

Computer - 4

1. Computer Storage

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. The data of 1024 KB makes
- (i) 1 Byte
 - (ii) 1 MB [✓]
 - (iii) 1 KB
 - (iv) 1 GB
- b. A Hard Disk is also called
- (i) External Memory
 - (ii) Primary Memory
 - (iii) Fixed Disk [✓]
 - (iv) Both (a) and (b)
- c. CD Rom can store approximately of data.
- (i) 300 MB
 - (ii) 4.71 GB
 - (iii) 400 MB
 - (iv) 700 MB [✓]
- d. Which of the following disks can be re-written?
- (i) DVD
 - (ii) CDR
 - (iii) RAM
 - (iv) CD-RW [✓]

2. Fill in the blanks:

Ans:

- a. CD-ROM can store approximately **700 MB** of data.
- b. A Hard Disk is also called **fixed disk**.
- c. **RAM** stands for Random Access Memory.
- d. **ROM** stands for Read Only Memory.
- e. Pen Drive can carry large amount of data **1 GB to 256 GB**.

3. Write 'T' for a true statement and 'F' for a false statement:

Ans:

- a. All computers understand the language of 0 and 1. : [T]
- b. We can store data in a computer for future use. : [T]
- c. Primary Memory is the permanent storage memory. : [F]
- d. Pen Drive is a plug and play device. : [T]

4. Match the following Columns:

Ans:

Column 'I'

- a. CDR
- b. RAM
- c. Tera Byte (1 TB)
- d. ROM
- e. Hard Disk

Column 'II'

- (iv) Compact Disk Readable
- (v) Random Access Memory
- (ii) 1024 GB or 2^{10} GB
- (iii) Read Only Memory
- (i) Fixed Disk made of metal plates.

5. Answer the following questions:

- a. How can you define the Primary Memory?

Ans:

Primary Memory is known as the main Memory of a computer. It is the built-in memory designed to store data and instructions while the computer is working. The data stored in internal memory is erased when the computer is turned OFF. We can divide the memory of a computer into two types: RAM and ROM.

- b. What do you know about the Secondary Memory of a computer?

Ans:

Secondary Memory is the permanent storage memory. Sometimes there is so much information that cannot be saved in the primary storage devices. In that case, data can be saved in Secondary storage devices. This is called Secondary Memory, also called auxiliary memory or external memory. A few examples of secondary storage devices are floppy disks, CDs, DVDs, Pen drives and hard disks. These are also known as storage devices. Let us learn about it.

c. What are the examples of Secondary Memory?

Ans:

The examples of Secondary Memory are:

1. Hard Disk: It is installed inside CPU. It has a large storage capacity.
2. CD : It is very useful storage device of computer. CD stands for Compact Disk. CD can store more data than floppy disk. Storage capacity of CD is up to 720 MB. CD stores data permanently. CD is inserted from outside CPU. Three types of CDs are available:
 1. CD-ROM (Compact Disc-Read Only Memory)
 2. CD-R (Compact Disc-Recordable)
 3. CD-RW (Compact Disc-Rewritable)
3. DVD : DVD stands for Digital Versatile Disc. DVD is similar to CD. DVD can store more data than CD. Storage capacity of DVD is up to 4.7 GB. DVD stores data permanently. We can store movies, songs, games, etc. inside DVD.
4. Pen Drive : It is also known as Flash drive. This is a small device for transferring data or file from one computer to another. We can carry Pen Drive anywhere. It comes in various capacities ranging from 512 MB to 32GB.

d. What do you understand by Binary Codes?

Ans:

Computers are electronic machines. They run on electricity. Everything in computers is based on electric signals. An electric signal has two states:

1. Present electricity
2. Absent electricity

These two states are denoted by the numbers 0 and 1. If electric signal is present, it is denoted by 1 and if not, it is denoted by 0. All computers understand the language of 0 and 1. Since

computer can understand only two digits 0 and 1, there are called Binary Codes.

e. What is RAM?

Ans:

The full form of RAM is Random Access Memory. It stores data and instructions only when the computer is turned on. RAM is only a temporary memory. The information stored in RAM is lost when the computer is switched off. So, it is also known as volatile memory.

Activity Time

A. Collect the pictures of storage devices and make a collage showing various storage devices:

Ans:

Collect pictures of following storage devices:

1. Hard Disk
2. CD-ROM
3. CD-R
4. CD-RW
5. DVD
6. Pen Drive

2. Formatting in MS Word

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. Editing mainly involves
- (i) inserting text
 - (ii) deleting text
 - (iii) correcting spellings
 - (iv) all of them [✓]
- b. Inserting text means
- (i) deleting
 - (ii) adding [✓]
 - (iii) shifting
 - (iv) none of them

- c. Grammatical errors are shown by
- (i) red wavy line
 - (ii) blue wavy line
 - (iii) green wavy line [✓]
 - (iv) purple wavy line

2. Fill in the blanks:

Ans:

- a. MS-Word underlines spelling mistakes in red coloured lines and grammatical errors in green coloured lines.
- b. To delete text, we can use both keys: Delete and Backspace.
- c. The shortcut command to select the entire document is Ctrl + A.
- d. The Cut/Copy/Paste options are present in the Clipboard group.

