

Computer World

Teacher's
Manual

6-8



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COMPUTER WORLD

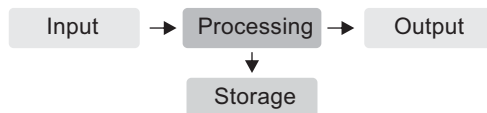
Class-6

1

Fundamentals of Computer

Writing-Task

- A. 1. b) 2. c) 3. c) 4. a)
- B. 1. **Hardware** : Hardware represents the physical and tangible components of a computer, i.e. components that can be seen and touched.
2. **Software** : It is a set of instructions that tells the computer about the tasks to be performed and how these tasks are to be performed. Program is written in a language understood by the computer, to perform a specific task. A set of programs are collectively called software.
3. **Process** : The computer processes the input data. For this, it performs some actions on the data by using the instructions or programs given by the user. The action could be an arithmetic or logical calculation, editing, modifying a document, etc. The data, instructions and the output are stored temporarily in the computer's main memory during processing.
4. **User** : Users are people who write computer programs or interact with the computer. They are also known as skinware, liveware, humanware or peopeware.
5. **Memory Storage** : The input data, instructions and output are stored permanently in the secondary storage devices, like disk or tape. The stored data can be retrieved whenever needed at any point of time.
- C. Any digital computer carries out the following five functions:
Step-1 : Takes data as input.
Step-2 : Stores the data/instructions in its memory and uses them as required.
Step-3 : Processes the data and converts it into useful information.
Step-4 : Generates the output.
Step-5 : Controls all the above four steps.



- D. All the components of a computer system can be summarized with the simple equation given hereunder.
 $\text{COMPUTER SYSTEM} = \text{HARDWARE} + \text{SOFTWARE} + \text{USER}$
` Hardware = Internal Devices + Peripheral Devices

All physical parts of the computer or everything that we can touch are known as hardware.

` Software = Programs

Software gives intelligence to the computer. We cannot touch it physically.

` User = Person, who operates the computer.

- E.**
1. **Storage Capability** : The computers have the ability to store a huge amount of data in its secondary storage devices, like floppy and hard disk. The stored information can also be retrieved at any point of time. This helps in analyzing data and taking quick decisions. The storing capacity of computer is expressed in bytes. Normally, one byte stores one character of data.
 2. **Speed** : Modern computers have incredible speed of processing. Computer speed is measured in units of millisecond (one thousandth of a second), microsecond (one millionth of a second) nanosecond, (one billionth of a second) and picosecond (one trillionth of a second).
 3. **Versatility** : Though computers are basically designed to carry out only arithmetic operations, yet they are capable of performing almost any task that has a series of finite logical steps. Computers can be used for communication, process control, research, weather forecasting, healthcare, online trading, education, training, defence applications and so on.
 4. **Accuracy** : Computer provides a high degree of accuracy. For example, the computer can give the result of division of any two numbers up to the last permissible decimal place accurately.
- F.**
1. A computer is a programmable machine designed to perform arithmetic and logical operations automatically and sequentially on the input given by the user and gives the desired output after processing. Computer components are divided into two major categories namely hardware and software.
 2. $\text{COMPUTER SYSTEM} = \text{HARDWARE} + \text{SOFTWARE} + \text{USER}$
 3. A computer works in five steps.
Step-1 : Takes data as input.
Step-2 : Stores the data/instructions in its memory and uses them as required.
Step-3 : Processes the data and converts it into useful information.
Step-4 : Generates the output.
Step-5 : Controls all the above four steps.
 4. Though computers are basically designed to carry out only arithmetic operations, yet they are capable of performing almost any task that has a series of finite logical steps. Computers can be used for communication, process control, research, weather forecasting, healthcare, online trading, education, training, defence applications and so on. In this way we can say that computer is a versatile machine.
 5. Computer provides a high degree of accuracy. For example, the computer can give the result of division of any two numbers up to

the last permissible decimal place accurately.

6. Medical researchers and practitioners use computers to access information about the advances in medical research or to take opinion of doctors globally. The medical history of patients is stored in the computers. Computers are also an integral part of various kinds of sophisticated medical equipments like ultrasound machine, CAT scan machine, MRI scan machine etc. Computers also provide assistance to the medical surgeons during critical surgery operations.

Multi-Task

- A.** Two output devices Two storage devices Two types of printers
Monitor Hard Disk Impact Printer
Printer Pen Drive Laser Printer

- B.** 0, 1 = 1 Bit
 4 Bits = 1 Nibble
(2 Nibble) 8 Bits = 1 Byte
 1 Bytes = 1 Character
1024 Bytes = 1 KB (Kilobyte)
1024 KB = 1 MB (Megabyte)
1024 MB = 1GB (Gigabyte)
1024 GB = 1 TB (Terabyte)
1024 TB = 1 PB (Petabyte)

C. Generation before the invention of computer

Before the invention of computer people had to face too many problems. They had to meet in person when they had a group project. They actually went to the library and consulted actual books to get the answers to a question. And when they went to the library, they found their books using a filing system with thousands of index cards called the Dewey Decimal system. They had to go to an actual store to buy the hottest new albums.

Generation after the invention of computer

Computer brought people closer together and facilitate contacts between them using Email, Chatting, Video conferencing, Mobile Phones and Social Medias. Computer has made massive makeover in education field. Three decades ago, if anyone had a doubt to be clarified in a learning process, finding right expert itself was a cumbersome task and there may not be available further opinion about the subject. Computers provide potential for improving the effectiveness of medical care. It uses storing data of hospital such as patient data and medical information. Doctors and nurses can access to this data easier which resulted in decreasing the process of time.

2

Pioneers of IT in India

Writing-Task

- A.** 1. a) 2. a) 3. a) 4. c) 5. b)
- B.** 1. d) 2. c) 3. a) 4. b) 5. f) 6. e)
- C.** 1. INDIA IS A BIGGER MARKET IN IT THAN ANY OTHER
2. PEOPLE ARE THE KEY TO SUCCESS OR EXTRAORDINARY SUCCESS
3. EVERYBODY ELSE IS AFRAID TO FAIL. I DO NOT REALLY CARE BECAUSE WHEN I FAIL, I TRY SOMETHING NEW.
4. A GOOD ENTREPRENEUR NEVER GIVES UP.
- D.** 1. Azim Hashim Premji 2. 1981 to 2002
3. Dewang Mehta 4. F.C. Kohli 5. NIIT
- E.** 1. Vijay K Thadani 2. Narayana Murthy
3. Vinod Khosla 4. Sabeer Bhatia
- F.** 1. IT stands for Information Technology and is pronounced I.T. It refers to anything related to computing technology, such as networking, hardware, software, the internet, or the people that work with these technologies.
2. F.C. Kohli is the father of IT in India. He gave the message :
"INDIA IS A BIGGER MARKET IN IT THAN ANY OTHER"
3. Nagavara Ramarao Narayana Murthy (born 20 August, 1946), commonly referred to as Narayana Murthy, is an Indian IT industrialist and the co-founder of Infosys, a multinational corporation providing business consulting, technology, engineering and outsourcing services. He studied electrical engineering at the National Institute of Engineering, University of Mysore and M.Tech. at the Indian Institute of Technology, Kanpur.
4. Sabeer Bhatia (born 30 December, 1968) is an Indian American entrepreneur who founded the Hotmail email service and Jaxtr.

Multi-Task

- A.** Do it yourself.
- B.** Do it yourself.

3

Algorithm and Flowcharts

Writing-Task

- A.** 1. a) 2. a) 3. c) 4. b) 5. c)
B. 1. F 2. F 3. T 4. T 5. T
C. 1. diagrammatic 2. algorithm 3. arrows
4. Decision 5. formulating

D. Algorithm

An algorithm is a list of step-by-step instructions that are followed in order to get a task done. Each instruction should be very simple so that a computer can understand exactly what it needs to do.

Flowchart

A flowchart is a diagram which shows a task that has been broken down into each part and shows when a decision needs to be made. Therefore showing exactly how the data moves.

- E.** 1. Algorithm should express the steps of the program in the manner they are processed. Further, algorithm should provide steps that can be carried out by a computer to produce desired result.
2. Flowcharts consist of symbols that describe the operations to be performed. The various symbols are used for various purposes.
3. **Merits of algorithm are :**
It makes the program easy to read and understand.
It makes the program portable and efficient.
It displays easy steps of processing.
It simplifies the modification and updating of the existing program.
4. **The advantages of a flowchart are :**
It checks for the accuracy in logic flow.
It facilitates coding.
It documents the steps followed in an algorithm.
It provides modification of running program.
Flowchart provides an easy way of communication because any person, besides the programmer, can understand the way they are represented.
It provides a clear overview of the entire problem and its solution.
It represents the data flow.

Multi-Task

A. An algorithm of recipe for an ice cream :

Step-1 : Pour the milk, heavy cream, vanilla and sugar to a blender.

Step-2 : Blend until smooth.

Step-3 : Add any chunky extras and blend again.

Step-4 : Pour the mixture into a freezer safe container.

Step-5 : Freeze the mixture for 6 to 8 hours.

Step-6 : Serve the ice cream with an ice cream scoop and freeze any leftovers.

B. Do it yourself.

C. Do it yourself.



4 Computer Hardware

Writing-Task

A. 1. a) 2. c) 3. c)

B. 1. Speakers 2. straight 3. OCR 4. Touchpad

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

- D. 1. MICR is an input device which is mainly used in the banking industry to help with the processing of cheques. The technology allows computers to read information (such as account numbers) of printed documents. When a document that contains this ink needs to be read, it passes through a machine, which magnetises the ink and then translates the magnetic information into characters.
2. Professionals, such as draftsmen and engineers, usually use graphic tablet. It is used to speed up their drawing work. The device consists of a hand-held device (similar to a pen) used to trace diagrams placed on a digitized table. The drawing will then be transferred to the computer.
3. A computer has input units, processing units, output units and storage units.
4. CPU has three units. These are :

Control Unit (CU) : This unit is responsible for handling all the processes.

Arithmetic Logical Unit (ALU) : This unit is responsible for performing all the arithmetic and mathematical operations.

Memory Unit (MU) : This unit is responsible for storing data and processed information.

Multi-Task

Do it yourself.

5

Computer Software

Writing-Task

- A. 1. a) 2. c)
3. b) 4. a)

- B. 1. **Computer Program** – A computer program is a collection of instructions that performs a specific task when executed by a computer. A computer requires programs to function and typically executes the program's instructions in a central processing unit.
2. **Computer Software** – Computer software is a part of a computer system that consists of data or computer instructions, in contrast to the physical hardware from which the system is built. Computer software is all information processed by computer systems, programs and data.

