

Eliaana Books

# COMPUTER TECHNOLOGY

Help Kit-1-5



**Lesson - 1 Computer—A Smart Machine**

- A.** 1. Man made machines.  
2. Refrigerator cools the things.  
3. We go to school by bus.
- B.** 1. b, 2. c, 3. c, 4. c
- C.** 1. Electricity, 2. man, 3. TV, 4. smart machine, 5. straight
- D.** 1. F, 2. F, 3. F, 4. F, 5. T
- E.** 1. Refrigerator, 2. Television, 3. Washing Machine, 4. Aeroplane
- F.** 1. Machines are man-made things. They make our work easy. They work very fast.  
2. (1) Refrigerator (2) Mixer.  
3. Computer is a smart machine. It works very fast. It can do many things.  
4. Machines make our work easy.  
5. (1). Washing machine (2). Television (3). Mixer (4). Refrigerator (5). Computer

**Worksheet**

Television on, Music System  
Computer, Washing Machine

**Lesson - 2 Computer and Its Uses**

- A.** 1. We keep our money safe in banks.  
2. Computers is used to listen songs.  
3. Charles Babbage was the first man to make a Computer.
- B.** 1. a, 2. c, 3. b, 4. c
- C.** 1. important, 2. tickets, 3. MS WORLD, 4. banks, 5. In Hospitals, doctors
- D.** 1. F, 2. T, 3. T, 4. F, 5. F
- E.** 1. Railway stations, 2. Hospitals, 3. Home, 4. Banks, 5. Shops and malls
- F.** 1. Computer is used in shops to prepare bills.  
2. (1). Airports (2). Hospitals (3). Banks  
3. Computer is used in hospitals to keep the information of their patients.  
4. Computer is used to write letter and messages on E-mail.

**Worksheet**



**Lesson - 3 Parts of a Computer**

- A.** 1. CPU is the brain of computer.  
2. Yes, we can watch movies on a computer.  
3. Monitor is used to show movies and cartoons. It shows the work we do on a computer.
- B.** 1. b, 2. a, 3. c
- C.** 1. four, 2. keyboard, 3. monitor, 4. brain, 5. CPU
- D.** 1. T, 2. F, 3. F, 4. F, 5. T
- E.** 1. iii, 2. i, 3. iv, 4. ii
- F.** 1. Monitor shows the work we do on a computer. It also shows movies and cartoons.  
2. The other name of CPU is the brain of a computer.  
3. Monitor looks like a TV screen.  
4. A computer has four main parts.

**Worksheet**

Monitor 3, Mouse 3, keyboard 2, CPU 2

**Lesson - 4 Monitor and CPU**


- A.** 1. CPU stands for Central Processing Unit.  
2. There are three types of monitor.  
3. It is not big in size.
- B.** 1. b, 2. c, 3. a
- C.** 1. monitor, 2. CPU, 3. Computer, 4. LED, 5. TV
- D.** 1. d, 2. e, 3. b, 4. a, 5. c
- E.** 1. Monitor looks like a television screen.  
2. LCD monitor is not big in size. It is costly. It occupies less space.  
3. CPU stands for Central Processing Unit.  
4. It stores all the information and the work done on a computer.

**Worksheet**

Do yourself



### Model Test Paper-3

- A. 
- B. 1. c, 2. a, 3. c
- C. 1. b, 2. c, 3. a, 4. e, 5. d
- D. 1. T, 2. T, 3. T, 4. T, 5. T
- E. 1. Spacebar key, 2. 104, 3. Mouse pointer, 4. 3

### Model Test Paper-4

- A. 1. Spacebar key, 2. Alphabet, 3. Mouse, 4. Paint, 5. Eraser
- B. 1. T, 2. T, 3. F, 4. T, 5. F

- C. 1. Pencil tool, 2. Magnifier tool, 3. Eraser tool, 4. Fill with color tool, 5. Color picker tool, 6. Text
- D. 1. b, 2. c, 3. a, 4. e, 5. d
- E. 1. The keyboard is used to type information on a computer.  
2. Enter key is used to move to the next line.  
3. The eraser tool helps to erase mistakes in our drawing.  
4. To draw a perfect circle, hold down the shift key while dragging the mouse pointer.  
5. Moving an item from one place to another is called dragging.

## BOOK-2

### Lesson - 1 Computer and its Types

- A. 1. No, computer does not make mistake.  
2. No, computer does not take decision on its own.  
3. Computer is very useful and smart machine.
- B. 1. c, 2. b, 3. c
- C. 1. play, 2. fast, 3. electronic, 4. notebook
- D. 1. F, 2. F, 3. T, 4. T
- E. 1. Computer is a very useful and smart machine.  
2. i. We can write letters and messages.  
ii. We can play games on a computer.  
3. A desktop computer is kept on desk or table. It can not be carried with us.  
4. Both have memory to store information to use later.

#### Worksheet

1. Man, 2. Computer, 3. Man, 4. Man, 5. Man, 6. Man

### Lesson - 2 Use of a Computer






- A. 1. To keep the details of books in library.  
2. To keep the details of all the accounts and ATM.  
3. A computer helps us to do calculations.
- B. 1. a, 2. b, 3. c, 4. b
- C. 1. time table & exam papers, 2. books, 3. see, 4. animated, 5. letters and reports

- D. 1. T, 2. T, 3. F, 4. F, 5. T
- F. 1. We can make books, bills, price list, letters, reports, etc. using a computer.  
2. It is helpful in space research program, launching missiles and satellites, conduct experiment, weather forecasting, etc.  
3. ATM.  
4. At bank, at office, at hospital, at shop, at school.  
5. In shopping mall, computer helps in creating bills and price list and to keep the details of goods and customers.

#### Worksheet

1. Making cards and drawing, 2. Typing letters and record, 3. keeping details of customers, 4. Making bills and price lists, 5. Solving sums

### Lesson - 3 Parts of Computer

- A. 1. 4, 2. Monitor, 3. Central Processing Unit
- B. 1. c, 2. a, 3. c, 4. a
- C. 1. Keyboard, 2. Mouse, 3. Computer, 4. Camera, 5. Microphone
- D. 1. T, 2. F, 3. F, 4. T, 5. T
- E. 1. Record voice on computer.   
2. CPU   
3. CD-ROM   
4. Provide power to computer.   
5. USB port 

- F. 1. There are four main parts. These are monitor, CPU, keyboard and mouse.  
 2. CPU stands for Central Processing Unit.  
 3. Mouse is used to draw and colour pictures. It is also used to move the object in any direction.  
 4. Printer is used to get the printout of our work done on a computer.  
 5. Hard disk is used to store the work what we do on a computer.

