

IDEAL

WEB WORLD

An Interactive Approach to Computer Science

Part-6 to 8

ANSWER KEY

Bright Kids Publications

Educational Publishers

PART-6

CHAPTER-1

WORKING OF COMPUTER

- A.** 1. (iv) 2. (iv) 3. (iv) 4. (ii)
5. (iii)
- B.** 1. (F) 2. (T) 3. (F) 4. (T)
5. (T)
- C.** 1. Speakers 2. Plotters
3. Dot-Matrix 4. Secondary
5. RAM 6. Mouse
- D.** 1. Input devices are the devices that accept the instructions and data from the user.
2. There are two types of storage devices.
3. The devices which guide in displaying and delivering the results are known as output devices. For example- (i) Monitor, (ii) Printer
4. The basic components of a CPU are—Control Unit and Arithmetic Logic Unit.
5. The fundamental operation performed by a computer system are-
(i) Receiving input
(ii) Processing input
(iii) Giving output
(iv) Storing data and information before and after the processing
- E.** 1. (iv) 2. (v)
3. (vi) 4. (iii)
5. (ii) 6. (I)

In The Computer Lab

A. Do it yourself

TEST PAPER-1

- A.** (i) Touch Screen
(ii) Graphic Tablet
(iii) Keyboard
(iv) Mouse
(v) Joystick
(vi) Flatbed Scanner

B. Do it yourself.

- C.** (i) Compact Disc Read-Write
(ii) Digital Video/Versatile Disc
(iii) Compact Disk-Read only memory
(iv) Beginners All Purpose Symbolic Instruction Code
(v) COmmon Business Oriented Language
(vi) FORmula TRANslator

CHAPTER-3

MORE ON MS WINDOWS 7

- A.** 1. (d) 2. (c) 3. (b)
4. (c) 5. (a)
- B.** 1. (T) 2. (F) 3. (T)
4. (F) 5. (T)
- C.** 1. Back
2. Two
3. Transparent
4. System and Security
5. Address Bar

- D. 1.** The Control Panel has been loaded with many icons which are used to manage various resources and operate the computer system.
- 2.** Step 1- Open control panel.
Step 2- Click on the appearance and personalization option.
Step 3- Click on taskbar and start menu.
Step 4- Check the Auto-hide the taskbar option in the taskbar and start menu properties dialog box.
- 3.** Changing the Mouse Button settings-
Step 1- Open the control panel and click on the hardware and sound option.
Step 2- Click on the mouse option in devices & Printers.
Step 3- Change the settings in the mouse properties dialog box.
Step 4- Click on apply and then click ok.
- 4.** Changing the appearance of windows-
Step 1- Open the Control Panel and click on Appearance and Personalization option.
Step 2- Out of a list of options, click Personalization option.
Step 3- Select the Theme of your choice and click to apply it.
- 5.** Resizing a window-
Step 1- Right click on the top left corner of a window.
Step 2- Click on Size option from the menu.

Step 3- Use the Arrow keys to resize the window to the required size.

Step 4- Press the Enter key after completing the task.

In The Computer Lab

A. Do it yourself.

CHAPTER-4

MORE ABOUT MS WORD 2010

A. 1. (ii) 2. (iii) 3. (iii)

4. (iii) 5. (iv)

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

4. (F) 5. (T)

C. 1. Replace

2. Search

3. Mail Merge

4. Vertical Space

5. Right- clicking

D. 1. Inserting a hyperlink-

Step 1- Select the text in which the hyperlink is to be placed.

Step 2- Click on the Insert tab on the Ribbon.

Step 3- Click on the Hyperlink option in Links group. An Insert Hyperlink dialog box appears which contains many options for creating a link.

Step 4- Type address of a website or click on any existing file to create a link. We can also link content through e-mail address.

Step 5- Click on the OK button. A hyperlink has been inserted now.

2. Line spacing is the vertical space between lines of a text. Select the paragraph to set line spacing. Click on the Home tab. Click on Line Spacing in the Paragraph group and select the desired spacing from the list.
3. Page margins are spaces between the edges of paper and text.
4. Applying Drop Cap-
Step 1- Click in the paragraph which you want to be started with a Drop Cap letter
Step 2- Click on the Insert tab.
Step 3- Click on the Drop Cap from the Text group.
5. The Microsoft Office help button is used to seek help about any feature of MS Word.

In The Computer Lab

- A. Do it yourself.
- B. Do it yourself.
- C. Do it yourself.

