

**Teacher's  
Manual**

**THINKING  
Machine**

**(A Text Book of Computer Education)**

**Class-1 to 5**

# Thinking Machine-1

## Chapter-2 (Computer... A Smart Machine)

### Practice Time

- A.** 1. (a)      2. (c)      3. (b)      4. (b)
- B.** 1. MACHINE                      2. TIME  
3. ELECTRICITY                      4. FUEL
- C.** 1. T    2. F    3. T    4. F
- D.** 1. Car                                      2. Sewing Machine,  
3. Washing Machine      4. AC

## Chapter-3 (Use of a Computer)

### Practice Time

- A.** 1. (a)    2. (c)    3. (b)    4. (c)
- B.** 1. book tickets    2. games    3. store      4. bills
- C.** 1. T    2. F    3. T    4. F
- D.** Do yourself.

## Chapter-4 (Parts of a computer)

### Practice Time

- A.** 1. (C)      2. (a)      3. (b)
- B.** 1. mouse    2. CPU      3. VDU      4. keys
- C.** 1. F    2. F    3. F    4. F
- D.** 1. monitor      2. keyboard      3. mouse
- E.** 1. mouse      2. monitor      3. keyboard  
4. printer

## Chapter-5 The Keyboard

### Practice Time

- A.** 1. (b)      2. (a)      3. (c)
- B.** 1. three    2. space bar    3. return    4. Number
- C.** 1. (c)      2. (a)      3. (d)      4. (b)
- D.** 1. caps lock key                      2. Enter key  
3. space bar                              4. alphabet keys

## Chapter-6 (Using a mouse)

### Practice Time

- A. 1. (c)      2. (b)      3. (a)
- B. 1. computer    2. small    3. draw    4. Double
- C. 1. T    2. T    3. T    4. F
- D. 1. mouse                      2. mouse pointer,  
3. index finger              4. middle finger

## Chapter-7 (Fun with paint)

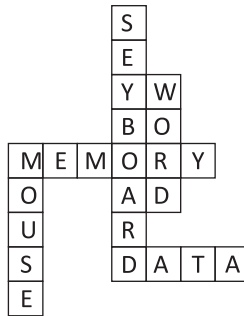
### Practice Time

- A. 1. (c)      2. (c)      3. (b)
- B. 1. F      2. T      3. T      4. T
- C. 1. DrawingArea    2. Ribbon    3. Paint button
- D. OVAL    RIBBON    PAINT    ERASER

## Chapter-8 (Data and Memory)

### Practice Time

- A. 1. T      2. T      3. T
- B.



## Chapter-9 (Storage in a computer)

### Practice Time

- A. 1. T    2. F    3. T
- B. 1. Hard disk    2. refrigerator    3. Bag
- C. 1. (d)    2. (c)    3. (b)    4. (a)

## Thinking Machine-2

### Chapter-1 (Computer... A Smart Machine)

#### *Practice Time*

- A. 1. (a)      2. (c)      3. (b)      4. (c)
- B. 1. decisions    2. tired    3. record    4. orders
- C. 1. F    2. T    3. F    4. T
- D. 1. (e)    2. (b)    3. (d)    4. (a)    5. (c)
- E. 1. A computer is a smart and versatile machine which runs on electricity. It is used to do different kinds of work. It needs our instructions to work.
2. a. A man can make mistakes.  
A computer never make mistakes.
- b. A man has feelings. for example, if you touch hot utensils, you will feel the pain.  
A computer has no feelings. For example, if it gets touch by the hot utensils, it will not react.
- c. A man does not need any order to work.  
A computer works on man's orders.
3. (a)  Teaching the students by using the computer as a teaching aid.  
 Keeping records of the students and teachers.
- (b)  It helps in managing records of customer's accounts.  
 It helps in withdrawing money through ATM.
- (c)  Doing medical tests and performing operations.  
 Find out the cause of a disease.
4. Computers are of different shapes and sizes.

#### ***Desktop computer***

- It is a computer which is kept on the desk.
- It occupies large space.

- ❑ It is difficult to move from one place to another because it is big in size and heavy.

### ***Laptop computer***

- ❑ Laptop is lighter than a desktop computer. We can keep it on our lap while working on it.
- ❑ It is small size.
- ❑ It can be easily carried away from one place to another.

### ***Tablet and smart phone***

- ❑ Tablets and smart phones are smaller than a laptop.
- ❑ It has a touch screen on which we can write using a special purpose pen or our fingers.
- ❑ They can be easily carried in our pockets.
- ❑ Always clean the computer with a soft and dry cloth.

## **Chapter-2 (Parts of computer)**

### ***Practice Time***

- A.** 1. (c)      2. (a)      3. (c)      4. (b)
- B.** 1. UPS      2. Computer      3. Digital Versatile Disc  
4. parts      5. mouse
- C.** 1. F      2. F      3. T      4. F      5. F
- E.** 1. a. Mouse                      b. CPU  
c. Monitor                      d. Keyboard
2. a. Mouse :
- ❑ A Mouse is a pointing device.
  - ❑ It has two or three buttons on it.
  - ❑ It is used to point, move and select any item on the computer screen or monitor.
  - ❑ A mouse also helps us to draw pictures and play games.
- b. Keyboard:

- ❑ A Keyboard has many buttons which are called keys.
  - ❑ A standard keyboard has 104 keys.
  - ❑ A keyboard is used for typing letters, words, numbers and special symbols.
3. (a) Uninterrupted Power Supply
  - (b) Central Processing unit
  - (c) Digital versatile disc
  - (d) visual display unit

### **Chapter-3 (Operating a Computer)**

#### ***Practice Time***

- A.** 1. (b)      2. (a)      3. (b)
- B.** 1. Smart    2. program    3. blue      4. UPS
- C.** 1. T    2. F    3. T    4. T
- D.** 1. (b)    2. (c)    3. (d)    4. (a)
- E.** 1. The smallest pictures on the desktop are called icons.
2. The thin bar of the bottom of the desktop is called taskbar.
3. Windows is the most popular program that make the computer work.
4. After switching ON, the first screen that you see on the computer is known as desktop.
- E.** Icon                      Desktop                      start  
button                      taskbar

### **Chapter-4 (Working of a computer)**

#### ***Practice Time***

- A.** 1. (a)      2. (b)      3. (b)
- B.** 1. instructions                      2. three
3. mouse and keyboard              4. processing
- C.** 1. F    2. T    3. T    4. F
- D.** 1. A computer works in the three basic steps. It gets instructions (input) from the user, understands and

processes the instructions (process) and then displays the result (output). This is known as I-P-O cycle.

2. The data and instructions that we enter into the computer is called input. We input data using keyboard and mouse.
3. Working on data is called processing.

## **Chapter-5 (The keyboard and its functions)**

### ***Practice Time***

- A.** 1. (b)      2. (b)      3. (c)      4. (a)
- B.** 1. return      2. numbers      3. Arrow  
4. capital      5. backspace
- C.** 1. T    2. F    3. T    4. T    5. T
- D.** 1. Backspace key    2. Delete key    3. Arrow key  
4. space bar      5. Enter key
- E.** 1. a. Alphabet keys      b. Number keys  
c. special keys
2. This key acts like an eraser.  
This is used to erase the characters on the left side of the cursor.
3. There are 26 alphabet keys from 'A' to 'Z' on the keyboard which are used to type letters, words and sentences. Alphabet keys are arranged in the following way.

## **Chapter-6 (More About a Mouse)**

### ***Practice Time***

- A.** 1. (a)      2. (b)      3. (b)      4. (c)
- B.** 1. cord      2. mechanical      3. click,  
4. Double-clicking    5. left
- C.** 1. T    2. F    3. T    4. T    5. T
- D.** 1. Pressing the left mouse button  
2. moving an item    3. An arrow    4. scroll mouse
- E.** 1. A mouse is a pointing device attached to the computer.







