

# COMPUTER WORLD

A Text book of Computer  
Teacher's Manual



1 To 5

**Teachers Manual 1 to 5**

# **COMPUTER WORLD**

**A text Book of Computer**

Written by:  
**Indu Kaushik**  
Bsc, Msc.



**BLUE SKY**  
**BOOKS INTERNATIONAL**

*2647, Roshan Pura, Nai Sarak, Delhi-110006*

*Phone : 98994 23454, 98995 63454*

*E-mail : blueskybooks@gmail.com*

# Computer World 1

## 1. Natural and Man-Made Things

**Exercise 1. A.** 1. (a) 2. (b) 3. (a) 4. (b) **B.** 1. ✓ 2. ✗ 3. ✓ 4. ✗  
**C.** Do it yourself **Exercise 2.** H, B, M, D, U, T, E, P, F, D, T, B.

## 2. Computer and its Parts

**Exercise 1. A.** 1. (b) 2. (a) 3. (b) 4. (a) **B.** 1. shows 2. print  
3. type 4. select **C.** 1. Monitor 2. C P U 3. Mouse 4.  
Keyboard **D.** 1. MONITOR 2. PRINTER 3. SCANNER 4.  
KEYBOARD 5. C P U 6. MOUSE **E. 1.** Computer is an  
electronic device. It takes in the information and gives  
out the result. **2.** Basic parts of a computer are : CPU,  
monitor, mouse, speakers and keyboard. **3.** The  
keyboard has four types of keys. They are: \* Alphabet  
keys: A to Z \* Number keys: 0 to 9 \* Special keys:  
Spacebar, Enter, etc. \* Function keys: F1 to F12 **Exercise**  
**2.** 1. CPU 2. Monitor 3. Mouse

## 3. Monitor and Keyboard

**Exercise 1. A.** 1. (b) 2. (c) 3. (b) 4. (c) 5. (b) **B.** 1. ✓ 2. ✓ 3.  
✗ 4. ✗ 5. ✓ **C.** 1. d 2. c 3. b 4. a **D. 1.** It is used to display  
information, watch movies or drawing and colouring  
images. **2.** It is used to give space between two words. It  
is the longest key on the keyboard. **3.** There are about  
108 keys in a keyboard and Alphabet keys are marked  
with A to Z. 4. There are two enter keys on the  
keyboard. **Exercise 2.** 1. Alphabet keys 2. Enter key 3.  
Backspace key

## 4. Mouse

**Exercise 1. A.** 1. wire 2. arrow 3. mouse 4. curser 5. two

or three **B.** 1. ✓ 2. ✗ 3. ✗ 4. ✓ 5. ✓ 6. ✓ **C.** 1. MOUSE  
2. CLICK 3. RIGHT 4. LEFT 5. SCROLL **Exercise 2.** 1. Mouse  
pad 2. Curser 3. Mouse button.

### 5. Uses of Computer

**Exercise 1. A.** 1. lines, figures 2. various games 3. sums 4.  
Alphabet, numbers **B.** 1. ✓ 2. ✗ 3. ✗ 4. ✗ **C.** 1. A  
computer is used to type alphabet and numbers. 2. A  
computer is used to search anything on internet. **D.**  
listening music, typing alphabet, drawing lines **Exercise**  
**2.** 1. Home 2. Office 3. School 4. Hospital 5. Bank.

### 6. Manners in the Computer Lab

**Exercise 1. A.** 1. (a) 2. (a) 3. (b) 4. (a), (b) **B.** 1. ✓ 2. ✓ 3. ✓  
**C.** 1. We should keep our mouse on the mouse pad  
2. We should always sit straight on our chair in front of  
the computer. 3. Do it yourself 4. 1. We should not push  
any part of the computer because it will disturb the  
cable connections. **Exercise 2. 1.** We should always sit  
straight on our chair in front of the computer. **2.** We  
should always maintain a suitable distance from the  
computer screen. It will help to save our eyes from  
harmful radiations. **3.** We should save all our work and  
close all the programs before turning 'OFF' the  
computer. **4.** We should always put a cover on the  
computer after finishing our work to save it from dust.  
**5.** Computer room should always be clean.

### 7. Let's Paint

**Exercise 1. A.** 1. (c) 2. (b) 3. (b) **B.** 1. d 2. a 3. b 4. c **C.** 1. ✓  
2. ✓ 3. ✓ **D. 1.** We can draw pictures in Paint. We can

also draw perfect shapes like rectangle, circle, square, triangle, etc. in Paint **2.** A tool box contains all the tools that help us to draw different shapes. **3.** The drawing area is the white blank area where we can draw.  
**Exercise 2.** 1. Tool Box 2. Colour Box 3. Drawing Area.

## **Computer World 2**

### **1. Computer World**

**Exercise 1 A.** 1. (c) 2. (a) 3. (c) 4. (b) **B.** 1. Man 2. mistakes 3. Wide 4. videos, cartoons 5. sums **C. 1.** Computer is a machine that runs on electricity. **2.** It can perform many tasks quickly, easily and accurately. We can play different types of games on a computer. **3.** A computer is like a master mind. It never makes mistakes. It is a very accurate and reliable machine. **4.** At present, computers have become an important part of our life. A computer has various features like speed, accuracy, versatility and memory. **D. Computer: 1.** Computer cannot work on their own. It needs the help of human beings to make it work. **2.** Computer can store large amount of information for long. **3.** Computer can do large calculations at a very fast speed. **Man: 1.** Man can work on their own. He does not need anyone to make him work **2.** Man cannot remember large amount of information for long. **3.** Man cannot do large calculations at a very fast speed. **Exercise 2. A. 1.** We can listen to music on a computer. We can draw and colour pictures on a computer. **2.** It can calculate millions of sums in a second. It can store a large amount of information for long. **B. Do it yourself**

