# Computer Part-5

## Chapter-1 Introduction of Computers

**Oral Skills**

**1.** Do it yourself

**Writing Skills**

**Multiple Choice Questions:**

**2. Tick (✓) the correct option:**

a) iv) Pascal

b) iv) Augusta Ada Lovelace

c) iv) John Mauchly and J. Presper Eckert

**3. Fill in the blanks with correct information:**

a) Augusta Ada Lovelace is known as the first lady computer programmer.

b) Abacus is a calculating device that originated in 3500 B.C.

c) The first electric-powered computer is called the ENIAC.

d) A computer can store and recall any information.

e) Charles Babbage invented the 'The Analytical Engine' in 1833.

**4. Match the following:**

| | I | | II |
|---|---|---|---|
| a) | Second Generation Computers | (vi) | Slide Rule |
| b) | Third Generation | (v) | 1964-1971 Integrated Circuits |
| c) | First Generation Computers | (i) | Vacuum Tubes |
| d) | Mark I | (iv) | First Electronic Computer |
| e) | John Napier | (iii) | Napier Bones |
| f) | Pascaline | (ii) | Blaise Pascal |

**5. Answer the following questions:**

a) Three features of fourth generation of computers are:

1) Micro-processors were developed.

2) Portable computers were made.

3) Power was created in small computer. It had started to link together to form networks. It eventually led to the development of Internet.

b) Charles Babbage designed 'The Difference Engine' in 1822. It was a steam-driven calculating machine. In 1833, he developed another machine called 'The Analytical Engine'.

c) Vacuum Tubes and Mechanical Language technology was used in the first generation of computers.

d) John Vincent Atanasoff developed the first digital electronic computer.

**Activity:**

Do it yourself

**Lab Activity:**

Do it yourself

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## Chapter-2 Windows - The Operating System

**Oral Skills**

**1.** Do it yourself

**Writing Skills**

**Multiple Choice Questions:**

**2. Tick (✓) the correct option:**

a) iii) Windows b) iii) Icons

c) ii) Recycle Bin d) iv) All of them.

**3. Write the steps of the given process:**

**a) <u>To copy files/folders</u>:**

- ❖ Click twice on the Computer Icon on Desktop.
- ❖ Locate Disk and Select File to be copied.
- ❖ Click on Organize.
- ❖ Click on Copy text.
- ❖ Go to location file is to be copied.
- ❖ Right Click on Desktop.
- ❖ Click Paste and filed is copied.

**b) <u>To restore files from the Recycle Bin</u>:**

- ❖ Double click to open Recycle Bin.
- ❖ Click on File to be restored
- ❖ Click on Restore the Item
- ❖ Click on Restore All Items if all files are to be restored.

**4. Answer the following questions:**

a) The process to recover file from Recycle Bin is as follows:

- ❖ Double click to open Recycle Bin.

- ❖ Click on File to be restored
- ❖ Click on Restore the Item
- ❖ Click on Restore All Items if all files are to be restored.

b) Two features of Windows 7 that have made it so popular are:

(i) Windows 7 comes with 5-6 in-built themes, with different sound effects, colours, designs and wall-papers.

(ii) It is 20% faster than other window versions.

c) An Operating System is a software which helps us to operate the computer system through its different functions. It manages and controls the different parts of a computer system. It acts as an interface between the user and computer parts.

d) Windows is a Graphical User Interface. It supports the programs to run smoothly. MS Windows have an operating system having a software which helps us to operate the computer system through its different functions.

**Activity:**

Do it yourself

**Lab Activity:**

Do it yourself

## Chapter-3 MS Word - for Text Work

**Oral Skills**

**1.** Do it yourself

**Writing Skills**

**Multiple Choice Questions:**

**2. Tick (✓) the correct option:**

a) i) Subscript b) i) Editing

c) iii) Multiple d) i) Bottom of Page

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

a) True b) False c) True

d) True e) True f) True

g) True

**4. There are some commands. They display on the Ribbon of Print Preview Tab. Write their use:**

**a) Zoom** : It enables us to set the zoom settings of the Print Preview.

**b) 100%** : It displays the Print Preview at 100%.

**c) One Page** : It increases/decreases the document so that an entire page fits in the window page.

**d) Two Pages** : It increases/decreases the document so that 2 pages fit in the Window.

**e) Page Width** : It increases/decreases the document so that width of page matches the width of Window.

**5. Answer the following questions:**

a) The use of Header and Footer options is that it provides us information like Page Numbers, Date or Title. Moreover, it shows a formal look to the document.

b) Some functions of Find and Replace Button are:

**(i) Find Button** : It enables us to find word(s) which we might have forgotten in the current file. We go to Home tab, click on Find n Editing group. In Find What box, we write the text we wish to find.

