

Computer Studies

Keys

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Computer-1

CH-1 COMPUTER A WONDER

Exercises

- A.** 1. Calculate, 2. Natural, 3. Petrol, 4. Man-made, 5. Machine
- B.** 1. False, 2. False, 3. False, 4. False, 5. True
- C.** 1. (a), 2. (a), 3. (c), 4. (b), 5. (c)
- D.** 1. (d), 2. (a), 3. (e), 4. (b), 5. (c)
- E.** 1. Aero plane, car
2. Mixer, Washing Machine
3. (i) Work very fast, (ii) Save time
4. Plant, sun
5. Sewing Machine, Rickshaw

Activity Based Questions

1. Computer, 2. Rock, 3. Plant, 4. Chair
5. Cart

CH-2 COMPUTER USED IN OUR LIFE

Exercises

- A.** 1. records, 2. calculate, 3. messages, 4. music, 5. games
- B.** 1. True, 2. False, 3. True, 4. True, 5. False
- C.** 1. (c), 2. (c), 3. (a), 4. (c)

D.



Drawing pictures



Send and receive
E-mail



Book ticket



Office work

- E.** 1. (a) To type letters.
(b) Send or receive messages.
2. Railway station, airports, office.
3. Yes, we can do our homework on a computer.

Activity Based Questions

1. Withdraw money
2. Send and receive E-mail
3. Swimming
4. Calculation
5. Play games
6. Run

CH-3 PARTS OF A COMPUTER

Exercises

- A.** 1. Input, 2. Monitor, 3. Central Processing Unit, 4. Data
5. Pointing
- B.** 1. False, 2. False, 3. True, 4. False, 5. True
- C.** 1. (a), 2. (a), 3. (a), 4. (c)

D.



Keyboard Mouse CPU Monitor

- E.** 1. CPU is the brain of computer.
2. Monitor is the part of computer is used to display result.
3. Keyboard is used to type letters, numbers or words.
4. Visual Display Unit (VDU)

Activity Based Questions

- Monitor 3
- Keyboard 4
- Mouse 6
- CPU 1

CH-4 HOW TO START A COMPUTER

Exercises

- A.** 1. Desktop, 2. Start button, 3. Shut down, 4. Icons
- B.** 1. False, 2. True, 3. False, 4. False, 5. True
- C.** 1. (b), 2. (b), 3. (b), 4. (a)

- D. 1. (c), 2. (d), 3. (a), 4. (b)
- E. 1. Cortana is an intelligent personal assistant (or simply IPA).
 2. The graphical symbol on desktop is known as Icons.
 3. Click on power button and option.
 4. 1. Maintain silence in the lab.
 2. Enter computer lab in a queue.

Activity Based Questions

- Across** – 1. Icons
 2. Taskbar
- Down** – 1. Start
 2. Desktop

CH-5 KNOW ABOUT KEYBOARD

Exercises

- A. 1. keyboard, 2. number, 3. Spacebar, 4. Backspace, 5. two
- B. True, 2. True, 3. False, 4. True, 5. True
- C. 1. (c), 2. (a), 3. (b), 4. (b), 5. (b)
- D. 1. (c), 2. (d), 3. (b), 4. (a)
- E. 1. Backspace key act like an eraser.
 2. Spacebar key is used to insert spaces between words.
 3. 26 keys are there on a keyboard.
 4. Two enter keys are there on a keyboard.
 5. Special key are used to perform special task.

Activity Based Questions

Do yourself

CH-6 USING A MOUSE

Exercises

- A. 1. Draw, 2. 3, 3. open, 4. tail, 5. click
- B. 1. True, 2. False, 3. True, 4. False, 5. False
- C. 1. (a), 2. (c), 3. (a), 4. (b)
- D.




To move the mouse pointer



Double click
 To open an item



Click
 To select an item



Rotate
 The mouse pointer looks like

- E. 1. We fix the tail of a mouse to CPU.
 2. We clicking right button to see the possible action that can be applied on the selected item.
 3. Index finger must be placed on the left mouse button.
 4. Pointer moves on the screen when we move the mouse.
 5. We call clicking the pressing of mouse button.

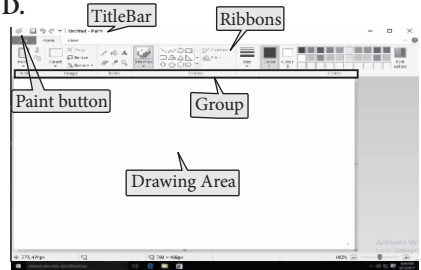
Activity Based Questions

Do yourself

CH-7 MS PAINT

Exercises

- A. 1. Ribbon, 2. Tab, 3. Paint, 4. Quick Access, 5. Eraser
- B. 1. True, 2. False, 3. True, 4. True, 5. True
- C. 1. (c), 2. (b), 3. (b), 4. (c)
- D.



- E. 1. Pencil tool, Brush tool.
 2. Size button is used to change the thickness of a line.
 3. Pencil tool is used to draw a free hand drawing.
 4. Line tool is used to draw a line.
 5. We use eraser tool to remove the extra or wrong drawing.

F. Do yourself

Activity Based Questions

Do yourself

CH-8 TUX TYPING

Exercises

- A. 1. Tux typing, 2. Tux penguin, 3. spacebar, 4. Esc keys

- B. 1. True, 2. False, 3. True, 4. True
 C. 1. (b), 2. (b), 3. (a), 4. (c)
 D. 1. Step-1: In menu option choose fish cascade.

Step-2: Select the level.

Step-3: Select the option.

Step-4: Select the alphabet option.

2. Tux Penguin start eating the fish when press a particular alphabet on keyboard in a fish cascade game.
 3. Tux typing is a simple typing tutor program.
 4. In Comet Zap game Tux Penguin defends the Earth from the meteorites impact.

MODEL TEST PAPER-1

1. a. (iii), b. (iii), c. (i), d. (i), e. (iii)
 2. a. Input, b. Central Processing Unit, c. music, d. games, e. natural
 3. a. True, b. False, c. False, d. True, e. False
 4. 1. Rickshaw and sewing machines need Human power.
 2. Hospital, Bank and Railway station computers are used.
 3. Monitor is used to display result.
 4. Start menu is displayed on clicking start button.
 5. Visual Display Unit (VDU)

5.



Drawing pictures



Send and receive E-mail



Book ticket



Office work

MODEL TEST PAPER-2

1. a. (ii), b. (i), c. (ii), d. (i), e. (iii)
 2. a. Number, b. Open, c. Quick Assess, d. Tux Penguin, e. Click
 3. a. True, b. False, c. False, d. True, e. False
 4. a. Two enter keys are there on a keyboard.
 b. In comet zap game Tux Penguin defends the earth from the meteorites impact.
 c. Index finger must be placed on the left mouse button.
 d. Pencil tool is used to draw a freehand drawing.
 e. Tux Penguin start eating the fish when press a particular alphabet on keyboard in a fish cascade game.

5.



To move the mouse pointer



To open an item



To select an item



The mouse pointer looks like

Computer-2

CH-1 COMPUTER A MACHINE

Exercises

- A. 1. E-mails, 2. Books, 3. Items, 4. Medical
 B. 1. True, 2. False, 3. False, 4. True
 C. 1. (b), 2. (a), 3. (c), 4. (c)
 D. 1. (c), 2. (a), 3. (b), 4. (e), 5. (d)
 E. 1. Hospitals, Banks
 2. (i) Desktop computer,
 (ii) Laptop computer,
 (iii) Tablet computer.

3. (i) **Storage** : Computer can store a large information.
 (ii) **Speed** : Computer work very fast and do many job at the same time.
 (iii) **Accuracy** : Computer does not make any mistake.
 4. Uses of computer in a bank:
 1. The details of our accounts in the bank.
 2. Withdraw money from ATM.

My Activity

- | | | | |
|---------------|-------------------------------------|------|-------------------------------------|
| Type Letter | <input checked="" type="checkbox"/> | Jump | <input checked="" type="checkbox"/> |
| Print bills | <input checked="" type="checkbox"/> | Jog | <input checked="" type="checkbox"/> |
| Book Tickets | <input checked="" type="checkbox"/> | Walk | <input checked="" type="checkbox"/> |
| Play music | <input checked="" type="checkbox"/> | | |
| Store records | <input checked="" type="checkbox"/> | | |

CH-2 PARTS OF A COMPUTER

Exercises

- A. 1. Electronic, 2. Four, 3. Power, 4. Mouse, 5. 104
- B. 1. False, 2. True, 3. True, 4. False, 5. True
- C. 1. (c), 2. (c), 3. (a), 4. (c), 5. (c)
- D. 1. Monitor, CPU, Mouse and Keyboard is a main parts of a computer.
2. CPU called the brain of computer.
3. Keyboard is enter information into a computer.
4. Mouse is used to point, move and select any item on the monitor. Mouse is used to play games and draw pictures.
5. There are three types of printers:
1. Dotmarix, 2. Inkjet, 3. Laser Printer

My Activity

Do it yourself.

CH-3 HOW DOES A COMPUTER WORKS

Exercises

- A. 1. Data, 2. Input, 3. Device, 4. Output, 5. Fast
- B. 1. True, 2. False, 3. True, 4. False, 5. True
- C. 1. (d), 2. (d), 3. (b), 4(a)
- D. 1. The three steps on a computer works Input – Processing – Output (I-P-O)
2. Keyboard and Mouse are used to enter data into a computer.
3. Monitor is the part of a computer which display the output.
4. **Computer :**
1. It has very large memory.
2. It can work on numbers and alphabets.
- Calculator**
1. It has less memory.

2. It can work only on numbers.

- E. 1. (c), 2. (a), 3. (b)

My Activity

1. Input, 2. Output, 3. Processing, 4. Input, 5. Output, 6. Processing

CH-4 OPERATING A COMPUTER

Exercises

- A. 1. Power, 2. UPS, 3. Start, 4. Icon, 5. Right
- B. 1. True, 2. True, 3. True, 4. True, 5. False
- C. 1. (b), 2. (b), 3. (b), 4.(a)
- D. 1. (e), 2. (c), 3.(d), 4. (b), 5. (a)
- E. 1. The Steps are:
(a) Switch ON the main power supply button.
(b) Switch ON the UPS.
(c) Switch ON the power supply button of the CPU.
(d) Finally Switch ON the Monitor button.
2. The computer is switched on, a screen will display on the monitor called desktop.
3. An icon is a small picture of the program shown on the desktop.
4. The blue Title bar indicate means 'it is active'.
5. The use of Recycle Bin is stores all the deleted folders and files.

My Activity

1. Desktop, 2. Title bar, 3. UPS

CH-5 THE KEYBOARD

Exercises

- A. 1. Spacebar key, 2. Number, 3. Delete, 4. Shift, 5. Right arrow.
- B. 1. False, 2. True, 3. False, 4. False, 5. False, 6. False
- C. 1. (a), 2. (d), 3. (a), 4. (b), 5. (b), 6. (c)
- D. 1. (c), 2. (a), 3. (e), 4. (b), 5. (d)
- E. 1. Three types of keys on the keyboard
(a) Alphabet keys
(b) Number keys
(c) Special keys

2. & (and sign)
3. Special keys are:
 1. Spacebar Key, 2. Enter key, 3. Caps Lock key, 4. Backspace key
4. Arrow keys help us to move cursor on the screen.
5. Delete key and Backspace keys are used to erase the typed letters.

My Activity

- Top Left Function keys
- Top Right Number keys
- Bottom Left Space bar
- Bottom Right Arrow Keys

CH-6 MICROSOFT PAINT 2016

Exercises

- A. 1. Paint, 2. Command, 3. Title, 4. Blank, 5. Eraser
- B. 1. False, 2. False, 3. True, 4. False, 5. True
- C. 1. (a), 2. (b), 3. (c), 4. (a)
- D. 1. (e), 2. (c), 3. (b), 4. (a), 5. (d)
- E. 1. Title bar displays the program name and file name.
2. Tab is the part of window which contains tool arranged in different groups.
3. Drawing area is used to draw and colour a picture.
4. Eraser tool is used to erase a drawing.

My Activity

1. Drawing Area, 2. Rectangle Tool,
3. Eraser Tool, 4. Save Button
5. Quick Access Toolbar

CH-7 MICROSOFT WORD 2016

Exercises

- A. 1. MS Word, 2. Create, 3. File, 4. Ctrl + N, 5. Ctrl + O
- B. 1. False, 2. True, 3. True, 4. True, 5. False
- C. 1. (c), 2. (a), 3. (c), 4. (c), 5. (b)
- D. 1. These steps are opening MS Word:
 1. Click on Start button.
 2. Select All apps option in Start menu.
 3. A menu in alphabetical order will open.

4. Click MS Word 2016 will appear.
2. These steps are create a new file:
 1. Click on the file tab.
 2. Select New option.
 3. Caps list will appear Double-click on the blank document. A new file will open.
3. To exit MS Word, Click on Exit in File tab. The MS Word will be closed.
4. To open an existing file following these steps:
 1. Click on the File tab and select open option.
 2. A pane on right side will be open and click on browse to find the saved file which you want to open.
 3. The open dialog box will appear.
 4. Select the file by clicking on its name and click the open button.
 5. The file tab is the button that gives you have basic commands like New, Open, Save, Print, Exit, etc. This is the place to come when you need to create a new document. Open a saved file or print a document etc.

My Activity

1. Title bar, 2. Zoom control,
3. Document Area, 4. Status bar

CH-8 TUX IN MATH

Exercises

- A. 1. 999, 2. Hall of frame, 3. meteors, 4. 1, 5. igloos
- B. 1. True, 2. True, 3. False, 4. True, 5. False
- C. 1. (a), 2. (a), 3. (c)
- D. 1. Tux math is an educational as well as recreational game that helps the practice of simple arithmetic operations of addition, subtraction, multiplication and division.
2. Max-answer option sets the maximum value that any of the operands or the result can hold in any of the operations.
3. Fraction-to-keep is a percentage expressed as decimal number between 0 and 1, and indicates the number of operation.

4. For each of the operations we can decide if we allow the player to answer the result (last) or also allow the unknown to solve is one of the operators (first and middle).
5. The failed questions are asked again in random order if the value is 1. The game continues until all the questions have been answered correctly or igloos have been destroyed.
If the value is 0, all issues failed or not are re-inserted at the end of the list of questions. The game can only end when all igloos are destroyed.

MY ACTIVITY QUESTIONS

MODEL TEST PAPER-1

- A. 1. (c), 2. (c), 3. (a), 4. (a)
- B. 1. False, 2. True, 3. True, 4. False
- C. Output → processing → Input
- D. 1. Three types of computers are:
 - (i) Desktop computer, (ii) Laptop computer, (iii) Tablet computer
2. CPU is called the brain of the

computer.

3. Keyboard is used to enter data into a computer.
4. The Title bar is gray in colour it means the file is not active the title bar.

MODEL TEST PAPER-2

- A. 1. (a), 2. (b), 3. (c), 4. (a)
- B. 1. Clicking, 2. Enter, 3. Drag, 4. Backspace
- C. 1. False, 2. True, 3. True, 4. True
- D. 1. Special keys are:
 - (i) Spacebar key, (ii) Enter key, (iii) Caps Lock key, (iv) Backspace key
2. In most cases, a double click with the left mouse button and is used to open or execute a file, folder, or software program.
3. It is a collection of related commands.

Computer-3

CH-1 PARTS OF A COMPUTER

Exercises

- A. 1. Information, 2. Store, 3. Input, 4. CU, 5. CPU
- B. 1. False, 2. True, 3. False, 4. False, 5. True
- C. 1. (a), 2. (c), 3. (a), 4. (b)
- D. 1. Computer is an electronic device that works on the principal of IPO (Input Process Output) cycle. It takes input, process it according to given instruction and gives output.
2. CPU is made of three main parts:
 1. MU (Memory Unit)
 2. CU (Control Unit)
 3. ALU (Arithmetic and Logical Unit)
3. CU stands for Control Unit. This unit controls and manages the working of all the part of a computer.
4. CPU is known as the brain of a computer.

5. Computer has a features:

1. Speed : Computer performs

calculation at a very high speed.

2. Storage : A computer can store huge

amount of data and information it has hard disk that stores data and information.

- E. 1. Printer, 2. Joystick

My Activity



1. Speaker



2. Monitor



3. Printer



4. Mouse



5. Scanner



6. Joystick

CH-2 HARDWARE AND SOFTWARE

Exercises

- A. 1. Hardware, 2. Storage device,

3. Output devices, 4. Opening system,
5. Software

- B.** 1. True, 2. False, 3. True, 4. True, 5. False
- C.** 1. (a), 2. (a), 3. (b), 4. (b)
- D.** 1. Parts of a computer that we can touch and feel called hardware. Hardware includes all the input device.

Example : Keyboard, Mouse, Scanner, etc.

2. A group of instructions given to the computer is called software.

Example: MS Paint, MS Word.

3. Hardware

1. Hardware is physical part of computer.
2. Hardware consists of electrical and mechanical components.
3. Hardware is important for software.

Software

1. Software is a set program.
2. Software consists of instruction in computer language.
3. Software is also important for hardware.
4. Operating system is a part of system software that makes computer run. It manages all the input and output operations.

Example: MS-DOS, Windows.

5. Multimedia software is used to play movies on computer.
6. Communication software is used to connect to computer to each other to transfer the data.

Example: Phone Dialer, Dial up networking.

- E.** 1. Printer, 2. Graphical Software

My Activity



Reason : It is an application and it is a part of computer software.

CH-3 UNDERSTANDING WINDOWS

Exercises

- A.** 1. Taskbar, 2. Task view, 3. Window store, 4. Customization, 5. Start
- B.** 1. True, 2. True, 3. True, 4. True, 5. False
- C.** 1. (a), 2. (b), 3. (b), 4. (a), 5. (a)
- D.** 1. Window is an operating system. It is made by a company named Microsoft Corporation USA. When we switch on the computer the operating system gets loaded into the computer which is called windows.
2. Taskbar is located at the bottom of the desktop. Row of buttons and icons in the taskbar. It consists of start button Tool box, Task manager, system tray. Area and notification.
- 3. Features of Windows 10:**
1. Windows 10 is more attractive having a complete set of new pictures, themes and icons.
 2. Window 10 provides a window store application. We can get a lot of free apps, games and songs.
 4. Start button is present at the bottom left corner of the taskbar. On clicking start button a list option appears. This list is called Start menu. This menu contains many options like all Apps, Cortana search box, pair options and same other applications.
 5. A screen saver is a program that usually displays various images on the screen that is on but not in use.
- E.** To add the screen saver do the following steps:
- 1) Click on the Windows icon in the lower left of your screen right next to the search bar.
 - 2) Click on Setting > Personalization > Lock Screen.
 - 3) Scroll down the Lock Screen settings

and click on Screen Saver Settings in the right pane.

4) Here you can adjust the setting according to your preferences.

Windows 10 offers the following six screen savers 3D Text, Blank, Bubbles, Mystify, Photos and Ribbons.

MY ACTIVITY QUESTIONS

CH-4 TUX PAINT

Exercises

- A. 1. Tux Paint, 2. drawing area, 3. selector, 4. Two, 5. Rain
- B. 1. True, 2. True, 3. False, 4. True, 5. False
- C. 1. (a), 2. (d), 3. (b), 4. (c)
- D. 1. Tux Paint has following features:
1. Tux paint is a free software which can be downloaded from internet.
 2. It contains many tools which have various functions.
 3. It is an easy to use software.
 4. Select a tool, it plays a funny sound effect.
 5. It provide many stamp tool.
2. Stamp tool enables you to put a stamp and add an image in a drawing. Stamp is a readimade part that can be used to make some pattern by repeating. Follow the steps given below to apply stamps:
1. Click stamp button.
 2. Choose the stamps.
 3. Use slope bar to increase or decrease the size of stamp.
 4. Place the mouse on canvas and click, the select stamp will be pasted.
 5. Click on mirror option and select mirror button to paste mirror image of stamp.
3. Bricks tool is a small and large bricks using. The bricks tools have small bricks and large bricks.
These are following steps to use bricks tool in drawing:

(i) Select the Brick tool (small and large) from the sub-tool bar of magic tool.

(ii) Click on the canvas and you want draw bricks and click there Bricks will we drawn at the desired location.

4. Rain tool is used to add rain drops in your drawing.

These are following steps apply it in drawing.

(i) Click magic tool and choose the Rain tool from the sub-tool bar.

(ii) Click on the canvas and where you want to add rain effect and click there.

Activity Based Questions:

Ananya should use 'Brick Tool' to draw a pucca house. She must use following steps to draw a pucca house:

1. Select Brick tool (small or large) from the sub-tool bar of magic tool.

2. Place the cursor on the canvas where you want to draw and click there. Bricks will be drawn at the desired location.

CH-5 EDITING TEXT IN MS WORD 2016

Exercises

- A. 1. Editing, 2. Overtime, 3. Moving, 4. Ctrl+C, 5. thesaurus
- B. 1. True, 2. True, 3. False, 4. True, 5. True
- C. 1. (b), 2. (c), 3. (c), 4. (b), 5. (c)
- D. 1. MS Word 2016 is a latest version of application software used for word processing. It was introduced by Microsoft Corporation on 22 September 2016. We can do following things with the help of MS Word 2016:
1. Produce letters, reports, notices, etc quickly and in a presentable manner.
 2. Insert graphics and make use of various drawing tools to draw pictures.
 3. Copy and move the text from one location to another.

2. Features of MS Word 2016:

1. Moving, copy and delete the text.
2. Checking Spelling and Grammar.
3. Using Thesaurus.

3. **Moving Text** : Moving a text means to shift text from one location to another location in the same document or in another document.

Copying Text: Copying a text means to prepare and display the copy of selected text from one location in a document to another location in the same document or in another document.

4. Use following steps to make a spell check in MS Word 2016:
1. Right click on the misspelled word.
 2. A short-cut menu is display and show suggestions to replace the misspelled word.
 3. Select the correct spelling.
 4. Automatically replace the incorrect spelling with the selected option.

- E. Mohit can use 'Thesaurus' to replace a word with a similar meaning word and make bettersense.

Activity Based Questions

1. Undo, 2. Thesaurus, 3. Moving Text,
4. Redo

CH-6 FORMATTING A DOCUMENT

Exercises

- A. 1. Home, 2. Super script, 3. Bullets,
4. Calibri, 5. Drop caps
- B. 1. False, 2. True, 3. True, 4. False, 5. True
- C. 1. (d), 2. (c), 3. (d), 4. (c), 5. (c)
- D. 1. Formatting means changing and arranging text in a document to make it attractive. Formatting is a process of making certain text bold or underline or setting its font, size, colour, setting lines spacing, tabs, etc.
2. We can change the text colour in MS Word the following steps:
1. Select the text and click on Home tab.

2. Click on the drop-down arrow in Font colour box.
3. Selected colour and selected text is displayed in the colour.

3. Following changes are available in MS Word 2016:

Changing Font Type, Text Colour, Text Case, Superscript and Subscrip etc.

4. A large initial letter that drops below the first line of a paragraph is called drop cap. It is used to give a graceful and fancy look to a document.

To apply drop cap follow these steps:

1. Select the first word of the document.
 2. Click on insert tab and select on Drop Cap button in Text group.
 3. Define the parameters in Drop Cap options id required.
 4. Click on OK button.
5. Superscript option: Superscript option places the selected text slightly above the baseline.

Subscript option: Subscript option places the selected text slightly below the baseline.

6. To apply border and shading effect following steps:

1. Select the text and click on the drop-down next to the border button in paragraph group in Home tab.
2. Select the Borders and shading option.
3. The border and shading dialog box appears.
4. Select the line style using the scroll bar in style section.
5. Select the desire colour from the colour section.
6. Choose the line width from the width section.
7. Click on OK to finalize the selections made.






E. 1. Yes, we can apply in our document. We have to apply drop cap common on that letter. To apply drop cap follow these steps:

- ❖ Select the first word of the document.
 - ❖ Click on Insert tab > and select on drop cap button in text group. Define the parameters in Drop cap option is required click on OK button.
2. To enhance the beauty of the text, we can add a variety of borders and shading effects to a paragraph or to entire page.

To apply border and shading effect do following steps:

1. Select the text and click on the drop-down next to the border button in paragraph group in Home tab.
2. Select the border and shading option.
3. The Border and shading dialog box is appears.
4. Select the line style using the scroll bar in style section a drop down menu is displayed.
5. Select the desired colour from the colour section.
6. Choose the line width from the width section.
7. Click on OK to finalize the selection made.

Activity Based Questions

1.  (b) To apply drop cap
2.  (a) To subscript
3.  (e) To apply superscript
4.  (c) To apply bullet
5.  (d) To apply border and shading

CH-7 WORKING WITH MSPAINT

Exercises

A. 1. Top left, 2. Resize, 3. Select, 4. MS-Paint, 5. Undo

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

C. 1. (b), 2. (c), 3. (a), 4. (a), 5. (b)

D. 1. MS-Paint is a program which used to draw picture and paint them with different colour.

2. There are seven selection tools:

1. The Rectangle select.
2. The Ellipse select.
3. The Free select (the Lasso)
4. The select contiguous Regions (the magic)
5. The select by colour.
6. The select shapes from image (intelligent scissors)
7. The foreground select.

3. To resize of an object to the following steps:

- ❖ Select the drawing by covering its boundary using Select tool.
- ❖ Select the part of drawing using Select tool.
- ❖ Select the resize option in Image group on Home tab.
- ❖ Click on OK to finalize the selections.

4. There are two ways to flip a picture, horizontal and vertical. To flip a part an object, perform the following steps:

- ❖ Click on the select tool and select the picture.
- ❖ Select the rotate option in the Image group on the Home tab.
- ❖ A list of options display for changing the rotation or flipping.
- ❖ Select desired option displayed list and OK button.

5. Text tool use to add a text below the drawing.

E. He can use copy tool to copy it.

Activity Based Questions:

1. SELECT, 2. FLIP, 3. RESIZE,
4. MAGNIFIER, 5. TEXT TOOL

CH-8 SIMPLE SPRITE MOVEMENT ON SCRATCH

Exercises

- A. 1. Baby, 2. Look, 3. Sound, 4. Stop All Sounds, 5. Set Volume to (%)
- B. 1. True, 2. False, 3. False, 4. True, 5. True
- C. 1. (b), 2. (c), 3. (d), 4. (c), 5. (c)
- D. 1. The following steps are creating a new project in scratch:
1. Click on File menu from the menu bar.
2. Select New option from the drop-down menu.
3. Select the desired option. If you want save or not save your project.
4. New scratch window will be opened.
2. 1. Say ()
2. Think ()
3. Sound block use to play the sound of a sprite.
4. To import a sound follow the steps given below.
1. Click sound tab on Script tab.
2. Click on import button. The import sound box containing different sound effects.
3. Select the desired sound and click OK.
5. Components of sound block:
1. **Play sound:** As this block plays a sound without a delay in its script, it is mainly used when a sound must be played without bothering the script.
2. **Play sound () Until Done (block):** As this block plays a sound and sound pause in its script until the sound is done, it is mainly used when a sound must be played and the script must be kept from continuing until the sound has finished playing.
3. **Play Drum () for () Beats (block):** As the block plays an instrument, it

is widely used when a song is played with the sound blocks.

- E. Deepak need to do following steps to record the prayer:
- ❖ Click **sound** tab on script area.
 - ❖ Click on **Record** button. **Sound Recorder** dialog box will be opened.
 - ❖ Click on **red** circle to record the desired sound.
 - ❖ After finishing click **stop** button.
 - ❖ Click **OK** to save your recorded sound.

Activity Based Questions



CH-9 MAINTENANCE OF COMPUTER

Exercises

- A. 1. Unplug, 2. Keyboard, 3. Dry, 4. Disk scanner, 5. dust, heat
- B. 1. True, 2. False, 3. True, 4. False, 5. False.
- C. 1. (b), 2. (b), 3. (b), 4. (c), 5. (a)
- D. 1. We should wipe the case gently and clear the ventilation part for any hindrances. Compressed air is considered good for this.
2. Moisture and heat are two deadly enemies of the PCs.
3. A disk scanner program is used to repair and detect hard disk errors, fix file allocation table (FAT) errors and reconstruct some damaged information. It searches and remove the unnecessary files from the computer.
4. Cleaning the unwanted files can help to speed up our computer. We can

clean these files using the disk cleaning program.

5. Defragmentation is a program that rearranges, the stored files in a logical order. To overcome the fragment problem we need to defragment the hard disk at least once a month.

E. It happens due to the accumulation of unwanted files. Cleaning these unwanted files can help to speed up her computer. She can clean these files using the disk cleaning program.

The Disk Cleanup program is used to remove unwanted or temporary files. It helps to free up space on the computer's hard disk.

