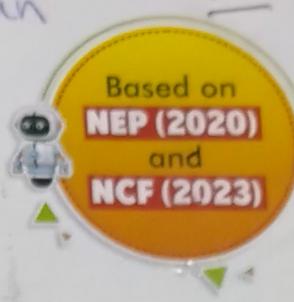


**TUK**

Suhraa → Asif Khan  
5<sup>th</sup> C

REVISED



# THE COMPUTER HUB

with CODING and ARTIFICIAL INTELLIGENCE (AI)

5

Lab Activities

TUK Etiquettes

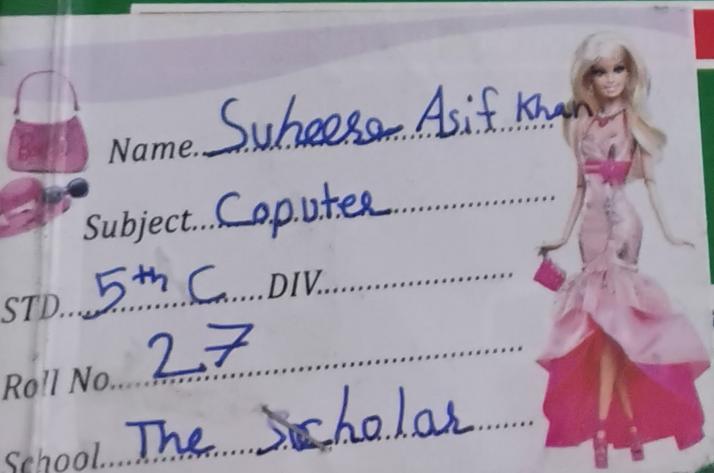
TUK Activities

Tips for Parents

Did You Know?

Revise With TUK

Extensive Exercises



Name... Suhraa Asif Khan  
Subject... Computer  
STD... 5<sup>th</sup> C DIV...  
Roll No... 27  
School... The Scholar

10



Microsoft Office 2016



# 1

# Generations of Computers

## To know in this chapter //

- History of computers
- Types of computers

- Generations of computers



When computers were first made, they were very expensive. Only few people like scientists and engineers used it, mostly for complex calculations. But as technology became affordable as well as necessary, the use of computers expanded gradually. Government departments and private offices started storing their data and preparing documents on the computer.

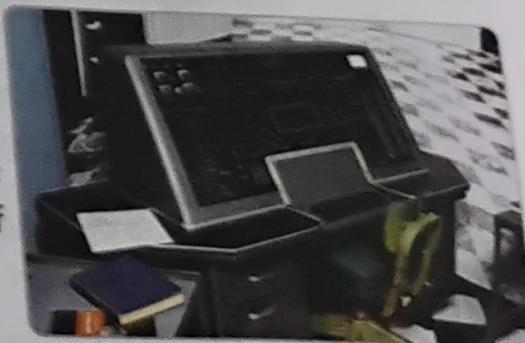
Then slowly computers started getting more useful. They also started coming in thinner shapes. From a desktop computer at home to a laptop at work, you could now see computers everywhere.

Then came the boom of internet, and with it came smartphones. You can say smartphones are a type of computer too, because you can do almost all the work of computer on a smartphone.

From the UNIVAC I (Universal Automatic Computer) which was the world's first commercially available computer to the fifth generation computers, the journey has been long and interesting. Let's read more on this.

## History of Computers

UNIVAC I was the world's first commercially available computer launched in 1951. But the journey of computers started much before that. The first computers were calculators designed hundreds of years back. It all started with the Abacus.



## TUK Etiquette

Never keep any food items or beverages near the computer to avoid spilling.



Computer-5

7



**Abacus**

Thousands of years ago, people did not have calculators, or computers. They used abacus which was like a manual computer. The abacus had sliding beads that represented numbers.

The beads were lined up vertically in rods fitted on a rectangular wooden frame. The frame was divided into two parts: Heaven and Earth. The rod had two beads in the Heaven part and five beads in the Earth part. Abacus can perform mathematical operations like addition, subtraction, multiplication and division.



Abacus



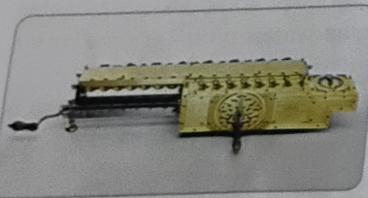
Pascal's Calculator (Pascaline)

**Pascal's Calculator (Pascaline)**

In 1642 at the age of 19, Blaise Pascal began work on his calculator. He was assisting his Father and wanted to make a device that could reduce his workload.

The Pascal's calculator used gears, dials and wheels to perform addition and subtraction.

It came in both decimal and non-decimal varieties. The Pascaline, as these calculators were called, were designed for use by scientists, accountants and surveyors.



Leibniz's Calculator

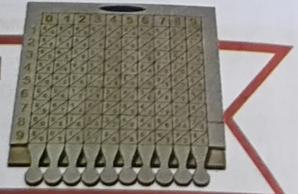
**Leibniz's Calculator**

German mathematician Gottfried Wilhelm Leibniz designed this calculator in 1671. It was also called the Step Reckoner.

Apart from the regular features of addition and subtraction, the Leibniz's calculator was capable of doing multiplication, division as well as finding square roots.

It was made of copper and steel and represented numbers in decimal form. The Leibniz's calculator was used for easy, fast and reliable calculations.

Apart from these Calculators, Slide Rule and Napier's Bones are also examples of early calculators, or we should say computers!



Blaise Pascal



Gottfried Wilhelm Leibniz

**Difference Engine and Analytical Engine**

Charles Babbage was a British mathematician who first thought of the idea of making a programmable, general-purpose computer. He invented working models of Difference Engine and Analytical Engine.

**Difference Engine** was built during the 1820s and 1830s. It was designed to produce 20-30 digit results regularly. He could never prepare the full engine and had to shut it down in 1833.

After that he worked on the **Analytical Engine** which he envisioned as a general-purpose fully program-controlled, automatic mechanical computer. Neither of them could become fully operational but Babbage's ideas did help a lot of other people who went on to become successful. One of them was Lady Ada Lovelace.



Difference Engine



Analytical Engine

**World's First Programmer**

Ada Lovelace was an English mathematician and writer who is often considered to be the world's first programmer. She is known for her work on the Analytical Engine of Charles Babbage and was the first to suggest the use of binary data storage (0 and 1) instead of the existing decimal system.

