Based on NEP

Vidyalaya's

# Computer Science

### Teacher's Manual

Class VI to VIII

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# INDEX

## Chapter-1 : Computer And Peripherals
### *Part 'A'*

**A.   Multiple choice questions:**
1.   Analog computer
2.   Mini computer
3.   Hybrid computer
4.   ANURAG
5.   Micro computer

**B.   True or false :**
1.   True
2.   True
3.   False
4.   False
5.   True

**C.   Fill in the blanks :**
1.   Computers
2.   Desktop, laptop
3.   Mini computer
4.   International Business Machines
5.   Million Instructions per second
6.   PARAM and ANURAG
7.   Operating system
8.   Diagonal

**D.   Give the full form of the following:**
1.   LED  :   Light Emitting Diode
2.   LCD  :   Liquid Crystal Display
3.   CRT  :   Cathode Ray Tube
4.   RAM :   Random Access Memory
5.   RGB  :   Red Green Blue
6.   LAN  :   Local Area Network

### *Part 'B'*

**A.   Answer the following questions:**
1.   Computer are categoriged in various categories, depending on the way or manner they are used.

Computer can be of different types:

(a) General purpose computers

(b) Special purpose computers

General purpose computer is a multipurpose computer which can perform variety of jobs commonly used in different places, whereas a special purpose computer is designed to perform specific task only.

2. On the types of signals they are using, they are:

   (a) Analog computer

   (b) Digital computer

   (c) Hybrid computer

3. The starting procedure of computer is called booting. Booting can be of two types:

   (a) Cold booting

   (b) Warm booting

   When the computer is booted/ starts by hitting the power ON button. Such type of booting is called cold booting. This is used when you begin to start the work on PC. While when computer 'hangs' due to some program error or some internal fault and it is starting on state, then you need to restart/reset computer by presenting ctrl+alt+DEL key combination together. This type of booting is called warm booting.

4. POST or power on- self test checks that AU the hardware component running properly. It also checks that CPU, Memory are functioning properly or not. It also detects an error from peripherals, then generates an error message on the monitor and in case, your monitor is part of the problem warning takes the form of series of beeps. It detects only most general type of errors.

5. On the basis of their colour capability, monitors are:

   (a) Monochrome:- Such monitors display two colours. One for the background and one for the foreground. The colours can be black and white or green and black.

   (b) Gray scale:- A gray scale monitor is a special type of monochrome monitor. It is capable of displaying different shades of grey colour.

   (c) Colour monitor:- Such monitors can display colours anywhere from 16 to over 1 million different colour shades.

6. Define the following:

(a) Full monitor:- Monitors that are 16 or more inches diagonally are often called full page monitor.

(b) Viewable areas:-Viewable area that is, the area of screen that is actually used.

(c) Pixels:- Computer monitor is made up of tiny dots called as pixels, the pixels help to create an image.

(d) Scan:- The microprocessor reads the fluctuation in the current constantly and accordingly produces a unique number called the scan code.

(e) Wrist rests:- These are cushioning pillows made from silicon gel, neoprene or other spongy material have also become popular accessories, padding provides for a more natural angle of the wrist in order to reduce fatigue and avoid excessive strain on users' hands.

(f) Toner:- Toner is a special ink, which is attached to the laser exposed surface of the drum. When the paper comes in contact with drum, the image is fixed on the paper.

## Chapter-2 : More on Windows-7
### Part 'A'

**A. Multiple choice questions :**

| | | | |
|---|---|---|---|
| 1. | Bump | 2. | Libraries |
| 3. | Pin Task | 4. | Desktop |
| 5. | Task Bar | 6. | Start button |

**B. True or false :**

| | | | |
|---|---|---|---|
| 1. | True | 2. | False |
| 3. | True | 4. | True |
| 5. | True | | |

**C. Fill in the blanks :**

| | | | |
|---|---|---|---|
| 1. | Change font size | 2. | Time limits |
| 3. | Windows 7 | 4. | Windows 7 |
| 5. | Task bar | 6. | Icons |

### Part 'B'

**A. Answer the following questions:**

1. GUI stands for Graphical User Interface is a interface that allows you to visually interact with your computer's functions in a logical, fun and easy way.

2.  Windows is an operating system that Microsoft has introduced for use on personal computers. It allows computer to manage software and perform essential tasks.

3.  Screen saver is a computer program that replaces what is on the screen with a moving image if the computer is not used for certain amount of time.

4.  Features of windows 7 are:-

    (a) Multiple display support:- It makes possible to use several monitors simultaneously to increase the size of your desktop so that different programs can be executed on separate monitors.

    (b) Good power management:- You can start your computer in few seconds and restore all your programs that CPU have left previously.

    (c) Enhanced help:- It includes help system to make the computer easy to use.

    (d) Web integrations:- It is easy to use the computer with different enhanced features like icon highlighting menus etc.

5.  Aero is a visual desktop experience that combines translucent windows, appealing color and graphics effects with convenient functionality. Aero includes snap, peek, shake and flip.

    Snap: Snap allows you to resize open windows to make reviewing and comparing easier.

    Peek : You can view your open windows on the taskbar by using peek.

    Shake: When your desktop is cluttered with open windows, you can use shake to select a single window and close the rest.

    Flip: Flip and Flip 3D are two more ways you can preview your open windows.

6.  A wallpaper or desktop background is a digital image used us a decorative background of a GUI on the screen of computer.

    Theme are the visual pattern or collection of patterns that determines the look and feel of a graphic interface.

    They include vivid photography, digital artwork and Aero

theme that use colour and glass effects in an appealing way.

## Chapter-3 LOGO
### *Part 'A'*

**A.** **Multiple choice questions:**
1. Primitive      2. Procedure
3. list      4. If
5. Home

**B.** **Tick (3) the correct answer:**
1. Pen colour      2. PD
3. Set pen size      4. 0
5. If else

**C.** **Fill in the blanks:**
1. turtle      2. object oriented
3. direction      4. feedback
5. Lisp      6. versions
7. steps      8. primitives

### *Part 'B'*

**A.** **Answer the following questions :**
1. Wally Feurzeig and Seymour Papert created logo language.
2. The basic purposes of using logo language are :
   (i) educational purpose
   (ii) constructive teaching
3. Logo's cursor is called as turtle as it resembles the shape of a triangle.
4. Simple Logo commands are called logo primitive while set of logo commands represented by a name is called logo procedure.
5. Logo use fill command in a region of graphics window containing the turtle which is bounded by lines that have been drawn earlier.
6. To set the pen colour in Logo SET PC command is used SET PC number code of colour.

   To set the pen size Set Pen size command is used. SET PENSIZE (size)

7. Condition keyword condition (print [result when condition is true]) [print (result when condition is false.)]

8. If is used when we are applying some, sets of conditions. For every condition there can be possibly two answers, one when condition is true and other when the same applied condition is found false.

   If else works as when the first input has the value true, then if runs the window and if the first input has the value false, then if runs second result code.

9. Lists is the way of arranging data in a group. All the items of the list are represented by one name.

   It is given as : the List thing 1 thing 2

   list (List thing 1 thing 2 thing 3…)

   The inputs of the LIST can be any LOGO object (word list, or array). All the words must precede with double quotes ('')

   Example :

   Show (list "This "is" a" List)

   (This is a list)

   Show list {ABC} {abc}

   [(ABC) (abc)]

## B. Give use of following commands:

1. RANDOM:- Random number can be any number between given range. Command used for this purpose is:

   Random maximum (input specified)

   For example: RANDOM 25

   This command will generate numbers from 1 to 25. On every execution of a command you may find a new number generated between 1 to 25.

2. COUNT:- This command counts the number of elements existing in the current sequence. This will outputs the number of characters in the input word; outputs the number of members or elements existing in the list.

   For example:

   Count [11, 22, 33]

   3

   Count "XY

   2

3. UPPERCASE:- This command converts all the characters given within a command in uppercase alphabet.

It is given as:

(WORD). (WORD) word to be uppercase. It output a outputs a word which is a copy of the input word, but with all lowercase letters changed to the corresponding uppercase letters.

The result of the command is

new word : (WORD) uppercase world of its input.

For example: show uppercase "HELLO"

HELLO

Show uppercase "Vidyalaya

VIDYALAYA

4. TIME:- This command works in reference to the system setting for date, day and time. As soon as you give the command it will display the current time with other specification like day, data.

Example: Show time

[Wed July 14 23:34:08 1993]

## Chapter-4 : Table Creation in Word
### Part 'A'

**A. Multiple choice questions :**

1. Microsoft
2. Moving
3. Copying
4. Page layout
5. Aligning text
6. Page size

**B. True or false :**

1. True
2. False
3. False
4. True
5. True

**C. Fill in the blanks :**

1. Paragraph
2. Page Layout
3. Margin
4. Indentation
5. Double Click
6. 8.5 × 11 inches

### Part 'B'

**A. Define the following :**

1. MS-WORD:- Microsoft Word or MS-WORD (often called

Word) is a graphical word processing program that users can type with. It is made by the computer company Microsoft.

2.  Merging:- Merging allows to combine two or more table cells located in the same row or column into a single cell.

3.  Aligning:- Aligning text in columns and rows in Word is a matter of choosing how you want the (text to line up vertically and how you want it to line up horizontally.

4.  Orientation:- Orientation allows to choose either portrait (vertical) or landscape (horizontal) orientation for all or part of your document

5.  Wrapping:- Wrapping enables you to wrap text easily around pictures, shapes, and tables with any position or style that you want.