**(ii) Replace Button** : In order to replace the text, we click on Replace on Home tab in Editing Group. In the Find What box, we write the text we wish to search.

c) Copy formatting is the manner in which we want a particular text to be formatted exactly as per the format which is already liked by you. So having written a text, the user can format as per the previously selected format.

d) By Subscript, we understand that it allows us to write number in upper or lower positions. For this purpose, Subscript or Superscript options are applied. It refers to numbers that are positioned slightly higher or lower than the text on the line. We will apply it on the text by first selecting the text to be

superscripted or subscripted. We choose either superscript or subscript on Home tab in Font group.

**Activity:**

Do it yourself

**Lab Activity:**

Do it yourself

## Chapter-4 M.S. Word

**Oral Skills**

**1.** Do it yourself

**Writing Skills**

**Multiple Choice Questions:**

**2. Tick (✓) the correct option:**

a) i) AutoFit

b) iii) Both (i) and (ii)

c) ii) Many cells

d) iv) None of them.

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

a) False b) False c) True

d) False

**4. Answer the following questions:**

a) By a Table, we mean presenting or formatting the text in a tabular form. It makes the text more attractive and beautiful. Change of table lines and colour, shading tables adjustment of row and column size and alignment are done using Microsoft Word.

b) We will calculate the sum in a table by going to Formula command on Table Tools Layout in Data group. Select Table cell where we want the result. Use Formula dialog box to create a formula. We see SUM (left) formula is already displayed. Click OK and the result will be seen.

c) We can delete row(s) and column(s) in a Table as follows:

- ❖ Keep the cursor in Table we like to delete a row/column.
- ❖ Select Layout tab on Ribbon. Click on Delete option.

d) The use of Split Cells option is to a cell into more cells.

- ❖ Click on a cell or select multiple cells to be splitted.
- ❖ Click on Split Cells under Table Tools, on Layout Table in Merge group.
- ❖ Enter number of columns/rows we wish to split the selected cells.

e) We will change the Column Width as follows:

- ❖ Click on a cell in column which we wish to resize.
- ❖ Click on Table Column Width box on Layout tab in Cell Size Group.

**Activity:**

Do it yourself

**Lab Activity:**

Do it yourself

## Model Test Paper - I

**1. Tick (✓) the correct option:**

a) iv) Pascal

b) iv) Augusta Ada Lovelace

c) iii) Both (i) and (ii))

d) i) Bottom of Page

e) ii) Recycle Bin

**2. Fill in the blanks with correct information:**

a) Augusta Ada Lovelace is known as the first lady computer programmer.

b) Abacus is a calculating device that originated in 3500 B.C.

c) The first electric-powered computer is called the ENIAC.

**3. Write T for true and F for false statement:**

a) False b) False c) False

d) True

**4. Answer the following questions:**

a) By a Table, we mean presenting or formatting the text in a tabular form. It makes the text more attractive and beautiful. Change of table lines and colour, shading table, adjustment of row and column size and alignment are done using Microsoft Word.

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c) The process to recover file from Recycle Bin is as follows:
- ❖ Double click to open Recycle Bin.
- ❖ Click on File to be restored
- ❖ Click on Restore the Item
- ❖ Click on Restore All Items if all files are to be restored.

d) Two features of Windows 7 that have made it so popular are:
(i) Windows 7 comes with 5-6 in-built themes, with different sound effects, colours, designs and wall-papers.
(ii) It is 20% faster than other window versions.

e) Three features of fourth generation of computers are:
1. Micro-processors were developed.
2. Portable computers were made.
3. Power was created in small computer. It had started to link together to form networks. It eventually led to the development of Internet.

f) Charles Babbage designed 'The Difference Engine' in 1822. It was a steam-driven calculating machine. In 1833, he developed another machine called 'The Analytical Engine'.

e) Some functions of Find and Replace Button are:
**(i) Find Button** : It enables us to find word(s) which we might have forgotten in the current file. We go to Home tab, click on Find n Editing group. In Find What box, we write the text we wish to find.
**(ii) Replace Button** : In order to replace the text, we click on Replace on Home tab in Editing Group. In the Find What box, we write the text we wish to search.

