

1. Evolution of Computers

Exercise

- A.** 1. a. 2. c. 3. c. 4. a.
- B.** 1. Charles Babbage 2. Lady Ada Lovelace 3. John Mauchly 4. IBM
- C.** 1. c. 2. d. 3. a. 4. b.
- D.** 1. F 2. F 3. F 4. F 5. F
- E.** 1. The people used to calculate or count with the help of fingers, toes, pebbles, stones, sticks and bones.
2. Fourth generation of computer used microprocessors.
3. Gottfried Wilhelm Leibniz invented the digital mechanical calculator called as Step Reckoner.
- F.** 1. The full form of ENIAC is Electronic Numerical Integrator and Computer. It was the first general purpose electronic general computer built by John Mauchly and Presper Eckert in 1946. It contained 18000 vacuum tubes and was 1000 times faster than Mark-I. It consumed almost 200 kw of power.
2. The first-generation computers were made up of vacuum tubes whereas second generation computers were made up of transistors.
3. These computers used IC's (Integrated Circuits). More affordable and dependable.
4. VLSI stands for Very Large Scale Integration. Using this technology, thousands of transistors can be placed on a single microchip.

Brain Teaser

- A.** 1. Charles Babbage—Difference Engine and Analytical Engine
2. John Mauchly—ENIAC and UNIVAC
3. Blaise Pascal—Pascaline
4. Herman Hollerith—Tabulating machine
5. Gottfried Wilhelm Leibniz—Step Reckoner
- B.** 1. First mechanical Calculator- 1642
2. First Electronic Computer- 1946
3. First mechanical computer- 1944
4. First version of Microsoft Windows released- 1985

2. Personalizing Windows 7

Exercise

- A.** 1. b. 2. b. 3. a. 4. b.
- B.** 1. T 2. F 3. T 4. T
- C.** 1. d. 2. c 3. a. 4. e. 5. b.
- D.** 1. Icons, Taskbar
2. Gadgets are mini tools provided by Windows 7 that gives the quick access to the information and can be kept on the desktop.
3. To update the date, follow these steps:
- Step 1:** Click on Clock in the notification area to open calendar and clock.
- Step 2:** Click Change date and time settings to open Date and Time dialog box.
- Step 3:** Click Change date and time button.
- Date and Time settings dialog box opens.
- Step 4:** Modify the calendar settings as needed to select the correct date.
- To update the time, follow these steps:
- Step 1:** From Date and Time settings dialog box click on hours, minutes or seconds to change.
- Step 2:** Use up/down buttons to change their values. With the change in the time in digital clock, analog clock is automatically updated.
- Step 3:** Close the Date and Time settings dialog box by clicking on OK button.
- The notification area will start showing the updated date and time.
- E.** 1. Screen saver are the moving patterns or animation that appear on the screen. They are used when the computer is switched on but is not used by the user for some time.
2. Right click anywhere on the desktop- Click on personalize option- Click on the desktop background- click on the down arrow picture location- choose the background gallery- click on the browse button to choose pictures from a saved file- click on the clear all option- click on the image that you want to set as background- click on save changes- Close button.

Brain Teaser

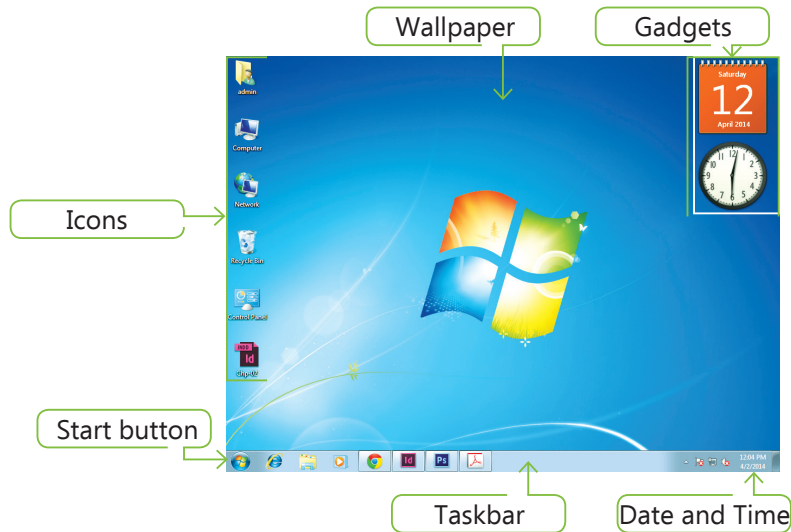
1. ICONS 2. FOLDER 3. SCREEN SAVER 4. GADGET



Periodic Assessment 1

(Based on chapters 1 & 2)

A.



