Modulator Demodulator.

There are two types of modems :-

- ✦ Internal Modem :- It is fixed inside a computer.
- ✦ External Modem :- It is fixed outside the computer.

5. Main parts of Internet Explorer are :-

- (a) Title Bar :- Shows the title of the opened webpage.
- (b) Menu Bar :- Shows various items for operation on web and Internet settings pages.
- (c) Tool Bar :- Has shortcut button for various operations on web page.

FORMATIVE TEST PAPER-1

(Based on Chapters 1 and 2)

- A.** 1. Pascaline 2. ENIAC and UNIVAC 3. Analytical Engine
- B.** 1. 1971 2. 1974 3. 1983 4. 1946 5. 1833 6. 1944
7. 1951 8. 1986
- C.** 1. Random Access Memory
2. Read Only Memory
3. Power Supply Unit
4. Multimedia Memory Card.
- D.** 1. Flash Drive 2. Power Supply Unit
3. Motherboard 4. RAM

FORMATIVE TEST PAPER-2

(Based on Chapters 3 and 4)

- A.** 1. Brain 2. McAfee 3. .exe 4. Computer Virus (Macros Virus) 5. Pen Drive
- B.** 1. My Computer 2. Recycle Bin
3. Window 7 4. Start Button
- C.** Start Button, Taskbar, Notifications
- D.** Steps for adding a gadget are :-
Step 1 :- Right-click on the desktop.
Step 2 :- In the list that appears, click on Gadgets.
Step 3 :- The box containing various gadgets appears.
Step 4 :- Click on the required gadget and click the add button.
Step 5 :- Click on Close button.

FORMATIVE TEST PAPER-3

(Based on Chapters 5 and 6)

- A.** 1. REPEAT 4 [FD-RT $360^{\circ} / 4$]
2. REPEAT 6 [FD-RT $360^{\circ} / 6$]
3.
4. REPEAT 8 [FD-RT $360^{\circ} / 8$]
- B.** 1. Pen Up 2. Pen Down 3. Pen Erase 4. Left 5. Right 6. Forward
- C.** Quick Access Toolbar, Cut, Copy, Format Painter, Find and Replace.
- D.** 1. Ctrl + X 2. Ctrl + C 3. Ctrl + V
4. Ctrl + Z 5. Ctrl + Y 6. Ctrl + S

FORMATIVE TEST PAPER-4

(Based on Chapters 7 and 8)

- A. Quick Access Toolbar, Title Bar, Ribbon, Slides / Outline Pane, Status Bar, Speaker's Note Lane.
- B. Steps to open a new presentation are :-
- Step 1 :- Click on Office Button.
 - Step 2 :- Select the New option from list.
 - Step 3 :- Select Blank Presentation from the New Presentation dialog box and click on Create button.
 - Step 4 :- A new presentation slide opens. We can also add slides from the slides group of HOME tab. And we can also change the layout of the slides.
- Steps to open an existing presentation are :-
- Step 1 :- Click on Office Button.
 - Step 2 :- Select the Open option from the drop-down list.
 - Step 3 :- The Open dialog box appears.
 - Step 4 :- Specify a name and location for the file and click on the Open button.
- C. Address Bar, Menu Bar, Navigation Bar, display window.
- D. (a) Google.com (b) Yahoo.com (c) Ask.com
(d) msn.com (e) bing

SUMMATIVE TEST PAPER-1

(Based on Chapters 1 to 4)

- A. 1. (b) 2. (a) 3. (a) 4. (c) 5. (b) 6. (c)
- B. 1. (b) 2. (e) 3. (d) 4. (c) 5. (f) 6. (a)

- C. 1. Features of Analytical Engine are :-
- ✦ Analytical Engine was the first ever working model of a mechanical computer.
 - ✦ It was a fully program controlled machine, which had two main parts 'Store' and 'Mill'.
 - ✦ The Store where numbers were held and Mill where numbers were woven into new results.

2.

Third Generation Computer	Fourth Generation Computer
<ul style="list-style-type: none"> • Involved use of Integrated Circuits (IC). • Smaller size. • Better functioning and storage. • Introduction of first microprocessor. 	<ul style="list-style-type: none"> • Involved use of microprocessors (VLSI) • Reduced size. • Portable hard disk fitted inside the system. • Use of microprocessors.