Activity Based Questions

Do yourself

MODEL TEST PAPER-1

- A. 1. (b), 2 (b), 3. (a), 4.(a), 5. (b)
- B. 1. Store, 2. Hardware, 3. Task view, 4. Tux Paint, 5. Editing
- C. 1. False, 2. False, 3. True, 4. True, 5. True
- D. 1. **Features of MS Word 2016:**
1. Moving, copy and delete the text.
 2. Checking Spelling and Grammar.
 3. Using Thesaurus.
2. Stamp tool enable you to put a stamp and add on image in a drawing. Stamp is a ready made part that can be used to make some pattern by repeating. Follow the steps given below to apply stamps:
1. Click stamp button.
 2. Choose the stamps.
 3. Use slope bar to increase or decrease the size of stamp.
 4. Place the mouse on canvas and click, the select stamp will be pasted.
 5. Click on mirror option and select mirror button to paste mirror image of stamp.
3. A screen saver is a program that usually

displays various images on the screen that is on but not in use.

4. **Hardware**

1. Hardware is physical part of computer.
2. Hardware consists of electrical and mechanical components.
3. Hardware is important for software.

Software

1. Software is a set program.
 2. Software consists of instructions in computer language.
 3. Software is also important for hardware.
5. Computer has a features.
1. **Speed** : Computer performs calculation at a very high speed.
 2. **Storage** : A Computer can store huge amount of data and information it has hard disk that stores data and information.

E.



Reason : It is application and it is a part of computer software.

MODEL TEST PAPER-2

- A. 1. (a, b, c), 2 (a), 3. (c), 4. (b), 5. (b)
- B. 1. Un plug, 2. Baby, 3. Top left, 4. Home, 5. Resize
- C. 1. True, 2. True, 3. True, 4. False, 5. True
- D. 1. We can change the text colour in MS Word the following steps:
1. Select the text and click on Home tab
 2. Click on the drop-down arrow in Font colour box.
 3. Selected colour and selected text is displayed in the colour.
2. There are seven selection tools:
1. The Rectangle Select.
 2. The Ellipse select.
 3. The Free select (the Lasso).

4. The select contiguous Regions (the magic).
5. The select by colour.
6. The select shapes from image (intelligent scissors).

7. The foreground select.
3. Text tool use to add a text below the drawing.
4. 1. Say (), 2. Think ()
5. Cleaning the unwanted files can help

Computer-4

CH-1 KNOWING ABOUT YOUR COMPUTER

Exercises

- A.** 1. Output, 2. brain, 3. key, 4. Flash drive, 5. microphone, 6. laser
- B.** 1. True, 2. False, 3. False, 4. False, 5. True, 6. False
- C.** 1. (c), 2. (a), 3. (a), 4. (b), 5. (b)
- D.** 1. Input → Processing → Output
2. A scanner is an input device that help us to put printed pictures, tents and illustrations into a computer. It reads the images and translates the information and send the information to the computer.
3. Web camera is a camera that help us to put images into a computer by directly clicking them. It is used for Web Chart as it helps us to see the person we are chatting with.
4. The device through which we enter data and instructions in the computer are called input devices. The most commonly used input device are keyboard, Mouse.
5. ALU is (Arithmetic and Logic Unit) this unit performs arithmetic operations such as addition, subtraction, multiplication and division. It also perform logical operation. Such as equal to greater than, less than and not equal to.

6. Dot Matrix printer

1. It print the images and text in a form of tiny dots.

2. This printer is slow and noisy and does not produce high quality output.
3. It can print only in black and white.
4. This printer is also called impact printer.

Inkjet printer

1. Inkjet printer prints character by spraying little droplets of ink on a paper.
 2. This printer is much faster than the dot matrix printer.
 3. It can print both black white and colour prints.
 4. This printer is called non-impact printer.
- E.** 1. She play game in computer with the help of joystick.
2. With the help of scanner and printer, we can take the photocopy of her notebook.

My Activity

- | | |
|--------------|-------------------|
| 1. Webcam | 2. Barcode Reader |
| 3. Light Pen | 4. Microphone |
| 5. Joystick | 6. Hard disk |

CH-2 MANAGING FILES AND FOLDERS

Exercises

- A.** 1. Microsoft corporation, 2. File Explorer
3. Shortcut, 4. File, 5. Recycle Bin
- B.** 1. False, 2. True, 3. True, 4. True, 5. True
- C.** 1.(b), 2.(d), 3.(b), 4. (a), 5. (d)

D. 1. Three features of window 10 are :

(i) **The cortana virtual assistant :**

Microsoft virtual assistant, which has been preset in its phone operating system. The most popular features of windows 10.

(ii) **The new and improved start menu :**

The new start menu of windows 10 gives us quick access to app and services.

(iii) **Multiple Desktops:** Windows 10 has a ability to open multiple desktops at the same time.

2. The Cortana is Microsoft's virtual assistant. It is directly accessible from the desktop with either a click or a voice command. It is used as a handy helper when we need to get stuff done.

3.(i) **File :** A file is a collection of related information. It contains all programs and data, and the computer reads and writes files. Files are identified by a shot 'extension' at the end of their home.

(ii) **Folder :** A folder can contain one or more files and it can be emptied with just a name. Folder provided a method for organizing files. Folders are also called directories and they are created on the hard disk.

4. To save a file do the following steps:-

- ❖ Click on File menu.
- ❖ Select save option and save your document in your document folder.

5. Short cut provides a quick and easy access to a program. It allow to create links to program in any folder, start button, taskbar, Desktop or other location on the computer.

6. This PC Icon can be use add as well as remove file or folder.

E. 1. Isha need to do following step to re-name the folder:-

- ❖ Select the file or the folder that has

to be renamed.

- ❖ Right click the mouse button and select the Rename option. Now type the new name that you wish to give to the file or folder.

2. Pooja Need to perform following steps to create a new folder:

- ❖ First of all she navigate to the location where she wants to create a Folder.
- ❖ Right click on a blank space in the folder location. A drop menu will appear.
- ❖ Select New folder. A New folder will created.
- ❖ Give a name to it and press Enter key.

CH-3 MORE ON SCRATCH

Exercises

A. 1. Visual, 2. Scratch, 3. Ask, 4. Variable, 5. Sprite

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

C. 1. (d), 2. (b), 3. (c), 4. (b), 5. (b)

D. 1. Scratch is a free visual programming language. It was developed by Lifelong kindergarden Group within the MIT Media Lab.

The features of scratch are as follows:-

- ❖ Scratch is available free of cost.
 - ❖ It is easy to understand and learn.
 - ❖ It has modified GUL.
 - ❖ Variable can show and hide.
 - ❖ It supports for resolution as small as 800-600.
2. The scripts Area is where scripts can be assembled. To code in Scratch simply drag blocks out form the eight paletters and assemble them in the scripts Area.
3. To open Scratch do the following steps:
- ❖ Click on Start window.
 - ❖ Go to All Apps and click on scratch 1.4.

- ❖ The Scratch window will appear.
4. To Add a new sprite do the following steps:
 - ❖ Click on File menu on the ribbon.
 - ❖ Then click new option. A message will display save or not save your work as you want.
 - ❖ Then a new sprite will open.
 5. Play Instrument in scratch follow the given steps:
 - ❖ Click on Sound menu.
 - ❖ A drop down menu having several menu will come.
 - ❖ Click set the instrument. After clicking a number of instrument will be displayed select any one instrument you want.
 - ❖ Click on play button. The sound will be played.

- E. 1. Aniket perform the following steps to play the guitar.
 - ❖ Click on Sound menu.
 - ❖ A drop down menu having several menu will come.
 - ❖ Click set the instrument after clicking a number of instrument will be displayed. Select any one instrument you want.
 - ❖ Click on play button. The sound will be played.

MY ACTIVITY QUESTIONS

CH-4 MORE ON WORD 2016

Exercises

- A. 1. Word processing, 2. Cut and paste, 3. Formatting, 4. Calibri, 5. Left align
 - B. 1. True 2. True, 3. False, 4. False, 5. True
 - C. 1. (a), 2. (c), 3. (c), 4. (a), 5. (d)
 - D. 1. Text Formatting means changing the look of text or document.
2. Copy and Paste textile do the following steps:-
 - ❖ Select the text you want to copy.
 - ❖ Click on Home tab.
 - ❖ Click on copy option in Clipboard group.
 - ❖ Place the cursor where you want to paste the copied text.
 - ❖ Click on Home tab > clipboard group > paste.
 - ❖ The copied text will be placed at the new place.
 3. MS Word has Four types of alignment starts. These are:-
 1. **Left Alignment:** Left alignment text set each line along the left margin of the document.
 2. **Right Alignment:** It align the beginning of each line of text along the right margin of the document.
 3. **Center Alignment:** It align the text in the center of each line leaving same margin on both side.
 4. **Justified Alignment:** When the text is justified each line fills the entire space from left to right.
 4. To set the page properties, follow the steps:-
 - ❖ Click on File tab.
 - ❖ Click on Info option in the right side properties option will be displayed.
 - ❖ Click the down arrow and select advanced properties.
 - ❖ A pop up window will appear. In this window make the required change.
 5. To preview and print the document, follow the steps given below:
 - ❖ Save your document.

- ❖ Click on File tab.
- ❖ Click the Print option from the left side of the file screen.
- ❖ Use the button at the bottom of the screen to set page.
- ❖ After completing page set up, check the printer connection to your PC printer is ready.
- ❖ Click on Print button. You will get the hard copy of your document.

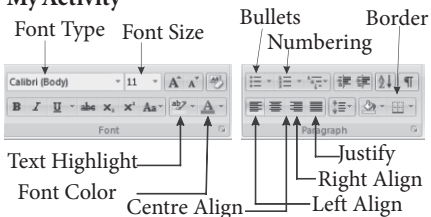
E. 1. Ananya need to perform following steps to bold the heading.

- ❖ Select the heading.
- ❖ Select Bold (B) button in font group.

Ananya have to perform following steps to highlight the important points:-

- ❖ Select the text to be highlighted.
- ❖ Go to font group under Home tab.
- ❖ Choose a color you to highlight the text.

My Activity



CH-5 MORE ABOUT FORMATTING

Exercises

- A. 1. Bullet, 2. Capital, 3. top, bottom, 4. Word Art, 5. Alt+H
- B. 1. True, 2. True, 3. True, 4. False, 5. False
- C. 1.(b), 2.(c), 3. (d), 4. (d), 5. (d)
- D. 1. Difference between bulleted and number list:

Bulleted is a symbol which is used to marked individual item in a list. We can use different types of bullets to mark the list items.

Number list: We can create a number

list. Numbered list is used, where the order of the item is to be given.

To create a bulleted list following the steps:-

- ❖ Type the text to be place in list in different line.
- ❖ Select all the lines containing list items.
- ❖ Select Bullet button in the Paragraph group under Home tab.
- ❖ Bullet style will be appear.
- ❖ Click on the desired style.
- ❖ Select bullet will be applied in the list.

2. Inserting a Special Symbols-

To insert a special symbols follow the steps given below:

- ❖ Click the area in the document where special symbols to the inserted.
- ❖ Click on Insert tab. Go to symbols group and click symbol and then click More symbols.
- ❖ The symbol dialog box will appear. Click on special characters in this box.
- ❖ A number of special characters will appear. Select the desired character and click Insert.

❖ Click close.

3. Insert page number in a document follow the given steps.

- ❖ Click the Insert tab.
- ❖ Select page Number from header & footer group. A drop down list appears.
- ❖ Select the location for the page number.
- ❖ Select the desired style and click Close Header and footer from Close group in the Design tab.

4. Difference between superscript and subscript.

1. A subscript or superscript is a number, letter or symbol that is set slightly below or above the normal line of type.
2. Subscripts appear below the baseline while superscripts appear above the baseline.
3. **For Example:** A footnote or endnote number reference is an example of superscript. (Footnote') and Subscript (H_2O_2).

5. To add WordArt, follow the steps given below:

- ❖ Click the Insert tab. Go to the Text group and click WordArt option. A box containing different text styles will appear.
- ❖ Select the desired WordArt style.
- ❖ Replace the existing text with the selected text in the document.
- ❖ Click outside the text box to place designer text on your document.
- ❖ If you want to change the size of your WordArt, use the resizing handles.

E. 1. Varsha need to follow given steps here below:

- (i) Open the webpage that she want to save.
- (ii) All browsers have the ability to save a webpage, along with all of the media on it. You can quickly open this window by pressing Ctrl+S, or by doing the following:

- ❖ **Chrome** - Click the Chrome Menu button (☰) and select "Save page as".
- ❖ **Internet Explorer** - Click the Gear button, select "File", and then "Save as". If you don't see the Gear button, press Alt

to show the menu bar, click "File" and then select "Save as".

- ❖ **Firefox** - Click the Firefox Menu button (☰) and select "Save Page".

(iii) Give the saved page a name.

(iv) Select a location to save the page.

2. To add a change colour of the page Rohit need to perform following steps:

1. Click Design > Page Colour.
2. Pick the colour you want under Theme Colours or Standard Colours.


My Activity

A	C	M	D	Y	Z	I	Z	L	T	N
V	F	O	R	M	A	T	T	I	N	G
B	O	L	D	A	L	A	L	N	A	B
U	N	P	L	C	I	L	D	E	C	D
L	T	N	Y	M	G	I	M	S	E	F
L	B	Q	Z	Y	N	C	N	P	G	H
E	D	R	Y	G	M	O	T	A	I	J
T	M	T	T	K	E	B	V	C	K	C
S	T	V	W	T	N	U	A	I	M	N
Z	Y	W	U	V	T	N	K	N	O	P
J	U	S	T	I	F	Y	X	G	T	C

CH-6 MORE ABOUT TUX PAINT

Exercises

- A. 1. Tux Paint, 2. 360°, 3. Drip magic, 4. Eraser, 5. Open dialog
- B. 1. True, 2. False, 3. True, 4. True, 5. True
- C. 1. (b), 2. (d), 3. (b), 4. (d), 5. (c)
- D. 1. The following steps for using shapes tool are:
 - ❖ Click the shapes tool in the tool box.
 - ❖ Choose rectangle from the sub-tool box on the right side.
 - ❖ Select color of your choice.







- ❖ Place the mouse pointer to the drawing area.
 - ❖ Select a point on the drawing which will acts as the centre.
 - ❖ Click and drag the mouse to draw the rectangle according to size you want. Release the mouse button.
 - ❖ A spin arrow will appear. This arrow is used to spin the image at any angle from the centre point. Use this arrow in any direction to spin the rectangle.
 - ❖ After completing the drawing, click in the drawing area to see the final image.
2. Drip magic is available in magic tool. Drip magic tool is used to scatten colour/ink and drip away like water. This tool also gives a dripping effect to drawing.
 3. Noise effect is add random noise to your picture. We must have experienced while watching television, the TV signals suddenly goes off. TV screen is filled with gray and black dots along with a noise.
 4. The following steps of using real rainbow effects are:
 - ❖ Open a new file with sky blue background.
 - ❖ Click Magic tool in the tool box and select the Real Rainbow magical effect.
 - ❖ Place the pointer on the area want to draw rainbow and the mouse to draw a rough sketch of rainbow.
 - ❖ After completing the drawing release the left mouse button. A real rainbow effect will appear on the screen.
 5. Exit Tux Paint by following steps:
 - ❖ Close window  button on Tux Paint title box.
 - ❖ Clicking Alt + F4 keys or

- ❖ Pressing Shift + Control + Escape key in squence.

E. Vishal have to use Eraser Tool to delete unwanted things by following these steps :

- ❖ Place the mouse pointer in the drawing area.
- ❖ Click the left mouse button and drag the eraser to the area which you want to erase.

My Activity

1. Edge Effect (d) 
2. Foam Effect (e) 
3. Grass Effect (f) 
4. Real Rainbow Effect (a) 
- 5.. Wave Effect (c) 
6. Noise Effect (b) 

CH-7 MICROSOFT POWERPOINT 2016

Exercises

- A. 1. Presentation, 2. Quick Tool Access Bar, 3. Status bar, 4. Ctrl Shift + >, 5. Alt + F4
- B. 1. False, 2. True, 3. False, 4. False, 5. True
- C. 1. (b), 2 (d), 3.(b), 4. (b), 5.(d)
- D. 1. To create a presentation following these steps:-
 - ❖ Click on File tab.
 - ❖ Select New Option.
 - ❖ Click Blank Presentation Option. Blank slide will be opened.

The following steps to save a presentation:

- ❖ Click on File tab and select the save option.
- ❖ Click save or save as option.
- ❖ Save As dialog box is appears. Select any one option to save file.
- ❖ Type the name of presentation in File name box.
- ❖ Click the save button.

2. PowerPoint presentation is made up of a

collection of several pages called slide.

3. The three uses of a presentation are:

(i) Presentation present views and ideas effectively by creating a good visual impact on the audience.

(ii) People associated with business can use it to present information about their product or company in seminars and meeting.

(iii) Presentation organize the course content in the classroom and encourage student's learning.

4. The following steps to open presentation are:

- ❖ Click on File tab.
- ❖ Click the open option.
- ❖ Open dialog box will display on the screen.
- ❖ Select the file list displayed in the open dialog box.
- ❖ Click open button.

5. Exit from power point simply by clicking the button on right corner of Title bar.

The computer will ask to save your presentation if not saved.

Click the appropriate button to close PowerPoint.

MY ACTIVITY QUESTIONS

E. **Teacher's Note:** Make a group of four students each and guide them the steps of making a presentations.

CH-8 WORKING WITH SLIDES IN POWERPOINT 2016

Exercises

A. 1. Copy, 2. Slide-master, 3. Control, 4. Home, 5. Crop

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

C. 1.(d), 2. (b), 3.(c), 4. (d), 5. (b)

D. 1. To insert a new slide in a presentation, follow the steps given below:

(i) Open an saved presentation. Click on New Slide button on the Standard toolbar.

(ii) On right side of the window. Slide Layout task pane will appear.

(iii) Select any layout as you wish and click on it.

(iv) Your new slide is inserted to the presentation.

2. Slide show is a collection of pages arranged in sequence that contain text and images for presenting to an audience.

3. To make change to new slide in our presentation, follow the steps given below:

❖ Click the View tab and click the Slide Master command.

❖ The Slide Master tab will be selected on the ribbon and the presentation will switch to Slide Master View.

❖ Scroll up and select the first slide in the left navigator pane. This is the slide master.

❖ Make the desired changes to the slide master like change theme, background etc.

❖ Move or delete slide objects as required.

❖ Click the Close Master View command on the Slide Master tab when you completed your work. The change will apply to all slides of the presentation.

4. **Rotating** : Make a change in the angle of any object is called rotating. We can rotate the objects in MS PowerPoint. We can rotate objects to change their position.

Resizing : Make a change in the size of any object is called resizing. We can easily resize the objects in MS PowerPoint.

Steps to rotate a picture:

- ❖ Click the object that to be rotated.
 - ❖ Click the rotation handle at the top of the object and drag it in the direction in which you want to rotate. To increase the rotation 15 degree. Press and hold Shift key while dragging the rotation.
5. We need to perform following steps for transition of slides:
- ❖ Select the slide to which slide transition is to be applied.
 - ❖ Select a slide transition style from Transition to This Slide group from Transition tab or from More button.
 - ❖ If slide transition effect is to be put to all the slides of presentation, click on Apply to All.
 - ❖ Selected slide transition is applied. It can be viewed it by playing slide show.
- E. Simpi need to perform following steps to delete unwanted slide:
- ❖ Click the View tab.
 - ❖ Click on the Normal in the presentation view group.
 - ❖ Click the slide tab on the left pane that contains the outline and slide tab. Now, right click the slide you want to delete then click Delete slide.

CH-9 MULTIMEDIA AND INTERNET

Exercises

- A. 1. CD-ROMs, 2. Homepage, 3. Internet, 4. E-mail 5. Websites
- B. 1. True, 2. True, 3. False, 4. True, 5. True
- C. 1.(c), 2.(d), 3. (b), 4.(b), 5.(d)
- D. 1. When the components of media such as text, pictures, sounds graphics and animations are used to present the

information is called multimedia.

2. Components of multimedia:

1. Text, 2. Images, 3. Audio, 4. Video, 5. Animation
 3. (i) **Web page:** It is an individual page of Website that contains lots of information which is put on internet in a digital format and this page is called web page.
(ii) **Web Browser:** A Web browser is a program that allow you to access different website. It also allow you to see all the picture, text, videos, animation present in a web site. Example of some web browsers are Internet Explorer, Mozilla Firefox, Google Chrome etc.
 4. Following hardware and software are required to get the internet connection:
 - ❖ To connect internet a modem, an Ethernet cable, and an internet connection are required.
 - ❖ Need an internet service provides(ISP) for internet connection. An ISP provides to access the internet.
 - ❖ The connection can be set up by cable company, phone company or a private internet provider.
 - ❖ Needed Modem, router to share internet access with multiple computers.
 - ❖ IP address, a subnet mask and a default gateway.
 5. A web browser is an application that allows you to access different website. It also allow to see all the picture, text, videos, animation present in a web site. Internet Explorer and Google Chrome are the some examples of web browser.
- E. Steps for booking Indian Railway tickets:
- ❖ Login to URL
<https://www.irctc.co.in/mobile> with

your existing IRCTC user ID and Password.

- ❖ Click on Book Ticket and fill in details for plan my travel.
- ❖ Select the train and continue the booking.
- ❖ Use existing passenger list or add passengers.
- ❖ Confirm booking details and pay through credit/debit card to get successful.

MY ACTIVITY QUESTIONS

MODEL TEST PAPER-1

- A. 1.(c), 2.(b), 3.(d), 4.(b), 5.(c)
- B. 1. Microphone, 2. laser, 3. Visual, 4. File Explorer, 5. Shortcut
- C. 1. True, 2. False, 3. True, 4. True, 5. True
- D. 1. Input → Processing → Output
2. A scanner is an input device that help us to put printed pictures, texts and illustrations into a computer. It reads the images and translates the information and send the information to the computer.
3. To save a file do the following steps:-
- ❖ Click on File menu.
 - ❖ Select save option and save your document in your document folder.
4. Short cut provided a quick and easy access to a program. It allow to create links to program in any folder, start button, taskbar, Desktop or other location on the computer.
5. To Add a new sprite do the following steps:
- ❖ Click on File menu on the ribbon.
 - ❖ Then click new option. A message will display save or not save your work as you want.
 - ❖ Then a new sprite will open.

E. 1. Isha need to do following step to rename the folder:-

- ❖ Select the file or the folder that has to be renamed.
- ❖ Right click the mouse button and select the Rename option. Now, type the new name that you wish to give to the file or folder.

2. Pooja need to perform following steps to create a new folder:

- ❖ First of all she navigate to the location where she wants to create a Folder.
- ❖ Right click on a blank space in the folder location. A drop menu will appear.
- ❖ Select New folder. A New folder will created.
- ❖ Give a name to it and press Enter key.

MODEL TEST PAPER-2

- A. 1. (b), 2. (d), 3. (c), 4. (d), 5. (c).
- B. 1.360°, 2. Drip magic, 3. WordArt, 4. Alt+H, 5. Formatting, Calibri.
- C. 1. True, 2. False, 3. True, 4. False, 5. True.
- D. 1. The following steps for using shapes tool are:
- ❖ Click the shapes tool in the tool box.
 - ❖ Choose rectangle from the sub-tool box on the right side.
 - ❖ Select color of your choice.
 - ❖ Place the mouse pointer to the drawing area.
 - ❖ Select a point on the drawing which will acts as the centre.
 - ❖ Click and drag the mouse to draw the rectangle according to size you want. Release the mouse button.
 - ❖ A spin arrow will appear. This arrow

is used to spin the image at any angle from the center point. Use this arrow in any direction to spin the rectangle.

- ❖ After completing the drawing, click in the drawing area to see the final image.

2. Drip magic is available in magic tool.

Drip magic tool is used to scatter color/ink and drip away like water. This tool also gives a dripping effect to drawing.

3. To preview and print the document, follow the steps given below:

- ❖ Save your document.
- ❖ Click on File tab.
- ❖ Click the Print option from the left side of the file screen.
- ❖ Use the button at the bottom of the screen to set page.
- ❖ After completing page set up, check the printer connection to your PC printer is ready.
- ❖ Click on Print button. You will get the hard copy of your document.

4. Insert page number in a document follow the given steps.

- ❖ Click the Insert tab.
- ❖ Select page Number from header & footer group. A drop down list appears.
- ❖ Select the location for the page number.
- ❖ Select the desired style and click Close Header and footer from Close group in the Design tab.

5. Difference between superscript and subscript.

1. A subscript or superscript is a number letter or symbol that is set slightly below or above the normal line of type.

2. Subscripts appear below the baseline while superscripts appear above the baseline.

3. **For Example:** A footnote or endnote number reference is an example of superscript. (Footnote') and Subscript (H_2O_2).

E. 1. Varsha need to follow given steps here below :

- (i) Open the webpage that she want to save.
- (ii) All browsers have the ability to save a webpage, along with all of the media on it. You can quickly open this window by pressing Ctrl+S, or by doing the following:

- ❖ **Chrome** - Click the Chrome Menu button (☰) and select "Save page as".

- ❖ **Internet Explorer** - Click the Gear button, select "File", and then "Save as". If you don't see the Gear button, press Alt to show the menu bar, click "File" and then select "Save as".

- ❖ **Firefox** - Click the Firefox Menu button (☰) and select "Save Page".

- (iii) Give the saved page a name.

- (iv) Select a location to save the page.

2. To add a change colour of the page Rohit need to perform following steps:

1. Click Design > Page Colour.
2. Pick the color you want under Theme Colours or Standard Colours.

MODEL TEST PAPER-3

A. 1. (c), 2. (d), 3. (c), 4. (d), 5. (b)

B. 1. CD-Rom, 2. Home Page, 3. Home, 4. Crop, 5. Ctrl + Shift +>

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

D. 1. When the components of media such as text, pictures, sounds, graphics and animations are used to present the information is called multimedia.

2. Components of multimedia:

1. Text, 2. Images, 3. Audio, 4. Video, 5. Animation

3. To make change to new slide in our presentation, follow the steps given below:

- ❖ Click the View tab and click the SlideMaster command.

- ❖ The Slide Master tab will be selected on the ribbon and the presentation will switch to Slide Master View.

- ❖ Scroll up and select the first slide in the left navigator pane. This is the slide master.

- ❖ Make the desired changes to the slide master like change theme, background etc.

- ❖ Move or delete slide objects as required.

- ❖ Click the Close Master View command on the Slide Master tab when you completed your work. The change will apply to all slides of the presentation.

4. **Rotating** : Make a change in the angle of any object is called rotating. We can rotate the objects in MS PowerPoint. We can rotate objects to change their position.

Resizing : Make a change in the size of any object is called resizing. We can easily resize the objects in MS PowerPoint.

Steps to rotate a picture:

- ❖ Click the object that to be rotated.

- ❖ Click the rotation handle at the top of the object and drag it in the direction in which you want to rotate. To increase the rotation 15 degree. Press and hold Shift key while dragging the rotation.

5. The three uses of a presentation are:

- (i) Presentation present views and ideas effectively by creating a good visual impact on the audience.

- (ii) People associated with business can use it to present information about their product or company in seminars and meeting.

- (iii) Presentation organize the course content in the classroom and encourage student's learning.

E. 1. Steps for booking Indian Railway tickets:

- ❖ Login to URL

<https://www.irctc.co.in/mobile> with your existing IRCTC user ID and Password.

- ❖ Click on Book Ticket and fill in details for plan my travel.

- ❖ Select the train and continue the booking.

- ❖ Use existing passenger list or add passengers.

- ❖ Confirm booking details and play through credit/debit card to get successful.

2. Simpi need to perform following steps to delete unwanted slide:

- ❖ Click the View tab.

- ❖ Click on the Normal in the presentation view group.

- ❖ Click the slide tab on the left pane that contains the outline and slide tab. Now, right click the slide you want to delete then click Delete slide.

CH-1 EVOLUTION OF COMPUTER

Exercises

- A.** 1. Compute, 2. Abacus, 3. Tabulating machine, 4. UNIVAC I, 5. Personal Computer.
- B.** 1. True, 2. False, 3. True, 4. False, 5. True.
- C.** 1. (C), 2. (B), 3. (C), 4. (b), 5. (c).
- D.** 1. Abacus is the first device that allowed you to perform calculations. It was invented more than 5000 years ago. It was made of a wooden frame with rods, each having beads. It was used in China for counting. It was used to do mathematical calculations like addition, subtraction, multiplication and division.
2. In the course of early IT inventors, certain men have breathed life into groundbreaking technologies that most users now take for granted., we've compiled a list of inventors who have helped shape IT with their inventions:
- ❖ Charles Babbage, a British mathematician who originated the concept of programmable computer is known as the father of computers.
 - ❖ Augusta Ada Lovelace, is known as the 'First Programmer' who suggest Binary Data storage (0 and 1) instead of decimal number system.
 - ❖ George Boole, who linked the complex mathematical problems with the binary number system and represented the positive results by 1 and the negative ones by 0. This theory of Boolean Logic became the fundamental principle for the design of computer circuitry.
 - ❖ Dr. Herman Hollerith, invented a

machine called Tabulating machine.

