

Computer - 5

1. Computer Software

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. It is the most important software without which you cannot work on a computer system.
(i) Operating System [✓]
(ii) Utility Software
(iii) Antivirus
- b. It is controls the internal computer operation.
(i) System software [✓]
(ii) Operating System
(iii) Utility Software
- c. It is a computer program that may disrupt the normal functioning of your computer.
(i) Virus [✓]
(ii) Application Software
(iii) Utility Software
- d. This type of software allows you to create and edit images.
(i) Graphics software [✓]
(ii) Multimedia software
(iii) Presentation software

2. Fill in the blanks:

Ans:

- a. It is a software **program** that lets you communicate with the computer.
b. It is an important **component** that controls all other components of the computer system.
c. **DBMS** is a software program that lets you store a large amount of data in an organized manner.
d. An open source **software** is one which may be available free of cost.
e. It serves as an **interface** between the user and the hardware.

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

Ans:

- a. A computer cannot run without an Operating System. : [T]
- b. Computer software is stored and executed with the help of computer software. : [F]
- c. A DBMS can store details about the customers, employees, products and so on. : [T]
- d. A computer system has many resources such as CPU time, memory space and I/O devices. : [T]
- e. A virus is a computer program that may disreect the normal functioning of your computer. : [T]

4. Match the following Columns:

Ans:

Column 'I'

Column 'II'

- | | |
|------------------------|---------------------|
| a. Word Processors | (iv) MS Word |
| b. Presentation Tool | (iii) MS PowerPoint |
| c. Spreadsheet Package | (ii) MS Excel |
| d. Business software | (i) Payroll System |

5. Write the use of the following:

Ans:

- a. Application Software : It enables user to complete tasks such as creating document, spreadsheets, databases, publications, sending e-mail, designing graphics, running business and even playing games.
- b. DBMS : A DBMS (Database Management System) can store details about the customers, employees, products and so on. Examples: Oracle, Access, FoxPro and Open Office.org Base.
- c. Multimedia Software : It allows us to combine images, text, sound, animations and videos to create interactive applications. Examples: Adobe Director, Adobe Flash.
- d. DTP : DTP (Desktop Publishing Software) is used for creating designs, and layouts of books, journals, brochures, newspapers,

etc. Examples: Quark Xpress and Adobe InDesign.

- e. Software : Software is a set of programs that runs a computer system. Computer software is stored and executed with the help of computer hardware. Examples: Operating System, Language Processor, Utility Software, Application Software.
- f. Antivirus Software : Antivirus Software program scans the disk for viruses and removes them. Examples: Norton, Quick Heal, AVG Anti-Virus.

6. Answer the following questions:

- a. What do you understand by Application Software?

Ans:

Application Software is a set of programs necessary to carry out operations for a specified application. These are the programs written by programmers to enable computers to perform a specific task. Various Application Software and their examples are given in the table below:

Application Software	Example
Word Processor	MS Word
Presentation Tool	MS PowerPoint
Spreadsheet Package	MS Excel, Lotus 123
Database Management System	Inventory Management, Payroll System
Business Software	Financial Accounting, Hotel Management, etc.

- b. What is the function of System Software?

Ans:

System Software controls the internal computer operations. The function of System Software can be classified into four categories:

1. Operating System (OS):

An OS is a software which acts as an interface between user and computer. It controls all other components of the computer. Without an OS, a computer is of no use. Some OS are Window, DOS, UNIX, etc.

Basic functions OS performs are:

1. It coordinates the working of various hardwares attached to computer system.
2. It acts as a resource manager. A computer has many resources like CPU time, memory space and I/O devices.
3. OS lets us create and manage files and folders for storing information in a computer.

2. Language Processor:

Software is created by writing programs in computer languages. Main languages are C, C++, C# Python and Java. A computer understands the machine language of 0 and 1. A Language Processor is a software that translates a program in a computer language into the machine language so that it could be understood by computer.

3. Utility Software:

Utility Software contains those application programs that assist a computer by performing housekeeping functions like backing up disk or scanning / cleaning viruses or arranging information. They ensure smooth functioning of a computer.

4. Application Software:

Application Software is a set of programs necessary to carry out operations for a specified application. These are the programs written by programmers to enable computers to perform a specific task. Various Application Software and their examples are given in the table below:

c. Differentiate hardware and software.

Ans:

Difference between hardware and software is as follows:

Hardware : Physical parts of a computer are called Hardware. We can see and touch all hardware parts. Hardware can be classified into (i) Input Devices (ii) Processing unit and (iii) Output devices. Hardware is the item used to define various parts of a computer.

