

Irish

Binary FOLKS

A Book of Computer with a Difference!

Help Kit
1-5



Based on



Computer-1

Chapter-1

Exercise Corner

- A. 1. b, 2. b, 3. b
- B. 1. Machines, 2. machine, 3. accurate, 4. third, 5. electricity
- C. 1. F, 2. F, 3. F, 4. T, 5. F
- D. 1. Machines makes our work quick and easy.
2. A computer is a machine.

Learning With Fun

1. Laptop 2. Desktop 3. Smartphone

Chapter-2

Exercise Corner

- A. 1. b, 2. c, 3. c
- B. 1. four, 2. keys, 3. monitor, 4. modem, 5. printer
- C. 1. F, 2. T, 3. F, 4. T, 5. F
- D. 1. : c, 2. : d, 3. : b, 4. : a
- E. 1. These are monitor, CPU, mouse and keyboard.
2. CPU is known as the brain of computer.
3. Printer is used to take a printout on paper.
4. Modem sends out signal for internet to work.

Chapter-3

Exercise Corner

- A. 1. a, 2. a, 3. c, 4. a
- B. 1. documents, 2. tickets, 3. games, 4. shops, 5. computer
- C. 1. F, 2. T, 3. T, 4. F, 5. T
- D. 1. : a, 2. : d, 3. : b, 4. : f, 5. : c, 6. : e
- E. 1. i. It helps us to type documents.
ii. It can be used to play games.
2. We can send and receive messages from one computer to another through E-mail.
3. Computer are mainly used in schools, hospitals, offices, shops, home, etc.

Chapter-4

Exercise Corner

- A. 1. a, 2. c, 3. a, 4. a
- B. 1. two, 2. backspace, 3. delete, 4. instruction, 5. number
- C. 1. F, 2. T, 3. F, 4. T, 5. F

- D. 1. ALPHABET, 2. BACK SPACE, 3. ENTER, 4. NUMBER KEY, 5. SPACEBAR, 6. CURSOR CONTROL KEY

- E. 1. The keyboard is a part of the computer. It is used to type numbers, letters or words.
2. The space bar key is used to insert space between words.
3. With the help of keys, we write or type on a computer.
4. Alphabet keys are used to type letters.
5. Enter key helps us to move the cursor to the next line.
6. We can move the cursor up, down, left and right by pressing the cursor control keys.

Chapter-5


Exercise Corner


- A. 1. b, 2. c, 3. a, 4. a
- B. 1. scroll, 2. mouse pad, 3. dragging, 4. dropping, 5. pointer
- C. 1. T, 2. F, 3. F, 4. T, 5. T
- D. 1. POINTER, 2. CLICKING, 3. DRAGGING, 4. DROPPING, 5. SCROLL
- E. 1. The mouse is a part of the computer. It is used to point and select items on the computer.
2. Two fingers are used to operate a mouse.
3. This button is used to access different options quickly.

Chapter-6

Exercise Corner

- A. 1. b, 2. b, 3. a, 4. c
- B. 1. Paint, 2. Shift, 3. Oval, 4. Color Box, 5. Title Bar
- C. 1. T, 2. F, 3. F, 4. F, 5. T
- D. 1. PAINT, 2. TOOLS, 3. TITLE, 4. COLOR
- E. 1. We draw in the drawing areas of the paint window.
2. We use the Line tool to draw a line using paint.
3. Three tools used in Paint are Line tool, Erase tool, Oval tool.
4. To start paint, we follow these steps given ahead.
i. click on the Start button.
ii. Click on All Programs.
iii. Click on Accessories.
iv. Click on Paint.

5. The steps to draw a rectangle are :
- Click on the Home tab.
 - Click on the Rectangle tool  in the shapes group.
 - Select the colour from the Colours group.
 - Move the mouse pointer to the Drawing area.
 - The pointer changes into a '+' sign.
 - Hold down the left button and drag the mouse to draw a rectangle.
 - Release the mouse button when a rectangle is made.

6. The steps to draw a circle are :
- Click on the Home tab.
 - Select the Oval tool  and colour of your choice from the colours group.
 - Click on the size button. Select the width from the selected tool.
 - Move the mouse pointer to the Drawing area.
 - Press the left mouse button and the drag the mouse on the Drawing area to draw a circle.

Computer-2

Chapter-1

Exercise Corner

- A.** 1. b, 2. a, 3. c, 4. b
- B.** 1. decisions, 2. entertainment, 3. automatic, 4. mistakes, 5. orders
- C.** 1. T, 2. T, 3. T, 4. F, 5. F
- D.** 1. W, 2. E, 3. L, 4. L, 5. D, 6. O, 7. N, 8. E
- E.** 1. Difference between a computer and a man :
- | | | |
|--------------------------------|--|----------------------------------------|
| • Computer can work very fast. | | • Man can not work as fast as computer |
|--------------------------------|--|----------------------------------------|
2. Advantage of computers :
- A computer works very fast without getting tired.
- Disadvantage of computers :
- Working for a long time on a computer may affect the eyesight and physical growth of the children.
3. • A laptop is smaller than a desktop.
• It can be carried along.
• It works on a battery.
4. Man is superior to a computer in some ways :
- A man takes his own decision but a computer cannot.
 - A man does not need order to do any work. But a computer needs human instructions to work.