3. Write 'T' for true and 'F' for false:

Ans:

- a. The Delete Key does not work in MS-Word. : [F]
- b. The Cut option removes the text from its original position. : [T]
- c. Moving of text is done by Copy and Paste. : [F]
- d. Press Ctrl +N to create a new file. : [T]
- e. Grammatical errors are indicated with a green wavy line. : [T]

4. Match the following Columns:

Ans:

- | Column 'I' | Column 'II' |
|-------------------------|----------------------------|
| a. Backspace key | (v) Delete text |
| b. Undo button | (iii) To reverse |
| c. Single red wavy line | (i) Misspelled word |
| d. Green wavy line | (ii) Grammatical error |
| e. Triple click | (iv) To select a paragraph |

5. Write the shortcuts used to do the following:

Ans:

- a. Making text bold. : Ctrl + B
- b. To underline the text. : Ctrl + U
- c. To make text in italics. : Ctrl + I

- d. To make text superscript. : x^2
- e. To make text subscript. : x_2
- f. To copy format. : Ctrl + C
- g. To paste format. : Ctrl + V

6. Answer the following questions:

- a. What are the uses of the Undo and Redo buttons?

Ans:

The uses of Undo and Redo buttons are as follows:

Undo : Undo command reverses the effect of the last command. To reverse one or more than one work, we click on Undo Button on the Quick Access Toolbar or press Ctrl + Z.

Redo : To reverse the action of Undo command, we click on Redo Button on the Quick Access Toolbar or press Ctrl + Y.

- b. Write the shortcut commands for Cut, Copy and Paste?

Ans:

The shortcut commands for Cut, Copy and Paste are as follows:

Cut : Ctrl + X

Copy : Ctrl + C

Paste : Ctrl + V

- c. What is the use of Shift + End keys?

Ans:

The use of Shift + End keys is as follows:

Shift Key : The Shift Key is also used to write upper case letters.

End key : End Key brings cursor at the end of the line.

- d. What is the Insertion Point?

Ans:

The Insertion Point is the blinking line in the document. It indicates where the text inserts when we type or write on the document in a computer screen. The I-beam shows us where mouse pointer is. The blinking Insertion Point is also called Cursor. This shows where next word will be inserted once when we start typing.

Activity Time

- A. Do it yourself.
- B. Do it yourself.
- C. Do it yourself.
- D. Do it yourself.
- E. Do it yourself.
- F. Do it yourself.

3. More About MS-Word

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. To bold letters, shortcut command is
 - (i) Ctrl + S
 - (ii) Ctrl + U
 - (iii) Ctrl + B [✓]
 - (iv) Ctrl + I

- b. This group gives us various commands to make our documents colourful and attractive.....
 - (i) Style
 - (ii) Font [✓]
 - (iii) Paragraph
 - (iv) Editing

- c. The way in which our text is positioned in a page with respect to the margins is called
 - (i) Bold
 - (ii) Alignment [✓]
 - (iii) Bullets
 - (iv) Italic

- d. MS-Word is a
 - (i) colouring program
 - (ii) formatting program [✓]
 - (iii) organizing program
 - (iv) calculating program

2. Fill in the blanks:

Ans:

- a. Formatting tools can be found on **Font Group**.
- b. **Alignment** makes the text aligned on both sides.
- c. **Style** make a paragraph attractive.
- d. **Align Centre** aligns the text to the centre of the page.
- e. **Align Text Right** aligns the text towards the right margin.

3. Write 'T' for true and 'F' for false:

Ans:

- a. Font size can be increased maximum to 36. : [F]
- b. You cannot set heading in center by left alignment. : [T]
- c. The vertical distance between the lines of the paragraph is called the Line Spacing. : [T]
- d. Font can be changed by Paragraph Group. : [T]
- e. Bold, Italic and Underline are options of Font group. : [T]

4. Match the following Columns:

Ans:

- | Column 'I' | Column 'II' |
|-----------------------------|----------------------------------|
| a. Ctrl + I | (iv) Italic |
| b. Ctrl + B | (v) Bold |
| c. Ctrl + U | (i) Underline |
| d. Indents and Spacing tabs | (ii) Adjusting paragraph spacing |
| e. Bullet button | (iii) Round bullet |

5. Answer the following questions:

- a. What do you know about formatting?

Ans:

Formatting makes our document look more professional, attractive and presentable. MS-Word is a formatting program. In this, a document is made organized and arranged. It highlights the important features of document. This can be done by using different font style, colours and font sizes, bullets and text alignment, etc. We can also highlight by writing text in italics. The tools that help to format a document are found in Font Group on Home Tab.

- b. What is the use of Font Style?

Ans:

Font Style is used to basically emphasize the text. Font Style makes a paragraph attractive. Font Styles include Bold, Italic and Underline. To add these to the text, we take the following steps:

1. Select the text and click on Font Styles included on the Font Group of Ribbon.
2. Click on B to make the text bold or Ctrl + B. This makes selected text darker than rest of the text.
3. Click on I to make text in Italic or Ctrl + I. It italicizes the selected text.
4. Click on U to underline it or Ctrl + U. It emphasizes the text by placing a line under it.

c. What are the ways of aligning text in MS-Word?

Ans:

There are 4 ways of aligning text in MS-Word. They are mentioned as below:

Align Left : Text is aligned at left margin but jagged on right.

Align Center: Text is centred within each line, with jagged margins on left and right.

Align Right : Text is aligned at right margin but jagged on left.

Justify : Text is aligned at both left and right margins. Word does this by adjusting the amount of space between words.

d. What do you know about Line Spacing?

