Computer Part-6

Chapter-1 Introduction of Computers

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**
   a) ii) Integrated Circuits
   b) i) Five
   c) i) age

3. **Fill in the blanks:**
   a) Faster   b) Speed   c) Tired
   d) Set

4. **Answer the following question:**
   a) Two features of first generation computer are:
      i) They use vacuum tubes.
      ii) They were expensive.
   b) Two features of third generation computer are:
      i) They used Integrated circuits.
      ii) They were smaller in size than second generation computers and also less expensive.
   c) Two features of Fifth generation computer are:
      i) They use artificial intelligence for working.
      ii) They are able to think and take decision like human beings.
   d) The main characteristics of a computer are:
      i) A computer is accurate and a very speed machine.
      ii) A computer works tirelessly and continuously for a very long time.
      iii) A computer has very strong memory.
      iv) A computer carries out a number of different tasks. So, it is a versatile machine.
   e) Three differences between third generation and fourth generation computer are:
      i) Third generation computers used Integrated circuits while fourth generation computers used microprocessor.
      ii) Third generation computer were faster and less expensive. While fourth generation computers were faster and cheaper than third generation computer.
      iii) Examples of third generation computers are: IBM 360, VAX - 750. ICL 1900. Examples of fourth generation computers are. IBM 4300, HP 9000, ICL 2900.

Lab Activity:
Do it yourself

Chapter-2 More About Windows 7

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**
   a) i) Left   b) i) Automatically
   c) ii) Audio   d) iii) Copy

3. **Fill in the blanks:**
   a) Now   b) First   c) Player
   d) Document

4. **Answer the following question:**
   a) **Ripping :** The process of copying songs from audio CD to our computer in windows media player is called ripping. During ripping process, the player makes a copy of every songs. Stores it on our hard disk as a window media Audio (WMA). MP3, or WAV file, and then adds it to our player Library.

   Burning : To burn a CD is to copy data from our computer to a CD. To do this, we should have a CD burner / writer linked to or installed in our computer. We may use either a blank CD-R or CD-Rw disc for burning the Cds, but not all CD players can play CD-Rw discs.

b) The advantages of minimizing, restarting and closing the windows are:

i) When we minimize a window, it looks live a button on the Taskbar. A minimized button may be restored by clicking its preview on the Taskbar.

ii) We may also minimize a window by pressing windows logo key + Down Arrow key.

c) The Taskbar is the long horizontal bar at the bottom of our screen. It is almost visible always. If consists of three main sections.

i) The start button, which opens the start menu.

ii) The middle section, which shows us the programs and files we have opened and permit us to switch between them quickly.

iii) The notification area, which comprises of icons of a clock (small pictures) that communicate the status of same programs and computer setting.

d) i) Sheet down means to turn off your computer.

ii) Sleep is a power saving state that permits a computer to instantly resume full-power operation in seconds.

iii) Hibernation is a power-saving state developed primarily for laptops while sleep mode put our work and setting in memory and draws a small amount of power, hibernation mode puts then turns off our computer.

e) The characteristics of window 7 are:

i) **Home group** : Earlier setting up network was to take the frustrations and pain of its operating up network. Set up a home group and then add PCS and other devices and without further a do we may share files, printers, etc.

ii) **Jump lists** : Jump lists give access to application, specific documents and/or tasks.

iii) **Libraries** : These are specific folders in windows 7 that cat a log documents, pictures music, videos, etc. under a single roof, regardless of where we actually store them on our hard drive.

iv) **One-click Wi-Fi :** Windows 7 makes choosing a wireless network to cannot, simple an consentient.

v) **Windows searching :** In windows 7, we may find documents, songs and email messages etc. in a faster way.

vi) You can arrange windows side by side on the desktop using shop.

f. When we compair windows7 with a touch screen PC, we may browse online newspapers, flick through photo albums and shuffle files and holders first by using our fingers.

Windows Touch present only in the Home premium, professional and ultimate editions.

Lab Activity:
Do it yourself

Chapter-3 More about Ms Word 2007

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**

a) iii) Ribbon   b) i) insert

c) i) three

3. **Fill in the blanks:**

a) repeated   b) Next   c) ESC

d) Dialog

4.   Answer the following question:

a)   Two main components needed in a mail merging process are:
   i)   Main document.
   ii)   Data source.

b)   Mail merge is a feature in Msword which is used to send same letter to a number of people.

c)   Hyperlink assist you to move instantly from one page to another page by just clicking a link. The link can be in the form of text or picture.

d)   To follow a link point your mouse to the hyperlink text. Your see a message " Ctrl + click to follow link" press Ctrl Key and click on the link.