- C.** 1. F, 2. F, 3. T, 4. F, 5. T
- D.** 1. : f, 2. : b, 3. : c, 4. : a, 5. : d, 6. : e
- E.** 1. A pendrive is also called a flash drive. It is very convenient and portable. It can store different amount of data depending in its storage capacity.
2. Speakers are used to listen to sounds.
3. A printer is used to print our work on paper.
4. Hard disk is used to store large amount of data on a computer.
5. We use a scanner to put our pictures into a computer.

Chapter-3

Exercise Corner

- A.** 1. b, 2. a, 3. b, 4. a
- B.** 1. games, 2. railways station, 3. office, 4. computer, 5. data
- C.** 1. F, 2. F, 3. F, 4. F, 5. T
- D.** 1. Data is a collection of raw facts and figures.
2. The data and instructions together are the inputs.
3. Once input is given, the working of CPU begins. The CPU works on the data and does all the thinking and calculations.
4. We use computers in schools :
- to make time tables.
 - to teach students.
5. We use computers at banks :
- to keep a list of customers and their details.
 - to keep details of different accounts and ATMs.

Chapter-2

Exercise Corner

- A.** 1. b, 2. b, 3. a, 4. b
- B.** 1. CPU box, 2. DVD, 3. hard disk, 4. scanner, 5. speakers

Chapter-4

Exercise Corner

- A.** 1. c, 2. a, 3. b, 4. c
- B.** 1. Alphabet, 2. End, 3. Space bar, 4. Monitor, 5. Shift
- C.** 1. F, 2. T, 3. T, 4. T, 5. F
- D.** 1. one, 2. four, 3. one, 4. two
- E.** 1. When we press the Caps Lock key once, the Caps Lock key light glows on the keyboard. This shows the Caps Lock is on.
2. i. The Shift key is used along with other keys.
ii. Keep the Shift key pressed and then type the alphabet keys. The alphabets will appear in capital letters.
3. Home key is used to move the cursor to the beginning of the line while End key is used to move the cursor to the end of the line.
4. We use these keys to move the page up or down.
5. We use the Delete key to delete characters typed to the right of the cursor.

We use the Backspace key to delete Characters typed to the left of the cursor.

Chapter-5

Exercise Corner

- A.** 1. a, 2. b, 3. a, 4. b, 5. a
- B.** 1. double click, 2. right, 3. drag and drop, 4. clicking, 5. once
- C.** 1. T, 2. F, 3. T, 4. T, 5. T
- D.**
- | | |
|--------------|----------------------------------|
| Drag | Move on item |
| Click | Press the left mouse button once |
| Pointer | An arrow |
| Double-click | Press the left button twice |
| Right-click | Press the right mouse button |
- E.** 1. Pressing and releasing the right mouse button once is called a right-click. It opens a shortcut menu showing a list of options.

2. To move an item to a new place is called 'dragging'. To drag an item, follow the given steps :
- Place the pointer over an item on the screen.
 - Press and hold down the left button.
 - Now move th pointer to the place where you want to place the item.
 - Release the left button (drop) and observe the change.
3. To close the shortcut menu, press the Esc key (Escape key)_ present at the top left corner on the keyboard. We can also click outside the shortcut menu anywhere on the desktop.
4. The mouse is a part of the computer. It is used to point and select items on the computer screen. It also helps to draw pictures on the computer screen.

Chapter-6

Exercise Corner

- A.** 1. c, 2. a, 3. c, 4. b
- B.** 1. shapes, 2. pencil, 3. colours, 4. title bar, 5. short
- C.** 1. F, 2. F, 3. F, 4. T, 5. T
- D.** 1. : b, 2. : d, 3. : a, 4. : c
- E.** 1. Two style of brushes in Paint are :
i. Oil brush ii. Airbrush
2. The steps to save a picture in paint :
i. Click on the File tab and select the Save option. The Save as window appears on the screen.
ii. Type a name in the File name box. Click on the Save button.
- Now, our drawing is saved in the computer.
3. To start paint, follow these steps :
 - Left Click on the Start button.
 - Left Click on All Programs.
 - Left Click on Accessories.
 - Left Click on paint.
4. The paint window is divided into the following main parts :
i. Title Bar, ii. Quick Access Toolbar, iii. Paint Button, iv. Ribbon, v. Tab, vi. Group, vii. Drawing Area
5. Magnifier tool is used to see a drawing in a larger size.

Computer-3

Chapter-1

Exercise Corner

- A.** 1. c, 2. b, 3. c, 4. b
- B.** 1. storage, 2. processing, 3. instructions, 4. printer
- C.** 1. T, 2. F, 3. T, 4. F, 5. T
- D.** 1. : e, 2. : a, 3. : c, 4. : b, 5. : d
- E.** 1. Hardware refers to all those physical parts of a computer that we can see and touch. The hardware of a computer cannot work on its own. It needs help in the form of instructions. Examples : keyboard, mouse
2. **Input Device** : An input device is used to enter data and give instructions to the computer. Example : Keyboard.
- Processing Device** : The CPU is the brain of the computer. This is where the computer does all the processing work. It is inside a box known as the CPU box.
- Output Device** : Output devices are used to display the result of processing of the data. Output may be printouts from the printer.
3. Storage devices are those devices that store data. Examples : i. hard disk, ii. CD, iii. pen drive
4. A software cannot be seen or touched. Software is a set of instructions that tells a computer hardware how to operate. It can be classified into two types.
1. System software 2. Application software
5. The software which is specially designed to carry out a particular function is called an application software.
- These software come loaded in CDs and has to be installed on the computer system. Some application software are :
- Word Processor,
 - Presentations
 - Spread sheets,
 - Music Player

