



(A) (1) – b (2) – c (3) – d (4) – d

(B) (1) Software – The set of instructions given to the hardware to perform any task is called software. Without software, the hardware cannot do anything. Software instructs the hardware to perform any task. Thus, both hardware and software are dependent on each other for their working.

(2) Our computer system is made up of two parts –

Hardware and Software – Hardware is the physical component of the computer that we can touch and feel. For example – mouse, UPS, Joystick, Keyboard, Hard disk, printer. Software is that part of the computer that we cannot feel and touch . For example – MS Paint, MS Word, MS Power Point, Corel Draw, Adobe Photoshop etc.

Part- B Summative Assessment (CCE Pattern)

(A) (1) GUI – GUI stands for Graphical User Interface. As the name suggests, such operating systems use icons (pictures) on the monitor to work and navigate. A user just needs to point and click the icons or images to execute commands.

Microsoft Windows and Mac OS are GUI based operating system.

CUI – CUI Stands for Character user interface . Such operating system need typed instructions to work and difficult to work with as they require a user to memorize a number of commands. MS- DOS (Microsoft – Disk Operating System) is a CUI based operating system.

(2) Operating System (OS) – This is one of the most popular system software. When the computer is started, it starts with a software. When the compute is started it starts with a software. This software is known as operating system. It enables the computer hardwares to communicate with each other and makes them to work together. Some of the popularly used operating system are – MS-DOS (Microsoft – Disk Operating System), Windows XP, Windows 7, Windows 8 etc. An operating system has the following main functions. Device Management – An operating system controls the working of all input and output devices. Memory Management – An operating system allots the memory space to various application software. It also removes unnecessary files to create more space in computer's memory. Security Managements – An operating system gives security to the computer by means of password protection. File Management – An operating system consists of track of files regarding creation, deletion, transfer, copy and storage of life etc. in an organized manner. Application Management – An operating system gives a platform for the application software like MS Word, MS Paint etc. to run.

(3) Software – The set of instructions given to the hardware to perform any task is called software. Without software, the hardware cannot do anything. Software instructs the hardware to perform any task. Thus, both hardware and software are dependent on each other for their working. 4 More than one person can work at a time with a multi user operating system. For example – UNIX System, NETWARE and LUNIX are famous multiuser operating system.

Database Software – Database is a collection of data. Database software organizes and manages data. They help us to create, edit, save and print database such as address, book and telephone index etc. on the computer, for example – MS- Access.

(B) (1) System (2) Multiuser (3) Single user (4) Mac OS (5) DOS

(C) (1) – F, (2) – T, (3) – F, (4) – F, (5) – F

(D) (1) MS Word (c) Word Processing Software  
(2) MS Access (d) Database Management Software  
(3) MS Power Point (a) Presentation Software  
(4) Coral Draw (e) Graphics and designing software  
(5) MS Excel (b) Spreadsheet Software

Part – C Formative Assessment (CCE Pattern)

Lab Activity – (1) Do yourself (2) Do Yourself

HOTS- Do yourself

Fun time – Do yourself

Chapter – 3

Ms Windows 7

Brain Teaser

Part- A Formative Assessment (CCE Pattern)

(A) (1) – c, (2) – c, (3) – d, (4) – b

(B) (1) Features of Windows 7 – Windows 7 has a very attractive look with colourful themes. It comes with new features, improved programs and faster speed. Among the new features available in windows 7, there are new technologies that run in the background, making our computers more efficient and reliable. It has security tools that are sued to keep out computer more secure.

(2) Windows 7 is the popular used operating system.

## Part- B Summative Assessment (CCE Pattern)

(C) (1) Operating System (OS) - This is one of the most popular system software. When the computer is started, it starts with a software. This software is known as operating system. It enables the computer hardware to communicate with each other and makes them to work together. Some of the popularly used operating system are Windows XP, Windows 7, Windows 8 etc.

(3) Characteristics of Windows 7 – Windows 7 operating system has a number of characteristics. Some of them are as following.

- Windows 7 is a GUI (Graphic User Interface) based operating system.
- Windows 7 has inbuilt features for Internet accessing. The Internet explorer is always available for use.
- Windows 7 provides a lot of gadgets on the desktop such as weather news, calendar, clock, slide show etc.
- Windows 7 is a multi tasking operating system. It means windows 7 allows the processing of multiple task at the same time.

(4) GUI – GUI stands for Graphical User Interface. As the name suggest, such operating system used icons (pictures) on the monitor to work and navigate. A user just needs to point and click the icons and images to execute commands.