Hardware devices are performers of commands given by software applications. Some computer hardware devices are:

1. Monitor

2. CPU
3. Mouse
4. Keyboard

Software : Computer software cannot be touched. It can be seen in the form of icons (symbols) when installed in computer. Software are programs written for hardware to work. Examples are:

1. Note Pad
2. MS-Paint
3. MS-Word
4. MS-Excel, etc.

d. Write any three functions of an Operating System?

Ans:

Three functions of an Operating System are:

1. Operating System coordinates the working of various hardwares attached to computer system.
2. Operating System acts as a resource manager. A computer has many resources like CPU time, memory space and Input and Output devices.
3. Operating System allows us create and manage files and folders for storing information in a computer.

e. What is the use of Spreadsheet Software?

Ans:

Spreadsheet Software accepts data values in row and columns format to allow users to manipulate, calculate and analyze data in the desired manner.

Examples of Spreadsheet Software are:

1. Excel
2. Lotus 1-2-3
3. Open Office.org Calc.
4. Spreadsheet Software

Activity Time

A. Write the names of the following:

Ans:

1. Picture 1st : Linux
2. Picture 2nd : Access 2013

- 3. Picture 3rd : Excel 2013
- 4. Picture 4th : Word 2013
- 5. Picture 5th : Android
- 6. Picture 6th : Adobe Photoshop

2. Formatting in Word Documents

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. What is called to make text slightly **low** on the line?
 - (i) Subscript [✓]
 - (ii) Superscript
 - (iii) Both (i) and (ii)
 - (iv) None of them

- b. Which group has Find button?
 - (i) Editing [✓]
 - (ii) Styles
 - (iii) Font
 - (iv) Paragraph

- c. How many columns can be created in one document?
 - (i) Four
 - (ii) Three
 - (iii) Multiple [✓]
 - (iv) Two

- d. Where can Footer be created?
 - (i) Bottom of page [✓]
 - (ii) Top of page
 - (iii) Centre of page
 - (iv) None of them

2. Fill in the blanks:

Ans:

- a. It is a software **program** that lets you communicate with the computer.
- b. It is an important **component** that controls all other components of the computer system.

- c. **DBMS** is a software program that lets you store a large amount of data in an organized manner.
- d. An open source **software** is one which may be available free of cost.
- e. It serves as an **interface** between the user and the hardware.

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

Ans:

- a. Zoom (+) button is used only to decrease the size of page. : [F]
- b. Tab key is used to move the cursor at certain spaces in a document. : [T]
- c. To copy the formatting effects of a piece of text, we click on Format Painter. : [T]
- d. Page Margins can be set from top, bottom and left, right of the page. : [T]
- e. Portrait or Landscape are not computer terms. : [T]

4. Answer the following questions:

- a. Write the use of Header and Footer options.

Ans:

A Header is the top margin of each page. And Footer is the bottom margin of each page. Headers and footers are useful for including material that we want to appear on every page of a document such as Name, Title of document or Page Numbers.

We follow the following steps for creating Header and Footer:

1. Click on the Insert tab on Ribbon.
2. Click on Header or Footer. The Built in Dialog Box displays.

Now we select a style. We choose the information that we wish to have in Header or Footer like Date, Time, Page Numbers, etc.

- b. Write some functions of Find and Replace button?

Ans:

Some functions of **Find** button are:

1. We click on Home tab.
2. Click on Find button in Editing group.

3. In Find What box, we write text that we wish to search for.
4. We do one of following:
Click Find Next to find each instance of a word.
Click on More to check or uncheck box for following:
 - Search All
 - Search Down
 - Search Up
 - Match Case Find Whole Words only.

Some functions of **Replace** button are:

1. Click on Replace on Home tab in Editing group.
2. Click on Replace tab.
3. In Find What box, write text that we wish to search for.
4. In Replace with box, write the replacement text.
5. After this, we must do as below:
 - Click on Find Next to find the next occurrence of text.
 - Click on Replace to replace an occurrence of text.
 - At last, click on Replace All to replace all occurrences of text.

c. What is copy formatting?

Ans:

The user has to format the text after having written the same. The user can format text in the manner he wants. If he likes another portion of document to have the same formatting, he can copy the formatting. To copy formatting, the user follows these steps:

1. Select text with formatting which user wishes to copy.
2. Click Format Painter in Clipboard group on Home tab. The Mouse Pointer turns into a Paintbrush. It looks strange.
3. Apply the copied format by selecting text and clicking on it.
4. Key Note: To apply format to more than one item, double-click on Format Painter button and apply the format.

- d. What do you understand by Subscript? How will you apply it on the text?

Ans:

A Subscript is a character slightly below normal line of type. It is usually smaller than rest of text. Subscript appears at or below baseline. Subscripts are most often used in formulae, mathematical expressions and chemical compounds.