Ans:

Line Spacing is the vertical distance between the lines of a paragraph. In MS-Word 2010, we decrease or increase the line spacing as per our requirement. We follow the following steps for Line Spacing:

1. Select the paragraph or place the cursor inside the paragraph.
2. On Home Tab, we choose the Line Spacing option on the Paragraph Group.
3. Select the required space from the options displayed.

e. What is alignment? Give examples.

Ans:

We follow following steps to align the text in MS-Word.

Select the text.

Click on Alignment option on the Paragraph Group depending on the type of alignment we want.

There are 4 ways of aligning text in MS-Word. They are mentioned as below:

Left : Text is aligned at left margin but jagged on right.

Center : Text is centred within each line, with jagged margins on left and right.

Right : Text is aligned at right margin but jagged on left.

Justify : Text is aligned at both left and right margins. Word does this by adjusting the amount of space between words.

f. What is formatting? Define in a few words.

Ans:

Formatting makes our document look more professional, attractive and presentable. MS-Word is a formatting program. In this, a document is made organized and arranged. It highlights the important features of document. This can be done by using different font style, colours and font sizes, bullets and text alignment, etc. We can also highlight by writing text in italics. The tools that help to format a document are found in Font Group on Home Tab.

g. What is Font Style?

Ans:

Font Style is used to basically emphasize the text. Font Style makes a paragraph attractive. Font Styles include Bold, Italic and Underline. To add these to the text, we take the following steps:

(i) Select the text and click on Font Styles included on the Font Group of Ribbon.

(ii) Click on B to make the text bold or Ctrl + B. This makes selected text darker than rest of the text.

(iii) Click on I to make text in Italic or Ctrl + I. It italicizes the selected text.

(iv) Click on U to underline it or Ctrl + U. It emphasizes the text by placing a line under it.

h. What is Bullet?

Ans:

There are many steps for making the Number List. We follow these steps for using bullets:

1. Type point that we want to bullet one under another. Make sure we create them as individual paragraphs by pressing [ENTER] after typing each point.
2. Select paragraphs that we would like to bullet.
3. Click on Bullets button in Paragraph section of Home ribbon.
4. We see selected paragraphs have been formatted as bulleted points.

The Drop-down Arrow on right of Bullets button allows us to select from different bullet styles.

Activity Time

A. Write the shortcuts for the given actions:

Ans:

- | | | | |
|----|-----------------------------|---|----------|
| 1. | Create a new document. | : | Ctrl + N |
| 2. | Save a document. | : | Ctrl + S |
| 3. | Copy text | : | Ctrl + C |
| 4. | Paste text | : | Ctrl + V |
| 5. | Cut text | : | Ctrl + X |
| 6. | Select the entire documents | : | Ctrl + A |

4. More on Windows 10

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. This makes easy to customize the look and feel of your desktop.
 - (i) Windows 10 [✓]
 - (ii) MS-Word
 - (iii) Operating System

- b. From here, you can choose and customize your desktop background.
 - (i) Desktop

- (ii) Start Menu
- (iii) Background [✓]

c. It informs the user of different things like the state of the Internet connection.

- (i) Desktop Area
- (ii) Background Area
- (iii) Notification Area [✓]

2. Fill in the blanks:

Ans:

- a. One of the most important features in Windows 10 is the **Start Menu**.
- b. The **Colors** affects things like the Taskbar and the Start Menu.
- c. One the right side, the Taskbar features the **Notification Area**.
- d. The icons in the middle of the Taskbar are **Pinned** applications.
- e. **Alt + Tab** is the shortcut key for Task View.

3. Write 'T' for a true statement and 'F' for a false statement:

Ans:

- a. If you want to add a tile to the Start Menu, you can paste it. : [F]
- b. Select desktop is used to choose a desktop background from one of your personal photos. : [T]
- c. By default, Windows 10 will assign and accent color based on your desktop background image. : [T]

4. Match the following Columns:

Ans:

- | Column 'I' | Column 'II' |
|----------------------|---|
| a. MS Windows | (i) Operating System |
| b. Taskbar | (iv) Sits at the bottom of the screen. |
| c. Notification Area | (iii) Replaced with Start screen. |
| d. Task View | (ii) Allows you to move within your open Windows. |
| e. Start Menu | (v) Located at the right side of the Taskbar. |

5. Answer the following questions:

a. Define Start Screen.

Ans:

Start Screen is one of the most important features in Windows 8. We use Start Screen to open apps, access commonly used folders and a whole lot of others. In Windows 8, Start Menu was replaced with Start Screen, a large full-screen menu. There were many complaints and as a result, Start Menu was added back to Windows 10.

b. What is a Lock Screen?

Ans:

Lock Screen is a computer user interface element used by various operating systems. Lock Screen regulates immediate access to a device by requiring that the user perform a certain action in order to receive access such as:

1. entering a password.
2. using a certain button combination
3. performing a certain gesture using a device's touch-screen.

From here, we can customize the appearance of our Lock Screen. As with our desktop background, we can use a built-in picture or select Browse to select one of our own.

c. Describe Themes.

Ans:

Themes are a combination of desktop background pictures, window accent colour and sounds. We can apply a theme if we do not want to make personal settings for desktop background picture, window accent colours, lock screen, etc. The steps are as follows:

1. In the Personalization Setting Window, click on the Themes option.
2. Click on the Theme Setting Option.
3. Click and choose any of available themes or click on the Get more Themes online option for online themes.

d. What is Taskbar?

