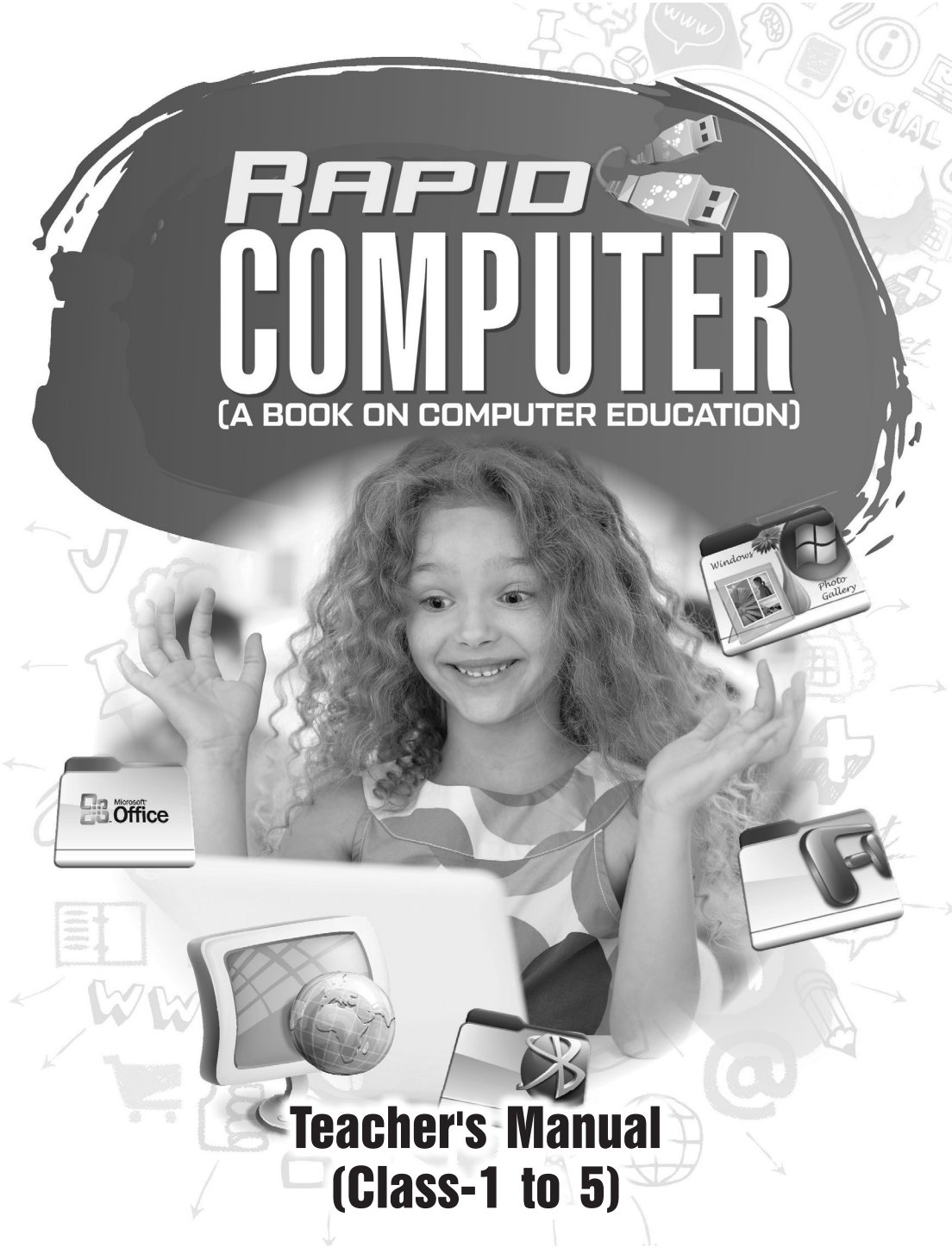
RAPID COMPUTER

(A BOOK ON COMPUTER EDUCATION)



Teacher's Manual (Class-1 to 5)

Teacher's Manual
Rapid Computer (Class-1)

CHAPTER 1 : COMPUTER CARE

PRACTICE TIME :

Creative Zone : A. 1. Computer 2. Book 3. Teacher **B.** 1. COMPUTER 2. BOOKS 3. COVER 4. CLEAN 5. FOOD 6. DRINK

Objective Zone : C. 1. d 2. c 3. e 4. b 5. a **D.** 1. computer 2. quietly 3. workstation 4. keyboard 5. mouse **E.** 1. c 2. a 3. b

Written Zone : F. 1. Enter into the computer lab quietly. 2. Keep your workstation area neat. 3. Sit properly in front of your computer. 4. Do not run or play in the computer lab.

Task Zone : Do it yourself.

CHAPTER 2 : COMPUTER : A SMART MACHINE

PRACTICE TIME :

Creative Zone : A. 1. CRANE 2. OVEN 3. COMPUTER

Objective Zone : B. 1. e 2. a 3. d 4. b 5. c **C.** 1. a 2. c 3. a 4. c **D.** 1. T 2. F 3. F 4. F

Written Zone : E. 1. Machines are devices which make our works easier and faster. Machines save our time and energy. 2. Compluter is an electronic machine. It can do many things. 3. (1) It does not make mistakes. (2) It never get tired.

Task Zone : Do it yourself.

