

Notes / solved exercises : OXFORD KEYBOARD COMPUTER SCIENCE WITH APPLICATION SOFTWARE CLASS/BOOK 3 (Second Edition)

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WITH APPLICATION SOFTWARE CLASS/BOOK 3 (Second Edition)

Contents

- Introduction to Computers 1-12
- Keyboard 13-20
- Operating System 21-29
- More about MS Paint 31-43
- Introduction to Logo 44-51
- Logo Commands 52-64
- Writing and Arithmetic with Logo 67-77
- Introduction to MS Word 2007 78-90
- Tux Paint 91-101

WORKSHEET 1 30

WORKSHEET 2 65

WORKSHEET 3 102

- CYBER OLYMPIAD QUESTIONS 106-108
- REVISION QUESTIONS 108-110

CHAPTER 1: INTRODUCTION TO COMPUTERS P: 1-12

Exercises

1- FILL IN THE BLANKS WITH THE CORRECT WORDS.

software start' v data visual display unit menu"

1. refers to programs that perform some tasks on a computer.
2. A collection of facts is called .. .
3. The monitor is also known as a .. .
4. To switch off the computer, click on the .. . button.
5. A .. . is a list of options displayed on the screen from which one or more options can be selected.

ANSWERS: 1. a. Software b. data c. visual display unit d. Start e. menu

2- WRITE T FOR THE TRUE STATEMENTS AND F FOR THE FALSE ONES.

1. A keyboard is an input device.
2. Performing calculations is called input. '
3. The ALU can perform only arithmetical calculations.
4. Output that is printed on paper is called soft copy.
5. The Shut down option is available by clicking on the Start button.

ANSWERS: 2. a. T b. F c. F d. F e. T

3- NAME THE FOLLOWING.

1. Brain of the computer
2. Part of the computer that stores data for processing
3. Result given by a computer after processing
4. An output device that prints output on paper
5. Output that is printed on paper

ANSWERS: 3. a. CPU b. Register c. Output d. Printer e. Hard copy

4- ANSWER THE FOLLOWING.

<p>QUESTION:4- a. As a machine, what work does a computer perform?</p>
<p>ANSWER: The computer enables us to 1- enter data (input), 2- process it (CPU), 3- store it (memory), and 4- output the results (output).</p>
<p>QUESTION: b. Give one common, real-life example of input, processing, and output.</p>

ANSWER:

A common real-life example of input, processing, and output is as follows:

To prepare tea
water + tea leaves + sugar + milk boil tea
INPUT PROCESSING OUTPUT

QUESTION: c. What is the difference between hardware and software?

ANSWER:

HARDWARE refers to those parts of a computer which you can touch.

SOFTWARE refers to programs that perform tasks on a computer.

QUESTION: d. Define the following.

- i. Input
- ii. Processing
- iii. Output

ANSWER:

- i. Input: The data or instructions that are entered into the computer are called input.
- ii. Processing: Performing calculations or comparing data is called processing.
- iii. Output: The results that are produced by the computer are called output.

QUESTION: e.

Give two examples each of input devices and output devices.

ANSWER:

Examples of input devices are the keyboard and the mouse.
Examples of output devices are the monitor and the printer.

QUESTION: f.

What is the function of each component of the central processing unit?

ANSWER:

The CPU consists of three components:

- i. Arithmetic and logic unit (ALU): This part of the CPU performs all the arithmetical calculations and logic comparisons.
- ii. Control unit (CU): This part of the CPU controls the movement of information between the memory, the ALU, and other parts of the computer.
- iii. Registers: These store all the data needed for processing.

5- CIRCLE THE CORRECT OPTION.

- 1. What term refers to the parts of a computer that you can feel or touch?
- 2. software ii. hardware iii. hard copy iv. none of these
- 3. The part of a computer where data is stored is called the
- 4. register ii. ALU iii. CU iv. none of these
- 5. Which of the following are important mouse actions?
- 6. click ii. double-click iii. right-click iv. all of these
- 7. Which of the following is not a logical comparison?
- 8. $42 > 3$ _ ii. $36 = 36$ iii. $Z3 + 3$ iv. $34 >: 33$
- 9. The full form of VDU is
- 10. visual digital unit iii. virtual display unit
- 11. visual display unit iv. virtual digital unit

ANSWERS: 5. a. ii b. i c. iv d. iii e. ii

CHAPTER 2: KEYBOARD P: 13-20

Exercises

1. FILL IN THE BLANKS WITH THE CORRECT WORDS.

two four Space Bar Enter Shift

1. There are cursor control keys on the keyboard.
2. There are sets of number keys on the keyboard.
3. The key, is used to move the cursor to the next line.
4. The is the longest key on the keyboard.
5. The key is used to type in capital letters when the Caps Lock is off

ANSWERS: 1. a. four b. two c. Enter d. space bar e. Shift

2. WRITE T FOR THE TRUE STATEMENTS AND F FOR THE FALSE ONES.

3. When the Caps Lock is off, the letters that you type will be small letters.
4. The Delete key is used to erase anything typed on the right side of the cursor.
5. The Space Bar is used to insert a blank space between letters or numbers.
6. The Shift key is used to insert a blank space between letters or numbers.
7. There is only one Shift key on the keyboard.

ANSWERS: 2. a. T b. T c. T d. F e. F

3. ANSWER THE FOLLOWING.

QUESTION a. How many of the following keys are there on the keyboard?

- i. Cursor control
- ii. Space Bar
- iii. Shift

ANSWER:

- a. i. There are four cursor control keys on the keyboard.
- ii. There is one space bar on the keyboard.
- iii. There are two Shift keys on the keyboard.

QUESTION b. What is the Shift key used for?

ANSWER:

- b. The Shift key is used to type in capital letters when the Caps Lock is off.

QUESTION c. Which key is used to move the cursor to the next line?

ANSWER:

- c. The Enter key is used to move the cursor to the next line.

QUESTION d. Which key is used to insert a blank space between letters or numbers?

ANSWER:

- d. The space bar is used to insert spaces between letters or numbers.

QUESTION e. How can we type special symbols like *, @, &, and /\ ?

ANSWER:

- e. We can type special symbols by pressing the Shift key with the required symbol key.

4- CIRCLE THE CORRECT OPTION.

1. The keys that are used to move the cursor in any of the four directions.
2. cursor control keys ii. Enter key iii. Shift key iv. all

of these

3. There are alphabet keys.
4. 25 ii. 26 iii. 27 iv. 24
5. To type numbers using the numeric keypad on the right-hand side of the keyboard, the should be on.
6. Caps Lock ii. Num Lock iii. Tab Lock iv. None of these
7. When the Caps Lock is on, you can use the key to type in small letters.
8. Shift ii. space bar iii. Ctrl iv. none of these
9. Which key erases text on the left side of the cursor?
10. Delete ii. space bar iii. Backspace iv. none of these

ANSWERS: 4 a. i b. ii c. ii d. i e. iii

CHAPTER 3: OPERATING SYSTEM P:21-29

Exercises

1. FILL IN THE BLANKS WITH THE CORRECT WORDS.

desktop double-clicking operating system Start taskbar

1. When you switch on the computer, the is loaded onto the computer memory automatically.
2. The screen that appears after loading the Windows operating system is called the——
3. You can open any program on the desktop by the left mouse button.
4. The long horizontal bar at the bottom of the screen is called the
5. The button is situated at the left end of the taskbar.

**ANSWERS: 1. a. operating system b. desktop c. double-clicking
d. taskbar e. Start**

**2. WRITE T FOR THE TRUE STATEMENTS AND F FOR THE FALSE
ONES.**

3. UNIX is a multi-user operating system.

4. A folder can only contain files.

Ac. You cannot move the taskbar.

1. The Start menu is divided into two panes.

2. Clicking on All Programs shows the complete list of
programs.

ANSWERS: 2. a. T b. F c. F d. T e. T

3. NAME THE FOLLOWING.

4. Software that helps the user to work with the computer
..... ..

5. Small pictures on the desktop

6. A place to store any piece of information on the
computer

7. A bar that can be moved to any one of the four sides of
the screen

8. A menu that can help you open any program on your
computer

**ANSWERS: 3. a. Operating system b. Icons c. File d. Taskbar e.
Start**

QUESTION: 4. ANSWER THE FOLLOWING.

a. What is an operating system?

ANSWER:

An operating system is software that enables the user to interact with the computer.

QUESTION: b. What is a single-user operating system?

ANSWER:

A single-user operating system is a system that allows only one user to work on it at a time.

QUESTION:

Name the places where single-user operating systems are used.

ANSWER:

Single-user operating systems are usually used at home. Multi-user operating systems are used in offices, big organizations such as hospitals, railway stations, etc.

QUESTION:

d. What is a desktop?

ANSWER:

The desktop is the first screen that appears after loading the Windows operating system.

QUESTION:

e. What do we call the pictures on the desktop?

ANSWER:

The term used to refer to the pictures on the desktop is icons.

QUESTION:

f. Can you have a folder within a folder?

ANSWER:

Yes, we can have a folder within a folder.

QUESTION:

g. Where on the taskbar is the Start button located?

ANSWER:

The Start button is located at the left end of the horizontal taskbar.

ANSWERS: 5. a. iv b. ii c. ii d. i e. ii

CHAPTER 4: MORE ABOUT MS PAINT P:31-43

EXERCISES

1- FILL IN THE BLANKS WITH THE CORRECT WORDS.

Redo desktop Undo Copy Skew

1. The option is used to duplicate a selected part of a drawing.
2. The command is used to reverse the last action performed.
3. The command is used to reverse the effect of the Undo command
4. The option is used to change the angle of a drawing.
5. You can set a drawing as a background.

ANSWERS: 1. a. Copy b. Undo c. Repeat d. Skew e. desktop

2- WRITE T FOR THE TRUE STATEMENTS AND F FOR THE FALSE ONES.

1. It is possible to select a part of the drawing.
2. The Copy option is used to duplicate a selected part of

- a drawing.
3. You can resize a drawing.
 4. You cannot set a drawing as a desktop background.
 5. The Full Screen option is available by clicking on the View tab.

ANSWERS: 2. a. T b. T c. T d. F e. T

3- NAME THE FOLLOWING.

1. Tool used to change a drawing into its mirror image
..... ..
2. Option used to increase the size of a drawing
3. Tool used to change the angle of a drawing
4. Keyboard shortcut to get the Resize and Skew dialog box
..... ..
5. Option used to increase the zoom level of a drawing
..... ..

ANSWERS: 3. a. Flip b. Resize c. Skew d. Ctrl + W e. Zoom in

4- ANSWER THE FOLLOWING.

QUESTION:

- a. Write the keyboard shortcut for the Cut and Paste options.

ANSWER:

The keyboard shortcut for the Cut command is Ctrl + X and the keyboard shortcut for the Paste command is Ctrl + V.

QUESTION:

b. Which tab displays the option for the Copy and Paste options?

ANSWER:

The Home tab displays the options for the Copy and Paste commands.

QUESTION:

c. How does the same object vary visually on applying the following:
i. the Resize option? ii. the Skew option?

ANSWER:

**i. On applying the Resize command, the object will be resized in both the horizontal and vertical directions.
ii. On applying the Skew command the object will tilt at a given angle.**

QUESTION:

d. Write down the steps to set a drawing as a desktop background.

ANSWER:

**The steps to set a drawing as a desktop background are as follows:
i. Click on the Paint button and then point to Set as desktop background.**

1. Choose the required setting.

5- CIRCLE THE CORRECT OPTION.

1. Which tab displays the Cut option?

2. Font ii. Clipboard iii. Paragraph iv. Home

3. The command is used to reverse the last action performed.
4. Cut ii. Copy iii. Undo iv. Redo
5. Which option is used to change the angle of a drawing?
6. Rotate ii. Resize iii. Skew iv. none of these
7. Which of the following options is available by clicking on the View tab?
8. Full Screen ii. Page layout iii. Resize iv. Skew

ANSWERS: 5. a. iv b. iii c. iii d. i

CHAPTER 5: INTRODUCTION TO LOGO P:44-51

Exercises

1- FILL IN THE BLANKS WITH THE CORRECT WORDS.

commander window Enter Execute input box recall list box Reset

1. The MSWLogo screen is divided into the main screen and the
2. The is used to type commands.
3. You can execute a command by pressing the key or clicking on thebutton.
4. The is used to record the instructions.
5. The button clears the output screen and brings the turtle to the centre of the screen.

ANSWERS: 1. a. commander window b. input box c. Enter, Execute

1. recall list box e. reset

WRITE T FOR THE TRUE STATEMENTS AND F FOR THE FALSE ONES.

1. You can change the shape of the turtle.
2. The turtle sits on the main screen.
3. The Logo screen is divided into three main parts.
..
4. The input box keeps a record of the instructions.
..
5. The control buttons are located on the left-hand side of the screen.

ANSWERS: 2. a. F b. T c. F d. F e. F

ANSWERS: 3. a. MSWLogo b. Turtle c. Command d. Input box e. Execute

4- ANSWER THE FOLLOWING.

QUESTION:

- a. Into how many sections is the MSWLogo screen divided?
Name them.

ANSWER:

The MSW Logo screen is divided into two sections: the main screen and the commander window.

QUESTION:

- b. Into how many sections is the commander window divided? Name them.

ANSWER:

The commander window is divided into two sections: the input box and the recall list box.

QUESTION:

c. Can you type a command in the recall list box? If not, which box would you use?

ANSWER:

No, we cannot type a command in the recall list box. The input box is used.

QUESTION:

d. Which button is used to execute a Logo command?

ANSWER:

The Execute button is used to execute a Logo command.

3- WHAT AM I?

1. I am a simple computer language used to draw figures, write text, and do simple calculations.
2. I am a small triangle that draws lines on the Logo screen.
3. I am an instruction given to the Logo turtle.
4. I am the area where you type a Logo command.
5. I am the button used to execute a Logo command.
- ..

5. CIRCLE THE CORRECT OPTION.

6. The shape of the turtle is a
7. square ii. rectangle iii. circle iv. triangle
8. The MSWLogo screen is divided into sections.
9. two ii. three iii. four iv. none of these
10. The area in which the commands are typed is called the
11. recall list box ii. input box iii. main screen iv. none of these
12. The area that records the instructions is called the

..... . . .

13. input box ii. recall list box iii. main screen iv. none of these
14. This button is used to clear the output (or main screen) and bring the turtle to

the centre of the screen.

1. Execute ii Status iii. Reset iv. None of these

ANSWERS: 5. a. iv b. i c. ii d. ii e. iii

21

CHAPTER 6: LOGO COMMANDS P:52-64

Exercises

1. **FILL IN THE BLANKS WITH THE CORRECT WORDS.**

CLEARSCREEN HOME LEFT SETH SETPENSIZE

1. The command turns the turtle's head anticlockwise.
2. The command brings the turtle to the centre.
3. The command clears the screen and brings the turtle to its HOME position.
4. The command counts the number of units from the HOME position.
5. The command sets the width of the pen of the turtle.

ANSWERS: 1. a. LEFT b. HOME c. CLEARSCREEN d. SETH e. SETPENSIZE

2. WRITE T FOR THE TRUE STATEMENTS AND F FOR THE FALSE ONES.

3. FD100 is a correct command.
4. The FORWARD command can also be used to move the turtle backward.
5. You can only move the turtle in a straight line.
6. You cannot change the width of the pen of the turtle.
7. You can change the colour of the pen of the turtle.

ANSWERS: 2. a. F b. T c. T d. F e. T

3. NAME THE FOLLOWING.

1. The position of the turtle in the centre of the screen
2. A single point on the screen
3. The command that always turns the turtle's head clockwise
4. This command takes
5. This command takes three inputs.