- ❖ John von Neumann was the person who started the practice of storing data and instructions in binary code, in memory. He joined hands with Presper Eckert and John Mauchly in consulting role and EDVAC was built using binary code.
 - ❖ Howard Aiken, was the primary engineer in IBM. He developed Mark I in 1944.
3. It was the first computer to handle both numeric and text data. It was also the first computer to come equipped with magnetic tape unit and to use buffer memory.
4. The evolution of computers can be divided into five generations. Each generation represents technological evolutions over the period of time. Each generation of computers resulted in better, cheaper and smaller computers that are more powerful, faster and efficient than the previous generation. The five generation of computers with their technological advancements are discussed below.
- First Generation (1940 - 1956),
 Second Generation (1956-1963),
 Third Generation (1964 - 1971),
 Fourth Generation (1971 - present),
 Fifth Generation (Future).
5. **Microcomputers**
- ❖ Microcomputers are also known as Personal Computers or PCs.
 - ❖ These computers are small in size and cheaper.
 - ❖ They are powerful machines.
 - ❖ They are mainly used in schools, homes, offices, banks, shops and hotels.
 - ❖ Examples are C64, IBM PC.

Mainframe Computers

- ❖ They are big computers with a large memory and high speed.
- ❖ They are mainly used by big organizations like bank and government offices.
- ❖ They are very powerful computers but are very expensive.
- ❖ Examples are PDP-10, IBM 390 and System Z10.

E. Ananya should use Supercomputer to know weather forecasting.

CH-2 MORE ON WINDOWS 10

Exercises

- A. 1. Microsoft Windows, 2. Desktop, 3. Recycle bin, 4. Application icons, 5. Mail
- B. 1. True, 2. True, 3. False, 4. True, 5. False
- C. 1. (a), 2. (b), 3. (c), 4. (b), 5. (b)
- D. 1. Features of Windows 10 are following:-
- ❖ It is easy to use.
 - ❖ It is more interactive and provides you the ability to redecorate desktop.
 - ❖ Backgrounds, colors, themes and icons.
 - ❖ Windows 10 introduces Cortana, which helps to search anything on your System or the web directly play music, videos, write notes, set alarms and reminders performs calculations, change wallpapers, send e-mails and a lot more, via voice commands.
 - ❖ The application windows store provides a group of updated apps such as videos, music, photos, movies, maps, mail, messaging, calendar, etc.
 - ❖ Using the Task view button can create multiple desktops for different set of applications.

- ❖ Snap assist is a useful feature that help rearrange window to make best use of screen space.

- ❖ The Windows Hello feature help access computer by showing face, finger prints or iris. It provides extra security.

2. Five Icons present at desktop are:

1. **This PC:** It gives a view of available drives and their contents stored on the Computer System.
 2. **Application Icons:** These are the graphical images that give a quick access to the related application.
 3. **Shortcut Icons:** Shortcut icons contain a direct link to a specific application, document, or a folder.
 4. **Network icons:** It enables to access the shared files or devices on different computers.
 5. **Recycle Bin:** The file folder delete gets stored in Recycle Bin.
3. The start menu appears when click Start button at the lower left corner of desktop. Click on the Start button get two panels side by side. The left column display the pinned, recently added and most used apps.
4. Follow the given steps to create a group of tiles:
- ❖ Drag a tile to the bottom of the right pane in the Start menu.
 - ❖ A transparent horizontal bar will display with heading Name group on the left side and two small horizontal lines on the right.
 - ❖ Click on Name group and type a name.
 - ❖ Now, you can add the relevant tiles in this group.
5. The given steps to change the colour scheme of the computer screen.

- ❖ Right click on the blank area of desktop and select the personalize option.
- ❖ Click the colours option and select any color to change the colour scheme of Start menu and other windows.
- ❖ A preview of the selected colour scheme will appear in the (preview) section.
- ❖ Turn on the Automatically pick an accent colour from background option.
- ❖ To apply the same colour to these components of the desktop. Turn on the show colour on Start taskbar, action center and title bar option.
- ❖ To apply transparent effect turn on the Make Start, taskbar, and action center transparent option.
- ❖ The colour scheme will be applied to desktop.

E. Ananya requires mail app which enables her to manage all her mail accounts at one place. It provides notification for incoming mails, allow her to read mail. and revert back to a sender. To use this app she need to sign in with her account.

CH-3 WORKING WITH TABLES

IN MS WORD 2016

Exercises

- A. 1. Row, 2. Complete table, 3. Table Resize handle, 4. Formatting, 5. Merging.
 - B. 1. True, 2. False, 3. True, 4. False, 5. True.
 - C. 1.(c), 2.(b), 3.(b), 4.(c), 5.(b).
 - D. 1. Steps to create a table by using Insert tab dialog box:
 - ❖ Click the Insert tab and then click the Table button.
 - ❖ Choose the Insert Table option from the drop-down menu.
- ❖ The Insert Table dialog box will be appeared.
 - ❖ Set the number of columns and rows and click OK.
2. To insert a new column, select the column by clicking on its top border, adjacent to which you want to insert a new column.

The Table Tools tab appears on the ribbon. Click on the Layout tab under it. Select as you need either the Insert Left or Insert Right button in the Rows & Columns group. An empty column will be inserted in the table as per the chosen option.
 3. To split a cell, follow the steps given below:
 - ❖ Select the cell that you want to split.
 - ❖ Click the Layout tab.
 - ❖ Click Split Cells button from the Merge group.
 - ❖ The Split Cells dialog box appears.
 - ❖ Specify the number of rows and columns, in the respective spin boxes, into which you wish to split the selected cell. Click OK.
 4. To merge cells:
 - ❖ Select the cells you want to merge. Click on the Layout tab.
 - ❖ Click Merge Cells from the Merge group.
 - ❖ The data gets merged into a single cell.
 5. You can perform simple calculations on the numeric data inserted in a table. For doing calculation in table.
 - ❖ Enter the data in a table.
 - ❖ Click the Layout tab.
 - ❖ Click on the cell where you want to

display the result. Select the Formula button in the Data group.

- ❖ The Formula dialog box appears.
- ❖ Note that the SUM formula is already displayed. Click OK.
- ❖ The result will be displayed in the selected cell.

6. To insert pictures in a table:

- ❖ Click on the cell in the table where you want to insert a picture.
- ❖ Click on the Insert tab. In the Illustrations group, select the Pictures option.
- ❖ The Insert Picture dialog box will appear. Browse and select the picture you want to insert.
- ❖ Click on the Insert button.
- ❖ The selected picture will be inserted in the table cell.

E. Viraj need to perform following steps to convert text into table:

- ❖ Enter the text.
- ❖ Select the text.
- ❖ Click on the Insert tab > Table button and from the drop down menu.
- ❖ Select the Convert Text to Table option.
- ❖ The Convert Text to Table dialog box will open.
- ❖ Specify the columns and rows under the Number of columns and Number of rows respectively.
- ❖ Click OK. The selected text will appear in the table form.

CH-4 MAIL MERGE

Exercises

- A. 1. Data Source, 2. Main document, 3. Type a new list, 4. Mail Merge Recipient, 5. Enter

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

C. 1. (a), 2. (b), 3. (b), 4.(a), 5.(b)

D. 1. **Data Source:** Data source contains name, address, city, PIN, telephone number, etc. The data is organized in the form of table with the field names.

Recipient List : A recipient list is a collection of names and addresses used by an individual or an organization to send material to multiple recipients.

Main Document : It consists of the message that we want to send to all the recipients.

2. Following are the basic steps to create a mail merge documents:

- ❖ Create a main document
- ❖ Specify a data source
- ❖ Merge the data source with the main document.

3.To create main document follow the steps given

- ❖ Create a new document in MS Word and type a letter or open an existing letter in that is to be sent to different people at their addresses.
- ❖ Click on the Mailings tab click on the start Mail Merge Drop down arrow and select the step by step mail merge wizard option. In the start mail merge group.
- ❖ The mail merge task pane will appear on the right side of the application window.
- ❖ Select document type section. Click the Letter radio button.
- ❖ Click the Next starting document under step 1 to 6 section at the bottom of the task pane.
- ❖ Choose the type of set up for letter.
- ❖ Click on Use the current document radio button.

- ❖ Click on the Next select recipients under step 2 of 6 section.
- ❖ View the merged data on the screen.
- ❖ Mailings tab, click on the Preview Results button on the Preview Results group or click the Next Preview.
- ❖ The first record will be appear. To view the next record of the data source. Click on the Next Record button in the preview results group.

4. To View Merged Data :

- ❖ To view merged data ,to check whether word has picked up the data source according to the merged fields or not
- ❖ On the mailings tab Click on the preview Results button or click the Next :Preview your letters.
- ❖ To View the next record of the data source click on the Next Record button in the Preview Results groups

5. Following are the steps given print out the letter:-

- ❖ On the Mailings tab click on the Finish & Merge button in the finish group. Select the print Document option from the drop-down menu or click on the Next. Complete the merge under step 5 or 6 section in the task pane and after that click on the print option under merge section.
 - ❖ Merge to printer dialog box will open and print settings and click OK.
 - ❖ The selected records will get printed separately along with the letter.
- E. Ansh need to perform following steps to view the merged data to check whether Word has picked up the data source according to the merged fields or not.
- ❖ For this, on the Mailings tab click on the Preview Results button icon the Preview Results group or click the Next. Preview your letters (wizard step) under 'Step 4 of 6' section.

- ❖ The first record will be appear. To view the next record of the data source. Click on the Next Record button in the Preview Results group.

CH-5 MORE ON POWERPOINT 2016

Exercises

- A. 1. colorful, 2. Comment, 3. Smart lookup, 4. Three, 5. Outline
- B. 1. True, 2. False, 3. True, 4. False, 5. True, 6. True
- C. 1. (b), 2. (c), 3. (b), 4. (a), 5. (b)
- D. 1. Follow the given steps to create a photo album:
- ❖ Click on Insert tab, select the New photo Album option.
 - ❖ The Photos Album dialog box will open click the File/ Disk tab to pick images from computer under the Insert picture from selection. The New pictures dialog box will appear.
 - ❖ Choose the location and select the pictures to insert in the album.
 - ❖ Click on the files the pictures will get added under the pictures in album box. Pictures display in the preview pane and rearrange picture by clicking up and down below arrows the pictures in album box.
 - ❖ Click the picture layout and the photo frame shape in the Album Layout section. When all the files have been added click on the create button. A new photo album will be created.
2. Comments are mostly like sticky notes that can be added to an object, text or to entire slide. They can also used to collaborate and work together on a presentation.

To add comments in a slide the following steps :-

- ❖ Navigate the cursor on the object/text where the comment is to be added.
 - ❖ Select the Review tab and click the New comment button.
 - ❖ A comment icon appears and the comments task pane will opens.
 - ❖ Write the comment and click outside the comment box. Then Close the comments task pane.
 - ❖ Viewing the comment, click on the show comments button in the comments group on the Review tab.
3. Highlight the text in presentation following the steps :-
- ❖ Under the pens tab select the highlighter tool in the write group.
 - ❖ Select a highlighter from the different options under the pens group.
 - ❖ Drag pen or stylus over the text highlight done, release the mouse.
4. MS PowerPoint provides different views to presentation first of the normal view, second slide sorter and third slide show view.
1. **Normal View:** It is the main editing view. In Normal view you can add text, sound, graphics, animation and other effects to slides.
 2. **Slide Sorter View:** The Slide Sorter View display all slides at the same time in miniature form. Slide sorter view is useful to change the order of slides, insert or delete the slides, add transitions and set the timing for the slide.
 3. **Slide Show View:** It will show all the slides in your presentations one by one on the full screen.

5. The slides of a presentation can be arranged in Normal, Outline and Slide Sorter View.

❖ In Normal View

For arranging slides in Normal View:

- ❖ Open the presentation in Normal View.
- ❖ Select the thumbnail of the slide in the Slides Navigation pane and drag it to the required position.

❖ In Slide Sorter View

For arranging slides in slide sorter view.

- ❖ Open the presentation in Slide Sorter View.
- ❖ Select the thumbnail of the slide you want to move and drag it to the required area.

❖ In Outline View

For arranging slides in this view

- ❖ Open the presentation in Outline View.
- ❖ From the Outline Pane select the thumbnail and drag it to the place you want. A horizontal line appears as you drag the slide.

6. Comments used to give feedback and suggestions to others about their presentation. They can also be used to collaborate and work together on a presentation. They are mostly like sticky notes that can be added to an object, text, or to entire slide. You can turn a comment on or off anytime in a slide.

7. Ink annotation enables to annotate with Ink, to write notes, highlight a key concept, create shapes and much more and convert the hand drawn shapes to uniform geometric shapes.

E. Rahul need to perform following steps to change the background colour:

- ❖ Click the Design tab.

- ❖ Select the Format Background button, present in the Customize group. The Format Background task pane will appear.
- ❖ Choose any Fill style option from the displayed list under the 'Fill' section.
- ❖ Click on the Colour button. Select the More Colours option from the list if you want to apply other colour than the displayed colour.
- ❖ The Colours dialog box will appear.
- ❖ Click on the Standard tab and choose the colour you want.
- ❖ You can also select the custom tab and create your own colour scheme. Click OK.

CH-6 FORMATTING A PRESENTATION

Exercises

- A.** 1. Two, 2. Slide title placeholder, 3. presentation, 4. Table, 5. Smart Art
- B.** 1. True, 2. True, 3. False, 4. False, 5. True
- C.** 1. (c), 2.(b), 3.(c), 4. (b), 5. (a)
- D.** 1. Create a new custom layout following these steps:
- ❖ Click the view tab select the slide master button in the master views group.
 - ❖ Select the Blank Layout slide displayed list present in the slide Master task pane.
 - ❖ Click on the border of the placeholder to remove any unwanted or default placeholder then press the Delete key.
 - ❖ Click on the Insert Place-holder drop-down arrow in the Master Layout group to add a place-holder on the slide master.
 - ❖ Right click on the selected Layout thumbnail and click the Rename Layout option from the context

menu.

- ❖ Rename Layout dialog box will appear. In it type a new name. Click on the Rename button.
 - ❖ Click the File tab and click the save As option.
 - ❖ Write File name in the File name box. Select the PowerPoint Template and click on save option.
 - ❖ Click on close Master view button.
 - ❖ The layout will appear in the list of standard built-in layouts Normal view present at the Home tab, in the slides group.
2. Change the background colour following these steps:-
- ❖ Select the Format Background button present in the customize group.
 - ❖ Choose any fill style option from the 'Fill section'.
 - ❖ Click on the colour button. Select the More colours option from the list.
 - ❖ The colours dialog box will appear.
 - ❖ Click on the standard tab and choose the colour. Select the custom tab and create colour scheme. Click ok.
 - ❖ To apply the colour scheme to all the slides click on the Apply to All tab. Click on the Close button to close the Format Background task pane.
3. Smart Art graphics is a graphics tool that allows to add text to predefined art design. These graphics help to present ideas and messages easily and effectively.
- Insert in a slide these steps are:
- ❖ Insert Smart Art in a slide select the Title and content layout.
 - ❖ Click the Insert a SmartArt Graphic icon present on the slide.

- ❖ Select a category on the left and choose the desired layout like on the right-side then click OK.
 - ❖ A blank organization chart will appear and see the Design and format tabs with layouts and smart Art Styles.
 - ❖ To add text a box in the SmartArt graphic click inside the box.
 - ❖ Selecting the change colours drop-down arrow in the SmartArt styles group under the Design tab of smart Art Tools.
4. A table is a group of cells arranged in rows and columns. It is very useful in organising and representing the data in an effective manner.
- ❖ To insert a Table:
 - ❖ Click the Title and content layout slide in a presentation.
 - ❖ Click on the Insert Table icon present on the slide.
 - ❖ Specify the number of row and columns and click OK.
 - ❖ A new table will be inserted according to the specified rows and columns.
 - ❖ The mouse pointer in the first cell of the table and type heading press the Tab key.
 - ❖ Tab and Arrow keys use insert data for other cells in the table or clicking in the cell.
5. Change the colour scheme of a slide in the following steps:
- ❖ Click on the Design tab, go to Themes group.
 - ❖ Click on the theme or Right click on the select theme. A context menu will appear, select the Apply to all slides option.
 - ❖ Click on More drop-down arrow in the variants group and select the colours option.
- ❖ Select the required colour scheme.
 - ❖ Right click on the colour scheme and select the apply to all slides option.
- E. Rahul need to perform following steps to change the background colour:
- ❖ Click the Design tab.
 - ❖ Select the Format Background button, present in the customize group. The format Background task pane will appear.
 - ❖ Choose any Fill style option from the displayed list under the 'Fill' section.
 - ❖ Click on the Colour button. Select the More colours option from the list if you want to apply other colour than the displayed colour.
 - ❖ The Colours dialog box will appear.
 - ❖ Click on the standard tab and choose the colour you want.
 - ❖ You can also select the Custom tab and create your own colour scheme. Click OK.





CH-7 PROGRAMMING IN SCRATCH

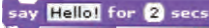
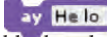




Exercises

- A. 1. Answer, 2. Operators, 3. True , 4. Data, 5. One
- B. 1. True, 2. False, 3. True, 4. True. 5. True
- C. 1.(b), 2. (a), 3. (c), 4. (b), 5. (c)
- D. 1. The sensing block palette in scratch is used to sense the keyboard input while executing the Script. These block asks the user to type input using the key board and answer block stores the keyboard input as answer. The question appears in a voice bubble on the screen. The program waits until the user types in his response by either pressing the Enter

key or clicking the check mark.

We need to perform following steps to create a small block stack by using the Sensing instructions and execute it.

- ❖ Remove the Cat Sprite from the stage by deleting it.
 - ❖ Click on the Choose sprite from library button and add the Kai Sprite from the people folder. Select the appropriate Costume, Kai-b for the Sprite.
 - ❖ Click the Stage thumbnail on the left and select the Choose backdrop from library button, Import the House 1 background on the stage.
 - ❖ By dragging and placing the three blocks Create the script.
 - ❖ The  block allows the user to type input by using the keyboard.
 - ❖ Drag and drop  the block on the text field of the  block. Click on the green flag button.
 - ❖ The message "How are you?" gets displayed on the stage along with a text box.
 - ❖ Enter the answer in the text box. Press the Enter key or click on the check mark present on the answer text box.
 - ❖ The answer "Fine" will be displayed in the voice bubble on the stage for the specified number of seconds.
2. For performing calculations in Scratch project follow the given steps:
- ❖ Drag the block  from the Events block category under the Scripts tab and place it in the Script area.

- ❖ Pull the  and  blocks from the Looks block and snap them together below the  block.
 - ❖ Click and drag the  block from the Operators block category and add it inside the  block.
 - ❖ Enter the text and numbers inside the block.
 - ❖ Click on any block to  run the script and not the Sprite calculating the given numbers.
 - ❖ Change the numbers and note the Sprite displaying change in the result.
3. In the Operators block, palette, there are some blocks that compare the numbers. In mathematics, you use less than (<), greater than (>) and equal to (=) sign to compare two numbers. Likewise in Scratch, the (less than) block states true if the first value is less than the second value, the (equal to) block states true if the two numbers are equal and (greater than) block states true if the first value is greater than the second value.
4. A condition is applied to a program to put a check in any problem. It allows the program to select an action, based upon the user's input. Scratch provides various blocks enabled with conditional programming concepts. In Scratch, 'if', or 'if else' are the conditional blocks available in the Control block category.
5. Variable is a box in Scratch's memory that is used to store a changing value. Variables can have only one value at a time. These value can be either numbers or string.

For creating a variable following the steps:-

- ❖ Click on Make a variable block in the Data block palette.
- ❖ Enter name in the variable name text box. Choose a button the variable is for all sprites or for this sprite only click ok.
- ❖ The Name block will be added under the Variables block menu.
- ❖ Drag the blocks to create a script using the different block palettes.
- ❖ To run the script, click on the green flag button.
- ❖ Type name in the answer box displayed and press the Enter key.
- ❖ The sprite will speak the answer in a voice bubble and it will be stored under the variable name on the top-left corner of the stage.

E. Simpi have to you block along with other blocks to create a bouncing ball all around the state. She need to create new Scratch project using Beach ball Sprite and the blocks.

CH-8 ONENOTE

Exercises

- A. 1. Headings, 2. Sign in, 3. Templates, 4. Note Pages, 5. Close.
- B. 1. True, 2. False, 3. False, 4. False, 5. True.
- C. 1.(b), 2.(b), 3.(b), 4.(b), 5.(b)
- D. 1. OneNote is an electronic notebook in which you can create and store notes reminders, ideas or other pertinent information.

Features of OneNote :

- ❖ OneNote provides an open canvas where users can write or draw in a variety of text, images and graphics formats.

- ❖ It allows users to add, shift and delete anything on its interface.
- ❖ You can create additional space when ever and wherever you need.
- ❖ You can also drag your entries into separate notebooks or sections for optimal organization.
- ❖ You can transfer and customize all the data stored in OneNote.
- ❖ You can insert files or documents into their submissions or e-mail them to friends and family.
- ❖ OneNote is also a hub for recording audio and video notes, which can be played back edited or shared with other OneNote users at any time.

2. Following are the steps to add title to a page in OneNote:

- ❖ For adding title to the page, click on the blank header (over the horizontal line), type a title and press the Enter key.
- ❖ The title also appeared on the Page tab in the right pane.
- ❖ You can also add title by right Clicking on the Page tab, select Rename option and type a name.

3. OneNote facilitate you with a group of pre-designed layouts called Templates. These templates make your notebook more beautiful and attractive. Follow the given steps to apply a template:

- ❖ Click the Insert tab and select the Page templates option in the Pages group.
- ❖ The Templates task pane will appear on the right side of the window.
- ❖ Select the required Category. It will expand and display many options.
- ❖ To apply template, select its name in the list. A new page appears.

- ❖ Click on the Close button to close the Templates task pane.
4. To create a quick note, follow the steps given below:
- ❖ Press Windows key + N on keyboard. A small Quick Note window will open in your OneNote notebook.
 - ❖ Type your notes in the window. If you need, format the text with the help of mini toolbar.
 - ❖ Click the three small dots displayed on the top of the Quick Note window to view the OneNote ribbon.
 - ❖ To view the quick note in full screen mode. Click on the Full Page View on the View tab.
 - ❖ You can also set Quick Note to your screen by clicking on the OneNote tab and selecting the Always on Top option from the Window group.
 - ❖ Quick Note window will not show you the save button. This is because a Quick Note is saved automatically under the 'Quick Notes' section present at the bottom of the Notebook pane.
5. To create a video recording, follow the given steps:
- ❖ Navigate the cursor where you want to insert the recording.
 - ❖ Click the Insert tab > Record Video option in the Recording group. A media icon will insert on the page and the video recording will start.
- E. Ankita need to perform following steps to attach a file:
- ❖ Choose Insert > File Attachment.

- ❖ This option attaches a file by placing the file icon at the cursor position.
- ❖ To open the attached file in a separate window. You can double-click on the icon.

CH-9 INTRODUCTION TO MICROSOFT EXCEL 2016

Exercises

- A. 1. Spreadsheet, 2. Cell, 3. Formula, 4. →, 5. numbers.
- B. 1. False, 2. True, 3. True, 4. False, 5. True.
- C. 1.(c), 2.(c), 3.(c), 4.(a), 5.(a)
- D. 1. Microsoft Excel is an spreadsheet software developed by Microsoft. It is a part of MS Office suite. It enables you to store, organize, calculate and manipulate data. It is one of the most popular and useful spreadsheet software used today. The data in a spreadsheet is lies in the form of table.

2. Features of MS Excel:

- ❖ MS Excel contains formulas which are used for performing simple and complex mathematical calculations.
- ❖ Functions are the built-in formulas used for calculating percentage, average, interest, etc.
- ❖ If any change is made in a single cell the data is automatically recalculated in the entire worksheet.
- ❖ Data can be searched quickly and if required replaced instantly.
- ❖ Auto fill function on allow you to quick data entry in a large series of cells.
- ❖ Data can be seen in a graphical form, such as charts, which help

to understand, analyze, compare data in an effective manner.

3. **Workbook:** The Excel window that opens on the screen is called a Workbook. By default it has a temporary name as Book1. Workbook is just like a notebook, which contains a number of pages called Worksheets.

Worksheet: A Worksheet is made up of rows and columns, in it, you can enter and work with data. By default an Excel workbook displays a single worksheet, with the name Sheet1. You can add any number of worksheets in a workbook according to the limits of memory available on your computer.

4. Components of workbook:

Name Box : Name Box is present above the Column heading on the left side of the window. It displays the position of the cell pointer.

Formula Bar : The Formula Bar is present to the right of the Name Box. This bar shows the characters and Formula that you enter in an active cell.

Column Headings : Alphabets on the top border of each worksheet are known as column headings. These headings identify columns with letters A to Z, AA.... AZ, BA....BZ,XAA....XFD. Every Worksheet contains 16,384 columns.

5. There are three types of data which can be entered in a Microsoft Excel worksheet
1. Text
 2. Number
 3. Formulae

6. We need to perform following steps to add a new worksheet:

- ❖ To add a new worksheet, select the sheet before which you want to insert a new worksheet.
 - ❖ Right-click on the Sheet tab and select the Insert option. The Insert dialog box appears with the Worksheet option selected. Click OK. You will find that a new worksheet gets inserted before the selected worksheet. Or
 - ❖ Click on the New Sheet icon present besides to the Sheet tab. A new worksheet will be added or select the Insert > Insert Sheet option in the Cells group on the Home tab.
- E. Suppose Tanvi need to enter report card marks of her friends. She need to perform following steps :
- ❖ Select the blank workbook thumbnail from the Start Screen and open a new workbook.
 - ❖ Click on the cell D1 and type 'Report Card. Now, select the cell range where you want enter to the text.
 - ❖ Click on Merge & Center button in the Alignment group on the home tab. The selected cells will be merged and the text will be centered
 - ❖ Click on the cell A2 and type 'Name'. Press the Right arrow key. Type 'Maths' in B2 and 'Science' in C2. Similarly, enter data in the rest of the cells.
 - ❖ Click on the cell A3. Type 'Ananya' and press the Enter key. The cell pointer moves to cell A4.

- ❖ Type 'Viraj' and press Down arrow key to move to cell A5 and type 'Tanvi'.

Similarly, enter the remaining data.

CH-10 INTRODUCTION TO FLASH CS6

Exercises

- A. 1. Text, 2. Property, 3. Polystar, 4. Eraser, 5. Straighten, 6. Stage
- B. 1. False, 2. False, 3. True, 4. True, 5. False, 6. False
- C. 1.(a), 2.(b), 3.(c), 4.(a), 5.(a).
- D. 1. Follow given steps to transform an object:
- ❖ Select the PolyStar Tool from the Tools panel and draw a star on the stage.
 - ❖ Choose the Pen Tool and click on the star outline. It will display the various anchor points by which this shape has been formed.
 - ❖ Click on the drop-down arrow present at the lower right corner of the Pen Tool and select the Add Anchor Point Tool from the displayed list.
 - ❖ A Plus sign (+) appears next to the Pen Tool. Click at the place point where you want to add an anchor point.
2. Flash is a software package that allows users to create animated works. It is used for creating animations, games, cartoons, text, graphics and other special effects. It also helps to design 'Movies' on the web. The animations and graphics created in Flash can be scaled to any size without compromising with clarity or quality. Flash originated with the application of Smart Sketch, developed by Jonathan Gay.

3. Lasso tool has 3 options. Magic wand, magic wand setting, polygon mode.

4. **Paint Bucket** : This tool is used to fill enclosed areas of an object with colours in a single click. It provides modifiers that allows you to close gaps in shape outlines. You can also use the Paint Bucket Tool to fill the areas that are not completely closed and change the colour of already painted areas.

Ink bottle : It is used to change the stroke colour, width and style of lines of shape outlines.

5. Components of Flash workspace :

Title Bar: The Title bar displays the name of the open document.

Menu Bar: The Menu bar contains control for common functions and commands, such as opening, editing, and saving files etc.

The Stage: This is the white rectangular workspace area where we place our contents and create our drawings or movies. By default, the stage size in flash is 550 x 400 pixels.

The Tools Panel: It contains a set of tools to create and modify objects and graphics in the workspace.

The Properties Panel: It displays various properties of the selected object (text, symbol, image, or shape). It is generally used for changing the settings, like stage size, ruler unit, background colour of the stage, and frame rate. It is also named as Property inspector. If the Properties panel is not visible, then we can select the Window > Properties option or press Ctrl + F3 shortcut key.

Timeline: It organizes and controls a document content in layers and frames. It is the area where one controls the sequencing and timings of graphics and other elements of a movie.

- E. Animations in Flash are created with the help of frames. Frames in Flash appear on the Timeline. It can be defined as the little rectangular cells, Frames are used to control and organize the content of your movie. We can manage the appearance of movie or objects by the help of these frames. Keyframes are special types of frames where we can define change in the objects for an animation, like position, colour, shape etc. In frame by frame animation we can create the image in every frame.

CH-11 INTERNET AND E-MAIL

Exercises

- A. 1. Internet, 2. Video conferencing, 3. Internal Modem, 4. ISP, 5. Chatting.
- B. 1. True, 2. False, 3. True, 4. False, 5. True, 6. True.
- C. 1.(a), 2.(a), 3.(c), 4.(b), 5.(b), 6.(c).
- D. 1. Internet is the most popular and useful technology today. It stands for 'International Network'. It is the biggest network of computers. A number of small networks of computers are connected to each other to make a global network of computers which contains a million of computers in it. This global network is called Internet.