Chapter-2

Exercise Corner

- A.** 1. a, 2. c, 3. b, 4. c, 5. c
- B.** 1. Dos, 2. left, 3. icons, 4. quick, 5. clock
- C.** 1. T, 2. T, 3. F, 4. F, 5. T
- D.** 1. START, 2. ICON, 3. DESKTOP, 4. TASKBAR, 5. WINDOWS, 6. GADGETS

- E.** 1. The small labelled pictures or symbols present on the desktop are called icon. These icon are used to open specific programs or documents.
2. Taskbar is a long horizontal bar at the bottom of the desktop. It has the start button on the extreme left side. The middle section of the bar shows buttons with a label for each opened application and allows us to quickly switch between them.
3. When we are done using our computer, it's important to shut it down properly. To do this, click the start button, then Choose Power > Shut down.
4. The Quick Launch bar contains shortcuts to a few tiles of software. We can launch software quickly by single-clicking its button.
5. To search for something on the computer like a specific file or application, click the start button and then start typing. Alternatively, we can press the windows key on the keyboard to begin a search.

Chapter-3

Exercise Corner

- A.** 1. a, 2. b, 3. c, 4. b
- B.** 1. Ctrl + S, 2. Enter, 3. ribbon, 4. taskbar
- C.** 1. DOCUMENT, 2. PROGRAMS, 3. RIBBON, 4. DELETE, 5. BACKSPACE
- D.** 1. The steps to open MS Word 2016 :
- Choose Start.
 - Select All Apps where a list of applications is visible.
 - Select Word 2016.
- A Start-up screen as shown will be displayed on our desktop.
- From the start screen locate and select Blank Document to access the Word Interface. MS Word 2016 screen is presented before us.
2. The word window has many parts. As :
- i. Title bar ii. Ribbon iii. File Tab
- iv. Cursor v. Text area vi. Status bar
- vii. Scroll bars
3. To print a document, follow these steps :
- Click on File. click on Print option.
 - Select the type of printer.
 - Choose the page numbers to be printed.

- Select the number of copies to be printed.
 - Once all the choices are made, click print button.
4. The three main methods of saving the file are :
- Method-I** : Click the save button on the Quick Access Tool bar.
- Method-II** : Press Ctrl Key + S on the keyboard. A Save As dialog box will appear that will save the file to an appropriate location.
- Method-III** : Click on File
- Click on Save.
- Double-click the option This PC. Save As dialog box will open up.
- Save the file at an appropriate location.
- Give a name to the document.
- Click the save button.
5. To create a new document, The steps are :
- Click on the File tab and select the New option. The Backstage view appears.
 - Click on Blank Document. A new Word document opens.
- Once a document has been created, We can use the keyboard and start typing text.

Chapter-4

Exercise Corner

- A.** 1. b, 2. a, 3. c, 4. b
- B.** 1. select, 2. rotate, 3. top-left, 4. free-form
- C.** 1. F, 2. T, 3. F, 4. F
- D.** 1. We use the Rotate option to change the angle and flip the whole picture or a part of it. The Flip Vertical option turns the picture upside down and the Flip horizontal option gives a mirror image of the picture.
2. The select tool has Delete option. This option is used to remove the selected part of a picture from the drawing area as give below :
- Click on the drop-down arrow under Select option. Choose a selection.
 - Select the part of the picture that we want to remove.
 - Again click on the drop-down arrow under Select option and click on the Delete option to delete the selected part.

3. Free-form selection tool is used to select an object in irregular form. Steps for free-form selection :
- Select the Free-form selection tool.
 - Point to the image to be selected. Click and drag on the area which we want to select.
4. Some of the tools available in the point toolbox are :
- The brush tool is used for drawing thick lines.
 - The pencil tool is used to draw freehand and create personal drawings.
5. The copy command is used to make duplicate copy of an object. The following steps are :
- Click on the drop-down arrow of select and choose a selection. Drag the pointer to select the part of the picture we want to copy.
 - In the Clipboard group, Click on Copy.
 - In the Clipboard group, Click on Paste. The Copy is placed at the top-left corner of the drawing area.
 - With the copy still selected, move it to the desired position.

Chapter-5

Exercise Corner

- A.** 1. a, 2. b, 3. c, 4. a
- B.** 1. LOGO, 2. tail, 3. CS, 4. BK, 5. Main
- C.** 1. F, 2. T, 3. T, 4. T, 5. F
- D.** 1. : d, 2. : a, 3. : b, 4. : e, 5. : f, 6. : c
- E.** 1. The full form of Logo is 'Logic Oriented Graphic Oriented'.
2. To start MSWLogo, follow these steps :
- Click on Start.
 - Select All Apps
 - Click on Microsoft Window Logo>Microsoft Window Logo.
3. The forward command makes the turtle move forward by the given number of steps.
- But the Back command moves the turtle backward by the given number of steps.
4. We use CS command to erase the drawing on the main screen.
- We use CT Command to erase the commands in the recall list box.
5. The HIDE TURTLE (HT) is used for hiding the turtle so that we can see the drawing more clearly.

After hiding the turtle, if we want to see the turtle again, we use SHOW TURTLE (ST) command. It displays the turtle back on the main screen.

