Chapter-1

Computer : A Smart Machine

A. 1. b

2. a

3. c

4. b

5. b

B. 1. Heaven

2. Pascaline

3. Store

4. Supercomputers

5. Notepad

C. 1. False

2. False

3. False

4. False

5. False

D. 1. ABACUS which stands for abundant beads addition and calculation utility system was most likely invented in Babylon over 5000 years ago.

2. Features of analytical engine:

i. Store was used for storing the data.

ii. Mill was used as the calculating Unit.

3. The Microcomputers are the most commonly used and the fastest growing computers. Microcomputer can be divided further into the following types, Desktop Computers, Laptop computers, Tablets, Palmtop Computers, Handheld devices.

4. ENIAC was the first electronic digital computer used for general purpose while EDVAC was one of the first electronic Computers that used the binary system and had memory more than any computer invented before it.

ACTIVITY TIME

1. a. Napier's Bone   b. Pascaline   c. Mark-1   d. EDVAC
   e. UNIVAC 1
2. a. Napier' Bone-----------1617
   b. Analytical Engine-----1837
   c. ENIAC-------------------- 1945
   d. Mark 1 ------------------ 1944
   e. UNIVAC 1---------------1951

Chapter-2

Control Panel in Window 10

TESTING TIME

A. 1. c

    2. b

    3. a

    4. c

    5. a

B. 1. Operating System

    2. First

    3. Category

    4. Clock and region

    5. Windows 10

C. 1. True

    2. False

    3. True

    4. False

    5. False

D. 1. An Operating system is the heart of a computer system. It is what makes a computer work. It acts as an interface between the user and computer, examples Mac, Linux & Window.

    2. (i) It is simple, easy to use and has better performance than older windows operating systems.

      (ii) It provides better ways to manage files and folders.

    3. Three Different View of Control Panel is, Category view, Large Icon View, Small Icon View.

    4. Pointer Option Tab.

5. In some case, some of the software you have installed do not work properly, or their trial version has been expired. In such cases you need to uninstall or remove the software from your computer.

ACTIVITY TIME

A. 1. Large Icon View   2. Control Panel Window   3. Small Icon view

Chapter-3

Editing Features of MS Word 2016

A. 1. b

   2. c

   3. a

   4. c

   5. c

B. 1. Layout

   2. 13

   3. Hard

   4. Left

   5. Portrait

C. 1. False

   2. False

   3. False

   4. False

   5. True

D. 1. Orientation refers to the direction in which a page is printed. It can be portrait or Landscape. To change the Orientation of a page click the layout tab, click the orientation button in the page set up group select the Landscape option.

   2. Subscript and superscripts refer to the text that is positioned slightly lower or higher than the text on the line, respectively. Example, Subscript Button X_2, Superscript Button X^2.

   3. Column help breakup the layout of a page full of text.

4. A Page Margin is the blank space between the edge of the page from all sides and the text. To set the narrow page margin, click the layout tab in Margins button in the page setup group, Select the Narrow settings from the list.

5. To Insert a manual page break in a document, click the insert tab and then click the page break button in the pages group, the manual page break appears.

Step-1. Click the Insert tab and then click the page break button in the pages group.

Step-2. Click the layout tab and click the columns button in the page setup group, select the option you want from the list.

ACTIVITY TIME

A. 1.Ctrl+=   2. Ctrl+Shift+=   3. Ctrl+T   4. Ctrl+M   5.Ctrl+Shift+T
6. Ctrl+Enter

B. Group   Tab

1. Page Set up   Layout

 2. Header & Footer   Insert

3. Page Set up   Layout

4. Font Group   Home

Chapter-4

Using Mail Merge in Word 2016

TESTING TIME

A. 1. c

    2. c

    3. c

    4. a

    5. b

B. 1. Mail Merge

    2. Three

    3. Merge Fields

    4. Data Source

    5. Mailings

C. 1. false

    2. false

    3. True

    4. True

    5. False

D.1. Mail Merge features that allow you to create multiple documents containing similar information in one go.

2. Merge document is the final document which we get after combining the main document with the data source.

3. Mail Merge process involves four basic steps: creating the main document, creating the data source, inserting merge fields in the main document and merging the main document with data source.