6.  Paper size:- Page size refers to the area of your Paper or sheet, size is the size of the paper used for printing.

**B.  Answer the following questions:**

1.  Word processor allows to create, edit, save and print documents. It is a specialized software for word processing.

2.  Identation determines the distance of the paragraph from either the left or the right margin. Within the margins, you can increase or decrease the indentation of a paragraph or group of paragraphs.

3.  Tables are used to organize data that is too detailed or complicated to be described adequately in the text, allowing the reader to quickly see the results. They can be used to highlight patterns in the data. It consist of rows and column.

4.  Inserting new rows and column:-

    After inserting a table if you want to add/insert new row or new column then you can follow the following procedure:-

    Add a row above or below

    1. Click in a cell above or below where you want to add a row.

    2. Under Table Tools, on the Layout tab, do one of the following:

To add a row above the cell, click Insert Above in the Rows and Columns group.

To add a row below the cell, click Insert Below in the Rows and Columns group.

Add a column to the left or right

1. Click in a cell to the left or right of where you want to add a column.

2. Under Table Tools, on the Layout tab, do one of the following:

To add a column to the left of the cell, click Insert Left in the Rows and Columns group.

To add a column to the right of the cell, click Insert Right in the Rows and Columns group.

6. Page layout is the term used to describe how each page of your document will appear when it is printed. In Word, page layout includes elements such as the Themes, Page Setup, Page Background, Paragraph setting etc.

## Chapter-5 : Microsoft Excel
### *Part 'A'*

**A. Multiple choice questions :**

1. Excel                  2. Filter
3. Freezing              4. Gridlines
5. Freezing

**B. True or false :**

1. False                 2. True
3. True                  4. True
5. False

**C. Fill in the blanks :**

1. Worksheet            2. 0 to 255
3. 8.43                 4. Gridlines
5. Synchronous Scrolling

### *Part 'B'*

**A. Define the following :**

1. Spreadsheet:- Spreadsheet is a program that allows you to store, organize & analyze information.

2. Worksheet:- A worksheet is a collection of cells where you keep and manipulate the data.
3. Cell:- A cell formed by intersection of a column and row.
4. Gridlines:- These are the faint lines that appear around cells.

**B. Answer the following questions:**

1. MS Excel is a spreadsheet program that allows you to store, organize and analyze information.
2. Conditional Formatting utility can help you to find and format the cells which match your criteria in Excel.
3. To keep an area of a worksheet visible while you scroll to another area of the worksheet, freezing lock specific rows or columns in one area by freezing or splitting panes.
4. With Filter function of Excel, you can display the cell rows that you need and hide the unwanted rows.
5. Synchronous Scrolling allows to compare the data simultaneously, throughout the Excel files. This option lets you scroll both files at the same time.

## Chapter-6 : Making a PowerPoint Presentation
### Part 'A'

**A. Multiple choice questions :**

1. Presentation
2. Design tab
3. Transition
4. Custom Animation
5. Slide Sorter

**B. True or false :**

1. True
2. False
3. True
4. True

**C. Fill in the blanks:**

1. New blank presentation
2. Transitions
3. Animation
4. Slide Sorter View
5. Slide Show

### Part 'B'

**A. Define the following :**

1. PowerPoint:- A PowerPoint presentation is made up of a series of slides that can contain charts, diagrams, pictures,

Smart Art diagrams, bulleted lists, eye-catching text, multimedia video and sound clips, and more.

2. Slide Designs:-Design tab, allows to modify and customize your slides' theme, background.

3. Animation:- Animation allow you to add visual effects and movement to text, Objects and graphics.

4. Slide Show:- A slide show is a presentation of a series of still images on a projection screen or electronic display device in a sequence.

5. Orientation:- Orientation is overall layout of an item related to other item.

**B. Answer the following questions :**

1. A presentation is a software package used to display information on the form of a slide show.

2. Custom Animation includes set of effects which can be applied to object in PowerPoint. So that they will animate in slide show.

3. The Transitions allow you to get creative with your slides. Adding transitions allows you to add a little fair between the slides. Transitions are visual effects when moving from one slide to the next slide.

4. In the Slide Sorter view, you see a miniature of each slide. The Slide Sorter view us a great view of your presentation as a whole, it also lets you rearrange and hide your slides.

5. There are many different transitions you can apply to one slide or to all slides at the same time. Just select the slide for your transition and click on the transition effect. Animation effects allows to add visual effects & movement to text objects and graphics.

### Chapter-7 : Internet
*Part 'A'*

**A. Multiple choice questions :**

1. All of these
2. website
3. Chrome
4. home page
5. forward

**B. True or false :**

1. True  2. False
3. True  4. False
5. False

## C. Fill in the blanks :

1. Internet  2. Website
3. Webpage  4. Text and image
5. Hyperlink pages  6. Chrome, Internet explorer
7. Homepage  8. WWW

*Part 'B'*

## A. Define the following :

1. Search engine:- Search Engines are the special web programs which helps us to find the required information from the internet web resources. To use search engine you need to type its address on address bar of web browsers.
2. Search keywords:- Search keywords are the words based on which searching on the internet stars.
3. Crawlers:- Special programs of search engines which find the keyword from all the website around the world is called crawler.
4. Downloading:- The process of taking information from the website to the storage device on PC is called downloading.

## B. One word answer:

1. Website  2. Hyperlinked text
3. Web browser  4. Homepage
5. Location of the webpage

## C. Answer the following questions:

1. Every single pages full of information is called webpage. It may contain text, graphics, audio, video or hyperlinked file.
2. Web browsers are the special softwares used to display the contents on website and webpage, two common web browsers are internet explorer and netscape Navigator, other browsers are Mozilla firefox, opera, etc.
3. Hyperlinks are displayed with different colour on the web browser. On clicking hyperlink you can reach the respective connected link.

4.  Hyperlinked text/ image is connected to some other web source. On clicking hyperlink you can reach the respective connected link.

5.  URL refers to the address of the web document. Location of the web page can be referred by its URL. Every URL is prefixed or starts with www stands for world wide web. Type the URL on address bar of web browser and access the website of your choice.

6.  Search engines are the special web program which helps us to find the required information from the internet web resource. To use search engine you need to type its address on address bar of web browser.

7.  You can save the data on internet to your PC by using different methods like:

    Whatever data you want to save from the websites, you can select that text. You can give command to copy them using the copy option from the edit menu or using ctrl + C. You then go to the destination software like MS word, paint etc and from edit menu either select paste option or press Ctrl+V selected text will be saved on the PC. Once you save the file on destination software. You can also click on download bottom in the website to download the contents on internet.

    Saving pictures: you may use internet to access picture. Once you have searched pictures or images from different websites. Select the picture you wish to save on your PC. On right clicking on the picture you will find a menu display. Select save picture as from,  A dialog box will appear asking the name of the picture, give the name and click or save.

8.  It can be best used for accessing information ensuring communication, frequent updating of software.

**D.  How Internet is essentially needed in:**

1.  Media:- Print Media like newspaper or Visual Media like Television Channel are covering very wide range of subjects in their day-to-day work. They need a common communication medium by which they can update their routine work very efficiently. This common communication is provided by the means of Networks.

2. Banking:- You can get the details of your bank accounts or any other finance details can be displayed on Internet. For security some sets of passwords are provided, so that no other person can use your account detail. Money transaction is fast and approachable like ATM and credit cards.

## Chapter-8 E-mail
### Part 'A'

**A. Multiple choice questions :**
1. E-mail
2. all of these
3. domain name
4. compose
5. subject

**B. True or false :**
1. True
2. True
3. True
4. False
5. False

**C. Fill in the blanks :**
1. Electronic mail
2. Internet
3. Local telephone calls
4. E-mail program
5. Printer

### Part 'B'

**A. Define the following :**
1. Inbox:- It helps to view the folder or space called inbox where the mails received by your ID has been collected.
2. Compose:- This part of the e-mail program helps you to write a new mail. It provides you space with following captions.
3. Message field:- The area for typing mails where you can type the contents of your mails. Most of e-mail editor supported with spelling checker box and other formatting attachments, which enable the user to correct the spellings and format the text.
4. Send button:- This is a action button used to tell the e-mail program to send the written mail to the specified address.
5. E-mail address:- E-mail address is the group of few

character which represents the identify of a user in the huge world of internet.

**B. Answer the following questions :**

1. E-mail is the internet tool which helps you to exchange information and other resources.

2. Email can contain picture, movie, file, sound files, tables, maps, images etc.

3. The benefits of using emails in comparison to traditional mails are:-

   (i) Fast:- Mails are send at a very fast speed using internet. It can reach any part of world in seconds.

   (ii) Cheap:- The method of sending and receiving mails is very cheap. No extra money is charged for the mail being forwarded to someone in different parts of country or world. All the mails are generally accessed at the cost of local telephone calls.

   (iii) Paperless:- It does not need paper, envelope, stamps instead a simple text editor can contain by mails. No formality of stamps is needed for the e-mails.

   (iv) Limitless content:- It can display forward all the contents given with in the mails irrespective of its length or type of file associated with it unlike the postal services, where the mails are charged by weighted.

   (v) Confirmation:- If needed we can even get confirmation that whether our message had been delivered and read by the recipient or not, unlike the postal mail where confirmation is available on only few services.