Tasks to do Commands to be given

Answers: 3. a. HOME b. Pixel c. RIGHT d. SETPENSIZE e. SETPENCOLOR

4. IN THE RIGHT COLUMN OF THE TABLE, WRITE DOWN THE LOGO COMMANDS FOR THE TASKS GIVEN IN THE LEFT COLUMN.

Tasks to do	Commands to be given
-------------	----------------------

<ol style="list-style-type: none"> 1. Bring the turtle to the centre of the Logo screen. 2. Move the turtle forward by 60 units. 3. Turn the turtle clockwise by 50 units from the previous position. 4. Move the turtle anticlockwise by 80 units. 5. Move the turtle backward by 70 units. 	
---	--

ANSWERS: 1- HOME , 2- FD 60 , 3- SETH 50 , 4- LT 80 , 5- BK 70 ,

5. WRITE THE SHORT FORMS OF THE FOLLOWING LOGO COMMANDS.

COMMANDS	SHORT FORMS OF THE COMMANDS
A FORWARD BACKWARD RIGHT LEFT CLEARSCREEN SETPENCOLOR	

ANSWERS: (1-FD) (2-BK) (3-RD) (4-LT) (5-CS) (6- SETPC)

6. ANSWER THE FOLLOWING.

QUESTION:
a. What would happen if you typed the command FD 300?
ANSWER:
a. If we typed the command FD 300 the turtle would move 300 units forward, draw a straight line, and move beyond the screen.

QUESTION:

b. Which command brings the turtle to the centre of the screen?

ANSWER:

b. The HOME command brings the turtle to the centre of the screen.

QUESTION:

c. Write a command that changes the width of the pen of the turtle to 7 pixels.

ANSWER:

c. The command is SETPENSIZE [7 7].

QUESTION:

d. Write a command that changes the colour of the pen of the turtle to blue.

ANSWER:

d. The command is SETPENCOLOR [0 0 255].

7- CIRCE THE CORRECT OPTION.

1. The commands used to move the turtle forward by 50 units is

i- FD 50 ii- BK -50 iii- SETH 50 iv Both i and ii

1. The commands used to turn the turtle anticlockwise by 100 units is

RT 100 "ii." LT' TCTO iii. SETH 100 iv. BK 100

1. The commands that will not take any input is

CS ii. HOME iii. RIGHT iv. Both i and ii

1. The commands used to clear the Logo screen is

HOME ii. CLEARSCREEN iii. CLEAR iv. Delete

1. This command "is used to change the colour of the pen of the turtle to green.
2. SETPENCOLOR [255 0 0] iii. SETPENCOLOR [0 0 255]
3. SETPENCOLOR [0 255 0] iv. SETPENCOLOR [0 0 0]

ANSWERS 7. a. iv b. ii c. iv d. ii e. ii

CHAPTER 7: WRITING AND ARITHMETIC WITH LOGO P:67-77

Exercises

EXERCISES

1- FILL IN THE BLANKS WITH THE CORRECT WORDS.

CLEARTEXT DIFFERENCE LABEL PRINT SUM

1. The command is used to write any text or number in the recall list box.
2. The command is used to write any text or number on the main screen.
3. The command is used to clear the recall list box.
4. The function is used to add two or more numbers.
5. The function is used to subtract one number from another.

ANSWERS: 1. a. PRINT b. LABEL c. CLEARTEXT d. SUM e. DIFFERENCE

2- WRITE T FOR THE TRUE STATEMENTS AND F FOR THE FALSE ONES.

1. The short form of LABEL is LB.
2. Arithmetical operators can be used with Logo commands.
..... ..
3. The command RT 3 * 10 will turn the turtle left by 30 units.
4. PR SUM 10 20 30 is a correct statement.
5. The output of PR REMAINDER 10 3 is 1.

ANSWERS: 2. a. F b. T c. F d. F e. T

3- NAME THE FOLLOWING.

1. This command writes any text or number in the recall list box.
2. This command writes any text or number on the main screen.
3. The short form of CLEARTEXT
4. The function to add two or more numbers
5. The function to find the remainder after the division of two numbers

ANSWERS: 3. a. PRINT b. LABEL c. CT d. SUM e. REMAINDER

4- ANSWER THE FOLLOWING.

QUESTION:
a. Which command is used to write any text or number in the recall list box?
ANSWER:
The PRINT command is used to write text or numbers in the recall list box.
QUESTION: b. Which command is used to write any text or number on the Logo main screen?

ANSWER:

The LABEL command is used to write text or numbers on the main screen.

QUESTION: c. What does the command LABEL [I LIKE PLAYING COMPUTER GAMES] do?

ANSWER:

The LABEL [I LIKE PLAYING COMPUTER GAMES] writes I LIKE PLAYING COMPUTER GAMES vertically on the screen at the turtle position.

QUESTION: d. Write the command used to clear text in the recall list box.

ANSWER:

The CLEARTEXT command clears the text in the recall list box.

QUESTION: e. Write the arithmetical operators used in Logo commands.

ANSWER:

The arithmetical operators used in Logo commands are addition (+), subtraction (-), multiplication (*), and division (/).

5- CIRCLE THE CORRECT OPTION.

1. The operator used for multiplication is
2. + ii. - iii. * iv./
3. The correct statement to give the output as the sum of 5, 6, 7, and '8 in the recall list box is .
4. PR SUM 5 6 7 8 iii. PR(SUM 5 6 7 8)
5. PR(SUM 5 6 7 8) iv. PR SUM(5, 6, 7, 8)
6. The output of PR(PRODUCT 2 3 4 1) is
7. 24 i. 12 iii. 6 iv. 4
8. The output of PR QUOTIENT 20 3 is
9. 3 ii. 6 iii. 1 iv. 2
10. The output of PR REMAINDER 10 3 is

11. 1 ii. 2 iii. 3 iv. 5

ANSWERS: 5. a. iii b. iii c. i d. ii e. i

CHAPTER 8: INTRODUCTION TO MS WORD 2007 P:78-90

Exercises

1. FILL IN THE BLANKS WITH THE CORRECT WORDS.

Exit Word, Microsoft Office Button, Title bar, document window, horizontal ruler

1. The is an area in an MS Word window where text is typed.
2. The is located in the upper-left corner of MS Word 2007 window.
3. The is located at the top of the document window and is used to set the left margin, right margin, indents, and tabs.
4. The is displayed at the top of the MS Word window and displays the document name followed by the program name.
5. To exit MS Word 2007, click on the Microsoft Office Button and then click on

ANSWERS: 1. a. document window b. Microsoft Office Button c. horizontal ruler

1. Title bar e. Exit Word

2- WRITE T FOR THE TRUE STATEMENTS AND F FOR THE FALSE ONES.

1. The vertical scroll bar is used to scroll up or down the text.'
2. The Help button is located on the left end of the Ribbon.
3. To save a document, you can click on the Save option on the V

My Quick Access To'olbar'." 'T

1. If you try to close a document without saving it, Word prompts you to save it.
2. The default extension of a Word document in Word 2007 is .doc.

ANSWERS: 2. a. T b. F c. T d. T e. F

3- ANSWER THE FOLLOWING.

QUESTION a. Name two word processing programs.
ANSWER: a. Two word processing software packages are WordPad and MS Word.
QUESTION b. Name the two scroll bars shown on an MS Word window.
ANSWER: b. Two scroll bars present on an MS Word window are the horizontal scroll bar and the vertical scroll bar.
QUESTION c. Which extension is added automatically to the MS Word 2007 filename?
ANSWER: c. Word automatically adds an extension .docx to the filename in MS Word 2007.
QUESTION d. Which toolbar has a button to save a file?

ANSWER:

d. The Quick Access Toolbar has the button to save a file.

QUESTION e. Write the steps to start Notepad.

**ANSWER: e. To start Notepad, follow these steps:
Click on Start ,, All Programs ,, Accessories ,, Notepad.
The Notepad window appears on the screen.**

4- NAME THE FOLLOWING.

1. Computer software that helps you type text on a computer
..... ..
2. A popular Windows-based word processor
3. A list of commands
4. It is displayed at the bottom of the MS Word window and gives information about the current document such as the number of pages and words.
5. This button is located at the top right corner of the Ribbon.
6. **a. Word processor b. MS Word c. Menu d. Status bar e. Help**

5- CIRCLE THE CORRECT OPTION.

1. Which of the following is a word processor?
2. MS PowerPoint ii. MS Word iii. MS Excel iv. none of these
3. Which of the following options are available on clicking the Microsoft Office Button?
4. New ii. Exit iii. Close iv. all of these
5. The bar used to scroll the text left or right is the
..... ..
6. horizontal scroll bar ii. vertical scroll bar iii. ruler
iv. none of these
7. A window in which you select options is called a

-
8. dialog box ii. window iii. menu iv. none of these
 9. The Save option is available on clicking this button.
 10. Paint button iii. Microsoft Office Button
 11. Help button iv. none of these

ANSWERS: 5. a. ii b. iv c. i d. i e. iii

CHAPTER 9: TUX PAINT P:91-101

Exercises

1- FILL IN THE BLANKS WITH THE CORRECT WORDS.

Help area New Save Toolbar

1. The Tux Paint main screen is divided into sections.

The ——-contains tools for drawing and editing.

b- The———shows tips and information about the selected tool while on the drawing canvas.

c- To start a new drawing, click on the tool.

d- The———tool is used to save the picture.

ANSWERS: 1. a. five b. Toolbar c. Help area d. New e. Save

2- WRITE T FOR THE TRUE STATEMENTS AND F FOR THE FALSE ONES.

a- The Color palette is located just below the drawing canvas.

b- The Toolbar contains different sizes of tools.

c- The Lines tool can draw curved lines.

1. You can move the shapes by moving the mouse pointer.
2. The Magic effects tools can be used by clicking on the picture or by clicking and dragging the picture.

ANSWERS: 2. a. T b. F c. F d. T e. T

3- NAME THE FOLLOWING.

1. This section is located on the-"right side of the main screen.
2. This section is located below the Drawing canvas.
3. This tool is used to draw straight lines.
4. This tool is used to draw various geometrical figures.
5. This tool is used to delete a part of or the whole picture.

ANSWERS: 3. a. Selector b. Colors c. Lines d. Shapes e. Eraser

QUESTION: a. Into how many sections is the Tux Paint main screen divided? Name them.

ANSWER:

The main screen of Tux Paint is divided into five sections:

i. Toolbar ii. Drawing Canvas iii. Selector iv. Color palette v. Help area

QUESTION: b. Which tool is used to add special effects to a picture?

ANSWER:

The Magic tool is used to add special effects to a picture.

QUESTION: c. What appears on the screen when you click on the New tool?

ANSWER:

When we click on the New tool, a dialog box appears from where we can choose a solid background colour or a starter image.

QUESTION: d. Which tool is used to load a picture?

ANSWER:

The Open tool is used to load a picture.

5- CIRCLE THE CORRECT OPTION.

1. The toolbar contains
2. drawing tools ii. editing tools iii. different sizes of tools
3. This section is located at the bottom of the main screen.
4. Selector ii. Toolbar iii. Buttons
5. This tool is used to write letters and numbers.
6. Lines ii. Shapes iii. Text
7. This tool is used to add special effects to a picture.
8. Paint ii. Lines iii. Shapes
9. This tool is used to cancel the last drawing action.
10. New ii. Open iii.Red0

both i and ii

Help area

Magic

Magic

Undo

ANSWERS: 5. a. iv b. iv c. iii d. iv e. iv

WORKSHEET 1

ANSWERS:

1. Enter Shift Delete Caps Lock space bar

2. 2. Software b. Operating system c. Desktop d. Icons e. Taskbar f. Start

3. 3. HARDWARE b. DATA c. PROCESSING d. CONTROL UNIT e. HARD DISK

4. 4. Input b. Input c. Processing d. Output e. Output f. Output g. Output h. Processing

WORKSHEET 2

ANSWERS:

1. 1. HOME 2. COPY 3. REDO 4. VIEW 5. PAINT

2. a. Head b. Main screen c. Recall list box d. FORWARD e. Reset

3. FD 100 RT 90

4. a. FD 60 b. BK 100 c. Reset d. CLEARTEXT e. LT 45

5. To set the umbrella as desktop background:

Click on the **Paint** button and then point to **Set as desktop background**. Choose the setting.

28

WORKSHEET 3

ANSWERS:

1. a. PR 663 b. PR SUM 34 12 c. LABEL [HELLO]

2. CLEARTEXT e. PR Product 9 13

2. a. Status bar b. Split box c. Save d. .docx e. Title bar

3. 1. Microsoft Office Button 2. **Quick Access Toolbar** 3. Help button

4. Vertical scroll bar 5. Document window 6. Start button

4. 1. Toolbar 2. Drawing canvas 3. Selector 4. Color palette 5. Help area

5. The four tools used in the drawing are as follows:

6. **Line** tool b. **Text** tool c. **Magic** tool d. **Shapes** tool

CYBER OLYMPIAD QUESTIONS

1. **What type of device is a keyboard?**
2. Output c. Processor
3. Input d. Software
4. **This is a part of the CPU.**
5. ALU c. Register
6. CU d. All of these
7. **What does CPU stand for?**
8. Computer processing unit
9. Central processing unit
10. Calculation processing unit
11. Common processing unit
12. **àINPUTà—àOUTPUT What is ——**
13. Calculation c. Processing
14. Solving problem d. None of these
15. **Which one is not computer hardware?**
16. Monitor c. Mouse
17. Operating system d. Printer
18. **Switch on the power supply > switch on the UPS > switch on the power button on the cabinet > switch on the monitor. These are the steps for**
19. shutting down a computer
20. starting up a computer
21. restarting a computer
22. none of these
23. **This button is usually located on which side of the screen?**
24. Lower-left corner
25. Lower-right corner

Upper-left corner

Upper-right corner

8. **This horizontal bar is located at the bottom of the**

screen.

9. Taskbar c. Status bar
10. Menu bar d. Scroll bar
11. **This key is used to insert spaces between words, letters, or numbers. If pressed once, it gives a space of one character.**
12. Backspace c. Enter
13. space bar d. Shift
14. **The computer monitor is also known as the** . . .
15. VDU c. CU
16. ALU d. CPU
17. **These arrow keys are called the——**
18. movement keys
19. cursor control keys
20. function keys
21. jump keys
22. **This should be on if you want to use the numeric keypad.**
23. Caps Lock c. Function
24. Num Lock d. Windows
25. **Single-user operating systems are used in**
26. banks c. railway stations
27. homes d. airports
28. **Which mouse action is used when you draw inside the Paint drawing area?**
29. Click and drag c. Right-click
30. Double-click d. Drag-and-drop
31. **If the Word Wrap option is selected**
32. you can write on one line
33. the cursor moves to the next line automatically
34. press the Enter key to move to the next line
35. none of these
36. **Find the odd one out.**
37. Windows XP c. Linux
38. UNIX d. Paint
39. **This can open any program on your computer.**
40. Start button c. Desktop
41. Taskbar d. Icons

42. **The small triangle that draws lines on the screen is called a** . . .
43. frog c. turtle
44. fly y d. tortoise
45. **Paint is used for** . .
46. calculation
47. writing letters
48. drawing figures
49. making presentations
50. **The key used in Paint to help you draw a perfect circle or square**
51. Shift c. Alt
52. Ctrl d. Caps Lock
53. **The tool used to write your name in Paint**
54. Pencil c. Curve
55. Line d. Text
56. **This tool is used in Paint to make something look bigger.**
57. Magnifier c. Rotate
58. Resize d. Select
59. **The area that contains the tools for drawing and colouring in Paint**
60. Tab c. Ribbon
61. Option d. Drawing area
62. **Clicking which button will return the window to its previous size?**
63. Maximize c. Close
64. Minimize d. Restore Down
65. **Which command will move the Logo turtle in the forward direction step by step?**
66. RT c. PD
67. LT d. BK
68. **Which of the following is not a Logo primitive?**
69. FD c. SETH
70. BK d. SETS
71. **The CS command in Logo is used to——**
72. clear the recall list box

73. clear the main screen
74. clear the entire screen
75. none of the above
76. **The command that turns the turtle to the right is**
- .. .
77. LT c. SETH
78. RT d. both b and c
79. **The HOME command** .. .
80. clears the drawing
81. clears the drawing and brings the turtle to the centre
82. brings the turtle to the centre
83. none of the above
84. **PRINT REMAINDER 10 3 will display the result as** ..
- .
85. 0 c. 2
86. 1 d. 3
87. **This turns the turtle right by 150 units.**
88. RT 50 RT 50 RT 50
89. SETH 50 SETH 50 SETH 50
90. SETH 150
91. Both a and c
92. **The CLEARTEXT command** ..
93. clears text in the recall list box
94. clears text on the main screen
95. clears text in the input box
96. none of these
97. **Which button erases the drawing on the main screen and brings the turtle to the centre position?**
98. Execute c. Reset
99. Status d. Pause
100. **The LABEL [TEXT IN LOGO]**

command shows text in the

1. recall list box c. both a and b
2. main screen d. none of these
3. **The command to move the turtle 100 points backward is**

-
4. PD -100 c. RT 100
 5. BK 100 d. Both a and b
 6. **The Quick Access Toolbar appears in which corner of the Microsoft Word**

screen?