### Worksheet

1. UPS, 2. Mouse, 3. Microphone, 4. Headphone, 5. Laptop

### Lesson - 4 More about Keyboard

- A. 1. 26.  
 2. Enter key is used to move to the next line.  
 3. 12.
- B. 1. c, 2. b, 3. a, 4. c
- C. 1. keys, 2. erases, 3. longest, 4. typewriter, 5. line
- D. 1. T, 2. T, 3. F, 4. T, 5. F
- E. 1. iv, 2. v, 3. ii, 4. iii, 5. vi, 6. i
- F. 1. Alphabet keys, number keys.  
 2. Backspace key is used to erase the letters from left side of the cursor.  
 3. i. Alphabet keys, ii. Number keys, iii. Enter keys, iv. Caps lock key, v. Delete key, vi. Backspace key, vii. Shift key  
 4. Alphabet keys are used to type words and sentences.  
 5. Keys showing number from 0 to 9 are called number keys.

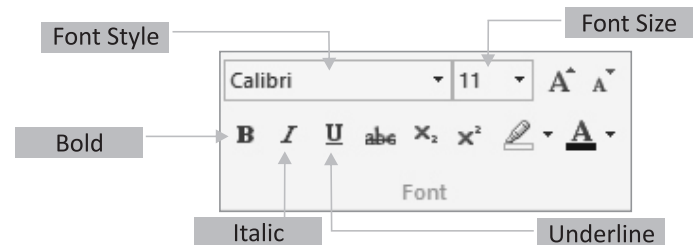
### Lesson - 5 Typing in Word Pad

- A. 1. WordPad, 2. blinking line, 3. Yes
- B. 1. a, 2. b, 3. c
- C. 1. cursor, 2. save, 3. tools, 4. run command, 5. keys
- D. 1. T, 2. T, 3. F, 4. T, 5. F
- E. 1. Word Pad is a computer program in which we can write letters, poems and do lots more.  
 2. In working area, there is blinking line which is called a cursor.  
 3. It lets us access common commands no matter which tab we are on in the Ribbon. By default, it shows the save, undo and repeat

commands.

4. To open a saved file, follow the steps—  
 i. Click on the file menu.  
 ii. In the file menu, click on open option.  
 iii. In the open box, click on the document which you want to open.  
 iv. Click on open button to open the file.
5. To save our work, follow these steps—  
 i. Click on the file menu.  
 ii. Click on save option.  
 iii. In save box, select the location where we want to save our file.  
 iv. In the file name box, type a name for our file.  
 v. Click on save button.

### Worksheet



### Lesson - 6 Computer Mouse

- A. 1. Page up and Page down key is used.  
 2. Mouse is an input device.  
 3. Yes.
- B. 1. c, 2. c, 3. c
- C. 1. Mouse, 2. left-click, 3. dragging, 4. dropping, 5. Mouse pad
- D. 1. F, 2. F, 3. F, 4. F, 5. T
- E. 1. i. A mouse with two buttons is called a two-button mouse.  
 ii. A mouse with three buttons is called a three button mouse.  
 2. Left click is used to select an item and right click is used to open a set of options.  
 3. There are three buttons in a mouse. These are left button, right button and center button/wheel.  
 4. i. It is used to point and select items on the monitor.  
 ii. It is used to draw pictures and play games

on computer.

- Moving an item from one place to another is called dragging. Releasing the left-button is called dropping.

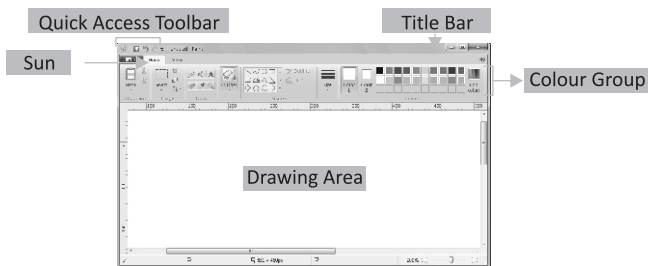
### Worksheet



### Lesson - 7 MS-Paint

1. Pencil tool, 2. Drawing area, 3. To see a larger view of drawing
1. b, 2. a, 3. b
1. oval, 2. Shift, 3. Airbrush, 4. magnifier, 5. MS-Paint
1. F, 2. T, 3. F, 4. F, 5. T
1. Paint is a computer program. It is used to draw pictures.  
2. Drawing Board is the black area where we can make our drawing.  
3. Tool bar contains many functions which are useful in formatting the text.  
4. This helps us to select colour to fill in the drawing.  
5. Fill with colour tool is used to fill colour in a closed shape

### Worksheet



### Model Test Paper-1

1. Computer is an electronic device.  
2. We use computer in home to do many things.  
3. Computer helps to keep the details of books in library.
1. Computer, 2. Laptop, 3. Super Computer, 4. Tablet PC

1. d, 2. a, 3. e, 4. b, 5. c
1. T, 2. F, 3. F, 4. T, 5. F
1. b, 2. c, 3. c

### Model Test Paper-2

1. capital, 2. shift, 3. movies, 4. letters and reports, 5. mouse
1. Computer, 2. Laptop, 3. Super Computer, 4. Tablet PC
1. F, 2. T, 3. F, 4. T, 5. T
1. Delete key is used to erase the letter from right side of the cursor.  
2. Page up key move the page up side.  
3. Back space key is used to erase the letters from left side of the cursor.  
4. Shift key is used with the combination of other keys for different work.  
5. Caps lock key is used to type capital letters.
1. Alphabet keys, number keys, enter keys, caps lock key, etc.  
2. Backspace key is used to erase the letter from left side of the cursor.  
3. At office, at hospital at home, at school, at shops.  
4. Laptop is kept on our lap. It can be carried anywhere with us.  
5. Central Processing Unit.

### Model Test Paper-3

1. Word Pad, 2. Mouse, 3. Yes
1. A three-button mouse, 2. A scroll mouse, 3. A scroll mouse, 4. A track ball mouse, 5. A two-button mouse
1. F, 2. T, 3. T, 4. F, 5. T
1. c, 2. c, 3. c
1. Record voice on computer.  
2. CPU  
3. CD-ROM  
4. Provide power to computer.  
5. USB port



### Model Test Paper-4

1. save, 2. oval, 3. Cursor, 4. laptop, 5. sprayer
1. T, 2. F, 3. T, 4. T, 5. F
1. d, 2. a, 3. b, 4. e, 5. c
1. It is used to spray different colours in the

drawings.

2. Text tool is used to write text in the drawings.
  3. It is used to see a larger view of a drawing.
  4. It is used to draw circles and ovals.
  5. It is used to draw straight lines.
  6. It is used to make free hand drawing.
- E.** 1. To save the file, follow these steps—
- i. Click on the file menu.
  - ii. Click on save option.
  - iii. In save box, select the location where we want to save our file.
  - iv. In the file name box, type a name for our file.
  - v. Click on save button.
2. A mouse has three parts. These are life

button, right button, and wheel button.