e)   To replace word Teacher with my teacher, follow the steps given below.
   i)   Click the home tab.
   ii)   Click Replace from editing group. The Find and Replace dialog box comes up.
   iii)   In the Find what box, write the text you want to search for i.e., Teacher.
   iv)   In the Replace with box write the text you desire to be replaced with i.e., My Teacher.
   v)   Click more button to get more search options.
   vi)   Select the needed search options to filter your search and also select direction of search. Close the dialog box when you have completed your work.
   vii)   Click Replace to replace the present word. If your see the Replace All option, it will replace all the occurrences of the word Teacher with My Teacher.

f)   To replace text with some alternative text, follow the given steps below.
   i)   Click the Home tab.
   ii)   Click Replace from editing group. The find and replace dialog box comes up.
   iii)   In the find what box, write the text you want to search for.
   iv)   In the Replace with box write the text you desired to be replaced with.

v)   Click more button to get more search options.

vi)   Select the needed search options to filter your search and also select direction of search. Close the dialog box when you have completed your work.

vii)   Click Replace to replace the present word. If you use the Replace all option, it will replace all the occurrences of the word 'class' with 'Grade'.

Lab Activity:
Do it yourself

Chapter-4 Applications of MS Excel 2007

Oral Skills

1.   Do it yourself

Writing Skills

Multiple Choice Questions:

2.   **Tick (✓) the correct option:**
   a)   iii)   Charts   b)   iii)   Computerised
   c)   i)   Office   d)   iii)   Buttons

3.   **Fill in the blanks:**
   a)   Audio   b)   Various
   c)   Recording   d)   Source

4.   **Answer the following question:**
❖   a)   In an Excel 2007 worksheet the cell with the black outline is active cell, data is always entered into this active cell.

b)   Columns run vertically on a worksheet and each one is identified by a letter in teh column header.

c)   The Formula bar is located above the worksheet.

d)   Row's run horizontally in a worksheet and are identified by such as A1, F4, a number in the row header.

e)   There are four types of data entered in a worksheet.
   1.   **Labels**   : Any text entry is called labels like name, address, etc.
   2.   **Values**   : Any numerical data is called values like roll no, marks etc.
   3.   **Date**   : It can be represented in short date format or long

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date format. Example 23/11/1986 or November 21, 1986.

4. **Formula :** It is a mathematical calculation like, addition, subtraction, multiplication. Formula starts with '=' sign.

f) To enter data in a worksheet, the steps are:

1. Click on the cell or place the cursor in the cell in which data is to be entered and type data.

2. Press Enter key or click on ☑ button in the formula a bar to insert data in the cell. To cancel the data, while typing, press ESC Key or click on ☒ button in the formula bar.

Lab Activity:

Do it yourself

Model Test Paper - I

1. **Tick (✓) the correct option:**

a) i) Five   b) i) Age

c) ii) Audio   d) i) Automatically

e) iii) Ribbon   f) i) Office

g) ii) Nods

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

a) Tired   b) Set   c) First

d)   e) Next   f) Dialog

g) Audio   h) Various

3. **Answer the following questions:**

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i) They use vacuum tubes.

ii) They were expensive.

b) **Ripping :** The process of copying songs from audio CD to our computer in windows media player is called ripping. During ripping process, the player makes a copy of every songs. Stores it on our hard disk as a window media Audio (WMA). MP3, or WAV file, and then adds it to our player Library.

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c) i) Sheet down means to turn off your computer.

ii) Sleep is a power saving state that permits a computer to instantly resume full-power operation in seconds.

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iv) In the Replace with box write the text you desired to be replaced with.

v) Click more button to get more search options.

vi) Select the needed search options to filter your search and also select direction of search. Close the dialog box when you have completed your work.

vii) Click Replace to replace the present word. If you use the Replace all option, it will replace all the occurrences of the word 'class' with 'Grade'.

f) To apply custom Animation, follow the given steps below.

1. Choose the object on the slide that you want to animate. For instances the placeholder.

2. Click the Animation tab.

3. Click custom Animation from animations group. The custom Animation task pane comes up on the right hand side.

4. Click the add effect button. You see a list with four options. Now select one to the following.

❖ If you want to make the object enter the slide show presentation with an effect, click Entrance and then select an effect.

❖ If you want to add an effect to an object, that is on the side, Click emphasis and then select an effect.

❖ If you want to add an object that makes if leave the slide at some point, to click Exit and then select an effect.

❖ If you want to add an effect that makes an object move in a specified pattern apply the option potion paths to specify the pattern.

5. Click play button to preview your slide.

Chapter-5 Formula in MS Excel 2007

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**

a) ii) Available   b) i) Mathematical

c) i) Ampersand   d) i) 8192

3. **Fill in the blanks:**

a) Calculations   b) Two

c) Relational   d) Errors

4. **Answer the following question:**

a) Differences between Arithmetic, Relational Logical Operators.

