Smart Computer Learning-1

Chapter-2

A. 1. c 2. a

B. 1. electricity 2. mistakes 3. store 4. work 5. tired

Chapter-3

A. 1. b, c 2. Do yourself 3. b 4. a

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

Chapter-4

A. 1. c 2. c 3. a

B. 1. monitor 2. keyboard 3. CPU 4. mouse 5. buttons

C.

A	B
Like a Television	Monitor
Brain of computer	CPU
Types numbers and letters	Keyboard
Two or three buttons	Mouse

D. MONITOR, KEYBOARD, MOUSE

Chapter-5

A. 1. c 2. a 3. a 4. b

B. Alphabet key, Number key, Enter key, Spacebar key

C.

A	B
Capital letters	Capslock
Longest key	Spacebar
New Line	Enter
Alphabet Keys	A to Z
Number Keys	0-9

Chapter-6

A. 1. a 2. c 3. a

B.

```
K                    M
E                    O
Y                    N
B                    I
M O U S E            T
A                    O
R        C O M P U T E R
D        P
         U
```

1
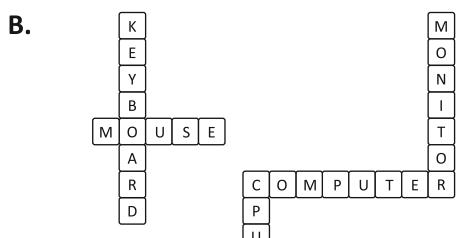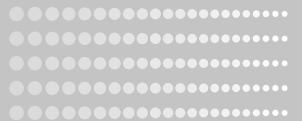
C. MOUSE

A. 1. c 2. b 3. a 4. c

B. 1. covered 2. dust 3. monitor 4. noise 5. mouse

Chapter-8

A. 1. b 2. c 3. a 4. b

B. 1. eraser 2. fill with colour 3. brushes 4. rectangle 5. circular

C. 1. Click on Start Button 2. Select All Programs
3. Click on Accessories 4. Click on Paint

D.

A	B
✏️	Pencil tool
🩹	Eraser tool
⬭	Oval tool
▢	Rectangle tool
╲	Line tool

Smart Computer Learning-2

Chapter-1

A. 1. a 2. a 3. c 4. b

B. 1. electricity 2. man 3. computer 4. calculator 5. laptop

D. PALMTOP

Chapter-2

A. 1. c 2. a 3. a

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

Chapter-3

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

B. 1. instructions 2. processing 3. CPU 4. monitor 5. pendrive

D. 1. F 2. T 3. T 4. F 5. F
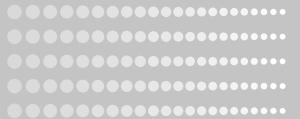
Chapter-4

A. 1. b 2. b 3. b 4. b 5. a

B.

A	B
Key marked as A to Z	Alphabet key
Key marked as 0-9	Number key
Keys 12 in number	Function key
Keys 4 in number	Arrow key
Longest key on the board	Spacebar
Key known as return key	Enter key

C. 1. T 2. T 3. F 4. F 5. F 6. T

Chapter-5

A. 1. a 2. c 3. b

B. 1. input 2. Points 3. scroll 4. mouse pad 5. Click

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

Chapter-6

A. 1. c→a→b→d   2. b→d→e→c→a

Chapter-7

A. 1. a. 2. b.

B. 1. Windows 2. icons 3. bottom 4. Start button

Chapter-8

A. 1. c 2. a 3. c 4. c

B. 1. Paint 2. white 3. pencil 4. colour 5. rectangle

D. PAINT, TOOL, LINE, ERASER, OVAL

Smart Computer Learning-3

Chapter-1

A. 1. c 2. c 3. b 4. a

B. 1. electronic 2. input 3. storage 4. CPU 5. mouse

C. 1. COMPUTER 2. MONITOR 3. MOUSE 4. KEYBOARD

Chapter-2

A. 1. b 2. c 3. b

B. 1. Hardware 2. Software 3. application 4. Logical 5. Operating

Chapter-3

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

B. 1. 104 2. alphabet 3. top 4. 12 5. Spacebar

C. 1. K E Y B O A R D   2. N U M B A R

    3. C A P S L O C K   4. E N T E R

D. Q W E R T Y U I O P

    A S D F G H J K L

      Z X C V B N M

Chapter-4

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

B. 1. Windows operating system 2. Graphics 3. Programs 4. Taskbar
5. Start menu

C.