C. Assembly Language

An assembly language is a low-level programming language for microprocessors and other programmable devices. This language implements a symbolic representation of the machine code needed to program a given CPU architecture.

Machine Language

Machine language is the only language a computer is capable of understanding. The exact machine language for a program or action can differ by operating system on the computer. The specific operating system will dictate how a compiler writes a program or action into machine language.

- D. 1. Machine language, high-level language and assembly language are the different types of programming languages.
2. MS DOS, Unix and Windows 7 are the various forms of operating system.
3. A programming language translator is the piece of software that translates a computer program written in some specific programming language into another programming language. We use programming language translators everyday! Compilers, interpreters and assemblers are the most famous forms of programming language translators.

4. A compiler is a software which converts the whole program written in high-level language into the machine language.

Multi-Task

Translator

A programming language translator is the piece of software that translates a computer program written in some specific programming language into another programming language.

Interpreters

An interpreter is a software which converts a program written in high-level language into the machine language.

Compilers

A compiler is a software which converts the whole program written in high-level language into the machine language.



More About Microsoft Word 2013

Writing-Task

- A.** 1. b) 2. a)
3. b) 4. b)
- B.** 1. Ignore Once, Ignore All 2. Indent
3. Spelling & Grammar 4. Red line
- C.** 1. F 2. T
3. F 4. T
- D.** 1. **Themes** – A theme is a set of colours, fonts and effects that determine the overall look of our document. Themes are a great way to change the tone of our entire document quickly and easily.
2. **Spelling & Grammar Feature** – Spelling and grammar errors in the Word 2013 documents can leave a bad impression with audience. Fortunately, Word 2013 can help us find and correct these errors before anyone sees the document.
- E.** 1. Steps to use themes in a document:
Step-1 : Select the Design tab.
Step-2 : Click the Themes command.
A drop-down menu will appear.
Step-3: Hover the mouse over a theme to see a live preview of it.

- Step-4 : Select the desired theme.
Our document will appear with the changed theme.
2. Steps to use the indent command:
 - Step-1 : Select the text we want to indent.
Make sure we are on the HOME tab.
 - Step-2 : Click the Increase Indent command to increase the indent by increments of 1/2 inch.
Click the Decrease Indent command to decrease the indent by decrease of 1/2 inch.
 3. We use styles to improve the appearance of our document quickly. Styles can give our document a more sophisticated look.
 4. Steps to apply a Style Set:
 - Step-1 : Click the Change Styles command on the Ribbon.
A drop-down menu will appear.
 - Step-2 : From the drop-down menu select Style Set.
The change will be reflected in the entire document.

Multi-Task

Do it yourself.



Microsoft Excel 2013

Writing-Task

- A. 1. c) 2. a) 3. c)
- B. 1. **Formula bar** : It is used to enter formulas to perform calculations on the data.
2. **Row headings** : It displays the row numbers.
3. **Column headings** : It displays the column alphabets.
4. **Tabs** : Tabs like Home, Insert, Page Layout, Formulas, Data Review and View are available in Microsoft Excel 2013 Window.
5. **Ribbon** : It displays various commands of the tabs.
- C. 1. Microsoft Excel 2013 is a spreadsheet program that allows us to store, organize and analyze information. While we may think that Excel is only used by certain people to process complicated data, anyone can learn how to take advantage of Excel's powerful features. Whatever we are keeping a budget, organizing a training log, or creating an invoice, Excel makes it easy to work with different kinds of data.

2. Steps to enter data in Excel 2013:
 - Step-1 : Click on the cell to enter data.
This cell will be highlighted with a thick border (Active cell).
 - Step-2 : Enter the data from the keyboard.
As we type the data, we will see that it will appear in the formula bar also.
 - Step-3 : Press the Enter key.
Now, the data is entered in the cell and the cell in the next row becomes the active cell.
 - Step-4 : Repeat the above steps to enter a data in other cells.
3. Steps to save Excel 2013 workbook:
 - Step-1 : Click on the FILE tab.
The Backstage View appears.
 - Step-2 : Click on the Save button or Save As button.
The Save As dialog box appears.
 - Step-3 : Click on areas that are highlighted below in the screen shot to browse the folder to save the workbook.
 - Step-4 : Click in the File name text box to type the file name.
 - Step-5 : Click on Save.
The Microsoft Excel 2013 workbook is now saved.
The file name will appear on the Title Bar.
4. Steps to open Excel 2013 workbook:
 - Step-1 : Click on the FILE tab.
Backstage View appears.
 - Step-2 : Click on the Open button.
A list of recently opened workbooks will appear.
 - Step-3 : If we want to open a workbook from another folder, click on the Browse.
 - Step-4 : Click on the highlighted areas to locate the folder where the workbook is stored.
 - Step-5 : Click on the name of the workbook we want to see.
 - Step-6 : Click on Open.
The selected file will open.
5. Steps to close and exit the Microsoft Excel 2013 work book:
 - Step-1 : Click on the FILE tab.
The Backstage View appears.
 - Step-2 : Click on the Close button.
If we have not saved the workbook, it will prompt to save the workbook.
 - Step-3 : Click on Save to save the workbook.
Microsoft Excel 2013 window closes and the desktop screen appears.

Multi-Task

A. Do it yourself.

B. Features of Microsoft Excel 2013:

- **Billing and Sales** : MS Excel 2013 is also useful for managing billing and sales data, and we can easily create the forms that we need. For examples, sales invoices, packaging slips or purchase orders.
- **Using Calendars** : Because of its grid-like workplace, MS Excel 2013 lends itself well to create any type of calendar. For example, an academic calendar to keep track of activities during the school year.
- **Accounting** : We can use the powerful calculation features of Excel 2013 in many financial accounting statements. For example, a cash flow statement, income statements.
- **Budgeting** : Whether our needs are personal or business related, we can create any type of budget in MS Excel. For example, a marketing budget plan, an event budget etc.



Working with Microsoft PowerPoint 2013

Writing-Task

- A. 1. c) 2. b) 3. a) 4. a)
- B. 1. **A Word** - Double-click on the word to select it. The selected word will be highlighted with a blue colour.
2. **A sentence** - Click on the sentence thrice to select it. The selected sentence will be highlighted with a blue colour.
3. **A Paragraph** - Take the mouse pointer over the first word from where we want to begin selecting. Drag the mouse till the last word we want to select.
- C. 1. The text style of the text can be changed by making them bold, italic or underlined.
2. Steps to resize an image:
Step-1 : Click on the image.
Step-2 : Position the mouse over any one of the corner sizing handles. The cursor will become a pair of directional arrows.
Step-3 : Click, hold and drag the mouse until the image is of the desired size.
Step-4 : Release the mouse. The image will be resized.
3. Steps to move an image:

Step-1 : Click on the image.

The cursor will turn into a cross with arrows.

Step-2 : Move that cursor at the desired place.

Step-3 : Release the mouse button. The image will be moved.

4. Steps to resize the shape:

Step-1 : Click on the shape to select it.

Step-2 : Click and drag one of the sizing handles on the corners and sides of the text box until it is of the desired size.

5. A slide transition is a visual effect that appears when we move from one slide to another. We can add transition to a slide to make our presentation more appealing.

Multi-Task

Do it yourself.



Adobe Flash Professional CS5

Writing-Task

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

B. 1. **Frames** - In timeline, we work with the frames to organize and control the content of the document. We place frames in the timeline in the order we want the objects in the frames to appear in the finished content.

2. **Timeline** - Timeline organises and controls a documents content over a period of time in layers and frames.

3. **Stage** - It is the rectangular area where we place graphic content while creating documents. It is the authoring environment present in the rectangular space in Adobe Flash Player or in a web browser window where our SWF content is displayed during playback.

4. **Layers** - Layers are a great way to stay organised. We can put buttons and navigation on one layer, background art on another and use individual layers for animation and dynamic content.

C. 1. Adobe Flash is a software platform that runs video, animation and games inside the webpages. It allows users to create animated works that are typically saved as. FLV and can be viewed over the internet.

Designers, web professionals and amateurs have selected Flash CS5 for many reasons.

2. **The advantages of Flash CS5 are :**

ActionScript Wizard : The ActionScript Wizard has come back. It was deprecated in the last version but now it has been retrieved and improved. Now, ActionScript wizard is at our reach.

More Powerful Graphics: It avoids the unnecessary representation of vectorial objects setting an object as a bitmap. Although the object is converted to a bitmap, the vectorial data remains the same. So, in every moment, we can convert it again to a vectorial object.

Consolidated Libraries : Now, we can search any object existing in our movies faster by browsing our open libraries from a single panel.

Attractive Designs : Flash CS5 allows the use of visual effects that will ease the creation of animations, presentations and forms that will look more attractive and professional. Moreover, it supplies a new set of tools that will help us in doing this easily and faster, such as filters and blend modes added in this version.

Font Optimization : It also includes some readability options for small sized fonts, that makes our texts more comfortable to read. We can also edit this optimization allowing us to select the configuration pre-established for dynamic and static texts.

Improvements in Video Importing : To ease the working with video formats, Flash CS5 provides high-quality new independent codes which are completely skinnable.

3. Timeline organizes and controls a document's content over a period of time in layers and frames. The Timeline status displayed at the bottom of the stage Timeline indicates the selected frame number, the current frame rate and the elapsed time to the current frame.

Parts of the Timeline are:

- | | |
|---------------------------|------------------------------|
| A. Playhead | B. Empty keyframe |
| C. Timeline header | D. Guide layer icon |
| E. Frame view pop-up menu | F. Frame-by-frame animation |
| G. Tweened animation | H. Scroll to Playhead button |
4. Tools are the main component in Adobe Flash which we will frequently use to adjust or design in Adobe Flash.

Selection Tools : It is used to select an object or to resize the object on the stage while in the free transform mode.

Gradient Transform Tool : We can transform a gradient or bitmap fill by adjusting the size, direction, rotation or center of the fill.

Multi-Task

Do it yourself.

10

Playing with Internet

Writing-Task

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

B. These days internet has become a part of life. It is used in many ways.

- * Online shopping has become a popular shopping method ever since the internet has declared a takeover.
- * The internet contains a wealth of knowledge that is available instantly upon any search.
- * Internet also helps us to socialise. We make lots of new friends through internet.
- * All kinds of reservations for trains, flights and hotels are made through the customized software of the railways.
- * Internet is the place where maximum use of this technology is being made. Use of banking software's and applications is possible via the internet that not only increases efficiency but the work get over soon.

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

D. IP address

The IP address has four groups of numbers and is separated by a period (.). It contains numbers between 0 and 255.

Domain name

It is very difficult to remember the IP address of all the websites. To solve this problem, a text version of IP address was introduced. It is known as the Domain name.

The domain name system (DNS) is the way that internet domain names are located and translated into Internet Protocol (IP) addresses.

