Personal Computing

1) Find out the time marker in the given passage / text.

ans The time marker in the given text are as follows:

In, following, year, over the time, since then, over this period, since, when, then, ever never, etc.

2) Find out any ten key words in the text. So that they are closely associated with the text title.

ans The ten key words are given below:

i) Mainframes
ii) Reversed
iii) PCs
iv) Command
v) Operating System
vi) Upgrade
vii) Processor
viii) Digital Research
ix) Database
x) Network

3) Use the following words in your own sentences.

i) Belived : Hindus people belived that God Shiva had entire power to destory the earth.
(in the past)

ii) Provided : Yesterday Radhika madam provided ~~book~~ to me.
(Knowledge of society and technology) (give)

iii) Decided : The team Argentina had decided to ~~left~~ leave the football ground when their fans are in trouble.

iv) Confirmed : The Newton's law of gravity confirmed that every things come downward due to gravity of the earth.

4) Find the comparative words from the given text.

Ans The comparative words are given below :

i) Than
ii) As
iii) But
iv) Not only
v) One of the
vi) Between

Personal Computing

Task 1

Name these devices. What are they used for ?

- Figure 'A' :

Mouse : An input device connect by a wise to the computer. When the mouse is moved the cursor will move along the screen in the same direction in which the mouse is being moved.

Figure B :

Stylus : An electronic I/O device that is used to draw or write on the screen.

C) Joy-stick : An input device used in computer games for controlling the cursor or some other symbol in its movement around a screen.

D) Bar code scanner : A scanning device that can read bar codes as input.

Reading

Task 4 :

Before reading the text on the following page, match each word with the correct definition :

1. Mainframe ⟷ a big computer system used for large-scale operations
2. Mouse ⟷ a device moved by hand to indicate position on the screen
3. Icon ⟷ a visual symbols used in a menu instead of natural language
4. Operating system ⟷ the set of software that controls a computer system
5. Software ⟷ data, programs, etc. not forming part of a computer, but used when operating it

6) Hardware ⟷ The physical portion of a computer system

7) Microchip ⟷ a very small piece of silicon carrying a complex electrical circuit.

Task 7 :

Answer these questions about the text.

1) How many mainframes did IBM think it was possible to sell in 1952?
ans There are 4 mainframes computer that IBM thought it was possible to sell in 1952.

2) How many PC's have now been sold?
ans Seventy millions PC's have now been sold.

3) Who paid for the Initial research in PCs?
ans Xeror Corporation paid for the Initial research in PCs.

4) Which company later used the results of this research to develop their operating system?
ans Apple company used the results of this research to develop their operating system.

5) What are command-based operating systems?
ans Command - based operating systems are users type in command to perform a function.

6) DR/DOS is an acronym (short form). What does it stand for?
ans Digital Research disk operating system is an acronym.

7) Since the invention of the IBM PC, many of its features have been improved. Which of the following features does the text not mention in this respect?
i) memory ii) speed iii) size iv) cost
ans Size is not mention in this respect.

8) Give three examples from the text of how the availity of computers has in all probability change the world forever.
ans Three examples are given below:

i) Microchips in washing-machines and cars,
ii) Books may not be published in paper forms,
iii) Information available world-wide

8) Using the line refrences given, look back in the text and find that have a similar meaning to:

1) International = World Wide
2) Contested = Challenged
3) errors = mistakes
4) paid for = funded
5) buy = purchase
6) first = Initial
7) recommendation = endorsement
8) improved = upgraded

Writing

9) Translate the six paragraph (starting "The original IBM PC....) in your own language. Look carefully at the tense before you start.

ans प्रारम्भिक आइबिएम पिसीको स्मृति न्यूनतम ९६ के थियो । यसको स्तरोन्नति आवश्यकता अनुसार ५१२ के सम्म हुनसक्थ्यो र प्रोसेसर ४.७७ मेघाहर्ज गतिले चल्ने गर्छ । दस वर्ष पछि १९९१ मा आइबिएमले ९६ एमबिको स्मृतिलाई ६४ एमबि सम्म विस्तार गर्न सकिने र ३३ मेघाहर्ज गति भएको प्रोसेसरले युक्त, पन्ध्रहजुमा रूपान्तर्ण भएपछि हार्डवेयरको मूल्य एकदमै कम भयो । ठूलो उद्योगहरूको पिसीमा प्रमुख अनुप्रयोगहरू चलान थाले जसको दस वर्ष अगाडि कसैले आशा राख्दैको थिएन । यसको विपरीत मान्छेहरू कम्प्युटरलाई केवल खेल खेल्नको लागि प्रयोग गरिन्छ ।

Speaking

10) The articles states that 'many computers in people's home are just ~~need~~ used to play computer games'. Discuss the following questions:

1) In what other ways are computers used at home, or outside work?

ans The computers can be used for word processing, to access bulletin boards, to do office work online from ~~home work~~, for communication, to play music and movies for entertainment, to access online book for study. for students it can be used for taking online class. for accounting in banks, to keep records in institution, etc.

2) If you already have a PC, how do you use it? (If not, how would you use one?)

ans I used my PC for different purposes like/as:

- For entertainment
- For education
- For communication
- For ~~developing~~ to develop my other skills, etc.

The points which are given above are just a topic inside that it contents many thing. For example In education topic I use it for attending some online classes to do homework and others like this.

Reading

11) Read this passage about the structure of the processor and fill in the gaps using the words below.

Structure of the processor

The processor consists of a system board, which is a circuit board on which are mounted microprocessor chips, memory chips, and other components linked together by conductive lines or channels in the form of control, address, and data buses. In addition, a processor has adaptor boards, which are electronic circuits providing specialized functions such as graphics, or which connect a system board to input or

output devices. The system board also consits of electronic devices, such as an electronic clock for controlling the speed of operation; accumulators, which store numeric data during the course of processing; and various registers including sequences control register, address register, and function register.

The processor

A processor or micro processor is a tiny device that consists of various small chips residing inside it. The basic function of the processor is to receive input data (informations, ideas or any other actions) and to provide appropriate output. There are various companies involved in the production of the processors. for e.g: intel corporation, broadcominc, Amulet and so on.

Reading

12) Use the information in the reading passage and the diagram to help you match the terms below with the appropriate explination or definition

1) microprocessor chip ⟷ consits of an arithemtic - logic unit, one or more working registers to store data being processed, and accumulators for storing the results of calculations.

2) ~~registers~~ Accumulators ⟷ used to store numeric data during processing

3) ~~Accumulators~~ Registers ⟷ group of bistable devices used to store information in a computer system for high-speed access

4) Control bus ⟷ a group of signal lines dedicated to the passing of control signals.

5) address bus ⟷ used to send address details between the memory and the address register

6) data bus ⟷ a group of signals lines used to transmit data in parallel from one element of a computer to another

7) Clock ⟷ an electronic circuit, usually a quartz crystal, that generates electronic ~~circuit, usually~~ pulses at fixed time intervals to control the timing of all operations in the processor.

8) RAM ⟷ used for the temporary storage of application programs and data; can be written to and read from

9) ROM ⟷ used for storing part of the operating system, and application software known as 'firmware': can only be read; cannot be written to or altered in any way

Word - play

14) Complete the puzzle and find the key word in 12 down.

Across :

1) Channel
2) Icon
3) Joystick
4) Output
5) Firmware
6) Mouse
7) Control unit
8) Megabyte
9) data base
10) Window
11) Address Bus

Down :

12) Accumulator

Checked!
2080-08-19

Questions :

1) List some of the uses of micro computer.

ans A microcomputer is a complete computer on a small scale, designed for use by one person at a time. Some example of micro computer are: laptops and desktops.

There are many uses of micro computer. Some of them are given below :

i) Uses in education,
ii) ~~Doing~~ Conducting scientific research, conducting S.R.
iii) For entertaiment,
iv) Professional presentation and graphics program,
v) Communications and database management systems.

2) What are the negative aspects of replacing human with computers.

In 21 century the technology has developed very fastly. Now days may work are done by Artifical technology which helps to save time and effort. But human are replacing by AI and computer.

There are many negative aspects of replacing human with come they are given below:

i) It creates unemployment
ii) It creates dependency over computer

iii) Chances of ~~d~~ personal data stolen.
iv)

3) Trace out the characteristics of mini computers?
ans A small # computer that is intermediate between a microcomputer and a mainframe in size, speed, and capacity, that can support time-sharing, and that is often dedicated to a single application.

The characteristics of mini computers are :-

i) Easy to use
ii) Low computing power
iii) Computer multitasking
iv) Ease of use and maintaince
v) Fast and reliable
vi) Smaller in size

4) Introduce any 4 types of personal computer.
ans A personal computer is a computer design for use by one person at a time.

The four types ~~er~~ of personal computer are given below:

i) Desktop computer
ii) Laptop
iii) Work

→ A desktop computer is a personal computer designed for regular use at a stationary location on or near a desk due to its size and power requirements.

ii) Laptop
A portable personal computer that is small enough to rest on the user's lap and can be powered by a battery is called laptop.

iii) Workstation
A workstation is a computer that is used explicitly for engineering applications like CAD/CAM.

iv) Mini computer
A minicomputer is a mid-range computer that is intermediate in size, power, speed, storage capacity, etc. between a mainframe and a microcomputer.

5) Name the available brands of PCs in your locality or country.
ans Now days many company made PCs. All over the world there are many PCs which are uses for many purpose. Among theme some brands which are available in my locality are:

i) Lenovo
ii) Dell
iii) HP
iv) Acer
v) Mac book, etc.

The IBM 1401 is the first computer used in Nepal.

Checked
08.22
2088

Importance : To maintain unity and Coherence.

Transitional markers are essential components of structured paragraph so that certain ideas expressed with in the paragraph can easily be grapsed. The prounce as here as the demonstrati-be adjective play vital role to maintain ~~ulinity~~ unity and coherence with in a paragraph. Trasitional markers that show pronunce such as it, they, them, I, he she, who, such, which and one are the examples of transitional marker prounce. Similarly the demonstrative adjective this, that, these, those are also understand as DA. The function of DA is to refer back to the idea thing, object or person which has be mention already. In addition, other words like the former, the latter / lateral, the first, second and the last. This words refers to the back words ideas.

Exercise 2

Using the line reference given, look back at the reading passage in Unit 1, page 6 and find the reference for the words in italics.

1) anyone can make them (25) = PCs
2) ⇒ xeror Corporation
3) ⇒ the operating system designed for apple computer
4) ⇒ the first IBM PC
5) ⇒ Command-based operating system
6) ⇒ Digital Research
7) ⇒ the 16k of memory.

Chapter 2 Portable Computers

Reading

Task 3 Before reading the text, match these words with their definitions :

a) Clipboard ⟷ portable board with a clip at the top for holding papers

b) stylus ⟷ pointed implement for drawing or writing

c) screen ⟷ surface on which pictures or data are shown

d) grid ⟷ network of lines crossing at right angles

e) voltage ⟷ electrical force

f) Pixel ⟷ individual dot on a computer screen

g) templates ⟷ pattern used as a guide for creating letters or chanchers.

4) Read the text and decide why the author chose the title Delete Keys. Can you suggest a better title.

ans The title is play on words. The 'delet key' is the key on a keyboard which enables the uses to erase information on screen. The title is also

an Imperative. The Delete (i.e forget about) keys - (we now have) Clipboard Technology. An Alternative little could be from keyboard to Clipboard.

Task 5:

Decide whether the following statements are true (T) or false (F) in relation to the information in the text. If you think a statemnt is false, change it to make it true.

1) The Americans and the Japanese are working together to produce user friendlier computers. [T]

2) The clipboard computers was developed for last twenty years. [T]

3) On a clipboard, an electronic pen replaces the traditional keyboard. [True]

4) In the GRIDPad system, when the pen touches the screen, it informs the computer and a liquird crystal pixel appear at that point. [True]

5) The software decides that one character or number is complete if the tip of the stylus is not in contact with the screen for more than half second. [True]

6) The whole process of recognizing letters or numbers and printing them on the screen takes very little time. [True]

Task 6:

Use the information in the text to complete the dialogue in your own words.