A	B
Close	✕
Maximize	🗗
Icon	
Start Button	
Minimize	▭

Chapter-5

A. 1. c 2. a 3. b 4. b 5. b 6. c

B. 1. Microsoft Paint 2. Fill with colour tool 3. Ctrl+C 4. paste 5. Alt+F4

C.

A	B
	Polygon
	Curve
	Air Brush
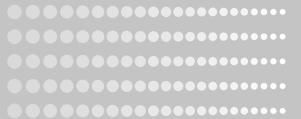
Icon	Label
(color picker icon)	Colour Picker
A	Text
(scissors icon)	Cut
(copy icon)	Copy

Chapter-6

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

B. 1. Quick Access Toolbar 2. Creating 3. Bold 4. Ctrl + C 5. Font
6. Sets, Calibri

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

D.

A	B
Topmost bar of WordPad	Title bar
Located above the Ribbon	Quick Access toolbar
Located below the Quick Acces toolbar	Wordpad button
Located below the Title bar	Ribbon
Big white space	Text area
Vertical flashing line	Cursor
Located at the bottom of the window	Status bar

Chapter-7

A. 1. a 2. b 3. c 4. a 5. b 6. b

B. 1. windows 2. recall list 3. execute 4. primitives 5. clean

C. 1. FD 60 ↵ 2. BK 40 ↵ 3. FD 40 ↵ 4. BK 40 ↵
LT 90 ↵ RT 90 ↵

5. Clean ↵

D.

A	B
Seymour Papert	Developer of LOGO
Two parts of turtle	Head, Tail
Home of the turtle	Centre of the screen
Commands of LOGO	Primitives
Clear Text	Clears the text area
Pen UP	Lifts the turtle's pen up
Right Turn	Turns the turtle to the right

F.
1. RT	Right Turn
2. CT	Clear Text
3. PU	Pen UP
4. HT	Hide Turtle
5. ST	Show Turtle

Smart Computer Learning-4

Chapter-1

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

B. 1. Input 2. Joystick 3. Monitor 4. CPU 5. Three

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

D.

A	B
Mouse and track ball	Pointing devices
Scanner	Input text and images in a computer
Microphone	Inputs sound in a computer
CPU	Brain of computer
ALU	Calculates and makes comparisons
MU	Holds data and result of processing
CU	Controls the flow of data and instructions

E.

CPU	Central Processing Unit
ALU	Arithmetic Logic Unit
CU	Control Unit
MU	Memory Unit

F. 1. a. Mouse, keyboard b. Monitor, Printer 2. Monitor 3. Speakers 4. The data or instruction given to a computer to do something is called input. 5. Scanner

Chapter-2

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

B. 1. memory 2. Primary memory 3. Secondary Memory 4. Compact 5. Hard Disk

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

D. 1. Random Access Memory 2. Read Only Memory 3. Compact Disk 4. Digital Versatile Disk 5. Universal Serial Bus
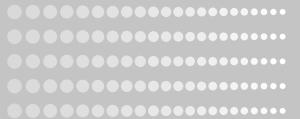
Chapter-3

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

B. 1. Microsoft Corporation, USA 2. icons 3. folder 4. Recycle Bin
5. Files

C. 1. F 2. F 3. T 4. F 5. T 6. F

D. 1. Operating system 2. Windows 7 is the most popularly used
operating system 3. Graphical User Interface 4. Start button

Chapter-4

A. 1. a 2. b 3. a 4. a

B. 1. four 2. clipboard 3. free-form selection 4. angle 5. Ctrl+R

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

Chapter-5

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

B. 1. Microsoft Word 2. Ruler 3. working area 4. cursor 5. text

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

D. 1. What-you-see-is-what-you-get

2. Cursor is the small blinking line in the upper-left corner of the
working area. 3. It is the area where the text is typed. 4. Ribbon
contains 3 parts : Tabs, Groups and Commands. 5. Ctrl+P

F. 1. Ctrl+N 2. Ctrl+O 3. Ctrl+S 4. Ctrl+W 5. Ctrl+P

Chapter-6

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

B. 1. Editing 2. Selection 3. Italic 4. Right 5. Bullet

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

D.