The Analytical Engine was intended to calculate Bernoulli numbers. Lady Ada Lovelace wrote the first algorithm-based program for it which would have worked if the machine had been built.



Charles Babbage



Lady Ada Lovelace

**Tabulating Machine**

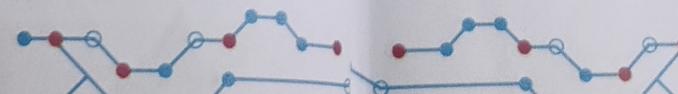
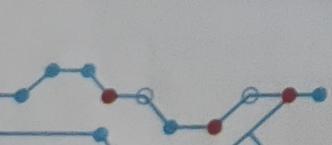
Before this machine, previous work done on computers was just theoretical. Herman Hollerith's Tabulating Machine was the first computer capable of performing the Input-Process-Output cycle. Invented in 1890, the Tabulating Machine used punch cards to input data and store information. This also marked the first instance of data processing.

**Tabulating Machine**

In 1911, the Tabulating Machine Company was merged with three other companies to form the Computer-Tabulating-Recording Company. In 1924, this company was renamed IBM!



Herman Hollerith



### Turing Machine

The Turing Machine was the first model of a general-purpose computer. It was a conceptual machine that could be programmed and reprogrammed to do different tasks. It should be noted here that Turing Machine was a theoretical concept. It was devised by Alan Turing who is considered to be the Father of theoretical computer science and artificial intelligence.



Turing Machine



Alan Turing's face is depicted on the 50 pound note in England.



### Z3 and Z4

Z3 was the world's first programmable computer designed by German inventor Konrad Zuse in 1941. Zuse also built the Z4 which was the world's first commercial digital computer. For his achievements in the computing world, Konrad Zuse is regarded as the inventor of the modern computer.



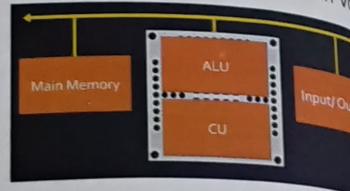
Konrad Zuse

### Von Neumann Architecture

The Von Neumann architecture was based on a description by mathematician and physicist John von Neumann which formed the basis of a modern type computer.

The design architecture had the following components: processing unit, control unit, memory, external mass storage and input and output mechanisms.

Von Neumann was a gifted mathematician who started the practice of storing data and instructions in binary code. He teamed up with American electric engineer Presper Eckert and American physicist John Mauchly to build the EDVAC computer in 1950.



### ENIAC (Electronic Numerical Integrator And Computer)

ENIAC was the world's first general-purpose computer. It was designed and built for the United States Army to calculate artillery firing tables. When it was first introduced in 1946 by John Mauchly and Presper Eckert, it was referred to as the 'giant brain'. It weighed 30 tons and took up a space of 1,800 square feet.



### Generations of Computers

#### First Generation (1946-1959)

##### Vacuum Tubes

- Used to control & amplify the signals
- Generated a lot of heat & more power consumption

##### Technology



##### Punched Cards

- Entering program code and data
- Low processing speed

##### Input/Output

- UNIVAC
- ENIAC
- EDVAC



##### Magnetic Drums

- Could store small amount of data
- Permanently mounted so can't be removed

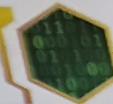
##### Storage



##### Languages

- Machine language used for programming and commands were fed in binary digits (0 and 1)

##### Language



#### Second Generation (1959-1964)

##### Transistors

- Comparatively cheaper, smaller in size and less power consumption

##### Technology



##### Punched Cards & Tapes

- Tapes were used along with punched cards to feed the data

##### Input/Output

- IBM 7094
- UNIVAC 1108



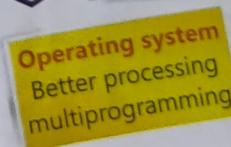
##### Storage



##### Magnetic Tapes

- Magnetic cores used as primary memory
- Magnetic tapes used as secondary memory

##### Language



##### Operating system

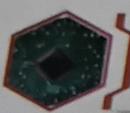
Better processing  
multiprogramming

##### Languages

- Assembly Languages & High Level Languages (HLL) like FORTRAN, COBOL used for programming



### Third Generation (1964-1971)



#### Integrated Circuits

- Component with number of transistors
- Increased speed and size decreased

#### Technology

#### Keyboard, Mouse, Monitor

- User interacted with these devices



#### Magnetic Disk

- Able to write, rewrite and access data

#### Storage

#### Operating system

Remote processing,  
Time sharing

#### C/C++

- High level languages made instructions comparatively easier to process

#### Examples

PDP-11  
IBM-370

#### Input/Output

#### Language

### Fifth Generation (1980-Present)

#### Artificial Intelligence

- ULSI (Ultra Large Scale Integration) technology used
- Microprocessor chip having 10 million electronic components were used

#### Technology

#### Gesture Recognition Technology

- Voice and image recognition

#### Input/Output



#### Remote Storage

- Cloud storage
- External Hard Disk Drive

#### Storage



Social humanoid robot named Sophia was activated on February 14, 2016 by Hong Kong based company Hanson Robotics. Sophia is the first robot to receive a country's citizenship (Saudi Arabia).

### Fourth Generation (1971-1980)



#### Microprocessors

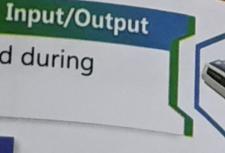
- Single silicon chip with number of ICs-VLSI
- Compact in size and affordable
- Evolution of Personal Computer

#### Technology

#### Examples

iOS  
MAC

#### Input/Output



#### Types of Computers



#### Hard Disk / Pen Drive

- Large amount of data can be stored
- Magnetic tapes used as secondary memory

#### Storage

#### Operating system

(GUI), Realtime Networks

#### SQL / Python

- Relational database management system were introduced

#### Language



#### Handheld Devices



#### Mainframe Computers

According to the user need and processing speed, different types of computers are used around the world. Let's see.

## Supercomputers

In terms of performance and data processing, supercomputers are the fastest. They are used by large organizations and research institutions for exploration purposes. One example can be the supercomputers that NASA uses to launch space shuttles and controlling them.

Supercomputers are used for earthquake studies, weather forecasting, nuclear weapons testing etc.



Supercomputers

According to top500.org website's June 2020 list, China has the largest number of supercomputers in the world, with 226 supercomputers. But the most powerful supercomputer belongs to Japan. The Fugaku has been developed by Fujitsu and is the most powerful supercomputer in the world.