- ❑ Bring the mouse pointer on the drawing area.
- ❑ click and drag the pointer to draw a line.
- ❑ Move the pointer to the point where you want to add a curve.
- ❑ click and drag the line to draw a curve.

## Chapter-9 (Introduction to Tux Paint)

### *Practice Time*

- A.** 1. (b)      2. (a)      3. (c)      4. (c)
- B.** 1. Tux paint    2. Canvas    3. Eraser    4. Text
- C.** 1. F    2. T    3. T    4. T
- D.** 1. Tux paint is a free drawing and paint program designed for children. It has many ready-made tools that help you to make beautiful drawings.
2. a. click on start button.  
b. click on all programs.  
c. click on Tux paint.  
d. choose Tux paint (windowed option).
3. ❑ Select stamp tool.  
❑ from sub-tool box, select the stamp of your choice.  
❑ stamp on your drawing.  
Now you can see that your drawing is stamped.
4. Text tool is used to add text into your drawing. follow the given steps.
- ❑ select Text tool and move the pointer to drawing area.
  - ❑ shape of the pointer will change into I.
  - ❑ type the text.
  - ❑ Many fonts and styles of the text are available in sub-toolbox, you can choose any.

## Thinking Machine-3

### Chapter-1 (Parts of computer)

#### *Practice Time*

- A.** 1. (b)      2. (c)      3. (c) 4. (a) 5. (b)
- B.** 1. three      2. keys      3. CPU  
4. store      5. garbage in garbage out
- C.** 1. F    2. T    3. F    4. T    5. T
- D.** 1. garbage in garbage out    2. cathode ray tube  
3. visual display unit      4. liquid crystal display  
5. arithmetic logic unit      6. light emitting diode
- E.** 1. We can write letters, watch mails check spellings, do calculations, draw pictures, play games, listen to music and can store informations etc., on a computer.
2. Input: In put means putting information into the system. You enter data into the computer and instruct it what to do with that data. This data is called input. We can enter numbers, words, pictures etc. as input.  
Processing: This stage involves doing something with the information. The computer works on the entered data and given instructions to produce the desired result. This process is called processing.  
Output: This stage involves displaying results. When the data is processed in a CPU, then the computer displays the result and stores it for later use. this result is called output.
3. **KEYBOARD:** A keyboard is an important part of a computer. It clasely resembles a type writer. We enter informations and instructions into the computer through keyboard. The small buttons on the keyboard are called keys.  
**MONITOR:** A monitor looks like a TV screen. It is also known as VDU (visual display unit). the work which you do on a computer can be seen on the monitor. The

information displayed on monitor screen is called soft copy.

CPU: A computer processing device is the part of the computer that receives input, processes the input and gives output. The central processing unit or CPU is the main processing unit of computer system. It is often called brain of the computer.

4.
  - a. SPEED : time taken to perform any task is called speed. computer works very fast. so it has very high speed. it can do millions of calculations in a second.
  - b. ACCURACY: computer is an accurate machine. It works on the garbage in garbage out (GIGO) principle. It means if you give correct input, computer will always gives you a accurate result.
  - c. DILIGENCE: The capacity of performing repetitive work without getting tired is called diligence. Computer can work continuously for many hours without getting tired or board.
  - d. RELIABLE: Modern computers are reliable. They do not malfuction easily.
5.
  - ❑ It needs instructions from the users. It cannot think and take decision itself.
  - ❑ It cannot take care of itself like human-being do.
  - ❑ It is costly machine.
  - ❑ It depends on electricity. If there is no electricity. it cannot works for a long.

F. printer.

## Chapter-2 (Hardware and software)

### *Practice Time*

- A. 1. (a) 2. (c) 3. (c) 4. (b) 5. (b)
- B. 1. system and application 2. storage devices  
3. hardware 4. typing 5. work

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

D. 1. Hardware refers to the physical elements of a computer. All the parts of a computer that we can see and touch are called Hardware.

We can divide the computer's hardware into three categories: Input, output and storage devices.

2. input device: These devices are used to give input to the computer. Some input devices are as follows:

keyboard, mouse, microphone, scanner, joystick, webcamera

output devices: The devices which are used to display the data, information and result are called output devices, e.g., monitor, speaker, printer etc.

storage device: The device which are used to store data are called storage devices. The computer has many types of data storage devices hard disk, CD, pen drive DVD are some common storage devices.

3. Computer hardware is any physical device, something that you are able to touch, and software is a collection of instructions installed into the computer and cannot be touched. Computer is made up to hardware components. To use computer, software is needed. If either one is not working properly, you can't use computer smoothly.

4. System software controls and manages the overall activities of a computer system. It acts like a manager system. Software includes operating systems, device drivers, diagnostic tools etc.

5. The application software is a software that helps us in doing some specific works such as web browsing, word processing. Application software are of various types that helps in performing specific types of tasks.

F. 1. speakers 2. word processing

## Chapter-3 (TUX Paint)

### *Pracitce Time*

- A.** 1. (a) 2. (c) 3. (c) 4. (b) 5. (c)
- B.** 1. drawing 2. starters 3. Line  
4. fill 5. brush tool
- C.** 1. T 2. F 3. T 4. T 5. T
- D.** 1.  TUX Paint is a free software.  
 TUX paint has a drawing mascot/which help you to know more about Tux paint.  
 while selecting any tool sound effects are played.  
 With the help of large variety of tools, children can show their creative skills.
2.  click on the magic tool.  
 The pointer will change to magic wand.  
 Now, you will give a magical effects to your drawing.
3. stamp tool is used to put a stamp and add images to your drawing. TUX point has some inbuilts stamps. We can see various categories of stamps in the sub-toolbox.
4. This tool is used to fill colours in an object.
5. To open a saved file, follow the given steps:  
 click on the open tool. You will see all the images saved in the TUX paint till date.  
 click the image that you want to open.  
 click on the open button.
- F.** Grass effect tool.

## Chapter-4 (MS Window 7: An operating system)

### *Practice Time*

- A.** 1. (a) 2. (c) 3. (a) 4. (c) 5. (b)
- B.** 1. GUI 2. Bill Gates 3. windows 10  
4. start button 5. october 2009
- C.** 1. T 2. F 3. F 4. T 5. T

D. 1. (d) 2. (e) 3. (b) 4. (a) 5. (c)

E. 1. Microsoft Windows 7 is the most popular operating system, which was developed by Microsoft Corporation, USA. It is used both at home and for business purposes. It was released commercially in October 2009.

features of Windows:

- ❑ It is based on the Graphical User Interface (GUI). This means the user gives input to the computer by clicking on small graphics on the screen.
  - ❑ It is very easy to use.
  - ❑ It has small pictures, called icons. On clicking these icons you can do different things.
  - ❑ Programs are arranged in different files, folders and directories.
2. ❑ Icons refer to the small pictures on the desktop. They represent files, folders, programs etc. You have to double-click on the icon to open it.
- Most common icons found on the desktop are computer, recycle bin, network, Internet Explorer, etc.
- computer: This icon is used for exploring your computer. By double-clicking on it, you can see all the files and folders on the computer.
- ❑ Recycle bin: When you delete any file or folder, it goes to a trash bin called the recycle bin. You can see these files by double-clicking on it.
3. To change desktop background, follow the steps given below.
- ❑ Right-click over the blank area of desktop.
  - ❑ Select personalize option.
  - ❑ Select desktop background from the bottom of the box.

4. To Change the screen saver, follow the steps given below:
  - ❑ right click on the blank area of the desktop.
  - ❑ click on the personalize option. A shortcut menu appears A window showing different themes appears.
  - ❑ click on the screen saver option. The screen saver setting dialog box will appear.
  - ❑ select the desired screen saver from the screen saver drop down box. A mini preview of the screen saver will be displayed in the preview box.
  - ❑ set the time in wait box as per your need. Use the up arrow to increase the time and the down arrow to decrease.
  - ❑ click on OK.
5. To shut down your system, follow the given steps.
  - ❑ click on the start button.
  - ❑ select the shutdown option.
  - ❑ The system will take a few seconds to shut down.