## 2. Uses of Computer

**Exercise 1. A.** 1. (b) 2. (a) 3. (c) **B.** 1. withdraw 2. maps 3. accounts of customers. 4. video games 5. diagnose **C.** 1. i 2. iv 3. iii 4. ii **D.** 1. Offices, banks and homes are there places where computer are used. **2. In Hospitals:** It is used by the doctors to diagnose diseases. It is used to keep history of the patients. It is used to print medical reports. It also helps the doctors in doing operations. **3. In School:** Computers are used as an audio visual aid for teaching students in an interesting manner. **4.** Parent uses computer to calculate monthly expenses at home **5.** Doctor uses computer to diagnose diseases **6.** Architect uses computer to make design of buildings

**Exercise 2. A.** 1. B ANK 2. MARKET 3. OFFICES 4. SCHOOL 5. HOME **B.** SHOPS, OFFICES, BANKS, HOSPITALS, SCHOOL, AIRPORTS

## 3. Typing on the Keyboard

**Exercise 1. A.** 1. (a) 2. (a) 3. (b) 4. (a) **B.** 1. words, sentences, letters 2. two 3. A, Z 4. There **C.** 1. iii 2. iv 3. ii 4. v 5. i **D.** 1. Caps lock key is used to type sentences in capital letters 2. Spacebar key 3. Function keys are used for special functions. 4. Delete key **Exercise 2. A.** 1. SYMBOL 2. SPECIAL 3. NUMBER 4. ALPHABET **B.** Do it yourself

## 4. Calculator and Notepad

**Exercise 1. A.** 1. (a) 2. (a) 3. (a) and (b) 4. (b) **B.** 1. Addition 2. Subtraction 3. Multiplication 4. Division 5. Equal to **C.** 1. ✗ 2. ✗ 3. ✓ 4. ✓ 5. ✓ **D.** 1. Start button 2. Programs 3. Accessories 4. Calculator **E. 1.** There is a

calculator in computer to solve sums like addition, subtraction, multiplication, etc. **2.** A program in which a user can type text is known as Notepad. We can type letters, sentences, numbers, etc. in a Notepad. **3.** Do it yourself **4.** Click on the file menu. Click on save. Type the file name in the Same As dialog box. Click on save. **Exercise 2.** Do it your self

### 5. More with Paint

**Exercise 1. A.** 1. (b) 2. (a) 3. (a) 4. (a) **B.** 1. ✓ 2. ✗ 3. ✓ 4. ✗ **C.** 1. Text tool is used to enter text into the picture. 2. Follow these steps to draw curve line by curve tool: 1 Click on the Home tab. 2 Click on the Curve tool 3. Click on the Size box and select the line width. 4 Drag the mouse on the drawing area to make a line. 5 Now, click on the line and drag to make a curve. 3. Click on the file menu. Click on save. Type the file name in the Save As dialog box. Click on save. **Exercise 2.** 1. Rectangle Tool 2. Line Tool 3. Eraser Tool 4. Polygon Tool 5. Oval Tool 6. Brush Tool.

### 6. Input and Output Devices

**Exercise 1. A.** 1. (b) 2. (a) 3. (b) **B.** 1. information 2. Keyboard 3. Microphone 4. Speakers **C.** 1. Joystick is used to play games on the computer. 2. Printer is used to give the output on paper. 3. People listen to music from the computer through speakers. 4. Monitor is used to display the result on the screen. **D. 1.** The hardware device which helps us to enter input to the computer is called an input device. **2.** The device which gives out the result after the work is completed is called

an output device. **3.** A computer works on input-process-output cycle. It means the computer processes the input data and gives us the output. **Exercise 2.** Do it yourself.

### 7. Storage Devices

**Exercise 1. A.** 1. (a) 2. (b) 3. (b) 4. (a) **B.** 1. ✗ 2. ✓ 3. ✗ 4. ✗ 5. ✗ **C.** 1. b 2. c 3. a **D. 1.** A storage device Hard disk can store large information **2.** CD-ROM is the circular storage device **3.** At present, pen drive is the most commonly used storage device. It is so small that it fits in our pocket, keychain, etc. **Exercise 2.** a. HARD DISK b. FLOPPY DISK c. PEN DRIVE

### Computer World 3

#### 1. Introduction of Computer

**Exercise 1. A.** 1. (a) 2. (c) 3. (c) 4. (c) **B.** 1. ✗ 2. ✓ 3. ✓ 4. ✗ 5. ✓ **C.** 1. mistakes 2. processed 3. fast 4. music 5. output **D.** 1. Computer is a machine which runs on electricity. It takes information and gives out the result after processing. We can do many kinds of work on it, such as drawing, playing, listening music, watching movies, calculation, etc. It saves our time and never gets tired. 2. A computer uses input-process-output cycle to do work. We input data in a computer with the help of input devices like keyboard, mouse, etc. Computer accepts the data, processes it and gives the output. 3. A computer is a fast, accurate, reliable, versatile, diligence and wide storage machine. **E. Hardware-** The parts of a computer which we can touch are called hardware. For example: Monitor, Mouse,



Keyboard, Headphone, Joystick, Scanner, Speakers, Webcam, printer, Microphone. **Software-** Computer software is a program that tells a computer what to do. In other words, it gives instructions to the computer to do work for example: Microsoft Word - Microsoft Excel

