

VRINDAVAN



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Digital *World*

Teacher's Manual

Class VI – VIII

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New Delhi

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Class – VI

Lesson 1: Computer And Peripherals

Part ‘A’

A. Multiple Choice Questions :

1. (ii)
2. (iii)
3. (i)
4. (iv)
5. (iii)

B. True and false :

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

C. Fill in the blanks :

1. Computers
2. Desktop, laptop
3. Mini computer
4. International business Machines
5. Million instructions per second
6. PARAM and ANUGAG
7. Operating system
8. Diagonal

D. Give the full form of the following :

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

Part ‘B’

A. Answer the following questions :

1. Computer are categorised in various categories, depending on the way or manner they are used.

Computer can be of different types :

(a) General purpose computers.

(b) Special purpose computers.

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

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

(a) Analog computer

(b) Digital computer

(c) Hybrid computer

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

- (a) cold booting
- (b) warm booting.

When the computer is booted/starts by hitting the power ON button. Such type of booting is called cold booting. This is used when you begin to start the work on PC.

While when computer 'hangs' due to some program error or some internal fault and it is starting on state, then you need to restart/reset computer by pressing ctrl + alt + DEL key combination together. This type of booting is called warm booting.

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

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

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

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

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

7. Differentiate between :

- (a) Portable and Desktop computer :

Portable computers are small size computers. These computers can be carried easily from one place to another. Depend upon the need there may be laptop, palmtop or note book size computer. While desktop computers are single user computers. These are generally used at homes, offices, etc. These computers cannot be carried around while travelling.

- (b) Warm booting and cold booting :

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

(c) Impact and non impact printer

Impact Printers

1. Impact printers use inks cartage and ribbons mainly of carbon.
2. The quality of printing is of draft quality.
3. The output is obtained as a result of hammering action of the printer head on the paper.

Non-impact printers

1. Non-impact printers use laser beam or heat to print.
2. The quality of printing is of high quality.
3. No hammering takes place and thus it work noiselessly and smoothly

D. Define the following :

- (a) Full monitor : Monitors that are 16 or more inches diagonally are often called full page monitor.
- (b) Viewable area : Viewable area that is, the area of screen that is actually used.
- (c) Pixels : Computer monitor is made up of tiny dots called as pixels, the pixels help to create an image.
- (d) Scan : The microprocessor reads the fluctation in the current constantly and accordingly produces a unique number called the scan code.
- (e) Wrist rests : These are cushioning pillows made from silicon gel, neoprene or other spongy material have also become popular accessories, padding provides for a more natural angle of the wrist in order to reduce fatigue and avoid excessive strain on users' hands.
- (f) Toner : Toner is a special ink, which is attached to the lasar exposed surface of the drum. When the paper comes in contact with drum, the image is fixed on the paper.

B. Do yourself.

Lesson 2 : Windows

Part 'A'

A. Multiple Choice Questions :

1. (ii) 2. (i) 3. (iii) 4. (iii)
 5. (i)
- B. True or false :
1. False 2. True 3. True 4. True
 5. False
- C. Fill in the blanks :
1. System software
 2. versions
 3. start
 4. Control programs, supervisory program, series program
 5. restore

Part 'B'

A. Answer the following questions :

1. Windows is an operating system. Two features of windows are as follows :
 - (a) Multiple display support : It makes possible to use several monitors simultaneously to increase the size of your desktop so that different programs can be executed on separate monitors.
 - (b) Good power management : You can start your computer in few seconds and restore all your programs that CPU have left previously.
 - (c) Enhanced help : It includes help system to make the computer easy to use.
 - (d) Web integration : It is easy to use the computer with different enhanced features like icon highlighting menus etc.
2. Every windows operating system is supported with the following main components :
 - (a) Desktop (b) Icons (c) Taskbar

Desktop is the opening screen you see when windows starts.

Icons are small pictures representing software, programs on the desktop.

Taskbar : Bottom most bar on the desktop consisting of start button and other activities.

3. The programs that make up the operating system are :
 - (a) Control program
 - (b) Supervisory program
 - (c) Service program
 4. Give functions of :
 - (a) Control program : These programs deals with following :
 - (i) Controls and manages all the hardware and memory resources of the computer.
 - (ii) They regulate activities of central processing unit.
 - (iii) Allocate memory space when may be :
 - (a) Received through input device or
 - (b) sent through output device.
 - (b) Supervisory program : It controls all other programs like :
 - (i) Programs of operating system like associated system file, management modules.
 - (ii) Application programs like MS office tools.
 - (C) Service Program : These are the programs which provides services to the user.
 - (i) save (ii) load (iii) rename (iv) copy (v) delete
 5. Different options of my computer screen are :
 - (i) Floppy disk Drive (ii) Hard Disk Drive
 - (iii) CD Drive (iv) Control Panel
 - (v) Printers
 6. To view my computer contents different views are :
 - (i) As web page : It displays the contents in the form of web page.
 - (ii) Large Icons : It displays the icons in a bigger size.
 - (iii) Small icons : It displays icons in smaller size.
 - (iv) List : Contents are shown in a vertical list.
 - (v) Details : It displays the name of the contents along with the details of their size, free space left, type of contents.
- B. Give the use of following activities :
1. Notepad : This program helps you to type the data of text type. Simple text can be entered in it.
 2. Sound Recorder : This program accepts the sound input and record it as a sound file.
 3. Calculator : This program helps in performing mathematical calculations.

4. Address book : This program helps in maintaining the e-mail address, and other details of your friends and relatives. It is like your personal address diary you maintain to remember phone numbers and other details of your near ones.
5. Drive Space : This program displays the space available in different drives with in a system. It shows the space graphically with different colours for used and free space.

Lesson 3 : LOGO

Part ‘A’

A. Multiple choice questions :

1. (i) 2. (ii) 3. (ii) 4. (iv)
5. (ii)

B. Tick the correct answe :

1. Pencil colour 2. PD 3. Set pen size
4. 0 5. Ifelse

C. Fill in the blanks :

- | | |
|--------------|--------------------|
| 1. turtle | 2. object oriented |
| 3. direction | 4. feedback |
| 5. Lisp | 6. versions |
| 7. steps | 8. primitives |

Part ‘B’

A. Answer the following questions :

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

7. Condition keyword condition (print [result when condition is true]) [print (result when condition is false)].
8. If is used when we are applying some sets of conditions. For every condition there can be possibly two answers, one when condition is true and other when the same applied condition is found false.

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

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

It is given as : list List thing 1 thing 2

list (List thing 1 thing 2 thing 3 ...)

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

Example :

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

(This is a list)

Show list {ABC} {abc}

[(ABC) (abc)]

B. Give the use of following commands :

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

Random maximum (input specified)

For example : RANDOM 25

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

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

For example :

Count [11, 22, 33]

3

Count "XY

2

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

It is given as :

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

The result of the command is

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

For example : show uppercase "Hello"

HELLO

Show uppercase "Vidyalaya

VIDYALAYA

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

Example : Show time

[Wed July 14 23:34:08 1993]

Lesson 4 : MS Word

Part 'A'

A. Multiple choice questions :

1. (ii) 2. (i) 3. (ii) 4. (iii)
5. (ii)

B. True or false :

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

C. Fill in the blanks :

1. Word processing software 2. Suggestion list
3. Document 4. Doc
5. documents 6. different
7. drop down menu 8. shift + F10

D. Fill in the boxes :

1. editing 2. document
3. formatting 4. toolbar
5. Alignment

Part 'B'

A. Answer in one word :

1. Microsoft word
2. MS Office

3. Blank document
4. Find and Replace
5. Numbered List

B. Define the following :

1. Templates : A special kind of document that provides basic tools for shaping the document. It gives the basic structures for a document. It may have text fonts, formatting styles etc. You can see the figure showing the template for resume. All the headings and text examples are already given for users convenience, this can be changed according to their need. The benefit here is that the user need not to plan the structure and outline of resume. It will be automatically provided to him by templates.
2. Shortcut Menu : Shortcut menu is a small menu. Showing list of commands relevant to a particular item. It also consists of suggestive spellings for the green word. Shortcut menu can be activated by holding Shift + F10 key combination together.
3. Document Window : Single document you want with in windows operating system appears in document window. Single microsoft word file is opened in single document window, different word document open in different windows. You can open many document windows at a time and also you can work on multiple windows together.
4. Find and replace : Find and replace is a facility provided by word to search a given text and replace it with other text on your confirmation.

C. Give the steps to perform the following actions :

1. (a) Press Alt + Tab keys to switch from one window to another.
(b) Click on window menu.
Select arrange all.
2. (a) Press F7 key.
(b) Click on tool menu.
 - Select auto correct from the drop down menu.
 - MS Word will display autocorrect screen as
 - Auto correct will itself correct the following.
3. (a) • Select the items you want to add bullets and number.
 - On formatting toolbar click on bullets or number.
 - Bullets and numbers will appear in the document.

- (b) Begin the paragraph with either hyphen (-) or asterisk (*) followed by space or tab, word automatically changes the paragraph to bulleted list as you end the paragraph sentence using enter key.
- (c) Begin the paragraph with L/A or i followed by space or tab, word automatically changes the paragraph to numbered list as you end the paragraph/sentence using enter key.

D. Answer the following questions :

1. Few of the features of word processing are :
 - (a) Fast : Typing and formatting procedure in MS Word becomes fast with simple figure movements and menu controls.
 - (b) Editing : Any type of correction can be done easily using the various editing tools of word. To perform editing, we must first select the text.
 - (c) Storage : Any type of data document can be stored according to the requirement of the user.
 - (d) Formatting feature : Word offers good range of formatting options in its tool bars and menu options.
 - (e) Graphic support : Word provides different types of pictures, images and tools which add attraction to text.
 - (f) Spelling and Grammar Checks : Word also has the facility to check different spellings or grammar mistakes. Mistakes are encountered, suggestions are displayed which can be changed if needed.
2. Different types of documents supported by MS Word are :
 - Blank Document
 - Web page
 - Templates
3. Ignore button will leave the word without any correction only once while change button change the word with some other corrected word from the suggestion list as selected by the user only once.
4. The three ways to correct spelling and grammar in MS Word are :
 - (i) Automatically correct spelling and grammar.
 - (ii) Spelling checking using shortcut menu.
5. You can replace the text you have found using replace feature.
To use Replace :

Step 1 : Click on edit menu.