| A	B
	Copy
	Redo
	Paste
	Left Alignment
	Line Spacing
	Shading

E. 1. Ctrl+X 2. Ctrl+C 3. Ctrl+V 4. Ctrl+Z 5. Ctrl+A 6. Ctrl+L
7. Ctrl+B 8. Ctrl+U

Chapter-7

A. 1. a 2. c 3. b 4. a 5. c
B. 1. Turtle 2. HT 3. Recall 4. Print 5. QUOTIENT
C. 1. F 2. T 3. F 4. T 5. T
D. 1. Turtle is a triangular structure which obeys our commands.
2. Returns the turtle to the "Home" position without erasing the
screen. 3. CT 4. PR

E. 1. PR 10 + 9 ↵ 2. PR 40 – 11 ↵ 3. PR QUOTIENT 10 2 ↵

4. PR REMAINDER 110 12 ↵ 5. PR 7*11 ↵ 6. PR 44 > 22 ↵

7. PR 12 < 10 ↵
F. 1. 90 2. 23 3. 5 4. 100 5. 9 6. 1

Chapter-8

A. 1. c 2. b 3. c 4. a 5. b
B. 1. Procedure 2. End 3. saving 4. LOAD 5. ERASE
C. 1. F 2. T 3. F 4. T 5. T

E. Shape 1   Shape 2

  Shape 3   Shape 4
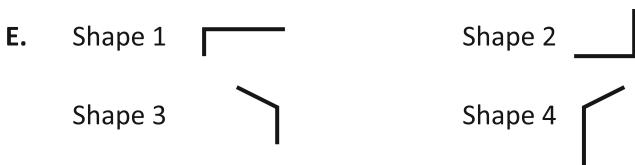
Chapter-9

A. 1. c 2. b 3. b 4. a 5. c
B. 1. Internet 2. Website 3. Modem 4. BSNL 5. Backward Button
C. 1. T 2. F 3. T 4. T 5. T
D. 1. INTERNET 2. BROWSER 3. WEBSITE 4. WEBPAGE 5. EMAIL
E. 1. c 2. d 3. e 4. a 5. f 6. b
F. 1. Internet 2. World Wide Web 3. Mozilla Firefox, Google Crome
4. The first or main page of the website is called home page of that
website. 5. Google, Yahoo, MSN
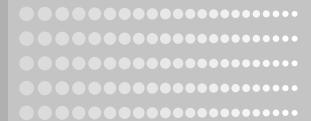
Smart Computer Learning-5

Chapter-1

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

B. 1. electronic 2. storage 3. microsecond (10^{-6}), nanosecond (10^{-9})
4. feelings or emotions, 5. Garbage, Garbage

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

Chapter-2

A. 1. c 2. a 3. a 4. c 5. c

B. 1. frame, beads 2. Napier's Bones 3. Jacquard Loom 4. 1833
5. transistor 6. artificial intelligence

C. 1. T 2. F 3. T 4. T 5. F 6. T

D. ENIAC — Electronic Numerical Integrator And Calculator
VLSI — Very Large Scale Integration
IC — Integrated Circuit
LSI — Large Scale Integration

E. Pascaline — Blaise Pascal
Jacquard Loom — Joseph J. Jacquard
Difference Engine — Charles Babbage
Tabulating Machine — Herman Hollerith
Mark I — IBM
ENIAC — J. Presper Eckert and John W. Mauchly

Chapter-3

A. 1. a 2. c 3. a 4. a 5. c

B. 1. Software 2. Graphical User Interface 3. hardware 4. System software
5. Customized

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

D. Operating System — Windows
Utility Software — WinZip
Word Processing Software — MS Word
Electronic Spreadsheet — MS Excel
DataBase Management System — MS Access
Graphics Software — AutoCad
Presentation Software — MS PowerPoint

Chapter-4

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

B. 1. Drawing objects 2. right 3. WordArt 4. Illustrations 5. Shadow effects
6. Format Painter

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

Chapter-5

A. 1. c 2. b 3. b 4. b 5. b

B. 1. Presentations 2. slides 3. slide show 4. outline 5. Slide Area
6. Placeholder

C. 1. T 2. T 3. F 4. T 5. T 6. T

**D.** 1. Robert Gaskins 2. 3   3. Nine 4. Normal view

Chapter-6

A. 1. c 2. a 3. c 4. b 5. b 6. c 7. a

B. 1. functions 2. program control 3. Quick access toolbar 4. spreadsheet
5. Rows 6. Cell 7. single

C. 1. F 2. T 3. T 4. F 5. F 6. T 7. T

D. 1. The primary document that you use in Excel to store data is called
worksheet and also referred to as spreadsheet.
2. The currently selected cell that appears highlighted with dark black
border is called active cell.
3. Title bar appears at the top of the program window and displays the
name of the workbook and the program.
4. A button located at the left top corner that contains the File menu
commands such as New, Open, Save, etc.