Mainframe Computers

## Mainframe Computers

These are less powerful than supercomputers but they are also expensive. These are used by large firms and government organizations to run their business operations.

Banks, educational institutions and insurance companies use mainframe computers to store data.

Examples of mainframe computers include Fujitsu ICL VME and Hitachi's Z800.

## Handheld Devices

Devices like Notebook, iPad and tablets and other all Personal Digital Assistant (PDA) devices like smartphones are also included in this category. Most of these devices use touch interface to communicate with the user.

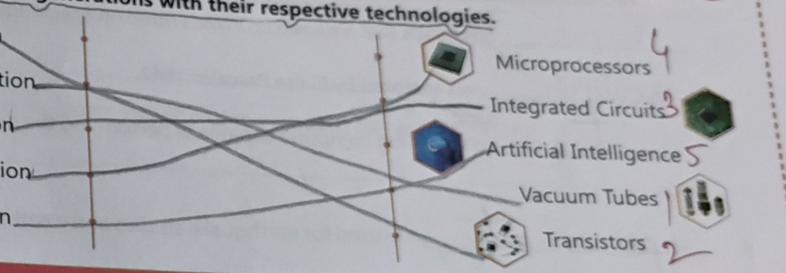


Handheld devices

## TUK ACTIVITY

Match the computer generations with their respective technologies.

- First Generation
- Second Generation
- Third Generation
- Fourth Generation
- Fifth Generation



## Revise with TUK



Microcomputers

## Microcomputers

Microcomputers are smaller in size and are relatively less expensive. We can also call them personal computers as they are intended for use by a single person.

They are used in schools, banks, shops, offices and at homes.

The desktop computer and laptops belong to the microcomputers category.

The world's first commercially launched computer was UNIVAC I in 1951.

The earliest computers were Pascaline, Leibniz's calculator, Slide rule and Napier's bones.

Charles Babbage invented the difference engine and analytical engine which are considered the earliest computers.

Konrad Zuse is known as the Father of modern computer as he invented the Z3 and Z4.

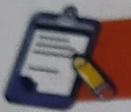
Z3 was the world's first programmable computer while Z4 is regarded as the world's first fully automatic digital computer.

Electronic Numerical Integrator And Computer (ENIAC) was the world's first general purpose computer built for the US Army in 1946.

## TIPS FOR PARENTS



Show your child previous models of computers and make them understand the transition of computers.



## Exercises

C.W

22-4-25

- A. Fill in the blanks with the help of the hints.

### Hint Box

Tabulating machine, Pascaline, Supercomputers, Abacus



1. Abacus has beads that are lined up in rods fitted on a rectangular wooden frame.
2. Pascaline was invented by Blaise Pascal in 1642.
3. Tabulating machine was the first computer capable of performing the input-process-output cycle.
4. Supercomputer are used for earthquake studies and weather forecasting.



Answer in short.

1. Name the generation which used transistor as its main component.

2. What is a supercomputer? Name the fastest supercomputer.

3. Define Microcomputers.

4. Who is regarded as the inventor of the modern computer?



- B. State whether these statements are True or False. Correct the False statements also.

1. Mainframe computers are more powerful than supercomputers.

False

2. Notebook, iPad and tablets are handheld devices.

True

3. Difference engine and Analytical engine were invented by Herman Hollerith.

False

4. ENIAC is an example of second generation computer.

False

Tick (✓) the correct answer.



1. Ada Lovelace is known as the world's first programmer.

- a)  Charles Babbage      b)  Ada Lovelace      c)  Von Neumann

2. Z3 is the world's first programmable computer.

- a)  Z3      b)  Z4      c)  Z5

3. Jarvis technology belongs to the fifth generation.

- a)  third      b)  second      c)  fifth

4. Vacuum tubes were used to amplify signals.

- a)  input data      b)  output data      c)  amplify signals



**E. Answer the following questions.**

1. Describe the features of the fourth generation computer.

---

---

2. Explain Von Neumann architecture.

---

---

3. Differentiate between third generation computers and fourth generation computers on basis of technology and storage.

---

---

4. What is ENIAC? Name its inventors.

---

---

**F. Answer the following.**

1. A single component containing numbers of transistors.

Integrated Circuit



2. Fastest and biggest computers.

Super computers

3. AI system developed by Mark Zuckerberg.

Jarvis

4. A humanoid robot that received citizenship of a country.

Sophia



H.W

Write full forms of the following abbreviations.

1. UNIVAC
2. IC
3. ULSI
4. PDA

Universal Automatic Computer

Integrated Circuit

Ultra Large Scale Integration

Personal Digital Assistant



**Application based question**

Gauri wants to write an article on social humanoid robot. Suggest her an example.

**Lab Activity**



1. Create a PowerPoint presentation to represent different generations of computers.
2. Open MS Word 2010, create a document using all formatting features you have done so far:  
Page 1 – Describe Types of Computers  
Page 2 – Ancient Calculators and Computers with their Inventors in a table format.

## 3

**Microsoft Word 2016****To know in this chapter //**

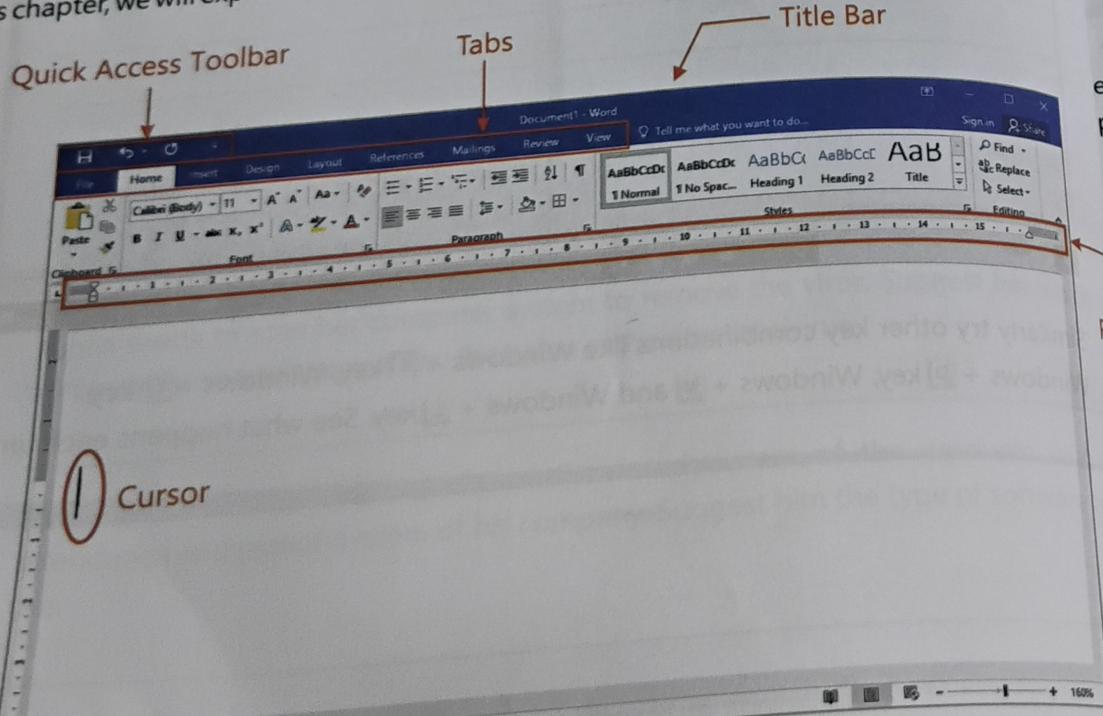
- Use of Footnotes
- Representing data in a tabular form