- E. 1. The internet is a telecommunication network that uses telephone lines, cables, satellites and wireless connections to connect computers and other devices to the World Wide Web. All modern computers can connect to the internet, as can many mobile phones and some televisions, video game consoles and other devices.
2. URL stands for Uniform Resource Locator. URL is the address of a specific webpage or file on the internet.
For example, the URL for discovery channel website is:
<http://www.discovery.com>

3. Steps to change the home page of the browser window:
 - Step-1 : Open the web page which we want to make our home page.
 - Step-2 : Click on the down arrow of the Home button.
A drop-down menu will appear.
 - Step-3 : Click on Add or Change Home Page button.
The Add or Change Home page dialog box will appear.
 - Step-4 : Click on any one option :
 - Use this web page as your only home page.
 - Add this web page to your home page tabs.
 - Step-5 : Click on Yes.
The web page will be set as our home page.
4. Steps to open a link in a new tab:
 - Step-1 : Open a web page that contains hyperlinks.
 - Step-2 : Right-click on the hyperlink that we want to view.
A drop-down list of menu will appear.
 - Step-3 : Click on Open Link in New Tab.
The link will open in the new tab.
The page title will be visible on the tab.
 - Step-4 : To view the new tab, click on the tab.
5. Steps to clear the browsing history of Internet Explorer Window:
 - Step-1 : Open Internet Explorer.
 - Step-2 : Click on the Safety button.
A list of menu appears.
 - Step-3 : Click on Delete Browsing History.
The Delete Browsing History dialog box will appear.
 - Step-4 : Click on the check box of History.
 - Step-5 : Click on Delete.
All the browsing history is now cleared.

Multi-Task

- A.** Do it yourself.
- B.**
 1. Open Internet Explorer.
 2. Enter the following domain name in the address bar.
www.wikipedia.com
 3. Press the Enter key.
- C.** Do it yourself.

D. Advantages of Internet

COMMUNICATION: The main advantage of internet is the faster communication than any other devices. It's an instant process. Communication in the form of video calls, emails etc. is possible using internet. Thus, there is no specific region that can be accessed. It is accessible all over the world. Hence, because of this global issues are reduced since video conferencing is possible where everyone across the world can be in single place and can solve out a problem.

INFORMATION : The internet is the source of knowledge. All kinds of information is present in it. It is easily accessed and can be searched more to get more additional knowledge. Information like educational related, government laws, market sales, stocks and shares, new creations etc. is gathered from a single place.

LEARNING : The internet has now become a part of education. Education like home schooling is easily carried out using internet. Teachers can upload their teaching videos in the internet and is accessed by people across the world which is helpful for all students. The marks are also released in the internet since, releasing mark for the whole institution in notice boards will create chaos.

ENTERTAINMENT : The internet is now the most popular form of entertainment. Movies, songs, videos, games etc. is available on internet for free. Social networking is also possible using internet. Hence, there is tons of entertainment that is available online in the internet.

Disadvantages of Internet

INFORMATION LOSS : The information crucial to us or any important files can be easily taken by the hackers. There is no exact proof for the security for the details we store like account number, passwords etc. Hence, sensitive information must be carefully stored by the people.

SPAM : The unnecessary emails, advertisements etc. sometimes are said to be spam because they have the ability to slow down the system and makes the users to face lots of problems. Spam make the people get more confused since important emails are also stored along with spam.

VIRUS ATTACKS : The malware or virus threats are so deadly that affects the system to a greater extend. It immediately deletes all important files and finally the system ends up being crashed. The virus attack is possible in three ways. One it attacks selected files. Two, it harms the executable boot files and most dangerous of all is the macro virus which has the ability to replicate and expand to all parts of files.

VIRTUAL WORLD : People using internet often will forget the difference between virtual and real world. This causes the people to get depressed quickly and it leads to social isolation and obesity problems. The obesity is due to the lack of any physical exercises. So its better to play outdoor rather in the internet.

SOCIAL NETWORK : The social networking is the sharing of information to people across the world. Apart from being an entertainment website, it has many uses. Any job vacancy, emergency news, ideas etc. can be shared in the website and the information gets passed on quickly to wide area. Also the social networking websites are used to easy communications. Example: Facebook and twitter.

E-COMMERCE : All business deals can be carried in the internet like transaction of money etc. This is called E-commerce. Online reservations, online ticket booking for movie etc. can be done easily. It saves us lots of time. Online shopping is now the latest trend in internet world where products from dresses to household furniture is available at door step.

11

Windows 8

Writing-Task

- A. 1. a) 2. c) 3. c) 4. a)
- B. 1. Click the Desktop tile on the start screen. The Desktop screen will appear.
2. Steps to change the colour scheme:
- Step-1 : Open Personalization window.
- Step-2 : Click on Color.
The Color and Appearance window will appear.
- Step-3 : Click on the colour we want to select for the window scheme.
The window colour will change.
- Step-4 : Drag the Color intensity slider to set the colour intensity of the window.
- Step-5 : Click on Save changes.
- Step-6 : Click on the Close button to close the Personalization window.

Multi-Task

Do it yourself.

PROJECT-1

- A. 1. Personal Computers (PCs) 2. Midrange
3. Big Iron 4. Big Mac
- B. 2. Search: States + America – Michigan
3. Search: Science+ Educational Websites – mathematics
- C. 1. d) 2. a) 3. c) 4. b)

PROJECT- 2

- A. 1. **BASIC** - BASIC is short for Beginner's All-purpose Symbolic Instruction Code and is an easy-to-understand programming language that was popular during 1970-1980.
- 2. **LOGO** - Logo is a programming language that was developed as an educational tool. It is a dialect of the functional programming language, Lisp. It is interactive, modular, flexible and extensible. The purpose and function of Logo is to teach children about programming with simple steps and directions. It is generally implemented as an interpreting language.
- 3. **FORTRAN** - FORTRAN (Formula translation) is a third-generation (3GL) programming language that was designed for use by engineers, mathematicians, and other users and creators of scientific algorithms.
- 4. **Delphi** - Delphi is a high level language supporting object-oriented design. It is a rapid application development used to develop applications ranging from database solutions to mobile applications and is used on Windows as well as Linux.

B. Fill Color

A fill color enclosed by a path. The fill is the inside the line that you aren't supposed to colour outside.

Stroke Color

A stroke a line of color that precisely follows a path. To run the colouring book metaphor into the ground, the stroke is the line.

- C. Word 2013 is a graphical word processing program that can type with. It is made by the computer company Microsoft. Its purpose is to allow users to type and save documents.
- D. Do it yourself.

COMPUTER WORLD

Class-7

1

Generations of Computers and its Languages

Writing-Task

- A.** 1. a) 2. c)
3. b) 4. a)
5. a)
- B.** 1. FORTRAN, BASIC
2. assembler
3. 0,1
4. natural
5. Interpreter
- C.** 1. T 2. T
3. F 4. F
5. T
- D.** 1. The instructions written into Machine Language are processed at a very high speed and consume less memory. But understanding and writing the codes in machine language is very difficult. So it is difficult to write programs in Machine Language.
2. When a user wants to perform any operation on the computer, then he has to use some program or some request. And the system will respond to the request of the user. For making a request to the system, he can use any program. The programs are a collection of statements and these statements are written in some programming languages. There are many languages which are also called as the programming languages because they are used for making a program. They are also called computer languages.
3. Compiler transforms a high level programming language into binary instructions (machine language) that the computer can interpret, understand and take the appropriate steps to execute the same. But the interpreter stop the interpretation of the code without translating the next set of the codes. So, a compiler is better than an interpreter.
4. FORTAN, C, COBOL, C++, BASIC, Java, Pascal and ActiveX are the examples of third-generation languages.
5. Fourth-generation language is designed to be closer to natural language than a third-generation language. Fourth-generation languages attempt to make communicating with computers as much like the processes of thinking and talking to other people as possible. These languages typically consist of

English-like words and phrases. Some of these languages include graphic devices such as icons and on screen push buttons for use during programming and when running the application.

Multi-Task

- A. Do it yourself.
- B. Do it yourself.
- C. 1. Vacuum Tubes
2. Transistor
3. Microprocessor



Helping Hands of Computer

Writing-Task

- A. 1. a) 2. c) 3. b) 4. c)
- B. 1. T 2. F 3. T 4. T 5. F
- C. 1. system unit 2. Hard disk 3. RGB
4. input, storage, processing and output 5. system unit
- D. 1. **Impact printers** produce the output by pressing a print element and an inked ribbon against the face of continuous paper form. The ribbon squeezes ink onto the paper.

The impact printers are further classified as :

- a) Line Printers b) Character Printers
- a) **Line printer** can print one line at a time. The line printer is a form of high speed impact printer.
- b) **Character printers** print a character at a time. The print head contains a matrix of dots. Dot matrix printer is an example of character printers.

Non-impact printers are different from impact printers. The two most commonly used non-impact printers are :

- a) Inkjet Printers b) Laser Printers
- a) **Inkjet printers** have been popular for a long time because they are relatively cheap to buy and most of them can combine both black and white and colour printing at the same time.
- b) **Laser printers** are often used for corporate, school and other environments that require print jobs to be computed quickly and in large quantities.
- 2. CD-ROM is a small spiral disk from which data is retrieved using a laser beam. The data stored on it cannot be changed but can

only be read. CD-ROM is made up of pits and lands. Pits and lands are small cuts between the disk. A pit scatters the light and the land reflects the light. The light that strikes the land is reflected directly back at the detector. The light pulses received at the detector are converted into the binary codes, that are 0 and 1. Thus, all the information is read from the CD.

CD-ROMs are particularly well-suited to information that requires large storage capacity. This includes large software applications that support colour, graphics, sound and video.

3. Monitor enables us to view all the interesting graphics and movies.

Computer monitor is made up of tiny dots called pixels. These pixels help to create an image. Monitor works with three colours, i.e., red, green and blue called RGB. These glowing dots of RGB blend into millions of colours. On standard monitor, a shadow mask is a metal plate located on the back of the CRT to mask the beams from the electron guns similar to an aperture grille on a trinitron monitor.

On the back of the CRT, there are three electron guns for three primary colours, i.e., red, green and blue. Each electron gun shoots out a stream of electrons, each for three primary colours. These electrons strike the phosphorus coating inside the screen that glows when it is struck by the electrons. In this way, the pictures are formed by pixels.

4. The computer system is a group of integrated parts that have the common purpose of performing various operations. It consists of a computer, all the support equipment necessary for its use, instructions that specify the performance of certain tasks, procedures that people must follow to use the computer, and the people who use the system.
5. Hard Disk holds a large amount of data. A hard disk is made up of stacks of disks called platters. These platters are stacked vertically on a common axis. Surface of each platter is coated with a magnetic material. All the disks except outer portion of top and bottom disks are used to store data. An arm pushes and pulls the sets of read-write head across the surface of the spinning disks to access data. The access arm can move a read-write head directly to the desired track. The system provides the disk address to the read-write arm and enables it to read specific information.

