Digital
World

Teacher's Manual

Class I – V

Written by :
Priyanka

Contents

Lesson 1: Computer- A Machine

Part 'A'

1. (a) Television, refrigerator, washing machine, food processor are some man made machines.

   (b) I have seen computers in banks, postoffices, malls, restaurants, etc.

2. (a) (ii)　　　(b) (ii)　　　(c) (iii)

3. (a) ✗　　　(b) ✓　　　(c) ✓　　　(d) ✓

4. (a) electricity　　　(b) man

   (c) machine　　　(d) fast

5. (a) FAST　　　(b) MADE

   (c) MACHINE　　　(d) COMPUTER

   6. Do yourself

Part 'B'

(a) We use machines to make our work easier.

(b) Yes. Machines save our time.

(c) Computer is an electronic machine through which we can do lots of work easily. It works on our orders.

Lesson 2 : Computer : Its Uses

Part 'A'

1. (a) I have seen computers in hospitals, schools, etc.

   (b) I can type letters on a computer.

2. (a) (iv)　　　(b) (ii)　　　(c) (ii)

3. (a) ✓　　　(b) ✗　　　(c) ✓　　　(d) ✗

4. (a) hospital　(b) music　(c) text　(d) games

5. (a) Draw　(b) Message　(c) Play　(d) Sums

Part 'B'

(a) 1. We can write and send letters with the help of computers.

   2. We can draw and colour pictures on computer.

(b) I have seen computers at railway sations, schools, bookshops, etc.

(c) The various uses of a computer are as follows :

   (i) We can play games.

   (ii) We can listen songs.

   (iii) We can learn new things.

   (iv) We can draw and colour pictures.

(d) Solitaire and mindsweeper are the two games I play on my computer.

Lesson 3 : Computer - Its Parts

Part 'A'

1. (a) The keyboard of a computer looks like a typewriter.
   (b) With the help of a mouse we can play games on a computer freely.
2. (a) (ii)　　　　(b) (iv)　　　　(c) (ii)
3. (a) ✓　　　　(b) ✗　　　　(c) ✓　　　　(d) ✓
4. (a) keyboard　　　　　　(b) mouse
   (c) monitor　　　　　　(d) printer
5. Do yourself.
6. (a) COMPUTER　　　　　(b) KEYBOARD
   (c) CPU　　　　　　　　(d) MONITOR
   (e) MOUSE

Part 'B'

(a) Keyboard helps in typing numbers/letters on the computer.
(b) Mouse helps in moving or selecting an item on the screen.
(c) Mouse helps us to play games on computer.
(d) Monitor, CPU, UPS, mouse, keyboard, speaker and printer are the various parts of a computer.

Lesson 4 : Starting A Computer

Part 'A'

1. (a) Computer needs an electricity to do work.
   (b) UPS supplies power to all parts of a computer.
2. (a) (ii)　　　(b) (i)　　　(c) (i)　　　(d) (ii)
3. (a) ✗　　　(b) ✗　　　(c) ✗　　　(d) ✗
4. (a) electricity　(b) UPS　　(c) shutdown　(d) CPU

Part 'B'

(a) To close the computer properly after the work is called shut down.
(b) Switch ON, the main power supply is the first step to open a computer.
(c) To close a computer place the mouse pointer at start button and press the left mouse button.
(d) The first screen appears on the monitor is called desktop.

Lesson 5 : Using A Keyboard

Part 'A'

1. (a) Tab key and Enter key. (Answer may vary)
   (b) Alphabet keys help us to write our names.
2. (a) (ii)   (b) (i)   (c) (i)   (d) (iv)
3. (a) û   (b) ü   (c) û   (d) ü
4. (a) Spacebar key   (b) Enter
   (c) number   (d) alphabet
5. (a) keyboard   (b) Number
   (c) alphabet   (d) spacebar
   (e) Arrow

Part 'B'

1. (a) Number keys are used to type numbers.
   (b) The alphabet keys are used to type words and sentences.
   (c) The spacebar is used to insert blank space between two words or letters.
   (d) Keyboard is used to work on a computer.
2. (a) Keys   (b) Alphabet keys
   (c) Number keys   (d) Spacebar

Lesson 6 : Using A Mouse

Part 'A'

1. (a) A mouse is used to point objects on screen.
   (b) I can draw pictures and play games on a computer with a mouse.
2. (a) (ii)   (b) (ii)   (c) (ii)   (d) (iii)
3. (a) ✓   (b) ✓   (c) ✗   (d) ✓
4. (a) Pointer   (b) commands
   (c) click   (d) Single

Part 'B'

1. (a) Mouse is used for :
      (i) Point an object on a screen.
      (ii) Give commands to computer.
   (b) Pressing the left mouse button once is called single click.
   (c) Pressing a mouse button twice quickly is called double clicking.
   (d) The arrow on the computer screen is called the mouse pointer.
2. (a) Mouse   (b) Single   (c) double   (d) pointer

Lesson 7 : Computer : Careful Handling

Part 'A'

1. (a) No. We should not eat and drink near a computer.
   (b) Yes. We should sit quietly in the computer lab.
2. (a) (iii)　　　(b) (ii)　　　(c) (ii)　　　(d) (iii)
3. (a) ✗　　　　(b) ✗　　　　(c) ✔　　　(d) ✔
4. (a) shoes　　　　　　(b) clean
   (c) dust cover　　　　(d) wires

Part 'B'

(a) We should use the dust cover to cover the computer, when they are not in use.
(b) We should keep our hands clean and dry while working on computer.
(c) The two things we must do in the computer lab are :
   (i) We must sit quietly in the computer lab.
   (ii) We must take off our shoes before entering the computer lab.
(d) (i) We must not pull the wires connected to the computer.
   (ii) We must not press the keys of the keyboard very hard.

Class II
Lesson 1 : Computer - A Machine

Part 'A'

1. (a) Car, bus, calculator, food processor, etc.
   (b) Yes. In hospitals, restaurants, banks, offices, malls, etc.
   (c) We can do many things on a computer. We can listen to music, watch cartoons and movies, solve sums, send e-mails, etc.
   (d) Calculator
   (e) Computer
2. (a). (iii)　　　(b) (iii)　　　(c) (i)　　　(d) (iii)
   (e) (iv)
3. (a) ✗　　　　(b) ✔　　　　(c) ✔　　　(d) ✗
   (e) ✔
4. (a) Machine　(b) remember　(c) fast　　(d) electricity
   (e) machine
5. (a) MACHINE　　　　　(b) COMPUTER
   (c) TIRED　　　　　　(d) THING
   (e) DEVICE
6. Do yourself

06

Part 'B'
1. (a) ✔ (b) ✗ (c) ✔ (d) ✔
   (e) ✗ (f) ✔ (g) ✗ (h) ✔
2. (a) Any device that makes our work easier and faster is called a machine.
   (b) Yes, machines help us to save our time as they work very fast.
   (c) Computer is an electronic device which accepts our instructions and gives out the result accordingly.
   (d) We can do many different types of work on the computer like :
   Doing calculations   Playing games
   Make drawing   Watch movies
   Listen to music   Write text
   Design books and cards etc.
   (e) Done earlier.
Activity Time :
   Do yourself

Lesson 2 : Computer - In Different Places
Part 'A'
1. (a) In schools, in banks, hospitals, shops, libraries, printing presses, homes, offices, etc.
   (b) We can learn many things on the computer.
   (c) Printing press, banks, railway station and hospitals.
   (d) Yes, computers are very useful in science and research.
   (e) With the help of computers we can listen to music and watch cartoons and movies. They are also used to give special effects in movies like Hanuman, Krish, etc.
2. (a) (ii) (b) (iii) (c) (ii) (d) (ii)
   (e) (iii)
3. (a) ✔ (b) ✗ (c) ✗ (d) ✔
   (e) ✔
4. (a) accuracy   (b) movies and cartoons
   (c) bills   (d) students
   (e) chatting
5. Do yourself
Part 'B'
(a) The three uses of a computer are :
   • To diagnose diseases   • To prepare bills
   • To enquire about trains.

(b) Computers are used in schools, hospitals, railway stations, etc.

(c) To keep record of customers.
   To keep record of money.

(d) Computers are used in schools :
   • To learn new things.
   • Things can be explained easily on computer.

(e) (i) Tickets are printed on computer.
   (ii) Total bill can be calculated and printed on a paper.
   (iii) Medicines details can be kept.

Activity Time
   Do yourself.

Lesson 3 : Compute - Its Working

Part 'A'

1. (a) Computer is an electronic machine which accepts input, processes it and gives the required output.
   (b) Do yourself.
   (c) Input unit, processor and the output unit
   (d) Input unit
   (e) The things which we input into the computer is data. (data can be numbers or words).

2. (a) (ii)   (b) (iii)   (c) (ii)   (d) (i)
   (e) (ii)

3. (a) ✗   (b) ✗   (c) ✓   (d) ✗
   (e) ✓

4. (a) calculating (b) data   (c) output   (d) processing
   (e) store

5. (a) input   (b) process   (c) output   (d) storage
   (e) data

Part 'B'

1. (a) Input unit   (b) Output unit
   (c) Processing unit

2. (a) Computer is an electronic machine which accepts input, processes it and gives the required output.
   (b) Whatever we give computer to work upon is called data. Data can be numbers, figures or words.
   (c) Input unit, processing unit and the output unit are the main parts of a computer.

(d) After processing the data computer gives us the output.

(e) The processed result given by the computer is called output.

Activity Time

1. Orders   2. Instructions

3. Processing   4. No

5. Input   6. Output

Lesson 4 : Computer - Its Parts

Part 'A'

1. (a) Input devices, output devices, processing device, storage devices.

(b) Joystick, keyboard, microphone, mouse.

(c) Printers, speakers, monitor.

(d) Pen drive, CD, Hard disk.

(d) CPU (Central Processing Unit).

2. (a) (i)   (b) (ii)   (c) (iii)   (d) (iii)

(e) (ii)

3. (a) ✔   (b) ✘   (c) ✘   (d) ✔

(e) ✔

4. (a) Input device   (b) Processed

(c) CPU   (d) Memory

(e) Keyboard

5. Do yourself

Part 'B'

1. (a) Input unit, output unit, processing unit and memory unit are the main parts of a computer.

(b) Devices through which computer takes the data/orders are called input devices.

(c) The devices through which computer gives the processed result are called output devices.

(d) Processing unit is used to process result.

(e) Processor is the brain of the computer. CPU is a processor.

2. (a) Input unit : Keyboard, mouse.