**Concept of Header and Footer**

Microsoft Word is one of the most preferred word processing software around the world. Every day thousands of Word documents are being prepared. MS Word provides a very simple yet effective platform to create text documents and enhance their style and appearance.

It's true that you can create documents on WordPad and Notepad too, but MS Word comes with a wide range of formatting and designing options as compared to any other word processing program. We all have learned in the previous classes how to type the text on MS Word and format the text in different ways.

In this chapter, we will explore some more tools and commands in the program.

**Format Painter**

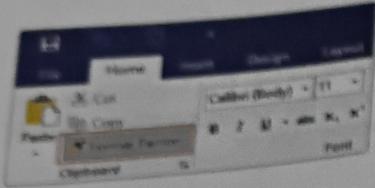
You can find the Format Painter tool in the **Clipboard** group under the Home tab. This feature is used to copy and apply the formatting effects of one part of text to another part. The formatting effects include several types of formatting options such as color, font style and size, border style etc. For example, look at this text.

A screenshot of Microsoft Word 2016 demonstrating the use of the Format Painter. The first paragraph 'Windows 10' is selected and has a blue border. The 'Format Painter' icon is highlighted in the ribbon's 'Clipboard' group. The text 'Windows 10' is bolded and underlined. The text 'The successor of Windows 8.1, Windows 10 is the latest operating system developed by Microsoft. Invented for multiple devices like desktops, laptops, mobiles and tablets, Windows 10 is a Graphical User Interface (GUI) based operating system. It uses pictures, images, icons and menus to give commands.' is also bolded and underlined. Below it, the text 'How Windows 10 screen looks like with its components' is in regular font.

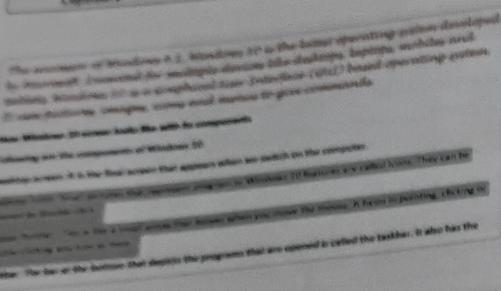
The first paragraph of the text is in a different font and colour. It is also bordered on all four sides. Suppose we have to copy all the effects of the first paragraph to the third paragraph.

Click anywhere on the first paragraph to place the cursor there.

A screenshot of Microsoft Word 2016 showing the result of applying the copied style. The third paragraph 'The successor of Windows 8.1, Windows 10 is the latest operating system developed by Microsoft. Invented for multiple devices like desktops, laptops, mobiles and tablets, Windows 10 is a Graphical User Interface (GUI) based operating system. It uses pictures, images, icons and menus to give commands.' is now bolded and underlined, matching the first paragraph's style.



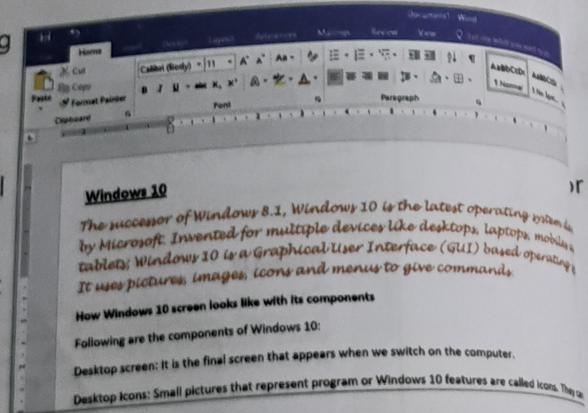
2. Now click on **Format Painter** under the Home tab. The pointer will convert into a brush shape icon.



4. All the formatting effects of the first paragraph will be copied to the third one.

### Copy Formatting to Several Areas

1. Select the text that displays the formatting that you need to copy.
2. Click on Home tab.
3. Double Click on Format Painter tool. It will copy the formatting of the selected text.
4. Now, select the portions of the text you want to display with the same formatting.
5. After you are done selecting every text, press the **Esc** key.



2. Now click on **Format Painter** under the Home tab. The pointer will convert into a brush shape icon.

3. Select the third paragraph.

### Footnotes

Footnotes are notes placed at the bottom of a page. They are used in such a way that the reader can relate a text or word to the supplement information. Footnotes are placed to provide additional information about a certain term, phrase or sentence mentioned in the page.

here is a difficult word whose meaning you want to include at the bottom of the page, or there is a fact whose link you wish to provide, in these cases footnotes are very useful.



### Windows 10

The successor of Windows 8.1, Windows 10 is the latest operating system developed by Microsoft, invented for multiple devices like desktops, laptops, mobiles and tablets; Windows 10 is a GUI based operating system. It uses pictures, images, icons and menus to give commands.

How Windows 10 screen looks like with its components:

Following are the components of Windows 10:

Desktop screen: It is the final screen that appears when we switch on the computer.

Desktop Icons: Small pictures that represent program or Windows 10 features are called icons. They can be opened by double-clicking.

Mouse Pointer: This is like a small arrow that moves when you move the mouse. It helps in pointing, clicking or double-clicking any icon or screen.

