

Computer-5



1 More About Computer

Exercise

Section : I

B. Tick (✓) the correct option.

Ans. 1. a 2. d 3. a 4. b 5. c

Section : II

A. Fill in the blanks.

- Ans. 1. Abacus was used by the **Babylonians**.
2. Difference Engine was invented in **1822**.
3. Personal Computers (PCs) are also called **IBM clones**.
4. **Super computer** are the most powerful computers.

B. Answer the following questions.

- Ans. 1. Abacus is the first known calculating device.
2. Charles Babbage was called the father of computers.
3. Features of mini computers.
They are bigger in size than micro computers.
Several hundred users can use it at the same time.
4. Feature of micro computers.
They are powerful machines.
They are used in schools, homes, offices, shops and hotels.
5. Computers that you see now a days are personal computers. They comprises of four units : CPU box, Keyboard, VDU and mouse. Only one person can work on them at a time, so they are called single user computer.

C. True/False :

Ans. 1. F 2. F 3. T 4. T 5. T



2 Input and Output Devices

Exercise

Section : I

B. Tick (✓) the correct option.

Ans. 1. a. 2. d. 3. d. 4. d. 5. c.

C. Rearrange the following jumbled words.





- Ans. 1. SYOTIJKC : **JOYSTICK** 2. AYEKOBDR : **KEYBOARD**
3. IMOTNRO : **MONITOR** 4. ANCRENS : **SCANNER**
5. ATCRKABLL : **TRACKBALL** 6. RNIPETR : **PRINTER**

Section : II

A. Fill in the blanks.

- Ans. 1. **Mouse** is the commonly used input device which is used to work in Windows based programs.
2. **Joystick** helps to play games on computer.
3. Printers are used to generate **hard** copy of the output.
4. Speed of the laser printer is measured in **PPM (Pages Per Minute)**.






B. Match the following.

- Ans. 1.  (i) Hard copy output
2.  (ii) Point & Click
3.  (iii) Soft copy output
4.  (iv) Sound output

C. True/False

- Ans. 1. F 2. T 3. T 4. F 5. T

D. Write the use of the following devices :

- Ans.  Joystick is used to move the object quickly to any part of the screen. It is used for playing games on the computers.
-  Scanner reads the images and saves it in the computer as a file.
-  OCR converts the scanned document in the text file which can be edited by any text editor software e.g; MS-Word.
-  Bar code reader is used for reading the bar codes that appears on wrappers of the objects like soap, biscuits etc.
-  Plotter provides the high quality print outs. It is generally used by engineers and architects.

E. Answer the following questions.

- Ans. 1. The devices which are used to give data and instructions to the computers are called input devices.
The devices which are used to display the results or processed information are called output devices.
2. Printer is an output device. It gives a printed output of the result that appear on the monitor screen.
3. Output on monitor is called softcopy and output on paper is called hard copy.

4. Light pen is a pen shaped device which can be used for directly pointing objects on the screen.
5. Touch screen is a special computer screen that takes the input by sensing the touch of a human finger or any pointing device.
6. Monitor is an output device. It looks like a TV and is also known as VDU. Printer gives a printed output on paper which is called hard copy.



3 Software

Exercise

Section : I

B. Tick (✓) the correct option.

Ans. 1. b. 2. c. 3. b. 4. b.

Section : II

A. Fill in the blanks:

- Ans. 1. Program is a set of **instructions**.
2. The software are categorized as **system software** and **application software**.
3. **Operating system** and **BIOS** are system software.
4. Machine language is a sequence of **Low Level language** and **High Level language**.
5. A safe way to remove viruses is to use on **antivirus software**.

B. True/False :

Ans. 1. T 2. T 3. F 4. T 5. F

C. Answer the following questions.

- Ans. 1. System software helps in running the computer hardware and computer system. It includes operating system, device, servers, utilities and more.
2. Computer converts the HLL program into machine language. It converts the entire HLL program in one go, and reports all the errors of the program along with the line numbers.
3. Application software allows end users to accomplish one or more specific tasks. It include industrial automation, business software, educational software etc.
4. Set of instructions that are given to the computer for performing a specific task is called program or computer program.
5. Machine language is a collection of binary digits or bits that the computer reads and interprets. It is the only language a computer is capable of understanding.



4 More on Windows 8

Exercise

Section : I

B. Tick (✓) the correct option.

Ans. 1. b. 2. a. 3. c. 4. a. 5. c.

Section : II

A. Fill in the blanks.

- Ans. 1. **Window 8** is an operating system that controls all the operations of a computer.
2. Windows 8 comes with a **start screen**, not a Start button.
3. Just click on the **Pen** button and the program will appear on your Windows 8 Start screen.
4. The **Charms bar** provides quick access to a variety of features and utilities.
5. **File Explorer** has a new feature called the Ribbon.