Microsoft Windows and Mac OS are GUI based operating system.

(B) (1) Rename (2) Control Panel (3) Restore

(C) (1) – F, (2) – T, (3) – T

HOTS – Do yourself

## Part – C Formative Assessment (CCE Pattern)

Label Activity – Do yourself

Fun Time – Do yourself

Formative Assessment – 1 (Based on Chapters 1 to 3)

(A) (1) – c, (2) – c, (3) – b, (4) – c

(B) (1) – T, (2) – F, (3) – T, (4) – T

(C) (1) CD = Compact Disk (2) MICR = Magnetic Ink Character Display (3) LCD = Liquid Crystal Display

(4) VD = Visual Display (5) CD-RW – Compact Disk, Read and write

(D) (1) Floppy (2) Integrated Circuit (3) Plotter

(E) Handheld Scanner (5) Web Camera

Chapter – 4

Ms Word 2010

Brain Teaser

## Part- A Formative Assessment (CCE Pattern)

(A) (1) – b, (2) – a, (3) – b, (4) – a

(B) (1) Inserting means to add.

(2) Deleting means to remove.

## Part B – Summative Assessment (CCE Pattern)

(A) (1) Characteristics of MS Word 2010 – Microsoft word is word processor that helps us to create documents with professional look. It provides features to type and modify the text. It also enhances the appearance of the text and gives an option to preview the document before printing it. Word Art, Clip Art, Movie clip or sound can also be inserted. It also enables us to put information in a tabular form. It enables us to link and embed the objects with a document.

(2) Word Art – Word Art is an option in MS Word which allows users to create stylized text with various special effects like textures, outlines, shapes and many other designs. Text can be typed in different styles with the help of Word Art. It can be used to create coloured, shadowed or rotated text.

(3) Cell – A cell is a grid made up of rows and columns. It intersects between row and columns. The intersections between row and column form a rectangular box which is called a cell. The vertical data is known as columns and the horizontal data is known as row.

(4) Merging cells – Combining two or more cells in the same row (or columns) into a single cell is called merging cells. Cells can be combined together to create combined headings.

(5) Splitting cells – It is a reverse process of merging cells. Dividing up of a single cell into multiple cells is called splitting cells.

(B) (1) Cell (2) Clip Art (3) Column (4) Row

(C) (1) – T (2) – F (3) – F

HOTS – Do yourself

## Part- C Formative Assessment (CCE Pattern)

Lab Activity – Do yourself

Fun Time – (1) Shadow (2) Shapes (3) Columns

Chapter – 5

MS Powerpoint 2010

Brain Teaser

Part- A Formative Assessment (CCE Pattern)

(A) (1) –a, (2) – c, (3) –d, (4) –a

(B) (1) Slide – Every presentation is made up of many pages. These pages are called slides. In a presentation, slides are arranged in order.

(2) Word Art – In MS Powerpoint, Word Art is used to insert attractive text in the slide.

Part- B Summative Assessment (CCE Pattern)

(A) (1) MS Powerpoint – Generally MS Powerpoint is a presentation software. A presentation is a systematic delivery of text along with graphics, movies, sounds etc. It is commonly made to deliver a message or some information on a specific topic to a large gathering of audience. It helps us to make presentation. Every presentation is made up of many pages. These pages are called slides. In a presentation, slides are arranged in order. A presentation is a structured delivery of information. Presentation is a systematic display of information along with graphics, movies, sound etc. All these are displayed together on the screen. PowerPoint is a presentation software quite popular in the business world. It is used to create professional quality presentation.

(3) Slide – Every presentation is made up of many pages. These pages are called slides. In a presentation slides are arranged in order.

(4) Placeholder – Placeholder holds the objects in our slide. We can use a placeholder to hold text, pictures, chart, etc.

(5) Rules are vertical and horizontal guides, we see them to determine where we want to place an object.

(6) Title bar – Title bar is on the top of the screen in MS Powerpoint windows. Title bar displays the name of the presentation on which we are currently working. It also contains minimize, maximize and close button.