Processing unit : CPU

Memory unit : Hard disk

Output unit : Monitor, printer

Activity Time

Do yourself

Lesson 5 : Computer And Calculator

Part 'A'

1. (a) Answer may vary
   (b) Calculator
   (c) Calculator and computer both
   (d) Calculator is required for calculations.
   (e) No

2. (a) (iv) (b) (iii) (c) (ii) (d) (iii)
   (e) (iii)

3. (a) ✔ (b) ✔ (c) ✗ (d) ✗
   (e) ✔

4. (a) electronic (b) Mathematical and logical
   (c) Man, machine (d) Calculator
   (e) User

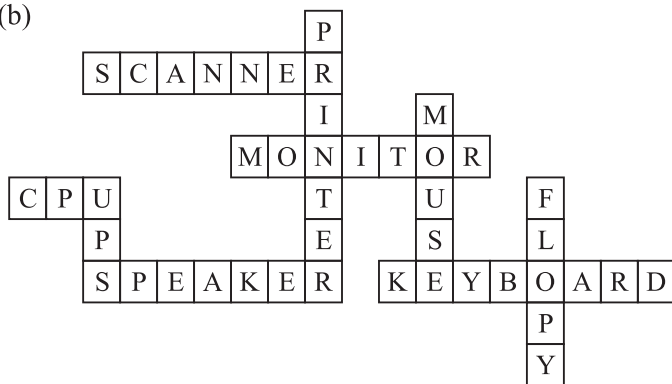5. Monitor   Keyboard   Mouse
   CPU   Printer

Part 'B'

(a) Calculator is a calculating machine.
(b) • Cannot do large calculations.
    • Cannot make our work attractive.
    • Cannot show our calculations on paper.
(c) Computer is better than a calculator in calculations because :
    (i) Very big calculations are possible and can be stored for later use.
    (ii) Printout of calculations can be taken on a paper.
(d) Calculators are used for mathematical calculations.
(e)

Computer	Calculator
(i) Big calculations are possible.	(i) Big calculations are not possible.
(ii) Result of calculations can be stored.	(ii) Result of calculation cannot be stored.
(iii) Along with calculations other functions like working, playing songs can be done.	(iii) Only calculations can be done.
(iv) Numbers in calculations. can be made attractive.	(iv) Not possible in calculators.

Activity Time
(a) Do Yourself
(b)

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                        P
        S C A N N E R
                        I           M
                M O N I T O R
    C P U                 T     U       F
        P                 E     S       L
        S P E A K E R         K E Y B O A R D
                                        P
                                        Y
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Lesson 6 : Input And Output Units

Part 'A'
1. (a) Computer works on input, process and output.
    (b) Process.
    (c) Output.
    (d) We get output through output devices.
    (e) Keyboard, mouse, scanner, etc are used to input data into a computer.
2. (a) (ii)   (b) (ii)   (c) (ii)   (d) (i)
    (e) (ii)
3. (a) ✓   (b) ✗   (c) ✗   (d) ✓
    (e) ✓
4. (a) typewriter (b) printer   (c) mouse
    (d) speakers   (e) joystick
Part 'B'
1. (a) Keys   (b) Monitor
    (c) Number keys   (d) Alphabet keys
    (e) Joystick   (f) Visual Display Unit
    (g) Printer   (h) Special keys
2. (a) Keyboard helps us to type different things on a computer.
    (b) Joystick helps us in playing games.
    (c) Printer prints the work done by computer on paper.
    (d) Input devices help us to input data into the computer.
    (e) Output is the processed result given by the computer.

Lesson 7 : Keyboard

Part 'A'

1. (a) Answers may vary.   (b) Alphabet keys
   (c) Backspace and delete   (d) Spacebar
   (e) Enter
2. (a) (ii)   (b) (iv)   (c) (i)   (d) (iii)
   (e) (i)
3. (a) ✗   (b) ✓   (c) ✓   (d) ✓
   (e) ✗
4. (a) data   (b) function   (c) cursor   (d) longest
   (e) shift

Part 'B'

1. (a) Alphabet keys   (b) Number keys
   (c) Caps lock key   (d) Backspace key
   (e) Enter key   (f) Space bar
   (g) Cursor control keys   (h) Delete key
2. (a) Keyboard is an input device used to send the data on computer by typing.
   (b) Alphabet keys, number keys, special keys are the main types of keys on the keyboard.
   (c) The small blinking character on the screen which shows your position on the screen is a cursor.
   (d) Numeric keypad is situated the bottom right corner of the keyboard. It is used for typing numbers.

Lesson 8 : Mouse And Its Actions

Part 'A'

1. (a) When you press mouse button twice, it is called double click.
   (b) Right click open up the diolog box on the screen.
   (c) Mouse is a pointing device.
   (d) A mouse usually have two buttons and a scroll bar.
   (e) Mouse is used to point things on a computer screen.
2. (a) (ii)   (b) (ii)   (c) (i)   (d) (iv)
   (e) (iv)
3. (a) ✗   (b) ✗   (c) ✗   (d) ✓
   (e) ✓
4. (a) ball   (b) left click   (c) red light
   (d) left   (e) double

5.   Do yourself.
6.   To point an object   To start typing
Part 'B'
1.   (a) Mouse pad   (b) Click
     (c) Dragging   (d) Double click
     (e) Dust   (f) Input device
     (g) Pointer
2.   (a) Mouse helps us to draw pictures on the screen and helps to select objects.
     (b) As we can input data with the help of a mouse it is called an input device.
     (c) A mouse has two or three buttons and one tail (longwire) links it to CPU.
     (d) A mouse helps us to click, double click, point and drag the objects on the screen.
     (e) Keeping the mouse button pressed, moving it on the mouse pad and then releasing the mouse button is called drag and drop.

Class III
Lesson 1 : Computer System
Part 'A'
1.   Oral Questions :
     (a) We have seen computers in hospitals, schools, malls, restaurants, etc.
     (b) We can do typing, drawing, playing, etc on computers.
     (c) ALU, CU and memory unit are the three parts of a processor.
     (d) Languages designed which could be known to us and translated to binary by some software are called computer languages.
     (e) ABACUS was the first calculating device used by the people in ancient times.
2.   Multiple choice questions :
     (a). (i)   (b) (ii)   (c) (iv)   (d) (iii)
     (e) (iii)
3.   Tick (✔) the correct statements and cross (✗) the wrong ones :
     (a) ✔   (b) ✗   (c) ✔   (d) ✗
     (e) ✗

4. Fill in the blanks :
    (a) Computing   (b) Abacus
    (c) Charles Babbage   (d) Micro
    (e) Super
5. Choose the correct answer :
    (a) Memory   (b) ALU   (c) Input   (d) Output
    (e) CPU
6. Identify the type of computer :
    (a) Micro computer   (b) Super computer
    (c) Special purpose computer (d) Super computer
    (e) Mini computer   (f) Super computer
7. Give the full form of :
    (a) CPU :   Central Processing Unit
    (b) UPS :   Uniterrupted Power Supply
    (c) ALU :   Arthmetic Logic Unit
    (d) CU :   Control Unit
8. Fill in the correct term for following :
    (a) ABACUS   (b) Charles Babbage
    (c) Binary language   (d) Binary language
    (e) Computer Languages   (f) ALU
    (g) CPU
Part 'B'
Answer the following questions :
    (a) Computer is an electronic machine which is made up of many devices that helps in accepting data and orders from us and gives results as output after processing.
    (b) Basically a computer has following main units :
        Input Unit : It accepts or receives the data from the user and send it to the processor.
        Processor : It works on the data send to it by input unit, it can also store the data.
        Output Unit : It accepts the result from the processor and shows it to the user.
    (c) On the basis of size, computers are classified as :
        —   Micro computer
        —   Mini computer
        —   Main frame computer
        —   Super computer
    (d) Machine language is the language based on binary

numbers (0 and 1) which can be understood by computer directly.

(e) To shutdown the computer, follow the steps below :
 • Click on start button.
   Select shut down option from list.
   Click on shut down button.
   Click OK.

(f) Languages that are designed which could be known to us and translated to binary by some software are called computer languages.

Lesson 2 : Uses of Computer

Part 'A'

1. Oral Questions :
   (a) Yes. In schools for teaching.
   (b) We can calculate, design, draw circle and maintain records easily with the help of computer.
   (c) Now a days computers are used in schools, banks, hospitals, libraries, etc.
   (d) Yes. I have seen an ATM machine. It is used to withdraw money anytime.
   (e) Yes. I have a computer at home. I do many things on it, like play, study, solve sums, etc.

2. Multiple choice questions :
   (a) (ii)   (b) (iii)   (c) (ii)   (d) (iv)
   (e) (iv)

3. Tick (✓) the correct statements and cross (✗) the wrong ones :
   (a) ✓   (b) ✗   (c) ✓   (d) ✗
   (e) ✓

4. Fill in the blanks :
   (a) Money   (b) ATMs   (c) Press   (d) Computers
   (e) easily

5. Do yourself.

Part 'B'

Answer the following questions :
   (a) Writing, drawing, calculating, designing, maintaining records can be done on the computer.
   (b) Computers are used in : schools, banks, homes, offices, printing press, film editing, etc.

(c) (i) Banks :
    • Record of money can be kept on computer.
    • ATMs are controlled by computer.
  (ii) Railway Station :
    • Railway tickets are printed on computer.
    • Railway traffic is controlled by computer.
  (iii) School :
    • We can learn new things on computer.
    • Difficult topics can be explained easily on computer.
  (iv) Printing Press :
    • To create and design books and newspaper.
    • To gather news from different places.
  (v) Hospitals :
    • Medicines details are stored on computer.
    • Medical reports can be made on computer.
(d) Krishh and Hanuman are made on computers.
(e) At home I use computer to learn new things and to play games.

Lesson 3 : Computer Hardware

Part 'A'
1. Oral questions :
   (a) Keyboard, mouse, printer, scanner, speakers, monitor, etc.
   (b) Keyboard is used to enter input into the computer.
       Mouse is used to point an object on the computer.
   (c) The full form of CPU is Central Processing Unit.
   (d) Monitor looks like a television screen.
   (e) Keyboard looks like a typewriter.
2. Multiple Choice Questions :
   (a) (i)   (b) (iii)   (c) (ii)   (d) (ii)
   (e) (iii)
3. Tick (✔) the correct statements and cross (✗) the wrong ones :
   (a) ✔   (b) ✔   (c) ✔   (d) ✗
   (e) ✗
4. Fill in the blanks :
   (a) Soft copy   (b) Hard copy
   (c) Printout   (d) Speakers
   (e) CPU   (f) Storage

Part 'B'
1. Give the use of the following in one sentence.
    (a) Mouse is used to select any object on the screen by clicking.
    (b) Keyboard is used for typing and sending data to the computer.
    (c) Microphone is used to enter/record sound in the computer.
    (d) Monitor is used to show the output on the screen.
    (e) Printer is used to take out the printouts of the work done in the computer.
    (f) Speakers are used to get the output of the sound.
2. (a) Input device   Keyboard
    (b) Processing device   CPU
    (c) Storage device   Pen drive
3. (a) Speaker   (b) / (forward slash)
    (c) left mouse button   (d) +
4. Answer the following questions :
    (a) Computer hardware comprise of that part of the computer which we can see and touch. For example keyboard, mouse, speaker, etc.
    (b) The four categories of computer hardware are :
        (i) Input device   (ii) Output device
        (iii) Storage device   (iv) Processing device
    (c) The various actions of a mouse are :
        (i) pointing   (ii) clicking
        (iii) Double clicking   (iv) Dragging
    (d) Devices that help the computer to take the data or instructions from the user are called input devices. Some input devices are keyboard, mouse, etc.
    (e) Devices that help the computer to show the result or output to the user are output devices. Some output devices are monitor, printer, speakers, etc.

Lesson 4 : Computer Software
Part 'A'
1. Oral questions :
    (a) Software comprise of that part of a computer which we cannot touch. For eg. windows, music or CD etc.
    (b) We can draw and colour different figures in MS Paint.