We will Subscript on text in the following way:

1. Select text that we wish to format as Subscript.
2. Click on Subscript on Home tab in Font group.

- e. Write the steps to print a document?

Ans:

The steps to print a document are:

1. Click on Office Button, point at Print and then Click on Print option. Print Dialog box is displayed.
2. Click on Drop-down arrow in Name box to select attached Printer.
3. Enter number of copies in Number of Copies box.
4. Click on OK to print the document.

The print-out process is completed and print-out is taken.

5. Match the following Columns:

Ans:

Column 'I'

- a. Normal
- b. Indent
- c. Left tab stop
- d. Center tab stop
- e. Right tab stop
- f. A tab stop

Column 'II'

- (v) The most common margin width.
- (vi) The amount of space between the text and the page margin.
- (i) Sets the initial position of text.
- (ii) Sets the middle position of text.
- (iii) Sets the right end of text.
- (iv) To jump the cursor.

6. These are some commands. They display on the Ribbon of Print Preview Tab. Write their uses.

Ans:

COMMAND BUTTONS	USES
-----------------	------

Zoom	It opens the Zoom dialog box. We can set the zoom setting of the Print Preview.
100%	It displays the print preview at 100%.
One Page	It zooms (increases / decreases the zoom setting) the document so that an entire page fits in the window.
Page Width	It zooms (increases / decreases the zoom setting) the document so that the width of the page matches the width of the window.
Two Pages	It zooms (increases / decreases the zoom setting) the document so that two pages fit the window.

Activity Time

Do it yourself.

3. Tables in MS-Word

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. Which of the following features adjusts column width automatically?
 - (i) AutoFit [✓]
 - (ii) Splitting
 - (iii) Margin
 - (iv) None of them

- b. What is a Table made up of?
 - (i) Columns
 - (ii) Rows
 - (iii) Both (i) and (ii) [✓]
 - (iv) None of them

- c. Split cells means to divide a cell into
 - (i) two cells

- (ii) many cells [✓]
- (iii) four cells
- (iv) eight cells

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

Ans:

- a. Shift key is used to move to reach last cell in the table. : [F]
- b. A table is not made up of rows and columns. : [F]
- c. We cannot insert 10 rows and 10 columns in a table. : [F]
- d. We can create a table manually. : [T]

3. Fill in the blanks:

Ans:

- a. The intersection of a row and column is called a **cell**.
- b. We can use the **Insert Table** command to choose the table dimensions.
- c. **Arrow** keys allow us to move left, right, up and down.
- d. Click on **Auto Fit** to adjust table width automatically.
- e. The Formula command is found under the **Table Tools** tab.

4. Answer the following questions:

- a. What do you mean by a Table?

Ans:

A Table is a grid of rows and columns that intersect to form cells. It is easier to read or present information in Table Format than in paragraph format. Using Word's table feature, we can create a Table and insert text, pictures or another.

- b. How will you calculate the sum in a Table?

Ans:

We will calculate the sum in a Table by using SUM formula. Formula command is found under the Table Tools tab in the Data Group Layout tab. It is done as follows:

1. Select table cell where we want our result. If cell is not empty, delete its contents.
2. Click on Table Tools tab and then on Layout tab. In the Data group, Click on Formula.
3. Use the Formula dialog box to create the formula.

Here we see that SUM (left) formula is already displayed.

4. Click on OK button.

c. How can you delete row(s) and column(s) in a Table?

Ans:

We can delete row(s) and column(s) in a Table by using the Layout tab from the table by following the given steps:

Step 1 : Cursor should be placed in the table from where you want to delete a row / column.

Step 2 : Click on the Layout tab.

Step 3 : Click on Delete from the Rows and Column group. A menu will appear.

Step 4 : Click on Delete Rows / Delete Columns from it. Entire Row / Column gets deleted.

d. What is the use of Split Cells option?

Ans:

The use of Split Cells option is that we can divide a table cell into more cells. It is reverse process of merging cells. Dividing up of a single cell into multiple cells is called Splitting Cell.

There are following steps to split the cell:

Step 1 : Click on the cell that is to be splitted.

Step 2 : Click on the Layout tab.

Step 3 : Click on Split Cells from Merge group.

Step 4 : The Split Cells dialog box appears. Indicate/specify the number of columns and rows into which you want to split the selected cell.

Step 5 : Click on the OK. Cell gets split up.

e. How will you change the column width?

Ans:

While working on a Table, the column width can be changed. We follow these steps for changing the column width:

1. To change the column width to a specific measurement, click on a cell in the column that we want to resize.

2. Click on Layout tab. In the Cell Size group, click on the Width box. Then specify the size we want.

Activity Time

Do it yourself.