## Chapter-5 Use of MS Office Excel - 2007

**Oral Skills**

**1.** Do it yourself

**Writing Skills**

**Multiple Choice Questions:**

**2. Tick (✓) the correct option:**
a) ii) Spreadsheet
b) ii) Rows & Columns
c) i) = (equal)
d) i) MS Excel
e) ii) 3 Sheets

**3. Fill in the blanks with correct information:**
a) Rows go from left to right on the worksheet.
b) Row Headings are numbers, from 1 to 1,048,576.
c) The combination of column coordinates and a row make up a Cell.
d) Columns go from top to bottom.
e) Formulas are created in the Formula Box with an equal = sign.

**4. Answer the following questions:**
a) Two uses of AutoSum function are:
(i) In order to have the result within some seconds, AutoSum function enables us to calculate the sum of numeric values directly above or to the left of the selected cell. within some seconds
(ii) We need not to enter all those values manually into a formula, instead we use a pre-defined formula which uses the SUM function.

b) A formula is a very short and quick mathematical function to arrive at a result. We need not to do the job manually. Pre-defined formula sets enable us to calculate and arrive at the result in no time. We can use Microsoft Excel 2007 formula to perform calculations on data entered into the spreadsheet. We can do addition or subtraction, multiplication or division as well as complex calculations such as averaging a student's test results.

c) The use of Sheet Tab is that it provides us workbook we can work on. It is also called worksheet or spreadsheet. Each new workbook has 3 worksheets like pages in a

document. We can enter data into the worksheets. Every worksheet has a name on its sheet tab at the bottom left of the workbook window called: Sheet1, Sheet2 and Sheet 3.

d) The difference between a Workbook and a Worksheet is as follows:

When we start MS Excel, it opens a file. This file is called a Workbook. Each new Workbook has three Worksheets, like pages in a document. We can enter data into the worksheets. This worksheet is also called spreadsheet.

e) We use MS Excel to organize our data into rows and columns. It helps us analyze the information. MS Excel is used to make tables to show records, different kinds of names, etc. It helps us analyze information to make more informed decisions. MS Excel is an electronic spreadsheet. We can also use it to perform mathematic calculations or commercial calculations orderly.

f) The procedure to enter data in cells is as follows:

(i) Place the cursor in the cell in which we wish to start entering the data.

(ii) Write some data and then press Enter.

**Lab Activity:**

Do it yourself

## Chapter-6 Introduction To Computer

**Oral Skills**

**1.** Do it yourself

**Writing Skills**

**Multiple Choice Questions:**

**2. Tick (✓) the correct option:**

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

c) iii) Presentation

**3. Fill in the blanks with correct information:**

a) SmartArt graphic is a visual representation of your information and text.

b) MS PowerPoint is an electronic approach to display the slides on screen.

c) MS Office package was developed by the Bill Gates.

d) A presentation is a structured stepwise delivery of information.

e) A presentation may consist of one or more slides

**4. There are many computer jobs and their presentations. Write their steps:**

**a) <u>To create a Blank Presentation</u>:**

- Click on Microsoft Office Button.
- Click New.
- Select Blank Presentation to create your own presentation.
- Click Layout on Home tab in Slides Group.
- Layout Gallery appears.
- Click on Layout you wish for new slide.

**b) <u>To apply theme to a Presentation</u>:**

- Choose Design Tab .
- Click on More Button n Themes Group.
- Click on Design you wish.
- Application of a Theme is done.

**c) <u>To insert SmartArt</u>:**

- Click on Insert Tab.
- Click on SmartArt button in Illustration group.
- Choose a List style.
- Click on OK.
- SmartArt Graphic is added to Slide.
- 

**5. Answer the following questions:**

a) Installed Themes are sets of colours, fonts and special effects. It provides attractive backgrounds for PowerPoint Slides. The effect of colours and different looks keep our eyes and mind cool and satisfy.

b) Two functions of Slide Panel are:

(i) We can present or project our job-work on big screens by attaching computer to multimedia projector.

(ii) The essence and summary of highly detailed documents, reports, story studies, thesis, discovery, assignment projects, etc. can be presented clearly and quickly saving time.

c) MS PowerPoint is a powerful, easy-to-use presentation graphics software program. It helps to create professional-looking slide shows. It uses are:

(i) We can present or project our job-work on big screens by attaching computer to multimedia projector.

(ii) The summary of detailed documents, reports, story studies, thesis, discovery, assignment projects, etc. can be presented clearly.

d) Steps to change the layout of a Slide are:

- Place the mouse where it says 'Click to add title'.
- Type 'A School'.
- Click on 'Click to add text'.
- Type 'A place where we learn about many things.'
- Format it as we do in MS Word.
- Click on MS Office button. Click on Save As.
- In File name box, write a name for the presentation.
- Click Save.

e) Benefits of Presentation are:

(i) We can present project work on big screens by attaching computer to multimedia projector.