A) How big is a clipboard
ans No, bigger than an actual clipboard.

B) Does it have a keyboard?
ans No, it has a ~~stty~~ stylus.

C) How does the stylus work?
ans When the tip does not touch the screen. You print directly on the screen

D) How does the computer known when one letter or number is complete?
ans

e) And how does the computer recognize different letters?
ans The recognition software identifies the letters and numbers.

f) Can you delet a word after you have written it?
ans Yes we can delet a word after written it by draw a line through it.

A) Are these systems capable of recognizing joined writing?
ans Not yet, ~~by~~ but they will be soon.

2) Using the line reference given, look back in the text and find the reference for the words in italics.

1) from becoming their user-friendliest
ans Machines

2) One allows raw data to get
ans Technologies

3) It informs the computer
ans The stylus.

4) Every time this happens
ans The tip does not touch the screen for a third of a second or more.

5) Which instantly identifies
ans The computer's pattern recognition software.

6) It encodes the character in memory.
ans Computer

7) This is an especially
ans Clipboard systems ~~can be programmed to underst~~ quirks of a particular user's printing.

8) for their products
ans The designers of clipboard computers.

8) Using the line references given, look back in the text and find words or phrases that have a similar meanings to:

1) Understand = figure out	6) Join = Connect
2) Sold = Marketed	7) Not straight = Crooked
3) Covering = Coating	8) made by mistake = errant
4) Points = Coordinates	9) move quickly and sharply = flick
5) Making even = smoothing out	10) Unique features = quirks

9) Choose the correct word to complete each sentence, You may have to change some words slightly

1) a) An electronic pen is one example of an input device

b) A computer solves problems electronically.

c) Many electronics students go on to work as engineers.

2) a) The computer is the greatest technological invention of the twentieth century.

b) There are two technologies involved in a clipboard PC.

c) Today's computers are technologically far superior to those used a few years ago.

9) a) The clipboard's pattern recognition software immediately identifies the letters and numbers written by the ~~st~~ stylus.

b) Most computer companies will not allow people without an identity.

c) A password is a mechanism for identifying the computer-user and allowing access.

4) a) The computerization of the manufacturing division will be expensive in the short term, but cost-effective in the long term.

b) We should be able to compute our profit for next year fairly accurately with the new program.

c) I could tell from all the computation on the board that a maths lesson was in progress.

11) Discuss the following questions:

a) What are the limitations of portable computer?

ans The limitations of portable computer are:

i) Battery life
ii) It has small size of screen
iii) Difficulties of using a mouse when travelling
iv) Repairing is difficult and expensive
v) Overheating issues make them less reliable and solwer than desktop pc.

2) Do you think students should be allowed to use portable computers in class?

ans In my ~~Opinion~~ opinion, DCA students should be allowed to used portable computers in class because it is a computer related subject so that students have to do different project of different - differents subjects. ~~So~~ Thats why, they have to ~~bring~~ bring their ~~con~~ portable computer in class to do presentation and to access the note digitally from the teachers.

Writing

10) Translate the third paragraph (starting "There are two technologies...") into your language. Check the meaning of any unfamiliar technical words in the glossary at the back of this book.

In clipboard raw data are figured out what that data means. It depends upon hardware. In ~~a~~ Gxipad, LCD screen is covered by conductive coating glass. In horizontal and verticals lines voltage which can be slightly different. Computer being informed when stylus touch the screen. This information use to find stylus and

coordinates through liquid crystal pixel. It's changes its position hundread times as the pixels are activated.

Features of Advertisment

1) Arresting title
2) Image / Icons
3) Replace the image
4) Email, Address, Webpage website, Phone no
5) Use complex language
6) Short / abbreviation Forms
7) Word Redundancy
8) Publicity / promotion of new product.
9) Use of bullets and subtitles
10) Company's Logo
11) Availability

* Oxford English

Prefix	+	Stem		New word
In	+	decisive	⟷	Indecisive
Un	+	Clear	⟷	Unclear
Un	+	fortunately	⟷	Unfortunately
Im	+	polite	⟷	Impolite
Non	+	technical	⟷	Non-technical
In	+	tangible	⟷	Intangible
Non	+	Proprietary	⟷	Non-proprietary
Un	+	Professional	⟷	Unprofessional
Micro	+	Computer	⟷	Microcomputer
Im	+	Perfect	⟷	Imperfect

Five words formation by

	Prefix	+	Stem		New word
i)	In	+	Complete	⟷	Incomplete
	In	+	tangible	⟷	Intangible
	In	+	Sight	⟷	Insight
	In	+	Side	⟷	Inside
	In	+	Secure	⟷	Insecure

ii) Dis:

Dis	+	harmony	⟷	Disharmony
Dis	+	placement	⟷	Displacement
Dis	+	Obey	⟷	Disobey
Dis	+	honest	⟷	Dishonest
Dis	+	Advantage	⟷	Disadvantage

iii) Re:

Re	+	Production	⟷	Reproduction
Re	+	Generation	⟷	Regeneration
Re	+	Birth	⟷	Rebirth
Re	+	Search	⟷	Research
Re	+	Placement	⟷	Replacement

iv) Semi:

Semi	+	Conductor	⟷	Semiconductor
Semi	+	Final	⟷	Semifinal
Semi	+	Colon	⟷	Semicolon
Semi	+	Circle	⟷	Semicircle

www.unibytes.xyz

v) **Mini :**

Mini + Bus ⟷ Minibus
Mini + Computer ⟷ Minicomputer
Mini + Skirt ⟷ Miniskirt
mini + Car ⟷ Minicar
Mini + Gun ⟷ Minigun

vi) **Micro :**

Micro + Scope ⟷ Microscope
Micro + phone ⟷ Microphone
Micro + Organism ⟷ Microorganism
Micro + Phone ⟷ Microphone
Micro + film ⟷ Microfilm

vii) **Anti :**

Anti + Virus ⟷ Antivirus
Anti + dote ⟷ Antidote
Anti + Social ⟷ Antisocial
Anti + Pathy ⟷ Antipathy
Anti + thesis ⟷ Antithesis

viii) **Inter :**

Inter + Face ⟷ Interface
Inter + Achive ⟷ Interachive
Inter + Net ⟷ Internet
Inter + Mediate ⟷ Intermediate
Inter + View ⟷ Interview
Inter + Sect ⟷ Intersect

ix) **Super :**

Super + Computer ⟷ Supercomputer
Super + Market ⟷ Supermarket
Super + Fast ⟷ Superfast
Super + Car ⟷ Supercar
Super + Bike ⟷ Superbike
Super + Impose ⟷ Superimpose

x) **Trans :**

Trans + Parent ⟷ ~~Tan~~ Transparent
Trans + form ⟷ Transform
Trans + Port ⟷ Transport
Trans + Pose ⟷ Transpose
Trans + late ⟷ Translate
Trans + met ⟷ Transmet

* **Ex :**

Ex + pensive → Expensive
Ex + Clude → Exclude
Ex + Change → Exchange
Ex + pire → Expire
Ex + Amination → Examination

* **Extra :**

Extra + Ordinary → Extraordinary
Extra + Territorial → Extraterrestrial
Extra + Curricular → Extracurricular
Extra + Version → Extraversion
Extra + Polate → Extrapolate

www.unibytes.xyz

Date
Page

* **Peri :**

Peri + Meter → Perimeter
Peri + Scope → Periscope
Peri + Cardinal → Pericardinal

* **Pre :**

Pre + Judice → Prejudice
Pre + View → Preview
Pre + Vent → Prevent
Pre + Paid → Prepaid
Pre + Pared → Prepared

* **Ante :**

Ante + date → Antedate
Ante + Room → Anteroom
Ante + type → Antetype
Ante + Script → Antiscript
Ante + Chair → Antichair

* **Fore :**

Fore + Cast ⟷ Forecast
Fore + head ⟷ Forehead
Fore + ground ⟷ foreground
Fore + See ⟷ Foresee
Fore + Shadow ⟷ Foreshadow

Date
Page

* **Post :**

Post + Pone ⟷ Postpone
Post + War ⟷ Postwar
Post + Ure ⟷ Posture
Post + Man ⟷ Postman
Post + Marks ⟷ Postmarks

* **Mono :**

Mono + Poly ⟷ Monopoly
Mono + chrome ⟷ Monochrome
Mono + tone ⟷ Monotone
Mono + Chromatic ⟷ Monochromatic
Mono + Graph ⟷ Monograph

* **Bi :**

Bi + Cycle ⟷ Bicycle
Bi + lateral ⟷ Bilateral
Bi + Sect ⟷ Bisect
Bi + colour ⟷ Bicolour
Bi + Functional ⟷ Bifunctional

* **Hex :**

Hex + Nut ⟷ Hexnut
Hex + ~~Hexameter~~ ⟷ Hexameter
Hex + gon ⟷ Hexagon
Hex + decimal ⟷ Hexadecimal
Hex + gram ⟷ Hexagram

* **Oct :**

Oct + ober ⟷ October
Oct + ~~Sy~~ syllabus → octosyllabic

iii) Oct + angle = Octal
iv) oct + angle = octagonal

* Multi :

Multi + Media ⟷ Multimedia
Multi + task ⟷ Multitask
Multi + for ⟷ Multifor
Multi + Colored ⟷ Multicolored
Multi + millionaire ⟷ Multimillionaire

Reading

14) Before your read the text try to answer the following question

a) What is an Operating system and what is its purposes

ans An operating system is a master control system which controls the functions of the computer.

The purpose of OS is to manages all of the software and hardware on the computer.

b) Where is an operating system stored and how is it transfered to internal memory?

ans An operating system is stored on disk. And it is transfered to internal memory by giving commands prompt

Remark

15) Answer these question about the text.

1) Why is it important to assess the operating system on a computer before buying it?

ans Because some software is only designed to run under the control of specific operating system.

2) What is multiprogramming?

ans The running of two or more programs or sequences of instructions simultaneously by a computer with more than one central processor.

3) The text give some example of real-time processing. Can you think of some examples of batch-processing.

ans The example of batch-processing are :-

i) Payroll calculations,
ii) Accounting transaction updates
iii) Bank interest calculation
iv) Statement printing
v) label printing
vi) Cheque processing

www.unibytes.xyz

16) Here is a list of typical tasks performed by an operating system. In each case the main verb has been omitted. fill in the blanks from the words given. Sometimes more than one may apply.

A typical Operating system will:

1) Monitor is an input and output devices.

2) Monitor is the status of hardware devices.

3) Diagnose is the hardware interrupts.

4) Format is new disks.

5) Monitor is the disk directories

6) Execute/monitor is the disk reading and writing operations.

7) Diagnose disk errors.

8) Execut disk commands relating to the deletion, copying, renaming, and dumping file.

17) Match these common DOS commands with the appropriate explanation.

1) BackUp ⟷ saves the contents of the hard disk to a floppy disk for security purpose.

2) CHDIR or CD ⟷ is used when it is necessary to change the current directory.

3) CHKDSK ⟷ Produces a status report of the currently logged-on disk, indicating the amount of disk space used, the available capacity (in bytes), and the number of files on disk.

4) CLS ⟷ clears data from screen.

5) DEL ⟷ deletes a specified file from the current directory, specified drive, or specified path.

6) DIR:SORT ⟷ alphabetically sorts and lists a disk directory.

7) REN ⟷ allows the user to change the name of file.

8) TYPE ⟷ allows a text file from the current directory to be displayed on screen.

www.unibytes.xyz

9) FIND ⟷ searches for a specific string of text in a file.

10) DiskCopy ⟷ makes back-up copies of the contents of one disk to another.

18) Find the hidden words in this square. Some appear vertically, some horizontally, and some diagonally. They may be upsides-down or back to front. Use the clues below to help you. The number of letters in each word and the first letter of the word appear in brackets after the clue. The first one has been done for you.

Find words which mean.