3. Functions of processor are :-
- ✦ Processor controls the functions performed by the other components of computer.
 - ✦ It works like a link between input and output devices.
 - ✦ It processes data and then it displays that on the screen.
4. We can prevent our system from virus invasion by :-
- ✦ using licensed operating system.
 - ✦ not using pirated software.
 - ✦ not downloading music or videos from any unknown website.

- ✦ installing licensed anti-virus program.
 - ✦ opening pen drive or CD only after scanning it through a licensed anti-virus.
5. Windows 7 is a system software . It is a GUI (Graphical User Interface) based operation system.
6. Features of first generation computer :-
- ✦ Huge in size.
 - ✦ Very expensive.
 - ✦ Made up of vacuum tubes.
- Features of second generation computer :-
- ✦ Made up of transistors.
 - ✦ Magnetic tapes were used to store data.
 - ✦ Most fast and reliable.
- Features of third generation computer :-
- ✦ Use of integrated circuits (ICS).
 - ✦ Lesser size.
 - ✦ Increased speed.
- Features of fourth generation computer :-
- ✦ Use of microprocessors (VLSI).
 - ✦ Reduced size.
 - ✦ GUI operating system.
- Features of fifth generation computer :-
- ✦ Uses optical disk to store data.
 - ✦ Portable.
 - ✦ Uses artificial intelligence to make decisions.

SUMMATIVE TEST PAPER-2
(Based on Chapters 5 to 8)

- A. 1. (F) 2. (F) 3. (T) 4. (T)

- B.**
1. Quick Access Toolbar :- It contains some of the most commonly used options like Undo, Redo, Save, etc.
 2. Status Bar :- It displays the serial number of the slide, total number of slides, default language, etc.
 3. Slide Pane :- It can be resized by dragging its top or right border.
 4. Ribbon :- It is divided into tabs which are further divided into groups.
 5. File tab :- It is used to open, save, print and exit file.
 6. Home tab :- This button returns to Home Page.

PART-5

CHAPTER - 1

THE COMPUTER—AN OVERVIEW

- A.** 1. (a) 2. (b) 3. (c) 4. (a)
- B.** 1. Program 2. Scanner 3. Joystick 4. Secondary
5. Pixels
- C.** 1. Functions of a computer :-
(a) Accept the input (b) Process
(c) Provide the output (d) Storage
2. The secondary storage devices are used to store data and programs when they are not being processed. Some of the secondary storage devices are :-
(a) Hard Disk, (b) Floppy Disk Drive,
(c) CD.

3.

CD	DVD
<ul style="list-style-type: none">• It is an electronic data storage medium that can be written to and read using a low powered laser beam.• Its storage capacity is 640 MB.	<ul style="list-style-type: none">• It is attached to the system unit is a high capacity data storage device.• Its storage capacity is 4.7 GB.

4.

ANALOG COMPUTER	DIGITAL COMPUTER
<ul style="list-style-type: none">• It accepts data in continuous form.• Represents data as physical quantities.• Measures and answers 'how much?'	<ul style="list-style-type: none">• It accepts data in discrete form.• Represents data as numbers.• Counts and answers 'how many?'

5. RAM stands for Random Access Memory. It is primary (temporary) memory.

Features of RAM are :-

- ✦ Data can be read and written in RAM.
- ✦ It stores the inputs and instructions given by the user and also stores the results produced, temporarily.
- ✦ We can write over data, when it is no longer required and we can use the storage location again for something else.

D. 1. (F) 2. (F) 3. (F) 4. (F) 5. (T)

E. 1. Universal Serial Bus
2. Compact Disk-Read Only Memory
3. Digital Versatile Disk-Read Only Memory
4. Compact Disk Re-writable

F. 1. Input device 2. Input device
3. Output device 4. Output device
5. Input device 6. Input device

CHAPTER-2

LANGUAGE OF COMPUTERS

A. 1. (b) 2. (a) 3. (c) 4. (c) 5. (b)

B. 1. (T) 2. (F) 3. (F) 4. (T) 5. (F)

C. 1. data, information 2. first 3. machine language
4. artificial intelligence and expert systems. 5. language translator.

D. 1 A computer language is the communication medium through which data and instructions are given in order to process them. Computer language is used to give data and instructions

to computer. It acts as an interface between computer and user.