Multi-Task

- A. Do it yourself.
- B. Do it yourself.

3

Formulas and Functions in Microsoft Excel 2013

Writing-Task

- A.** 1. c) 2. c)
 3. c) 4. c)
 5. b)
- B.** 1. BAHTTEXT function : Converts a number to text, using the β (baht) currency format.
 2. CONCATENATE function : Joins several text items into one text item.
 3. LEFT, LEFTB function : Returns the leftmost characters from a text value.
 4. PROPER function : Capitalises the first letter in each word of a text value.
 5. SUBSTITUTE function : Substitutes new text for old text in a text string.

C.

=	D1 = 5	Equal to in value
<	4 < 5	Less than in value
>	5 > 4	Greater than in value
<=	D2 <=5	Less than or equal to in value
>=	D3 >=5	Greater than or equal to in value
<>	4< >5	Not equal to in value

- D.** 1. A formula is an expression that calculates the value of a cell. If we need to dynamically calculate values that are dependent on other values entered in the worksheets, then we need formulas. Formulas will calculate values so that we do not have to spend time struggling with maths. Sum and percentage are two types of formulas.
2. Steps to create a formula:
- Step-1 : Click on the cell in which we want to enter a formula.
 Step-2 : Type (=) sign to start the formula.
 Step-3 : Click on the first cell whose value we want to enter into the formula. The cell reference is automatically entered after '=' sign.
 Step-4 : Now, type an operator (+) for the formula.
 Step-5 : Click on the next cell to enter the value.
 The second cell reference is also entered.
 Step-6 : Now, repeat the above two steps to enter the value of other cells.

- Step-7: Press the Enter key.
The result will be displayed in the cell immediately. We can see the formula in the formula bar.
3. Steps to copy the formula:
 - Step 1 : Click on the cell that contains the formula we want to copy.
 - Step 2 : Point the mouse at the bottom right corner of the cell. We will notice that the mouse pointer changes to (+).
 - Step 3 : Drag the mouse pointer over the cells in which we want to copy the formula. Immediately, the results of the formula will appear in the cells.
 4. Excel provides a large number of built-in functions that can be used to perform specific calculations or to return information about the spreadsheet data. These functions are grouped into categories (text, logical, math etc.) to help us to find the functions that we need.
 5. When Microsoft Excel 2013 is not able to calculate the answer properly or display it properly, an error message will be seen.
 - # Value** : The error occurs when we use text to a function that accepts numbers.
 - # Name ?** : The error occurs when we misspelled a formula or named range.
 - # Div/0!** : The empty cell is considered as displaying the value 0. So, Microsoft Excel 2013 shows this errors, as if we divided the value of zero, we know the answer anyway.
 - # #####** : The error occurs because the cell is too narrow to display the result.
 6. Steps to copy the formula:
 - Step-1 : Click on the cell that contains the formula we want to copy.
 - Step-2 : Point the mouse at the bottom right corner of the cell. We will notice that the mouse pointer changes to (+).
 - Step-3 : Drag the mouse pointer over the cells in which we want to copy the formula. Immediately, the results of the formula will appear in the cells.

Multi-Task

A.

Category	Description
ADDRESS	It is used to obtain the address of a cell in a worksheet, given specified row and column numbers.
BAHTTEXT function	Converts a number to text, using the ฿ (baht) currency format.
CHAR function	Returns the character specified by the code number.
CLEAN function	Removes all non-printable characters from text.
CODE function	Returns a numeric code for the first character in a text string.
CONCATENATE function	Joins several text items into one text item.

- B. Microsoft Excel 2013 contains data. There are two types of data in Microsoft Excel 2013, namely :

Constant Values

Formulas

Constant Values : Constant values are the values which are directly entered in the cell. They consist of text, numerals, alpha numerals, etc.

Formulas : A formula is an expression that calculates the value of a cell. If we need to dynamically calculate values that are dependent on other values entered in the worksheets, then we need formulas. Formulas will calculate values so that we do not have to spend time struggling with maths.



Microsoft Access 2013

Writing - Task

- A. 1. c) 2. a)
3. c) 4. c)
- B. 1. F 2. T
3. F 4. T

C. Tables	Record
<p>The tables are the backbone and the storage container of the data entered into the database. If the tables are not set up correctly, with the correct relationships, then the database may be slow, give us the wrong results or not react the way we expect. So, take a bit of time when setting up the tables.</p>	<p>A record is a collection of data items arranged for processing by a program. Multiple records are contained in a file or data set. The organization of data in the record is usually prescribed by the programming language that defines the record's organization and/or by the application that processes it. Typically, records can be of fixed-length or be of variable length with the length information contained within the record.</p>

D. An Access template is a file that, when opened, creates a complete database application. The database is ready to use and contains all the tables, forms, reports, queries, macros and relationships that we need to start working. Because the templates are designed to be complete end-to-end database solutions, they save our time and effort and enable us to start using our database right away. After creating a database by using a template, we can customize the database to better suit our needs, just as if we had built the database from a scratch.

E. 1. Microsoft Access is an information management tool that helps us store information for reference, reporting and analysis. Microsoft Access helps us analyse large amounts of information and manage related data more efficiently than Microsoft Excel or other spreadsheet applications.

Steps to start Microsoft Access 2013:

Step-1 : Click on the Start button.

The Start menu will appear.

Step-2 : Click on All Programs.

The programs list will appear.

The All Programs button will get changed into Back button.

Step-3 : Click on Microsoft Office 2013.

Step-4 : Click on Access 2013.

Microsoft Access 2013 Window will appear.

2. **Quick Access Toolbar** : It displays the quick access buttons, like Save, Undo and Redo.

Title Bar : It displays the name of the database on the title bar.

File Tab : It displays a list of various menu commands, like New, Save, Open, Print, Exit, etc.

Tab : It displays various tabs, like Home Tab, Create Tab, External Data Tab, Database Tools Tab, etc.

Ribbon : It displays various commands that are under various tabs.

Navigation Pane : It shows a list of all the available database objects.

Status Bar : It displays the information about the current object.

Record Selector : It displays the current record number and helps to navigate to other records.

View Button : It enables us to switch between various views of the selected object.

3. The Microsoft Access 2013 database is made up of 7 major components :

Tables : The tables are the backbone and the storage container of the data entered into the database. If the tables are not set up correctly, with the correct relationships, then the database may be slow, give us the wrong results or not react the way we expect. So, take a bit of time when setting up the tables.

Relationships : Relationships are the bonds we build between the tables. They join tables that have associated elements. To do this, there is a field in each table which is linked to each other and have the same values.

Queries : Queries enable us to extract data from the database tables and allow us to answer questions we have about the data. Queries may combine data multiple tables and manipulate data output through the use of expressions, formulas and functions.

Forms : Forms are the primary interface through which the users of the database enter data. The person who enters the data will interact with forms regularly. The programmer can set the forms to show only the data required. By using queries, properties, macros and VBA (Visual Basic for Applications), the ability to add, edit and delete data can also be set. Forms can be set up and developed to reflect the use they will be required for.

Reports : Reports are the results of the manipulation of the data we have entered into the database. Unlike forms, they cannot be edited. Reports are intended to be used to output data to another device or application, i.e. printer, fax etc.

Macros : Macros are an automatic way for Access to carry out a series of actions for the database. Access gives us a selection of actions that are carried out in the order we enter. Macros can open

forms, run queries, change values of a field, run other Macros, etc. The list is almost endless.

Modules : Modules are the bases of the programming language that support Microsoft Access. The module window is where we can write and store Visual Basic for Applications (VBA). Advanced users of Microsoft Access tend to use VBA instead of Macros.

4. Steps to create a database using templates:
 - Step-1 : Click on the FILE tab. The Backstage View will appear.
 - Step-2 : Click on the New. The available templates will appear.
 - Step-3 : Click on the template we want to select for our database.
 - Step-4 : Type a name for the database. By default, the File Name will appear as Template Name in the tile name box, e.g., Students1
 - Step-5 : Click on Create. Now, Microsoft Access 2013 will automatically prepare a new database for us.
5. Steps to enter data into a template:
 - Step-1 : We will see a security warning-
Some active content has been disabled when we open a template.
 - Step-2 : Click on Enable Content.
Now, we can start entering data in the database.
 - Step-3 : Enter the required data in the fields from the keyboard.
After completing the entry of data, it is time to save the table.
 - Step-4 : Click on Save button in the Quick Access Toolbar.
The save as dialog box will appear.
 - Step-5 : Enter the name of the table in Table Name box.
 - Step-6 : Click on OK button. The name of the saved table will appear above the table.
6. Steps to close the database and exiting MS Access 2013:
 - Step 1 : Click on the FILE tab.
The Backstage View will appear.
 - Step 2 : Click on Close button.
The database will get closed now.
 - Step 3 : Click on the Close button (x) to exit from the MS Access 2013.

Multi-Task

- A. Do it yourself.
- B. Do it yourself.

5

More with Microsoft Access 2013

Writing- Task

- A. 1. a) 2. c) 3. b) 4. c)
- B. 1. A ↓ : It is used to sort data in ascending order.
 Z ↓
 Z ↓ : It is used to sort data in descending order.
 A ↓
- AND : AND criterion filters the records where both the criteria are fulfilled.
- OR : OR criterion filters the records where at least one of the criteria is fulfilled.
- C. 1. Steps to filter data by selection:
Step-1 : Click on the data we want to use to filter the records.
Step-2 : Click on the HOME tab.
Step-3 : Click on Selection.
Step-4 : Click on the criterion we want to use to filter the records.
Now, Microsoft Access 2013 will only display the records that contain the filtered data.
We will also see the word Filtered in the bottom of the page.
Step-5 : Click on Toggle Filter to display all the records.
2. We can also filter the data by form. This feature enables us to filter multiple fields. We can combine the criteria using AND, OR, or a combination of AND and OR.
AND : AND criterion filters the records where both the criteria are fulfilled.
OR : OR criterion filters the records where at least one of the criteria is fulfilled.
- Steps to filter data using AND criteria:
Step-1 : Open the table in Microsoft Access.
Step-2 : Click on the HOME tab.
Step-3 : Click on the Advanced button.
Step-4 : Click on Filter By Form.
The Filter by Form window will appear and display an empty table.
Step-5 : Click on the field we want to filter.
Step-6 : Click on the down arrow of the field to view the values.
Step-7 : Select any one value from the list.
Now, the filtered record will appear.
Step-8 : Click on any other field and repeat the Step 6 and Step 7 to filter another field.