Chapter-6

Exercise Corner

- A.** 1. b, 2. c, 3. a, 4. a, 5. c
- B.** 1. PR, 2. SUM, 3. DIFFERENCE, 4. /, 5. INT
- C.** 1. F, 2. T, 3. T, 4. T, 5. F
- D.** 1. PEN UP Command orders the turtle to lift up the pen from the screen and move without drawing a line on the screen.
2. PU command orders the turtle to lift up pen from the screen and move without drawing a line on the screen.
- While drawing in Logo, we might make mistakes, we use the PE command to make the turtle erase a line.
3. PD command instructs the turtle to put the pen down on the screen and continue drawing.
4. In order to stop the turtle from erasing as it move, we use the Pen Paint (PPT) command.
5. The commands SUM, DIFFERENCE, PRODUCT, QUOTIENT and REMAINDER are used to find the result of numbers respectively.

Chapter-7

Exercise Corner

- A.** 1. c, 2. c, 3. a, 4. b, 5. a
- B.** 1. search engine, 2. virus, 3. antivirus, 4. e-mails, messages, 5. online
- C.** 1. T, 2. T, 3. F, 4. T, 5. F
- D.** 1. **Internet** : Internet is a worldwide network of computers. In a computer network, computers and

devices are connected to one another. The internet connects millions of computers around the world.

Website : Website is a collection of related network web resources, such as web pages, multimedia content which are identified with a common domain name.

2. To connect to the internet, we need :
- Modem
 - Network Interface Card
 - 1 GB RAM
 - Software
 - Operating System like Windows, Linux
 - A web browser like Internet Explorer, Google Chrome, Mozilla Firefox or Netscape.
3. Internet Safety Rules :
- i. **Keep Safe** : Keep safe by not revealing personal information while using internet. Personal information includes e-mail ID, house address, photos, phone number and password.
 - ii. **Do not Meetup** : Meet online friends only in the presence of adult family members.
4. Safety measures for Internet Browsing and Searching :
- Seek the permission of your parents/teachers before using internet.
 - Do not share your personal information (name, phone number, address) while browsing.
 - Do not click on any unknown link while browsing. This may cause the applications on your computer to stop working.
 - When you come across an information that you do not like or that upsets you, inform and discuss with your parents and teachers.

Computer-4

Chapter-1

Exercise Corner

- A.** 1. b, 2. c, 3. a, 4. c
- B.** 1. 1642, 2. Analytical, 3. semi-conductor, 4. UNIAC
- C.** 1. c, 2. e, 3. a, 4. b, 5. d
- D.** 1. One manual calculating device to speed up the multiplication process was John Napier's bone. A

complete set of Napier bone's consists of rods, one for each of the digit 0 to 9 called bones, with number carried on them.

2. The first mechanical calculator was developed by Wilhelm Schickard.

In 1642, the young French Philosopher and mathematician Blaise Pascal developed another

mechanical adding machine called Pascaline, which could add and subtract numbers.




3. Analytical Engine was the first ever working model of a mechanical computer. A fully program controlled machine, which had two main parts 'Store' and 'Mill'. The 'store' where numbers were held and 'Mill' where numbers were woven into new results.
4. The advantages of the third generation computers were :
 - Smaller in size as compared to previous generations.
 - More reliable than second generation computers.
 - Low maintenance cost.
 - Easily portable.
 - Commercial production was easier and cheaper.
5. Characteristic of future generation computers :
 - Decreasing cost of hardware and software.
 - High speed processing.
 - Knowledge based processing system.
 - Development of natural language processing.
 - Advancement in supercomputer technology.
 - Artificial intelligence, think and behave like human (humanoid).

Chapter-2

Exercise Corner

- A. 1. b, 2. a, 3. c, 4. c
- B. 1. Cortana Integration, 2. Virtual Desktops, 3. Taskbar, 4. icons, 5. PC
- C. 1. T, 2. F, 3. F, 4. T
- D. 1. Pinning an app means adding apps on the taskbar. We can do it from Start or the app list which is a list of shortcuts to recently opened files, folders and websites.
 - **Pinning an app from start**
In the search box on the taskbar, type the name of the app you want to pin to the taskbar.
Select More → Pin to taskbar.
 - **Pinning an app from the App list**
If an app is already open, locate the app's icon button on the task bar. Press and hold the

button and then slide your finger up until the app list appears.

2. Two features of windows 10 are :
 - **New Start Menu** : Window 10 comes back with the start menu. Now when you click on the start button at the bottom left of the screen, you get two panels side by side, with the left column showing pinned, recently and most-used apps.
 - **Cortana Integration** : Cortana is Microsoft's voice-controlled digital assistant. It makes easy for you to interact with your computer without using your finger. It helps you to search your hard drive for specific files, find photos to specific date etc.
3. The small pictures present on the desktop are known as icons. They represent a file, a folder or a program. To open an icon, double-click on it.
The icons, which are generally present on the desktop of all computers, are :
 - **PC** : The PC icon represents all the files, folders and drives of the computer. 
 - **Recycle Bin** : The Recycle Bin contains all the deleted files and folders. We can recover the deleted files from it anytime. 
 - **Network** : The Network icon displays all the computers and other devices attached to your computer. 
4. Window 10 provides multiple desktops that you can work in and quickly switch between them. The virtual desktop feature in Windows 10 is called 'Task View' and is located on the Taskbar. To add a new desktop, click on the Plus sign.
5. A screen saver is a computer program that blanks the screen or fills it with moving images or patterns when the computer is left undisturbed for some time.