3. Follow the steps to close the MS-Paint—
  - i. Click on fill menu and choose exit option.
  - ii. If we have not saved our file the computer will ask us to save it by displaying a message.
  - iii. We can click on save or don't save as desired. If we click on don't save, MS-Paint will close without saving the document.
4. WordPad is a computer program in which we can write letters, poems and do lots more.
5. Moving an item from one place to another is called dragging. Releasing the left button is called dropping.

## BOOK-3

### Lesson - 1 Introduction to Computer

- A.** 1. IPO Cycle, 2. Herman Hollerith, 3. Yes, 4. Data refers to the facts and figures entered into the computer for processing.
- B.** 1. a, 2. b, 3. c, 4. c
- C.** 1. Personal Computers, 2. Mini Computers, 3. Mainframe Computers, 4. Super Computers, 5. Digital Computers
- D.** 1. F, 2. T, 3. F, 4. T, 5. T
- E.** 1. IPO, 2. Microcomputers, 3. Laptop, 4. Mainframe Computers, 5. Super Computers, 6. Digital Computers
- F.** 1. SUPERCOMPUTER                      2. PROCESSING  
3. MICROCOMPUTER                      4. LAPTOP  
5. MINICOMPUTER
- G.** 1. In IPO Cycle, the data is entered in the computer with the help of keyboard and mouse. Then CPU processes the data and store inside it and finally the processed data is sent to monitor.
2. Digital computer represent physical quantities with the help of digits or numbers. While Analog computers use physical quantities to show calculations.
3.            i. These computers are very expensive.

ii. They are used for weather forecasting and defense purpose.

4.            i. Minicomputers are bigger and powerful than microcomputers.  
              ii. They are faster and have large memory.
5. Mainframe computers are very big. They are faster and have larger capacity.

### Worksheet

1. Personal Computers, 2. Mainframe Computers, 3. Mini Computers, 4. Hybrid Computers, 5. Super Computers, 6. Analog Computers

### Lesson - 2 MS Windows: The Operating System

- A.** 1. Operating System is a program that helps a computer to work properly.
2. When we delete a file, it is moved to the Recycle Bin.
  3. An icon is simply a graphic representation of an application.
  4. On the right side of the taskbar which is at the bottom of our screen, we will see the date and time icons.
- B.** 1. c, 2. c, 3. b, 4. b, 5. c
- C.** 1. Operating System, 2. Windows Desktop, 3. Recycle Bin, 4. Icon, 5. Windows-10 Navigation

- D.** 1. T, 2. T, 3. T, 4. F, 5. T
- E.** 1. WINDOWS, 2. DESKTOP, 3. RECYCLE BIN, 4. BACKGROUND, 5. TASKBAR
- F.** 1. recycle bin, 2. start menu, 3. background, 4. documents, 5. taskbar
- G.** Title Bar—blue strip on top  
 Minimize Button—shrink window  
 Restore Button—reduces window  
 Close Button—close window  
 Menu Bar—below title bar  
 Work Area—place to type
- H.** 1. It allows us to recover the file if our mind changes to get the file again.  
 2. Wallpaper is simply an image that appears at the back of our screen.  
 3. Operating System is a program that helps a computer to work properly. It's features—  
 i. It controls the other parts which are attached to the computer.  
 ii. It manages the software installed on the computer.  
 4. The taskbar contains shortcuts to applications, the date and time, and more.  
 5. i. It allows us to have multiple desktop screens where we can keep open windows organized.  
 ii. It is the new feature of Windows-10.

### Worksheet

Do Yourself

#### Lesson - 3 More on MS Paint

- A.** 1. Eraser tool is used to rub the mistakes.  
 2. Pencil tool.  
 3. After choosing fill with color tool.  
 4. To increase the size of eraser we use ctrl +(plus) to decrease the size of eraser, we use ctrl +(minus).
- B.** 1. b, 2. c, 3. a, 4. a, 5. a
- C.** 1. MS Paint, 2. Fill with color tool, 3. Airbrush tool, 4. Rectangle tool, 5. Oval tool
- D.** Brush—It helps us to draw pictures with thick lines.  
 Eraser—It helps us to erase what we do not need.  
 Oval—We draw oval and circles with this tool.

Airbrush—We use it to spray different colors.

Magnifier—It gives a larger view of the picture.

- E.** 1. F, 2. T, 3. T, 4. F, 5. F
- F.** 1. MS Paint is a software that is used for creating drawing and colouring.  
 2. It is used to draw closed shapes with straight lines.  
 3. To save a file, follow these steps—  
 i. Click the file menu, and then click save.  
 ii. In the save as type box, select the file format you want.  
 iii. In the file name box, type a name, and then click save.  
 4. Rectangle shape tool is used to draw rectangles and squares oval shape tool is used to draw ovals and circles.  
 5. Color picker tool is used to pick a colour from one part of the drawing and fill it in the other drawing.

### Worksheet

- A.** 1. Curve tool, 2. Rectangle tool, 3. Brush tool, 4. Pencil tool, 5. Color tool, 6. Text tool, 7. Eraser tool, 8. Color picker tool
- B.** 1. CLIPBOARD, 2. CREATING, 3. COLOURING, 4. Brush Tool, 5. MAGNIFIER
- C.** 1. OUTLINE, 2. MAXIMISE, 3. RESTORE, 4. BUTTON, 5. CLICKED

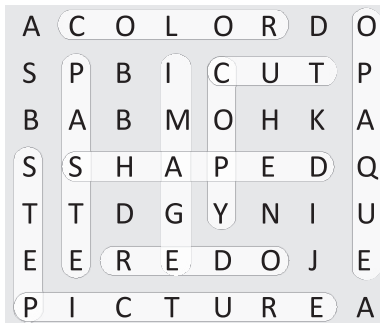
#### Lesson - 4 Editing in MS Paint

- A.** 1. Clipboard is the temporary area where we can copy anything.  
 2. Ctrl+Z  
 3. Ctrl+V  
 4. Editing means to make changes in the drawing like cut, copy, paste, etc.
- B.** 1. b, 2. c, 3. c
- C.** 1. Editing, 2. Rectangular selection and Free Form Selection, 3. Clipboard, 4. Copying, 5. ctrl + Z, ctrl + Y
- D.** 1. T, 2. T, 3. F, 4. F, 5. T
- E.** 1. c, 2. d, 3. e, 4. a, 5. b
- F.** 1. Selecting a part of an image can be done by using the selection tool. There are two selection tools: Rectangular selection and Free Form selection.