1) a computer that is small enough to hold in the hand.
ans Palmtop

2) An electronic pen
ans Stylus

3) To erase or omit.
ans Delete

4) One type of portable computer which operates with an electronic pen.
ans Clipboard

5) The information that the computer process.
ans Data

6) A network of lines crossing at right angles.
ans Grid

7) A right to a processor to suspend temporarily the current sequence of instructions
ans Interrupt

8) A pattern used as a guide for creating letters or characters.
ans Template

9) An individual dot on a computer ~~devit~~ screen.
ans Pixel

Language focus B

2) Read the following sentences and circle the prefixes for each word that has a prefix, try to decide what the prefix means. Refer back to the table if you need help.

1) ans Inexpensive (not), reusable (do again)

2) ans Malfunctions (bad), interface (between, among)

3) ans Multiplexor (many), disconnected (opposite action)

4) ans Improper (not), antiglare (against), impossible (not).

5) Reformat (do again)

Maximize (large), bilingual (two), ~~triang~~ trilingual (three)

2) Input, Output

8) Retroactive (backward), biannual (two)

9) Octal (eight), hexadecimal (six), binary (two)

Irregular (not), rewritten (do again)

3) Fill in the gaps with the correct prefix from the following list.

1) Most people prefer a colour screen to a mono chrome screen.

2) Sub script is a character or symbol written below and to the right of a number or letter, often used in science.

3) A mega byte equals approximately one million bytes.

4) Once you finish your program, you will have to test it and debug it to remove all the mistakes.

5) The introduction of semi conductor technology revolutionized the computer industry.

6) If a computer system has two or more central processors which are under common control, it is called a multi processor system.

7) The decimal system is a number system with a base of 10.

8) When the user and the computer are in active communication on a graphics system, we refer to this as inter active graphics.

www.unibytes.xyz

Unit 3 Online Services

1) Introduce available ~~se~~ online services in your cities. Have you ever experienced with online services.

ans An online service is a service and information provided to users with the help of internet. The services allow the users to communicate with each other by sharing data in various forms like audio, video, documents, etc. The online services range from small to large services. Online services creates many employment opportunities.

There are many online services available in my cities are:-

i) E-commerce platform such as Daraz
ii) E-banking platform such as E-sewa, Khalti
iii) Bus-sewa for reserving tickets.
iv) For travelling platform such as pathao, in-drive
v) For food delivery pathao food, etc.

Yes I have experienced many online services in my life among them one of the best service is in-drive for travelling from my home to college. This is an travelling or riding services which offers you to travel from one place to another place easily at certain amount of money. In this service you can bargain with the rider to ~~get~~ pay less amount of money. This ~~app~~ service is available in Kathmandu valley.

ii) Which online service that you prefer in most specific cases.

ans An online service is a service and information provided to users with the help of internet. Today's times many online services are available in the market. Online services makes people life easier for buying goods and services which are available.

Among many service I would like to prefer pathao which is available in Nepalese community. Pathao is an online service which enable you to get many services like as for travelling you can book cab or bikes and newly pathao release its new service in the name of pathao food which enable you to order food that you want to eat in certain amount of money. Pathao provides its many services in comfortable price for the people.

Pathao is an international company which makes your life easy for travelling and deliver food. It creates many job opportunities for Nepalese people. So that I would like to prefer Pathao in the most specific cases.

iii) What are the advantages and disadvantages of Online services.

ans An online service is a service and information provided to users with the help of internet.

Advantages of online services are :-

i) It safe the times of people.
ii) It enables you to buy and sell your services at minimum cost. ~~at~~
iii) It creates job opportunities
iv) It is flexiable for all types of business.
v) It help to expand the business in international level.
vi) People can buy good and services by sitting in their home which feel them more comfortable.
vii) People can buy any types of goods which are available in market.
viii) Students can use online services for their educational purpose.

Disadvantages of online service are :-

i) The people who are technological illiterate can not use this. services.
ii) Possibility of password threats.
iii) Cost of fraud
iv) It charges services fees and other additional costs.
v) It can face many technical problems.
vi) Some time people can't get the good which they have to buy in the internet.

iv) Compare between traditional city based street market and online services

ans

Traditional city based street market	Online services
i) People have to physically present to buy and sells goods and service	All of the work is done with the help of internet.
ii) In this people can reduce some amount of money.	Goods has its fixed prices so its can't be reduce.
iii) It is more reliable than online services.	It is less reliable.
iv) It is difficult to find the good in the market.	We can easily find what type of good we want in internet.
v) It has not any home delivery service.	It has home delivery service.

Checked
2020-09-16

Date
Page

Test 6

Match each word or expression in the first column with a synonym in the second column.

1) ~~time~~ (but) ⟷ however — contrast
2) While ⟷ whereas
3) Still ⟷ nevertheless
4) For my part ⟷ Personally
5) eventually ⟷ ultimately
6) until then ⟷ meanwhile

In ~~Data~~ general Data can be transmitted in two different levels at with cable (wired) or without cables (wireless). When cables are connected to each devices then it is physical transmission.

When data are transmitted virtually or without cable we understood wireless transmission. As an act of transmitting informations ideas and variables over the communication channels Through various medians like TVs, Radios, Satellite, networking, etc is called data transmission. In short, it is a process of transforming messages, ideas and images from one particular device to another device. Cluster controller helps to transfer the data. In a systematic way. The following diagram shows the systematic way of data transmission

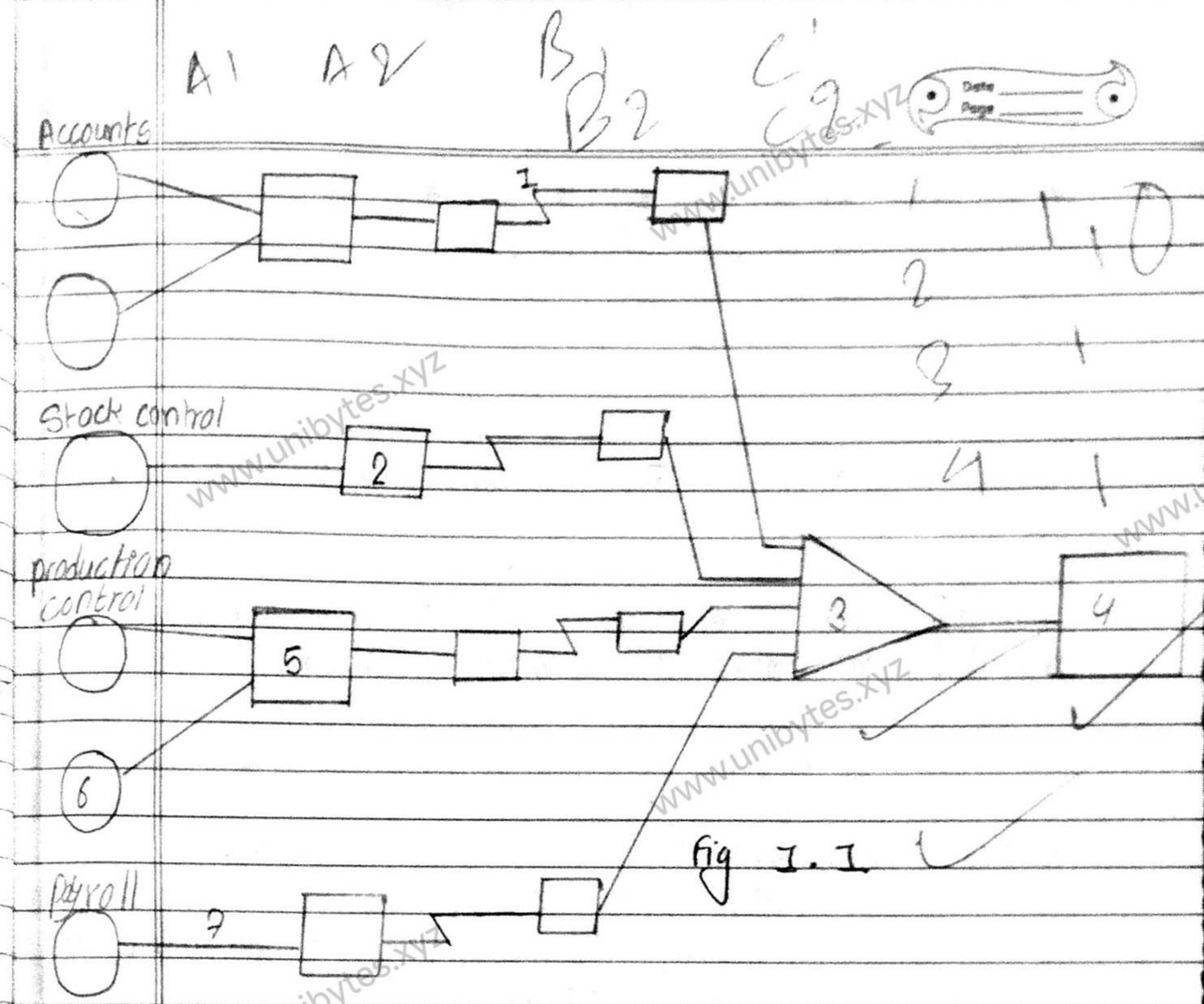
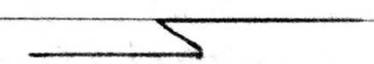
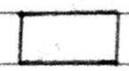


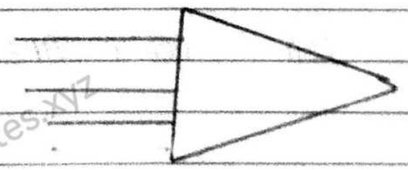
fig 1.1

1) Analog signals
2) Modem
3) Multiplexor
4) Personal Computer
5) Cluster Controller
6) Terminal
7) Digital Signals

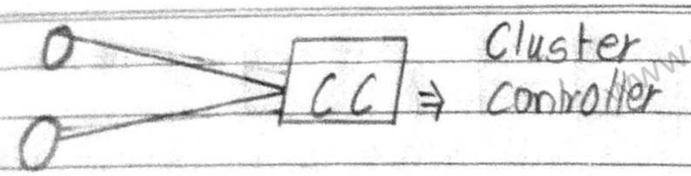
Note: Singns:


= Analog signal

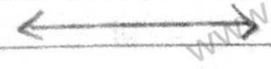

= Modem


= Multiplexor

www.unibytes.xyz



= terminals


= Digital Signals

Basically, there are two modes of data transmission regarding the nature of information system

i) Analog transmission

Analog transmission is a transmission method of conveying information using a continous signal which varies in amplitude, phase, or some other property in proportion to that information.

ii) Digital transmission

Digital Transmission is a type of signal transmission in which the signals vary discretely with time between two values : one representing the binary number 0 and the other representing 1.
∴ Signal and transmission are same

II) Before reading the text below, answer these questions.

1) What are the advantages of digital transmission?

ans There are many advantages of digital transmission Some of them are given below:
i) Digital data can be easily compressed
ii) High signal quality
iii) Digital transmission system are cheaper
iv) Easy to store
v) Improved security

2) How does digital transmission differ from analog transmission?

ans In analog transmission the transmission of electrical signals represented by continous variations in wave forms where as digital transmission the transmission of series of electrical on/off pluses in binary code

3) What information does the code supply?

ans The codes represent, characters, transmission controls signals, information separators, and device controls

9) Reading

Match up the jigsaw pieces to complete the definations. One has been done for you.

1) An acoustic couple converts the electrical signal from the computer into a coded sound signal which is picked up by the telephone microphone. It then works as a modem.

2) A modem can convert a digital bit stream into an analog signal over an analog communication channel (telephone circuit). It then converts incoming analog signals back into digital signals.

3) A cluster controller may control several terminals in one location, connecting each of them to a modem. This connection is made on a shared line basis.

4) A multiplexor receives multiple signals from various terminals and combines them in data frames for transmission on a single high speed line to the computer. In the computer the data frames are then seperated again.

5) A gateway interconnects two or more networks, enabling data transfers to be made. It may act as a translator between incompatible networks, protocols, or software.