B. Write short notes on.

- Ans. 1. Apps : **Display real time information like (weather, time, email and news).**
2. Live Tiles : **Provide the live tile update feature for weather, news, sports. etc.**
3. Charms Bar : **Provides quick access to a variety of features and utilities.**
4. Touch Screen : **You can use your finger to navigate through the different features.**
5. File Explorer : **From this you can access all the contents you have stored on your computer and manipulate.**

C. Answer the following questions.

- Ans. 1. Windows is an operating system that controls all the operations of a computer. It is one of the most recent version of Microsoft windows.
2. To open an apps, just click on the apps you wish to use.
To switch between open apps, move to the upper left corner and move mouse pointer down the left side.
To close apps, click to top of the apps and drag it to the bottom of screen.
3. On the right screen of the charms bar we see; search, share, start, devices and settings.
Search : With the search charm, you can search for anything. You can search just the apps you are in, search another apps or search your entire etc.
Share : When you are in a specific apps, you can use the share charm to

share files, photos or web pages with people you know.

4. In windows, instead of shutdown the PC you can put it to sleep. It uses very little power, your PC starts up faster and you are instantly back to where you left off.
5. On a touch screen you can simply use your finger or a stylus to navigate through the different features. Windows 8 comes with a start screen, not a start button. Your apps appears on your start screen when you log in.
6. To activate a charms bar, put your mouse cursor into the upper right corner. Click on the setting charm, a side bar will appear on the right side of screen.



5 More on MS Excel 2010

Exercise

Section : I

B. Tick (✓) the correct option.

Ans. 1. b. 2. c. 3. b. 4. c. 5. a.

C. Name the following.

- | | |
|--|-----------------------|
| Ans. 1. It is also known as block of cells. | Range of cells |
| 2. It displays the name of the active cell. | Name box |
| 3. It displays information about an operation in progress. | Status bar |
| 4. It is a combination of numbers, operators and cell addresses. | Formula |
| 5. It is the area where you do all your work. | Worksheet |

D. Label the given window.

Ans.

3 worksheets appear by default. The group of worksheets comprise the workbook or the spreadsheet.

Section : II

A. Fill in the blanks.

- Ans. 1. A workbook is a collection of **worksheets**.
2. The **Name** box is located on the left of the Formula Bar.
3. A worksheet is divided into horizontal **rows** and vertical **columns**.
4. MS Excel provides quick access to the help through **Help** window.
5. A **Range of cells** implies a group of cells forming a rectangular area.

B. Write 'T' for true and 'F' for false statements.

Ans. 1. F 2. F 3. T 4. T 5. F

C. Answer the following questions.

- Ans.** 1. MS Excel is an application software that helps you to store and analyse data. It organizes data in the form of rows and columns.
2. Worksheet is the area where you do all your work.
You can enter and edit data in a worksheet.
When individual worksheets are combined together, they are referred to as workbook.
3. To delete worksheet :
Click on the sheet (you want to delete) on the sheet tab.
Click on the Home tab.
In the cells group, click on the drop down arrow below the Delete button.
Then click Delete sheet from the list displayed.
4. To save a workbook :
Click on File.
Click on the option Save As.
The Save As dialog box appears.
From the left pane of the dialog box, select the location where you want to save the file.
Type the name of the file in the file name text box.
Click on Save to save the workbook.
5. Types of data which can be entered in a cell.
Date and Time
Numbers
Text
Formula



6 More on MS PowerPoint 2010

Exercise

Section : I

A. Answer these questions orally.

- Ans.** 1. Microsoft PowerPoint allows us to place our content into a series of slides in a presentable format which can be projected using projector for the audience.
2. Three features of MS PowerPoint 2010 are Ribbon, Quick Access Toolbars and Backstage View.
3. The Ribbon contain multiple tabs each with several groups of commands.
4. Quick Access Toolbar is located above the Ribbon.
5. Backstage view provides us various options for saving, opening a file, printing or sharing our document.