Taskbar: The bar at the bottom that depicts the programs that are opened is called the taskbar. It also has the start button on the left corner of the screen.

Search Box: The box is used to search for items or programs in the computer or network.

Start button: The button on the left menu that opens the start menu on the computer.

Start Menu: It lists all the installed programs of the computer.

Graphical User Interface

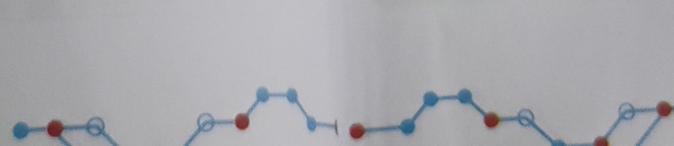
For example in this text, we wish to mention the full form of GUI.

Place the cursor next to the text **GUI**.

Click on **Insert Footnote** icon from the Footnotes group in the Reference tab. A footnote will appear at the bottom. You can edit its content as per the requirement.



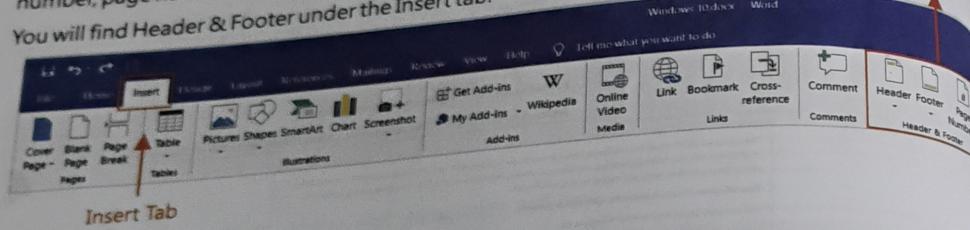
Microsoft Office was launched for the Macintosh in 1989 before it was released for Windows.



## Header and Footer

Header means some additional information which is inserted on the top of every page in the document. We can remember Header by the term 'Head' which means **at the top**. Footer means the information you want to give at the bottom of every page in the document. Footer can be remembered by 'Foot' which signifies **at the bottom**. The text heading, chapter number and date are some of the details that can be put on the header. The footer can include things like name of the writer, roll number, page number etc.

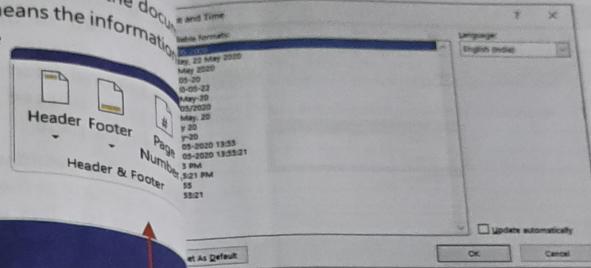
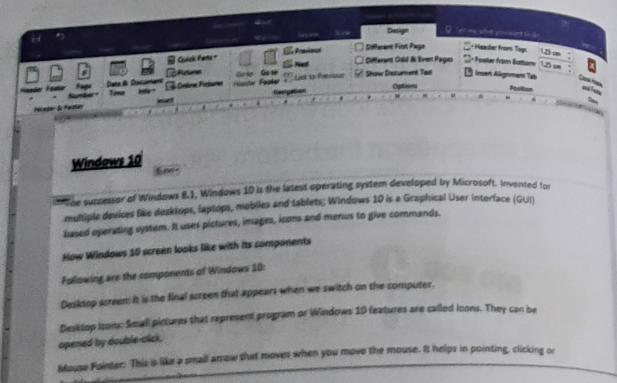
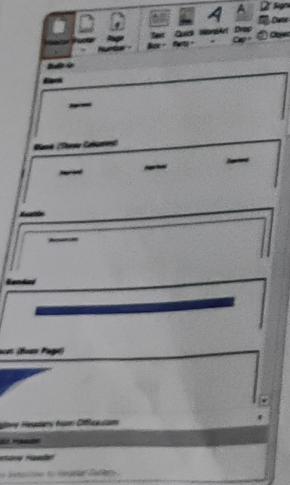
You will find Header & Footer under the Insert tab.



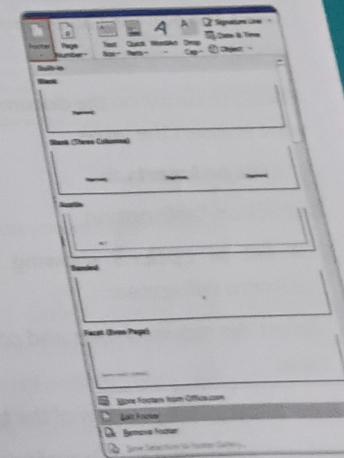
### How to work on Header

1. Click on Insert tab.
2. Under the Header & Footer group, click on Header.
3. A list of different formats of headers will appear. Click on **Edit Header**.
4. A header will appear on top of the page with space for heading. Give a suitable heading.

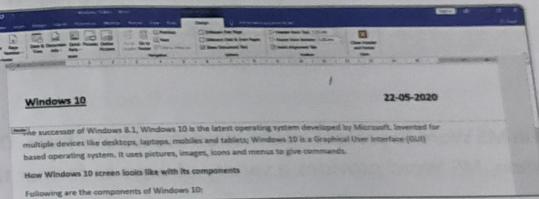
You can change the font and design of the heading from the Font group in the Home tab. This heading along with any details that you add here will be visible on every page of the Word document within the same file.



An additional Design tab appears on the Tab section under the Header & Footer tools. It has many tools like inserting Date & Time, Pictures etc. on the Header. Let's click on Date & Time; a dialog box opens up. Select any format of date and time that you wish to insert and click OK.



**Note**  
You can also select Header by double clicking on the top blank section of the Word document.



### How to work on Footer

- Click on Footer from the Header & Footer group.  
Select **Edit Footer** from the list of options.

Footer will appear at the bottom of the page with space for typing.

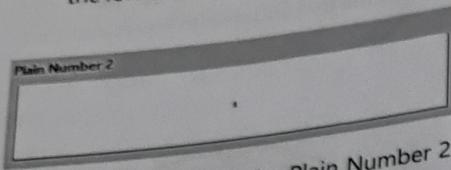


Save the document with a suitable name so that you can search for it easily when you need it.



### How to insert page numbers

1. Click on **Page Number** under the **Insert tab** in Header & Footer group.
2. Select **Bottom of Page** and then select the format that suits you best.