1. Top-left c. Bottom-left
2. Top-right d. Bottom-right
3. **Q This button has options to** ..
4. open a file c. print a file
5. save a file d. all of these
6. **Which application program is used to write text only?**
7. Paint c. Microsoft Word
8. Notepad d. Magic Slate

39.What is the extension of a file in Microsoft Word 2007?

1. .doc c. .tXt
2. .ClOCX d. .xls
3. **When you save a file, which horizontal bar contains the name of the file?**
4. Taskbar c. Status bar
5. Title bar d. Tabs

ANSWERS:

1.	5.	9.	13.	17.	21.	25.	29.	33.	37.
b.	b.	b.	b.	a.	d.	c.	c.	c.	d.
2.	6.	10.	14.	18.	22.	26.	30.	34.	38.
d.	b.	a.	a.	c.	a.	d.	b.	b.	b.
3.	7.	11.	15.	19.	23.	27.	31.	35.	39.
b.	a.	b.	b.	c.	c.	b.	d.	d.	b.
4.	8.	12.	16.	20.	24.	28.	32.	36.	40.
c.	a.	b.	d.	a.	a.	d.	a.	a.	b.

30

REVISION QUESTIONS

1- Which of the following parts of the computer stores data?

1. Memory
2. Keyboard
3. Mouse

2- Which part of the computer is known as the 'brain of the computer'?

3- Write the missing step to start a computer.

1. Switch on the power supply.
2. Switch on the CPU.

4- Define the following terms:

1. Output
2. Input
3. Hard copy
4. Write any one function of the Shift key.
5. Name the longest key of the keyboard and explain its function.
6. Define a multi-user operating system.
7. What are the small pictures on the desktop called?
8. Name a text editor that has been included in all the versions of Microsoft Windows.
9. Name the different options available on clicking the Select tool in Paint.
10. Write the steps to twist (skew) a drawing in the horizontal or vertical direction.

12. Name the window control button that is used to reduce the current window to a Taskbar button.

13. Which window control button would you select to restore a window down from the original size?
14. Name the section of the Logo screen where you see the turtle.

15. Explain the meaning of primitive in Logo with an example.
16. In which area of the Logo screen would you type the command FD 100?
17. Write the Logo command to turn the turtle anticlockwise.
18. Write the Logo command to bring the turtle to the starting position.
19. What is the use of the SETH command in Logo?
20. Give the short forms of the following Logo commands:
21. FORWARD d. BACKWARD
22. CLEARSCREEN e. RIGHT
23. LEFT
24. If you want to print the words I LOVE LOGO in MSWLogo, which command(s)

would you use?

22. What are the arithmetical operators used for addition and multiplication in Logo?
23. Which function is used to subtract one number from another in Logo?
- 24- Which function is used to multiply two numbers in Logo?
- 25- Write any three features of a word processing software. ‘
- 26- Give the uses of a word processing software.
- 27- Write the Logo command to write a message “WELCOME TO THE WORLD OF COMPUTERS” on the main screen.
- 28- Write the Logo commands to draw a rectangle in Logo.
- 29- How would you draw a square in Paint?
- 30- What would be the output of the following commands?
 1. PR SUM 12 34
 2. PR PRODUCT 23 12
 3. PR 56 + 34

4. PR QUOTIENT 145 5

31- What is the purpose of the following in MS Word?

1. Microsoft Office Button
2. Quick Access Toolbar

32- Write the steps to save a document in MS Word.

33- Which button would you press in Logo to stop the execution of the program permanently?

34- Name the key that you would press to erase a character to the right of the cursor.

35- Give an example to show that arithmetical calculations can be performed using PR command in Logo.

36- Write down the steps to set a drawing (in Paint) as the desktop background.

37. Which tab would you click on to do the following?

38. Zoom in and Zoom out
39. To view your drawing in full screen
40. To flip the drawing vertically

38- Name any two single-user operating systems.

39- FILL IN THE BLANKS.

1. The unit of a computer which controls the operations of a computer is called a—
2. Performing calculations is called——-
3. The keys are used to move the cursor in four different directions.
4. The should be on if you want to type numbers using the numeric keypad on the right-hand side of the keyboard.

5. The Start button is on the left-side of the
6. The bar is located at the top of the Paint window.
7. An already saved file in MS Word is opened by selecting the Open option in

the menu.

1. The button is used to change the size of the window to a small icon on the Taskbar.
2. To stop the execution of a Logo program temporarily, press the button.
3. Logo is a simple language used to draw
4. The command is used to clear the Logo screen.
5. The centre position of the turtle is called its position.
6. The short form of the command is PR.
7. To save a document in Word, click on the icon on the Quick Access Toolbar.

40-WRITE WHETHER THE FOLLOWING STATEMENTS ARE TRUE (T) OR FALSE (F).

1. A computer cannot compare data.
2. There is only one Shift key on the keyboard.
3. The desktop is the first screen that appears after loading the Windows operating system.
4. Images cannot be inserted in MS Word.
5. The vertical scroll bar is used to scroll up or down the text.
6. The turtle is a small rectangle that is used to draw lines on the Logo screen.
7. The RIGHT command is used to turn the turtle clockwise.
8. The short form of CLEARSCREEN command is CLEAR.
9. The symbol + is not an arithmetical operator.
10. The TOTAL function is used to add two or more numbers.

11. The default extension of a word document in MS WORD 2007 is DOCX.

ANSWERS:

1. Memory
2. CPU
3. Switch on the UPS.
4. Output: Output is the result produced by the computer.

Input: Input is the data or instruction entered into the computer.

Hard copy: Hard copy is the output printed on paper using a printer.

5. The Shift key is used to type capital letters when the Caps Lock is off.
6. The space bar is the longest key on the keyboard and is used to insert blank spaces between letters or numbers.
7. A multi-user operating system allows many people to use the same computer at the same time or different times.
8. The small pictures on the desktop are called icons.
9. Notepad is the text editor which is included in all versions of Microsoft Windows.
10. The different options in the **Select** tool are: Rectangular selection, Free-form selection, Select all, Invert selection, and Delete.

11. The steps are as follows:
12. Click on the **Home** tab.
13. Click on the **Select** option and drag the pointer to select the drawing.
14. In the **Image** group, click on **Resize**.

The **Resize and Skew** dialog box appears.

4. In the **Skew area**, type the amount (in degrees) to skew the selected area of the drawing in the **Horizontal** or

Vertical boxes.

5. Click on the **OK** button.
6. The Minimize button is used to reduce the current window to a taskbar button.
7. The Restore button is used to restore the window to its original size.
8. The Logo turtle is displayed on the main screen.
9. Primitives are commands in Logo. For example, FORWARD, RIGHT, LEFT, BACKWARD, etc.
10. The command FD 100 will be typed in the input box of the commander window.
11. The command to turn the turtle anticlockwise is LEFT or LT.
12. The command to bring the turtle to the starting position is HOME.
13. The SETH command followed by a number turns the turtle clockwise, no matter which way the turtle's head is pointing.

20. a. FD b. BK c. CS d. RT e. LT

21. PRINT [I LOVE LOGO]

22. The arithmetical operators used for addition and multiplication in Logo are + and *.

23. The DIFFERENCE function is used to subtract two numbers in Logo.

24. The PRODUCT function is used to multiply two numbers in Logo.

1 31

25. Three features of a word processing software are: formatting, inserting a drawing and providing page borders, and checking for spelling and grammatical errors.

26. Word processing software is used to create documents like letters, memos, newsletters, etc.

27. RT 90

LABEL [WELCOME TO THE WORLD OF COMPUTERS]

28. FD 100

RT 90

FD 50

RT 90

FD 100

RT 90

FD 50

29. To draw a square in Paint we select the **Rectangle** tool in the **Shapes** group.

30. a. 46 b. 276 c. 90 d. 29

31. a. The **Microsoft Office button** is located in the upper-left corner of the MS Word 2007 window

and displays a list of commands like **New**, **Open**, **Save**, **Save As**, and **Print** on clicking.

1. The **Quick Access Toolbar** is next to the **Microsoft Office button** and contains buttons for the most-commonly used commands.

2. The steps to save a document in MS Word are as follows:

3. Click on the **Microsoft Office button**. From the drop-down menu, click on **Save As**. The **Save As** dialog box appears.

4. Select the desired drive and folder.

5. In the **File name** text box, type the filename.

6. Click on **Save**.

7. HALT

8. Delete

9. PR REMAINDER 10 3

10. The steps to set a drawing as the desktop background in Paint are as follows:

11. Click on the **Paint** button and then point to **Set as**

desktop background.

12. Choose the setting.

13. a. **View** tab

14. **View** tab

15. **Home** tab

16. **Windows XP** and **Mac OS** are two single-user operating systems.

17. a. CPU b. Processing c. arrow d. Num Lock e. taskbar f. Title g. File h. Minimize i. Pause j. figures k. CS l. Home m. PRINT n. Save

18. a. F b. F c. T d. F e. T f. F g. T h. F i. F j. F k. T

NOTES: KEYBOARD WINDOWS 7 & MS OFFICE 2007 CLASS 3 (SANGEETA PANCHAL, ALKA SABHARWAL INDIA) FREE DOWNLOAD

NOTES: KEYBOARD WINDOWS 7 & MS OFFICE 2007 CLASS 3 (SANGEETA PANCHAL, ALKA SABHARWAL INDIA)

CONTENT

CH: 1 INTRODUCTION TO COMPUTERS 7-18

What is a Computer?

What is a Computer Made of?

Starting and Shutting Down a Computer

Uses of Computers

CH:2 KEYBOARD 19-26

* QWERTY Keyboard C

* Types of Keys

CH: 3 OPERATING SYSTEM 27-35

Types of Operating Systems

Microsoft Windows

Desktop and Icons

Worksheet 1 36

CH:4 MORE ABOUT PAINT 37-49

Moving and Copying Objects

Undo and Repeat

Rotate/Flip a Drawing C

Resizing a Drawing

Skew a Drawing

Set Drawing as a

Drawing Background

Zoom In and Out

CH:5 Introduction to Logo 50-57

Starting MSWLogo

Control Buttons

Entering MSWLogo Commands

Exit Logo C

CH:6 LOGO COMMANDS 58-70

FORWARD Command

Correcting Typing Mistakes

BACKWARD Command

RIGHT Command

LEFT Command

HOME Command

CS Command

SETH Command

Setting Pen Width and Color 4

CH:7 WRITING AND ARITHMETIC WITH LOGO 73-83

PRINT Command

LABEL Command

CLEARTEXT Command

Arithmetic Operations in Logo

CH:8 Introduction to MS Word 2007 84-96

Word Processing Software

Starting MS Word 2007

Components of MS Word Window

Creating a New Document

Saving a Document

Opening a Document

Closing a Document

Exiting MS Word

CH:9 Tux Paint 97-107

Starting Tux Paint

Main Screen

Drawing Tools

Other Controls

1. The ALU can perform only arithmetic calculations.

1- FILL IN THE BLANKS WITH THE CORRECT WORDS.

software, Start , data, Visual Display Unit ,menu

1. _____-refers to a set of programs that performs some tasks in a computer.
2. A collection of facts is called_____.
3. The monitor is also known as a _____
4. To switch off the computer, click the_____ button.
5. A _____ is a list of options displayed on the screen from which one or more options can be selected.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

2- WRITE T FOR THE TRUE STATEMENT AND F FOR THE FALSE ONE.

1. A keyboard is an input device.
2. Performing calculations is called input.
3. The output that is printed on paper is called soft copy.
4. The Shutdown option is available on clicking the Start button.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

3 :WRITE ONE WORD FOR THE FOLLOWING

1. Brain of the computer _____

b Part of the computer that stores data for processing

1. Result given by a computer after processing _____
2. An output device that prints output on paper _____
3. Output that is printed on paper _____

ANSWERS: (a-)(b-)(c-)(d-)(e-)

4- ANSWER THE FOLLOWING.

1. As a machine, what work does a computer perform?
2. Give ne common daily-life example of input, processing, and output.

c What is the difference between hardware and software?

1. DEFINE THE FOLLOWING.
2. Input
3. Processing

iii. Output

1. Give two examples each of input devices and output devices.
2. What is the function of each component of the Central Processing Unit?

5- CHOOSE THE CORRECT OPTION.

1. What refers to the parts of a computer that you can feel or touch?
2. Software ii. Hardware iii. Hard copy iv. None of these
3. The part of a computer that stores data is called the
4. Registers ii. ALU m. CU iv; None of these
5. Which of the following are important mouse actions?
6. Click ii. Double-click iii. Right-click iv. All of these
7. Which of the following is not a logical comparison?

i. $42 > 3$ ii. $36 = 36$ iii. $23 + 3$ iv. $34 \geq 33$

1. The full form of VDU is
2. Visual Digital Unit ii. Visual Display Unit

iii. Virtual Display Unit iv. Virtual Digital Unit

ANSWERS: (a-)(b-)(c-)(d-)(e-)

CH:2 KEYBOARD 19-35

1- FILL IN THE BLANKS WITH THE CORRECT WORDS.

Four – two – SPACEBAR – ENTER- SHIFT

1. There are _____-cursor control keys on the keyboard.
2. There are _____sets of number keys on the keyboard.
3. The_____is used to move the cursor to the next line.
4. The _____- is the longest key on the keyboard.
5. The _____key is used to type capital letters when CAPS LOCK is OFF.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

2- WRITE T FOR THE TRUE STATEMENT AND F FOR THE FALSE ONE.

1. When the CAPS LOCK is OFF, the letters that you type will be small letters.
2. The DELETE key is used to erase anything typed on the right side of the cursor
3. The SPACEBAR key is used to give a blank space between letters or numbers.
4. The SHIFT key is used to give a blank space between letters or numbers.
5. There is only one SHIFT key on the keyboard.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

3- WRITE ONE WORD FOR THE FOLLOWING

1. The letters of the alphabet on a keyboard are said to be in this order_____
2. Another name for cursor control keys_____
3. A small mark on the monitor of a computer, which shows the position of the next letter to be entered _____
4. The key used to erase anything typed on the right side of the cursor _____
5. The key used to give a blank space between letters _____.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

4- ANSWER THE FOLLOWING.

1. How many of the following keys are there on the keyboard?
2. Cursor control _____
3. SPACEBAR _____

iii. SHlFT _____

1. For what is the SHIFT used?
2. Which k y is used to move the cursor to the next line?
3. Which key is used to give a blank space between letters or numbers?
4. How can we /type special symbols like * @, &, and /\ on the computer monitor?