(ii) The summary of detailed documents, reports, story studies, thesis, discovery, assignment projects, etc. can be presented clearly.

(iii) PowerPoint presentations are used by teachers to add value to their lectures and notes.

(iv) Students use PowerPoint to show their assignments projects, etc.

**Lab Activity:**

Do it yourself

## Chapter-7 Use of Internet

**Oral Skills**

**1.** Do it yourself

**Writing Skills**

**Multiple Choice Questions:**

**2. Tick (✓) the correct option:**

a) ii) User's name

b) i) penisulindia@gmail.com

c) iii) e-mail ID

d) iii) E-Mail

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

a) True b) True c) False

d) True e) True

**4. Write short notes on the following topics:**

**a) Surfing** : The process of moving from one website to another on WWW is known as Surfing. Thus, it is searching any useful material in different websites and change from one to another. Like we flip through pages of a book, we surf from one webpage to another searching for information.

**b) Web Browser** : To access Internet, we require a software called a Web Browser to be present on computer. It is used to read the web-pages on WWW. Examples of browser are Google Chrome, Mozilla Firefox, Inter Explorer, etc.

**c) Website** : A website is a collection of web-pages related to each other by a certain topic. A website is created by an organization or a person to give information about a particular topic, person, product or organization as we see every day on the computer. Moving from one website to another on Internet is known as Net Surfing or Browsing.

**d) Uploading** : When you write, draw and create anything, we shift it to WWW. This is called Uploading. Uploading a file is moving a page from one computer to WWW. An upl✓oaded file is stored on a web-server. It can be seen and used all over world simultaneously by innumerable people.

5. **Answer the following questions:**

a) E-Mail ID is also called the E-Mail Account. E-Mail Account is E-Mail Address. An E-Mail Address defines the location of an individual's mailbox on Internet. It consists of 2 parts separated by @. E-Mail Address doesn't contain spaces. An example is: komal@gmail.com

To create an E-Mail ID;

- Double click Internet Explorer Icon on Desktop.
- Write www.gmail.com in Address Bar.
- Click on Go button or press Enter.
- Homepage of Gmail opens up.
- Click on Create an Account option. Fill Registration Form.
- Click on I Accept. Create My Account option.
- E-Mail Account is opened.

b) Two advantages of Internet are:

(i) Internet is a facility through which we can collect a lot of information. It is biggest network of computers in the world.

(ii) Searching information, communication, reservation of tickets, E-Banking, online education, shopping, etc. can be done through Internet.

c) The Components of G-Mail are:

(i) Its website is www.gmail.com

(ii) G-Mail service currently provides 10 GN of free storage per account.

(iii) It provides e-mail opening facility.

d) Two advantages of an E-Mail are:

(i) Messages can be sent very fast anywhere around the world within seconds only.

(ii) It is economical and cost of service is costless and easily available.

(iii) It is very simple to operate when the Internet is On.

**Lab Activity:**

Do it yourself

## Model Test Paper - II

1. **Tick (✓) the correct option:**

a) ii) User name

b) iii) E-Mail

c) ii) Rows & Columns

d) iii) Presentation

2. **Write 'T' for true statement and 'F' for false statement:**

a) True b) True c) True

d) True

3. **Fill in the blanks with correct information:**

a) Rows go from left to right on the worksheet.

b) Row Headings are numbers, from 1 to 1,048,576.

c) Columns go from top to bottom.

d) Formulas are created in the Formula Box with an equal = sign.

e) MS Office package was developed by the Bill Gates.

4. **Answer the following questions:**

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(i) We can present or project our job-work on big screens by attaching computer to multimedia projector.

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b) <u>Steps to change the layout of a Slide are</u>:

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- Type 'A place where we learn about many things.'
- Format it as we do in MS Word.
- Click on MS Office button. Click on Save As.
- In File name box, write a name for the presentation.
- Click Save.

c) E-Mail ID is also called the E-Mail Account.

E-Mail Account is E-Mail Address. An E-Mail Address defines the location of an individual's mailbox on Internet. It consists of 2 parts separated by @. E-Mail Address doesn't contain spaces. An example is: komal@gmail.com

To create an E-Mail ID;

- Double click Internet Explorer Icon on Desktop.
- Write www.gmail.com in Address Bar.
- Click on Go button or press Enter.
- Homepage of Gmail opens up.
- Click on Create an Account option. Fill Registration Form.
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**Project Work:**

Ans: Do it yourself.