Ans:

In Windows 10, Taskbar is available at the bottom of screen giving user the access to Start Menu and other icons frequently

used. On the right side, Taskbar features Notification Area which informs user about different things like state of Internet connection or the charge of laptop battery.

e. What is Notification Area?

Ans:

Notification Area is available on the right side of the Taskbar. Notification Area shows user about different things like Internet connection or the charge of laptop battery or volume level.

Activity Time

Complete the Crossword:

Ans:

Across:

- | | | | |
|----|-------------------------------------|---|-------------|
| 1. | To choose a Desktop background. | : | Lock Screen |
| 2. | A Personalized Option. | : | Themes |
| 3. | An operating system. | : | Window |
| 4. | It appears at the bottom of screen. | : | Taskbar |

Down:

- | | | | |
|----|--|---|----------|
| 5. | It is the main screen of Windows. | : | Desktop |
| 6. | You can turn this feature off if you'd prefer to choose your own accent color. | : | Colors |
| 7. | Network of Networks. | : | Internet |

5. LOGO

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. To print India, we type
- (i) PR "India
 - (ii) PR [India] [✓]
 - (iii) Both
 - (iv) None

- b. To divide two numbers, we use
- (i) / sign [✓]
 - (ii) + sign
 - (iii) * sign
 - (iv) - sign
- c. The Arithmetic functions are
- (i) Difference
 - (ii) Sum
 - (iii) Product
 - (iv) All of them [✓]
- d. Print First command is used to display.....
- (i) third letter
 - (ii) first letter [✓]
 - (iii) last letter
 - (iv) second letter

2. Fill in the blanks:

Ans:

- a. **Show Turtle (ST)** brings disappeared Turtle back on to the screen.
- b. **Pen Down (PD)** orders the Turtle to Pen Down on the screen.
- c. **Logo Multiplication** is used to multiply two numbers.
- d. **Logo Addition** is used to add two numbers.

3. Match the following Columns:

Ans:

- | | Column 'I' | | Column 'II' |
|----|-------------------|-------|--------------------|
| a. | FD 200 | (iv) | Forward |
| b. | BK 100 | (i) | Backward |
| c. | LT 45 | (ii) | Left Turn |
| d. | RT 45 | (iii) | Right Turn |

4. Rewrite the following primitives correctly:

Ans:

- a. Print 4, 6, 8 : PR [4, 6, 8]
Enter
- b. Print The Turtle is my friend. : PR [The Turtle is my friend]
Enter

- c. Difference 9 6 : PRINT DIFFERENCE 9 6
Enter
The output will be shown in the Recall List Box.
- d. Quotient 20/5 (Division) : PRINT QUOTIENT 20 5
Enter
The output will be displayed in the Recall List Box.

5. Answer the following questions:

- a. What is the format of printing a sentence?

Ans:

The format of printing a sentence is as follows:

- Write in this format in the Input Box.
- Print or PR <space> [Type sentence]
- Press Enter key.

Example:

- Write PR [Computer is easy to learn.] Enter
- Logo prints **Computer is easy to learn.**

- b. What is the full form of LOGO?

Ans:

The full form of LOGO is:
Logic Oriented Graphic Language.

- c. What does HT stand for?

Ans:

HT stands for Hide Turtle.

It makes the Turtle disappear from the computer screen. It is used to take a clear view of drawing on the computer screen.

Example:

Type:

FD 30

RT 90

FD 40

Press Enter key.

Now Type:

HT

And press Enter key.

d. What is the use of FD?

Ans:

The use of FD is that Turtle moves forward in the direction of its head.

Example:

Type:

FD 200

Press Enter key.

e. What is the use of PRINT command?

Ans:

The use of PRINT command is to show the output in the Recall List Box. The PRINT primitive is used to write any number, word or sentence.

The PRINT command takes one input. The input could be the following:

- To print a Word.
- To print a Number.
- To print a Sentence.

f. What do you know of LOGO Primitives?

Ans:

LOGO Primitives is software to give command in the Input box. The commands that we give to the Turtle through the Input box are called LOGO Primitives. Some LOGO Primitives are:

1. Forward (FD) : Turtle moves **Forward** in direction of its head.
2. Backward (BD) : Turtle moves **Backward** in direction of its tail.
3. Left Turn (LT) : Turtle turns its head in the **Left** direction by angle mentioned.
4. Right Turn (RT) : Turtle turns its head in the **Right** direction by angle mentioned.
5. Clear Screen (CS): Turtle erases all lines from screen to clear.
6. Home : Turtle brings Turtle back to its home i.e. in the centre. It draws a

- line from its last position to its home.
7. Hide (HT) : Turtle disappears from screen. It is used to take a clear view of drawing on screen.
 8. Show Turtle (ST) : It brings disappeared Turtle back on screen.
 9. Clear Text (CT) : Turtle erases all commands saved in Recall List Box without affecting the drawing.
 10. Pen Up (PU) : It orders the Turtle to lift Pen Up from screen and move without drawing any line.
 11. Pen Down (PD) : It orders the Turtle to Pen Down on screen and start drawing.

g. What is FD?

Ans:

The use of Forward (FD) is that Turtle moves forward in the direction of its head.

Example:

Type:

FD 200

Press Enter key.

Activity Time

A. Write the LOGO commands for the following:

Ans:

- a. Divide 97 by 8 : PR 97/8
Enter
Logo prints the result as 12.125
- b. Multiply 7 and 3 : PR 7 x 3
Enter
Logo prints the result as 21.
- c. Calculate $(9+4) / 5$: PR (9+4)/5
Enter
Logo prints the result as 2.6

B. Open LOGO:

Ans:

- a. PR SUM 55 15 : PRINT SUM 55 15

Enter
The output 70 will be displayed
in the Recall List Box.

