

COMPUTER BOOK - 0

1. Meet with Computer

B. 1) ii 2) i 3) i 4) i

3. CPU

A. 1) i 2) ii 3) ii

5. Monitor

1) iv 2) iii 3) i 4) ii

6. Other Devices

A. 1) i 2) i 3) o 4) i 5) o 6) o 7) i 8) i

C. 1) Printer 2) Scanner 3) Joystick 4) Speakers

7. Computers in our Daily Life

LAB, AIRPORT, HOME, OFFICE

8. Good Manners in Computer Lab

1) X 3) X 4) X 5) X



COMPUTER BOOK - 1

1. Machines

Part - A : Formative Assessment

- A. 1) b 2) b
B. 1) Washing machine 2) A machine

Part - B : Summative Assessment

- A. 1) Calculator
2) Car, Mixie, Refrigerator, Television (TV), Sewing machine, Vacuum cleaner
B. 1) fast 2) easy

Hots: Television (TV)

Part - C : Formative Assessment (Lab Activity)

- 1) FRIDGE 2) CALCULATOR 3) MACHINES

Fun Time: It is a Computer.

2. Main Parts of a Computer

Part - A: A. 1) c 2) b 3) b B. 1) Keyboard, CPU 2) Monitor

Part - B: A. 1) Monitor, Keyboard, Mouse, CPU
2) CPU is the "brain of a computer".
3) Scanner is used to scan the pictures and text.
B. 1) Scanner 2) VDU 3) CPU

Hots: A new keyboard

Part - C: 1) CPU (Central Processing Unit) 2) Scanner 3) Joystick

3. Computer : A Very Useful Machine

Part - A : A. 1) a & c 2) a, b & c

Part - B : A. 1) A computer is an electronic machine. It can do a lot of things.

- 2) • It stores a lot of information. • It makes our work easy.
- It works very fast. • It remembers many things.

3) Banks, Airports, Hospitals, Railway Stations

B. 1) play 2) remembers 3) computer

Hots : Computer

Part - C : B. 1) Video game 2) Calculator 3) Mobile

Fun Time : 2) ✓ 3) ✓

4. Keyboard

Part - A : A. 1) c 2) c B. 1) 104 2) Backspace key

Part - B : A. 1) Alphabet Keys, Number Keys, Special Keys

2) Spacebar Key, Enter Key, Backspace Key, Caps Lock Key,
Function Keys

3) Return Key

B. 1) 26 2) 0, 9 3) Number

Hots : Number Key

Fun Time : ALPHABET, SPACEBAR, NUMBER, ENTER, CURSOR

5. Mouse

Part - A : A. 1) b 2) c

B. 1) No 2) A mouse is used by pressing its buttons.
It is called clicking.

Part - B : A. 1) A mouse is an input device.

2) The mouse is used for : selecting / pointing items on the computer screen, draw pictures and move them from one place to other and play games.

3) A mouse has three buttons - left button, right button and scroll button.

B. 1) input 2) wireless 3) two

C. 1) × 2) ✓ 3) ×

Hots : No

Fun Time : 1) ✓ × 2) ✓ × 3) ✓ × 4) × ✓ 5) × ✓

6. Paint

Part - A : A. 1) a 2) c

B. 1) Yes, we can. 2) Paint

Part - B : A. 1) Shapes group 2) Eraser, Tools group

3) Colors group consists of different colors which are used to colour the pictures.

B. 1) erase 2) clipboard 3) Image

C. 1) ✓ 2) × 3) ✓

Hots : 21 Shapes (varies from version to version)

7. Data and Its Storage

Part - A : A. 1) b 2) b

B. 1) Data is a collection of facts. 2) Hard disk

3) The computer has memory, which helps it remember things.

Part - B : A. 1) Whatever information written in words and numbers is called data. It is a collection of facts.

