

Part-6

CHAPTER 1

- A. 1. d 2. d 3. b 4. c 5. d
- B. 1. × 2. ✓ 3. × 4. ✓ 5. ✓
 6. ✓ 7. ×
- C. 1. Plotters 2. Dot-matrix 3. Secondary 4. RAM 5. Mouse
 6. Scanner 7. Laser 8. Inkjet
- D. 1. An input devices accept data from user and processes this data into a form that a computer can understand.
2. There are two types of storage devices : (i) Primary storage (ii) Secondary storage devices.
3. The devices which guide in displaying and delivering the results are known as output devices. Monitor and printer are two output devices.
4. Control Unit and Arithmetic Logic Unit.
5. (i) Receiving Input
 (ii) Processing Input
 (iii) Giving Output
 (iv) Storing data and information before and after the processing.
6. Scanner is used to convert paper images into digital or electronic image. Flatbed scanner, Sheetfed scanner and Handheld scanner are the types of scanner.
7. Plotters are ideal output devices for architects, city planners etc. as they require to generate high precision, hard copy graphic output of varying sizes.
 There are two types of plotter : (i) Drum plotter (ii) Flatbed plotter.
8. We need Secondary storage devices as they hold the programs, instructions and permanently. It retains information even when the computer is switched OFF.
 Hard Disk, Floppy Disk and Memory Card are three secondary storage devices.
9. (a) Liquid Crystal Display
 (b) Compact Disc-Read/Write
 (c) Secure Digital
 (d) Multimedia Card
 (e) Charge-coupled Devices

10. (a) Flatbed scanner has a flat glass bed for scanning documents and images. Flatbed is popular scanner whereas handheld scanner is dragged over the object that is required to be scanned.
- (b) (i) Inkjet printer form images and characters by spraying small drops of ink on the sheet of paper. And Laser printer use a toner cartridge (filled with fine powder) and a heated fuser.
- (ii) Laser printer produce a very high quality output but inkjet not.
- (iii) Laser printer make least sound among all printers but inkjet make sound more than laser printer.
- (c) Primary memory stores data temporarily whereas secondary memory stores data permanently.
- E. 1. c 2. d 3. b 4. e 5. a

CHAPTER 2

- A. 1. b 2. c 3. a 4. b 5. d
- B. 1. × 2. × 3. ✓ 4. × 5. ✓
- C. 1. Assembly 2. High 3. Machine 4. Java 5. LOGO
- D. 1. Advantages of High Level Languages :
- (i) Programs require less time and effort for coding.
- (ii) Commands are written in Simple English Languages.
2. A language in which mnemonic codes and symbolic addresses are used is called an assembly language.
3. We need to convert our programs into machine language because computer can understand only machine language.
4. Compiler is a software that converts high level language programs into machine language.
5. High Level Language.

CHAPTER 3

- A. 1. d 2. a 3. c 4. b 5. c
- B. 1. ✓ 2. × 3. ✓ 4. ✓ 5. ×
- C. 1. hot corners 2. tiles and apps
3. mouse, keyboard 4. Charms bar
5. window + R
- D. 1. Charms bar contains a set of buttons and commands that control the application you are currently using, as well as provide options for system settings.

22 | Teacher Manual

2.
 - (i) To shut down in Windows 8, put your mouse cursor into the upper right corner to bring up your Charms bar.
 - (ii) Click on the Setting charm and a side-bar will appear on the right side of the screen. There you can click on the Power button to select the desired shut down option.
3.
 - (i) To open an app, just click on the app you wish to use.
 - (ii) To switch between open apps, move your mouse to the upper left corner and move mouse pointer down the left side. A bar will appear showing the apps you have opened.
 - (iii) Click on the app you wish to go to. You can also move your mouse to the bottom left corner to go back to your previous app.
 - (iv) To close apps, click on the top of the app and drag it to the bottom of the screen. You can also go to the upper left corner and make all open apps appear, right-click on the app you want to close.
 - (v) Click close.
4. To add a new app to the Start screen :
 - (i) Find it by using the Metro Search to look for the desired app.
 - (ii) Right click on it with your mouse or hold the finger on it till it become checked.

You will see a panel open at the bottom of the Windows 8 Start screen where you can pin it.
 - (iii) Click on the Pin button and the program will now appear on your Windows 8 Start screen.
5. To open the run command in Windows 8 :
 - (i) First, you can right click anywhere on the Start screen that isn't an app.
 - (ii) Click All apps on the bottom toolbar.
 - (iii) Scroll over to find Run.
 - (iv) Click Search.
 - (v) Enter 'Run' in the search box.
 - (vi) Click Apps and then
 - (vii) Click Run.
6. Tools of Charm Bar :
 - (i) Search – Like the Windows 7 Start menu, simply type to find what you are looking for.
 - (ii) Share – Apps with sharing permissions can be used to share information such as links.