Chapter-7

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

B. 1. Algorithm 2. language 3. Flowchart 4. action 5. Decision or condition

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

D. Step 1 : Start
Step 2 : Read A, B
Step 3 : Product = A * B
Step 4 : Print Product
Step 5 : Stop

E.
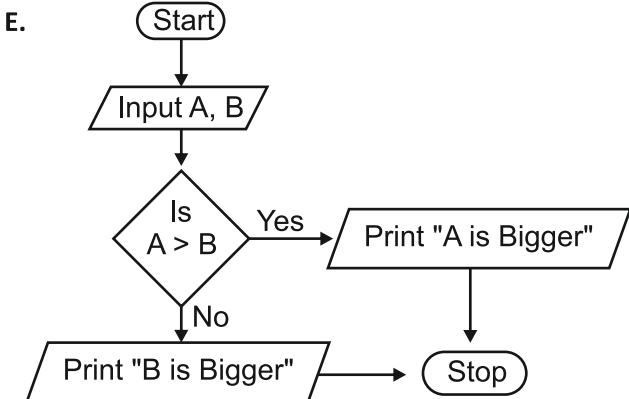
A. 1. b 2. a 3. b 4. a 5. a 6. a
B. 1. Worldwide 2. Website 3. Hyperlinks 4. REFRESH 5. E-mail 6. e-mail program, the address
C. 1. T 2. F 3. F 4. T 5. F 6. T
D. 1. c 2. e 3. a 4. f 5. d 6. b

A. 1. b 2. a 3. c
B. 1. malware 2. antivirus 3. worm 4. trojan horse 5. virus
C. 1. T 2. T 3. F 4. F 5. T

Chapter-1

A. 1. No (High-level language is user friendly.) 2. Yes, 3. Yes
4. No (A program written in high-level language is called source program.)

B. 1. machine 2. short mnemonic 3. software 4. translator 5. compiler
6. 1950s

C. 1. both languages are difficult to learn and understand. 2. it translates whole program at a time. 3. it executes instructions instead of 0's and 1's and allows the programmer to introduce names for blocks of memory that hold data.

Chapter-2

A. 1. Audio, video 2. focus, on top 3. windows 4. windows 10 5. MPEG
6. images 7. horizontally, vertically

B. 1. No (Windows media player is application software.) 2. Yes
3. No (Graphic files are also shown in My Pictures.) 4. Yes

Chapter-3

A. 1. Merge field 2. multiple people with multiple addresses 3. Field
4. Tab 5. Time, efforts 6. Mail Merge Wizard

Chapter-4

A. 1. table, presentation 2. Table Slide 3. CELL 4. rows, columns
5. splitting, merging 6. chart 7. at the top, center vertically, at the bottom 8. Histogram, Bar chart, Pie chart

B. 1. Alignment means the way in which we arrange the text. Text written in the table can be aligned at the top, center vertically and at the bottom. 2. Collection of related values from the worksheet.
3. (a) We can easily insert table in the slide using table slide layout.
(b) Represent values. (c) A pie chart shows percentage values as a slice of a pie.

Chapter-5

A. 1. Animation 2. Text, objects 3. sound recorder 4. a single, all
5. Ctrl + D 6. Transition 7. slide sorter 8. WAV

B. 1. No (We can add sound by our own in the presentation.)
2. Yes 3. Yes 4. Yes 5. Yes

Chapter-6

A. 1. Insert function 2. Ctrl + End 3. equals (=) 4. spreadsheet 5. Ctrl + Home 6. Center 7. Add, delete 8. Active cell 9. Formula 10. Text, number, formulae