CHAPTER 3 : COMPUTER : A USEFUL MACHINE

PRACTICE TIME :

Creative Zone : A. Do it yourself. **B.** 1. GAMES 2. CALCULATIONS 3. MOVIES 4. SILENT **C.** 1. c 2. a **D.** 1. games 2. machine 3. store 4. drawings 5. music **E.** 1. F 2. F 3. T 4. F

Written Zone : F. 1. (i) We can make drawings on a computer. (ii) We can play games on a computer. 2. (i) Computer cannot walk or talk. (ii) Computer cannot dance.

Task Zone : Do it yourself.

CHAPTER 4 : COMPUTER AT WORK

PRACTICE TIME :

Creative Zone : A. In Banks, In School, At Homes, At Airport **B.** 1. BILLS 2. TICKETS 3. RECORD 4. WITHDRAW **C.** Do it yourself.

Written Zone : D. 1. Computers are used in schools for teaching, learning and keeping records of students fee. 2. At Airport **E.** 1. HOMES, AIRPORT, SCHOOL, MALLS, BANK, RESORTS, RESTAURANT, HOTEL

Task Zone : Do it yourself.

TEST PAPER – I

A. 1. a 2. a 3. c 4. a **B.** 1. Air conditioner 2. messages 3. suns 4. monitor **C.** 1. ✓ 2. ✓ 3. ✓ 4. ✓ **D. 1.** Air conditioner 2. music 3. Central Processing Unit 4. Computer is an electronic machine which can do many things

CHAPTER 5 : PARTS OF A COMPUTER

PRACTICE TIME :

Creative Zone : A. MONITOR MOUSE, KEYBOARD CPU **B.** Do it yourself. **C.** CPU, Keyboard, Mouse, Speaker, Printer

Objective Zone : D. 1. b 2. c 3. a 4. b **E.** Do it yourself. **F.** 1. T 2. F 3. T 4. F 5. T 6. F

Written Zone : G. 1. Mouse 2. Monitor 3. Keyboard 4. Speakers 5. CPU

Task Zone : Do it yourself.

CHAPTER 6 : STORING THE COMPUTER WORK

PRACTICE TIME :

Creative Zone : A. Pen Drive, Blue-ray Disk, Harddisk, Compact Disk, Digital Versatile Disk **B.** 1. INFORMATION 2. STORAGE 3. DISC 4. DATA

Objective Zone : C. 1. T 2. F 3. F

Written Zone : D. 1. CPU 2. CD 3. DVD 4. Pen-drive **E.** 1. Bookshelf 2. Storage devices store our computer work, so that it gets permanently stored and can be opened any time later. Examples : CD, DVD, Pendrive, etc. 3. A CD is a shiny circular disk that shares information. Blue-ray disk is another type of storage device that can store a large amount of data.

Task Zone : Do it yourself.

CHAPTER 7 : THE KEYBOARD

PRACTICE TIME :

Creative Zone : A. Do it yourself. **B.** Do it yourself. **C.** 1. ENTER 2. BACKSPACE 3. SHIFT 4. CAPSLOCK 5. NUMBER 6. ALPHABET

Objective Zone : D. 1. b 2. a 3. b 4. c 5. a **E.** Do it yourself.

Written Zone : F. 1. Spacebar key 2. Capslock key 3. Backspace key **G.** 1. F 2. T 3. T 4. T 5. F

Task Zone : Do it yourself.

CHAPTER 8 : USING A MOUSE

PRACTICE TIME :

Creative Zone : A. 1. Right click 2. Scroll button 3. Left click **B.** 1. Clicking 2. Activity 3. Button 4. Scroll 5. Pointer

Objective Zone : C. 1. a 2. a 3. c 4. a

Written Zone : D. 1. mouse 2. select, 3. pointer, 4. Pressing, clicking, 5. double **E.** 1. F 2. F 3. T 4. F 5. T **F.** 1. To point anything on a computer, we use mouse. 2. two 3. **Real Mouse** is small in size, It has a tail, it runs very fast. **Computer Mosue** is small in size too, It has a tail too. Its tail is its wire that attached to the CPU. It makes its pointer run on the computer screen. 4. Dragging the mouse means to move an object while holding the left button pressed. Releasing the mouse button after dragging an object is called **dropping**. 5. Click the left button twice, quickly. This is used to start the activity after you have pointed at it.

Task Zone : Do it yourself.

CHAPTER 9 : INTRODUCING MS PAINT

PRACTICE TIME :

Creative Zone : A. Do it yourself. **B.** PAINT, TOOLS, OVAL, CLOCK

Objective Zone : C. 1. b 2. c

Written Zone : D. 1. T 2. T 3. T 4. F **E.** MS Paint, 2. Microsoft, 3. drawing area, 3. drawing area, 4. ribbon, 5. tab **F.** 1. To Start Paint, follow the given steps : **Step 1 :** Move mouse pointer to the **Start** button and click on it. The Start menu appears. **Step 2 :** Click All Apps. **Step 3 :** Click on **Accessories**. **Step 4 :** Click on Paint. 2. There are three parts of paint window 1. Quick Access Toolbar 2. Paint Button 3. Drawing Area. 3. The Ribbon contains two parts : Tabs and Groups.

Task Zone : Do it yourself.