Step 2 : Select Replace.

or

Press Ctrl + H to invoke Replace box.

Type the text you want to Replace in Replace with box.

Then click on Replace or Replace all as per your requirement.

Lesson 5 : MS Excel

Part ‘A’

A. Multiple choice questions :

- | | | | |
|---------|----------|---------|---------|
| 1. (i) | 2. (iii) | 3. (ii) | 4. (ii) |
| 5. (ii) | | | |

B. True or false :

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

C. Fill in the blanks :

- | | |
|-----------------------------|-------------------|
| 1. cell | 2. 16 |
| 3. calculation and analysis | 4. enter |
| 5. = | 6. cell reference |

Part ‘B’

A. Answer the following questions :

1. Short notes :

(a) Text : It consists of collection of number, space and non numeric character and alphabets. It forms the text data which you cannot use in calculation.

(b) Number : It contains any combination of numeric values, it can under go calculation.

(c) Cell Reference is the location of the cell in the cell in terms of its column alphabet and row number.

(d) Currency style : When some values of monetary importance (related to money) is in use, currency style can be the best choice. To implement this style and icon is used after selecting the cell where such formatting is needed.

(e) Sort Descending : It arranges the data in descending or decreasing order.

2. Use of the key combinations :

(a) Alt + enter : It types the text in same cell but enter it in a new line rather than going to the next cell.

- (b) Ctrl + ; : Data enters today's current date.
 - (c) Ctrl + shift + : : To enter current time.
 - (d) Ctrl + enter : To enter same data in the several cells at once.
3. Do yourself.
 4. Do yourself.
- B. Answer the following questions :
1. Features of MS Excel are :
 - (i) Row and column headings can indicate the active cell. For every active cell concerned row and column heads lightup.
 - (ii) Drag and drop editing.
 - (iii) Multiple undo.
 - (iv) Opening and saving procedures are now improved.
 2. In Excel you can enter different types of data like :
 - (i) Text
 - (ii) Number
 - (iii) Date or time etc.
 3. Cell reference is the location of the cell in terms of its column alphabet and row number. For example, in a worksheet cell reference displays the address of the cell where contents are being used in the calculation. This is cell in B column and 2nd row so its cell reference is : B2
 4. Formula is an equation that performs calculation in a cell. You easily create a formula for different types of calculations.
 5. * Values (number)
 - * Cell reference (cell location)
 - * Names (identifying text referred for selected cells)
 - * Functions
 - * Operations (+, -, *, /)
 Formula always begins with equal sign (=).
 6. It is better to enter formula using cell reference because if you type = A2 + B2 in cell reference C2 then all the changes will be automatically updated. You need not change the value of a formula again and again, contents of given cell reference A2 and B2 will be computed automatically.
 7. Do yourself.
 8. Do yourself.

Lesson 6: MS PowerPoint

Part 'A'

A. Multiple choice questions :

1. (ii)
2. (i)
3. (ii)
4. (iii)
5. (ii)

B. True or false :

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

C. Fill in the blanks :

1. MS Office
2. presentation software
3. Slide
4. .ppt
5. Microsoft.com
6. title, blank
7. header and footer

Part 'B'

A. Keyboard shortcuts actions :

1. Ctrl + N : To insert a new slide.
2. Ctrl + D : To duplicate a slide.
3. F5 : To view the slide show.
4. Esc : To exit from a presentation.

B. Do yourself.

C. Define :

1. Presentation : Presentation is a systematic display of information using graphics, movies, sound designed collectively to deliver information together on screen in a very attractive way.
2. Slide : Every single page is called slide.

D. Answer the following questions :

1. MS Powerpoint help us to create attractive presentation using charts, graphics, tables, word art, plain text, clip art, transition and animation.
2. A presentation can contain charts, tables, graphs, word art, clip art, plain text, colour, transition, animation etc.
3. Few features of a good presentation are :
 - * It should have title slide stating the topic of the presentation.
 - * Text on each slide should be minimum and meaningful.
 - * Use bullets wherever needed.
 - * Do not have more than 5 or 6 points on a slide.

- * Proper contrast of background should be used. Light colours must be preferred.
 - * Relevant picture and animation can be inserted.
4. Design template contains various type and size of bullets, fonts, background design, fill colour schemes etc. These templates can help you to create a fully designed professional look power point presentation.
 5. Slide layout box, you may find large number of different types of slides like :
 - (a) Title (b) Title only (c) Title and text
 - (d) Blank (e) Title and two column text
 - (f) Content (g) Title text and clipart
 6. Headers and footers are the group of text, date or information that can be inserted at the top or bottom of every slide in powerpoint.
 7. (a) Slide number : Slide number helps to identify the total number of slides in a presentation. They also help to organize the slide in an order.
(b) Date and time in a slide : It helps you to keep track of presentation development procedure.

Lesson 7 : Internet

Part 'A'

A. Multiple choice questions :

1. ((iv) 2. (iii) 3. (ii) 4. (ii)
5. (ii)

B. True or false :

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

C. Fill in the blanks :

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

Part 'B'

A. Define the following :

1. Search Engines are the special web programs which helps us to find the required information from the internet web resources. To use search engine you need to type its address on address bar of web browser.

2. Search keywords : Search keywords are the words based on which searching on the internet starts.
 3. Crawlers : Special programs of search engines which find the keyword from all the website around the world is called crawler .
 4. Downloading : The process of taking information from the website to the storage device on PC is called downloading.
- B. One word answer :
1. Website
 2. Hyperlinked text
 3. Web browser
 4. Homepage
 5. Location of the webpage
- C. Answer the following questions :
1. Every single page full of information is called webpage. It may contain text, graphics, audio, video or hyperlinked file.
 2. Web browsers are the special softwares used to display the contents on website and webpage, two common web browsers are internet explorer and netscape Navigator, other browsers are mozilla firefox, opera, etc.
 3. Hyperlinks are displayed with different colour on the web browser. On clicking hyperlink you can reach the respective connected link.
 4. Hyperlinked text/image is connected to some other web source. On clicking hyperlink you can reach the respective connected link.
 5. URL refers to the address of the web document. Location of the web page can be referred by its URL. Every URL is prefixed or starts with www which stands for world wide web. Type the URL on address bar of web browser and access the website of your choice.
 6. Search engines are the special web program which helps us to find the required information from the internet web resources. To use search engine you need to type its address on address bar of web browser.
Search keyword are the words based on which searching on the internet start.
 7. You can save the data on internet to your PC by using different methods like :
Whatever data you want to save from the websites, you can select that text. You can give command to copy them using the copy option from the edit menu or using ctrl +

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

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

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

Lesson 8 : E_mail

Part 'A'

A. Multiple choice questions :

- | | | | |
|---------|---------|--------|----------|
| 1. (ii) | 2. (iv) | 3. (i) | 4. (iii) |
| 5. (ii) | | | |

B. True or false :

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

C. Fill in the blanks :

- | | |
|--------------------------|-------------------|
| 1. Electronic mail | 2. Internet |
| 3. local telephone calls | 4. e-mail program |
| 5. printer | |

Part 'B'

A. Define the terms :

1. Inbox : It helps to view the folder or space called inbox where the mails received by your ID has been collected.
2. Compose : This part of the e-mail program helps you to write a new mail. It provides you space with following captions.
3. Message field : The area for typing mails where you can type the contents of your mails. Most of e-mail editor supported with spelling checker box and other formatting attachments, which enable the user to correct the spellings and format the text.

4. Send button : This is a action button used to tell the e-mail program to send the written mail to the specified address.
 5. E-mail address : E-mail address is the group of few character which represents the identity of a user in the huge world of internet.
- B. Answer the following questions :
1. E-mail is the internet tool which helps you to exchange information and other resources.
 2. Email can contain picture, movie, files, sound files, tables, maps, images etc.
 3. The benefits of using emails in comparison to traditional mails are :
 - (i) Fast : Mails are send at a very fast speed using internet. It can reach any part of world in seconds.
 - (ii) Cheap : The method of sending and receiving mails is very cheap. No extra money is charged for the mail being forwarded to someone in different parts of country or world. All the mails are generally accessed at the cost of local telephone calls.
 - (iii) Paperless : It does not need paper, envelope, stamps instead a simple text editor can contain by mails. No formality of stamps is needed for the e-mails.
 - (iv) Limitless content : It can display forward all the contents given with in the mails irrespective of its length or type of file associated with it unlike the postal services, where the mails are charged by weighted.
 - (v) Confirmation : If needed we can even get confirmation that whether our massage had been delivered and read by the recipient or not, unlike the postal mail where confirmation is available on only few services.
 4. Email program is one of the important facility of various websites like www.rediff.com, www.yahoo.com, www.google.co.in which enables the user to write the mails, display the contents of received mails etc. These emails programs may be free of price.
 5. www.google.co.in
www.yahoo.com
 6. Reply and forward buttons are used to reply and any message or send the displayed received mail to some other email ID as specified in the address box.
- C. Give the of the following :
1. To : To enter the email address of the person whom you are writing mail to.

2. CC : It stands for carbon copy or courtesy copy, used to send same mail to anyone else other than the person above in TO box.
3. Subject : Allows you to write the topic or keyword based on which you are writing e-mail.
4. Email address : Using email address you can access your email account from any part of the world. Email address will never change irrespective of your residential address.