Chapter-7

A. 1. Microsoft Excel 2. Ctrl + A 3. Ctrl + X, Ctrl + C, Ctrl + V 4. Overtype 5. Enter

B. 1. We can take number as text by starting it (') apostrophe before the number. 2. We can take date and time in a cell, type numbers click format cells. In category select date and date format or time and time format and click OK. 3. The two ways of modifying cell contens are — (a) Replacing cell contents (b) Using edit mode.
4. When Overtype mode is ON, the existing characters are replaced by the characters you type.
5. We can undo or redo up to 16 actions in MS Excel.
6. Undo →Ctrl + Z, Redo →Ctrl + Y

Chapter-8

A. 1. inter, net 2. Tim Berners Lee 3. Sabeer Bhatia 4. WWW 5. Modem

B. 1. A home page or a start page is the initial or main web page of a website or a browser.   2. BSNL, Airtel, Reliance 3. Google and Bing
4. Larry Page and Sergey Brin 5. E-mail is used for sending and receiving messages whereas E-commerce is the buying or selling of goods and services electronically.

Chapter-9

A. 1. Computer Program 2. Programmer 3. A letter 4. Special symbols

B. 1. b 2. e 3. d 4. a 5. c

C. 1. Computer program 2. QBASIC 3. Constant 4. Variable

E. 1. NUMERIC 2. CONSTANT 3. TINY BASIC 4. COMPARE 5. EQUAL 6. LOGICAL

Chapter-10

A. 1. (b) 2. (b) 3. (b) 4. (c)
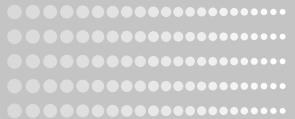
B. 1. Title Bar 2. CLS 3. blank line 4. PRINT 5. .bas

C. 1. **CLS :** This command is used to clear the screen, it always starts with a blank screen. 2. **END :** It tells the computer that the program is over. 3. **PRINT :** It displays result on the screen. 4. **INPUT :** It obtains values for the variables. The computer takes the value by displaying question mark (?) on the screen. 5. **LET :** It is used to assign constants to variables.

Smart Computer Learning-7

Chapter-1

A. 1. 8 2. 0, 1 3. double 4. $(35)_{10} = (10011)_2$ 5. larger, smaller 6. semiconductor devices

B. 1. F (The binary number system has proved the most natural and efficient system for computer use.) 2. T 3. T 4. F ('2112' in octal is $2 \times 8^3 + 1 \times 8^2 + 1 \times 8^1 + 2 \times 8^0$.) 5. T 6. F (In the beginning it was not easy for the mathematicians to calculate the roman numerals.) 7. T

Chapter-2

A. 1. Window 2. Workspace 3. Menu Bar 4. Control panel 5. symbols, characters 6. random access memory, hard disk or other non-volatile storage

B. 1. T 2. F (To set or change the time and date of your computer system, Windows provides you a medium.) 3. T 4. F (The search box is located at the top of every window.) 5. F (Explorer allows you to explore all files and folders stored on computer's disk.) 6. T 7. T

Chapter-3

A. 1. Formulas 2. Compound calculations 3. cell addresses, arithmetic operators 4. TODAY 5. absolute, relative 6. relative

B. 1. F (Two strings in cells D4 & F9 can be combined or concatenated using formula as "= D4 & F9".) 2. F (We have an option to change colour of sheet tabs as per our choice.) 3. T 4. T 5. F (Excel provides us with the facility to include range of cell references.) 6. T

Chapter-4

A. 1. Form feature 2. New, form 3. criteria 4. alphabetically, numerically 5. Data validation
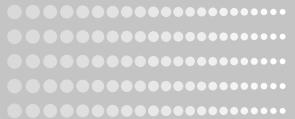
B. 1. T 2. T 3. F (Using Find Previous or Find Next button, you can move to the record you want to delete.) 4. F (You can select a secondary sort criteria from the first, "Sort on" drop-down list.) 5. T 6. F (Data validation is the process of applying rules that restrict what users can enter on a worksheet.)