2. Computer language is of two types :-
 - (a) Low Level Language
 - (b) High Level Language

LOW LEVEL LANGUAGE	HIGH LEVEL LANGUAGE
<ul style="list-style-type: none">• It is machine dependent.• It is a very typical language.• This language is impossible to be used by human beings.• It is time consuming.• Translator is not needed in case of machine language.	<ul style="list-style-type: none">• They are machine independent.• They are easier to read, write and maintain.• They are closer to human languages.• It requires less time to write.• It can be translated into many machine languages.

3. Advantages of Machine Language are :-
 - ✦ It is easily understood by computers.
 - ✦ It runs very fast.
 - ✦ Translator is not needed.
4. Disadvantages of Assembly Language :-
 - ✦ It is time consuming.
 - ✦ It is machine dependent language.
 - ✦ Assembler, a program is required to translate it into a machine language.
5. A compiler is a software that converts source code into machine language.
Compiler converts high level languages

(source code) into machine language (object code). It also displays the errors for whole program.

6. Advantages of High Level Languages :-

- ✦ It is user friendly.
- ✦ It is easier to maintain.
- ✦ It requires less time to write.
- ✦ It is independent of machine on which it is used.
- ✦ It is easier to run.

7. Some of the High Level Languages are :-

(a) BASIC

It stands for Beginners All Purpose Symbolic Instruction Code.

It is Third Generation Language (3GL)

It is used for mathematical calculations and processing.

(b) JAVA

It is Fourth Generation Language (4GL)

In JAVA, the program is divided in objects.

(c) C++

It is Fifth Generation Language (5GL)

8. Assembler is a program used to translate assembly language into machine language.

Interpreter converts source program into machine language. It executes one statement at a time and then move on to next statement. It also rectifies errors for single line at a particular time.

CHAPTER-3

FILES AND FOLDERS

- A.** 1. (b) 2. (c) 3. (a) 4. (b)
- B.** 1. sub-folder 2. copy, paste
3. cut, paste 4. duplicate
5. Shift + Delete
- C.** 1. Steps to copy a folder are :-
(a) Select the folder you want to copy.
(b) Right click on the folder. A menu of options appears.
(c) Click on copy option.
(d) Open the location where you want to save the copy of folder.
(e) Right-click within the location. The menu appears.
(f) Click on paste option.
2. Steps to create a new folder :-
(a) Right click anywhere on the desktop area. A menu will appear showing a number of options.
(b) Click on New
(c) Select Folder.
(d) Type a name for folder.
(e) Press Enter key.
3. Steps to create a sub-folder :-
(a) Open folder 'ABC'.
(b) Right click in the space of folder 'ABC'. The menu appears.

- (c) Click on New.
 - (d) Click on Folder.
 - (e) Type a name for new folder.
 - (f) Press Enter Key.
4. Steps to restore a file :-
- (a) Select the file from the recycle bin which you want to restore.
 - (b) Right click on the file. A menu will appear showing a number of options.
 - (c) Click on Restore option. A confirmation dialogue box will appear.
 - (d) Click on 'OK' option.
5. Steps to cut and paste a folder :-
- (a) Select the file or folder you want to copy.
 - (b) Right click the file or folder. A menu of options appears.
 - (c) Click on the cut option.
 - (d) Open the storage location where you want to store the file or folder.
 - (e) Right-click within the location. The menu appears.
 - (f) Click on the paste option.

- D.**
1. A file contains related information typed in it. A computer file could be a text file, document file, spreadsheet, an image, music or video file. A folder is a collection of files.
 2. Copying a file or a folder is beneficial / advantageous when you need a single file or a folder at two different locations in order to share information.

COPYING A FILE	MOVING A FILE
Copying a file means to create a duplicate copy of an existing file, but at some other location. The shortcut for copying a file is Ctrl + c	Moving a file means to relocate a file on a computer system. The shortcut for.

4. We should organize the files in a folder for finding the file easily whenever we want to use it.
 5. Text files, document files, spreadsheets, image files or video files are different types of files.
- E.** 1.(b) 2.(d) 3.(e) 4.(a) 5.(c)
- F.** Gadgets are the electronic device which are used to perform the particular task.
 Mobile phones and computers are the gadgets we see at our home.

CHAPTER-4

FORMATTING IN MS-WORD 2010

- A.** 1.(b) 2.(d) 3.(a) 4.(c) 5.(a)
- B.** 1. Word processor 2. Size, colour
 3. Underline 4. Superscript
- C.** 1. Steps to insert a picture in document are :-
 (a) Click on the insert tab.
 (b) Click on the picture command.
 (c) Select the picture and then click on the insert button.
2. Steps to insert a shape in document :-
 (a) Click on the insert tab.