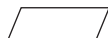

Chapter-3

Exercise Corner

- A. 1. a, 2. c, 3. a, 4. b, 5. c
- B. 1. activity, 2. Algorithm, 3. clear, simple, 4. flowcharts, 5. oval

- C. 1.:b, 2.:d, 3.:a, 4.:c
- D. 1. The steps written in the order to solve a particular problem is called an 'algorithm'. It is mainly written for planning and solving problems.
2. Algorithm has the following characteristics :
- **Input** : An algorithm may or may not require input.
 - **Output** : Each algorithm is expected to produce at least one result.
 - **Definiteness** : Each instruction must be clear and simple.
 - **Finiteness** : The algorithm should come to an end after finite number of steps.
3. A flowchart is a diagram that represents a set of instructions. Flowcharts normally use standard symbols to represent the different types of instructions. These symbols are used to construct the flowchart and show the step-by-step solution to the problem.

4. **Symbol Symbol Name Symbol Description**

	Process	A rectangular shape indicate a normal process flow or action step.
	Data Shape	A parallelogram indicates data input or output for a process.
	Arrow	Direction of flow of data information.

5. Mathematical Operators

Operator	Meaning	Example
+	Addition	A + B
-	Subtraction	A - B
*	Multiplication	A * B
/	Division	A/B
^	Power	A^3 for A ³
%	Remainder	A % B

Chapter-4

Exercise Corner


- A. 1. c, 2. c, 3. c, 4. a, 5. b
- B. 1. Home, 2. Superscript, 3. bullet, 4. hard copy, 5. Print Preview
- C. 1. F, 2. T, 3. F, 4. T, 5. T
- D. 1. Changing the appearance and arrangement of the

text is called formatting the text. In addition to making our document more appealing, formatted text can draw the reader's attention to specific parts of the document and help communicate our message.

2. A font of a representation of text that may include a different typeface, point size, colour or design. To change the font type, the steps are :
- Select the text we wish to modify.
 - Click the drop-down arrow next to the 'Font box' on the 'Home tab'. The font drop-down menu appears.
 - Move the mouse pointer over the various fonts. A line preview of the font will appear in the document.
 - Select the font we wish to use. The font will change in the document.
3. Print Preview feature has many benefits. These are :
- It helps us change the page margins, page size, and page orientation.
 - We can preview the overall formatting of our document.
 - We can also zoom in and zoom out the document with the help of a zoom slider at the bottom-right corner of the print window.
 - We can also view multiple pages at the same time while previewing and document.
4. There are five case options available in word :
- **Sentence case** : This option is used to capitalise the first letter of each sentence selected.
 - **lowercase** : This option is used to convert the selected text to lowercase.
 - **UPPERCASE** : This option is used to capitalise each word in a sentences.
 - **tOGGLE cASE** : This option is used to convert every word into its reverse case. That is, uppercase change to lowercase and vice versa.
5. Difference between line spacing and paragraph spacing.
- Word allows us to change the spacing between two lines of a paragraph as per our need. We can change it to single space (one line high), double space (two lines high), or any other amount we want.
- Just like line spacing, Word also allows us to increase the spacing between the two consecutive paragraphs.

Chapter-5

Exercise Corner

- A.** 1. b, 2. a, 3. b, 4. b, 5. c
- B.** 1. slide Area, 2. Slide Pain, 3. extension .pptx, 4. Placeholder, 5. Title Only
- C.** 1. T, 2. F, 3. T, 4. T, 5. F
- D.** 1. The slide Area is that area where we work the most. It displays the active slide which usually contains dotted text boxes known as the 'Place holders'. These placeholders can hold content such as text, tables, charts, Smart Art graphics, movies, sounds and pictures.
2. To add new slide to our presentation, follow the steps given below :
- Click the arrow below the New Slide button on Home tab. A drop-down menu appears.
 - Select the desired layout from the options in the drop-down menu.
A new slide with the selected layout is added just after the current slide.
3. To start MS PowerPoint 2016, follow the given steps :
- Click on the Start button present at the bottom of the Screen.
 - Type PowerPoint in the search box. A list of applications appears. Click PowerPoint 2016.
- The PowerPoint screen appears. Click Blank Presentation from the right pane of the start screen. The PowerPoint application window appears containing a single slide.
4. To save a presentation, follow the steps given below :
- Click the File tab and then click Save As option.
 - Click the Browse option from the middle pane of the Backstage view that appears. The Save As dialog box appear.
 - Choose the desired location from the left pane of the dialog box.
 - Type a name for the document in the File name box along with the extension .pptx.
 - Click the Save button.
5. We can insert pictures from the Internet. To do so, follow the steps given below :
- Click the Online Pictures  button in the images group on the Insert tab. The Insert Pictures dialog box appears.

- Enter the keywords in the Bing Image Search text box and press the Enter key. The images matching with the keyword appears.
- Select the desired image and click the Insert button. The image is inserted in the slide.

Chapter-6

Exercise Corner

- A.** 1. a, 2. b, 3. c, 4. b, 5. b
- B.** 1. d, 2. b, 3. a, 4. e, 5. f, 6. c
- C.** 1. website, 2. home page, 3. computer, 4. Uniform Resource locator, 5. Explorer
- D.** 1. **Website** : A collection of related web pages is called a website. It can contain many web pages, which are linked together and share a common theme, look and feel.
2. **Web Page** : A web page refers to an individual digital document available on WWW. It may contain text, video, audio, graphics and links to other pages.
- Home Page** : A home page is the main page of website which contains information and links to other pages. It is the first page that is displayed on every website.
3. **Computer Network** : A computer network is a collection of computers which are connected together to exchange files, images, songs, etc from one computer to another.