2) CD, DVD, Pen drive

B. 1) Hard disk

2) Floppy

Hots : Hard Disk

Fun Time : 1) FLOPPY

2) PENDRIVE

3) STORAGE

8. Manners in a Computer Lab

Part - A : A. 1) a 2) a

B. 2) Computers, tables, chairs, cupboards, air conditioners, books.

Part - B : A. 1) To avoid dust.

2) Open your shoes before entering a computer room.

B. 1) monitor 2) dustbin

Hots : To maintain cleanliness.



COMPUTER BOOK - 2

1. Learn about a Computer

Part - A : A. 1) c 2) c

B. 1) A computer is a special electronic machine.

2) A Desktop Computer is called a PC or Personal Computer.

Part - B : A. 1) Computers are very useful for writing, learning, printing, watching movies, listening songs, designing etc.

2) 1. Desktop Computer 2. Laptop Computer

3. Palmtop Computer

3) A Laptop computer is called a notebook computer.

B. 1) laptop 2) notebook 3) electricity 4) man

C. 1) T 2) F 3) T 4) T 5) T

Hots : On a television, we can watch the programmes telecasted by different channels, and watch movies and listen to songs that we like. There is no interaction and we cannot do any work on the television. But, computers are useful for writing, learning, printing, watching movies, listening songs, designing, doing calculations etc. A computer does almost every work. It made our lives easier. Television is mainly meant for entertainment whereas computer is meant for everything.

Part - C : Solving sums, watching movies, colouring pictures, preparing greeting cards.

Fun Time :

Computer: Does not make a mistake. Does not have any feeling.

Man : Can work without electricity. Does not need orders.

Forgets information.

2. Uses of a Computer

Part - A : A. 1) b 2) a

- B. 1) ● We can calculate the sums very quickly on a computer.
● We can type and store letters and paragraphs.
- 2) Performing tests and operations.

- Part - B :** A. 1) ● We can calculate the sums very quickly on a computer.
● We can play games on a computer.
● We can store names, addresses and telephone numbers in the address book of a computer.
● We can make colourful pictures using Microsoft Paint.
- 2) ● Keeping record of books in library.
● Teaching different subjects.
● Making results and report cards.
● Making time - tables.
- 3) ● Storing records of customers, accounts.
● Paying and receiving cash and cheques.
● Updating the accounts and the transactions.
● Withdrawing money from ATM.
- 4) ● Performing tests and operations.
● Diagnosing diseases.
● Taking X-rays.
● Preparing medical reports.
- B. 1) ATM 2) bills 3) teaching
- C. 1) F 2) T 3) T

Hots : ATM means Automated Teller Machine. We can withdraw money from a bank with the help of this machine. The bank provides an ATM card for each of its customers for operating this machine. We can fetch money from ATM by inserting the card in the slot, and typing the PIN number, amount required etc. The machine automatically gives us the required amount.

Part - C: 1) ✓ 3) ✓ 4) ✓ 6) ✓

3. Parts of a Computer

Part - A: A. 1) b 2) b

B. 1) Four 2) No

Part - B: A. 1) Monitor, Keyboard, Mouse and CPU.

2) Scanner is a device that can read words, pictures or numbers printed on a paper and changes them into a form that a computer can understand.

3) ● The UPS protects a computer from electricity fluctuations.

● It keeps the computer ON for sometime even after the electricity goes OFF.

B. 1) Keyboard 2) Pointing 3) Printer

C. 1) T 2) T 3) F

Hots : Because the CPU helps a computer to think and do all its work.

Part - C: 1) Keyboard 2) UPS (Uninterrupted Power Supply)

3) Web camera 4) Joystick

Fun Time : (Clock-wise) Monitor, CPU (Central Processing Unit), Mouse, Keyboard, UPS (Uninterrupted Power Supply)

4. Working of a Computer

Part - A : A. 1) b 2) c

B. 1) The data and instructions that we enter into a computer are called input.

2) A computer cannot work on its own. We need to enter letters, numbers and instructions into a computer to make it work. These are called data.

Part - B : A. 1) Input \longrightarrow Process \longrightarrow Output

2) Inside a CPU 3) Keyboard and mouse

4) The hard disk stores all the work done by a computer inside the computer.