4. Learning MS Excel

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. It is also called a Spreadsheet in which we work.
(i) Workarea
(ii) Workpage
(iii) Worksheet [✓]
- b. The intersection of a row and a column is called a
(i) box
(ii) row
(iii) cell [✓]
- c. A formula always starts with an
(i) Plus sign
(ii) Minus sign
(iii) Equal sign [✓]
- d. To quickly fill in several types of data series, we use
(i) AutoShape
(ii) AutoArt
(iii) AutoFill [✓]
- e. It is displayed when you select the text or right-click on it.
(i) Menu Toolbar
(ii) Mini Toolbar [✓]
(iii) File Toolbar

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

Ans:

- a. Excel allows you to store, organize and analyze information. : [T]
- b. A worksheet has 10,58,576 rows and

- 16,384 columns. : [T]
- c. A worksheet holds one or more workbooks. : [T]
- d. Numbers contain any combination of
numeric values from 0 to 9. : [T]
- e. Redo command is used to cancel the last
action done in the worksheet. : [T]

3. Fill in the blanks:

Ans:

- a. **Worksheets** are identified by letter left to right.
- b. **Cell** area is the place where you type your text.
- c. The **File** menu button contains the commands like New, Open, Save and Print.
- d. **Ribbon** has multiple tabs, each with several groups of commands.
- e. **Formula** is an equation that performs calculations in a cell.

4. Write the answer in one or two words:

Ans:

- a. The intersection of a row and a
column. : Cell
- b. Excel files are called. : Workbooks
- c. They are three in number when
you open an Excel file. : Worksheets
- d. It contains numbers, space,
alphabets, etc. : Text
- e. Another name of a worksheet. : Spreadsheet

5. Answer the following questions:

- a. Why is MS Excel used for?

Ans:

MS Excel is used for storing, organizing and analyzing the information. MS Excel is a spreadsheet program. It is an electronic spreadsheet program where the data is stored in a tabular form consisting of rows and columns.

MS Excel allows users to analyze and evaluate the changes in input. It has added features of representing data in a chart form to help us easily analyze and understand the data.

- b. Differentiate between Workbook and Worksheet.

Ans:

The difference between Workbook and Worksheet is as follows:

Workbook : MS Excel files are called Workbooks. Each workbook holds one or more worksheets.

Worksheet : Worksheet is also called spreadsheet in which we work. These worksheets appear by default when we open an MS Excel workbook. A worksheet has 10,48,576 rows and 16,384 columns. Rows are identified by number from top to bottom along the left edge of the worksheet as 1, 2, 3, Columns are identified by letters from left to right as A, B, C, D,

c. Write down the features of AutoFill.

Ans:

The features of AutoFill are as follows:

1. To quickly fill in several types of data series, we select cells and drag the Fill Handle.
2. To use Fill Handle, we select the cells that we want to use as a basis for filling additional cells and then drag the Fill Handle across or down the cells we want to fill.
3. To fill a series of data, we fill in the first two cells in the series and then click on 'Auto Fill'.
4. We can repeat the same data in all cells like adjacent figure. For this, we have to type the data in one cell and then drag Fill Handle for entire range.

d. What is Undo and Redo?

Ans:

The Undo and Redo commands are as follows:

Undo : Undo command is used to reverse almost every action in Excel.

Redo : Redo command can again reverse back the action done with undo in MS Excel.

e. Which types of data are used in Excel?

Ans:

In MS Excel, the worksheet consists of a grid of columns and rows that form cells. We enter three types of data in cells: Labels, Values and Formulas as follows:

1. Labels : Labels (Text) are descriptive pieces of information such as names, months, or other identifying statistics and they usually include alphabetic characters.
2. Values : Values (Numbers) are generally raw numbers or dates.
3. Formulas : Formulas are instructions for MS Excel to perform calculations.

Activity Time

Do it yourself.

5. Learning PowerPoint

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. This software is a powerful tool for communicating ideas and information.
 - (i) Spreadsheet
 - (ii) Documentation
 - (iii) Presentation [✓]
- b. It is used to type text and place images.
 - (i) Working space [✓]
 - (ii) Reading View
 - (iii) Notes Page View
- c. This view allows us to see all the Slides in smaller size.
 - (i) Slide Sorter View [✓]
 - (ii) Slide Show
 - (iii) Reading View
- d. This view allows us to see how the note's pages will be printed.
 - (i) Notes Page View [✓]
 - (ii) Slide Show
 - (iii) Reading View

2. Fill in the blanks:

Ans:

- a. PowerPoint is used to make **Presentations**.
- b. **Slide** is the main screen of the PowerPoint Window.
- c. **Outline Pane** is used to organize the Slides of the Presentation.
- d. **Slide Show View** displays the slides on full computer screen.
- e. **SmartArt Graphics** is used to add visuals to slides that contain text.