Lesson 9 : Technology on Web

Part 'A'

A. Multiple choice questions :

- | | | | |
|---------|--------|----------|---------|
| 1. (iv) | 2. (i) | 3. (iii) | 4. (iv) |
| 5. (iv) | | | |

B. True or false :

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

C. Fill in the blanks :

- | | |
|---------------|---------------------------|
| 1. protocols | 2. file transfer protocol |
| 3. copy files | 4. URL |
| 5. e-mail | 6. virus |

Part 'B'

A. Define the following :

1. Protocol : Protocols are set of rules or procedures for exchanging information between different connected computers all along the internet.
2. News groups : News groups is the effective way to share message or ideas on variety of topics through internet. With a newsgroup a message can be posted from many users at different locations.
3. Virus : These are the self multiplying program to alter the way computer works without user's knowledge. These programs may cause severe damage to the content of files.
4. FTP : It is a program that allows file to be transferred back and forth in the internet.

B. Answer the following questions :

1. (i) To access any file of FTP click it and save it to the location of your choice.
- (ii) Step 1 : On tools menu, click on account.
Step 2 : Internet account dialog box appear click on add button.

- Step 3 : Select mail or news or contacts to open internet connection wizard.
- (iii) Click on news server's name in your folder list.
 - (a) Select the news group of your choice.
 - (b) Click on subscribe button.
 - (c) On double clicking, a name in the news group list, a subscription is automatically generated.
 - (iv) To post a message to news group follow the steps given below :
 - Step 1 : Go to the folder list.
 - Step 2 : Select the news group.
 - Step 3 : On tool bar click the new post button.
 - Step 4 : To send a message to multiple news group on news server.
 - Step 5 : Click on Icon next to news group in new message dialog box.
 - Step 6 : In pick news group dialog box click one or more news group.
 - Step 7 : Click add.
 - Step 8 : Select any news group.
 - Step 9 : Type subject of the message
 - Step 10 : Compose and type your message.
 - Step 11 : Click send button.
2. Protocols are set of rules of procedure for exchanging information between different connected computers all along the internet. Eg. HTTP, FTP etc.
 3. FTP helps you to :
 - (i) Visit the server (main computer).
 - (ii) View the files of server.
 - (iii) Allow you to download and upload the files from your computer.
 4. Viruses are self multiplying programs that cause severe damage to the computer and the content of files. Viruses are carried to the computer by downloading file from internet and by using infected storage device like floppy, USB drive etc.
 5. News group is the effective way to share message or idea on variety of topics through internet with a news group. It has few features like :
 - * This is the common platform for exchanging ideas.

- * It is available on any topic.
 - * Topics names are arranged. This helps the people to find and view the topic of their internet systematically.
6. In newsgroup topics are arranged either by rating or by postal details. Thus arrangement helps us to view the content of file easily.
 7. Subscribing to news group provides easy access to the news group you like.
 8. We can add signature, business card and files to files in a message.
 9. Virus : These virus are the self multiplying programs, designed to alter the way computer works without users knowledge. These programs may cause severe damage to the content of files.

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

Worm cannot destory your data, but it slows down the speed of computer operations.

10. The types of virus are :
 - (i) Time bomb
 - (ii) Logic bomb
 - (iii) Trojan horse
 - (iv) Worms
11. (a) Download : This is the procedure of copy internet files to your own computer.

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

(b) Virus : These virus are the self multiplying program designed to alter the way computer works without users' knowledge. These programs may cause severe damage to the content of files.

Worms : These are the programs which are harmful for our system in the sense that these programs are planned to be transferred from one pc to another but they cannot replicate. It attaches itself to a file to direct itself. Worms are spread mainly due to security weakness of an e-mail software. Worm cannot destory your data, but it slows down the speed of computer operations.

- C. (i) Time Bomb : As name suggest time bomb you know it

starts its action after the setting of timing similarly. Time bomb virus does not caused any harm to our computer as soon as it enters or infects our pc. It may exists in the computer. For days, weeks, months, before being detected as soon as it reach.

(ii) Logic Bomb : These viruses category work on some intelligence or logic. The action of virus become active by the apperance and disappearances of some specific data.

Class – VII

Lesson 1 : Computer Organisation And Peripherals

Part ‘A’

A. Multiple Choice Questions :

- | | | | |
|---------|---------|---------|---------|
| 1. (ii) | 2. (ii) | 3. (ii) | 4. (ii) |
| 5. (iv) | | | |

B. True and false :

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

C. Fill in the blanks :

- | | |
|-----------------------------|-------------------------|
| 1. Arithmetic, Logical | 2. hard copy, soft copy |
| 3. display overlays | 4. Digitizer |
| 5. Optical scanner bar code | 6. photograph |
| 7. web cam | 8. sound card |

D. Give the full form of the following :

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

E. Complete the table :

- | | |
|---------------|-----------|
| 1. 0 or 1 | 2. 8 bits |
| 3. 1024 bytes | 4. 210 MB |
| 5. 210 GB | |

F. Do yourself.

G. Software Category :

- | | |
|---------------------------|--------------------------|
| 1. Graphic software | 2. Database software |
| 3. Graphic software | 4. Utility software |
| 5. Communication Programs | 6. Word processer |
| 7. Spreadsheet | 8. Communication program |

Part 'B'

A. Short notes :

1. Hardware : Hardware is the term associated with machinery part computer, different physical device ports, wires lie under the category of hardware. It consists of :
 - (i) Input device
 - (ii) Storage device
 - (iii) Output device
 - (iv) Controlling and processing device
2. Software : This is the term used for a set of programs, programs, procedure associated instructions that directs the computer in the way the user want to use it.
3. Communication programs : In networking or internet computer needs special communication program which use the computers communication device to transmit or receive computer data. These software have capability to respond our phone and send other signals that help us to surf the data on internet.
4. Peripheral : All the components associated with computer system comes in the category of peripherals. They includes both input and output device.
5. Image sensor : These are the light sensitive chips used for gathering an image. There can be two types of image sensors used in digital cameras :
 - (i) CCD : Charge Coupled Device
 - (ii) CMOS : Complementary Metal Oxide Sensors
6. Compression : It determines that how many image can be stored in the assigned memory location. There are two famous formats commonly used these days for image compression :
 - (i) JPEG : Joint Photographic Expert Group
 - (ii) TIFF : Tagged Image File Format
7. Unit of Memory : Information in computer is stored in the digital form of '0' or '1' single digit is called BIT memory is the group of cell. Each cell can contain one bit of information as 0 or 1.

Group of bits is used to store data in computer memory.
Different unit of memory are : BIT, Byte, Nibble, Word.

8. Smart Cards : A smart card defined as any pocket sized card with embedded integrated circuit which can process information.

B. Answer the following questions :

1. Inputting : This operation provides input to the system in the form of data and instruction. These are given to the computer by using different input devices like keyboard, mouse.
2. Processing : In this operation computer manipulates the data or input and performs various functions like :
 - (a) Mathematical or logical operation
 - (b) Rearranging the data
 - (c) Directing the flow and sequence to data
 - (d) It also stores the data permanently or for short period.
3. Outputting : In this operation computer show the processed result to the user in the form of either hard copy that is the result on paper. For example : printer or soft copy that is the result on screen. For example - monitor.
2. Processing : In this operation computer manipulates the data or input and performs various functions like :
 - (a) Mathematical or logical operation : It involves all operations that involves calculations using arithmetic operations or logical operations like <, >, =.
 - (b) Rearranging the data : Arranging the data according to the user needs like data may be rearranged according to name or age in ascending manner.
 - (c) Directing the flow and sequence to data : It deals with the direction of data flow from one peripheral device to other.
 - (d) It also stores the data permanently or for short period.
3. Hardware : Hardware is the term associated with machinery part of computer, different physical device ports, wires lie under the category of hardware. It consists of :
 - (i) Input device
 - (ii) storage device
 - (iii) Output device
 - (iv) Controlling and processing device
4. System software : These are the software which act as the

interface between users application software and the hardware. It helps the computer in following ways :

- * To manage itself.
 - * Schedule the work within the machine.
 - * Enables the hardware to understand our commands given in high level language.
5. Bar Code Reader : The bar code consists of number of bars of varying thickness and spacing between them include information about the manufacture details of that product, identifies its brand name, items, price.
 6. Digital cameras are for better than ordinary camera in following ways :
 - (a) Photographs in digital cameras are more clear and beautiful.
 - (b) These cameras can be combined with computer monitor for different application.
 - (c) Digital photographs can be attached to any soft ware as required.
 - (d) Photograph in digital cameras are not recorded in film instead it use digital format of data storage.
 - (e) You can delete the photographs from digital camera if you don't like it.
 - (f) You can view the photographs immediately on the screen and take decision accordingly.
 - (g) For printing of photograph you need to print only good ones. You may not have to pay for bad photographs.
 7. Computer Memory : Memory is that component of computer system, which is used to store the data, instructions and information. Memory unit are basically of two types :
 - (i) Primary memory :
 - (a) RAM (Random Access Memory).
 - (b) ROM (Read Only Memory)
 - (ii) Secondary Memory :
 - (a) Floppy Disk (b) Hard Disk (c) Compact Disk.
 8. Secondary Memory : These are the unit, which are capable of storing data permanently. The data can be used whenever needed. The secondary memory is of two types :
 - (a) Non Removable : These secondary memory devices are generally non removable. Hard disk is the common

example of such memory. These have high capacity or data storage.

(b) Removable Memory : These second memory devices can be removed and can be carried from one place to another. The data holding capability of such memory vary. Depending on the type of data you need to store. You can use the specific removable memory common removable memories are :

- (i) Floppy disk
- (ii) Magnetic Tapes
- (iii) Compact Disk (CD)
- (iv) Digital Versatile Disk (DVD)
- (v) Memory stick (USB flash drives).