Here we have selected the Plain Number 2 style for page number.

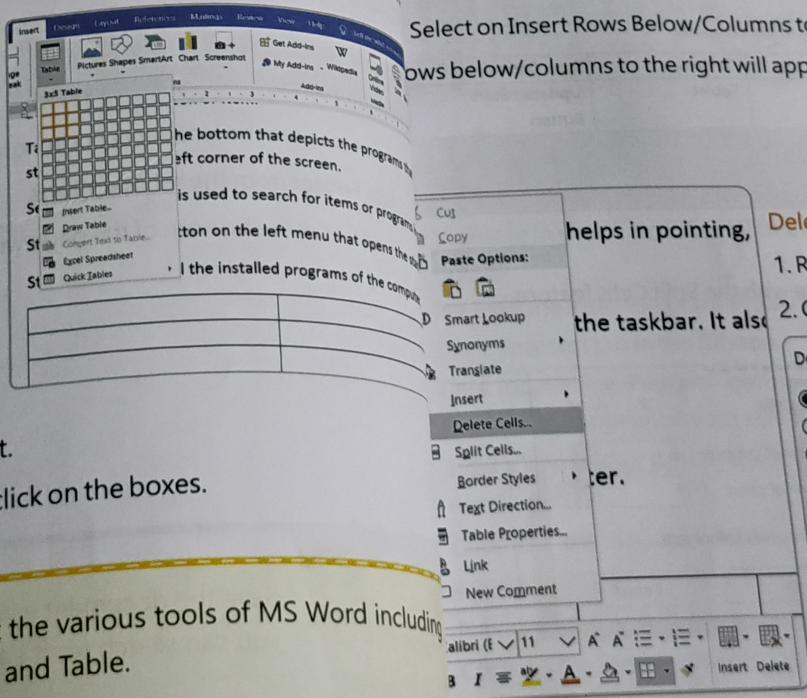
### Table

A table is a grid of rows and columns that is used in MS Word to present information in a tabular form. It makes it easier to read or interpret the information. MS Word provides a variety of ways to form a table and edit the content inside.

#### How to insert a Table

Place the cursor on the document at the place where you want to insert the table.

1. Click on **Insert tab**.
2. Click on **Table** option.
3. A list of options showing number of rows and columns will appear.
4. Select the required rows and columns you want in the table.
5. It will show you a preview of the table on the document.
6. Select the required number of rows and columns and click on the boxes.



### TIPS FOR PARENTS

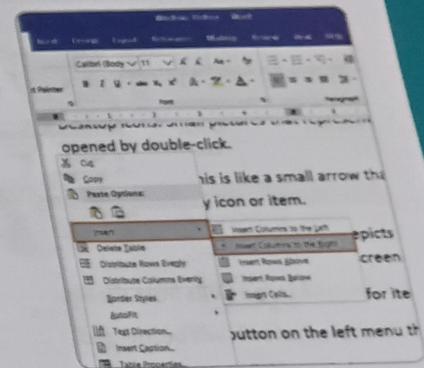
Help your child learn about the various tools of MS Word including Header & Footer, Footnote and Table.

askbar: The bar at the bottom that depicts the programs that are running on the left corner of the screen.  
Search Box: The box is used to search for items or programs in the start button: The button on the left menu that opens the start menu.  
start Menu: It lists all the installed programs of the computer.

Windows	Devices
8.1	Tablet
10	Laptop

7. Word will add the table to the document.
8. Table tools will appear on the Ribbon.

Now we can put the heading on each Column as Windows and Devices followed by their examples in the table. Use the arrow buttons to go to different cells and input the content.



#### Adding rows and columns

Now suppose there is no space in the table but we have to add one more row below/columns to the right.

Right click on the bottom row/column.

Select Insert tab from the list.

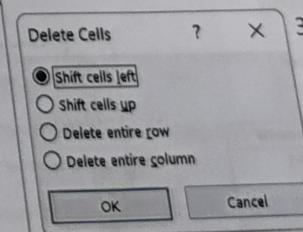
Select on Insert Rows Below/Columns to the Right.

Rows below/columns to the right will appear.

#### Deleting rows and columns

1. Right click on the row or column that you want to delete.

2. Click on Delete Cell.



3. Select Delete entire row or Delete entire column according to your preference and select OK.

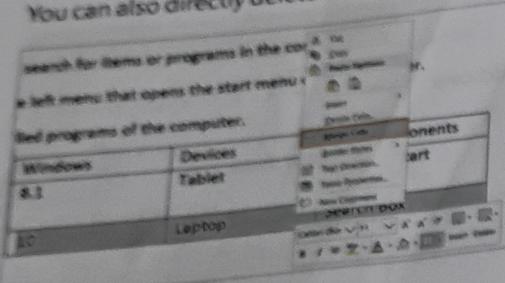
The specified row or column will be deleted.

### Deleting a table

You can quickly delete the table in your document whenever you want.

1. Click inside the table to wish to delete.
2. Click on the Layout tab in the Ribbon.
3. Click on Delete button.
4. Click on Delete Table option.

You can also directly delete table from the delete option on right click.



3. Click on **Merge Cells** from the list.
4. The selected cells will be merged.

### Merging two cells

You can join two separate cells using the **Merge Cells** feature in MS Word.

1. Select the cells that you wish to merge.
2. Right click on the selected part.

### Installed programs of the computer.

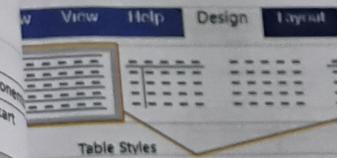
Windows	Devices	New Components
8.1	Tablet	Updated Start Button
10	Laptop	Search Box

### Table Styles

The table that we are working on is a basic one. But with MS Word, we can add attractive styles to the table. The **Table Styles** contains different designs including shading, fonts, borders etc.

Click anywhere in the table.

The Table Tools options will appear on the Ribbon. Here you will also find the Table Styles group. Select any desirable layout of the table and click on it. The selected design will be applied on the table.



Windows	Devices	New Components
8.1	Tablet	Updated Start Button
10	Laptop	Search Box

### Inserting Online Picture

Insert Online Picture feature allows you to insert even those pictures in your word document which are not available in your hard drive. With the help of an internet source, you can add the online image in your document.

Position the insertion point in the document where you want to add the picture.

Click on Insert tab in the Ribbon.

Click on Online Pictures button. The Insert Pictures window will appear on your screen.