- (b) In the illustrations group, click on the shapes command.
- (c) Select a shape from the drop-down menu.
- (d) Click and drag the mouse until the shape is in the desired size.
- (e) Release the mouse button.

3. Steps to highlight text in document :-

- (a) From the Home tab, in the font group, click on the Text Highlight colour icon, drop down arrow.

The Highlight colour menu appears.

- (b) Select the text you wish to highlight .
- (c) Select the desired highlight colour. The selected text will be highlighted as shown below.
- (d) To switch back to the normal cursor, click on the Text Highlight colour icon again.

4. Steps to insert bullets in document :-

- (a) Click on bullets drop-down arrow in the paragraph group on the Home tab.
- (b) Select the bullet style you want; it will appear in the document.

5. Steps to print document :-

- (a) Go to print pane.
- (b) If you want to print certain pages, you can type a range of pages. Otherwise, select Print All Pages.
- (c) Select the number of copies.
- (d) Check the collate box if you are printing multiple copies of a multipage document.

- (e) Select a printer from the drop-down list.
 - (f) Click on the print button.
- D.** 1. Superscript 2. Subscript 3. Bold
4. Italic 5. Underline
- E.** 1. Formatting is used to make your document more attractive and meaningful.

2.

SUPERSCRIPT	SUBSCRIPT
Superscript refer to numbers that are positioned slightly higher than the text on the line. The shortcut for Superscript is Ctrl + shift +=. For example, cm ² , m ² , etc.	Subscript refer to numbers that are positioned slightly lower than the text on the line. The shortcut for Subscript is Ctrl +=. For example, H ₂ SO ₄ , H ₂ O, etc.

3. We can insert a screen shot in a word document by the following steps :-
- (a) Click on Insert tab.
 - (b) In the illustrations group, click on the screen shot command.
 - (c) Select the screen shot. The screenshot will be inserted in the word document.
4. Inserting symbols and special characters in a word document is useful when we want to use foreign language letters and symbols.
5. The use of printing a document is to obtain a hard copy of the document and for manual and systematic representation.
6. We use bulleted and numbered lists in a word

document to organize, arrange and emphasize the text.

7. The benefits of highlighting the text are :-
 - (a) Attractive look of the document.
 - (b) Easy to understand.
 - (c) Systematic representation.

CHAPTER-5

WORKING WITH MS-POWERPOINT 2010

- A.** 1.(a) 2.(b) 3.(a) 4.(c)
- B.** 1. Background 2. Esc
3. Slide Show 4. Slide Sorter
5. Master View
- C.** 1.(b) 2.(c) 3.(d) 4.(e) 5.(a)
- D.** 1. MS-PowerPoint 2010 is a graphical application, used for creating and displaying presentation.
2. A theme is a predefined combination of colours, fonts, and effects, that can be applied to your presentation.
3. The steps to change the background in a presentation are :-
 - (a) Click on the slide in which you want to add a background.
 - (b) Locate the Background group in the Design tab.
 - (c) Click on Background styles command.
 - (d) Select the desired background style.
4. There are different views in MS-PowerPoint 2010 :-

- (i) Normal View (ii) Slide Show View
- (iii) Slide Sorter View (iv) Reading View
- (v) Notes Page View
- (vi) Master Views : Slide, Handout and Notes

(i) NORMAL VIEW

We write and design our presentation in normal view.

This view is also known as Slide View.

(ii) SLIDE SORTER VIEW

In slide sorter view, we can view the slides in thumbnail form.

(iii) READING VIEW

It is used to deliver the presentation to someone viewing the presentation on their own computer.

(iv) NOTES PAGE VIEW

It shows a smaller version of the slide with an area below for printed notes.

5. Steps to start a slide show from beginning are :-

- (a) Click on the slide show tab.
- (b) Click on the From Beginning button in the Start Slide Show group to start the slide show from the first slide.