Its advantages

Computer network allow us to share hardware devices. For example, we can print from multiple computers by a single printer. It also allows sharing of files and folders from one computer to the other.

4. **Search Engine** : A search engine is a service which helps you find the information you want on the internet. Search engines continually trawl the net for new websites cataloguing them into an index. Some commonly used search engines are Goggle, Yahoo and Alta Vista but there are many others.
5. **Browsing a Website in a Browser**

The word 'browse' means go through the contents of Something. As we know that a web browser is a special software to view different web pages on internet. Internet Explorer is a pre-installed web browser that comes with the windows operating system. We can download other browsers from the internet and then they can be used.

Chapter-7

Exercise Corner

- A.** 1. a, 2. a, 3. a, 4. b
- B.** 1. File, 2. Save As, 3. Name, 4. Save
- C.** 1. T, 2. F, 3. F
- D.** 1. A 'folder' helps us to organise files on a computer. A folder is the collection of files and sub-folders. A file is a piece of information which we store on the system. It can be in text, picture or audio format.
2. To save a file, follow the steps given below :
- Click on File tab.
 - Click on Save as dialog box appears.
 - Choose the location where we want to save our file.
 - Then click on Save button. Give a specific name to the file to identify it later.
- Our file will be saved and can be opened next time when we need it.
3. To create a new file, follow the steps given below :
- Click on the Start button.
 - Go to start → All Programs
 - Choose MS Word 2016. A new blank window will open.
 - Type your Name, Age and address. Once you have completed, save your file.
4. To open the file, follow the given steps :
- Click on the file tab.
 - Choose the open option from the displayed list.
 - The Open dialog box will appear.
 - Choose the location where your file is saved.
 - Select the desired file.
 - Click on the open button.
- E.** 1. Keep lunch and snacks → Lunch Box
2. Store Clothes and toys → Cupboard
3. Keep fruits, vegetables → Refrigerator
and milk fresh
4. Keep our notebooks → School Bag
and lunch box
5. Store files in a computer → Folder

Chapter-8

Exercise Corner

- A.** 1. b, 2. c, 3. a, 4. b
- B.** 1. view, 2. shortcut menu, 3. identical, 4. clipboard, 5. One drive
- C.** 1. File management is the process of using a file system that manages how files are stored and accessed on your computer. documents, audio files, pictures and video is the File Manager.
2. Moving a File or a Folder :
- Moving a file or a folder means changing its location. Move a file or a folder, follow the steps given below.
 - Open the PC Window and locate the file which we want to move.
 - Right-click on the selection and click cut (or press Ctrl + X) from the shortcut menu that appears.
 - Right-Click anywhere in the blanks area of the folder where we want to move the file or the folder.
 - Click the Paste option (or press Ctrl + V) From the shortcut menu that appears.
3. 'Copying' a file or a folder means to create an identical file or folder like that one we are copying. Moving a file or a folder means changing its location.
4. Grouping files or folders :
Grouping means arranging the files and folders into different sections, depending on the type of grouping we need. The steps to group files and folders are given below :
- Right-Click on the empty area.
 - Click on Group by option from the shortcut menu.
 - Choose from the Group by options. There are four group by options—Name, Date modified, Type and Size.
5. Creating a New Folder
To create a new folder on the desktop, follow the steps given below :
- Right-Click anywhere on the blank are on the desktop. A shortcut menu appears.
 - Place the cursor on the New option. A submenu appears.
 - Select the Folder option. A new folder will appear with its name highlighted.
 - Rename it and press the Enter key.

Computer-5

Chapter-1

Exercise Corner

- A. 1. c, 2. b, 3. c, 4. a, 5. b
- B. 1. 0, 1, 2. a gigabyte, 3. Bit, 4. memory, 5. CDs
- C. 1. f, 2. a, 3. e, 4. c, 5. b, 6. d
- D. 1. Every computer has a certain amount of memory. It determines the number of programs a computer can run at a time and how fast these programs will run. The memory of a computer is of two types :

- Internal memory
- External memory

2. **Ram (Random Access Memory) :** It stores the information temporarily and works like black board which can be constantly over written with a new data. The information stored in the memory is lost when you turn off the computer or the power goes off Any software that we run is also loaded into RAM. It means that a computer with more RAM will work faster than a computer with lesser RAM.

ROM (Read Only Memory) : It holds the start up instructions that prepare a computer for use. It also consists of programs that check the proper working of all computer parts when you turn on a computer. The instructions stored in ROM cannot be changed but are not lost when the computer is switched off.

3. **Hard Disk :** A hard disk is also called a fixed disk. It is made of metal plate fixed on a spindle. These plate are coated with magnetic material. Hard disk are available in 80 GB, 120 GB and 1 TB. Due to large storage capacity, It is preferred to store all important data into the hard disks of the computer.
4. **Storage Devices :** Storage means ability to hold data and information. For holding digital data, We use various storage devices that vary in storage capacity e.g., hard disk, pen drive, etc. These are permanent or non-volatile storage devices.