**Exercise 2.** 1. Headphone 2. Joystick 3. Speakers 4. Scanner 5. Microphone 6. Webcam

## 2. Computer Hardware

**Exercise 1. A.** 1. (a) 2. (a) 3. (a) 4. (b) 5. (a) **B.** 1. ✓ 2. ✓ 3. ✗ 4. ✓ 5. ✗ **C. 1.** `Hard disk is used to store data permanently. It is called hard disk drive. **2.** Floppy disk is a square shaped storage device it is also known as Diskette. **3.** CD-ROM drive is a drive attached to the CPU. To read and store data from the CD-ROM drive CD is inserted in this drive. **D. 1.** Hardware are the parts of a computer that we can see and touch. **2.** There are many hardware components of a computer: \* Input Devices \* Output Devices \* Storage Devices \* System Unit. An **input device** is a hardware device used to send data to a computer. It allows users to communicate and feed instructions and data to computers for processing, display, storage and transmission. **3.** A **mouse** is a pointing device. It has two buttons and a scroll wheel on its top. We can draw pictures on computer by dragging and clicking the mouse. We can select any object on the computer with the help of a mouse. **4.** A microphone is used to record sound in the computer. We can also record our voice into the computer through microphone. **E. Input Devices-** 1. Input devices allow

users to communicate and feed instructions and data to computers for processing, display, storage and transmission. **Output Devices**-Output devices output the information from a computer. **Exercise 2.** 1. CD ROM drive 2. Motherboard 3. Floppy Disk 4. Processor 5. Motherboard 6. RAM

### 3. Computer Software

**Exercise 1. A.** 1. (a) 2. (b) 3. (c) 4. (b) **B. 1.** A presentation software is used to create presentation. We can insert text, images and graphics in a presentation. For example: Microsoft Power Point. **2.** A game software is used to play games on a computer. There are some game software already installed in the computer. We can also install game software from a CD or internet. **3.** MS DOS stands for Microsoft Disk Operating System. It is an operating system in which commands are given in the form of text. **4.** This software enables users to create and edit documents. Some examples of this software are MS Word, Notepad, WordPad, etc. **C. 1.** Software is also called programs which consist of organized sets of instructions for controlling the computer. For example: Paint, Notepad, WordPad, etc. **2.** Operating System Software is the software that communicates with computer hardware on the most basic level. without an operating system, no software programs can run. **3.** Linux is a UNIX - based operating system. It is most widely used on computers for internet. It can run on serveral different hardware platforms which may be electronic devices besides

computer. **4.** Application Software contains programs that are used to perform specific tasks. It is able to manipulate text, numbers and graphics. **5.** A game software is used to play games on a computer. **6.** Multimedia Software allows users to create and play audio and video files. It is capable of playing media files.

**D. Operating System Software-** Operating System or OS is the software that communicates with computer hardware on the most basic level. Without an operating system, no software programs can run. The OS is what allocates memory, processes tasks, accesses disks and peripherals and serves as the user interface. Hence, we can conclude that a computer cannot start without an Operating System Software. **Application Software-** Application Software contains programs that are used to perform specific tasks. It is able to manipulate text, numbers and graphics. **Exercise 2.** 1. Multimedia software 2. Spreadsheet program 3. Presentation Software 4. Games Software.

#### 4. Windows 7

**Exercise 1. A.** 1. (c) 2. (a) 3. (a) 4. (b) **B.** 1. Desktop 2. start 3. start 4. window 5. Task bar **C. 1.** This icon displays the Internet Explorer. **2.** This icon helps us to open the local disks and folders. **3.** This icon helps us to play music and videos in Windows Media Player. **D. 1.** Follow these steps for starting Windows 7: (i) Turn ON the electric switch from the board. (ii) Then, turn ON the power button from the CPU and the Monitor (iii) Then, the Windows 7 welcome screen appears.

(iv) After some time the Windows 7 Desktop appears.

**2.** Follow these steps for closing windows 7: (i) Click on the Start button on the taskbar. Start menu will appear. (ii) Click on Shut down button on the start menu in the bottom right corner. Windows 7 will be closed. Now, we can switch OFF the power supply button.

**E. 1.** An operating system (OS) is a collection of software that manages computer hardware resources and provides common services for computer programs.

**2.** Windows 7 is an operating system that manages the document and data, controls all the activities performed by the computer.

**3.** Taskbar is located at the bottom of the desktop screen. It has a start button at the left corner and a clock at the right corner. It contains some other icons also. Taskbar displays the programs on which we are working.

**4.** Start menu contains a list of all the programs which are present in the computer.

**Exercise 2.** Do it yourself.

### **5. Commands on MSW LOGO**

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

**B.** Follow these given steps to FORWARD 20 or FD 20 : 1 Type FORWARD or FD in the command input box. Press space bar. 2 Now, enter the number of steps (20) for the turtle to move forward. 3 Press Enter Key. Thus, the turtle moves 20 steps ahead and draws a 20 unit long line.

**C. LT Command-** Left or LT Command instructs the turtle to move in the left direction on the screen.

**RT Command-** Right or RT command instructs the turtle to move in the right direction on the screen.

**D.** We can perform many

tasks on LOGO by: \*Constructing a program to perform all the tasks in the right order. \*Evaluation the program to assess whether the task is performed correctly. \*Debugging the program by locating and correcting the errors or restructuring the approach. \*Experimenting with LOGO command to understand them and become confident in their use. \*Planning the task and organize it into its various components. \*Writing a set of instructions to perform each small task. **E. 1.** Forward or FD command instructs the turtle to move forward on the screen in the direction of the turtle's head. The command is followed by the number of steps we want the turtle to move. **2.** Backward or BK command instructs the turtle to move backward on the screen in the direction of the turtle's head. The turtle's head now faces down. The command is followed by the number of steps we want the turtle to move. **Exercise 2. A.** Do it yourself **B.** Do it yourself.

