

LESSON-2

MORE ON WINDOWS 10

Answer the following questions:

1. What do you understand by Windows Media Player?

- Windows Media Player runs and organizes the digital media files available in computer memory.
- It allows us to play, copy, and create CDs/DVDs, and copy music and video to portable devices.

2. Differentiate between ripping and burning features.

Basic	Ripping	Burning
Definition	Ripping means copying data from a CD to a computer.	Burning means saving important information on a CD/DVD.
Software	Windows Media Player. Other media software	Windows Media Player, Nero, Express Burn.
Use	Creating digital music libraries	Making copies of music, backups
Direction	CD to computer	Computer to CD/DVD

3. What is the utility of Windows Hello?

- Windows Hello is Microsoft's new built-in biometric security system for Windows 10.
- It allows you to sign in to your system using data, like fingerprint, face, or iris recognition.

4. How will you create a new Desktop?

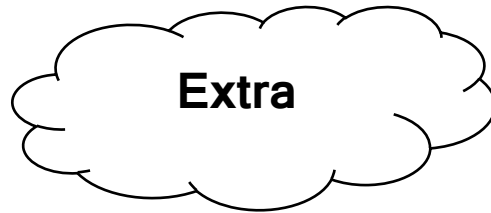
- To create a new Desktop, click on the Task View button located on the taskbar followed by a click on the New desktop button placed at the bottom-right corner of the task view pane.
- Shortcut key combination to create new blank desktop is- Windows key + Ctrl + D

5. What is meant by the term Disk Cleanup?

- The disk cleanup feature is used to remove unnecessary files such as temporary files, offline webpages etc. from the hard disk to free up the disk space and to help the computer run faster.

6. What is Hibernation state?

7. What is action center?



LESSON-3

ENHANCING A PRESENTATION

Answer the following questions:

1. What do you understand by Animation? How it is helpful in a presentation?

- The ability to move objects, like text, graphics, charts, logos etc. on a slide is called Animation. Animation is used to focus on important points.
- It also controls the sequence of flow of information and makes information more impressive.
- It is beneficial when we wish to focus on important points.
- It also makes the presentation more interesting and engaging.
- Some categories of animation effects are- Entrance, Emphasis, Exit, Motion paths etc.

2. What is meant by Transition?

- Transition effects appear when one slide changes to other during Slide Show view. These effects can be applied to a single slide as well as to all the slides of a presentation.
- Select the desire slide on which transition to be applied then click on transition tab and apply the desire transition.
- Some categories of transition effects are- cut, fade, push, wipe etc.

3. How will you insert your own sound in a presentation?

➤ To add own sound in a presentation follow these steps-

- Select the slide to insert the recorded sound.

- Click on audio in the Media group on the insert tab.
- Choose the record audio option from drop down menu.
- The record sound dialog box appears. Type the name for the audio if you want.
- Click on Record button to start recording. When you are finished recording, click on the Stop button.
- When you are done, click OK. The audio clip icon appears on the slide denoting that the audio file has been embedded in the slide.

4. What is an Action Button?

- Action buttons are built-in shapes, which are added to a presentation to set a link to another slide, sound, web page, or to perform some other action.

LESSON-4

MICROSOFT EXCEL 2016

Answer the following questions:

1. How will you Make modification in cell contents using edit mode?

- To make modification in cell contents using Edit mode, double-click on the cell.
- The Edit mode is indicated on the left side of the Status bar.
- Position the pointer at the desired place and change the contents.

2. Explain the two method to insert column in a worksheet.

The two methods to insert column in a worksheet:

- Select the column, click on the drop-down arrow of the Insert button in the Cells group on the Home tab and choose the Insert Sheet Columns option.

OR

- Right-click on the cell and select the Insert option and then select Entire column option.

3. What is the function of Undo and Redo commands?

- The Undo command is used to undo the last action(s) performed and retrieve the previous data.
- The shortcut key for undo is Ctrl + Z
- The Redo command is used to quickly repeat the last action(s) that have been undone using the Undo command.
- The shortcut key for redo is Ctrl + Y

4. How will you select a range of non-adjacent cells in a worksheet?

- To select a range of non-adjacent cells in a worksheet, click on a cell and hold down the Ctrl key while you select the other non-adjacent cells.

5. How will you move data in a worksheet using dragging method?

- Select a cell or a range of cells.
- Position the mouse pointer at the edge of the selected cells.
- Now drag the selected cells to a new position and release the mouse button.
- The data will be moved to a new location.

6. Explain any two methods for copying data.

The two methods for copying data:

- Select the cell or range of cells. Click on the Copy button in the Clipboard group.

OR

- Select the cell or range of cells. Right-click on the selected cells and select the Copy command from the Context menu.

7. What is Auto Fill features? How can it be applied?

- The Auto Fill is the easiest method to fill data in cells automatically.
- To apply the Auto Fill feature, click on a cell and type the content in it. Position the pointer at the lower right corner.
- The mouse pointer changes into a black cross '+' symbol. Hold down the left mouse button and drag the fill handle to the destination cell.

LESSON-5

INTRODUCTION TO ARTIFICIAL INTELLIGENCE

Answer the following questions:

1. Write any two application of AI in everyday life.

Two Applications of AI in everyday life are as follows:

- Health Care
- Customer Support

2. What is Machine learning?

- A subset of artificial intelligence known as machine learning.
- Machine learning is a field that deals with building technology that can be used to program machines in a manner that the machines can learn independently.
- Machine learning is a powerful tool for solving problems, improving business operations and automating tasks.

3. What is NLP? Name a few popular apps that makes use of NLP.

- AI is capable of understanding human language with the help of a concept called Natural Language Processing.
- NLP focuses on the interaction between computers and human language, enabling machines to understand, interpret, and generate human language in a way that is both meaningful and useful.
- Alexa, Google Assistant, Apple Siri are some AI-based applications that use NLP for communication.

4. Explain the use of AI in Google search.

- Google search engine makes use of AI for suggesting relevant search topics.
- AI analyses and understands the content of webpages and identifies patterns in user behavior.

5. What is computer vision?

- Computer Vision is a field that deals with the idea of computers replicating human vision.
- Computer vision is a field of artificial intelligence (AI) enabling computers to derive information from images, videos and other inputs.
- Example- Image classification, Object detection, Object tracking etc.