14) Across

1) A combination of electronic devices and conductors that form a conducting path
ans Circuit

2) An agreement that covers the procedures used to exchange information between co-operating computer
ans Protocol

3) This kind of transmission has been the basis for telephone technology for many years, though it is gradually being replaced
ans Analog

4) To send programs or data form a central computer to a remote PC.
ans Download

5) Single vibrations of electric current.
ans Pulses

6) A VDU screen and keyboard used to interact with a computer, usually with no computing capacity of its own.
ans Terminals

7) This kind of transmission consists of electrical signals representing data in binary code.
ans Digital

8) A public database, for example, that can be accessed over a computer or telephone network.
ans Online service

9) A clustex controller controls a number of similar peripheral device such as terminals and links them to main computer.

10) This merges information from several channels into one channel.
ans Multiplexor

11) A device that converts the computer's digital bit stream into an analog signal for transmission over a telephone line.

ans Modem

10) A bulletin board is a public teleconferencing system that allows users to read and write messages.

ans Bulletin

Down

13) The process of sending signals electronically.

ans Transmission

* Word Formation

It is a process of 'making new words for new objects ideas and concepts in this process the morphemes are added after the steam world.

For e.g: i) Simple = Simply, iii) Perform = Performance
ii) Deny = Denied, iv) Electric = Electrical, etc.

Further, there are two types of suffixes

a) Inflexional Suffixes

- In inflexional suffixes there is no change of the word class for part of the speech but grammatical meaning can be change.

ii) Derevational suffixes

In Derevational suffixes there is noun change of basic meaning only change the word classes for part of the speech. For e.g the verb performed become performance.

ii) Active ~~that~~ become activated
iii) Hard become hardly

① Write any five words with noun forming suffixes

e.g: Operate is a verb, when we add 'ion' it becomes noun operation

i) Program ter = Programmer
ii) Calculate + ion = Calculation
iii) Present + ion = Presentation
iv) Protect + ion = Protection
vi) Drive ter = Driver
(verb) (noun)

note:
i) noun = name, ii) verb = work

1) Write any five verb forming suffixes with 'ize', 'ate'.

i) Computer + ize = Computerize
ii) ~~Auto~~ Active + ate = activate
iii) American + ize = Americanize
iv) Regular + ate = Regulate
v) pollen + ate = Pollinate

ii) Write any five adjective forming suffixes with 'ous', 'able' and 'ful'.

i) Danger + ous → Dangerous
ii) Humour + ous → Humorous
iii) Adventure + ous → Adventurous
iv) Use + able → useable
v) Compare + able → Comparable
vi) Help + ful → Helpful

Note :-

i) Play + ed → played

This is inflexional suffixes (ed) because the word class is change. In deep it change the tense of play

ii) Perform (v) + mance → performance
iii) Drive (v) + er → Driver

This is derivational suffixes (mance) because in above verb change into noun and in another noun change into verb.

3) Write a Paragraph to show the difference between analog and digital transimmission.

Exercise 2

Read the following sentences and circle the suffixes. Underline the stem if it can be used on its own. The first one has been done for us. And for each word that has a suffix, indicate what part of speech the word is (e.g noun, verb etc.)

1) A programm(er)(n) designs, writes, and tests programs for performing(v) various tasks on a comput(er)(n)

2) A systems analyst(n) studies organiz(ation)(al)(adj) systems and decides what action(n) needs to be taken to maximize(v) efficien(cy)(n)

3) Laser print(ers)(n) are prefer(able)(adj) to other types of print(ing)(adj) devices because of their speed and quiet(ness)(n)

4) The microcomput(er) (n) we have purchased does not have a FORTRAN compil(er) (n). It is programm(able) (adj) in BASIC only.

5) We have found that operat(ors) (n) who have the free(dom) (n) to take short breaks during the day great(ly) (adj) improve their perform(ance) (n).

6) The number of ship(ments) (n) will increase over the com(ing) (adj) months

7) We decided to computer(ize) (v) the entire plant to give each divis(ion) (n) more independ(ence) (n).

8) Spool(ing) (n) is a way of storing data temporar(ily) (adv) on disk or tape until it can be processed by another part of the system.

9) Turn(ing) (gerund) your office into a paper(less) (adj) environ(ment) (n) may be expens(ive) (adj) at the begin(ning) (n) but can produce big savings (n) in the long run.

10) Software develop(ers) (n) are produc(ing) (v) increasing(ly) (adv) sophisticat(ed) (adj) applicat(ions) (n) for a growing (adj) glob(al) (adj) market

13) How does digital transmission differ from analog transmission?

ans Digital transmission differs fundamentally from analog transmission in the way information is enclosed and transmitted. In analog signal transmission, information is represented by continuously varying signals like electrical voltages or waves, providing a smooth representation of data. On the contary, digital transmission encodes information in discrete binary signals a series of 0's and 1's. This fundamental distinction brings several advantages.

Digital signals are less susceptile to interference, as they can be accurately reconstructed even if the received signals is distorted. Error detection and correction are robust in digital transmission. Additionally, digital signals permit efficient compression optimizing storage and transmission.

4. Programming AND Languages

2) Before reading the text, try to fill in the gaps in these sentences.

1) A source program is a program written in one of the high-level languages.

2) A program written in a high-level language must be interpreted into machine code before the computer will read and process it.

3) A program designed to perform a specific task is called an application program.

4) The object program or object module is the program produced when the original program has been converted into machine code.

5) A compiler is a program that converts a high-level language into machine code.

6) The system program which fetches required systems routines and links them to the object module is known as the linkage editor

7) The load Module is the program directly executable by the computer.

Questions -

1) Define source program

ans A source program is a program written in one of the high-level languages. Such as C, C#, PASCAL, PHP, etc.

2) What is programming language. List out any five name of the programming languages and also explain the function.

ans A programmig language is a set of instruction written by a programmer to deliver instruction to the computer to perform and accomplish task.

There are many programming language. Among them some five programming language with the function are given below :-

i) C

The C language is a high-level, general purpose programming language. It is use for creating embedded system drivers and applications, developing Operating System, developing graphics and games. etc.

ii) JavaScript

JavaScript is a scripting language for creating dynamic web page content. JavaScript uses include web development, game development and creating web and mobile apps.

iii) Python

Pytho is a computer programming language often used to build website, software, task automation,

data analysis, game development, Artifical Intelligence, etc.

iv) Java

Java is a computer programming language use for web application development and for developing mobile application, desktop computing application games and game engine.

v) PHP

The full form of PHP is Hypertext Preprocessor. And it is used for create websites, application, login pages and to interact with DataBase.

iii) What are the fundamental ~~features~~ features of programming languages.

ans They are given below:

i) It has syntax and rules.

ii) It is used by computer programmers and manufacturers.

iii) They are used to write programmes and instruction.

iv) It can be written in different levels spanning from machine code to assembly of language and high level.

v) They have automated language translator like compiler, assembler and interpeter.

At last, it is difficult to learn programming language rather than natural languages.

iv) Define the following terms:

i) Software Package

A software package is a group of computer programs that can be licensed, download or subscribed to as a bundle of related products. Microsoft office is an example of software package which contain word excel, access and ~~powerpoint~~. PowerPoint.

ii) Load Modules

The program which is directly executable by the computer is called load Module.

iii) Compiler

A compiler is a program which translates a program at a time written in high level language into machine language program that can be understood by a computer.

3) These are answers to question about the text. Write the questions.

1) Is COBOL use for mathmatical calculation purpose?

ans No, it is quite wordy so it is used for commercial purpose.

2) Why was C developed?

ans To support the UNIX Operating System.

www.unibytes.xyz

3) What do you call a program written in a high level language designed to perform a specific task?

ans An application program.

4) Which part of the system software converts the source code to machine code?

ans It is done by compiler

5) What does the linkage editor do?

ans It fetches required systems routines and links them to the object module.

6) Are software package only sold by the hardware ~~manfu~~ manufacturer?

ans No, they are also sold by other vendors.

4) Summarize the information on different high-level computer language by completing the table below.

Language Developed Function Characteristic

	Language	Developed	Function	Characteristic
i)	FORTAN	1954	For solving scientific and mathematical problems.	Algebraic formulae and English phrases
ii)	COBOL	1959	Commexcial Purpose	English statements.
iii)	ALGOL	1960	Mathematical and	Orginally called Intern-
			Scientific purpose	ational Algebraic Language.
iv)	PL/I	1964	data processing and scientific purposes	Combine features of COBOL and ALGOL
v)	BASIC	1965	General-purpose Language	Easy to learn, Developed for students
vi)	APL	1962	Scientific research, and academia.	
vii)	PASCAL	1971	Good programming pratice	offer variety of programming structures

6) Using the line refrences given, look back in the text and find the references for the word in italics.

1) If they are given the right (line 1).

ans Computers

2) It cannot be directly processed (line 5)

ans a source program

3) It is called an applications program (line 38)

ans A program written in high-level language to do specific work.

4) Commissions their own programmers (line 40)

ans Institutions

6) that would understand (line 48)
ans Compiler

7) Which control the central (line 51)
ans A true system program

8) links them to the object (line 54)
ans Systems routines

9) They are a set of programs (line 60)
ans Software Package

10) Which can be purchased (line 66)
ans magnetic tapes or disks

5) to write them to meet (line 40)
ans these programs

7) Using the line references given, refer back to the text and find words or phrases that have a similar meaning to:

1) Converted (line 5-10)
ans transformed

2) Given the responsibility to (lines 35-40)
ans Commission

3) Brings (line 50-55)
ans Fetches

4) are compatible with (lines 60-65)
ans Conform to

5) Matches (line 65-67)
ans Corresponds to

8) Choose the correct word to complete each sentence. You may have to change some words slightly.

a) Our maths instructor explained to us the principles of binary arithmetic.

b) We were instructed to document our programs very careful.

c) Both instruction and data have to be changed to machine code before the computer can operate on them.

12 a) Our university computer does not have a PASCAL compiler.

b) Usually, a programmer compiles his program before he puts in the data.

c) A source program cannot be directly processed by the computer until it has been compiled.

3) a) The linkage editors links system routines to the object module. The resulting program, ~~refer~~ referred to as the load module, is directly executable by the computer.

b) The results of these mathematical operation were obtain from the university mainframe and not from my micro.

4) a) Our company bought three packages with very specific applications: payroll, account receivable and accounts payable.

b) An applications program is designed to do a specific/specified type of work such as calculating the stress factor of a roof.

c) Did the analyst give the new programmer the specification necessary to starts on the project?

Quiz Question (Imp)

1) When was digital format file derived.
i) 1879 ii) 1789 iii) 1987 iv) 1819

2) Which operating System did google developed?
i) IOS ii) Android iii) Black-berry OS iv) Windows

3) What is the full form of WAN?
⇒ Wide area Network

4) Who create Wikileaks
i) Alan Foring ii) Bill Gates iii) Julian Assange iv) David carl

5) Which company realeased its first notebook computer?
i) Dell ii) Apple iii) Linux

6) Which blogging site was founded by David Karp in 2007
i) Tumblr ii) Life hacker iii) Medium iv) Wordpress.

7) Which of this is an example of an Integrated Circuit?
i) Dectifier ii) battery iii) Sound card

8) Who created the programming language FORTON?
i) John Backus ii) John Mark iii) Dennis Ritchie

9) Which device converts digital signals into analog ~~system~~ signals?
i) Coloboard ii) Transister iii) MODEM iv) CPU

10) Which of these is not an e.g of malware
i) Sly ware ii) Plug-in iii) Trojan horse iv) Worm

11) Who is known as father of Computer graphics?
i) Ivan Edward Sutherland, ii) Rober E Eahn iii) Timothy paterson.

12) Who coined the term AI?
i) John McCarthy ii) Charles Babbage iii) Donald Elvin

13) Who invented the distributed network as well as metapackage switch?
i) Paul Baran ii) Jean Bartit iii) Charley Babage

www.unibytes.xyz

14) When was MS founded
i) 1980 ii) 1975 Apr 4 iii) 1986 iv) 1996

11) Read the program below and the text on the next page. then complete the sentences which follow.

1) The function main must appear only once in a program.

2) /* CALCULATE AVERAGE 5 */ is a command line.

3) The statement float a,b,c,d average is declaration statement.

4) The program below contains three function statement.

5) The assignment statement are on lines four and five.

6) The main part of the program is enclosed within braces

7) Each line of any C program must end with a semicolon, which act as a statement terminator.