Arithmetic Operators :
Arithmetic Operators are applied to the type of calculations with numeric values. They cannot be applied with strings.

Relational Operators : Relational operators are applied to comp are two values. They form relational expressions. These operators always produce a single value as output: True or False.

Logical Operators   : Logical operators are applied to compare two or more relational expressions. These operators also always produce single value us output: True of False

b) Arranging a given set of data according to a specific order (ascending or descending) is known as sorting.

c) Max () function is used to calculate maximum values. and Min () function is used to calculate minimum values.

d) Let's learn simple formulas using the arithmetic operators.
There should be some arithmetic operator to operate on date or numbers.
The data may be a cell address also.
Look at some valid formulas in MS Excel
$= 20 + 30 * 5$ $= A2 + B2$ $= C5 * 15$

e) To sort data, follow the steps given below:

1. Select the cells with the data to sort.

2. Click the data tab on the Ribbon.

3. Click sort in sort & Filter group.

4. Choose options you want for instance, Total marks in sort by, values in sort on. Largest to smallest in order.

5. Click the ok button.

f) The errors generated while doing calculations are:

: The column is not wide enough to display the number.

DIV / 1 : The formula contains an invalid operation.

N / A : Division by zero is said on in

Lab Activity:

Do it yourself

Chapter-6 More About MS PowerPoint 2007

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**

a) i) Right   b) i) Saved

c) iii) Edit   d) ii) Design

3. **Fill in the blanks:**
a) Three b) Attractive
c) Music d) Ms office scuf

4. **Answer the following question:**
a) To apply custom Animation, follow the given steps below.

1. Choose the object on the slide that you want to animate. For instances the placeholder.
2. Click the Animation tab.
3. Click custom Animation from animations group. The custom Animation task pane comes up on the right hand side.
4. Click the add effect button. You see a list with four options. Now select one to the following.

- ❖ If you want to make the object enter the slide show presentation with an effect, click Entrance and then select an effect.
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- ❖ If you want to add an object that makes if leave the slide at some point, to click Exit and then select an effect.
- ❖ If you want to add an effect that makes an object move in a specified pattern apply the option potion paths to specify the pattern.

5. Click play button to preview your slide.

b) A theme is set of fonts, colours and special effects. Theme gives attractive background to your slides.

To use a theme on chosen slides follow the steps given below.

1. Click the slides tab at the left side of the window.
2. Hold down the CTRL key and then click to cheese the slides on which you want to use a theme.
3. Click the Design tab on the Ribbon.
4. Click more button in the Themes group.
5. Right click on the needed theme and click Apply to selected slides.

c) Steps to insert a table on a slide.

1. Cheese any slide layout that incorporates a table place holder. For instance content & title.
2. Click on the Table placeholder. The Insert table dialog box comes up.
3. Enter the number of columns and rows. Click ok button.
4. An empty table appears. Fill in the data to complete your table.

d) Resizing picture helps us to place picture in any direction as we want.

To resize a picture, click on any of the blanks circles that look around the picture when you select it. Now, dray it in the desired direction.

Lab Activity:
Do it yourself

Chapter-7 Log on To Flash

Oral Skills
1. Do it yourself
Writing Skills
Multiple Choice Questions:
2. **Tick (✓) the correct option:**
a) ii) Fixed b) i) Panel
c) iii) Circular d) i) Square

3. **Fill in the blanks:**
a) Rectangular b) 500×400
c) Commands d) Quality

4. **Answer the following question:**
a) Polystar Tool is used to make polygon and star figures.
b) Key frames are special kinds of frames where you can attribute some conversion such as color, position, shape etc.
c) Erase mode modifiers are used to erase lines and fills of an object from the stage. It's options are:

Eraser Normal : Erase all lines and fills wherever the eraser is moved.

Erase Fills : Only erases the fill colours while lines are unelected.

Erase Lines : It is applied to erase the strokes only.

Erase selected Fills : Assists in erasing a selected part of the object.

Erase Inside : Erases the internal part of an object.

d) Pencil Tool contains three various modes : Straighten, Smooth and Ink.

Straighten : Its default option is straighten. Straighten mode straightens the line automatically drawn by the pencil Tool.

Smooth : Smooth mode Smoothens the jerks on the edges.

Ink : Ink mode assists in freehand with no modifications.

e) Rectangle tool is used to make a rounded rectangle. Select the Rectangle Tool. Hold and drag the mouse pointer on the stage. As the rectangular shape is made, release the left mouse button. To make the rounded rectangle select set corner Radius too from the options section. The Rectangle settings dialog box comes up. Enter any number from 0 to 99 in the corner radius box. Click ok. Now make a rectangle on the stage. You will see a rounded rectangle with the Particular corner settings.

f) Differences between line tool, pen tool and pencil tools are–
   i) Line tool is used to make straight line.
   ii) Pen tool is used to make precise paths such as smooth flowing curves.