4. Email program is one of the important facility of various websites like www.rediff.com, www.yahoo.com, www.google.co.in which enables the user to write the emails programs may be free of price.

5. www.google.co.in
   www.yahoo.com

6. Reply the forward buttons are used to reply and any message or send the displayed received mail to some other email ID as specified in the address box.

**C. Give the use of following:**

1. To:- To enter the email address of the person whom you are writing mail to.

2. CC:- It stands for carbon copy or courtesy copy, used to send same mail to anyone else other than the person above in TO box.

3. Subject:- Allows you to write the topic or keyword based on which you are writing e-mail.

4. Email address:- Using email address you can access your email account from any part of the world. Email address will never change irrespective of your residential address.

## Chapter-9 Technology on Web
### Part 'A'

A. **Multiple choice questions:**
   1. All of these
   2. Crackers
   3. Both (i) & (ii)
   4. All of these
   5. All of these

B. **True or false :**
   1. True
   2. True
   3. True
   4. False
   5. True

C. **Fill in the blanks:**
   1. Protocols
   2. File Transfer Protocol
   3. Copy files
   4. URL
   5. E-mail
   6. Virus

### Part 'B'

A. **Define the following:**
   1. Protocol:- Protocols are set of rules or procedures for exchanging information between different connected computers all along the internet.

   2. News groups:- News groups is the effective way to share message or ideas on variety of topics through internet. With a newsgroup a message can be posted from many users at different locations.

   3. FTP:- It is a program that allows file to be transferred back and forth in the internet.

B. **Answer the following questions:**
   1. (i) To access any file of FTP click it and save it to the location of your choice.

(ii) Step 1 : On tools menu, click on account.

Step 2 : Internet account dialog box appear click on add button.

Step 3 : Select mail or news or contacts to open internet connection wizard.

(iii) Click on new server's name in your folder list.

(a) Select the news group of your choice.

(b) Click on subscribe button.

(c) On double clicking, a name in the news group list, a subscription is automatically generated.

(iv) To post a message to news group follow the steps given below :

Step 1: Go to the folder list.

Step 2 : Select the news group.

Step 3 : On tool bar click the new post button.

Step 4 : To send a message to multiple news group on news server.

Step 5 : Click on Icon next to news group in new message dialog box.

Step 6 : In pick news group dialog box click one or more news group.

Step 7 : Click add.

Step 8 : Select any news group

Step 9 : Type subject of the message.

Step 10 : Compose and type your message.

Step 11 : Click send button

2. Protocols are set of rules of procedure for exchanging information between different connected computers all along the internet. Eg: HTTP, FTP etc.

3. FTP helps you to:

(i) Visit the server (main computer)

(ii) View the files of server

(iii) Allow you to download and upload the files from your computer.

4. Viruses are self multiplying programs that cause severs damage to the computer and the content of file. Viruses are carried to the computer by downloading file from

internet and by using infected storage device like floopy, USB drive etc.

5. News group is the effective way to share message or idea on variety of topics through internet with a news group. it has few features like:

This is the common platform for exchanging ideas.

It is available on any topic.

Topics names are arranged. This helps the people to find and view the topic of their internet systematically.

6. In news group topics are arranged either by rating or by postal details. Thus arrangement helps us to view the content of file easily.

7. Subscribing to news group provides easy access to the news group you like.

8. We can add signature, business card and files to files in a message.

9. Virus:- These virus are the self multiplying programs, designed to alter the way computer works without users knowledge. These programs may cause severe damage to the content of files.

Worms:- These are the programs which are harmful for our system in the scene that these programs are planned to be transferred from one PC to another but if they can not replicate. It attaches itself to a file direct itself. Worms are spread mainly due to security weakness of a e-mail software.

10. The type of virus are:

(i) Time bomb:- As name suggest time bomb you know it starts its action after the settings of timing similarly, time bomb virus does not caused any harm to our computer as soon as it enters or infects our PC. It may exists in the computer. For days, weeks, months, before being detected. As soon as it reach.

(ii) Logic bomb:- These viruses category work on some intelligence or logic. The action of virus become active by the appearance and disappearance of some specific data.

(iii) Trojan Horse:- These are the programs which works in disguise. These virus programs do some thing different

from what it should be done. It is not always working like typical virus by replicating itself and destroying data, instead it is actually doing something very mysteriously.

(iv) Worms:- These are the programs which are harmful for our system in the scene that these programs are planned to be transferred from one PC to another but if they can not replicate. It attaches itself to a file direct itself. Worms are spread mainly due to security weakness of a e-mail software.

11. Give the difference between:

a. Download and upload:-

Download:- This is the procedure of copy internet files to your own computer.

Upload:- This is the procedure to copy your file from your computer to internet server.

b. Virus and worms:-

Virus:- These virus are the self multiplying programs, designed to alter the way computer works without users knowledge. These programs may cause severe damage to the content of files.

Worms:- These are the programs which are harmful for our system in the scene that these programs are planned to be transferred from one PC to another but if they can not replicate. It attaches itself to a file direct itself. Worms are spread mainly due to security weakness of a e-mail software.

c. Time bomb and logic bomb:

Time bomb:- As name suggest time bomb you know it starts its action after the settings of timing similarly, time bomb virus does not caused any harm to our computer as soon as it enters or infects our PC. It may exists in the computer.

Logic bomb:- These viruses category work on some intelligence or logic. The action of virus become active by the appearance and disappearance of some specific data.

## Chapter-1 : Computer And Peripherals
### *Part 'A'*

**A. Multiple choice questions :**

1. Processing
2. System Software
3. RAM
4. Compiler
5. C++

**B. True or false :**

1. True
2. True
3. False
4. False
5. True

**C. Fill in the blanks :**

1. Arithmetic, Logical
2. Display overlays
3. Light pen
4. Optical scanner

**D. Give the full form of the following:**

1. CCD : Charged coupled device
2. CMOS : Complimentry Metal Oxide Sensors
3. JPEG : Joint Photographic Expert Group
4. TIFF : Tagged Image File Format
5. RAM : Random Access Memory
6. ROM : Read Only Memory
7. DVD : Digital Video Disk
8. LOGO : Language of Graphic Oriented
9. FORTRAN : Formula Translation
10. BASIC : Beginners All Purpose Symbolic Instruction Code
11. HLL : High Level Language

**E. Complete the table:**

1. BIT   = 0 or 1
2. 1 Byte = 8 bits
3. 1 KB = 1024 bytes
4. 1 GB = 210 MB
5. 1 TB = 210 GB

### *Part 'B'*

**A. Write short notes on:**

1. Software :- This is the term used for a set of programs, programs, procedure associated instructions that directs

the computer in the way the user want to use it.

2. Peripheral:- All the components associated with computer system comes in the category of peripherals. They includes both input and output device.

3. Images Sensors:- These are the light sensitive chips used for gathering an image. There can be two types of image sensors used in digital cameras:

   (i) CCD : Charge Coupled Device

   (ii) CMOS : Complementary Metal Oxide Sensors

4. Compression:- It determines that how many image can be stored in the assigned memory location. There are two famous formats commonly used these days for image compression.

   (i) JPEG : Joint Photographic Expert Group

   (ii) TIFF : Tagged Image File Format

**B. Answer the following questions:**

1. Processing:- In this operation computer manipulates the data or input and performs various functions like:

(a) Mathematical or logical operation:- It involves all operations that involves calculations using arithmetic operations or logical operations like <,>,=,

(b) Rearranging the data:- Arranging the data according to the user needs like data may be rearranged according to name or age in ascending manner.

(c) Directing the flow and sequence to data:- It deals with the direction of data flow from one peripheral device to other.

(d) It also stores the data permanently or for short period.

2. Hardware:- Hardware is the term associated with machinery part of computer, different physical device ports, wires lie under the category of hardware. It consists of:

   (i) Input device

   (ii) Storage device

   (iii) Output device

   (iv) Controlling and processing device

3. System software:- These are the software which act as the interface between users application software and the

hardware. It helps the computer in following ways:

To manage itself.

Schedule the work within the machine.

Enables the hardware to understand our commands given in high level language.

4. Bar Code Reader:- The bar code consists of number of bars of varying thickness and spacing between them include information about the manufacture details of that product, identifies its brand name, items, price.

5. Scanners:- A scanner turns photograph transparencies and printed into image on the computer. In publishing three types of scanners are commonly used. Flat-bed scanners, transparency scanners and drum scanners.

(a) Flat-bed scanners are generally the best expensive and they are designed to scan reflective material like photographic prints and text pages.

(b) Transparency scanner are designed for scanning photographic such as slides.

(c) Drum scanners are the most expensive and they require high degree of skill to operate.

C. Differentiate between the following:

1. Primary and Secondary memory-

Primary Memory :- This memory is temporary memory.

This is directly accessible by the computer's CPU.

This is more expensive.

Eg: RAM, ROM

Secondary Memory:-

This memory is permanent memory.

This is not directly accessible by computer's CPU.This is less expensive.

Eg: Hard disk, Floopy disk,

2. RAM and ROM

RAM: (Random Acess Memory) :

It is read/write memory.

It is used to storage programs, data and instruction during the execution of the memory.

The data in RAM is kept for temporary period only.

The memory is known as volatile memory.

ROM: (Read only Memory) :

It is permanent memory.

The information remains intact even if the power supply is switched off.

The instruction can only be used to store permanent programs and other instructions which are needed by the computer to execute user or application programs.

There are two common types of ROM: PROM and EPROM

PROM : Programmable Read Only Memory.