4. The mail merge process basically involves taking two files and merging them together.

5. (i) Main Document: this document contains the information that is identical for each document.

(ii) Data Source: This document contains the information that is different for each document.

(iii) Merge Fields: A Merge fields is a field you can put in an email template, mail merge template, custom link, or formula to incorporate values from a record.

(iv) Merged Documents: This is the final document which we get after combining the main document with the data source.

ACTIVITY TIME

A. Step-1 Mailing
   Step-2 Start mail merge
   Step-3 Type
B. Step-1 Main Document
   Step-2 Insert Merge field, write and insert field
   Step-3 Merge Fields

Chapter-5

More On PowerPoint 2016

A. 1. b

   2. a

   3. c

   4. c

   5. b

B. 1. Placeholders

   2. Templates

   3. Insert

   4. Shift+F5

   5. Slide Show

C. 1. True

   2. False

   3. False

   4. True

   5. false

D. 1. A Blank presentation   will contain one slide with the title slide layout.

   2. A template provides well-defined outline of a presentation having different styles and colours While a theme is a predefined combination of colours, fonts, and effects that can be applied to a presentation.

   3. To change the colour scheme of a theme, click the design tab and then click the more button place the cursor on the colours scheme apply to selected slides.

4. Smart Art is a set of graphic that helps you present the information graphically. You can create different kinds of lists, process diagrams, cycles, pyramids, etc.

5. There are total six views in PowerPoint 2016, Normal view, Outline view, Slide sorter view, Notes page, Reading view, Slide show view .

6. PowerPoint contains a feature that lets you import your personal or business photographs into a photo album presentation. This feature allows you to select, rearrange, adjust, and add text to your picture.

<u>ACTIVITY TIME</u>

    A. 1. Normal View

          2. Slides Show view

          3. Slide sorter view

          4. Outline view

Chapter-6
Working with Slides

A. 1. a

    2. b

    3. a

    4. c

    5. c

B. 1. Two Content

    2. Insert

    3. Text Shadow

    4. Text Box

    5. Vertical

C. 1. True

    2. True

    3. false

    4. True

    5. True

D. 1. To Rearrange slides using the slide sorter view, click the slide sorter view button in the presentation views group on the view tab, drop the slide when you reach the desired position, a slide moved to a new location.

    2. Title Only Layout is used to place only a title on the slide, while the title slide layout is used to give a title and a sub title to the presentation.

    3. Character Spacing button in the font group is used to set spaces between the characters in a sentences.

    4. Text box is a placeholder in which you can enter and edit text. To Insert it in your presentation click the text box button in the text group on the insert

tab, Single click on the slide and then drag to draw a text box of the size you want.

5.Vertical Alignment adjust the text in the placeholder with respect to the top and bottom margins, Three vertical alignment are Top alignment, middle alignment, bottom alignment.

ACTIVITY TIME

A. 1. Character Spacing   2. Text Shadow   3. Alignment   4. Format Painter

5. Insert Table

Chapter-7

Programming in Scratch

A. 1. a

   2. a

   3. a

   4. a

   5. b

B. 1. Operators

   2. Light blue

   3. Variable

   4. New Variable

   5. Scratch

C. 1. False

   2. False

   3. True

   4. True

   5. True

D. 1. A variable is a stored value in the memory of scratch. To declare a variables in scratch, click the make a variable button in the variable category, Name the variable you want to declare, select the option for all sprites or for this sprite click the ok.

   2. Strings are sequences of binary computer characters including spaces, more commonly known as letters and numbers.

   3. The sensing category in scratch contains blocks that can detect the keyboard and mouse input while running the script. Touching mouse pointer, this block checks whether the sprite is touching the mouse pointer.

4. Pick random 1 to 10 block, compares the two string values entered in the boxes. Join Apple Banana block compares the two string values entered in the boxes.

5. The operators category contains the blocks which perform mathematical and string handling operations. Strings are sequence of binary computer characters including spaces, letters and numbers.

ACTIVITY TIME

A. a. This block is used to display an input box in which you type the value and it stores the value in the answer variable.

b. This block compares the two string values entered in the boxes.

c. This block picks a random number within a specified range.

d. Shows the variable on the stage.