9. Smart cards : A smart card, defined as any pocket sized card with embedded integrated circuit which can process information. Smart card has : (a) Memory card (b) Microprocessor card.

Contact smart card : Contact smart cards have as small gold chip about 1/2 inch in diameter in front, which inserted into reader, its chip makes contact with electrical connector that can read information and write information back. Other category of card work with dual technique of credit card and debit card.

Contact less smart card : Such cards communicates with card reader through antenna. They are common in:

- (a) Financial : Use as ATM cards or credit cards, fuel cards and SIM for mobile.
- (b) Identification : Authentication of identity.

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

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

(b) Transparency scanner are designed for scanning photographic such as slides, some of them can handle scanning up to only 35 mm but other can go up the 4-5 inches since they connect scan flat art, they should be bought only if slides are to be scanned.

- C. 1. Input Devices : The input device can do the following

main functions :

- (i) Accept the data and instruction from the user.
 - (ii) Converts the inputted data in binary codes which can be accepted by computer.
 - (iii) Supplies converted data to the processor.
2. Output devices : Output devices are hardware components which are used to display or print the processed information.
- (i) Monitor (ii) Printer (iii) Plotters (iv) Speaker
- D. (i) Done earlier.
- (ii) Do yourself.
 - (iii) Machine language : This is the language coded in binary format. It is the collection of BITS, where '0' represents OFF while '1' represent ON state of computer system.
 - (iv) The instructions given by the programmer in assembly language is called source code while the equivalent code in machine language is called object code.
- E. Explain the working of :
Do yourself
- F. Do yourself

Lesson 2 : Inside Window

Part 'A'

A. Multiple Choice Questions :

- 1. (ii) 2. (ii) 3. (iii) 4. (iii)
- 5. (iii)

B. True and False :

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

C. Fill in the blanks :

- 1. operating system
- 2. Windows 98, Windows NT, Windows XP, Windows Vista
- 3. Graphic User Interface
- 4. Icon
- 5. Control Panel
- 6. Time Zone
- 7. Add New Hardware Component
- 8. Control Panel
- 9. Desktop

D. Control Panel setting for :

1. Mouse : Control panel can change the mouse setting in terms of button, position and motion.
2. Sound : Control panel can set specific sound effect in the scheme for every action.
3. Keyboard : Using this feature of control panel you can change the setting for keyboard in terms of :
Repeat rate : Speed at which a character is repeated on pressing the key continuously.
Cursor blink rate : Speed at which the cursor will blink on the screen.

E. 1. Desktop

2. Taskbar

3. Icons, start button, taskbar, clock, system tray etc.

Part 'B'

A. Answer the following questions :

1. Windows is an operating system which is a communication medium between user and machine. Few versions of windows are :
Windows 98, Windows NT, Windows XP, Windows Vista
2. Windows is icon driven operating system. Every instruction can be conveyed by symbols or icons on the screen, so they also called GUI (Graphical User Interface). It provides multitasking feature i.e. many types of work can be done simultaneously. It also allows you to transfer the information from one application to other in every easy manner.
3. Control panel helps you to customise the computer according to our need.
4. To invoke control panel in windows operating system follow these steps :
Step 1 : Click on start button on taskbar.
Step 2 : Select setting from the menu list.
Step 3 : Select control panel from setting list.
5. The two main parts of date and time screen are :
Calendar : Giving details of month, year and days.
Time zone : Showing clock and giving details of time setting in digital and analog format.
6. If you are planning to install some new hardware, you can use Add New Hardware component from control panel.
On clicking new hardware, window detects the new

hardware and its drivers to adjust it in the current system. Then it loads all the drivers components in the memory which ultimately makes the concern hardware available to the end user. All this work is done by the series of steps given by add new hardware wizard. Wizard displays the steps asking the relevant inputs followed by clicking on next button. Follow all the steps according to the wizard and finally the hardware is installed.

7. Using install command button from add/remove program option helps us to directly install the new software.
 8. To remove any program select the program, you want to delete and select it, window will give a security confirmation asking your confirmation to remove the software or not, as soon as you click on yes. Window will pick all the related files and uninstalls/remove it. Removal of software is called uninstall.
- B. Explore the following terms :
1. Icons are small symbols on the screen which convey some instruction or program.
 2. Multitasking : Doing many types of works simultaneously in windows operating system.
 3. Drivers : If you are planning to install some new hardware, you can use Add New Hardware components from control panel.
 4. Peripherals : Done earlier.
 5. Uninstall : Windows will back all the related files and uninstall/remove it. Removal of software is called uninstall.
- D. We can specify the display properties in windows like desktop, icons, menus, scroll bars, message box etc. Appearance feature provides us the facility to change the scheme of display.

Lesson 3 : Document Setting Using Word

Part 'A'

A. Multiple Choice Questions :

- | | | | |
|--------|---------|--------|---------|
| 1. (i) | 2. (ii) | 3. (i) | 4. (ii) |
| 5. (i) | | | |

B. True and False :

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

C. Fill in the blanks :

- | | |
|--------------------------------------|------------|
| 1. documents | 2. .doc |
| 3. four | 4. margins |
| 5. screen, any position on the ruler | |
| 6. portrait or landscape | |
| 7. potrait | |
| 8. letter | |

D. Default values :

- | | |
|--------------|-------------------------|
| 1. 1 inch | 2. 8.5×11 inch |
| 3. 1 inch | 4. Portrait |
| 5. 1.25 inch | 6. 1.25 inch |
| 7. 0 | |

Part 'B'

A. Answer the following questions :

1. MS Word is a word processing software used to design different kinds of document. It is best featured for text formatting and editing.
2. Margins are the blank spaces left round the printed or written matter on a page.

In a single document there can be four basic types of margins :

- (i) Left Margin : This is the distance between the text and left edge of the paper.
 - (ii) Right Margin : This is the distance between the text and right edge of the paper or document.
 - (iii) Top Margin : This is the distance between the text and top most edge of the paper or document area.
 - (iv) Bottom Margin : This is the distance between text and bottom most edge of the paper or document area.
3. In word document is formatted in the terms :

(a) Margins	(b) Orientation
(c) Page size	(d) Page numbers
(e) Spacing	
 4. Orientation refers to the layout of the document. It can be vertically or horizontally displayed as :
MS word provides two technical terms for specifying page opientation, they are :

(a) Portrait : Vertically arranged document.
(b) Landscape : Horizontally arranged document.
 5. You can give different style of page number by clicking on

format command button. A screen appears showing different options, select the option you needed and click on OK.

6. (i) Line spacing : Line spacing is the term given to the space left between two sentences.
(ii) Paragraph spacing : Paragraph spacing is the term given to the space left between two sentences.
 7. Character spacing : The space left between the characters in the word.
- B.
1. Margins :
Step 1 : Click on file menu.
Step 2 : Click on page setup option.
 2. Orientation :
Step 1 : Click on file - page setup.
Step 2 : Click on paper size tab.
Step 3 : Click on needed orientation. Default orientation.
 3. Page numbers :
Step 1 : Click on insert menu.
Step 2 : Select page number option.
 4. Line spacing :
Step 1 : Click on format menu.
Step 2 : Select paragraph from the list.
Step 3 : Give the values to the spacing box.
 5. Paragraph spacing :
Step 1 : Click on format menu.
Step 2 : Select paragraph.
Step 3 : In indentation give values in special box.
 6. Character spacing :
Step 1 : Click on format menu.
Step 2 : Select font.
Step 3 : Click on character spacing tab.
Step 4 : Give values to spacing it can be expanded (to increase the inter character spacing).
- C.
1. Document : Every file of MS Word is called document.
 2. Letter : The default paper size of word document is 8.5 by 11 inch.
or
Width : 11 inch
Height : 8.5 inch
The lines under the name of letter.

3. First line : The very first sentence of the paragraph.
4. Hanging lines : Remaining sentences of the paragraph are called hanging lines.
5. Extended spacing : Extended spacing increase the inter character spacing.
6. Condensed spacing : Condensed spacing decrease the inter character spacing.

Lesson 4 : Inside MS Word Mail Merge

Part 'A'

A. Multiple choice questions :

- | | | | |
|----------|---------|--------|---------|
| 1. (iii) | 2. (ii) | 3. (i) | 4. (ii) |
| 5. (iii) | | | |

B. True or false :

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

C. Fill in the blanks :

- | | |
|------------------|----------------|
| 1. joins | 2. two |
| 3. main document | 4. Data source |
| 5. field | 6. field name |

Part 'B'

A. Answer the following questions :

1. Mail merge is the useful feature of MS Word which joins two different components and create the final document with combined features of the two previous components.
 2. Mail merge consist of two main components are :
 - (a) Main document (b) Data source
 - (a) Main document : Is the main document area of the mail merge that contain all the text body of the letter, field name and instructions for merging.
 - (b) Data source is the organised collection of collection of data which stores the data in tabular form.
 3. Names of the headings are called field names. In MS Word we also call them as Merge Field.
 4. To invoke mail merge wizard in MS word :

Click on tools menu

Select letters and mailing option from the list

Sub pop up list appears.

Now select the mail merge wizard from the list.
- B. Do yourself.

Lesson 5 : Presenting Ideas Using PowerPoint

Part 'A'

A. Multiple Choice Questions :

1. (iii)
2. (ii)
3. (iii)
4. (iv)
5. (i)

B. True or false :

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

C. Fill in the blanks :

1. Presentation
2. slide
3. presentation
4. .ppt
5. slide sorter view
6. transition
7. complete
8. animation

D. Name few options in the following :

1. Transition effects : This is the special effect added on the slide which is executed when the slide is introduced during a slide show.