B. Tick (✓) the correct option.

Ans. 1. c 2. a 3. b 4. c 5. b

C. Identify in which tab the following options are located.

- Ans.**
- | | | |
|--------------------------------------|---|-----------------------|
| 1. Creating a new presentation | – | File tab |
| 2. Changing the slide layout | – | Home tab |
| 3. Copying and pasting a slide | – | Home tab |
| 4. Adding a text box | – | Insert tab |
| 5. Inserting an image | – | Insert tab |
| 6. Locating ClipArt | – | Insert tab |
| 7. Inserting ScreenShots of a window | – | Insert tab |
| 8. Starting a SlideShow | – | Slide Show tab |
| 9. Cutting and pasting text | – | Home tab |
| 10. Inserting a new blank slide | – | Home tab |

Section : II

A. Fill in the blanks.

- Ans.**
1. **Quick Access toolbar** allows access to common commands.
 2. **Backstage View** is similar to the Office Button Menu of PowerPoint 2007.
 3. PowerPoint files are called **presentations**.
 4. **Placeholders** are areas on the slide that are enclosed in dotted borders.
 5. Text can be inserted in a **placeholder** and **text boxe**.
 6. **Screenshots** are pictures that capture that visible windows and items displayed on your computer screen.













B. Write 'T' for true and 'F' for false statements.

Ans. 1. T 2. F 3. T 4. F

C. Write short notes on.

Ans. Do yourself.

D. Find and match the names of the icons to the words in the box.

- Ans.**
- | | | |
|--|------------------------------|--|
| 1.  | 1. New Slide | 7.  |
| 2.  | 2. My Templates | 8.  |
| 3.  | 3. Title Slide | 9.  |
| 4.  | 4. Text Box | 10.  |
| 5.  | 5. From Beginning | 11.  |
| 6.  | 6. PowerPoint | 12.  |
| | 7. Insert Table | |
| | 8. Insert Chart | |
| | 9. Insert Smart Art Graphic | |
| | 10. Insert Picture from File | |
| | 11. Clip Art | |
| | 12. Insert Media Clip | |

E. Answer the following questions.

Ans. 1. Features of MS-PowerPoint 2010 :

Quick Access Toolbar

It is located above the Ribbon. It allows access to common commands. By default, it shows the Save, Undo and Repeat commands.

Backstage View

It provides various options for saving, opening a file, printing or sharing our document.

2. PowerPoint is composed of series of slides. Slides contains placeholders, which are areas on the slide that are enclosed by dotted borders.

3. Placeholders are used for entering text, pictures, charts and more. Some placeholders have placeholder text or text that you can replace.

4. Four ways of viewing a presentation are :

Slide Sorter view

Reading view

Normal review

Play slide show

5. To make a new presentation

Click the File Tab

Select New

Select Blank presentation

Click Create



7 Open Office.org Calc

Exercise

Section : I

B. Tick (✓) the correct option.

Ans. 1. d. 2. c.

Section : II

A. Fill in the blanks.

Ans. 1. **Formula bar** contains the Name Box drop down menu.

2. The Menu bar is located just below the **Title bar**.

3. **Function toolbar** provides user access to standard functions such as Open.

4. On the **opening** and **saving** of files are the most common actions in any Office application.

5. **Formatting** toolbar consists of a set of tools that are specific to calculation and cell formatting.

B. Write 'T' for true and 'F' for false statements.

Ans. 1. T 2. T 3. T 4. F 5. T

C. Answer the following questions.

- Ans.**
1. Open office.org calc is spreadsheet application software similar to MS-Excel.
 2. To start open office.org calc
Click on start.
Click on All Programs.
Click on Open office.org.
Click on open office.org calc.
 3. Function Toolbar allows you to quickly access the basic calc commands. It provides user access to standard functions such as open, save, copy, cut, paste and other common tasks in open office.
 5. To delete cells.
Select the cell (s).
Press the Delete key (window will appear).
Check on the relevant boxes.
Click on OK.
 6. Saving a file :
Click on File and then click on save.
Type a file name in the File name box and choose a location where you wish to save the file.
Click on the Save button.
 4. To create a new file :
Press Ctrl + N on the keyboard (OR)
Select file → New → spreadsheet
 7. (i) **Title bar** : It contains the default name of the workbook and the name of the program.
(ii) **Menu bar** : It contains menu that include all the commands you need while working in your spreadsheet.
(iii) **Formatting Toolbar** : It consists of a set of tools that are specific to calculation and cell formatting.
(iv) **Formula Bar** : It contains the Name Box drop down menu and a long white box called the Input line.



8 Virus and Anti-Virus

Exercises

Section : I

B. Tick (✓) the correct option.

Ans. 1. c. 2. a. 3. b

Section : II

A. Fill in the blanks.

- Ans.** 1. A **File virus** affects computer files and disturbs the working of a computer.
 2. Virus stands for Vital **information** Resources Under Siege.
 3. A virus can come into the computer through **files** and CDs.
 4. An anti-virus program protects your computer from virus **attacks**.
 5. HEART is the name of an **email** virus.