## 6. WordPad

**Exercise 1. A.** 1. (b) 2. (c) 3. (c) 4. (b) 5. (c) **B.** 1. ✗ 2. ✗ 3. ✓ 4. ✓ 5. ✗ **C.** 1. Title Bar 2. Start 3. Home, View 4. Wordpad 5. Start **D. 1.** WordPad is one of the example of word processing. WordPad is a text-editing programs which we can use to create and edit documents. **2.** The components of wordpad window are: Titlebar, Quick Access Toolbar, Program Button, Tabs, Ribbon Working Area, Program **3.** Follow these steps to open a document: (i) Click on the Start button. (ii) Click on All Programs (iii) Click on Accessories. A sub-

menu will appear. (iv) Click on WordPad. The WordPad window will appear. Click the document name. **4.** Follow these steps to make font bold: **Step 1:** Double-click on the font that we want to make bold. **Step 2:** Click on the Home tab. Some commands will be seen on the Ribbon. **Step 3:** Click on **[B]**. The selected font will be highlighted. **E.** Follow these steps to make text bold: (i) Double-click on the text that we want to make bold. (ii) Click on the Home tab. Some commands will be seen on the Ribbon. (iii) Click on **[B]**. The selected text will be highlighted. Follow these steps to make text Italic: (i) Select the text that we want to italicize. (ii) Click on the Home tab. (iii) Click on **[I]**. Now, we will see that the selected text is italicized. To underline the text repeat the steps (i) and (ii) as we did for bold. Then, follow the given steps: (i) Clicks on **[U]**. Now, the selected text is underlined. **Exercise 2.** Do it yourself.

## 7. Tux Paint

**Exercise 1. A.** 1. (b) 2. (a) 3. (b) **B.** 1. ✗ 2. ✓ 3. ✓ 4. ✓ 5. ✗ **C.** 1. to download and use 2. Bitmap 3. Drawing canvas 4. graphic 5. date, time **D. 1.** Open tool is used to open an already existing picture. **2.** Magic tool is used to add special effect **3.** There are five sections in the main screen of the Tux Paint. They are: 1. Toolbar, 2. Colour, 3. Drawing canvas, 4. Help area, 5. Selector. **4.** Follow these steps to open an already existing file: (i) Select the open tool from Toolbox. (ii) A list of all the pictures we have saved will be shown. (iii) Just double click to open or press Ctrl+O (together). **5.** Magic tool is used to

add special effects to the drawing. **6.** Do yourself.  
**Exercise 2.** Do it yourself.

### **8. Multimedia-A World of Graphics**

**Exercise 1. A.** 1. (b) 2. (a) 3. (c) 4. (c) **B.** 1. CD-ROM, DVD-ROM 2. record 3. various 4. application 5. Colour Monitor **C. 1.** Multimedia is a combination of text, images, video and sounds. **2.** Colour monitor, CD-ROM and DVD ROM, speakers and sound card, joystick, microphone and headphone. **3.** Headphone is used to record as well as listen to sound from the computer. **4.** Steps to play a Music CD are : (i) Insert a music CD in CD-ROM of a computer. The CD will take a few minutes to start. (ii) The playing window will appear. The CD will begin to play. **D. 1.** Microphone is used to record sound into the computer. **2.** A joystick is a movable device. **3.** Colour monitor should be capable of displaying animations, videos, graphics, etc. **4.** Sound card enables a computer to play sound. **Exercise 2.** 1. Speakers 2. Joystick 3. Headphone 4. CD-ROM

### **Computer World 4**

#### **1. History, Generation and Types of Computer**

**Exercise 1. A.** 1. (a) 2. (b) 3. (c) 4. (c) 5. (c) **B.** 1. ✗ 2. ✓ 3. ✓ 4. ✗ 5. ✓ **C.** 1. e 2. d 3. b 4. a 5. c **D. 1.** Abacus, Pascaline, Napier's Bones Analytical Engine, Difference Engine. **2.** ENIAC was the first electronic computer. **3.** Second generation computers used transistors as the main working component while Third generation computers used Integrated Circuits. **4.** ENIAC was very big in size, almost the size of one room. The processing

speed of this computer was slow and produced a large amount of heat. **5.** A minicomputer is a type of computer that possesses most of the features and capabilities of a large computer but is smaller in physical size. **Exercise 2.** Do it yourself.

## 2. Computer and Storage Device

**Exercise 1. A.** 1. (b) 2. (c) 3. (c) 4. (a) **B.** 1. ✓ 2. ✗ 3. ✓ 4. ✗ 5. ✗ 6. ✓ **C.** 1. Central Processing Unit 2. Arithmetic and Logic Unit 3. Random Access Memory 4. Read Only Memory 5. Memory Unit **D.** 1. The microphone 2. CPU 3. RAM 4. arithmetic, logical 5. input **E.** 1. A computer performs three basic functions. They are: Input Data-Process-Output Data 2. Input devices send data to a computer allowing us to interact with and control the computer. Some input devices may also be used to send information to the computer. Some examples of input devices are keyboard, mouse, joystick, microphone, scanner, webcam, etc. 3. An ALU is used to perform arithmetic and logic operations. It represents the fundamental building block of the CPU. 4. Primary Storage is used to store input. It works as a working storage space. **Exercise 2.** Do it yourself.

## 3. Computer Software

**Exercise 1. A.** 1. (a) 2. (c) 3. (a) 4. (b) **B.** 1. pre loaded 2. Word Processor 3. Windows Vista and Windows XP 4. Software 5. Operating System **C.** 1. Free cell 2. Windows 7 3. UBUNTU 4. MS DOS **D.** 1. Software is a program that enables a computer to perform a specific task. 2. The Windows Operating System has been created by



Microsoft in the mid 1980s. Over the years, there have been many different versions of Windows, but the most popular ones are Windows 7 (released in 2009) Windows, Vista (released in 2007) and Windows XP (released in 2001). **3.** Gadgets are placed on the Windows 7 desktop. They are also known as widgets. They are simple applications that we can place on the desktop. feed headlines and many more. **4.** Different types of Operating system softwares are (i) MS DOS, (ii) Microsoft Windows, (iii) Linux. MS DOS is a non-graphical command line operating system. Microsoft Windows comes preloaded on most new PCs, which helps to make it the most popular operating system in the world. Linux is a powerful operating system used by many computers on the Internet. **5.** Application Software is a subclass of computer software that employs the capabilities of a computer directly and thoroughly to a task that the user wishes to perform. Two Application Software are: **1. Word Processors:** We can write a letter, design an invitation card and create many other kinds of documents on the Word Processors. Microsoft Word is the most well-known Word Processor. **2. Games:** Different kinds of games can be played on the computer. Some of the games are pre-installed in the computer, While others can be downloaded from the internet. **6.** A web browser is the tool that we use to access the world wide web. Most computers come with a web browser pre-installed but we can also download a different one. **Exercise 2.** Do it yourself.