EPROM : Erasable Programmable Read Only Memory:

3.   Machine Language and HLL

Machine Language:-

This is the language coded in binary language.

It is all the collection of BITS, where '0' represents OFF while '1' represent ON state of computer system.

This languge is understood by the computer.

HLL (High Level Language):-

High Level Language [HLL] is English like language with its own grammer and syntax for specific sets of instructions.

These language are simple and very common in use.

These language are not understood by computer directly. They have to be converted to machine code.

4.   Object code and Source code

Object code:-

It refers to low level which code which is understandable by machine.

It is generated from source code.

Source code:-

It refers to high level code for assembly code which is generated by human.

It is written by programmer by using HLL.

# Chapter-2 Operating System

## Part 'A'

**A. Multiple choice questions :**

1. System Software
2. Multiprogramming
3. Virtual Machine
4. UNIX
5. MS-DOS

**B. True or false :**

1. True
2. True
3. True
4. True
5. False

**C. Fill in the blanks :**

1. System
2. Operating
3. User
4. Multitasking
5. Language

## Part 'B'

**A. Answer the following questions :**

1. An operating system (OS) consists of one or more programs that manage the operations of a computer. These programs function as an interface between the user, the applications programs, and the computer equipments.

2. System software consists of all the programs including the operating system that are related to controlling the operations of the computer equipments. Some of the functions that systems software performs include: starting up the computer; loading, executing, and storing applications programs, storing and retrieving files, and performing a variety of functions such as formatting disks, sorting data files, and translating programs instructions into machine language.

3. A system software acts as an interface between the system and the application software. Various operating system are best examples whereas application software is designed for users. It performs a specific task. It runs on platform provided by system software.

4. Utilities are programs that provide commonly needed tasks such as file backups, sorting and editing.

5. Special-purpose systems software programs called

language translator is used to convert the programming instructions written by programmers into the machine instructions that a computer can understand. Language translator is written for specific programming languages and computer systems.

**B. Write short note on :**

1. Unix:- The UNIX operating system was developed in the early 1970s by scientists at Bell Laboratories. It was specially designed to provide a way to manage a variety of scientific and specialized computer applications.

2. MS-DOS:- The Microsoft Disk Operating System, or MS-DOS, was released by Microsoft Cor-poration in 1981. MS-DOS was originally developed for IBM for their first personal computer system. So many personal computer manufactures followed IBM's lead and chose MS-DOS for their computers. This single-user operating system in so widely used that it is often referred to simply as DOS.

3. Multiprocessing:- A multiprocessing operating system co-ordinates the operations of computers with more than one CPU. Because each CPU in a multiprocessor computer can be executing one program instructions, more than one instruction can be executed simultaneously.

4. Virtual Machine:- A Virtual Machine (VM) operating system allows a single computer to run two or more different operating systems. The VM operating system allocates system resources such as memory and processing time to each operating system. To users it appears that they are working on separate systems, hence the term virtual machine.

## Chapter-3 : MS-WORD 2017
### Part 'A'

**A. Multiple choice questions :**

1. List                    2. Outline
3. Table                   4. Dialog box
5. Cell

**B. True or false :**

1. False                   2. False

3. True          4. True
5. True

C. **Fill in the blanks :**
   1. Lists          2. Numbering
   3. Information     4. Tables
   5. Cell

D. **Write the name of the following:**
   Table             Shading
   Delete            Alignment
   Text Direction

## Part 'B'

A. Answer the following questions:

   1. The advantages of writing items as a list are:

   The list helps us to easily remember instructions. It also helps us to check if we have completed all tasks.

   List like our names in the attendance register are in alphabetical order.

   List of participants for running race can be rearranged accordingly.

   Lists can be organized in multiple ways. One of the ways to arrange items in the list is in alphabetic order. This helps us to find the required information quickly.

   2. List is useful to:

   Organize information quickly.

   Highlight important points in long sentences and paragraphs.

   Enhance readability and grab reader's attention.

   Remember instructions and announcements.

   Find the information that we need faster.

   Know order in which tasks need to be done.

   3. In bulleted list, each paragraph begins with a bullet character. In numbered lists, each paragraph begins with an expression that includes a number or letter and a separator such as paranthesis.

   4. Sublist is a list that includes some of items from a longer list.

5. The Table allows to organize information into rows and columns without having to set tabs. Tables can also be used to create forms and side-by-side paragraphs. A table consists of vertical columns and horizontal rows.

**B. Define the following:**

Insert Above:- Add a row above where you have clicked in your table.

Insert Left:- To add a column to left.

Insert Right:- Right to add a column to right.

Align & move to center of row.

Align and move to bottom of row.

Insert Below:- Add a row under where you have clicked in your table.

## Chapter-4 : Advanced Presentation

### *Part 'A'*

**A. Multiple choice questions:**

1. My templates
2. Animation
3. File and Clip Organizer
4. Slide Sorter button
5. Transition

**B. True or false:**

1. False
2. True
3. False
4. True
5. True

**C. Fill in the blanks:**

1. New from existing
2. Themes
3. Movie clip
4. Transitions

**D. Write the names of the following:**

Do yourself

### *Part 'B'*

**A. Answer the following questions:**

1. Themes serve as the basis for the graphic design of a presentation. Each theme consists of a background design, placeholder layouts, a color palette, and font styles.

2. Adding images to a new slide can be achieved in two

different ways. When working from a new slide with an empty content placeholder box, click the insert picture or clip art button that appears in the center of the empty content placeholder box. From here, navigate to the appropriate image and select it. The image will automatically be inserted into this content placeholder box. An alternative way to add an image to a slide is to click the insert tab and then click the picture, clip art, or photo album button from the illustrations toolbar. Then select the appropriate image. The image will automatically appear on the slide.

3.  There are two ways to insert a sound clip: using a sound you have on file or selecting a sound from the Clip Organizer. Adding sound to a transition effect is a fun way to grab audience attention.

4.  Templates are the predesigned sheet that can be used to create new worksheets with the same layout, formatting & formulas with templates, we don't need to recreate basic element every time as they are already integrated in spreadsheet.

5.  Transitions are a common and easy way to liven up a presentation. It provides a dynamic way to move from one slide to the next during a slide show. You can add a transition to just one slide, to different slides or same transition to all sides.

## Chapter-5 MS EXCEL 2007
### Part 'A'

A.  **Multiple choice questions :**
    1.  Absolute
    2.  Mixed
    3.  Sorting
    4.  Filters
    5.  Worksheet

B.  **True or false :**
    1.  True
    2.  True
    3.  False
    4.  True
    5.  True

C.  **Fill in the blanks:**

1. Logical operators     2. Auto sum
3. Sorting     4. NOW
5. $

**D. Write the names of the following:**
1. CONCATENATE     2. RIGHT
3. COUNTIF     4. AND
5. OR

## *Part 'B'*

**A. Answer the following questions :**

1. Relative Reference:- It is the default all reference in excel. It is simply the combination of column name and row number without and ($) sign. If you have a cell with a formula that references a different cell's address and you copy the formula from the first cell to another cell, Excel updates the cell reference inside the formula.

   Absolute cell reference:- Making a cell reference fixed to an absolute cell address so that it doesn't change when the formula is copied. In an absolute cell reference,, a dollar sign ($) precedes both the column letter and the row number.

2. Some important functions are:-
   ***Text Functions:***
   LOWER
   UPPER
   CONCATENATE
   RIGHT
   LEFT
   ***Date & Time***
   TIME
   NOW
   TODAY
   ***Statistical***
   SUM
   MAX
   MIN

COUNTIF

*Logical*

AND

OR

NOT

*Mathematical*

SQRT

POWER

3. Sorting is a common task that allows you to change or customize the order of your spreadsheet data. For example, you child organize your class student's birthday list will make you easier to find what you are looking for. Custom sorting takes it a step further, giving you the ability to sort multiple levels- such as Name first, then birthday etc.

4. Excel conditional formatting helps you highlight the most important information in your spreadsheet and identify variances of cells' values with a quick glance.

5. If your worksheet contains a lot of content, it can be difficult to find information quickly. Filters are used to narrow down the data in your worksheet, allowing you to view only the information you need.

**B. Explain the following terms :**

1. Chart:- Charts are used to make a graphical representation of any set of data.

2. Mixed reference:- In a mixed reference in which the column is absolute and the row is relative or vice versa. To create a mixed reference, you use the dollar sign in front of just the column letter or row number.

3. Statistical:- Statistical in the inbuilt function provided by excel. Involves SUM, MAX, MIN, COUNTIF.

4. Logical function:- Logical function are used in spreadsheet to test whether a situation is true or false.

5. Worksheet:- A worksheet is a collection of cells where you keep and manipulate the data. By default, each Excel Workbook contains three worksheets. An Excel worksheet is a single spreadsheet that contains cell organized by rows and columns.

# Chapter-6 Creating Webpages

## *Part 'A'*

### A. Multiple Choice Questions :

1.  Web page
2. <html>
3.  Normal view
4. </>
5.  <Body>

### B. True or false :

1.  True
2. False
3.  True
4. False
5.  True

### C. Fill in the blanks :

1.  webpages
2. HTML
3.  Hyper Text Markup Language
4. website
5.  webpage authoring software
6. logical codes
7.  HTML
8.  Inbound and outbound

### D. Appropriate tool/feature:

1.  Authoring software
2.  HTML
3.  MS front page
4.  Toolbars
5.  Folder view
6.  Task view
7.  HTML view
8.  Normal view

## *Part 'B'*

### A. Answer the following questions :

1.  There are many benefits of using web technology. Some are given below :
    * This provide access to internet based resources.
    * Work of an individual can be viewed by world wide audience.
    * It extends the learning experience.
    * It provides a platform to develop communications skill by the means of interactive formula and email.