B. Match the following columns.

- | Ans. | Column A | | Column B |
|-------------|-------------------|-------|----------|
| 1. | Anti-virus | (i) | McAfee |
| 2. | E-mail virus | (ii) | HEART |
| 3. | File virus | (iii) | Randex |
| 4. | Network virus | (iv) | Nimda |
| 5. | Boot sector virus | (v) | AntiEXE |

C. Write 'T' for true and 'F' for false statements.

- Ans.** 1. T 2. F 3. T 4. T 5. F

D. Answer the following questions.

- Ans.** 1. Computer virus spread when we share a copy of an infected file.
 2. When we download or open infected files and programs or even e-mails, a virus can come into computers.
 3. File virus – Randex
 Boot Sector Virus – Polybool. B
 Network Virus – Nimda
 Email virus – HEART
 4. Network viruses affect the system by searching the Network for them. They quickly spread across a Local Area Network. Then they spread over the Internet.
 5. Boot sector virus affect the hardisk. It loaded itself each time into the memory on every boot sequence. E-mail virus spread through the contact available in the host's e-mail address book. Any recipient opens the attachment they enter in the computer.
 6. Antivirus scans computer memory and mass storage to identify, isolate and eliminate viruses.
 It examines the incoming files for viruses as the computer receive them.



9 Introduction to Internet

Exercises

Section : I

B. Tick (✓) the correct option.

- Ans.** 1. c 2. c 3. c 4. d 5. c

C. Write full forms of the following.

- Ans.** 1. ISP : Internet Service Provider

2. WWW : **World Wide Web**
3. URL : **Uniform Resource Locator**
4. MODEM : **Modulator Demodulator**
5. BSNL : **Bharat Sanchar Nigam Limited**

D. Unscramble the following jumbled words.

- Ans.** 1. ESTEIBW : **WEBSITE**
 2. EWRKOTN : **NETWORK**
 3. NENTERTI : **INTERNET**
 4. RWERSOB : **BROWSER**
 5. RABNDADOB : **BROAD BAND**

Section : II

A. Fill in the blanks.

- Ans.** 1. Internet is a network of **networks**.
 2. You can share **information** and **ideas** with the millions of people connected on the Internet.
 3. **WWW** forms a web of information pages spread across the various computers around the world.
 4. A **website** is a collection of one or more related pages.
 5. **Internet address** is the address of a web page or website.

B. Write 'T' for true and 'F' for false statement.

- Ans.** 1. F 2. F 3. T 4. T 5. T

C. Match the following.

- | | Column A | Column B |
|----------------|-------------|-----------------------------------|
| Ans. 1. | Website | (i) Collection of Web Pages |
| 2. | Web Page | (ii) A page on Internet |
| 3. | Web Browser | (iii) Software to access Internet |
| 4. | ISP | (iv) Internet Service Provider |
| 5. | URL | (v) Address of a website |

D. Answer the following questions.

- Ans.** 1. World Wide Web is a collection of various types of websites.
 2. Moving from one page to another or from one site to another on the world wide web using links on the page is called Net surfing.
 3. Modem helps you to connect your computer with the telephone line. It helps to send the information from your computer to other via telephone lines.
 4. <http://www.yahoo.com>
<http://www.rediff.com>
<http://www.Google.com>
 5. **i. Website** : It is a collection of webpages containing information related to a particular topic or an organization, institute etc.
ii. Wepage : It is a page on the Internet which contains information in

the form of text, graphics, audio and videos in it.

- iii. **Web browser** : It is a software which is used to access information on the Internet.
 - iv. **ISDN** : It is a high speed digital telephone service that can dramatically increase the speed at which you connect to the internet.
 - v. **URL** : It is the unique address of a webpage on the world wide web.
6. HTTP specifies the set of rules used to transfer information on the world wide web.
7. Follow the given instructions to connect to the Internet :
Double click the ISP's icon on the Desktop to open a Connect To dialog box.
Enter the user name and password given to you by your ISP in the Username and Password box respectively.
Now, click the Connect button on the dialog box.
After the authentication of username and password, you will be connected to the Internet.
Now, open Internet Explorer by double clicking this icon on the desktop.
Type the URL of your website in the Address box.
Click Go button near the Address box or press Enter key.
The web page will appear in the window after sometime.
8. Moving from one page to another or from one site to another on the world wide web using links on the page is called Net surfing.
9. **Website** : It is a collection of webpages containing information related to a particular topic or an organization, institute etc.
Webpage : It is a page on the Internet which contains information in the form of text, graphics, audio and videos in it.
10. **Uses of Internet** :
1. You can get information on any topic on the Internet.
 2. You can quickly send and receive messages anywhere in the world.
 3. You can get latest news of the world.
 4. You can do shopping on the Internet. The purchased thing will be delivered to your home.
 5. You can talk to the others anywhere in the world, like you do on telephone.