## 4. Windows 7

**Exercise 1. A.** 1. (b) 2. (b) 3. (c) 4. (c) **B.** 1. Mouse pointer  
2. Single Click 3. Welcome 4. double clicking on it

**C. 1.** Windows screen is known as the Windows desktop. **2.** Desktop icons are the small pictures of different programs and folders. These icons are displayed on the desktop screen. We can open any program or folder by double clicking on them. **3.** Start button is the most important part of a computer. It consists of a list of programs that are installed in the computer. **D. 1.** Windows 7 is the seventh version of the Microsoft Windows operating system. It follows Windows Vista and is designed to be a more efficient and fast operating system than its predecessor, with faster performance and fewer compatibility issues. **2.** Notification area displays some icons that are displayed to the left side of time and date. It tells about the running programs or updates of the computer. **3.** Start menu is used to access programs, open files and manage computer settings. **4.** Steps to shut down Windows 7 are : (i) Click on the Start button. The Start menu will appear. (ii) Click on Shut down. Windows 7 will be closed. Now, we can switch OFF the computer. **Exercise 2.** Do it yourself.

## 5. Working with Windows 7

**Exercise 1. A.** 1. (a) 2. (c) 3. (c) **B.** (i) A file is a collection of words, numbers etc that are stored collectively at a place. (ii) A folder is a collection of various files. **C. 1.** A small window that displays all the programs that are

installed in the computer is called Start Menu. It also has all the files that are stored in the computer

**2.** Follow these steps to create a folder : (i) Right-click on the blank area of the Desktop. A drop down menu appears. (ii) Click on New. A drop down menu appears.

**3.** Click on Folder. (iv) A folder will be created and appear on the Desktop Screen. Type the folder name from the keyboard and press Enter key. **3.** Follow these steps to change the screen saver:

(i) Open the personalization window as taught in the above steps. (ii) Click on Screen Saver. The Screen Saver Settings dialog box will appear. (iii) Click on Screen saver arrow.

A drop down menu will appear. (iv) Click on the name which we want to apply as the screen saver. (v) Click on Apply and then on OK. The Screen Saver will change and we will be reverted back to the Personalization Window.

**4.** We can change the Desktop Background as we want. Follow these steps to change desktop background: (i) Right-click on the Desktop Screen. A drop down menu appears. (ii) Click on personalize. The Personalization window will appear. (iii) Click on Desktop Background. (iv) The Desktop Background window will appear. Many pictures will appear. We can just click on any one picture we want to apply as the Desktop Background. (v) Click on save changes. The Desktop Background will change and we will be reverted back to the Personalization Window.

**Exercise 2.** Do it yourself.

## 6. Microsoft Word 2010

**Exercise 1. A.** 1. (b) 2. (c) 3. (a) 4. (c) 5. (c) **B.** 1. ✓ 2. ✗ 3. ✓ 4. ✗ 5. ✗ **C. 1. Step 1.** Start, All Programs, **Step 2.** Microsoft office, **Step 3.** Word 2010. **2. Step 1.** File, Backstage view, **Step 2.** ✗ Exit, Word 2010. **D. 1.** Microsoft Word 2010 is a software that lets us create documents on a computer. We can use it to create beautiful text using colourful photographs or illustrations as pictures or as a background and add figures like maps and tables. It also provides us various features for creating text so that we can complete documents, spreadsheets and presentations and for managing e-mail. **2.** The Quick Access Toolbar is located at the left corner of the Title bar. It lets us to access common commands. By default, it shows the Save, Undo and Repeat commands. **3.** There are two types of Scroll bar present in Microsoft Word 2010. **Horizontal Scroll bar:** This scroll bar allows us to move right or left on the Microsoft Word page. **Vertical Scroll Bar:** This scroll bar allows us to move up or down on the Microsoft Word page. **4.** Follow these steps to create a new document: (i) Click on the File tab. The Backstage view will appear. (ii) Click on New. (iii) Click on Black document under Available Templates. (iv) Click on Create. Now, a new black document will appear in the Microsoft Word 2010 window. **5.** Follow these steps to open a saved document: (i) Click on the Office button. (ii) Click on the Open button. **6.** We can view a document in many ways in Word 2010. Such as, Full

screen Reading Print layout, Outline, Web layout, Draft. To view a document in different forms, follow these steps: (i) Click on the View tab on the Ribbon. (ii) Click on the appropriate document view. **Exercise 2.** Do it yourself.

## 7. Microsoft PowerPoint 2010

**Exercise 1. A.** 1. (a) 2. (c) slide show 3. (b) **B.** 1. text, colour, design 2. Macintosh 3. Slide 4. Backstage view **C. 1. Status Bar:** It displays the current slide number we are working on and the total number of slides in the presentation. **2. View buttons:** When we open a slide, it displays two boxes namely: Title text placeholder box. Subtitle text placeholder box We can enter text in both boxes. Follow the steps given to enter text: Click on the Title text placeholder box. **3. Backstage View:** Backstage view gives us various options for saving, opening a file, printing or sharing the document. **4. File Tab Button :** When this button is clicked, it shows a drop-down list of file commands like New, Open, Save, Print, etc. **5. Outline and Slides Tab:** We can view the slides of the presentation in two ways by using this tab: Outline of the Slide Text and Thumbnail. Miniature View of the Slides **D. 1.** Follow these the steps to start Microsoft PowerPoint 2010: (i) Click on the Start button. The Start Menu will appear. (ii) Click on Microsoft Office. The Microsoft Office Menu will appear. (iii) Click on Microsoft PowerPoint 2010 **2.** Follow the steps to enter text in a Microsoft PowerPoint 2010 Presentation: (i) Click on the Title text

Placeholder box. (ii) Type the title for the slide from the keyboard. (iii) Now, click on the Subtitle text placeholder box. (iv) Type the text from the keyboard.