8) If you forget to include the correct punctuation the Compiler will produce a syntax error.

9) A quantity referred to by name is know as a variable.

10) A type declaration statement must be used to declare variables.

12) Find words in the text which mean:

i) Brackets = braces
ii) Not fixed = Variable
iii) Systematically check = scan
iv) recognized = Identified
v) Complete = terminated
vi) Starting = Initial

13) The table below show C's relational operators. Fill the gaps in the table.

C symbol	Meaning
==	equal to
<	less than
<=	equal or less than
>	greater than
>=	Equal to or greater than
!=	not equal to

Writing

14) Using the completed table above, write sentence to illustrate the following.

1) a != b
ans In the given symbol as well as the letter used in I a is not equal to b.

2) a > b
In the given statement we can see that

a is greater than b

3) a <= b

ans The given statement shows that a is equal to or less than b.

4) a >= b

ans The given statement define that a is equal to or greater than b.

5) a < b

ans The above statement demark that a is less than b.

6) a == b

ans The given statement show that a is equal to b.

or, The given statement ask whether a is similar to b or not.

16) Solve the angrams in the right-hand colum and match them with the words in the left-hand column to complete the phrases. The first one has been done for you.

1) high-level	language	8) declaration	= statement
2) machine	code	9) Comment	= line
3) Systems	routine	10) Relational	= operator.
4) Object	module		
5) linkage	editor		
6) magentic	peat		
7) Binary	arithmetic		

language Focus D

1) Practise finding the main idea, major details, and minor details by completing the block diagram after reading the following.

Main idea : i) The computer has changed the production of copy in the newspaper industry.

Major ~~ideas~~ details : There are three steps involved input, correction and output.

Main details : i) The computer number each story, counts words, and gives a listing of the length of each story

ii) A page is made up. advertisments are placed in, then copy is shifted or delet, and corrected

iii) The computer hyphenates words - the results is a newspaper page.

2) Practise finding the main idea, major details, and minor detail by completing the diagram after reading the following paragraph.

Main idea : Railway companies use large computer system to control ticket reservations and to give ~~the~~ information on train.

Major details: i) Terminals for ticket reservation

ii) Used for a variety of jobs

iii) trains schedules, planning, freight and cargo loading, meal planning, personnel availability, accounting and stock control.

Minor details: i) Passenger's name, type of accommodation, train schedule, put in memory.

ii) Thousands of calls for reservations, space, arrivals, and departures.

iii) Rapidity cancelled tickets can be sold anywhere in the system a few later.

* A well structured paragraph must have the following components
i) Arresting title
ii) Topic Sentence: The topic sentence of a paragraph must describe the topic including main idea of the context
iii) Main Idea : main theme or point of the paragraph at first sentence.
iv) Major details : Supporting ideas that build the connection with topic sentences.
v) Minor details : This involves facts, evidences and examples which are aligned with major details.

Chapter 5 **Computer Software**

Computer software refers to a set of collection of various programs which are used to perform special task in our computers. Various types of computer software can be listed as follow:-
i) Ms - Word iii) VS code
ii) Ms - Excel iv) Notepad

Magazine / Newspaper articals

i) Very short and arresting title.
ii) Use colons when the title becomes long.
iii) Wright the name of the authors in the left just below the title.
iv) 'Mention date and publisher's'.
v) Use 5 'W' and 1 'H' formula. When you compose a news story about a particular product, new goods, books review and movie review.

5W = What, when, why, who, where
1H = How
It provide a clear data. Journist often use this formula.

Clarity
- Unity + Coherence
- Consistancy call use same tense.

~~Formal language : i) Marry Evans~~
~~ii) Bob~~

i) Formal and informal ~~changes~~ languages

Marry Evans and Bob Boton are using formal language because they are using in general and I think words in their first sentences, which are generally use in formal language.
Whereas, Gerry Harper and Matt Andrews are using informal language because they are using I'm afraid and I really can't agree words which generally show disagreement and they are use in informal language.

ii) Distinguish the contribution made by both male and female programmers.

Marry Evans thinks that user always want more features and capability to do more and more creative things. But, Genery Harper thinks that user need ~~every~~ easy and cheaper programming languges. So that she thinks those languages must be easier to understand and work together to accomplish more complex tasks.
Whereas, Matt Andrews argues that we can't stop progress and he mainly talks about the supplier and customer. Bob Botton thinks that developers should take feedback from the customer then only, they should add other feature

He mainly talk about developers and customer.

i) Marry Evans
- Positive thoughtful expression and equality asserts beside there are few drawbacks or mistakes.

ii) Gerry Harper
His ~~opnio~~ opinions are pessimistic but thoughtful. Though he opines / express positive thoughts. He really seems doubtful / skeptical.

iii) Matt Andrews
He is conflict and straight to his opinions because he presents a fact with evidences.

iv) Bob Bolton
- His expression are optimistic. In other words credible and open for the readers.

5) Using the line references given, look back in the text and find words or phrases in the text that have a similar meaning to.

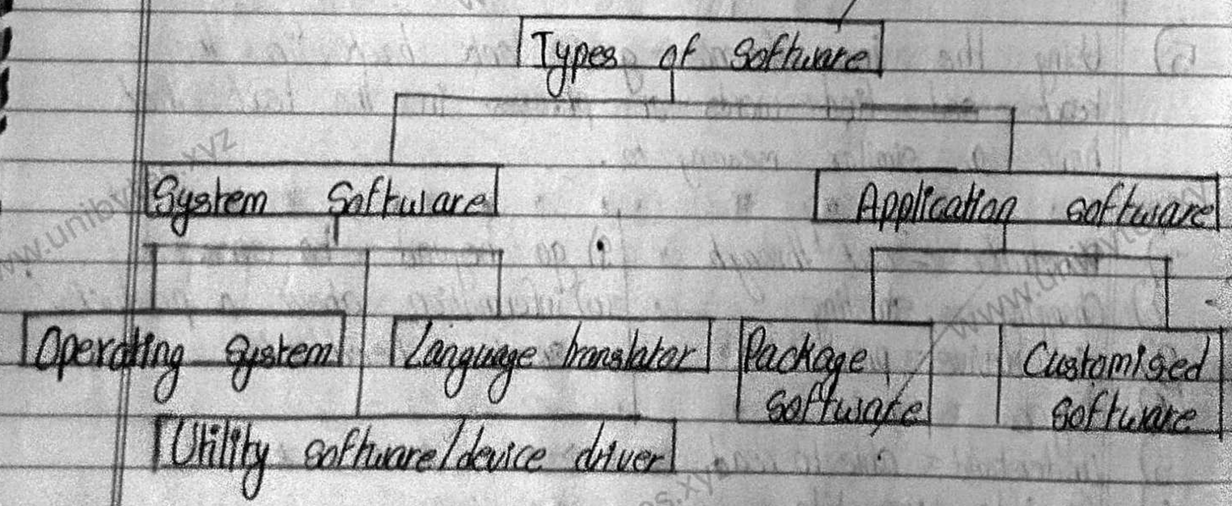
1) Penetrate = cut through
2) Changing = shifting
3) win, survive = prevail
4) buyers = purchasers
5) understand = able to read
6) flexible = versatile
7) too big / complex to manage = overwhelming
8) achieve = accomplish
9) go beyond = ~~to~~ exceed
10) information about a product / service = feedback.

1) Translate Mary Evans's comments (the paragraph beginning 'In general, I think people ...') into your own language.

ans Mary Evans thinks a lot of creative things being done with various softwares. She introduce computer as a ~~more~~ power tool because with the help of software and computer it make easy, effective, cost efficient so that computer is in demand. She is optimstic and she says that software manufactures understand the market ~~very~~ quite well.

* Introduce any five computer software

Software is a set of instruction, data and program used to operate computer and execute specific task. It is the generic term used to refers scripts and programmes that runs on a device



Ans.

* What is the purpose of destop publishing. Write any three purposes of destop publishing.

Ans: Destop publishing (DTP) is the process of laying out and designing pages with your destop computer. Destop publishing services, which also stand for computer aided publishing and digital typography check services, provided ready-to-use translated documents.

The purpose of desktop publishing are:-

i) Marketing industry
ii) In the education ~~ins~~ industry
iii) In graphic design.

Types of destop publishing are:

i) Microsoft publice
   - i) Ms-word
   - ii) Ms-exel
ii) Adobe photoshop
   - For editing Photos ~~and~~ ~~videos~~ videos

10) The features below are common in commercially available word-processing and destop publishing packages. Match each features with the correct definition. The first one has been done for you.

1) auto-Kerning ⟷ can adjust the space between successive characters to produce a 'best fit'

2) Mail merge ⟷ A program can read in names and addresses from a database and create personalized letters for mail-shots.

3) Style sheet ⟷ these help to ensure uniform style throughout a document.

4) input tagging ⟷ text from word processors and database can be precode with tags to allow the correct format to be applied automatically.

5) maths functions ⟷ can carry out simple calculations within a document such as totalling columns.

6) table of contents ⟷ can automatically generate a table of contents for a document

7) auto numbering ⟷ automatic numbering of figures, paragraphs.

8) Outlinear ⟷ a writing aid enabling the structure of the documents to be worked out beforehand and used as a guide when doing the detailed writing

9) index generation ⟷ can automatically generates a sorted alphabetical index of documents

10) multiple rulers ⟷ a single text file can contain several 'rulers' with different margins and tab settings.

II Complete the following sentences, using the information in the table below.

1) Ami Pro 2.0 and JustWrite are the only two packages without a grammar check facility

2) Justwrite is the cheapest product.

3) Only Wordstar for Windows and Word for Windows 2 have all the features.

4) Professional Write plus and Word for windows 2 have the same number of words in their spell check directories.

5) Ami Pro 2.0 and Word for Windows 2 are both the most expensive products.

III) Complete the puzzle and find the key word in II down

Across

1) A program designed to perform a specific function.
ans application

2) A general term for programs which do not form part of a computer but are used when operating it.
ans software

3) A facility which allows the user to read in a file of names and create 'personalized' letters.
ans mailmerge

4) A sequence of instructions that is repeated until a desired condition is reached.
ans loop

5) A program that manipulates rows and columns of figures, used especially for accounting.
ans Spreadsheet

6) The combined use on computer of text, graphics, video, animation, and sound.
ans multimedia

7) The ____ editor is a systems program that fetches required system routines and links them to the object module.
ans linkage

8) The business of preparing, printing, and distributing books or magazines, etc. to the public.
ans Publishing

9) Someone who creates new software products.
ans developer

10) A program or series of programs directed at some generic application (e.g word processing) that can be tailored by the user to match his individual needs.
ans package

Down

11) An IBM ___ computer is one which can be used with other IBM hardware.
ans Compatible.

Language Focus E

* Making Comparisons : Absolute, Comparatives and superlative
* Adjectives and Adverbs : Modifiers : Qualifies the noun ⇒ Adj
modifies, explains the verb → (adv)

~~Higher~~ Superlative = Higher degree of comparision

Equivalent = Compare and show similar
Non-equivalent = Compare and doesnot show similar.

1) The following sentences express computer capabilities and limitations. Decide whether the sentences express equivalence, non equivalence, or the superlative, then underline the words expressing the comparisons. The first one has been done for you.

1) Equivalence Speeds for performing decision-making operations are comparable to those for arithmetic operations.

2) Superlative Even the most sophisticated computer, no matter how good it is, must be told what to do.

3) equivalence A computer can perform similar operations thousands of times, without becoming bored, tired, or careless.

4) non-equivalence For example, modern computers can solve certain classes of arithmetic problems millions of time faster than a skilled mathematician.

5) superlative One of the most important reasons why computers are used so widely today is that almost every big problem can be solved by solving a number of little problems.

6) non-equivalence Finally, a computer, unlike a human being, has no intuition.

2) Read the following sentences taken from previous units. Decide wether the sentences express equivalence, non-equivalence, or the superlative, the underline the words expressing the comparison.

1) non-equivalence Digital Research have continued to develop their operating system, DR DOS and it is considered by many people to be a better product than Microsoft's.

2) non-equivalence For last generation, Silicon Valley and Tokyo have been working to design computers that are ever easier to use.