Portable storage devices are :

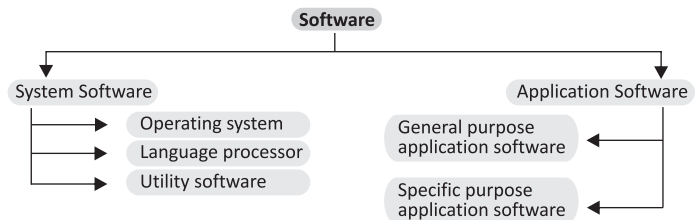
- Hard disk
- Compact disk
- DVD

5. Pen drive is also known as 'Flash drive'. This device is attached outside the computer at a place called USB port. It can store large amount of data, 1 GB, 2 GB or more. It is the most convenient device to carry data from one place to another.

Chapter-2

Exercise Corner

- A. 1. c, 2. a, 3. b
- B. 1. hardware, 2. system, 3. Operating system, 4. Android, 5. real-time
- C. 1. T, 2. T, 3. F, 4. F, 5. T, 6. F
- D. 1. d, 2. e, 3. a, 4. b, 5. c
- E. 1. Hardware cannot perform any task on its own until it is given some instructions. For this we have to install software in the computer. Software directs and guides the operation (input, process and output) of a computer system.



2. **Utility Software :** It is a program designed to maintain work on a computer system in order to ensure its smooth functioning. Examples of this type of software are Disk Cleanup and Antivirus Software.
3. **General Purpose Software :** These software are developed keeping in mind the general needs and requirements of a large number of people. Some examples are :
- Work processing software
 - Spreadsheet software
 - Presentation software

Specific Purpose Application Software : These software are developed keeping in mind the specific requirements of an organization or an

individual.

Examples of this type of software are reservation system used at airports and railway stations, billing system used at supermarkets.

4. **System Software** : The system software is required to control the overall operations of a computer system. It can be classified into three categories :

i. **Operating system** : It serves as an interface. Eg : MS Window 10, Linux.

ii. **Language Processor** : It is a software that convert a program written in a computer language into machine language so that it can be understood by a computer. There are many computer languages such as C, C++, Python and Java.

iii. **Utility Software** : It is a program designed to maintain work on a computer system in order to ensure its smooth functioning. Examples of this type of software are Disk Cleanup and Antivirus Software.

5. Different types of Operating systems are :

- Graphical User Information (GUI)
- Multi-User Operating System
- Multi-Processing Operating System
- Multi-tasking Operating System
- Multi-threading Operating System
- Real-time Operating System

6. Software are created by writing programs in computer languages.

A language processor is a software that converts a program written in a computer language into the machine language so that it can be understood by a computer.

7. MS Power-Point is a presentation software that allows us to create presentation with full support of multimedia elements.

Chapter-3

Exercise Corner

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

B. 1. Character, Paragraph, 2. Oval, 3. Text box, 4. Word Art

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

D. 1. A style is a set of predefined formatting features that we can apply to the selected text in a document to quickly change its appearance. When we apply a style, we apply a group of formats together in one simple task.

2. Symbols are signs or special characters that can be inserted from the 'Symbol' dialog box. We can copy the symbol as many times as required.

3. All the drawing features that enables us to draw shapes like stars, banners, callouts, etc. are present in the shape groups. Shapes help to draw attention and provide impact to our message.

4. The 'Word Art' feature allows us to create special text effects. It gives a unique look to the text. Using Word Art, we can make the text curved, wavy, shadowed, dimensional, etc.

5. A text box is a placeholder where we can enter text. We can use text box to manipulate text and give new graphical effects. We can move the text box along with its contents, anywhere in the document. We can resize the text box by dragging its handles.

Chapter-4

Exercise Corner

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

B. 1. Tab, 2. Insert, 3. Main Document, 4. Auto Fit Window, 5. MS Word

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

D. 1. Data source, 2. Mailing Tab, 3. Finish and Merge button, 4. Data source

E. 1. Alignment refers to the positioning of text in a table cell. Alignment is applied to the text entered in a cell. by default, the text is aligned to the top of a cell. We will find 'nine' alignment buttons in the 'Alignment' group on the 'Layout' tab.

2. Word provides a variety of ways to create a table. The simplest way to create a table is to

click on the Table button in the 'Tables' group on the 'Insert' tab.

- Click on the 'Table' button in the 'Tables' group on the Insert tab.
- Move the mouse pointer over the grid and select the number of rows and columns we want in a table.
- The table will be inserted on the working area.

Using Insert Table Option

- Click on the 'Table' button in the 'Tables' groups on the 'Insert' tab and click on 'Insert Table' option.
 - The Insert Table dialog box appears.
 - Specify the number of columns and rows in the dialog box click on 'OK'.
3. Merging the cells provides a way to consolidate data in one cell. To combine data in a single cell, we can use 'Merge Cells' option.
- Select the cells we want to merge.
 - Click the 'Lay out Tab' and select 'Merge Cells' button in the 'Merge' group.
 - The data gets combined in one cell.
4. In business, it is often required to send letters with similar information to different people. The letters require the name and address to each recipient to be printed on the top. So, changing the address each time would be a very long process.

'Mail Merge' feature is used to combine data source with the main document. It saves our time and energy to send letters at multiple addresses.

Mail Merge involves three basic steps :

- Treating a main document.
 - Specify a data source.
 - Merging data source with the main document.
5. Data Source : Data source consists of mailing list, for example, name, address, city, pin, telephone number, etc. The data is organised in tabular form along with the field names. The

data source is associated with the main document, so its field names can be used in the main document and it become easy to merge addresses along with the main document.

