Computer Part-4

Chapter-1 Input & Output Devices

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**

a) iii) Memory   b) ii) Laser

c) i) LCD   d) iii) Both

3. **Match the following:**

I		II	
a)	Bar Code Reader	(v)	Reads special lines or bar code
b)	Memory Unit	(i)	Holds and stores data.
c)	Inkjet Printer	(iv)	Prints by spraying ink
d)	LCD	(iii)	Liquid Crystal Display
e)	Digital Camera	(vi)	Downloads images from the camera
f)	Navigation Keys	(ii)	Arrow keys, PgDn, PgUp, Home

4. **Answer the following questions:**

a) Two functions of a mouse are:
   (i) To move the cursor on the monitor screen or to selected items.
   (ii) To open a file.

b) Two examples for input devices are:
   (i) Keyboard
   (ii) Mouse

c) Kinds of monitor are:
   (i) CRT Monitors
   (ii) LCD Monitors

d) The C.P.U. or Central Processing Unit. It is the most important part of a computer. It is called the brain of computer. It is the pathway between the input and output devices. It has three sub-units: (a) Memory Unit (b) Control Unit (c) ALU or Arithmetic and Logical Unit.

e) A Computer Tower consists of several computer components. Examples are: CD or DVD drives. Power supply located in the back to keep the wires out of the way, Power Button embedded to computer On and Off, USB and other ports that connect to the motherboard as well as variety of lights.

Activity:

Ans:

Up to Down:
   1. Microphone
   3. Keyboard
   5. Scanner

Left to Right:
   2. Light Pen
   4. Joystick
   6. Barcode Reader
   7. Mouse

Lab Activity:

1. **Make a list of input and output devices which you see there:**

Input Devices	Output Devices
Keyboard	Monitor
Mouse	CRT Monitors
Joystick	LCD Monitors
Microphone	Printer
Scanner	

Chapter-2 Computer Storage

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**

a) ii) 1 MB   b) iii) Fixed Disk

c) iv) 700 MB   d) iv) CD-RW

e) iii) USB Port

3. **Fill in the blanks:**

a) CD-ROM can store approximately 700 MB of data.

b) A Hard Disk is also called Fixed Disk.

c) RAM stands for Random Access Memory.

d) ROM stands for Read Only Memory.

e) Pen Drive can carry large amount of data 1 GB to 256 GB.

4. **Write some sentences on the given devices and units:**

   a) **Kilobyte** : A group of 1024 bytes makes 1 Kilobyte. In computer, 1 kilo is actually equal to 2 to the power of 10 (2^{10}).

   b) **Pen Drive** : It is a plug and play device. It is also known as USB Flash device. It is attached outside the computer at a place called USB Port. It carries large amount of data 1 GB to 256 GB. Pen Drive is the easiest device available to carry data from one place to another.

   c) **Floppy Disk** : It is small in size. It contains little amount of data. It is made of plastic material and has magnetic ink coated on it. It is 3 inches in diameter. Its capacity is generally 1.44 MB. It is inserted into Floppy Drive to retrieve stored data. It is more prone to damage. That's why it is not used any more.

   d) **Byte** : It represents the minimum space taken. 1 Byte consists of 8 Bits.

   e) **Hard Disk** : It is also called Fixed Disk and is made of metal plates which coated with magnetic material. It rotates at a very high speed. It can store bulk amount of data and is fixed inside computer. These are available in 40, 60, 80, 120 GB and 1 TB and more. Hard Disk is quicker than Floppy Disk because Floppy Disk has to be inserted and then CPU takes times to read the data.

5. **Match the following:**

I	II
a) CD-Rom	(iv) Compact Disk-Readable
b) RAM	(v) Random Access Memory
c) Terabyte (1 TB)	(ii) 1024 GB or 2^{10} GB.
d) ROM	(iii) Read Only Memory
e) Hard Disk	(i) Fixed Disk made of metal plates

6. **Answer the following questions:**

   a) Secondary Memory of a computer is the Permanent Storage Memory. The information which is not being currently processed, it resides in the Secondary Memory. It allows us to change, print, copy, move or delete the data whenever required.

   b) Primary Memory is considered as the main memory of the computer. It stores programs and data which are currently needed by the CPU. Examples of devices are: RAM and ROM.

   c) Examples of Secondary Memory of a computer are:
   (i) Floppy Disk
   (ii) Hard Disk
   (iii) CD-ROM (CD-R and CD-RW)
   (iv) Pen Drive
   (v) DVD

   d) Binary Language is the language which a computer understands. Computer runs on electricity. Everything in computer is based on electric signals. An electric signal has 2 states: (1) Present Electricity (2) Absent Electricity. These states are denoted by o and 1. If electric signal is found, it is denoted by 1 and if not, it is denoted by 0. So, a computer understands the language of 0 and 1. As it knows only two digits, it is called Binary Numbers.

   e) RAM stands for Random Access Memory. It is also called Read/Write Memory. It is a volatile memory. The information stored into it is retained in it as long as the power supply is on. So, it is a temporary memory used as a scratch pad. When we draw some drawing or type some text, it gets stored in RAM.

   f) A DVD can store data of 4.7 GB to 17.08 GB.