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

Ans:

- a. Notes Page View displays the slides on full computer screen. : [F]
- b. Normal View appears on the slide if we have not selected a slide view. : [T]
- c. PowerPoint is the most powerful tool for communicating ideas and information. : [T]
- d. The Slide Pane is used to organize the Slides of the Presentation. : [F]
- e. A Placeholder consists of boxes with dotted lines. : [T]

4. Match the following Columns:

Ans:

- | Column 'I' | Column 'II' |
|-------------------|--|
| a. Slide | (iii) Pages in a Presentation. |
| b. Notes Pane | (iv) Add information to share with the audience. |
| c. Placeholders | (v) Boxes with dotted lines. |
| d. Slide Layout | (ii) Arranges the slide contents. |
| e. SmartArt | (i) It helps to create organization diagram. |

5. Answer the following questions:

- a. What is the importance of 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.

The importance of a Presentation is very important. Some of the highlights of Presentation are as follows:

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

b. What is the use of Placeholder?

Ans:

Placeholder is used to store file like a container in Layouts that hold such content as text including Body Text, Bulleted Lists and Titles, Tables, Charts, SmartArt Graphics, Movies, Sounds, Pictures and ClipArt.

On a new slide, boxes with dotted lines are called placeholders. There are different types of placeholders as follows:

1. Title : A text box is formatted for a title.
2. Text : A text box is used for bulleted lists.
3. Contents : Located in the middle of the default slide.

c. What is the use of Outline Pane?

Ans:

The Outline Pane is used to organize the Slides of the Presentation.

d. What do you mean by Alignment?

Ans:

Alignment means to change the position of the text. To change the alignment, we follow the following steps:

1. Select the text of the placeholder.
2. Click on the Home tab.
3. Click on the desired alignment in the Paragraph group to align the selected text.

Activity Time

Do it yourself.

6. More About

Windows 10

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. It is designed for both touch and mouse users.
(i) Windows 10 [✓]
(ii) Windows 7
(iii) Windows 8.1
- b. It is enhanced with resizable tiles and other new capabilities to help you to be more productive.
(i) File Menu
(ii) Start Menu [✓]
(iii) Task Menu
- c. In the right pane of the Start Men, you'll find this for some common Apps.
(i) Apps
(ii) Files
(iii) Tiles [✓]
- d. This menu provides access to advanced system tools.
(i) Virtual Desktop
(ii) Start Menu
(iii) Quick Access [✓]

2. Fill in the blanks:

Ans:

- a. From the **Start Menu**, you can lock your computer, change your account settings or sign out.
- b. To display the Start menu, press **Windows Logo Key** on the keyboard.
- c. In the left pane of the Start menu, you'll find **File Explorer** and **Settings**.
- d. You can drag **Tiles** to rearrange them within the right pane of the Start menu.
- e. Many users know that they can press **Alt + Tab** to switch between running Apps.

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

Ans:

- a. From the Start menu, you can quickly access your Apps, documents, pictures and settings. : [T]
- b. You can also drag Apps between the Tile View on the File List View. : [F]
- c. Right-click a Tile to display a menu for performing other actions with that tile. : [T]
- d. Tiles in the Start menu are divided by Fields. : [F]
- e. To switch between Open Apps, you use the Task View. : [T]

4. Match the following Columns:

Ans:

- | Column 'I' | Column 'II' |
|------------------------------|--------------------------------------|
| a. Windows 10 | (iii) Most popular operating system. |
| b. Start Menu | (ii) Windows logo key + Tab |
| c. Switch between Apps | (iv) Quickly Access your Apps. |
| d. Display the Task View | (v) Alt + Tab |
| e. Display Quick Access Menu | (i) Windows logo key + X |

5. Answer the following questions:

- a. Write a short note on Windows 10.

Ans:

Windows 10 is designed to please both touch and mouse users. It is also designed to be an intuitive for users of both Windows 7 and Windows 8.1 incorporating the best of both of them to enhance our experience and assist us to be more productive.

- b. What are Tiles?

Ans:

Tiles are shortcuts for Windows 10 Apps available in the Microsoft Store. If we click on a Windows Tile, the respective app is launched. In the right pane of Start Menu, we find Tiles for some common Apps. Tiles in Start Menu are divided by category.

- c. What is the use of Quick Access Menu?

Ans:

Quick Access Menu provides access to advanced system tools such as:

1. Power Options
2. Device Management
3. Command Prompt
4. Task Manager
5. Control Panel.

To display Quick Access menu, we do the following:

1. Right-click Start button.
2. Press Windows Logo key + X on keyboard.

d. Write the working of Task View.