CYBER FOREVER OLYMPIAD

A. 1. b 2. c 3. a 4. a 5. a 6. b 7. 8. a **B.** 1. man-made 2. monitor 3. 4 4. machine 5. Computer 6. Commands 7. Calculator 8. easier 9. Many things 10. Laptop 11. tired 12. accurate **C.** 1. (c) 2. (e) 3. (d) 4. b. 5. (a)

MODEL TEST PAPER-II

A. 1. a 2. a 3. a 4. a **B.** 1. Number 2. input, pointing 3. right 4. shoes **C.** 1. e 2. c 3. a 4. b **C.** 1. Enter key 2. index finger 3. (i) Keep your work station area clean. (ii) Don't eat food or drink in Computer lab. 4. A smell arrow on a computer screen that you move by moving the mouse is mouse pointer.

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Rapid Computer (Class-2)

CHAPTER 1 : COMPUTER : AN AMAZING MACHINE

PRACTICE TIME :

Creative Zone : A. 1. COMPUTER 2. MACHINE 3. ELECTRONIC 4. INFORMATION **B.** PRINT, PROGRAM, TYPE, CALCULATION

Objective Zone : C. 1. a 2. a 3. b

Written Zone : D. 1. Program 2. computer 3. bored 4. mistake **E. A Computer** works very fast, does not need rest, does not have any feelings. **A Man** does not work as fast as computer, needs rest, has feelings. **F.** 1. A computer is an electronic device which takes information or **input, processes** it according to a set of instructions or program and gives back a result or **output**. 2. Anything that comes out of a computer. 3. Computer is an amazing machine because it works very fast and never makes mistake. 4. A man is superior than a computer because he can make decisions.

Task Zone : Do it yourself.

CHAPTER 2 : USES OF COMPUTER

PRACTICE TIME :

Creative Zone : A. 1. LABORATORIES 2. EXAMINATION 3. AEROPLANES 4. RESEARCH **B.** Do it yourself.

Objective Zone : C. 1. b, 2. c 3. b

Written Zone : D. 1. tables 2. calculations 3. newspapers 4. tickets, **E.** 1. Home 2. School 3. Office 4. Shops **F.** 1. In school, at home, in Banks, in office, in shops, at Railway stations and Airports, in Hospitals, In Scientific Research 2. • Making time-tables and preparing report cards. • Keeping the details of students and staff. 3. • Keeping the details of items. • Making printing bills. 4. Railway stations and Airports.

Task Zone : Do it yourself.

CHAPTER 3 : PARTS OF A COMPUTER

PRACTICE TIME :

Creative Zone : A. 1. HARDWARE 2. KEYBOARD 3. PRINTER 4. SCANNER **B.** 1. KEYBOARD, MOUSE, SCANNER, PRINTER, MONITOR, MICROPHONE, HEADPHONE

Objective Zone : C. 1 c 2. b 3. c **D.** 1 output 2. picture, games 3. CPU

Written Zone : E. 1. HARDDISK 2. PRINTER 3. MONITOR 4. KEYBOARD **F.** 1. CPU is the brain of computer. It helps the computer to think and do its tasks. 2. Speakers and Headphone help to listen recorded songs, voice, speech and other sounds from a computer. 3. Microphone is used to record our voice and different sounds into the computer. It helps us to talk to our friends on the Internet. 4. Hard Disk, CD, Pendrive.

Task Zone : Do it yourself.

CHAPTER 4 : USING THE WINDOWS OPERATING SYSTEM

PRACTICE TIME :

Creative Zone : A. 1. WINDOWS 2. MICROSOFT 3. DISPLAY 4. SCROLL-BAR **B.** DESKTOP, ICONS, START BUTTON, TASK BAR, CLOCK

Objective Zone : C. 1. b 2. c 3. c

Written Zone : D. 1. Windows XP and Windows 7 2. Start, 3. Recylce bin **E.** 1. The top bar of a window displaying the title of the program and the name of the document. 2. The menu bar containing names of menus, located below the Title bar. 3. The Tool bar below the menu bar containing buttons that provide access to the most commonly used tools in a program. Each button has a picture on it, also called an "icon", which represents the button's action. 4. Ribbons are accessed by clicking on any of the tabs towards the top of the window. **F.** 1. Computer hardware and software together work to complete any task. Input-output devices, memory, CPU, etc, are its resources. All these are controlled and managed by a manager caled the operating System. 2. The right-hand part of taskbar that holds the clock, volume control, and icons for other utilities that run in the background of your system. 3. The indicator (pointer) on the screen that you use to select and move objects. It moves as you move the mouse and it changes appearance depending on what program you are using and what tool you have selected. 4. Ribbons are accessed by clicking on any of the tabs towards the top of the window. Depending on what tab we click, we can access different Ribbons. Each ribbon

contains a different group of icons which performs various tasks. 5. Software is a program that tells a computer what to do.

Task Zone : Do it yourself.

TEST PAPER – I

A. 1. b 2. b 3. c 4. a **B.** 1. result 2. pointing 3. Start button 4. Compact Disk **C.** 1. b 2. c 3. e 4. a **D.** 1. Machines are devices which make our works easier and fater. Machines save our time and energy. 2. Computer is used in shopping malls for customers purchasing item, plus any applicable taxes and fees. Computers are also used in malls for securing purpose by tracking items for theft. 3. Pen drive, CD, Harddisk, DVD 4. Windows 98, Windows Me, Windows NT, Windows XP, Windows Vista, Windows 7, Windows 8 and Windows 10.