- E.** 1. Slide Show View 2. Normal View
 3. Reading View 4. Slide Sorter View

- F.** Text, Slide, Slide Sorter View, Normal View, Reading View

CHAPTER-6
INTRODUCING MS-EXCEL 2010

- A.** 1. (b) 2. (a) 3. (b) 4. (b)
- B.** 1. Title 2. Formatting 3. Worksheet 4. Quick Access 5. Formula
- C.** 1. MS-Excel is an application software that helps us to store and analyse data. The data in MS-Excel is organised in rows and columns.
2. Functions of MS-Excel 2010 are :-
- ✦ Formatting features and capability.
 - ✦ Data can be viewed in the graphical form as charts, used for data analysis and comparison.
 - ✦ Fast searching and instant replacement of data.
 - ✦ Auto fill that enables the user to enter data in series.
3. Differences between on worksheet and a workbook:

WORKSHEET	WORKBOOK
(i) A single page in Excel is called worksheet / spread sheet.	(i) Excel file is often called workbook.
(ii) Worksheet is divided into rows and columns.	(ii) Workbook is divided into different worksheets.

4. Components of MS Excel window :
- (i) Title Bar :- It shows the name of active workbook and is located at the top of the window.
 - (ii) Name Box :- The address of the active cell is displayed in the name box.
 - (iii) Quick Access Toolbar :- It displays quick

access buttons of the Save, Undo and Redo commands.

(iv) Worksheet Window :- A single page in Excel is called spreadsheet.

(v) Ribbon :- The menu tabs with the group of related command buttons are displayed on it.

5. Steps to save a workbook are :-

(a) Click on the MS Office Button to select Save option.

A Save As window opens.

(b) Type the name of workbook in the File name box.

(c) Select to location of the workbook in the Save in box.

(d) Finally click on Save option to save the document.

D. 1. (F) 2. (T) 3. (F) 4. (F) 5. (F)

CHAPTER-7

FLOW CHARTS AND ALGORITHMS

A. 1. (c) 2. (a) 3. (a) 4. (b)

B. 1. Rhombus 2. Algorithm

3. graphical, flowchart

4. Herman Goldstein, John von Neumann

5. Single

C. 1. (e) Algorithm 2. (d) Flowchart 3. (a) Connector Symbol 4. (c) Input / Output symbol 5. (b) Process symbol

D. 1. Algorithm is a set of steps that are followed in

order to solve a mathematical problem or to complete a computer process.

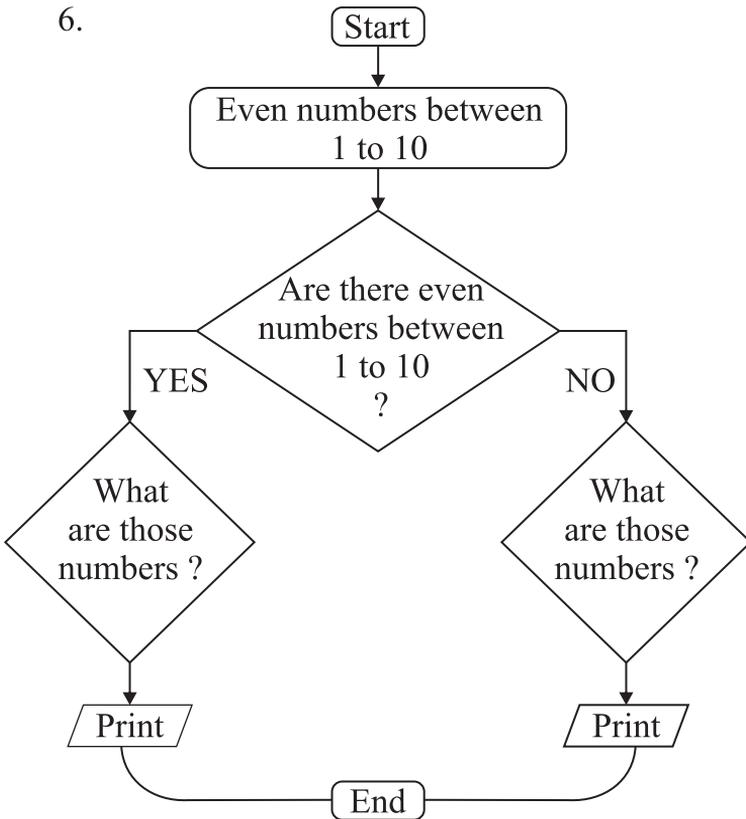
2. A flowchart is a graphical representation of a series of steps or a procedure that leads to completion of a task.
3. The guidelines to make an effective flowchart are :-
 - (a) While making a flowchart, the requirements should clearly listed in a logical order.
 - (b) The direction of the flow of a procedure must be from left to right or top to bottom.
 - (c) Avoid the intersection of flow lines.
 - (d) Only one flow line is to be used for a terminal symbol.
4. Components of flowchart are :-
 - (a) Terminal
It is an oval shaped box that usually denotes "Start" or "End" of a flowchart.
 - (b) Decision
It is a rhombus used for representing a decision such as "Yes" or "No" and "True" or "False".
 - (c) Input/Output
It is a parellelogram which is used to show inputs and outputs of the whole program.
 - (d) Process
It is a rectangle used to denote a process or to show that something is being performed.
5. Algorithm for preparing mixed fruit juice :-

