

Based on the latest scheme of the CBSE and in accordance
with the latest guidelines & syllabus issued by NCERT



COMPUTER SKILLS



A Unique Step-by-Step Visual Book for Computer



with Update on  Windows 7



Teacher's Help Book (1-5)



Book-1	... 2
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Computer – 1



Computer – A Smart Machine

WRITING SECTION

- A. 1. (a); 2. (c); 3. (b)
- B. 1. 3; 2. 3; 3. 7; 4. 3
- C. 1. Computer; 2. electricity; 3. compute; 4. play, work
- D. 1. (c); 2. (d); 3. (a); 4. (e); 5. (b)
- E. 1. Machines are man-made things. They help to do different types of work.
2. A computer is an electronic device which is used to calculate.

PROJECTS & ACTIVITIES

- A. Do it yourself.
- B. 1. MACHINE; 2. COMPUTER; 3. TELEVISION; 4. REFRIGERATOR



Parts Of A Computer

WRITING SECTION

- A. 1. (c); 2. (a); 3. (b)
- B. 1. 3; 2. 7; 3. 7; 4. 3
- C. 1. keys; 2. Mouse; 3. pointing; 4. Speakers
- D. 1. (b); 2. (c); 3. (d); 4. (a)
- E. 1. Monitor, Keyboard, CPU, Mouse, Speakers.
2. A monitor looks like a television screen. It is used to display the result processed by the CPU.
3. A computer keyboard has many buttons. These buttons are called keys.
4. CPU stands for 'Central Processing Unit'.



Computer And Its Applications

WRITING SECTION

- A. 1. 3; 2. 3; 3. 7; 4. 3
- B. 1. Computer; 2. games; 3. diagnose; 4. letters

- C. 1. Computer helps the doctor to diagnose the diseases very quickly.
 2. Computers are used in shops to prepare a computerized bill of things which we have purchased.
 3. Computer helps in studies at school. It is used to make our report cards.
 4. Hospital, School, Shopping mall.

PROJECTS & ACTIVITIES

A.

A	H	X	H	M	G	A	L	O	T
I	S	P	O	T	S	R	O	N	D
R	N	T	S	C	H	O	O	L	U
P	S	I	P	H	O	C	F	U	D
O	R	A	I	K	P	I	F	H	J
R	M	V	T	E	E	U	I	C	H
T	Q	B	A	N	K	H	C	N	L
U	Z	R	L	C	A	F	E	W	A
I	X	N	E	Y	N	K	Q	U	G
R	Q	I	O	T	V	I	V	P	S

B. Do it yourself.



4

The Keyboard

WRITING SECTION

A. 1. (b); 2. (a); 3. (a)

B. 1. Numeric; 2. Enter; 3. 2; 4. 26

C. 1. Alphabet keys

(a)



2. Number keys

(b)



3. Caps Lock key

(c)



4. Spacebar key

(d)



5. Enter key

(e)



D. 1. KEYBOARD; 2. MOUSE; 3. MONITOR

E. 1. Alphabet keys are used for typing words and sentences.

2. Backspace key helps us to erase the letters one by one from the left side of the cursor.

3. Caps Lock key is used to type words in capital letters.

PROJECTS & ACTIVITIES

A	L	P	H	A	B	E	T	Z	M
P	S	P	A	C	E	B	A	R	W
R	A	D	E	A	K	D	T	Q	E
S	F	I	J	P	A	E	C	A	B
B	A	C	K	S	P	A	C	E	D
S	B	F	Q	L	G	T	R	N	N
H	K	J	N	O	E	C	N	T	B
M	O	A	K	C	O	D	U	E	P
L	R	X	E	K	M	X	Q	R	O
N	U	M	E	R	I	C	T	Y	E

Student's Task

- | | | | |
|-------------------|------|-------------------|------|
| (a) Alphabet Keys | (26) | (b) Number keys | (20) |
| (c) Spacebar key | (1) | (d) Enter keys | (2) |
| (e) Backspace key | (1) | (f) Caps Lock key | (1) |



The Mouse

WRITING SECTION

- A. 1. (c); 2. (a); 3. (b)
- B. 1. 3; 2. 3; 3. 7; 4. 3
- C. 1. quickly; 2. clicking; 3. pointing; 4. Double-clicking
- D. 1. Yes, I have seen real mouse.
2. (i) Computer mouse makes the work easier and faster.
(ii) It looks like the real mouse.
(iii) It works very quickly.
3. Gently pressing and releasing the mouse button once is called single-click.
4. When we press the right button of a mouse once, it is called right-click.

PROJECTS & ACTIVITIES

A.

D	X	B	S	E	F	G	H
R	P	A	C	L	I	C	K
A	L	T	R	I	K	P	L
G	Q	P	O	M	G	S	H
S	Z	V	L	A	M	E	R
R	A	I	L	P	A	T	H
D	B	U	T	T	O	N	N
M	O	U	S	E	P	A	D

B. Do it yourself.



6

Operating A Computer

WRITING SECTION

- A.** 1. power switch; 2. desktop; 3. icons; 4. start button
- B.** 1. The first screen after switching on the computer is known as desktop.
2. The small pictures on the desktop are called icons.
3. (i) Insert the plug in the socket and switch on the power switch.
(ii) Press on the power switch of the UPS.
(iii) Press on the power switch of CPU and wait for the light to glow.
(iv) Finally, switch on the monitor.
4. (i) With the help of the mouse, click the Start button on the desktop.
(ii) Click on the Shut down option from the options in the start menu.
(iii) Switch off the monitor by pressing the power button on it.
(iv) Switch off the power button of UPS.
(v) Switch off the power switch.

PROJECT & ACTIVITIES

Do it yourself.



7

Caring And Sharing

WRITING SECTION

- A.** 1. 7; 2. 3; 3. 7; 4. 3
- B.** 1. (i) We should take off our shoes before entering the computer room.
(ii) We should maintain silence in the computer room.
(iii) We should not keep eatables near the computer.
(iv) We should not touch the wires and cable in the computer room.
(v) We should cover the computer after the use.
(vi) We should not touch the computer system without permission of our teacher.
2. Sharing means to give and take different things.

PROJECTS & ACTIVITIES

Do it yourself.



8

Fun With MS Paint

WRITING SECTION

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

B. 1. 7; 2. 3; 3. 7; 4. 3

C. 1. tool; 2. drawing area; 3. Brush; 4. Eraser

D. 1.  Fill with color tool 2.  Pencil tool

3.  Ellipse tool 4.  Line tool

5.  Eraser tool 6.  Text tool

7.  Rectangle tool 8.  Brush tool

E. 1. MS Paint is a program in Windows that can be used to make drawings.

2. (i) Pencil tool; (ii) Line tool; (iii) Brush tool; (iv) Eraser tool.

3. (i) Click on the Start button.

(ii) Select Programs.

(iii) Select Accessories.

(iv) Click on Paint.

4. (i) Click on File in the menu bar.

(ii) Click on Save option. The Save As box appears.

(iii) Write a name for the file in the space.

(iv) Click on Save button.

5. To close Paint program, click File → Exit.

PROJECT & ACTIVITIES

A. Do it yourself.

B. Do it yourself.

Model Test Paper – I

A. 1. (c); 2. (b); 3. (b); 4. (b)

B. 1. 7; 2. 7; 3. 3; 4. 3

C. 1. Compute; 2. feelings; 3. Speakers; 4. diagnose

D. 1. A computer is an electronic device which is used to calculate.

2. Computer is very important because it is very fast and saves our time to do any work.

3. A computer keyboard has many buttons. These buttons are called keys.

Model Test Paper – II

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

B. 1. 7; 2. 3; 3. 7; 4. 7

C. 1. Double-click; 2. Enter; 3. start button; 4. covered

D. 1. Double-clicking means to press and release the left mouse button twice quickly.

2. Caps Lock key is used to type the words in capital letters.

3. MS paint is a program in Windows that can be used to make drawings.

4. Sharing means to give and take different things.

PROJECT I & II

Do it yourself.