(B) (1) Slides (2) Rulers (3) Placeholder (4) Ctrl + M (5) Title bar

(C) (1) – T (2) – F (3) – F (4) – T (5) – T

(D) (1) Title bar (d) Minimize , Maximize and close buttons

(2) Ctrl + S (e) To save a presentation

(3) Placeholder (b) To hold text, pictures and charts

(4) Slide (a) A page in MS Powerpoint

(5) Ctrl + N (c) To start a new presentation

HOTS – Do yourself

Part- C Formative Assessment (CCE Pattern)

Lab Activity – Do yourself

Fun Time – (1) Screen (2) Saving (3) Cursor

Formative Assessment – 2 (Based on Chapter 4 & 5)

(A) (1) – c , (2) – d , (3) – T , (4) – b

(B) (1) – F , (2) – T , (3) – T , (4) – T

(C) (1) Cell (2) Layout (3) Split Cells (4) Split Cells (5) Cell

Summative Assessment – 1 (Based on Chapter 1 to 5)

(A) (1) Barcode Reader – The reader which reads the barcode is known as barcode reader. A sequence of thin and thick black lines on the white background is known as barcode. Each line of barcode represents some number. A barcode reader has a light source and a lens. Barcode reader is a type of hand held scanner.

(2) MICR (Magnetic Ink Character Reader) – MICR stands for Magnetic Ink Character Reader. We use the MICR to read particular characters on bank cheques which are written at the bottom of cheques or demand drafts with a specific magnetic ink. These represents cheque number, branch number as well as customer account number. The numbers are somewhat different in shape. Since the characters are designed, they can be read by the MICR reader.

(3) EBCDIC – Do yourself.

(4) Operating System (OS) – This is one of the most popular system software. When the computer is started, it starts a software. This software is known as operating system. It enables the computer hardware to communicate with each other and makes them to work together. Some of the popularly used operating system are MS-DOS (Microsoft – Disk Operating System) Windows XP, Windows 7, Windows 8 etc.

(5) Cell – A table is grid made up of rows and columns. This intersects between row and column to form a rectangular box which is called a cell. The vertical data is known as columns and horizontal data is known as row.

(B) (1) CRT (2) Cell (3) CUI (4) Sub folder

(C) (1) Barcode Reader (e) Input Device

(2) Mac OS (a) Graphical User Interface

(3) MS Word (b) Provides many readymade shapes

(4) Plotter (c) Output device

(5) MS- Dos (d) Character User Interface

(D) (1) Scanner (2) Joystick (3) Do yourself (4) Software

(F) (1) Ctrl + S (2) Ctrl + A (3) Alt + F4 (4) Ctrl + X (5) Ctrl + Home

(G) (1) Maximize button (2) Windows 7, Desktop (3) Word Art (4) Operating System (5) Menu Control Bar

Chapter – 6

Ms Excel 2010

Brain Teaser

Part A Formative Assessment (CCE Pattern)

(A) (1) – c , (2) – a , (3) – a

(B) (1) The last cell address of a worksheet is XFD 1048576.

(2) Ctrl + A is the shortcut key to select an entire worksheet.

Part – B Summative Assesement (CCE Pattern)

(A) (1) Active Cell – The cell with a dark boundary around is called active cell. It is also called selected cell or current cell. The boundary is called cell pointer . It indicates the currently active cell.

(2) Spreadsheet – Spreadsheet is a sheet containing data or information represented in tabular form, consisting of rows and columns. Spreadsheets is also called worksheet. MS Excel is a software used to create electronic worksheets.

Representing data in tabular format is useful as it is an effective way of interpreting data. Spreadsheets can be used in many fields like Engineering, Business and Science. A spreadsheet performs calculations using different formulae at high speeds.

(3) (a) 15 is the default row height and 8.43 is the default column width.

(4) Following are the given steps to copy contents.

Step 1 – Select the cell or range of cells.

Step 2 – Click on the Home tab in the Ribbon.

Step 3 – Click on the copy in the clipboard group.

Step 4 – Click on the new cell in which we want to put the same content.

Step 5 – Click on the paste from the clipboard group.

(5) In MS Excel 2010 worksheet, there are 16,384 columns and 10,48,576 rows.

(B) (1) Electronic (2) Status bar (3) Current (4) Formula (5) Workbook

(C) (1) – F, (2) – T (3) – T, (4) – F , (5) – F

Hots – Do yourself

Part C – Formative Assessment (CCE Pattern)

Lab Activity – Do yourself

Chapter – 7

Computer Virus

Brian Teaser

Part A Formative Assessment (CCE Pattern)

(A) (1) – b , (2) – c , (3) – d, (4) – a

(B) (1) Virus – Virus is a computer program or set of programs which are specially designed to damage the data or other programs, memory, processing speed etc. of a computer.

(2) Norton – Norton is an antivirus software. It prevents and detects computer viruses.

Part – B Summative Assessment (CCE Pattern)

(A) (1) Virus stands for Viral Information Resources Under Seize.