B. 1) Input 2) brain 3) CPU 4) Storage

C. 1) T 2) F 3) T 4) F

Hots : Scanner, Joystick, microphone, web camera

Part - C : Input \longrightarrow Processing \longrightarrow Output
33, 37 33 + 37 70

Fun Time : O, I, P.

5. Mouse

Part - A : A. 1) a 2) c 3) a

B. 1) No.

2) Pressing and releasing the mouse button is called clicking.

Part - B : A. 1) Mouse is an input device. It is also known as a pointing device.

2) The mouse is used to point and select items on the screen of the computer. It can also be used while playing computer games and drawing.

3) The scroll wheel helps to move the page up and down.

4) Single click means to press and release the mouse button once. A single click selects one item on the monitor.

5) To move an item or object to a new place on the screen is called dragging.

B. 1) Input 2) Double clicking 3) mouse pad 4) clicking

C. 1) F 2) T 3) T 4) F

D. 1) OPTICAL MOUSE 2) DOUBLE CLICK

3) SCROLL WHEEL 4) SINGLE CLICK

Hots : Optical mouse is better to use, because in the case of trackball mouse, we have to hold the mouse and turn the trackball, whereas in the case of optical mouse, we turn the mouse that we are holding.

Part - C: (Clock-wise), Right Button, Left Button, Wire, Scroll Wheel

6. Keyboard

Part - A : A.1) c 2) c 3) c

B.1) 104 2) No

Part - B : A.1) 26

2) Delete Key erases the letter(s) or number(s) on the right side of the cursor.

3) Symbol Keys, Spacebar Key, Caps Lock Key, Enter Key.

4) 12

B. 1) Spacebar 2) right side 3) Del 4) left side

C. 1) F 2) F 3) T

Hots : Yes

Part - C: (Top) Number keys, Backspace key,

(Bottom) Alphabet keys, Spacebar key, Arrow keys

7. MS Paint

Part - A : A. 1) a 2) b 3) c

B. 1) MS Paint is a special program for drawing and colouring on the computer.

2) Line tool.

- Part - B :** A. 1) MS Paint is a special program which has many tools that help us to draw beautiful pictures and color them.
2) Title Bar, Menu Bar, Tools Group, Colors Group, Drawing Area, Scroll Bars, Window Control Buttons.
3) We use Airbrush tool to spray colours in our drawings.
4) Polygon tool is used to draw shapes like triangles, pentagons, hexagons, stars etc.
- B. 1) Polygon Tool
2) Rectangle Tool
3) Zoom Tool
4) Airbrush Tool
5) Text Tool
6) Eraser Tool
- C. 1) draw
2) line, smooth
3) up-down
4) zoom
- D. 1) F 2) T 3) F 4) T
- E. 1) POLYGON
2) DRAWING
3) AIRBRUSH

Hots : Yes

Fun Time : (Top) Menu box, Tools Group, Colors Group, Window Control Buttons
(Bottom) Drawing Area



COMPUTER BOOK - 3

1. Introduction to Computer

Part - A : A. 1) a 2) a

B. 1) Computer is a multitasking machine. It generates information by the help of data taken and makes our work faster and easier.

2) Hard disk.

Part - B : A. 1) Schools, Offices, Hospitals, Banks.

2) PC stands for Personal Computer. Desktop, laptop and palmtop computers are called Personal Computers.

3) • A computer works really very fast.

• It processes the data accurately.

• It can do more than one task at a time.

• It can store a large amount of data.

B. 1) notebooks

2) input - process - output

3) multitasking

C. 1) F 2) T 3) F

Hots : Supercomputer is the largest and fastest of all types of computers, because it can process very large amount of data very quickly. It helps in complex tasks.

Fun Time : 1. 3rd picture (Hard disk)

2. 3rd picture (DVD drive)

2. Basics of Computer Hardware

Part - A : A. 1) c 2) b

- B. 1) A group of instructions given to a computer to do a particular work is called software.
- 2) No, because computer programs (software) make the hardware function. Hardware refers to only the physical or visible parts of a computer. It cannot work without software.