- b. PR 65 + 75 : Type PR 65 + 75
Enter
Logo prints the result is 140.
- c. PR 550 - 70 : Type PR 550 - 70
Enter
Logo prints the result is 480.

C. Do it yourself.

6. More About LOGO

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. A procedure is a set of
(i) Rules
(ii) Principles
(iii) Commands [✓]
(iv) None
- b. A procedure has parts namely
(i) Title
(ii) Body
(iii) End
(iv) All [✓]
- c. The use of SETPC Primitive is to change the Turtle's
(i) Pencil
(ii) Read
(iii) Pen [✓]
(iv) None

2. Fill in the blanks:

Ans:

- a. In a procedure, you can execute the **commands**.

- b. A procedure consists of **three** parts.
- c. **Erase** command is used to delete a procedure from the memory.
- d. **Load Procedure** command is used to recall a saved procedure.

3. Write 'T' for true and 'F' for false statement:

Ans:

- a. A procedure has two parts. : [F]
- b. We cannot remove the procedure once it is written. : [F]
- c. A procedure can be given any name. : [T]
- d. A procedure name starts with TO followed by the name of the procedure. : [T]

4. Match the following Columns:

Ans:

- | Column 'I' | Column 'II' |
|----------------------------|----------------------------|
| a. REPEAT 360 [FD1RT1] | (iii) Drawing a Circle. |
| b. REPEAT 5 [FD50 RT360/5] | (i) Drawing a Pentagon. |
| c. REPEAT 180 [FD1 RT1] | (iv) Drawing a Semicircle. |
| d. REPEAT 6 [FD50 RT360/6] | (ii) Drawing a Hexagon. |

5. Answer the following questions:

- a. Write the parts of a procedure. What do they contain?

Ans:

The parts of a procedure are divided into 3 parts as follows:

1. Title : Title tells name of Procedure. Title always begins with word **TO** followed by name of Procedure. Name of procedure should be isolated from command word **TO** by a space. Name can be of a combination of Letters, Numbers or special Characters other than arithmetic operators e.g. +, -, *, /, (,), {, }, “).

For example:

TO SQUARE

TO BOX 10

2. Body : Body is the place where we write all Primitives which are used in the Procedure.
3. End : End is the last part of Procedure. It signals the end of the procedure definition.

b. What should we use to write a procedure?

Ans:

Input Box helps us to write a procedure. It neither shows all command at the same time nor allows making changes in old procedures.

If we want to write a procedure using the Editor, we have to follow these steps orderly:

Type EDIT "SQUARE

The Editor window will appear. Now we can define the 3 parts of procedure as shown below:

1. Title : Type TO followed by name of Procedure.
For example:
TO SQUARE
2. Body : Type Commands and press the Enter key after each one. Commands for SQUARE are as mentioned below. We must do it orderly.
FD 50
RT 90
FD 50
RT 90
FD 50
RT 90
FD 50
3. End : Type End when all Commands have finished, the procedure called Square will be made.

Now click on File menu and choose Save option from Drop-down list. Click Yes when asked 'Contents have changed. Save to Workspace?' It will save the contents to workspace. As we finish the commands, the procedure Square has been defined.

To operate this procedure, type Square in the Input box and press Enter key.

The Procedure will run and graphic screen will show a Square.

c. How can a procedure file be edited?

Ans:

To edit a procedure, we need to make sure that it is loaded in the computer's memory.

In case the procedure is not already in the computer's memory, the first step in editing is to load it. Then we follow these steps orderly:

1. Click on File Menu, then Edit.
Edit Procedure Dialog Box appears showing a list of all procedures which are loaded in computer's memory.
2. Click the Procedure we wish to edit and click on OK.
The MSW LOGO editor screen opens up with Procedure we selected for editing.
3. Here make the required changes.
4. Finally, click on File, then Save and Exit.
The procedure has been modified and saved again.

d. How can you load a Procedure?

Ans:

We can Load or Recall any Procedure. We just Write Load Procedure name and press Enter key in Command Input Box.

For example:

LOAD "TRIANGLE

or

1. Select File menu and select Load.
The Open Dialog box appears.
2. Now choose the saved Logo file and click on Open.

e. What is a Procedure?

Ans:

A Procedure is a set of commands that must be followed in the same order to perform a particular task. In Logo, we use Logo Procedures. A Logo procedure should always be given a particular name. By using the procedure name, we can execute the set of commands which a Procedure contains.

f. Name the parts of a Procedure?

Ans:

The parts of a Procedure are as follows:

1. Title : Title tells us the name of procedure. It always begins with a word TO followed by name of procedure.
2. Body : This is the place where we write all the primitives which are used in the procedures.
3. End : This is the last part of procedure. It signals the end of procedure definition.

g. How to save a Procedure?

Ans:

The Save and Exit option in the Editor window's File menu only makes our procedures available for the present session.

1. To save procedures to our hard disk, we need to go to the main MSW Logo Screen and select File and then Save. This must be done attentively and learn it duly to use it comfortably further.
2. A Save As dialog box will open. Here, type the desired file name and click on Save button.

When the process is over, we should keep in mind the commands which we have used. Practice should be done regularly to make it easy to use.