- Step-9 : Click on the Toggle Filter button.
Now, only the two AND combination filtered data will appear on the datasheet.
3. Steps to rename of the field:
- Step-1 : Right-click on the field, we want to rename.
A list of menu will appear.
- Step-2 : Click on Rename Field.
The field name will be highlighted.
- Step-3 : Enter a new name for the field.
- Step-4 : Press the Enter key.
Now, the field is renamed.
- Steps to delete a field:
- Step-1 : Right-click on the field we want to delete.
A drop down list of menu will appear.
- Step-2 : Click on Delete Field.
A prompt box will appear.
- Step-3 : Click on Yes.
Now, the field will be deleted from the table.
- Steps to add a field:
- Step-1 : Right-click on the name of the field that we want to appear after the new field.
A menu will appear.
- Step-2 : Click on Insert Field.
The new field will appear in the table as Field1. We can rename it and add information to it.
4. A database in which there is a relation between tables is called Relational database. To create a relation between two tables, it is necessary to have a common field in them.
- Steps to create relationship between tables:
- Step-1 : Click on the DATABASE TOOLS.
- Step-2 : Click on the Relationships button.
- Step-3 : Click on the Show Table button.
The Show Table dialog box will appear to list the table in the database.
- Step-4 : Click to select a table we want to add to relationships.
- Step-5 : Click on Add.
- Step-6 : Repeat Step 3, Step 4 and Step 5 to add more tables to the relationships.
- Step-7 : Click on Close after all the tables are added.
The Show Table dialog box will disappear.
A box for each table will be displayed in the Relation- ships

- window. The Primary Key for each table will be highlighted.
- Step-8 : Point the mouse pointer over the field you want to create a relationship with another table.
- Step-9 : Drag the field to the other table until a small box will appear over the matching field.
The Edit Relationship dialog box will appear. The Table/Query and Related Table/Query will display the names of the tables of relationship. At the bottom Relationship Type displays the type of relationship.
- Step-10: Click on Create.
Now, the relationship will be created. A line connecting the fields of the two tables will appear showing the created relationship.
5. Steps to enter data into a template:
- Step-1 : We will see a security warning- Some active content has been disabled when we open a template.
- Step-2 : Click on Enable Content. Now, we can start entering data in the database.
- Step-3 : Enter the required data in the fields from the keyboard.
After completing the entry of data, it is time to save the table.
- Step-4 : Click on Save button in the Quick Access Toolbar. The save as dialog box will appear.
- Step-5 : Enter the name of the table in Table Name box.
- Step-6 : Click on OK button. The name of the saved table will appear above the table.
6. Steps to close the database and exiting MS Access 2013:
- Step-1 : Click on the FILE tab.
The Backstage View will appear.
- Step-2 : Click on Close button.
The database will get closed now.
- Step-3 : Click on the Close button () to exit from the MS Access 2013.

Multi-Task

- A.** Do it yourself.
- B.** Do it yourself.
- C.** Do it yourself.

6

Working with Flash CS5

Writing-Task

- A.** 1. Open **Flash** and click on the **File** menu.
2. Click on New.
New **document dialog** box will appear.
3. Click on **Action Script 2.0**.
4. Click on OK.
A **blank document** will open.
- B.** 1. T 2. F 3. F 4. T
- C.** 1. Steps to draw an image with the Pencil Tool:
Step-1 : Click on the Pencil tool.
Step-2 : Select the Window. Click on Properties and select a stroke, color and style.
Step-3 : Click on the desired drawing mode in the Tools panel.
Step-4 : To draw with the Pencil tool, press shift and drag to constrain lines to vertical or horizontal directions.
Step-5 : Click the Stage and drag.
2. Steps to draw straight line:
Step-1 : Click on the Line tool.
Step-2 : Position the mouse pointer on Movie Area. The pointer will change to +.
Step-3 : Click and drag to draw a line of the desired length.
Step-4 : Release the mouse button. The line will appear.
3. Steps to draw polygons and stars:
Step-1 : Click on the Rectangle tool and select the PolyStar tool.
Step-2 : Select Window. Click on the Properties and select fill and stroke attributes.
Step-3 : Click Options and select Polygon or Star. For Number of sides, enter a number from 3 to 32.
Step-4 : Click OK.
Step-5 : Click the Stage and drag.
4. Steps to import an image:
Step-1 : Click on the File.
Step-2 : Click on Import.
A new list will appear.
Step-3 : Click on Import to Stage or Import to Library.
An import dialog box will appear.

- Step-4 : Click on the picture to import.
 Step-5 : Click on OK.
 Flash stores a copy in the Library panel.
5. Steps to fill colour in the drawing :
- Step-1 : Select the object.
 Step-2 : Locate and select the Colour Effect section of the Property inspector on the right; from the Style drop-down list. A percentage slider and color swatch appear.
 Step 3 : Click the swatch to choose a colour from the Swatches panel and then use the percentage slider to adjust the amount of colour that's applied.

Multi-Task

Do it yourself.



Intro of Photoshop CS5

Writing-Task

- A. 1. c) 2. c) 3. a) 4. c)
- B. 1. **Option Bar** : It controls contextualised options for different tools present in it. It also contains work space menu where we can save and load arrangements of palettes.
2. **Image Window** : It is present in the center of Photoshop where all the photo editing takes place. The photo which we want to edit will open in this image window where we can edit it with the help of various tools available in Photoshop.
3. **Palettes** : Each 'panes' that carries options for working Palettes with our file in Photoshop is known as Palettes. It floats on the right-hand side of PS window. Each Palette is tagged with a tab and can be minimized, closed, grouped with other palettes or dragged in and out of a panel dock. Palettes contain colour, swatches, layers and history.
4. **Tool Box** : It is the main component of Photoshop which includes all the useful photo editing tools, like selection tool, move tool, crop tool, brush, pen, eraser, etc.
- C. Steps to start Photoshop:
- Step-1 : Turn ON the computer. The Desktop will appear.
 Step-2 : Click on the Start button. A menu will appear.
 Step-3 : Click on All Programs. It will convert into Back [◀] button.
 Step-4 : Click on the Adobe Photoshop Cs5.

- D. Photoshop tools allow for typing, selecting, painting, editing and viewing. The toolbox contains the main tools for working on images. Click any tool to select and use it. In Photoshop, click and hold the mouse on a tool to see its options. For example, if we click and hold on the select tool, we will see options such as elliptical selection, single row selection etc.

Multi-Task

Do it yourself.



HTML

Writing-Task

- A. 1. a) 2. b) 3. c) 4. a) 5. c)
- B. 1. **HTML Tag** : It is the main tag in which the whole document structure is written.
- ```
<HTML>
</HTML>
```
2. **HEAD Tag** : It is the tag used after the HTML Tag. In this tag, the heading of the web page is defined.
- ```
<HTML>
<HEAD>
World of Sports
</HEAD>
</HTML>
```
3. **TITLE Tag** : It comes after the Head Tag. It contains the title of the Web Page.
- ```
<HTML>
<HEAD>
World of Sports
<TITLE>
Tennis
</TITLE>
</HEAD>
</HTML>
```

4. **Body Tag** : It is the tag that contains the body of the document. It comes after the closing of Heading Tag.

```
<HTML>
<HEAD>
World of Sports
<TITLE>
Tennis
</TITLE>
</HEAD>
<BODY>
I want to play tennis.
</BODY>
</HTML>
```

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

D. Do it yourself.

E. 1. Steps to view HTML code in a Web Browser:

Step-1 : Open any web page in Internet Explorer.

Step-2 : Click on Page.

A drop-down list will appear.

Step-3 : Click on View Source.

The HTML code will appear in a text editor.

Step-4 : Click on the Close button after you have finished viewing the HTML code.

2. HTML uses a pre-defined set of elements to identify content tags. Elements contain one or more tags that contain or express "content" tags; are surrounded by angle brackets and the "closing" tags is prefixed by a forward slash. For example, the paragraph element consists of the start tag "<p>" and the closing tag "</p>".
3. We can change font style using face attribute but be aware that if the user viewing the page doesn't have the font installed, they will not be able to see it. Instead user will see the default font face applicable to the user's computer.
4. The <Title> tag is required in all HTML documents and it defines the title of the document.  
The <Title> tag defines a title in the browser toolbar. It provides a title for the page when it is added to favourites displays a title for the page in search-engine results
5. Steps to create numbered list :

Step 1 : Type <OL> before the list.

Step 2 : Type anyone of the following:

Type = "A" for A,B.....

Type = "a" for a,b.....

Type = "I" for I,II.....

Type = "1" for 1,2.....

Step 3 : Type <LI> in front of each item in the last

Step 4 : Type </OL> after the list.

The ordered list is displayed in the web browser.

### Multi-Task

Do it yourself.



## Computer Virus

### Writing-Task

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

B. 1. Polymorphic      2. Multipartite      3. Antivirus  
4. Virus      5. booting

C. 1. A computer virus is malicious code that replicates by copying itself to another program, computer boot sector or document and changes how a computer works. The virus requires someone to knowingly or unknowingly spread the infection without the knowledge or permission of a user or system administrator.

2. **Worms** : A worm is a program very similar to a virus. It has the ability to self-replicate and can lead to negative effects on our system.

**Multipartite Virus** : These viruses spread in a multiple ways. It is a fast moving virus that uses file infectors or boot infectors to attack the boot sectors.

**Trojan Horse** : Trojans can illegally trace important login details of users online.

**Polymorphic Virus** : Polymorphic viruses encrypt or encode themselves in a different way every time they infect a system. This makes it impossible for antivirus software to find them using string or signature searches.

**Macro Viruses** : These viruses infect the files created using some applications or programs that contain macros such as doc, pps, xls and ndb. They automatically infect the files with macros and also templates and documents that are contained in the file.

3. Malware is a software that is specifically designed to gain access or damage a computer without the knowledge of the owner. There are various types of malware including spyware, keyloggers, true viruses, worms, or any type of malicious code that infiltrates a computer.
4. Steps to scan a file with an antivirus:
  - Step-1 : Open the folder which contains the file. Right-click on the file.  
A drop-down menu list will open.
  - Step-2 : Click on Quick Heal Antivirus Pro Scan.
  - Step-3 : The scanning will start.
  - Step-4 : After scanning, the message will be displayed whether the file is infected or not.
5. **Worms:** A worm is a program very similar to a virus. It has the ability to self-replicate and can lead to negative effects on our system.
  - Multipartite Virus :** These viruses spread in multiple ways. It is a fast-moving virus that uses file infectors or boot infectors to attack the boot sectors.
  - Trojan Horse :** Trojans can illegally trace important login details of users online.
  - Polymorphic Virus :** Polymorphic viruses encrypt or encode themselves in a different way every time they infect a system. This makes it impossible for antivirus software to find them using string or signature searches.
  - Macro Viruses :** These viruses infect the files created using some applications or programs that contain macros such as doc, pps, xls and ndb. They automatically infect the files with macros and also templates and documents that are contained in the file.
6. Antivirus software is a software utility that detects, prevents and removes viruses, worms and other malware from a computer. Most antivirus programs include an auto-update feature that permits the program to download profiles of new viruses, involving the system to check for new threats. Antivirus programs are essential utilities for any computer but the choice of which one is very important. One antivirus program might find a certain virus or worm another cannot, or vice-versa.  
Antivirus software is also known as an antivirus program or a vaccine. NORTON, Internet Security, Quick Heal Total Security and Avast Free Antivirus are the examples of some antivirus.