Chapter-8

Introduction to Excel 2016

TESTING TIME

A. 1. b

    2. a

    3. c

    4. a

    5. b

B. 1. VisiCalc

    2. Cell

    3. Formulae

    4. Left

    5. Three

C. 1. True

    2. False

    3. True

    4. False

    5. True

D. 1. Ctrl+Enter

    2. Ctrl+Home

    3. Ctrl+F9

    4. Shift+F11

    5. F12

E. 1. Collecting, analyzing and manipulating numeric data have been the common requirements in offices, banks, etc.

2. The main features of excel are- It is a powerful yet an easy to use application software. It allows you to use formulae to perform repetitive and complex calculations easily.

3. When you open excel program, the excel document that appears on the screen is called a workbook. A worksheet is a grid of rectangular cells made up of rows and columns.

4. The auto sum feature is one of the most commonly used features in excel. It allows you to quickly find the total of the selected cell content. To find this button click the editing group on the home tab.

5. To delete a worksheet from a workbook, click the delete button in the cells group on the home tab and select delete sheet option from the drop down list.

ACTIVITY TIME

A. A1, C2, E5, G5, B6, D7, B11, F11, D14, G15.

B. 1. A3:D3   2. A3   3. 34   4. 3,4, 5, 6 ,7   5. A, B, C, D

Chapter-9

Algorithms and flowcharts

A. 1. a

   2. b

   3. b

   4. a

   5. a

B. 1. Rectangular

   2. Connector

   3. Flowchart

   4. Stop, Start

   5. Diamond

C. 1. True

   2. False

   3. false

   4. True

   5. False

D. 1. An algorithm can be defined as a sequence of activities to be followed for getting a task done or obtaining the desired output form a given input.

   2. Rules to Writing an algorithm, It should be clear, exact and well-defined.

   It should always begin with the word start and end with the word stop.

   Steps should be numbered as Step1, Step 2, Step 3...

Each step in an algorithm should be written in a separate line.

3. A Flowchart is another problem-solving tool that represent an algorithm in pictorial form.

4. Follow Example No.1 (Page no. 99)

5. a. It is used for the input and output instructions in a flowchart.

b. It is used to show the processing instructions in a flowchart.

c. This symbol is used to connect various sections of a flowchart together. It is usually used in bigger flowcharts, which spread multiple pages.

6. Rules for drawing flowchart, flowchart can have only one start and one stop symbol. There can be only one flow line with the start and the stop symbol.

ACTIVITY TIME

A. See Symbol Table used in a Flowchart in Page no. 99
B. 1. (c)   2. (d)   3.(b)   4.(a)

Chapter-10

Internet and Email

A. 1. c

    2. b

    3. b

    4. b

    5. c

B. 1. Internet

    2. Uploading

    3. Information

    4. USB

    5. Web browser

C. 1. True

    2. False

    3. false

    4. True

    5. False

D. 1. Email or electronic mail is the process of exchanging messages electronically over the internet.

    2. Each web page has a unique address called a URL, which enable the web browser to locate that web page on the internet.

    3. A Modem is a computer hardware which is used to send and receive digital data from one computer to another over analog telephone lines.

4. A Web browser is a software application or mobile app that allows you to view the web pages, graphics, and most of the online content.

5. A homepage is a webpage that serves as the starting point of website.

E. 1. World wide web or WWW, also called the web, is a collection of information, resources, images or multimedia on the internet that are connected to each other.

2. An internal modem comes fixed inside the system unit while the external modem is connected to the computer through the USB port of the computer.

3. There are several types of internet connection which enables us to connect to the internet. Dial-Up connection, Broadband connection, Cable TV connection.

4. A search engine is a web based tool that is used by people to locate information on the internet. Some of the most popular examples of search engines are Google, Bing, Yahoo!, & MSN Search.

5. You can send any receive e-mail to someone else using the forward option. You can also reply a received e-mail using the reply option.

ACTIVITY TIME

A. To search for an image open Google search engine and click images link below the search text box, enter the text related to which you want to search image, Right click on desired link and select save image. Enter the name of the image in the file name text box and click that save button.