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Activity:

Do it yourself

Lab Activity:

1. **Go to computer lab of your school. There, make a list of the Secondary Storage Devices:**

   Examples of Secondary Memory of a computer are:

   1) Floppy Disk
   2) Hard Disk
   3) CD-ROM (CD-R and CD-RW)
   4) Pen Drive
   5) DVD

2. Do it yourself
3. Do it yourself

Chapter-3 More on MS Word

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**

   a) iv) All of them.   b) ii) Adding
   c) iii) Green Line

3. **Fill in the blanks:**

   a) MS Word underlines spelling mistakes in **red** coloured lines and grammatical errors in **green** coloured lines.

   b) To delete text, we can use both the Backspace key and the Delete key.

   c) To shortcut key to select the entire document is Ctrl + A.

   d) When we right click the mouse button, we get the Editing menu.

   e) The Cut/Copy/Paste options are present on the Clipboard Group.

4. **Write T for true and F for false:**

   a) False   b) True   c) True
   d) True   e) True

5. **Answer the following questions:**

   a) The uses of Undo and Redo buttons are:

   (i)   Undo Button : This command reverses the effect of last command. To reverse one or more than one work, we click on Undo on Quick Access Toolbar or Press Ctrl + Z.

   (ii)   Redo Button : To reverse action of Undo command, we click on Redo Button on Quick Access Toolbar or Press Ctrl + y.

   b) Shortcut keys for Cut, Copy and Paste are:

   (i)   Cut   :   Ctrl + x
   (ii)   Copy   :   Ctrl + c
   (iii) Paste :   Ctrl + v

   c) The use of Shift + End Key is to select the entire line.

   d) Editing involves insertion of text, deletion of text, formatting of text, tabling of text, beautifying the text as per our specific need and desire. For this, we need Copy, Cut, Paste and other commands.

Lab Activity:

Do it yourself

Chapter-4 Format in MS - Word

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**

   a) i) Ctrl + B   b) i) Style
   c) ii) Align
   d) iv) Changing and Arranging

3. **Write 'T' for true and 'F' for false:**

   a) False   b) True   c) True
   d) False   e) True

4. **Write the steps for the following:**

   a) To make a border of a paragraph

   (i)   Select the Paragraph,
   (ii) Click Home, click Border and then click Arrow next to Border.
   (iii) Click the type of Border you have chosen.

   b) To change the Font Type, we follow these steps:

   (i)   First, click on the Arrow next to the Font name and choose a font.
   (ii) Remember that we can preview how the

next Font will look by highlighting the text and hovering over the new Font typeface.

c) To make Bullet List, we follow these steps:

(i) First select the text.

(ii) Now, click on the Bullets button in the Paragraph Group on the Ribbon for round Bullets.

Or

(iii) Then, click on the Numbering Button for writing numbers.

5. Name the formatting tool that we can use here:

a) To have an attractive page border
on the document : Border & Shading

b) To create an attractive heading for our
: Font & Alignment holiday homework

c) To write a poem which is placed at
: Centre Text the centre of the page

d) To prepare a list of names of your friends
: Numbering

e) To emphasize the important words in
the document : Bold, Italics, Underline

f) To draw a pattern with circles in our document
: Bullets

6. Answer the following questions:

a) Format means organizing, changing and arranging the text in a documents to make it more attractive and beautiful. Formatting is done by using Font Styles, Colours, Font Sizes, Bullets and Text Alignments, etc. All this is done by selecting Format Group on Home Page.

b) The use of Font Style is primarily to make a paragraph attractive and beautiful. Font Style includes Bold, Italic and Underline. The respective short-keys are Ctrl + B, Ctrl + I and Ctrl + U.

c) The ways of Aligning text on MS-Word are as follows:

(i) **Right Align** : This aligns the text towards the right margin.

(ii) **Left Align** : This aligns the text towards the left margin.