**3.** Follow these steps to insert text in a Microsoft PowerPoint 2010 Presentation: (i) Click at the place where we want to add text. The insertion point will flash. (ii) Enter the text from the keyboard. The text will be displayed at that place and the text will move to the right. Follow these steps to delete text in a Microsoft PowerPoint 2010 Presentation: (i) Select the text we want to delete. (ii) Press the Delete key from the Keyboard. The text will get deleted from the slide.

**4.** After saving all the slides we should close the presentation. Follow these steps to close the Microsoft PowerPoint 2010 presentation: (i) Click on the File tab. Backstage View appears. (ii) Click on the Close button. Now, the Microsoft PowerPoint 2010 presentation will be closed. **Exercise 2.** Do it yourself.

## **8. Introduction of Windows 8**

**Exercise 1. A.** 1.(a) 2. (b) 3. (a) 4. (b) **B. 1.** It is the Quick Access toolbar that contains some shortcut buttons of commands like Save, Undo and Redo. **2.** It is Ribbon that contains the various commands given under the tabs. **3.** It is tab under which various commands are shown. **C. 1.** Windows 8 is an operating system (OS) from Microsoft released in 26 October, 2012. Window 8 succeeds the previous Windows 7 operating system and represents the most modern upgrade of the windows operating system in recent decade. This

window is based on tiles. These tiles provide one-click access to common programs, games and utilities. Windows 8 recognises the input provided by the input devices. It coordinates with the output devices to show the output. It stores the information on the storage devices and gives the hard copy through the printer.

**2.** Follow these steps to start Windows 8 : (i) Turn ON the computer. We will see the start screen. (ii) Move the mouse pointer to the (-) sign at the right bottom corner of the Scroll Bar. The Charms Bar Will appear. (iii) Click on Search Charm. (iv) Type the name of the program we want to open in the Apps Search Charm. (v) Press the Enter Key. The program window of windows-8 will appear. **3.** If we have two or more windows opened on the screen, we can switch between the windows. The active Window appears in the front. It is the window in which we are working. To display the back ground window, click on its icon displayed on the taskbar. The window will appear in the front and become the active window. **Exercise 2.** Do it yourself.

## 9. What is Internet ?

**Exercise 1. A.** 1. (c) 2. (a) **B.** 1. Internet 2. website 3. E-mail 4. Modem **C.** 1. ✗ 2. ✓ 3. ✓ **D. 1.** Internet is also a kind of network which connects millions of computers across the world by means of cables or wireless media of communication. Computer connected to the internet can access information and send messages to other computers connected to the Internet. **2.** Three uses of internet are : (i) Internet allows us to share

information at a very fast speed. (ii) Internet allows us to send or receive messages using e-mails. (iii) Internet allows us to sell and purchase various items. **3.** Modem, telephone connection, computer, an Internet connection. **Exercise 2.** Do it yourself.

## Computer World 5

### 1. Types of Computer

**Exercise 1. A.** 1. (a) 2. (b) 3. (a) 4. (b) 5. (a) **B.** 1. ✓ 2. ✗ 3. ✗ 4. ✓ **C. 1.** Minicomputer is used for scientific and engineering computation, business-transaction processing, file handling and database management. **2.** The speed of minicomputer is being increasing day by day. It is used in different areas for various purposes. **3.** There are various types of microcomputer, namely: Desktop Computer, Notebook Computer, Hand-held Computer. **4.** A microcomputer is the smallest of all the computers. It is also known as personal computer. It uses a microprocessor in its CPU. Many devices like VDU, keyboard, mouse, etc. are parts of this computer. **5. Do yourself D. Supercomputer-** A supercomputer is a computer that performs at or near the currently highest operational rate for computers. A super-computer is typically used for scientific and engineering applications that needs to handle very large databases or do a great amount of computations. It is the largest computer. **Desktop Computer-**A desktop computer is a personal computer that is designed to fit conveniently on top of a typical office desk. A desktop computer typically comes in several



units that are connected together during installation.

**Exercise 2.** 1. A mainframe computer is used for meteorological surveys, space research and for mathematical operations, etc. 2. A minicomputer is also known as workstation. 3. A microcomputer uses a microprocessor in its CPU. 4. A supercomputer can process 1 trillion instructions in a second.

## 2. Algorithm and Flowchart

**Exercise 1. A.** 1. (c) 2. (b) 3. (a) **B. 1. Stop box:** This box is used to start and stop the flowchart. It is represented with an oval. 2. **Output box:** The output of the flowchart is also represented through a parallelogram. 3. **Processing box:** The processing of the flowchart is shown by a rectangular box. **C. 1. b 2. c 3. a D. 1.** An algorithm is a stepwise set of finite instructions written to solve a problem. **2.** Algorithm to add two numbers: (i) Start (ii) Input two numbers (iii) Add the two numbers (iv) Print the result (v) Stop **3.** Algorithm to divide two numbers : (i) Start (ii) Input two numbers (iii) Divide the two numbers (iv) Print the result (v) Stop. **4.** A flowchart is a graphical or symbolic representation of a process. **Exercise 2 A. 1.** Start - Take two numbers A & B - Add these numbers-Display the result-Stop. **2.** Start-Take two numbers A & B-Multiply these numbers-Display the result-Stop.

## 3. Files and Folders





**Exercise 1. A.** 1. (a) 2. (a) 3. (c) 4. (a) 5. (c) 6. (c) **B. 1.** Text-related file gets stored in Document Folder. **2.** Digital pictures related file gets stored in Picture Folder.

**3.** Songs related file gets stored in Music Folder.  
**4.** Video file and clips related file gets stored in video Folder.