CHAPTER 5 : THE COMPUTER KEYBOARD

PRACTICE TIME :

Creative Zone : A. 1. KEYBOARD 2. ALPHABET 3. NUMBER 4. SPECIAL KEYS **B.** ALPHABET DELETE NUMBER CAPSLOCK, ARROW, ENTER, SPACEBAR

Objective Zone : C. 1. c 2. a 3. c

Written Zone : D. 1. keyboard, computer 2. Alphabet, 3. Number **E.** 1. Cursor 2. Spacebar 3. Enter 4. Delete **F.** 1. The Caps Lock key is used to type letters in capital. 2. The Enter key is used to bring the cursor to the next line on the monitor. 3. The Spacebar key is used to give spaces between the text. 4. The Delete key erases the letters on the right side of the cursor. **G.** 1. There are Eight types of keys in keyboard, (1) Alphabet keys (2) Number keys (3) Special keys (4) Spacebar key (5) Delete keys (8) Caps lock key 2. Number keys have numbers on them. They are 10 in numbers, *i.e.*, from 0 to 9. 3. These keys have different symbols in them like : + – * / " : " '\ ! ' @ # $ % & ( ) – = { } [ ] ? > < . , 4. The Number keys are also present on the right side of the keyboard. This is called the Numeric keypad.

Task Zone : Do it yourself.

CHAPTER 6 : MORE ABOUT THE MOUSE

PRACTICE TIME :

Creative Zone : A. 1. MOUSE 2. OPTICAL-MOUSE 3. DOUBLE-ARROWS 4. TECHNOLOGY **B.** Right Button, Scroll wheel, Left Button **C.** Hourglass or Spinner, Hand, Text Select, Move

Objective Zone : D. 1. a 2. a 3. a

Written Zone : E. 1. pointing, selecting 2. Douglas Engelbart, 1970, 3. mouse pad, **F.** 1. Douglas Engelbart invented the computer mouse in the year 1970. 2. (1) Left Button (2) Right Button (3) Scroll wheel 3. A scroll mouse has a scroll wheel in the middle of left and right buttons. 4. To release the left mouse button after pressing it once is called single click. A single click is for selecting an item.

Task Zone : Do it yourself.

CHAPTER 7 : WORKING IN WORDPAD

PRACTICE TIME :

Creative Zone : A. 1. Ribbon 2. Menu Bar, 3. Ruler, 4. Text area, 5. Task bar 6. Zoom option **B.** Do it yourself. **C.** 1. TOOLBAR 2. CURSOR 3. WORDPAD 4. PROGRAM

Objective Zone : D. 1. c 2. b 3. c

Written Zone : E. 1. File, Accessosiries 2. Text area **F.** Click **Start** button, Click **Wordpad** button, Click **Window**, Click **Save** option, Type **the name for your work**, Click < **word pad**, Click **save** button **G.** 1. b 2. d 3. a 4. c **H.** 1. Quick Access Toolbar is present above the Ribbon. It helps to do common tasks with just one click. 2. It is a large white space to type text. 3. To save the WordPad file follow these steps :

Step 1: Click **WordPad** button. A menu appears. **Step 2:** Click **Save** option. A new window appears. **Step 3:** In the **File** name box, type of name for your work. **Step 4:** Click **Save** button. 4. Ctrl + N, Ctrl + Q, Ctrl + S, Ctrl + F4, F1.

Task Zone : Do it yourself.

CHAPTER 8 : WORKING IN PAINT

PRACTICE TIME :

Creative Zone : A. 1. INTERFACE 2. MAGNIFY 3. TOOL 4. ZOOM

Objective Zone : B. 1. c 2. a 3. a **C.** 1. draw, color, 2. text, 3. erase, 4. colors, **D.** 1. c 2. d. 3. b 4. e. 5. a.

Written Zone : E. 1. Do it yourself. 2. The magnifier tool is used to see the picture or object in enlarged form. 3. The options are available on the text menu : Font style, Font size, text frame. 4. Paint Brush is used to point the images with various kinds of brushes available in toolbox. **Air brush** : is used to spray colour in paint images. **F.** 1. For starting MS-Paint program, follow the given steps : **Step 1:** Click on **Start Button**. **Step 2:** Click on **A11 Programs**. **Step 3:** Click on **Accessories**. **Step 4:** Click on **Paint**. **MS Paint** Window is displayed. 2. Home tab for commands and these commands are used for drawing in paint. Line Rectangle Oval and Fill with color. 3. Pencil tool, Eraser Tool, Fill with color Tool, Pick color Tool, Brushes and Text Tool. 4. **Steps to add Text. Step 1:** Click the **Text tool** in the tool box. **Step 2:** Create a text frame by clicking and dragging the mouse pointer across. **Step 3:** Then Text tab will be appear on the top. **Step 4:** Click in the text frame, and type your text.

Task Zone : Do it yourself.