Uses of Internet: Mailing Letters, Online Shopping, News and Information, Art and Entertainment, Tourism and Travel,

Chatting, Banking Operations, Video Conferencing.

2. Services of Internet :

E-mail: The most popular feature of the Internet is electronic mail. It enables you to send and receive message in real time. You can also attach pictures, videos, and sounds to an email.

Online Shopping : With the help of internet you can purchase various items, like books, electronic goods, clothes, etc., from different e-shops around the world without actually going there. This way of shopping is called online shopping.

Video Conferencing : Conducting a live conference between two or more participants at different locations using computer networks by transmitting audio and video data is called video conferencing.

3. A Search Engine is a software that allow you to search various web pages on the World Wide Web for a particular information. It needs a user to enter information to be searched with the help of a key word and displays the search results as a list of links to the pages on which the keywords are found. Examples of search engine are:

GOOGLE: <http://www.google.com>

BING: <http://www.bing.com>

YAHOO: <http://www.yahoo.com>

4. For using the e-mail facility on the Internet, first of all you have to create your personal e-mail account you have to select a username (e-mail address)

and provide a secret code (password) along with particulars, like Name, Address, Date of Birth, etc.

5. To attach a file to an e-mail, follow these steps:

- ❖ Click on the Attach a file icon on the toolbar at the bottom of the Compose window.
- ❖ The Open dialog box will appear.
- ❖ Select the file you want to attach.
- ❖ Click on the Open button. The file gets attached to your mail. Now, click on the Send button.

6. We required Modem, Telephone Line, Internet connection to connect our computer to the internet.

E. If Tanvi have computer with internet connection then she can read many newspapers, online and get the information regarding various topics of your interest.

Model Test paper-1

- A. 1. (c), 2. (b), 3.(b), 4. (c), 5.(b)
- B. 1. Compute, 2. Abacus, 3. ENIAC 4. Application Icons, 5. Formatting.
- C. 1. True, 2. False, 3. True, 4. False, 5. True
- D. 1. Abacus is the first device that allowed you to perform calculations. It was invented more than 5000 years ago. It was made of a wooden frame with rods, each having beads. It was used in China for counting. It was used to do mathematical calculations like addition, subtraction, multiplication and division.
2. In the course of early IT inventors, certain men have breathed life into groundbreaking technologies that most users now take for granted, we've compiled a list of inventors

who have helped shape IT with their inventions:

- ❖ Charles Babbage, a British mathematician who originated the concept of programmable computer is known as the father of computers.
- ❖ Augusta Ada Lovelace, is known as the 'First Programmar' who suggested Binary Data storage (0 and 1) instead of decimal number system.
- ❖ George Boole, who linked the complex mathematical problems with the binary number system and represented the positive results by 1 and the negative ones by 0. This theory of Boolean Logic became the fundamental principle for the design of computer circuitry.
- ❖ Dr. Herman Hollerith, invented a machine called Tabulating machine.
- ❖ John von Neumann was the person who started the practice of storing data and instructions in binary code, in memory. He joined hands with Presper Eckert and John Mauchly in consulting role and EDVAC was built using binary code.
- ❖ Howard Aiken, was the primary engineer in IBM. He developed Mark I in 1944.

3. Features of Windows 10 are following:-

- ❖ It is easy to use.
- ❖ It is more interactive and provides you the ability to redecorate desktop.
- ❖ Backgrounds, colours, themes and icons.
- ❖ Window 10 introduces Cortana, which helps to search anything or the web

directly play music, videos, write notes, set alarms and reminder performs calculation, change wallpapers send e-mails and a lot more, via voice commands.

- ❖ The application windows store provides a group of updated apps such as videos, music, photos, movies, maps, mail, messaging, calendar etc.
- ❖ Using the task view button can create multiple desktops for different set of applications.
- ❖ Snap assist is a useful feature that help rearrange window to make best use of screen space.
- ❖ The Windows Hello feature help access computer by showing face, finger prints, or iris. It provides extra security.

4. Five Icons present at desktop are :

1. **This PC:** It gives a view of available drives and their contents store on the Computer System.
 2. **Application Icons:** These are the graphical images that give a quick access to the related application.
 3. **Shortcut Icons:** Shortcut icons contain a direct link to a specific application, document, or a folder.
 4. **Network icons:** It enables to access the shared files or devices on different computers.
 5. **Recycle Bin:** The file folder delete gets stored in Recycle Bin.
5. To split a cell, follow the steps given below:
- ❖ Select the cell that you want to split.
 - ❖ Click the Layout tab.
 - ❖ Click Split Cells button from the

Merge group.

- ❖ The Split Cells dialog box appears.
- ❖ Specify the number of rows and columns, in the respective spin boxes, into which you wish to split the selected cell. Click OK.

- E. 1. **Supercomputer:** A supercomputer is a computer with great speed and memory. This kind of computer can do jobs faster than any other computer of its generation. They are usually thousands of times faster than ordinary personal computers made at that time. Supercomputers can do arithmetic jobs very fast, so they are used for weather forecasting, code-breaking, genetic analysis and other jobs that need many calculations.
2. **Live Tiles:** Live tiles display latest updates and information such as views, Weather report, incoming mails, etc. Without opening the app. You can resize, rearrange and move these tiles according to your requirement.
3. **Table :** A table is an arrangement of information in rows and columns containing cells that make comparing and contrasting information easier. As you can see in the following example, the data are much easier to read than they would be in a list containing that same data.
4. **Data Source :** Data source contains name, address, city, PIN, telephone number, etc. The data is organized in the form of table with the field names. The data source is attached with the main document, so that its field names can be used in the main document and

it becomes easy to merge addresses with the main document.

5. **Smart Lookup** : Smart Lookup is a nifty new feature in Office 2016 software suite. The feature automatically finds information on the Web using Microsoft's Bing search engine without forcing users to open up an Internet browser and run a search manually.

Model Test Paper-2

- A. 1. (b), 2. (b), 3. (a), 4. (b), 5. (a)
- B. 1. Data Source, 2. Main document, 3. Three, 4. Slide title placeholder, 5. Presentation
- C. 1. False, 2. True, 3. False, 4. False, 5. False.
- D. 1. **Data Source**: Data source contains name, address, city, PIN, telephone number, etc. The data is organized in the form of table with the field names.

Recipient List : A recipient list is a collection of name and addresses used by an individual or an organization to send material to multiple recipients.

Main Document : It consists of the message that we want to send to all the recipients.

2. Following are the basic steps to create a mail merge documents:
- ❖ Create a main document.
 - ❖ Specify a data source.
 - ❖ Merge the data source with the main document.
3. Ink annotation enables to annotate with Ink to write notes, highlight a key concept, create shapes and much more and convert the hand drawn shapes to

uniform genetic shape.

4. Create a new custom layout following these steps:

- ❖ Click the view tab select the slide master button in the master views group.
 - ❖ Select the Blank Layout slide from the displayed list present in the slides Master task pane.
 - ❖ Click on the border of the placeholder to remove any unwanted or default placeholder then press the Delete key.
 - ❖ Click on the Insert Placeholder dropdown arrow in the Master Layout group add a placeholder on the slide master.
 - ❖ Right Click on the selected Layout thumbnail and click the Rename Layout option from the context menu.
 - ❖ Rename Layout dialog box will appear. In it type a new name. Click on the Rename button.
 - ❖ Click the File tab and click the save As option.
 - ❖ Write File name in the File name box. Select the PowerPoint Template and click on save option.
 - ❖ Click on close Master view button.
 - ❖ The layout will appear in the list of standard built-in layouts Normal view present at the Home tab, in the slides group.
2. Change the background colour following these steps :-
- ❖ Select the Format Background button present in the customize group.

- ❖ Choose any fill style option from the 'Fill section'.
 - ❖ Click on the color button. Select the More color option from the list.
 - ❖ The colors dialog box will appear.
 - ❖ Click on the standard tab and choose the colour. Select the custom tab and create colour scheme click ok.
 - ❖ To apply the colour scheme to all the slides click on the Apply to Alt + tab. Click on the close button to close the Format Background task pane.
- E. 1. SmartArt is a graphics tool that allows you to add text to predefined art designs. These graphics help you to present your ideas and messages easily and effectively. It contains many graphical layouts, like Pyramids, Hierchy, List, Matrix etc. to display data in a presentation.
2. **Random Variable** : Variables in Scratch consist of a series of symbols to represent a value; mathematically they are symbols that represent numbers. A simple way to think about variables is a box with numbers in it. These numbers can be increased and decreased and made to control various parts of a project.
3. **Template** : a group of pre-designed layouts called Templates. These templates make your presentation or project more beautiful and attractive. They are organized different groups, i.e. Academic, Blank, Business, Decorative, and Planners.
4. **Text Data** : Text data includes alphabets, numbers, spaces and special

characters. If you entered text data, it is displayed in the cell as well as in Formula bar. By default text data is left aligned in a cell. Most often, text entries are used for worksheet headings, names, and for identifying columns of data.

5. **Video Conferencing** : Conducting a live conference between two or more participants at different locations using computer networks by transmitting audio and video data is called video conferencing.

Model Test Paper-3

- A. 1.(b), 2.(c), 3.(a), 4.(a), 5.(b)
- B. 1. Headings, 2. Numbers, 3. ISP, 4. Internet 5. Close
- C. 1. False, 2. True, 3. True, 4. False, 5. True
- D. 1. **Services of Internet** :

E-mail: The most popular feature of the Internet is electronic mail. It enables you to send and receive message in real time. You can also attach pictures, videos, and sounds to an email.

Online Shopping : With the help of internet you can purchase various items, like books, electronic goods, clothes, etc., from different e-shops around the world without actually going there. This way of shopping is called online shopping.

Video Conferencing : Conducting a live conference between two or more participants at different locations using computer networks by transmitting audio and video data is called video conferencing.

2. **Workbook:** The Excel window that opens on the screen is called a Workbook. By default it has a temporary name as Book1. Workbook is just like a notebook, which contains a number of pages called Worksheets.

Worksheet: A Worksheet is made up of rows and columns, in it, you can enter and work with data. By default an Excel workbook displays a single worksheet, with the name Sheet1. You can add any number of worksheets in a workbook according to the limits of memory available on your computer.

3. Following are the steps to add title to a page in OneNote:

❖ For adding title to the page, click on the blank header (over the horizontal line), type a title and press the Enter key.

❖ The title also appeared on the Page tab in the right pane.

❖ You can also add title by right Clicking on the Page tab, select Rename option and type a name.

4. For using the e-mail facility on the Internet, first of all you have to create your personal e-mail account you have to select a username (e-mail address) and provide a secret code (password) along with particulars, like Name, Address, Date of Birth, etc.

5. 1. Internet is the most popular and useful technology today. It stands for 'International Network'. It is the biggest network of computers. A number of small networks of computers are connected to each other to make a global network of computers which

contains a million of computers in it. This global network is called Internet.

Uses of Internet : Mailing Letters, Online Shopping, News and Information, Art and Entertainment, Tourism and Travel, Chatting, Banking Operations, Video Conferencing.

E. 1. **Worksheet:** An Excel worksheet is a single spreadsheet that contains cells organized by rows and columns. A worksheet begins with row number one and column A. Each cell can contain a number, text or formula. A cell can also reference another cell in the same worksheet, the same workbook or a different workbook.

2. **Internet:** The internet is a globally connected network system that uses TCP/IP to transmit data via various types of media. The internet is a network of global exchanges – including private, public, business, academic and government networks – connected by guided, wireless and fiber-optic technologies. The terms internet and world wide web are often used interchangeably, but they are not exactly the same thing; the internet refers to the global communication system, including hardware and infrastructure, while the web is one of the services communicated over the internet.

3. **Quick Note:** OneNote allows you to create Quick Notes with or without opening the OneNote app. Quick note can be considered as the electronic equivalent of a little yellow sticky note.

4. Short for modulator-demodulator. A modem is a device or program that enables a computer to transmit data over, for example, telephone or cable lines. Computer information is stored digitally, whereas information transmitted over telephone lines is transmitted in the form of analog waves.
5. **Smartart** : SmartArt is a graphics tool that allows you to add text to predefined art designs. These graphics help you to present your ideas and messages easily and effectively. It contains many graphical layouts, like Pyramids, Hierchy, List, Matrix etc. to display data in a presentation.

Computer Studies

Key

Book - VI

CH-1 COMPUTER LANGUAGE

Exercises

- A. 1. Program, 2. Four, 3. Machine, 4. Ada Lovelace, 5. High level, 6. Assembly, 7. Syntax, 8. Off, on.
- B. 1. True, 2. True, 3. True, 4. False, 5. False, 6. False, 7. True, 8. False.
- C. 1. (b), 2. (c), 3. (c), 4. (b).
- D. 1. A computer language includes various languages that are used to communicate with a computer machine. Some of the languages like programming language which is a set of codes or instructions used for communicating the machine. Machine code is also considered as a computer language that can be used for programming.
- 2. All the languages that are now available can be classified into the following categories: Machine language, Assembly language, High-level language and Fourth generation language.

Assembly Language : Assembly Language is the second generation programming language that has almost similar structure and set of commands as machine language. Instead of using numbers in Machine Language here we use words or names in English forms and also symbols. The programs that have been written using words, names and symbols in assembly language are converted to machine language using a Assembler. Because a computer only understands machine code languages that's why we need a Assembler that can convert the Assembly language to

Machine language. So, that the computer gets the instruction and responds quickly.

- 3. The high level languages are the most used and also more considered programming languages that helps a programmer to read, write and maintain. It is also the third generation language that is used and also running till now by many programmers. They are less independent to a particular type of computer and also require a translator that can convert the high level language to machine language. The translator may be an interpreter and compiler that helps to convert into binary code for a computer to understand. There is various high level programming languages like C, FORTRAN or Pascal that are less independent and also enables the programmer to write a program.
- 4. **Interpreter :** High Level Language programs need to be translated into machine language by using the translator programs. This translator program is used to convert a high level language program into machine language. An interpreter translates line by line, executes the instruction and then repeats the procedure for the remaining instructions. If any errors are found, they are to be removed immediately. As the converted form is not stored anywhere, so it has to be generated at the time of execution of a program. Interpreter programs are preferred for beginners and are slow in execution speed.

Compiler : It plays an important role on the computer as it can convert to machine language and also checks for errors if any before executing. There are several high level languages that were used earlier and also now like COBOL, FORTRAN, BASIC, C, C++, PASCAL, LISP, Ada, Algol, Prolog and Java. It is user friendly as the programs are written in English using words, symbols, characters, numbers that need to be converted to machine code for processing.

5. Fourth generation languages are combination of languages with the following features:
- ❖ Highly user-friendly and independent of any operating system.
 - ❖ Very high speed of execution. Designed to reduce the level of programming efforts.
 - ❖ Designed to reduce the overall time it takes to develop software and the cost of software development. In 4GL, the user has to specify only the required output they want, while the computer determines the sequence of instructions that will accomplish those results.

- E. 1. Mohit's uncle used high level language.
2. Java is an object oriented language. Its syntax is common as C and C++. Java programs are compiled to byte code.

CH-2 MORE ON WINDOWS 10

Exercises

- A. 1. Organize, 2. Copying, 3. Fonts, 4. Disk Cleanup, 5. Continuum.
B. 1. True, 2. True, 3. False, 4. False, 5. True.
C. 1. (a), 2. (b), 3. (b).
D. 1. Windows Media Player is a media player and media library applicator developed by Microsoft that is used for playing audio, video and viewing

images on personal computer running the Microsoft Windows Operating System, as well as on pocket PC and windows Mobile based devices.

2. **Ripping** : We can copy songs from our favorite music CDs/DVDs onto our computers with Windows Media Player. When we rip music, we are actually copying songs from a CD to computer. After the songs have been copied to our computer, we can use Windows Media Player to play and organize the songs, create play lists, and copy music to a portable device.

Burning : When you create a CD or DVD, you must tell your PC running Windows 10 what you are copying and where you intended to play it: Music for CD player? Photo Slide shows for TV's DVD player? or files to share on your computer?

3. Microsoft Windows Hello is a biometric identify and access control feature that supports fingerprint scanners, iris scanners and facial recognition technology. Biometric logins are secure, fast, and easy to create. Windows Hello requires appropriate hardware devices to be connected to the system for its proper working.
4. To create a new desktop, follow the steps given below:
- ❖ Click on the button situated on the taskbar. The Task View Task View Pane opens and displays the preview of all the open windows.
 - ❖ Click on the New desktop button located at the bottom-right corner of the Task View Pane. A new desktop thumbnail named 'Desktop 2' appears.
 - ❖ Click on the thumbnail to view the newly created desktop. It is a replica

of Desktop 1 but doesn't display the applications opened in Desktop 1. You can open the apps that you want to use on this desktop. You can group the desktop windows by opening similar kind of apps in one desktop.

❖ Click on the Task View button again to switch between desktops.

5. Disk cleanup is a Microsoft Software utility first introduced with Windows 98 and included in all subsequent releases of windows. It enables us to remove files that are no longer needed or that can be safely deleted. Removing unnecessary files, including temporary files, can help to speed up and improve the performance of the computer.

- E. 1. Rohit need to perform Burn Files to a Disc option to burn his favorite songs to a CD.
2. 'Windows Hello' feature of Windows10 can help Deepak to make his system secure through biometric login. Because Microsoft Windows Hello is a biometric identify and access control feature that supports fingerprint scanners, iris scanners and facial recognition technology. Biometric logins are secure, fast, and easy to create.

CH-3 FLOWCHARTS AND PROGRAMS

Exercises

- A. 1. Diagram, 2. Start/Stop, 3. Processing, 4. Fortran, 5. Java.
- B. 1. (a), 2. (a), 3. (b), 4. (b), 5. (c).
- C. 1. (a), 2. (a), 3. (a), 4. (c)
- D. 1. A flowchart is a type of diagram that represents an algorithm, workflow or process, showing the steps as boxes of various kinds and their order by connecting them with arrows. This diagrammatic representation illustrates a solution model to a given problem. Flowcharts are used in

analyzing, designing, documenting or managing a process or program in various fields.

2. A flowchart imparts all information visually by using standard symbols to represent these different functions. It uses arrows to represent the sequence in which the instructions should be performed.

3. **Start/Stop Symbol:** This symbol is used to show where your flow begins or ends.



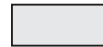
Input/Output Symbol: This symbol is used to indicate the acceptance of inputs from a user or the output or the result concluded.



Flow Lines: The flowchart symbols are connected with the help of flow lines.



Processing Symbol: The symbol is used to illustrate a process, action or an operation.



Decision Box: The symbol is used in a process flow to as a question. And the answer to the question determines the arrows coming out of the symbol.



Connector: In flowcharts, this symbol is typically small and is used as a connector to show a jump from one point in the process flow to another.



4. **Advantages of flowcharts :**

❖ **Communication:** Flowcharts are better way of communicating the logic of a

system to all concerned or involved.

❖ **Effective Analysis:** With the help of flowchart, problem can be analysed in more effective way therefore reducing cost and wastage of time.

❖ **Proper Documentation:** Program flowcharts save as a good program documentation, which is needed for various purposes, making things more efficient.

Disadvantages of Flowcharts:

❖ **Complex logic:** Sometimes, the program logic is quick complicated. In that case flowchart becomes complex and clumsy. This will become a pain for the user, resulting in a waste of time.

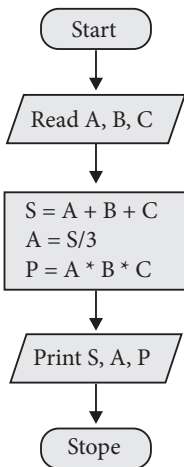
❖ **Alterations and Modifications:** If alternations are required the flowchart may require re-drawing completely. This will usually waste valuable time.

❖ **Reproduction:** As the flowchart symbols cannot be typed, reproduction of flowchart becomes a problem.

5. a. This flowchart depict the conversion of Celsius to Fahrenheit.

b. $2^{\circ}\text{C} = 35.6^{\circ}\text{F}$, $10^{\circ}\text{C} = 50^{\circ}\text{F}$

6.



D. 1—(b), 2—(a), 3—(b).

E. 1. No I will not write it directly. Because a program can be viewed as an elaborate algorithm. In mathematics and computer science, an algorithm usually means a small procedure that solves repetitive problem. So I use flow chart to write a program.

2. Yes, we can solve many problems of our daily by using algorithm and flowchart. We can put available resources in planned way with the help of flowchart and get maximum results which help us to reduce the upcoming problems.

My Activity

Q	B	A	S	I	C	F	B
E	A	L	G	R	G	B	A
D	F	O	R	T	R	A	N
A	E	G	H	I	T	S	S
P	D	O	C	Q	R	I	J
O	W	C	B	V	U	C	X
J	A	V	A	C	F	A	Z
A	N	M	L	K	Y	C	++

CH-4 MORE ON MS POWERPOINT 2016

Exercise

A. 1. Transitions, 2. Text, objects, 3. Microphone, 4. From Beginning, 5. Loop until Stopped.

B. 1. True, 2. True, 3. False, 4. True, 5. False, 6. True.

C. 1. (b), 2. (b), 3. (c), 4. (a).

D. 1. Moving objects, such as text, graphics, charts, logos, etc. that are made up of a sequence of images displayed after this other on the slide are called Animations. Animation is quite helpful when you want to focus on important points. It also controls the sequence of the flow of information and helps in making information more extraordinary.

Apart from giving visual effects to your presentation, you can also sizzle up your slide objects – the text, pictures,

shapes, tables, SmartArt graphics, etc. by applying sound effects.

2. Transitions are motion effects that when in Slide Show view add movement to your slides as you advance from one slide to another. There are many transitions to choose from, each one of which allows you to control the speed and even add sound.
3. You have perform following steps to insert your own sound in a presentation:
 - ❖ Click the Record button and start reading your script.
 - ❖ Click the Stop button when you want to pause recording: click the Record button to resume recording.
 - ❖ You can click the Play button at any time to play back what you have recorded so far. Notice that the dialog box notes how many seconds your recording lasts.
 - ❖ Click the OK button in the Record Sound dialog box when you have finished recording the narration for you slide.
 - ❖ The Audio icon appears on your slide to show that your slide is accompanied by an audio file.
4. To insert pictures and Clipart in presentation:
 - ❖ Open the PowerPoint presentation you will add the clip art to.
 - ❖ Click the “Insert” tab and select Clip Art from the Images group. A Clip Art pane will appear.
 - ❖ Enter the keyword of the clipart you will insert in the Search For field.
 - ❖ Choose the collection you will search for the clip art in the Search In drop-down menu.
 - ❖ Open the Results Should Be drop-down menu. Select the clipart you will insert. Clipart
 - ❖ Click the image in the Clip Art pane to insert it in the slide.

5. To import data from word file follow the steps given below:

- ❖ Click on the View tab and select the Slide Sorter button.
 - ❖ Now click on the New Slide drop-down menu on the Home tab. Select the Slides from Outline option.
 - ❖ The Insert Outline dialog box will appear. Browse the location of the Word file.
 - ❖ Select the file and click on the Open button.
- E. 1. Mohit need to use Transition Effects to link every slide to its succeeding slide.
2. See Q. D.5.

CH-5 MICROSOFT EXCEL 2016

Exercise

- A. 1. F4, 2. Ctrl+C, 3. Format, 4. Ctrl+F9, 5. Enter, Cancel, 6. 15 and 8.43, 7. End,
- B. 1. True, 2. False, 3. False, 4. True, 5. False, 6. False, 7. False.
- C. 1. (c), 2. (b), 3. (c), 4. (a), 5. (a), 6. (b), 7. (a).

D. 1. Using Edit Mode

- ❖ Select the cell D6. Double-click on the cell.
- ❖ The insertion point will blink within the cell.
- ❖ Note that the Edit mode is displayed on the left side of the pointer at the desired place and modify the contents.
- ❖ Press the Enter key. The changes will be entered in the current.
- ❖ Observe, the Edit mode indicator modifies to Ready mode.

2. Inserting a Column/Row

- ❖ Select the column or cell to the left of which a new column is to be inserted. Here, we have selected column 'E'.
- ❖ Click on the drop-down arrow of the

Insert button in the Cells group on the Home tab and select the Insert Sheet Columns option. Excel inserts a blank column to the left of column 'E' and shifts the entries of column 'E' to column 'F'.

- ❖ Similarly you can insert a row as you insert a column. Select the row or a cell above which a new row is to be inserted and choose insert sheet Rows from the options of Insert drop-down menu.
- 3. ❖ After making changes in a cell, you may want to cancel the changes and retrieve the earlier data. To undo the last action (s) done, use the Undo button on the Quick Access Toolbar.
- ❖ The Redo command is used to quickly repeat the last action (s) that you have undone using Undo command. To do so, click on the Redo button on the Quick Access Toolbar.

4. Copying and Pasting Data

- ❖ Select the cell or a range of cells you require to copy. Let us say B4:D4.
 - ❖ Click on the Copy button in the Clipboard group. The dashed line will display around the selected cells.
 - ❖ Select the destination cell, let us say F6 and click on the Paste button in the Clipboard group. The text will be copied to the new location.
 - ❖ If you want to paste the same data many times, you require to click on the Paste button in different cells.
5. Do the following steps using Drag and Drop method:
- ❖ Select a cell or a range of cells. Place the mouse pointer at the edge of the selected cells.
 - ❖ Observe that the pointer turns from a white cross symbol to a move pointer symbol +.

- ❖ Drag the selected cell or a range of cells to a new destination and release the mouse button. The data will be moved to a new location.

6. Data can be moved by using following steps :

- ❖ Right-click on the cell to open
 - ❖ Shortcut menu and choose the Cut command.
 - ❖ Now, select the destination cell, right-click on it and select Paste option.
7. Flash Fill is a time-saving feature of MS Excel, which recognises the data fill pattern that you use repeatedly in a worksheet and then fills the unfinished series accordingly.

Let us try it practically.

- ❖ Make two columns, NAMES and INITIALS, in the Excel sheet.
- ❖ Fill the data in NAMES column as shown in the figure.
- ❖ The INITIALS column should have data that is a combination of the first letters of first name and the Last name, Like RK for Ravi Kumar.
- ❖ Type RK in the INITIALS column and press Enter key.
- ❖ Click on the Fill drop-down arrow located on the Home tab in the Editing group and select the Flash Fill option. You can also use the shortcut key Ctrl + E.
- ❖ The initials of the remaining entries will be automatically added to the cells of the INITIALS column.

8. To modify the row Height

- ❖ Select the row.
- ❖ In the cells group on the Home tab. Click on the drop-down of arrow the Format button.
- ❖ Click on the Row Height option.
- ❖ The Row Height dialog box displays. Enter the required value and click OK.

❖ The change will be shown on the selected row.

To modify the Column Width

❖ Select the column.

❖ Click on the drop-down arrow of the Format button on the Home tab. From the displayed list of options, click on Column Width.

❖ The Column Width dialog box displays. Enter the required value and click OK.

Notice the change on the selected column.

9. The Auto Fill is the easiest way to fill data automatically in the worksheet cells. Do the following steps to fill data automatically in the worksheet cells.

❖ Type 'January' in cell B1.

❖ Place the pointer at the lower right corner of the cell.

❖ The mouse pointer turns into a black "+" cross symbol.

❖ Hold down the left mouse button and drag the fill handle up to cell B5. Release the button.

❖ The months February to May would display in the cells B2 to B5.

E. 1. Manish need to perform following steps to insert a new column:

❖ Select the column or cell to the left of which a new column is to be inserted. Here, we have selected column 'E'.

❖ Click on the drop-down arrow of the Insert button in the Cells group on the Home tab and select the Insert Sheet Columns option. Excel inserts a blank column to the left of column 'E' and shifts the entries of column 'E' to column 'F'.

2. Manjit can use Auto Fill to finish his assignments quickly. He need to perform following steps:

❖ Type '1' in cell B1 and Type 2 in B2.

❖ Select both rows and place the pointer at the lower right corner of the cell.

❖ The mouse pointer turns into a black "+" symbol.

❖ Hold down the left mouse button and drag the fill handle up to cell B100. Release the button.

❖ The counting 1 to 100 would display in the cells B1 to B100.

3. A. $D4 = B4 + C4$

$D6 = B6 + C6$

$D9 = D4 + D5 + D6 + D7 + D8$

B. B2

C. C8

D. Enter.

CH-6 FORMULAS AND FUNCTIONS

Exercises

A. 1. calculation, 2. Equal to (=),

3. Cell reference, 4. Absolute reference,

5. Concentration, 6. Arguments,

7. Parenthesis, 8. &.

B. 1. True, 2. True, 3. True, 4. True, 5. True,

6. True, 7. True, 8. True.

C. 1. (a), 2. (c), 3. (c), 4. (a), 5. (b), 6. (a).

D. 1. Formulas are the user defined

instructions to perform arithmetical calculations, whereas, Functions are the pre-defined on in built formulas that come with Excel.