- It is used to move the drawing or its part to another place.
- Copying means to have a duplicate copy of the whole or part of a drawing. When we copy the drawing or its part. It is not disappear.
- When we select our drawing it is selected by opaque background and pasted with the same. To make it transparent, select 'Transparent selection'.
- For Paste— Ctrl + V  
For Undo— Ctrl + Z

### Worksheet



### Lesson - 5 LOGO: A Computer Language

- A.**
- Full form of LOGO is Language of Graphics Oriented.
  - Logo commands or instructions are known as Primitives.
  - The triangle shape figure in the main screen is called 'Turtle'.
  - This command is used to hide the turtle.
- B.** 1. b, 2. c, 3. a, 4. b
- C.** 1. LOGO, 2. main screen, 3. Pause, 4. right, 5. turtle
- D.** 1. F, 2. F, 3. T, 4. T, 5. T
- E.** Halt—It stops LOGO from processing.  
Trace—It traces and removes errors.  
Pause—It stops the program for some time.  
Status—It shows the present setting of LOGO.  
Step—It helps to remove errors step by step.
- F.**
- LOGO is a computer language which is used to draw figures, type text and solve arithmetic problems.
  - HT command is used to hide the turtle.  
ST command is used to show the turtle back

on the screen.

- PD command is used to put the turtle pen down on the screen.  
PU command is used to pick up the turtle pen from the screen.
- Forward command makes the turtle move in forward direction.  
Backward command makes the turtle move in backward direction.
- The triangle shape figure in the main screen is called 'Turtle'.

### Worksheet

- to move the turtle in forward direction.
- to move the turtle in backward direction.
- to clean the text and figure both from the screen.
- to send the turtle in the center of the screen.
- to hide the turtle.
- to clear the text from the text area.

### Lesson - 6 LOGO Arithmetic

- A.**
- PR
  - PR 25 + 30
  - LOGO language has been developed for doing different purposes like making figures and displaying values using PRINT command.
- B.** 1. c, 2. c, 3. b, 4. c, 5. c
- C.** 1. mathematical, 2. recall list, 3. compare, 4. [I am RK], 5. command clears/erases
- D.** 1. F, 2. T, 3. T, 4. T, 5. F
- E.** Backward (BK)—The turtle moves backward.  
Clear Screen (CS)—The turtle erases all the lines from the screen.  
Home—This command brings the turtle back to its home.  
Hide Turtle (HT)—It makes the turtle disappear from the screen.  
Show Turtle (ST)—It brings the disappeared turtle back on the screen.  
Clear Text (CT)—It clears all commands saved in the Recall List box.
- F.**
- PRINT command is used to print a character, number, word or sentences on the screen. In short, It is 'PR'.  
2. PR 30/5

6

PR QUOTIENT 30 5

6

3. PR 55-30

25

PR DIFFERENCE 55 30

25

4. PR REMAINDER 82 4

2

5. PR 30 \* 5

150

PR PRODUCT 30 5

150

### Worksheet

- |                  |                     |
|------------------|---------------------|
| A. 1. PR 50 + 60 | PR SUM 50 60        |
| 110              | 110                 |
| 2. PR 80 - 15    | PR DIFFERENCE 80 15 |
| 65               | 65                  |
| 3. PR 13 * 9     | PR PRODUCT 13 9     |
| 117              | 117                 |
| 4. PR 160 / 5    | PR QUOTIENT 160 5   |
| 32               | 32                  |

### Lesson - 7 Starting MS Word 2010

- A. 1. MS Word  
2. Cursor is blinking line on the screen.  
3. It shows the application name along with the document name.  
4. Ctrl + S
- B. 1. b, 2. c, 3. b, 4. a, 5. c
- C. 1. Title bar, 2. Ribbon, 3. Ruler, 4. Status bar, 5. Cursor
- D. 1. T, 2. F, 3. T, 4. T, 5. T
- E. 1. The file related function like new, open, save, print, etc. are present under this tab.  
2. Quick Access toolbar located above the ribbon, lets you access common commands no matter which tab you're on.  
3. Ribbon contains all of the commands you'll need in order to perform common tasks.  
4. Ruler is located at the top and to the left of your document. It makes is easier to adjust your document with accuracy.

5. While typing the text when we reached at the end of the line, the cursor automatically moves down to the next line. This feature is called word wrap.

- F. 1. Click on 'File' menu button.  
2. Click on 'Save AS' option. A 'Save As' dialog box will appear.  
3. Select the location of the file in the 'Save in' box located at the top of 'Save As' box.  
4. Type the name of the file in 'File Name' box.  
5. Click on the 'Save' button to save the file.
- G. 1. Word processing software is an application software. In MS Word we can type letters, poems, essays, etc.  
2. Formatting means to make the document more attractive by changing the font style, font size, font type, etc.  
3. Fill Tab, Quick Access Toolbar, Title bar, Ribbon, etc.  
4. This is the area which is used to type text, insert pictures, create tables, etc. using a cursor present in this area.  
5. While typing the text when we reached at the end of the line, the cursor automatically moves down to the next line. This is called Word Wrap.

### Worksheet

Do yourself.

#### Model Test Paper-1

- A. 1. c, 2. b, 3. a
- B. 1. Personal Computer, 2. Mainframe Computer, 3. Minicomputers, 4. Hybrid Computers
- C. Title Bar—Blue strip on top  
Minimize Button—Shrink window  
Restore Button—Reduces window  
Close Button—Close window  
Menu Bar—below the title bar  
Work Area—Place to type
- D. 1. F, 2. T, 3. T, 4. T, 5. T
- E. 1. Mainframe Computers, 2. IPO, 3. Super Computers, 4. Micro Computers

#### Model Test Paper-2

- A. 1. Clipboard, 2. Rectangular selection and Free

Form selection, 3. Airbrush tool, 4. Micro computers, 5. Taskbar

- B.** 1. T, 2. F, 3. T, 4. F, 5. F
- C.** 1. to give a large view of the picture.  
2. to rub the mistakes.  
3. to fill color in the drawing.  
4. to draw images with thick lines.  
5. to draw free hand images.
- D.** 1. c, 2. d, 3. e, 4. a, 5. b
- E.** 1. Copying means to have a duplicate copy of the whole or part of a drawing. When we copy the drawing or its part it is not disappear.  
2. Polygon tool is used to draw closed shapes with straight lines.  
3. Mainframe computers are very big. They are faster and have larger capacity.  
4. In IPO cycle, the data is entered in the computer with the help of Keyboard and Mouse. Then CPU processes the data and store inside it and finally the processed data is sent to monitor.  
5. It allow us to recover the file if our mind changes to get the file again.

#### Model Test Paper-3

- A.** 1. LOGO stands for Language of Graphics Oriented.  
2. This command is used to hide the turtle.  
3. PR.  
4. LOGO Language has been developed for doing different purposes like making figures and displaying values using PRINT command.
- B.** 1. T, 2. F, 3. F, 4. F, 5. T
- C.** 1. =, 2. /, 3. >, 4. -, 5. <
- D.** Backward (BK)—The turtle moves backward.  
Clear Screen (CS)—The turtle erases all the lines from the screen.  
Home—This command brings the turtle back to its home.  
Hide Turtle (HT)—It makes the turtle disappear from the screen.  
Show Turtle (ST)—It brings the disappeared turtle back on the screen.  
Clear Text (CT)—It clears all commands saved in

the Recall List box.