(iii) **Centre Align** : This aligns the text to the Centre of page.

(iv) **Justification** : This makes the text aligned on both sides.

d) Line Space is vertical distance between the lines of the paragraph. We can decrease or increase the line spacing as per our requirement.

Lab Activity:

Do it yourself

Model Test Paper - I

1. Tick (✓) the correct option:

a) i) LCD b) iv) CD-RW

c) ii) Adding d) iii) Ctrl + B

2. Fill in the blanks:

a) A Hard Disk is also called Fixed Disk.

b) When we right click the mouse button, we get the Editing menu.

c) To delete text, we can use both the Backspace key and the Delete key.

3. Answer the following questions:

a) Two functions of a mouse are:

(i) To move the cursor on the monitor screen or to selected items.

(ii) To open a file.

b) RAM stands for Random Access Memory.

c) Examples of Secondary Memory of a computer are:

(i) Floppy Disk

(ii) Hard Disk

(iii) CD-ROM (CD-R and CD-RW)

(iv) Pen Drive

(v) DVD

d) Editing involves insertion of text, deletion of text formatting of text, tabling of text, beautifying the text as per our specific need and desire. For this, we need Copy, Cut, Paste and other commands.

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c) **Floppy Disk** : It is small in size. It contains little amount of data. It is made of plastic material and has magnetic ink coated on it. It is 3 inches in diameter. Its capacity is generally 1.44 MB. It is inserted into Floppy Drive to retrieve stored data. It is more prone to damage. That's why it is not used any more.

d) **C.P.U.** : The C.P.U. or Central Processing Unit. It is the most important part of a computer. It is called the brain of computer. It is the pathway between the input and output devices. It has three sub-units: (a) Memory Unit (b) Control Unit (c) ALU or Arithmetic and Logical Unit.

e) **Keyboard** : A keyboard is the most common and familiar input device. It contains all letters, numbers and symbols just like a regular typewriter, along with a variety of other keys.

5. **Write the steps for the following:**

a) **To make a Border of a Paragraph:**
- ❖ Select area of text where we want border/shading.
- ❖ Click on Borders button in Paragraph Group on Home Page.
- ❖ Choose Border and Shading.
- ❖ Choose Line Style using Scroll Bar under Style Section
- ❖ Choose Line Width from Width Section.
- ❖ Select any Color by clicking Drop-Down List of Color.

b) **To change the Font Type:**
- ❖ Select text and click on Font Styles including on Font Group of Ribbon.
- ❖ Click B to make text Bold or Ctrl + B.
- ❖ Click I to make text Italic or Ctrl + I.
- ❖ Click U to Underline the text or Ctrl + U.

Chapter-5 Logo

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**

a) ii) PR [India]   b) i) / sign

c) iv) All of them.   d) ii) First letter

3. **Rewrite the primitives correctly:**

a) PR [4 6 8]

b) PR [The turtle is my friend.]

c) PRINT DIFFERENCE 9 6

d) PR 20/5

e) PR 75+33+7

4. **Answer the following questions:**

a) The format of printing a sentence is:
Print or PR <space> [Type sentence] press Enter Key.

b) Full name of Logo is 'Logic Oriented Graphic Language'.

c) HT stands for 'Hide Turtle'. (It makes the Turtle disappear from the screen. It is used to take a clear view of drawing on the screen.

d) The use of FD is that it moves forward in the direction of its head.

Lab Activity:

1. Do it yourself

2. Do it yourself

3. Do it yourself

Chapter-6 Use of Logo Procedure

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**

a) iii) Commands   b) iv) All

c) iii) Colour

3. **Fill in the blanks:**

a) In a procedure, you can execute the set of commands together.

b) A procedure consists of three parts.

c) Erase "Procedure Name" command is used to delete a procedure from the memory.

d) Load command is used to recall a saved procedure.

4. **Write 'T' for true and 'F' for false:**

a) False   b) False   c) True

d) True

5. **Answer the following questions:**

a) A Procedure has three parts:

(1) Title : It tells name of Procedure and begins with the word TO followed by name of Procedure.

(2) Body : It is the place where we write all the primitives which are used in Procedure.

(3) End : This is the last part of Procedure. It signals end of Procedure definition.

b) In a Procedure, we should write as follows:

1. Title : Type TO followed by Procedure name. Example: TO SQUARE

2. Body : Type Commands and press Enter Key after each one. Example: FD 50 RT 90 ……

3. End : Type End if all commands are finished.

Click File menu, choose Save, click on Yes when asked 'Contents have changed. Save to Workspace?'.

c) A Procedure file can be edited as follows:

❖ Click File menu, then Edit.