A formula forms a relationship between two or more cells. It is an expression that can incorporate cell addresses, numbers arithmetic operators, and parenthesis. You can perform simple as well as complex calculations using formulas.

Let us use it to calculate the sum of the numbers in B4, B5, and display the result in B11.

Follow the steps given below to use a formula:

❖ Click on the cell B11 (where you

want to show the result) and type = sign.

- ❖ Click on the cell B4. A dashed border called marquee will display around it. Its address will display in the B11 and in the Formula bar. This process of clicking on the cell to add its reference to a formula is known as Pointing. The Status bar will exhibit the status of Point.
- ❖ Now Type the + symbol.
- ❖ Repeat the above steps till B9 or type: = B4 + B5 + B6 + B7 + B8 + B9 in B11. You will observe the different color borders that display around these cells.
- ❖ Press the Enter key. Cell B11 will show the total of all the values from B4 to B9.

2. There are four types of cell reference:

(i) Relative Reference, (ii) Absolute Reference (iii) Mixed Reference, Circular Reference.

(i) **Relative Reference** : By default, all cell references are relative references. When copied across multiple cells, they change based on the relative position of rows and columns. For example, if the formula in A3 is = A1 + A2 and you copy the formula from A3 to B3. Excel automatically changes the reference to match the position of cells, i.e., = B1 + B2 .

(ii) **Absolute Reference** : There may be situations when you do not want a cell reference to change when filling cells. Unlike relative references, absolute references do not change when copied or filled. You can use an absolute represent to keep a row and/or column constant. An absolute reference is designated in a formula by the addition of a dollar sign \$. It can precede the column reference, the row reference or

both. For example = \$A\$1+\$A\$2 To create and copy a formula using absolute references:

3. Ways of entering a cell reference in a formula:

Using Copy-paste Option:

- ❖ Click on the button New Sheet present to the right of the Sheet 1 tab at the bottom of the screen. A new worksheet with the name Sheet 2 will be added. Now, enter the data as shown in the Figure.
- ❖ Click on the Sheet 1 tab. Now, click on cell B11 where the 'SUM' function is used.
- ❖ Copy the formula using Ctrl+C.
- ❖ Click on the Sheet 2 tab. Click on the cell B11. Now, paste the formula using Ctrl + V. The cell will display the result of the formula i.e., summation of the cell values.

Using Sheet Reference

In this method, we use sheet number, exclamation mark, and cell address to refer to a cell a particular worksheet. For example, by writing Sheet1! D4, we are referring to the cell D4 of Sheet1. Let us try to use this method to calculate the total salary.

- ❖ Click on the cell C4 of Sheet 2.
 - ❖ Type = B4 +Sheet1:D4 in it and press Enter. This will add the 'Incentive Amount' present in the cell D4 of Sheet1 with the 'Salary' present in cell B4 of Sheet2.
4. To rename a worksheet do the following steps.
- ❖ Right-click on the 'Sheet2' tab in the worksheet.
 - ❖ A shortcut menu will appear. Click on the Rename option.
 - ❖ The Sheet tab gets highlighted. Type the new name and press Enter.
 - ❖ Note that the name of the Sheet2 gets changed.

5. Functions are the pre-defined formulas or built-in calculations. Functions save time and stop the chance to write wrong formulas. They accept Arguments and return Values. Functions start with the equal to (=) sign followed by the function name and then the list of arguments separated by comma within the parenthesis.

6. A formula in a cell that directly or indirectly refers to its own cell is called a circular reference. For example, if you enter the formula = A1 + A2x3 in cell A2, you are making the formula to refer to its own cell value, which is not possible. In such a case, an alert dialog box indicating the problem displays as shown in the figure given below. As soon as you click on the OK button of the alert dialog box, 0 will be returned in the cell containing formula. The Status bar will also notify you that circular reference is found in the workbook and the address of that cell will be displayed on it.

7. Uses of common functions:

Autosum: Besides being the common and the fastest way to find numbers in a range, the Autosum option also be used like Average, Count, Max, Min, etc. This option is available in two places :

❖ In the Editing group on the Home tab.

❖ In the Function Library group on the Formula tab.

Average () : The Average function returns the average of the range values. The arguments can be a range of cells, simply numbers, or numbers along with cell reference (s).

Max (): It is used to find the largest value in the given range.

Today () : It is used to show the current date.

8. Rules To Enter A Function

❖ All Excel functions must start with = sign.

❖ Function name must be a valid Excel name. For example, SUM, AVERAGE.

❖ Function name must be followed by an opening and closing parenthesis.

❖ Arguments are enclosed in the parenthesis. For example; = SUM (A1:A5).

9. Steps to find the GCD of three numbers:

❖ Enter three integers in cell A1, A2, and A3.

❖ Now, select the cell A4 where the GCD of these numbers will be exhibited.

❖ Click on the Math & Trig drop-down button in the Function Library on the Formulas tab and select GCD from the displayed list of options.

❖ The Function Arguments dialog box comes into sight. Type A1, A2 and A3 in Number1, Number2, and Number3 text boxes respectively. Notice that the result of the formula emerges near the bottom of the dialog box.

❖ Click OK. The output will come into view in the cell A4.

E. 1. Saurav have to use Max () and Min () functions to achieve the task.

2. **Step 1 :** In A2, type the header With 10% increase. Since we have a number mixed with text, Excel will treat the entire cell as text.

Step 2: Press Tab, then in B18, enter this Excel percentage formula: =A2 * 1.10

Alternatively, you can enter the formula this way: =A2 * 110%

The Amount is 16150.

CH-7 USING EXCEL AS DATABASE

Exercises

- A. 1. organized, 2. data form, 3. Field name, 4. Consolidation, 5. criteria
- B. 1. True, 2. True, 3. True, 4. False, 5. False
- C. 1. (b), 2. (a), 3. (c), 4. (a), 5. (b)
- D. 1. A database is an organized collection of data. It is a collection of schemes, tables, queries, reports, views and other elements. It is an electronic system that allows data to be easily accessed, manipulated and updated. In other words, a database is used by an organization as a method of storing, Managing and retrieving information.
2. Rules to enter the Field Names:
- ❖ Field names have to be unique.
 - ❖ You can space out the title of the field and it will still find the topic eg.
 - ❖ If a label field has no name, it will not be shown when the form is viewed, only when it is edited.
 - ❖ Field names can in theory include any text, but you should stick to alpha numeric characters.
 - ❖ Leading and trailing spaces are not significant.
3. Sorting is the process of arranging data into meaningful order so that you can analyze it more effectively. We can sort data according to a particular. Field either in increasing or decreasing order in a worksheet.
4. ❖ The excel feature “filter” is a very important feature as it saves time and reduces workload by many times especially for those who use excel all day.
- ❖ It is used everyday mainly for analysis work. Filters are used to find all records matching a certain criteria at one place.
 - ❖ There are different types of filter in Excel such as number filter, text filter, begins with, end with, contains, display

top 10.

- ❖ The benefits of filters (save time and reduces workload) increase exponentially when there are more than one or two criteria of you have 50,000 transactions items and suppose the type of transaction items and suppose the type of transaction that you look for only 5 to 10 in number, instead of searching manually you can use “Filters”.
5. Data Validation is used to restrict the cell entries within a specified range.
- ❖ Select the range E5:E13. Choose Data > Validation. Click the Setting tab.
 - ❖ In Allow: drop-down list box, select Whole number option.
 - ❖ In Data drop-down list box, between option is selected by default.
 - ❖ In Minimum: text box, type 0 and in Maximum: text box type 100.
 - ❖ Click the Input Message tab. In Title: text box, type Validation. In Input message: box, type ≥ 0 and ≤ 100 .
 - ❖ Click the Error Alert tab and type 'Input is wrong' in Error Message box. Click OK to close the dialog box.
 - ❖ If you try to enter data beyond the specified limit in the selected range, an error message will be displayed. Click on Retry to enter another value in the cell.
6. A pivot table is a program tool that allows you to recognized and summarize selected columns and rows of data in a spreadsheet of database table to obtain a desired report. A pivot table doesn't actually change the spreadsheet or database itself.
7. Sorting takes a set of data and sorts it by a chosen metric or letter. The most important difference is that sorting does not remove entries from the data set. Sorting only puts the data into a

new order.

8. Filtering on the other hand is useful in a different way. While sorting will give you the option of choosing which metric you want to prioritize. Filtering actually removes data that's irrelevant to your analysis.

E. Riya will make worksheets in group by using given steps.

- ❖ Create a new workbook. The 'Sheet1' worksheet is active.
- ❖ Press and Hold the Shift key. Click on Sheet3 Tab.
- ❖ Release the Shift key. Note that all the three worksheet tabs have become white and the word '[Group]' appears in the Title bar. It indicates that Sheet1, Sheet2 and Sheet3 are grouped together.
- ❖ Enter the data as shown in the figure, in the grouped worksheet.
- ❖ Format the heading by making it bold and increasing its font size to 18. Apply border around the heading 'FIRST QUARTER SALES' 2016.
- ❖ Select the Row 3, increase the Font size to 14 and bold it. Similarly, select Column A and apply same formatting effects.
- ❖ To ungroup the worksheet, click on any other Sheet tab except Sheet1 or right click on any grouped Sheet tab and select Ungroup Sheets option.
- ❖ All the three sheets will display the common data with formatting effects.
- ❖ Click on Sheet2 and change the year to 2017 Similarly, change the heading to "CONSOLIDATING FIRST QUARTER SALES (2016 - 2017)" in Sheet3.
- ❖ Save the worksheet with the name "MULTIPLE"

CH-8 WORKING WITH FLASH CS6

Exercise

- A. 1. Symbol, 2. Library, 3. Three, 4. Button, 5. Morphing, 6. Instance, 7. two
- B. 1. False, 2. True, 3. False, 4. False, 5. False, 6. True, 7. False
- C. 1. (c), 2. (b), 3. (c), 4. (b), 5. (b)
- D. 1. A symbol is reusable static image that are used mainly to create animations. The three types of symbols
- Graphic Symbols :** They are reusable static images that are used mainly to create animations.
- Button Symbols :** These symbols are used for time line navigation.
- Movie clip Symbols :** These symbols are reusable pieces of flash animation.
2. Follow these steps to create a symbol:
- ❖ Draw a car on the Stage, by using the Rectangle Tool , Oval Tool , Pencil Tool and , from the Tools panel.
 - ❖ Choose the Selection Tool and drag the mouse pointer on the Stage to enclose the car within a rectangular selection marquee.
 - ❖ Choose Modify > Convert to Symbol.
 - ❖ You will get a Convert to Symbol dialog box. Choose Graphic from the Type drop down list.
 - ❖ Specify the symbol's name - G-Car Name textbox and click OK. Your new symbol is now added in the library panel.
3. An animation is the illusion of movement created by showing a series of still pictures in rapid succession. In the world of computers, graphic software used to create this effect.
4. Instance is a copy of the original symbol. Which can have use own independent properties such as color, size, function etc, different from the original symbol.

5. Motion guides are especially useful when you work with a shape that has an obvious orientation (or direction, such as the nose of a car or an airplane). For this reason, be sure to use a symbol with an obvious orientation.
6. Any object (or group of objects) that can appear on the stage can be made into a symbol. Here's how to do it:
 - ❖ Select one or more objects on the stage. The selected objects may include paths, text objects, bitmaps, or even other symbols.
 - ❖ Choose Modify > Convert to Symbol, or press the F8 key. The Convert to Symbol dialog box appears.
 - ❖ Enter a name for the symbol into the Name field.
 - ❖ Click the radio button for the type of symbol you want to create: a movie clip, button, or graphic.
7. Animations can be created in Flash with the help of tweening, which means 'in between'. The movement from one keyframe to the other becomes well timed with the use of the tweening. There are two types of tweened animation.
 - ❖ Motion tween ❖ Shape tween
 The main difference between both the tweening is that the Motion tweening works on symbols, whereas, shape tweening is used with objects that are not symbols and are ungrouped.
8. The Deco Tool has a symmetry brush, which enables you to create interesting textures, patterns and symmetrical drawings from symbols. It provides several distinctive effects, which can either be applied to the entire stage or any object that is selected on the stage.
9. The spray Brush tool paints with instances allows you to brush pattern of shapes at one time. By default, it

emits a spray of dot particles using the currently selected Fill Color. However, it can also be used to apply a symbol as a pattern.

- E. 1. Sohail need to use shape tween animation to show a smiling face changing into a crying face.
2. Mohini need to do following steps to move the clouds:
 - ❖ Open the saved file.
 - ❖ Notice that the layer structure matches the Clouds demo. In fact, you may use your Cloud file in this exercise if you prefer.
 - ❖ Add a new layer and name it clouds.
 - ❖ Select the new layer and open the Library. Drag 2-3 instances of clouds onto the first keyframe of the new layer.
 - ❖ Single-click on the cloud instances (to select them) and add a Motion Tween (by right-clicking or choosing Insert > Motion Tween from the Menu).
 - ❖ Flash just added the default number of frames for a new Tween (about 24). Drag the playhead to frame 12 (or about half way to the end of the animation). Now, position the clouds about halfway across the screen.
 - ❖ To complete the second part of the animation drag the play head to the last frame and reposition the clouds once again.
 - ❖ When you run the movie, you might decide that it is moving too quickly. By adding more frames, the animation will take more time.
 - ❖ Adjust your animation until you are satisfied! Test the movie to watch your animation.

CH-9 THE MAIL MERGE

Exercises

- A. 1. Main, 2. MS Excel or MS Access, 3. Modify, 4. Many, 5. MS Word
- B. 1. True, 2. True, 3. False, 4. True, 5. True, 6.

True, 7. False, 8. False

C. 1. (b), 2. (a), 3. (b), 4. (a), 5. (b)

D. 1. The body of the standard letter to be sent to all recipients is called the Main Document as shown in the figure given below. It also contains the required field names for carrying out the merge process. Data Source as shown in the figure stores information to be brought into the main document. It is also called the data file. The data file has a table comprising columns for each field of information.

2. Once you have selected the type of mail merge, you can make your recipient list or data source. Apart from creating it in MS Word, you can import it from MS Excel or MS Access database.

3. Mail merge is used to create letters, e-mail messages, envelopes, labels and directories. The data document holds the text that repeats for all merged documents. Click on start Mail Merge and select the document type on the mailing tab as shows in the figure.

4. The process of mail merge includes three main steps.

❖ Creating the main document consisting the body of the letter.

❖ Creating the data source that comprises the records of recipients.

❖ Merging the data source and the main document.

5. Click on the Preview Results button in the Preview Results group of the Mailings tab. It enables you to navigate through the recipients in the data document.

E. 1. It also contains the required field names for carrying out the merge process. Data Source as shown in the figure stores information to be brought into the main document. It is also called the data file. The data file has a table comprising columns for each

field of information. For example, it may store names of people, their addresses and alike information. It has some variable data such as first name, last name of a recipients and the postal pin code of the place he/she belongs to. The header row is the first row of the table. It records collection of variable data regarding a person or a thing.

2. The different steps to choose your recipients are given below. Click on the Select Recipients button from the Start Mail Merge group of the Mailings tab. A drop-down menu comprising different options emerges.

CH-10 INTERNET SERVICES

Exercises

A. 1. Internet, 2. Web browser, 3. Skype, 4. E-learning, 5. Internet Radio

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

C. 1. (b), 2. (c), 3. (c), 4. (b), 5. (a)

D. 1. They devised a network of four computers to exchange and share their data.

2. BSNL, Tata, Airtel, Reliance

3. The only difference between Instant messaging and Online chat is that in Instant messaging (IM), the communication come about between known users, and involves only those people whom the user has invited, whereas, Online chat could happen between unknown users too.

4. E-learning can be implemented using an Internet connection, a network, an intranet, or a storage disk. It is less expensive than traditional learning and can be used to give training to a large group of students at the same time, in an interactive and interesting manner. Thus it saves time and lowers the need for costly classroom-based training.

5. Internet Radio, is an online radio

service that is broadcasted over the Internet on dedicated radio servers. It is broadcasted in much the same way as traditional radio with regard to its presentation and format. Here, audio stream is digitized and split into small pieces for transmission across the Internet. It provides the listeners with a continuous stream of audio, which cannot be paused or replayed.

- E. 1. This technology is largely used for virtual meetings among a group of people to discuss political, business, medical, or social affairs. On television most often we see that a program host is conducting interview among several participant sitting in different cities and countries. This is done through video conferencing. Popular Video conferencing applications include: Skype, Adobe Connect, Oovoo, Yugma, Ekiga, etc.
2. It is a net banking service that allows customers to perform all routine transactions such as account transfers, balance enquiries, bill payments and stop payment requests, and some even offer online loan and credit applications. These transactions can be performed from anywhere regardless of time, if one has an Internet connection on his computer. As all the services are web enabled, the customer needs to log in to the website of a bank and access the centralized database by stating the desired bank service.

My Activity Question

MODEL TEST PAPER-1

- A. 1. (b), 2. (b), 3. (a), 4. (b), 5. (c)
 B. 1. Machine, 2. Disk Clean Up, 3. start/stop, 4. copying, 5. Add level
 C. 1. True, 2. False, 3. True, 4. True, 5. False
 D. 1. A computer language includes various

languages that are used to communicate with a computer machine. Some of the languages like programming language which is a set of codes or instructions used for communicating the machine. Machine code is also considered as a computer language that can be used for programming.

2. **Start/Stop Symbol:** This symbol is used to show where your flow begins or ends.



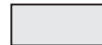
Input/Output Symbol: This symbol is used to indicate the acceptance of inputs from a user or the output or the result concluded.



Flow Lines: The flowchart symbols are connected with the help of flow lines.



Processing Symbol: his symbol is used to illustrate a process, action or an operation.



Decision Box: his symbol is used in a process flow to as a question. And the answer to the question determines the arrows coming out of the symbol.



Connector: In flowcharts, this symbol is typically small and is used as a connector to show a jump from one point in the process flow to another.



3. Advantages of flowcharts :

- ❖ **Communication:** Flowcharts are better way of communicating the logic of a system to all concerned or involved.
- ❖ **Effective Analysis:** With the help of flowchart, problem can be analyzed in more effective way therefore reducing cost and wastage of time.
- ❖ **Proper Documentation:** Program flowcharts save as a good program documentation, which is needed for various purposes, making things more efficient.

Disadvantages of Flowcharts

- ❖ **Complex logic:** Sometimes, the program logic is quick complicated. In that case flowchart becomes complex and clumsy. This will become a pain for the user, resulting in a waste of time.
- ❖ **Alterations and Modifications:** If alternations are required the flowchart may require re-drawing completely. This will usually waste valuable time.
- ❖ **Reproduction:** As the flowchart symbols cannot be typed, reproduction of flowchart becomes a problem.

4. Windows Media Player is a media player and media library applicator developed by Microsoft that is used for playing audio, video and viewing images on personal computer running the Microsoft Windows Operating System, as well as on pocket PC and windows Mobile based devices.

E. 1. **Machine Language:** Machine language is a low level programming language. It is the first generation language developed for communicating with a computer. It is written in machine code which represents 0 and 1 binary digits inside the computer string which makes it easy to understand and

perform the operations.

2. **Features of Windows 10 :** Windows 10 is loaded with multi-tasking tools such as custom start menu, live tiles, snap assist, task view and virtual desktops to keep you organized focused and ready for anything.

3. **High Level languages :** The High level languages are the most used and also more considered programming languages that helps a programmer to read, write and maintain. It is also the third generation language that is used and also running till now by many programmers.

4. **Flowchart:** A flowchart is a type of diagram that represent an algorithm, workflow or process showing the steps as boxes of various kinds and their order by connecting them with arrows. This diagrammatic representation illustrates a solution model to a given problem.

5. **4GL:** Fourth generation computer languages are closer to human language than other high-level languages and are accessible to people without formal training as programmers.

MODEL TEST PAPER-2

- A. 1. (b), 2. (c), 3. (c), 4. (c), 5. (a)
- B. 1. Transitions, 2. Text, Object, 3. Format, 4. Concentration, 5. Arguments
- C. 1. True, 2. False, 3. False, 4. False, 5. True
- D. 1. **Rules To Enter A Function**
- ❖ All Excel functions must start with = sign.
 - ❖ Function name must be a valid Excel name. For example, SUM, AVERAGE.
 - ❖ Function name must be followed by an opening and closing parenthesis.
 - ❖ Arguments are enclosed in the parenthesis. For example; = SUM (A1:A5).

2. ❖ After making changes in a cell, you may want to cancel the changes and retrieve the earlier data. To undo the last action (s) done, use the Undo button on the Quick Access Toolbar.
 - ❖ The Redo command is used to quickly repeat the last action (s) that you have undone using Undo command. To do so, click on the Redo button on the Quick Access Toolbar.
3. Ways of entering a cell reference in a formula:

Using Copy-paste Option:

- ❖ Click on the button New Sheet present to the right of the Sheet 1 tab at the bottom of the screen. A new worksheet with the name Sheet 2 will be added. Now, enter the data as shown in the Figure.
- ❖ Click on the Sheet 1 tab. Now, click on cell B11 where the 'SUM' function is used.
- ❖ Copy the formula using Ctrl+C.
- ❖ Click on the Sheet 2 tab. Click on the cell B11. Now, paste the formula using Ctrl + V. The cell will display the result of the formula i.e., summation of the cell values.

Using Sheet Reference

In this method, we use sheet number, exclamation mark, and cell address to refer to a cell a particular worksheet. For example, by writing Sheet1! D4, we are referring to the cell D4 of Sheet1. Let us try to use this method to calculate the total salary.

- ❖ Click on the cell C4 of Sheet 2.
- ❖ Type = B4 +Sheet1:D4 in it and press Enter. This will add the 'Incentive Amount' present in the cell D4 of Sheet1 with the 'Salary' present in cell B4 of Sheet2.

4. Moving objects, such as text, graphics,

charts, logos, etc. that are made up of a sequence of images displayed after this other on the slide are called Animations.

Animation is quite helpful when you want to focus on important points. It also controls the sequence of the flow of information and helps in making information more extraordinary.

Apart from giving visual effects to your presentation, you can also sizzle up your slide objects – the text, pictures, shapes, tables, Smart Art graphics, etc. by applying sound effects.

To modify the row Height

- ❖ Select the row.
- ❖ In the cells group on the Home tab. Click on the drop-down of arrow the Format button.
- ❖ Click on the Row Height option.
- ❖ The Row Height dialog box displays. Enter the required value and click OK.
- ❖ The change will be shown on the selected row.

To modify the Column Width

- ❖ Select the column.
- ❖ Click on the drop-down arrow of the Format button on the Home tab. From the displayed list of options, click on Column Width.
- ❖ The Column Width dialog box displays. Enter the required value and click OK. Notice the change on the selected column.

- E. 1. **Animation Effects:** Moving objects, such as text, graphics, charts, logos, etc. that are made up of a sequence of images displayed after this other on the slide are called Animations.
2. **Formula Errors:** If any formula is entered incorrectly in MS Excel, then Excel shows an error message rather

than the proper value. It also helps you in finding and solving the problem.

4. **Redo features:** The Redo command is used to quickly repeat the last action (s) that you have undone using Undo command. To do so, click on the Redo button on the Quick Access Toolbar.
5. **Video Clips:** Video clips are short clips of video usually part of a longer recording. They add liveliness to the presentation. PowerPoint enables you to insert a video onto a slide and play it during your presentation.

MODEL TEST PAPER-3

- A. 1. (c), 2. (b), 3. (a), 4. (b), 5. (a)
- B. 1. Symbol, 2. data form, 3. Main, 4. Many, 5. MS Word
- C. 1. True, 2. False, 3. True, 4. False, 5. True
- D. 1. Motion guides are especially useful when you work with a shape that has an obvious orientation (or direction, such as the nose of a car or an airplane). For this reason, be sure to use a symbol with an obvious orientation.
 2. The only difference between Instant messaging and Online chat is that in Instant messaging (IM), the communication come about between known users, and involves only those people whom the user has invited, whereas, Online chat could happen between unknown users too.
 3. They devised a network of four computers to exchange and share their data.
 4. The process of mail merge includes three main steps.
 - ❖ Creating the main document consisting the body of the letter.
 - ❖ Creating the data source that comprises the records of recipients.
 - ❖ Merging the data source and the main

document.

5. Sorting is the process of arranging data into meaningful order so that you can analyze it more effectively. We can sort data according to a particular. Field either in increasing or decreasing order in a worksheet.
- E. 1. Adobe Flash is a multimedia software platform used for production of animations, rich Internet applications, desktop applications, mobile applications, mobile games and embedded web browser video players. Flash displays text, vector graphics and raster graphics to provide animations, video games and applications. It allows streaming of audio and video, and can capture mouse, keyboard, microphone and camera input.
2. Flash provides us with the ability to create a motion guide that specifies the path of the movement for an object. Instead of having an object move from one point to another in straight path, we can make it follow an arbitrary path that we draw, i.e. a motion guide.
 3. Once you have selected the type of mail merge, you can make your recipient list or data source. Apart from creating it in MS Word, you can import it from MS Excel or MS Access database.
 4. E-Banking stands for Electronic Banking. It is a net banking service that allows customers to perform all routine transactions such as account transfers, balance enquiries, bill payments and stop payment requests, and some even offer online loan and credit applications. These transactions can be performed from anywhere regardless of time, if one has an Internet connection on his computer. As all the services are web enabled, the

customer needs to log in to the website of a bank and access the centralized database by stating the desired bank service.

5. Video Call or Video Conference means to conduct a conference between two or more participants at different sites by using computer network to transmit audio and video data. The participants can view each other on their monitors as well as hear voice over speakers of their laptops or desktop computers.

It implies the use of camera called Web cam and also microphone at the end of each participant to capture video and audio data in real time. Images and sounds are transmitted through Internet and delivered to other participants.

This technology is largely used for virtual meetings among a group of people to discuss political, business, medical, or social affairs. On television most often we see that a program host is conducting interview among several participant sitting in different cities and countries. This is done through video conferencing.

Popular Video conferencing applications include: Skype, Adobe Connect, Oovoo, Yugma, Ekiga, etc.

CH-1 NUMBER SYSTEM

Exercise

- A.** 1. 2, 2. Decimal Number, 3. 8, 4. 10, 5. Binary, 6. Hexadecimal, 7. 0
- B.** 1. True, 2. True, 3. True, 4. True, 5. False, 6. False.
- C.** 1. (b), 2. (a), 3. ©, 4. (b), 5. (b)
- D.** 1. A number system is a set of values used to represent different quantities.
 1.) Decimal Number System, 2.) Binary System, 3.) Octal Number System
 4.) Hexadecimal Number System
 5.) Computer Arithmetic
 2. Multiply each binary number with its place value, which is in terms of powers of 2, starting from the extreme right digit.
 Increase the power one by one, keeping the base fixed as 2.
 Sum up all products to get the decimal number.
 3. The number is borrowed when 1 is subtracted from 0 ($10-1=1$).
 4. The octal number system (oct) comprises 8 digits: 0 to 7 with the base 8. The concept of octal number system came from the Native Americans as they used to count numbers by using the space between their fingers instead of using their fingers.
 5. This number system comprises 16 digits: 0-9 and the letters A-F, where A-F represents digits 10 to 15 with the base 16. This number system is also known as Hex, where Hex=6 and Decimal = 10, so it is called Hexadecimal.
- E.** 1. Convert any octal number to decimal

number, we have to multiplying the digits of the number from right hand side with the increasing power of 8 beginning form 0.

2. The number is borrowed when 1 is subtracted from 0 ($10-1=1$).

CH-2 CREATING CHARTS IN MS EXCEL

Exercise

- A.** 1. Pie, 2. Bar, 3. legend, 4. X-axis, 5. Ribbon, 6. Design, layout and format tabs.
- B.** 1. True, 2. False, 3. False, 4. False, 5. False, 6. True.
- C.** 1. (b), 2. (a), 3. (c), 4. (b), 5. (a), 6. (b)
- D.** 1. (d), 2. (a), 3. (e), 4. (b), 5. (c)
- E.** 1. X-Axis : It is the horizontal axis of a chart. It is also known as the category axis.
 Y-Axis : It is the vertical axis of a chart. It is also known as the value axis.
 2. Chart title : It contains a summary or short description to the chart. It is usually placed at the top of a chart which helps the users to understand what the chart represents.
 Axis title : It is the title given to an axis. A 2D graph has two axes (X, Y) and a 3D graph has 3 axes (X, Y, Z)
 3. 2D chart: A 2D graph has two axes (X, Y)
 3D chart: A 3D graph has 3 axes (X, Y, Z).
 4. Chart Area : This is the area that makes up the chart. All charts have a chart area. This include the plot area and the space outside it.
 Plot Area : It is the rectangular area bounded by the X-axis define the two sides of a rectangular plot area.
 5. Column Chart : These charts are used to compare values across the different

categories. Marks obtained in different subjects by different are shown through column charts.

Line Chart : The line chart is equally effective in displaying trends for multiple series as shown in the figure.

6. Pie chart : A pie chart can only display one series of the data. If we had selected multiple series of data. Excel would ignore all but the first series.

Bar chart : A Bar chart displays comparisons among individual items through a group of bars. It is used to compare multiple values through horizontal and vertical bars.