2.  HTML editor are the software that translate your instruction or work designed in a webpage into equivalent HTML code automatically.
    HTML editors are also called webpage authoring software.
    Few web authoring softwares are :
    * Microsoft front page

* Macro media dream weaver
* Adobe page mill

3. To start front page, you can follow the steps below :
   * Click on start
   * Select program for the menu list
   * Click or microsoft front page

4. MS Front page screen has :
   (i) View panel bar      (ii) Work area
   (iii) Menu bar      (iv) Formatting toolbar
   (v) View tab

5. View bar is available on the left part of the front page screen which helps you to create a website. The view bar include the following :
   (a) Folder view
   (b) Report view
   (c) Navigation view
   (d) Hyper link view : (i) Inbound (ii) outbound
   (e) Task view
   (f) View mode bar :
        (i) Normal view (ii) HTML Bar (iii) Preview

6. The view mode bar : It is placed in the bottom left corner of this bar shows the same web document in three different forms :
   (a) Normal view (b) HTML view (c) preview

7. Normal view : This is the default view of the front page editor, this provides the screen for designing which supports both creation and editing work in the webpage. It can be considered as WYSIWYG (What you see is what you get) view.
   * This view includes basic designing elements like :
   * Image
   * Alignment block element
   * Table
   * Form elements like :
            * Buttons
            * Check box
            * Radio/option button etc
            * Back colours images

8. IN HTML view all the HTML commands are displayed differently. The command may be given with:

* Different colours
* Within angular brackets (< >)

**B.** **Write short notes on:**
1. Hyper text markup language is a set of logical codes that describes the appearence of web document in the web browsers.
2. The webpage is the document written in HTML (Hyper text markup language) which can be viewed in the web browsers.
3. A group of webpage linked together, this group is known as website.
4. Designing the Website:- While designing webpages or a websites you must follow the steps below:

   1. Decide the topic and content of your webpage.

   2. Decide the pattern in which the data is presented finally in the webpage.

   3. Open a webpage authoring software and design it according to your creativity.

## Chapter-7 Introduction of HTML
### *Part 'A'*

**A.** **Multiple choice questions :**

| | | | |
|---|---|---|---|
| 1. | Attribute | 2. | <sup>…</sup> |
| 3. | <sub>…</sub> | 4. | <strike>…</strike> |
| 5. | <ins>…</ins> | 6. | <dl> |

**B.** **True or false :**

| | | | |
|---|---|---|---|
| 1. | False | 2. | True |
| 3. | False | 4. | True |
| 5. | False | 6. | True |

**C.** **Fill in the blanks :**

| | | | |
|---|---|---|---|
| 1. | Hypertext | 2. | Hypertext |
| 3. | <br> | 4. | Horizontal Lines |
| 5. | <img> | 6. | Style |

**D.** **Write the names of the tags :**
1. <html>
2. <br>

3. Horizontal Lines
4. <sup>…</pup>
5. <basefont>

## Part 'B'

A. Answer the following questions:

1. HTML stands for Hypertext Markup Language.

2. HTML Tags:-HTML is a markup language and makes use of various tags to format the content. These tags are enclosed within angle braces <Tag Name>. Except few tags, most of the tags, have their closing tags. For example <html> has its closing tag </html> and <body> tag has its closing tag </body>tag etc.

3. <h1> : This tag represents the heading.

   <p> : This tag represents a paragraph.

   Line Break Tag:-<br> tags is for line break. Anything following it starts from the next line.

   Horizontal Lines:- The <hr> tag creates a line from the current position in the document to the right margin and breaks the line accordingly.

4. An HTML element is defined by a starting tag. If the element contains other content, it ends with a closing tag, where the element name is preceded by forward slash. <p>…</p> is an HTML element, <h1>…</h1> is another HTML element. There are some HTML elements which don't need to be closed, such as <img>, <hr> and <br> elements. These are known as void elements.

5. HTML tags are building blocks of HTML page HTML elements are components that are used on HTML page. HTML tags are used to hold the HTML element.

6. An attribute is used to define the characteristics of an HTML element and is placed inside the element's opening tag. All attributes are made up of two parts: a name and a value.

7. Superscript Text:-The content of a <sup>…</sup>element is written in superscript; the font size used is the same size as the characters surroundings it but is displayed half a character's height above the other characters.

   Subscript Text:- The content of a <sub>…</sub>element

is written in Subscript; the font size used is the same as the characters surrounding it, but is displayed half a character's height beneath the other characters.

8. <OL> tag is used to create the ordered list of items. But <UL> tag is used to create unordered list of items in HTML.

9. The start attribute specifies the start value of the first list item in an ordered list. The type attribute specifies in type of <input> element to display.

10. Various font attributes are:

<font> Add style, size and color to the text.

<basefont> Set all of your text to the same size.

<font> face and color.

<size> set content font size.

<font face> set font face.

## B. Define the following:

1. HTML:- HTML stands for Hypertext Markup Language and it is the most widely used language to write Web Pages.

2. Hypertext:-Hypertext refers to the way in which pages are linked together.

The link available on a webpage are called Hypertext.

3. Tags:- HTML Tags are used to format the content. These tags are enclosed within angle braces <Tag Name>.

4. HTML Elements:-HTML Elements is the root element and it defines the whole HTML document.

5. HTML Attributes:-An attribute is used to define the characteristics of an HTML element and is placed inside the element's opening tag. All attributes are made up of two parts: a name and a value.

## Chapter-8 Shaping Ideas
### Part 'A'

## A. Multiple choice questions :

1. DTP
2. Object
3. Bitmap
4. Palette
5. Draft

**B. True or false :**
1. True 2. True
3. False 4. False
5. False

**C. Fill in the blanks :**
1. Print 2. Desk Top Publishing
3. Coreldraw, Pagemaker 4. Coreldraw
5. Scanner 6. .cdr
7. Wireframe 8. F9

**D. Give the default setting in page in CorelDraw:**
1. Height : 11 inches
2. Width : 8.5 inches
3. Orientation : Portrait

**E. Give two suitable answers each for the following :**
1. Types of image : Scannned
2. Software used in print media : Coreldraw, Pagemaker
3. Control buttons of title bar : Minimize, maximize
4. Views or viewing the objects : Normal, wireframe
5. Alignments : Right, left, justified,
6. Order placement : In front, back

## Part 'B'

**A. Answer the following questions:**
1. DTP softwares are helpful in publishing field because they are used in designing books, magazines and newspapers.
2. The kind of image used in coreldraw can be scanned image. The image which are taken from scanner (A device used to accept input from the paper and transfer it to the screen as an image) can be handled in an attractive manner.
3. Starting CorelDraw
   You can start CorelDraw by following simple steps:
   1. Click on Start Button
   2. Select program option.
   3. Click on Corel Graphics Suite 11.
   4. Click on Corel Draw.

4. Coreldraw in a specialized software used for creating text and drawing with perfection. Few of its versions are Coreldraw 11, 12,13,14, 15, etc.

5. Like in other software, in Coreldraw also edit menu contains various options like copy, cut, paste, etc. used in editing the page or graphics.

6. Layout feature helps the user to display the page by managing style and sides assigned to the drawings. Using this a user can rename a page, delete a page, changing in orientation, page size and background etc.

7. Arrange menu is the factor responsible for placement of the object in the screen.

8. Pick tool helps you in doing many tasks like:

    Selecting object

    Picking object

    Increasing, Decreasing size

    Rotating objects

    Moving or changing position of the objects.

**B. Give the use of the following tools also Draw Icons for the same :**

1. Pick tool:- Pick tool is used to select/move/pick etc the various objects.

2. Shape tool:- Shape tool is used to shape the objects in different ways while designing.

3. Pencil:- Pencil tool is used to draw free hand writing.

4. Rectangle:- Rectangle tool is used to draw shapes like rectangle or square.

5. Zoom:- Zoom tool increases or decreases the size of viewing objects.

6. Fill tool:- Fill tool is used for filling colour inside the objects or text characters.

7. Outline:- Outline tool is used to give format to the lines. It can define size and shape of the lines in terms of width of line, colour, format of line etc.

**C. List all the :**

1. Views available in CorelDraw:- Normal, wireframe, draft, full screen, preview.

2. Menu items found in CorelDraw:- File, edit, view, layout, arrange, effects, bitmaps, text, tools, window.

# Chapter-9 Internet and Networks
## Part 'A'

A. **Multiple choice questions:**
   1. Internet
   2. Blogs
   3. Browser
   4. WAN
   5. Social media

B. **True or false:**
   1. True
   2. True
   3. True
   4. False
   5. True

C. **Fill in the blanks:**
   1. LAN
   2. Packed switched
   3. Blogs
   4. Directory
   5. Email software

D. **Write one word for the following :**
   1. Computer Network
   2. LAN
   3. MAN
   4. PAN
   5. Search Engine

E. **Write down the examples of the websites:**
   1. Personal Websites: http ://www.sachintendulkar.in
   2. Photo Sharing Websites :http://www.flicker.com
   3. Blogs :http://www.narendramodi.in
   4. Informational Websites :http://www.wikipedia.org
   5. Directory Websites :http://goidirectory.nic.in
   6. E-commerce Websites :http://www.irctc.co.in

## Part 'B'

A. **Answer the following questions :**
   1. *Advantages :*

   Internet allows you to communicate with  the people sitting at remote, locations using we site and applications like Facebook, Twitter, Yahoo, Google+, Flickr, Orkut etc.