**F. Icons**

## **Chapter-5 (Fun with Paint)**

***Practice Time***

- A.** 1. (b) 2. (a) 3. (a) 4. (b) 5. (a)
- B.** 1. flipping 2. editing and printing,  
3. free-form 4. ctrl-v, 5. Dragging
- C.** 1. T 2. F 3. T 4. T 5. F
- D.** Magnifier fill with color  
text eraser  
dropper rectangular selection  
pencil line
- E.** 1. MS paint Microsoft paint is an application software used for creating, editing and printing images. In previous class, you have already learnt how to make



simple drawings using some of the paint tools. Now will learn some more tools.

FEATURES: MS paint program is used for creating, editing and printing pictures. In MS paint program you can draw different objects like cartoons, pictures, maps etc . It is also used to view and edit scanned pictures.

2. click on start button, click on all programs option, click on accessories, click on paint.
3. Flipping means to turn the picture left to right or upside down. There are 'flip vertical' and 'flip Horizontal' options. Flip vertical flips the picture upside down. flip horizontal is used for creating the mirror image of a picture.

to use flip feature, follow these steps.

- ❑ Draw a picture.
  - ❑ select the drawing or some portion of it.
  - ❑ click on flip button.
  - ❑ choose the type of flip you want in your drawing.
4. copy and paste feature is used to make the duplicate image of your drawing at another place in drawing at another place in drawing area. follow the steps to copy and paste the image from one area to another area:
    - ❑ click on the home tab.
    - ❑ click on select. select the image by dragging the mouse over it.
    - ❑ click on copy.
    - ❑ click on paste.
    - ❑ Now place the mouse pointer on the selected image and drag it to anywhere the drawing area. The duplicated image will appear in the drawing area.
  5. Selection is of two types.
    - ❑ Rectangular selection

- ❑ free-form selection

RECTANGULAR SELECTION: Rectangular selection is used to select a regular portion of an image.

FREE-FORM SELECTION: free-form selection is used to select irregular portion of an image.

## Chapter-6 (Microsoft Word 2010)

### Practice Time

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

B. 1. word processing 2. MSOffice,  
3. Document area 4. Document  
5. Application

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

D. 1. A word is an application software that helps us to type, edit and format text. The process of typing and using a word processor is known as word processing. MS word, notepad, wordpad, page maker are same word processing software.

2. MS word is a popular word processor because of the following reasons:

- ❑ We can keep the document error-free by using spelling and grammar feature.
- ❑ We can save the text for future use.
- ❑ we can type text as well as add pictures to a document.
- ❑ we can print a part of the document, or the entire document.

3. To create a new document, follow the given steps:

- ❑ click on the file tab.
- ❑ click on the new option.
- ❑ select blank document under available templates.
- ❑ click on create button. The new document area appears that gives you blank space to work.

4. To take the print-out of a document, follow the steps given below:
  - ❑ In the file tab, click on the print button.
  - ❑ The print dialog box will appear. type the number of copies you want to print.
  - ❑ Now, click on the ok button. It will get your document printed.
5. To exit MS word 2010, follow the steps given below:
  - ❑ click on the file tab.
  - ❑ click on the exit button.

## **Chapter-7 (Log on to Logo)**

### ***Practice Time***

- A.** 1. (c) 2. (a) 3. (a) 4. (b)
- B.** 1. seymour pappert 2. commander window  
3. Main screen 4. enter 5. turtle
- C.** 1. (e) 2. (c) 3. (d) 4. (b) 5. (a)
- D.** 1. Logo is a simple computer language. Logo stands for logic oriented graphic oriented. It is also called as the language of graphic oriented. it was developed in late 1970s and early 1980 by a team by seymour pappert. We can use logo to:
  - ❑ Display text messages.
  - ❑ Draw simple shapes and designs.
  - ❑ do arithmetic calculations.
  - ❑ print the text.
2. To open MSW Logo, follow the given steps :
  - ❑ click on start button
  - ❑ click on all programs option.
  - ❑ click on Microsoft windows logo.
  - ❑ select the microsoft window logo.
3. Logo screen is splitted into two parts:
  - a. main screen
  - b. commander window

main screen: It is the main window of logo to draw pictures. it is also called the graphics screen. Here, you will find a small triangle in the centre of the screen. It is called the turtle.

commander window: It is a small area. Here we type commands. Enter key is pressed to run the commands.

4. forward (fd): It moves the turtle ahead in the direction along its head.

Back (BK): It moves the turtle backward in the direction along its tail without turning its head.

Right (RT): Turtle can move in any direction. turtle head turns towards the right hand on right primitive command. It needs the number of degrees, to know the angle of turn.

Left (LT): Turtle turns towards left hand side i.e. in an anti-clock wise direction on left primitive command. Turtle can be moved from 0 to 360 .

5. main screen: It is the main window of logo to draw pictures. it is also called the graphics screen. Here, you will find a small triangle in the centre of the screen. It is called the turtle.

commander window: It is a small area. Here we type commands. Enter key is pressed to run the commands.

- E. Raman can click on execute button present in commander window to run logo commands.

## Chapter-8 (Using Primitives)

### *Practice Time*

- A. 1. (b) 2. (c) 3. (c) 4. (c) 5. (c)
- B. 1. PU 2. reappear 3. PE 4. Seth
- C. 1. T 2. T 3. T 4. F 5. T
- D. 1. CLEAR SCREEN (CS): clear screen primitive is used to clear the picture drawn on the main screen. It brings the turtle back to the center of the screen. Method: Type clear screen or CS.

CLEAR TEXT (CT): Clear text or CT command removes the list of commands from the commander window.  
Method: Type CT.

CS CT: Using the CS CT primitives together will clear whatever is drawn on the main screen and the commands in the commander window. It will also bring back the turtle to its home position.

3. (HT): It makes the turtle disappear from the screen to have a clear view of the drawing. method: type HT .

(ST): This command makes the turtle reappear on the screen.

4. PEN UP (PU): This primitive is used to tell the turtle to lift up the pen from the screen.

PEN DOWN (PD): The pen down or PD command puts down the pen. This primitive is used to start drawing again after giving the PEN UP primitive.

PEN ERASE (PE): If you have a wrong line while making any drawing, you may erase it easily by typing PEN ERASE or PE command and moving the turtle on that path.

5. This command is used to turn the head of the turtle in any direction without using the LT or RT commands.

E. He should use CS CT command.

# Thinking Machine-Book-4

## Chapter-1 (Input and output Devices)

### *Practice Time*

- A.** 1. (c) 2. (a) 3. (c) 4. (c) 5. (c)
- B.** 1. I-P-O 2. Light pen 3. Plotter  
4. ALU 5. CPU
- C.** 1. T 2. F 3. T 4. F 5. T
- D.** 1. Central processing unit  
2. Optical character recognition  
3. Arithmetic and logical unit  
4. memory unit  
5. control unit

- E.** 1. The devices which is used to enter data and instructions are called input devices. The most commonly used devices are keyboard, mouse and microphone.

**KEYBOARD:** A keyboard is one of the most common input devices which is used for typing words and numbers. It has many buttons or keys with numbers, letters and symbols marked on them.

**MOUSE:** mouse allows you to give input by using pointing, clicking, double clicking and dragging actions. A mouse is used to draw pictures and play games. It is also used to control the movement of a pointer.

2. **MONITOR:** Monitor (also known as visual display unit) shows the work done by the computer. It looks like a television. The output that we get on a monitor is called the soft copy.