(c) WordPad is a software used to work and edit text.

(d) Virus is a software which damages the working of entire computer.

(e) Antivirus protects our computer from virus programs.

2. Multiple Choice Questions :

(a) (iv)   (b) (ii)   (c) (ii)   (d) (iv)

(e) (iii)

3. Tick (✔) the correct statements and cross (✗) the wrong ones :

(a) ✗   (b) ✔   (c) ✗   (d) ✔

(e) ✔

4. Fill in the blanks :

(a) directs   (b) computer hardware

(c) Language of graphic oriented

(d) Microsoft Disk Operating System

(e) Software

Part 'B'

1. Give a sentence about the following software :

(a) Virus affects the working of entire computer.

(b) MS Paint helps us draw and colour different objects.

(c) LOGO help us to programs for drawing pictures, writing text and doing calculations.

(d) Notepad is a software used to write and edit text.

(e) MS DOS is a Disk Operating System.

2. Answer the following questions:

(a) Hardware and software are needed to make the computer functional.

(b) Computer software comprise of that part of computer which we cannot touch. For example Windows, Music or CD etc.

(c) There are two types of softwares —
    (i) System Software (ii) Application software

(d) Notepad, MS Paint, WordPad and Antivirus are some softwares.
    We use :
    Notepad to write and edit text.
    MS Paint to draw and colour different figures.
    WordPad to write and edit text.
    Antivirus to protect our computer from virus programs.

(e) The full form of LOGO is Language of Graphic Oriented and MS DOS is Microsoft Disk Operating System.

Lesson 5 : Operating System

Part 'A'

1. Oral Questions :
   (a) An operating system is a software which enables the user to interact with the computer.
   (b) Full form of DOS is Disk Operating System.
   (c) Full form of GUI is Graphical User Interface.
   (d) Language understood by a computer is called a machine language.
   (e) There are two types of operating systems— Single user and multi user.

2. Multiple Choice Questions :
   (a) (ii)   (b) (iii)   (c) (iii)   (d) (ii)
   (e) (iii)

3. Tick (✔) the correct statements and cross (✗) the wrong ones :
   (a) ✔   (b) ✗   (c) ✔   (d) ✔
   (e) ✗

4. Fill in the blanks :
   (a) Machine language   (b) Computer language
   (c) Operating system   (d) English
   (e) System

Part 'B'

1. Define the following :
   (a) Windows is a graphical user interface system software.
   (b) Operating system is a software which enables the user to interact with the computer.
   (c) Single user is an operating system that can be used by one user at a time.
   (d) Multi user is an operating system that can be used by many users to work on it altogether.
   (e) Machine language is the language that a computer understands.

2. Give the full form of the following :
   (a) OS :   Operating System
   (b) DOS :   Disk Operating System
   (c) GUI :   Graphical User Interface

3. Answer the following questions :
   (a) An operating system is a software which enables the user to interact with the computer.

(b) It is a machine which is actually working, but we instruct the computer from a software called operating system.

(c) Operating system is a system software.

(d) Windows and DOS are the two operating systems.

(e) Windows OS also called GUI (Graphical User Interface).

(f) Operating system can be of two types :

(i) Single User : It can be used by one user at a time.

(ii) Multi-user : Many users can work on it altogether.

Lesson 6 : Introduction of Windows

Part 'A'

1. Oral Questions :

(a) GUI means Graphical User Interface.

(b) The first screen of the windows is called desktop.

(c) Small graphical pictures on the desktop are called icons.

(d) To start any program or software we click on start button.

(e) MS Windows in the most popular operating system providing interface between user and machine.

2. Multiple Choice Questions :

(a) (i)   (b) (i)   (c) (i)   (d) (i)

(e) (i)

3. Tick (✔) the correct statements and cross (✗) the wrong ones :

(a) ✔   (b) ✗   (c) ✔   (d) ✔

(e) ✔

4. Fill in the blanks :

(a) user and machine   (b) start

(c) Desktop   (d) Icons

(e) programs

Part 'B'

1. Give the use of following on windows OS :

1. Maximize button : It expands the windows in the entire desktop screen.

2. Icons : Icons are small graphical pictures used to denote different types of programs called softwares.

3. Taskbar : Taskbar is found at the bottom of the desktop. It has start button, date/time box and list of few programs.

4. Close button : Close the software windows.

5. Scroll bar : Scroll bars are used to move the screen to left, right, top or bottom as per the need of the user.

6. Minimize button : It reduces the size of the software window and displays it in the taskbar.

7. Mouse and keyboard : These are the output devices used to send data into the computer.

2. Answer the following questions :

(a) Windows is the most popular operating system providing interface between user and machine.

(b) Windows is so powerful as it has GUI (Graphical User Interface) that has small graphical pictures representing a program which works on single mouse clicks making your work very easy. It holds many useful programs and is easy to learn and use.

(c) Windows are called GUI because it has small graphical pictures representing a program which works on single mouse clicks making your work very easy.

(d) The main parts of a GUI screen are Icons, desktop and taskbar.

Icons are small graphical pictures used to represent different types of programs.

Desktop is the opening screen of the windows.

Taskbar is located at the bottom of the desktop. It consists of start button, date/time box and list of few programs.

(e) The three actions we can do on the software window in windows operating system are :

(i) We can move the windows.

(ii) We can resize the windows.

(iii) We can minimize program and documents windows using the control menu.

Lesson 7 : MS Paint

Part 'A'

1. Oral questions :

(a) There are 16 tools in MS Paint.

(b) We can draw and colour pictures in paint.

(c) Tool box contains tools for drawing and colouring in MS Paint.

(d) Pencil tool, Brush tool, Magnifier and Air brush tool.

(e) Step 1 : Click on start button.

Step 2 : Click on programs.

Step 3 : Click on Accessories.

Step 4 Click on Paint.

2. Multiple Choice Questions :
   (a) (i)　　　　(b) (i)　　　　(c) (iii)　　　　(d) (iv)
   (e) (ii)
3. Tick (✔) the correct statements and cross (✗) the wrong ones :
   (a) ✔　　　　(b) ✔　　　　(c) ✗　　　　(d) ✗
   (e) ✗
4. Fill in the blanks :
   (a) drawing　　(b) toolbar　　(c) line　　　　(d) airbrush
   (e) ellipse

Part 'B'
1. State the importance of following tools :
   (a) Polygon tool is used for drawing polygons.
   (b) Line tool is used to draw a line.
   (c) Air brush tool is used to spray colour look on the drawing.
   (d) Rectangle tool is used to draw rectangles.
   (e) Eraser tool helps us to erase or remove the part of a drawing.
2. Answer the following questions :
   (a) MS Paint is a very useful software to draw and colour the figures.
   (b) Mouse is used frequently in MS Paint.
   (c) The steps to start a paint program is as follows :
       (i) click on start button
       (ii) click on programs
       (iii) click on accessories
       (iv) click on Paint.
   (d) The main parts of a paint screen are :
       Toolbox, Menu bar, Title bar, Work area, Colour bar.
   (e) (i)　Rectangle tool is used to draw rectangles of different sizes.
       (ii) Eraser tool helps you to erase the object you have drawn by mistake.
       (iii) Ellipse tool helps you to draw circles of different sizes.
       (iv) Text tool is used to write/type something in paint.

Lesson 8 : WorldPad

Part 'A'
1. Oral Questions :
   (a) WordPad is a word processing software.

(b) The area which we use to work upon is called the work area.

(c) Font style helps us to represent text in different styles as bold, italic or underlined.

(d) Clicking on Bold option in font style we can make the text bold.

(e) Formatting the text means presenting a text in attractive style.

2. Multiple Choice Questions :

(a) (ii)   (b) (iv)   (c) (iv)   (d) (i)

(e) (iii)

3. Tick (✔) the correct statements and cross (✗) the wrong ones :

(a) ✔   (b) ✗   (c) ✔   (d) ✗

(e) ✔

4. Fill in the blanks :

(a) Font box   (b) Font colour, list

(c) B (Bold)   (d) Font size

(e) U (underline)

Part 'B'

1. Answer the following questions :

(a) WordPad is a word processing software used to create text documents.

(b) With WordPad you can format the text and edit the text.

(c) To start WordPad follow these steps :

(i) Click on start button.

(ii) Click on programs.

(iii) Click on Accessories.

(iv) Click on WordPad.

(d) The main parts of the WordPad screen are work area, menu bar, formatting toolbar and standard toolbar.

(e) To open a file in WordPad :

(i) Click on open option.

(ii) Type the filename.

(iii) Click on open, file is opened.

(f) To save a file in WordPad :

(i) Click on save icon.

(ii) Give the file name.

(iii) Click on save.

2.	Write short notes on :
	(a) Font box : Font box helps us to type the text in different ways. It shows the list of many writing styles.
	(b) Font Style : Font style option is used to display text in different styles.
	(c) New : This option helps us to create a new file in WordPad.
	(d) Open : This option helps us to open a previously saved WordPad file.
	(e) Save : This option helps to store your wordpad file in the computer memory.

Lesson 9 : LOGO - An Introduction

Part 'A'
1.	Oral questions :
	(a) The triangular shape on the LOGO screen in referred to as turtle.
	(b) Step 1 : Click on start button.
		Step 2 : Click on program option.
		Step 3 : Click on microsoft windows Logo.
		Step 4 : Click on Microsoft Windows Logo sub option.
	(c) MSW LOGO full form is :
		Microsoft Windows Language of Graphic Oriented.
	(d) Main screen is the home to the turtle.
	(e) Two parts of LOGO screen is Main screen and Commander windows.
2.	Multiple Choice Questions :
	(a) (ii)	(b) (i)	(c) (ii)	(d) (iv)
	(e) (ii)
3.	Tick (✔) the correct statements and cross (✗) the wrong ones :
	(a) ✔	(b) ✗	(c) ✔	(d) ✔
	(e) ✔
4.	Fill in the blanks :
	(a) Language of Graphic Oriented
	(b) triangular	(c) commands
	(d) Command list box	(e) Input Box
Part 'B'
1.	Name the following :
	(a) Parts of LOGO screen :

24

Logo screen consists of main output screen and command windows.

(b) Parts of commander windows are Input Box, command list box, and command buttons.

2. Give the use of following in LOGO :
(a) Reset Button : This button clears the logo output screen.
(b) Halt button : This button immediately stops logo from processing further.
(c) Turtle : Turtle is LOGO's pen.

3. Answer the following questions:
(a) Logo is a simplest computer language, stands for language of graphic oriented. It is used to draw figures, type text and perform arithmetic calculations.
(b) Commander window consists of all the tools you need to give commands to the turtle, in order to complete the desired text. It has many parts like commander, list box, input box and command buttons.
(c) You can draw figures, type text and perform arithmetic calculations in LOGO.
(d) LOGO helps to draw pictures, write text, do calculations and perform simple logical operations.
(e) Debugging is the process of correcting the mistakes from the program.

Lesson 10 : LOGO - Writing

Part 'A'
1. Oral questions :
(a) Print Primitive is used for typing numbers in LOGO.
(b) Commander screen is used to display the result with the print primitive.
(c) Print command is used to type number or text in LOGO.
(d) Input box is used to give commands.
(e) Commander windows is the lower part of the logo screen consists of input box, command list box and command buttons.