- B. 1. Vacuum tube 2. Microprocessor 3. IC's 4. Transistors
C. Third Generation

3. Editing in MS Word 2010

Exercise

- A. 1. c. 2. a. 3. c.
B. 1. T 2. F 3. F
C. 1. select and backspace 2. green 3. double
D. 1. d. 2. a. 3. e. 4. b. 5. c.
E. 1. Ctrl+Z- Undo, Ctrl+Y- Redo
2. First we need to click to the right of the cursor and then press backspace key.
F. 1. Copy command copied the text from the original place and creates a duplicate of the that text that can be moved or pasted to a new location whereas cut command removes the text from the original place and move it to some other place.
2. We can identify the spelling and grammar errors by green and red wavy lines. Green lines indicates there is some grammar mistake whereas red wavy line indicates that the spelling is wrong.



Brain Teaser

1.



2. Ctrl

3.



4.



5. Z

4. Formatting in MS Word 2010



Exercise

- A.** 1. c. 2. a. 3. b. 4. b.
- B.** 1. bold 2. right 3. enter 4. formatting 5. Bullet
- C.**
- D.** 1. The process of changing the appearance and arrangement of the text is called as formatting the text.
2. Font is the look of the alphabets on the screen. It makes the text look more presentable. The two fonts are Calibri and Arial.
3. Left, right, center and justify.
- E.** 1. a. Bold makes the text highlighted than the normal text. Underline inserts a line under the text.
b. Left align makes the text aligned up at the left margin whereas Right align makes the text aligned up at the right margin.
2. To apply text effects, follow the given steps:
Step 1: Select the text you want to apply the effect to.
Step 2: Click on the Home tab.
Step 3: Click on the Text Effects button from the Font group.
Step 4: From the effects that appear, select the effect you want to apply.
3. Following these steps you can apply an artistic border to a page.
Step 1: Click on Page Border tab in the Borders and Shading dialog box.
On the Page Border tab, at the bottom, you will see a box called Art.
Step 2: Click on the drop-down arrow.
Step 3: Choose the border style.
Step 4: Click on OK.
4. To put bullets, follow the given steps:
Step 1: Click on the Home tab.
Step 2: Click on the drop-down arrow next to the Bullets in the Paragraph group. The Bullet library appears.



Step 3: Select the type of bullet you want to use.

Step 4: Type the first item of the list. Press Enter key. The next bullet will appear on its own.



Brain Teaser

- | | | |
|------------------|-------------------------|--------------|
| 1. Uppercase | 2. Capitalize Each Word | 3. Lowercase |
| 4. Sentence case | | |

Periodic Assessment 2

(Based on chapters 3 & 4)

- | | | | | |
|-----------|--|------------------|---------------|------------|
| A. | 1. Backspace | 2. Sentence case | 3. Review tab | 4. Calibri |
| B. | 1. Font | 2. Text effects | 3. Bullets | 4. 11 |
| C. | 1. T | 2. F | 3. F | |
| D. | Page Layout tab and Page background tab. | | | |

Test Sheet 1

(Based on chapters 1 to 4)

Section A

- | | | | | | |
|-----------|------------------------------|-------|-----------|-----------|---------|
| A. | 1. a. | 2. c. | 3. a. | 4. a. | 5. b. |
| | 6. b. | 7. b. | | | |
| B. | 1. Gottfried Wilhelm Leibniz | | 2. Second | 3. Ctrl+A | 4. 1983 |
| C. | 1. F | 2. T | 3. F | 4. T | |
| D. | 1. d. | 2. e. | 3. b. | 4. c. | 5. a. |

Section B

- A.**
1. GUI
 2. Tabulating machine
 3. Blaise Pascal
 4. They used to calculate or count with the help of fingers, toes, pebbles, stones, sticks, bones, etc.
 5. To update the date, follow these steps:

Step 1: Click on Clock in the notification area to open calendar and clock.