Part - B : A. 1) A computer is an electronic machine which is used by us to store, organise and find information.

- 2) Monitor, Keyboard, Mouse, CPU.
- 3) All physical parts of a computer which can be touched and seen are called hardware. Eg. : Monitor, Keyboard, Mouse, CPU, Speakers etc.

A group of instructions given to a computer to do a particular work is called software. Eg. : MS Paint, Windows Media Player etc.

B. 1) output 2) keyboard 3) hardware

C. 1) T 2) T 3) F

Hots : No

Fun Time : 3rd picture (Printer)

3. Computer Software

Part - A : A. 1) b 2) b 3) c

- B. 1) All physical parts of a computer which can be touched and seen are called hardware. Eg. : Monitor, keyboard, mouse etc. Software refers to the set of programs which is used to operate a computer. It enables the hardware parts to work. Eg : Windows 7, Linux etc.
- 2) For doing calculations.

- Part - B :** A. 1) Software refers to the set of programs which is used to operate a computer. A computer works according to the instructions given by the software.
- 2) Paint, WordPad, Windows Media Player.
- 3) System software controls and manages the overall set of activities of a computer system. It runs the application software. Eg. : Windows 7 Operating System.

B. 1) Windows7 2) system

C. 1) F 2) T 3) T

Hots : No.

Fun Time : 1) AS 2) SS

4. More about Keyboard

Part - A : A. 1) a 2) b

B. 1) An input device 2) 12

Part - B : A. 1) The keys marked with F1, F2..... up to F12 are called Function keys. These are also used as shortcut keys and to perform special functions.

2) Caps lock key, Shift key, Enter key

B. 1) Arrow 2) Num lock

C. 1) F 2) T 3) F

Hots : Number Keys, Ctrl Key, Shift Key, Alt Key, Arrow Keys, Pg Up Key, Pg Dn Key, Home Key, End Key, Insert Key, Del Key, Enter Key, Some Symbol Keys.

Part - C : Alphabet Keys - 26

Arrow Keys - 4

Number Keys - 10

Special Keys - 15

Function Keys - 12

5. MS Windows 7

Part - A : A. 1) b 2) a

B. 1) MS Windows is an operating system software.

2) No.

Part - B : A. 1) An operating system is a software that helps you to operate the computer system through its various parts. It controls and manages the different parts of a computer system. It acts as a middleman between user and computer hardware.

2) When we switch on the computer, the operating system gets loaded into the computer's memory, this process is called booting.

B. 1) Operating system 2) Icons 3) Taskbar

C. 1) F 2) F 3) T

Hots : The System Tray on the Taskbar displays the date and time. By right-clicking on the date and time icon, we can change it following the instructions.

Fun Time :(Top) My Computer, Desktop Background, Gadgets

(Bottom) Start Button, Google Chrome (Internet), System Tray (Date and Time), Show Desktop Button.

6. Introduction to MS Word 2010

Part - A : A. 1) b 2) b

B. 1) MS Word is a word processing application software. It allows the user to type, edit, format and print text documents. It is an application program which is used for creating documents.

2) In the document area.

Part - B : A. 1) Step 1 : Click on the File tab.

Step 2 : Click on the Save option. The Save As dialog box appears.

Step 3 : Type any name for the file in the File name box.

Step 4 : Click on the Save button.

The document is saved in MS Word.

2) MS Word Processor allows the user to type, edit, format and print text documents.

3) A Word Processor allows us to type text on a computer screen. The process of typing by using the Word Processor is known as Word Processing.

B. 1) MS Office 2) tabs, groups 3) Ruler

C. 1) F 2) F 3) T

Hots : No, because MS Word 2007 does not support the features of MS Word 2010. MS Word 2010 is the latest version and the MS Word 2007 is the old version.