2. Multiple Choice Questions :
(a) (iv)   (b) (iv)   (c) (iii)   (d) (ii)
(e) (iii)

3. Tick (✔) the correct statements and cross (✗) the wrong ones :
(a) ✗   (b) ✔   (c) ✗   (d) ✔
(e) ✗

4. Fill in the blanks :
   (a) Instructions   (b) Primitives
   (c) PR   (d) Square brackets or double quotes
   (e) space

Part 'B'
1. Complete the syntax in the following :
   (a) Syntax to write number
       PRINT Number or PR Number.
   (b) Syntax to write text :
       PRINT "TEXT" or PR Text
   (c) Syntax to clear the commander list box :
       Clear Text or CT command
2. Give one word for the following :
   (a) Input box   (b) Commander Window
   (c) One   (d) NO
   (e) Print
3. Answer the following questions :
   (a) Syntax is the way of typing/writing the command.
   (b) To type text or number in LOGO print command is used.
   (c) To type text in LOGO the syntax used are square brackets
       ([ ]) or double quotes (" ").
   (d) To clear the contents of commander list box CT (clear
       text) command is used.
   (e)   PR   CT
       (i) Full form of PR   (i)   Full form of CT is
           is Print   clear text.
       (ii) It displays the   (ii) It clears the list box
           text which you give it.   screen.
       (iii) It needs symbol   (iii) It doesn't need any
           like [ ] or " " to accept   symbol.
           input.

Lesson 11 : LOGO - Drawing

Part 'A'
1. Oral questions :
   (a) Logo stands for Language of Graphic Oriented.
   (b) LOGO screen is Home position of turtle.
   (c) Syntax must be followed.

(d) CS command erases the drawing on the main screen and make it ready for new drawing.

(e) To exit from LOGO type BYE in input box.

2.   Multiple Choice Questions :

(a) (i)   (b) (i)   (c) (iv)   (d) (ii)

(e) (iii)

3.   Tick (✔) the correct statements and cross (✗) the wrong ones :

(a) ✗   (b) ✗   (c) ✔   (d) ✔

(e) ✗

4.   Fill in the blanks :

(a) Primitives   (b) CS or clear screen

(c) LT or Left Turn   (d) BK or Backward

(e) FD or Forward

Part 'B'

1.   Write the use of the following LOGO commands in short :

(a) RT : RT stands for Right Turn. It tells the turtle to take the right turn.

(b) FD : FD stands for forward. It tells the turtle to move in forward direction.

(c) Home : Home sends the turtle to its original position.

(d) CS : CS stands for clear screen. This commands erases the drawing on the main screen and make it ready for new drawing.

(e) LT : LT stands for Left Turn. This command tells the turtle that it has to take the left turn.

(f) BK : BK stands for Backward. It tells the turtle to move in backward direction.

2.   Give the LOGO commands for the following options:

(a) FD 80   (b) BK 90

(c) RT 90   (d) HOME

(e) CS

3.   Answer the following questions :

(a) The LT command tells the turtle to take the left turn.

(b) To turn the turtle's head in the right direction by 120 steps RT 120 command is given.

(c) To move the turtle in backward direction by 90 steps type BK 90.

(d)

(e) To draw a triangle type :
FD 50
RT 90
FD 50
HOME

Lesson 12 : LOGO -Calculations

Part 'A'

1. Oral Questions :
   (a) There are many methods of calculation in LOGO.
   (b) There are four operator commands in LOGO.
   (c) PRINT command is used to type text or number in LOGO.
   (d) When we type text in LOGO we use square brackets with PRINT command.
   (e) Arithmetic operators normally take two inputs.

2. Multiple Choice Questions :
   (a) (iii)   (b) (ii)   (c) (i)   (d) (ii)
   (e) (iii)

3. Tick (✔) the correct statements and cross (✗) the wrong ones :
   (a) ✗   (b) ✔   (c) ✔   (d) ✔
   (e) ✗

4. Fill in the blanks :
   (a) PR   (b) two   (c) *   (d) division
   (e) arithmetic

Part 'B'

1. Answer the following questions :
   (a) Addition (+), multiplication (*), subtraction (−) and division (/) are the operators used to do calculations in LOGO.
   (b) We give input for calculation in the Input box of LOGO screen.
   (c) To perform multiplication we use asterisk (*) and for division we use slash (/) in LOGO.
   (d) Sum command is used to add different numbers.
       Product command is used for multiplying different input numbers.
       Quotient command takes two inputs. It divides first number with second number and give the quotient as result.

(e) For typing numbers with operators both the ways given below can be used :
PR 45 + 72
PR SUM 45 72

Class - IV
Lesson 1 : Computer System

Part 'A'
1. Multiple Choice Questions :
   (a). (ii)　　　(b) (ii)　　　(c) (iii)　　　(d) (ii)
   (e) (iii)
2. True and false :
   (a) True　　(b) True　　(c) False　　(d) False
   (e) True
3. (a) Hardware　　　　(b) Software
   (c) four　　　　　　(d) pascaline
   (e) tables of the numbers　(f) five
4. (a) Abacus　　　　(b) Pascaline
   (c) Mark I　　　　(d) Charles Babbage
   (e) CU
5. (a) Automated Teller Machine
   (b) Million instructions per second
   (c) Integrated circuits
   (d) Large Scale Integration
   (e) Very large scale integration
   (f) Arithmetic logic unit

Part 'B'
1. Answer the following questions :
   (a) Computers are the electronic devices which accept the data and instructions, process it and show the result as output.
   (b) The main features of a computer are :
      (i) Fast : They perform all the work very fast and shows outputs within seconds. Its speed is measured in MIPS (Million of Instructions Per Second).
      (ii) Accurate : They work according to the inputs and instruction given to it and gives the correct output, without mistakes.
      (iii) Efficient : They do not get tired, bored or working even after continuous work.

(iv) Versatile : They can perform different types of work; we can write, draw, play, design, print, take pictures, listen songs, view movies, etc.

(v) High storage capacity : They can store lots of things in it. Lots of data can be stored in a small device, which could be kept in a small place.

(c) Input unit accepts the input or instructions and pass it to processor.

Output unit shows the processed result called information to the user.

(d) The size of computer in every successive generation decreased because in every new generation new component was used and it finally reduced the size of the computers.

(e) Do yourself.

(f) Memory unit stores the data which may be used again in future.

(g) Processed result is called information.

2. Give the use of the following :

(a) Banks :

(i) It can maintain record of money.

(ii) It can also control ATM (Automated Teller Machine) which is used to process money transactions 24 hours daily without the help of bank attendant.

(iii) It can also maintain the record of bank customers.

(b) Police station :

(i) Records of criminals can be kept on computers.

(ii) Crime Branch use computers in its investigations like verification of finger prints, blood samples, etc.

(c) Space :

(i) Computers are used to control different satellites in space.

(ii) Information related to space, weather forecast, television channel etc., could be collected and transferred by computer.

(b) Name the major components of :

(i) Abacus	Rods and beads/balls
(ii) Napiers	Rods
(iii) Pascaline	Wheel and gears

(c) Write the features of :
(i) Do yourself
(ii) Do yourself
(iii) Do yourself

Lesson 2 : Computer Peripherals

Part 'A'
1. Multiple Choice Questions :
    (a) (i)   (b) (ii)   (c) (ii)   (d) (ii)
    (e) (iii)
2. (a) True   (b) True   (c) False   (d) True
    (e) False
3. (a) Peripherals   (b) Input/output
    (c) Hot keys   (d) Mouse pad
    (e) Input, output   (f) Optical Mark Reader
    (g) Visual Display Unit
4. Match the following :
    Scanner   To copy image from the paper to the computer
    Joystick   Move in all four directions
    OMR   Accept input from the mark of pen or pencil
    Input device   Bar code reader, light pen, OCR
    Monitor   Give soft copy
    Printer   Impact and non inpact
Part 'B'
1. (a) Different devices perform different functions like :
        (i) Accept input   (ii) Do   work
        (iii) Give output   (iv) Remember things
    (b) The devices designed to accept the input from the user and
        send it to processor are called input devices. Keyboard,
        mouse, scanner are input devices.
    (c) Output devices are the devices that show the processed
        information or result to the user. Monitor, printer and
        speakers are some output devices.
    (d) LED status indicartors blink and you get aware about the
        status of the keys.
    (e) Numlock, Caps lock and Scroll lock are the LED status
        indicators in the keyboard.
    (f) Different types of mouse are scroll mouse, roller mouse,
        optical mouse and cordless mouse.

(g) The output shown on the monitor is known as soft copy. The output we get as a printout from the printer is the hard copy.

(h) Printer prints the result on paper as printout. The two types of printers are : impact printers and non-impact printers.

2. Give the use of following keys :

(a) Page Up : Takes the cursor one screen up or top of the screen.

(b) Ctrl : This key works in combination with other keys.

(c) Home : Takes the cursor to the beginning of the sentence.

(d) Arrow keys : Moves the keys in four directions.

(e) Page down : Takes the cursor one screen down or bottom of the screen.

(f) Esc : It is used to cancel or ignore any command.

3. Give the features of the following :

(a) Speakers : This device is used to give the sound output from the computer.

(b) Plotters: Device used to give high quality graphical outputs.

(c) Keyboard : Standard input device used to feed or input data through typing.

(d) Modem : This device is used to send and receive data through internet.

(e) Scanner : This device is used to copy or accept the image from the page or document to the computer.

(f) Joystick : This device is similar to mouse, used to control the movement in the four directions on the screen. Generally used to play games.

Lesson 3 : Computer Software

Part 'A'

1. Multiple Choice Questions :

(a) (ii)　　　　(b) (iii)　　　　(c) COPYCON

(d) (ii)　　　　(e) (iii)

2. (a) True　　　(b) False　　　(c) True　　　(d) True

(e) False

3. (a) Software　　　　　　(b) Programs

(c) Software　　　　　　(d) System

(e) Application　　　　　(f) Disk Operating System

(g) Graphic User Interface   (h) Micro Soft Windows

(i) Programmers   (j) Graphic User Interface

4.   Match the following :

'A'	'B'
Complete computer	Hardware+ Software
Software controlling hardware	System Software
Software for painting, playing etc	Application software
We type command in	MS DOS
We click on commands in	GUI
Programmers	Make Programs

5.   (a) DIR : This command shows the list of files stored in the computer.

(b) CLS : Cleans the screen of the computer.

(c) Date : This command shows the date to the user.

(d) Time : This command shows the time to the user.

(e) Copycon : This command creates the file in DOS.

Part 'B'

1.   Answer the following questions:

(a) Software : Softwares are the group of programs given to use the computer in different manner.

(b) There are different types of software in the computer system. Main are :

(i) System Software : Software which controls the working of the hardware.

(ii) Application Software : Software made for different types of work like painting, writing, etc.

(c) Operating system is the interface between the user and the machine which manage the working of the entire computer system and make it ready to do the work.

(d) Two types of operating systems are :

(i) System software   (ii) Application software

(e) Two common operating systems are :

(i) DOS   (ii) Windows

(f) Dos is an operating system, where you have to type the commands to get any work done by the computer.

(g) Windows is the operating system represented by the programs and files with small graphical pictures, which can be controlled by mouse as well as keyboard.

(h) Windows are becoming very popular these days. Main

reasons for its popularity are as follows :

(i) It provides a similar looking background and acting interface for different types of softwares.