**SPEAKERS:** speakers are used to generate sound as an output. Some speakers are built inside the system unit and some are attached from outside. You can listen to music on a computer using speakers.

**PLOTTER:** plotter is used take large printouts of drawing onto paper sheets.

3. The CPU does all the calculations of the computer. It works (or process) on the input data and converts it into desired output (or information). The CPU consists of three parts: The control unit (CU), the Arithmetic and logical unit (ALU) and the memory unit (MU).

INPUT DEVICE                      OUTPUT DEVICE

4. DOT MATRIX PRINTER: IT works like a type write and creates impressions by hstriking on the paper. It is very noisy.

INKJET PRINTER: It sprays droplets of ink on paper to form text and graphics. It can print both coloured as well as black.

LASER PRINTER: It user laser beams and dry ink to print. It is very fast and gives high quality output. It is mostly used in publishing house.

5. All the physical devices that can be seen and touch are called hardware devices. They can be divided further into four categories:

- ❑ Input devices,                      ❑ devices
- ❑ output devices                      ❑ storage devices

Software is a set of instructions that make a computer work. software can be further divided into two categories.

- ❑ system software                      ❑ application software

- F. Joystick, Mouse

## Chapter-2 (Memory and Storage)

### *Practice Time*

- A.** 1. (a) 2. (b) 3. (c) 4. (b) 5. (c)
- B.** 1. Pen-drive                      2. Blue-ray disk
3. CD                      4. Auxiliary memory
5. hard disk
- C.** 1. T 2. T 3. F 4. T 5. F
- D.** 1. Random Access Memory 2. Read only Memory

3. Compact disk
  4. Digital versatile disk
  5. central processing unit
- E.**
1. The data and instructions that are entered into the computer system through input devices are to be stored inside the computer in some storage media. A computer has a huge storage capacity. This storage media is known as memory. The computer is of two types:
    - ▣ Internal memory or primary memory
    - ▣ External memory or secondary memory
  2. **INTERNAL MEMORY:** Internal memory is the main memory of the computer. It is present on the mother board. The data stored in internal memory is erased when the computer is turned off. It is also known as primary memory. Primary memory is of two types: RAM and ROM.
 

**EXTERNAL MEMORY:** The external memory or secondary memory is used to store data permanently. The data and information is not lost even when the computer is switched off. It is also known as Back up memory or Auxiliary memory. All the storage devices are attached to the computer's secondary memory.
  3. A hard disk is a data storage device that uses magnetic storage to store information. A hard disk stores large amount of information and data. This is also the main storage device of the computer. It provides relatively quick access to large amounts of data. The hard disk is located inside the CPU. Nowadays hard disk can store up to 2 TB to 5TB of data.
  4. (a) **RAM (RANDOM ACCESS MEMORY):** It is used for holding the data temporarily while the computer is working. All the data stored on the RAM gets erased when the computer is turned OFF. RAM can transfer data to the CPU at a very high speed and



allows it to write and rewrite any number of times.

**ROM (Read only memory):** It holds the instructions given by the manufacturer to operate the computer. It is a permanent memory. Instructions stored on ROM do not get erased when the computer is turned off. When you switch ON a computer, the first thing it does is to read instructions from the ROM chip. These instructions enable the computer to start itself.

- (b) **DVD:** DVD stands for digital versatile disc. It is an optical device used for storing data, recording made with high video and sound quality. It was developed by philips and sony in 1995. It can store any kind of digital data. DVD is simialr to CD in shape and size but can store a huge amount of information. The storage capacity of a DVD varies from 4.1 GB to 17 GB.

**blu-ray disk:** Blu-raY disk is a digital optical disc data storage format. It is similar to a DVD but has more storage capacity than a DVD. It can store 25 GB data on its single side and 50 GB on its dual side. Mainly high quality video files and video games are stored in the blu-ray disk. The name blu-ray disk obtained from the blue-violet laser.

- 5. **Pen Drive or Flash Drive:** A pen drive or flash drive is a data storage device that includes flash memory with an integrated USB interface. These are portable, removable and re-writeable device. It is a plug and play device. It is used for copying and moving data from one computer to another. Their storage capacity ranges from 1 GB to 1 TB. They have more compact shape, operate fast and hold a large amount of data.

**Multimedia Card:** It is a memory card standard used for solid storage. It was developed by san disk and siemens AG in 1997. It is used as a storage medium for portable

devices like mobiles, digital cameras and music players in a form that can easily be removed for access by a computer. It is also used to transfer image, music files and video files into a computer through a USB cable connected to a computer.

F. pendrive

### Chapter-3 (More on Windows 7)

#### *Practice Time*

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

B. program used	extension
Microsoft powerpoint	.pptx
microsoft word	.docx
notepad	.txt
microsoft Excel	.xlsx
Microsoft Access	.accdb

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

E. 1. Windows is an operating system, which helps the computer to run. Once the computer is started, the set of commands or software which gets loaded and operates is called operating system. An operating system controls the overall activities of the computer. There are many types of operating system such as windows, Linux, Unix etc.

Windows is a graphical user interface [GUI] between a computer and its user.

2. WINDOWS 7 TASKBAR: The taskbar of windows 7 is more flexible and application oriented. You can pin your favourite programs on the taskbar for easy access.

EASY TO USE: Windows 7 is very easy to use. It works the way that you want and makes new things possible.

SEARCHING MADE EASIER: You can quickly search more things in more place in your computers.

3. FILE: A file is a collection of related information. There

are different types of files depending on the type of information they contain. for example, program files, image files, text files, music files etc.

**FOLDER:** A Folder is a place where many files are stored. In other words, files are contained in a folder. Folder are used to classify files in a computer. A collection of related files can be grouped into a common folder. You can name a folder just as a file is named. A folder can contain files as well as folders. The folder inside a folder is called a sub folder.

4. To rename a file or folder follow the steps given below.
  - ❑ Select the file or folder that is to be renamed.
  - ❑ Right-click the mouse button and select the Rename option.  
Now, type the name that you wish to give to the file or folder.
5. To move a file or folder form one place to another, follow the steps given below.
  - ❑ Select the file or folder to be moved.
  - ❑ Right click the mouse . A menu appears.
  - ❑ click on cut option.
  - ❑ select the location where the file is to be moved.
  - ❑ Now right click the mouse and click on the paste option. The file is moved to a new location.
- F. To rename a file or folder follow the steps given below.
  - ❑ Select the file or folder that is to be renamed.
  - ❑ Right-click the mouse button and select the Rename option.  
Now, type the name that you wish to give to the file or folder.

## Chapter-4 (Tux Paint)

### *Practice Time*

- A. 1. (a) 2. (c) 3. (b) 4. (c) 5. (a)

- B.** 1. Noise            2. Drip magic            3. Bill Kendrick,  
4. Foam            5. Waves
- C.** 1. T    2. T    3. F    4. F    5. F
- D.** 1. (b)    2. (a)    3. (d)    4. (e)    5. (c)
- E.** 1.  click on tool shapes tool.  
 select the rectangle from the sub-tool box.  
 You can choose either a Blank rectangle or a filled rectangle.  
 Now, bring the mouse pointer to the drawing area.  
 click and drag the mouse. select the desired size and release the left mouse button when you have complete the rectangle. Read the instructions given by the penguin.  
 You can see a spun arrow on the drawing area which is used to spin the arrow any direction to spin the rectangle.  
 Once you are done, click on the drawing area to see the final image.
2. Drip magic tool is used to give dripping effect to your drawing. To use this tool, follow the steps given below.  
 Open a new file in TUX paint. select a red background.  
 select the text tool and write the text: "Hi! I am navit jain".  
 click on magic tool and select the drip effect from the sub tool box.  
 Drip the magic wand over the text to add dripping effect to it.  
 Now do serve the text.
3. This tool is used to add foam effect in your drawing where you want. As you see at your home your mother washing clothes whenever she adds washing powder to the water, you see lots of foam. This tools gives same effects.