- (iii) Start – This is yet another option to open the Start screen, along with the menu in the lower left corner.
 - (iv) Devices – Setting for peripherals such as second/external monitors can be adjusted.
 - (v) Setting – Audio, brightness, Wi-fi, power, notifications and language are all accessed from here.
- E. 1. d 2. c 3. a 4. b

CHAPTER 4

- A. 1. c 2. c 3. b 4. d 5. c
- B. 1. ✓ 2. × 3. × 4. × 5. ✓
- C. 1. replace text 2. Search 3. Mail Merge
4. vertical space 5. right-clicking
- D. 1. Steps to insert a hyperlink :
- (i) Select the text, in which the hyperlink is to be placed.
 - (ii) Click on the Insert tab on the Ribbon.
 - (iii) Click on the Hyperlink in links group. An Insert Hyperlink dialog box appears, which contains many options for creating a link.
 - (iv) Type address of a website or click on any existing file to create a link.
 - (v) Click on the OK button. A hyperlink has been inserted now.
2. Line spacing means space between lines in a paragraph.
3. Page Margin is the space between the edges of paper and text.
4. To create a drop cap letter, follow the given steps :
- (i) Click in the paragraph, which may require to be started with a Drop Cap Letter.
 - (ii) Click on the Insert tab.
 - (iii) Click on the Drop Cap from the Text group.
5. Microsoft Office Help Button is used to seek help about any feature of MS Word. We type a query in the Word Help Window and Click on Search to find the result.

CHAPTER 5

- A. 1. b 2. c 3. b 4. c 5. d
- B. 1. ✓ 2. ✓ 3. × 4. × 5. ×
- C. 1. System 2. multi-user 3. Single user 4. Mac OS 5. DOS
- D. 1. Microsoft Windows and Mac OS.

24 | Teacher Manual

2. GUI stands for Graphical User Interface and CUI stands for Character User Interface.
3. Operating system gives a base to run the application software on the computer. It enables the computer hardwares to communicate with each other and makes them to work together. Some examples of operating system are : Linux, MS Windows, Unix.
4. Multi-user operating system means more than one person can work at a time. For example, UNIX, NETWARE and LINUX are famous multi-user operating systems.
5. Corel DRAW Graphics Suit and Adobe CS.

CHAPTER 6

- A. 1. b 2. c 3. d 4. a 5. b
- B. 1. × 2. × 3. ✓ 4. × 5. ×
- C. 1. Justify 2. Font size 3. Strike through
4. Clear All formatting 5. Indenting
- D. 1. Shadow button
2. Caps Lock, Insert and Num Lock.
3. Steps to change the Color Scheme of the slide :
(i) Open any presentation click on the Design tab.
(ii) Click on the Colors option and apply any color scheme.
The colour scheme of the presentation changed.
4. Alignment refers to the placement of text in a slide :
Types of alignments :
(i) Center Alignment : It aligns text towards the center. It is mostly used for making titles.
(ii) Justify : It aligns text evenly, between left and right margins.

CHAPTER 7

- A. 1. d 2. b 3. a 4. b 5. c
- B. 1. × 2. × 3. × 4. ✓
- C. 1. Esc 2. row 3. Ctrl + Space bar 4. name
5. spreadsheet
- D. 1. Ctrl + A
2. (i) MS Excel and (ii) Lotus 123.
3. 15 is the default row height and 8.43 is the default column width.
4. Steps to insert rows in MS Excel :
(i) Select the row adjacent to the place, where a new row is to be inserted.
(ii) Click on the Home tab from the Ribbon.

- (iii) Click on Insert from the Cells group.
We see a drop down list.
- (iv) Click on the Insert Sheet Rows option and insert a new row.

CHAPTER 8

- A. 1. c 2. a 3. c 4. b 5. d
- B. 1. × 2. × 3. × 4. × 5. ✓
- C. 1. Formula 2. Cell 3. Strings 4. Logical 5. Sorting
- D. 1. Steps to copy a formula :
 - (i) Open a file having list. Write the formula in the first cell and press Enter key.
 - (ii) Click and drag the fill handle using left button to the end of the list.
A dotted line appears, which displays the selected cells.
- 2. MAX () calculates the maximum value from a given set of values and MIN () calculates the minimum value from a given set of values.
- 3. (i) #N/A is an error result means data is not available.
(ii) #VALUE! means an invalid operation has been applied in the formula.
- 4. Steps to sort data :
 - (i) Select the cells in which data has to be sorted.
 - (ii) Click on the Data tab on the Ribbon.
 - (iii) Click on the Sort from Sort & Filter group.
 - (iv) Select the option you want.
 - (v) Click on the OK button.
- 5. (i) = represent equal to *e.g.* B3 = A1
(ii) < > represent not equal to *e.g.* C4 < > B4
(iii) > represent greater than *e.g.* C3 > 20
(iv) < = represent less than or equal to A5 < = 6

CHAPTER 9

- A. 1. d 2. c 3. c 4. a 5. b
- B. 1. × 2. ✓ 3. × 4. × 5. ×
- C. 1. Zip file 2. Trash 3. Inbox 4. Carbon copy
- 5. Paper clip
- D. 1. (i) www.gmail.com
(ii) www.yahoo.com

26 | Teacher Manual

2. To avoid unnecessary access of your account and its misuse, it is necessary to sign out.
3. E-mail or electronic mail is a way of sending e-mail from one computer to another computer anywhere in the world. For example:
(i) info@yahoo.com (ii) fanny.ec@gmail.com
4. Steps to open an attachment :
 - (i) Open the e-mail account and click on the Inbox option. Click on the mail with an attachment.
 - (ii) Click on Download All Attachments to download more than one attached files to the hard disk.
 - (iii) Click on the Continue button from the file Download Attachment box. After you click on Continue, a file download box gets opened.
 - (iv) Click on the Save button.
 - (v) A Save as dialogue box appears. Select a location where you want to save your file.
 - (vi) Click on the Save button after choosing the correct location. The file starts downloading.