(ii) Easy to operate.

(iii) Allows you to enter commands by pointing and clicking at objects that appear on the screen.

(iv) Provide attractive layout.

(i) Few versions of windows are :

Windows 3.1   Windows 95

Windows 98   Windows NT

95, 98 refers to the years in which these windows were released to the market.

(j) Pictorial representation of programs or algorithms are called flowcharts.

2. Define :

(a) Software is a group of programs given to the computer in different manner.

(b) System software : done earlier

(c) Appliation software : done earlier

(d) Dos : done earlier

(e) Flow chart : done earlier

Lesson 4 : Window Basics

Part 'A'

1. Multiple Choice Questions :

(a) (ii)   (b) (i)   (c) (i)   (d) (i)

(e) (ii)

2. (a) True   (b) True   (c) True   (d) False

(e) False

3. (a) Operating   (b) Background

(c) Start   (d) Start up menu

(e) More   (f) Screen saver

(g) Shut down   (h) recycle bin

(i) right click

4. (a) (i) Date/Time box

(ii) Icons of some services that may be executing in the background.

(b) (i) Primary name

(ii) Secondary name/extension

      (c) (i) Left pane   (ii) right pane

5.   (a) .txt   (b) .doc   (c) .bmp   (d) .gif

6.   (a) (i) Programs   (ii) Document
         (iii) Settings   (iv) Find
         (v) Shut down
      (b) (i) Microsoft Excel   (ii) Accessories
         (iii) Microsoft Powerpoint
         (iv) Paint   (v) Notepad
      (c) (i) Active Desktop   (ii) Arrange icons
         (iii) Refresh   (iv) New
         (v) Properties
      (d) (i) Themes   (ii) Desktop
         (iii) Screen saver   (iv) Appearance
         (v) Settings

Part 'B'

1.   Short Notes :

      (a) Desktop : It is the opening screen of windows. This screen provides the background to the operating system. It can be made attractive by giving different settings. This screen always remain open when window is loaded and we work on it. It is also known as windows workspace.

      (b) Icons : These are the small graphical pictures to represent a software or a program. It is found on a desktop as well as in other menus of the operating system. The name of the software is written below it and it is opened when you double click on it.

      (c) Programs : Shows the list of programs that run on the computer.

      (d) File : A file is a collection of data stored under one name in the computer memory.

      (e) Folder : A folder is a place where all the files and other folders can be stored together.

2.   (a) (i) We can save a file and folder.
         (ii) We can give a name to a file and folder.
         (iii) We can open a file and a folder by double clicking on it.

      (b) (i) File name, must start with alphabet like a, b, d, e, k.
         (ii) It can have numbers in it, only after alphabet number can be written.
         (iii) Try to avoid using keywords like open, save, etc.

(c) (i) You can open a program by simply clicking on its icon.

(ii) Easy to learn and use.

(iii) Supports multimedia features like sounds, movie, etc.

3. Answer the following questions :

(a) Windows operating system has been given the name as windows because all the facilities provided by it are given within the simple rectangular boundaries called windows. You can view many windows within Windows Operating System.

(b) The main components of windows operating system are : Windows, desktop, icons, taskbar, etc.

(c) Taskbar consists of start button, and system tray.

(d) To change the wallpaper settings of the desktop right click on the plain area of desktop. Floating popup menu appears. Click on properties. Display properties dialog box will appear. Choose the wallpaper from the list and click OK. New wallpaper will be set on desktop.

(e) A file is a collection of data stored under one name is the computer memory whereas a folder is a place where all the files can be stored together.

(f) Windows explorer is a powerful program which helps you to organize files and folders in an efficient manner.

(g) Windows Operating System is a system software where as window is facility provided by window operating system.

4. (a) Done earlier.

(b) Open the display properties dialog box by clicking on properties option of floating pop up menu of desktop. Click on screen saver. Choose the desired screen saver and click OK.

(c) First right click on the blank area on the desktop or in windows explorer.

↓

Click on New option from the menu displayed.

(d) In windows explorer click on the folder.

↓

Click on copy icon from the menu box.

↓

Double click the folder where you want to copy the content.

↓

Click on paste icon.

(e) To open paint program double click on its icon.
  Or
  Click on start — Programs — Accessories — Paint

Lesson 5 : MS Paint

Part 'A'
1. Multiple Choice Questions :
   (a) (iii)   (b) (ii)   (c) (i)   (d) (ii)
   (e) (iii)
2. (a) True   (b) True   (c) False   (d) True
   (e) False
3. (a) Draw   (b) Background colour
   (c) Click   (d) left click
   (e) one, two   (f) three
   (g) file   (h) three
   (i) .bmp   (j) screen saver
4. (a) Flip : It turns the picture vertically or horizontally.
   (b) Rotate : It turns the picture in different angles.
   (c) Stretch : It increases the size horizontally or vertically.
   (d) Skew : It partially turns the picture horizontally or
       vertically.
5. (a) (i) Eraser   (ii) Rectangle
       (iii) Ellipse   (iv) Curve
       (v) Polygon   (vi) Brush
       (vii) Magnifier   (viii) Select tool
   (b) (i) File Menu   (ii) Edit Menu
       (iii) View Menu   (iv) Image Menu
       (v) Colours Menu   (vi) Help Menu
   (c) (i) New   (ii) Open
       (iii) Save   (iv) Save as
       (v) Print   (vi) Page setup
Part 'B'
1. (a) This tool helps you to draw the closed figure, as it redraw
       the line from its end point.
   (b) Curve tool is used draw curves.
   (c) Magnifier is used to view the enlarge the size of the
       objects drawn on the workspace.
   (d) Select tool selects any object from the work space,
       selection is made in rectangle.

(e) Free form select is also used to select objects from the workspace, just using this you can select the area in any shape.

2. (a) Cut : Cut command is used to cut the selection portion on the workspace.

(b) Clear selection : It clears the selected position.

(c) Cut and paste : Using this we can cut the desired selection and can paste it to other location.

(d) Select all helps us to select the entire work in the workspace.

(e) UNDO helps us to cancel the previous action. We can undo three actions at a time.

3. Answer the following questions :

(a) Click on start
Select programs
Click on accessories
Select Paint

(b) The main part of MS Paint screen are as follows :
(i) Tool Bar : It has many options to draw and colour different objects on the work area.
(ii) Colour bar : It offers different colours to be used in various drawings.
(iii) Work area : This provides the space for drawing different things.

(c) When we click on any menu and a list of more options displayed are called pop up menus.

(d) Save command saves the file in a computer's memory where as save as option saves a file with a new name.

(e) You can correct your mistakes in paint with two methods :
(i) Using eraser tool
(ii) Using the undo option of edit menu.

(f) Undo helps us to cancel the previous option.

(g) To save a file in MS Paint :
(i)   Click on file menu.
(ii) Click on save.
(iii) Give the name of the file.
(iv) Click on save button.

(h) Draw an attractive pattern or figure in Paint.
Click on file menu.
Select the option as set as wallpaper (centred)
Give the name to save the file. Wallpaper is set.

Lesson 6 : MS Word

Part 'A'

1. Multiple Choice Questions :
   (a) (iv)   (b) (i)   (c) (ii)   (d) (i)
   (e) (ii)

2. (a) True   (b) False   (c) False   (d) True
   (e) True

3. (a) Microsoft   (b) .doc
   (c) Document   (d) Bullets and numbering
   (e) Undo   (f) Print Preview
   (g) Print   (h) Fonts
   (i) Font styles   (j) Highlight

4.

E				N	C		
X				E	L		
I				W	O		
T	O	P	E	N	S	A	V	E
					E		

Part 'B'

1. (a) Standard toolbar : New, Cut, Copy, Paste, Save.
   (b) Formatting toolbar : Font face, font style, highlight, alignment, font colour.
   (c) Types of font styles : Bold, italic, underline.
   (d) Alignment : Left, right, central, justified.
   (e) Bullets : Special symbols, number.

2. (a) Starting MS Word
       (i) Click on start button.
       (ii) Click on programs
       (iii) Click on Microsoft word
   (b) Creating a New file : Click on file menu and click new.
   (c) Saving the file : Click on file menu and click save.
   (d) Opening the file : Click on file menu and click on open button.

3. Answer the following questions:
   (a) MS Word is the software created by Microsoft Corporation of America, to create and edit text documents in an attractive and easy manner.
   (b) Done earlier.
   (c) Word provides groups of icons to help you in doing different work in it, these options are called toolbars.

(d) Standard toolbar and formatting toolbar are the two toolbars of MS word.

(e) Font colours option give different colours to text.

(f) Font formatting, bullets and numbering, spelling checker and some facilities that makes the word document look attractive.

(g) Spelling checker helps in correcting your spelling mistakes in the text document.

(h) Word count helps you to count the number of words you have typed on the screen.

Lesson 7 : Storehouse of Computer

Part 'A'

1. Multiple Choice Questions :
   (a) (ii)   (b) (ii)   (c) (ii)   (d) (iv)
   (e) (iii)

2. (a) False   (b) True   (c) True   (d) False
   (e) False

3. Fill in the blanks :
   (a) Memory   (b) Storage
   (c) bits and bytes   (d) machine
   (e) binary digit   (f) bit
   (g) byte   (h) byte
   (i) secondary   (j) primary
   (k) hard disk   (l) optical

4. Match the following :
   (a) KB   1024 byte
   (b) MB   1024 kb
   (c) GB   Gigabyte
   (d) TB   Terabyte
   (e) Bytes   8 bit
   (f)   Hard disk

   (g)   Compact disk

   (h)   Floppy disk

5. (a) RAM   Random Access Memory
   (b) ROM   Read Only Memory
   (c) CD ROM   Compact Disk Read Only Memory

(d) FDD   Floppy Disk Drive

(e) HDD   Hard Disk Drive

Part 'B'

1.   (a) Hard disk   (b) Floppy disk

     (c) Magnetic tape   (d) Optical Disk

     (e) Hard disk   (f) RAM

     (g) ROM   (h) RAM

2.   Answer the following questions :

     (a) The place where computer holds the data, instructions or results are called memory unit.

     (b) Primary memory/main memory or internal memory and the secondary memory are the two types of memory unit.

     (c) Primary memory is a small capacity memory unit of computer. It can hold the data for short period. The data stored in it is kept here for temporary use.

     (d) RAM and ROM are the two types of primary memory.

     (e) Secondary memory unit is the group of storage device which can be used to store the data, information and software permanently.

     (f) Hard disk, floppy disk, compact disk, pen drive etc few secondary storage devices.

     (g) ROM : ROM stands for Read Only Memory. ROM contains all the instructions needed by computer. When it is switched ON the memory is permanent and is not erased when the system is switched OFF. You cannot store the data of your choice in ROM as it is given by the manufactures.

     (h) RAM : RAM stands for Random Access Memory. It is temporary memory and is erased when the computer is switched off or power supply is stopped. Whatever you do on computer, that data is kept temporary in RAM. You can read as well as write the data in RAM.