5- CHOOSE THE CORRECT OPTION.

1. **The keys that are used o move the cursor in any one of the four directions.**
2. Cursor control key? ii. ENTER key iii. SHIFT key iv. All

of these

3. **There are alphabet key?**

4. 25 ii. 2 iii. 27 iv. 24

5. **To type numbers using the numeric keypad on the right-hand side of the keyboard,**

the _____key should be ON.

1. CAPS LOCK ii. NUM LOCK iii. TAB LOCK iv. None of these

2. **When CAPS LOCK is ON, you can use the_____ key to type small letters.**

3. SHLFT ii. SPACEBAR iii. CTRL iv. None of these

4. **Which key erases anything typed on the left side of the cursor?**

5. DELETE ii. SPACEBAR iii. BACKSPACE iv. None of these

ANSWERS: (a-)(b-)(c-)(d-)(e-)

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CH: 3 OPERATING SYSTEM 27

1- FILL IN THE BLANKS WITH THE CORRECT WORDS.

Desktop – double click- operation system – start – taskbar

1. When you switch on the computer, the gets loaded into the_____computer memory automatically.
2. The screen that appears after loading the Windows operating system is called_____
3. You can open any program on the desktop by _____ the

left mouse button

4. The long horizontal bar at the bottom of the screen is called _____.
5. The _____-button is present at the left corner of the taskbar.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

2- WRITE T FOR THE TRUE STATEMENT AND F FOR THE FALSE ONE.

1. UNIX is a multi-user operating system.
2. A folder can only contain files.
3. You cannot move the taskbar.
4. The Start menu is divided into two panes.
5. Click All Programs to get the complete list of programs

ANSWERS: (a-)(b-)(c-)(d-)(e-)

3- WRITE ONE WORD FOR THE FOLLOWING.

1. A software that helps the user to work with the computer _____.
2. Small pictures on the desktop _____.
3. A place to store any piece of information on the computer _____.
4. A bar that can be moved to any one of the four sides of the screen_____.
5. A menu that can help you open any program on your computer _____.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

4- ANSWER THE FOLLOWING.

1. What is an operating system?

2. What do you mean by a single-user operating system?
3. Name the places where single-user and multi-user operating systems are used.
4. What is a desktop?
5. Which term is used to refer to the pictures on the desktop?
6. Can you have a folder within a folder?
7. Where is the Start button present on the taskbar?

5- CHOOSE THE CORRECT OPTION.

1. **The program that gets loaded when you switch on the computer.**
2. Paint ii. Logo iii. Game iv. Operating system
3. **What refers to the collection of programs that perform some tasks on a computer system?**
4. Hardware ii. Software iii. Group iv. None of these
5. **It is a horizontal bar and is usually present at the bottom of the screen.**
6. Start button ii. Taskbar iii. Menu bar iv. Programs
7. **It is present at the left corner of the taskbar and can help you start any program.**
8. Start button ii. Scroll bar iii. Menu bar iv. Icons
9. **The number of panes in the Start menu are**
10. three ii. two iii. four iv. one

ANSWERS: (a-)(b-)(c-)(d-)(e-)

Worksheet 1 36

—

—

—

—

CH:4 MORE ABOUT PAINT 37

1- FILL IN THE BLANKS WITH THE CORRECT WORDS.

Repeat , desktop , Undo , Copy, Skew

The _____ option is used to get a duplicate of the selected part of a drawing

The command is used to reverse the last action performed.

The command is used to reverse the effect of the Undo command

The option is used to change the angle of a drawing.

You can set the drawing as a background.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

2- WRITE T FOR THE TRUE STATEMENT AND F FOR THE FALSE ONE.

1. It is possible to select a part of the drawing. .
2. The Copy option is used to get a duplicate of the selected part of a drawing. .
3. You can resize a drawing.
4. You cannot set a drawing as a desktop background.
5. The Full Screen option is available on clicking the View tab.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

3. WRITE ONE WORD FOR THE FOLLOWING.

4. Tool used to change a drawing into its mirror image
..... ..
5. Option used to increase the size of a drawing
- ..
6. Tool used to change the angle of a drawing
7. Keyboard shortcut to get the Resize and Skew dialog box
..... ..
8. Option used to increase the zoom level of a drawing
..... ..

ANSWERS: (a-)(b-)(c-)(d-)(e-)

4. ANSWER THE FOLLOWING.

5. Write the keyboard shortcut for Cut and Paste options.
6. Which tab displays the option for Copy and Paste options?
7. How does the same object vary visually on applying:
8. Resize option ii. Skew option
9. Write steps to set your drawing as a desktop background.

5. CHOOSE THE CORRECT OPTION.

6. Which tab displays the Cut option?
7. Font ii. Clipboard iii. Paragraph iv. Home
8. The command is used to reverse the last action performed.
9. Cut ii. Copy iii. Undo iv. Redo
10. Which option is used to change the angle of a drawing?
11. Rotate ii. Resize iii. Skew iv. None of these
12. You can set a drawing as a desktop background.
13. True ii. False iii. Cannot say iv. None of these
14. Which of the following options is available on clicking the View tab?
15. Full Screen ii. Page layout iii. Resize iv. Skew

ANSWERS: (a-)(b-)(c-)(d-)(e-)

CH:5 INTRODUCTION TO LOGO 50

1. FILL IN THE BLANKS WITH THE CORRECT WORDS.

commander window ENTER execute input box recall list box reset

1. The MSWLogo screen is divided into main screen and
2. The is used to type commands.
3. You can execute a command by pressing the key or clicking the button.
4. The is used to record the instructions.
5. The button clears the output screen and brings the turtle to the center of the screen.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

2. WRITE T FOR THE TRUE STATEMENT AND F FOR THE FALSE ONE.

3. You can change the shape of the turtle.
4. The turtle sits on the main screen.

The Logo screen is divided into three parts.

1. The input box keeps a record of the instructions.
2. The control buttons are present on the left-hand side of the screen.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

3- WHO AM I?

1. I am a simple computer language used to draw figures, write text, and do simple calculations.

2. I am a small triangle that draws lines on the Logo screen.
3. I am an instruction given to the Logo turtle.
4. I am the area where you type a Logo command.
5. I am the button used to execute a Logo command.
- ..

ANSWERS: (a-)(b-)(c-)(d-)(e-)

4- ANSWER THE FOLLOWING.

1. Into how many sections is the MSWLogo screen divided? Name them.
2. Into how many sections is the commander window divided? Name them.
3. Can you type a command in the recall list box? If no, which box will you use to do so?
4. Which button is used to execute a Logo command?

5- CHOOSE THE CORRECT OPTION.

1. **The shape of the turtle is a**
2. square ii. rectangle iii. circle iv. triangle
3. **The MSWLogo screen is divided into sections.**
4. two ii. three iii. four iv. none of these
5. **The area in which the commands are typed is called the**
6. recall list box ii. input box iii. main screen iv. none of these
7. **The area that records the instructions is called the**
8. input box ii. recall list box iii. main screen iv. none of these
9. **This button is used to clear the output (or main screen) and brings the turtle to the center position of the screen**
10. Execute ii Status iii. Reset iv. None of these

ANSWERS: (a-)(b-)(c-)(d-)(e-)

CH:6 LOGO COMMANDS 58

1-FILL IN THE BLANKS WITH THE CORRECT WORDS.

CLEARSCREEN- HOME -LEFT- SETH- SETPENSIZE

1. The command turns the turtle's head in the anticlockwise direction
2. The command brings the turtle to its center position.
3. The command clears the screen and brings the turtle to its HOME position.
4. The command counts the number of units from the HOME position.
5. The command sets the width of the pen of the turtle.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

2- WRITE T FOR THE TRUE STATEMENT AND F FOR THE FALSE ONE.

1. FD100 is a correct command.
2. The FORWARD command can be used to move the turtle backward also.
3. You can move the turtle in a straight line only.
4. You cannot change the width of the pen of the turtle.
5. You can change the color of the pen of the turtle.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

3-WRITE ONE WORD FOR THE FOLLOWING.

1. The position of the turtle at the center of the screen
.....
2. A single point on the screen
3. The command that always turns the turtle's head in the
clockwise direction
4. This command takes two inputs
5. This command takes three inputs

ANSWERS: (a-)(b-)(c-)(d-)(e-)

4- WRITE THE LOGO COMMAND IN THE RIGHT COLUMN OF THE TABLE TO DO THE TASKS GIVEN IN THE LEFT COLUMN.

Bring the turtle to the center of the Logo screen Move the turtle by 60 units in the forward direction Turn the turtle clockwise by 50 units from the previous position Move the turtle anticlockwise by 80 units Move the turtle by 70 units in the backward direction	
---	--

ANSWERS: (a-)(b-)(c-)(d-)(e-)

5- WRITE THE SHORT FORM OF THE FOLLOWING LOGO COMMANDS.

Command	Short form of the command
---------	---------------------------

FORWARD BACKWARD RIGHT LEFT CLEARSCREEN SETPENCOLOR	
--	--

ANSWERS: (a-)(b-)(c-)(d-)(e-)

6- ANSWER THE FOLLOWING.

1. What would happen if you type the command FD 300?
2. Which command brings the turtle to the center of the screen?
3. Write a command that changes the width of the pen of the turtle to 7 pixels
4. Write a command that turns the color of the pen of the turtle to blue.

7- CHOOSE THE CORRECT OPTION.

1. The command used to move the turtle forward by 50 units is
2. FD 50 ii. BK -50 iii. SETH 50 iv. Both i and ii
3. The command used to turn the turtle anticlockwise by 100 units is

i. RT 100 ii. LT 100 iii. SETH 100 iv. BK 100

1. The command that will not take any input is
2. CS ii. HOME iii. RIGHT iv. Both i and ii
3. The command used to clear the Logo screen is
4. HOME ii. CLEARSCREEN iii. CLEAR iv. DELETE
5. The command used to change the color of the pen of the turtle to green.

6. SETPENCOLOR [255 0 0] ii. SETPENCOLOR [0 255 0] iii.
HLSETPENCOLOR [0 0 255] iv. SETPENCOLOR

ANSWERS: (a-)(b-)(c-)(d-)(e-)

CH:7 WRITING AND ARITHMETIC WITH LOGO 73

1-FILL IN THE BLANKS WITH THE CORRECT WORDS.

CLEARTEXT -DIFFERENCE- LABEL- PRINT- SUM

1. The command is used to write any text or number in the recall list box.
2. The command is used to write any text or number on the main screen.
3. The command is used to clear the recall list box.
4. The function is used to add two or more numbers.
5. The function is used to subtract one number from another.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

2. **WRITE T FOR THE TRUE STATEMENT AND F FOR THE FALSE ONE.**
3. The short form of LABEL is LB.
4. The arithmetic operators can be used with Logo commands.
..... ..
5. The command RT 3 * 10 will turn the turtle left by 30 units.
6. PR SUM 10 20 30 is a correct statement.
7. The output of PR REMAINDER 10 3 is 1.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

3- WRITE ONE WORD FOR THE FOLLOWING.

1. This command writes any text or number in the recall list box.
2. This command writes any text or number on the main screen.
3. The short form of CLEARTEXT.
4. The function to add two or more numbers.
5. The function to find the remainder after the division of two numbers.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

4- ANSWER THE FOLLOWING.

1. Which command writes any text or number in the recall list box?
2. Which command writes any text or number on the Logo main screen?
3. What does the command LABEL [I LIKE PLAYING COMPUTER GAMES] do?
4. Write the command used to clear text in the recall list box.
5. Write the arithmetic operators used in Logo commands.

5- CHOOSE THE CORRECT OPTION.

1. The operator used for multiplication is
2. + ii. - iii. * iv. /
3. The correct statement to give the output as sum of 5, 6, 7, & 8 in the recall list box is , 6 L m
4. PR SUM 5 6 7 8 ii. PR(SUM 5, 6, 7, 8)

iii.PR(SUM 5 6 7 8) lv. PR SUM(5, 6, 7, 8)

1. The output of PR (PRODUCT 2 3 4 1) is
2. 24 i. 12 iii. 6 iv. 4
3. The output of PR QUOTIENT 20 3 is
4. 3 ~ - ii. 6 iii. 1 iv. 2
5. The output of PR REMAINDER 10 3 is
6. 1 ii.2 iii.3 iv. 5

ANSWERS: (a-)(b-)(c-)(d-)(e-)

CH:8 INTRODUCTION TO MS WORD 2007 84

1- FILL IN THE BLANKS WITH THE CORRECT WORDS.

Exit Word Office button title bar document window horizontal ruler

1. The is an area in an MS Word window where text is typed.
2. The is located in the upper-left corner of MS Word 2007 window.
3. The is located at the top of the document window and is used to set the left margin, right margin, indents, and tabs.
4. is displayed at the top of the MS Word window and displays the document name followed by the program name.

5. To exit MS Word 2007, click the Office button and then choose the button.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

2- WRITE T FOR THE TRUE STATEMENT AND F FOR THE FALSE ONE.

1. The vertical scroll bar is used to scroll the text up or down.
2. The Help button is located to the left of the ribbon.
3. To save a document, you can click the Save option on the

Quick Access Toolbar. L, 7 A

1. If you try to close a document without saving it, Word prompts you to save it.
2. The default extension of a Word document in Word 2007 is .doc.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

3-ANSWER THE FOLLOWING.

1. Name two word processing software.
2. Name the two scroll bars present on an MS Word window.
3. Which extension is automatically added to the MS Word 2007 file name?
4. Which toolbar has a button to save a file?
5. Write the steps to start Notepad.

4- WRITE ONE WORD FOR THE FOLLOWING.

1. Computer software that helps you type text on a computer
..... ..

2. A popular Windows-based word processor
3. A list of commands
4. It is displayed at the bottom of the MS Word window and gives information about

the current document like the number of pages and words.
.....

1. This button is located at the top right corner of the ribbon.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

5- CHOOSE THE CORRECT OPTION.

1. Which of the following is a word processing software?
2. MS PowerPoint ii. MS Word m. MS Excel iv. None of these
3. Which of the following options are available on clicking the Office button?
4. New ii. Exit m. Close iv. All of these
5. The scroll bar used to scroll the text left or right is (are) the
6. horizontal scroll bar ii. vertical scroll bar m. rulers iv. none of these
7. A window in which you select options that are as per your choice is called
8. dialog box ii. window m. menu iv. none of these
9. The Save option is available on clicking this button.
10. Paint button ii. Help button m. Office button iv. none of these

ANSWERS: (a-)(b-)(c-)(d-)(e-)

CH:9 TUX PAINT 97

1. FILL IN THE BLANKS WITH THE CORRECT WORDS.

Five- help- area -New -Save- toolbar

1. The Tux Paint main screen is divided into sections.
2. The contains tools for drawing and editing.
3. The shows tips and information about the selected tool while drawing on the drawing canvas.
4. To start a new drawing, click the tool.
5. The tool is used to save the picture.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

2- WRITE T FOR THE TRUE STATEMENT AND F FOR THE FALSE ONE.

1. The color palette is placed just below the drawing canvas.
2. The toolbar contains different sizes of tools.
3. The Lines tool can draw curved lines.
4. You can move the shapes by moving the mouse pointer.
..
5. The Magic effects tools can be used by clicking the picture or clicking and dragging the picture.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

3-WRITE ONE WORD FOR THE FOLLOWING.

1. This section is present on the right side of the main screen.

2. This section is present below the drawing canvas.
3. This tool is used to draw straight lines.
4. This tool is used to draw the various geometrical figures.
5. This tool is used to delete apart of or the whole picture.

ANSWERS: (a-)(b-)(c-)(d-)(e-)

4-ANSWER THE FOLLOWING.