CYBER FOREVER OLYMPIAD

A. 1. b 2. a 3. c 4. d 5. a 6. a 7. a 8. d 9. a 10. c 11. a 12. b

MODEL TEST PAPER II

A. 1. c 2. c 3. b 4. a **B.** 1. Alphabet 2. Spacebar key 3. Mouse 4. Douglas Engelbart, 1970 **C.** 1. PAINT 2. MOUSE 3. HARDISC 4. DESKTOP 5. PICK 6. ELLIPSE **D.** 1. The Enter key is used to bring the cursor in next line. 2. Douglas Engelbart invented the mouse in 1970. 3. Moving an item by holding the left mouse button to a new place on the screen is known as dragging. Release the button and the item has moved to a new place is called dropping. 4. Word Pad is a word processor application.

Rapid Computer (Class-3)

CHAPTER 1 : INTRODUCTION TO COMPUTER

PRACTICE TIME :

Creative Zone : A. Input, Processing, Output, Input **B.** 1. Computer is used to make drawings, solve sums, play games, and listen to the music. 2. Computer helps in sending and receiving messages through e-mail. 3. Computer helps to withdraw money from ATM.

Objective Zone : C. 1. b 2. a 3. c 4. b 5. b **D.** 1. T 2. T 3. T 4. F

Written Zone : E. 1. Software 2. Data 3. VDU 4. Start **F.** 1. We can see the process of input, processing and output with a daily-life example of preparing mango shake.

Mango pulp + sugar + milk

(Input)

Churning by mixer

(Processing)

Mango shake

(Output)

2. **Hardware** refers to the parts of a computer that we can see or touch. **Software** refers to a set of programs. 3. Keybaord and mouse are input devices and monitor and printer are output drvices. 4. The steps to start a computer are as follows : **Step 1:** Switch ON the power supply. **Step 2:** Switch ON the UPS. **Step 3:** Switch ON the power button of the CPU cabinet. **Step 4:** Switch ON the monitor.

G. 1. Data or instructions are entered into the computer with the help of input devices. 2. Performing calculations or comparing data is called processing. 3. The result given by the computer after processing the data is called the output.

2. The Arithmetic and Logic Unit (ALU) performs all the Arithmetic calculations and logical comparisons.

Control Unit (CU) controls the movement of information between the registers, the ALU, and other parts of the computer.

Registers are small memory units in the CPU, where all the data to be processed and stored, Registers helps the ALU to easily access data for calculations and helps to the CU to pass the data on to other parts of the computer rapidly. It is also used to get back or retrieve the information stored in the computer memory.

3. **Mouse :** A computer mouse is an input device. It is connected by a cable to a computer. Mosue is used to point the things on the computer screen. It is also used in playing games and making drawings.

4. The steps to Shut Down a computer are as follow :

Step 1: Click the **Start** button. **Step 2:** A menu will appear, Click **Shut Down** option. **Step 3:** The messege 'logging off' and then shutting down will appear. In a few seconds, it turns off the CPU.

CHAPTER 2 : PARTS OF THE COMPUTER

PRACTICE TIME :

Creative Zone : A. 1. Enter key is used to type from a new line, 2. Control (Ctrl) keys perform a special operation. 3. Space bar gives space between two letters or words. 4. The Delete key erases the letters on the right side of the cursor. **B.** SMPS, Hard disk Drive, Microprocessor, Motherboard, RAM

Objective Zone : C. 1. a 2. b 3. a 4. b 5. b

Written Zone : D. 1. T 2. F 3. T 4. T **E.** 1. CD-Rom 2. Hardware 3. CPU-Box 4. Software **F.** 1. **Mouse and keyboard Software :** Ms-Excel, MS-Paint. 2. SMPS, Hard disk, RAM, Microprocessor. 3. System software is the main software program which helps a computer to run and perform all its essential tasks. 4. **Alphabet keys :** Alphabet keys have all the letters from 'A' to 'Z' on them, but these are arranged in a jumbled manner not in order. Alphabet keys are 26 in number. **G.** 1. A computer is a collection of various parts that work together. **CPU (central processing Unit) :** It is the most important harware part of a computer, which is inside a box.

Some other harware parts are inside the CPU box like hard disk mother-board and memory. They are net visible to us. **Keyboard :** This is the most import part of Computer. This is an input device. It is used to enter the different kinds of data into the Computer. **Mouse :** It is an input as well as pointing device. It help us to do different tasks on the computer. **Monitor :** It looks like a television screen. It is an output device. It displays work that we do on the computer. 2. **Keyboard :** Keyboard is the most common hardware component of a computer. It is an input device. It is used to enter different kinds of data into the computer. The keyboard has a number of keys which are arranged in rows on blocks. The keyboard has five types of keys — (a) **Number Keys :** Number keys have numbers on them, they are to in numbers, from 0 to 1. They are present above the alphabet keys and are given in order. (b) **Alphabet keys :** There are 26 alphabet keys arranged in a jumbled manner. We can type letters words and sentences with the help of these keys. (c) **Function Keys :** There are 12 function keys from F1 to F12. Each function key has a special job to do. (d) **Arrow Keys :** There are four arrow keys that help to move the cursor on the screen.