Lesson 8 : LOGO 1

Part 'A'

1.   Multiple Choice Questions :

     (a) (ii)   (b) (iii)   (c) (i)   (d) (i)

     (e) (iii)

2.   True and False :

     (a) True   (b) False   (c) True   (d) False

     (e) True

3. Fill in the blanks :
   (a) 0 and 1   (b) BBN
   (c) turtle   (d) primitive
   (e) paint   (f) set head
   (g) pen erase   (h) LT, RT

4.   Section A   Section B
   (a) FD   Forward
   (b) BK   Back
   (c) RT   Right turn
   (d) LT   Left turn
   (e) PD   Pen down
   (f) PE   Pen erase
   (g) PPT   Pen paint
   (h) SETH   Set head

5. (a) CLEAN : Erases everything on the screen.
   (b) HOME : Helps or moves the turtle back to its original position.
   (c) HT : It disappears the turtle from the screen.
   (d) ST : It keeps the turtle to reappear on the screen.
   (e) SETH : It sets the head on a turtle in specified direction.
   (f) REPEAT : It repeats the given sets of LOGO command as many times specified by you.
   (g) ST : Done earlier.
   (h) RT : It turns the turtle right.

Part 'B'

1. (a) Main screen and commander window.
   (b) Input box, command list box and command buttons.

2. (a) PU and PD : Helps the turtle to move on screen without drawing a line whereas PD enables the turtle to draw lines again.
   (b) FD and BK : Helps the turtle to move forward whereas BK moves the turtle backward as per specified .
   (c) ST and HT : HT command disappears the turtle from the screen whereas ST helps the turtle to reappear on the screen.
   (d) RT and LT : RT turns the turtle to right, LT turns the turtle to left direction.
   (e) CS and HOME : CS cleans the entire matter on the screen whereas home moves the turtle back to its original position.

3. Answer the following questions :

(a) LOGO is a functional programming language stands for Language of Graphic Oriented.

(b) (i) We can draw simple shapes, figures, patterns and drawing.

(ii) Can do arithmetic calculations such as addition, subtraction, multiplication and division.

(iii) Also helps us to display text messages.

(c) Click on start button

Click on program option

Click on microsoft windows LOGO

Click on microsoft windows LOGO sub option

(d) The pen looks like a triangle on logo screen is called a turtle in logo.

(e) The top pointed end of the turtle is called its head. The bottom wide base of turtle is called its tail.

(f) A logo program is a set of primitives (command/ instructions).

(g) The two basic types of logo commands are :

(i) Action commands : Those which show some action on screen when they are given. Few example FD, BK, LT, RT, etc.

(ii) Control commands : Those which control some group of commands for eg REPEAT.

Lesson 9 : LOGO 2

Part 'A'

1. Multiple Choice Questions :

(a) (i)   (b) (i)   (c)   (d) (ii)

(e) (iii)

2. True and false :

(a) True   (b) False   (c) False   (d) True

(e) True

3. Fill in the blanks :

(a) PRINT   (b) First

(c) Show uppercase   (d) Sum

(e) To and End   (f) Procedure

(g) .Lgo

4. Do yourself.

5. (a) HELLO I AM IN THE SCHOOL.

(b) My name is Nandini.

(c) 2 + 2 + 5 + 8

(d) 20

Part 'B'

1. (a) This command prints the text within it in the output.

(b) LAST command displays the last word of the whole text.

(c) Change the text in the Capital alphabet.

(d) SUM is used to add the given numbers.

(e) FIRST shows you the first word of the text.

(f) Change the text in the small alphabet.

(g) Gives you the product of the given numbers.

(h) Create a procedure.

(i) LOAD bring the file from the secondary memory unit to the RAM.

(j) Save command is used to save a logo program or a procedure in a computer memory.

2. Answer the following question :

(a) FIRST, LAST, show uppercase and show lowercase are the four commands used in logo for text editing.

(b) We can do calculation in logo by using operators like +, −, * and / or by giving the key words like sum, product, difference etc to perform calculations.

(c) When you need to give list of logo commands altogether, you must give them in the group. Such set of LOGO commands or instructions given to the turtle is known as logo procedure.

(d) (i) Procedure has group of logo commands.

(ii) Procedure is saved with a name.

(iii) Procedure is defined by using To and END command.

(iv) It can be saved for further use.

(e) To save a logo procedure :

Save "Filename. lgo".

(f) To bring a procedure from secondary memory to RAM

LOAD "filename.lgo'.

Lesson 10 : Internet

Part 'A'

1. Multiple Choice Questions :

(a) (iii)   (b) (i)   (c) (ii)   (d) (ii)

(e) (iii)

2. (a) True   (b) True   (c) False   (d) False

(e) True

3. (a) internet   (b) world
   (c) information   (d) domain name
   (e) username

4. (a) Mobile phone   SMS, MMS, MP3
   (b) Internet   Network of networks
   (c) Web page   Collection of information on
                                single page
   (d) Web browser   Browsing websites
   (e) Website   Collection of web pages

Part 'B'

1. (a) Telephone
   People can talk to each other easily.
   Was not available everywhere.
   (b) Mobile phone :
   Has features like scheduler, call history, SMS, MMS, etc.
   can't store large amount of data.
   (c) Internet :
   Can get information on any topic from it.

2. (a) WWW : It stands for World Wide Web. It is the largest collection of computers providing information on the computer.
   (b) Website : It is a collection of webpage which displays information from the internet.
   (c) Webpages : It is the single screen full of information in a website which is accessed around the world.
   (d) Email : It stands for electronic mail. It is a fast and cheap facility of internet to send the letters/mails to different people along the internet. In internet every user has its own email address.
   (e) Email address : It is the special identity of the person which represents record of person on the internet.

3. Answer the following questions :
   (a) Internet is the biggest network of computers connected all around the world.
   (b) We can do a number of works on internet. Some of these are as follows :
   (i) We can get information on any topic.
   (ii) We can send and receive messages via email.
   (iii) Can do shopping.
   (iv) Can access news from anywhere in the world.
   (v) Ticket reservation can be done easily by using internet.

(c) To access internet, the things needed are :
(i) Computer (ii) Modem (iii) Telephone line (iv) Internet connection (v) Web browser
(d) All the computers required for internet connections are arranged in an order and all have a particular work to do. For example all the computer are connected to modem which send the data to the telephone, which further pass the data to the modem of the computer and finally the data is used by the other computer by the means of internet application software or web browser.
(e) A special software which is used to access the web page on the internet is called a web browser. Two common web browsers are :
(i) Microsoft Internet Explorer.
(ii) Netscape Navigator.

Class V

Lesson 1 : Computer System

Part 'A'
1. Multiple Choice Questions :
    (a) (i)   (b) (i)   (c) (i)   (d) (ii)
    (e) (iii)
2. True and false :
    (a) True   (b) True   (c) True   (d) False
    (e) False
3. Fill in the blanks :
    (a) Millions of instructions per second
    (b) Faster   (c) data holding
    (d) hardware   (e) Programs
    (f) Input unit   (g) Output unit
    (h) ports
4. Match the following :

Charles Babbage	father of computer
Storage capacity	memory unit
Full computer	hardware and software
Speed	M I PS
Small sockets	ports
Toothed wheels and gears	pascaline
Rods and Beads	Abacus
Never tired	Diligent

5. Name the following :
   (a) ENIAC   (b) EDVAC
   (c) UNIVAC   (d) PASCALINE
   (e) ABACUS

Part 'B'
1. Answer the following questions :
   (a) Computer is an electronic device which accepts the data and instructions, process it and show the result as output.
   (b) 1. Computers are used in hospitals for diagnose of patients.
       2. Computer are used in banks for money transactions.
       3. The telecast of channels on the television is controlled by the computer.
       4. Communication with the people living far away, made easy with the help of internet.
       5. Computers are used in schools for preparing results and for effective teaching methods.
   (c) Following are the main features of a computer :
       1. Fast : Computer works very fast due to the processor in it. Faster the processor better is the speed.
       2. Accurate : Computer always gives accurate results.
       3. Diligent : It never gets tired or bored of working.
       4. Versatile : It helps to do many works.
       5. High storage capacity : It can store high amount data in its memory unit.
   (d) The processing unit (CPU) of the computer can do the processing in two ways :
       (i) Online processing in which the computer displays the result of the input instantly.
       (ii) Offline processing in which the computer displays the result of the input after some time.
   (e) Parallel port and serial port are two types of ports available in computer.
   (f) Parallel port carries 8 lines of data together. Data transfer is fast in parallel port. Serial port carries single line of data. Data transfer is slow in serial port.
2. Name any two types of computer based on following category:
   (a) (i) Mini computer
       (ii) Super computer
   (b) (i) General purpose computer
       (ii) Special purpose computer

(c) (i) First Generation computer
    (ii) Second generation computer
(d) (i) Analog computer
    (ii) Digital computer

Lesson 2 : Parts of Computer

Part 'A'
1. Multiple Choice Questions :
   (a) (i)   (b) (iii)   (c) (ii)   (d) (iv)
   (e) (iii)
2. True and false :
   (a) True   (b) True   (c) True   (d) False
   (e) True
3. Fill in the blanks :
   (a) Mouse   (b) Optical Character Reader
   (c) Trackball   (d) Microphone, speakers
   (e) Motherboard   (f) Chips
   (g) Processor   (h) Megahertz or Gigahertz
4. Match the following :

Prints high quality graphics	plotter
Paper with output	printouts
Nibble	4 bits
Output on screen	monitor
B	8 bits
RAM and ROM	primary memory
C:, D: drive	harddisk
Small flexible storage device	floppy
MB	1024 kb

5. Give full form of the following :
   (a) ATM   : Automatic Teller Machine
   (b) MHz   : Megahertz
   (c) GB   : Gigabytes
   (d) CRT   : Cathode Ray Tube
   (e) LCD   : Liquid Crystal Display
   (f) VDU   : Visual Display Unit
   (g) DMP   : Dot Matrix Printer
   (h) FDD   : Floppy Disk Drive
   (i) CD ROM : Compact Disk Read Only Memory
   (j) CD-R   : Compact Disk Recordable

Part 'B'
1. Name the following :
   (a) Keyboard   (b) Joystick
   (c) Optical character reader   (d) Track ball
   (e) Bar code reader   (f) Arithmetic logic unit
   (g) Random Access Memory
2. Answer the following questions :
   (a) The basic parts of a computer hardware are :
       (i) Input unit   (ii) Processor unit
       (iii) Output unit   (v) Memory unit
   (b) Input unit accepts the input or instructions and pass it to the processor where as input devices are the devices used to enter or input data into the computer.
   (c) Output unit shows the processed result to the user output device are monitor, printer, speakers, etc.
   (d) Pointing devices are the devices used to point different things on the screen of the monitor. For eg mouse and joystick, etc.
   (e) Processor is a device that receive the data from the input unit, process the data and displays the result through output unit. It consists of ALU and CU.
   (f) The different types of monitors are CRT (Cathode Ray Tube) monitor, LCD (Liquid Crystal Display) monitor and Plasma monitors.
   (g) Main circuit board of the computer is called motherboard. All the internal parts of the CPU are interlinked together by buses.
   (h) Different types of optical disks are :
       (i) Compact Disk (Read Only Memory) (CD Rom)
       (ii) Compact Disk : Recordable (CD-RD)
       (iii) Compact Disk : Re-writable (CD-RD)
       (iv) Digital Versatile Disk (DVD)
3. Differentiate between :
   (a) RAM and ROM

(i) RAM is a temporary memory.	ROM is a permanent memory.
(ii) Its full form is Random Access Memory.	Its full form is Read Only Memory.
(iii) Its data is lost as the power goes off.	Its data is not altered when power goes off.