- E.** 1. b, 2. c, 3. b

#### Model Test Paper-4

- A.** 1. Pause, 2. computer, 3. LOGO, 4. title, 5. two
- B.** 1. F, 2. F, 3. T, 4. T, 5. F
- C.** 1. Ribbon contains all of the commands we shall need in order to perform common tasks.  
2. It is located at the top and to the left of our document with accuracy.  
3. While typing the text when we reached at the end of the line, the cursor automatically moves down to the next line. This feature is called Word Wrap.  
4. The file related function like new, open, save, print, etc. are present under this tab.  
5. It is located above the ribbon, lets you access common commands no matter which tab you're on.
- D.** Halt—It stops LOGO from processing.  
Trace—It traces and removes errors.  
Pause—It stops the program for some time.  
Status—It shows the present setting of LOGO.  
Step—It helps to remove errors step by step.
- E.** 1. LOGO is a computer language which is used to draw figures, type text and solve arithmetic problems.  
2. LOGO commands or instructions are known as primitives.  
3. Follow the steps—  
i. Click the File Tab.  
ii. Select Save As.  
iii. The Save As dialog box will appear. Select the location where you want to save the document.  
iv. Enter the name for the document, then click save.  
4. Print command is used to print a character, number, word or sentences on the screen. In short it is 'PR'.  
5. Word 'Processing software is an application software'. In MS Word we can type letters, poems, essay, etc.

**Lesson - 1 History of Computers**

- A.** 1. Abacus, 2. Charles Babbage, 3. International Business Machines,  
4. Pascaline was the first gear-driven calculator.
- B.** 1. a, 2. b, 3. c
- C.** 1. Abacus, 2. Napier's Bones, 3. Pascaline, 4. Charles Babbage, 5. Harvard Mark I
- D.** 1. F, 2. T, 3. F, 4. F, 5. T
- E.** 1. e, 2. c, 3. a, 4. d, 5. b
- F.** 1. Atana-suff, Berry Computer  
2. Universal Automatic Computer  
3. Electronic Numerical Integrator and Calculator  
4. International Business Machines
- G.** 1. Abacus was the first calculating Machine used to count numbers. It consists of wires with beads strung on them.  
2. Pascaline was the first mechanical calculator. It consists a box with eight movable wheels called dials which enter the numbers.  
3. The punched cards controlled the actions of the loom, allowing automatic production of complex woven patterns.  
4. Napier's Bones is used for simple calculation like add, subtract, multiply and divide. Square root can also be taken out.  
5. Leibniz calculator is used for simple calculation like add, subtract, multiply and divide. It can also find the square root.

**Lesson - 2 More on Windows 10**

- A.** 1. MS Window  
2. Notification area shows different types of notifications from our computer like our internet connection or the volume level.  
3. Minimize button shrinks the window.  
4. Ctrl+S.
- B.** 1. c, 2. c, 3. c, 4. b, 5. c
- C.** 1. start menu, 2. accent colour, 3. windows 10 taskbar, 4. notification area, 5. pinned
- D.** 1.F, 2. F, 3. T, 4. T, 5. T
- E.** 1. c, 2. d, 3. e, 4. b, 5. a

- F.** 1. In windows, the Start Menu was replaced with the Start Screen, a large, full screen menu.  
2. We can customize the appearance of our lock screen as with our desktop background, we can use a built in picture or select browse to choose one of our own.  
3. If we want to apply previously installed themes on an earlier version of windows, we can view and select them here.  
4. The taskbar sits at the bottom of the screen giving the user access to the Start Menu, as well as the icons of frequently used applications.  
5. The notification area is located at the right side of the Task bar. It shows different types of notifications from our computer like our internet connection.

**Worksheet**

1. BROWSE, 2. THEMES, 3. WINDOW, 4. TASKBAR, 5. DESKTOP, 6. COLORS, 7. INTERNET

**Lesson - 3 Fun with LOGO**

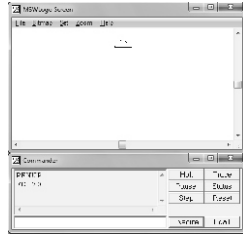
- A.** 1. Language of Graphics Oriented.  
2. The instructions given to the turtle are called Primitives.  
3. The shape of the turtle is Triangle.  
4. RT command is used to move the turtle clockwise to right side.
- B.** 1. b, 2. c, 3. a, 4. b, 5. c
- C.** 1. computer language, 2. commander, 3. LOGO, 4. above direction, 5. thickness
- D.** 1. T, 2. T, 3. F, 4. T, 5. F
- E.** 1. Backward Command, 2. Hide Turtle Command, 3. Forward Command, 4. Clear Screen Command, 5. Clear Text Command, 6. Left Command, 7. Show Turtle Command, 8. Right Command
- F.** 1. LOGO is a computer language. It is used to draw figures writing text and solving maths problems.  
2. The instructions given to the turtle are called Primitives.

3. **CS** : CS command clears the figure from the main screen.

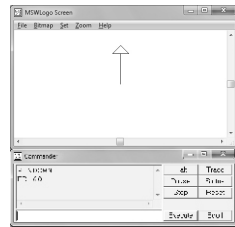
**CT** : CT Command is used to erase the text written in the Recall list box.

4. **PE** (Pen Erase) is used to erase a line from the screen.

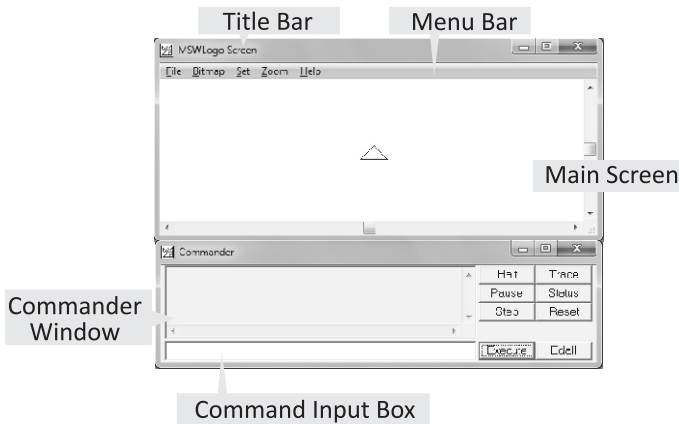
5. **PU** : PU Command is used to pick up the turtle pen from the screen. It moves on the screen without making any line.