Activity Time

A. Do it yourself.

7. Introduction to MS PowerPoint

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. Which of the following is a powerful Multimedia Software?
 - (i) MS-Word
 - (ii) Paint
 - (iii) MS-PowerPoint [✓]
 - (iv) MS-Excel

- b. A collection of Slides is called
 - (i) Presentation [✓]

- (ii) ClipArt
 - (iii) WordArt
 - (iv) Worksheet
- c. A presentation can have
- (i) sound
 - (ii) animation
 - (iii) text
 - (iv) all of them [✓]
- d. MS PowerPoint is a part of
- (i) Adobe
 - (ii) MS-Office [✓]
 - (iii) Visual Basic
 - (iv) None of them

2. Fill in the blanks:

Ans:

- a. MS-PowerPoint is a **powerful** multimedia presentation software.
- b. A **Presentation** may consist of one or more Slides.
- c. A **blanks** is an electronic approach to display the slides on screen.
- d. A presentation is a structured step-wise delivery of **information**.
- e. **Presentation** is a collection of Slides.
- f. All the work in MS-PowerPoint is done on **Slides**.
- g. Slides appear in the **centre** of the Window.
- h. **Place Holders** are boxes with dotted or hatched marked borders.
- i. At last, presentation will be saved with an extension **.pptx**.

3. Match the following Columns:

Ans:

- | Column 'I' | Column 'II' |
|-------------------|---|
| a. Ctrl + O | (v) To display the Open Dialog Box. |
| b. Open button | (i) On Quick Access Toolbar |
| c. Title Slide | (ii) MS-PowerPoint 2010 |
| d. Slides | (iii) Individual Pages |
| e. Ctrl + W | (iv) Closing a PowerPoint presentation. |

4. Answer the following questions:

- a. What is the role of Slides in a presentation?

Ans:

The role of Slides in a presentation is very important. Some of the highlights of Slides are as follows:

1. Slides help us make our point.
2. Slides help us present more easily.
3. Slides help us feel confident and reduce our anxiety,
4. Slides help us engage the audience so that they can enjoy the Presentation.
5. Slides help increase our ability to influence.

b. What is a Slide?

Ans:

A Slide is a single page of a Presentation. It refers to a single page developed using a Presentation program such as MS PowerPoint. Slides appear in the centre of the window. Presentation is a collection of Slides. All the work in MS-PowerPoint is done on Slides. On Slides, we can use Text, Pictures, Graphics, Table, Sound and Video.

c. What is a Presentation?

Ans:

A Presentation is a creative step-wise delivery of information. It consists of a number of individual pages or 'Slides'. Presentation is basically a simple way of displaying and explaining the contents of a topic to the audience. It is done on Slides with the help of Text, Graphics, Movie, Sounds, etc.

d. What is MS-PowerPoint? What are its uses?

Ans:

MS-PowerPoint is a Presentation Software. It is mainly used to view the Presentation widely in a room.

Presentation is a collection of Slides. All the work in MS-PowerPoint is done on Slides. On Slides, we can use Text, Pictures, Graphics, Table, Sound and Video.

Activity Time

A. Collect yourself.

8. Multimedia and Internet

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. It is a global network of billions of computers and other electronic devices.
(i) Internet [✓]
(ii) E-Mail
(iii) WWW
- b. Which of these is a Search Engine?
(i) You Tube
(ii) Google [✓]
(iii) Facebook
- c. Which of these is not a Multimedia part?
(i) Monitor
(ii) Mouse [✓]
(iii) Speaker

2. Fill in the blanks:

Ans:

- a. When all the elements of media are used together, it is called **Multimedia**.
- b. The **Internet** is a global network of billions of computers and other electronic devices.
- c. A **Hyperlink** is a mechanism by which a Webpage is linked to another related Webpage
- d. A **www** is a Website that helps you search for information the Internet.

3. Write 'T' for a true statement and 'F' for a false statement:

Ans:

- a. The only element of Multimedia is animation. : [F]
- b. Radio, Television, Newspaper and Internet are the types of media. : [T]
- c. Multimedia technology is nowadays used only in the films. : [F]
- d. Windows Media Player is used to play an Auto or Video CD on a computer. : [T]

4. Match the following Columns:

Ans:

Column 'I'

- a. Web Browser
- b. E-Mail
- c. Facebook
- d. Website
- e. Hyperlinks

Column 'II'

- (iii) Software to display web pages.
- (iv) A way to send and receive messages.
- (v) Social networking site.
- (ii) A collection of web pages.
- (i) Links to other sections of the Website.

5. Answer the following questions:

- a. What is Multimedia?

Ans:

Multimedia is a means of communications through which news, education and various other information reach us. Newspapers, Radio, Television and Internet are the different types of media. When all these media elements such as text, pictures, graphics and animation are used together, it is called Multimedia. A Multimedia Presentation displays the information using different media elements.

Some of the uses of Multimedia are:

1. Creating audio-visual presentations.
2. Playing computer games.
3. Educating students.
4. Video conferencing.
5. Applications in entertainment industries.
6. Creating advertisements.

- b. What is Internet?

Ans:

Internet is a global network of billions of computers and other electronic devices. With the Internet, it is possible to access almost any information, communicate with anyone else in the world and do much more.