CHAPTER-5

KINDS OF COMPUTER SOFTWARE

- | | | | |
|-----------|----------|----------|---------|
| A. | 1. (ii) | 2. (iii) | 3. (ii) |
| | 4. (iii) | 5. (iv) | |
| B. | 1. (F) | 2. (T) | 3. (F) |
| | 4. (F) | 5. (T) | |

- C.
 1. Unique
 2. Smart Art
 3. Three
 4. Music
 5. Edit
- D.
 1. Inserting a table in a slide-
 - Step 1- Select a Slide Layout including a table placeholder. For example: Title and Content.
 - Step 2- Click on the Table Placeholder. The Insert Table dialog box opens up.
 - Step 3- Enter the required number of rows and columns. Click on the OK button.
 - Step 4- Fill the required data in the empty table that appears.
 2. To resize a picture in power paint-
 - Step 1- Select the picture you want to resize.
 - Step 2- Click and drag one of the four dots which appear at each corner of the picture.
 - Step 3- Release the mouse when you are done resizing the picture.
 3. Inserting a table in a slide-
 - Step 1- Select a Slide Layout including a table placeholder. For example: Title and Content.
 - Step 2- Click on the Table Placeholder. The Insert Table dialog box opens up.
 - Step 3- Enter the required number of rows and columns. Click on the OK button.
 - Step 4- Fill the required data in the empty table that appears.

4. Animating a slide-
 - Step 1- Select the slide in which transition is to be applied.
 - Step 2- Click on the Transitions tab.
 - Step 3- Click on the More button in Transition to This Slide group. We can see a gallery containing various transition effects.
 - Step 4- Click to apply the required effect after checking the preview effect of the slide. You can modify transition, set speed and sounds, as required from Transition to This Slide group.
 - Step 5- Click on Preview from Design tab for slide preview. Click the Slide Show button on status bar and see the slide containing transition effects.
5. Animations are used to make presentations attractive and more appealing. You can use the slide transition option to check how and when the slides appear during slide show.

In The Computer Lab

- A. Do it yourself.

CHAPTER-7

FORMATTING IN MS POWERPOINT 2010

- A.
 1. (ii)
 2. (iii)
 3. (iv)
 4. (i)
 5. (ii)
- B.
 1. (F)
 2. (F)
 3. (F)
 4. (T)
 5. (F)
- C.
 1. Justify
 2. Font Size
 3. Strike through
 4. Clear all formatting
 5. Indenting

- D.**
1. Shadow Button is used in order to apply shadow effect to the text.
 2. Three toggle buttons used in MS Powerpoint 2010-
 - (I) Bold
 - (ii) Italic
 - (iii) Underline
 3. Changing Color Scheme-

Step 1- Open any presentation. Click on the Design tab.

Step 2- Click on the Colors option and apply any color scheme. Observe the effect.
 4. Alignment refers to the placement of text in a slide. Types–
 - (i) Left Alignment- It aligns the text towards the left margin.
 - (ii) Right Alignment- It aligns the text towards the right margin.
 5. Indent feature moves a paragraph or the first line to a specific number of places from the left or right margin.
- E.**
1. (iii)
 2. (v)
 3. (iv)
 4. (i)
 5. (ii)
- F.**
1. SCHEME
 2. ALIGNMENT
 3. UNDERLINE
 4. JUSTIFY

In The Computer Lab

Do it yourself.

Step 4- Click on the Insert Sheet Rows option and insert a new row.

5. In MS Excel worksheet, there are 16,834 columns and 10,48,576 rows by default.

In The Computer Lab

- A. Do it yourself.
- B. Do it yourself.

CHAPTER-9

FORMULAE IN MS EXCEL 2010

1. (iii) 2. (i) 3. (iii)
4. (i) 5. (iv)
1. (F) 2. (F) 3. (F)
4. (F) 5. (F)
1. Formula 2. Cell
3. Strings 4. Logical
5. Sorting
1. Copying formula to another cell-

Step 1- Bring the mouse pointer to the bottom right corner of the cell containing formula. We see that the mouse pointer shape gets changed to a basic plus sign. This is called the Fill Handle.

Step 2- Click and drag the fill handle using left button till the cell you want to copy the formula. A dotted line appears, which displays the selected cells.

Step 3- Release the mouse. You will find that the formula has been copied.

2. The MIN () function is used to get the smallest

value from a set of data.

The MAX () function is used to get the largest value from a set of data.

3. Two error results and their reasons-
 - (I) #####- The column is not wide enough to display the number.
 - (ii) #N/A- Data is not available.

4. Sorting Data-

Step 1- Select the cells in which data has to be sorted.