The transition is active on complete slide. There are various transitions available for every slide like :

Blind vertical

Box out

Cover left

Zoom

2. Animation effects : This feature helps the designer or user to manage the way an object appears on the slide show screen. This helps in drawing the attention of the audiences on important topics while running a slide show.

Part 'B'

A. Answer the following questions :

1. PowerPoint presentations help the user to create presentation for :
 - * Education organization
 - * Business groups
 - * Advertising
2. PowerPoint presentation can contain text, movies, sound various views to see the same slides differently which helps the users to create great presentation.
3. In PowerPoint we can apply various effects to objects like transation and animations.
4. View bar is the facility to watch the same slide in different manner. The PowerPoint has following views:
 - (i) Slide can be shown in the full screen. So that they

could be shown to the audience in SLIDE SHOW VIEW. In this view only the slide is visible you cannot make any modification in the slides. In this view you can only view the slide by advancing them or going to the previous slides.

(ii) Slides can be shown in intermediate size, alongwith other menus of the powerpoint window in slide view.

(iii) All the slide can be shown together in one window so that they could be arranged or viewed by the user according to his requirement in SLIDE SORTER VIEW.

(iv) In a powerpoint, text outline can be displayed in outline view.

5. Done earlier.
 6. Animation can make the presentation very attractive and easy to understand in a sense that the audience are more bounded to the show, this will add interest in a slide show.
 7. Use of apply : If you want it on one specific slide.
Use of apply all : If you want it on all the slide.
 8. Preview in the way of viewing a slide with effects, without running the actual slide show, while previewing an animation two copy of same slide is visible at a time. One is of normal size, other is a miniature form of same slide with animation.
- B.
1. Start powerpoint :
Click on start — program — powerpoint
 2. Add transition :
 - (i) In slide sorter view, click on the slide in which you want to add transition.
 - (ii) Now click on slide show menu, a popup list opens. Select slide transition option from the text a dialog box will appear.
 - (iii) Make the choice for the type of transition you like.
 - (iv) Click on apply. If you want it on one specific slide.

Or

Apply all : If you want it on all the slides.
 3. Animate any object:
 - (i) In the slide view, select the object for which you want to animation.
 - (ii) From slide show menu, select present animation from the popup list.
 - (iii) Select the animation of your choice.

4. Animation to the text :
 - (i) In a slide view, select the text, which you want to animate.
 - (ii) Using animation effect toolbar, select type write text effect.
5. Preview an animation :
 - (i) Go to the slide you want to view the animation in preview mode.
 - (ii) From the slide show menu, select animation preview, the slide is displayed in mininature form.
6. Moving slide from one position to other :
 - (i) On the slide sorter view.
 - (ii) Select the slide whose position you want to change by clicking on it.
 - (iii) Now drag the selected slide to its new location.
 - (iv) On reaching the required position, release the mouse button.

Lesson 6 : Data Organisation

Part ‘A’

A. Multiple Choice Questions :

- | | | | |
|---------|----------|---------|----------|
| 1. (ii) | 2. (iii) | 3. (ii) | 4. (iii) |
| 5. (ii) | | | |

B. True or false :

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

C. Fill in the blanks :

- | | |
|----------------------------|----------------------|
| 1. Microsoft | 2. data |
| 3. database | 4. structured access |
| 5. Microsoft visual foxpro | 6. .mdb |
| 7. db1, db2, etc | 8. text or character |

Part ‘B’

A. Answer the following questions :

1. Database is a large collection of logically related data, stored in a predictable memory location. Using database it will be easier to manage the data. In database the data is stored in a structured manner. Most simplest form of database is using table.

For example : For any class the data for different students can be given by the means of following table :

S.No.	Name	English	Hindi	Math	Science
1.	Radha	50	45	64	70
2.	Daksh	95	92	98	91
3.	Kabir	29	40	42	45
4.	Bulbul	49	50	63	68

2. Access will offer you many choices as :
 Open a file : It displays list of all files which were used recently.
 New : If offers you different types of new database in the form of blank database blank data access page.
 Project : This is an efficient way of proving access to database server.
3. The database is classified on the basics of :
 Data type, fields, record, field names
4. Field Names : While creating a database you need to assign a specific field for every information. For every object to be stored on computer, for this you have to assign it as a separate field referred by a name called field name.
5. Following one the characteristics for a field name :
 - * Meaningful and short.
 - * Preferably begin with an alphabet.
 - * It should not have any spaces or punctuation mark.
 - * It can be upto 64 character long. For example Name, class, section, DOB for Date of birth etc.
6. Do yourself.
7. Logical : This data type is used to represent the data with the values as yes/no. Such data will always have answer in true or false. For example :
 Using school bus
 labelled a library book
 works on electricity
 Currency : This data type is used for all the data members designed for money. They can contain fixed number of decimal places. For example :
 Bill amount
 Free amount
 Cost per unit
2. Text and Number : This database is used for all the characteristic of data with text and numbers that will not

be used in calculation. The maximum length of such data is 255 characters. Few examples are :

Name	Class	Phone No	Roll No
------	-------	----------	---------

Number : This data type is used in all data members where calculation is needed. It is represented as combination of number from 0 to 9. It can accommodate decimals also.

For example :	Fee amount
	Bill
	English marks
	Hindi marks

3. Records and Fields : In a data type logically detailed data item are considered are one unit called record whereas field contains similar type of data.

B. Explore the following terms :

1. Data is a collectin of facts, numbers, letters and symbols that is used to describe any idea.
2. Database is a large collection of logically related data, stored in a predictable memory location.
3. Field : A special characterstic of a data, the data element of a specific field will contain similar type of data.
4. Record : In a database logically related data items are considered as one unit called record.
5. Wizard is a set of screens that guides the user through a process.

C. Difference between :

1. Text and Memo :

This data type is used for all the characteristic of data with text and numbers that will not be used in calculation. The maximum length of such data is 255 characters. Few examples are :

Name	Class	Phone No.	Roll No
------	-------	-----------	---------

Memo : This is used for longer text, bigger than 255 characters for example performance note in children report card etc.

Lesson 7 : Spreadsheets

Part 'A'

A. Multiple Choice Questions :

- | | | | |
|---------|---------|----------|----------|
| 1. (ii) | 2. (ii) | 3. (iii) | 4. (iii) |
| 5. (iv) | | | |

- B. True or false :
1. True 2. True 3. True 4. True
 5. True
- C. Fill in the blanks :
1. Microsoft 2. number
 3. cell 4. formula
 5. name box 6. range
- D. Refer the option you will use to change following on text:
1. Alignment : Alignment setup
 2. Numbering style : Number tab
 3. Font face, font size and style : Font tab

Part 'B'

- A. Answer the following questions :
1. MS Excel is a spreadsheet software used mainly for :
 Calculations Analysis
 Tabular organization of data
 2. Spreadsheet helps us to organize the data in the row or column. The screen of spreadsheet is presented in the form of table as a collection of rows and columns.
 In a typical excel screen Row is addressed by its number while column is addressed by its column alphabet.
 3. Each cell is identified by its location technically known as its cell reference. This is column identified by the cell row number and column alphabet. For example : If a cell is lying on B and row number 3 then its location is identified as B3. You must know that reference to the active cell is always displayed in name box.
 4. The order of precedence for operators during calculation is as follows :
 Colon : Reference operator
 % : Percent
 n : exponent
 + & - : Addition & sub
 5. Formula is a specific syntax used to display the structure for calculation. It consists of operand and operators.
 Operants can be — a constant
 — Cell reference
 — range etc
 Operators symbols of calculation can be :
 +, -, *, /, n

6. Do yourself.
 7. Autofill feature allows you to create or copy logical series of values, label or formula in a worksheet.
For example : If you type 123 and then drag the mouse with these records selected as:

1	2	3
---	---	---

 Using the auto fill handle generate the seccessive series of data automatically.
- B. Explain the following items :
1. SUM () : To add the data assigned in a given range.
 2. Max () : To find maximum out of the given range e.g. Name (AI : AS)
 3. MIN () : To find minimum value from the given range of data for e.g. MIN (AI : A4).
 4. Count () : To count number of cells occupied in a data range.
 5. AVERAGE () : To compute average of the given cell reference for eg. Average (AI : A4)
 6. SQRT () : This helps in finding the square root for the specified value. For e.g. (SQRT) (B2)
- C. Give the method and way to perform following operations in excel :
1. Done earlier.
 2. Done earlier.
 3. Done earlier.

Lesson 8 : Creating Webpages

Part 'A'

A. Multiple Choice Questions :

- | | | | |
|----------|---------|---------|----------|
| 1. (i) | 2. (ii) | 3. (ii) | 4. (iii) |
| 5. (iii) | | | |

B. True or false :

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

C. Fill in the blanks :

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

D. Appropriate tool/feature

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

Part 'B'

A. Answer the following questions :

1. There are many benefits of using web technology. Some are given below :
 - * This provide access to internet based resources.
 - * Work of an individual can be viewed by world wide audience.
 - * It extends the learning experience.
 - * It provides a platform to develop communications skill by the means of interactive formula and email.
2. HTML editor are the software that translate your instruction or work designed in a webpage into equivalent HTML code automatically.
HTML editors are also called webpage authoring software. Few web authoring softwares are :
 - * Microsoft front page
 - * Macro media dream weaver
 - * Adobe page mill
3. To start front page, you can follow the steps below :
 - * Click on start
 - * Select program for the menu list
 - * Click or microsoft front page
4. MS Front page screen has :
 - (i) View panel bar
 - (ii) Work area
 - (iii) Menu bar
 - (iv) Formatting toolbar
 - (v) View tab
5. View bar is available on the left part of the front page screen which helps you to create a website. The view bar include the following :
 - (a) Folder view
 - (b) Report view
 - (c) Navigation view
 - (d) Hyper link view : (i) Inbound (ii) outbound
 - (e) Task view
 - (f) View mode bar :
 - (i) Normal view (ii) HTML Bar (iii) Preview