4. Grass effect is used to draw grass in the drawing.
5. Noise effect: Noise effect is used to add white noise to your drawing. sometimes while watching TV, the TV signals disappears. And on the screen thousands of black and grey dots appears on the screen with noise. That is called the Black noise. White noise is a mixture of grey, blue, white and maroon dots.  
Smudge Effect: This effect icon is used when we draw water bodies in our drawing. It is used to mix two different objects smoothly.
6. WAVE EFFECT: Wave effect is used to wiggle any picture side to side (Horizontal). To use this effect, follow the steps given below.
  - ❑ Open a new file with any colour background. Here we take cyan colour.
  - ❑ click on the paint tool and select the waves effect from the sub tools box.
  - ❑ Now click on magic tool and select the desired waves effect from the sub tool box.
  - ❑ click on the screen to get the desired waves effect.
 Smudge Effect: This effect icon is used when we draw water bodies in our drawing. It is used to mix two different objects smoothly.

## **Chapter-5 (Editing Text In MS Word 2010)**

### ***Practice Time***

- A.** 1. (c) 2. (b) 3. (c) 4. (b) 5. (b)
- B.** 1. microsoft office 2. ctrl+N 3. Redo  
4. Editing 5. The saurus
- C.** 1. T 2. F 3. F 4. T 5. T
- D.** 1. (b) 2. (e) 3. (a) 4. (c) 5. (d)
- E.** 1. MS word is the most popular word processor because of the following features.
  - ❑ It also offers you the facility of grammar and

spelling check in your document.

- ❑ It helps to create the edit text files, letters, books, reports, newsletters, bills and notifications, etc.
  - ❑ It provides option to modify your matter while typing and after typing.
  - ❑ The graphics, diagrams, pictures, etc. are also very easy to draw and insert with the help of different tools.
  - ❑ options for using colour, border, font size, style, etc. are also available to make your text presentable and impressive.
  - ❑ The text can be copied and moved from one area to another.
2. ❑ A word: double-click on the word.
- ❑ A sentence: hold down the ctrl key and click anywhere on sentence.
- ❑ A paragraph : triple-click anywhere in the paragraph.
- ❑ A complete document: Go to home tab choose the select All option in the editing submenu.
3. **COPYING TEXT:** Text can copied anywhere on the screen from one file to another. This feature helps in reducing your time and effort in typing. copy option duplicates the text.
- MOVING TEXT:** Move feature is similar to copy feature, except that it removes the text from its original place.
4. ❑ click on the review tab.
- ❑ click on spelling & Grammer from the proofing group.
- ❑ The spelling and Grammar dialog box appears with the wrong spelling highlighted in red and with a list of suggestions.
- ❑ select the required word from the list and click on OK button.

5. Thesaurus feature of MS Word help to improve our vocabulary by providing a list of antonyms (words with opposite meaning) and synonyms ( words with similar meaning).
- F.** To move text from one place to another, follow the given steps.
- ❑ select the text, make sure that Home tab is selected.
  - ❑ from the Home tab, locate the clipboard panel and click on the cut button.
  - ❑ Position the cursor at the desired location where the text is to be placed.
  - ❑ check the clipboard panel, select the paste button. The text will appear at the new position.

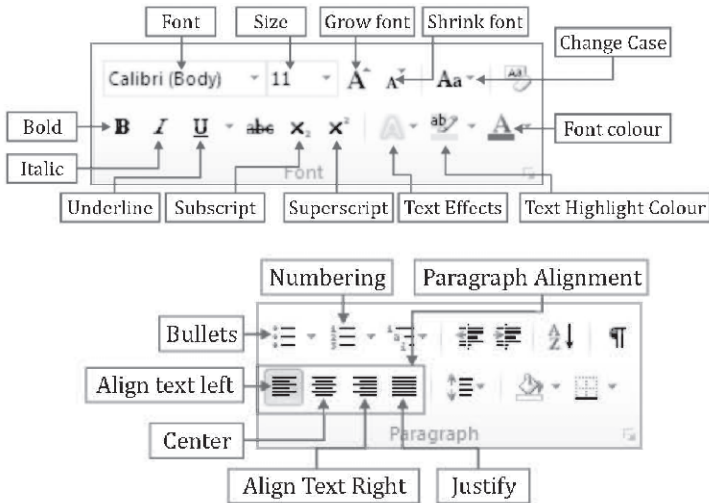
## **Chapter-6 (Formatting Text in MS word 2010)**

### ***Practice Time***

- A.** 1. (b) 2. (a) 3. (a) 4. (b) 5. (a)
- B.** 1. Highlighting 2. Bullet 3. Line spacing  
4. paragraph 5. Italic
- C.** 1. T 2. F 3. T 4. F 5. F
- D.** 1. Formatting means changing and arranging text in a document to make it attractive.  
The formatting of text includes:
- ❑ changing font type, size and colour, \* text alignment,
  - ❑ Highlighting text      ❑ setting margins
  - ❑ changing font style      ❑ Line spacing,
  - ❑ creating bulleted or numbered lists,
  - ❑ changing case
2. Font is the look and shape of the letters of the text. There are , many fonts available in MS word 2010. To change the font of the text, follow the given steps:
- ❑ select the text to change the font.
  - ❑ click on the home tab.

- ❑ click on the drop-down list arrow of the font command.
- ❑ choose the font type from the list and click it to apply on the selected.

3.



4. To apply border and shading, follow the given steps.

- ❑ select the text to apply the border and shading the text.
- ❑ click on the home tab.
- ❑ click on the drop-down arrow next to the border button in the paragraph group.
- ❑ click on the width section to choose the line width.
- ❑ choose the paragraph option from the drop-down list of apply to section and select the paragraph option.
- ❑ click on OK button.

5. Alignment refers to the positioning of text on a page. We should set the alignment before we begin typing. We can also select an entire document and then change the alignment of text.

F. He should use the numbered list.



## Chapter-7 (Drawing And calculation in Logo)

### Practice Time

- A.** 1. (c) 2. (a) 3. (b) 4. (b) 5. (a)
- B.** 1. Home 2. Primitives 3. BYE  
4. Enter 5. LGO
- C.** 1. T 2. T 3. T 4. F 5. F
- D.** 1. Logo is a computer language which stands for logic oriented graphics oriented. It is a simple programming language in which functions like drawing, typing text and performing calculations.

The commands in logo are also, known as primitives.

2. To start Logo, follow the steps given below.
- ❑ click on the start button.
  - ❑ click on the All programs option.
  - ❑ click on the microsoft windows Logo.
  - ❑ click on the microsoft windows logo option.
  - ❑ The Logo window screen will appears on the screen.
3. Repeat command allows you to repeat set of different commands several times without typing them again and again.
- syntax: Repeat No. of times of repeat [commands]
4. You can also perform calculations in Logo. The PRINT command is used to perform four arithmetic operations.

#### RULES TO FOLLOW:

- ❑ After typing print command, leave one space and them type the number with the desired operator (s).
- ❑ All the arithmetic operators take into inputs.  
SUM: This function is used to add two or more numbers and display the result. Instead of giving '+' sign between the numbers, a space should be

given between the numbers.

**DIFFERENCE:** This command is used to subtract two numbers. Instead of giving the '-' sign between two numbers, type PRINT DIFFERENCE, followed by two numbers with a space between them.

5. **LESS THAN (<):** This command compares two numbers. If the number on the left side of the operator is less than the number on the right side. Logo displays the result as 'true'. Otherwise, the result will be displayed as 'false'.
- EQUALS (=):** This command compares two numbers and checks whether both numbers are equal or not. The result of comparison is either true or false.