3) superlative There is one thing, however, that has prevented the machine from becoming their users-friendlist.

4) non-equivalence Clipboard PCs - which, as their name suggests are not much bigger than an actual clipboard - replace the keyboard with a liquid crystal display (LCD) screen and an electronic stylus.

5) Superlative When the computer finds the closest match, it encodes the character in memory and displays it on the screen as if it had been typed.

6) equivalence There are handful of clipboard computers now on the market including GRIDPad, which is sold in the US: Penvision, manufactured by NCR and sold around the world: and Sony's palmtop and Canon's AI Note, both sold in Japan.

7) Superlative I'm frequently asked which online service is 'best' but the answer is, there is no best.

8) equivalence They tend to jude all other online services based on the first services - often preventing themselves from seeing the advantages of a specific service.

9) equivalence Each offers one or more products or features that either do not exist elsewhere or are superior to the same features on other services.

10) non-equivalence Judge it based on write it offers and how it meets your needs - not in comparison to what you're used to using.

3) Refers back to the table of word-processing packages (Unit 6, page 58) and write ten sentences comparing the products advertised.

i) Upword is more expensive than JustWrite.
ii) Ami Pro 2.0 has the largest spell check dictionary.
iii) AmiPro 2.0 is more expensive than JustWrite.
iv) Professional Write Plus is more expensive than JustWrite.
v) Wordperfect for Windows has more features than other product.
vi) JustWrite is the cheapest product among all of them.
vii) JustWrite has the lowest spell check dictionary.
viii) Ami Pro 2.0 and Word for Windows 2 are more expensinve than other poduct.
ix. The spell check dictory of professional Write Plus is similar to Word for Windows.2.
x) The Price of Ami Pro 2.0 is equal to Word for Windows 2.

Unit 6 — Computer Networks

As the title suggest "Computer Network" links communication lines and software protocols to navigate a diverse range of data and informations in an reliable and rapid way. Formally this networks system were introduce into LAN and WAN. The ~~name~~ main purpose of computer network is to provide terminal access to another computer and vice-versa. They usually transfers the files from one particular network to another.

Now a days, computer networks fields are expanding but in the past they were use for a limited purpose and perhaps the one directional. Due to the rapid technological progress in information technology network implications carry out in multitudes for action for example: record of database, e-mails are some of the examples of computer. Network.

Task 2 Reading the text opposite, match these words and phrases with their definitions.

1) Protocol ⟷ arrangement governing the procedures used to exchange information between co-operating computers
2) Bulletin board ⟷ a teleconferencing system allowing users to read messages left by other users.
3) User interface ⟷ means of communication between a human user and a computer system.
4) make a query ⟷ request a search
5) parse ⟷ analyse the syntax of a string of input symbols.
6) Synchronous ⟷ taking place at exactly the same ~~times~~ as something else

4) Read this summary of the text and fill in the gaps using the list of words below.

Computer networks link computers locally or ~~by~~ globally and software protocols, allowing data to be ~~ext~~ exchanged rapidly and reliably. The distinction between local area networking, however, becoming unclear.

5) Using the line references given, look back in the text and find words that have a similar meaning to:

i) Unclear = blurred
ii) place = locality
iii) Carry out = perform
iv) Cost = price
v) World-wide = globally

6) Now look back in the text and find words that have an opposite meaning to

i) disparate = connected
ii) Conflict = co-operate
iii) preventing = enabling
iv) tiny = large
v) increase = reduce

* A distributed system refers to a process that spreads through a number of computer connected by a network. Hence, the network is used to

Network configuration - 5 marks

pass the informations available to the computer and controls the process. Distributed computer system are used in networked computers so that they could co-operate to perform desired task.

2.ml * Introduce various types of Network Configuration. Draw a net diagram of various network configuration system

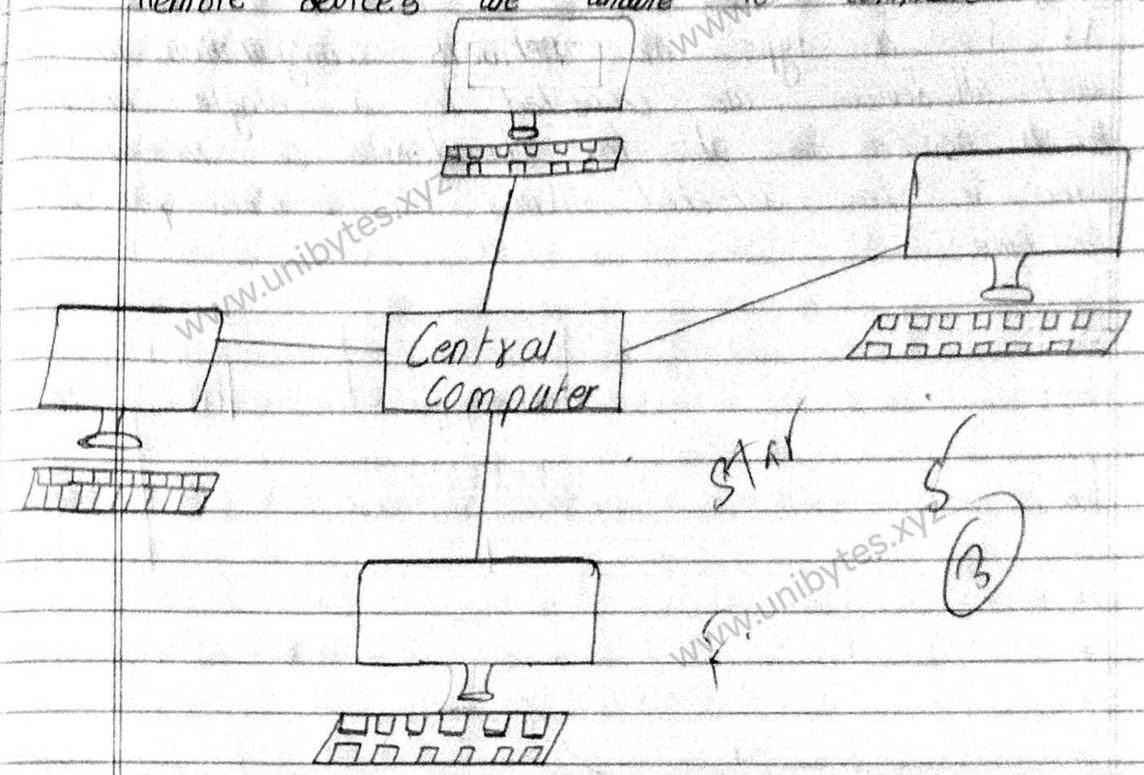
Ans Network Configuration is the process of managing a network and its devices by applying the right set of policies, controls, and configuration. Network configuration is simply the process of setting up a computer network. This broad term incorporates multiple configuration and setup processes on network hardware, software and other supporting devices and components. It is the process of assigning network setting, policies, flow, and controls. In virtual network, it's easier to make network configuration changes because physical network devices appliances are replaced by software, removing the need for extensive manual configuration.

Similarly, the types of network configuration are given below.

i) Star

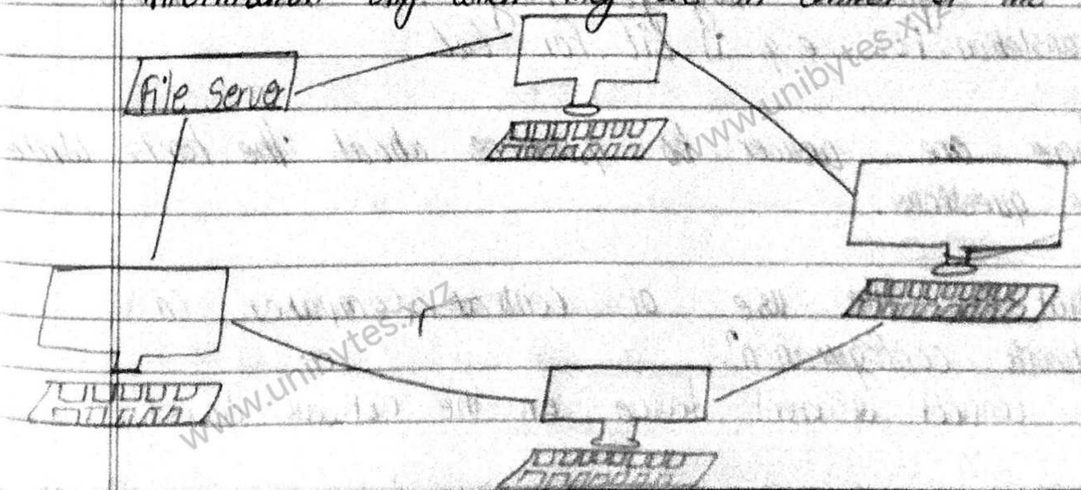
Star topology is a network topology in which each network component is physically connected to a central node such as a router, hub or switched. All access devices are linked directly to the central computer. ~~Computers can't communicated with~~

Remote devices are unable to communicate directly.



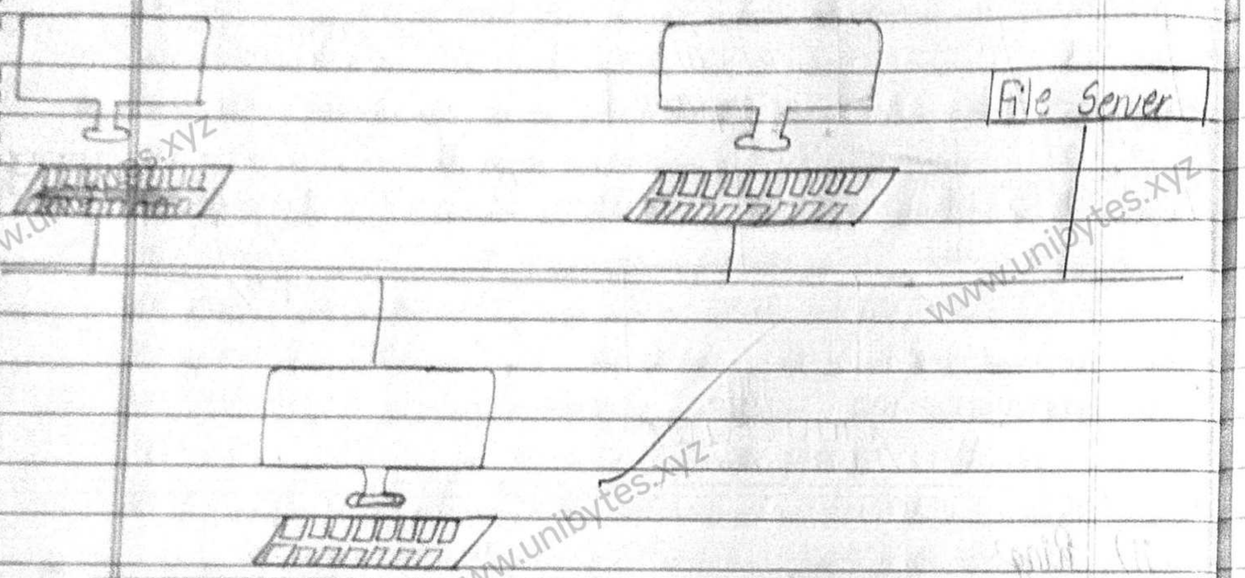
ii) Ring

Ring is a type of network configuration where devices are connected in a circular manner, forming a closed loop. The data transformation is only possible in one direction only. Device may send information only when they are in control of the tocken.



iii) Bus /Ethernet

It is a type of network configuration in which all devices are connected to a single cable. Each device is able to broadcast a message when it has detected silence for a fixed period of time.



* list any two problems in translation

ans: i) Word to word translation is not possible

ii) Certain word are figurative in meaning figurative language may not have literal translation. For e.g i) Eit for tat

II) There are answer to questions about the texts. Write the questions.

1) What is the use of central computer in network configuration?

ans To connect different device on the network directly.

2) Can data move in more than one direction?

ans No, It goes in only one direction round the loop.

3) Can more than one device send information at any moment?

ans No, only one device may send data at any given moment.

4) How do devices know that the message is for them?

ans From the contents of the message.