6. The view mode bar : It is placed in the bottom left corner of this bar shows the same web document in three different forms :
 (a) Normal view (b) HTML view (c) preview
 7. Normal view : This is the default view of the front page editor, this provides the screen for designing which supports both creation and editing work in the webpage. It can be considered as WYSIWYG (What you see is what you get) view.
 * This view includes basic designing elements like :
 * Image
 * Alignment block element
 * Table
 * Form elements like :
 * Buttons
 * Check box
 * Radio/option button etc
 * Back colours images
 8. IN HTML view all the HTML commands are displayed differently. The command may be given with:
 * Different colours
 * Within angular brackets (< >)
- B.
1. Hyper text markup language is a set of logical codes that describes the appearance of web document in the web browsers.
 2. The webpage is the document written in HTML (Hyper text markup language) which can be viewed in the web browsers.
 3. A group of webpage linked together, this group is known as website.
 4. Front page is the web authoring software, which helps in designing webpage in an easy manner.
 5. (i) The local web directory helps you to display work in progress. Local web directory is the place where our webpage reside before they are published it in the web server.
 (ii) This folder holds only images although the images may be of either of following format :
 GIF : Graphical Interchangeable File
 Jpeg : Joint photographic expert group

Lesson 9 : Shaping Ideas

Part 'A'

A. Multiple Choice Questions :

1. (iii)
2. (ii)
3. (ii)
4. (i)
5. (iii)

B. True or false :

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

C. Fill in the blanks :

1. print
2. Desk Top Publishing
3. Coreldraw, Pagemaker
4. Coreldraw
5. Scanner
6. .cdr
7. wireframe
8. F9

D. Default setting :

1. 11 inches
2. 8.5 inches
3. Portrait

E. Two suitable answer :

1. Scanned
2. Coreldraw, Pagemaker
3. Minimize, maximize
4. Normal, wireframe
5. Right, left, justified
6. In front, back

Part 'B'

A. Answer the following questions :

1. DTP softwares are helpful in publishing field because they are used in designing books, magazines and newspapers.
2. The kind of image used in coreldraw can be a scanned image. The image which are taken from scanner (A device used to accept input from the paper and transfer it to the screen as an image) can be handled in an attractive manner.
3. Do yourself.
4. Coreldraw is a specialized software used for creating text and drawing with perfection. Few of its versions are Coreldraw 11, 12, 13, 14, 15, etc.
5. Like in other softwares, in coreldraw also edit menu contains various options like copy, cut, paste, etc used in editing the page or graphics.
6. Layout feature helps the user to display the page by managing style and sides assigned to the drawings. Using this a user can rename a page, delete a page, changing in orientation, page size and background etc.

7. Arrange menu is the factor responsible for placement of the objects in the screen.
 8. Pick tool helps you in doing many tasks like :
 - * Selecting object
 - * Picking object
 - * Increasing/Decreasing size
 - * Rotating objects
 - * Moving or changing position of the objects.
- B. Use of various tools :
1. Pick tool is used to select/move/pick etc the various objects.
 2. Shape tool is used to shape the object in different ways while designing.
 3. Pencil tool is used to draw free hand drawing.
 4. Rectangle tool is used to draw sharpes like rectangle or square.
 5. Zoom tool increases or decreases the size of viewing objects.
 6. Fill tool is used for filling colour inside the objects or text characters.
 7. Outline tool is used to give format to the lines. It can define size and shape of the lines in terms of width of line, colour, format of line etc.
- C. List all the :
1. Views available in coreldraw : Normal, wireframe, draft, full screen, preview.
 2. File, edit, view, layout, arrange, effects, bitmaps, text, tools, window, .

Class – VIII

Lesson 1 : Computer Peripherals

Part ‘A’

A. Multiple Choice Questions :

- | | | | |
|---------|---------|---------|----------|
| 1. (i) | 2. (ii) | 3. (iv) | 4. (iii) |
| 5. (ii) | | | |

B. True and false :

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

C. Fill in the blanks :

- | | |
|-------------------|----------------|
| 1. Microprocessor | 2. video cards |
|-------------------|----------------|

3. deck
 5. electro graphic
 7. optical
 4. blue prints
 6. bips
- D. Full forms of :
1. Automatic Logic Unit
 2. Control Unit
 3. Integrated circuit
 4. Compact Disk Read Only Memory
 5. Modulator Demodulator
 6. Plain old Telephone System
 7. Universal Serial Bus
 8. Network Interface Card
 9. Local Area Network
 10. Digital Video Disk

Part 'B'

- A. Explain the following terms :
1. Intergrated Circult : Integrated Circuit (IC) has allowed complet CPU's to be designed and manufactured in very small spaces.
 2. Mark Sense Card : These cards had printed ovals that could be marked with an electro graphic pencil. Card punches with an option to detect mark sense.
 3. Cable Modem : Do yourself.
 4. Graphic Accelrator Card : A video card also referred to as a graphic acceleraturs card, display adapter, graphic cards is an item of personal computer, hardware whose function is to generate and output images to a display.
 5. Z-bufer : Z-bufer is the most important element of the video memory, which manages the depth coordinates in 3D graphics.
 6. DVD also known as digital versatile disk or digital video disk is an optical disc storage media format that can be used for data storage, including movies with high video and sound quality.

C. Differentiate between :

1. Network Card and Sound Card
 Network Card : A network card, adapter or NIC (Network Interface Card) is a piece of computer hardware designed to allow computers to communicate over a computer network.
 Sound Card : A sound card (also known as an audio card) is a computer extension card that can input and output sound under control of computer programs.
2. USB Flash drive and Compact Disk.
 USB flash drives are flash memory data storage devices

integrated with a USB (Universal Serial Bus) interface they are typically small, light weight, removable and rewritable. Whereas a compact disk read only memory is an aluminium coated round plastic discs.

D. Answer the following questions :

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

Main typical components of a CPU are :

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

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

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

(i) Primary Memory (ii) Secondary Memory

3. Floppy Disk : Floppy disk a soft magnetic disk. It is called floppy because it flops if you wage it. floppy disks (often called floppies or diskettes) are portable, because you can remove them from a disk drive and data could be carried from one PC to another.
4. The major drawback of tape is its sequential format locating a specific record requires reading every data in front of it. Although most tapes are used for accessing rather than routine updating. In magnetic tapes tracks run parallel to the edge of the tape.
5. Punched cards is an obsolete recording medium wide used for controlling textile looms, record machines for input, processing and data storage. Since voting machines have used punched cards.
6. Modem turns the digital I's and o's format of a personal computer into sounds analong form that can be transmitted over the telephone lines of plain old telephone system (POTS) and once received on the other side, convert those sounds back into digital I's and o's.
7. The advantage of broadband modem if compared to dial up modem they use complex waveforms to carry digital data. They are more advanced devices than traditional dial-up modems as they are capable of modulating demodulating hundred of channels simulatneously. Many broadband modem include other network features also.

8. Do yourself
9. In NIC (Network Interface Card) mbps means Mega bits per second).
10. Video Card : A video card referred to as a graphic accelerators card, display adapter, graphics cards) is an item of personal computer hardware when function is to generate and output images to a display.
11. Web cam : A web camera (or web cam) is a real-time camera whose images can be accessed using the world wide web, instant messaging, or a PC video calling application. The term web cam is also used to describe the low resolution digital video cameras.
12. Video BIOS : The video BIOS is a chip that contains the basic program that governs the video cards operations and provides the instruction that allow the computer and software to interface with the card. It contains information on the memory timing, operating speeds and voltages of the processor. RAM and other information on the memory.

Lesson 2 : Microsoft Windows

Part 'A'

A. Multiple Choice Questions :

- | | | | |
|----------|---------|--------|---------|
| 1. (iii) | 2. (ii) | 3. (i) | 4. (ii) |
| 5. (iii) | | | |

B. True or false :

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

C. Fill in the blanks :

- | | |
|-----------------|-----------------------------|
| 1. Disk cleanup | 2. Disk defragmentor |
| 3. Scan disk | 4. Graphical User Interface |
| 5. Backup | 6. Compression |
| 7. Zip | 8. Unzip |

D. Write the steps to do following in windows :

- | | |
|------------------|------------------|
| 1. Do yourself. | 2. Do yourself. |
| 3. Do yourself. | 4. Do yourself. |
| 5. Do yourself. | 6. Do yourself. |
| 7. Do yourself. | 8. Do yourself. |
| 9. Do yourself. | 10. Do yourself. |
| 11. Do yourself. | 12. Do yourself. |

Part 'B'

A. Answer the following questions :

1. Operating system are the programs that control and coordinated system resources flow of data and provide an environment for execution of the program. Popular example of operating system is windows.
2. System information feature helps us to collect the configuration detail of computer. It is very helpful for technicians as they can get the specific information about our computer when they solve the problems of the PC. It displays the easy view of hardware components and software environment.
3. Disk cleanup feature of windows remove unwanted files where are disk defragment is the normal facility of windows that helps in rearranging the file unused space and run programs faster.
4. Backup is a copy of the file in your computer stored on any other storage media.
5. Maintenance wizard helps the user in the following ways :
 - * System runs programs comparatively faster.
 - * System checks the hard disk for the problems.
 - * System frees up hard disk space.
 - * It enhances the performance of computer.
6. The act of compressing the file is called zipping. It is needed to compress the large files.
7. Zipp file cannot be used by the users. The process to zipped the file is as follows :
 - * Double click on the file, win zip window appears with the names of files in it.
 - * Single click on the file.
 - * Click on extract or open.
 - * Extract dialog box appears asking the location for decompressed file, give the location and click on unzip now button.
8. A shortcut is an icon representing program or data file. Using the shortcut you can work on the respective file or a software directly from the desktop.