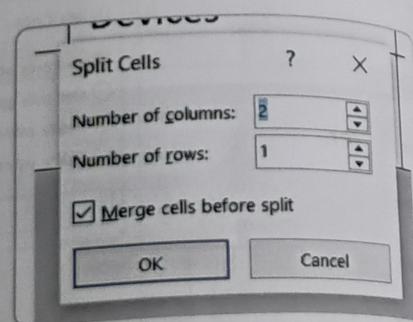
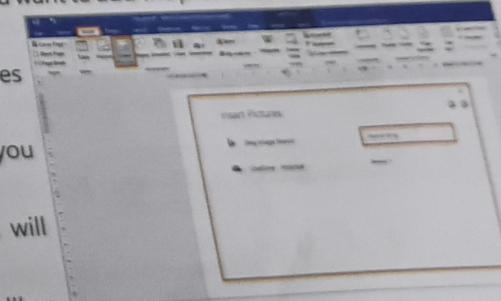
Type a keyword or description of the kind of image you need.

Click on the Search button. The search results will appear.

Navigate through the search results using the scrollbar.

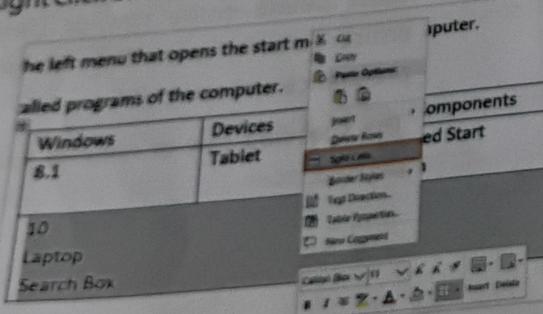
Click on the image you want to add to your document.

Click on Insert.



### Splitting Cells

You can also split the cells into as many rows and columns as you like with the Split Cells feature.



the left menu that opens the start menu on the computer.

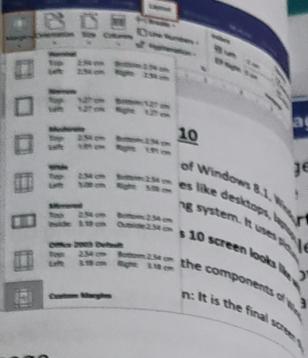
installed programs of the computer.

Windows	Devices	New Components
8.1	Tablet	Updated Start Button
10	Laptop	Search Box

## Setting Margins

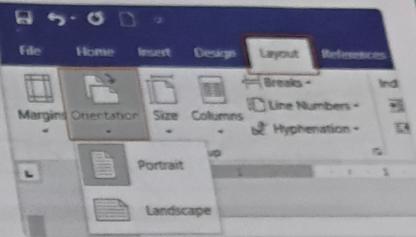
Margin means the empty space between the edge of the page and text in a document. With MS Word you can change as per your need, i.e. top, bottom, left and right.

1. Click on Layout tab.
2. Click on Margins option from the Page Setup group.
3. Select any margin style that suits you best.



## Page Orientation

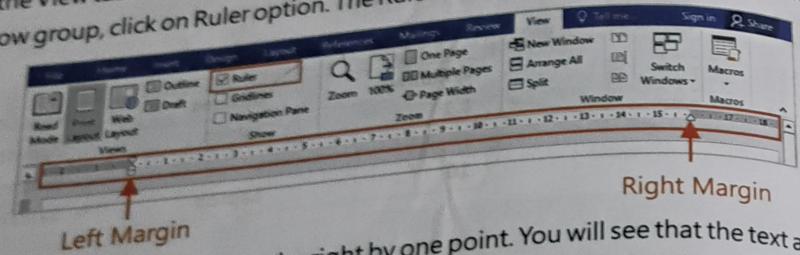
Page orientation means the printing and viewing style of a text document. By default the orientation is set as **Portrait** which means the document appears in vertical style. The other orientation is the **Landscape** mode which shows the document in horizontal style. Follow the steps to change the page orientation.



## Ruler

Ruler is a formatting tool that is used to change the margin of the page.

1. Click on the View tab.
2. In the Show group, click on Ruler option. The Ruler will appear on top of the document text.



3. Drag the left margin to the left or to the right by one point. You will see that the text also moves left or right. This is the indent, or you can say this is the shifting and changing of margin.

6-5-26 CW



## TUK ACTIVITY

Match the buttons with their names.

- 1.
- 2.
- 3.
- 4.

- a. 4
- b. 2
- c. 1
- d. 3

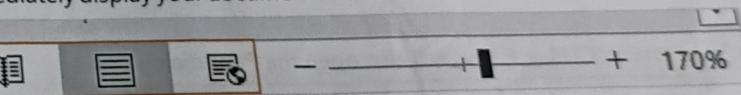
The first one is the Read Mode view. If you click on this, you can view the document in full screen view.

The second one is the Print Layout view. It is selected by default. It shows you the way your document would look, if printed.

The third one is the Web Layout and shows the text in an online view. This is how your text would look on a website.

The fourth one is the Outline View. It is used when you want to work with large portions of text at the same time. It collapses your document letting you view only the major headings.

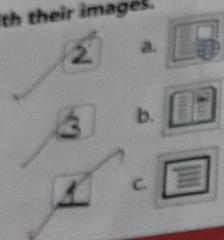
The last one is the Draft View which is used to edit a document as continuous text without pictures, header and footer etc.



**TUK ACTIVITY**

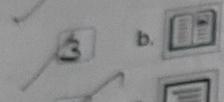
Match the terms with their images.

1. Draft View



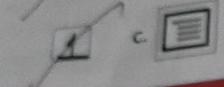
a.

2. Web Layout



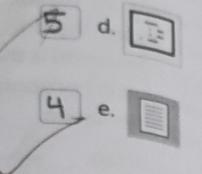
b.

3. Read Mode



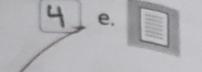
c.

4. Print Layout



d.

5. Outline View



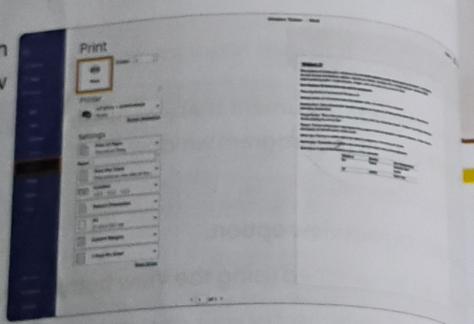
e.