1. Into how many sections is the Tux Paint main screen divided? Name them.
2. Which tool is used to give special effects to a picture?
3. What appears on the screen when you click the New tool?
4. Which tool is used to load a picture?

5-CHOOSE THE CORRECT OPTION.

1. **The toolbar contains**
2. drawing tools ii. editing tools iii. different sizes of tools iv. both i and ii
3. **This section is present at the bottom of the main screen.**
4. Selector ii. Toolbar iii. Buttons iv. Help area
5. **This tool is used to write letters and numbers.**
6. Lines ii. Shapes iii. Text iv. Magic
7. **This tool is used to give special effects to a picture.**
8. Paint ii. Lines iii. Shapes iv. Magic
9. **This tool is used to cancel the last drawing action.**
10. New ii. Open iii. Redo iv. Undo

ANSWERS: (a-)(b-)(c-)(d-)(e-)

+++++++THE END+++++++

NOTES / SOLVED
QUESTION/ANSWERS : OXFORD
KEYBOARD COMPUTER SCIENCE WITH
APPLICATION SOFTWARE FOR
CLASS / BOOK 5TH SECOND ED

NOTES/ SOLVED QUESTION/ANSWERS : OXFORD KEYBOARD COMPUTER
SCIENCE WITH APPLICATION SOFTWARE FOR CLASS / BOOK 5TH SECOND
EDITION

LIST

CONTENT

1. CHARACTERISTICS AND EVOLUTION OF COMPUTERS

Early calculating devices

Evolution of computers

Characteristics of computers

Limitations of computers

2. DATA STORAGE DEVICES

Input devices

Output devices

Memory

3. FORMATTING IN MS WORD

Page formatting

Column formatting

Paragraph formatting

Printing a document

WORKSHEET 1 38

4. FEATURES OF MS WORD

Spelling 8c grammar

Thesaurus

Change case

Find and replace

Bullets and numbering

Insert symbol

5. CREATING TABLES IN MS WORD 54

Creating a table

Modifying a table

Formatting a table

6. WORKING WITH OBJECTS IN MS WORD 68

Wordart

Drawing objects in ms word 2007

Inserting clip art and pictures

7. WORKSHEET 2

8. MORE ON MS POWERPOINT 2007

Creating a new presentation

Themes

Running a slide show

Viewing and organizing slides

9. MICROSOFT EXCEL 2007

Starting ms excel 2007

Components of the

Ms excel window

Data types

Saving a workbook

Creating a new workbook

Entering data

Selecting cells

10. FIRST STEP TO THE INTERNET

The internet

Requirements for connecting To the internet

The world wide web (www)

Email

Netiquette

Safety on the internet

11. MAKING FLOW CHARTS

Algorithms and flow charts

Flow charts

Rules for making flow» charts

Concept of a loop 1

WORKSHEET 3

APPENDICES

Ch:1 CHARACTERISTICS & EVOLUTION OF COMPUTERS P: 1-11

1. FILL IN THE BLANKS WITH THE CORRECT WORDS.

Charles Babbage decisions John von Neumann Pascaline vacuum tubes

1. Blaise Pascal invented the first mechanical calculator called the
2. is called the father of modern computers.
3. The first-generation computers used
4. developed the concept of stored programs.
5. Computers lack the ability to make

ANSWERS: 1. a. Pascaline b. Charles Babbage c. vacuum tubes d. John von Neumann e. decisions

2. WRITE T FOR THE TRUE STATEMENTS AND F FOR THE FALSE ONES.

3. The abacus was probably the first calculating device.
4. Charles Babbage invented the difference engine.
5. The MARK I was faster than the ENIAC.
6. Examples of first generation computers are the ENIAC and

UNIVAC I.

7. The computers that we use at home possess artificial intelligence.

ANSWERS: 2. a. T b. T c. F d. T e. F

3. NAME THE FOLLOWING.

4. The first fully automatic calculator
5. The first fully electronic digital computer
6. The first electronic computer that used stored programs
.....
7. The first commercially available electronic computer
..
8. Has all the components of the CPU on a single chip

ANSWERS : . a. MARK I b. ENIAC c. EDSAC d. UNIVAC I e. VLSIC

4. ANSWER THE FOLLOWING.

5. Name the computer built to help the army launch bombs and missiles more accurately.
6. ENIAC

1. What were the limitations of first-generation computers?
2. The limitations of the first-generation computers are as follows:
 3. Their operating speeds were quite slow.
 4. Their power consumption was very high. iii. They required a large space for installation. iv. Their potential to be programmed for tasks was quite limited.

1. What is a supercomputer?
2. Fifth-generation computers are referred to as

supercomputers. They have very large storage capacities, high speeds, and the ability to carry out highly sophisticated operations.

1. List any two characteristics of computers.
2. The two characteristics of a computer are as follows:
 - Speed: A computer can perform complex mathematical and statistical calculations at very high speeds.
 - Accuracy: A computer is very accurate. If the data entered into the computer and the set of instructions are correct, then the result produced will be accurate.

1. What is artificial intelligence?
2. Artificial intelligence is a branch of computer science that aims to create computers that can think, behave, and react in the same way as humans.

5. CIRCLE THE CORRECT OPTION.

6. The -generation computers were very large.
7. second ii. first iii. third iv. fourth
8. The main component of second-generation computers was the
9. vacuum tube ii. transistor iii. integrated circuit iv. microprocessor
10. The first electronic computer was the
11. ENIAC ii. UNIVAC iii. EDVAC iv. EDSAC
12. Microprocessors are used in -generation computers.
13. first ii. second iii. third iv. fourth
14. Artificial intelligence is associated withgeneration computers

15. third ii. first iii. fifth iv. second

ANSWERS: 5. a. ii b. ii c. iv d. iv e. iii

Ch:2 DATA STORAGE DEVICES P: 12-22

1. FILL IN THE BLANKS WITH THE CORRECT WORDS.

RAM 8 binary flash ROM volatile

1. The computer works with only two digits, 0 and 1, called digits.
2. 1 byte = bits
3. Memory where content is lost when the power is switched off is known a..... .. memory.
4. and are memories that can be directly accessed by the CPU
5. A drive is a portable device used to store, access, and transfer data.

ANSWERS:

1. a. binary b. 8 c. volatile d. RAM, ROM e. flash
2. **WRITE T FOR THE TRUE STATEMENTS AND F FOR THE FALSE ONES.**
3. ROM is a volatile memory.
4. PROM, EPROM, and EEPROM are types of ROM.
5. CD5 are no longer used for data storage. 3
6. CD5, DVDs, and Blu-ray discs look similar.
7. Once the data is stored in a pen drive, it cannot be erased.

ANSWERS:

2. a. F b. T c. T d. T e. F

3. NAME THE FOLLOWING.

4. It is a special pen attached to a graphics tablet.
..... .
5. It is also known as a VDU.
6. This type of printer is used for bulk printing.
..
7. This memory retains its content even when the power is switched off.
8. These discs are present one below the other in a hard disk.

ANSWERS:

3. a. Stylus b. Monitor c. Laser printer d. Non-volatile memory e. Platters
4. **ANSWER THE FOLLOWING.**
5. What are the three types of memory used to store data?
6. a. The three types of computer memory are primary memory, read-only memory, and secondary memory.
7. What is non-volatile memory?
8. Memory where the contents are retained even when the power is turned off is known as nonvolatile memory.
9. What does ROM stand for? Name the three types of ROM.
10. ROM stands for read-only memory. Types of ROM: i. Programmable read-only memory (PROM) ii. Erasable programmable read-only memory (EPROM) iii. Electrically erasable programmable read-only memory (EEPROM)
11. Why is secondary memory needed?
12. In secondary memory, the programs and data are stored for future reference. It also has a much larger storage capacity which can be used for bulk data processing.
13. Arrange in ascending order (lowest to highest) of capacity.

hard disk CD-ROM DVD Blu-ray disc pen drive

1. CD-ROM, DVD, Blu-ray disc, pen drive, hard disk.

5. CIRCLE THE CORRECT OPTION.

6. It is the smallest unit of information that a computer can work with.
7. bit ii. 0 iii. 1 iv. byte
8. It is non-volatile memory, i.e. it loses data when the power is switched off.
9. RAM ii. ROM iii. CD . iv. DVD
10. The storage capacity of a computer is called its
.. .
11. CPU ii. binary digit iii. memory iv. p
12. Which of these is not secondary memory?
13. CD ii. DVD iii. ROM iv. p
14. 1 MB is equal to
15. 1024 bytes ii. 1024 KB iii. 1024 GB iv. 1

ANSWERS: 5. a. i b. ii c. iii d. iii e. ii

Ch: 3 *FORMATTING IN MS WORD P:23-37*

1. FILL IN THE BLANKS WITH THE CORRECT WORDS.

orientation Default L 1 horizontal View

1. settings are the settings that are pre-defined in software.
2. The default top margin is inch.
3. To display both the horizontal and vertical ruler bars, click on the ta
4. refers to the direction in which the page is being printed.
5. alignment refers to the position of the text in relation to the left and right margins.

ANSWERS: 1. a. Default b. 1 c. View d. orientation e. horizontal

2. WRITE T FOR THE TRUE STATEMENTS AND F FOR THE FALSE ONES.

3. The default page orientation in MS Word is Landscape.
4. By default, an MS Word document has one column.
5. Paragraph spacing is measured in lines or points.
6. You can only change the vertical alignment.
7. The keyboard shortcut to center-align text is Ctrl+E.

ANSWERS: 2. a. F b. T c. T d. F e. T

3. NAME THE FOLLOWING.

4. The default page orientation
5. To insert a page break, click on this tab.
6. To set column style, click on this button on the Page Layout tab.
7. To change the alignment, click on this tab.
8. Click on this option of the Microsoft Office Button to print a document.
9. a. Portrait b. Insert c. Columns d. Page Layout tab for vertical alignment; Home tab for horizontal alignment e. Print

4. ANSWER THE FOLLOWING.

5. What is page formatting?
6. a. Making changes to the settings of a page is called page formatting.
7. What is paragraph formatting?
8. Paragraph formatting is a feature of MS Word. It is used to set the appearance of text in a paragraph.
9. Define alignment.
10. Alignment is the manner in which text is placed between the margins of a page.
11. Write the keyboard shortcuts to

12. justify text ii. left-align text
13. i. Ctrl + J ii. Ctrl + L
14. Write down the steps to print a document.
15. i. Click on the Microsoft Office Button. ii. Select Print. The Print dialog box appears. iii. Choose the required option and then click on OK.

5. CIRCLE THE CORRECT OPTION.

6. The amount of white space between the text and the edges of the page
7. margins ii. formatting iii. alignment iv. none of these
8. To change the page margins, click on the tab.
9. Home ii. Page Layout iii. View iv. none of these

Type(s) of page orientation are

1. Portrait ii. Landscape iii. none of these iv. both (i) and (ii)

d In orientation, text is printed along the length of the page.

1. Landscape ii. Portrait iii. both (i) and (ii) iv. none of these

Which of the following cannot be set using the Page Setup dialog box?

1. orientation ii. top margin iii. number of columns iv. paper size

ANSWERS: 5. a. i b. ii c. iv d. i e. iii

1. FILL IN THE BLANKS WITH THE CORRECT WORDS.

bullet Symbols five green Thesaurus

1. A wavy line indicates a grammatical mistake.
2. The provides a list of synonyms for a given word.
3. Change Case has options.
4. You can mark a line of important information with a
5. are special characters that can be inserted in an MS Word document.

ANSWERS: 1. a. green b. Thesaurus c. five d. bullet e. Symbols

2. WRITE T FOR THE TRUE STATEMENTS AND F FOR THE FALSE ONES.

3. Click on Add to Dictionary in the Spelling and Grammar dialog box to add the word to the MS Word dictionary.
.... ..
4. The Thesaurus option is available under the Home tab.
.... ..
5. The Bullets button is available in the Paragraph group of the Review tab.
6. By default, a black dot is used as a bullet in MS Word.
.... ..
7. Each font has a separate set of symbols.

ANSWERS: 2. a. T b. F c. F d. T e. T

3. NAME THE FOLLOWING.

4. Click on this tab to get the Change Case option.
5. This option is used to search for a given word.
6. The Symbol option is available under this tab.
7. The Bullets button is available in this group of the

Home tab..... ..

8. Click on this tab to find the Spelling & Grammar tool..... ..

9. a. Home tab b. find c. Insert d. Paragraph e. Review

4. ANSWER THE FOLLOWING.

5. What do the red wavy lines in an MS Word document indicate?

6. a. A red wavy line indicates a misspelled word.

7. What is the Thesaurus tool used for?

8. The Thesaurus tool is used to find synonyms for words typed in the document and to replace a word with one of its synonyms.

9. Which Change Case option would you use to get

10. all characters in capital letters ii. the first letter of each word in capital.

11. i. UPPERCASE ii. Capitalize Each Word

12. Write down the steps to remove bullets from an MS Word document.

13. i. Select the list. ii. Click on the Home tab. iii. In the Paragraph group click on the down arrow next to the Bullets button. iv. Click on None.

14. Write down the method to apply the default numbering style in an MS Word document

15. To apply the default numbering style, click on the Numbering button in the Paragraph group on the Home tab.

5. CIRCLE THE CORRECT OPTION.

6. A wavy line marks incorrect spelling.

7. red ii. green iii. blue iv. black

8. The Spelling & Grammar tool is available in this group.

9. Home ii. Review iii. View iv. none of these

10. Which button should you click on in the Spelling and Grammar dialog box if no correction is required?

11. Ignore ii Add to Dictionary iii. Ignore Once iv. Change All
12. The keyboard shortcut to check spelling and grammar
13. F7 ii. F6 iii. F5 iv. F4
14. The Find option is available in the group on the Home tab.
15. Font ii. Paragraph iii. Style iv. Editing

ANSWERS: 5. a. i. b. iv c. iii d. i e. iv

Ch5 CREATING TABLES IN MS WORD P:54-67

1. FILL IN THE BLANKS WITH THE CORRECT WORDS.

Tab four row Layout selection bar

1. A horizontal series of cells in a table is called a
2. There are different ways to create a table in MS Word 2007
3. To select an entire row of a table, click on the of the row.
4. To move to the next cell, use the key.
5. To change the column width, click on the tab.

ANSWERS:

1. a. row b. four c. selection bar d. Tab e. Layout
2. **WRITE T FOR THE TRUE STATEMENTS AND F FOR THE FALSE ONES.**
3. A table is a set of data arranged in rows and columns.
4. To select adjacent cells in a table, click and drag through the cells.
5. You can use the arrow keys to move through the cells in a table.
6. Once created, you cannot change the row height.
7. You cannot insert a picture in a table cell.

ANSWERS: 2. a. T b. T c. T d. F e. F

3. NAME THE FOLLOWING.

4. A vertical series of cells in a table
5. The tab to change the row height
6. The key for moving through the cells in a table
7. The tab used to change the border of the table
8. The group displaying the Picture option
.
9. a. Column b. Layout c. Tab d. Design e. Illustrations

4. ANSWER THE FOLLOWING. ...

5. Differentiate between a row and a column.
6. a. Row: A horizontal series of cells in a table Column:
A vertical series of cells in a table
7. List three ways to create a table in MS Word 2007.
8. Three ways to create a table in MS Word 2007 are as follows: i. Using a grid ii. Using the Insert Table option iii. Using Quick Tables
9. How would you select an entire row in a table?
10. To select an entire row, click on the selection bar of that row.
11. Write down the steps to change the column width.
12. The steps to change the column width are as follows: i. Select the column. ii. Click on the Cell size group on the Layout tab. iii. Click on the Table Column Width scroll box.
13. Write down the steps to insert a picture in a table cell.
14. To insert a picture in a table cell, follow the given steps: i. Select the cell. ii. Click on the Insert tab. iii. Under the Illustrations group, click on the Picture

option. The Insert Picture dialog box appears. iv. Browse and select the picture to be inserted. v. Click on the Insert button.