## **Chapter-8 (Microsoft Power point 2010)**

### ***Practice Time***

- A.** 1. (b) 2. (c) 3. (c) 4. (b) 5. (a)
- B.** 1. presentation 2. slide show 3. title  
4. .pptx 5. ctrl+s
- C.** 1. F 2. T 3. F 4. T 5. T 6. F
- D.** 1. A presentation is an effective tool to display information on any particular topic in an organized way. It is a systematic display of information along with text, pictures, charts, diagrams, audio and video. All these are displayed together on the screen.
2. To start MS power point 2010, follow the given steps.
- ❑ click on the start button.
  - ❑ click on the All programs option.
  - ❑ click on the Microsoft office suite.
  - ❑ click on the microsoft office power point 2010.
3. To create a new presentation, follow the steps given below.
- ❑ click the file tab.
  - ❑ click on the new option.

- ❑ select blank presentation under available templates and Themes.
  - ❑ click on the create button.
4. You can close a presentation and exit from powerpoint by clicking the exit button on the Title bar. You can also go to file tab and click on close option.
5. To insert a table in MS powerPoint, follow the steps given.
- ❑ click on the insert tab.
  - ❑ click on the table from tables group.
  - ❑ click on the Insert table option. The insert table dialog box is displayed.
  - ❑ select the dimensions of the table, i.e. number of rows and columns.
  - ❑ After selecting, click on it. the table is inserted.
6. To save a presentation, follow the given steps:
- ❑ click on file tab. the backstage view appears.
  - ❑ click on save as option. The save as dialog box appears.
  - ❑ Type the name of your presentation, e.g, 'My name is Akshay' in the file name box.  
Then, click on the save button.
7. To open an existing presentation, follow the steps given below:
- ❑ click on the file tab option.
  - ❑ click on the open option. The open dialog box will appear.
  - ❑ Go to the location where you have saved the file. Select the file.
  - ❑ click on the open option.  
The existing presentation appears on the screen.
- F. She can make her presentation in microsoft power point 2010.

## Chapter-9 (Introduction to Internet)

### Practice Time

- A.** 1. (a) 2. (c) 3. (a) 4. (a) 5. (b)
- B.** 1. Arpanet 2. Sabeer bhatia 3. web server  
4. URL 5. Web browser
- C.** 1. T 2. T 3. F 4. T 5. T
- D.** 1. Advanced research projects agency network.  
2. International network  
3. world wide web  
4. uniform resource locator.
- E.** The first network of computers known as ARPANET was set up in 1969 by defense department of USA. ARPANET stands for advanced research projects agency network. It was developed to share information of research and development in science and technology.
2.  You can perform banking operations.  
 you can update your knowledge.  
 you can check your results.  
 You can send and receive messages (text, images, sound, videos) anywhere and anytime.  
 You can update your knowledge.  
 You can buy online tickets of railway, airline or movie tickets.  
 You can also read books, magazines, newspapers etc.
3. To connect your computer with internet you need the following hardware and software.
- A multimedia computer.
  - A telephone line to connect the computer to other computer all over the world.
  - A modem to connect the computers to the telephone line.

- ❑ A web browser like Google chrome, opera, Internet Explorer etc.
  - ❑ An ISP account given to you by in internet.
4. to search any information on the search engine, follow the given steps.
- ❑ connect to the internet.
  - ❑ open any web browser like google chrome, mozilla firefox etc.
  - ❑ open any search engine. E.g. Google.
  - ❑ type anything that you want to search. For example: 'founder of Google' and press the search button.
  - ❑ List of web sites will display on the screen.
  - ❑ on the link and read the information provided.
5. **WEB SERVER:** A web server is a computer system that hosts websites. It runs web server software which are connected to the Internet.

**WEBSITE:** A website is a collection of related webpages that provide information about many things such as a person, business organization, educational and games institutes. A website is like a book that contains many pages.

**WEB BROWSER:** A website opens in a special software or program known as web browser. A web browser allows you to view all the beautiful pictures, 3 D images, videos and animations present in the website. Google chrome, mozilla fire fox, opera Internet Explorer are some popular web browsers.

**URL:** URL stands for uniform resource locator. A URL is a unique address of a website on the Internet. To view a website, you type its URL in the address bar of the web browser's window.

# Thinking Machine-5

## Chapter-1 (Evolution of computers)

### Practice Time


- A. 1. (c) 2. (a) 3. (c) 4. (c) 5. (c)
- B. 1. Mark-1 2. Laptop 3. Charles Babbage  
4. Reynold B. Johnson 5. PARAM
- C. 1. F 2. T 3. T 4. F 5. T
- D. 1. (c) 2. (a) 3. (b) 4. (e) 5. (d)
- E. 1. MINI COMPUTER: They emerged in 1960. They are bigger in size than micro computers.





Since, they have more power as compared to micro computers, they can be used many people at one time.

### MAINFRAME COMPUTERS:

- ❑ They are bigger and more powerful than mini computers.
  - ❑ They have very large storage capacity.
2. ❑ It was the first mechanical device invented for doing calculations.
- ❑ It was invented by Egyptians, about 5000 years ago.
  - ❑ It was used in china for counting.
  - ❑ It was used for doing mathematical calculations like addition, subtraction, multiplication and division.
  - ❑ An abacus consists of a wooden frame. The rods have beads which can slide along the rods. The upper part is called the Heaven and the lower part is called the Earth.

3.

Generation Period	Circuitry	Features	Language	Examples
1st Generation Computer (1957-1971)	 Vaccum tubes	Large size Worked slowly Generated lot of heat	Machine and Assembly language	ENIAC, EDVAC, UNIVAC

2nd Generation Computer (1957-1963)	 Transistors	Smaller, faster and more reliable Used punch cards and magnet tapes to store date.	Fortran, Cobol and Basic	ENIAC 1401 IBM 7090 and UNIVAC 1108
3rd Generation Computer (1964-1971)	 Integrated Circuits	They use of monitor and keyboard Started for first time Disk storage also began	Pascal, Fortran and Cobol	IBM 370 VAX-750 Aktaur
4th Generation Computer (1972 onwards)	 Microprocessors	These computers are even more smaller, powerful and reliable	RDBMS, C++	IBM 4300, HCL 2900, HP 9000
5th Generation Computer (Future Computers)	 Artificial Intelligence	The computer of this generation are still in the nascent stage of development	Can understand human language and recognize patterns like faces and other complex images	IBM 4300, HCL 2900, HP 9000

4. Laptop: Laptop is a portable PC which is small enough to be placed on your lap.  
Tablet: Tablet is a one-piece mobile computer, mainly operated by touchscreen on which you work with your finger's touch.
5. SUPER COMPUTERS: Super computers are very expensive and are used for specialized applications that require a large amount of mathematical calculations.
  - ❑ They have multiple processors.
  - ❑ They are huge in size and are the fastest computers.
  - ❑ They are used in the fields of weather forecasting, animated graphics, nuclear energy research and petroleum exploration.
  - ❑ Super computer was first introduced in the 1960s.

The earliest super computer was from the control Data corporation, CDC 6600, designed by seymour cray.

- ▣ Examples of super computers are cray XTS, PARAM, ANURAG, IBM Watson.

F. Micro computers.

## Chapter-2 (Software and Its Types)

### *Practice Time*

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

B. 1. Software

2. General purpose and specific purpose,

3. operating system                      4. utilities software

5. Lotus 123

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

D. 1. (d) 2. (b) 3. (a) 4. (c) 5. (e)

E. 1. Software refers to a set of sequential instructions that are required to run or operate to run or operate computer effectively. Software is the intangible part means that cannot be seen or touched. Software is classified into two categories:

(a) system software                      (b) Application software

2. SYSTEM SOFTWARE: System software are the programs that control the internal working of the computer. It is designed to provide a platform for running application software. It acts as an between the user and the hardware components.