7. Area Chart : An area chart are like line chart except that the area below the plot line is solid. This chart is mainly used for representing sales and production figures of a company.

XY scatter chart : The purpose of a scatter chart is to observe how the values of two series compares over time or other category. The relationship between two variables is called correlation.

8. Layout tab : on the layout tab you have various options to choose from and select for your chart. You can place pictures, Shapes, Text boxes, labels or Background to your chart.

Format tab : You will find several options to modify the Shape styles, word art styles or size of the chart.

- F. 1. A chart is a graphical representation of data, in which the data is represented by symbols such as bars in a bar chart, lines in a line chart or slices in a pie chart. A chart can represent tabular numeric qualitative structure and provides different information.

2. Types of Charts

1. Column Chart 2. Line Chart
3. Pie Chart 4. Bar Chart
5. Area Chart 6. XY Scatter Chart

3. A pie chart can only display one series of the data. Excel uses the series identified as the identifier as the chart title and displays the values for that series as proportional slices of a pie. Excel would ignore all but the first series.
4. Select the chart. On the layout tab, click on the chart title or the data labels button from the labels group. A drop-down menu displays. Select the appropriate option from the drop-down menu. Change the chart title or the data labels and press the enter key.
5. First, select the chart, click on the select data button from the data group of the design tab of the ribbon. A select data source dialog box displays. Do the desired changes in it.
6. Select the chart, click on the copy button from the clipboard group to select it. Open the MS Word document where you want to copy the chart. Click on the Paste button from the Clip board group of the Home tab. You get the copy of the chart there.
- G. Select the cells that comprises the data you want to use in the chart. Click on the insert tab of the Ribbon to choose the type of chart you want to create from the charts group. A chart of your choice is created. It is based on the data series. On clicking the chart different options are shown in the chart styles group to choose from.

CH-3 WORKING WITH FLASH CS6

Exercise

A. 1. Graphic/ Adobe Systems, 2. Library, 3. Stage, 4. Work Area, 5. Time line, 6. Layers.

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

C. 1. (c), 2. (b), 3. (a), 4. (a), 5. (c)

D. 1. Flash is multimedia graphic program developed by Adobe Systems (formerly Macro media). It is used to create animations, games, cartoons, text, graphics and other special effects. It also helps to design movies on the web and create animations with out using programming skills.

2. A gradient is a multicolor fill in which one color gradually turns into another color. Gradients are created by mixing of two or more colors in an objects. You can use the color panel to form your own gradients and add them to the Swatches panel. Two types of Gradients 1) Linear Gradient : If changes color from the starting point to the end point in a straight line. 2) Radial Gradient : If changes color in a circular outward direction, starting from the focal point.

3. It is used to organize and modify the properties of the current selection.

4. Select the File

- ❖ Import – Import to Stage.
- ❖ The Import dialog box displays.
- ❖ Browse and select the file that you want to import and click on Open.

5. Animation includes a series of still images, generally painted or sketched, appeared in rapid sequence. This transition from one image to another is so quick that it seems to show movement.

6. Filters enable you to interesting visual effects to text, buttons and movie clips. Filters generally include effects, such as drop shadows, blurs, glows, and bevels, etc. These effect can be easily applied using the properties panel.

Animated Filtered Text , Flash furnishes a unique feature to animate movie clips that have filters, using motion tweens. You can make an animation that involves light source effect, highlights, bevels and distortions by converting the filter properties at different keyframe ad using motion tween.

E. 1. Press Ctrl+F8. A convert to symbol dialog box is appeared give a suitable name to the symbol and click on the Graphic option. Click Ok button. The symbol is created.

2. Color option to display the color panel.

- ❖ Select either Linear gradient or Radial gradient from the color type drop-down list.
- ❖ Double click on the Left Pointer below the gradient definition bar. The color palette displays. Select the brown color.
- ❖ Double-click on the right pointer and select the color.
- ❖ Select the paint bucket tool and click on the trunk.
- ❖ Adjust the color blends of the gradient by dragging the pointers closer to each other or farther apart.
- ❖ Select any mode like Extend, Reflect or Repeat under the Flow section to apply to the gradient.
- ❖ To add more color to your gradient, click anywhere on the gradient definitions bar to add a slider (pointer). You can then double-

click this slider to set the color.

- ❖ Click on the drop-down arrow on the upper right corner of the color panel bar, and select the Add Swatch from the menu.

CH-4 WORKING WITH LAYERS

Exercise

- A. 1. Transparent, 2. Pencil Icon, 3. 4. View, Grid, Show Grid, 5.
- B. 1. False, 2. True, 3. True, 4. True, 5. False
- C. 1. (a), 2. (c), 3. (c)
- D. 1. Layers are like sheets of transparent paper arranged in a stack. Each layer is a separate thing, but when you have a stack of layers, each with drawings on them, they can create an entire scene.
2. You can hide the layers to see the contents on the other layers. While hiding the layers, you have the option either to hide all the layers in your document at once or hide the layers individually.
- ❖ Click on the icon above the layers. A red cross symbol display Eyes in the Eye column. You will find that all the contents disappear from the stage.
 - ❖ Click on each red cross symbol one by one in the column, and notice that the contents on the layer on the stage.
3. Click on the layer that to be renamed.
- ❖ Double click on the layer name and type the new name.
4. The concept of Masking in Flash CS6 involves using a shapes to hide or reveal portions of a piece of artwork. It is like view the outside through a small window in your house. The window's size limits what you can see when you are inside. Masking is generally used in

Flash to create spotlight effect that would display the text or object through a hoke.

- E. 1. You can lock the layer to avoid any further changes to the content added by you.

CH-5 INTRODUCTION TO HTML 5

Exercise

- A. 1. 1. Network, 2. Two, 3. Six, 4. Container, 5. Cascading.
- B. 1. True, 2. True, 3. False, 4. True, 5 False.
- C. 1. (c), 2. (a), 3. (b), 4. (a), 5. (c), 6. (b).
- D. 1. HTML stands for Hypertext Mark-up language. It is a complete code package that enables the user to create web pages that comprise both text and graphics. It is simple mark-up language that expresses the structure and behaviors of the web document. All the web browsers are created to understand and interpret this language.
2. **Container Elements**
The elements that consist of both ON and OFF tags are called Container Elements.
E.g., This makes the text bold
- Empty Elements**
Empty elements include only ON tags. They do not have OFF tags. These elements do not enclose any data; instead they do some function on their own.
E.g.,
tag (It breaks the line and displays the text from the next line.)
3. To create a web page in HTML, follow the steps given below.
- ❖ Open Notepad by clicking on Start > All apps > Windows Accessories > Notepad.

- ❖ The Notepad window will display.
 - ❖ Type the HTML code as shown in the figure.
 - ❖ Click on the File > Save option. The Save As dialog box will display. Select the target folder to save the file and mention the name in File name text box with an extension .html.
 - ❖ Click on the Save button to save your web page.
4. A markup language is a computer language that uses tags to define elements within a document. It is human-readable, meaning marking files contain standard words, rather than typical programming syntax.

Originally, HTML was designed with the intent of defining the structure of documents to simplify the sharing of scientific information between researchers. Now, it is being widely used to format web pages with the help of different tags.

5. Cascading style sheets are used to format the layout of web pages. They can be used to define text styles table sizes, and other aspecting web pages that previously could only be defined in a page's HTML.

The concrete benefits of CSS include:

- ❖ Control layout of many documents from one single style sheet. (External Style Sheet).
- ❖ More precise control of layout.
- ❖ Apply different layout to different media types (screen, print, etc.)
- ❖ More advanced options and sophisticated techniques.

- E. 1. This property is used to add an image in the background of an HTML

document.

SYNTAX: background-image:value
where value = url (path of the image)

```
<html>
<head>
<style type="text/css">
body {background-mage:url ("c:/
Users/User/Desktop/Html/Temwork.
png")}
</style>
```

2. This property enables us in inserting the picture or image at a desired place on the HTML document. By default, a image is inserted at the top-left corner of the element.

SYNTAX: background where
value=xpos

ypos|x%y%|[top|center|bottom]||[left|c
enter|right].

CH-6 INTRODUCTION TO QBASIC

Exercise

- A. 1. Program, 2. IDE, 3. Statements, 4. 7.1, 5. F5, 6. bar, 7. Mode, 8. Loading, 9. Pixel 10. Sound.
- B. 1. False, 2. True, 3. True, 4. True, 5. True, 6. False, 7. True, 8. True, 9. True, 10. False.
- C. 1. (b), 2. (a), 3. (b), 4. (a)
- D. 1. E= Upper – Right H= Upper – Left
G= Lower – Left F= Lower – Right
R= Right L= Left
D= Down U= Up
- E. 1. **Writing Program** -Every program in QBASIC contains statements. Follow the steps given below to write a program in QBASIC.
- ❖ Click on the File menu.
 - ❖ Select New Program option.
 - ❖ Write the program.
- SCREEN 2

LINE (500, 50)-(100, 100

Running Program -To run a program in QBASIC follow the steps given below.

- ❖ Click on Run Menu.
 - ❖ Select Start option or type Run in the Immediate mode of the window.
2. The different steps to save a program in QBASIC are given below.
- ❖ Click on the File menu and Select Save or Save As option. A Save As dialog box emerges on the window.
 - ❖ Type the file name and click on OK in the dialog box.

Your program is saved with the .BAS extension. Any file generated in QBASIC is automatically given an extension .BAS. This makes it easy to identify files generated in BASIC.

3. While naming a file follow the rules given below.
- ❖ The file name should not have more than 8 characters.
 - ❖ It should start with an alphabet.
 - ❖ There should be no space in the name.
 - ❖ There should be no special characters in the name.

4. Syntax : PAINT (X, Y), Fill Color, Border Color

X, Y – The coordinates that show the location of the shape.

Fill Colour - This is for the colour to be filled inside the figure. A particular colour is denoted through a number.

Border Colour - This is for the colour of the border of the figure. It is also denoted through a number.

5. The lowest frequency allowed by QBASIC is 3,7 HZ. The highest frequency is 32,737 HZ, but this sound

cannot be heard because the normal human hearing range ends at 20,000 HZ.

- F. DRAW is same as the turtle in the programming language MSW Logo. With DRAW, you can move around the screen and draw lines along the way. Here are the directional commands given below.

U = Up

D = Down

L = Left

R = Right

E = Upper-right

F = Lower-right

G = Lower-left

H = Upper-left

To drag a cursor without drawing the line, use the alphabet B before the command.

After each directional command, the length of the line (pixels) should be denoted. If no length is defined then the value is supposed to be 1.

CH-7 WORKING WITH WEB

BROWSERS

Exercise

- A. 1. software, 2. Cache, 3. Search, 4. Plug-ins, 5. Image.

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

- C. 1. (a), 2. (b), 3. (a), 4. (c), 5. (c), 6. (c).

- D. 1. **Graphical Web Browser** : Graphical browser like Internet Explorer, Mozilla Firefox, Netscape, Opera and Google Chrome can display text, images, audio and video files. They are accessible for operating systems such as Windows, Apple and Linux. You can even download and install a graphical browser on your computer.

Text Web Browser: A text web browser like a graphical browser, Lets you surf

the web. However, there is one big difference the complete absence of a nice Looking interface. You hardly ever use the mouse to more about but rather employ keys like the tab and the enter key. opening a web site shows you only text.

2. **Links :** A link is an HTML object that allows you to jump to a new location when you click or tap it. links are found on almost every web page and provide a simple means of navigating between pages on the web. It can be text or an image. Sometimes you are not sure if it is a link or not. Place the cursor over it if it turns to a hand symbol then it is a link.

Bookmarks : Bookmarks is an Internet browser feature that allows a user to go back to a previously visited website by clicking on the saved link- without retyping the site's address. It is also called favorites. In Internet Explorer, you can add a bookmark by clicking Favorites and then Add to Favorites. You can also click on Bookmarks and select Save this page option to save the web page. Other browsers are similar, but they may use different names for book marking.

3. **Hyperlinks :** A hyperlink is an element in an HTML document that links to either another portion of the document or to another document altogether. On webpages, hyperlinks are usually colored purple or blue and are sometimes underlined.

Plug-ins : Plug-ins applications are program that can easily be installed and used as part of your web browser. Examples of plug-ins include QuickTime Player and Flash player.

Your browser may have come with some plug-ins already installed. Once you have the necessary plug-ins, you will be able to enjoy watching videos and playing games on web sites.

4. **Internet Explorer:** Internet Explorer is a web browser that allows computer users to view web pages on the Internet users can also use Internet Explorer to listen and watch streaming content, access online banking, make purchases over the Internet and much more. Internet Explorer was first introduced in August 16, 1995 by Microsoft as Internet Explorer 1.0. So far 11 versions of Internet Explorer were released. Internet Explorer 11. Which was released in 2013, is the last version of the web browser.

Google Chrome: Google Chrome is yet another popular web browser that was developed by Google. It was released on December 11, 2008. It allows the users to quickly access web pages and make local desktop shortcuts to open the web application in the browser. Google Chrome is extensively used by the users due to its stability and simplicity.

- E. 1. A web browser or frequently called as browser is an application software that is installed on a computer to provide access to the World Wide Web. It brings the Web pages from the servers along with the necessary files such as images, Hashes, videos etc. interprets them and then displays it on the serves. Example: internet explorer, chrome, safari etc.
2. Some popular web browsers are Internet Explorer, Mozilla Firefox, Google Chrome, Safari and Opera.

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3. There are mainly two types of browsers- Graphical and Text.

Graphical Web Browser : Graphical browser like Internet Explorer, Mozilla Firefox, Netscape, Opera and Google Chrome can display text, images, audio and video files. They are accessible for operating systems such as Windows, Apple and Linux. You can even download and install a graphical browser on your computer.

Text Web Browser: A text web browser like a graphical browser, Lets you surf the web. However, there is one big difference the complete absence of a nice Looking interface. You hardly ever use the mouse to more about but rather employ keys like the tab and the enter

key. opening a web site shows you only text. In Short 'A text web browser displays only the text on a web sites with any links. It cannot display any images, video or flash animations. Gopher is the popular text web browser.

4. A search engine is a software program available through the Internet that helps you to search specific information. Today there are thousands of different search engines available on the Internet each with their own abilities. These search engines are software on the web that help you to search specific information. The result that you get is a list of links that match with the keywords Search engines vary in the way they find and list the content on the web.

Today the most popular and well-known search engine is Google. Other popular search engines include Ask.com, Yahoo, Rediff, AOL, and Baidu.

5. Bookmarks is an Internet browser feature that allows a user to go back to a previously visited website by clicking on the saved link- without retyping the site's address. It is also called favorites. In Internet Explorer, you can add a bookmark by clicking Favorites and then Add to Favorites. You can also click on Bookmarks and select Save this page option to save the web page. Other browsers are similar, but they may use different names for book marking.
- F. 1. We should not click on the irrelevant links or advertisements on a web page while browsing. Given below the harmful effects of irrelevant links:

- ❖ Hacking your website.
 - ❖ Building hundreds or thousands of spammy links to your website.
 - ❖ Copying your content and distributing it all over the internet.
 - ❖ Pointing vulgar links to your website.
 - ❖ Creating fake social profiles and ruining your reputation online.
2. When you use the and buttons your browser may use its web Back Forward cache to display the page. The web cache stores lately viewed web pages so that they do not need to be downloaded again. You can use the Refresh button (sometimes called Reload) to tell the browser to load the page again.

CH-8 INTRODUCTION TO E-MAIL

Exercise

- A. 1. Server, 2. G mail and Yahoo, 3. E-mail, 4. Bcc, 5. Domain.
- B. 1. True, 2. False, 3. True, 4. True, 5. True, 6. True, 7. True.
- C. 1. (a), 2. (b), 3. (c), 4. (b), 5. (b), 6. (a).
- D. 1. Email or electronic mail is a way to send or respective messages through the Internet. E-mail is very fast, usually taking only a few seconds to reach its destination.
2. ❖ Click on the Attach option in the New Message box. An Insert Attachment dialog box appears.
- ❖ Find and select the files you want to attach, and then click on Attach. Perform this step for each file you want to add.
 - ❖ The attached file information display in the New Message box.
 - ❖ Click on the Send button after typing the e-mail address of the sent message is started in the Sent folder.
3. On successfully logging into an email account, several options such as Inbox, Drafts, Compose and Sent Mail are visible on the screen.
4. Netiquette or net etiquette refers to etiquette on the Internet. Good netiquette involves respecting other privacy and doing anything online that will annoy or frustrate other people.
5. Some of the websites that provide free e-mail accounts are www.gmail.com, www.yahoo.com and www.hotmail.com
- ❖ Connect to the internet by double-clicking the internet explorer or the google chrome.
 - ❖ Type gmail.com in the address bar and go to Gmail site.
 - ❖ Click on the link Create an account present at the bottom.
 - ❖ A form will appear on the screen. Fill in the information that has been asked for like your name, date of birth, e-mails address you prefer or password. Be very careful while your password. Memorize it and keep changing the password periodically to maintain the security of password.
 - ❖ There is a section in the form that includes security questions which makes it possible for you to retrieve the password in case you forget it. The question that you choose to answer in the form is asked by Google to verify your identify.
 - ❖ In the next section of the form, you have to type the code in the box to security reasons.
 - ❖ Finally you have to agree to the Terms of Service. After reading the

text properly click on I Agree.

- ❖ After filling the form and agreeing to the terms and conditions, your e-mail account is created and you receive a new e-mail address and a password.

6. A blog is also known as weblog. It is a personal online diary or for can say journal which allows you to share thoughts are ideas. You can add video, games, pictures music. You can do all these things without the need of any programming knowledge.

- ❖ Blogging is the act of posting content on a blog or posting comments on someone else's blog.

- ❖ Blogging is very popular today because it allows people to interact with each other. Blogging has also become a popular search engine optimization tool because search engines like Google and Yahoo know that a blog is frequently updated with content in visitor comments.

- ❖ Sometimes blogging can also be used as actual media that spreads news. There has been more than one occasion where a major newspaper decided to run only a small article about something that lots of people would consider big news.

- ❖ There are many different types of blogs like personal blogs, corporate and organizational blogs are interactive, allowing visitors to leave comments to a bloggers postings.

F. 1. Spam filters can help, but they are not error-free. If you are receiving lots of

spam from the same source, complain to your Internet service provider.

2. No, it consequences very bad.

CH-9 COMPUTER VIRUSES

Exercise

A. 1. Antivirus, 2. Virus, 3. Trojans, 4. Worm, 5. Hardware.

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

C. 1. (b), 2. (a), 3. (b), 4. (b), 5. (a), 6. (c), 7. (a).

D. 1. Technically, a computer virus is a type of ill-natured code or program written to after the way a computer operators and that is designed to spread from one computer to another. A virus operates by inserting or attaching itself to a valid program or a document that supports macros on order to carry out its code. In the process a virus has the potential to cause damaging effects. Such as harming the system software by corrupting or destroying data.

2. A computer virus carries out the following actions.

- ❖ It can infect the executable program files like Microsoft Word and operating system programs.
- ❖ It can infect the file before it is attached to an e-mail message or transferred to a disk.
Thus, the virus spreads from one computer to another.

3. Computer viruses generally spread in one of the three ways:

- ❖ From removable media,
- ❖ From files downloaded from the Internet and
- ❖ From e-mail attachments.

4. Antivirus software is an application

software developed to detect and remove the virus from the computer system. Whenever the computer system is started antivirus starts automatically. It detects the virus in all the directories and files of computer system. When the virus is detected, it removes that virus. Some popular antivirus software are given below.

- ❖ Norton AVG † Avast † McAfee † Symantec
 - ❖ Kaspersky (It is well-known for its high detection rate.) † SmartDog
5. Most viruses are developed to avoid detection by the computer user. But there are a few signs that denote the existence of a virus in our computer.
- ❖ The computer starts to operate slower than normal.
 - ❖ The computer does not respond to our instruction and shuts down frequently.
 - ❖ The computer generally restarts on its own.
 - ❖ Applications we store in the computer do not work as usual.
 - ❖ Some or the whole part of disk drives becomes difficult to access.
 - ❖ Strange error messages might display on the screen.
 - ❖ A virus-infected file will have double extensions like image.jpg.vbs or image.jpg.exe.
 - ❖ Strange icons emerge on our desktop that are not associated with to any program.
6. To prevent viruses from entering our computer, we must update information about existing viruses in the antivirus program. We should be careful while browsing the internet, downloading

files or open an email attachment. By doing these things, we can keep our computer free from harmful virus programs. Some preventive measures are given.

- ❖ Obstruct access of viruses to your system both offline and online.
- ❖ Allow only authentic users to use your system.
- ❖ Keep programs and data on separate disks, if possible.
- ❖ Scan all the pen drives and CDs with the antivirus software before using them.
- ❖ Make sure that the latest version of an antivirus software is installed in your computer.

- E. 1. It can enter the computer through an infected floppy, CD, pen drive or the internet. It can attach itself to an item in the computer system.

Most viruses stay active in the computer memory until for turn off the computer.

Scan all the pen drives and CDs with the antivirus software before using them.

CH-10 CYBER THREATS & SECURITY

Exercise

- A. 1. Spoof, 2. Cyber Bullying, 3. Pharming, 4. Hacking, 5. Biometrics.
- B. 1. False, 2. True, 3. True, 4. True, 5. True, 6. True, 7. False, 8. False, 9. False.
- C. 1. (c), 2. (b), 3. (b), 4. (a), 5.
- D. 1. Computer and Internet have become an integral parts of our life. The fast growing technologies of the modern age have made our life much easier and more connected around the globe through interconnected networks.

Today we are connected to the Internet through computer, smart phone or tablet. These devices are used for storing personal information, online banking, online shopping, bookings tickets, playing games, and connecting with friends over social media.

Although networks of today have made the communication process very easy and have provided great opportunities in almost all spheres, yet there are various kinds of challenges and threats related to the use of these networks of today. These threats are called Cybercrimes.

2. A Cyber crime is any unlawful activity done through Internet such as identity theft; where somebody can steal your e-mail Id or password and use it to send fake emails to people comprising false information about the product or winning a lottery etc.

Then there are credit card account thefts, Internet frauds such as purchasing goods in your name, fishing out mobile phone contacts etc., forgery i.e., parrotting documents, currency and objects of other people with bad purposes harassing others and mischief mongering, by sending threatening messages, all of which come under the jurisdiction of Indian Penal Code (IPC).

Cybercrimes can be divided into three main groups.

- ❖ Crime against an Individual person
- ❖ Crime against property
- ❖ Crime against an organization/society

3. CYBER STALKING

In cyber stalking the person can:

- ❖ Harass and humiliate the victim by posting false information about him.
- ❖ Monitor or view a victim's online activities.
- ❖ Damage the victim's computer by sending viruses.
- ❖ Threaten the victim or his family.
- ❖ Order humiliating items or subscribe cheap magazines and deliver these at victim's house or workplace.

CYBERBULLYING

It is an act of harming or harassing through information technology in an intentional manner. This involves insulting remarks and threatening messages sent by e-mails spreading rumors about the person either by e-mails or social networking sites, posting shameful photos and videos to hurt the person, offensive remarks against gender, race, religion, or nationality.

4. Phishing is a form of Fraud in which an attacker masquerades as a reputable entity or person in email or other communication channels. The user is asked to visit a website in which he is asked to update or validate his personal details, like user name, password, credit card details, etc. In this way the operators of the fake websites perpetrate crimes in your name after stealing your identity.
5. Procuring or stealing someone's personal information is called Identity theft. It is a major issue for people who use Internet for online shopping, cash transactions, and banking services. The stolen information generally includes a person's name, date of birth, account number, credit/debit card

number, ATM pin, etc. This information is then misused to acquire genuine documents, new credit cards to make purchase, withdraw money, get passports and driving licences in the victims name. Hackers steal the information either through hacking the network that a person is connected to or placing a software unknowingly on a person's computer.

6. A password is a sequence of characters, such as letters, numbers and symbols used as secret key for accessing a computer system or network. It guarantees that the system is accessed only by the authorized users. To protect data and important information, strong passwords should be used.
7. In computer terminology, backup refers to the process of making copies of data or data files to use in the event the original data files are lost or destroyed. These additional copies are called backups. Backups can also be used to restore the files that have been deleted accidentally or corrupted by the virus.
8. Firewall is a security system that protects your computer by preventing unauthorized users from acquiring access to it through network or internet. It can either be hardware or software or a combination of both. It is enacted on the gateway of a network and follows a particular set of rules defined by the user or the network administrator. Based on these rules, it checks the incoming and outgoing network traffic.

E. 1. ENCRYPTION SOFTWARE

While transferring data over networks, we may lose data privacy.

We can protect our data from unauthorized access by using the technique called Encryption.

Encryption is the process of converting information or data into a code, especially to prevent unauthorized access. Encryption software is used to create the encrypted text called 'Cipher text'. To read an encrypted message, it has to be decrypted with the same software on the receiver's side. This process is called Decryption. The software applications, like GnuPg can be applied to encrypt data files and E-mails.

2. CYBERBULLYING

It is an act of harming or harassing through information technology in an intentional manner. This involves insulting remarks and threatening messages sent by e-mails spreading rumors about the person either by e-mails or social networking sites, posting shameful photos and videos to hurt the person, offensive remarks against gender, race, religion, or nationality.

MODEL TEST PAPER-1

- A. 1. (c), 2. (c), 3. (a), 4. (b), 5. (b)
- B. 1. Hexadecimal, 2. 0, 3. Design, Layout and Format tabs, 4. Timeline, 5. Layers
- C. 1. True, 2. True, 3. False, 4. True, 5. True
- D. 1. The number is borrowed when 1 is subtracted from 0 ($10-1=1$).
2. 2D chart : A 2D graph has two axes (X, Y)
3D chart : A 3D graph has 3 axes (X, Y, Z).
3. Select the File
❖ Import – Import to Stage.

- ❖ The Import dialog box displays.
 - ❖ Browse and select the file that you want to import and click on Open.
4. X-Axis : It is the horizontal axis of a chart. It is also known as the category axis.
- Y-Axis : It is the vertical axis of a chart. It is also known as the category axis.
5. It is used to organise and modify the properties of the current selection.
5. 1. Machine Language: a computer programming language consisting of binary or hexadecimal instructions which a computer can respond to directly.
2. MS Excel Bar: The menu bar is the part of a browser or application window, typically at the top left side, that houses drop-down menus that allow the user to interact with the content or application in various ways. In Microsoft Word, for example, the "File" menu provides options to open a file, create a new one, and save or print -- among others. The "Edit" menu allows the user to perform such functions as copying and pasting, finding and replacing text.
3. Gradient: A gradient is multicolor fill in which one colour gradually turns in another colour. Gradients are created by mixing of two or more colours in an object. You can use the colour panel to form your own gradients and add to form your own Swatches panel.
4. Rotation Handle: You can move the rotation handle clockwise or anticlockwise to rotate the gradient as needed.
5. Symbols: A Symbol is a name for any object created by the user and is stored in the library. It can be used to add to a

movie or animation when required. Symbols can be graphics buttons or movie chips. These are very useful elements.

Model Test Paper-2

- A. 1. (b), 2. (b), 3. (a), 4. (c), 5. (c)
- B. 1. View, Grid, Show Grid 2. Two, 3. Sound, 4. Transparent, 5. Cascading
- C. 1. False, 2. True, 3. True, 4. True, 5. False
- D. 1. You can hide the layers to see the contents on the other layers. While hiding the layers, you have the option either to hide all the layers in your document at once or hide the layers individually.
- ❖ Click on the icon above the layers. A red cross symbol displays Eyes in the Eye column. You will find that all the contents disappear from the stage.
 - ❖ Click on each red cross symbol one by one in the column, and notice that the contents on the layer on the stage.
2. . **Writing Program** -Every program in QBASIC contains statements. Follow the steps given below to write a program in QBASIC.
- ❖ Click on the File menu.
 - ❖ Select New Program option.
 - ❖ Write the program.
- SCREEN 2
- LINE (500, 50)-(100, 100
- **Running Program** -To run a program in QBASIC follow the steps given below.
 - ❖ Click on Run Menu.
 - ❖ Select Start option or type Run in the Immediate mode of the window.

3. Container Elements

The elements that consist of both ON and OFF tags are called Container Elements.

E.g., This makes the text bold

Empty Elements

Empty elements include only ON tags. They do not have OFF tags. These elements do not enclose any data; instead they do some function on their own.

E.g.,
tag (It breaks the line and displays the text from the next line.)

4. Writing Program -Every program in QBASIC contains statements. Follow the steps given below to write a program in QBASIC.

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LINE (500, 50)-(100, 100)

Running Program -To run a program in QBASIC follow the steps given below.

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5. The concept of masking in Flash CS6 involves using a shapes to hide or reveal portions of a piece of art work. It is like view the outside through a small window in your house. The window's size limits what you can see when you are inside. Masking is generally used in Flash to create spotlight effect that would display the text or object through a hoke.

E. 1. Attribute: In HTML an attribute is a characteristic of page elements, such as

font size or color. All attributes contain two parts a name and a value. The 'name' is the characteristic that you want to set and the 'value' is what you want for the specific characteristic.