   It also provides entertainment through various modes like

online television, online games, songs, videos, social networking apps.

Internet also allows us to use many services like Internet banking, matrimonial services, online shopping, online ticket booking, online bill payment, data sharing, e-mail etc.

*Disadvantages :*

There are always chances to loose personal information such as name, address, credit card number. therefore, one should be very careful while sharing such information.

Virus can easily be spread to the computers connected to internet.

There are many pornographic sites that can be found, which indirectly affects your healthy and mental life.

2.  A website is a collection of webpage and related content that is identified by a common domain name:

    Personal Websites: http ://www.sachintendulkar.in

    Photo Sharing Websites :http://www.flicker.com

    Blogs                                 :http://www.narendramodi.in

    Informational Websites :http://www.wikipedia.org

    Directory Websites       :http://goidirectory.nic.in

    E-commerce Websites   :http://www.irctc.co.in

3.  Search engines are websites that search the internet for you and give you a list of search results. Search engines can search for more than just written information. You do not always have to know a website's address in order to use the Internet.  Search engine to help you find that you're looking for. It helps to search for online maps and directions to help plan your travel from one place to another.

    Example: Google

4.  Advantages of Social Media sites:

    1. Social networking provides medium for self-expression.

    2. Social media sites helps people stay in touch that might not do it otherwise.

    3. Social media sites are used to help advertise goods and services.

4. Social media sites provide platform for job searches.

Disadvantages of Social Media sites:

1. Social media sites taken time away from other activities and can take over from real time interaction.

2. Social media sites extend the gap between people who have access to computer technology and those that don't.

3. Social media sites can be used to promote organized crime.

4. When social media sites are used excessively or in the wrong way, it could have serious detrimental outcomes on both mental and even physical health of individuals.

5. A computer network allows computers to exchange data, information and share resources.

Types of Networks

There are many types of computer networks, including the following:

Local-Area Network (LAN): The computers are connected in a building or office.

Wide-Area Network (WAN): The computers are connected by telephone lines or radio waves across country or continent.

Metropolitan-Area Network MAN): A network designed for a town or city.

Personal Area Network (PAN): A network contained within a user's home that connects a person's digital devices.

B. **Define the following:**

1. Social Media Sites:- A social media site is a platform to build social networks and social relations among people who share similar interests, activities, backgrounds or real-life connections.

2. Spamming:- Spamming is the use of messaging system to send multiple unsolicited messages to large recepients for noncommercial purpose.

3. Intranet:- Intranet is system in which multiple PCs are connected to each other. PCs in Intranet are not available to the world outside the Intranet.

4. Blogs:- A Website for sharing information, ideas and views.

5. Web browser:- A browser is a software application used to locate, retrieve and display content of Web pages, images, video and other files.

# Computer Science - 8

## Chapter-1 : Computer And Peripherals
### *Part 'A'*

**A. Multiple choice questions :**

1. Microprocessor
2. Secondary
3. Flash Drive
4. Modem
5. RAM

**B. True or false :**

1. True
2. False
3. True
4. True
5. False

**C. Fill in the blanks :**

1. Microprocessor
2. Video cards
3. Deck
4. Electro graphic
5. Bits per second

**D. Full forms of :**

1. ALU : Arithmetic Logic Unit
2. CU : Control Unit
3. IC : Integrated Circuit
4. CD-ROM : Computer Disk Read Only Memory
5. USB : Universal Serial Bus
6. DVD : Digital Versatile Disk

### *Part 'B'*

**A. Explain the following terms :**

1. Intergrated Circuit:- Intergrated circuit (IC) has allowed complete CPU's to be designed and manufactured in very small spaces.

2. Mark Sense card:- These cards had printed ovals that could be marked with an electro graphic pencil. Card punches with an option to detect mark sense.

3. Cable modem:- It is a hardware device that is used to connect computer with Internet through Internet service provider through local cable.

4. DVD:- DVD also known as Digital Versatile Disk or

Digital Video Disk is an optical disc storage media format that can be used for data storage, including movies with high video and sound quality.

**B. Write short notes on:**

1. Magnetic tapes:- Magnetic tapes are one of the sequential storage medium used for data collection, backup and retrieving data. Like videotape, computer tape is made of flexible plastic with one side coated with a magnetic material.

2. Compact Disc:- CD is a storage device which is handy, portable and require low maintenance. And with all this their capacity to hold data is worth of all window based software. Example of few are: CD-ROM, DVD

3. Sound Card:- A sound (also known as an audio card) is a computer extensions card that can input and output sound under control of computer programs. Typical user of sound cards include providing the audio element for multimedia applications such as music composition, editing video or audio, presentations, education and entertainment (games).

4. Web Cam:- A web cameras a (or web cam) is a real-time camera whose images can be accessed using the world wide web, instant messaging, or a PC video calling application. Web accessible cameras typically involve a digital camera which uploads images to a web server, either continuously or at regular intervals.

**C. Differentiate between :**

1. Network Card and Sound Card:

Network card:- A network card, adapter or NIC (Network Interface Card) is a piece of computer hardware designed to allow computers to communicate over a computer network.

Sound Card:- A sound card (also known as an audio card) is a computer extension card that can input and output sound under control of computer programs.

2. USB Flash drive and Compact Disk

USB flash drives are flash memory data storage devices intergrated with a USB (Universal Serial Bus) interface

they are typically small, light weight, removable and rewritable. Whereas a compact disk read only memory is an aluminium coated round plastic discs.

## D. Answer the following questions:

1.  CPU is the brain of the computer or processor or central processor.

    Main typical components of a CPU are:-

    The Arithmetic Logic Unit (ALU), performs arithmetic and logical operations.

    The Control Unit (CU) extracts instructions from memory, decodes and executes them, calling on the ALU when necessary.

2.  Storage device holds the data so that they can be used later. It is known as memory unit. Memory unit can be categorized into two main categories.

    (i) Primary Memory    (ii) Secondary Memory

3.  Floppy Disk:- Floppy disk a soft magnetic disk. It is called floppy because if flops if you wage it. Floppy disks (often called floppies or diskettes) are portable, because you can remove them from a disk drive and data could be carried from one PC to another.

4.  Punched cards is an obsolete recording medium wide used for controlling textile looms, record machines for input, processing and data storage. Since voting machines have used punched cards.

5.  Modem turns the digital I's and o's format of a personal computer into sounds analog form that can be transmitted over the telephone lines of plain old telephone system (POTS) and once received on the other side, convert those sounds back into digital I's and o's.

## Chapter-2 About Windows Operating System
### Part 'A'

## A. Multiple choice questions :

| | | | |
|---|---|---|---|
| 1. | Bump | 2. | Home Group |
| 3. | Jump List | 4. | Programs |
| 5. | Desktop | 6. | GUI |

7.  Aero Shake          8.  Start

**B.  True or false:**

1.  True               2.  False
3.  True               4.  False
5.  False              6.  True
7.  False              8.  False

**C.  Fill in the blanks:**

1.  Windows            2.  WYSIWXG
3.  Themes             4.  Jump list
5.  Libraries          6.  View all devices
7.  Flip 3D            8.  Snap, Peek, Shake, Flip

**D.  Answer the following in one word:**

1.  WYSIWXG            2.  Libraries
3.  Control panel      4.  Flip & Flip 3D
5.  Control Panel      6.  Jump list
7.  Pinning

## Part 'B'

**A.  Answer the following questions :**

1.  Windows is an operating system consists of one or more programs that manage the operations of a computer. These programs function as an interface between the user, the application programs, and the computer equipment. Windows is a Graphical User Interface (GUI).

2.  To the advantages of using windows are:
    i.   User friendly
    ii.  Software compatibility
    iii. Hardware compatibility
    iv.  High end gaming
    v.   Driver update

3.  Features of windows 7 are :
    ***Themes***
    Windows 7 has enhanced themes that let you customize the color of windows and sound sets.
    ***Aero desktop features***
    These are features incorporate the ability to navigate

through your windows much faster and easier than using traditional minimizing and resizing.

### *Taskbar*

The taskbar is probably the most noticeable change in Windows7. It is a bit taller than previous windows taskbars to incorporate the new touch capabilities of Windows 7.

### *Libraries*

Windows 7 used a new form of file management, the library. These libraries are an easy way to view files and folders.

4. Changes and improvements from Windows XP are as follows:

New start icon

Aero Snap, Shake and Peek

Desktop icons like "Computer" and "My Documents" are removed and accessed through the Start menu.

Larger icons and hidden icons in the Taskbar

Quick Launch toolbar has been replaced by pinning a program to the Taskbar

Jump list for easier access

A Search Bar in the Start up Menu

The "Run" command is accessed through the Start Menu's Search Bar

Faster and smoother gaming components

Parental Controls and monitoring computer use

Update feature that eliminates web surfing for patches

5. Aero Features :

Aero is a visual desktop experience that combines translucent windows, appealing color and graphics effects with convenient functionality. Aero includes Snap, Peek, Shake and Flip.

Snap:- If you commonly use two windows at the same time, it can be a bit tricky to manually resize the windows and see both of them at once.