Step 2- Click on the Data tab on the Ribbon.

Step 3- Click on the Sort from Sort & Filter group.

Step 4- Select the option you want.

Step 5- Click on the OK button.

5. Four relational operators-

- (i) = Equal to
- (ii) \neq Not Equal to
- (iii) > Greater than
- (iv) < Less than

E. 1. (ii) 2. (iii) 3. (iv)

4. (v) 5. (i)

- F. 1. NUMERIC
2. FORMULAE
3. OPERATORS
4. MSEXCEL
5. SORTING

In The Computer Lab

A. Do it yourself.

B. Do it yourself.

CHAPTER-10
MORE ON E-MAIL

- A.** 1. (iv) 2. (iii) 3. (iii)
4. (i) 5. (ii)
- B.** 1. (F) 2. (T) 3. (F)
4. (F) 5. (F)
- C.** 1. ZIP File
2. Trash
3. Inbox
4. Carbon Copy
5. Paper Clip
- D.** 1. Two service providers to send and receive emails-
(i) www.yahoo.com
(ii) www.gmail.com
2. It is necessary to sign out from your account to protect your privacy.
3. E-mail is a way of sending messages and data to other people by the means of a computer connected with other computers through the internet. Two examples of e-mail address-
(i) ranjanmohanty.ec@gmail.com
(ii) rohansethi@hotmail.com
4. Opening an attachment-
Step 1- Open the e-mail account and click on the Inbox option. Click on the mail with an attachment. You can see the e-mail opens with a list of attached files.
Step 2- Click on Download All Attachments to download all the attached files to the hard disk.

Step 3- Click on the Continue button from the file Download Attachment box. After you click on Continue, a File Download box gets open.

Step 4- Click on the Save button.

Step 5- A Save As dialog box appears. Select a location where you want to save your file.

Step 6- Click on the Save button after choosing the correct location. The file starts downloading.

5. Three advantages of e-mails-
 - (i) It is fast and takes only a few seconds to reach its destination.
 - (ii) It is cost-effective.
 - (iii) It can be sent to any number of people at no-extra cost.
- E.** 1. (iv) 2. (v) 3. (ii)
4. (i) 5. (iii)
- F.** 1. ELECTRONIC
2. COMPOSE
3. ATTACHMENT
4. DOWNLOAD
5. YAHOOMAIL

In The Computer Lab

1. Do it yourself.
2. Do it yourself.

PART-7

CHAPTER-1

COMPUTER AND ITS PARTS

- A.** 1. (ii) 2. (ii) 3. (iv)
4. (ii) 5. (ii)
- B.** 1. (T) 2. (F) 3. (F)
4. (T) 5. (T)
- C.** 1. Output 2. Two
3. Input 4. Computer
5. System Software
- D.** 1. The hardware represents all the physical units (devices) of a computer system.
2. The term software refers to a set of sequential instructions that are required to run or operate a computer effectively.
3. Utility programs help the user in computer maintenance tasks.
4. There are four kinds of hardware.
5. There are three types of programming language translators.
- E.** 1. (iv) 2. (iii) 3. (ii)
4. (v) 5. (I)

In The Computer Lab

- A.** Do it yourself.
B. Do it yourself.
C. Do it yourself.
D. Do it yourself.

CHAPTER-2

ADVANCE FEATURES OF WINDOWS 7

- A.** 1. (ii) 2. (iii) 3. (iv)
4. (ii) 5. (I)
- B.** 1. (F) 2. (F) 3. (T)
4. (F) 5. (F)
- C.** 1. Unique 2. Titles
3. List 4. Size
5. Sort by
- D.** 1. (i) Documents (ii) Music
(iii) Videos
2. (i) List: This option is helpful for displaying small icons followed by a list of files & folders.
(ii) Size: This option is used to arrange files & folders in the order of their size.
(iii) Content: This option is used to display the files & folders, including facts about their name, type & size.
3. Step 1: Select a file or folder
Step 2: Click on properties option in the organize menu - Change the properties
4. CD Burning is the process of copying files on to a CD ROM or DVD.
5. Step 1: Insert CD ROM to in the CD ROM drive.
Step 2: Click on Make Data CD.
Step 3: Click on the Add button & select the desired files.
Step 4: Click on Next option.

Step 5: Click on the Burn option to write the required files on the CD.

Step 6: Click on OK at the Data Disc burning dialog box.