To create a shortcut follow the steps given below :

 - * Select the file or programs, you want to create to shortcut for.
 - * Right click there a popup will appear.

- * Select create shortcut option from the menu list. A dialog box will ask if the icon has to be placed on the desktop.
 - * Click yes.
9. Find utility helps the user to search any file or folder.
 10. Every work in progress on computer is commonly known as task.
Schedule tasks feature enables the user to view the task list.
- B. Do yourself.
- C. 1. Unzip 2. D*. 3. *.doc 4. *.Xls
- D. Do yourself.

Lesson 3 : MS Word

Part 'A'

A. Multiple Choice Questions :

1. (iii) 2. (i) 3. (ii) 4. (iii)
 5. (iii)
- B. True or false :
1. True 2. True 3. True 4. True
 5. False
- C. Fill in the blanks :
1. word processor 2. MS word, word processor
 3. Title bar 4. Cursor control keys
 5. home 6. right, right-margins
 7. vertical alignment 8. single
 9. Ctrl + Shift + E 10. arrow keys
- D. Give the steps to do the following in microsoft word.
1. Do yourself. 2. Do yourself.
 3. Do yourself. 4. Do yourself.
 5. Do yourself. 6. Do yourself.

Part 'B'

A. Answer in following questions :

1. The benefits of using word processor are as follows :
 - (a) Long write ups can be easily handled.
 - (b) Greater variety of words formats can be used.
 - (c) Greater variety of sentence structure is provided.
 - (d) More accurate spelling could be used.
 - (e) Comprehensive revision of various text can be done easily.

- (f) Better understanding of writing process is provided.
 2. The components of microsoft word windows are :
 - (a) Title bar
 - (b) Menu bar
 - (c) Standard Tool bar
 - (d) Formatting tool bar
 - (e) Ruler bar
 - (f) Status bar
 - (g) Scroll bar
 - (h) Workspace
 3. Factors determining the formatting of paragraph are :
 - (a) Margins
 - (b) Indentation
 - (c) Horizontal alignment
 - (d) Vertical alignment
 - (f) Changing vertical space between lines
 - (g) Paragraph spacing
 4. Line spacing refers to do spacing between two lines and the paragraph spacing refers to do the spacing between the paragraphs.
 5. Track change is a way by which microsoft word keep track of the changes we make to a document.
 6. The collective format of row and column is known as tables.

There are two ways of creating table in microsoft word are :

 - (i) Inserting table by specifying number of rows and columns.
 - (ii) Draw table manually.
 7. The various operations which could be performed on the table are sorting, calculation, auto summarizing etc.
 8. Auto summarize analyze the document by assigning a score to each sentence, highest score is given to the sentence that contain words used frequently in the document. Percentage of highest score can be chosen in the summary.
- B. Explain the following terms :
1. Word Processor : Have often been considered as an easy to master tool for writing text in an attractive form.
 2. Navigation is the process of moving around in a document you may use it in editing. To reach the required location on the document you may use both keyboard and mouse.
 3. This determines the overall width of the main text area, to make it more simple, margins are the space between the text and edge of the page.
 4. This directs the distance of the paragraph from either left or right margins. You may increase values of indentation of first line and remaining lines.

5. It determines the appearance and orientating edge of the paragraph. It may be :

Left aligned	Right aligned
Top	Centered
justified	bottom
6. Done earlier.
7. The process is known as sorting in the table.
8. Done earlier.
- C. Do yourself.

Lesson 4 : DTP Tool :PageMaker

Part 'A'

A. Multiple Choice Questions :

1. (iii) 2. (iii) 3. (iv) 4. (ii)
5. (iii)
- B. True and false :
 1. True 2. True 3. True 4. False
 5. True
- C. Fill in the blanks :
 1. Adobe Pagemaker 2. untitled
 3. left right 4.
 5. portrait 6. object linking and embedding
 7. .p65 8. Desktop publishing
 9. not printed
- D. Give the use of following keyboard shortcuts :
 1. Do yourself. 2. Do yourself.
 3. Do yourself. 4. Do yourself.
 5. Do yourself
- E. Give the significance of following in text handles of text blocks.
Do yourself.

Part 'B'

A. Answer the following questions :

1. DTP tools are used to perform following main functions :
 - * Organize ideas
 - * Visualize every page
 - * Arrange the text and graphics in an attractive manner
2. Step 1 : Click on start.
Step 2 : Select program from the list of option.

Step 3 : Select Adobe.

Step 4 : Click on Adobe pagemaker 6.5.

3. Menu bar, Title bar, Ruler bar, Page tab, Work area, Scroll bar.
 4. Guidelines helps you to arrange text and graphics in the desired location or style. Guidelines may be of different types as :
Vertical guideline : The guideline along vertical plane.
Horizontal guideline : The guideline along the horizontal plane.
 5. In pagemaker we can merge graphics with text.
 6. Paper size, orientation of paper, dimension of page, printing option, number of paper, starting page number and page margins determine the document style in pagemaker.
 7. Master page is the model page, where you specially the setting for the complete page maker file. Whatever you write or set, write on the master page the same will appear on all the pages.
 8. Undo facility helps you to cancel the previous work you did.
 9. Pagemaker does not support undo on following :
 - * changing text or paragraph attributes.
 - * selecting or cancelling selection.
 - * changing colour definition.
 - * pasting after cutting or copying with painter tool.
 - * changing page view or size.
 10. Views helps to organize and plan the entire work. Pagemaker provide different ways to display the same page according the user need.
The view can be 25%, 50%, 75%, 100%, 200%. To page view fit in window, you may give the view % according to your choice by typing in zoom box. This is useful in locating any part of text or graphic hand . To view smaller size of the zoomed view press Alt key along with Ctrl + Space bar keys the magnifying glass will turns to minus sign indicating reduction in display size.
- B. Give the use of following tools :
1. Crop : To trim the graphics.
 2. Line : To draw straight line in any direction.
 3. Constrained line : Draw vertical or horizontal line.
 4. Rectangle frame : To create rectangular place holder for text and graphics.

5. Ellipse : To draw circles and ellipse.
 6. Polygon : To draw polygon.
 7. Polygon frame : To create polygonal place holder.
 8. Magnifier (Zoom) : To increase display size.
- C. Explain the following menu or menu options :
1. New : This option opens a new document by displaying document setup dialog box and new page is displayed in window view.
 2. Open : This option opens already saved pagemaker files.
 3. Place : This option assist you to import text graphics. So that it can be placed on the specific page of the document. It displays place document dialog box, which make your importing work easy.
 4. Edit story : This view supports the editorial changes. You can make the changes in text using edit story view of the menu.
 5. Original : This facility of menu is used in the conditions where you have added some contents in the pagemaker from some other programs using either place or OLE (object linking and embedding) commands. If modification are needed to be done on such work then edit = original will open the original programs where the modification can be carried out.
- D. Give the steps to do the following.
Do yourself.

Lesson 5 : Data Handling

Part 'A'

A. Multiple Choice Questions :

- | | | | |
|---------|--------|---------|----------|
| 1. (ii) | 2. (i) | 3. (ii) | 4. (iii) |
| 5. (ii) | | | |

B. True or false :

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

C. Fill in the blanks :

1. database management system
2. .mdb
3. similar
4. Relational data base management system
5. status bar
6. decided

D. Give the process to do following in MS Access.

1. Do yourself.
2. Do yourself.
3. Do yourself.
4. Do yourself.

Part 'B'

A. Answer the following questions :

1. For the quick retrieval of data, computers are equipped with few DBMS (Data Base Management System) software which can act as a powerful record keeping software.

Few tools commonly available for data base management are :

dBase III

dBase IV

Fox Pro

Visual Fox Pro

Oracle

Microsoft Access

2. Following are the types of operations that can be done on a database software :

- * Adding a new record in a new database table.

- * Modifying or editing the existing record.

- * Deleting unwanted records.

- * Appending : It is the process to add new record in already created table.

- * Sorting or rearranging the record according to same criteria.

- * Performaing claculation you can perform calculations on any numeric data stored on the computer.

- * Search : You can search any information from big database in few seconds.

- * Printing reports : You can generate any kind of report based on any criteria from the database quickly.

3. Data of similar type represented in columns form a field. Each row in the database table is considered as record.

4. To start Access on your PC click on :

Start button

Program

Microsoft Access

5. Microsoft Access provides different ways to create database. It can be created in following ways :

- (i) In design view

- (ii) Table using wizard

- (iii) By entering data

6. Field Name : In the field name you may use any name to assign the data specific type but you must remember that all the field names must follow the stick naming conversions are :
 - (i) Field name should be meaningful.
 - (ii) It must be a short hand expression like name, fname for father name, Mname for mother name, DOB for date of birth.
 - (iii) It must be given without space or punctuation marks.
7. Do yourself.
8. Do yourself.
9. You can display the records of the database in the form of simple report. To create a report you need to click on report tab from object window. Again two choices will be offered to you as :
 - * Create report in design view.
 - * Create report using wizard.
- B. Give the benefits of :
 1. Electronic data handling tools help us to add and modify the new records, sorting and rearranging the record according to some criteria.
 2. Design view feature helps you to create a data for a specific topic.
 3. Filtering helps us in searching any data from the database.
- C. Done earlier.