Cyber Olympiad Test Sheet

Darken your choice with HB pencil

1.	☒ A	☐ B	☐ C	☐ D	6.	☐ A	☐ B	☒ C	☐ D	11.	☐ A	☐ B	☒ C	☐ D
2.	☐ A	☒ B	☐ C	☐ D	7.	☐ A	☐ B	☒ C	☐ D	12.	☐ A	☒ B	☐ C	☐ D
3.	☐ A	☒ B	☐ C	☐ D	8.	☐ A	☒ B	☐ C	☐ D	13.	☒ A	☐ B	☐ C	☐ D
4.	☒ A	☐ B	☐ C	☐ D	9.	☐ A	☒ B	☐ C	☐ D	14.	☐ A	☐ B	☒ C	☐ D
5.	☒ A	☐ B	☐ C	☐ D	10.	☐ A	☒ B	☐ C	☐ D	15.	☒ A	☐ B	☐ C	☐ D

Computer – 2

1

Computer – An Introduction

WRITING SECTION

- A. 1. (b); 2. (c); 3. (b); 4. (c)
- B. 1. 3; 2. 7; 3. 7; 4. 3; 5. 3
- C. 1. useful; 2. many; 3. portable; 4. pocket; 5. notebook
- D. 1. A computer is a very useful machine that makes our work a lot easier.
2. Computers that can be kept on desks or tables are known as desktop computers.
3. Small computer that can be kept on our palm are known as palmtop computers.
4. Tablets are small personal computers that are easily held in the hand.

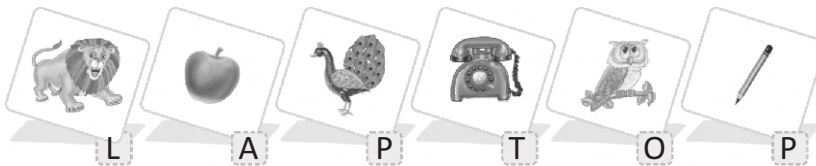
PROJECTS & ACTIVITIES

A. 1.



DESKTOP

2.



LAPTOP

B. **Desktops**

1. Desktops are big and heavy.
2. Desktops cannot be easily moved from one place to another.
3. Desktops are not portable.

Laptops

Laptops are small and light.
Laptops can be easily moved from one place to another.
Laptops are portable.

2

Parts Of A Computer

WRITING SECTION

- A. 1. (b); 2. (a); 3. (b); 4. (a)
- B. 1. 3; 2. 3; 3. 7; 4. 3; 5. 7

- C.** 1. CPU; 2. output; 3. input; 4. joystick; 5. UPS
- D.** 1. (c); 2. (a); 3. (d); 4. (b)
- E.** 1. PRINTER; 2. MOUSE; 3. FLOPPY; 4. MONITOR; 5. KEYBOARD
- F.** 1. CPU is the brain of the computer. All the calculations and processing are done inside the CPU. It stores information as our mind learns lesson in the classroom.
2. (i) Alphabet keys, (ii) Numeric keys, (iii) Function keys, (iv) Special keys.
3. A printer is an output device. It is used for printing pictures, graphics and text output on paper.
- The two types of printer are : (i) Inkjet printer, (ii) Laser printer.
4. A monitor looks like a television screen.
5. Headphone is connected to the speakers which allows only one person to listen to the sounds without disturbing anyone else.

PROJECTS & ACTIVITIES

1. Headphone; 2. Monitor; 3. UPS; 4. CPU; 5. Keyboard; 6. Light pen; 7. Microphone; 8. Joystick; 9. Mouse



Storage Devices

WRITING SECTION

- A.** 1. (a); 2. (b); 3. (c)
- B.** 1. 3; 2. 7; 3. 7; 4. 7; 5. 3
- C.** 1. CPU; 2. Floppy disk; 3. Compact disk; 4. flash drive
- D.** 1. Storage means to keep or save something.
2. Pen drive is a small and a very popular high capacity storage device.
3. If our computer is switched off all of a sudden, we shall loose our computer data as it is only stored temporarily. We, therefore, need devices which store data permanently, so that it is not lost. We can use that stored data any time later on.
4. A computer stores data in the following :
- (i) Hard Disk; (ii) Floppy Disk; (iii) CD-ROM; (iv) Pen Drive.
5. (i) 3.5", known as Micro floppy.
- (ii) 5.25", known as Mini floppy.

PROJECTS & ACTIVITIES

- A.** 1. Cupboard; 2. Shelf; 3. Refrigerator; 4. Pencil box
- B.** Do it yourself



4

History Of Computers

WRITING SECTION

- A.** 1. (a); 2. (b); 3. (c); 4. (c)
- B.** 1. 3; 2. 7; 3. 3; 4. 3; 5. 7
- C.** 1. first computer; 2. Blaise Pascal; 3. difference engine; 4. Charles Babbage; 5. Napier's Bones.
- D.** 1. Abacus was the first known machine developed to help perform mathematical calculations. It can be used to add, subtract, multiply and divide.
2. Blaise Pascal was the son of the French tax collector who invented a numerical wheel calculator to help his father with his duties.
3. Charles Babbage is known as 'Father of Computers' because he was the first person to design a general purpose computing machine.
4. The Mark-I was 50 feet long, 8 feet tall and weighed approximately 5 tons. It could do 3 addition or subtraction problems per second and one multiplication problem in six seconds.

PROJECTS & ACTIVITIES

- A.** Do it yourself.
- B.** 1. Abacus; 2. Difference Engine; 3. Analytical Engine; 4. Pascaline; 5. Napier's Bones; 6. Leibniz's Mechanical Calculator.

Student's Task

1. The real beginning of computers as we know them today, however, lay with an English mathematics professor, Charles Babbage. He is known as the 'Father of Modern Computer' because he was the first person to design a general purpose computing machine.
2. In 1642, Blaise Pascal, the 18 year old son of a French tax collector, invented a numerical wheel calculator to help his father with his duties. This was the first calculator in history. This brass rectangular box was also called Pascaline.



5

Applications Of A Computer

WRITING SECTION

- A.** 1. (c); 2. (a); 3. (c)
- B.** 1. 3; 2. 7; 3. 3; 4. 7
- C.** 1. Computers; 2. games, spellings; 3. records, reservations; 4. hospitals
- D.** 1. (a) Hospital; (b) School; (c) Bank; (d) Railway stations; (e) Shopping mall; (f) Offices.
2. Computers are used for teaching purpose, to make time table, to maintain students' records and to collect fee and prepare results.
3. Computers are used in hospitals to diagnose and cure the diseases. It is used for preparing medical reports.

4. In transport : Computers tell passengers the arrival and departure time of aeroplane and train. It allots reservations to various passengers.

In Home : Computers are used for playing games, studying various subjects, learning spellings and making drawing at home.

5. Do it yourself.

PROJECTS & ACTIVITIES

A. Do it yourself.

B. 1. Make a drawing

3

3. Play Music

3

5. Book tickets

3

2. Morning walk

4. Gardening

6. Play games

3



6

More About Keyboard

WRITING SECTION

A. 1. (c); 2. (a); 3. (b)

B. 1. 3; 2. 3; 3. 7; 4. 3; 5. 3

C. 1. alphabet; 2. spacebar; 3. Backspace; 4. arrow; 5. Enter

D. 1. A keyboard is an input device used to enter information into the computer.

2. Arrow keys help us to move the cursor up, down, left and right.

3. Enter key is used to see the result of the work done.

4. (i) Special Character keys; (ii) Arrow keys; (iii) Spacebar; (iv) Enter keys.

5. Shift key is a special key which performs the following functions :

(i) When it is pressed at the same time with the alphabet keys, it displays UPPERCASE capital letters on the monitor, while the Caps Lock is off.