In The Computer Lab

A. Do it yourself.

CHAPTER-3 NUMBER SYSTEM

A. 1. (iii) 2. (i) 3. (I)

4. (ii) 5. (iii) 35

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

4. (F) 5. (T)

C. 1. Octal 2. 10

3. 0 4. 16

5. bits

D. 1. We divide the decimal number by 2 till we get 1 as the quotient. Then, we start from the last remainder and write all the remainders from left to right to get the binary equivalent number.

2. Number System is a system for processing numbers in different ways.

3. $69_{10} = 1000101_2$

4. 0100010

5. 10000111

In The Computer Lab

A. Do it yourself.

Test Paper-1

- A.** (i) Graphic Tablet
(ii) Bar code scanner
(iii) Joy stick
(iv) Mouse
(v) Light Pen
(vi) Touch screen
- B.** (i) 10111111111001000
(ii) 110001100010111000
(iii) 1111010111100110010
(iv) 1000001100010000001
(v) 11101100
(vi) 101001011101
- C.** (i) Arithmetic Logic Unit
(ii) Central Processing Unit
(iii) Random Access Memory
(iv) Compact Disc-Read Only Memory

CHAPTER-4

INTRODUCTION TO C PROGRAMMING

- A.** 1. (ii) 2. (ii) 3. (iii)
4. (iii) 5. (ii)
- B.** 1. (T) 2. (F) 3. (T)
4. (F) 5. (T)
- C.** 1. Variable
2. Keywords
3. 8
4. Logical
5. 1

- D.**
1. C Language was designed and written by Dennis Ritchie and developed by AT & T' Bell laboratories of USA.
 2. C Character Set: Any alphabet, digit or special symbol can be termed as a character. Valid alphabets, digits & symbols allowed in C are:
 Alphabets: A,B,C,...,Y,Z ; a,b,c,...x,y,z
 Digits: 0,1,2,3,4,5,6,7,8,9
 Special Symbols: ~`!@#\$%^&*()_ - +=\{}[]”’>,.?/
 3. Keywords are the words whose meaning has already been explained to the C compiler.
 4. Alt + F9 → to compile
 Ctrl + F9 → to run
 5. Operators are the symbols which operate on a value or a variable.

In The Computer Lab

- A. Do it yourself
- B. Do it yourself
- C. Do it yourself

CHAPTER-5

ADVANCED FORMULAE AND FUNCTIONS IN MS EXCEL 2010

- | | | | |
|-----------|---------|----------|---------|
| A. | 1. (iv) | 2. (iii) | 3. (ii) |
| | 4. (i) | 5. (ii) | |
| B. | 1. (F) | 2. (F) | 3. (T) |
| | 4. (F) | 5. (F) | |

- C.
 1. Argument
 2. Relative
 3. Range
 4. Auto Sum
 5. Two
- D.
 1. Cell referencing helps to identify the behaviour of a cell address in a formula when it is copied from one cell to another.
 2. Sorting data refers to arrangement of data on the basis of some specified conditions.
 3. Count Numbers is used for counting the number of cells in a range of the cells containing only numerical values.
 4. AutoSum, Recently Used, Financial, Logical, Text
 5.

Step 1: Click on Data tab → Filter

Step 2: Click the arrow in the column heading.

Step 3: Select Number Filters from the list.

Step 4: Click on Custom Filter from the submenu.

Step 5: Select an option according to the desired condition and enter a number on the right in the Column Auto Filter dialog box

Step 6: To add another condition, click on AND or OR.

Step 7: Apply the second condition in the same format.

Step 8: Click on the OK button.

In The Computer Lab

- A. Do it yourself

Test Paper-2

- A. Do it yourself
- B. Do it yourself
- C. Do it yourself

Test Paper-3

- A. 1. (iv) 2. (iii) 3. (iii)
4. (i) 5. (iv)
- B. 1. (T) 2. (T) 3. (F)
4. (F) 5. (T)
- C. 1. RAM 2. Libraries
3. Bits 4. Hard Disk
5. Variables
- D. 1. The term software refers to a set of sequential instructions that are required to run or operate a computer effectively.
2. CD Burning is the process of copying files on to a CD ROM or DVD.
3. Number System is a system for processing numbers in different ways.
4. Operators are the symbols which operate on a value or a variable.
5. Cell referencing helps to identify the behaviour of a cell address in a formula when it is copied from one cell to another.