There are unlimited reasons for which people use the Internet. Some of these are:

Searing	:	Search Engines make information easier to search. Search Engine looks for related websites.
E-Mail	:	E-Mail is abbreviation of Electronic Mail. E-Mail is a way to send or receive message across the Internet. Almost everyone who uses the Internet has his own E-Mail account usually called an E-Mail Address.
Networking	:	Social Networking websites are ways to connect and share with dear ones online. Facebook is the world's largest social networking site.
Messaging	:	Chat and instant messaging (IM) are short messages sent and read in real time allowing us to converse more quickly and easily than an E-Mail.
Reservation	:	We can book airline, railways, bus or even movie tickets through Internet.
E-Banking	:	E-Banking has revolutionized the Banking system. We can do a lot of banking transactions without visiting a Bank.
Education	:	Online education through e-learning websites has made education easily accessible.
Shopping	:	We can sell or purchase using the Internet.
Employment	:	Jobs can be searched online through Internet.

c. Define Search Engine.

Ans:

A web Search Engine is a medium that helps you search for information on the World Wide Web. The search results are usually presented as a list of links. The links may point to text, images, audio or video files. Search Engines make information easier to search. Search Engine looks for related websites.

d. What is a Website?

Ans:

A Website comprises of a collection of Web Pages that may be maintained and updated by an organization like a Government

or university department, a business house, a research institution, etc. The information on a website is stored in the form of a series of files that may be stored on one or more computers.

A Web Page refers to a documentation on the web. Web pages can be used to display written text, show pictures, play games / music / sound effects and run video.

e. Define www.

Ans:

World Wide Web (www) is the shareable information on the Internet. World Wide Web is a collection of millions of pages of information. We can usually find information about any topic on the Internet.

Activity Time

Number the steps to install a program correctly, game or utility from a CD that does not contain the Auto Play feature.

Ans:

- [1] Open computer by double-clicking on the icon visible on the desktop.
- [2] Insert the CD in the CD Drive.
- [3] Locate the set-up file.
- [4] Double-click on the set-up file to complete the installation process.
- [5] Double-click on the drive showing CD or DVD drive to open it.

Model Test Paper - 1 Chapters 1 to 4

1. Tick (✓) the correct option:

Ans:

- a. The data of 1024 KB makes
- (i) 1 Byte
 - (ii) 1 MB [✓]
 - (iii) 1 KB
 - (iv) 1 GB
- b. Inserting text means
- (i) deleting
 - (ii) adding [✓]

- (iii) shifting
 - (iv) none of them
- c. To bold letters, shortcut command is
- (i) Ctrl + S
 - (ii) Ctrl + U
 - (iii) Ctrl + B [✓]
 - (iv) Ctrl + I
- d. MS-Word is a
- (i) colouring program
 - (ii) formatting program [✓]
 - (iii) organizing program
 - (iv) calculating program

2. Fill in the blanks:

Ans:

- a. **RAM** stands for Random Access Memory.
- b. **ROM** stands for Read Only Memory.
- c. The shortcut command to select the entire document is **Ctrl + A**.
- d. Formatting tools can be found on **Font Group**.
- e. **Alt + Tab** is the shortcut key for Task View.

3. Write 'T' for a true statement and 'F' for a false statement:

Ans:

- a. Pen Drive is a plug and play device. : [T]
- b. Moving of text is done by Copy and Paste. : [F]
- d. Press Ctrl +N to create a new file. : [T]
- d. You cannot set heading in center by left alignment. : [T]
- e. If you want to add a tile to the Start Menu, you can paste it. : [F]

4. Match the following Columns:

Ans:

- | Column 'I' | Column 'II' |
|---------------------|------------------------------------|
| a. CDR | (iv) Compact Disk Readable |
| b. RAM | (v) Random Access Memory |
| c. Tera Byte (1 TB) | (ii) 1024 GB or 2 ¹⁰ GB |
| d. ROM | (iii) Read Only Memory |

- e. Hard Disk (i) Fixed Disk made of metal plates.

5. Answer the following questions:

- a. How can you define the Primary Memory?

Ans:

Primary Memory is known as the main Memory of a computer. It is the built-in memory designed to store data and instructions while the computer is working. The data stored in internal memory is erased when the computer is turned OFF. We can divide the memory of a computer into two types: RAM and ROM.

- b. What is the use of Shift + End keys?

Ans:

The use of Shift + End keys is as follows:

Shift Key : The Shift Key is also used to write upper case letters.

End key : End Key brings cursor at the end of the line.

- c. What is the Insertion Point?

Ans:

The Insertion Point is the blinking line in the document. It indicates where the text inserts when we type or write on the document in a computer screen. The I-beam shows us where mouse pointer is. The blinking Insertion Point is also called Cursor. This shows where next word will be inserted once when we start typing.

- d. What do you know about formatting?

Ans:

Formatting makes our document look more professional, attractive and presentable. MS-Word is a formatting program. In this, a document is made organized and arranged. It highlights the important features of document. This can be done by using different font style, colours and font sizes, bullets and text alignment, etc. We can also highlight by writing text in italics. The tools that help to format a document are found in Font Group on Home Tab.

e. What is the use of Font Style?

Ans:

Font Style is used to basically emphasize the text. Font Style makes a paragraph attractive. Font Styles include Bold, Italic and Underline. To add these to the text, we take the following steps:

1. Select the text and click on Font Styles included on the Font Group of Ribbon.
2. Click on B to make the text bold or Ctrl + B. This makes selected text darker than rest of the text.
3. Click on I to make text in Italic or Ctrl + I. It italicizes the selected text.
4. Click on U to underline it or Ctrl + U. It emphasizes the text by placing a line under it.

f. What is Taskbar?