APPLICATION SOFTWARE: An Application software is a program that runs on the system software and allows a user to do general as well as specific tasks for users. They help a user in doing various functions such as word processing, creating databases, making calculation, arranging data in an organized way. Computer languages are used to make these types of software. applications software is of two types:

(a) General purpose,                      (b) specific purpose



3. An operating system (OS) is system software that manages computer hardware and software resources and provides common services for computer programs. It is essential for the working of a computer. All computer programs excluding firmware, require an operating system of function.
4. These are the small programs that help in the maintenance of the computer system. Operating system contain a number of utilities for managing disk drives, printers and other devices. Utilities differ from applications mostly in terms of size, complexity and function.

Anti-virus Utility: They provide protection to your computer from malware, including viruses, computer worms, and Trojan horse. Anti virus software may also remove malicious programs.

Back Up: It is a process of recovering data, in case of damage or accidental loss. It simply means creation of copy of data on some storage media such as CD, pen drive etc.

5. These are the software which have been designed for use by people for general purpose such as word processing, designing, making presentation etc.

**F. Compression Software**

### **Chapter-3 Windows 7**

***Practice Time***

- A.** 1. (c) 2. (a) 3. (a) 4. (c) 5. (b)
- B.** 1. operating system 2. Bill gates  
3. windows explorer 4. Weather 5. Games
- C.** 1. F 2. F 3. F 4. T 5. T
- D.** 1. (e) 2. (c) 3. (b) 4. (d) 5. (a)
- E.** 1. MS windows is an operating system for computers developed by Microsoft corporation. An operating system is a system software that acts as an interface between computer hardware and the user.

2. Start Menu: The start Menu provides the primary access point for programs and application on your Thinkpad.

Taskbar and Notification Area: The Taskbar contains 3 main components. The start button, The task/Quick lauch bar and the system Notification Area.

Windows snipping Tool: Windows 7 includes an application to capture save and share "Snipped" images from your desktop.

Displaying to a External Monitor or projector: The thinkpad is equipped with one or more external display connectors so that you can connect to an external monitor or the multimedia projector.

Using Local Area Networks (LAN/WIFI): The thinkpad is configured to access both wired as well as wireless network resources.

3. The control panel has special tools which are used to change the way window looks and behaves. some tools help you to adjsut desktop setting that make your computer easy to use.

4. To move a file or folder, follow the given steps given below:

- ❑ Choose the file that you want to move by pressing on the left mouse button.
- ❑ Click on the organize button and choose Cut option from the drop-down arrow.
- ❑ Choose the location where you want to move the selected file.
- ❑ Click on the paste button from the organize drop-down list.

5. Gadgets are mini-programs that provide useful information at a glance and easy access to frequently used tools.

You can use gadgets to display a calendar, clock or weather information.

Weather: Weather gives us the weather information of any place around the world.

Slide show: Slide show is the continuous slide show of pictures on your system for setting your desktop background.

6. To open it, follow the steps given below:
  - ❑ click on the start button.
  - ❑ click on the All programs option.
  - ❑ click on the games option.
  - ❑ select and click the game that you want to play. For example, Minesweeper.
- F. To add a gadget on the desktop, follow the steps given below.
  - ❑ Right click on the desktop.
  - ❑ select gadgets option.
  - ❑ The Gadget gallery appears. Double-click on any gadget which you want to add.

## **Chapter-4 (MS Word 2010)**

### ***Practice Time***

- A. 1. (a) 2. (b) 3. (c) 4. (b) 5. (c)
- B. 1. ctrl+f            2. ctrl+h            3. ctrl+A  
4. ctrl+            5. ctrl+s
- C. 1. T    2. T    3. T    4. F    5. T
- D. 1.
  - ❑ Type the text, suppose x2 and select 2.
  - ❑ click on the font dialog box on the Home tab.
  - ❑ click on the subscript check box water effects section. click on OK button.
  - ❑ Notice that "2" will be placed below the line of normal text.
2. To replace text, follow the given steps.
  - ❑ open the document in which you want to replace the text .
  - ❑ click on the home tab.
  - ❑ click on replace button in editing group. The find and replace dialog box will appear on the screen.

- ❑ Type the old word in the "find what" text box.
  - ❑ Type the new word in the "replace with" text box.
  - ❑ click on relace all . The word will be replaced and a dialog box will appear displaying the message of the confirmation of the replacement.
  - ❑ click on OK button.
  - ❑ click on the close button of the find replace dialog box to close it. The document appears with the replace word.
3. MS word 2010 comes with a ready made picture gallery known as clip art. You can these clip arts in your document to illustrate its contents. To insert clip art, follow the given steps.
- ❑ click and select the position in the document.
  - ❑ In the Illustrations group, click on clip art option.
  - ❑ clip art taskpane will appear.
  - ❑ Enter the word or phrase that describes you illustration in the 'search for' box.
  - ❑ click on Go button.
  - ❑ A list of related images will appear.
  - ❑ click the image in the list you want to add.  
The image will appear at the insertion point.
4. Footnote is placed at the bottom of a page of document whereas endnote is placed at end of whole document. footnote gives the extra information about the particular text whereas Endnote provides the reference of sources of text.
5. To set header or footer, follow the given steps:
- ❑ click on the Insert tab.
  - ❑ click on the text effect.
  - ❑ click either the header or footer command. A drop down menu will appear.
  - ❑ From the drop-down menu, select blank to insert a blank header or footer. or select the built in options.

- ❑ The design tab will appear on the Ribbon, and the header or footer will appear in the document.
- ❑ Type the desired information into the header or footer.
- ❑ When you are finished, click on the close header and footer in the design tab or press the esc key.

## **Chapter-5 (Working with Tables)**

### ***Practice Time***

- A.** 1. (a) 2. (c) 3. (a) 4. (a) 5. (b)
- B.** 1. Splitting      2. Cell                      3. Alt-home  
4. Tab                      5. Table styles
- C.** 1. F 2. T 3. T 4. F 5. F
- D.** 1. (a) 2. (c) 3. (d) 4. (e) 5. (b)
- E.** 1. To insert a table, follow the given steps.
- ❑ click on the insert tab on the Ribbon.
  - ❑ click on the Table from the Tables group.
  - ❑ Choose the number of rows (6) and columns (8) for the table by dragging the mouse over the small boxes.
  - ❑ You will see that the table gets inserted automatically with the selected number of rows and columns.
2. To insert columns and rows in a table, follow the steps given below:
- ❑ Place the cursor where you want to add rows or columns inside the table. Two new Table Tools tabs will appear called Design tab and Layout tab.
  - ❑ select the Layout tab and go to Rows & Columns group.
  - ❑ To insert rows, two relevant options are there, i.e. insert Above and insert Below. To insert columns, the options are insert left and insert right.
  - ❑ The insertion of rows and columns can also be done by clicking the right mouse button while your cursor is inside the table. The insertion of rows and

columns is shown in the given figure.

3. To split a cell, follow the steps given below:
  - ❑ select the cell that you want to split.
  - ❑ click on the Layout tab.
  - ❑ click on the split cells from the merge group. A split cells dialog box will appear.
  - ❑ Enter the number of columns and rows in the split cells dialog box.
  - ❑ click on the OK button. The cell gets splitted.
4. To merge cells, follow the steps given below:
  - ❑ select the row or column that you want to merge.
  - ❑ click on the Layout tab.
  - ❑ click on the merge cells from the merge group.
  - ❑ The selected cells get merged.
5. **ADDING BORDER:** to add border to the table, follow the steps given below:
  - ❑ click on the Design tab.
  - ❑ click on the borders from Table styles group. A drop down menu appears.
  - ❑ click on the Borders and shading. A dialog box appears.
  - ❑ choose the style, colour and width of the border.
  - ❑ click on the OK button.
- F.** To insert a table, follow the given steps.
  - ❑ click on the insert tab on the Ribbon.
  - ❑ click on the Table from the Tables group.
  - ❑ Choose the number of rows (6) and columns (8) for the table by dragging the mouse over the small boxes.
  - ❑ You will see that the table gets inserted automatically with the selected number of rows and columns.