(b) Primary Memory
    (i) Primary memory holds the data temporarily where as the secondary memory holds the data permanently.
    (ii) RAM and ROM are primary memory. Hard disk, floppy disk and optical disk are the examples of secondary memory.

(c) ALU and CU
    (i) Full form of ALU is Arithmetic Logic Unit and full form of CU is Control Unit.
    (ii) ALU performs arithmetic calculations based on operators like +, −, *, /, and logical comparisons like <, >, =. Where as CU controls the data flow along different parts of computer.

(d) Hard copy and soft copy
Output on the paper by the printer is called the hard copy whereas the output on the monitor screen is called the soft copy.

Lesson 3 : Computer Software

Part 'A'
1.   Multiple Choice Questions :
    (a) (ii)   (b) (ii)   (c) (iv)   (d) (ii)
    (e) (iii)
2.   True or false :
    (a) False   (b) False   (c) True   (d) False
    (e) True
3.   Fill in the blanks :
    (a) Programmers   (b) Application
    (c) high level programming language   (d) machine
    (e) high level programming language   (f) Device drivers
    (g) Application software   (h) Windows
    (i) text documents   (j) multimedia
4.   Name two categories
    (a) Interpreters and compilers
    (b) System software and application software
    (c) Media player and free cell

Part 'B'
1.   Answer the following :
    (a) Computer software is a program that enables the computer to perform a specific task.

(b) Softwares are needed which control the working of computer hardware.

(c) Computer softwares are designed in high level language because they are more efficient for humans to use to than machine language.

(d) Computer software is categorized into two categories i.e. system software and application software.

(e) System softwares are the software which control the working of the computer hardware. It includes : operating system, device drivers and language translators.

(f) Application softwares are the softwares that allow us to do one or more specific (particular use /tasks) typical application software may be special purpose software, as educational software and computer games and general purpose computer as MS Office, MS Paint, etc.

(g) Language translators translates different computer languages into machine language. For eg interpreter, complier and assembler etc.

(h) Full form of GUI is Graphical User Interface whereas the full form of DOS is Disk Operating System. GUI provides graphic based working environment whereas Dos provides character based working environment.

(i) Operating system is a software which enables other softwares to run properly, by acting as a interface between user and hardware. For eg Dos, windows, etc.

(j) I have used MS Word, MS Paint, free cell, media player and notepad.

2. Identify the softwares :
(a) Special purpose software (b) Device Drivers
(c) Language translator (d) Operating system
(e) MS Excel (f) MS Power Point
(g) MS Logo (h) Corel draw
(i) Dos (j) Windows

3. Write short notes on :
(a) MS Paint : It is a software for creating drawings. It is attractive, user friendly software with lots of tools and colouring options.

(b) MS Excel : This is a software designed for performing calculations. It makes the difficult calculations very simple.

(c) Media player : This is a software designed for operating

various multimedia options like movies, songs, etc. It is an entertaining software.

(d) MS Office : This software has various applications for documentation tasks.

(e) MS PowerPoint : MS PowerPoint is a software used to create and deliver attractive presentations to viewers.

(f) Free cell : This is an entertaining software designed for playing with the cards of different types.

Lesson 4 : Windows

Part 'A'

1. Multiple Choice Questions :
   (a) (i)　　　(b) (i)　　　(c) (iii)　　　(d) (i)
   (e) (i)

2. True or false :
   (a) True　　(b) True　　(c) False　　(d) False
   (e) True

3. Fill in the blanks :
   (a) windows　　　　　(b) Graphic user interface
   (c) Multitasking　　　(d) icons
   (e) desktop　　　　　(f) start button
   (g) Rectangular　　　(h) Title bar

4. Name the following :
   (a) Windows 3.1, Windows 95, Windows , Windows 2000, Windows XP, Windows 7
   (b) Programs, documents, help, run , shift, down
   (c) Maximize button, minimize button, restore button, close button.

Part 'B'

1. Difference between :
   (a) Windows operating system and window :

   Windows is an operating system which provides a graphical screen to the user to perform various options whereas the rectangular shaped boxes displayed on the screen are called windows.

   (b) Application window and dialog box :

   The window where the application appears is called the application window, as MS Word, MS Paint, etc whereas the small window providing list of options and few command buttons designed for a specific purpose for eg

save dialog box, new dialog box etc. are called dialog boxes.

(c) Files and folder :

File is a collection of information where as folder are like shelves that hold many files and folders together.

2. Short notes on :

(a) Recycle bin :

This represents the place where all the deleted files or folders are kept for temporary period. If you have deleted any file by mistake you can recall it by giving few commands fot it.

(b) Network Neighbourhood

It represent all the resources available in the network.

(c) My computer : This icon shows all the contents available in the computer system. It helps us in viewing the contents of different storage devices.

3. Answer the following questions :

(a) Windows is an operating system which provides a graphical screen to the user to perform various actions.

(b) Windows are becoming popular because of the following reasons :

(i) It is easy to use.

(ii) It is graphical user interface.

(iii) It supports multitasking.

(iv) Data could be exchanged or transferred among different softwares.

(v) Compatible for different applications.

(vi) Windows is called GUI i.e. Graphical user interface as it provides the users with small pictures called icons on its screen.

(d) Common components of windows operating system are icons, desktop, start button, taskbar and system tray.

(e) Whatever work you do on computer is stored in the computer's memory in the form of files. Every file is specified with a file name. Filename consists of two parts : Primary name and secondary name.

Primary name is the name you give to your file and the second name name is the file extension - followed by (.) dot.

(f) The windows explorer is the software provided by

windows operating system to organize files and folders easily. Some of the features of windows explorer are :
(i) Single view of all the files and folders.
(ii) It is flexible and easy to use.
(iii) It shows rich information about objects and details.
(g) To start windows explorer follow the steps below :
(i) Click on start button.
(ii) Click on programs.
(iii) Click on windows explorer option.
(h) The main components of windows explorer scrren are :
(i) Folder   (ii) File
(iii) Left pane   (iv) Right pane

4. Give the steps to :
(a) Copy the file from windows explorer :
(i) Click on file.
(ii) Right click there.
(iii) Click on copy option.
(iv) So to the destination location where you need to place the file.
(v) Right click on blank area and click on paste.
(b) Cut the file from windows explorer :
(i) Click on file.
(ii) Right click on it.
(iii) Click on cut option.
(c) Rename the file from windows explorer :
(i) Click on file.
(ii) Right click on it.
(iii) Click on rename option.
(iv) Give the new name to the file.
(d) Delete the file from windows explorer :
(i) Click on file.
(ii) Right click on it.
(iii) Click on delete option and the file reach the recycle bin.

Lesson 5 : MS Word

Part 'A'
1. Multiple Choice Questions :
(a) (iv)   (b) (i)   (c) (iii)   (d) (ii)
(e) (i)

2. True or false :
   (a) True   (b) False   (c) True   (d) False
   (e) True
3. Fill in the blanks :
   (a) Microsoft office   (b) Word Processing
   (c) Title Bar   (d) The Menu bar
   (e) Toolbars   (f) New file
   (g) document   (h) office assistant
   (i) on the clipboard   (j) ctrl + C
   (k)   (l) red, green
4. Give the use of the following icons :
   New   Open   Save
   left align   to check spelling and grammar   insert word
   To insert image
5. Keyboard shortcuts :
   Ctrl + B   Bold
   Ctrl + S   Save
   Ctrl + I   Italic
   Ctrl + N   New
   F7   Spelling and Grammar
   Ctrl + X   Cut
   Ctrl + O   Open
   Ctrl + U   Underline
   Ctrl + V   Paste

Part 'B'
1. Give the steps to do the following :
   (a) Start MS Word
       (i) Click on start button
       (ii) Select program
       (iii) Select MS Word
   (b) Open a file :
       (i) Go to file Menu and choose open
                    or
           Click on open (icon) on the standard toolbar
                    or
           Press Ctrl + O
   (c) Create a new file :
       Open MS Word and go to file menu

Choose new then click on blank document. New file is created

<div align="center">or</div>

Click on new document icon on the standard tool bar.

<div align="center">or</div>

Ctrl + N

(d) Change a view :

(i) Go to view on the Menu bar.

(ii) Choose the view you want to you by clicking on it.

(e) To cut and paste a text :

(i) Using the standard toolbar. Click on cut icon to cut the text and than paste icon to paste the text.

(f) Copy and paste a text :

(i) To copy a text click on copy icon on the standard toolbar and then paste icon to paste the text.

(g) Change Alingment :

To change alignment, select the text/graphic you want to align.

Click on the alignment button from the formatting toolbar. Here you can choose left, centre, right or justify alignment.

(h) To check the spelling mistakes :

Click on spelling and grammar icon from the standard toolbar or press F7 key.

2. Answer the following questions :

(a) MS Word is a software which gives some course of action on word or text to make it attractive and presentable, so it is known as word processing software.

(b) Some of the special features of MS-Word are :

(i) It is easy and simple to use.

(ii) Lots of tools are available to make the text look attractive.

(iii) It helps to correct the spelling mistakes.

(iv) It helps us to insert attractive pictures, graphs, table, etc.

(c) Title bar displays the name of the document on which you are currently working.

(d) The main part of the MS Word screen are : Title bar, menu bar, formatting toolbar, standard tool bar, work area, scroll bar.

(e) Toolbars provide shortcuts of menu command. Toolbars

are generally located just below the menu bar. There are many toolbars present in MS Word. Standard and formatting toolbars are two important toolbars in MS Word.

(f) Views are different ways in which word shows the same document in the different manner. There are four different types of views :
(i) Normal view   (ii) web layout
(iii) print layout   (iv) outline.

(g) Normal view does not show graphic images whereas every component of word is shown in the print layout view.

(h) The office assistant are interative characters that can be displayed on your screen to provide helping tips to work on the software.

(j) The cut command removes the selected text/document from the on given data, whereas copy command does not remove the selected text/object from the original data.

(j) Spelling and grammar option helps us to check the spelling mistakes we do while typing the text. Wrong spellings are indicated by red squiggly line whereas grammatical mistakes are indicated by green squiggly line.

3. Name different types of following :
(a) Toolbars
    The standard toolbar and the formatting toolbar
(b) Views
    Normal view, web layout view, print layout and outline view.
(c) Editing tools
    Cut, copy and paste.
(d) Alignments   Left alignment
    Right alignment   Center alignment
    Justified alignment
(e) Word Art : Allows you to make the text, creative and attractive in style whereas cliparts are the readymade image formed in Microsoft office in its clip gallery.

Lesson 6 : Flow Chart And Programming

Part 'A'
1. Multiple Choice Questions :
(a) (ii)   (b) (i)   (c) (ii)   (d) (ii)
(e) (i)

2. True or false :
   (a) True   (b) False   (c) True   (d) True
   (e) True
3. Fill in the blanks :
   (a) software   (b) multimedia
   (c) program   (d) Programmers
   (e) flowchart   (f) algorithm
   (g) language   (h) logical orders
   (i) oval   (j) arrow head
4. Name the following symbols :
   (a) Terminal Box   (b) flow lines
   (c) decision box   (d) Process box
   (e) Input/output box   (f) connector

Part 'B'

Answer the following questions :

(a) People who design the program in computer understandable language and give the detailed procedure to solve the program are called programmers.