**C. 1.** Follow these steps for creating a Folder: We can create a folder by the name in a computer Follow these steps to create a folder: (i) Right-click the mouse on the blank area. (ii) A list of menu will appear. Click on New. (iii) A sub-menu will appear. Click on Folder. (iv) An icon appears on the desktop. Type a name that we want to give to a folder with the help of keyboard. Press the Enter key. Now, the folder is created. **2.** Follow these steps to delete a file or a folder: (i) Open the folder containing the files and folders. (ii) Click on the folder that we want to delete. (iii) Click on Organize (iv) Click on Delete. (v) The Delete Folder dialog box will appear. It has two options – Yes or No. (vi) Click on Yes. The file disappears from its place and moves to the Recycle Bin. **3.** Follow these steps to move a file from one folder to another: (i) Open the folder containing the files. (ii) Select the file that we want to move. (iii) Click on Organize. (vi) Click on Cut. (v) Open the folder in which we want to move the file. (vi) Click on Organize. (vii) Click on Paste. Our file appears in the new place. **4.** Follow these steps to rename a file or folder : (i) Click on the file or folder that we want to rename. (ii) Click on Organize. (iii) A drop- down list will appear. Click on Rename. (iv) A text box appears under the folder's icon. **5.** Type the new name. Press the Enter Key. **D. 1.** A file is an item that contains information. **2.** The folder is a container in which we store our files. We can store

similar files in a folder with different names. **3.** A file is represented with icons. This makes it easy to recognize a type of file by looking at its icon. A folder keeps our data in an organised manner. **4. Selecting all files or folders:** Follow these steps to select all files or folders: (i) Open the folder containing the files or folders. (ii) Click on Organize. (iii) Click on Select all. **Exercise 2.** Do yourself.

#### 4. Working with Microsoft Word 2010

**Exercise 1. A.** 1. (a) 2. (b) 3. (a) 4. (c) 5. (b) **B. 1.** Follow these steps to change the font of the text: (i) Select the text which we want to change to a different font. (ii) Click on the Home tab. (iii) Click on the Font Arrow. A drop-down list of fonts will appear. (iv) Click on the font that we want to apply on the selected text. **2.** Follow these steps to align the text: (i) Select the text that we want to align. (ii) Click on the Home tab. (iii) Click on one of the following buttons:  Left Align :  Center Align :  Right Align :  Justify Text, the selected text will be aligned. **3.** Follow these steps to create a new document : (i) Click on the File tab. (ii) A Backstage View will appear. Now, click on the New, button. (iii) An Available Templates list will appear. Click on the Blank document. (iv) A specimen copy of the selected template will appear. Click on Create. We will see that a new document is opened. Now, we can start the work on it. **4.** Follow these steps to save a document: (i) Click on the File tab. (ii) A Backstage View will appear. Click on Save or Save As. (iii) Save As dialog box will appear.


(iv) Select the folder in which we want to save the document. (v) Type a name in the File name text box. (vi) Click on Save. (vii) The file name appears on the title bar. **C.** 1. Ctrl+N 2. Work area 3. folder 4. Ctrl+S 5. Font Arrow Tool 6. [/] 7. Word Art Stylis Group **D.** 1. ✗ 2. ✗ 3. ✓ 4. ✗ **E. 1.** Follow these steps to change the colour of the text: (i) Select the text to change its colour. (ii) Click on the Home tab. (iii) Click on the Font Color Arrow. A drop-down list of colours will appear. 4. Click on the colour that we want to apply. **2.** There are four options in Microsoft Word to align the text: Left, Align, Center Align, Right Align, Justify Text **3.** The insertion point appears on the work area as we create a new document. **4.** We can enter text in a document by typing the text with the help of keyboard. **5.** Follow these steps to open a saved document: (i) Click on the File tab. (ii) A Backstage View will appear. Click on Open. (iii) A list named Recent Documents will appear. Click on the file which we want to open. **What if the file is not in the Recent Documents ?** (iv) An Open dialog box will appear. (v) Select the folder where we had saved the file before. (vi) Locate the file name that we want to open. File name will appear in the File name text box. (vii) Click on Open. The file will open in Microsoft Word window. **Exercise 2.** Do it yourself.

## **5. Working with Microsoft PowerPoint 2010**

**Exercise 1. A.** 1. (b) 2. (b) 3. (b) 4. (c) **B. 1.** Follow these steps to change the slide layout : (i) Open the slide that we want to change layout. (ii) Click on the Home tab.


(iii) Click on the Layout button. (iv) A drop-down list of various layout will appear. Click on the layout that we want to apply. The new layout is applied on the slide.

**2.** Follow these steps to insert a picture image : (i) Open the slide in which we want to add an picture image. (ii) Change the layout of the slide to the layout that includes a Insert Picture Placeholder. (iii) Click on the Picture icon. (iv) Insert Picture dialog box will appear. (v) We can browse to find the location of the image. Click on the image that we want to add. (vi) Click on Insert. The picture image will be inserted in the slide. The picture tool will appear in the ribbon.

**3.** Follow these steps to view a slide show : **For Normal view** (i) Click on Normal view  in the view button. **For Outline View:** (i) Click on the Outline Tab. The Presentation appears in the outline format. (ii) We can click on the outline text to edit it. **For Slide View:** Click on the Slides tab. The current slide appears. We can click on slides if we want to view in the slide tab.

**4.** Follow these steps to run a slide show : (i) Click on the first slide (ii) Click on the slide show button to start the slide show. The slide show starts to appear. (iii) To view next slide click on (↔) button or click anywhere on the current slide. (iv) To view the Previous slide, click on (↶) button or the Backspace key.