Ans:

Some users press Alt + Tab to switch between running Apps. In Windows 10, we add a Task View button to Windows Taskbar to make this feature more discoverable. Virtual desktops are also managed through Task View.

To display Task View, we:

- Select the Task View button on Windows Taskbar.
- Or
- Press Windows Logo Key + Tab on keyboard.

To switch between Open Apps using the Task View, we:

- Select the Thumbnail for App we want within Task View.

e. How will you display the Start Menu?

Ans:

We will display Start Menu by:

- Selecting the Start button present on the far left of the Windows Taskbar.
- Or
- Press Windows Logo Key from the keyboard.

From Start Menu, we can:

1. Lock our computer, change our account setting or sign out.

2. Quickly access our Apps (both traditional Win 32 and modern), documents, pictures and settings.
3. Shut down our computer, restart it or put it to sleep mode.
4. Search for Apps, settings and files and search across the web.
5. Immediately launch advanced system tools such as power options and Disk Management.

Activity Time

Do it yourself.

7. Get Familiar with Internet

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. In an E-Mail address readandrise@gmail.com, readandrise is a
 - (i) server name
 - (ii) user name [✓]
 - (iii) host name
 - (iv) website

- b. Which is the correct E-Mail address?
 - (i) readandrise@gmail.com [✓]
 - (ii) d://file/index.html
 - (iii) http://wwe. readandrise.com
 - (iv) http://cbse.nic.in

- c. The E-Mail account is also called the
 - (i) E-Mail site
 - (ii) E-Mail password
 - (iii) E-Mail ID [✓]
 - (iv) Mail book

- d. What is one of the fastest modes of communication these days?
 - (i) Courier
 - (ii) Post
 - (iii) E-Mail [✓]
 - (iv) Telegraph

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

Ans:

- a. Google Chrome is a web browser. : [T]
- b. Downloading means saving a page from the web to the computer. : [T]
- c. Graphics and Images cannot be used in Multimedia. : [F]
- d. An E-Mail address defines the location of an individual's mailbox on the Internet. : [T]
- e. Internet is the smallest network of computers in the world. : [F]

3. Match the following Columns:

Ans:

- | Column 'I' | Column 'II' |
|-------------------|--------------------------------|
| a. HTML | (iv) Computer language. |
| b. Website | (iii) Collection of web pages. |
| c. URL | (i) The address of website. |
| d. Surfing | (ii) Using the Internet. |

4. Fill in the blanks:

Ans:

- a. **Uploading** is moving a file from computer to the www.
- b. **E-Mail** is the most commonly used service on net.
- c. A **Web Browser** is used to read the web pages on the www.
- d. The **E-Mail ID** cannot contain spaces.

5. Write short notes on the following topics:

Ans:

- a. Surfing : When we look for any useful material in different websites and change from one to other, this is called 'Surfing'. Therefore, the process of moving from one website to another on the www is known as 'Surfing'. Like we flip through the pages of a book, we surf from one web page to another searching for information.
- b. Web Browser : Web browser is software which enables us to browse through Internet like Microsoft

Internet Explorer, Google Chrome and Mozilla Firefox. Internet Explorer is a free browser that comes with Windows. Desktop has its icon and double-clicking on this launches Internet Explorer. A Web Browser is used to read web pages on World Wide Web (www).

- c. Website : A Website is a collection of Web Pages linked together. It is also commonly called a **site**. The Website is like a book. Just as a book has many pages, a Website is also made by many Webpages.
- d. Uploading : When we write, draw and create anything, we shift it to the World Wide Web (www). This is called 'Uploading'. Therefore, uploading a file is moving a page from our computer onto the World Wide Web. An updated file is stored on a web server. It can be seen and used all over the world simultaneously by innumerable people.

6. Answer the following questions:

- a. Write about E-Mail ID.

Ans:

E-Mail ID is an E-Mail address which defines the location of an individual's mailbox on the Internet. The E-Mail ID consists of two parts separated by @ symbol. The E-Mail ID does not contain spaces.

Some examples of E-Mail ID are mentioned below:

- bhaskar360@gmail.com
- komal@gmail.com
- shreyas@yahoo.com

- b. Write any two advantages of Internet.

Ans:

Two advantages of Internet are as follows:

1. Searching information
2. Communication

c. Write the components of Gmail.

Ans:

The components of Gmail are as follows:

1. Subject is a description of topic of message and displays in a Gmail system that list e-mail messages individually.
2. Sender (From). This is sender's Internet e-mail address.
3. Date and Time received. (On)
4. Reply-to
5. Recipient (To:_)
6. Recipient E-Mail Address
7. Attachments.

d. Write any two advantages of an E-Mail.