Step 1 :- Take a variety of fruits and peel them off.

Step 2 :- Cut the fruits in small pieces and put it inside the mixer's jar.

Step 3 :- Connect the jar with the grinder, switch the grinder ON. The mixed fruit juice is ready to be served.

6.



CHAPTER-8

INTRODUCING E-MAIL

- A.** 1. (a) 2. (b) 3. (a) 4. (b) 5. (b)
- B.** 1. (c) 2. (d) 3. (b) 4. (a)
- C.**
1. E-mail stands for Electronic Mail. It is used for chatting through internet without the use of paper.
 2. Signing in an account means opening an e-mail account.
 3. Signing out means exiting or closing an e-mail account.
 4. Components of the E-mail window are :-
 - (a) Inbox (b) Starred
 - (c) Important (d) Sent Mail
 - (e) Drafts (f) More
 - (g) Chat Window
 5. Algorithm for preparing mixed fruit juice :-

Step 1 :- Take a variety of fruits and peel them off.

Step 2 :- Cut the fruits in small pieces and put it inside the mixer's jar.

Step 3 :- Connect the jar with the grinder, switch the grinder ON. The mixed fruit juice is ready to be served.
 6. Steps to start Internet Explorer :-
 - (a) Click on 'Start' and then on 'All Programs'.
 - (b) Now click on Internet Explorer.
 - (c) Click on the Address bar and type the address of the website which you want to search.

7. Steps to sign out an e-mail account :-
 - Step 1 :- Click on the down arrow of your profile photo.
A drop down list of menu will appear.
 - Step 2 :- Click on Sign out.
8. Components of e-mail window are :-
 - (a) Inbox :- It is a place where we receive e-mail.
 - (b) Starred :- It contains all the e-mails that are marked with a star.
 - (c) Important :- It contains all the received e-mail that have been marked as important.
 - (d) Sent Mail :- It contains all the e-mail that you have sent from your e-mail account.
 - (e) Chat window :- It enables you to chat with the contacts added in your e-mail account.
9. Steps to compose an e-mail :-
 - (a) Sign in your e-mail account.
 - (b) Click on compose.
The compose e-mail page will appear.
 - (c) Click on the text box of To and add the e-mail address of the person to whom you want to send the e-mail.
 - (d) Click on the text box of the subject to add the subject off the e-mail.
 - (e) Now, type the matter of the e-mail from the keyboard.
 - (f) Click on SEND to send the e-mail.

FORMATIVE TEST PAPER-1

(Based on Chapters 1 and 2)

- A.** 1. Arithmetic and Logical Unit
2. Random Access Memory
3. Read Only Memory
4. Compact Disk Read Only Memory
5. Compact Disk Re-writable
6. Digital Versatile Disk
- B.** See page number 8 of book.
- C.** See page number 16 of book.
- D.** 1. Third Generation Language
2. Third Generation Language
3. Third Generation Language
4. Fourth Generation Language
5. String and List Processing
6. Business Data Processing
- E.** 1. SCANNER 2. HARD DISK
3. FLOPPY DISK 4. FLASH DRIVE

FORMATIVE TEST PAPER-2

(Based on Chapters 3 and 4)

- A.** 1. Image file 2. Video file
3. Music file 4. MS Office Excel 2007
5. Document file
- B.** Do yourself
- C.** Do yourself

FORMATIVE TEST PAPER-3

(Based on Chapters 5 and 6)

- A.** 1. PowerPoint icon 2. Slide Show View
 3. Reading View 4. Normal View
 5. Slide Sorter View
- B.** Steps to open MS Excel 2010 are :-
 (a) Click on Start button.
 (b) Click on All Programs.
 (c) Click on Microsoft office.
 (d) Click on Microsoft Excel 2010.
- C.** Do yourself
- D.** 1. E6 2. E4 3. D5
 4. F5 5. 5