Fun Time :(Clock - wise) Title bar, Minimize button, Maximize button, Close button, Ribbon, Taskbar, Document area, Rulers, Cursor, File tab.

7. Enjoy with Paint

Part - A : A. 1) a 2) c

B. 1) MS Paint is a simple graphics program to draw pictures on the screen and paint them with different colours.

2) Color Picker is a Paint tool in the Tools group.

Part - B : A. 1) Brushes group is used for drawing thick lines, shapes and drawings.

2) Magnifier tool is used for enlarging and reducing pictures.

3) Free Form Selection is used to select an irregular shaped area of the image.

B. 1) Free Form 2) Polygon 3) Groups

C. 1) F 2) F 3) T 4) T

Hots : Yes.

Fun Time : 1) e 2) f 3) b 4) j 5) d 6) h 7) i 8) c 9) g 10) a

8. Internet

Part - A : A. 1) a 2) b 3) a

B. 2) World Wide Web

Part - B : A. 1) If two or more computers are connected to each other, this connection is called computer network.

2) Internet is the largest network of computers. Millions of computers across the world are connected by means of cables, telephone wires or some other wireless media of communication.

- 3) ● We can search for information of any topic with the help of Internet.
- We can pay our bills through the Internet.
 - We can use the Internet to download games, songs and movies.

B. 1) Internet 2) E-mail 3) Home page

C. 1) F 2) F 3) T

Hots : Yes. If we select the file to be downloaded, we get the option Download on the screen. Click the option and the file is downloaded and get saved in the location specified.



COMPUTER BOOK - 4

1. Fundamentals of a Computer

Part - A : A. 1) b 2) b 3) a - Hard disk

- B. 1) The computer is an electronic machine that processes information and gives output according to given input. It works on the principle of Input-Process-Output.
2) CPU (Central Processing Unit)

Part - B : A.1)

Hardware	Software
1) The physical parts of a computer that you can touch and feel are called hardware.	1) Software is a set of instructions that tells the computer hardware how to perform a specific task.
2) It consists of all the input, processing, output and storage devices.	2) It consists of System Software and Application Software.
3) Eg : Mouse, CPU, Speaker, CD, Wires etc.	3) Eg: MS Windows, MS Paint, MS Word etc.

- 2) **Speed** : The computer works at a very high speed.

Accuracy : The computer is 100% accurate.

Storage : A computer comprises of a large storage space.

- 3) The computer is an electronic machine that processes information and gives output according to given input. It has two components - Hardware and Software. Hardware means the physical parts of a computer. Software tells the hardware how to perform a specific task. Speed, accuracy, storage, no tiredness, high memory etc. are its important features. It has also got some disadvantages.

B. 1) Memory unit 2) hardware 3) software 4) CPU

C. 1) T 2) F 3) F

Hots : With the help of a keyboard.

Part - C : 1) Speakers 2) Printer

Fun Time : 1) Printer 2) Light pen 3) Hard disk 4) CPU (Central Processing Unit)

2. Evolution of Computer

Part - A : A. 1) b 2) b

B. 1) Charles Babbage was a Mathematics Professor of Cambridge University. He is considered as the "Father of Computer".

2) Integrated Circuit.

Part - B : A. 1) Charles Babbage is known as the "Father of Computer".

2) About 500 years ago, abacus was invented in China.

3) Fifth generation computers are based on artificial intelligence. It means that they would think, decide and act like human beings on their own.

B. 1) Computer 2) microprocessor 3) ICS

C. 1) F 2) T 3) F

Hots : The size of Param will be as huge as a cinema theatre.

Fun Time : 1) ABACUS 2) PASCALINE 3) TABULATING

3. MS Windows 7

Part - A : A. 1) c 2) b 3) b

B. 1) A long bar at the bottom of the desktop is called Taskbar.

2) Calendar

Part - B : A. 1) Operating System is a software that helps us to operate the computer system. It controls and manages the different parts of a computer system. It acts as an interface between computer hardware and user.

