



1 Compute and its Development



Exercise

- A.** 1. Blaise Pascal; 2. Analytical; 3. Stepped Reckoner; 4. Vacuum tubes; 5. artificial intelligence; 6. Napier
- B.** 1. F; 2. T; 3. T; 4. F; 5. F
- C.** 1. Computer is an electronic machine, capable of doing calculations and various other work.
2. Pascaline, Blaise Pascal
3. Charles Babbage
4. The use of ICs made computers more powerful, faster, reliable and cheaper.
5. Charles Babbage, a British mathematician put forward the idea of Analytical Engine in 1830. The Analytical Engine was powered by a huge steam engine and input was given in the form of punched cards. The Analytical Engine had all the basic features still found in all modern computers.
6. An abacus generally has two parts-heaven, the upper deck, and earth, the lower deck-divided by a mid-bar.
7. ABC (Atanasoff Berry Computer).
8. Electronic Numerical Integrator and Calculator.

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2 Devices and Softwares



Exercise

- A.** 1. data, instructions; 2. Mouse; 3. screen; 4. Joystick; 5. Visual Display Unit
- B.** 1. F; 2. T; 3. T; 4. F; 5. F; 6. T; 7. F
- C.** 1. The devices which are used to give data and instructions to the computer are called input devices.
- The devices which are used to display the results or processed information are called output devices.
2. Light pen is a pointing input device. It is a pen shaped device which can be used for directly pointing objects on the screen.
3. Point and click.
4. Printer is an output device. It gives a printed output of the result that we see on the monitor screen.
- (i) Line printers, (ii) Page printers

5. There are basically two kinds of softwares required on a computer :

System Software

System software controls the internal working of a computer. The operating system such as MS windows, Linux, Mac Os, etc., are examples of system software.

Application Software

Application software allows you to do more specific type of jobs on a computer. MS Paint, MS Word, calculator, WordPad, etc., are examples of application software.

- D. 1. Computer works on **user's** instructions.
2. Keyboard is an **input** device.
3. The mouse has **three** buttons.
4. Motherboard is known as system board.
5. VDU stands for **Visual Display unit**.

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3 Computer Memory



Exercise

- A. 1. storage; 2. primary memory, secondary memory; 3. Primary memory; 4. RAM, ROM; 5. volatile; 6. ROM; 7. 1.44; 8. 9.0, 1; 10. Rom
- B. 1. F; 2. T; 3. T; 4. F; 5. F; 6. T; 7. F
- C. 1. Primary memory and secondary memory.
2. Random Access Memory stores the data and instructions given by the user and also the results produced by the computer.
3. ROM holds the data even if the system is switched OFF. It holds the starting instructions for the computer. ROM can store the data permanently.
4. Bit, bytes, kilobyte, megabyte, gigabyte are some memory units.
5. Floppy disk, hard disk, compact disk, DVD.
Hard disk is the data storage device which can permanently fixed in the CPU box.

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4 Windows 8



Exercise

- A. 1. Windows 10; 2. File
- B. 1. controls; 2. start screen; 3. icons and taskbar
- C. 1. An OS is an interface that helps a user to communicate with the computer.

Functions of operating system are : The OS converts the language of the input to the language of the computer. It also manages the working of the different parts of a computer like the keyboard, mouse and printer.

2. When user starts the computer, a start screen appears on the monitor. This is called desktop. It consists of icons and taskbar.

3. The area on which data is saved on the disk is called files.

To create a file, follow the given steps :

Step 1. Open Wordpad.

Step 2. Type anything which you want.

Step 3. Click on Home - Save.

(A window appears on the screen.)

Step 4. Give a specific name of the file and select the disk (place) wherever you want to save.

Step 5. Click on 'Save'.

Your file gets created.

4. To create a folder, follow the given steps :

Step 1: Right-click on the desktop.

(A menu appears on the screen.)

Step 2: Click on the New option.

(New sub-options appear.)

Step 3: Click on the Folder option.

A new folder is created on your desktop.

Step 4: Type the suitable name of the folder according to your need and press Enter key.

A new folder has been created on the desktop.

5. We can delete our file or folder by using the following steps :

Step 1. Select the file or folder which you want to delete.

Step 2. Right-click the selected icon and Click the Delete option.

File/Folder gets deleted.

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5 MS Word 2010

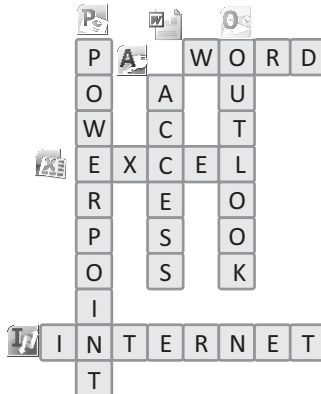


Exercise

1. Save As; 2. New; 3. Find; 4. Ctrl + X
1. The ribbon; 2. New; 3. above; 4. file
- (i) We can create documents and edit them.
 - (ii) Font size and type can be changed.
 - (iii) Page numbers, header and footer can be included.
 - (iv) Allows inserting tables and spreadsheets.
- Step 1. Click the File tab. This takes you to Backstage view.
 - Step 2. Select New.