### Multi-Task

#### A. 1. Trojan Horse

Trojans can illegally trace important login details of users online.



For example – e-banking is very common among users, therefore, there is a great vulnerability of tracing our login details whenever our PC is working without any strong powerful antivirus installed.

2. **Polymorphic Virus**

Polymorphic viruses encrypt or encode themselves in a different way every time they infect a system. This makes it impossible for antivirus software to find them using string or signature searches. The virus then goes on to create a large number of copies.

3. **Multipartite Virus**

These viruses spread in multiple ways. It is a fast moving virus that uses file infectors or boot infectors to attack the boot sector.

B. Do it yourself.



## World Wide Internet

### Writing-Task

- A. 1. a)      2. b)      3. b)      4. b)
- B. Navigation buttons are the buttons you see usually along the left hand side or along the top of a web page that link to related pages on the site. These help you find your way around, or "navigate" through the site to find what you want.
- C. The INTERNET was born in 1969, when a paranoid American military had nightmares about the primary communication centers being bombed out by Russians. To prevent such occurrence, the ARPA (Advanced Research Projects Agency) set up four communication hosts, linking them in such a fashion which would ensure that even if one got bombed out, communication would route around the affected area and stay alive. This network was called ARPA. This primary service on ARPA net was electronic mail. It was the first time that e-mails actually came into use. In a very short time, students began linking their own campus networks into ARPAnet, using a well defined protocol TCP-IP. This joining of networks was also called inter-networking, and soon the entire setup was called INTERENT. In 1973, ARPAnet allowed international bodies to use the net, and after that there was no looking back.
- D. 1. No one person, service, corporation, university or Government owns the internet. Each connected individual or group owns its own network. Each person who desires telephone service contacts the local area service provider. The service provider provides the hook-up from the residence or business to service network.

2. The internet is like a vast transportation system for data. The system includes and connects local, regional, nation and international networks. This internet expands daily as more networks and computers connect to it.
3. It has become extremely easy to contact the loved ones who are in some other part of the world. Communication is the most important gift that the internet has given to the common man. E-mail and social networking sites are some of the prime examples of it. This is one such gift of the internet which is cherished by everyone and has made our life easier to a large extent.
4. Steps to locate sites using search engines:
  - Step-1 : Open Internet Explorer.
  - Step-2 : Open any search engine on the Internet Explorer. For example, Google, Yahoo, etc.
  - Step-3 : Type a searching word in the search box.
  - Step-4 : Press the Enter key. A lot of website links will appear according to the search.
  - Step-5 : Just scroll down to see all the results and click the link of our interest.
5. Antivirus software is a software utility that detects, prevents and removes viruses, worms and other malware from a computer. Antivirus programs are essential utilities for any computer but the choice of which one is very important. One Antivirus program might find a certain virus or worm another cannot, or vice-versa. Antivirus software is also known as an antivirus program or a vaccine. NORTON, Internet Security, Quick Heal Total security and Avast Free Antivirus are the examples of some antivirus.

### Multi-Task

A. Do it yourself.

INTERNET MARKETING	INTERNET BANKING
<p>Internet marketing or online marketing refers to advertising and marketing efforts that use the web and e-mail to drive direct sales via electronic commerce, in addition to sales leads from websites or e-mails. Internet marketing and online advertising efforts are typically used in conjunction with traditional types of advertising, like radio, television, news papers and magazines.</p>	<p>Internet banking (or E-banking) means any user with a personal computer and a browser can get connected to his bank -s website to perform any of the virtual banking functions. In internet banking system the bank has a centralized database that is web-enabled.</p>

# 11

## More with Windows 8

### Writing-Task

- A.** 1. a)      2. a), b)      3. a), b)      4. b)      5. a)
- B.** 1. T      2. F      3. T      4. F      5. F
- C.** Step-1 : Click anywhere on the lock screen to unlock the computer.  
Step-2 : User account name and picture will appear. Type the password and then press Enter to sign in.  
Alternatively, we can press the back arrow to select a different user.  
Step-3 : The start screen will appear.
- D.** Step-1 : Hover the mouse in the lower-right corner to open the Charms bar and then select the Setting charm.  
Step-2 : Click on Personalise.  
Step-3 : Select the desired background image and colour scheme.
- E.** Do it yourself.

### Multi-Task

Do it yourself.

### PROJECT-1

Do it yourself.

### PROJECT - 2

Do it yourself.

# **COMPUTER WORLD**

**Class-8**

# 1

## Programming Languages

### Writing-Task

- A.** 1. a)      2. b)      3. c)
- B.** 1. F      2. T      3. F      4. T      5. T  
6. F      7. T
- C.** 1. c)      2. a)      3. d)      4. b)
- D.** 1. **BASIC** : The original BASIC was first developed at Dartmouth University by John Kemeny and Thomas Kurtz and introduced on 1 May, 1964.
2. **Visual Basic** : Visual Basic was originally created to make it easier to write programs for the Windows Computer Operating System.
3. **C** : C is a general purpose, procedural, imperative computer programming language developed in 1972 by Dennis M. Ritchie at the Bell Telephone Laboratories to develop the UNIX Operating System.
4. **HTML** : It is a language used to create web pages on the World Wide Web that contain hyperlinks to other pages.
5. **JAVASCRIPT** : It is lightweight and most commonly used as a part of web pages, whose implementations allow client-side a script to interact with the user and mouse dynamic pages.
- E.** 1. BASIC : Beginner's All purpose Symbolic Instruction Code  
2. FORTRAN : FORMula TRANslator  
3. COBOL : Common Business Oriented Language  
4. HTML : HyperText Markup Language
- F.** 1. Programming language is a language designed to describe a set of consecutive actions to be executed by a computer. A programming language is, therefore, a practical way for us (humans) to give instructions to the computer.
2. Low-level languages are machine codes. Computers cannot understand instructions given in English. It can only understand and execute instructions given in the form of machine language, *i.e.*, language of 0 and 1.  
There are two types of low level languages:  
a. Machine Language  
b. Assembly Language
3. Assembly language is a second generation language for a computer or other programmable devices specific to a particular computer architecture in contrast to most high-level programming languages, which are generally portable into executable machine code by utility program referred to as an assembler like, MASM, etc.
4. Fourth generation language is a grouping of programming languages that attempt to get closer than 3GLs to human

language, form of thinking and conceptualisation. 4GLs are designed to reduce the overall time, effort and cost of software development. The main domains and families of 4GLs are : database queries, report generators, data manipulation, analysis and reporting, screen painters and generators, GUI creators, mathematical optimisation, web development and general purpose languages.

5. The fifth generation programming language or visual programming language, is also known as natural language. It provides a visual or graphical interface, called a visual programming environment for creating source codes. Fifth generation programming allows people to interact with computers without needing any specialised knowledge.
6. Javascript is a dynamic computer programming language. It is lightweight and most commonly used as a part of web pages, whose implementations allow client-side a script to interact with the user and mouse dynamic pages. It is an interpreted programming language with object-oriented capabilities.

**Multi - Task**

- A. Do it yourself.
- B. Do it yourself.
- C.

Low-Level Language	High-level Language
Low-level languages are machine codes. Computers cannot understand instructions given in English. It can only understand and execute instructions given in the form of machine language, i.e., language of 0 and 1.	High-level languages give formats close to English language. The purpose of developing high-level languages is to enable people to write programs easily and in their own native language environment (English).



## Computer Ethics

**Writing-Skills**

- A. 1. a)      2. a)      3. b)      4. a)      5. a)
- B. 1. changed      2. end-user piracy  
3. counterfeiting      4. Patent
- C. 1. T      2. F      3. F      4. F      5. T
- D. 1. **Computer ethics**

Computer ethic is set of moral principles that regulate the use of computers. Some common issues of computer ethics include intellectual property rights (such as copyrighted electronic contents) privacy concerns and how computer's affect society.

## 2. Copyright

Copyright is a legal term describing rights given to creators for their literary and artistic works. The kinds of works covered by copyright include : literary works such as novels, poems, plays, reference works, newspapers and computer programs, databases, films, musical compositions and choreography; artistic works such as paintings, drawings, photographs and sculpture; and advertisements, maps and technical drawings.

## 3. Software piracy

Software piracy is the illegal reproduction and distribution of software applications. Pirated software is a very dangerous trend. It hurts everyone from developers to sellers and software users. Software piracy has a significant impact on the economy. It leads to jobs losses and revenue losses to the companies.

## 4. Plagiarism

Plagiarism is presenting someone else's work as our own. This includes work represented in hard copy, on disk or on the internet. Do not use 'paper mills' or sites that sell academic papers to students. We can get caught and the penalties are not lenient.

## 5. Netiquette

Netiquette is the short form for 'Internet Etiquette'. It is a set of rules for online behaviour. It is 'the rules of conduct as established in a networking society'. It provides (often unwritten) guidelines for electronic mail (e-mail) and other network activities, as well as posting to news groups and email discussion lists. It is important because each user on the internet has to access many resources from many different world-wide locations.

- E. 1. Ethic is a set of moral principles that govern the behaviour of a group or individual. Computer ethics are increasingly becoming important because of the rising number of cyber crime issues, including software piracy, unauthorized access, pornography, spamming, target marketing, and hacking.
2. Intellectual Property Rights are legal rights, which result from intellectual activity in industrial, scientific, literary and artistic fields. These rights safeguard creators and other producers of intellectual goods and services by granting them certain time limited rights to control their use. Protected IP rights like other property can be a matter of trade, which can be owned, sold or bought. These are intangible and non exhausted consumption.
3. Software piracy is the illegal reproduction and distribution of software applications. Pirated software is a very dangerous trend. It hurts everyone from developers to sellers and software users. Software piracy has a significant impact on the economy. It leads to jobs losses and revenue losses to the companies.
4. Privacy is an important aspect of life. It is a desirable condition or a moral right that a person has in relation to another person or with respect to the possession of information by other persons

about himself or herself. It is unethical to infringe in the privacy of other people without the consent of the person. It leads to embarrassment.