Lab Activity:

Do it yourself

Chapter-8 Introduction to QBASIC

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**
   a) ii) Symbols   b) iii) Mathematical
   c) ii) String   d) i) Dollar ($)

3. **Fill in the blanks:**
   a) Program   b) To print
   c) End   d) Change

4. **Answer the following question:**
   a) To save a program in QBASIC,
   Click on teh File menu and select Save As Option. Type a meaningful name for your program in 'File Name' text box and press the Enter Key. Your file will be save with the name typed by you and extension. BAS, will be added automatically to it. The file name should never exceed more than 8 characters.

   b) A variable is a location in memory to which any value can be mentioned. It continues to keep the value until another value is given to it. There are two types of variables .
   i) Numeric variables
   ii) Alphanumeric or string variables.

   c) Follow the steps given below to write a program in QBasic.
   1. Double click on the QBASIC icon to star QBASIC.
   2. The QBASIC window will appear up with a welcome dialog box.
   3. Press the ESC Key to hide the welcome dialog box.
   4. The first window of QBASIC comes up.
   5. Type the program.

   d) Hierarchy defines the order in which the operators are carried out in any Basic expression. We use BEDMAS for the hierarchy of operation. The full form of BEDMAS is
   B – Brackets ( )
   E – Exponentiation ^
   D – Division
   M – Multiplication
   A – Addition
   S – Subtraction

   e) The main features of a computer are:
   Accuracy:-
   A computer is a very speedy and accurate machine. It never does any mistake while calculating. When the input data and the set of instructions are correct, the output produced is accurate.
   Speed:-
   A computer is an extremely fast machine. It carries out very complicated calculations in

few seconds that a human would do in several years.

Diligences:-

A computer works continuously and tirelessly for a very long time unlike human beings, it never becomes bored. When ten million of calculations are to be carried out a computer performs the ten millionth calculation perfectly with the same speed and accuracy as if carried out the first one.

High Memory:-

A computer has a very good memory. It stores very good amount of data in its memory and exactly retrieves them whenever needed.

Versatility:-

A computer performs a number of various tasks. One moment, it prepares the outcome of a specific examination. The next moment, it becomes busy solving sums and throughout it may be used to listen to songs also.

f) Differences between third generation and fourteen generation computers.

Third generation computers

❖ They used electronic devices known as Integrated circuits.

❖ They were more accurate and faster than the second generation computers.

Fourth generation computers

❖ They used a device known as microprocessor.

❖ They more extremely easy to handle.

Lab Activity:

Do it yourself

Chapter-9 More About E-mail & Internet

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**

a) iii) Bin   b) i) Forward

c) ii) Mandatory   d) iii) Electronic

3. **Fill in the blanks:**

a) Effective   b) Domain name

c) File   d) Received

4. **Answer the following question:**

a) To create an e-mail ID in www.gmail.com, follow the given steps below.

1. Make sure that you are connected to the internet. Open any web browser.

2. Type www.gmail.com in the address bar and press the enter key. The home page of www.gmail.com comes up.

3. Look for the log in button and click on it.

4. Type in the desired account name in the Desired Login Name box. If the account name you have entered is already used by someone also, you receive a message along with a list of suggestions.

5. Fill all the entries correctly and click the Next stop button to submit your e-mail account.

6. Click continue to Gmail to open your e-mail account window.

b. To access your e-mail account, you are required to log in or sigh in.

1. Open the website in which you have created your account. In our case, it is www.gmail.com.

2. Enter your login name or username and password in appropriate boxes.

3. Click on sign in button. Your account window comes up.

c) Steps to compose mail

1. Click on compose button. The compose window comes up.

2. Enter the address up the receiver's mail id in To area. If you desire to send a copy of the same message to some other persons, enter their e-mail address in CC (Carbon Copy) area. If you desire to send the same message to other persons without letting them know about the fact that others also have received the same message, type their addresses in BSS (Blind Carbon Copy) area.

3. Enter subject of the mail in the subject area.

4. Type the contents of your message in the space given.

5. Click on the send button.

d. After completing your task, never forget to sign out from your account, or else other people can access your account.

To sign out, click the link available on the webpage.

Lab Activity:

Do it yourself

Model Test Paper - II

1. **Tick (✓) the correct option:**

a) ii) Available   b) i) Ampersand

c) i) Saved   d) ii) Design

e) i) Square   f) ii) Symbols

g) i) Dollar ($)

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

a) Relational   b) Calculation

c) Attractive   d) MS office

e) Operations   f) Rectangular

g) To print   h) Change

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