## **Chapter-6 (MS Power POINT 2010)**

### ***Practice Time***

- A.** 1. (a) 2. (b) 3. (b) 4. (a) 5. (b)
- B.** 1. Review 2. ctrl-S 3. Normal
4. Right 5. Presentation

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

- D. 1. A presentation is the process of presenting a topic to an audience. It is a systematic delivery of information along with graphics, animation, and sound that are displayed together on screen.
2. To create a new presentation, follow the steps given below:
- ❑ click on the file tab.
  - ❑ click on the New option.
  - ❑ Select Blank presentation under available Templates and Themes.
  - ❑ click on the create button.
  - ❑ A new presentation with a blank slide will open in the powerpoint screen.
  - ❑ The default slide that appears when you create a new presentation is title slide layout which displays the dotted placeholders.
3. **NORMAL VIEW:** Normal view is the main editing view which is used to write and design the presentation. It is the view in which most of the time you work. By default, we always work in normal view.  
In normal view, you can add text, pictures, animation and creating notes. Normal view again contains two more options. Outline view and slides view.  
**SLIDE SORTER VIEW:** In this view, you see all the slides in the presentation at the same time, in miniature form. In this view, you can change the order of slider, copy or delete the slides add transition, animation effect and set the timings for the slide show.  
**SLIDE SHOW VIEW:** This view is used for giving an on-screer presentation. It shows all the slides of a presentation starting either from the first slide or the current slide one after another.
4. To apply a textured background to a slide, follow the steps given below.

- ❑ Click on the Design tab and then click drop-down arrow next to the background styles button in the background group.
  - ❑ click on the format background. The format background dialog box appears on the screen.
  - ❑ click on the picture or texture fill.
  - ❑ click on the drop down arrow next to the texture button and choose a texture of your choice.
  - ❑ click on the close to apply the selected texture to the current slide or apply to all to apply the texture to all the slides in the presentation.
5. To apply bullets and numbering, follow the steps given below:
- ❑ select the text.
  - ❑ click on the home tab on the paragraph group.
  - ❑ click on bullet drop-down list. select the desired bullet style.
  - ❑ Similarly, you can apply numbering to the selected text by clicking on Numbering drop-down list.

### **Chapter-7 (MS Excel 2010)**

#### ***Practice Time***

- A.** 1. (a) 2. (c) 3. (a) 4. (b) 5. (b)
- B.** 1. Spreadsheet 2. Cell pointer 3. Sheet tab  
4. tabs and groups 5. insertion
- C.** 1. T 2. T 3. F 4. T 5. F
- D.** 1. A computer spreadsheets is also known as an electronic spreadsheet. It is used for analysing and manipulating sets of numbers. Through a computer spreadsheet, you can perform different calculations at a very high speed using different formulae. A spreadsheet program is designed to perform general computation tasks.
2. Cell: The intersection of row and column is called cell. Each small rectangle in spreadsheet is called a cell.  
Cell Pointer: A cell pointer is a highlighted cell boundary that indicates the active cell.



Cell Reference: The heading of a row and a column combines to form the cell address, also called the cell reference.

3. To copy data from one location to another location, follow the steps given below:
  - ❑ select the range of cells, which you want to copy.
  - ❑ click on the Home tab.
  - ❑ click on the copy button.
  - ❑ click in the cell, where you want the first entry of the selected data to be placed.
  - ❑ click on the Paste button.
  - ❑ The selected data will be copied to the new location.
4. To move data, follow the steps given below.
  - ❑ select the range of cells (Here A1: A5), as shown under 'copying the data'.
  - ❑ click on the Home tab.
  - ❑ click on the cut button.
  - ❑ click in the cell, where you want the first entry of the selected data to be placed. click on the paste button.
5. formula Bar: When you click on cell, you can see and edit its contents in the formula bar.

Status bar: The status bar located below the sheet tab and tab scrolling bar displays the information about an operation in progress or about a selected command. After the selection of the command, the left side of the status bar displays the command.

## Chapter-8 (Programming Concept)

### *Practice Time*

- A. 1. (c) 2. (a) 3. (b) 4. (c)
- B. 1. terminal 2. input/output 3. processing  
4. start or stop 5. Programmer
- C. 1. A set of formal instructions that is used to perform a specific task or solve a logical or mathematical problem

in called an algorithm.

2. A Flowchart is a pictorial representaion of an algorithm. A flowchart shows the flow of the program or instructions. In a flowchart, the various steps (input, process, decision making, output, etc) lrsding to the solution of a problem are shown through special geometrical symbols.
3. flowchart begin with 'start' and end with 'stop'.
  - ❑ are broken down into smaller steps.
  - ❑ The boxes are chosen according to each stage.
  - ❑ Flowcharts generally begin from top to button, or from left to right.
  - ❑ Connectors are used to join different parts of a flowchart.
  - ❑ Sometimes when a process needs to be repeated again and again it can be put in a loop.
4. The following guide lines should be kept in mind while preparing a flowchart.
  - ❑ There should be only one start box and one stop box.
  - ❑ A flow chart should be neat, clear and easy to follow.
  - ❑ Only one flow line should be used with the start or the stop box.
  - ❑ Only one flow line should come out from a process box.
  - ❑ only one flow line should come enter the decision box. However, two or three flow lines may come out from the decision box.
5.
  - ❑ flowchart helps us to analyze a problem more effectively.
  - ❑ Flowchart is the graphical representation of the problem solving steps, hence it is easier to read and understand the logical steps needed to solve a problem.

- ❑ Flowchart helps in an effective translation of the problem solving steps into a programming language.

## Chapter-9 (Internet and E-mail)

### *Practice Time*

- A.** 1. (a) 2. (b) 3. (c) 4. (b)
- B.** 1. Internet                      2. uniform resource locator  
3. electronic mail    4. webpage                      5. Forward
- C.** 1. T    2. T    3. T    4. F    5. F
- D.** 1. In the late 1960's USA's defense department formed ARPA (Advances Research Project Agency) with the motive to develop technology to connect computers at different locations for better communication during the war time. In the year 1969, the agency was successful in connecting four computers in a network, one in California and three in Utah. This network was named ARPAnet. Later on, they allowed universities and research centres to connect in this network for sharing their information due to which the network started growing very quickly. Today that network has taken the shape of modern Internet.
2. Internet stands for international network. Many small networks of computers are connected together to make a global network of computer, which has millions of computers in it, building the Internet. It connects computers around the world through telephone lines and other means of communication and is used for sharing of information. Internet is an easy way to get Information from all over the world.
3. **ADVANTAGES OF E-MAIL:**
- a. It is a reliable source of communication. Once you send an e-mail, It is delivered without any delay or damage. In case of any error, a messages stating the cause of error will be reported to you.
  - b. Messages can be sent at a very fast rate

- irrespective of the distance.
- c. It is very cost effective.
  - d. Any form of data like text, graphics, sound or video can be sent through e-mails.
  - e. Same message can be sent to any number of people at no extra cost.
4. When computers are connected together to share information, hardware devices and software is known as computer network.
  5. To create an e-mail account, follow the steps given below:
    - ❑ open the website [www.google.com](http://www.google.com). click on the Gmail. link.
    - ❑ click on the sign up for Gmail link. An online e-mail account registration form will open.
    - ❑ Fill the form by typing in your details.
    - ❑ Enter a unique login name for yourself.
    - ❑ click to check if this name is available. If not, then enter another login name for yourself.
    - ❑ Enter a password which is of at least 8 characters long.
    - ❑ Finally click on the I Accept create: create My Account buton.
    - ❑ A Gmail account will be created for you.