CHAPTER-6

CHARTS IN MS EXCEL 2010

- A. 1. (i) 2. (i) 3. (iii)
4. (i) 5. (I)

- B.** 1. (F) 2. (T) 3. (T)
 4. (T) 5. (T)
- C.** 1. Items 2. Interconnected
 3. Chart 4. Two
 5. Ctrl+P
- D.** 1. The main components of a chart include Plot Area, Value Axis, Category Axis, Data Points, Chart Area and Legend.
 2. Three types of charts in MS Excel-
 (i) Column Chart
 (ii) Pie Chart
 (iii) Bar Chart
 3. The shortcut key to print a chart or a worksheet is Ctrl+P.
 4. Advantages of representing data in Charts and Graphs-
 (i) Data can be represented in an attractive manner.
 (ii) These are easier to understand and recall.
 5. Ctrl + F2 is the keyboard shortcut for displaying the print preview of a chart.

In The Computer Lab

- A.** Do it yourself.

CHAPTER-7

INTRODUCTION TO HTML

- A.** 1. (ii) 2. (ii) 3. (iii)
 4. (i) 5. (I)

- B.** 1. (F) 2. (T) 3. (F)
 4. (T) 5. (F)
- C.** 1. Text 2. Servers
 3. Web browser 4. Document
 5. Web pages
- D.** 1. Features of HTML-
- (i) HTML documents are simple text files.
 - (ii) HTML is not a case sensitive language.
2. The internet means interconnected network.
3. Creating HTML document-
- Step 1- Open Notepad; type the HTML code.
- Step 2- Click on the File menu → Save. We see the Save As dialog box.
- Step 3- Choose the folder where file is to be saved and type a file name followed by extension .htm or .html
- Step 4- Click on Save button.
4. The tool required to create an HTML document is Notepad. The tools required to view are Internet Explorer, Mozilla Firefox, Opera, etc.
5. Web Browser is used to view and display the HTML documents. Internet Explorer, Mozilla Firefox and Chrome are few examples of web browsers.
- E.** 1. Hyper Text Markup Language
 2. World Wide Web
 3. Dynamic Hypertext Markup Language
 4. Extensible Markup Language
 5. American Standard Code for Information Interchange

- F. 1. WEBSITES
- 2. CONTAINER
- 3. ATTRIBUTES
- 4. DOCUMENTS
- 5. HYPERTEXT

In The Computer Lab

- A. Do it yourself
- B. Do it yourself

CHAPTER-8

HTML- CREATING WEBPAGES

- A. 1. (i) 2. (i) 3. (ii)
- 4. (ii) 5. (ii)
- B. 1. (T) 2. (F) 3. (T)
- 4. (T) 5. (T)
- C. 1. <HR>
- 2. <MARQUEE>
- 3. <P>
- 4. Compiler
- 5.
- D. 1. Not more than three headers at a time can be used in a web page.
- 2.
 tag is used for beginning a new line in HTML.
- 3. Horizontal rules are simple horizontal lines that are spread across the width of the screen or web page.
- 4. Adding comments in a program-

Step 1- Type <!

Step 2- Type the required comments

Step 3- Type >

5. Moving or scrolling text can be placed in a web page by using the <MARQUEE> tag.
- E.**
1. (ii)
 2. (iii)
 3. (v)
 4. (i)
 5. (iv)

In The Computer Lab

- A. Do it yourself
- B. Do it yourself

Test Paper-4

- A. Do it yourself.
- B. Do it yourself.

CHAPTER-9 COMPUTER VIRUS

- A.**
- | | | |
|--------|----------|----------|
| 1. (i) | 2. (ii) | 3. (iii) |
| 4. (i) | 5. (iii) | |
- B.**
- | | | |
|--------|--------|--------|
| 1. (F) | 2. (F) | 3. (T) |
| 4. (F) | 5. (T) | |
- C.**
1. Disk Directory
 2. Polymorphic
 3. Slow Infector
 4. Multipartite
 5. Metamorphic

- D.**
1. Computer virus is a program that is created intentionally to corrupt or delete data stored in a computer by erasing information available on its hard disk.
 2. An anti-virus software is used for detecting, repairing and removing virus-infected files from a computer.
 3. Viruses infect the programs and functions such as start-up and shut down.
 4. Sources of virus-
 - (i) Floppy Disks
 - (ii) Internet
 - (iii) E-mail
 - (iv) Computer Network
 5. Symptoms of virus-
 - (i) Programs act erratically.
 - (ii) Program sizes keep altering.
- E.**
1. (ii)
 2. (iv)
 3. (v)
 4. (iii)
 5. (i)

In The Computer Lab

- A.** Do it yourself.
B. Do it yourself.
C. Do it yourself.

