1. Categories of Computers and Computer Languages

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1. Hybrid   2. Tablet   3. Supercomputers

Exercise

Section A (Objective)

A. 1. a   2. b   3. d   4. c   5. a

B. 1. microcomputer   2. laptop   3. instructions   4. programming
   5. assembler

**C.** 1. False   2. True   3. False   4. False   5. True

Section B (Subjective)

A. 1. A microcomputer is a type of computer that has one microprocessor as its processing unit. It is a small and less expensive digital computer. This type of computer is made to be used by a single user at a time. A Microcomputer is also called a Personal Computer (PC).

2. A handheld computer is a type of computer that can easily be stored in our pockets and used by holding it in our hands. Most handheld computers have a touchscreen on which we input data by using our fingers. Some commonly used examples of handheld computers are smartphones, smartwatches, PDAs, and gaming consoles.

3. A compiler is a program that converts the entire source program into machine language before executing it. It converts the entire program into machine language at once. It displays the errors for the whole program together.

4. Computers need a language to communicate with its user, take instructions, and perform operations. The language that is required by a computer is called computer language. This is also known as a programming language.

B. 1. An embedded computer is a special type of microprocessor-based system that is developed for performing a specific task. It is different from a general-purpose computer like a PC. Today, embedded computers are used in various applications. Two embedded computers are digital camera and microwave.

2. Digital computer refers to a computer that uses digits (binary numbers 0's and 1's) to generate, process, and display data. The results produced by digital computers are more accurate than those of analog computers. Two examples of digital computers are laptops and smartphones.

3. A compiler is a program that converts the entire source program into machine language before executing it. It converts the entire program into machine language at once. It displays the errors for the whole program together whereas an interpreter reads one line of instruction at a time and translates it into machine language. Any error in the instruction is reported immediately and the programmer can correct it accordingly.

4. The disadvantages of High-level languages are:

   a. A high-level language has to be translated into machine language by a translator, which wastes a lot of the computer's time.

   b. The object code generated by a translator might be inefficient as compared to an equivalent assembly language program.

Crack The Code
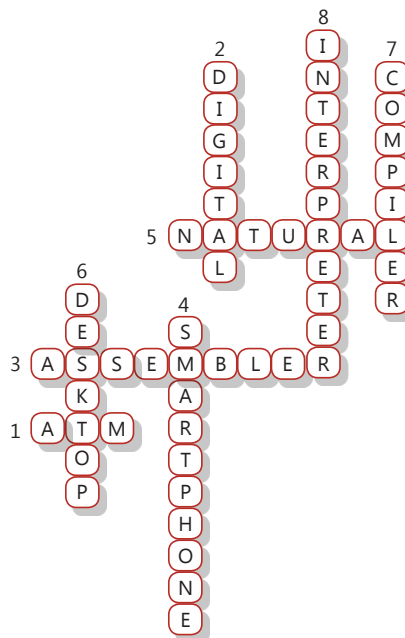
2. File Management—Organisation of Data

Step 1: Click on File Explorer.

Step 2: Select the file.

Step 3: Click on the Cut command.

Step 4: Click on the drive where you want to move the file or folder.

Step 5: Click on the Paste command.

Exercise

Section A (Objective)

A. 1. b   2. c   3. c   4. a   5. a

B. 1. file format   2. .pptx   3. partitions   4. asterisk

     5. audio

C. 1. False   2. True   3. False   4. False   5. True

D. 1. d   2. c   3. e   4. a   5. b

Section B (Subjective)

A. 1. Data is arranged in a computer by type, by size, by name and by date of creation and modification.

2. Sorting is used to arrange the files in a computer.

3. Asterisk(*) and question mark(?) are the types of wildcard characters.

4. Show windows side by side option is used to open multiple applications in windows.

B. 1. While searching, Asterisk represents a string of characters whereas Question mark represents a single character while searching.

2. We can search files or folders through File Explorer if we exactly know the name of the file or the extension of the file.

3. The steps to sort the files as per Size are as follows:

    Step 1 Click on the Sort by command.

    Step 2 Select the Size option.

    The files and folders will be arranged as per the size of the files.

4. We use wildcard for searching when we don't know the location and complete name of the

file.

C. **Competency-based/Application-based questions:**
1. Sahil should use cut command instead of copy command.
2. By checking the file extension of both the files, the presentation will have .pptx extension and Word file will have .docx extension.

Crack The Code

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

3. Word Processor—Tabular Representation

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Step 1: Insert

Step 2: Table

Step 3: Insert Table

Step 5:. OK

Exercise

Section A (Objective)

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

B. 1. decreasing, increasing   2. Merging   3. Layout   4. Table

5. Delete Rows

C.   1. True   2. False   3. True   4. True   5. True

Section B (Subjective)

A.   1. The intersection of a row and a column in a table is called a cell.

2. Resizing a table means increasing and decreasing the size of the table.

3. Table Styles is a feature with which a user can format the entire table quickly.

B.   1. The steps to add a column in a table are:

Step 1: Select the column where you want to add an additional column.

Step 2: Click on the Layout tab.

Step 3: Click on the desired option.

2. To insert a table, follow these steps:

Step 1: Click on the Insert tab.

Step 2: Click on the Table drop-down arrow.

Step 3: Click on the top left corner of the grid and drag the mouse to highlight the number of columns and rows you want in the table.

The table will be inserted into the document.

3. The steps involved in splitting a cell are:

Step 1: Select the cells that you want to unmerge.

Step 2: Click on Layout tab.

Step 3: Click on Split Cells command.

Step 4: Enter the desired number for columns into the Number of Columns box and number of rows into the Number of Rows box.

Step 5: Click on OK button.

4. Division of cells into two or more sub-cells is known as splitting of cells whereas combining two or more adjacent cells in the same row or column is known as merging of cells.

Crack The Code

1. Delete
2. Insert above
3. Insert below
4. Insert Left