2) In MS Windows, gadgets are small programs that provide information at a glance and easy access to frequently used tools. Eg. : Calendar or clock, a game, weather, CPU meter and currency.

3) A folder is a collection of documents or files.

B.1) Icon 2) Double click 3) System tray 4) Taskbar

C.1) F 2) F 3) T 4) T

Hots : No, a computer cannot work without loading an operating system in it.

4. Data Storage Media

Part - A : A. 1) c 2) a 3) a - RAM

B. 1) The value of bits are 0 and 1. 2) 8 bits

Part - B : A. 1) RAM or ROM is referred to as an internal memory.

2) Data stored in secondary storage devices such as CDs, pen drives, hard disks etc. is referred to as an external memory.

3) ROM stands for Read Only Memory.

4) Hard disk is installed inside the CPU cabinet. It has a large storage capacity. It is a magnetic disk on which the data can be stored. The computer starts working for any program after reading the information from hard disk.

B.1) 8 2) CPU 3) Secondary 4) 1024

C.1) F 2) F 3) T

Hots : A pen drive is a more useful storage device because it is small in size and is portable. It also stores more data than a CD-ROM and the data will be safe from scratches which is a major problem in the case of CDs.

Fun Time : Compact Disk, Floppy Disk, Pen Drive.

5. Paint

Part - A : A. 1) c 2) c 3) a

B. 1) Eraser is used to erase the text or picture that we created.

2) Copy command helps us copy the selected parts of an image to another location.

Part - B : A. 1) Paint program is used to create drawing on a blank area or in existing pictures.

- 2) ● Click Select from the Image group. Choose Free-Form Selection from the pop-down list.
 - Click and drag mouse irregularly (free-hand) around the area of the image which we want to select. We see a dotted box around the image. It indicates that the area has been selected.
- 3) Copy command copies the selected parts of an image to another location, but the Cut command removes the selected portion from the image, as if we Cut it out with a pair of scissors.

B.1) Select 2) Cut 3) Copy

C. 1) T 2) T 3) F

Hots : 23 tools are available in the Shapes group. The outline shape is used to draw the outline of a Picture.

6. Editing in MS Word 2010

Part - A : A. 1) b 2) a

- B. 1) Cut the text means to move the text from one place to another.
- 2) Redo command is used to reverse the action of undo.

Part - B : A. 1) MS Word is a word processing application software. It helps in writing letters, reports etc. and designing them beautifully with the help of graphics, animations, pictures, tables etc.

- 2) The Ribbon contains two parts : Tabs and Groups.
- 3) Making changes in a document is called editing.

B. 1) Cut 2) Groups 3) Ctrl + A 4) MS Office

C. 1) T 2) T 3) F

Hots : The Word Count feature in MS Word shows us the number of words, paragraphs, lines, pages and characters in a document.

Fun Time : 1) DOCUMENT 2) SOFTWARE 3) RIBBON 4) CURSOR

7. Internet

Part - A : A. 1) a 2) c 3) b

- B. 1)
 - Internet provides information or news on any topic.
 - We can buy or sell new and old goods.
 - We can buy airline, railway and movie tickets.
 - We can chat with our friends.
 - We can send and receive messages anytime and anywhere.
- 2) World Wide Web

Part - B : A. 1) Internet is a very large network of computers. Millions of computers are connected all over the world through the Internet to share information. These computers are connected to one another using telephone lines, cables or some other means. Internet stands for International Network.

- 2)
 - Internet helps us to watch videos of anyone while talking to them.
 - We can buy or sell new and old goods.
 - We can buy airline, railway and movie tickets.
 - We can chat with our friends.
 - We can send and receive messages anytime and anywhere.
 - It provides information or news on any topic.
 - Banking operations can be performed through Internet.
 - We can check exam results through Internet.
- 3) A web page contains hyperlinks. A hyperlink may be a text or picture. When we move mouse pointer over a hyperlink, the mouse pointer generally takes the shape of a hand. A hyperlink text is generally underlined and shown in different colours. If you click a hyperlink, it leads to the part of the web page to which it is linked.