FORMATIVE TEST PAPER-4
(Based on Chapters 7 and 8)

- A.** 1. Connector 2. Terminal
 3. Decision 4. Input / Output
 5. Process 6. Line
- B.** Steps to create a G-mail account are :-
Step 1 :- Click on the Address bar of internet explorer.
Step 2 :- Enter the following address [http:// www.Gmail.com](http://www.Gmail.com).
 Click on g-mail.
 G-mail page will appear.
Step 3 :- Click on create an account. A form window will appear.
Step 4 :- Fill in the details and create a password.
Step 5 :- Fill in your personal details.
Step 6 :- Type the text for verification.

Step 7 :- Agree to the terms of service and privacy policy.

Step 8 :- Click on next step.

The account is created.

- C. Do yourself
- D. Do yourself

SUMMATIVE TEST PAPER-1

(Based on Chapters 1 to 4)

- A. 1.(T) 2.(T) 3.(F) 4.(F) 5.(T) 6.(F)
- B. 1.(b) 2.(a) 3.(c) 4.(b)
- C. 1. Functions of a computer are :-
 - (a) We can do sums and make calculations easily on computer.
 - (b) We can listen to music on a computer.
 - (c) We can watch cartoons and movies using a computer.
 - (d) We can play games on computer.
 - (e) We can make drawings on computer.
- 2. Advantages of high level language :-
 - (a) HLL is user friendly.
 - (b) It requires less time to write.
 - (c) It is easier to maintain.
 - (d) It is easier to run.
 - (e) It is independent of the machine on which it is used.
- 3. Steps to copy a file are :-
 - (a) Select the file you want to copy.
 - (b) Right click on the file or folder.
 - (c) Click on the copy option.

- (d) Open the location where you want to save the copy of file or folder.
 - (e) Right-click within the location.
The menu appears.
 - (f) Click on paste option.
Copying a file is important when we need a single file at two different locations in order to share information.
4. Steps for saving a file in MS-Word 2010 are :-
- (a) Click on the File tab.
 - (b) Select Save or Save As. You can also click on the Save icon on the Quick Access toolbar.
 - (c) Give your file a name in the File name box.
 - (d) Click on the Save button.
5. Different types of languages used in computer are :-
1. LOWLEVEL LANGUAGE
 - (a) Machine language / First Generation Language (1GL)
 - (b) Assemble Language / Second Generation Language (2GL)
 2. HIGHLEVEL LANGUAGE
 - (a) Third Generation Language (3GL)
 - (i) BASIC (ii) COBOL
 - (iii) PASCAL (iv) FORTRAN
 - (b) Fourth Generation Language (4GL)
 - (i) Visual Basic (ii) Oracle
 - (iii) SQL (iv) JAVA

- (v) OOPS
- (c) Natural Language / Fifth Generation Language (5GL)

SUMMATIVE TEST PAPER-2

(Based on Chapters 5 to 8)

- A.** 1.(c) 2.(a) 3.(b) 4.(c) 5.(b) 6.(b)
- B.** 1. MS-PowerPoint 2010 is a graphical application, used for creating presentations.
2. There are six different views in MS-PowerPoint 2010 named as follows :-
- (a) Normal View (b) Slide Show View
 - (c) Slide Sorter View (d) Reading View
 - (e) Notes page view
 - (f) Master Views : Slide, Handout and Notes.
 - (i) Normal View
It is used to write and design the presentations. It is also known as Slide View.
 - (ii) Notes Page View
It shows a smaller version of the slide with an area below for printed notes. Each slide is created on its own note page.
3. Advantages of Algorithm are :-
- (a) Algorithm helps us to know the time, arrangement and sequence of any particular task which needs to be performed.
 - (b) After following an algorithm, we are able to get the solution to our problem.

4. E-mail account is an account of e-mail through which one can send and receive e-mails.
5. Steps to insert a special character in MS-Word 2010 are as follows :-
 - (a) Place the cursor where you want to insert the character.
 - (b) Click on the Insert tab.
 - (c) Click on the 'Symbols' command in the symbols group, a small list of symbols will appear.
 - (d) Now click on 'More Symbols'.
 - (e) Select 'Special Characters' tab.
Now click on any of the available characters in the box to insert in your document at the selected location.