(ii) Lowercase (small) letters are displayed when alphabet keys are pressed with shift key, while the Caps Lock is on.

(iii) The character printed on the upper part of key is displayed when any key is pressed with shift key.

PROJECTS & ACTIVITIES

A. Do it yourself.

B. Do it yourself.



7

Introduction To WordPad

WRITING SECTION

A. 1. (b); 2. (b)

B. 1. 7; 2. 3; 3. 7; 4. 3

- C. 1. WordPad is a special program which is used to type text in computer.
2. (i) Working Area; (ii) Ribbon; (iii) Quick Access Toolbar; (iv) Cursor; (v) Home Tab
3. To save a file in WordPad, click on **File** → **Save**. Then type the name for your document in 'File name' box and click on Save.
4. We can make our text look attractive by using the various buttons available in the 'Font' group of 'Home' tab of 'Ribbon'.

PROJECT & ACTIVITIES

Do it yourself.



MS Paint

WRITING SECTION

- A. 1. (b); 2. (c); 3. (b)
B. 1. 3; 2. 3; 3. 7; 4. 3; 5. 7
C. 1. Paint is a feature in Windows 7 that we can use to create drawings on a blank drawing area or in existing pictures.
2. We use the Brush tool to draw lines that have a different appearance and texture. It is like using different artistic brushes.
3. Polygon tool is used to make a custom shape with any number of sides.
4. Fill with color tool is used to fill the entire picture or an enclosed shape with colour.
5. To select a drawing, using the select tool :
Step 1 : On the Home tab, in the Image group, click the down arrow under select.
Step 2 : Do one of the following, depending on what you want to select :
 - To select any square or rectangular part of the picture, click Rectangular, Selection, and then drag the pointer to select the part of the picture.
 - To select any irregularly shaped part of the picture, click Free-form selection and then drag the pointer to select the part of the picture.
 - To select the whole picture, click select all.
 - To select everything in the picture except for the currently selected area, click Invert selection.
 - To delete the selected object, click Delete.

PROJECT & ACTIVITIES

Do it yourself.

Model Test Paper – I

- A. 1. (a); 2. (b); 3. (b); 4. (a)
B. 1. 3; 2. 7; 3. 3; 4. 7

- C. 1. useful; 2. difference engine; 3. CPU; 4. Compact disk
- D. 1. Computer that can be kept on desks or tables are known as desktop computers.
 2. Charles Babbage is known as 'Father of Computers' because he was the first person to design a general purpose computing machine.
 3. CPU is the brain of the computer. All the calculations and processing are done inside the CPU. It stores information as our mind learns lesson in the classroom.
 4. If our computer is switched off all of a sudden we shall loose our computer data as it is only stored temporarily. We, therefore, need devices which store data permanently, so that it is not lost. We can use that stored data any time later on.

Model Test Paper – II

- A. 1. (c); 2. (a); 3. (c); 4. (a)
- B. 1. 3; 2. 3; 3. 3; 4. 7
- C. 1. games; 2. Backspace; 3. Enter; 4. Airbrush.
- D. 1. Computers are used in hospitals to diagnose and cure the disease. It is used for preparing medical reports.
 2. Enter key is used to see the result of the work done.
 3. Shift key is a special key which performs the following functions :
 (i) When it is pressed at the same time with the alphabet keys, it displays UPPERCASE capital letters on the monitor, while the Caps Lock is off.
 (ii) Lowercase (small) letters are displayed when alphabet keys are pressed with shift key, while the Caps Lock is on.
 (iii) The character printed on the upper part of key is displayed when any key is pressed with shift key.
 4. MS Paint is a program in Windows that can be used to make drawings.

PROJECT & ACTIVITIES

Do it yourself.

Cyber Olympiad Test Sheet

Darken your choice with HB pencil

1. ☐ A ☐ B ☐ C ☐ D	6. ☐ A ☐ B ☒ C ☐ D	11. ☐ A ☒ B ☐ C ☐ D	16. ☐ A ☐ B ☒ C ☐ D
2. ☒ A ☐ B ☐ C ☐ D	7. ☒ A ☐ B ☐ C ☐ D	12. ☐ A ☒ B ☐ C ☐ D	17. ☐ A ☐ B ☐ C ☒ D
3. ☐ A ☐ B ☐ C ☒ D	8. ☐ A ☐ B ☐ C ☒ D	13. ☐ A ☐ B ☐ C ☒ D	18. ☐ A ☒ B ☐ C ☐ D
4. ☐ A ☐ B ☐ C ☒ D	9. ☐ A ☐ B ☒ C ☐ D	14. ☒ A ☐ B ☐ C ☐ D	19. ☐ A ☐ B ☒ C ☐ D
5. ☐ A ☒ B ☐ C ☐ D	10. ☐ A ☒ B ☐ C ☐ D	15. ☐ A ☒ B ☐ C ☐ D	20. ☐ A ☐ B ☒ C ☐ D

Computer – 3



Introduction To A Computer

WRITING SECTION

- A. 1. (d); 2. (a); 3. (c); 4. (d); 5. (c)
- B. 1. 3; 2. 3; 3. 7; 4. 3; 5. 3
- C. 1. easy; 2. intelligence; 3. IPO cycle; 4. output; 5. GIGO
- D. 1. A Computer is an electronic machine which helps us to enter data in the form of input, processes it (CPU), stores it (Memory) and gives the result as output.
2. (i) A computer can perform various tasks without complaining.
(ii) It is a very fast machine which can perform hundreds of calculations in fractions of seconds.
(iii) It never gets tired or bored.
(iv) It never makes mistakes.
(v) The storage capacity is very high. It can store a large amount of information which can be used anytime.
3. The working of a computer is based on IPO cycle. The computer takes the data we enter as 'Input', 'Processes' the data and gives information as 'output'.
4. On the basis of size, computers are classified into 4 types – (i) Micro Computers; (ii) Mini Computers; (iii) Mainframe Computers; (iv) Super Computers.
5. On the basis of their basic operating principle, computers are classified into 3 types – (i) Digital Computers; (ii) Analog Computers; (iii) Hybrid Computers.

PROJECTS & ACTIVITIES

IPO Cycle				
Input	Feeding the paper	Dirty clothes	Film	Pencil
Processing	Printing	Washing	Clicking	Sharpening
Output	Printouts	Clean clothes	Photographs	Sharpened pencil



Hardware And Software

WRITING SECTION

- A. 1. (c); 2. (a); 3. (d); 4. (b); 5. (b)
- B. 1. 3; 2. 7; 3. 3; 4. 3; 5. 7

- C. 1. hardware; 2. delete; 3. printer; 4. circular; 5. application
- D. 1. The parts of the computer that can be touched are called 'Hardware'.
 2. Software is a set of instructions that perform a specific task on a computer system.
 3. Shift key is used with other keys for different purposes.
 4. Hard Disk is the main storage device which is present inside the CPU box. It can store a large amount of data which can be accessed whenever required.
 5. A system software manages and controls the overall functioning of a computer system while an application software performs specific tasks or applications on a computer.

PROJECTS & ACTIVITIES

E	O	H	A	M	H	D	T	A	P	N
K	E	Y	B	O	A	R	D	C	R	L
N	S	C	A	N	N	E	R	Q	I	D
S	U	P	B	I	R	W	S	L	N	M
I	H	U	B	T	A	J	A	D	T	P
H	M	G	M	O	U	S	E	X	E	Q
A	N	Y	K	R	E	I	L	T	R	Z
T	Q	R	P	L	S	G	D	O	P	V



3

Knowing Windows

WRITING SECTION

- A. 1. (a); 2. (b); 3. (b); 4. (a); 5. (a)
- B. 1. 3; 2. 3; 3. 7; 4. 3; 5. 7
- C. 1. Vista; 2. icons; 3. multi-user; 4. shortcuts; 5. Recycle Bin.
- D. 1. (i) An operating system controls the working of different hardware devices attached to the computer such as printer, keyboard, etc.
 (ii) It keeps track of all the programs that are being used.
2. (i) Windows can be a single user or multi-user operating system.
 (ii) It provides Graphical User Interface (GUI).
 (iii) MS Windows can do many tasks at the same time.
 (iv) Windows provides the 'What You See is What You Get' environment.
3. Windows 7 is the latest Windows Operating System. It is the successor to Windows Vista. This operating system is especially designed to fill the needs of both business and personal users.
4. Icons are small pictures that represent a specific application program, a file or folder which allows us to access data quickly.