(2) Computer Virus – Computer virus is a programs or set of programs which are specially designed to damage the data or other programs, memory, processing speed etc. of a computer. It spreads itself from one computer to another. It can enter and infect the computer without the permission or knowledge of the user. The viruses are mostly hidden so they cannot easily be detected.

(3) How a virus enters inside a computer- A virus cannot enter inside a computer on its own. It needs some medium to spread. Some of the sources entering virus inside a computer are Opening Unknown Website - Email attachments - Downloading infected files from an Internet. Infected programs transferred files from an Internet. Infected programs transferred over a network. Using infected CDs, DVDs, Pen Drive, etc.

(5) Boot Viruses – The Boot records of hard disk and floppy disk are infected by these viruses. This virus replaces the records responsible for booting the computer and loading of the operating system. These viruses copy the boot record and paste them anywhere in the system and become active at the time of booting the system. For example – Stone virus, Disk Killer, etc.

(6) Quick Heal, Spector Pro, Avast.

- |                       |            |                      |              |               |
|-----------------------|------------|----------------------|--------------|---------------|
| (B) (1) Back up       | (2) Norton | (3) Virus attack     | (4) Firewall | (5) Antivirus |
| (C) (1) – T           | (2) – T    | (3) – F              | (4) – T      | (5) – T       |
| (D) (1) Program Virus |            | (e) Acid Rain        |              |               |
| (2) Antivirus         |            | (d) Quick Heal       |              |               |
| (3) Boot Virus        |            | (a) Disk Killer      |              |               |
| (4) Firewall          |            | (b) Provide Security |              |               |
| (5) Micro virus       |            | (0) WM – Concept. A  |              |               |

Hots – Do yourself

Part – C Formative Assessment (CCE Pattern)

Lab Activity – Do yourself

Fun Time – (1) Antivirus                          (2) Firewall                          (3) Program

Formative Assessment – 3 (Based on chapter 6 & 7)

(A) (1) – a , (2) – a , (3) – b , (4) – c , (5) – b

(B) (1) – T , (2) – F , (3) – F , (4) – T , (5) – F

(C) (1) Placeholder – Placeholder holds the objects in our slides. We can use a placeholder to hold text, pictures, chart, etc.

(2) Folder within a folder is called a sub folder.

(3) Antivirus Software – Antivirus software is a program which is used to prevent and detect computer viruses. Antivirus regularly fight against new viruses.

Chapter – 8

Algorithm and Flowchart

Brain Teaser

Part A Formative Assessment (CCE Pattern)

(A) (1)- b ,(2) – d , (3) – b , (4) – d

(B) (1) Decision Box - It is used for checking or applying any condition in the program. It is also used at the program. It is also used at the decision making stage.

(2) Termination box is used for the beginning and ending of the flow chart.

Part B Summative Assessment (CCE Pattern)

(B) (1) Algorithm – Algorithm is a set of formal instructions that are used to perform a specific task or solve a logical or mathematical problem. Simple language and precise manner is used to make algorithm so that every one can understand the steps. An algorithm helps in writing a program in an efficient way.

(2) (1) Uses of an Algorithm – Following are the uses of an Algorithm.

(i) Algorithm are machines independent. (ii) Algorithm are easy to implement (iii) We can write algorithms to perform all tasks that we do daily. (iv) Algorithms help in detecting and eliminating errors from the program. (v) Algorithms are easy to understand. (vi) Algorithms can easily be converted into flow charts.

(4) Meaning of Flow Chart – Flow chart is a process of solving problem and reaching a solution using diagrams or symbols or instructions. Flow chart is a pictorial representation of the steps to solve a problem. Flow chart helps in finding the errors in different phases of programs. To make a flow chart, several boxes are used which are connected with one another with the help of flow lines.

(5) Let us understand a loop with an example. Here is a flow chart for printing names starting with A,B,C. It would stop after all the names with A, B, and C are printed. The loop here ensures that all the names starting A, B, C are printed till all are printed.

(6) Terminating box is used to display the final result.

(B) (1) Algorithm (2) Flow Chart (3) Rectangle (4) Decision Box (5) Parallelogram

(C) (1) – T , (2) – F , (3) – F (4) – T (5) – F

(D) (1) Star / Stop Box (2) Processing Box (3) Flow Lines (4) Connector (5) Decision Box

Hots – Do yourself

Part – C Formative Assessment (CCE Pattern)

Lab Activity – Do yourself

## Chapter – 9

### Internet and Email

#### Brain Teaser

#### Part A Formative Assessment (CCE Pattern)

(A) (1) – a , (2) – a , (3) – d , (4) - b

(B) (1) Netiquette – The term 'netiquette' is derived from two words : 'net' and 'etiquette' which means Network Etiquette.