Lesson 6 : PowerPoint

Part 'A'

A. Multiple Choice Questions :

- | | | | |
|---------|----------|----------|---------|
| 1. (ii) | 2. (iii) | 3. (iii) | 4. (iv) |
| 5. | | | |

B. True or false :

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

C. Fill in the blanks :

- | | |
|--|----------------|
| 1. presentation | 2. Custom show |
| 3. part | 4. audiences |
| 5. slide show menu | 6. web browser |
| 7. internet explorer, netscape navigator | |
| 8. slide sorter view | |

Part 'B'

A. Answer the following questions :

1. Custom shows are the shows which are created after extracting few slides from the presentation file containing large number of slides. Custom shows are used in the cases where the original presentation file has large number of slides which may not be used to show to the specific group of audiences.
2. Custom show can be created by using slide show menu.
3. The benefit of presenting ideas on web is that on the web your work can be viewed by large number of audiences, which may be of different geographical locations.
4. Do yourself.
5. PowerPoint provides the following types of presentation :
Self run presentation and manually controlled presentation.
6. Do yourself.
7. Pack and Go is an automatic utility that assemble different pieces of your presentation into a neat little package that you can run on any computer, even the one which is not equipped with powerpoint software.
8. Do yourself

B. Give the features of following dialog boxes displayed in powerpoint :

1. Custom show box provides you the facility to create a new custom shows.
2. Setup show box : The remaining settings of the slide show can be done by using the set up show box.
3. Pack and go wizard ; Done earlier

C. Write short notes on :

Do yourself.

Lesson 7 : Photoshop

Part 'A'

A. Multiple Choice Questions :

- | | | | |
|----------|--------|--------|---------|
| 1. (ii) | 2. (i) | 3. (i) | 4. (iv) |
| 5. (iii) | | | |

B. True and false :

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

C. Fill in the blanks :

- | | |
|---|--------------|
| 1. Corel photopaint and Adobe photoshop | |
| 2. Adobe | 3. .tif |
| 4. Shift + tab | 5. zoom tool |
| 6. Healing brush tool | 7. crop |
| 8. brush | |

D. Give the tool activated by following alphabet :

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

Part 'B'

A. Answer the following questions :

1. Adobe photoshop is an image processing software mainly used for photo retouching and manipulating image. Some image base you may also create some original piece of art.
2. To start photoshop you need to follow the steps given below :
Step 1 : Click on program launcher start button.
Step 2 : Select program from the list.
Step 3 : Select Adobe from program list.
Step 4 : Select Adobe photoshop.
3. The photoshop opening screen is little different from other softwares as photoshop does not provide any work area in the beginning of launching of software. This may be because it works on the photographs or images which are brought to it from other sources and in any case if you want to make some of your own images you may open a new file.
4. Following are the components of photoshop consist on are :
Title bar, Menu bar, Tools option bar, Palette wall.
5. This indicates the name of software, file name, control buttons and also the size of the work area in percentages.
Every new file in photoshop is opened as untitled or the referred name of the photogroups and it is saved by default with .Tif extension.
6. Hue refers to the shade of colours being used in an image. It is generally identified by the name of the colour. While

adjusting the Hue of the colour it changes the value of colour as it move around the color wheel.

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

7. The act of cutting the unwanted part from the image is called cropping.

Select the crop tool from the toolbox, select the area in the image that you need to crop.

B. Explain the following in brief :

1. Do yourself.
2. Do yourself.

C. Give the use of following tools :

1. Rectangle Marquee : Rectangle Marquee tool is used to make a rectangular selection.
2. It is used to make an elliptical selection.
3. Lasso tool lets you draw both straight edged and freehand segments of a selection border.
4. Eraser : The eraser tool changes pixel in the image as you drag through them. If you are working in the background, then the pixels change to the background colour otherwise the pixels are erased to transparent.
5. Gradient : The Gradient tool create a gradual blend between multiple colour. You can choose from present gradient files or create your own.
6. Blur : The blur tools softens hard edges or areas in an image to reduce detail.
7. Rectangle Tool is used to draw rectangles.
8. Line tool is used draw lines.
9. Polygon tools is used to draw polygon.
10. Dodge Tool is used to lighten area of the image.
11. Horizontal type tool is used to type text horizontally.
12. You can create user defined slices with the slice tool.
13. Brush tool creates soft strokes of colours.
14. If the entire image is not visible in the document window, you can navigate it to bring another area of the image into view using hand tool.

D. Do yourself

Lesson 8 : MS Frontpage

Part 'A'

A. Multiple Choice Questions :

1. (ii)
2. (ii)
3. (i)
4. (iii)
5. (ii)

B. True or false :

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

C. Fill in the blanks :

1. HTML
2. Hyper Text Markup Language
3. Frontpage
4. Horizontal or vertical
5. page properties
6. webpage, .HTML
7. horizontal rule
8. six

D. What are the colour specifications of :

1. Dark blue
2. Red
3. Purple

E. Give the procedure of following :

1. Select programs then click on Microsoft Front Page.
2. Follow the steps given below :
Step 1 : Select File menu and click on New.
Step 2 : Choose page. A new screen will appear giving you the choice for different pages.
3. To assign the title to the webpage :
Right click the mouse anywhere in the page a popup menu will appear select page properties option page properties window appears as :
Enter the title content for the page in the title text box later click on.
4. You can set background for the webpage by using page properties window, which will appear when you right click on the page from the different tab list, click on background. Set the colour or picture as you would like to set to the webpage and then click on OK.
5. You can use page properties window to set page margins. Click on margin tab and specify the value of both top and left margins in the document.

6. Place the cursor where you want horizontal line to display click on insert menu.

Select horizontal line option from the list.

The horizontal line properties box appears, set the properties for size, shading, alignment and colour and click OK. Horizontal rule appears.

7. You can insert hyperlinks on any text or image by right clicking on text to be linked a popup list will appear choose hyperlink from the list.

A dialog box will appear asking the location of the destination, give the specified file name and location and click on OK.

The text will be linked now.

8. By using save button on the standard tool box.

Or

Clicking of file menu, select save from the list.

A dialog box will appear asking the filename. Every file is save as a webpage in the front page.

Part 'B'

A. Answer the following questions :

1. Frontpage helps you in creating publishing and managing websites.
2. HTML is a language used to design webpage which helps in allotting hyperlinks (Connectivities) by using its commands for network .
3. In case when you don't know HTML, frontpage automatically provides the equivalent HTML/coding for the created webpage.
4. MS Frontpage provides different features like :
 - * It provides the background to create webpages.
 - * It automatically provides the equivalent HTML coding for the created webpage.
 - * It also provide frontpage explorer in its preview mode, where you can view the output closely resembling the web browser.
5. Title bar represents the name of the software and file used.
6. Lists are created to display the data as the collection of separate rows,
Two types of lists are :
 - * Numebered lists
 - * Bullet list

7. Themes are the collection of coloured links, banners etc which decide the platform for the webpage. It gives consistant appearance to the webpage.
You may apply theme to the webpage, as it will appear on the final screen.
You can apply themes by :
 - * Clicking on format menu.
 - * Select theme option from the list.
 Made the selection of the needed theme and click on OK.
8. The simplest layout of data is displayed as the matrix of row and columns. Row and column intersects at a position called cell. Every cell can contain text, images and even other table depending on the rest. To insert table you need to either
 - * click on Insert toolbar or
Click on table menu.
 Select insert table option from the list. Insert table dialog box will appear asking the number of row and column you wish to insert in the database table :
Give the values to row and column. Click on OK.
The table will be created for you.
9. To open a cell property box, right click on the cells you want to change the property for :
Cell properties dialog box appear :
Change the value of the needed setting and click on OK.
- B. Standard tolbar, Title bar, Menu bar, Formatting tool bar, View tab, Work area, View panel box are the components of Microsoft Front page.
- C. You can make your form look attractive by using the following elements : Text box, check box, option bottom, text area, push bottom and table options.
- D. Hyperlinks is the process of establishing connection within the file or different locations.
Rest part done earlier.
- E. Differentiate between :
 1. Active and Visited links
Active hyperlink : Whenever you access any links or in other words as soon as you click on links, it becomes active and its colour from link colour changes to active link colour. By default red is the colour for active link.
Visited hyperlink : Once you have reached the site and you

are back to the original page, then the link colour changes indicating that the link has been used earlier. This is called visited hyperlink. By default purple is default visited hyperlink colour.

2. Check box : This is a choice box which allow many choices from group of choice. They are represented by small square box and the selection is shown by mark.

Option box : This is another category of choice box, but this restrict you choices input in a way that you can select any one choice from list of choices. It is represented by a small circular box and selection is shown by .

3. Text box : This is the place where user can enter comments while executing your program.

Text area : This box is used when you need multiline text.

4. Internal : These are the links within document they help to access big document.

External linking : These are the linking to the external web server these link will always have complete URL.

Lesson 9 : Spreadsheet – MS Excel

Part ‘A’

A. Multiple Choice Questions :

- | | | | |
|---------|---------|---------|----------|
| 1. (ii) | 2. (ii) | 3. (ii) | 4. (iii) |
| 5. (ii) | | | |

B. True and false :

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

C. Fill in the blanks :

- | | |
|-----------------|--------------|
| 1. worksheets | 2. chart |
| 3. pie | 4. bar chart |
| 5. chart wizard | |

Part ‘B’

A. Answer the following questions:

- Following are the benefits of using Excel :
 - Analyzing the data.
 - Taking meaningful decisions.
- Charts are way to represent the data in the form of simple pictures. In other words you can say that pictorial representation of data is known as chart or graph.

3. The use of chart is encouraged to display the huge data because of following main reasons :
 - (a) Number in a chart can be represented quicker.
 - (b) Charts can be used for a large audience in a picture format.
 - (c) They are easy to understand.
 - (d) Decision making can be done at the faster extent.
 - (e) The figures in the charts are visually attractive.
 - (f) It is the perfect way for easy comparisons.
4. The bar chart is usually used to display the values in the form of bars. You can compare the figures by means of different bar.

The pie chart is usually used to present the data in terms of percentages. Generally represented with in a circle limits.
5. Do yourself.
6. Short notes on :
 - (i) Charts are way to represent the data in the form of simple pictures.
 - (ii) Wizard : Wizards are the set of guidelines provided by the software to do a specified task. The step by step procedure is given by the program which has to be followed by the user and at last the task is completed according to the user given instruction and choices.