Peek:- If you have several windows of the same program open at once, the icon in the taskbar for that program will

appear to be "stacked" with several of the same icon.

Shake:- If you have several windows open at once and want to hide all but one of them, click and hold your mouse button on the title bar and shake your mouse back and forth. This is called Aero Shake.

Flip:- Flip and Flip 3D are two more ways you can preview your open windows.

6. Libraries are a new organizational component in Windows 7. There are four default libraries which you can view by opening Windows Explorer. Libraries reference other files and folders from all over your computer. The advantage of a library is that you can access multiple locations on your computer through one specific folder.

7. Jump Lists enhance the functionality of the taskbar. A Jump List appears when you right-click a particular icon on the taskbar and is different for each program or group of program. You can also see a Jump List if you click an icon and try to drag it up off the taskbar.

8. The features of Taskbar are:

It is a bit taller than previous windows taskbars to incorporate the new touch capabilities of Windows 7.

Programs are also displayed differently. When a program is open, you only see the program's icon appear.

Multiple instances of a program make the icon look like a stack of icons.

The taskbar also incorporates a new feature called a Jump List.

**B. Define the following:**

1. Operating system:- An operating system is an interface between a user and hardware. It is a software which perform all basic task.

2. GUI:- A visual environment representing programs, files and options with graphical images, such as icons, menus and dialog boxes on the screen were available. The Graphical User Interface provided standard software routines handling and reporting various actions/ reactions on these elements.

3. Screen saver:- A computer program that replaces what is

on screen with moving image if computer is not use for certain time.

4.  Pinning : Attaching a program icon directly to the taskbar for quick access.

5.  Libraries:- These libraries are an easy way to view files and folders that scattered around your computer.

6.  Gadgets is a software widget or small application that is designed to set on a user's desktop screen.

## Chapter-3 : MS-WORD Advanced (Mail Merge)
### *Part 'A'*

A.  **Multiple choice questions :**
1.  Separate sections for each other
2.  Sort
3.  Data source
4.  both a and b
5.  Last _Name
6.  Field name
7.  Insert menu
8.  Reviewing toolbar
9.  Hyperlinks
10. Track changes

B.  **True or false :**

| | | | |
|---|---|---|---|
| 1. | False | 2. | True |
| 4. | True | 5. | True |
| 6. | False | 7. | True |

C.  **Fill in the blanks :**

| | | | |
|---|---|---|---|
| 1. | Alt and = key | 2. | Track changes |
| 3. | Ctrl + F4 | 4. | Backspace |
| 6. | Mail Merge | | |

D.  **Complete the following sentences :**
1.  Double Clicking the organization chart object

| | | | |
|---|---|---|---|
| 2. | Mail Document | 3. | Tracking changes |
| 4. | Data source | 5. | Mailing tab |

## Part 'B'

**A. Answer the following questions :**

1. Mail Merge:- It is a software function describing the production of multiple documents from a single template form and a structured data source. Merge allows a user to send letters or documents to many people simultaneously; all you have to do is create one document that contains the information that will be the same in each version. Then you just add placeholders for the information that will be unique to each version.

3. Doing the Mail Merge:

    1. Click the Mailing tab

    2. Click Start Mail Merge from the Start Mail Merge group and choose Letters from the choices available.

    3. Type the letter you want to send.

    4. Click Select Recipients and choose Type New List option from the choices available.

    5. Fill the various fields with appropriate information. You can leave a field blank as well.

    6. To create another entry, click the New Entry button.

    7. After Completing the Form, click OK button.

    8. The Save Address List dialog box appears.

    9. Now, place the cursor in the main documents where you want the fields to be inserted.

    10. Click Insert Merge Field from Write and Insert Fields group and choose the required field. Again, place the cursor at next place for next field and insert the field in the same manner.

    11. Click Finish and Merge from Finish group to complete the mail merge process.

    12. Choose Edit Individual Documents. You get a dialog box.

    13. Choose All option and click Ok.

4. Track Changes is a feature in Microsoft Word which allows us to keep track of the changes we make to a document. It allows us to accept or reject the tracked changes, insert or delete comments etc.

5. Display for review, show menu, previous, next, accept change, Insert comment, previous change, next change, edit comment.

6. Microsoft Office Word 2007 and 2010 includes built-in support for writing and changing equations. It is useful for accurately formation equations in your documents. You can insert an equation into Word, Excel, PowerPoint, Outlook or MS Access.

7. In the Mail Merge process, basically two documents are used:

   Main Documents:- The Main Documents contains the information that will remain the same in each letter, E-mail or Fax. Along with this invariable information; the Main Documents also contain the merge fields, which are references to the fields in the Data Source.

   Data Source:- The Data Source contains all the variable information, in the form of table. This is the information that will change in the Main Documents when the merge is completed.

## B. Define the terms:

1. Merge field:- These fields are the references to the fields in Data source.

2. Equation editor:- Microsoft Office Word 2007 and 2010 includes built-in support for writing and changing equations. It is useful for accurately formation equations in your documents. You can insert an equation into Word, Excel, PowerPoint, Outlook or MS Access.

3. Main Documents:- The Main Documents contains the information that will remain the same in each letter, E-mail or Fax. Along with this invariable information; the Main Documents also contain the merge fields, which are references to the fields in the Data Source.

4. Merged Documents:- Merge Documents is a combination of the Main Documents and the Data Source that can either be previewed in MS-Word file or can be directly sent to the printer.

# Chapter-4 : MS-PowerPoint

## *Part 'A'*

**A. Multiple choice questions :**

1. 400%
2. Both a and b
3. Slide show view
4. All of these

**B. True or false :**

1. True
2. False
4. False
5. False

**C. Fill in the blanks :**

1. PowerPoint
2. Slide
3. Slide show
4. Slide show
6. Hide slide

**D. Complete the following sentences :**

1. Placeholders
2. Auto content wizard
3. Title slide
4. Outline view
5. Insert, New slide

## *Part 'B'*

**A. Answer the following questions :**

1. A presentation is a set of slides that is present to people in a group while each page of a powerpoint presentation is called a slide.

2. Transition effect is the visual effect that occurs when you move from one slide to next during a presentation.

3. PowerPoint gives you four views in which you create and organize your presentation. The five PowerPoint views are:

   Slide View

   Outline View

   Slide Sorter View

   Notes View

   Slide Show

4. Multimedia software is defined as the combination of text, audio, images, animation, or video to produce interactive content.

5. The basic components that make up a slide are:-

Title:- It is a descriptive heading, which identifies a slide. It describes the contents of the slide in limited words.

Sub-title:- It is a distinctive message or brief description of the slide's data.

Footnote:- It indicates the source of the slide's data or any other explanatory text.

Border:- It is a frame for the slide. It is similar to a frame on a painting.

**B. Define the following:**
1. Text placeholder:- It is the label for possible content in a text box.
2. Slide master:- A slide master is the top slide in a hierarchy of slides that stores information about the theme and slide layouts of a presentation, including the background color, fonts, effects, placeholder sizes, and positioning.
3. Headers and Footers:- A header is the text that is placed at that top of a page, while footer is placed at the bottom of the page.
5. Animation:- Animation is a method of photographing successive drawings, to create an illusion of movement in a sequence.

## Chapter-5 : Introduction to MS Access 2007
### *Part 'A'*

**A. Multiple choice questions :**
1. Database
2. Templates
3. Navigation panes
4. Table
5. Report

**B. True or false:**
1. True
2. True
3. True
4. False
5. False

**C. Fill in the blanks:**
1. Databases
2. Blank Database
3. Navigation Pane
4. Queries
5. Forms

**D. Write the answer in one word:**
1. Database
2. Blank Database
3. Navigation Pane
4. Row
5. Report

## *Part 'B'*

**A. Answer the following questions :**

1. Quick Access toolbar contain commands that are used more often. For example: Redo, Undo and Save.

2. The main control center of each Access database is the navigation pane. It shows you what is in the database and makes the information accessible to you.

3. Information retrieval in computing is the process of obtaining information system resources that are relevant to an information needed from a collection of resources.

4. Forms :-Forms are an Access tool you can create to make data entry in database tables easier.

    Reports:- A report is an effective way to analyze and present data using a specific layout. The text can be formatted in an Access report, just like it can be in Word document.

5. Datasheet View:-The datasheet view displays all the values of calculation fields and their records. It is the default view of the table.

    Design View:-In design view the records are not visible. Only the field names and their data types are visible.

**B. Define the following:**

1. Database:- A database allows you to store information related to a specific topic in an organized way.

2. Templates:- Templates are prebuilt databases focused on a specific task that you can download and use immediately.

3. Tables:- A table is the database object that contains the basic information you want to store. A blue and white icon represents the table in the navigation pane.

4. Queries:- A query allows you to retrieve information from one or more tables based on a set of search conditions you define using, the table fields.

5. Forms:- Forms are an Access tool you can create to make

data entry in database tables easier.

6. Ribbon:- The Ribbon is organized into tabs. Each tab contains groups of commands you use to perform tasks in Access.

7. Data Types:- Data Type controls how data can be entered in each table field within your database. The default data type is text for every field after the ID field, which was set to auto-number.