5) What happens when a sending device detects other transmission?

ans It cancels its own transmission.

13) The columns belows described characteristics of the bus and ring configurations which column refers to which configuration? How did you decide?

a) Bus /Ethernet: This has a varied time response depending on the other traffic on the network and the number of collisions going on. It is easy to expand because devices may just be plugged in, or in the case of thick wire Ethernet, clamped on to the cable. If a device on the work fails, it does not usually bring the whole network down. It is simple because the network ~~down. It is s~~ conceptually consists of one piece of cable terminated at each end.

As term suggests, Ring

b) Ring because a device can only transmit when it has control of a token which is transmitted at fixed intervals, the response time is predictable. Reconfiguration requires breaking the network to add new devices. Any device failing on the network can bring the whole network down as it will fail to forward the tokens. Because of the above reasons and wiring consideration, ~~bus~~ ring networks are more complex to install and administer.

36) Solve the crossword puzzle using the class below.

Across

1) The means of communication between a human and a computer.
ans User interface

5) To load software on to a computer, ready for use.
ans Install

7) To transmit a message to all nodes on a network.
ans Broadcast

9) Usually found in one building or a group of buildings close together.
ans Local

10) This kind of network often uses a telephone exchange to connect different devices directly.
ans Switched

Downs

2) Taking place at exactly the same time as something else.
ans Synchronous

3) See 9 across
ans Area Network

4) An ___ board may be inserted into a computer to give it added features.
ans Expansion

6) The opposite of 9 across and 3 down
ans WAN

8) The network configuration in which all devices are linked through the central computer.
ans Star

Importance of advertisment in todays business culture.

- Creativity and innovation
- Oriented towards consumers benefit
- Marketing strategies and social awarness about different type of product.
- To lauch new product
- Branding
- It is made for study of market
- Competition
- To promote living standard
- To increase sells.

Language Focus F

Time sequence : to maintain coherence in our writing

In our earlier class, the teacher introduced a general concept about Of Network configuration regarding its nature and structure.

* ~~when~~ Contemporary : Previous events expressed in the present
i) my uncle and sudip were contemporary school. but they are working in different fields like science and management.
ii) Kathmandu daily gave use information about contemporary issue of Nepal.

Note: We use time reference to provide specific detail

* Simultaneously : Events that occur one after another.

The teacher provided us new information from the daily newspaper and simultaneously he show some ethical issues in todays journalism.

i) Today's services are more flexible in ~~computer~~ comparision to contemporary services provided by the guvement.

* Formerly : Formerly Nepali people were not aware about health hzards like cholera and other air born disease.

* make sentences by using each words given already, until, now, afterward, soon, during

i) Already : When Apple developed there first mini computure, Dell had already ~~se~~ lauch their mini computure.

ii) Until
Until 1820 there was not telephone exist in the world.

iii) Now
When i am going to home, the teacher ask my where are you going now?

iv) Afteward
~~the~~ The offender was arrested shortly ~~aw~~ afteward.

v) Soon
We all BCA student become computer engineer as soon.

vi) During
During 18th century onwards there was a war between Nepal and Britian.

1) Read the following paragraph and, as you read, underline the time relaters.

i) During	vi) later	xi) before
ii) Until	vii) Since	
iii) After	viii) in	
iv) not too long	ix) Earlier	
v) today's	x) Now	

2) Read the following sentences which come from previous units. Underline the time relater and indicate whether they refer to before, during or after the given time reference.

i) after Since then, over seventy million PCs made by IBM and other manufacturers have been sold.

ii) ~~after~~ after Over this periods, PCs have become commodity items. Since IBM made the design non-proprietary, anyone can make them.

iii) Ten year later, in 1991, IBM were making PCs with 16 Mb of memory, expandable to 64 Mb, running with a processor speed of 33 MHz.

iv) Large companies are considering running major applications on PCs, something which, ten year ago, no one would have believed possible of a PC.

v) When the computer finds the closest match, it encodes the character in memory and displays it on the screen as if it had been type

vi) Enter the clipboard computer, a technology that has been in development for last 20 years but took hold in the mass market only this year

vii) Eventually, we're all going to be interlinked, no matter which service we use, in what DIALOG's Richard Ream calls a 'network of networks'.

viii) Until then, most of us have to go to more than one service to find everything we need.

3) Now refer back in paragraph 1, 2, 4 and 5 of the text entitled computer network (page 67, Unit 6). Underline all the time relaters and indicate whether they refer to before, during, or after the given time reference.

i) Traditionally : before
ii) Now : during
iii) Orginally : before
iv) Today : during
v) In the 1980s = before
vi) During the early part : before
vii) Since : after
viii) At the same time : during

Unit 7

Computer Viruses

Computer virus can be defined as unwanted software that enters into our computer without giving any information to its user or operator.

They are often hidden on our computer disks inside a file that may contains a legitimate program so that these viruses, as a program cannot easily be detected deleted but they can be detect and eradicate with the help of certain antivirus software.

2) Before reading the text, match the words and definitions listed below.

1) a detonator ⟷ a device used to set off an explosion or other destructive process.
2) An infector ⟷ something which transmits a disease or virus.
3) to boot ⟷ to load the operating system into memory.
4) to trigger ⟷ to set a process in motion
5) to erase ⟷ to remove all traces of something
6) Pirated ⟷ stolen, obtained without the owner's consent.
7) a shield ⟷ a protective device
8) to detect ⟷ to discover or recognize that something is present.

i) How to avoid computer viruses and why it is necessary to be aware from computer viruses.

as Computer viruses can be defined as the unwanted software that enter into your computer and harm your computer by stealing personal data, modifying data, etc. The computer users must be aware about computer viruses because it can be very dangerous for their computers. They have to known how computer viruses enter into computer and what are the symptoms of the viruses and they have to be aware about how to prevent from computer viruses. (high is a virus.

The ways to avoid computer viruses are:

i) Use of virus shield and anti virus software.
ii) Install antivirus or anti-malware software.
iii) Keeps your antivirus software up to date
iv) Doesn't use unsecured Wi-Fi
v) Run antivirus scans regularly.

ii) How does detonator works.

as The detonator performs the virus's main work. Generally, that work is either damaging data on your disks, altering what you see on your computer display, or doing something else that interferes with the normal use of your computer.

* How can you prevent your PC from viruses. Make a list of instructions providing the guidlines to protect your computer.

→ All of these are also preventing methods. Others methods are:

i) Keep your operating system up to date.
ii) Do not visit unwanted website.
iii) Do not use any pirated items or software.
iv) Keep a strong password to keep your personal data secure.
v) Always ~~activat~~ activate firewall
vi) Do not use others pen drivers.
vii) Do not open any infected files such as emails and downloaded items from internet.

* How can the computer security be maintained. List the ways of improving computer security in your PCs.

ans Computer security, also called cyber security, is the protection of computer system and information from harm, theft, and unauthorized use. The ways of improving computer security in your PCs are listed as below:-

i) Keep a strong password of your computer.
ii) Keeps all software up to date
iii) Browse the web safely
iv) Stay away from pirated materials
v) Don't use USB or other external devices unless you own them
vi) Prevent and remove malware
vii) Protect your personal information online.

4) Decide whether the following statements are true (T) or false (F) in relation to the information in the text. If you fell statement is false, change it to make it true.

a) Viruses cannot be spread through a computer network, only via floppies transported from computer to computer.
ans False

b) The viruses will spread as soon as you put the infected floppy in your PC.
ans True.

c) The infector works by interfacing in some way with the normal use of your computer.
ans False (It is denonator which does this)

d) The detonator in Lehigh works by altering what you see on your screen.
ans False (Lehigh damage the data on disk)

e) Most viruses spread through pirated games.
ans False (the text says many not most)

f) You should run an antivirus program every time you use your computer
ans False

g) There are not very many viruses in circulation.
ans False (the text doesn't mention any information regarding this sentence.

8) Virus shields are more effective than virus scanners.
ans False (This is not mention in text).

5) Indicate the line reference where the following ideas are found in the text. line

1) The Lehigh virus must infected four ~~couples~~ copies of COMMAND.com before damage is done to data.
ans 79

2) Always boot your computer from dependable DOS disk or your orginal disk.
ans 148 - 149

3) The infector part of a virus must first copy itself somewhere before the detonator part damage the data on your disk.
ans 18 - 19

4) Virus scanners discovers viruses after the infection and virus shields discover viruses during the infection process.
ans 130 - 135

6) These are answers to question about the text. Write the questions.

1) How many parts does a virus have?
ans Two, one that infects and one that does the damage

ii) How does the detonator work?
ans By interfering in some way with the ~~nation~~ normal use of the computer.

iii) When is the Lehigh detonator biggered?
ans After it has infected four copies of COMMAND.com.

iv) How often does virus infect?
ans Every time you access a hard disk subdirectory or a floppy disk containing COMMAND.com.

v) Can you keep your computer free of virus?
ans Yes, by using your common sense and by occasionally scanning for them.

7) Using the line reference given, look back in the text and find the reference for the words in italics.

1) They have two very (line 7)
ans the infector and the detonator

2) is that it replicates itself (line 12)
ans A computer virus

3) enlarging it by about (line 36)
ans COMMAND.com

4) of itself to that file (line 53)
ans the Lehigh infector

5) and infects it (line 73)
ans that file

6) This is easy to (line 112)
ans

7) Which detect viruses (line 131)
ans Virus shield

8) Once they've infected (line 134)
ans Viruses

8) Using the line refrences given, look back in the text and find words or phrases with a similar meaning.

		Opposite meaning
i)	Reproduces = replicate	vi) reducing = enlarging
ii)	infect = spread to	vii) removed from = installed
iii)	changing = altering	viii) records = erases
iv)	immediately = instantly	ix) ignorant = aware of
v)	Complain = grumble	x) frequently = rarely

9) ~~Opposite~~ In pairs, try to answer these questions:

I) Who or what is 'hacker'?
ans A hacker is an individual who uses computer networking or other skills to overcome a technical problem. The term also may refer to anyone who uses their abilities to gain unauthorized access to system or networks in order to commit crimes. A hacker may steal personal information of any individuals in order to hurt them.

12) The flowchart on the following page represents the steps in the process by which Allsafe removes viruses from PCs. Using the information in the advertisment. match each step with the corresponding letter in the flowchart.

a) AllSafe searches for indications that viruses are attempting to copy themselves.

b) AllSafe identifies and isolates the virus.

c) Is virus known?

d) AllSafe eliminates the known virus

e) AllSafe analyses the virus and learned its signature straight away.

f) Virus signature database is update

g) AllSafe searches for indications that viruses are attempting to copy themselves.

13) Find words or phrases in the text which ~~means~~ mean:

1) Wickedness, badness, danger = Evil
2) hides (while waiting to attack) = lurks
3) Causing a lot damage = Havoce
4) People who interfere without authorization = meddler.
5) terrify, make very afraid = fear
6) ~~Comb~~ Combines = teams

7) Identified, recognized = spotted
8) Frightening = scary
9) Choices = Options
10) Attackers = Invaders

II) The words and phrases below are taken from this unit. In pairs or groups, decide if ~~you~~ they have a 'protective' or a 'destructive' meaning as they are used in the unit, then put them under the direct heading

Protective	Destructive
- Signature	- Detonator
- write-protect tab	- Infect
- Password	- Hacker
- erased	- Infector
- Smart card	- Cipher
- Keyboard lock	- erase
- Virus Scanner	- Worms
- Shield	- pirated
- Access control	

Checked 20-11-08

Chapter 8 Computer in the office

Task 3 : Using the label below, make a summary of the main points of the article in note form.

Item	Current/potential use
i) Radiation Screen	This devices are used to protect users from harmful emissions.
ii) Networks	Networks are often used to access the data and to communicate with people in a global phenomena/globally.
iii) CD/ROM	This device particularly is used to store mountains of information.
iv) Multimedia	As the term suggest to us that this particular program is used to carry out multiple presentation regarding the various training program with in an organization and beyond.
v) Display Units	Display Units (large display cart screen) helps us to reduce eye strain so that, the user feel relax while working with the computer for long time.
vi) Wrist rest	This device fundamentally provide/support user wrist and helps to protect ~~them~~ from wrist ~~strain~~ strain

vii) Keyboards — In general, keyboards are input unit which help us to insert/to write informations, data and any concepts for the processing units hence in these days keyboards appear in differ shape, size and weight.