Step 2: Click Change date and time settings to open Date and Time dialog box.

Step 3: Click Change date and time button.

Date and Time settings dialog box opens.

Step 4: Modify the calendar settings as needed to select the correct date.

To update the time, follow these steps:

Step 1: From Date and Time settings dialog box click on hours, minutes or seconds to



change.

Step 2: Use up/down buttons to change their values. With the change in the time in digital clock, analog clock is automatically updated.

Step 3: Close the Date and Time settings dialog box by clicking on OK button.

The notification area will start showing the updated date and time.

B. 1. Steps to add Gadgets

- Right click on the desktop
- Click on gadgets in the pop up menu
- Double click on the gadgets to add
- The selected gadget will be added to the desktop
- Click on close button.

2. There are five change case options available in the word.

(i) **tOGGLEcASE**—This option make the first letter of each word capital and rest of the letters small.

(ii) **Sentence Case**—This option makes the first letter of the sentence capital.

3. To apply text effects, follow the given steps:

Step 1: Select the text you want to apply the effect to.

Step 2: Click on the Home tab.

Step 3: Click on the Text Effects button from the Font group.

Step 4: From the effects that appear, select the effect you want to apply.

5. Introduction to MS Power Point 2010

Exercise

- A.** 1. c. 2. c. 3. b.
- B.** 1. T 2. F 3. T 4. T 5. T
- C.** 1. MS Word 2. Top left 3. Tabs 4. blank presentation
5. text placeholder
- D.** 1. d. 2. c. 3. a. 4. b.
- E.** 1. It is a program that allows you to create presentations.
2. A placeholder is as dotted box on a slide which may contain text, pictures or videos.
3. Text placeholders, Sub title placeholders
- F.** To start MS PowerPoint, follow the given steps:
Step 1: Click on Start button.

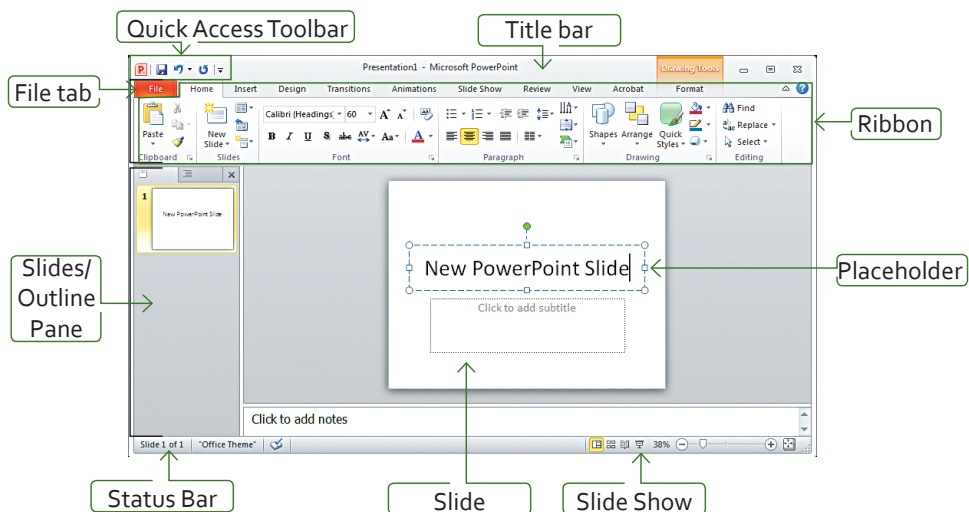
- Step 2:** Click on All Programs
Step 3: Select Microsoft Office.
Step 4: Click on Microsoft PowerPoint 2010.

MS PowerPoint main screen will appear.

- Step 1:** Click on Home tab on the ribbon.
Step 2: Click on the New Slide button. Select the type of slide you want. A new slide will be inserted
 OR
 You can also insert a new slide by right clicking in the **Slides Pane**. Select **New Slide** option from the menu.