5. Recycle Bin is an icon which represents the dustbin where we put in all the trash. When we delete a file or a folder, they get stored in the recycle bin.

PROJECT & ACTIVITIES

Do it yourself.



More On MS Paint

WRITING SECTION

- A. 1. (c); 2. (b)**
- B. 1. rulers; 2. Thumbnail; 3. smaller; 4. Full screen; 5. saving**
- C. 1. View tab is a menu which has many options to see different views on the screen.**
- 2. We use full screen to view our picture on full screen.**
- 3. The options present in view menu are : Zoom in, Zoom out, 100%, Rulers, Gridlines, Statusbar, Full screen, Thumbnail.**
- 4. To save a drawing in MS Paint, follow the given steps :**
- Step I : Click on the **Paint** menu to choose the **Save** or **Save As** option. A 'Save As' dialog box will appear on the screen.
- Step II : Type the name of the file in the **File name box**.
- Step III : Choose a location for the file in the **Save in** box.
- Step IV : Then save it by clicking on the **Save** button. The file will be saved with .png extension name.
- 5. To print a drawing, follow the given steps :**
- Step I : Click on the **Paint** menu and choose the **Print** option. A 'Print' dialog box will appear on the screen.
- Step II : Select a printer from the list.
- Step III : Specify the number of copies to be printed.
- Step IV : Select **All** or **write** the page numbers in the **Page Range** section.
- Step V : Click on the **Print** button to take the printouts.

PROJECT & ACTIVITIES

Do it yourself.



MS Word 2010

WRITING SECTION

- A. 1. (a); 2. (c); 3. (c); 4. (a)**

- B.** 1. 3; 2. 7; 3. 3; 4. 3
- C.** 1. icon; 2. hide; ; 3. longer; 4. edit, review
- D.** 1. Microsoft Word is a full-featured word processing program. It helps us to create, process and revise our document such as letters, resumes, announcements and reports.
2. (i) We can easily include borders, shading, tables, graphics, pictures and web addresses in our documents.
- (ii) We can instruct Word to create a template, which is a form we can use and customize as per our requirement.
3. The Word Window displays many items we can use to create and work with our documents.
- The parts of the Word Window are as follows :
- (i) Title bar; (ii) File tab; (iii) Quick Access tool box; (iv) Ribbon; (v) Ribbon tab; (vi) Insertion point; (vii) Views of Document; (viii) Scroll bars; (ix) Status bar; (x) Program Window Controls; (xi) Navigation Pane
4. To exit MS Word, follow the given steps :
- Step I : Click on the File menu. A drop-down list will be displayed. Click on Exit. MS Word will close down.
- Step II : If we give the exit command without saving work, MS Word will prompt us whether we wish to save the changes we have made our work before closing the file.

PROJECTS & ACTIVITIES

1. TITLE BAR; 2. STATUS BAR; 3. RIBBON TAB; 4. FILE TAB



More On MS Word

WRITING SECTION

- A.** 1. 3; 2. 7; 3. 7; 4. 3; 5. 3
- B.** 1. software; 2. left; 3. Insert; 4. interesting; 5. scroll
- C.** 1. A word processing software helps us to create and edit text and graphics, letters, notes, reports quickly and easily.
2. Home tab.
3. Step I : Click on the location in the documents where you want a symbol to appear.
- Step II : Click on Insert tab.
- Step III : Click on Symbol.
- Step IV : Click on the symbol that you want to insert. You can click on More symbols to get more symbols to insert in the document.
- Word will insert the symbol.

4. Insert menu is used to do any one of the following :

- (i) Adding word art; (ii) Inserting a page break; (iii) Removing page break; (iv) Adding a picture; (v) Inserting clip art; (vi) Adding page number.

PROJECT & ACTIVITIES

Do it yourself.



Internet

WRITING SECTION

- A. 1. (d); 2. (a); 3. (b)
- B. 1. 3; 2. 3; 3. 3; 4. 7
- C. 1. small; 2. WAN; 3. modem; 4. Telephone line
- D. 1. Internet is an inter-connection network between several computers of different types belonging to various networks all over the world.
2. LAN is to a small area while the scale in WAN is much greater than in LAN.
3. (i) Computer; (ii) Modem; (iii) Telephone Line; (iv) IPS connection.

PROJECT & ACTIVITIES

Do it yourself.

Model Test Paper – I

- A. 1. (d); 2. (c); 3. (a); 4. (a)
- B. 1. 7; 2. 7; 3. 3; 4. 7
- C. 1. easy; 2. Pencil tool; 3. rulers; 4. Full screen
- D. 1. A Computer is an electronic machine which helps us to enter data in the form of input, processes it (CPU), stores it (Memory) and gives the result as output.
2. Shift key is used with other keys for different purposes.
3. A system software manages and controls the overall functioning of a computer system while an application software performs specific tasks on a computer.
4. Recycle Bin is an icon which represents the dustbin where we put in all the trash. When we delete a file or a folder, they get stored in the recycle bin.

Model Test Paper – II

- A. 1. (b); 2. (c); 3. (d); 4. (b)
- B. 1. 3; 2. 3; 3. 3; 4. 3
- C. 1. Thumbnail; 2. longer; 3. software; 4. small
- D. 1. We use full screen to view our picture on full screen.

2. Microsoft Word is a full-featured word processing program. It helps us to create, process and revise our document such as letters, resumes, announcements and reports.
3. Insert menu is used to do any one of the following :
 - (i) Adding word art; (ii) Inserting a page break; (iii) Removing page break; (iv) Adding a picture; (v) Inserting clip art; (vi) Adding page number.
4. LAN is to a small area while the scale in WAN is much greater than in LAN.

PROJECT & ACTIVITIES

Do it yourself.

Cyber Olympiad Test Sheet – 1

Darken your choice with HB pencil

1. ☒ A ☐ B ☐ C ☐ D	6. ☐ A ☒ B ☐ C ☐ D	11. ☒ A ☐ B ☐ C ☐ D
2. ☐ A ☐ B ☐ C ☒ D	7. ☐ A ☐ B ☒ C ☐ D	12. ☐ A ☒ B ☐ C ☐ D
3. ☒ A ☐ B ☐ C ☐ D	8. ☒ A ☐ B ☐ C ☐ D	13. ☐ A ☒ B ☐ C ☐ D
4. ☒ A ☐ B ☐ C ☐ D	9. ☐ A ☐ B ☐ C ☒ D	14. ☐ A ☐ B ☐ C ☒ D
5. ☐ A ☐ B ☒ C ☐ D	10. ☐ A ☐ B ☒ C ☐ D	15. ☒ A ☐ B ☐ C ☐ D

Cyber Olympiad Test Sheet – 2

Darken your choice with HB pencil

1. ☒ A ☐ B ☐ C ☐ D	6. ☐ A ☐ B ☒ C ☐ D	11. ☐ A ☐ B ☒ C ☐ D
2. ☐ A ☒ B ☐ C ☐ D	7. ☒ A ☐ B ☐ C ☐ D	12. ☐ A ☒ B ☐ C ☐ D
3. ☐ A ☐ B ☒ C ☐ D	8. ☒ A ☐ B ☐ C ☐ D	13. ☐ A ☐ B ☒ C ☐ D
4. ☐ A ☐ B ☒ C ☐ D	9. ☒ A ☐ B ☐ C ☐ D	14. ☐ A ☒ B ☐ C ☐ D
5. ☒ A ☐ B ☐ C ☐ D	10. ☐ A ☐ B ☐ C ☒ D	15. ☐ A ☐ B ☐ C ☒ D