5. CIRCLE THE CORRECT OPTION.

6. To create a table in an MS Word document, click on this tab.
7. Home ii. View iii. Insert iv. none of these
8. The rectangular box formed at the intersection of a column and a row in a table is a
9. cell ii. rectangle iii. box iv. none of these
10. If you want to move back one cell, press and hold the key and then press the Tab key.
11. Shift ii. Ctrl iii. Alt V iv. none of these
12. You can change the table style from the group on the Design tab.
13. Font ii. Table Styles iii. Illustrations iv. none of these
14. To change the alignment of text in a cell, click on the tab.
15. Page Layout ii. Layout iii. Insert iv. Home

ANSWERS:

5. a. iii b. i c. i d. ii e. ii

Ch: 6 WORKING WITH OBJECTS IN MS WORD P:68- 82

EXERCISES

1. FILL IN THE BLANKS WITH THE CORRECT WORDS.

Insert Clip Art Format WordArt Styles WordArt

1. is a text-styling feature of MS Word.
2. The tab appears when you select a WordArt

object.

3. The Shape Outline button is in the group.
4. The Illustrations group of the tab provides tools for creating different shapes
5. When you choose Clip Art in the Illustrations group of the Insert tab, the..... .. pane appears.

ANSWERS: 1. a. WordArt b. Format c. WordArt Styles d. Insert e. ClipArt

2. WRITE T FOR THE TRUE STATEMENTS AND F FOR THE FALSE ONES.

3. To add WordArt text, click on the Insert tab. J
4. You cannot change the outline for WordArt text. ll
5. You can change the line style of a WordArt to dots or dashes.
6. You cannot apply a shadow to a WordArt object.
7. You can change the colour of a drawing and rotate it.

ANSWERS: 2. a. T b. F c. T d. F e. F

3. NAME THE FOLLOWING.

4. Things other than text and tables that can be inserted in an

MS Word document

1. To add WordArt, click on this tab.
2. This group of the Insert tab provides tools for creating shapes.
3. On selecting a drawing, this tab appears under Drawing Tools.
4. This effect is applied to a WordArt object to make it look as if it is casting a shadow.
5. a. Objects b. Insert c. Illustrations d. Format e.

Shadow

4. ANSWER THE FOLLOWING.

5. How would you edit a WordArt object?
6. a. We can edit an object using the tab under WordArt Tools.
7. What are the different fill effects that can be applied to a WordArt object?
8. The different fill effects that can be applied to a WordArt object are 3D effect, shadow effect, and artistic effect.
9. Write down the steps to draw a rectangle.
10. i. Click on the Insert tab. ii. In the Illustrations group, click on the Shapes button and choose the rectangle shape. iii. Click and drag to draw the shape.
11. Which tab appears when you select a drawing object?
12. The Format tab.
13. Write down the steps to insert a picture from a file.
14. i. Click on the Insert tab. ii. Click on Picture in the Illustrations group. iii. The Insert Picture dialog box appears. Locate the picture and then click on the Insert button.

5. CIRCLE THE CORRECT OPTION.

6. Which of the following can be inserted in an MS Word document?
7. Picture ii. WordArt iii. Chart iv. all of these
8. The gallery includes different styles that can be applied to any text.
9. Drawing ii. WordArt iii. both (i) and (ii) iv. none of these
10. Which tab of the Colors dialog box would you use to mix your own colours?
11. Custom ii. Standard iii. both (i) and (ii) iv. none of

these

12. Which of the following options is not available in the Format tab under WordArt Tools?
13. Shape Outline ii. Shape Fill iii. Change Shape iv. Copy
14. Which group of the Insert tab is used to insert clip art on a document?
15. Clip Art ii. Picture iii. Illustrations iv. none of these

ANSWERS: 5. a. iv b. ii c. i d. iv e. iii

Ch7 MORE ON MS POWER POINT 2007 P:85- 99

1. FILL IN THE BLANKS WITH THE CORRECT WORDS.

Ctrl Design Esc Home Theme

1. A is a set of colours, fonts, and special effects.
2. To insert a new slide, click on the New Slide down arrow under the tab, and select the layout.
3. The tab has various themes that can be applied to the entire presentation.
4. Press the key to end the slide show and return to PowerPoint.
5. To select multiple slides in Slide Sorter view, press the key.

ANSWERS: 1. a. Theme b. Home c. Design d. Esc e. Ctrl

2. WRITE T FOR THE TRUE STATEMENTS AND F FOR THE FALSE ONES.

3. You can add content, rearrange slides, and make notes using the Normal view.

4. The Normal view has three parts -Outline pane, Slide pane, and Notes pane.
5. When you change the text on the Outline tab, the text also changes in the corresponding slide.
6. The Notes pane is used to type notes that refer to the current slide.
7. Slide Sorter view enables you to see all slides in a presentation at once.

ANSWERS:

2. a. T b. F c. T d. F e. T

3. NAME THE FOLLOWING.

4. The dotted rectangular box on a slide that can hold text, tables, and graphics
5. The key used to run a slide show
6. This tab displays the text in a slide in Normal view.
7. To make a copy of selected slide, press this key combination.
8. The view that displays a series of slides one by one in full screen mode
9. a. Placeholder b. F5 c. Slides d. Ctrl + C e. Slide show

4. ANSWER THE FOLLOWING.

5. What are the different ways to start a new presentation?
6. a. You can start a new presentation from a blank slide, a template, existing presentation, or word outline.
7. Write down any two ways to add a new slide in a presentation.
8. Two ways to add a new slide in a presentation are: i. Office Themes ii. Duplicate Selected Slides
9. In how many ways can you view slides in a presentation?
10. There are three ways to view the slides in a

presentation: i. Normal view ii. Slide Sorter view iii. Slide Show view

11. Name two places where you are likely to come across PowerPoint presentations.
12. We generally come across PowerPoint presentations in schools and offices.

5. CIRCLE THE CORRECT OPTION.

6. Under which tab would you find the button to change the slide layout?
7. Home ii. Insert iii. Design iv. Slide Show
8. Under which tab would you find the background and colour scheme of a slide?
9. Animation ii. Review iii. View iv. Design
10. Which of the following is not a method to move forward through a slide show?
11. Enter key ii. right arrow key iii. space bar iv. F5
12. Which of these is not a view button on the Status bar?
13. Slide Editor ii. Normal iii. Slide Sorter iv. Slide Show
14. The Outline pane appears in
15. Slide Sorter view ii Normal view iii. Slide Show view iv. Notes pane

ANSWERS: 5. a. i b. iv c. iii d. i e. ii

Ch: 8 MICROSOFT EXCEL 2007 P:100-113

1. FILL IN THE BLANKS WITH THE CORRECT WORDS.

cell Formula Rows XFD 16,384 1,048,576,

1. A worksheet has rows and columns.
2. are numbered as 1, 2, 3, and so on.
3. The last column is labelled as

4. A pointer is a highlighted cell boundary that specifies which cell is active at that moment.
5. The bar is used for editing the cell contents.

ANSWERS:

1. 1048576, 16384 b. Rows c. XFD d. cell e. Formula
3. **WRITE T FOR THE TRUE STATEMENTS AND F FOR THE FALSE ONES.**
4. There are two scroll bars—vertical and horizontal.
5. There are two worksheets in every new workbook.
6. The name box shows the content of the active cell.
7. In a new workbook, you must start typing in cell A1.
8. To move to the next cell, press Tab or the right arrow key.
9. a. T b. F c. F d. T e. T

3. NAME THE FOLLOWING.

4. The smallest unit of a worksheet
5. The name of the cell formed by the intersection of row 5 and column B
6. It gives the address of a selected cell.
7. It displays the data or formula in the active cell.
8. A rectangular block of contiguous cells

ANSWERS:

3. a. Cell b. B5 c. Name box d. Formula bar e. Range

4. ANSWER THE FOLLOWING.

5. What is a workbook?
6. a. A workbook is a collection of worksheets.
7. How many worksheets are there by default in a workbook?

8. There are three worksheets by default in a workbook.
9. What is meant by range of cells?
10. A rectangular block of contiguous (touching especially along a line) cells is called a range.
11. Write down one method to select the cells B2:E5.
12. Place the mouse pointer at cell B2. Hold the left mouse button and drag it diagonally to cell E5.
13. How would you select a complete row say ?
14. To select a complete row, say 5, click on the corresponding row heading (here 5).

5. CIRCLE THE CORRECT OPTION.

6. How many blank worksheets are shown when a new workbook is created?
7. one ii. two iii. three iv. four
8. Where is the address of the active cell displayed?
9. Status bar ii. Name box iii. Formula bar iv. active cell
10. If you press, the cell accepts your typed text as its contents.
11. Enter ii. Tab iii. Insert iv. Ctrl
12. Which of these refers to a range of cells in column B, rows 3 to 6?
13. B3, B6 ii. B3;B6 iii. B3:B6 iv. B3 to B6
14. To select several cells or ranges that are not touching each other, you would hold the key throughout the selection.

Ctrl ii. Alt iii. Shift iv. space bar

ANSWERS:

5. a. iii b. ii c. i d. iii e. i

1. FILL IN THE BLANKS WITH THE CORRECT WORDS.

commerce home page modem net surfing web pages

Online shopping is known as

A is a device that allows a computer to connect and communicate with other computers.

The individual pages that collectively form the World Wide Web are known as

Moving from one website to another is called

The opening page of a website is called

ANSWERS:

1. e-commerce b. modem c. web pages d. net surfing e. home page
3. **Write T for the true statements and F for the false ones.**
4. Internet stands for international network.
5. A modem can be internal or external.
6. A web page can contain text, images, audio, and video.
7. The address of a website includes spacing.
8. Mozilla Firefox is a search engine.

ANSWERS:

2. a. F b. T c. T d. F e. T

3. NAME THE FOLLOWING.

4. t provides an Internet connection for a fee.
5. t is a program used to locate and display web pages.
6. t is the collection of one or more related web pages, linked together through a system of hyperlinks.
7. t is a program that searches through a collection of web pages for particular information.

8. Special set of manners to be followed when using the Internet
9. a. ISP b. Web browser c. Website d. Search engine e. Netiquette

4. ANSWER THE FOLLOWING.

5. What is ARPANET?
6. a. In 1969, the Department of Defence of the U.S.A. set up a network of computers called Advanced Research Projects Agency Network (ARPANET). The aim of designing such a computer network was to share information on research and development in the field of science and technology.
7. Write down any two examples of web browsers.
8. Mozilla Firefox and Google
9. What is net surfing?
10. Moving from one website to another on the Internet is called net surfing.
11. What is a search engine? Give any two examples.
12. A search engine is a program that searches through a collection of web pages for information on a specific topic. Google and Yahoo! Search are two examples of search engines.

5. CIRCLE THE CORRECT OPTION.

6. Web browsers are used to
 7. view web pages ii. sort web pages iii. create web pages iv. none of these
 8. Mozilla Firefox and Google Chrome are
 9. types of search engines ii. types of web browsers iii. types of word processors iv. types of Internet service provider
- e Which of these is not true about a web address?

1. It is the address of any website on WWW. ii. It is a search engine. iii. It cannot contain spacing. iv. It is typed in lowercase letters.

Search engines are used to

1. search and list web documents ii. find web pages iii. display links to web pages that match the search iv. all of these

Which of these is not netiquette?

1. Do not give personal information. ii. Answer all the messages sent to you. iii. Respect the privacy of other people. iv. Ask your parents for permission.

ANSWERS:

5. a. i b. ii c. iii d. iv e. ii

Ch10 MAKING FLOW CHARTS P:127-134

1. **FILL IN THE BLANKS WITH THE CORRECT WORDS.**

bottom flow chart flow lines off-page oval

1. A is a diagrammatic representation of a problem solving process.
2. The symbol is used to indicate the start and end of a program.
3. Flow chart symbols are connected together by means of
4. A flow chart is generally drawn from top to
5. connectors are used when a flow chart ends on one page and begins again on another page.

ANSWERS:

1. a. flow chart b. oval c. flow lines d. bottom e. off-page

2. WRITE T FOR THE TRUE STATEMENTS AND F FOR THE FALSE ONES.

A flow chart cannot be drawn on paper.

A flow chart uses symbols and flow lines for the representation of a problem-solving process.

The oval symbol indicates the start/end of the process.

A rectangle indicates a single process.

A decision box must have two flow lines coming out of it.

ANSWERS:

2. a. F b. T c. T d. T e. T

3. NAME THE FOLLOWING.

A formal set of instructions that should be followed to perform a specific task like solving a logic or a mathematical problem

A diagrammatic representation of a problem-solving process in which steps are laid out in logical order

It is used to connect various parts of a flow chart on the same page.

This symbol is used to indicate the input and output of the program

It is a sequence of instructions that repeats itself a specified number of times until a particular condition is met.

3. a. Algorithm b. Flow chart c. Connectors d. Parallelogram e. Loop

4. ANSWER THE FOLLOWING.

What is an algorithm?

4. a. An algorithm is a formal set of instructions that should be followed to perform a specific task such as solving a logical or a mathematical problem.

What is the significance of a flow chart?

1. A flow chart is a diagrammatic representation of a problem-solving process in which steps are laid out in logical order.

How many output lines do you get from a decision box?

1. Two lines

Which boxes occur only once in a flow chart?

1. Start and stop boxes

When do you use the concept of loop in a program?

1. A loop is used when a process has to be repeated a certain number of times until a certain condition is met.

5. CIRCLE THE CORRECT OPTION.

6. It is the diagrammatic representation of the problem-solving process
7. algorithm ii. flow chart iii . instructions iv. coding
8. These are used to show the flow of logic in a flow

chart.

9. flow lines ii. connectors iii. off-page connectors iv. all of these
10. This symbol is used to indicate processes or actions.
11. oval ii. diamond iii. rectangle iv. parallelogram
12. This box is used when one needs to choose between options.
13. parallelogram ii. rectangle iii. oval iv. diamond
14. Every flow chart should have only one of this symbol.
15. decision box ii. Process box iii . flow line iv. start box

ANSWERS:

5. a. ii b. i c. iii d. iv e. iii

CYBER OLYMPIAD QUESTIONS P:139-141

1. This device had numbers carved on bones or strips of wood.
2. abacus b. Pascaline c. Napier's bones d. difference engine
3. The machine(s) designed by Charles Babbage.
4. difference engine b. analytical engine
5. both (a) and (b)
6. none of the above
7. Present-day computers use
8. vacuum tubes b. transistors c. integrated circuits d. microprocessors
9. Which of these is not a characteristic of computers?
10. accuracy c. diligence b. speed d. none of these
11. A computer used in a ATM has a/an
12. graphics tablet c. mouse b. touch screen d. pointing device

6. Text or graphical information on a VDU is called

1. hard copy c. pixel b. soft copy d. resolution
2. Which of these is not a non-impact printer?
3. dot matrix c. line b. daisy wheel d. laser
4. Which of these is not a secondary storage device?
5. CD c. Blu-ray disc b. pen drive d. RAM
6. Which of these is not a type of ROM?
7. PROM c. PEROM b. EPROM d. EEPROM

10 TB is equal to

- a 2^{10} GB b 2^{10} KB c. 2^{10} MB d. 2^{10} bytes

11. Which of these stores the most data/ information?
12. CD c. hard disk b. DVD d. Blu-ray disc
13. Which of the following can you do with the Page Setup option on the Page Layout tab?
14. set margins c. set paper size b. set orientation d. all of the above
15. The amount of line space between the lines of text in a paragraph is called
16. paragraph spacing b. line spacing c. text spacing d. page spacing
17. It refers to the position of text in relation to the left and right page margins.
18. vertical alignment b. horizontal alignment c. top alignment d. bottom alignment
19. Type(s) of page orientation(s)
20. landscape c. widthwise b. portrait d. both (a) & (b)
21. A red wavy line under a word means
22. grammatical error b. spelling is incorrect c. unrecognized word d. both (b) and (c)

17. This option is used to find a particular word in the document and replace it with another text or word.

1. Cut and Paste b. Copy and Paste c. Find and Replace d.

none of the above

18. This option converts lowercase letters to uppercase and vice versa.

1. sentence case c. lowercase b. uppercase d. toggle case

19. Which of the following statements about a table is not true?

1. You cannot insert a table in MS Word. b. It consists of rows and columns. c. A cell is formed by the intersection of a row and a column. d. You can type text inside a cell.