(b) There are three steps to solve the problem i.e. algorithm, flowchart and program.

(c) Pictorial representation of the step by step procedure to solve a problem is called a flow chart.

(d) Flowchart is the pictorial representation of step by step procedure to solve a problem while the algorithim is the textual way of giving steps by step procedure to solve a program.

(e) Following are the rules to make a flow chart.
   (i)   Flow of chart should be either top to bottom or left to right.
   (ii) Arrow heads must be used as with flow lines showing the flow of sequence.
   (iii) Crossing lines should be avoided.
   (iv) If flow chart is using more than one page connectors must be used.

(f) Following are the uses of flow charts :
   (i)   Problem solving is made simple.
   (ii) It is easy to understand.
   (iii) Data flow can be seen properly.
   (iv) It is not based on computer language.
   (v)   Simple to make.

(g) Loop is the way to represent the repeated steps again and again.

Lesson 7 : LOGO

Part 'A'

1. Multiple Choice Questions :
   (a) (iii)   (b) (i)   (c) (ii)   (d) (ii)
   (e) (i)

2. True or false :
   (a) True   (b) False   (c) True   (d) False
   (e) True

3. Fill in the blanks :
   (a) Programming   (b) LOGO procedure
   (c) .lgo   (d) list
   (e) recursion   (f) edit
   (g) erase all   (h) print command

4. Give the use of following commands in LOGO :
   (a) END : To terminate the program or procedure.
   (b) Save : To save the procedure in the computer memory for further use.
   (c) Edit : To make change in the procedure already created in logo.
   (d) Pots : Gives you list of all LOGO procedures stored in computer memory.
   (e) Erase : To remove any procedure.
   (f) Load : This brings the copy of LOGO procedure from computer memory to main memory.
   (g) Erase All : Removes all procedures.
   (h) PR : Gives you the facility to display text message.

Part 'B'

1. Answer the following questions :
   (a) Logo is a programming language developed by Seymour Papert in USA. You can give instructions to computer using LOGO.
   (b) LOGO commands are also known as Primitives.
   (c) LOGO commands when collected together in one group to perform the assigned work again and again are called logo procedures.
   (d) Following are the features of logo procedures :
   (i) They can be saved in computer memory.

(ii) They can be used as many times by you want to use.

(iii) Every procedure of LOGO is saved with the extension .lgo.

(iv) Logo procedure is divided into title of procedure, Set of logo commands and the end statement.

(e) Following are the rules to name the Logo procedure :

(i) Procedure name should begin with an alphabet (A to Z), rest can be numbers (0 to 0) or any other symbol of keyboard (@, *, etc).

(ii) There should not be any space.

(iii) Name must not be the keyword/word used in logo command like Forward, Back, Repeat, etc.

(iv) It should be connected with the procedure.

(f) Recursion means to repeat something again or happening of any action again and again.

(g) Use of count with PR tells that how many characters are there in the given word.

Use of First with PR displays the first element of the list.

Use of Last with PR displays the last element of the list.

2. (a) Save "Filename.lgo".

(b) Load "filename.lgo".

(c) Edit 'procedure name'.

(d) Repeat number of steps [step].

Lesson 8 : MS PowerPoint

Part 'A'

1. Multiple Choice Questions :

(a) (ii)　　　　(b) (ii)　　　　(c) (iii)　　　　(d) (i)

(e) (iii)

2. True and false :

(a) True　　　　　　　　(b) False

(c) False　　　　　　　　(d) True

(e) False

3. Fill in the blanks :

(a) presentation　　　　(b) text

(c) blank　　　　　　　(d) Work area

(e) auto layout menu　　(f) four

(g) slide show　　　　　(h) transition

4. Icon :
    New   Save   Slide
    Open   Slide sorter   Slide show view
5. Give the use of the following keys :
    Ctrl + N   to open new presentation
    Ctrl + O   to open existing presentation
    F5   to run the slide show
    Ctrl + V   to insert a new slide
Part 'B'
1. Identify the option/facility :
    (a) Auto content wizard   (b) Design templates
    (c) Normal view   (d) Slide view
    (e) Slide sorter view
2. Answer the following questions :
    (a) PowerPoint is a presentation software use to make the effective presentation by adding text, diagrams, images, designs and automated special effects.
    (b) (i) We can create a presentation.
        (ii) In addition to slides, you can print audience, handouts, outlines and speaker's notes.
        (iii) You can format all the slides in the presentation.
        (iv) You can keep your entire presentation in a single file.
    (c) The three ways supported by PowerPoint to create a presentation are :
        (i) Auto content wizard
        (ii) Design templates.
        (iii) Blank presentation.
    (d) Running a slide in slide presentation.
    (e) Auto layout displays different styles of the new slide. Click on the layout you want and then click OK.
    (f) PowerPoint provide four screen layouts for designing presentation with additional slide show view. They are normal, outline, slide sorter and slide view. You can select the view by clicking the buttons at the bottom of the page.
    (g) Normal view, slide view, outline view and slide sorter view.
    (h) To format text in PowerPoint select your text by either highlighting it or click on the border line that surrounded the text so that it turns to little dots. There are formatting toolbar to apply changes to your text as you wish.

(i) Transition is the way of setting the display of slide as a user move one slide to another.

(j) Animation is the process to make the presentation lively by providing movement to different objects on a slide.

Lesson 9 : MS Excel

Part 'A'

1. Multiple Choice Questions :
   (a) (ii)   (b) (i)   (c) (ii)   (d) (i)
   (e) (iii)

2. True and false :
   (a) True   (b) True   (c) False   (d) False
   (e) True

3. Fill in the blanks :
   (a) Spreadsheet   (b) rows and columns
   (c) 65536 rows and 256 columns
   (d) .XLS   (e) Alphabet
   (f) numbers   (g) Active cell
   (h) Cell address

Part 'B'

1. Define :
   (a) Cell : Intersection of a row and a column is called a cell.
   (b) Active cell : Selected cell is called an active cell. Border line is displayed around it.
   (c) Worksheet : Collection of rows and columns in one screen is called a worksheet.
   (d) Workbook : Collection of many worksheets together in the file is called as workbook.
   (e) Formula : It is a collection of numbers, cell reference and operator to perform any collection. Always start a formula with an equal to sign (=).

2. Answer the following questions :
   (a) We can perform calculations in MS Excel.
   (b) Click on start — click on program — click on MS Office — Select MS Excel from the list.
   (c) Alphabetic data can be presented by MS Excel worksheet.
   (d) Using cell address for calculation you can see that the result are automatically changing if any value of the cell changes.

(e) MS Excel workbook can be presented in attractive form by using various options in formatting toolbars.

Lesson 10 : Internet - A Concept

Part 'A'
1. Multiple Choice Questions :
    (a) (iii)   (b) (iii)   (c) (i)   (d) (iv)
    (e) (iii)
2. True or false :
    (a) True   (b) True   (c) False   (d) True
    (e) True
3. Fill in the blanks :
    (a) towers   (b) computer network
    (c) internet   (d) world
    (e) electronic mail   (e) ARPANET
    (f) ISP's   (g) website
4. Give the full form of the following :
    (a) LAN   Local Area Network
    (b) MAN   Metropolitan Area Network
    (c) Internet   International Network
    (d) URL   Uniform Resource Location
    (e) Modem   Modulator Demodulator
    (f) Arpanet   Advance Research Projects Agency Network
    (g) VSNL   Videsh Sanchar Nigam Limited
    (h) WAN   Wide Area Network
    (i) MTNL   Mahanagar Telephone Nigam Limited
Part 'B'
1. Define the following :
    (a) Network : A big connectivity, where anything is shared by many users from the common platform is termed as network.
    (b) URL : The own identifying address of a website or a webpage is defined as URL.
    (c) Internet : It is the very large network of computer connected together to share resources across the world.
    (d) Video Conferencing : It is a facility by which you can speak to the people by looking at them as if you are talking face-to-face.
    (e) Modem : It is the device which converts telephone signals to digital signals and digital signals of computer to telephone signals.

(f) Webpage : Web pages are the pages on internet which form the www. It can contain text, graphics, audio, video and links to other page. It displays information.

(h) Website : Collection of webpages from a website.

(i) ARPANET : It was the first network set up by the department of Defence of USA. Its full form is Advance Research Project Agency Network.

2. Answer the following questions:

(a) Connectivity between various computers is called conmputer network. It can be of following main tyes: (i) LAN (ii) WAN and (iii) MAN.

(b) Internet provides us resource sharing, email, video conferencing, information, sales and purchase facility.

(c) Emails are better than postal mails because they are fast, cheap and does not need paper. With the help of email we are capable of sending the same message to many people together. You can also send picture, music and video etc. If your address gets damaged, your email id is forever.

(d) To connect to internet computer, telephone line, modem, and internet connection is required.

(e) Telephone carries signals.

(f) Modem converts telephone signals to digital signals and digital signals to computer to telephone signals.

(g) URL is the identifying address of a website or a webpage.

(h) Email address is the location where your data/mails are stored. Email address remains same from whereever you access internet. It is never changing unless you stop using your mail or you change it.

3. (a) Email   (b) ARPANET
   (c) ISP   (d) Internet connection
   (e) Web page

Lesson 11 : Searching On Internet

Part 'A'

1. Multiple Choice Questions :
   (a) (i)   (b) (ii)   (c) (ii)   (d) (iii)
   (e) (i)

2. True and false :
   (a) False   (b) True   (c) True   (d) True
   (e) False

3. Fill in the blanks :
   (a) webpage and website   (b) web browsers
   (c) HTML   (d) web browser
   (e) search   (f) title bar
   (g) refresh   (h) search engines

4. Match the following :

HTML	Hypertext Markup language
Home	First page
Yahoo, Google	example of search engine
Website	collection of web pages
Internetbig network	
Hyperlink	Underline text of webpage
Search item	is searched by search engine
History	shows all pages you visited
Nescape Navigator	type of web browser
Menu bar	has different menu options

Part 'B'

1. Answer the following questions:
   (a) Web browsers are the softwares which enable the user to connect with a website and use the webpage.
   (b) Internet explorer and webpage navigator are the two common web browsers.
   (c) The main contents of the internet explorer are menu bar, address bar, title bar, display area and tool bar.
   (d) Some highlighted text or image when selected displays the information on the particular topic. It is called hyperlink.
   (e) Some of the features of a hyperlink are :
       it is underlined or it is given with different colour. When you move a pointer over it, its shape changes from arrow to hand shaped pointer showing hyperlink.
   (f) Search engine are the websites that help you to search the information from the internet.
   (g) Some search engines are : google.co.in, yahoo.com and altavista etc.
   (h) To search the item from search engine follow these steps :
       (i) On the address bar of web browser type the URL of search engine.
       (ii) Once the search engine screen appears, type the search terms.
       (iii) Click on search box.

2. (a) Home : It takes you to the first page of the website.
   (b) Back : It takes you back to previous page.
   (c) Forward : It takes you to next page.
   (d) Stop : It stops the loading process of the webpage from internet.
   (e) Refresh : It restarts the loading process.
   (f) History : It saves/stores the previously viewed sites for a particular period.

Notes