Chapter-5

A. 1. Worksheet 2. Legend 3. Fonts 4. Ctrl, Insert 5. Goal Seek

B. 1. T 2. T 3. F (You can insert or copy pictures and clip art into a Microsoft Office Excel 2007 worksheet from web pages.) 4. T 5. T

Chapter-6

A. 1. Programming language 2. Syntax Rules 3. Constant 4. INPUT 5. PAINT 6. Counter

B. 1. F (The variable that holds an alphanumeric constant, which cannot be used for arithmetic calculations (+, −, ×, ÷) is called a string variable.) 2. T 3. F (PRINT command is used to display the output on the screen.) 4. F (RND is a special function that gives us a random number between 0 and 1.) 5. T 6. T

Chapter-7

A. 1. World Wide Web 2. HTML 3. Status bar 4. Domains 5. E-mail

B. 1. T 2. F (Download is to copy data from a local computer to a remote computer.) 3. T 4. F (E-mail is an electronic version of sending a letter.) 5. T

Chapter-8

A. 1. Virus 2. Pure Worm 3. Trojan Horse 4. Trojan Horses 5. But there have been some cases where the worm is located in the message body.

B. 1. T 2. T 3. F (A worm can appear as an object in itself.) 4. F (Most individuals realize that writing a virus is not ethically acceptable.)
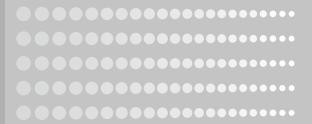
Smart Computer Learning-8

Chapter-1

A. 1. Network 2. Video calling 3. Network card 4. Networking
5. Bluetooth 6. Login security, rights security

B. 1. F (Different functions are done by nodes and servers.) 2. T 3. F (RJ-45 connector is used for establishing a connection.) 4. F (WAP stands for Wireless Application Protocol.) 5. T

Chapter-2

A. 1. Database 2. Datasheet, design 3. DBMS 4. report 5. Relational Database Management

B. 1. T 2. T 3. F (In MS Access, data redundancy is reduced.) 4. T 5. T

Chapter-3

A. 1. Rows, columns 2. Fields required, data type 3. Data types 4. 8 bytes
5. Primary key 6. save

B. 1. F (We can have a table of 255 columns and unlimited rows in MS Access.) 2. F (We cannot enter any type of data to any field in the table when once we define the data type to the field, because it will be treated as invalid entry.) 3. T 4. T 5. T

Chapter-4

A. 1. Queries 2. database 3. run 4. text, functions 5. last name

B. 1. T 2. F (Query can be created for a single table.) 3. T 4. F (Mix query is not a type of MS Access query.) 5. T

C. 1. Find records where the field is blank. 2. Find records where the state field is Delhi as well as records where the state field is Mumbai. 3. Find records where the value is less than or equal to 100. 4. Find records where that field is not equal to that value. 5. Find records where the value is greater than 50. 6. Find records that have a date in that field between 10/01/2016 and 28/02/2016. 7. Find records where first name starts with B. 8. Find records where the value is greater than or equal to 20. 9. Find records where the state field is Go. 10. Find records where the value is less than 85.

Chapter-5

A. 1. Instructions 2. Computational 3. Program code, graphically 4. top to down, left to right 5. finite

B. 1. T 2. F (Each step in flowcharts are represented using boxes and other shapes like arrows to indicate the processing and flow or sequence of steps.) 3. T 4. F (If the flowchart becomes complex, it is always better to use connector symbol to reduce the number of flow lines.) 5. T

Chapter-6

A. 1. Web browsers 2. <, > 3. header 4. _{and}, ^{and} 5. properties

B. 1. T 2. F (<hr> tab is used to draw the horizontal lines in HTML documents.) 3. T 4. T 5. F (<title> tag is used inside the header section.)

Chapter-7

A. 1. bgcolor, text 2. color, face, size 3. sequential 4. start 5. url

B. 1. T 2. T 3. F [The size value is integer value like 1, 2, 3, 4, 5, 6, 7 (1 for smallest and 7 for greatest font.)] 4. F (In an unordered list, each item has same leading symbol.) 5. T

Chapter-8

A. 1. <table>_ _ </table> 2. cellpadding 3. <table> 4. src 5. align

B. 1. T 2. T 3. F (The <th> element in table is same as the <td> element.) 4. T 5. F (The "alt" attribute is used to display the descriptive text whenever the mouse pointer moves over the image area.) 6. F (The anchor element is to be used to add links in a HTML document.)

Chapter-9

A. 1. Ray Tomlinson 2. E-mail program or E-mail client 3. 64 4. reliably 5. message 6. user

B. 1. F (The domain name should have no more than 254 characters.) 2. T 3. T 4. F (Incoming messages have subject lines that mean you can delete without opening.) 5. F (Storing data online means less large, space taking file cabinets, folders and shelves.) 6. T