B. Google Translator

Work Sheet-1

(Chapters 1 to 5)

1. Tick the correct option.

a. i

b. ii

c. iii

d. iii

e. iii

f. iii

2. Fill in the blanks.

a. Pascal's

b. Microcomputer

c. Operating System

d. Right hand

e. Header

f. Mailings

3. True/False.

a. true

b. False

c. true

d. true

e. True

4. Identify the icons and name the type of PowerPoint views.

a. Normal view

b. Slide sorter

c. Reading view

d. Outline view

e. Notes page

5. Application based questions.

a. Tablet

b. Open control panel window, select hardware and sound category, click the mouse under the device and printers' option, the button configuration section select the switch primary and secondary buttons, click the lock section, apply to the setting then ok to close the dialog box.

c. Click the layout tab, and click the orientation button in the page set up group, select the desired option from the list.

d. Click the design tab and then click the format background button in the customize group, click the picture or texture fill option and then choose the desired picture or the texture for the slide, click the close button.

6. Answers the following questions.

a. Boolean algebra is a division of mathematics that deals with operations on logical values and incorporates binary variables.

b. Open the control panel window select the programs category, select the uninstall a program option under the programs and features section, select the application you would like to uninstall click the uninstall button.

c. The page margin is the blank space between the edge of the page from all sides and the text; there are four margins on a page – top, bottom, left and right.

d. An indent determines the distance of the text from the margins of the page of document. There are some types of indent- Left indent, first Line Indent, Hanging Indent.

e. Mail Merge features that allow you to create multiple documents containing similar information in one go.

f. In PowerPoint, a slide layout is like a slide template, and contains formatting (such as applied themes) and placeholders. A placeholder is a container that holds text and graphics, such as pictures, clip art, tables, charts and more.

Work Sheet-2

(Chapters 6 to 10)

1. Tick the correct option.

a. iii

b. i

c. i

d. iii

e. i

f. i

2. Fill in the blanks.

a. Variable

b. Formulae

c. centre

d. Virtual Library

e. USB

f. Verticle

3. True/False.

a. True

b. False

c. false

d. True

e. True

f. True

4. Identify the icons and name the type of PowerPoint views.

a. Column

b. Character Spacing

c. Text Shadow

d. Align Text

e. Format Painter

5. Application based questions.

a. A Search engine is software that is designed to search any information on the internet.

b. Microsoft Excel

c. Operators Block

d. Operators Block

e. Open Google search engine and click images, enter the text related to which you want to search images, Right click on the desired link and select save image as option the image in your computer. Enter the name of the image in the file name and click the save button.

6. Answers the following questions.

a. You can send any receive e-mail to someone else using the forward option. You can also reply a received e-mail using the reply option.

b. The operators category contains the blocks which perform mathematical and string handling operations. Strings are sequence of binary computer characters including spaces, letters and numbers.

c. Vertical Alignment adjust the text in the placeholder with respect to the top and bottom margins, Three vertical alignment are Top alignment, middle alignment, bottom alignment.

d.
You have control over two attributes of the spacing of your text. Character spacing affects the amount of space that PowerPoint puts between the characters within a line. Line spacing is the amount of space between two or more lines of text.

Two other adjustments, before and after paragraph spacing, control the spacing between paragraphs on the slide.
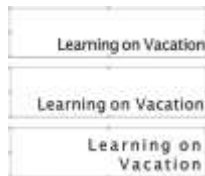
To change character spacing:

1. Select the text that you wish to change.
2. Choose Home > Font > Character Spacing, then pick from the pop-up menu as shown in figure. Your choices range from Very Tight to Very Loose.
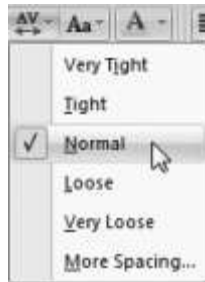
Use this pop-up menu to control character spacing.

The text changes as shown in figure .

The effects of increasing character spacing, from Very Tight (top), Normal (middle), to Very Loose (bottom). At the Very Loose setting, the text won't fit in the text box anymore, and is forced to wrap.