## Chapter-6 : Photoshop
### Part 'A'

**A. Multiple Choice questions:**

1. Navigator Palette
2. Lasso
3. Blur
4. Dodge
5. Crop

**B. True and False:**

1. True
2. True
3. False
4. True
5. False

**C. Fill in the blanks:**

1. Adobe
2. Shift + tab
3. Zoom tool
4. Healing brush tool
5. Crop
6. Burn

**D. Give the tools activated by following alphabet:**

1. Path selection
2. Brush
3. Crop
4. Eraser
5. Gradient
6. Hand
7. Eye dropper
8. Healing brush
9. Slice
10. Marquee
11. Pen
12. Horizontal type

### Part 'B'

**A. Answer the following questions:**

1. Adobe Photoshop is an image processing software mainly used for photo retouching and manipulating image. Some

image base you may also create some original piece of art.

2. The opening screen of Photoshop consist of:

A. Title Bar:- This indicates the name of software, file name, control button and also the size of the work area in percentages.

B. Menu Bar:- All the facilities provided by the software are given with the menu options. Menu bar gives the display of different menu used to perform different task on the software.

C. Tools Option Bar:- This is the bar which displays the options available by software.

D. Palette:- Palette are the small window screen. It helps you to monitor and modify the images.

3. This indicates the name of software, file name, control buttons and also the size of the work area in percentages. Every new file in Photoshop is opened as untitled or the referred name of the photogroups and it is saved by default with. Tif extension.

4. Hue refers to the shade of colours being used in an image. It is generally identified by the name of the colour. While adjusting the Hue of the colour it changes the value of colour as it move around the colour wheel.

In saturation the colour scheme shifts away or towards the center of the colour wheel and so you can find the difference in the image.

5. The act of cutting the unwanted part from the image is called cropping. Select the crop tool from the toolbox, select the area in the image that you need to crop.

**B. Give the use of the following tools :**

1. Rectangle Marquee:- Rectangle Marquee tool is used to make a rectangular selection.

2. Elliptical:- It is used to make an elliplical selection.

3. Lasso:- Lasso tool lets you draw both straight edged and free hand segments of a selection border.

4. Eraser:- The eraser tool changes pixel in the image as you drag through them. If you are working in the background, then the pixels change to the background colour otherwise

the pixels are erased to transparent.

5. Gradient:- The Gradient tool create a gradual blend between multiple colour. You can choose from present gradient files or create your own.

6. Blur:- The blur tools softens hard edges or areas in an image to reduce detail.

7. Rectangle tool:- Rectangle tool is used to draw rectangles.

8. Line tool:- Line tool is used draw lines.

9. Polygon tool:- Polygon tool is used draw polygon.

10. Dodge:- Dodge tool is used to lighten area of the image.

11. Horizontal:- Horizontal type tool is used to type text horizontally.

12. Slice tool:- You can create user defined slices with the slice tool.

## Chapter-7 : More About Adobe Photoshop
### *Part 'A'*

A. **Multiple Choice questions:**
1. Repair
2. Cloning
3. Blur, Sharpen and Smudge
4. Burn
5. Background
6. Magic

B. **True or False:**
1. True　　　　2. False
3. True　　　　4. False
5. False

C. **Fill in the blanks:**
1. Healing brush　　2. Cloning
3. Dodge　　　　4. Sponge
5. Eye dropper

D. **Write the answer in one word:**
1. Healing Brush　　2. Patch tool

3. Pattern Stamp 4. Dodge tool

5. Erases, Background eraser, magic eraser

## Part 'B'

**A. Answer the following questions:**

1. The healing brush allows the user to select an area of an image and remove blemishes. When removing the blemishes. using colors within the image, the tool blends the colors together to make the repair appear invisible.

   The patch tool can be used to easily remove unwanted objects from an image.

2. The cloning tools allow the user to copy images within a graphic or use items. Within the image to replace other images. The cloning tool does not blend colors as the healing brush, the cloning tool will make an exact copy of an image.

3. Pattern stamp tool is used to add texture to an image.

4. These tools will do the process as they are described by name. These tools are used to blend object together or to hide imperfections.

5. Dodge tool will lighten the image as it is painted on the screen. The Burn tool will darken the image or give a burned effect to the image.

6. There are three different eraser tools: eraser, background eraser, and magic eraser.

   The eraser tool is used to erase object on the canvas.

   The background eraser is used to erase with tolerance and to erase background objects on layer without affecting foreground objects.

   The magic eraser erases using pixels. The magic eraser erases based on similar colors in the same manner that the magic wand selects objects by color.

7. Tolerance specifies the tools sensitivity. The higher is the value, the wider areas are choosen i.e. the more colors will fall into selected area.

8. The Hue/Saturation command adjust the hue (color) saturation (purity) and lightness of the entire image of individual color components in an image.

B. **Define the following:**

1. Repair tools:- The repair tools include the healing brush and the patch tool. The healing brush allows the user to select an area of an image and remove blemishes. When removing the blemishes.

   The patch tool can be used to easily remove unwanted objects from an image.

2. Cloning Tools:-The cloning tools allow the user to copy images within a graphic or use items. Within the image to replace other images.

3. Eyedropper:-The eyedropper is used to select the object for coloration once. The eyedropper + is used to select the entire image for coloration. The Eyedropper – is used to remove area of the selection.

4. Magic eraser:- The magic eraser erases using pixels. The magic eraser erases based on similar colors in the same manner that the magic wand selects objects by color.

5. Burn tool:- The Burn tool will darken the image or give a burned effect to the image.

## Chapter-8 : HTML Images and Link
### Part 'A'

A. **Multiple choice questions:**

| | | | |
|---|---|---|---|
| 1. | <IMG> | 2. | SRC |
| 3. | ALT | 4. | JPEG |
| 5. | <A> | 6. | Target |

B. **True or False:**

| | | | |
|---|---|---|---|
| 1. | True | 2. | False |
| 3. | True | 4. | False |
| 5. | True | 6. | False |

C. **Fill in the blanks:**

| | | | |
|---|---|---|---|
| 1. | src | 2. | <img> |
| 3. | GIF ,JPEGs | 4. | Hyperlinks |
| 5. | href | 6. | anchor |

**D. Write the answer in one word:**

1. Images      2. src
3. <img>      4. GIFs, JPEGs
5. Hyperlink

## Part 'B'

**A. Answer the following questions:**

1. The <img> tag is empty, which means that it contains attributes only and it has no closing tag. To display an image on a page, you need to use the src attribute. Src stands for "source". The value of the src attribute is the URL of the image you want to display on your page.

2. GIFs can have no more than 256 colours, but they maintain the colours of the original image. The lower the number of colors you have in the image, the lower the file size will be. JPEG s on the other hand use a mathematical algorithm to compress the image and will distort the original slightly. The lower the compression, the higher the file size, but the clearer the image.

3. A web page can contain various links that take you directly to other pages and even specific parts of a given page. These links are known as hyperlink. Hyperlinks allow visitors to navigate between Web sites by clicking on words, phrases, and images. Thus you can create hyperlinks using text or images available on a webpage,

4. A link is specified using HTML tag <a>. This tag is called anchor tag and anything between the opening <a> tag and the closing </a> tag becomes part of the link and a user can click that part to reach to the linked document. The <a> tag allows you to open the link in a newly window, rather than replacing the web page the user is on.

5. The name attribute is used to create a named anchor. When using named anchors we can create links that can jump directly to a specific section on a page, instead of letting the user scroll around to find what he/she is looking for. A named anchor doesn't change the appearance of the text, or indicate in any way that there is anything special about the text.

6. The anchor tag is used to create an anchor to link from,

the href attribute is used to tell the address of the document or page we are linking to, and words between and open and close of the anchor tag will be displayed as a hyperlink.

7. With the target attribute, allows to define where the linked document will be opened. By default, the link will open in the current window.

8. To create an email link, you will use mailto: plus your email address. Here is a link to ACC's Help Desk.

   <a href=mailto:helpdesk@austincc.edu>Email Help Desk</a>

   To add a subject for the email message, you would add?subject=after the email address.

**B. Define the following :**

1. <img>:- This tag allows to insert any image in your web page.

2. src:- SRC attribute is used to display any image on page.

3. alt:- The alt attribute is a mandatory attribute which specifies analternative text for an image, if the image cannot be displayed.

4. <a>:- The <a> tag is used to create an anchor to link from.

5. <href>:- href attribute is used to tell the address of the document or page we are linking to.

## Chapter-9 : Advanced MS-Excel
### Part 'A'

**A. Multiple choice questions :**

1. Sorting
2. Filtering
3. Auto filter
4. The rows that do not meet the filter condition are deleted.
5. You cannot sort data by more than one coloumn.

**B. True or False :**

| 1. True | 2. False |
| 3. False | 5. True |

**C.** **Fill in the blanks :**

1. Sort, data      2. Auto filter or custom filter
5. Conditional

*Part 'B'*

**A.** **Answer the following questions :**

1. Sorting allows to arrange data into meaningful order so that it can be analyzed more effectively. The data can be arranged in ascending or descending order.

2. Sorting is a common spreadsheet task that allows you to easily reorder your data. Whereas filtering data in a spreadsheet means setting conditions to display only specific data.

3. Auto filter allows us to still and dice our data as per our requirements. It allows to filter data per based on our choices from a list or search for the specific data we want to find. The rows which donot meet the criteria will be hidden whereas custom filter is a module that allows you to create your own filters based on regular expressions.

4. Yes, conditional formatting is useful in MS-Excel as it can help make patterns and trends in your data more apparent.

5. Grouping is a useful Excel feature that gives you control over how the information is displayed. You must sort before you can groups.