B. 1) network 2) www 3) main 4) Forward 5) Command

C. 1) T 2) F 3) T 4) F

Hots : No.



COMPUTER BOOK - 5

1. Input and Output Devices

Part - A : A. 1) c 2) a

B. 1) Monitor 2) Plotters

Part - B : A. 1) A device which is used to feed the data into the computer is called an input device.

2) Flatbed scanner, sheetfed scanner and Handheld scanner.

3) A computer does basically three functions :

- It takes data as input.
- It processes the input according to the instruction given.
- It gives the result as an output.

This is called IPO cycle.

B. 1) Microphone 2) Output devices 3) Scanner

C. 1) T 2) F

Hots : No, output does not always depend on input. Sometimes, there may be output without input.

Fun Time : C

2. Software and its Types

Part - A : A. 1) b 2) c

B. 1) The set of instructions given to the hardware to perform any task is called software. It tells the computer to perform operations like input- process - output.

2) Two - Hardware and Software.

Part - B : A. 1) GUI - Graphical User Interface.

CUI - Character User Interface.

- 2) System software is an operating system. It is defined as a collection of programs that controls the overall operation and performance of the computer system. It enables the computer hardware to communicate with each other and makes them to work together.
- 3) The set of instructions given to the hardware to perform any task is called software. It tells the computer to perform operations like input - process - output.

B. 1) Multi user 2) Single user 3) Mac OS

C. 1) T 2) F 3) F

Hots: Because Graphical User Interface uses images to execute commands. A user does not require to memorize a number of commands. Even an illiterate person can operate graphical user interface with the help of images. It makes the window colourful. So, it is a great boon in the field of computer.

Fun Time : a) MS Word b) MS Excel

3. MS Word 2010

Part - A : A. 1) b 2) a 3) b

- B. 1) Inserting means adding.
- 2) Deleting means removing.

Part - B : A. 1) ● WordArt, Clip Art, Movie Clip or Sound can also be inserted.

- It also enables us to put information in a tabular form.
- It helps us check spellings and grammar in a document.

- 2) WordArt is an option in MS Word which allows users to create stylized text with various special effects like textures, outlines, shapes and many other designs. It can be used to create coloured, shadowed or rotated text.
- 3) A cell is a rectangular box of intersection between a row and a column.

B. 1) Clip Art 2) Column 3) Row

C. 1) T 2) F 3) F

Hots: Step -1 : Click the Insert tab on the Ribbon.

Step -2 : Click on the WordArt in the Text group. WordArt gallery appears. (or)

Step -2 : Click Clip Art in the Illustrations group.

Step -3 : Select the style of your screen. WordArt text is inserted in your document. (or)

Step -3 : Type the name of a clip you want in the Search box and click the Go button.

Step -4 : Select any picture of your choice and click on it. This inserts the Clip Art in your document.

Fun Time : 1) SHADOW 2) SHAPES 3) COLUMN

4. MS PowerPoint 2010

Part - A : A. 1) c 2) c 3) c

B. 1) Every presentation is made up of many pages. These pages are called slides.

2) SmartArt is a way to turn ordinary text into something more visually appealing.

Part - B : A. 1) MS PowerPoint is a presentation software. A presentation is a systematic delivery of text along with graphics, movies, sounds etc. It is commonly made to deliver a message or some information on a specific topic to a large gathering of audience.

2) Every presentation is made up of many pages. These pages are called slides.

3) Placeholder holds the objects in a slide. We can use a placeholder to hold text, pictures, chart etc.

B. 1) Rulers 2) Placeholder 3) Title Bar

C. 1) T 2) F 3) F

Hots: Yes.

Fun Time : 1) SCREEN 2) SAVING 3) CURSOR

5. MS Excel 2010

Part - A : A. 1) b 2) a 3) a

B. 1) XFD1048576

2) Ctrl + A

Part - B : A. 1) The cell with a dark boundary around is called active cell.