Ans:

Two advantages of an E-Mail are as follows:

1. It is fast : The messages can be sent anywhere around the world within some seconds only.
2. It's economical : The cost of its service is costless and easily available.

Activity Time

Do it yourself.

Model Test Paper - 1 Chapters 1 to 4

1. Tick (✓) the correct option:

Ans:

a. It controls the internal computer operation.

- (i) System software [✓]
- (ii) Operating System
- (iii) Utility Software

b. What is a Table made up of?

- (i) Columns
- (ii) Rows
- (iii) Both (i) and (ii) [✓]
- (iv) None of them

c. Which group has Find button?

- (i) Editing [✓]

- (ii) Styles
- (iii) Font
- (iv) Paragraph

- d. What is called to make text slightly **low** on the line?
- (i) Subscript [✓]
 - (ii) Superscript
 - (iii) Both (i) and (ii)
 - (iv) None of them

2. Fill in the blanks:

Ans:

- b. An open source **software** is one which may be available free of cost.
- b. It serves as an **interface** between the user and the hardware.
- c. An open source **software** is one which may be available free of cost.
- d. **Arrow** keys allow us to move left, right, up and down.
- e. Click on **Auto Fit** to adjust table width automatically.

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

Ans:

- a. A computer cannot run without an Operating System. : [T]
- b. A DBMS can store details about the customers, employees, products and so on. : [T]
- c. Portrait or Landscape are net computer terms. : [T]
- d. To put text at the bottom of the page, we create Footer. : [T]
- e. We can create a table manually. : [T]

4. Match the following Columns:

Ans:

- | Column 'I' | Column 'II' |
|------------------------|---------------------|
| a. Word Processors | (iv) MS Word |
| b. Presentation Tool | (iii) MS PowerPoint |
| c. Spreadsheet Package | (ii) MS Excel |
| d. Business software | (i) Payroll System |

5. Answer the following questions:

a. Differentiate hardware and software.

Ans:

Difference between hardware and software is as follows:

Hardware : Physical parts of a computer are called Hardware. We can see and touch all hardware parts. Hardware can be classified into (i) Input Devices (ii) Processing unit and (iii) Output devices. Hardware is the item used to define various parts of a computer.

Hardware devices are performers of commands given by software applications. Some computer hardware devices are:

1. Monitor
2. CPU
3. Mouse
4. Keyboard

Software : Computer software cannot be touched. It can be seen in the form of icons (symbols) when installed in computer. Software are programs written for hardware to work. Examples are:

1. Note Pad
2. MS-Paint
3. MS-Word
4. MS-Excel, etc.

b. What is the use of Spreadsheet Software?

Ans:

Spreadsheet Software accepts data values in row and columns format to allow users to manipulate, calculate and analyze data in the desired manner.

Examples of Spreadsheet Software are:

1. Excel
2. Lotus 1-2-3
3. Open Office.org Calc.
4. Spreadsheet Software

c. What is copy formatting?

Ans:

The user has to format the text after having written the same. The user can format text in the manner he wants. If he likes another portion of document to have the same formatting, he can copy the formatting. To copy formatting, the user follows these steps:

1. Select text with formatting which user wishes to copy.
2. Click Format Painter in Clipboard group on Home tab.
3. The Mouse Pointer turns into a Paintbrush. It looks strange.
4. Apply the copied format by selecting text and clicking on it.

Key Note: To apply format to more than one item, double-click on Format Painter button and apply the format.

d. What do you mean by a Table?

Ans:

A Table is a grid of rows and columns that intersect to form cells. It is easier to read or present information in Table Format than in paragraph format. Using Word's table feature, we can create a Table and insert text, pictures or another.

e. How will you calculate the sum in a Table?

Ans:

We will calculate the sum in a Table by using SUM formula. Formula command is found under the Table Tools tab in the Data Group Layout tab. It is done as follows:

1. Select table cell where we want our result. If cell is not empty, delete its contents.
2. Click on Table Tools tab and then on Layout tab. In the Data group, Click on Formula.
3. Use the Formula dialog box to create the formula. Here we see that SUM (left) formula is already displayed.
4. Click on OK button.