5) 1) Do you think the English in the text is:
i) Very formal, iii) neutral, v) Very informal
ii) Quite formal, iv) quite informal

ans Quite formal because the text corresponds some colloquail speech act. Further, the style of the text dominants or covers conversational features. For example: Mountains of informations, large display screen and so on.

2) ans Computer magazine because the articles dominants technical terms which are almost incomprehensible for common or ordinary readers.

3. ans An american because program, honor, digitized, enterprise and color such words belongs to american english language.

Task 1) Using the line reference given, look back in the text and find the references for the words in italics.

1) While *others encase* (7)
→ Radiation Screen

2) the *other half* is a bit more difficult (23)
ans the battle

3) but it can be (24)
ans Other half

4) but it would know (49)
ans Technology

5) In its present form (88)
ans Voice recongnition

6) it is already a major factor (99)
ans Speaking to your Computer

7) which is the cause (133)
ans The traditional keyboard

8) on its membership (153)
ans Internet

7) Using the line references given, look back in the text and find words with a similar meaning

i) Whole = entire
ii) usually = normally
iii) acceptable = valid
iv) seem = appear
v) believable = credible
vi) decreasing = reducing
vii) spreading = proliferating
viii) ready = ripe

Now find words or phrases the mean the opposite of:

i) danger = safety
ii) destory = create
iii) rare = plentiful
iv) Separate = combine
v) minor = major
vi) less than = ~~big~~ upwards of
vii) enjoyment = suffering
viii) aggrahive = alleviate.

8) Choose the correct word to complete each sentence. You may have to change some words slightly.

1) a) We'll have to consider using another company if they can't provide the software we need.

b) The company has invested a considerable sum of money in ergonomic workstations.

c) The CEO has submitted this proposal for your consideration.

d) The computer is considerably faster than the old one.

2) a) We have interview five applicant for the new position.

b) The last part of the form is not applicable to foreign students.

c) My student is thinking of applying for a goverment grant to continue his research.

d) The new book uses business application to teach computer studies.

3. a) The package includes an explanatory booklet.

b) The instructions are very clear and do not require any further explanation.

c) It will only take a couple of minutes to explain how the program works.

d) If you are new to this system, almost everything will have to be explained.

4. a) The company has supplied us dependably for over ten year.

b) We have to reduce our dependence on imported goods.

c) This is very dependable equipment. We have never had a serious breakdown.

d) Today, many companies depend more on FAXES than on mail.

5. a) Connechivity is an important concept in global communications.

b) He only got that contract because he has connection in the goverment.

c) Make sure the connector is not loose before you call a service technician.

www.unibytes.xyz

d) Once the new telephone lines are connected our system should be more efficient.

* Write the meaning of the given idoms.

i) The mountain of information
ans A huge amount of information

ii) The industry show
ans Production

iii) Deadlies
ans

* List some of the drawbacks of technology that would be replace for human labours.

ans The technology ~~has~~ is the application of scientific knowledge for ~~application of scientific~~ particular purpose or applications. ~~As~~ Technology helps to make the human life easier and effective. As we know, ~~the~~ technology have many advantage. With the advancement of technology there are some negative aspect over human labours. Some of the them listed below:

i) ~~Techno~~ Human labour are replace by technology which create unemployment.
ii) Skilled worker can't get job because they are replace by recently introduce technology Artifical Intelligence.
iii) Humans are facing many economic problem.
iv) The education and skilled which they have become useless.
v) ~~Ex~~ It increase dependence over technology.

15) Draw a diagram to show how information is processed by information systems, as described in the last paragraph. Your diagram should show the hierarchy of system and should include examples of kind of informations involved at each stage in the process. Use arrow (→) to indicate the flow of information

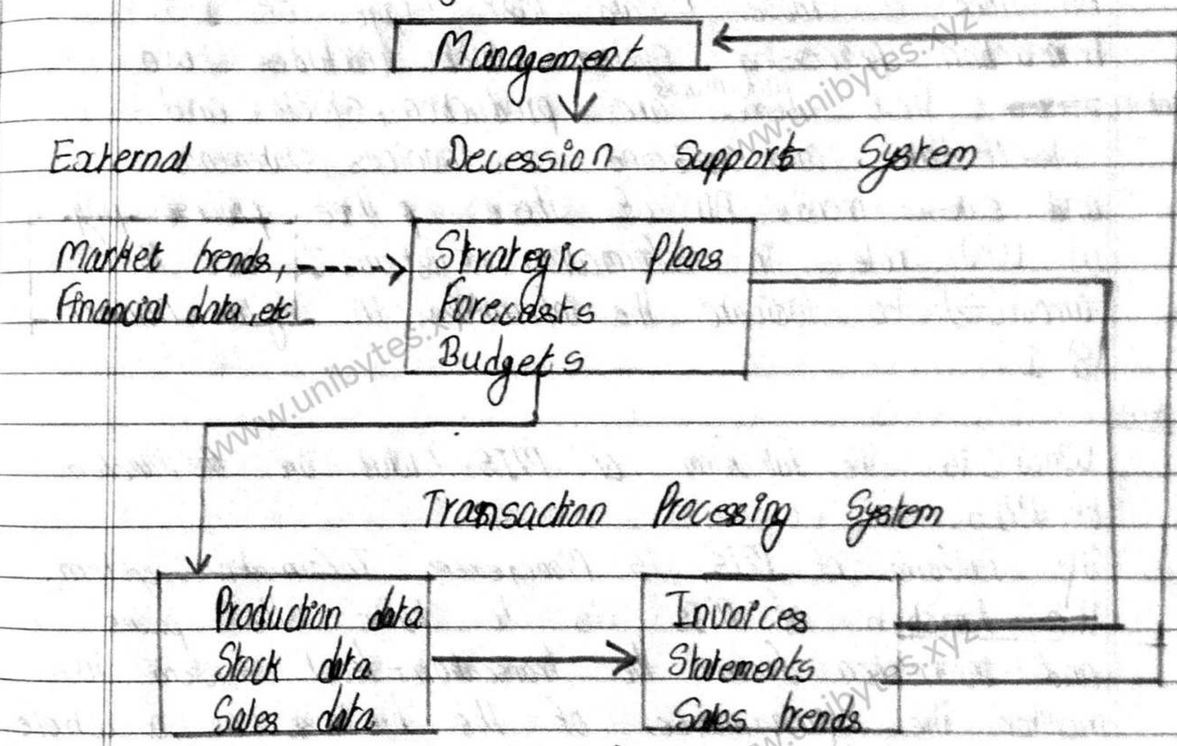


Figure 8.1 Information System

16) Using your completed diagram from task 15. Write a paragraph explaning how information is processed by information systems. Do not look back at the text itself.

Date
Page

as In the text 16, I ~~explained~~ illustrated or show the Information system with the help of diagram in hierarchy model. The first step for the information system is the management of data. In simple, we can say it as management information system. When the management is full completed then it go for Decision Support system which is effect by external factor such as market trends and finical Data. DSS include the internal items such as strategic plans, forecasts and ~~bu~~ budgets. An then it move toward last stage of I.S. Transaction processing system which includes two information ~~items~~ First ~~items~~ informations are production, stock and sales of data and second is invoices, statements and sales trends. All of these three process play a vital role in information system. I use the arrow (→) to indicate the information in figure number 8.1.

Questions

* What is the full form of MIS? What are the function of MIS.

as The fullform of MIS is Management Information System. The function of MIS is to take the plans and information from the transcation-level system to monitor the performance of the business as a whole. ~~Th~~

* Why do you think transcation level system are called the decission support system.

as The transcation level system are called the decission support system because ~~the~~ these takes external information market trends and other external financial data - and processed internal information, such as sales trends, to produce strategic plans, forecasts, and budgets.

* Why information system are computerized in most of the office todays. Why do you think the executive or chair person need details of operations and information give reasons.

as Information system are computerized in most of the office todays because of need to respond quickly and flexibly to queries.

Word - play

17) Complete the puzzle and find the key word in 10 down.

1) The 'I' of MIS
as Information

2) Another terms for a VDU.
as Monitor

3) See 8
as Processing

4) An A/D Converter changes analog signals into digital signals.

5) The 'D' of VDU
as Display

www.unibytes.xyz

6) the decision Support system combine information from outside and inside an organization to product strategic plans and forcasts. (7)

7) Voice recognition system permit people to talk to computers.

8) Transaction system capture and process information generated within in an organization (e.g sales and product data).

9) Converted from an analog to a digital signals.
a: digitized

10) The amount of deskspace (or floorspace) taken up by a computer.
a: Footprint.

Language Focus 11

1) Read the text below ..... verbs in brackets.

1) are registered
2) is evaluated
3) is allocated
4) is required
5) is contacted
6) is arranged
7) are deal with
8) be supplied

Exercise 2

1) is called
2) is used
3) are passed on
4) is stored
5) are transformed
6) are performed
7) is opened
8) is stored / is generated / is written

Exercise 3

1) was founded
2) was developed
3) were made
4) were sold
5) were set up
6) was built
7) were launched
8) was reversed / was taken

Chapter 9 Computers in education

1) Make a list of the ways computers are used in education.
a: There are many ways to used computers in education. Some of them are:
i) For multimedia
ii) Online class
iii) Computer-assisted learning
iv) Interactive video,
v)

2) How are computer used in your school.
a: There are many uses of computer in our school.
i) We use powerpoint slides and projector for our presentation
ii) Our department use computer for stored the data of students.
iii) Computer are used for programming and for solving mathematics problems.
iv) ~~Compute~~ We can use computer for digital library

c) School are providing classes for those who are unable to present/attended classes.

2) What do you think the following terms mean

a) Further education

It is also called continuing education, adult education, extension classes, etc. It involves the continuation of the education process after a students has left the normal school system. In this education system people are able to enhance their knowledge after they left the normal school system.

b) Open learning

It means learning that is open to everyone, irrespective of age, qualifications, background, etc. Courses offered therefore tend to be at a fairly basic level.

c) Flexible learning

It means learning tailored to fit the needs of learners. It includes day release courses (in which companies allow employees one day off for study per ~~work~~ week), evening classes, and distance learning.

NCET = National Council For Educational Technology

3) Read quickly through the text opposite to find:

1) The overall purpose of NCET.

a) The overall purpose of NCET is to bring beneficial change to the processes of learning in education and training through the development and application of educational technology.

2) Another expression meaning 'educational technology'

a) Learning technology

3) Whether NCET products learning materials

a) They design and produce learning materials in all subjects to support education and training.

4) how many priorities NCET's Schooling Directorate has.

a) NCET's schooling directorate is pursuing four priorities.

5) Three groups of people helped by NCET's Vocational Training programme.

a) Women, Older workers, and those who use information technology to work from ~~home~~ home.

6) Three examples of new and developing technologies that the council gives advice about.

a) Three examples are ~~satellite~~ satellites, CD-ROM and interactive video.

www.unibytes.xyz

5) Make a list of the 'new information technologies' mentioned in the text. Do you know what all the terms mean?

ans: Satellities, CD-ROM, interactive video, desktop publishing, audio-visual system, educational software.

6) Using the line references given, look back in the text and find words or phrases in the text which have a similar meaning to:

1) includes = embraces
2) advantages = benefits
3) Covering everything = comprehensive
4) Course = curriculum
5) physically or mental challenged = handicapped
6) approach = run-up
7) up-to-date = abreast
8) instructions to monitor = watching brief

7) Translate the last paragraph of the text (begining "keeping abreast of ...") into your language.

ans Development of technology and maintaining a national expertise is the work of NEET's Technical Consultancy Directorate. It identifies issues of new technology and develope their potential in education and training. It provides consultancy on technologies such as satellities, CD-ROM, and interactive video. It examine the technological development in education such as educational software in school. The directorate provide guidance to users on destop-publishing and remote sensing to teleconferencing and audio-visual systems.