5. Intellectual Property Rights are legal rights, which result from intellectual activity in industrial, scientific, literary and artistic fields. These rights safeguard creators and other producers of intellectual goods and services by granting them certain time limited rights to control their use. Protected IP rights like other property can be a matter of trade, which can be owned, sold or bought. These are intangible and non exhausted consumption.
6. End-User Piracy, Internet Piracy, Software Piracy, Public Domain and Counterfeiting

**Multi-Task**

- A. 1. We shall not use a computer to harm other people.  
2. We shall not interfere with other people's computer work.  
3. We shall not snoop around in other people's files.  
4. We shall not use a computer to steal.  
5. We shall not use a computer to bear false witness.  
6. We shall not copy or use proprietary software for which we have not paid.  
7. We shall not use other people's computer resources without authorization or proper compensation.  
8. We shall not appropriate other people's intellectual output.
- B. Do it yourself.  
C. Do it yourself.  
D. Do it yourself.  
E. Do it yourself.



## Networking Topologies and Operating System

**Writing-Task**

- A. 1. b)    2. c)    3. b)    4. a)  
B. 1. Mesh Topology

Advantage	Disadvantage
The arrangement of the network nodes is such that it is possible to transmit data from one node to many other nodes at the same time.	The arrangement wherein every network node is connected to every other node of the network, many of the connections serve no major purpose. This leads to the redundancy of many of the network connections.



2. Bus Topology

Advantage	Disadvantage
Easy to connect a computer or peripheral to a linear bus. Requires less cable length than a star topology.	Entire network shuts down if there is a break in the main cable. Terminators are required at both the ends of the backbone cable. Difficult to identify the problem if the entire network shuts down. Not meant to be used as a standalone solution in a large building.

3. Ring Topology

Advantage	Disadvantage
The data being transmitted between two nodes passes through all the intermediate nodes. A central server is not required for the management of this topology.	The failure of a single node of the network can cause the entire network to fail. The movement or changes made to network nodes affect the performance of the entire network.

- C. 1. A computer networking is defined as the interconnection of two or more computers. It is done to enable the computers to communicate and share available resources.
2. Bus Topology, Star Topology, Ring Topology and Mesh Topology
3. In bus topology, all devices are connected sequentially to the same backbone or transmission line. A signal from the source travels in both directions to all stations until it finds the intended recipient. If the station address matches the intended address, it accepts the data otherwise ignored.
4. In ring topology causes the entire network to fail if a single node of the network fails.
5. Ring topology, device has exactly two neighbours for communication purposes.

**Multi-Task**



- A. 1. a)    2. b)    3. c)    4. d)
- B. Do it yourself.



## Charts in Microsoft Excel 2013

**Writing-Task**

- A. 1. a)    2. b)    3. a)
- B. Do it yourself.

- C. A chart has many elements. Some of these elements are displayed by default, others can be added as needed. We can change the display of the chart elements by moving them to other locations in the chart, resizing them, or by changing the format. We can also remove chart elements that we do not want to display.
- D. 1. Pie Chart, Column Chart, Bar Chart and Line Chart
2. Steps to create a chart in Microsoft Excel 2013:
- Step-1 : Open Microsoft Excel 2013 worksheet in which we want to insert chart.
- Step-2 : Select the data for which we want to create a chart.
- Step-3 : Click on the INSERT tab.
- Step-4 : Click on the down arrow of the type of chart we want to create.  
A drop-down list of various chart styles will appear.
- Step-5 : Click on any one type of chart.  
The chart will be inserted in the worksheet.
3. Steps to resize a chart:
- Step-1 : Open the worksheet containing a chart.
- Step-2 : Click on the empty area of the chart.  
The chart will be surrounded with a handle.
- Step-3 : Take the mouse pointer over the handle. The mouse pointer changes to .
- Step-4 : Click on  and drag the handle inward or outward to resize the chart.
- Step-5 : Release the mouse button. The desired size will appear.
4. Steps to add title to the chart:
- Step-1 : Open the worksheet containing the chart.
- Step-2 : Click on the DESIGN tab.
- Step-3 : Click on Add Chart Element button.  
A drop-down list of menu will appear.
- Step-4 : Click on the Chart Title.  
The context menu will appear.
- Step-5 : Click on Above Chart.  
The title placeholder text box will be added to the chart.
- Step-6 : Type the title for the axis from the keyboard.  
Repeating the above steps add the title to the other axis.

### Multi-Task

- A. Do it yourself.
- B. Do it yourself.
- C. Do it yourself.

# 5

## Tables in MS Access 2013

### Writing-Task

- A. 1. c)      2. b)      3. b)      4. a)      5. a)
- B. 1. **Currency** : It stores numbers representing currency values.  
2. **Yes/No** : It contains boolean data.  
3. **Hyperlink** : It contains link to websites, e-mails, etc.  
4. **Attachment** : It is used to attach data files from word processing, graphic programs, etc.  
5. **Text** : It is used to enter text and numbers. It can store 255 characters.  
6. **Number** : It is used to enter only numbers.
- C. 1. properties that define it      2. add records  
3. MS Access      4. Date/Time      5. Auto Number  
6. down arrow      7. Field
- D. 1. A database is a structured collection of data. Thus, card indices, printed catalogues of archaeological artefacts and telephone directories are all examples of databases. Databases may be stored on a computer and examined using a program. These programs are often called 'databases', but more strictly are Database Management Systems (DMS).
2. Every field in a table has properties and these properties define the field's characteristics and behaviour. The most important property for a field is its data type. A field's data type determines what kind of data it can store. MS Access supports different types of data, each with a specific purpose.
3. Following data types are available in Access 2013:
- Text** : It is used to enter text and numbers. It can store 255 Characters.
  - Memo** : It can store 65,535 characters.
  - Number** : It is used to enter only numbers.
  - Date/Time** : It contains numbers that represent date and time.
  - Currency** : It stores numbers representing currency values.
  - Auto Number:** It automatically stores the numbering for each record.
  - Yes/No** : It contains boolean data.
  - Hyperlink** : It contains link to websites, e-mails, etc.
  - Attachment** : It is used to attach data files from word processing, graphic programs, etc.

4. Steps to create a new table:
  - Step-1 : Click on the CREATE tab.
  - Step-2 : Click on the Table button.  
A new table is created.
  - Step-3 : Double-click on the column header to enter a name for the field. Enter a name and press the Enter key.
  - Step-4 : Click on the next column to select a data type.  
A drop-down list of data types will appear.
  - Step-5 : Select the data type for the field.  
Now, we can create more fields by repeating the above steps.
5. A primary key is a special relational database table column (or combination of columns) designated to uniquely identify all the table records. A primary key is either an existing table column or a column that is specifically generated by the database according to a defined sequence. For example, we have a Students' table that contains a record for each student at a university. The student's unique Student ID number would be a good choice for a primary key. The student's first name and last name would not be a good choice, as there could be more than one student having the same name.
6. Steps to set field size properties:
  - Step-1 : Click on the field whose size we want to change.
  - Step-2 : Click on the General tab in the Properties Pane.
  - Step-3 : Enter the new field size.

### Multi-Task

Do it yourself.



## Query and Report in MS Access 2013

### Writing-Task

- A. 1. c)      2. a)      3. c)      4. a)
- B. 1. F      2. F      3. F      4. T      5. T
- C. **Reports View** : In this view, we can scroll through the information in the report without being distracted by the page breaks that will be inserted when it is printed.  
**Print Preview** : In this view, Access displays the report exactly as it will look when printed.  
**Layout View** : This view displays the data in the report (similar to Print Preview) but enables us to edit the layout.  
**Design View** : In this view, we can manipulate the design of a report in the same way as we manipulate a form.
- D. Do it yourself.

- E. 1. There are two types of compound criteria, namely :
- 'AND' Criterion : In this criterion, each individual criterion must be true for the compound criterion to be true.
  - 'OR' Criterion : In this criterion, either of the individual criterion must be true for the compound criterion to be true.
2. Steps to use a criterion using comparison operator:
- Step-1 : Click on the criteria area for the field we want to use to find specific records.
  - Step-2 : Type the criterion.
  - Step-3 : Click on the Run button.  
The result according to the criterion will appear.
3. Steps to create a query:
- Step-1 : Open Microsoft Database which we had created previously.
  - Step-2 : Click on the Create tab.
  - Step-3 : Click on Query Design. The Show Table dialog box will appear. All the tables in the database will be listed in the dialog box.
  - Step-4 : Click on the table that contains the information that we want to use in our query.
  - Step-5 : Click on Add.  
A box will appear displaying the fields for the table we selected.
  - Step-6 : Repeat Steps 4 and 5 to add each table for the query.
  - Step-7 : Click on Close button.
  - Step-8 : Double-click on a field which we want to include in our query. The selected field name and table name will be displayed in this area.
  - Step-9 : Repeat Step 8 to include each and every field which we want to include in the query.
4. Steps to create a report using Report Wizard:
- Step-1 : Click on the CREATE tab.
  - Step-2 : Click on Report Wizard.  
The Report Wizard dialog box will open.
  - Step-3 : Click on the down arrow of the Table / Queries.  
A list of all the tables and queries will appear.
  - Step-4 : Click on the table or query containing the field on which we want to base the report.
  - Step-5 : Under the heading Available Fields, double-click on each field that we want to include in the report. The selected fields will be listed below the heading Selected Fields.
  - Step-6 : Click on Next. We can group the data.
  - Step-7 : Click on Next.

Step-8 : To sort records of the table, click on the down arrow button of the highlighted area.

Step-9 : Click to select the field on which we want to use sort.

Step-10 : Repeat Step 7 and Step 8 for other records.

Step-11 : Click on Next.

Step-12 : Click on the radio button of the layout option to select the layout of the report.

Step-13 : Click on the radio button of the orientation option to select the page orientation of the report.

Step-14 : Click on Next.

Step-15 : Enter a name for the report.

Step-16 : Click on Finish.

The report will be created and displayed.

5. Steps to delete a field in query:

Step-1 : Take the mouse pointer on the field which we want to delete.

The mouse pointer will change to (↓).

Step-2 : Click to select the field.

Step-3 : Click on Delete button in the DESIGN tab. The field will disappear from the query.

6. Steps to create a blank report:

Step-1 : Click on the CREATE tab.

Step-2 : Click on Blank Report.

A blank report will be displayed in the Layout View.

The field list will be displayed on the right side of the window.

Step-3 : Click on the plus sign  $\boxplus$  visible next to the table name.

Step-4 : Drag each field onto the report one by one.

We can also hold down the Ctrl key and select many fields and then drag them onto the report.