(2) Internet is popularly known as Net.

(3) Electronic mail is the full form of e-mail.

#### Part- C Summative Assessment (CCE Pattern)

(A) (1) Internet – Internet is a world wide network of millions of computers. These computers are connected to each other through telephone lines and satellites all over the world. The Internet is used to send information quickly between computers around the world. Internet stands for International Network. When we work on a single computer, we cannot share any information with another computer. To share any data with another computers, we have to be connected with other computers. Such types of interconnection between two or more computers is called network. When millions of networks are interconnected together to share information, it is called Internet. It is popularly called NET.

(2) URL – URL stands for Uniform Resource Locator which is string of character used to identify a name or a web resources. It is unique for every web page.

(3) [www.yahoo.com](http://www.yahoo.com), [www.google.com](http://www.google.com), [www.msn.com](http://www.msn.com), [www.ask.com](http://www.ask.com)

(4) Hyperlinks – A web page is a document that may have texts, images, videos and other multimedia. The web page may also have some highlighted words which link to other web pages. These are called hyperlinks. When the mouse pointer is taken to hyperlink, the pointer changes to a hand.

(5) To use the email facility on the Internet, first we have to create our personal e-mail account. We have to select a user name (e-mail address) and provide a secret code (password) also with particulars like name, address, date of birth, qualification etc. Some of the commonly used terms are as follows – To send or receive e-mails. We have to first log into our e-mail account, visiting its website and typing our user name and password.

Inbox – It displays information about all the mails received by us. To read any mail, click on it. The mail will be displayed in a new window.

Compose / Write mail – To compose a mail, we have to click on the compose mail option. It will open a new window wherein we can type the address of the person, subject of the mail and the text in the mail.

Sending an e-mail – After composing an e-mail click on the send button.

Reply – This option is displayed on opening any mail. It is used to reply back the e-mail. We can simply type in our message and click send button.

Logout / Signout – Click logout / sign out button to log out from the site, once we have finished reading or sending the e-mail.

(B) (1) Net (2) Modem (3) Electronic mail (4) Home page (5) Inbox

(C) (1) – F , (2) – F , (3) – F , (4) – T , (5) – F

(D) (1) Sad Face (2) Winking Face (3) Happy Face (4) Surprised Face

Hots – Do your self

#### Part – C Formative Assessment (CCE Pattern)

Lab Activity – Do yourself

Fun Time – (1) Internet (2) Network (3) Server

Formative Assessment - 4 (Based on Chapter 8 & 9)

(A) (1) – a , (2) – b , (3) – b , (4) – c , (5) – a

(B) (1) – T , (2) – F , (3) – T , (4) – T , (5) – T

(C) (1) ISP = Internet Service Provider

(2) HAND = Have a nice day

(3) URL = Uniform Resource Locator

(4) BTW = By the way

(5) ASAP = As soon as possible

Summative Assessment – 2 (Based on Chapter 6 to 9)

(A) (1) Spreadsheet – Spreadsheet is a sheet counting data or information represented in tabular form, consisting of rows and columns, spreadsheet is also called worksheet. MS – Excel is software used to create electronic worksheets.

Representing data in tabular format is useful as it is an effective way of interpreting data. Spreadsheets can be used in many fields like Engineering, Business and Sciences, A Spreadsheet performs calculations using different formulas at

high speeds.

(B) Meaning of Algorithms – Algorithms is a set of formal instructions that are used to perform a specific task or solve a logical or mathematical problem. Simple language and precise manner is used to make algorithm so that everyone can understand the steps. An algorithm helps in writing a program in an efficient way.

(4) Website – A website is an efficient way of pages linked together. It is commonly called site. The website is like a box. Just as a book has many pages, a website is also made of many pages.

(B) (1) Virus (2) Terminator (3) Home page (4) Worksheet

(C) (1) Antivirus (d) Quick Heal

(2) Processing Box (c) Representing by rectangle

(3) Program Virus (a) Acid rain

(4) Input / Output Box (b) Represented by parallelogram

(D) (1) Worksheet (2) Algorithm (3) Flowchart (4) Netiquette

(E) (1) Ctrl + Spacebar (2) Algorithm (3) Connector (4) Worksheet

(F) (1) Stand (2) All programs (3) Microsoft Office (4) Microsoft Excel 2010

(G) (1) Decision Box – ( c ) (2) Connector Box – ( c ) (3) Input / Output box – ( b ) (4) Processing Box – (b) (5) Start / Stop Box – (a)