❖ Edit procedure dialog box appears showing list of all procedures loaded in computer's memory.

❖ Click Procedure we want to edit and Click OK.

❖ MSW Logo editor screen opens with Procedure we selected for editing.

❖ Make required changes.

❖ Click File, Save and Exit.

The Procedure has been modified and saved.

d) We can load a Procedure or Recall Procedure as follows:

❖ Write Load Procedure name and press Enter in Command Input Box. Example: LOAD "TRIANGLE

Or

1. Choose File and select Load. The Open Dialog Box appears.

2. Select save LOGO file and click on Open.

Activity:

Do it yourself

Lab Activity:

Do it yourself

Chapter-7 MS – Powerpoint

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**

a) iii) MS PowerPoint

b) i) Presentation

c) iv) All of them.

d) ii) MS Office

3. **Fill in the blanks with suitable words from the lesson:**

a) MS PowerPoint powerful multimedia presentation software.

b) A Presentation may consist of one or more slides.

c) A Presentation is an electronic approach to display the slides on screen.

d) A presentation is a structured step-wise delivery of information.

4. **Answer the following questions:**

a) The role of slides in a presentation is very important. Presentation may be resembled to a Book which is nothing but a collection of individual pages called 'Slides'.

b) A Slide is a sort of individual page in a presentation which runs on MS Power Point. A slide is an individual page which has text, images, sounds, animations and even videos.

c) A presentation is a collection of individual pages called 'Slides' which have text, images, sounds, animations and even videos. It is done on slides with the help of text, graphics, movies, sounds, etc. Presentation can be made or projected on big screens by attaching computer to a multimedia projector. We can make Handout, speaker's notes and outlines on MS PowerPoint. It is mainly used for professional purposes.

d) MS PowerPoint is powerful multimedia presentation software. A presentation is a collection of individual pages called 'Slides' which have text, images, sounds, animations and even videos. It is used for making professional looking presentations.

Lab Activity:
Do it yourself

Chapter-8 Use of Internet

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**

a) iv) Internet Explorer

b) i) Hyperlinks

c) ii) Internet

3. **Answer the following questions:**

a) A Website is a collection of many web pages. It contains related information. It is like a book having various chapters on different topics. Two examples are Google and Yahoo.

b) A Home Page is the main page for a particular website. When we open a website, this is the page which we get. For example, many people have their own websites which they maintain for their specific task or may be for fun. These are called Home Pages.

c) Web Browser is a software. It is used to access information on the Internet like Internet Explorer, Google Chrome, etc.

d) E-Mail is an Electronic Mail send from one computer to another. Apart from text, e-mails can be pictures, videos and sounds as attachments. It has various benefits and is the most widely used application on the Internet.

Activity:
Do it yourself
Lab Activity:
Do it yourself

Model Test Paper - II

1. **Tick (✓) the correct option:**

a) iv) All of them.   b) iv) All

c) ii) MS Office   d) i) Hyperlinks

2. **Fill in the blanks:**

a) A procedure consists of three parts.

b) A presentation is a structured step-wise delivery of information.

c) A Website is a collection of web pages.

3. **Answer the following questions:**

a) Full name of LOGO is 'Logic Oriented Graphic Language'.

b) We can load a Procedure or Recall Procedure as follows:

❖ Write Load Procedure name and press Enter in Command Input Box. Example: LOAD "TRIANGLE

         Or

1. Choose File and select Load. The Open Dialog Box appears.

2. Select save LOGO file and click on Open.

c) A Procedure has three parts:

(1) **Title :** It tells name of Procedure and begins with the word TO followed by name of Procedure.

(2) **Body :** It is the place where we write all the primitives which are used in Procedure.

(3) **End :** This is the last part of

Procedure. It signals end of Procedure definition.

d) A Slide is a sort of individual page in a presentation which runs on MS Power Point. A slide is an individual page which has text, images, sounds, animations and even videos.

e) A Website is a collection of many web pages. It contains related information. It is like a book having various chapters on different topics. Two examples are Google and Yahoo.

4. **Write the LOGO commands for the following:**

a) Divide 97 by 8 : PR 97/8 Enter

b) Multiply 7, 4 and 3 : PR 7x4x3 Enter

c) Calculate (9+4) / 5 : PR (9+4)/5 Enter

5. **Open MSW Logo and get the output for the following:**

a) PR SUM 55 15 : Do it yourself.

b) PR 75+75 : Do it yourself.

Project Work:

Do it yourself