CHAPTER-10

INTRODUCTION TO FLASH

- A.** 1. (iv) 2. (i) 3. (ii)
4. (iv) 5. (i)
- B.** 1. (T) 2. (T) 3. (F)
4. (F) 5. (F)
- C.** 1. Width
2. Commands
3. Pencil tool
4. Two
- D.** 1. Flash is used for creating animations which may consist of images, sound, video and animation effects.
2. The extension of a flash file is ‘.fla’
3. Four ways of working of free transform tool-
(I) Distort
(ii) Scale
(iii) Rotate and Skew
(iv) Envelope
4. The Property Inspector is a panel that displays the properties of the selected object.
5. Text tool enables the user to add text.

In The Computer Lab

- A.** Do it yourself.
B. Do it yourself.

Test Paper-5

- A.** Do it yourself.
B. (i) Eye dropper
(ii) Eraser

- (iii) Ink Bottle
- (iv) Zoom
- (v) Painter Bucket
- (vi) Lasso

Test Paper-6

- A.** 1. (i) 2. (iii) 3. (i)
 4. (i) 5. (i)
- B.** 1. (T) 2. (F) 3. (F)
 4. (T) 5. (T)
- C.** 1. Items
 2. HTML
 3. Anchor
 4. Anti-virus
 5. Flash
- D.** 1. Advantages of representing data in charts and Graphs-
 (i) Data can be represented in an attractive manner.
 (ii) They are easier to understand and recall.
2. Individual computer systems are connected to a powerful computer system. These powerful computers are called servers.
3. Moving or scrolling text can be placed in a web page by using the Marquee text.
4. Computer virus is a program that is created intentionally to corrupt or delete data stored in a computer by erasing information available on its hard disk.
5. The Property Inspector is a panel that displays the properties of the selected object.

PART-8

CHAPTER-1

COMPUTER HARDWARE AND SOFTWARE

- A.** 1. (iii) 2. (ii) 3. (iii)
4. (iii) 5. (iii)
- B.** 1. (F) 2. (T) 3. (T)
4. (T) 5. (F)
- C.** 1. Hardware
2. ALU
3. Software
4. File
5. Database
- D.** 1. Plotter is an output device used to make large paper drawings like maps and engineering drawings.
2. The three units of CPU are Arithmetic Logic Unit, Control Unit and Memory Unit.
3. A Database refers to collection of all files in an organization.
4. Detecting the problem and solving it to make a computer work properly is called troubleshooting.
5. The two types of software in a computer system are System Software and Application Software.

CHAPTER-2

INTRODUCTION TO MICROSOFT ACCESS 2010

- A.** 1. (i) 2. (i) 3. (I)
4. (iii) 5. (iv)
- B.** 1. (F) 2. (T) 3. (T)
4. (F) 5. (T)
- C.** 1. Tables 2. Form
3. Records 4. Fields
5. Manipulation
- D.** 1. Database refers to a collection of related tables containing organised data.
2. Relational Database Management System
3. Three advantages of maintaining a database are:
(i) Reduction of data redundancy
(ii) Easy retrieval of data
(iii) Easy sharing of data
4. A primary key is used to relate a table to another key in other tables.
5. Four views for working with a table in MS Access:
(i) Datasheet View
(ii) Pivot Table View
(iii) Pivot Chart View
(iv) Design View

In The Computer Lab

- A.** Do it Yourself

Test Paper-1

- A.** (i) Dot-Matrix Printer
(ii) Inkjet Printer
(iii) Laser Printer
(iv) Drum Plotter
(v) Drawing Tablet
(vi) MICR
- B.** (i) I (ii) S (iii) I
(iv) S (v) O (vi) O
- C.** Do it yourself.

CHAPTER-3

MS ACCESS: QUERIES, FORMS AND REPORTS

- A.** 1. (ii) 2. (i) 3. (I)
4. (iii) 5. (ii)
- B.** 1. (F) 2. (F) 3. (F)
4. (T) 5. (T)
- C.** 1. Criteria
2. Sort
3. Database
4. Form
5. Layout view
- D.** 1. A query in MS- Access produces selected records from a table that meets certain pre-defined conditions.
2. It is used to choose a style from the gallery in the layout view.
3. The navigation bar is used to access the records on a form.
4. The three views available in MS access to view a form are-

- i) Form view ii) Layout view iii) Design view
- 5. Creating query in MS Access-
 - i) Open a data base and click on Create.
 - ii) Click on Query design in the Queries group. You'll see the Show table dialog box.
 - iii) Select a table where query has to be placed.
 - iv) Click on Add. The selected table is added in the query window.
 - v) Click on Close.