**PD** : PD Command is used to put the turtle pen down on the screen. It moves on the screen by making a line.



**Worksheet**



**Lesson - 4 LOGO Procedure**

- A. 1. three,
  - 2. Erase Procedure Enter
  - 3. Igo extension
  - 4. Edall button changes the LOGO Command
- B. 1. a, 2. b, 3. b, 4. b, 5. a
- C. 1. First character of a procedure always start with a letter.
  - 2. Title, 3. End, 4. Erase Command, 5. Editing Command
- D. 1. T, 2. T, 3. F, 4. F, 5. T
- E. 1. Procedure is a group of repeated commands to complete a task.
  - 2. After creating and running a procedure, we

can open it to make changes or correction.

- 3. For writing a procedure, follow the steps :
  - a. Click in the 'Input Box'.
  - b. Type 'To' and name of the procedure and click on execute button.
  - c. An 'Input Box' appears. Type the command to draw a square.
  - d. Click 'Ok' button after typing each command.
  - e. When all the commands are entered, type END.
  - f. The procedure for square gets defined.
  - g. To run the procedure type 'Square' in the 'Input Box' and click 'Execute Button'.
- 4. Follow these steps :
  - a. Click inside the command input box.
  - b. Type the command 'Save' with the name and press enter key.
  - c. This will save our file in the MSW LOGO Folder.
- 5. Edall button changes the LOGO Command.

**Worksheet**



**Lesson - 5 Editing a Document in MS Word**

- A. 1. MS Word is a word processing software.
  - 2. Ctrl+N
  - 3. Quick Access Toolbar is located in the Title bar.
- B. 1. c, 2. c, 3. c, 4. c
- C. 1. Editing, 2. Ctrl + A, 3. Word Count, 4. Spelling and grammar
- D. 1. F, 2. T, 3. T, 4. F, 5. T



- D.** 1. T, 2. F, 3. T, 4. T, 5. F
- E.** 1. vi, 2. v, 3. ii, 4. i, 5. iv, 6. iii
- F.** 1. Presentation is a collection of slides. All the work in MS Power Point is done on slides.
2. Slide sorter view displays smaller versions of all the slides in the presentation.
3. Slide show will play our slides as an actual presentation.
4. A single page of the presentation is called a slide.
5. Normal view shows the slide and outline tabs, along with displaying the current slide.

### Worksheet

Do yourself

#### Lesson - 8 Multimedia and Internet

- A.** 1. Larry Page and Sergey Brin
2. Internet Service Provider
3. Multimedia is a means of communication.
4. E-mail is a way to sent and receive messages across the internet.
- B.** 1. a, 2. b, 3. a, 4. b
- C.** 1. Multimedia, 2. Internet, 3. Hyperlinks, 4. Web Search engine
- D.** 1. F, 2. T, 3. F, 4. T, 5. T
- E.** 1. c, 2. d, 3. e, 4. b, 5. a
- F.** 1. Multimedia is a means of communication through which news, education and various other information reach us.
2. The internet is a global network of billions of computers and other electronic devices.
3. A web search engine is a website that helps us search for information on the World Wide Web. The search results are usually presented as a list of links.
4. A website comprises of a collections of web pages that may be maintained and updated by an organization like a government or university department, etc.
5. Sharable information on the internet is called the World Wide Web (WWW). Web is the collection of millions of pages of information.

### Worksheet

Do yourself

#### Model Test Paper-1

- A.** 1. c, 2. b, 3. c
- B.** 1. Abacus, 2. Tabulating Machine 3. Printer 4. Folder
- C.** 1. T, 2. T, 3. F, 4. T, 5. T
- D.** 1. The notification Area is located at the right side of the taskbar.
2. International Business Machine.
3. Abacus 4. MS Windows 10
- E.** 1. Pascaline, 2. Abacus, 3. Jacquard Loom, 4. Heibniz Calculator

#### Model Test Paper-2

- A.** 1. Pascaline, 2. Microphone, 3. Screen Saver, 4. File explorer, 5. SET SCREEN COLOUR
- B.** 1. F, 2. T, 3. F, 4. T, 5. T
- C.** 1. REPEAT 3 [FD 60 RT 360/3]
2. REPEAT 5 [FD 70 RT 360/5]
3. REPEAT 7 [FD 80 RT 360/7]
4. REPEAT 9 [FD 100 RT 360/9]
5. REPEAT 10 [FD 120 RT 360/10]
- D.** 1. Abacus, 2. Babbage's Engines, 3. In Desktop Publishing Software, Laser printers, 4. icons, 5. Primitives
- E.** 1. a. Computer can work with a very high speed.
- b. A computer can solve mathematical problems without making a mistake.
- c. A computer can store large amount of data in a hard disk.
2. Modifier keys are used to change in the data. While Navigation keys are used to navigate in the data.
3. System software is used to control the working of the computer system. Application software enables the user to complete task such as creating documents, spreadsheets, data bases, exploring internet.
4. Recyclebin, Desktop Backgroun, start button, Task bar, Date and time settings, shortcuts on the Taskbar, open folders, etc. These are main components of window.
5. CS command clears the figure from main screen. CT command is used to erase the

text/commands written in the Recall List Box.

### Model Test Paper-3

- A.** 1. a, 2. c, 3. a
- B.** 1. T, 2. F, 3. T, 4. T, 5. T
- C.** 1. editing, 2. selected, 3. left, right, center, justify, 4. center, 5. thesaurus
- D.** 1. Bold, 2. Font Colour, 3. Font Size, 4. Align Left
- E.** 1. Formatting means to make the document more attractive by changing the font style, font size, font type, etc.
2. MS Word is a processing software. We can use it for typing, editing and forming text document.
3. Ctrl+V
4. It lets us access common commands no matter which tab we are on in the ribbon. By default it shows the Save, Undo and Repeat commands.

### Model Test Paper-4

- A.** 1. Editing, 2. Alignment, 3. Ribbon, 4. Web Browser,, 5. Home Page
- B.** 1. F, 2. T, 3. T, 4. F, 5. F
- C.** 1. It displays smaller versions of all the slides in the presentation.
2. It helps to find out the synonyms of a word.
3. It shows the current page number and the total number of pages in the document.
4. It helps to change the size, style of selected text.
5. Using clipart to our presentation can be a great way to illustrate important information or add decorative accents to existing text.

- D.** 1. Ctrl + B, 2. Ctrl + U, 3. Ctrl + I, 4. Ctrl + Shift + =, 5. Ctrl +=
- E.** 1. When we make changes in the text is called editing. It includes moving and arranging text as per our requirement.
2. a. Quick Access Toolbar      b. Slides Tab  
c. Outline Tab                      d. Ribbon  
e. Scroll Bar                        f. Slide Views  
g. Zoom control
3. a. Normal View : is selected by default and shows the slide and outline tabs, along with displaying the current slide.
- b. Slide Sorter View displays smaller versions of all slides in the presentation.
- c. Reading view displays only the slides with buttons at the bottom of the screen navigation.
- d. Slide show will play our slides as an actual presentation.
4. The steps of connects to the Internet, follow these steps :
- a. Browsing software (Microsoft Internet Explorer or Google Chrome)
- b. A telephone line for sending and receiving data.
- c. A modem to connect telephone line with a computer.
- d. An Internet Service Provider (ISP) that provide connectivity to the internet.
5. A web search engine is a website that helps you search for information on the World Wide Web.