2. Markup Language: A markup language is a computer language that uses tags to define elements within a document. It is human-readable, meaning marking files contain standard words, rather than typical programming syntax.

3. QBASIC: QBASIC is one of the versions of BASIC. It refers to Quick Beginners All purposes Symbolic Instruction Code.

4. Link Break Element: Link break element separates the line and shows the text on a new line. It is like an Enter key on a keyboard which takes the cursor on the next line towards the left margin on the screen. Line breaks are good for ending lines after short pieces of information such as address.

5. Masking In Flash : The concept of masking in Flash CS6 involves using a shapes to hide or reveal portions of a piece of art work. It is like view the outside through a small window in your house. The window's size limits what you can see when you are inside. Masking is generally used in Flash to create spotlight effect that would display the text or object through a hoke.

Model Test Paper-3

- A. 1. (a), 2. (a), 3. (c), 4. (a), 5. (a)
- B. 1. Search, 2. Server, 3. Worm, 4. Hacking, 5. Biometrics
- C. 1. True, 2. True, 3. True, 4. True, 5. True
- D. 1. **Graphical Web Browser** : Graphical browser like Internet Explorer, Mozilla

Firefox, Netscape, Opera and Google Chrome can display text, images, audio and video files. They are accessible for operating systems such as Windows, Apple and Linux. You can even download and install a graphical browser on your computer.

Text Web Browser: A text web browser like a graphical browser, Lets you surf the web. However, there is one big difference the complete absence of a nice Looking interface. You hardly ever use the mouse to more about but rather employ keys like the tab and the enter key. opening a web site shows you only text.

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3. Netiquette or net etiquette refers to etiquette on the Internet. Good netiquette involves respecting other privacy and doing anything online that will annoy or frustrate other people.
4. In computer terminology, backup refers to the process of making copies of data or data files to use in the event the original data files are lost or destroyed. These additional copies are called backups. Backups can also be used to restore the files that have been deleted accidentally or corrupted by the virus.

5. Computer viruses generally spread in one of the three ways:
 - ❖ From removable media,
 - ❖ From files downloaded from the Internet and
 - ❖ From e-mail attachments.

- E. 1. Domain: A group of computers and devices on a network that are administered as a unit with common rules and procedures. Within the Internet, domains are defined by the IP address. All devices sharing a common part of the IP address are said to be in the same domain.
2. Viruses: Technically, a computer virus is a type of ill-natured code or program written to after the way a computer operators and that is designed to spread from one computer to another.
 3. Links: A link is an HTML object that allows you to jump to a new location when you click or trap it. Links are found on almost every webpage and provide on the web. It can be text or an image.
 4. Navigation Buttons: Sometimes, when you click on a link, you may need go back to the previous page. It can be done by using browser's Back button. Once you have pressed the Back button, you can press the Forward button to the follow the link again.
 5. Website: A set of interconnected webpages, usually including a homepage, generally located on the same server, and prepared and maintained as a collection of information by a person, group, or organization.



CH-1 CONCEPT OF NETWORKING

Exercises

- A. 1. Network, 2. Area of Network, 3. PAN, 4. Tree, 5. Rights
- B. 1. True, 2. True, 3. True, 4. True, 5. False
- C. 1. (b), 2. (a), 3. (a), 4. (b), 5. (b)
- D. 1. **Importance of A Network**

Networks have made communication cheaper and faster and also help in saving resources. Let us understand the importance of network in our daily life.

Share and Save Resources: Computers on a network can share resources like printers, modems, scanners, plotters, CD drive, USB ports etc. This allows to cost serving.

Storage Media: When a computer network is created, one computer acts as the main computer or the server. This Server serves or distributes the software or hardware that the other networked computers would required.

Effective Backup: You can make two copies of important files and save them on another networked computer or the server. If one system faces hardware failure, the data will not lost, which ultimately is the most important.

Effective Means of communication:

A network builds a very effective means of communication, as it provides cheap and quick communication.

Sharing information: Information can be easily means of communication, as it provides cheap and quick communication.

Sharing Information: Information can be easily shared among the computers connected through a network.

Makes Administration Easy: The

person can sit at one place and still keep an eye on all the computers being used.

Effective Security Measure: The security of a network is managed through passwords and user names. Also, when all the important files are saved at one place, it is easier to protect them.

2. A network is made up of different parts or components are given below:
Network Interface Card (NIC): It is an important hardware device that differentiates between a networked computer and a stand-alone computer.

Communication Media: It can be wired or wireless.

3. **Wired Network:** Electrical cables such as (twisted pair coaxial cable or optical fibre) are used to carry signals from one end to other.

Wireless Network: They do not require cables rather than signals are transmitted using Bluetooth, Infrared, Microwave or Radiowave.

4. Following are the types of topologies:

Bus Topology: In this topology, a single cable, known as a backbone with multiple points is involved. All the computers, printers and other hardware are connected to this cable. Any electronic signal passed by any node can be received by all the nodes on this cable, as the signal can travel in both directions. The cable has terminators at its end so that the signals can be absorbed by them. They do not clutter the network line.

Star Topology: In this topology, all the computers are connected to a central hub/switch. All the computers are connected separately with individual wires to the central hub.

Ring Topology (Circular Topology):

This topology uses multiple links to form a loop of computers. Each computer is connected to the loop, thus forming a kind of a ring or a circle. A message or a token goes round the loop continuously. All the computers or the nodes are equipped with a Token Ring Adapter Card (TRAC), which helps them to read the token or the message that passes through the loop continuously.

Tree Topology: Tree topology is the combination of Bus topology and the Star topology. This type of network arrangement, can have multiple servers. This topology is used when there are a large number of computers to be connected and there are distinct branches of an organization that need to be connected. It needs a lot of cables to be used and the success of the Tree topology depends largely on the cables installed.

5.Security of Networks

When you installed a network, you enable a number of people to access and share important data stored in the computers on the network. For this purpose, the network requires to be secured. There are usually two ways in which a network can be secured. let us understand about both of these in a detail.

Login Security: Applying this security measure, all the users who want to access the data are provided unique user names and passwords. Only those people who have a username and a password can access the data.

Rights Security: Rights security is a step forward to login security. Applying this security measure, restricted access rights can be

provided to users. Depending on the username, the access rights are restricted to particular folders, where the user can access only particular folders pertaining to his/her own work.

- E. 1. Rahul use a local area Network is a type of network that is used to connect personal computers in a room, building or campus. A LAN is used broadly in offices as it allows its users to use resources such as printers, scanners, plotters, speakers, etc. on a common basis.
2. Mohit will use the PAN (Personal Area Networks). This may incorporate bluetooth enabled devices or infra-red enabled devices. PAN has connectivity range up to 10 meters. PAN may comprise wireless computer keyboard and mouse, bluetooth enabled headphones, wireless printers and TV remote.

My Activity

- a. SERVER, b. CONNECTOR, c. TOPOLOGY, d. CIRCULAR, e. LOGIN

CH-2 LOG ON TO MS ACCESS**Exercises**

- A. 1. MS Access, 2. Management, 3. Navigation, 4. Alpha Numeric, 5. Primarykey
- B. 1. True, 2. False, 3. False, 4. True, 5. True
- C. 1. (a), 2. (c), 3. (c), 4. (b), 5. (b)
- D. 1. (c), 2. (d), 3. (a), 4. (e), 5. (b)
- E. 1. **Components of Microsoft Access Window**

Window**Title Bar**

It shows the name of currently opened database.

File Tab

It displays the backstage view of file commands, like New and Open.

Quick Access Toolbar

It shows quick access buttons to the

Save, Undo and Redo commands.

Ribbon

It displays groups of related commands in tabs. Each tab provides shortcut button to common tasks.

Database Object

An Access database has four main objects—Tables, Queries, Forms and Reports. These objects are displayed in the Navigation Pane.

Navigation Pane

It contains all available database objects.

Status Bar

It displays information about the current object or view.

Work Area

It differs according to database element selected.

2. A database is a collection of information that is organized so that it can be easily accessed managed and updated. For example, you must have a telephone directory in which you maintain all the contact details of your friends. The contact details would include the telephone numbers, addresses and the email addresses of your friends. This telephone directory can be called your database.

Advantages of Using Database

The main advantages of using database are as follows:

Minimum data redundancy: Database system stores data at one place in the database. The data is integrated into a single, logical structure. Different applications refer to the data from the centrally controlled location. The central storage of the data reduces data redundancy.

Minimum data inconsistency: It also helps us to minimize data inconsistency. Updating of data values is simple and there is no disagreement in the stored

values. For example, students home address is stored at a single location and gets updated centrally.

Improvement in data sharing: Data sharing refers to sharing the same data among more than one user. Each user has access to the same data, though they may use it for different purposes. The database is develop to support shared data. Authorised users are allowed to use the data from the database.

Improvement in data integrity: The database you have created is very important for you and it needs protection. The database is kept secured by limiting access to the database by authorised user.

Standardisation of data: Since the data is stored centrally, it is easy to enforce standards on the database. Standards could include naming conventions and standard for updating, accessing and protecting data.

3. A blank database comprises only a single blank table. After creating a blank database, you can add tables, forms, reports and other objects to it. To create a blank database, follow the steps given below:
 - ❖ Select Blank database option in the File tab.
 - ❖ Type a name for the database in the File Name box.
 - ❖ Click on Create.
4. To create a new table in Design View, follow the steps are given below:
 - ❖ Open the database and click on Create tab on the Ribbon.
 - ❖ The Table Tools tab will displays on the top of Title bar, Select Design tab.
 - ❖ In the Field Name column, enter the name of the first field for example Employee_ID.
 - ❖ Press the Tab key to move the

insertion point to the Data Type field.

- ❖ To alter the data type, click on the drop-down arrow and modify the data type as per your choice.
- ❖ Press the Tab key to bring the insertion point to the Description column. Enter your text as the description in Description column.
- ❖ Press the Tab key again to move to the Field Name column in the second row and enter the text in the column.
- ❖ You will notice the word 'Text' currently appeared in that field.
- ❖ Press Tab key to move the insertion point to Data type column.
- ❖ Press the Tab key to move the insertion point to Description column. Enter the text for the column.
- ❖ Repeat the steps to make the rest entries. The table is now complete.

5. To add records to a table, follow the steps given below:

- ❖ Double-click on table Personal detail in the Database window.
- ❖ Type the ID Number in the first Employee_ID field.
- ❖ Press the Tab key to complete other entries for the Employee_ID 1001. Type the following entries pressing the Tab key after each one to complete the record.
- ❖ After entering the last entry, contact number, press the Tab key. The insertion point comes to the ID field in the second row.
- ❖ Enter the remaining records follow the same steps as you used to add the first recording.
- ❖ When you complete entering data, click on Save button to save the changes. MS Access saves the table and you can see the name of the table

in the Navigation table.

6. Understanding Field Properties

Each field has a set of properties that signifies and controls it. These properties contain basics like its size and format, as well as rules for entries in it.

Properties Pane

When a field is selected in Design View, its properties displays in the lower pane.

General Tab

The General Tab comprises most of the properties you will work with.

Lookup Tab

The Lookup Tab is mainly used for setting up lookup lists.

Drop-down Lists

Some properties have drop-down lists. Click the arrow to open the drop-down lists.

Property Information

When the insertion point is in property's box, information about that property displays here.

Yes/No Properties

Some properties illustrate yes/no questions, these are typically already filled in for you with default values.

Setting Field Size Properties

The default field size for a field with a data type of text is 255 characters. You can modify this size in the range of 0-255 characters.

7. **Data Type:** Each field has a data type that specifies what you can store in it. Data entry is limited to valid entries for the type you select, which helps prevent data entry errors. For example, you cannot enter letters in a field set to Number, and you must enter valid dates or times in a Date/Time field.

Text: It enables to enter alpha-numeric characters. It has a limit of 255 characters and it cannot be used

for numeric calculations. For eg. telephone numbers and ZIP codes.

Memo: It has a limit of 63,999 characters are used for detailed, descriptive fields.

E. 1. Anmol is using a Data sheet view to add a table.

- ❖ Click on the Create tab on the Ribbon.
- ❖ Click on the Table option. MS Access will open a new table in Datasheet View.
- ❖ Double-click the column header to create a field name. Type a name for the field.
- ❖ Press Enter key from the keyboard.
- ❖ Click on the next column. The Data Type menu will display.
- ❖ Select the data type for the field, example select Text, if you want to add the Name to the field.
- ❖ Type a name for the field.
- ❖ Click inside the first field of the first row and type the data to enter the first records.
- ❖ Press Tab key.
- ❖ Type the next field's data.

When you reach the last field. You can press Enter to start a new record.

2. Mansi used Access to write the description for the field of the table by press. Press the Tab key to bring the insertion point to the Description column. Enter your text as the description in Description column.

CH-3 MORE FEATURES OF MS ACCESS

Exercises

- A. 1. Look, 2. Datasheet, 3. Foreign key, 4. Form Wizard, 5. Toggle Filter
- B. 1. True, 2. True, 3. True, 4. False, 5. False
- C. 1. (a), 2. (c), 3. (b), 4. (b), 5. (c)
- D. 1. Find and Replace commands are also useful in MS Access when you have to find and replace something in a large

database. Find enables you to quickly search tables, queries and form quickly for specified database task. Select a field to search through all records in the current field only.

2. To crate an AND criteria statement, follow the steps given below:

- ❖ Click on the Emp_Name field, click on the Name list arrow and select the name Rakesh Arora of Employee from the list.
- ❖ Click on the Toggle Filter option MS Access uses the filter and shows only those records whose Designation field equals "Graphic Designer" AND whose Name field equals "Rakesh Arora". Only one record meets the filter criteria.

3. In MS Access, we can sort records in a specific order, ascending or descending. You can change the order of records in a table. This can enable you find, categories and analyze data.

To sort the records, follow the Steps given below.

- ❖ Open the table where you want to sort records.
- ❖ Click on the column header for the field that to be sorted.
- ❖ Click on the Home tab on the Ribbon.
- ❖ Click on either of the Sort options.
- ❖ Click on Ascending to sort the records in ascending order.
- ❖ Click on Descending to sort the records in descending order.

4. To filter data using Filter by Form, follow the steps given below:

- ❖ Open the table if it is not already open.
- ❖ Click on Home tab on Ribbon.
- ❖ Click on Advanced option drop-down arrow located in Sort & Filter group.

- ❖ Click on Filter By Form.
- ❖ In the Filter by Form window.
- ❖ Select the field and value that to be used as criteria.
- ❖ Select Department field. Click on the Department drop-down arrow.
- ❖ Select "Sales" from the list. This will contain only records whose department comprises "Sales".

5. To add a new field, follow the steps given below.

- ❖ Right- click the name of the field that you want to be displayed after the new field. A menu will emerge.
- ❖ Click on Insert Field. A new field displays in the table. MS Access will assign a name to the new field as Field 1. Now, you can rename the field name and add information to it.

You can remove a field that is not required in a table.

To delete a field in the table, follow the steps given below:

- ❖ Right-click on the field that to be removed. A menu will display.
- ❖ Click on Delete Field. A prompt box displays.
- ❖ MS Access removes the field and record content for the field from the table.

6. Switch to Design View

To use Design View, follow the steps given below:

- ❖ Click on the Home tab on the Ribbon.
- ❖ Click on the View option drop-down arrow.
- ❖ Click on the Design View.
- ❖ MS Access will show the design of the table and display the field properties.

Switch to Datasheet View

To switch to Datasheet view, follow the steps given below:

- ❖ Click on the Home tab on the

Ribbon.

- ❖ Click on the View option drop-down arrow.
- ❖ Click on the Datasheet View. MS Access shows the default Datasheet view of the table.

E. 1. Filtering data by form allows you to filter by multiple fields and define criteria for as many fields as you like.

When you filter by form, you can merge the criteria using AND, OR or a amalgamation of the two. An AND combination finds records where both criteria are met; OR combination finds records where at least one criterion is met.

2. Switch to Design View

To use Design View, follow the steps give below:

- ❖ Click on the Home tab on the Ribbon.
- ❖ Click on the View option drop-down arrow.
- ❖ Click on the Design View.
- ❖ MS Access will show the design of the table and display the field properties.

CH-4 WORKING WITH QUERIES/FORMS/REPORTS

Exercises

A. 1. Query, 2. Criteria, 3. Sort, 4. Form, 5. Report

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

C. 1. (b), 2.(c), 3.(c), 4.(b), 5.(a)

D. 1. A Query is a simple question that you ask to find a particular information from the database. Similarly in Access, when you create a query, you are defining particular search conditions. You can queries to view, change, summerize and analyses the particular data in different ways.

2. **Criteria:** It includes the condition on the basis of which the records will be filtered in the Query output. We identify

criteria in the Criteria row of the design grid. Define the criteria value in the Criteria row and the data will be filtered accordingly in the query output.

The Simple Query Wizard screen displays as shown in the figure. Select the table that includes the data in the Tables/Queries list box.

Now, add the fields that you want to have in the query result.

4. A form is a piece of paper, on which a user fills the desired information in the particular fields. Similarly, in Microsoft Access 2016, Forms perform quite similar to it. Forms enable you to add and update data in one record at a time in a table. Although Access provides a Datasheet View, which is a suitable way of entering data, but it is not a convenient tool for every data entry situation.

To format a form using design tab, follow the steps given below:

- ❖ Click on Logo in the Header/Footer group. The Insert-Picture dialog box display. Select any picture and click OK.
- ❖ Click on Title in the Header/Footer group. Enter "Students Query as the Title for the Form.
- ❖ Click on Date and time in the Header/Footer group. The Date and Time dialog box will display. Choose the required format of the Date and Time and click OK.
- ❖ Click on Themes in the Themes group. Click on the desired theme from the drop-down menu.

5. Exporting A Report

- ❖ Click on the drop-down arrow of the View button on the Home tab and select Print Preview from the drop-down list of options.
- ❖ The report will be opened in the Print Preview layout and the ribbon will show

the commands associated with the Print Preview layout.

- ❖ On the Data group, click on the drop-down arrow of the More button and select Word.

- ❖ The Export-RTF File dialog box will display on the screen. Select the location where you want to save the report and give a suitable name to the report.

- ❖ Click OK.

- ❖ A final screen will display on the screen informing you about the successful completion of the exporting process.

- ❖ Click on the Close button.

- ❖ Find the word file where the report has been exported and open it.

E. 1. Madhu open the table that contain the information about percentage.

- ❖ Click on the Database Tools tab. Select the Relationships button from the Relationships group.

- ❖ The Show table dialog box emerges, select the desired table and click on the Add button. The selected table will display in the object Relationships window. Similarly, add another table to the Relationships window.

- ❖ You can start the 'Queries' tab if your relationships are based on queries, or Start ' Both' tab if relationships are based on both-Tables and Queries.

Click on the Close button to close the Show Table dialog box.

- ❖ Move the Primary key of the parent table (e.g., Students Table) and drop it over the same field in the child table (e.g., Marks Table). In our example, Roll No is the primary key.

- ❖ The Edit Relationships dialog box displays.

- ❖ Click on the Create button. Access creates the relationship between the tables.

❖ A line linking the two tables will appear denoting that both have been linked on the basis of the linked field.

❖ Click on the Save button on the Quick Access Toolbar to save the relationship and then close the Relationships window by clicking on the Close button on the Relationships group.

2. To make a form, select a table or query in the Navigation Pane that you want to use as the data source for the form.

❖ Click on the Create tab on the Ribbon. Select the Form option in the Forms group.

❖ A new form is created and opens in the Layout view, in which you can modify the look of form. You will observe that three new tabs: Design, Arrange and Format display on the Ribbon.

❖ If you want to modify or enter data in the form, click on the Home tab> View button> Form View.

❖ Use the Record Navigation Bar to move through the records in the form.

❖ After completing the data entry, save your work by clicking on the Save option in Quick Access Toolbar or the Save option in the File tab. You will notice that the Form object gets added in the Navigation Pane.

CH-5 USING LISTS AND TABLES IN HTML 5

Exercise

- A. 1. List, 2. Unordered, 3. Border-spacing, 4. Reversed, 5. Description
- B. 1. False, 2. True, 3. True, 4. False, 5. True
- C. 1. (a), 2. (b), 3. (a), 4. (b), 5. (c)
- D. 1. An unordered list is applied when the items are not to be displayed in any specific sequence. The list starts and ends with `` and `` tags respectively. It indents each item in the list and incorporates a bullet against each of them.

The ordered list is used to show the list of items in a particular order. The list starts and ends with `` and `` tags respectively. Ordered lists are generally used in situations where order of the items is important or where it is needed to keep a count of the number of items.

2. HTML supports different elements to create a list for displaying items in particular order. A list can be specified in different styles. The types of list that HTML provides are:

Unordered List, Ordered List, Description List

1. Unordered List: An unordered list is applied when the items are not to be displayed in any specific sequence. The list starts and ends with `` and `` tag respectively.

2. Ordered List: The ordered list is used to show the list of items in a particular order. An ordered list incises and gives a number to each item in the list that is why it is also called the Numbered list.

3. Description List: A description list comprises a term followed by its definition. It is used to present a glossary, list of terms or other name/value list. It begins and ends with `<dl>` and `</dl>` tag respectively.

3. Tables are very popular on the web since they are flexible and an effective way of presenting information in the form of rows and columns.

To make a tables in HTML, `<table>` tag is applied. Each table starts with a `<table>` tag and ends with `</table>` tag.

Each row in table starts with the `<tr>` table row tag and optionally end with the `</tr>` tag. Rows must be placed inside the `<table>` tag. The columns

consists of cells, each of which starts with the <td> table data tag and ends with </td>tag. <td>tag must always be present inside the row tags <tr>. To define a column heading, we apply the <th> tag that also ends with </th> tag. It creates the text bold. The <caption> tag is applied to define the title for the table.

4. (a) List-Style-Image:

You can define an image as the list item marker with this property.

SYNTAX: list-style=image:value

where value = url ("path of the image")|none

(b) **List-style:** This is the shorthand feature wherein all the list features can be defined in one declaration.

SYNTAX: list-style:value

Where value = value for list-style-type value for list-style-position value for list-style-image.

(c) **Empt-cells:** This property allows in defining whether or not the border and background are to be put around empty cells in a table.

SYNTAX: empty-cells:value

where value = show (default)|hide

E. 1. With this property one can define whether the table borders are to be collapsed into a single border or detached (as usual).

SYNTAX: border-collapse:value

Where value = separate|collapse

Example: border-collapse:collapse

2. Monika should use the list-style image property. In this property. She can define an image as the list item maker.

SYNTAX: list-style-image:value

Where value = url ("path of the image")|none

CH-6 IMAGE LINKS & FRAMES IN HTML5

Exercises

- A. 1. , 2. ALT, 3. Hyperlinking, 4. internal, 5. Frames, 6. border-style
B. 1. True, 2. False, 3. False, 4. True, 5. True, 6. True
C. 1. (a), 2. (b), 3. (c), 4. (c), 5. (b), 6. (c)
D. 1. The tag is applied to add images

in an HTML web page. It is an empty tag and needs different features to be defined with it. These features for the tag indicates the browser how to layout the page so that text can flow appropriately around the image.

Attributes of an image elements:

Defining the Source of an Image

To add and specify the source of an image on a web page, the src feature is used.

SYNTAX: <img src = "Address or path of the image file"

While defining the image file, one should be well aware of its location i.e., where the file stays.

The HEIGHT feature defines height (in pixels) for an image either in the form of an integer or a percentage value.

The WIDTH feature defines width (in pixel) for an image either in the form of an integer or a percentage value.

To align an image to the right or left of a text, use the CSS property-float

Example: <p>

Image will display to the right of the text. </p>.

2. Many a times a browser on the user's computer does not show images due to some reasons (may be because of slow connection or error in the src attribute). In that case, you can display the text to

give a description about the ALT attribute allows you define the text as an alternate to the image. The only purpose of ALT feature is to give a description of the contents of an image file. It is usually applied when the user is having a text-based browser on his computer like Lynx. It also proves to be beneficial when the user is a blind surfer for whom the browser is programmed to read aloud the alternate text rather than displaying the image. In situations, people have the image display disabled on their browsers or use settings that do not support automatic loading of images. In such situations ALT feature is applied.

3. A websites comprises a number of web pages that provide you access to related information. HTML gives a powerful feature of linking these web pages together. This feature is called Hyperlinking. Applying these hyperlinks, one can open any linked web page on the Internet instantly. When you place the mouse pointer over a link, it will turn into a little hand.

Types of Linking

1.)InternalLinking 2.)External Linking

1.)**Internal Linking:** When one part of a web page is linked to another part on the same page, it is called internal linking.

2.)**External linking:** When one page is linked to another web page or website, it is called external linking.

4. **Inserting Audio:** HTML 5 specifies a new tag-<audio> tag that defines a standard way to place an audio file in a web page. It can be used for any file format like mp3, ogg, wav etc.

```
<html>
<head>
```

```
<title>Adding Audio Clip</title>
<style type = "text/css">
body{background-color:RGB(255,251,214)}
</style>
</head>
<body>
<h3 style = color:blue> we can't help
everyone, can help someone.</h3>
<audio controls
Src="C:\Users\User\Desktop\Kalimba.mp3">
Your browser does not support the
audio tag.
</audio> </body>
</html>
```

Place Video:

We can place video files in our HTML pages with the help of Video tag. Supported file formats include: .mp4, .webm, .ogg. The <video>tag are given below.

```
<html>
<head>
<title>Video</title>
<body>
<h1> A Video Clip</h1>
<video controls src =
"C:\Users\USer\Desktop\video1.mp4"
Width = "720" height = "540" autoplay>
Your browser does not support the
video tag.
</video>
</body>
</html>
```

5. Frames are a way of organizing your website. They allow the user to divide a page into number of rectangular segments for various purposes. Frames enable multiple HTML documents to be presented as independent window within one browser window. This gives greater flexibility to design and maintain your site than simply dumping everything

onto one page. Frames make your site interesting as you can incorporate the site theme (image, logo, banners, etc.). The navigation menu in frames is not to be downloaded each time when you visit a new page, only you have to change the contents of the page.

- E. 1. Rekha will use ALT attribute on the image element. The ALT attribute value should be less than 100 character and should be as concise as possible.

Images that convey information:

Images that convey information should not be defined as background images unless a text equivalent is provided in HTML code that can be seen in Windows High Contrast mode.

Active Images: If the image identifies a specific state, the alt text should also describe the state.

Large Images: Large images include charts, graphs, diagrams and even some photos. To make these images accessible provide a short all-text on the image and have information also presented in an alternative format such as-table, list or text so that non-visually users can get the same information.

2. Rohit will use these given tags to link an image.

```
<html>
<head>
<title> Adding Image link </title>
</head>
<body>
<img src = "Types of computer.jpg">
</body>
</html>
```

To placing video clip, Rohit will take following steps.

```
<html>
<head>
<title>video</title>
```

```
<body>
<h1> A video clip </h1>
<video controls src =
"C:\User\Desktop\Video1.mp4."
Width = "720" height = "540" auto play>
</video>
</body>
</html>
```

CH-7 INTRODUCTION TO VISUAL BASIC

Exercises

- A. 1. Instruction, 2. BASIC, 3. Top, 4. Caption, 5. flat

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

- C. 1. (b), 2. (b), 3.(b) 4. (c), 5. (a)

- D. 1. (b), 2. (d), 3.(e), 4.(c), 5.(a)

- E. 1. Visual basic different from the BASIC in many ways. Visual Basic (VB) is an object- oriented language. In BASIC, programming is performed in a text-only environment however in Visual Basic, programming is performed in a graphical environment. So, Visual Basic provides GUI (Graphical User Interface) features. In BASIC, if you have to write program code for graphical object, you need to define its position and other features by writing statements. However, in Visual Basic you just require to drag and drop any graphical object anywhere on the form and you can change its properties by using the Properties window.

2. **Properties:** Properties specify the name of the form or an object. The common properties of the form are given below.

Name: It defines the name of the form by which it is referred to in the code. The default name of the form is Form1.

Caption: It provides the title of the form.

Appearance: It can have different values. The value 0 creates the form look flat, while the value 1 creates the

form look three-dimensional.

Font: It is used to define the font type, font style and font size for the text.

Font Color: This property sets the colour of the form.

BackColor: This property sets background colour of the form.

Enabled: It can have True or False value. The value True allows the form respond to mouse and keyboard events, while the value False allows it unable to respond.

Visible: It can also have True or False value. The value True causes the form visible, while the value false causes it invisible.

Methods

Methods are the actions performed on the form or objects. The common methods of the form are given below.

Show: This method causes the form visible. It is the same as setting a form's visible property to True.

Hide: It makes the form invisible.

Print: It shows text string on the form.

Events:

An event is a message sent by an object denoting that something has occurred. The common events of the form are given below.

Form-Click: When the user clicks on the form, Form-click event is triggered.

Form-Load: When the form is loaded, Form-load event is triggered.

3. In Visual Basic, an application is created in the following three steps:

- ❖ Design the interface
- ❖ Set properties of the controls(Objects)
- ❖ Write the event procedures

4. The command button is applied to carry out commands. When the user clicks on the command button, it displays an illusion that the button is pressed. Some

important properties related to command button are given below.