Brain Teaser



6. Introduction to Internet



Exercise

- | | | | | | |
|-----------|----------|---------------|--------------|---------|-------------|
| A. | 1. c. | 2. b. | 3. c. | | |
| B. | 1. world | 2. collection | 3. main page | 4. stop | 5. internet |
| C. | 1. c. | 2. a. | 3. b. | | |
| D. | 1. T | 2. T | 3. F | | |
- E.** 1. Internet is a network in which millions of computers are connected one another to share information.



2. A website is a collection of related web pages that provide information.
3. It is a special software that helps us to open various websites.
4. It is a page on the website that contain text, audio, videos and animations.

F. 1. Uses of Internet

- We can buy and sell goods online.
- We can search information on any topic.

2. An address bar helps us to open a website through its web address.



Brain Teaser

1. WWW
2. Address bar
3. Website
4. Internet

7. Know About Computer Viruses



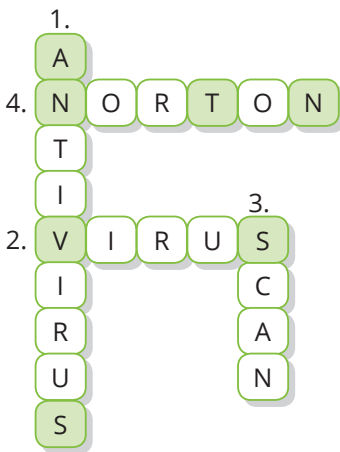
Exercise

- A.** 1. a. 2. c. 3. a.
- B.** 1. F 2. T 3. F 4. T
- C.** 1. Two sources of virus:
- By using infected CD's and Pendrives
 - Opening infected emails
2. Norton , McAfee, Quick Heal
- D.** 1. Two harms caused by Virus.
- Crash hard disk and destroy some or all of the data
 - Reduces the speed of the computer
2. Computer virus is a program that can infect the system and quickly duplicates itself. For example Code Red, Mellisa etc.



Brain Teaser



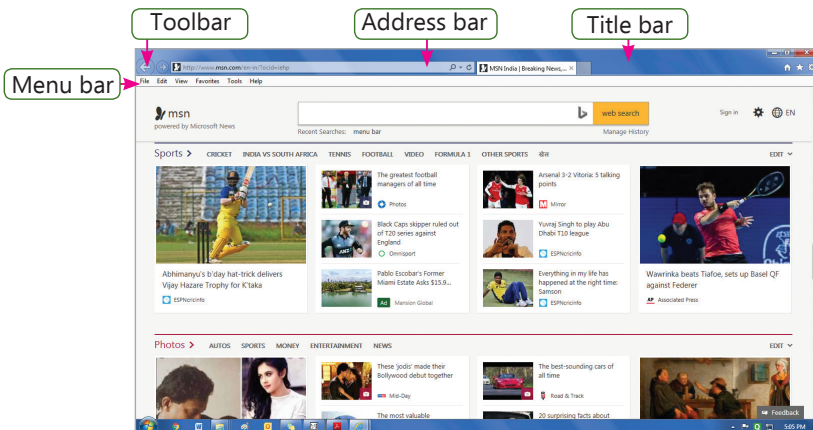


Periodic Assessment 3

(Based on chapters 5 to 7)