- Step 3. Select Blank document under Available Templates. It will get highlighted by default.
- Step 4. Click Create. A new blank document appears in the Word window.
3. Backstage view gives you options for saving, opening, printing and sharing your document. It is similar to the Office button menu from Word 2007 or the File menu from earlier versions of MS Word.
 4. It lets you access common commands.
By default, these are Save, Undo and Repeat command.
 5. Step 1. In the Home tab, click the Find icon. The Navigation pane will appear on the left side of the screen.
Step 2. Type the text for Find in the text box at the top of the Navigation pane.
Step 3. If the text is found in the document, it will be highlighted in yellow, and a preview will appear in the Navigation pane.
Step 4. If the text appears more than once, it means it has several matches.
Click the arrows on the Navigation pane to step through all the matches.

Fun To Do



6 MS Power Point 2010



Exercise

1. Tabs; 2. blank; 3. guide; 4. Themes; 5. slide; 6. Title bar; 7. Blank slide
1. T; 2. F; 3. T; 4. T; 5. F
1. Follow the given steps to create a new blank presentation :
Step 1. Select the File menu button and click on New option.
Step 2. Open a new slide by double-clicking on a Blank Presentation or by selecting the Blank Presentation and clicking on the Create button.
Step 3. A new presentation with a blank title slide is created.

- Step 4. Click on the Layout button in the Slides group of the Home tab to select a Layout. Several layout templates will be displayed.
- Step 5. Click on the desired Layout.
- Step 6. The layout will appear in the blank slide of the 'PowerPoint' window.

The various steps to save the presentation are given below :

- Step 1. Click on the File menu button and choose Save or Save As option.
 - Step 2. Type a name for the file in the 'Save As' dialog box and click on Save to save it.
2. Slide is a collection of pages arranged in a sequence that contains text and images for presenting in an appropriate manner.
 3. Title Bar, File Menu Button, Quick Access Toolbar, Tabs, Ribbon, Status Bar, Slide Pane, Blank Slide.
 4. Step 1. Click on the Insert tab on the 'Ribbon'.
Step 2. Select Clip Art.
Step 3. Write science in the 'Search for' option and Click on Go.
Step 4. Related pictures will appear in the box. Click on the desired picture to insert it.
Step 5. The size of the picture on the screen can be increased or decreased by changing the size of the Guide box. Finally, click outside the boundary of the picture.
 5. Step 1. Click on the Design tab.
Step 2. Choose and click on the desired design to insert it in the slide.

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7 Multimedia



Exercise

- A. 1. Interactive; 2. Install
- B. 1. textual, interactive; 2. install; 3. Windows media player; 4. Accessories, Programs; 5. entertainment; 6. start
- C. 1. T; 2. T; 3. F; 4. F; 5. T; 6. F
- D. 1. Multimedia is a type of an application that combines text, sound, graphics and video.
2. Text, sound, graphics and video.
3. Multimedia has many uses, such as in :
1. Computer games
2. Educational CD-ROM
3. Listening to music
4. Watching movies
4. This program works like a CD player. The window on the screen displays all the information of the music track or video being played, like the title, the time taken and the total time played.

5. The Steps are :
 - Step 1: Click on Start.
 - Step 2: Click on All Programs.
 - Step 3: Click on Games. (In some computers, you may find games in the Accessories folder). A folder full of games opens up.
 - Step 4: Click and open the game that you want.



8 Internet and its Uses



Exercise

- A. 1. international; 2. website; 3. webpage; 4. internet; 5. homepage; 6. modem; 7. web browser; 8. web address/URL
- B. 1. T; 2. F; 3. T; 4. T; 5. T; 6. T
- C. 1. Web browser is a special software that helps you to browse the Internet. In other words, the websites open in and work through a web browser. Some of the popular web browsers are Mozilla Firefox, Google Chrome and Internet Explorer.
2. A web page is a 'screen' of information available on the Internet. It is created using HTML (HyperText Markup Language). The information can be in the form of text, illustrations, photographs, animations, movies, and sound, etc.
A collection of related web pages is known as a website. Every website has its own identity called its website address. Type the website address of your favourite site in any Internet browser, then the website will open.
3. a. Modem is a device that allows one computer to connect to another and transfers data over telephone lines. Modem stands for **M**odulator **D**emodulator. Its speed is measured in bps (bits per second). There are two types of modems :
 - Internal modem, which is fitted inside the computer.
 - External modem, which is fitted outside the computer.
- b. Every website has a main page called its home page. It is the first web page that opens when you open a website.
4. **Address bar**- This is a text field on a browser that identifies the webpage currently being viewed in a browser window.
Arrow buttons- The two arrows navigate the browser back to a previously viewed or forward to more currently viewed webpages.
5. a. World Wide Web b. Uniform Resource Locator
c. Electronic Mail
6. A collection of related web pages is known as a website. Every website has its own identity called its website address. Type the website address of your favourite site in any Internet browser, then the website will open.

Fun to Do

Do yourself.