Chapter-5

Exercise Corner

- A.** 1. a, 2. c, 3. c, 4. c, 5. c
- B.** 1. spread sheets, 2. cells, 3. number, 4. formula bar, 5. row
- C.** 1. T, 2. F, 3. T, 4. F, 5. T
- D.** 1. Worksheets prepared on a computer using a special software are called 'spreadsheets'. These are widely used for doing calculations and arranging data in an organized manner. They can also be used to prepare charts, tables and graphs.
- There are various spreadsheet programs available like Lotus 1-2-3, Visicalc, Microsoft +, Excel, etc.
2. **a. The use of an Active Cell :** The cell in the worksheet is the place where we can type data. Different cells can be made active by clicking on them or by pressing the arrow keys on the keyboard. The active cell has a black outline.
- b. The use of Cell reference :** A column letter and a row number together create a cell reference. Each cell in the worksheet can be identified by this combination of letters and numbers.
- c. The use of Scroll bars :** There are two scroll bars—the horizontal and the vertical scroll bars. The horizontal bar appears along the bottom side of the workbook window and helps in moving the page to the left or right. The vertical scroll bar appears along the right side of the workbook window and helps in living the page up or down.
3. A column letter and a row number together create a cell reference. Each cell in the worksheet can be identified by this combination of letters and numbers. Example :

A3, C15 or E18.

- Worksheets prepared on a computer using a special software are called spread sheets.

A file in MS Excel is called a 'Workbook'. A workbook may consists of one or more worksheet. A workbook can be compared with different pages acting as worksheets.

- It appears below the Ribbon and displays the data or formula stored in the active cell. It can also be used to enter or edit a formula, a function or data in a cell.
- It appears to the left side of the 'Title bar' and Contains frequently used commands that are independent of the tab displayed on the Ribbon.
- It extends across the top of the program window, directly below the 'Title bar' and consists of a set of tabs—File, Home and view each of which contains group of related command.

Chapter-6

Exercise Corner

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

B. 1. components of Multimedia, 2. Communication, 3. Windows picture, Internet Explorer, 4. Multimedia, Streaming media

C. 1. A computer can give us data in the form of text, pictures, animations, audio and video. Each of these is called a medium. A combination of multiple digital media used to present information in an attractive manner is known as multimedia.

2. Uses of Multimedia

i. **Education Sector** : In the area of education too, The multimedia has a great importance. In schools, their usage has a significant role to play for children also. It is used in the field of education and training. We use audio for imparting education even in traditional method, where charts, models, etc were used.

ii. **Mass Media** : It is used in the field of mass media i.e. journalism, in various magazines and newspapers that are published periodically. The use of multimedia plays a vital role in a publishing house as there are many works of newspaper designing and other stuff also.

- Streaming Media** : Streaming Media is a video or audio content sent in compressed form over the internet and played immediately, rather than being saved to the hard drive.

With streaming media, a user does not have to wait to download a file to play it. Because the media is sent in a continuous stream of data it can play as it arrives. Users can pause, rewind or fast-forward, just as they could with a downloaded file, unless the content is being streamed live.

- Desktop Publishing** : Desktop publishing uses computer application, digital graphics, and multimedia formatting to create electronic documents and presentation. Desktop publishing can create digital pages that are meant to be viewed electronically, as well as vertical pages which are transferred to physically printed pages.

- Components of multimedia

i. **Audio** : In multimedia audio means related with recording playing etc. Audio is an important component of multimedia because this component increase the understandability and improves the clarity of concept. Audio includes speech, music etc.


ii. **Images** : Every multimedia presentation is based on graphics. The use of graphics in multimedia make the concept more effective and presentable. The commonly used software for viewing graphics are Windows Picture-Internet Explorer etc.

iii. **Video** : Video means moving pictures with sound. It is the best way to communicate with each other. In multimedia, it is used to make the information more presentable and it saves large amount of time.

Chapter-7

Exercise Corner

- A. 1. b, 2. c, 3. a, 4. c, 5. b
- B. 1. cat, 2. lifelong kindergarten, 3. motion, 4. sound, 5. yellow
- C. 1. F, 2. T, 3. T, 4. F, 5. T
- D. 1. Program : A program is a collection of instructions that performs a specific task when executed by a computer. A computer program is usually written by a computer programmer in a programming language.
2. **Stage** : The stage is the main working area where we can see whatever we create in action. It is divided into (X, Y) coordinates.
3. **Sprite** : The Sprite is one of the many built-in-graphic characters that performs actions on the stage. The default sprite of scratch is a 'cat' (Scratch mascot) which we can see in the middle of the stage.

- E. 1. To add a sprite, follow the steps given, below :
- Click the 'Choose sprite from library' () icon in the 'Sprites area'. The 'Sprite Library' window appears.
 - Choose the desired sprite from the library and then click OK.

2.



- It rotates the sprite clockwise by specified angle.



- It puts the pen down so that it starts drawing on the stage.



- It executes the blocks inside continuously until we press the Stop button.



- It plays the sound and pauses the script until it finishes.

3. **Sound Block** : The Sound block is used to control the sound of the sprite. The sound blocks are given in magenta colour.

Pen Block : In Scratch, a sprite has a pen to draw images on the stage. The Pen block is used to change the behaviour of the sprite's pen. The Pen blocks are given in 'green' colour.

4. To save the project, follow the steps given below :

- Click the 'File' button on the menu bar and then click the 'Save as' option from the submenu that appears. The 'Save Project' dialog box appears.
- Choose the desired location on the file and enter the name of the file in the 'File name' text box with .sb2 extension.
- Click the 'Save button'. The project will be saved.