## BOOK-5

### Lesson - 1 About Computer

- A.** 1. Computer is an electronic device that is designed to work with information.
2. Speed, accuracy
3. Hardware represents the physical and tangible components of a computer.
4. It is used to operate ATM, provide internet banking and maintain records of account

holders.

- B.** 1. b, 2. b, 3. a, 4. a
- C.** 1. Processing, 2. Output, 3. Storage, 4. Program, 5. Architect
- D.** 1. F, 2. T, 3. T, 4. F, 5. T
- E.** 1. Input devices consist of devices with the help of which we enter data in computer.
2. Processing device performs all types of data



processing operations.

3. Output devices translate the computers' output into the form understandable by users.
  4. Storage devices are used to store data for future use and safety.
  5. Software is a set of programs, which is designed to perform a well-defined functions.
- F.**
1. Hardware represents the physical and tangible components of a computers. Software is a set of programs, which is designed to perform a well-defined function.
  2. The system software is a collection of program designed to operate, control and extend the processing capabilities o the computer itself.
  3. Application software products are designed to satisfy a particular need of a particular environment.
  4. At home, computer is used in playing games, listening music, watching movie, writing letters, drawing and painting, making cards and many other things.
  5. Computers are used in making features, cartoons and animation films. It is also used to add special effects to movies.

### Worksheet

1. Laptop, 2. Software, 3. Printer, 4. Banks, 5. Science and technology

#### Lesson - 2 About Windows 10

- A.**
1. Bill gates
  2. Power button is used to sleep, shut down or restart your device
  3. In tech preview, we are able to view up to four programs at the same time, windows store apps only be snapped into half screen.
  4. If we have a lot of app and programs open, there is a new task view button so we can quickly switch between them.
- B.** 1. c, 2. c, 3. c, 4. b, 5. c
- C.** 1. pin apps, 2. live tiles, 3. multiple apps, 4. desktops, 5. tech preview
- D.** 1. F, 2. T, 3. T, 4. T
- E.** 1. c, 2. d, 3. e, 4. b, 5. a

- F.**
1. The familiar start menu is back, with some improvements, including a space you can personalize with your favourite apps, programs, people and websites.
  2. If we prefer the Larger start screen from window 8, we have the option to replace the start menu in Tech Preview.
  3. If we are working on a lot of different projects, using different apps and programs then multiple desktops will keep things neatly organized for us.
  4. Working in multiple apps and programs is easier and more intuitive, thanks to enhancement in snapping. They have up to four programs snapped on the same screen.
  5. If we pin our favourite apps, our app will show up as a tile on the right.

### Worksheet

1. Account options, 2. power, 3. Date and Time Setting, 4. Start menu

#### Lesson - 3 Formatting in MS Word

- A.**
1. four,
  2. Line spacing means to give space between the lines in the paragraph.
  3. Sorting means to arrange the list item in ascending or descending order.
  4. Ctrl+J
- B.** 1. c, 2. b, 3. a, 4. b, 5. a
- C.** 1. Formatting, 2. Character, 3. Paragraph Alignment, 4. Alignment, 5. Page layout
- D.** 1. T, 2. T, 3. T, 4. T, 5. F
- E.** 1. a, 2. b, 3. c 4. d, 5. e
- F.**
1. Formatting means changing the appearance of the text in a document.
  2. Paragraph Alignment means to set the text with the edges of the paragraph.
  3. Border and shading can be done on paragraph or the complete page.
  4. Indentation is used to determine the distance of the paragraph from either the left or right margin.
  5. Sorting is used to arrange the list item in ascending or descending order.

## Worksheet

Do yourself

### Lesson - 4 Advanced features of MS Word

- A.** 1. Word Art is used to apply in build text style on our text in our document like bending, twisting and rotating.  
2. Formatting table means to add background, putting borders, etc. to a table.  
3. Smart Art is a way of creating a visual presentation of facts and informations.  
4. Text wrapping is the way of text, wraps around the selected object. To configure the object so that it moves with the text around it.
- B.** 1. c, 2. b, 3. b, 4. c, 5. c
- C.** 1. columns, rows, 2. Merging, 3. Formatting, 4. Smart Art, 5. World Art
- D.** 1. F, 2. T, 3. T, 4. F, 5. T
- E.** 1. c, 2. d, 3. e, 4. b, 5. a
- F.** 1. Smart Art, 2. Tables, 3. Cliparts, 4. 3-D effect
- G.** 1. Word Art is used to apply in build text style on your text in your document like blending, twisting and rotating.  
2. Clips arts are readymade images used to illustrate a document.  
3. The shadow effect is used on World Art to add shadow to it.  
4. Merging cells means to combine the number of cells into one cell. It makes a better look of the table when we join the cells in the table.

### Lesson - 5 Introduction to MS PowerPoint

- A.** 1. MS Powerpoint is a presentation software that present our information in a presentable format on series of slides.  
2. Placeholders are used to add the information on it. There are different types of placeholders.  
3. Out line pane is used for designing and organizing the content of presentation.  
4. Alignment means to change the position of the text.
- B.** 1. c, 2. a, 3. a, 4. a, 5. a
- C.** 1. Presentation, 2. Slide, 3. Outline pane, 4. Slide Show View, 5. Smart Art Graphics

- D.** 1. F, 2. T, 3. T, 4. F, 5. F
- E.** 1. c, 2. d, 3. e, 4. b, 5. a
- F.** 1. a. Presentation helps us to show our information visually.  
b. Presentation provide handouts, speaker notes and outlines.  
2. Placeholder is dotted rectangle box on the slide that can had text graphics, tables, etc.  
3. Slide layout appears in the slide panel. It arranges the slide content. It contains the placeholders with dotted lines.  
4. Slide is an individual page of a presentation.  
5. In normal view, we can write and design a presentation.