Computer – 4



History And Generation Of Computer

WRITING SECTION

- A. 1. (c); 2. (b); 3. (d); 4. (a); 5. (b)
- B. 1. 3; 2. 3; 3. 7; 4. 3; 5. 7
- C. 1. Abacus; 2. Analytical Engine; 3. IBM; 4. vacuum tubes; 5. Microprocessors.
- D. 1. Fingers were man's earliest calculating device.
2. Abacus was the first calculating device used to add and subtract numbers. It was developed in 3000 BC in China. It was also called a counting frame.
3. In 1889, an American named Herman Hollerith invented a counting machine called Tabulating Machine to count the population of USA.
4. Limitation of the first generation of computer – Emitted a lot of heat.
Limitation of the second generation of computer – Emitted some heat.
5. First generation – Vacuum tubes
Second generation – Transistors
Third generation – Integrated circuits
Fourth generation – Large scale Integrated circuits
Fifth generation – Artificial Intelligence

PROJECTS & ACTIVITIES

- | | |
|--------------|--------------|
| (a) ENIAC | (b) UNIVAC |
| (a) IBM 700 | (b) IBM 1401 |
| (a) IBM 360 | (b) ICL 900 |
| (a) IBM 4300 | (b) ICE 2900 |



Know Your Computer

WRITING SECTION

- A. 1. (a); 2. (c); 3. (b); 4. (b); 5. (c)
- B. 1. 7; 2. 3; 3. 7; 4. 3; 5. 7
- C. 1. electronic; 2. microprocessors; 3. specialized; 4. complementary; 5. CD-ROMs.
- D. 1. A computer is an electronic machine operating under the control of instructions stored in its own memory that can accept data (input), manipulate the data according to specified rules (process), produce results (output) and store the results for future use.

2. The collection of unorganised facts and figures is called data. It can deal with numbers, text, images, sound, etc.

3. **Hardware** – All the physical and mechanical equipments attached together to make a computer is called hardware.

Software – The set of instructions or a collection of computer programs that enhance the capabilities of the hardware and tell the hardware how to perform a task is called software.

4. Mini computers were first released in 1960's. Mini computers got their name because of their small size compared to other computers of that period.

These computers are more powerful than micro computers and can support more than one user at a time. These computers have larger storage capacity.

5. Workstations are specialized, single-user computers. They have many features of a personal computer but with more processing power. These computers have advanced processors and more storage capacity than personal computers.

PROJECT & ACTIVITIES

Do it yourself.



More On Windows

WRITING SECTION

A. 1. (b); 2. (d); 3. (b)

B. 1. 3; 2. 7; 3. 7; 4. 3; 5. 7

C. 1. Windows; 2. desktop; 3. Folders; 4. shortcut

D. 1. Windows is an operating system.

2. The desktop is the first screen which comes on the monitor when we switch on our computer.

3. Files are the collection of related information stored together. Folders serve the purpose of organising thousands of files present in the computer.

4. Step 1 : Right-click on the blank space on the desktop.

Step 2 : A pop-up menu appears. Select New option.

Step 3 : A sub-menu appears. Select Folder option.

Step 4 : A New Folder icon gets created on the desktop.

Step 5 : Type the folder name.

Step 6 : Press the Enter key.

5. The most popular place to have a shortcut is the desktop area. It is very highly recommended that we create shortcuts to any documents, folders and programs that we after use and place them on the desktop.

Step 1 : Locate the program (or file, or folder) that you want to add a desktop icon for.

Step 2 : Right-Click the file icon, navigate to Send to Desktop (create shortcut).

A new shortcut will be on your desktop for that program, file or folder.

PROJECT & ACTIVITIES

Do it yourself.



Windows Accessories

WRITING SECTION

- A.** 1. 3; 2. 7; 3. 7; 4. 3; 5. 3
- B.** 1. Calculator; 2. cleared; 3. on-screen; 4. explorer; 5. malicious
- C.** 1. Calculator is a program to perform simple calculations such as addition, subtraction multiplication and division. It also offers the advanced capabilities of a programming, scientific, and statistical calculation.
2. To open calculator, we click the Start button. In the search box, we type Calculator, and then, in the list of results, click calculator.
3. The On-screen keyboard serves as a substitute for a mechanical keyboard, improving input options for users who are challenged by physical conditions, such as arthritis.
4. Magnifier is a display utility that makes our computer screen more readable by creating a separate window that shows a portion of our screen larger.
5. Anti-Virus is a protective software designed to defend our computer against malicious software.

PROJECT & ACTIVITIES

Do it yourself.



More On MS Word

WRITING SECTION

- A.** 1. 3; 2. 7; 3. 3; 4. 3; 5. 7
- B.** 1. table; 2. template; 3. MS Office; 4. document; 5. empty
- C.** 1. MS Word is one of the most popular programs used for word processing and documents purposes.

Its some features are as follows :

- (i) MS Word allows us to create a document, save it and print any number of copies we want.

- (ii) We can open it, make changes and edit it later anytime in the future.
- (iii) It allows us to change the font style and font size through artistic letters.
- (iv) It allows us to enhance the look of the document by using various options of borders and shading.
- (v) Pictures and images can be inserted through clip arts and other applications.

2. To start MS Word, click

Start → All Programs → Microsoft Office → Microsoft Word 2010.

3. The File menu is the main menu in Word 2010. The round and colourful Microsoft office Button in office 2007 has been replaced by the file tab. When we click on file tab, we will see a Backstage view where we can manage file information and save, share, print, protect and work with version information for the document.

4. The View menu is the MS Word 2010 has the following options :

Print Layout : This option views the document as it will appear on the printed page.

Full Screen : It views the document in full screen Reading View in order to maximize the space available for reading or commenting on the document.

Web Layout : It views the documents as it would look as a Web page.

Ruler : It views the rulers, used to measure and line up objects in the document.

Zoom : It shows the zoom dialog box to specify the zoom level of the document.

5. Step 1 : Open the document that you want to read.

Step 2 : On the view tab, in the Document Views Group, click Full Screen Reading.

Step 3 : To move from page to page in a document, do one of the following :

(i) Click the arrows in the lower corners of the pages.

(ii) Press PAGE DOWN and PAGE UP or SPACEBAR and BACKSPACE on the KEYBOARD.

(III) Click the navigation arrows at the top center of the screen.

PROJECT & ACTIVITIES

A. Do it yourself.

B. Do it yourself.



MS PowerPoint

WRITING SECTION

A. 1. (a); 2. (c); 3. (d)

B. 1. 3; 2. 7; 3. 3; 4. 3; 5. 7

- C. 1. internet; 2. slide show; 3. assumes; 4. bullet; 5. clipart
- D. 1. Microsoft PowerPoint is a complete graphics presentation program that allows us to create professional presentation.
2. A PowerPoint presentation is also known as a slide show.
3. To start PowerPoint, click
Start → All Programs → Microsoft Office → Microsoft PowerPoint 2010.
4. To close a PowerPoint presentation, follow the given steps :
- Step 1 : Click on File tab.
Backstage view will appear.
- Step 2 : Click on the close button.
PowerPoint closes the current open presentation.
5. (a) Slide Pane : It displays a large view of the current slide on the right side of the window. We can also enter text, graphics and animations directly in the slide pane.
- (b) Status Bar : The status bar consists of a message area. The message area displays the current slide number and the total number of slides in the slide show.
- (c) Notes Pane : We can display the text notes for the current slide on the Notes Pane. This is a text that consists of notes to our presentation or remarks to share with our audience.
- (d) View Buttons : They allow us to quickly change the way our presentation is displayed on the screen. Normal view, slide sorter view and slide show view are the three main views of PowerPoint.

PROJECT & ACTIVITIES

Do it yourself.