Ans:

In Windows 10, Taskbar is available at the bottom of screen giving user the access to Start Menu and other icons frequently used. On the right side, Taskbar features Notification Area which informs user about different things like state of Internet connection of the charge of laptop battery.

g. What is Notification Area?

Ans:

Notification Area is available on the right side of the Taskbar. Notification Area shows user about different things like Internet connection or the charge of laptop battery or volume level.

6. Complete the Crossword:

Ans:

Across:

- | | | | |
|----|-------------------------------------|---|-------------|
| 1. | To choose a Desktop background. | : | Lock Screen |
| 2. | A Personalized Option. | : | Themes |
| 3. | An operating system. | : | Window |
| 4. | It appears at the bottom of screen. | : | Taskbar |

Down:

5. It is the main screen of

- | | | | |
|----|--|---|----------|
| | Windows. | : | Desktop |
| 6. | You can turn this feature off if you'd prefer to choose your own accent color. | : | Colors |
| 7. | Network of Networks. | : | Internet |

Model Test Paper - 2
Chapters 5 to 8

1. Tick (✓) the correct option:

Ans:

- a. To print India, we type
- (i) PR "India
 - (ii) PR [India] [✓]
 - (iii) Both
 - (iv) None
- b. A procedure is a set of
- (i) Rules
 - (ii) Principles
 - (iii) Commands [✓]
 - (iv) None
- c. A collection of Slides is called
- (i) Presentation [✓]
 - (ii) ClipArt
 - (iii) WordArt
 - (iv) Worksheet

2. Fill in the blanks:

Ans:

- a. **Logo Multiplication** is used to multiply two numbers.
- b. **Logo Addition** is used to add two numbers.
- c. **Presentation** is a collection of Slides.
- d. All the work in MS-PowerPoint is don

3. Write 'T' for a true statement and 'F' for a false statement:

Ans:

- a. A procedure has two parts. : [F]

- b. We cannot remove the procedure once it is written. : [F]
- c. The only element of Multimedia is animation. : [F]
- d. Multimedia technology is nowadays used only in the films. : [F]

4. Match the following Columns:

Ans:

- | Column 'I' | Column 'II' |
|----------------------------|----------------------------|
| a. REPEAT 360 [FD1RT1] | (iii) Drawing a Circle. |
| b. REPEAT 5 [FD50 RT360/5] | (i) Drawing a Pentagon. |
| c. REPEAT 180 [FD1 RT1] | (iv) Drawing a Semicircle. |
| d. REPEAT 6 [FD50 RT360/6] | (ii) Drawing a Hexagon. |

5. Rewrite the following primitives correctly:

Ans:

- a. Print 4, 6, 8 : PR [4, 6, 8]
Enter
- b. Print The Turtle is my friend. : PR [The Turtle is my friend]
Enter
- c. Difference 9 6 : PRINT DIFFERENCE 9 6
Enter
The output will be shown in the Recall List Box.
- d. Quotient 20/5 (Division) : PRINT QUOTIENT 20 5
Enter
The output will be displayed in the Recall List Box.

6. Answer the following questions:

- a. What is the format of printing a sentence?

Ans:

The format of printing a sentence is as follows:

- Write in this format in the Input Box.
- Print or PR <space> [Type sentence]
- Press Enter key.

Example:

- Write PR [Computer is easy to learn.] Enter

- Logo prints **Computer is easy to learn.**

b. What is the full form of LOGO?

Ans:

The full form of LOGO is:
Logic Oriented Graphic Language.

c. Name the parts of a procedure.

Ans:

The parts of a procedure are divided into 3 parts as follows:

1. Title : Title tells name of Procedure. Title always begins with word TO followed by name of Procedure. Name of procedure should be isolated from command word TO by a space. Name can be of a combination of Letters, Numbers or special Characters other than arithmetic operators e.g. +, -, *, /, (,), {, }, “).

For example:

TO SQUARE

TO BOX 10

2. Body : Body is the place where we write all Primitives which are used in the Procedure.
3. End : End is the last part of Procedure. It signals the end of the procedure definition.

d. How to save a Procedure?

Ans:

The Save and Exit option in Editor Window's File menu only makes our Procedures available for the present session.

1. To save the procedures to our Hard Disk, we need to go to the main MSW Logo Screen and select File and then Save. This must be done attentively and learn it duly to use it comfortably further.
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Ans:

The role of Slides in a presentation is very important. Some of the highlights of Slides are as follows:

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Searing : Search Engines make information easier to search. Search Engine looks for related websites.

E-Mail : E-Mail is abbreviation of Electronic Mail. E-Mail is a way to send or receive message across the Internet. Almost everyone who uses the Internet has his own E-Mail account usually called an E-Mail Address.

Networking : Social Networking websites are ways to connect and share with dear ones online. Facebook is the world's largest social networking site.

Messaging : Chat and instant messaging (IM) are short messages sent and read in real time allowing us to converse more quickly and easily than an E-Mail.

Reservation : We can book airline, railways, bus or even movie tickets through Internet.

E-Banking : E-Banking has revolutionized the Banking system. We can do a lot of banking transactions without visiting a Bank.

Education : Online education through e-learning websites has made education easily accessible.

Shopping : We can sell or purchase using the Internet.

Employment : Jobs can be searched online through Internet.

i. Define Search Engine.

Ans:

A web Search Engine is a medium that helps you search for information on the World Wide Web. The search results are usually presented as a list of links. The links may point to text, images, audio or video files. Search Engines make information easier to search. Search Engine looks for related websites.

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7. Draw yourself.