**Printing a Document**

After finishing working on the document, you can take printout of your work on MS Word. Follow these steps.

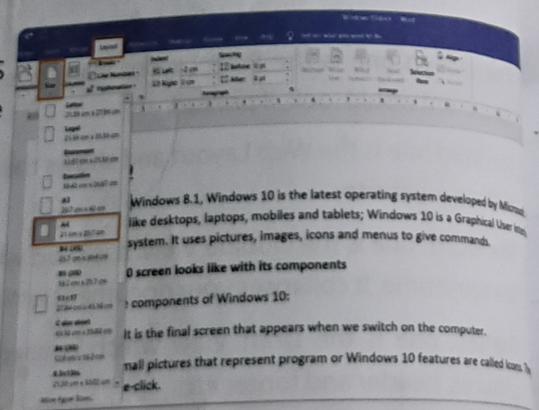
1. Click on File tab.
2. Click on Print option from the list.
3. Check all the printing details. For example the printer configuration, number of copies and pages etc.
4. Click on Print.

Pressing CTRL + P keys will also open the Print dialog box.

**Changing Page Size**

By default the A4 size display is visible on the MS Word program. But sometimes you need to write the text on different pages, like A3 and Legal etc. Follow these steps.

1. Click on the Layout tab.
2. Click on the Size option from the Page Setup group.
3. Select the desired paper size and click on it.

**Revise with TUK**

Format Painter tool is used to copy and apply all the formatting effects of one part of the text to another.

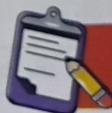
Footnote is the space provided at the bottom of the page for supplement information related to the page in the document.

Headers and footers appear at the top and bottom of each page in a document.

Table feature is a grid of rows and columns used in MS Word to present information in a tabular form.

Ruler is a formatting tool that is used to change the margin of the page.

Page Orientation means the printing and viewing style of the text document. By default, the orientation is set to Portrait mode.

**Exercises**

6-5-25

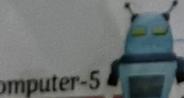


Fill in the blanks with the help of the hints.

**Hint Box**

MS Word, top, format painter, merge

1. To join cells in a table in MS Word, you can use the merge feature.
2. Ms word provides a very simple yet effective platform to create text documents.
3. Header is placed at the top of the document.
4. Format painter copies the formatting effects of one text and applies it on the selected text.



6/05/25

B. Tick (✓) the correct answer.

1. The empty space between the edge of the page and the text is called margin.  
 a)  header      b)  margin      c)  footnotes
2. To take a printout of your work, go to file tab.  
 a)  file tab      b)  home tab      c)  layout tab
3. You will find Header & Footer under the insert tab.  
 a)  layout tab      b)  design tab      c)  insert tab
4. By default, the orientation of a page is set to Portrait mode in a document.  
 a)  landscape      b)  portrait      c)  none of these

C-W

6-5-25

C State whether these statements are True or False. Correct the False statements also.

1. Notepad has more formatting tools than MS Word.  
False
2. Footnotes are placed at the bottom of a page.  
True
3. Footer means the information that you want to give at the bottom of every page document.  
True
4. A screenshot is a grid of rows and columns in MS Word to present the information in a tab form.  
False false

Hot tip

D. Answer in short.

1. What is the Ruler in MS Word?
2. What is the use of Format Painter in MS Word?
3. What do you mean by Tables in MS Word?
4. Name the different types of Views in MS Word.

C-W

Answer the following questions.

1. Differentiate between:  
 (a) Portrait mode and Landscape mode  
 \_\_\_\_\_  
 \_\_\_\_\_
- (b) Header and Footer  
 \_\_\_\_\_  
 \_\_\_\_\_
2. What do you mean by Page Orientation? Name the different types of Page Orientation in MS Word?  
 \_\_\_\_\_  
 \_\_\_\_\_
3. What are footnotes? Why do we use them?  
 \_\_\_\_\_  
 \_\_\_\_\_
4. How do you insert online pictures in MS Word?  
 \_\_\_\_\_  
 \_\_\_\_\_



E Application based questions

1. Aastha wants to insert the pictures of the desktop screen in her computer project at school. She has to explain different components of the desktop. What option would you suggest her?  
 \_\_\_\_\_
2. Vaishanavi has to apply formatting effects of a paragraph to the entire text to maintain the uniformity. What feature should she use?  
 \_\_\_\_\_

### Lab Activity



Use the Table tool to show the marks of five of your friends in Mathematics, Sciences, English, English and Hindi. Format the table according to your preference by taking from the tools in the Design Tab. A sample table has been provided below for your reference.

	Mathematics	Science	Social Science	English	Hindi
Andy	50	45	60	40	65
Gautam	90	85	80	95	70
Saleem	40	55	45	50	50
Prabhjot	80	75	85	75	68
Anamika	58	55	78	75	70

**TUK**

Suhara → Asif Khan  
5<sup>th</sup> C

REVISED

Based on  
**NEP (2020)**  
and  
**NCF (2023)**

# THE COMPUTER HUB

with CODING and ARTIFICIAL INTELLIGENCE (AI)

5

Lab Activities

TUK Etiquettes

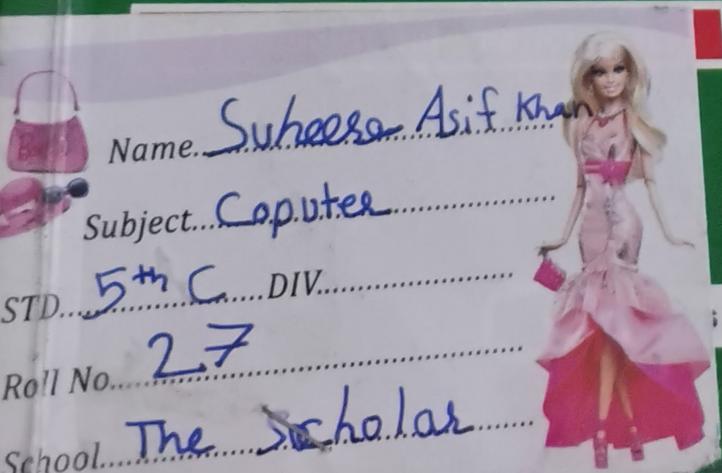
TUK Activities

Tips for Parents

Did You Know?

Revise With TUK

Extensive Exercises



10



Microsoft Office 2016