MS Excel

WRITING SECTION

- A. 1. (b); 2. (d); 3. (b); 4. (b); 5. (c)
- B. 1. 3; 2. 7; 3. 3; 4. 3; 5. 7
- C. 1. MS Excel is a powerful spreadsheet program that allows us to organize data, complete calculations, make decisions, graph data, develop professional looking reports, publish organized data to the Web and access real-time data from Web sites.
2. The workbook contains sheets, called worksheets. A worksheet is organized into a rectangular grid containing columns (vertical) and rows (horizontal).
3. Rows are horizontal and columns are vertical.

4. After having used a word processor such as Word, we may be well acquainted with text formatting. We can dramatically change the appearance of our document in Word by changing the formatting of our text. These changes may come in the form of a different font set, a larger print size, bold or italic characters and numerous other options.

5. Step 1 : Click a cell below (or the right of the values) you want to sum.

Step 2 : Click the AutoSum button in the Editing Group on the Home tab. Excel inserts an equal sign followed by the SUM function and a suggested range of values to sum, displayed in a marquee.

Step 3 : If the suggested range is incorrect, drag the cell cursor across the cells to select the correct range.

The marquee adjusts to surround the range of cells you select.

Step 4 : Press Enter or click the Enter button on the Formula Bar. Excel enters the SUM formula in the cell.

PROJECT & ACTIVITIES

Do it yourself.



Multimedia And Internet

WRITING SECTION

A. 1. (b); 2. (d); 3. (b); 4. (a)

B. 1. 7; 2. 3; 3. 3; 4. 3; 5. 3

C. 1. multimedia; 2. navigation; 3. website; 4. hyperlink; 5. Web browser.

D. 1. Multimedia means combination of more than one forms of media.

2. Step 1 : Insert the CD in the CD-drive.

Step 2 : Open computer by double-clicking on the icon visible on the desktop.

Step 3 : Double-click on the drive showing CD or DVD drive to open it.

Step 4 : Locate the setup file, double-click on it and complete the installation process.

3. Internet is a worldwide network that is used for exchanging information. Through it we can chat, do business, search anything on computer.

4. (i) It is the largest collection of information, where we can find information on any topic in the form of text, animation, pictures, videos, etc.

(ii) We can sent and receive electronic letters from our friends or relatives.

(iii) Through Internet, we can do live chat with people living anywhere in the world with the help of computers equipped with web cameras.

(iv) We can even buy things using Internet and have them delivered at our door step.

- (v) We can pay our electricity or telephone bills or reserve our movie tickets.
5. (a) **Word Wide Web** is the largest collection of electronic books, which provides all types of information in the form of text, pictures or animations to its users.
- (b) **Hyperlink** is an underlined or highlighted text on a web page which allows us to move from one webpage to another.
- (c) A **website** is a collection of web pages containing related information.
- (d) A **web browser** is an application software which is used to connect to the Internet to access information from a web server.

PROJECT & ACTIVITIES

Do it yourself.

Model Test Paper – I

- A. 1. (a); 2. (c); 3. (b); 4. (d)
- B. 1. 3; 2. 7; 3. 3; 4. 3
- C. 1. Microprocessors; 2. personal computers; 3. Keyboard, mouse; 4. Microsoft
- D. 1. Limitation of the first generation of computer – Emitted a lot of heat.
Limitation of the second generation of computer – Emitted some heat.
2. Super computers are the most powerful computers made and physically they are some of the largest. The storage capacity of these computers is much more than micro, mini, mainframe and workstation. Super computers are the fastest of all and can process huge amounts of data within seconds.
3. Mini computers are more powerful than micro computers and can support more than one user at a time. Micro computers have low storage capacity but mini computers have larger storage capacity.
4. MS Word is one of the most popular programs used for word processing and documents purposes.
Its some features are as follows :
- (i) MS Word allows us to create a document, save it and print any number of copies we want.
- (ii) We can open it, make changes and edit it later anytime in the future.
- (iii) It allows us to change the font style and font size through artistic letters.
- (iv) It allows us to enhance the look of the document by using various options of borders and shading.
- (v) Pictures and images can be inserted through clip arts and other applications.

Model Test Paper – II

- A. 1. (a); 2. (d); 3. (b); 4. (b)
- B. 1. 3; 2. 3; 3. 3; 4. 3

- C. 1. assumes; 2. Formulas; 3. explorer; 4. Multimedia
- D. 1. Microsoft PowerPoint is a complete graphics presentation program that allows us to create professional presentations.
2. The workbook contains sheets, called worksheets. A worksheet is organized into a rectangular grid containing columns (vertical) and rows (horizontal).
3. Anti-virus is a protective software designed to defend our computer against malicious software.
4. (i) It is the largest collection of information, where we can find information on any topic in the form of text, animation, pictures, videos, etc.
- (ii) We can send and receive electronic letters from our friends or relatives.
- (iii) Through Internet, we can do live chat with people living anywhere in the world with the help of computers equipped with web cameras.
- (iv) We can even buy things using Internet and have them delivered at our door step.
- (v) We can pay our electricity or telephone bills or reserve our movie tickets.

PROJECT I & II

Do it yourself.

Cyber Olympiad Test Sheet – 1

Darken your choice with HB pencil

1. ☒ A ☐ B ☐ C ☐ D	6. ☐ A ☐ B ☐ C ☒ D	11. ☐ A ☒ B ☐ C ☐ D
2. ☐ A ☒ B ☐ C ☐ D	7. ☐ A ☒ B ☐ C ☐ D	12. ☐ A ☐ B ☒ C ☐ D
3. ☐ A ☐ B ☐ C ☒ D	8. ☒ A ☐ B ☐ C ☐ D	13. ☒ A ☐ B ☐ C ☐ D
4. ☒ A ☐ B ☐ C ☐ D	9. ☒ A ☐ B ☐ C ☐ D	14. ☐ A ☐ B ☒ C ☐ D
5. ☒ A ☐ B ☐ C ☐ D	10. ☐ A ☒ B ☐ C ☐ D	15. ☐ A ☒ B ☐ C ☐ D

Cyber Olympiad Test Sheet – 2

Darken your choice with HB pencil

1. ☐ A ☐ B ☐ C ☒ D	6. ☐ A ☐ B ☒ C ☐ D	11. ☒ A ☐ B ☐ C ☐ D
2. ☐ A ☒ B ☐ C ☐ D	7. ☐ A ☐ B ☒ C ☐ D	12. ☒ A ☐ B ☐ C ☐ D
3. ☐ A ☐ B ☒ C ☐ D	8. ☐ A ☐ B ☒ C ☐ D	13. ☐ A ☐ B ☒ C ☐ D
4. ☐ A ☒ B ☐ C ☐ D	9. ☐ A ☐ B ☐ C ☒ D	14. ☒ A ☐ B ☐ C ☐ D
5. ☐ A ☐ B ☒ C ☐ D	10. ☐ A ☐ B ☒ C ☐ D	15. ☐ A ☒ B ☐ C ☐ D

Computer – 5



Versatility Of Computer

WRITING SECTION

- A. 1. (b); 2. (a); 3. (d); 4. (a); 5. (b)
- B. 1. 3; 2. 7; 3. 3; 4. 3; 5. 7
- C. 1. accurate; 2. hard disk; 3. Internet; 4. cheques; 5. research
- D. 1. The various features of a computer are as follows :
- (i) A computer can work very fast.
 - (ii) A computer is an accurate machine.
 - (iii) The multi-processing features of a computer allows to perform various tasks with ease.
 - (iv) A computer can store huge amount of data and information in its storage space.
 - (v) A computer does not get tired of working for a long period of time.
 - (vi) The output given by a computer is reliable since it only gives results if the input is complete and correct.
2. Teachers use computers to teach different subjects. They use them for preparing lessons, report-cards and time-tables.
3. Doctors use computers to maintain medical records and treatment details of patient.
4. Computers are most often used to get access to a library's book database. A library's computerized book database makes it easier to keep records of books issued and returned.
5. Computers help in research and invention, in launching missiles and satellites, conducting experiments, making different scientific equipment, weather forecasting and many more such scientific activities.