- A. 1. top 2. Ctrl+M 3. Status 4. Shift+F5 5. Norton
6. Virus

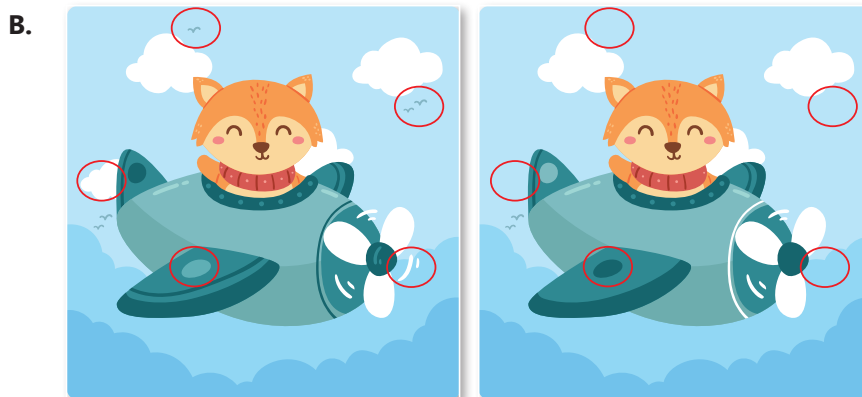
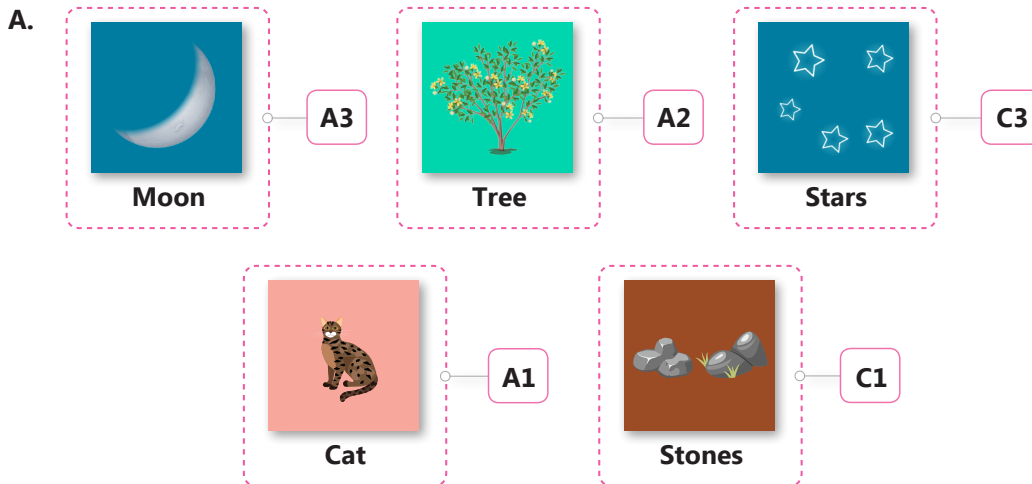
B.



- C. Mozilla Firefox and Google chrome

THE CT CORNER!

(VISUAL PROCESSING)



C. 2. OWL 3. WAS 4. POT

8. LOGO Commands

Exercise

- A.** 1. c. 2. a. 3. b. 4. b.
- B.** 1. REPEAT 2. six 3. PRINT 4. square
5. PENERASE
- C.** 1. Repeat 360 [FD1 RT1]
3. We can draw a polygon by deciding the degree of turns which can be calculated $360/\text{number of sides}$
- D.** 1. PU command lifts the pen up and lets the turtle move without drawing anything on the logo screen whereas PD command put the turtle's pen down and let it move by drawing a line.

2. Repeat 6 [FD 40 RT 60]



Brain Teaser

Do yourself.

9. Introduction to Scratch



Exercise

- A.** 1. b. 2. c. 3. a. 4. c.
- B.** 1. backdrop 2. stage 3. brown 4. stop 5. Blocks
- C.** 1. F 2. F 3. F 4. F
- D.** 1. It is an object that we see in the scratch stage. The default sprite is a Cat.
2. Events Block
- E.** 1. Feature of Scratch
- Easy to understand and learn
 - It has tools for creating interactive stories and games
 - It has its own paint editor and sound editor.
2. Motion blocks are dark blue colour blocks that are used to control the movement of Sprite.



Brain Teaser

1. Stage 2. Shrink 3. Green flag 4. Grow 5. Scratch

Periodic Assessment 4

(Based on chapters 8 & 9)

- A.** 1. Repeat 4 [FD 50 RT 90] and press the enter key
2. Repeat 5 [FD 70 RT 72] and press the enter key
3. Repeat 180 [FD 1 RT 1] and press the enter key
- B.** 1. c. 2. d. 3. a. 4. b.
- C.** 1. F 2. F 3. F
- D.**

Test Sheet 2

(Based on chapters 6 to 9)