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CHAPTER-4

MORE ABOUT FLASH

- A.** 1. (ii) 2. (i) 3. (iv)
- 4. (iii) 5. (ii)
- B.** 1. (F) 2. (T) 3. (F)
- 4. (F) 5. (F)
- C.** 1. Library palette
- 2. Key frame
- 3. Expansion
- 4. Required
- 5. Current frame
- D.** 1. A symbol helps us in creating animations in an easier way and also helps in avoiding unnecessary expansion of the file size. The three types are– graphics, buttons and movie clips.

2.
 - i) Select the object by clicking on it.
 - ii) Click on Convert to symbol in the Modify menu.
 - iii) A dialog box appears. Type the desired name and select the type.
 - iv) Click on OK.
3. A key frame is the frame on which you work to make a change in the content.
4.
 - i) Click on the frame below the number where you want to insert the frame.
 - ii) Click on the timeline under the insert menu.
 - iii) Select one frame.
5.
 - i) Select the frame you want to delete from the timeline panel.
 - ii) Right-click on the selected frame and click on remove frames.

CHAPTER-5

INTRODUCTION TO C++

- | | | | |
|-----------|---------------|----------|----------|
| A. | 1. (ii) | 2. (i) | 3. (iii) |
| | 4. (ii) | 5. (iii) | |
| B. | 1. (T) | 2. (F) | 3. (T) |
| | 4. (T) | 5. (T) | |
| C. | 1. Spaces | | |
| | 2. Char | | |
| | 3. Underscore | | |
| | 4. Constant | | |
| | 5. Assignment | | |

- D.**
1. Float and Int
 2. $(2*4+6)/10$
 $(a*b*c)/2$
 3. C++ is a high-level programming language. It can easily handle large programs to meet the growing software requirements.
 4. Data types- int, char, float
Operators- arithmetic, relational and logical operators
 5. For naming variables-
 - (I) C++ is case sensitive but both small and capital letters can be used.
 - (ii) First character must be an alphabet or an underscore.
 - (iii) Digits between 0-9 can be used but the variable can't start with these variables.
 - (iv) No spaces are allowed between a variable name.
 - (v) No symbol other than an underscore can be used.
 - (vi) Variable name can be as long as you like but only first two characters are recognised.
 - (vii) The predefined keywords of C++ can't be used.

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Test Paper-2

Do it yourself

CHAPTER-6
FOR LOOP IN C++

- A.** 1. (ii) 2. (iii) 3. (ii)
4. (i) 5. (iii)
- B.** 1. (T) 2. (F) 3. (T)
4. (T) 5. (F)
- C.** 1. Zero
2. Condition
3. Loops
4. Assignment
5. Accumulator
- D.** 1. Loops are used to execute a set of statements a certain number of times.
2. For loop, do.....while loop and while loop.
3. For (initialization; test-condition; increment or decrement)
 { Sequence of statements }
4. It is a variable which stores the sum or product of many numbers.
5. When a loop is inserted inside a loop it is called a nested loop.

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Do it yourself

CHAPTER-7
First Few Steps In Java

- A.** 1. (ii) 2. (iv) 3. (ii)
4. (iii) 5. (iii)

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

- C.** 1. Literal
2. Comments
3. If
4. Iteration
5. Double

- D.** 1. Programs written in Java are compiled into a byte code which is then interpreted by a special Java interpreter for a specific platform. This Java interpreter is called Java Virtual Machine,
2. The machine language for Java Virtual Machine is called as Java byte code.
3. Identifiers are fundamental building blocks of a program. They are used as the general terminology for the names given to various parts of the program, viz, variables, objects, etc.

The rules for Java Identifiers are:

- (i) They can have alphabets, digits, underscore and dollar sign.
- (ii) They must not be a keyword or Boolean literal or a null literal.
- (iii) They must not begin with a digit.
- (iv) They can be of any length.
- (v) Java is a case sensitive language, i.e., upper case and lower case characters are treated differently.

4. `if(condition)`
`{`
Statement 1;
`}`
5. Switch case statement is used to check one condition at a time.

In The Computer Lab

- A. Do it yourself

CHAPTER 8

Networking of Computers

- A.**
 1. (i)
 2. (ii)
 3. (iii)
 4. (iii)
 5. (iii)
- B.**
 1. (T)
 2. (T)
 3. (F)
 4. (F)
 5. (T)
- C.**
 1. Co-axial
 2. Server
 3. LAN
 4. Fibre Optic
 5. Data
- D.**
 1. The different types of cables used in computer networking are :-
 - (i) Twisted Pair Cables
 - (ii) Co-axial Cables
 - (iii) Fibre Optic Cables
 2. The two advantages of ring topology network are :-
 - (i) It is easy to locate cable faults, thus troubleshooting is easier.