20. The number of cells formed in a table with 5 rows and 4 columns

1. 10 c. 30 b. 20 d. 40

21. Use this to move to the next cell in a table

1. Tab key c. Enter "b. Right arrow key d. Both (a) and (b)

22. To add a slide to a presentation, use

1. Office Theme b. Duplicate Selected Slides c. Reuse Slides c. all of the above

23. To run a slide show,

1. press F5 b. click on the Slide Show tab and then click on the From Beginning button in the Start Slide Show group. c. click on the Slide Show icon near the bottom-right corner of your screen. d. all of the above

2. Which of these is not a PowerPoint view?

3. Slide Show c. Normal b. Slide Sorter d. Web Layout

25. Which view is best suited for making a PowerPoint presentation?

1. Normal c. Slide Show b. Slide Sorter d. all of these

2. Which view is best suited for editing a PowerPoint presentation?
3. Normal c. Slide Show b. Slide Sorter d. none of these
4. Which view is best suited for viewing a PowerPoint presentation?
5. Normal c. Slide Sorter b. Slide Show d. none of these
6. The name of the column after the Z column in MS Excel.
7. Z1 c. AZ b. ZA d. AA

29. The approximate number of rows in MS Excel 2007

1. 1 billion c. 100 thousand b. 1 million d. 10 thousand
2. The name of the cell formed by the intersection of the 4th row and 5th column is
3. D5 b. E4 C. 4E d. 5D

.31. The key used for Extend Selection

1. F2 c. /W F5 b. F4 d. F8
2. To select the entire worksheet, press
3. Ctrl + A c. Shift + A b. Alt + A d. Shift + Alt + A

33. The Internet is used for

1. chatting b. sending messages c. buying/selling d. all of the above

34. A wireless mobile broadband uses a

device called a/an

1. dongle b. USB modem c. internet stick d. all of the above

35. Which is true about the WWW?

1. It contains web pages. b. The web pages contain text, graphics, audio, and video. c. The web pages are linked. d. all of the above
2. In email, you type the address of receiver in the

.. box.

3. T0 c. Message box b. Subject d. any of these

37.The flow chart symbol used to mark the beginning or end is a/an

1. rectangle c. oval b. parallelogram d. circle

38.A sequence of instructions that repeats

itself a specified number of times until a particular condition is met is called a

1. sequential c. loop b. conditional d. nested

39.Which of the following symbols is used in a flow charts for general processing?

1. circle c. pentagon b. rectangle d. diamond

40.The lines used to show the flow of logic in a flow chart are called

1. straight lines b. single arrow-headed lines double arrow-headed lines none of the above

Cyber Olympiad Questions 1. c 21. d 2. a 22. d 3. d 23. d 4. c 24. d 5. b 25. a 6. b 26. a 7. a 27. c 8. d 28. d 9. c 29. b 10. a 30. c 11. c 31. d 12. c 32. a 13. b 33. d 14. b 34. a 15. d 35. d 16. b 36. a 17. c 37. c 18. d 38. c 19. a 39. b 20. b 40. d

REVISION QUESTIONS P:141-142

1. Name the first calculating device.

1 35 Revision Questions 1. Abacus.

2. Give an two characteristics of second generation computers.

3.
 - i. Smaller and faster than first-generation computers
 - ii. Used transistors

3. Give the full form of EDSAC. Name the person who designed this computer.
4. Electronic Delay Storage Automatic Calculator. It was designed by M. Wilkes.

4. Name two programming languages that were developed at the time of the second generation computers.
5. COBOL and FORTRAN.

5. What are microprocessors?
6. Microprocessors are very-large-scale integrated circuits which contain all the components of a CPU.

6. What are input devices? Name one pointing device.
7. The devices through which data and instructions are entered into a computer are called input devices. The mouse is a pointing device.

7. Name a machine that uses a touchscreen.
8. ATM.

8. How is the size of a computer monitor measured?
9. The size of a monitor is measured by the diagonal length of the screen.

9. What is hard copy?

10. Printed output is called hard copy.

10. Give two examples of non-impact printers.

11. Inkjet and laser printers.

11. How much data can be stored in a Blu-ray disc?

12. 25 GB.

12. What is the common name of a flash drive?

13. Pen drive.

13. What is meant by default settings?

14. Settings that are standard or pre-defined in software are called default settings.

14. How can you set margins using ruler bars?

15. To set the margins using ruler bars, place the mouse pointer on the margin boundary. The pointer changes to a double arrow called the margin marker. Drag the margin marker to the desired location.

15. How can you change page orientation?

16. Page orientation can be changed by using the Page Setup dialog box. Click on the Margins tab of the Page Setup dialog box and select the required orientation.

16. Write down the steps to change the paper size.

17. Click on the Page Layout tab, and then click on the drop-down arrow of the Size option of the Page Setup group and choose the required size.

17. How do you correct misspelled words in an MS Word document using the

Spelling & Grammar feature?

17. You can correct misspelled words by right-clicking on the word and selecting the desired spelling from the options displayed in the pop-up menu.

18. Write down the steps to use the Thesaurus feature in an MS Word document.

19. The steps to use the Thesaurus feature are as follows:
a. Click on the Review tab. b. In the Proofing group, click on Thesaurus. The Research task pane appears to the right of the document window. c. Press Alt and click on the word that you want to look up, i.e. 'talent'. Results appear in the Research task pane. d. To use one of the words in the list of results or to search for more words, choose from the following: • To use one of the words, point to it, click on the drop-down arrow, and then click on Insert or Copy.

19. Differentiate between a cell and a column in a table.

20. The rectangular box formed at the intersection of a column and a row is called a cell. A vertical series of cells in a table is called a column.

20. Write down the steps to delete a row in a table.

21. Select the row you wish to delete. Right-click and select an appropriate Delete option from the submenu.

21. How would you merge two or more cells in a table?
22. The steps to merge cells are as follows: a. Select the cells to be merged. b. Click on the Layout tab. c. In the Merge group, click on the Merge Cells option.

22. How would you change the row height in a table?
23. The steps to change row height are as follows: a. Select or click anywhere in the row whose height you want to change. Click on the Layout tab. b. In the Cell Size group, click on the Table Row Height scroll box to change the height of the row.

23. Write down the steps to change the border and shading colour of a table?
24. The steps to change the border colour are as follows: a. Click on the table. Under Table Tools, click on the Design tab. b. In the Table Styles group, click on the drop-down arrow of Borders option and then click on Borders and Shading. c. The Borders and Shading dialog box appears. Click on the Borders tab and then choose the options you want. i. Select a border setting from the Setting options. ii. Choose a line style from the Style drop-down list. You can select from the various border styles. iii. Select the desired line colour from the Color drop-down menu. You can choose from the various colours available in the custom palette. iv. Select the line width from the Width drop-down list. d. Click on the Shading tab. Select the desired shading colour and click OK.

24. Write down the steps to change the fill colour of a WordArt object.
25. 1. Click on the WordArt object. The Format tab appears under WordArt Tools. 2. In the WordArt Styles group, click on the Shape Fill option. 3. You can choose from the following:
- Click on the colour you want under Theme Colors.
 - If you do not want any colour, click on No Fill.
 - If you want a colour that is not in Theme Colors, click on More Fill Colors. The Colors dialog box appears. You can click on the colour that you want from the Standard tab or use the Custom tab to mix your own colours.

25. What is WordArt?

26. WordArt is a text styling feature of MS Word.

26. How many rows are there in an Excel worksheet?

27. A worksheet has 1048576 rows and 16384 columns.

27. What is the address of the cell at the junction of the 8th row and 9th column?

28. 8I.

28. How would you represent the range of cells from A3 to D7?

29. A3:D7.

29. Give the default names of the worksheets. How would you change the name of a worksheet?

30. Sheet1, Sheet2, Sheet3; we can change the name of a sheet by right-clicking and selecting Rename from the shortcut menu.
30. Give the full form of modem.
31. Modem stands for modulator demodulator.
31. Differentiate between a website and a web page.
32. Website A collection of one or more related Web pages, linked together through a system of hyperlinks. Web page An individual page connected to the World Wide Web that contains text, graphics, audio, video, and links to other pages.
32. List any two examples of search engines.
33. Examples of search engines: • Google
(<http://www.google.com>) • Yahoo! Search
(<http://search.yahoo.com>)
33. Draw the Start/Stop box in a flow chart.
34. Oval.
34. Ramiz has just got the marks of his first-term exams. He wants to calculate his total marks in five subjects and the percentage. Draw a flow chart for this purpose.
35. Draw a flow chart to print the multiplication tables of the numbers 7 to 10.
36. Write an algorithm and then draw a flow chart to find

the area and perimeter of a rectangles.

37. 1. Start 2. Read Length, Breadth 3. Calculate Area = Length * Breadth 4. Calculate Perimeter = 2 (Length + Breadth) 5. Print 'Area of the rectangle is:' Area 6. Print 'Perimeter of the rectangle is:' Perimeter 34. Start Read M1, M2, M3, M4, M5 Stop Print Total, Percentage Total = M1+M2+M3+M4+M5 Percentage = (Total/500) * 100 35. Start I = 1, N = 7 Stop Print N, "*", I, "=", Product Product = N * I I = I + 1 Is I > 10? 38 1 7. Stop Start Read Length, Breadth Stop Print 'Area of the Rectangle is:' Area Print 'Perimeter of the rectangle is:' Perimeter Area = Length * Breadth Perimeter = 2 (Length + Breadth)

37. Name the four parts of the Normal view in PowerPoint.

38. The Normal view has four parts: Outline tab, Slides tab, Slide pane, and Notes pane.

38. How is the Slide Sorter view in PowerPoint useful?

39. The Slide Sorter view is used to see all slides of the presentation in miniature (small) form on the screen. This makes it easy to add, delete, and move slides, and add timings for moving from one slide to another.

THE END

NOTES: KEYBOARD WINDOWS 7 AND MS OFFICE 2013 CLASS 1 (SANGEETA PANCHAL, ALKA SABHARWAL

**NOTES: KEYBOARD WINDOWS 7 AND MS OFFICE 2013 CLASS 1 (
SANGEETA PANCHAL, ALKA SABHARWAL**

CONTENTS

1- COMPUTER P:07-11

The COMPUTER-A Smart Machine

WORKSHEET-1 P:12

2. PARTS OF A COMPUTER P:13-21

Monitor

CPU Box

Keyboard

Mouse

Speakers

Printer

WORKSHEET-22

3. USE OF A COMPUTER P:23-30

Playing games on a computer

Typing

Making Drawings

Solving Sums

Listening to Music

Watching Cartoons and Movies

At School

At Home

WORKSHEET-3 P:31-32

4. KNOW YOUR KEYBOARD P:33-40

Keys on the keyboard

Alphabet keys

Number Key

Spacebar

Enter Key

Backspace Key

Delete Key

WORK SHEET-4 P:41

5- COMPUTER MOUSE P:42-52

Proper way of Using a Mouse

Mouse Pointer

Mouse Actions

WORKSHEET-5 P:53

6. DRAWING FOR CHILDREN P:54-64

Starting Drawing for Children

Parts of the Main Window

Using the Tools

WORKSHEET-6 P:65

7. NOTEPAD AND WORDPAD P:66-75

Notepad

WordPad

WORKSHEET-7 P:76

1- COMPUTER P:07-11

EXERCISES

- 1. IDENTIFY THE PICTURES GIVEN BELOW. WRITE THE FIRST LETTER OF THE WORD FOR EACH PICTURE IN THE BLANK PROVIDED.**

Write the name of the machine formed by joining the letters.
Now, write the word four times to learn its spelling.

2. WRITE T FOR THE TRUE STATEMENT AND F FOR THE FALSE ONE.

3. A computer is a machine made by animals.

4. A fridge is found outside the house.

5. An iron is not a machine.

6. We can play games on a computer.

7. We cannot draw pictures on a computer.

8. CIRCLE THE CORRECT WORD. ONE HAS BEEN DONE FOR YOU.

9. We cannot listen to music on a computer.

10. A juicer is a machine usually found inside / outside the house

11. A bus is found inside / outside the house.

12. A computer / tree is a machine made by us.

13. A clock is a machine / an animal.

4. COUNT THE NUMBER OF ANIMALS USING COMPUTERS AND WRITE THE NUMBER IN THE BOX PROVIDED.

What is the crow using? Is it a computer?

Number of animals using computers

WORKSHEET-1 P:12

2. PARTS OF A COMPUTER P:13-21

EXERCISES

1. WRITE THE FIRST LETTER OF WORD FOR THE PICTURES GIVEN BELOW. THEN WRITE THE FORMED BY JOINING THE LETTERS FOUR TIMES TO LEARN ITS SPELLING.

2. CIRCLE AND COLOR THE OBJECTS THAT ARE PARTS OF A COMPUTER.

1. FILL IN THE BLANKS WITH THE CORRECT WORDS.

Printer- monitor- TV- CPU – typing

1. A computer monitor looks like a
2. The is the brain of the computer.
3. The keys of the keyboard are used for
4. A mouse helps to draw pictures on a computer
5. A is used to take a copy of what we see on the monitor on a

sheet of paper.

2. **WRITE T FOR THE TRUE STATEMENT AND F FOR THE FALSE ONE.**
3. The CPU stands for Central Pointing Unit.
4. A keyboard has only 10 keys.
5. A computer mouse is the brain of a computer.
6. A computer mouse helps to point at things on a computer monitor.
7. Speakers are used to listen to music.

WORKSHEET-22

3. USE OF A COMPUTER P:23-30

EXERCISES

1. Bunny the Rabbit, is doing different things in the pictures shown below. Mark with a tick (/) or a cross (X) in the given boxes, the things that you think can or cannot be done on a computer.

2. THESE LITTLE LADYBIRD BEETLES ARE CARRYING SOME TOMBOARDS WITH WORDS WRITTEN THEM. CAN YOU MAKE WORDS PAIRS OF DIFFERENT THINGS YOU CAN DO ON A COMPUTER? MATCH EACH RED-COLORED BEETLE WITH A BLUE COLORED BEETLE.

3. LOOK AT THE PICTURE SHOWN BELOW AND FILL IN THE BLANK TO COMPLETE THE GIVEN

SENTENCE.

You find these on the of a computer

4. FILL IN THE BLANKS WITH THE CORRECT WORDS.

pictures games music sums type

1. You can play on a computer.
2. You can a letter on a computer.
3. We can draw on a computer.
4. We can solve on a computer.
5. We can listen to oh a computer.

5. WRITE T FOR THE TRUE STATEMENT AND F FOR THE FALSE ONE.

6. A computer is used in school for preparing results.
7. A teacher can use a computer to teach students.
8. A computer cannot be used to send mails.
9. You can make projects using a computer.
10. You cannot watch movies on a computer.

4. KNOW YOUR KEYBOARD P:33-40

EXERCISES

1. LOOK AT THE KEYS GIVEN BEIOW. CAN YOU FIND THE NUMBER OF ALPHABET AND NUMERIC

KEYS? WRITE THEM IN THE SPACES PROVIDED.