**5.** Keep on pressing (↷) button till the last screen appears.

**6.** Click on  Screen to exit the slide show.

**C. 1.** In Microsoft Power Point you can change the font size and colour of the text. You can also change the background colour, spacing, etc. All this is

known as formatting. **2.** Follow these steps to change the colour of the text: (i) Select the text of which we want to change the font colour. (ii) Click on the Home tab. (iii) Click on the down arrow of Font Color button. (iv) A color palette will appear. Click on the colour which we want to apply. **3.** Transition is the animation like effect that occurs when we move from one slide to the next during a presentation. **4.** The Normal View contains three panes : Outline Pane, Slides Pane, Notes Pane. **5.** Follow these steps to add textured fill colour in background : (i) Click on the Design tab. (ii) Click on Background Styles. (iii) Click on Format Background. (iv) The Format Background dialog box will appear. Click on Picture or texture fill. (v) Click on the Texture button. (vi) A drop-down list of texture will appear. Click on the texture we want to apply as a background. (vii) Click on Close to apply texture on the current slide. (viii) Click on Apply to All button to apply on all slides. **D. Bold, Italic, Underline. Exercise 2.** Do it yourself.

## **6. Microsoft Excel 2010**

**Exercise 1. A.** 1. (b) 2. (c) 3. (a) **B. 1. Tabs:** Various tabs like Home, Insert, Page Layout, Formulas, Data Review and View are available in Microsoft Excel 2010 Window. 2. **Ribbon:** It displays various commands of the tabs. 3. **Formula Bar:** It is used to enter formulas to perform calculations on the data. 4. **Row Headings:** It displays the row numbers. 5. **Column Headings:** It displays the column alphabets. **C. 1.** Microsoft Excel 2010 is a spreadsheet program that helps to arrange

data in the form of rows and columns. MS Excel 2010 can be used to easily organise the data and simplify the arrangement of data. MS Excel 2010 consists of many features which can be used to manage the data, like calculations, graphing tools, pivot tables.

**2.** Follow these steps to enter text in Microsoft Excel 2010 : (i) Click on the cell to enter text. This cell will be highlighted with a thick border (Active cell) (ii) Enter the text from the keyboard. As we type the text, we will see that it will appear in the formula bar also. (iii) Press the Enter key. Now, the text is entered in the cell and the cell in the next row now becomes the active cell. (iv) Repeat the above steps to enter the text in other cells.

**3.** Follow these steps to save Microsoft Excel 2010 workbook : (i) Click on the File tab. Backstage View appears. (ii) Click on the Save button or Save As button. The Save As dialog box appears. (iii) Click on these areas to browse the folder to save the workbook. (iv) Click in the File name text box to type the file name. (v) Click on Save. The Microsoft Excel 2010 Workbook is now saved. The file name will appear on the Title Bar.

**4.** Follow these steps to open an already saved Microsoft Excel 2010 workbook : (i) Click on the File tab. Backstage View appears. (ii) Click on the Open button. A list of recently opened workbooks will appear. (iii) If we want to open a workbook from another folder, the Open dialog box appears. (iv) Click on these area to locate the folder where the workbook is stored. (v) Click on the name of the workbook we

want to see. (vi) Click on Open. The workbook opens in the Microsoft Excel 2010 program window. 5. Follow these steps to close Microsoft Excel 2010 workbook : (i) Click on the File tab. Backstage view appears. (ii) Click on Close. Now, the workbook closes. Follow these steps to exit Microsoft Excel 2010 : (i) Click on the File tab. Backstage View appears. (ii) Click on the Exit button. If we have not saved the workbook, it will prompt to save the workbook. (iii) Click on Save to save the workbook. Microsoft Excel 2010 Window closes and the Desktop Screen appears. **Exercise 2.** Do it yourself.

## 7. E-mail

**Exercise 1. A.** 1. (a) 2. (c) 3. (a) 4. (c) **B.** 1. ii 2. iv 3. v 4. i 5. iii **C. 1.** An e-mail is a shortened term which means electronic mail. It is similar to a regular postal letter, containing an address, routing information and content. **2.** An e-mail address is a combination of username and a domain name. The username is an unique name that identifies us an individual user. Domain name is separated is separated into two parts by the (.) known as period. The username and domain name are separated by a symbol (@) **3.** The various headings that are visible on the first e-mail page are: **Inbox** : In Inbox, we receive all the incoming mails. **Starred** : We can star important mails. **Sent Mail** : In Sent Mail box, the mails which are sent saved **Draft:** We can save any mail if we want to send it later. The mail gets saved automatically after 2 minutes if we have not sent it. **Trash** : The mails that we delete, gets stored in



the Trash box. **Chats** : In Chats box, all the chats are saved. **4.** Follow these steps to Sign out: (i) Click on the down arrow of the profile picture. A drop down menu will appear. (ii) Click on Sign out. **Exercise 2.** Do it yourself.

## 8. Windows 10

**Exercise 1. A.** 1. (b) 2. (c) 3. (a) 4. (b) File Explorer

**B. 1. Minimize button:** Click here to hide the window, the window will be minimized to the taskbar.

**2. Maximize button :** Click here to make the window fill the entire screen. **3. Close button :** Click here to close the window.

**C. 1.** Windows 10 is a personal computer operating system developed and released by microsoft.

**2.** You'll use the start menu to open programs on your computer, just like with previous versions of Windows.

To do this, click the start button in the bottom- left corner, then choose the desired application. If you don't see the one you want, select All apps to see a full list of applications. In the example below, we're opening One Note

**3.** To search for something on your computer—like a specific file or application—click the start button, then start typing. Alternatively, you can press the Windows key on the keyboard to begin a search. **Exercise 2.** Do it yourself.

# COMPUTER WORLD

A Text book of Computer



**BLUE SKY**  
**BOOKS INTERNATIONAL**

2647, Roshan Pura, Nai Sarak, Delhi-110006

Phone : 98994 23454, 98995 63454

E-mail : [blueskybooksinternational@gmail.com](mailto:blueskybooksinternational@gmail.com)

Website : [www.blueskybooksinternational.com](http://www.blueskybooksinternational.com)