6. Write the names of the following:

Ans:

1. Picture 1st : Linux
2. Picture 2nd : Access 2013
3. Picture 3rd : Excel 2013
4. Picture 4th : Word 2013
5. Picture 5th : Android
6. Picture 6th : Adobe Photoshop

Model Test Paper - 2
Chapters 5 to 7

1. Tick (✓) the correct option:

Ans:

- a. This software is a powerful tool for communicating ideas and information.
 - (i) Spreadsheet
 - (ii) Documentation
 - (iii) Presentation [✓]

- b. This view allows us to see how the note's pages will be printed.
 - (i) Notes Page View [✓]
 - (ii) Slide Show
 - (iii) Reading View

- c. It is designed for both touch and mouse users.
 - (i) Windows 10 [✓]
 - (ii) Windows 7
 - (iii) Windows 8.1

2. Fill in the blanks:

Ans:

- a. **Outline Pane** is used to organize the Slides of the Presentation.
- b. **Slide Show View** displays the slides on full computer screen.
- c. **SmartArt Graphics** is used to add visuals to slides that contain text.
- d. In the left pane of the Start menu, you'll find **File Explorer** and **Settings**.

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

Ans:

- a. Notes Page View displays the slides on

- full computer screen. : [F]
- b. The Slide Pane is used to organize the Slides of the Presentation. : [F]
- c. A Placeholder consists of boxes with dotted lines. : [T]
- d. Tiles in the Start menu are divided by Fields. : [F]
- e. To switch between Open Apps, you use the Task View. : [T]
- f. You can also drag Apps between the Tile View on the File List View. : [F]

4. Match the following Columns:

Ans:

Column 'I'

Column 'II'

- | | |
|------------------------------|--------------------------------------|
| a. Windows 10 | (iii) Most popular operating system. |
| b. Start Menu | (ii) Windows logo key + Tab |
| c. Switch between Apps | (iv) Quickly Access your Apps. |
| d. Display the Task View | (v) Alt + Tab |
| e. Display Quick Access Menu | (i) Windows logo key + X |

5. Write short notes on the following topics:

Ans:

- a. Surfing : When we look for any useful material in different websites and change from one to other, this is called 'Surfing'. Therefore, the process of moving from one website to another on the www is known as 'Surfing'. Like we flip through the pages of a book, we surf from one web page to another searching for information.
- b. Web Browser : Web browser is software which enables us to browse through Internet like Microsoft Internet Explorer, Google Chrome and Mozilla Firefox. Internet Explorer is a free browser that comes with Windows. Desktop has its icon and double-clicking on this launches Internet Explorer. A Web Browser is used to read web pages on World Wide Web (www).

- c. Website : A Website is a collection of Web Pages linked together. It is also commonly called a **site**. The Website is like a book. Just as a book has many pages, a Website is also made by many Webpages.
- d. Uploading : When we write, draw and create anything, we shift it to the World Wide Web (www). This is called 'Uploading'. Therefore, uploading a file is moving a page from our computer onto the World Wide Web. An updated file is stored on a web server. It can be seen and used all over the world simultaneously by innumerable people.

6. Answer the following questions:

- a. What is the importance of 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.

The importance of a Presentation is very important. Some of the highlights of Presentation are as follows:

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

- b. What is the use of Outline Pane?

Ans:

The Outline Pane is used to organize the Slides of the Presentation.

- c. What do you mean by Alignment?

Ans:

Alignment means to change the position of the text. To change the alignment, we follow the following steps:

1. Select the text of the placeholder.
2. Click on the Home tab.
3. Click on the desired alignment in the Paragraph group to align the selected text.

d. Write the working of Task View.

Ans:

Some users press Alt + Tab to switch between running Apps. In Windows 10, we add a Task View button to Windows Taskbar to make this feature more discoverable. Virtual desktops are also managed through Task View.

To display Task View, we:

- Select the Task View button on Windows Taskbar.
- Or
- Press Windows Logo Key + Tab on keyboard.

To switch between Open Apps using the Task View, we:

- Select the Thumbnail for App we want within Task View.

e. How will you display the Start Menu?

Ans:

We will display Start Menu by:

- Selecting the Start button present on the far left of the Windows Taskbar.
- Or
- Press Windows Logo Key from the keyboard.

From Start Menu, we can:

1. Lock our computer, change our account setting or sign out.
2. Quickly access our Apps (both traditional Win 32 and modern), documents, pictures and settings.
3. Shut down our computer, restart it or put it to sleep mode.
4. Search for Apps, settings and files and search across the web.

5. Immediately launch advanced system tools such as power options and Disk Management.

f. Write any two advantages of Internet.

Ans:

Two advantages of Internet are as follows:

1. Searching information
2. Communication

g. Write the components of Gmail.

Ans:

The components of Gmail are as follows:

1. Subject is a description of topic of message and displays in a Gmail system that list e-mail messages individually.
2. Sender (From). This is sender's Internet e-mail address.
3. Date and Time received. (On)
4. Reply-to
5. Recipient (To:)
6. Recipient E-Mail Address
7. Attachments.

7. Do it yourself.