Alphabet keys_____

Number keys_____

2. COLOR THE KEYS OF YOUR BEST FRIEND'S NAME IN GREEN AND THE KEYS OF YOUR ROLL NUMBER IN ORANGE.

3. FILL IN THE BLANKS WITH THE CORRECT WORDS.

two keys "Enter T spacebar keyboard

1. We need a to write on a computer.
2. You can type by pressing cm a keyboard.
3. There are sets of number keys.
4. The longest key on the keyboard is called the
..... ..
5. The key is pressed to move to the next line.

4. **WRITE T FOR THE TRUE STATEMENT AND F FOR THE FALSE ONE.**
5. The Backspace key erases anything typed on the left side of the cursor.
6. Alphabet keys are used for typing words and sentences.
7. The spacebar is used to insert blank lines.
8. The Enter key is the longest key on the keyboard.
9. There are two sets of alphabet keys on the keyboard.

5. **JUMBO, THE ELEPHANT, WANTS TO PLAY A GAME ON THE COMPUTER BUT SOME OF THE KEYS OF HIS KEYBOARD HAVE FALLEN INTO A POND. IDENTIFY THE KEYS OF JUMBO'S KEYBOARD THAT HAVE FALLEN INTO THE POND, AND WRITE THEM IN THE SPACE PROVIDED.**

WORK SHEET-4 P:41

5- COMPUTER MOUSE P:42-52

EXERCISES

1. **KUKU, THE PARROT, WAS SEARCHING FOR FOOD BUT FOUND A STRANGE OBJECT. IDENTIFY THE OBJECT AND WRITE ITS NAME IN THE SPACE PROVIDED. LABEL ITS PARTS.**

2. LOOK AT THIS PICTURE, HOW MANY TIMES DOES THE 'SHAPE OF THE MOUSE POINTER APPEAR IN THIS PICTURE? CIRCLE THE SHAPE.

The shape of the mouse pointer appears in this picture.

3. MICKY, THE COMPUTER MOUSE, WANTS TO REACH ITS COMPUTER. SHOW IT THE RIGHT PATH.

4. FILL IN THE BLANKS WITH THE CORRECT WORDS.

double-click move mouse pad right click

1. A is the special seat for a computer mouse.
2. is generally used to select an object.
3. is generally used to open a window.
4. -click is used to show a list of commands on the monitor.
5. Drag-and-drop is used to an object from one position to

another on the monitor.

5. **WRITE T FOR THE TRUE STATEMENT AND F FOR THE FALSE ONE.**
6. A mouse pointer is used to move up or down a page.
7. A click is generally used to open a window.
8. Double-click is used to select an object on the monitor.
9. Right-click shows a list of things you can do.
10. Drag-and-drop is used to move or copy an object from one position to

another on the monitor.

WORKSHEET-5 P:53

6. DRAWING FOR CHILDREN P:54-64

EXERCISES

1. MATCH THE FOLLOWING.

Column A	Column B
	i. Picture ii. Special effects tool iii. Draw text tool iv. Load a Picture

2. SHRUTI HAS DRAWN A PRETTY PICTURE IN DRAWING FOR CHILDREN. NAME ANY TWO TOOLS USED FOR DRAWING THE

PICTURE.

3. WRITE THE NAMES OF EACH OF THE TOOLS GIVEN BELOW.

a		
b		
c		
d		

4. LABEL THE DIFFERENT TOOLS OF THE FOLLOWING WINDOW.

7. NOTEPAD AND WORDPAD P:66-75

EXERCISES

1. IDENTIFY THE FOLLOWING AS A NOTEPAD WINDOW OR A WORDPAD WINDOW. WRITE THE NAMES IN THE SPACE PROVIDED.

2. FILL IN THE BLANKS WITH THE CORRECT WORDS. FILE UNDERLINE NOTEPAD CURSOR

3. is a software that is commonly used for typing text.

b The menu of the tab contains the Save option.

1. The shows the position of the next letter or number to be

entered.

1. To underline the text typed in WordPad, click the button.

3. LABEL THE PARTS OF THE WORDPAD WINDOWS.

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WORKSHEET-7 P:76

NOTES/ SOLVED EXERCISES
+QUESTIONS OXFORD KEYBOARD
COMUTER SCIENCE WITH
APPLICATION SOFTWARE FOR
CLASS BOOK 1 SECOND EDITION

**NOTES/ SOLVED EXERCISES +QUESTIONS OXFORD KEYBOARD COMUTER
SCIENCE WITH APPLICATION SOFTWARE FOR CLASS BOOK 1 SECOND
EDITION**

LIST OF Contents

1. A COMPUTER 1

- **A Machine**
- **The Computer–A Smart**

Machine

WORKSHEET 1 6

2. PARTS OF A COMPUTER 7

- **Monitor**
- **CPU Box**
- **Keyboard**
- **Mouse**

WORKSHEET 2 17

3. USES OF COMPUTERS 18

- **Playing Games on a Computer**
- **Typing**
- **Drawing**
- **Solving Sums**
- **Listening to Music**
- **Watching Cartoons and Films**
- **At School**
- **At Home**

WORKSHEET 3 26

4. KNOW YOUR KEYBOARD 28

- **Keys on the Keyboard**
- **Alphabet Keys**
- **Number Keys**
- **Space Bar**
- **Enter Key**

WORKSHEET 4 37

5. COMPUTER MOUSE 38

- **The Correct Way to Use a Mouse ii**
- **Mouse Pointer**
- **Mouse Actions**

WORKSHEET 5 47

6. DRAWING FOR CHILDREN 48

- **Starting Drawing for Children**
- **Parts of the Main Window**
- **Using the Tools**

WORKSHEET 6 58

Ch1-A COMPUTER p:1-5

EXERCISES

1. Write the first letter of the word for each picture in the blank provided. Use the word list to help you.

clock octopus monkey peacock umbrella table egg rose

Write this word four times to learn how to spell it.

-
1. *clock octopus monkey peacock umbrella table egg rose*

The word is computer.

2- CIRCLE THE CORRECT WORD. ONE HAS BEEN DONE FOR YOU.

1. Machines are made by animals/ Humans
2. A crane is used inside/outside the house.
3. A computer/duck is a machine.
4. A computer makes our work easier/difficult.
5. We can/cannot play games on the computer.
6. **b. outside**
7. **computer**
8. **easier**

9. *can*

3- WRITE T FOR THE TRUE STATEMENTS AND F FOR THE FALSE ONES

1. A fridge can be seen inside the house.
2. A washing machine is found outside the house.
3. A computer is a machine made by humans.
4. We can solve sums on a computer.
5. We can listen to music on a computer.
6. **a. T**
7. **F**
8. **T**
9. **T**
10. **T**

WORKSHEET 1 P:6

1. Fan, computer, iron, lamp, and aeroplane.
2. Train
3. a. Crane b. Car

Ch2-PARTS OF A COMPUTER P:7-16

1. **WRITE THE FIRST LETTER OF THE WORD NEXT TO EACH PICTURE. USE THE WORD LIST TO HELP YOU. THEN WRITE THE WORD FORMED BY THE LETTERS FOUR TIMES TO LEARN HOW TO SPELL IT.**
2. milk, onion, umbrella, star, ear
3. man, ox, nest, ice-cream, train, ostrich, ribbon
4. kite, egg, yacht, bat, orange, aeroplane, rose, deer
5. Candle, Pot, Umbrella
6. **a. *milk onion umbrella star ear***

The word is mouse.

1. *man ox nest ice cream*

train ostrich ribbon

The word is monitor.

1. *kite egg yacht bat*

orange aeroplane rose deer

The word is keyboard.

12

1. *Candle Pot Umbrella*

The word is CPU.

2. **CIRCLE THE OBJECTS THAT ARE NOT A PART OF A COMPUTER.**

3. *Computer mouse and torch*

3. **LOOK AT THE PICTURES AND FILL IN THE MISSING LETTERS TO WRITE THE**

NAME OF A COMPUTER PART.

a- key- <u>o</u> a-
b- m- <u>u</u> -e
c- mo- <u>i</u> - -r
d- c- <u>b</u> -x

3. *a. keyboard*

4. *mouse*

5. *monitor*

6. *CPU box*

4. TWO NAMES ARE GIVEN FOR EACH PICTURE (ONE ABOVE AND THE OTHER BELOW). CIRCLE THE CORRECT NAME FOR EACH OBJECT.

UPS, keyboard, CPU box, monitor
CPU, box, monitor, mouse, speakers

4. *CPU box keyboard mouse monitor*

5. SAMEER AND HIS FRIENDS HAVE COUNTED THE MOUSE DEVICES IN THIS LAB. EACH OF THEM SAYS A DIFFERENT NUMBER. COUNT AND COLOUR THE CORRECT NUMBER.

6. *5*

6. WRITE THE NAMES OF THE COMPUTER PARTS THAT YOU CAN SEE IN THE PICTURE BELOW.

a. _____

b. _____

c. _____

d. _____

6. *1. Monitor*

7. *CPU*

8. *Keyboard*

9. *Mouse*

7. FILL IN THE BLANKS WITH THE CORRECT WORDS.

CPU keyboard mouse monitor

1. The keys of the are used for typing.
2. The is the brain of the computer.
3. A——looks like a TV.
4. A——helps us to draw pictures and point at things on the computer monitor.
5. ***a. keyboard***
6. ***CPU***
7. ***monitor***
8. ***mouse***

Worksheet 2

1. keyboard mouse CPU box monitor
2. a. iv b. iii c. ii d. i
3. Monitor and Mouse

CH: 3 USES OF COMPUTERS 18-25

EXERCISES

1. **THE PICTURES SHOW BUSHRA DOING DIFFERENT ACTIVITIES. IDENTIFY THE ONES THAT CAN ALSO BE DONE ON A COMPUTER AND TICK (/) THE BOXES NEXT TO THEM.**
2. ***Listening to music, playing games, and solving sums can be done on the computer.***

2. FILL IN THE BLANKS TO COMPLETE THE SENTENCES.

Keys are found on the K————

They are pressed to w———— on the computer. This is called————.

2. ***Keys are found on the keyboard.***

3. LOOK AT THE PICTURE BELOW. COPY THE PICTURE ONTO THE COMPUTER MONITOR AND COLOUR IT.

They are pressed to write on the computer which is called typing.

4. WRITE T FOR THE TRUE STATEMENTS AND F FOR THE FALSE ONES.

5. You can solve sums on a computer.

6. A computer cannot be used in schools.

7. We cannot watch films on a computer.

s d. A student can use a computer for drawing.

1. You can play games on a computer.

2. *a. T*

3. *F*

4. *F*

5. *T*

6. *T*

Worksheet 3

1. They are watching a cartoon film.

They are listening to music.

2. mail

3. drawing

4. At home, computers are used for writing projects and doing homework.

1

ch: **4. KNOW YOUR KEYBOARD 28**

Exercises

1. DRAW LINES AROUND GROUPS OF KEYS OF THE SAME TYPE.

2. *A B R S*

1 3 6 7 8

2. MATCH THE PICTURES IN COLUMN A WITH THE NAMES IN COLUMN B.

COLUMN A COLUMN B

COLUMN A	COLUMN B
A	i. Enter key
B	ii. Spacebar
C	iii. alphabet key
D	iv. number key

2. *a. iii*

3. *iv*

4. *ii*

5. *i*

3. COUNT THE KEYS OF EACH TYPE IN THE PICTURE BELOW AND WRITE THE CORRECT NUMBERS IN THE SPACES BELOW.

Enter keys space bar

alphabet keys number keys

3. *Enter keys: 2 Space bar: 1 Alphabet keys: 26 Number keys: 20*

4. LOOK AT THE PICTURES OF THE KEYS BELOW. WRITE THEIR

NAMES IN THE GIVEN SPACES

5. *Space bar Enter key*

5. THESE KEYS ARE HAVING IUN. MOST OF THEM ARE SMALL, BUT ONE OF THEM IS LONGER THAN THE OTHERS. CIRCLE IT AND WRITE ITS NAME.

6. *Space bar*

6. LOOK AT THE KEYS ON THE WALL. COUNT THE ALPHABET AND NUMERIC KEYS AND WRITE THE NUMBERS IN THE SPACES BELOW.

Alphabet keys Number keys

6. *Alphabet keys: 7 Number keys: 3*

7. WHAT AM I?

Enter key alphabet keys space bar

1. The longest key on the keyboard
2. The key used to move to the, next line
3. Keys used for typing letters
4. *a. Space bar*
5. *Enter key*
6. *alphabet keys*

Worksheet 4

1. a. number keys b. space bar c. keyboard

2.

S P A C E B A R

D Z C V N R P K

N U M B E R A V

J H K K E I C N

E N T E R D E Y

3. space bar

4. Number keys and the Enter key

Ch:5 : Computer Mouse P:38- 46

Exercises

1. LOOK AT THE PICTURE. WRITE THE NAME OF THE OBJECT IN THE SPACE. HOW MANY BUTTONS DOES IT HAVE? WRITE THEIR NAMES.

2. *Mouse,*

three buttons,

left button,

right button, and

scroll wheel

2. THE COMPUTER MOUSE IS VERY TIRED AND WANTS TO REST. DRAW A LINE TO TAKE THE COMPUTER MOUSE TO ITS MOUSE PAD.

Answer :

3. WHICH SHADOW BELONGS TO THE COMPUTER MOUSE? CIRCLE IT.

Answer :

4. CIRCLE THE SHAPE THAT IS THE SAME AS THE MOUSE POINTER.

Answer :

5. TWEETY AND HER FRIENDS HAVE A PICTURE OF A MOUSE ON THEIR SCHOOL BAGS. CIRCLE THE BAGS THAT HAVE A COMPUTER MOUSE DRAWN ON THEM.

Answer :

6. FILL IN THE BLANKS WITH THE CORRECT WORDS.

mat scroll arrow \$ L

1. The mouse pointer looks like an
2. The mouse pad acts like a for the computer mouse.
3. The mouse has three buttons.
4. *a. arrow*
5. *mat*
6. *scroll*

WORKSHEET5

1- Look at the different shapes drawn on Seema's umbrella. Colour the ones that are similar to the shape of a mouse pointer.

2- Ben is left-handed and Ray is right-handed. Look at the pictures below and tick (/) the box below the picture that shows Ben's hand holding the mouse.

3-FILL IN THE BLANKS WITH THE CORRECT WORDS.

mouse pointer click mouse pad scroll towards

1. A wheel helps you move up and down a page.
2. The buttons of the mouse should always point the

computer.

3. A is a special pad for the computer mouse.
4. The arrow on the computer monitor is the
5. When you press a button on the computer mouse, you hear a sound.

Worksheet 5

1. The shapes of arrows are similar to the shape of a mouse pointer.
2. The second picture shows Ben's hand holding the mouse.
3. a. scroll b. towards c. mouse pad
4. mouse pointer e. click

1

Ch6: Drawing for Children P:48- 57

Exercises

1. MATCH THE FOLLOWING

Column A	Column B
	Special effects Draw cliparts Draw stamps Draw shapes

1. a. **iii**
2. **iv**
3. **ii**
4. **i**

2. WRITE THE NAMES OF THE TOOLS SHOWN BELOW

A.

B.

C.

D .

2. **a. New picture**

3. **Save**

4. **Stop**

5. **Load a picture**

Worksheet 6

1. 1. **Sketch lines tool** 2. **Draw text tool** 3. **New picture**

2. **Save the Picture**

3. a. **Stop button** b. **Load a picture** c. **Draw stamps tool**

4. a. **Draw stamps tool**

5. **Draw stamps tool**

6. **Special effects tool/Draw special things tool**

7. **Draw special things tool**

8. **Draw special things tool**

end