- (ii) It is easy to install a ring topology network.
3. The configuration in which workstations of a network are connected is called a topology. It's the logical layout or geometric structure of a network. Various types of topologies are :-
- (i) Ring Topology
 - (ii) Bus Topology
 - (iii) Star Topology
 - (iv) Tree Topology
4. The advantages of networking are as follows–
- (i) It helps in sharing of useful information and data.
 - (ii) It helps in sending files from one computer to another.
 - (iii) It delivers data at a fast speed.
 - (iv) There is higher reliability.
 - (v) It helps in storing files in a centralised system, which makes them accessible to anyone on the network.
 - (vi) It is the perfect solution for satisfying the business needs of a computer.
 - (vii) The PCs on the network (intelligent networks) can process the data on their own.
 - (viii) Passwords can be established for specific directories so that only authorised people can access the data.
5. Networking is the interconnection of various computers to share their data and information. It is the connection of cables through which

two or more computers share data and information. It is done with help of cables, LAN cards, modems etc.

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- A. Do it yourself
- B. Do it yourself

Test Paper-3

- A. Do it yourself
- B.
 1. Star Topology
 2. Ring Topology
 3. Bus Topology
 4. Tree Topology

CHAPTER 9

Computer Virus & its Detection

- A.
 1. (ii)
 2. (iii)
 3. (iii)
 4. (iii)
 5. (i)
- B.
 1. (F)
 2. (T)
 3. (F)
 4. (F)
 5. (T)
- C.
 1. Bomb
 2. AVG
 3. Files
 4. Speed
 5. Avast
- D.
 1. Anti virus is a program used to detect and remove virus.
 2. Norton, McAfee, AVG, Avast
 3. Most of the virus programs are used to confuse and irritate the operators. But other viruses can

prove to be very harmful to a computer system as they can modify or corrupt files, delete data, steal passwords, etc.

Routes Of Virus Attacks:

E-mail, infected pen drive or CD, Downloading infected files, starting an infected application.

4. Computer virus doesn't damage keyboard and monitor.
5. Bomb : Gets activated after a particular time and causes damage to the computer system.

Boot sector virus: These are very risky as they harm the boot sector part of a hard disk or floppy disk.

E-mail virus: These enter the computer when an infected email or its attachment is opened.

Trojans: These can destroy data of a computer system and appear in the form of infected computer videos, games, etc

Worms: These make a copy of themselves and spread everywhere to affect the speed of a computer.

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- A. Do it yourself
- B. Do it yourself

CHAPTER-10

Exploring The Internet

- | | | | | | | |
|----|----|-------|----|------|----|------|
| A. | 1. | (iii) | 2. | (ii) | 3. | (iv) |
| | 4. | (iii) | 5. | (iv) | | |

- B.** 1. (F) 2. (F) 3. (T)
 4. (F) 5. (T)
- C.** 1. B2B
 2. Commerce
 3. B2C
 4. Producer
 5. Video Conferencing
- D.** 1. E-commerce is a term that refers to the process of buying and selling of products online using internet technologies.
 2. Electronic Data Interchange (EDI) is a term used for the system of accepting payments for online transactions. These payment system includes credit card, debit card, mobile payments, e-cash, etc.
 3. Video conferencing enables two or more people sitting at different places to talk and see each other. This is often used by big corporates and tv shows. It is a unique platform for communication.
 4. Facebook, Twitter, Instagram
 5. People involved in E commerce:
 Producers, sellers and buyers.

In The Computer Lab

- A.** Do it yourself
B. Do it yourself

CHAPTER-11

Computer Ethics, Crime And Security

- A.** 1. (iii) 2. (iii) 3. (ii)
 4. (ii) 5. (i)

- B.** 1. (T) 2. (F) 3. (F)
4. (T) 5. (F)
- C.** 1. Illegal
2. Software
3. Copyright
4. Warranty
5. Security
- D.** 1. It refers to illegal copying and distribution of commercial copyrighted software without paying for it.
2. Hacker is a person who breaks into the computer system to get invalid exposure to confidential data and information.
3. Online auction piracy refers to the sale of software that is not authorised for resale. Pirated software don't contain warranty and usually contain viruses that can harm our computer.
4. Pre-Installed software piracy refers to invalid installation of a computer software on multiple systems by a manufacturer.
5. Cracker is a person who breaks into a computer system to use passwords, files or programs illegally.

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- A.** Do it yourself
B. Do it yourself