## Worksheet

1. Text, 2. Picture, 3. Table, 4. Media Clip, 5. Smart Art, 6. Shapes, 7. New Slides, 8. Title, 9. Clip Art, 10. Chart

### Lesson - 6 More MS Power Point Presentation

- A.** 1. Tables are made up of rows and columns.  
2. Autoshapes are used to draw geometrical figures.  
3. There are four ways to insert sound in the presentation.  
4. Power Point Presentation
- B.** 1. c, 2. b, 3. c, 4. b, 5. c
- C.** 1. Tables, 2. Slide, 3. Transitions, 4. Transition, 5. Picture Tools
- D.** 1. T, 2. T, 3. F, 4. T, 5. T
- E.** 1. d, 2. e, 3. b, 4. a, 5. f, 6. c
- F.** 1. Autoshapes are used to draw geometrical figures. These shapes can be resized, rotated, flipped and coloured.  
2. Transition is a special effect that shows how a slide appears as it enter or leaves the screen in the presentation.  
3. Animation is an additional effect given to a presentation.  
4. Photo album is used to create a slide show of pictures only.  
5. Transitions are the special effects that add visual interect to the slides.

## Worksheet

Do yourself

### Lesson - 7 Introduction to MS Excel

- A.** 1. MS Excel is a spreadsheet program in the Microsoft Office System.  
2. Undo means to cancel the last action done in the worksheet.  
3. Excel document is called a workbook. It contains worksheets.  
4. Quick Access Toolbar is a customized toolbar which contains commands that we may want to use.
- B.** 1. c, 2. c, 3. c, 4. c, 5. b
- C.** 1. Columns, 2. Worksheet, 3. File, 4. Ribbon, 5. Values
- D.** 1. T, 2. F, 3. F, 4. F, 5. T
- E.** 1. Cell, 2. Worksheet, 3. Workbook, 4. Active cell, 5. Spreadsheet
- F.** 1. MS Excel is a spreadsheet program in the Microsoft Office System. We can use excel to create and format workbooks in order to analyze and display data.  
2. Excel document is called a workbook. It contains worksheets.  
3. Autofill feature is used to fill cell data into a selected range of cells. If we want the same data to be copied into the other cells, we only need to complete one cell.  
4. A sheet in which the work is done. It is also known as spreadsheet. A worksheet has 1048576 rows and 16384 columns.  
5. Data which is used in MS Excel is of three types : a. Number, b. Text, c. Formulae

### Worksheet

Do yourself

### Lesson - 8 Network and Internet

- A.** 1. A network is a connection of two or more computers to share information.  
2. It is the address of a webpage. It is unique for each webpage.  
3. A modem to connect telephone line with a computer.  
4. Web Browser is a software used to open website on the internet.
- B.** 1. a, 2. a, 3. b, 4. c

- C.** 1. Hyperlink, 2. URL, 3. Webpage, 4. WWW
- D.** 1. F, 2. T, 3. T, 4. T, 5. F
- E.** 1. c, 2. d, 3. e, 4. b, 5. a
- F.** 1. Home Page, 2. Search Engine, 3. Url, 4. Web Browser, 5. Web Page
- G.** 1. Internet Service Provider  
2. World Wide Web  
3. Uniform Resource Locator  
4. Advanced Research Project Agency Network  
5. Electronic Mail
- H.** 1. Internet is network of networks. It is the global network of computers in the world.  
2. ARPA setup a network of computers at different offices of defense department to exchange the information which is called ARPANET.  
3. These are required for internet connections :  
a. Browsing software  
b. A telephone line for sending and receiving data.  
c. A modem to connect telephone line with a computer.  
d. An internet service provider that provide connectivity to the internet.  
4. Advantages of E-mail are : fast, cheap, simple, efficient, versatile.  
5. Netiquette are set of rules that should be followed while using the internet for the privacy while mentioning the personal information on internet be careful because your information can be viewed by everyone.

### Worksheet

Do yourself

### Model Test Paper-1

- A.** 1. a, 2. b, 3. a, 4. a
- B.** 1. In medical, 2. In banks, 3. In science and technology, 4. In library
- C.** 1. T, 2. F, 3. T, 4. T, 5. F
- D.** 1. If you prefer the larger start screen from window 8, you have the option to replace the start menu in Tech Preview.  
2. Bill Gates  
3. Computer is an electronic device that is

designed to work with information.

4. Hardware represents the physical and tangible components of a computer.

E. 1. c, 2. d, 3. e, 4. b, 5. a

#### Model Test Paper-2

A. 1. A program, 2. issued and returned, 3. transistors, 4. primary and secondary memory, 5. shortcut

B. 1. F, 2. T, 3. T, 4. T, 5. T

C. 1. Smart Art, 2. MS Excel, 3. clip arts, 4. 3-D Rotation, 5. Creating tables

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

E. 1. Speed, accuracy, versatility, storage, diligence and reliability.

2. Features of windows 10 are :

a. Start menu, b. Account options, c. Power, d. Full start screen, e. Pin your favourite apps, f. Apps run in a window, g. Task view, h. Multi tasking snap windows

3. Working in multiple apps and programs is easier and more initiative thanks to enhancement in snapping. They have up to four programs snapped on the same screen.

4. Formatting means changing the appearance of the text in a document. We can make changes to our text by two ways : Character formatting and Paragraph formatting. We have many tools like Word Art, Applying Shadow effects, Applying 3-D rotation, Editing word art, Moving word art, Resizing word art, Inserting graphics.

5. Word art is used to apply inbuilt text style on your text in your document like blending, twisting and rotating.

#### Model Test Paper-3

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

B. 1. text, 2. smart art, 3. picture, 4. shapes, 5. table, 6. new slides

C. 1. c, 2. d, 3. e, 4. b, 5. a

D. 1. F, 2. F, 3. T, 4. T, 5. F

E. 1. MS Powerpoint is a presentation software that present our information in a presentable format on series of slides.

2. Placeholders are used to add the information on it. There are different types of placeholders.

3. Tables are made up of rows and columns. Tables show information systematically.

4. Autoshapes are used to draw geometrical figures.

#### Model Test Paper-4

A. 1. Small version, 2. Layout, 3. Spread sheet, 4. Values, 5. Worksheets

B. 1. T, 2. T, 3. T, 4. T, 5. F

C. 1. Presentation : MS Powerpoint Presentation is an important software for communicating ideas to others.

2. Normal View : In this we can write and design a presentation.

3. Formatting : Formatting means to present, organize and arrange a presentation.

4. Flowchart

Flowchart is a graphical representation of a computer program in relation to its sequence of functions.

5. URL : URL is a address of a web page. It is unique for each web page.

D. 1. e, 2. d, 3. c, 4. a, 5. b, 6. f

E. 1. a. Presentation can be viewed on a projector by attaching the computer.

b. Presentation helps to show our information visually.

2. Photo album is used to create a slide show of pictures only.

3. To enter data in MS Excel in an active cell, click in the cell and start typing. To enter data through the formula bar, then first select the cell and click on the formula bar and type. After typing press enter key.

4. An Algorithm is always written on a paper in Simple English language and shouldn't have computer program codes. It is a set of rules to be sequentially followed in problem solving operations.

5. Internet is used in search, communication, reservation, E-banking, online education, online shopping, employment, etc.