There are some more keys on the keyboard known as special keys like Backspace key, Delete key, Shift key, Caps lock key, Enter key, Spacebar key, Ctrl key. 3. **Application Software :** Application Software allow us to do one or more specific tasks on the computer. Some common application software are described below : (i) **Word Processing Software :** Word processing software is used for type, edit and format text documents. Some examples of word processing software, are Microsoft Word (MS-Word), Apple Works, and Open Office, Org writes. (ii) **Spredsheet Software :** This software is used to enter data in tables. A table consists of rows and columns. MS-Excel is a popular spreadsheet software. (ii) **Database Software :** This is a computer program that stores and manages information or data. Some examples of database systems are MS-Access and ORACLE. **Multimedia Software :** Multimedia software helps in the integration of multiple form of media like text, graphics, audio, video, and animations. Real

players and Windows Media player are examples of Multimedia Software. 4. **Hardware :** • The parts of a computer that we can see and touch are called Hardware. **Software :** • Software is a set of instructions that perform a particular task on a computer system.

CHAPTER 3 : COMPONANTS OF A COMPUTER

PRACTICE TIME :

Creative Zone : A. TOUCHPAD, PRINTER, TRACKBALL, PLOTTER, HARDDISK, PENDRIVE **B.** Do it yourself.

Objective Zone : C. 1. b 2. b 3. a 4. c **D.** 1. T 2. F 3. T 4. F

Written Zone : E. 1. RAM, ROM 2. HARD DISk, 3. Barcode, 4. CPU **F.** 1. The processor or Central Processing Unit is also called the 'brain of the computer'. It carries out the instructions of a computer program by performing arithmetical logical and input output operations of the system. It also helps a computer to remember things. 2. **Secondary Memory :** It include devices that are connected and controlled by the computer. 3. **Plotter :** Plotter is used to print graphical output on the paper. It is used for printing the posters, graphs drawings, charts, maks, etc. 4. **Facsimile Machine :** Fascimile Machine is also called FAX. This machine is a device that is connected to the computer. It can send or receive pictures and text over a telephone line. **G.** 1. **Input device :** Data or instructions are entered into the computer with the help of input devices. Input devices are like keyboard, Mouse Trackball, Touchpad, Touch Screen, Barcode Reader. 2. **Primary Memory :** Primary Memory can to be classified in two parts : 1. RAM 2. ROM 1. **RAM :** RAM or (RANDOM ACCESS MEMORY) is where the operating system, application programs and is kept temporarily to so that it can be used by the computer's processor. The contents of RAM are not available after the computer is turned off.

2. **ROM :** ROM Or (READ ONLY MEMORY) is a special type of memory which can only be read. It contents are not lost even when the computer is switched off. 3. Secondary memory include devices that are connected and conttrolled by the computer. Secondary storage can be divided into two parts : (i) Magnetic

storage devices are hard disks pen drives, zip drives etc. (ii) Optical storage devices are CDs, DVDs etc. 4. These are the following steps tto save MS-Paint file : (1) Select the main menu item file. (2) File — Save As to save the file by gien any name.

CHAPTER 4 : OPERATING SYSTEM

PRACTICE TIME :

Creative Zone : A. Do it yourself. **B.** Icon, Desktop, Start, Button Clock **C.** Single-User-MS.DOS, Window 98, Windows 95, Windows 2000, MACOS, Windows XP Multiuser : UNIX, LINUXNT.

Objective Zone : D. 1. c 2. b 3. b 4. a **E.** 1. T 2. F 3. F 4. T

Written Zone : F. 1. Windows Operating System 2. Desktop 3. double-clicking 4. Task bar. **G.** 1. **Operating System :** An Operating system is a software that helps the computer hardware to work along with other computer software. 2. (i) Single-user operating system are used in homes. (ii) Multi-user operating systems are used in offices and big organizations like hospitals and railway stations. 3. The first screen that you see after the windows has loaded is called the Desktop. 4. Yes. **H.** 1. A single-user operating system allows only one user to work on it at a time. 2. **Changing the Position of the Taskbar :** We can change the position of the taskbar to any of the four sides on the screen. **Step 1:** Move the mouse pointer to an empty space on the taskbar. **2.** Click and hold the mouse button. **3.** Dreg the mouse pointer to the right of the computer screen. **4.** Release the mouse button. Now, the taskbar would have moved to the right on the computer screen. 3. **File and Folders :** The process of stored any information in the computer is called file. A file can contain data, programs etc. **Folders :** A folder is used to store a group of files. A folder can also contain other folders in it. 4. The start menu is divided into two panes – The left pane and the right pane. **The left Pane of the Start Menu** shows a list of recently opened programs. **The Right Rane of the Start Menu :** The Right Pane provides access to commonly used folders, files, settings and features.

TEST PAPER (HALF-YEARLY EXAM)

A. 1. a, 2. b 3. b 4. c 5. b 6. c **B.** 1. Hard disk 2. Data 3. Start 4. Task bar 5. Start 6. Software **C.** 1. T 2. F 3. F 4. F 5. T 6. T **D.** 1. System software is the main software program with whose help a computer runs and performs all its essential tasks. 2. An operating sysem is a software that helps the computer hardware to work along with other computer software. 3. Yes. 4. Plotter is used to print graphical output on the paper. **5. Hardware :** The parts of computer that can be seen or touched, are called hardware and the parts of computer that cannot be seen are called software.