PROJECT & ACTIVITIES

Do it yourself.



More In MS Word

WRITING SECTION

- A. 1. (b); 2. (c)
- B. 1. 3; 2. 7; 3. 3; 4. 7; 5. 7
- C. 1. tight; 2. left, right; 3. orientation; 4. page setup; 5. highlighted
- D. 1. Word offers a variety of page layout and formatting options that affect how content appears on the page. We can customize the page orientation, paper size and page margins depending on how we wish our document to appear.

2. A margin is the amount of space between the text in our document and the edge of our paper. We can change the margins to suit our needs.
3. To indent a paragraph, follow the given steps :
 - Step 1 : Click on anywhere in the text line or paragraph.
 - Step 2 : Click on Home tab on the Ribbon.
 - Step 3 : Click on the area of Paragraph Dialog.
The paragraph dialog box appears.
 - Step 4 : Type a specific indentation in the Left or Right indent text boxes.
Click on up and down arrow of Special and set the specific kind of indent.
 - Step 5 : Click on OK.
Word applies indent to the text.
4. To control how an image and text interact in Word 2010, click the image to select it. When the image is selected, Word displays a Format tab, from which we can choose the Text Wrapping menu, found in Arrange group.
5. To position an image in a MS Word document, follow the given steps :
 - Step 1 : Start MS Word and then open the document that you want.
 - Step 2 : Click the picture that you want to format.
 - Step 3 : On the Format menu, click Picture.
 - Step 4 : In the Format Picture dialog box, click the Layout tab, and then click Advanced.
 - Step 5 : Click on the Picture position tab.
 - Step 6 : Select the horizontal and vertical positioning that you want. Click to select the check boxes of the options that you want, and then click OK.
 - Step 7 : Click OK to close the Format Picture dialog box.

PROJECT & ACTIVITIES

Do it yourself.



Table Creation In MS Word

WRITING SECTION

- A. 1. 3; 2. 7; 3. 3; 4. 7; 5. 7
- B. 1. two; 2. additional; 3. columns, rows; 4. dashed; 5. text-based
- C. 1. MS Word is a software package. It is based on Windows operating. It is a word processor that deals with text-based information. It makes typing on the computer easy.
2. To create a table in MS Word, follow the given steps :
 - Step 1 : Click in the document where you want to insert a table.
 - Step 2 : Click on Insert table on the Ribbon.

Step 3 : Click on Table button.

Step 4 : Drag the mouse pointer until you highlight the number of rows and columns, you want the table to contain.

Word previews the table as you drag over cells.

3. To delete a table in MS Word, follow the given steps :

Step 1 : Click anywhere in the table which you want to delete.

Step 2 : Click on Layout tab.

Step 3 : Click on Delete.

Step 4 : Click on Delete Table.

The table disappears from your documents.

4. To change width of a column, follow the given steps :

Step 1 : Place mouse pointer over the edge of the column you want to change to a new width.

The mouse pointer changes to [↕].

Step 2 : Drag the column edge to a new position.

A dotted line shows the new position.

Step 3 : Release the mouse pointer.

Word adjusts the column width.

5. To moving a table in MS Word, follow the given steps :

Step 1 : Point the mouse pointer over the upper-left corner of the table, you want to move. A handle appears.

You may to scroll to the left to view the handle.

Step 2 : Place mouse over the handle. Mouse pointer will change to [↕].

Step 3 : Drag the table to a new location.

A dashed outline indicates new table appearing in the new location.

PROJECT & ACTIVITIES

A. Do it yourself.

B. Do it yourself.



Microsoft PowerPoint

WRITING SECTION

A. 1. (b); 2. (b); 3. (c)

B. 1. 7; 2. 7; 3. 3; 4. 7; 5. 3

C. 1. themes; 2. slides; 3. transitions; 4. slide show; 5. dragging

D. 1. Microsoft PowerPoint is a slide show presentation program developed by Microsoft. It was officially launched on May 22, 1990, as a part of the Microsoft office suite.

2. The Design menu is where we can customize the background, theme design and colours, or the page setup of our presentation. From here, we can choose different types of slide designs.

3. We can add transitions to slides in our presentation. A transition is a visual effect that

appears when we move from one slide to another. We can also use Normal view to assign transitions; however, we may find it easier to assign effects to our entire presentation in slide sorter view.

4. To add animation effects in PowerPoint Presentation, follow the given steps :

Step 1 : Click on any slide element (like text boxes, shapes, and pictures) that you want to add animation in Normal view.

Step 2 : Click on Animations tab on the Ribbon.

You can scroll through the available transition effects.

Step 3 : Click on an animation effect. PowerPoint immediately assigns the effect and previews the effect on the slide.

You can click on Preview button to preview the effect again.

5. The normal view contains three panes – Outline pane, Slide pane and Notes pane. The size of these panes can be adjusted by dragging the pane border.

Step : Click on Normal View [] button.

PowerPoint shows the default view, displaying the current slide in the presentation.

PROJECT & ACTIVITIES

Do it yourself.



Microsoft Excel

WRITING SECTION

A. 1. 3; 2. 7; 3. 3; 4. 3; 5. 7

B. 1. sheet tab; 2. worksheet; 3. spreadsheet; 4. distinguish; 5. View

C. 1. MS Excel is a spreadsheet application developed by Microsoft for Microsoft Windows and Mac OS. Its features calculations, graphing tools, pivot tables and a macro programming language called Visual Basic for Applications. It has been a very widely applied spreadsheet for the platforms.

2. View menu is the last menu in MS Excel.

3. To delete a worksheet, follow the given steps :

Step 1 : Right click on the worksheet tab.

Step 2 : Click on Delete.

Excel will delete the worksheet immediately if there is no data in it.

If the worksheet contains any data, Excel prompts you to confirm the deletion.

Step 3 : Click on Delete. Excel delete the worksheet.

4. We can insert rows in our worksheet. Excel adjusts the cell references to new locations, if the rows that are shifted down include any formula. Thus, if a formula in the worksheet reference a cell in row 5 before the insertion, then the cell reference in the formula is adjusted to row 6 after the insertion.

5. To View Excel spreadsheets side-by-side, follow the steps given below :

Step 1 : Open the first Excel spreadsheet.

Step 2 : Open the second Excel spreadsheet. You'll notice that there are now two taskbar buttons for Excel.

Step 3 : In Excel, click the View tab.

Step 4 : In the Window section, click View side-by-side. By default, this will show your two Excel spreadsheets in separate panes, stacked horizontally.

Step 5 : To change the orientation, click Arrange All. Choose vertical to have them side-by-side, with one in a left-hand column and the other in the right-hand column.

PROJECT & ACTIVITIES

Do it yourself.



Multimedia

WRITING SECTION

- A. 1. (b); 2. (a); 3. (c); 4. (d); 5. (c)
- B. 1. 3; 2. 7; 3. 3; 4. 3; 5. 3
- C. 1. edit videos; 2. person; 3. microphone; 4. Businessmen; 5. Video
- D. 1. Media means modes of communication, *e.g.*, voice, text and video.
2. Multimedia means combination of more than one forms of media.
3. (i) Education : Use of multimedia in education helps to make the concept more interesting and easier for the students to learn.
(ii) Advertising : All the advertisements we watch on TV are to a great extent computer generated.
(iii) Playing Games : Different types of games like Mario, Contra, Spider, Alladin, etc. can be played with multimedia.
(iv) Business : Businessmen use multimedia to display their products and give information to their customer with the help of attractive and interesting presentation.
4. We can use sound recorder to record a sound and save it as an audio file on our computer. We can record sound from different audio devices, such as a microphone that is plugged into the sound card on our computer. The types of audio input sources we can record from depend on the audio devices we have and the input sources on our sound card.
5. Movie Maker is a software that allows us to create and edit videos. This program is manufactured by Microsoft Windows and is available for free. Movie Maker is non-linear editing software, which means that the original file that was placed on our hard drive will not be modified in any way. Movie Maker creates its own distinct

video file while we are editing, so that if we want, we can create several different movies using the same footage. Various features of Movie Maker include time line narration, effects, audio track, transitions, titles and credits.