### Multi-Task

We can display the information recorded in the tables in nicely formatted, easily accessible reports, either on the computer screen or on paper. A report can include items of information selected from multiple tables and queries, values calculated from information in the database and formatting elements, such as headers, footers, titles and headings.

We can look at reports in four views :

**Reports View** : In this view, we can scroll through the information in the report without being distracted by the page breaks that will be inserted when it is printed.

**Print Preview** : In this view, Access displays the report exactly as it will look when printed.

**Layout View :** This view displays the data in the report (similar to Print Preview) but enables us to edit the layout.

**Design View :** In this view, we can manipulate the design of a report in the same way as we manipulate a form.

## 7

### More on HTML

#### Writing-Task

- A. 1. b)      2. c)      3. d)      4. c)      5. a)  
B. 1. <HTML> tag      2. <TITLE> tag  
3. <P> tag      4. <UL> tag  
C. Do it yourself.  
D. Do it yourself.

#### Multi-Task

- A. Do it yourself.  
B. Do it yourself.  
C. Step-1 : Place the insertion point where we want to add a bookmark.  
Step-2 : Type <a href="#C4">See Chapter 4 </a>  
Step-3 : Type <a name ="C4">Chapter 4 </a> at the place where the bookmark link should move.  
D. Do it yourself.

## 8

### Visual Basic

#### Writing-Task

- A. 1. b)      2. a)      3. b)  
B. 1. **Properties Windows :** The Properties window is used to display properties for objects selected in the two main types of windows available in the Visual Studio integrated development environment (IDE). These two types of windows are: Tool windows such as Solution Explorer, Class View and Object browser.  
2. **Form Layout Windows :** Form Layout window is a simple visual basic design tool whose purpose is to give the user a thumbnail view of the current form. This helps in controlling the form position in the Windows environment.  
3. **Project Explorer :** Image result for Project Explorer in visual basic. The Project Explorer can be found in the top left portion of the Microsoft Visual Basic window. It is a hierarchical listing of the objects recognized by VBA.

- C. Some of the advantages of Visual Basic are as follows:  
 We are able to build a computer programs with Visual Basic in as little as 60 to 90 days for Windows Operating System.  
 Visual Basic's graphical interface makes it ideal for a beginner programmer and it doesn't take long to create the first program.  
 There is a large user base to join where we can discuss problems and solutions with other users.
- D. **Visual Basic Programs are Event Driven** : A natural consequence of programming with objects is choosing which events each object will respond to and then choosing each object's response to those events.  
**Visual Basic Code is Family Oriented** : As mentioned before, objects can be parents of other objects. This makes more sense, the more Visual Basic Code we write. And this family relationship makes our code easier to understand.  
**Visual Basic is Object Oriented** : Writing Visual Basic Code involves thinking visually and thinking first about objects, rather than procedures. A form to receive user input is an object and likely contains other objects. Command button, text boxes and option buttons are all examples of controls we might find on a user form.
- E. 1. Visual Basic is a programming tool that allows user to develop windows or GUI (Graphical User Interface) applications.  
 It means that rather than writing numerous lines for codes to describe the appearance and location for interface elements like C, C++ or Basic. User can simply drag and drop pre-built objects into the form window on computer screen.
2. Steps to start Visual Basic:  
 Step-1 : Turn ON the computer. We will see the main screen.  
 Step-2 : Click on the Start Menu.  
 Step-3 : Click on All Programs.  
 Step-4 : Click on Visual Basic 6.0. Microsoft Visual Basic 6.0 window will appear. We will see a New Project Window.  
 Step-5 : Click on the New tab.  
 Step-6 : Click on Standard .EXE.  
 Step-7 : Click on Open.  
 Default project will be displayed. We will also see Form1, i.e., a blank form.
3. Steps to add text box in the form:  
 Step-1 : Click on the Text Box button.  
 Step-2 : Click and drag in the place of the form where we want to place the Text box.  
 Step-3 : Click on the Text in the properties window to enter a new value.



4. Steps to add command button in the form:
  - Step-1 : Click on the Command button.
  - Step-2 : Click and drag the button in the form.
  - Step-3 : Double-click on the command button to bring the procedure form.
  - Step-4 : Enter the code in between these lines.  
Enter the text in the above buttons in the Form1 window.  
Now,
    - Step 1 : Double-click on the command button to enter the code.
    - Step 2 : Enter the following code : `Add = Val ( Text 1. Text) + Val (Text 2. Text) Label 4. Caption = Add`
    - Step 3 : Click on the Start button to run the program. We will get the following output.  
First Number : Enter the first number.  
Second Number : Enter the second number.  
Result : Click to get the result. The result will be displayed in the Add box.

#### Multi-Task

- A. Do it yourself.
- B. Do it yourself.



## 9 Connecting Internet

#### Writing-Task

- A. 1. b)      2. a)      3. b)      4. b)
- B. 1. F      2. F      3. F      4. F      5. T
- C. 1. IPTO      2. 1989-1997      3. hyperlinks  
4. Uniform Resource Locator (URL)  
5. the Back, Forward, Refresh and Home buttons
- D. 1. Internet can be defined as an electronic medium, which today is connecting the whole world with the help of the computers. Internet consists of large amount of data that can be accessed by the various users – and because of this is also referred to as the Information Superhighway of the world. With the help of the internet one can easily be in touch with anyone in the whole world by sending electronic mail, by chatting etc. travel bookings can be made very easily, one can order, books or buy anything online – in simple terms it can be said that internet provides a very strong connection or network between computers globally, bringing people and their working close to each other.  
2. The first part of the URL is called a protocol identifier and it indicates what protocol to use and the second part is called a

resource name and it specifies the IP address or the domain name where the resource is located. The protocol identifier and the resource name are separated by a colon and two forward slashes.

3. Steps to search the web:

Step-1 : Click the address bar and begin typing search terms. As we are typing, Internet Explorer will display suggestions for search terms and related websites. We may also see History results, which are websites we have previously visited.

Step-2 : Click one of the suggestions to navigate to a website or see search results.

Alternatively, we can finish typing our search term and press Enter. The search result will appear. If we do not want the browser to suggest search terms as we type, click Turn off suggestions.

4. The Navigation buttons allow us to move back and forth between webpages. The drop-down menu lets us choose which page we want to navigate to.

5. Steps to choose a home page:

Step-1 : Click the Tools button in the top-right corner of the browser, then select Internet Options.

Step-2 : The Internet Options dialog box will appear. Under Home Page, delete the default link and type the URL for the desired home page, then click OK.

Step-3 : The home page will appear whenever we start Internet Explorer. Click the Home button to visit the home page at any time. If there are certain pages we use every time we open our browser, like our e-mail or calendar, we might consider making them all home pages. Each home page will open in its own tab whenever we start Internet Explorer. Just enter the URL of each desired home page on a new line in the Home page text box, then click OK.

### Multi-Task

A. Do it yourself.

B. Uniform Resource Locator (URL) is the global address of documents and other resources on the World Wide Web.

The first part of the URL is called a protocol identifier and it indicates what protocol to use and the second part is called a resource name and it specifies the IP address or the domain name where the resource is located. The protocol identifier and the resource name are separated by a colon and two forward slashes.



- E A buyer gets a better decision for buying a product.
- E There is reduction in buyer's sorting out time.
- E It saves time as less time is spent in resolving invoice and order discrepancies.
- E Various items are also added to the shopping cart that keeps a track of the items and their quantities.
- E E-commerce is the cheapest means of doing business.
- E E-commerce allows people to carry out business without any barriers of time and distance.
- E You can buy anything at any point of time with a single click of the mouse.
- E The cost of a product taken from a web site is lower than the market price. This is because there is no human interaction during online purchase.

**C.**

<b>Web page</b>	<b>Website</b>
A web page is what we see through our browser by scrolling the window up and down.	A website is a group of web page that have information in the various pages that contain similar subject material. The website has a main web page commonly called the home page.

- D.**
1. Steps to display a specific web page:
    - Step-1 : Open Internet Explorer.
    - Step-2 : Click on the Address Bar and enter the address of the web page we want to visit.  
For example, <http://www.google.com>
    - Step-3 : Press the Enter key. The web page will start to load and will appear in the Internet Explorer window.
  2. Yes, we can save a web page.
    - Steps to save a web page:
      - Step-1 : Open a web page in Internet Explorer.
      - Step-2 : Scroll up and down the web page to see the information we want to save.
      - Step-3 : Click on the File menu. A drop-down list of menu will appear.
      - Step-4 : Click on Save as.  
The Save Web page dialog box will appear.
      - Step-5 : Locate the place where we want to save the web page.
      - Step-6 : Enter a suitable name for the web page in the File name text box.

Step-7 : Click on Save. The web page will be saved at the desired location.

3. Do it yourself.

**Multi-Task**

- A. Do it yourself.
- B. Do it yourself.
- C. Do it yourself.

**PROJECT - 1**

- A. A programming language is a special language, programmers use to develop software programs, scripts, or other sets of instructions for computers to execute. The following is an index of the different programming and scripting languages currently listed on our site. Following is a list of some different programming languages :

ActionScript	AIML	Assembly
BASIC	BCPL	C
C++	COBOL	CSS
dBASE	FORTRAN	FoxPro
Go	GW Basic	HTML
JavaScript	LOGO	Metro
MUMPS	Pascal	Perl
PureBasic	QBasic	Ruby
Simula	Turbo Pascal	True BASIC
Visual Basic	Visual FoxPro	XML

- B. Here are some netiquettes we should follow while using e-mail :
  - E Use email the way you want others to use it.
  - E Be careful when addressing email.
  - E Email should have a subject heading which reflects the content of the message.
  - E You should not send heated messages (“flames”) even if you are provoked.
  - E Consider the recipient’s background.
  - E Remember that date formats, measurements, and idioms may not travel well. Be especially careful with sarcasm.
  - E When replying to a message, include enough original material to be understood but no more.
  - E Use the inverted pyramid form of writing.
  - E Your most important statements should appear in the first paragraph. Follow up with supporting details. Keep paragraphs short for easy reading, and use sub-topic headings within your email message if it is lengthy.

- E If you are forwarding or re-posting a message you've received, do not change the wording.
  - E Avoid sending chain letters via email.
  - E Use smileys to indicate tone of voice, but use them sparingly.
  - E If you include a signature, keep it short.
  - E Know how large a message you are sending.
  - E Beware the dreaded forwarding loop.
  - E Be sure you haven't set up forwarding so that a message sent to you gets into an endless loop from one address to the next and back.
- C. Do it yourself.

## PROJECT - 2

- A. Do it yourself.
- B. **Currency** : It stores numbers representing currency values.  
**Yes/No** : It contains boolean data.  
**Hyperlink** : It contains link to websites, e-mails, etc.  
**Number** : It is used to enter only numbers.
- C. Do it yourself.