2) Spreadsheet is a sheet containing data or information represented in tabular form, consisting of rows and columns.

3) 15 is the default row height and 8.43 is the default column width in MS Excel.

B. 1) Electronic 2) Status bar 3) Current

C. 1) F 2) T 3) F

Hots : Yes, because an old version of any software can open in a new version but a new version software cannot open in the old version.

6. Computer Virus

Part - A : A. 1) b 2) c 3) c

B. 1) Computer virus is a program or set of programs which are specially designed to damage the data or other programs, memory, processing speed etc of a computer.

2) Norton is an antivirus software.

Part - B : A. 1) Virus stands for Vital Information Resources Under Seize.

2) Computer virus is a program or set of programs which are specially designed to damage the data or other programs, memory, processing speed etc. of a computer.

3) A virus cannot enter inside a computer on its own. It needs some medium to spread. Some of the sources entering virus inside a computer are :

- Opening unknown website
- E-mail attachments
- Downloading infected files from an Internet.
- Infected programs transferred over a network.
- Using infected CD's, DVD's, Pen drives etc.


B. 1) backup 2) Antivirus 3) Virus attack

C. 1) T 2) T 3) F

Hots : Bernd Fix invented antivirus first time and he belonged to the country Vienna.

Fun Time : 1) ANTIVIRUS 2) FIREWALL

7. Algorithm and Flowchart

Part - A : A. 1) b 2) a 

- B. 1) A decision box is used for checking or applying any condition in the program. It is also used at the decision making stage.
- 2) A terminator box is used for the beginning and ending of the flowchart.

Part - B : A. 1) An Algorithm is a set of formal instructions that are used to perform a specific task or solve a logical or mathematical problem.

2) An algorithm helps in writing a program in an efficient way.

Advantages of an Algorithm :

- Algorithms are machine independent.
- They are easy to implement.
- We can write algorithms to perform almost all tasks that we do daily.
- Algorithms help in detecting and eliminating errors from the program.
- They are easy to understand.
- Algorithms can easily be converted into flow charts.

3) Flowchart is a process of solving problem and reaching a solution using diagrams or symbols. It shows the flow of the program or instructions. It is a pictorial representation of the steps to solve a problem. It helps in finding the errors in different phases of programs.

B. 1) Algorithm 2) Rectangle 3) Parallelogram

C. 1) T 2) F 3) F

Hots : Step -1 : Start

Step -2 : Take length of the rectangle.

Step -3 : Take breadth of the rectangle.

Step -4 : Write the formula.

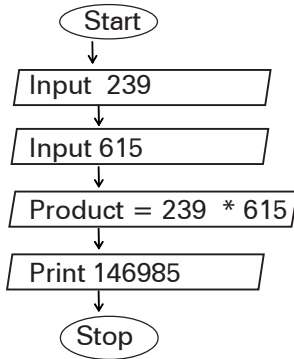
Step -5 : Insert the numbers.

Step -6 : Do the calculations.

Step -7 : Write the answer

Step -8 : Stop

Fun Time :



8. Internet and E-mail

Part - A : A. 1) a 2) a 3) b

B. 1) Netiquette means Network Etiquette. There are some netiquette rules which must be followed while communicating online.

2) Internet is popularly called the Net.

3) electronic mail.

Part - B : A. 1) Internet is a world wide network of millions of computers. These computers are connected to each other through telephone lines and satellites all over the world. It is used to send information quickly between computers around the world. Internet stands for International Network.

2) URL stands for Uniform Resource Locator.

3) www.google.com, www.yahoo.com, www.msn.com, www.ask.com.

B. 1) Net

2) Modem

3) Electronic mail

C. 1) F

2) F

3) T

Hots : A web page is a document that may have text, images, videos and other multimedia. The web page may also have some highlighted words which are linked to other web pages. These are called hyperlinks.

A website is a collection of web pages linked together.

Eg : www.cartoonnetwork.com is a website. It contains many web pages.

Fun Time : 1) INTERNET

2) NETWORK