Appearance: It can be 3D or flat in appearance.

Caption: It is the text displayed on the command button.

Visible: It can have the value True or False depending upon whether it is visible or not.

Enables: It can have the value True or False depending upon whether it responds to an event or not.

An event related to the command button is Clicked, which is triggered when it is selected by clicking on it.

5. To start Visual Basic, follow the steps given below.

- ❖ Click on the Start button.
- ❖ Select All Programs option from the Start menu.
- ❖ Click on the Microsoft Visual Studio 6.0 option.
- ❖ Select Standard. EXE option from the New tab of New Project window and click on the OK button.
- ❖ Microsoft Visual Basic Window will display on the screen.

E. Tarun should be used Microsoft Excel because Microsoft Excel useful in computing and managing grades. It has features like, calculate the total, percentage and grade etc.

CH-8 INTRODUCTION TO JAVA

Exercises

- A. 1. access, 2. Arithmetic, 3. Benefits, 4. Standard, 5. Java, 6. Objects, procedures, 7. Compiled, 8. Data, 9. Encapsulation
- B. 1. False, 2. True, 3. False, 4. True, 5. True
- C. 1.(a), 2.(c), 3. (b), 4. (c), 5. (b)
- D. 1.(a), 2. (e), 3. (d), 4. (c), 5. (b)
- E. 1. Java is a programming language that produces software for multiple platforms.

The basic features of Java are listed below.

- ❖ Java is strongly type programming language. For example, the types of used variables must be pre-defined and conversion to other objects is relatively strict.
- ❖ Java is an object-oriented language providing features such as inheritance, polymorphism and abstraction.
- ❖ Java programs can access data both from local machines and the web.
- ❖ Java can be used to develop distributed applications across the networks and the Internet.
- ❖ Data in Java is specified as objects and procedures.
- ❖ Java programs can be carried out on any platform that have Java-enabled Internet browser.

2. Object means a real world entity such as pen, chair, table etc. Object-oriented programming is a methodology to design a program using classes and objects. In object-oriented programming, a problem is viewed not as sequence of steps to be done but as a collection of different units (called objects) that model the real world things.

Let's know about the basic terminology used in object-oriented programming (OOP).

Object: The fundamental idea behind OOP is to store the data and functions operating on-that data into a single unit called an object. An object may represent a person, a student, an employee, an account, an examination or any item that closely resembles the objects of real world.

Class: A class is a collection of similar objects. For example, different kinds of fish come under the category of class.

Encapsulation: Binding (or wrapping) code and data together into a single unit is known as encapsulation. For example, capsule. It is wrapped with different medicines.

Data Hiding: Data hiding is the important feature of objects, by which data are not made accessible for other functions outside the objects.

Data Abstraction: In java, hiding internal details and showing functionality is know as abstraction. Classes use this concept and represent essential properties of the objects.

Inheritance: When an object of one class (base class) can inherit the properties of another class (derived class) by a process called inheritance. For example, petrol vehicle is a class that inherits the properties of another class, vehicle.

Polymorphism: When one task is performed by different way i.e known as polymorphism. For example, to convince the customer differently to draw something e.g shape or rectangle etc.

Reusability of the code is the major benefit of object-oriented programming.

3. In order to develop applications on Java, we first need to install Java Development Kit (JDK ver. 1.5 or 1.6) in our computer. Then, we follow the three-step procedure to develop applications.

- ❖ Enter the program in Notepad.
- ❖ Compile the program with Java Compiler (javac).
- ❖ Run the program in Java.

Entering the Java Program

Java program is entered into the computer using a text editor such as Notepad. To enter the program using Notepad, follow the steps given below.

- ❖ Click Start → All programs →

Accessories → Notepad menu options to load Notepad.

- ❖ Type the program in the New Document.
- ❖ Choose File Save menu option in the Notepad to save the program.
- ❖ Click All Files option in the Save As type box of the Save As dialog box and type the name of the file with extension name java in File name box.
- ❖ Then, click on the Save button.

Compiling the Java Program

Java program is compiled at the DOS prompt. So, you need to go to the Command prompt in order to compile your program. Now, to compile the Java program, follow the steps given below.

- ❖ Click Start All Programs Accessories Command Prompt menu options for accessing the DOS prompt.
- ❖ In DOS prompt, change to that directory (folder) where your program is saved by typing the DOS command, cd <folder name>.
- ❖ To compile the program, type Java < file name with extension>. The program will be compiled.

Running the Java Program

In order to run the compiled Java program, type the command, java < file name without extension>. The program will run and you will get the output.

4. It refers to the type of data that can be used in a program. There are two kinds of data types in Java-Standard and Derived. Standard data types are built into the Java language, which includes the following data types.
- ❖ Byte: 8 bit byte-length integer data type with range - 128 to 128 (signed) and 0 to 255 (unsigned)
 - ❖ Short: 16 bit short integer data type with range - 2^{15} to 2^{15-1}

- ❖ Int: 32 bit integer data type with range - 2^{31} to 2^{31-1}
- ❖ Long: 64 bit long integer data type with range - 2^{63} to 2^{63-1}
- ❖ Float: 32 bit single precision floating point data type with range up to 10^{39}
- ❖ Double: 64 bit double-precision floating point data type with range up to 10^{317}
- ❖ Char: 16 bit single-character data type.
- ❖ Boolean: 1 bit Boolean data type with True/False value

Derived data types are based on standard data types. For example, a string which is based on char data type. Can store alphabets, digits and other characters including space.

5. Operators are the symbols such as +, *, ++, --, etc. used for different purposes in a program code. There are many types of operators used in Java. Following are the common types of operators given below.
- ❖ Relational Operators
 - ❖ Arithmetic Operators
 - ❖ Increment and Decrement Operators
 - ❖ Logical Operators

Relational Operators

Relational operators are used to compare the values of two variables. Following are the operators which they include.

- ❖ > : Is used to find whether the first number is greater than the second, for example num1 > num2
- ❖ < : Is used to find whether two numbers are equal, for example, num1 < num2
- ❖ = : Is used to find whether two numbers are equal, for example, num == num2
- ❖ != : Is used to find whether two

numbers are not equal, for example, num 1 != num 2

- ❖ **>=** : Is used to find whether the first number is greater than or equal to the second, for example, num 1 > = num 2
- ❖ **<=** : Is used to find whether the first number is less than or equal to the second, for example, num 1 < = num 2

Arithmetic Operators

Arithmetic operators are used for various arithmetic calculations. They include the following operators.

- ❖ **+** : Is used to add two numbers, for example, num 1 + num 2
- ❖ **-** : Is used to subtract two numbers, for example, num 1 - num 2
- ❖ ***** : Is used to multiply two numbers, for example, num 1 * num 2
- ❖ **/** : Is used to divide two numbers, for example, num 1 / num 2
- ❖ **%** : Is used to calculate the remainder on dividing two numbers, for example, num 1 % num 2

Increment and Decrement Operators

Increment operator ++ is used to add 1 to the value of a variable, while decrement operator -- is used to subtract 1 from the value of a variable. For example, num ++ will add 1 to the value of a variable num and num -- will subtract 1 from the value of a variable num.

Increment and decrement operators + and - can also be placed before the name of variables (such as ++ num and - num), but they may give different outputs depending upon the logic of a program.

Logical Operators

Logical operators are used to find whether one or both the conditions are

true or false. Following are the operators which they include.

- ❖ **&&**: Is used to find whether both the conditions are true, for example, num 1 && num 2
- ❖ **!!**: Is used to find whether one of the two conditions is true, for example, num 1 !! num 2
- ❖ **!**: Is used to find whether the condition is false, for example, !num

6. (a) **Main () method**: It is the method that is always executed first.

Print ln() method: It shows the output on the screen.

(b) **System Class**: It contains all that are methods that are required to run a java program .It provides a standard interface to common system resources

(c) **Out Object**: It represents the standard output device.

7. **For loop statement**: It contains the statements that are repeated based on the increment or decrement condition as illustrated in the following example.

```
for (i=0, i<=5; i++)
```

```
{  
    System.out.println(i);  
}
```

The above code will display the numbers from 1 to 5.

The syntax of for loop statement is as follows.

```
for (initial-value; termination-condition;  
increment/decrement value)
```

- ❖ **While loop statement**: It contains the statements that are repeated until the conditional expression is true as illustrated in the following example.

```
while (1 <= 5)  
{  
    System.out.println(i);  
    i++
```

```

}
The above code will also display the
numbers from 1 to 5. The syntax of
while loop statement is as follows.
while (condition)
{
    statements
}

```

8. Gross salary is the final salary computed after the additions of DA, HRA and other allowances. The formula for DA and HRA is:
- ```

#include <studio.h>
int main ()
{
float basic, gross, da, hra;
/* Input basic salary of employee */
printf (*"Enter basic salary of an
employee:");
scanf ("%f", &basic);
/* calculate D.A and H.R.A according
to specified conditions */
if(basic <= 10000)
{
 da = basic * 0.8;
 hra = basic * 0.2;
}
else if(basic <= 20000)
{
 da = basic * 0.9;
 hra = basic * 0.25;
}
else
{
 da = basic * 0.95;
 hra = basic * 0.3;
}
/* calculate gross salary */
gross = basic + hra + da;
printf ("Gross salary of employee = %
2fgross return O;
}

```

- E. Ananya should use the Java in preparing result of her class

```

{
public static void main(String arg [])
{
int marks = 50;
if (marks >= 30);
System.out.println ("Your marks
are"+marks+ "and you are passed"); else
System.out.println ("Your marks
are"+marks+"and you are failed"); }

```

## CH-9 WINDOWS INSTALLATION AND TROUBLESHOOTING

### Exercises

- A. 1. Drivers, 2. User Support, 3. Trouble Shooting, 4. System, 5. Dick Partitioning
- B. 1. True, 2. True, 3. False, 4. True, 5. True
- C. 1(b), 2. (a), 3. (a), 4. (b), 5. (b)
- D. 1. Troubleshooting refers to problem solving, which is often applied to repairing products, processes or systems. In computer terminology, troubleshooting often involves the process of determining and resolving any problem related with computer hardware and/or software. So, troubleshooting is a systematic approach to problem solving.
- If you know the-process of troubleshooting, you can find and resolve many of the hardware and software problems yourself. Before discussing this process, let's first discuss what are various types troubleshooting.
2. The process of Windows 7 upgrade installation is described in the following steps.
- ❖ Insert the Microsoft Windows 7 DVD in the DVD drive of your computer. The Setup exp program will launch automatically and the Setup files will be loaded in the hard disk.
  - ❖ Now, choose your language, time

and currency format, keyboard or input method and click on the Next button as shown.

- ❖ The next screen will show. Click on the Install Now button.
  - ❖ Now, you will see the Microsoft Software License Terms screen. Check 'I accept the license terms' box and click on the Next button.
  - ❖ In the next screen, click on the Custom (advance) option to install a fresh copy of Windows 7 as shown below.
  - ❖ Now, choose the drive where you want to install Windows 7 and click on the Next button.
  - ❖ During the fifth step, the computer will restart and installation will continue. This is the most time consuming step.
  - ❖ The computer will restart again and the setup will continue to prepare your computer for first time use and check the video performance.
  - ❖ After the fifth step, type your desired username and click on the Next button. If you want to set a password, type in the text boxes and click on the Next button.
  - ❖ Now, you need to enter your product key. Enter the key and click on the Next button.
  - ❖ In the next screen, choose your desired option for windows update.
  - ❖ Now, choose your time zone and enter the correct date and time in the next screen. Click on the Next button to continue.
  - ❖ In the last step of Windows 7 installation the set up will finalize the various setting and prepare the desktop as shown below.
3. There are two forms of installation- Upgrade Installation and Custom

(Advanced) Installation.

### **Upgrade Installation versus Custom Installation.**

- ❖ Where you simply start the installation inside of your existing operating system. It recognizes that an OS already exists, and it upgrades to the newest version of this operating system and makes sure that it keeps all your applications in place, and all of your files exactly the way they are.
  - ❖ When you wish to retain your existing files or system configuration settings, you should upgrade your existing Windows Operating System by replacing the current windows files. Such an installation of Windows 7 is called Custom (Advanced) Installation.
4. Following are the basic steps of trouble shooting.
- ❖ **Determine the Problem:** In order to troubleshoot your PC, first you should analyze the nature of the problem such as:
    - ❖ What messages is your system showing on the screen?
    - ❖ Are you able to boot your PC?
    - ❖ Are the power indicators of monitor and CPU on?
    - ❖ Why has the problem occurred? Have you shifted your computer recently or loaded some software into it?
  - ❖ **Categorize the Problem:** After analyzing you can categorize the problem into one of the five types of support - User, Software, Hardware, Operating System and Networking.
  - ❖ **Action Plan:** During the action plan, first of all decide whether the problem can be fixed by the user or it needs a



technician. If the problem is relate with windows, you can go to the control Panel from the Start menu and fix the problem yourself. So, it is better to document your action plan and proceed further.

- ❖ **Implement the Plan:** If you have decided to resolve the problem yourself, proceed with the implementation of the plan. For software or operating system troubleshooting, you should follow the basic guidelines as given below.
- ❖ Always take backup of your data if you are able to boot your system before fixing the problem.
- ❖ If you are unable to boot your system, check all the cable connections and try to reboot the computer.
- ❖ If you have recently installed any software that could have caused windows to stop loading, try the windows recovery procedure through System Restore option from the Control Panel.
- ❖ Most of the software problems occur because of virus attack. So scan your system for viruses using an antivirus.
- ❖ **Run and Test the System:** The last step in troubleshooting is to operate the computer for hours and text it properly to make sure that the problem has been resolved.

5. Sometimes, you need to remove unwanted files/programs stored on the hard disk. You can delete unwanted files and programs from your system by choosing any or both of these methods.

E. Sheena should use the software is cloud. It stores all the photos and videos in the

computer and run a windows task to copy all the photos to another computer in home on a nightly basis for backup purposes. It essential to keep a set of all pictures online in the cloud.

Uploading photos to the cloud has a couple of advantages over storing them all locally.

1. It can easily share the albus with others.
2. It provides a backup of all your photos in case something happens to your local copy.

## CH-10 INTERNET APPS

### Exercises

- A.** 1. gadgets, 2. Skype, 3. Group Screen Sharing, 4. Internet, 5. ARPA, 6. Plugin, 7. Blogs
- B.** 1. True, 2. True, 3. True, 4. True, 5. False, 6. False
- C.** 1. (a), 2. (c), 3. (b), 4. (a), 5. (c), 6. (a)
- D.** 1. **Internet:** The Internet, sometimes called simply 'the Net' is a worldwide system of computer networks-a network of networks in which users at any one computer can get information from any other computers (and sometimes talk directly to users at other computers. It was conceived by the Advanced Research Projects Agency (ARPA) of the U.S. government in 1969 and was first known as the ARPA Net.
2. **Multimedia:** Multimedia is a term used to describe how multiple means of media like, text, audio, graphics, animation, video and interactivity are used to communicate with information. It is also often used to describe any computer media. This helps us to understand information at a faster way.
3. **RSS:** RSS(Rich Site Summary), often called (Really Simple Syndication) is a type of web feed which allow a user to access updates to online content in a standardized format. For example:

Allow a user to keep track of many different web sites in a single news aggregator. News and blog sites, medical websites, religious organization information pages. Checking such website repeatedly for updating is a difficult job. RSS proves to be helpful in such cases.

RSS Feed is refers to a list of items presented in an order from newest to oldest. Each item usually consists of a simple title briefly describing the updated content along with a complete description and a link to a web page with the actual information being described.

4. Live cams are another aspect of the multimedia available on the web. Live cams are video cameras that send their data in real-time to a web server.
5. **Skype:** Skype is an IP telephony service provider that offers free calling between subscribes and low-cost calling to people who don't use the service. It includes telephone calls, Skype enables file transfer, texting video chart and video conferencing. This service is available for desktop computers, notebook, tablet, computers and mobile phone.

#### **Features of Skype**

- ❖ The Group Video Call feature of Skype enables you to make video calls that can involves as many as 25 people at the same time.
  - ❖ Video Messaging Feature lets you capture and share any moment of your day with your family and friends.
6. The real-time communication tools include:  
**Chat:** Text message in real-time.  
**Audio:** Conduct a telephone conversation on web.

**Video:** View your audience.

**File transfer:** Send files back and forth among participants.

**Document/application sharing:** View and use a program on another's desktop machine.

7. Blogs are refer to a series of entries posted to a single page in reverse order. Blogs generally represents the personality of the author or reflect the purpose of the website that hosts the blog. The topic of the blog can be an anything from personal to professional. A blog is what you make of it. Blogging can be an interactive activity. Readers can add comments to blogger's postings, other persons, other persons can respond, and a conversation issues. Lately bloggers have become well-known commentators on the political scene, but blogging can encompass any topic or no topic at all.
- E. 1. Ankit should use the skype to share his poem with the word using Internet. He will create a blog using given steps:
- ❖ Open the site [www.blogger.com](http://www.blogger.com). The Blogger site will open. Click on the CREATE YOUR BLOG option.
  - ❖ To create a blog with the blogger site, you must have your account (e-mail) in Gmail. Else, you will have to create a new Gmail account.
  - ❖ Sign in by applying your Gmail user name and password.
  - ❖ The display page gives you two options to create your profile, i.e., a Google + profile or a Blogger profile. Click on the Create a limited Blogger profile button.
  - ❖ Applying a name in the Display Name text box as shown on the screen. This name will appear as your signature in the articles you will post on this blog. Click on the

Continue to Blogger button and select the New blog option from the left pane.

- ❖ A dialog box appears, give a title for your blog, say 'My poems' in the Title text box. The title will appear at the top of every page of your blog. The title should reflect the contents of your blog.
  - ❖ Applying the URL (address) of your blog in the Address: text box, say bhaskarips.blogspot.com. Your blog address (URL) will be your identity on the web and it will be used to read and link to your blog.
  - ❖ Different templates for your blog will be displayed in the same window under the Template section.
  - ❖ Click the template of your choice. Click on the Create blog! Button.
  - ❖ Your blog has been created.
2. Harshit should use the skype to make a video call for conference. Follow the given steps to calling on Skype.
- ❖ To make a call on the Skype, select the person you wish to call from the Contacts tab.
  - ❖ The information of the selected contact appears on the right pane.
  - ❖ Click on the Call button if you wish to have voice call. Clicking the Video call button allows you to have voice as well as video calling.
  - ❖ After using any of the selected facility, click the Skype > Sign Out option to close your account.

### Model Test Paper- 1

- A. 1. (a), 2. (b), 3. (a), 4. (a), 5. (a), 6. (a)  
B. 1. Tree, 2. Navigation, 3. Look, 4. Datasheet, 5. MS Access  
C. 1. False, 2. True, 3. True, 4. True, 5. False  
D. 1. **Wired Network:** Electrical cables such as (twisted pair coaxial cable or optical

fibre) are used to carry signals from one end to other.

**Wireless Network:** They do not require cables rather than signals are transmitted using Bluetooth, Infrared, Microwave or Radiowave.

2. **Data Type:** Each field has a data type that specifies what you can store in it. Data entry is limited to valid entries for the type you select, which helps prevent data entry errors. For example, you cannot enter letters in a field set to Number and you must enter valid dates or times in a Date/Time field.

**Text:** It enables to enter alpha-numeric characters. It has a limit of 255 characters and it cannot be used for numeric calculations. For eg. telephone numbers and ZIP codes.

**Memo:** It has a limit of 63,999 characters are used for detailed, descriptive fields.

3. A data base is a collection of information that is organized so that it can be easily accessed, managed and updated. For example, you must have a telephone directory in which you maintain all the contact details of your friends. The contact details would include the telephone numbers, addresses and the email addresses of your friends. This telephone directory can be called your database.

### Advantages of Using Database

The main advantages of using database are as follows:

**Minimum data redundancy:** Database system stores data at one place in the data base. The data is integrated into a single, logical structure. Different applications refer to the data from the centrally controlled location. The central storage of the data reduces data redundancy.

**Minimum data inconsistency:** It also helps us to minimise data inconsistency.

Updating of data values is simple and there is no disagreement in the stored values. For example, students home address is stored at a single location and gets updated centrally.

**Improvement in data sharing:** Data sharing refers to sharing the same data among more than one user. Each user has access to the same data, through they may use it for different purposes. The database is develop to support shared data. Authorised users are allowed to use the data from the data base.

**Improvement in data integrity:** The database you have created is very important for you and it needs protection. The database is kept secured by limiting access to the database by authorised user.

**Standardization of data:** Since the data is stored centrally, it is easy to enforce standards on the database. Standards could include naming conventions and standard for updating, accessing and protecting data.

4. To add a new field, follow the steps given below.

- ❖ Right- click the name of the field that you want to be displayed after the new field. A menu will emerge.
- ❖ Click on Insert Field. A new field displays in the table. MS Access will assign a name to the new field as Field 1. Now, you can rename the field name and add information to it.
- ❖ Delete a Field in the table.
- ❖ You can remove a field that is not required in a table.

To delete a field in the table, follow the steps given below:

- ❖ Right-click on the field that to be removed. A menu will display.
- ❖ Click on Delete Field. A prompt box

displays.

- ❖ MS Access removes the field and record content for the field from the table.

5. Find and Replace commands are also useful in MS Access when you have to find and replace something in a large database. Find enables you to quickly search tables, queries and form quickly for specified database task. Select a field to search through all records in the current field only.

E. 1. **Effective Backup:** In information technology, a backup, or the process of backing up, refers to the copying and archiving of computer data so it may be used to restore the original after a data loss event.

2. **Ribbon:** In computer interface design, a ribbon is a graphical control element in the form of a set of toolbars placed on several tabs. ... However, in 2007, Microsoft Office 2007 used the term to refer to its own implementation of tabbed toolbars bearing heterogeneous controls, which Microsoft calls "The Fluent UI".

3. **Alpha-Numeric:** The definition of alphanumeric is something that contains letters and numbers. A password that requires both letters and numbers is an example of an alphanumeric password. A computer keyboard is an example of an alphanumeric keyboard.

4. **Modifying Table:** Create or modify tables or indexes by using a data-definition query. Applies To: Access 2010. You can create and modify tables, constraints, indexes and relationships by writing data-definition queries in SQL view.

5. **Wireless:** A wireless modem is a modem that bypasses the telephone

system and connects directly to a wireless network, through which it can directly access the Internet connectivity provided by an Internet service provider (ISP).

### Model Test paper-2

- A. 1. (c), 2. (b), 3. (b), 4. (b), 5. (c), 6. (c)
- B. 1. Internal, 2. Unordered, 3. Form, 4. Border Spacing, 5. Report
- C. 1. False, 2. True, 3. False, 4. True, 5. True
- D. 1. A Query is a simple question that you ask to find a particular information from the database. Similarly in Access, when you create a query, you are defining particular search conditions. You can queries to view, change, summarise and analyse the particular data in different ways.
2. Tables are very popular on the web since they are flexible and an effective way of presenting information in the form of rows and columns.

❖ To make a table in HTML, <table> tag is applied. Each table starts with a <table> tag and ends with </table> tag.

### Types of Linking

Internal Linking External Linking

**Internal Linking:** When one part of a web page is linked to another part on the same page, it is called internal linking.

External linking: When one page is linked to another web page or website, it is called external linking.

- E. 1. **Flash Memory:** Flash memory is a non-volatile memory chip used for storage and for transferring data between a personal computer (PC) and digital devices. It has the ability to be electronically reprogrammed and erased. It is often found in USB flash drives, MP3 players, digital cameras and solid-state drives.

2. **Markup Language:** Markup languages are designed for the processing, definition and presentation of text. The language specifies code for formatting, both the layout and style, within a text file. The code used to specify the formatting are called tags. HTML is an example of a widely known and used markup language.

3. **QBASIC:** QBasic short form of Quick Beginners All purpose Symbolic Instruction Code is an IDE and interpreter for a variety of the BASIC programming language which is based on Quick BASIC. Code entered into the IDE is compiled to an intermediate representation, and this IR is immediately interpreted on demand with in the IDE.

4. **Link Break:** On the Data tab, in the Connections group, click Edit Links. ... In the Source list, click the link that you want to break. To select multiple linked objects, hold down Ctrl, and then click each linked object.

5. **Mask Layer flash:** Masking is a way for you to control the content that your audience sees. For example, you can make a circular mask and allow your audience to only see through the circular area, so that you get a keyhole or spotlight effect. In Flash, you put a mask on one layer and the content that is masked in a layer below it.

### Model Test Paper-3

- A. 1 (c), 2. (a), 3. (a), 4. (b), 5. (c), 6. (b)
- B. 1. Objects, Procedures 2. Group Screen Sharing, 3. Disk Partitioning 4. Flat, 5.

Data

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

D. 1. **Properties:** Properties specify the name of the form or an object. The common properties of the form are given below.

**Name:** It defines the name of the form by which it is referred to in the code. The default name of the form is Form1.

**Caption:** It provides the title of the form.

**Appearance:** It can have different values. The value 0 creates the form look flat, while the value 1 creates the form look three-dimensional.

**Font:** It is used to define the font type, font style and font size for the text.

**Font Color:** This property sets the colour of the form.

**BackColor:** This property sets background colour of the form.

**Enabled:** It can have True or False value. The value True allows the form respond to mouse and keyboard events, while the value False allows it unable to respond.

**Visible:** It can also have True or False value. The value True causes the form visible, while the value false causes it invisible.

#### **Methods:**

Methods are the actions performed on the form or objects. The common methods of the form are given below.

**Show:** This method causes the form visible. It is the same as setting a form's visible property to True.

**Hide:** It makes the form invisible.

**Print:** It shows text string on the form.

**Events:** An event is a message sent by an object denoting that something has occurred. The common events of the form are given below.

**Form-Click:** When the user clicks on the form, Form-click event is triggered.

**Form-load:** When the form is loaded, Form-load event is triggered.

2. Sometimes, you need to remove unwanted files/programs stored on the hard disk. You can delete unwanted files and programs from your system by choosing any or both of these methods.

3. In order to develop applications on Java, we first need to install Java Development Kit (JDK ver. 1.5 or 1.6) in our computer. Then, we follow the three-step procedure to develop applications.

- ❖ Enter the program in Notepad.
- ❖ Compile the program with Java Compiler (javac).
- ❖ Run the program in Java.
- ❖ Entering the Java Program

Java program is entered into the computer using a text editor such as Notepad. To enter the program using Notepad, follow the steps given below.

- ❖ Click Start → All programs → Accessories → Notepad menu options to load Notepad.
- ❖ Type the program in the New Document.
- ❖ Choose File Save menu option in the Notepad to save the program.
- ❖ Click All Files option in the Save As

type box of the Save As dialog box and type the name of the file with extension name java in File name box.

- ❖ Then, click on the Save button.
- ❖ Compiling the Java Program

Java program is compiled at the DOS prompt. So, you need to go to the Command prompt in order to compile your program. Now, to compile the Java program, follow the steps given below.

- ❖ Click Start All Programs Accessories Command Prompt menu options for accessing the DOS prompt.
  - ❖ In DOS prompt, change to that directory (folder) where your program is saved by typing the DOS command, `cd <folder name>`.
  - ❖ To compile the program, type `Java < file name with extension>`. The program will be compiled.
  - ❖ Running the Java Program
  - ❖ In order to run the compiled Java program, type the command, `java < file name without extension>`. The program will run and you will get the output.
5. There are two forms of installation- Upgrade Installation and Custom (Advanced) Installation.

#### **Upgrade Installation versus Custom Installation:**

Where you simply start the installation inside of your existing operating system. It recognizes that an OS already exists, and it upgrades to the

newest version of this operating system and makes sure that it keeps all your applications in place, and all of your files exactly the way they are.

When you wish to retain your existing files or system configuration settings, you should upgrade your existing Windows Operating System by replacing the current windows files. Such an installation of Windows 7 is called Custom (Advanced) Installation.

- E. **1. Forms in Access:** A form in Access is a database object that you can use to create a user interface for a database application. A "bound" form is one that is directly connected to a data source such as a table or query, and can be used to enter, edit, or display data from that data source.
- 2. Ordered List:** Use the HTML `<ol>` element to define an ordered list. Use the HTML type attribute to define the numbering type. Use the HTML `<li>` element to define a list item. Use the HTML `<dl>` element to define a description list. Use the HTML `<dt>` element to define the description term.
- 3. Report in Microsoft Access:** A report is an object in Microsoft Access that is used to display and print your data in an organized manner. The Navigation Pane is where you can find all of the saved reports in the database. To view your reports, make sure that all objects are visible in the Navigation Pane.
- 4. Img HTML:** The `<img>` tag defines an image in an HTML page. The `<img>` tag has two required attributes: `src` and `alt`. Note: Images are not technically

inserted into an HTML page, images are linked to HTML pages. ... Tip: To link an image to another document, simply nest the <img> tag inside <a> tags.

**5. Border in excel:** By Vangie Beal In the Microsoft Excel program, "borders" is a built-in tool that lets users access predefined border styles to add a border around two or more cells on a spreadsheet. You can also use the borders tool to create your own custom border.