PROJECT & ACTIVITIES

Do it yourself.



Control Panel

WRITING SECTION

- A.** 1. (b); 2. (c); 3. (a)
- B.** 1. 3; 2. 7; 3. 3; 4. 7; 5. 3
- C.** 1. buttons; 2. look; 3. personalize; 4. commands; 5. date, time
- D.** 1. The Control Panel is the place to go when we need to make changes to various settings of our computer system.
2. To open the Control Panel, follow the given steps :
- Step 1 : Click the Start button on the taskbar.
- Step 2 : Now click Control Panel on the start menu.
- Step 3 : Windows 7 gives us three different views for looking at our computer's Control Panel : To switch views, click the view by drop-down button in the upper right corner of the control panel and then choose one of the views from the button's drop down menu.
3. It is easy to change the look feel of our desktop by changing the display settings of our monitor. Changing these properties lets us set the background of the desktop, screen savers, sound schemes and more. To do this, right click anywhere on the desktop and select 'Personalize' from the menu that appears. This will open a window that allows us to change the display properties of the monitor.
4. To change the screen saver, follow the given steps :
- Step 1 : Right-click on empty area of the Desktop, and then click on Personalize.
- Step 2 : Click on Screen Saver.
- Step 3 : Select the screen saver to be used from the menu.
- Step 4 : Click setting to open a setting window for the selected screen saver.
- Step 5 : Click Preview to see how the screen saver will appear on the computer screen. Move the mouse to returns to the Display Properties panel when finished previewing the screen saver.
- Step 6 : Select the number of minutes in the Wait box. This is the number of minutes of inactivity that needs to pass before the screen saver opens.
- Step 7 : Click OK to save the settings and close the Display Properties Window.
5. To change the date and time setting :
- Step 1 : Right-click or press and hold on the clock on the taskbar, click on Adjust Date/Time.

Step 2 : The Date and Time dialog box appears on the screen.

Step 3 : Click/tab on the change date and time button.

Step 4 : **To change the date** : Under the left Date section, select a month and day for your current date.

To change the time : Under the right time section, select or type in your current time.

Step 5 : Click on OK.

PROJECT & ACTIVITIES

Do it yourself.



Internet

WRITING SECTION

- A. 1. (a); 2. (d); 3. (d)
- B. 1. 7; 2. 3; 3. 3; 4. 3; 5. 7
- C. 1. webpage; 2. syllabus; 3. communicate; 4. wiki; 5. website
- D. 1. Internet also known as the Net, is a worldwide network of computers that is used for exchanging information.
2. A search engine is a computer program that searches for information on the Internet. Google (<http://www.google.com>) is the world's most popular search engine.
3. A website, also written as 'web site', or simply 'site', is a set of related web pages typically served from a single web domain. A website is hosted on at least one web server, accessible via a network such as the internet or a private local area network through an internet address known as a Uniform Resource Locator (URL). All publically accessible websites collectively constitute the World Wide Web.
4. To opening a website, follow the given steps :
- Step 1 : Enter the address of website in the address bar.
- Step 2 : Click on Go button or press Enter. The home page of the website is displayed on screen. From here, any amount of information can be accessed about the site.
5. A wiki is a web application which allows people to add, modify or delete content in collaboration with other.
- The encyclopedia project Wikipedia is the most popular Wiki on the public web in terms of page view, but there are many sites running many different kinds of wiki software. Wikis can serve many different purposes both public and private.

PROJECT & ACTIVITIES

Do it yourself.

Model Test Paper – I

- A. 1. (b); 2. (b); 3. (c); 4. (a)
- B. 1. 3; 2. 3; 3. 7; 4. 7
- C. 1. hard disk; 2. dotted; 3. text-based; 4. orientation
- D. 1. MS Word is a software package. It is based on windows operating. It is a word processor that deals with text-based information. It makes typing on the computer easy.
2. To create a table in MS Word, follow the given steps :
- Step 1 : Click on the document where you want to insert a table.
- Step 2 : Click on Insert tab on the Ribbon.
- Step 3 : Click on Table button.
- Step 4 : Drag the mouse pointer until you highlight the number of rows and columns, you want the table to contain.
- Word previous the table as you drag over cells.
3. Computers help in research and invention, in launching missiles and satellites, conducting experiments, making different scientific equipment, weather forecasting and many more such scientific activities.
4. To position an image in a MS Word document, follow the given steps :
- Step 1 : Start MS Word and then open the document that you want.
- Step 2 : Click the picture that you want to format.
- Step 3 : On the format menu, click Picture.
- Step 4 : In the Format Picture dialog box, click the Layout tab, and then click Advanced.
- Step 5 : Click on the picture position tab.
- Step 6 : Select the horizontal and vertical positioning that you want. Click to select the check boxes of the options that you want, and then click OK.
- Step 7 : Click OK to close the Format Picture dialog box.

Model Test Paper – II

- A. 1. (b); 2. (d); 3. (b); 4. (d)
- B. 1. 7; 2. 7; 3. 7; 4. 3
- C. 1. person; 2. slides; 3. printouts; 4. worldwide
- D. 1. **(a) Voice** : This is the most common way of communication. This media is also known as the audio media. We use a language to communicate, *e.g.*, Hindi, English, etc.
- (b) Text** : This refers to written communication between the people. We write letters, reports, etc., to communicate our thoughts.
- (c) Video** : This refers to movies, pictures or photographs. When we watch a movie, it

contains combination of pictures and audio. We can convey your message through video. All these media are used in computer.

2. It is easy to change the look feel of our desktop by changing the display settings of our monitor. Changing these properties lets us set the background of the desktop, screen savers, sound schemes and more. To do this, right click anywhere on the desktop and select 'Personalize' from the menu that appears. That will open a window that allows us to change the display properties of the monitor.
3. Microsoft PowerPoint is a slide show presentation program developed by Microsoft. It was officially launched on May 22, 1990, as a part of the Microsoft office suite.
4. A website, also written as 'web site', or simply 'site', is a set of related web pages typically served from a single web domain. A website is hosted on at least one web server, accessible via a network such as the internet or a private local area network through an internet address known as a Uniform Resource Locator (URL). All publicly accessible websites collectively constitute the World Wide Web.

PROJECT I & II

Do it yourself.

Cyber Olympiad Test Sheet – 1

Darken your choice with HB pencil

1. (A) (B) (C) (D)	6. (A) (B) (C) (D)	11. (A) (B) (C) (D)
2. (A) (B) (C) (D)	7. (A) (B) (C) (D)	12. (A) (B) (C) (D)
3. (A) (B) (C) (D)	8. (A) (B) (C) (D)	13. (A) (B) (C) (D)
4. (A) (B) (C) (D)	9. (A) (B) (C) (D)	14. (A) (B) (C) (D)
5. (A) (B) (C) (D)	10. (A) (B) (C) (D)	15. (A) (B) (C) (D)

Cyber Olympiad Test Sheet – 2

Darken your choice with HB pencil

1. (A) (B) (C) (D)	6. (A) (B) (C) (D)	11. (A) (B) (C) (D)
2. (A) (B) (C) (D)	7. (A) (B) (C) (D)	12. (A) (B) (C) (D)
3. (A) (B) (C) (D)	8. (A) (B) (C) (D)	13. (A) (B) (C) (D)
4. (A) (B) (C) (D)	9. (A) (B) (C) (D)	14. (A) (B) (C) (D)
5. (A) (B) (C) (D)	10. (A) (B) (C) (D)	15. (A) (B) (C) (D)