E. 1. Secondary memory include devices that are connected and controlled by the computer. Secondary storage can be divided into two parts : (i) **Magnetic storage devices** are hard disk pen drive, zip drive etc. (ii) **Optical storage devices** are CDs, DVDs etc. 2. **Primary Memory :** Primary Memory can to be classified in two parts : 1. RAM 2. ROM 3. **File and Folders :** The process of stored any information in the computer is called file. A file can contain data, programs etc. **Folders :** A folder is used to store a group of files. 4. A single-user operating system allows only one user to work on it at a time. 5. **Keyboard :** Keyboard is the most common hardware component of a computer. It is an input device. It is used to enter different kinds of data into the computer. The keyboard has a number of keys which are arranged in rows on blocks. The keyboard has five types of keys — Number keys, Alphabet keys, function keys, Arrow keys and special keys. 6. The steps to Shut Down a computer are as follow : **Step 1:** Click the start button. **Step 2:** A menu will appear, Click **Shut Down** option. **Step 3:** The messege 'Logging off' and then shutting down will appear. In a few seconds, it turns off the CPU.

CHAPTER 5 : LOOKING AFTER YOUR COMPUTER

PRACTICE TIME :

Creative Zone : A. 1. • Protect your keyboard from dust and grime. Keep it covered when you are not using it. • Make sure your hands are clean before you work on it. • Clean it regularly with a soft and dry cloth. • Don't hit the keys hard; Press them

gently. **B.** 1. • Use a mouse pad. The pad will protect the mouse. The mouse will also work much better on it. • Don't touch the mouse with dirty and sticky fingers. • Clean the mouse with a soft and dry cloth. • Click on the mouse buttons gently.

Objective Zone : C. 1. c 2. a 3. b 4. a **D.** 1. T 2. F 3. T 4. T

Written Zone : E. 1. Shut Down 2. CD, DVD 3. dusty, hot, humid 4. a good **F.** 1. We should use original software. 2. Anti-virus program 3. We should clean CDs and DVDs by wiping with a soft cloth. 4. We can protect the monitor by following steps : • Protect your monitor from direct sunlight, humidity, and high temperature. • Keep it free from dust. Clean it with a soft and dry cloth. **G.** 1. • Don't enter the computer-room with shoes. • Don't let your computer share an electric socket with another large machine, such as a rafrigerator. • Don't use pirated software. • Don't turn your computer ON and OFF too many times through the day. 2. **Caring for keyboard** • Protect your keyboard from dust and grime. • Keep it covered when you are not using it. • Make sure your hands are clean before you work on it. • Clean it regularly with a soft and dry cloth. • Don't hit the keys hard Press them gently. 3. Caring for Monitor : • Protect your monitor from direct sunlight, humidity, and high temperature. 4. Yes, we care of our mouse by following these steps : • Use a mouse pad. The pad will protect the mouse. The mouse will also work much better on it. • Don't touch the mouse with dirty and sticky fingers. • Clean the mouse with a soft and dry cloth. • Click on the mouse buttons gently.

CHAPTER 6 : INTRODUCTION OF MSW LOGO

PRACTICE TIME :

Creative Zone : A. Do it yourself.

Objective Zone : B. 1. c 2. a 3. a 4. b 5. c **C.** 1. F 2. T 3. F 4. F 5. F

Written Zone : D. 1. Commander window 2. Input Box 3. Enter, Execute 4. Recall list box **E.** 1. The MSW LOGO screen is divided into two sections, : The main screen and the commander window. 2. The Commander Window is divided into two parts : 1. Input

Box 2. Recall it Box. 3. The Input box is the area where we type all commands. 4. Enter it used to excute a LOGO command. **F.** 1. The Commander window is the area where commands are typed and some are also executed. The commander window is further divided into two sections : the Input box and the Recall list box. 2. The Turtle is a small triangle that draws lines on the LOGO screen. It has two parts—the top part of the turtle is known as the head and the bottom part of the turtle is known as the tail. 3. There are a few control buttons on the right-hand side of the MSW LOGO screen. These buttons are used to perform different tasks. In this chapter, we discuss only the Execute button, the Status buttons, and the Reset button. Other buttons are Trace, Halt, Step, and Pause. 4. We can exit LOGO in any one of the following ways : Type **BYE** in the **Input** box and press **Enter** key. Or Click **File Exit**.

CHAPTER 7 : INTRODUCTION TO WORDPAD

PRACTICE TIME :

Creative Zone : A. Step1: Click on **File** option. **Step2:** Click on **New** option. **B. Step1:** Click on **File** option. **Step2:** Click on **Save** option. **Step3:** Enter the file name in the **File** name text box. **Step4:** Click on **Save** button.

Objective Zone : C. 1. c 2. b 3. a 4. b 5. b **D.** 1. T 2. T 3. F 4. T 5. F

Written Zone : E. 1. document 2. Underline 3. Formatting 4. font size 5. format **F.** 1. WordPad is a word processor program of MS Windows. 2. We can change the text style and size a WordPad document by changing its font, font size and font style. 3. The **new** is file menu is used to open a new file. 4. Print or Ctrl.+P key combination is used to print a file. **G.** 1. To Saving a file in WordPad Follow these steps : **Step 1:** Click on the **File** option. **Step 2:** Click on **Save** option. **Step 3:** Enter the file name in the **File** name text box. 2. To apply the bullets in the selected text, follow the given steps : **Step 1:** Place the cursor at the position where you want to apply bullets. **Step 2:** Open the '**Format menu**.' **Step 3:** Click on **Bullet Style** option. **Step 4:** To end the list, Press **Enter key** twice quickly. 3. To change the paragraph style follow these steps: **Step 1:** Select the text. **Step 2:** Click on paragraph option in **Format** menu. **Step 3:** Set the Alignment and indentation by given values. **Step 4:** Click on OK. 4. To change the size of text,

follow the given steps : **Step 1:** Select the text which size do you want to change. **Step 2:** Click in the **Font size** box. A drop-down list of numbers will open. **Step 3:** Select the size of font. **Step 4:** Observe the change in the size of the text.

CHAPTER 8 : INTRODUCTION MS WORD 2010

PRACTICE TIME :

Creative Zone : A. Do it yourself. **B.** Do it yourself.

Objective Zone : C. 1. b 2. a 3. a 4. a

Written Zone : D. 1. T 2. F 3. T 4. F **E.** 1. document window 2. Quick Access Toolbar 3. Horizontal Ruler 4. Close **F.** 1. Ms-Word 2. MS word 2010 3. Office button. 4. Help Button. **G.** 1. MS Wrod and WordPad. 2. (i) Vertical scroll bar (ii). Horizontal scroll Bar. 3. docx 4. Quick Access toolbar 5. To start Notepad. **Step 1:** Start • All Apps • Accessor • Notepad

TEST PAPER (ANNUAL EXAM)

A. 1. c 2. a 3. b 4. a 5. c 6. a **B.** 1. Quick Access Toolbar. 2. text area 3. document 4. Format 5. Recall list box 6. Input box. **C.** 1. F 2. T 3. F 4. F 5. F 6. F **D.** 1. Print 2. WordPad 3. MS-Word 4. Anti-virus 5. Enter key. **E.** 1. Turtle is a small triangle that draws lines ont eh LOGO screen. 2. • Don't enter the computer-room with shoes. • Don't let your computer share an electric socket with large machine. • Don't pull the wires or knock hard against any part of computer. • Don't use pirated software. • Don't turn your computer ON and OFF too many times through the day. 3. Yes, we should care of the mouse by the following ways : • Use a mouse pad. • Don't touch the mouse with dirty and sticky hands. • Clean the mouse with a soft and dry cloth. • Click on the mouse button on gently. 4. We can use the Bullet style to apply bullets to the text. 5. To **Save** a file in WordPad, follow the given steps. (i) Click on **File** option. (ii) Click on Save option. (iii) Type the file name. (iv) Click on **Save** option. 6. Quick Access Toolbar.

CYBER FOREVER OLYMPIAD

A. 1. c 2. a 3. a 4. b 5. b 6. b 7. a 8. b 9. c 10. b **B.** 1. CENTRAL

PROCESSING UNIT 2. ARITHMATIC LOGIC UNIT 3. CONTROL UNIT 4. MEMORY UNIT 5. RANDOM ACCESS MEMORY 6. READ ONLY MEMORY 7. SWITCHED MODE POWER SUPPLY 8. MOST SIGNIIF CANT DIGIT 9. ON-SCREEN DISPLAY 10. COMPACT DISK **C.** 1. RAM and ROM 2. Hardware, Software 3. CPU 4. secondry 5. Windows 6. Word Processing 7. Primitives 8. Microsoft

■■■

Rapid Computer (Class-4)

CHAPTER 1 : THE HISTORY OF COMPUTER

PRACTICE TIME :

Creative Zone : A. Do it yourself **B.** Do it yourself

Objective Zone : C. 1. a 2. c 3. b 4. a 5. c **D.** 1. T 2. T 3. F 4. F 5. T

Written Zone : E. 1. Charles Babbage 2. Abacus 3. sort data 4. Napier's Bones 5. Pascaline 6. Mark 1 7. Mark 1 8. International Business Machines **F.** 1. Pascaline is a calculating machine and it reproduced the information in useful way. 2. Charles Babbage is called the Father of computers. 3. Hollerith's Tabulating Machine Company is known as IBM today. **G.** 1. Abacus was the first calculating machine invented to count large numbers. It was developed in 3000 BC in China, Asia. Napier's Rods could do addition, subtraction, multiplication and division. 2. **ENIAC :** (Electronic Numerical Integrator and Computer) was the first computer which had only electronic parts. It was 1000 times faster than the. **EDVAC** EDVAC (Electronic Discrete variable computer) used software written in Bineray code. It could do several tasks at the same time. 3. **Mark 1 computer :** Professor Howard Aiken invented the Marrk-1 computer in 1944. This computer was the first computer that worked on electricity. It was like the Analytical Engine with many electrical and electronic parts.

CHAPTER 2 : INPUT AND OUTPUT DEVICES

PRACTICE TIME :

Creative Zone : A. Joystick, Keyboard, Laser Printer, CRT Monitor, Sheet-fed Scanner

Objective Zone : B. 1. b 2. c 3. b 4. a **C.** 1. T 2. F 3. T 4. T

Written Zone : D. 1. keyboard 2. mouse, joystick 3. joystick 4. Barcode Reader 5. printer **E.** 1. An Input device is the device that helps us to enter data in the computer. 2. An output device is a device that shows the result of our work. 3. (i) Dot Matrix Printers (ii) Inkjet Printers (iii) Laser Printers. **F.** 1. IPO cycle (Input-Processing-Output Cycle. Computer works on an IPO like the input is entered into the computer by input devices. The CPU (Central Processing Unit) process the input and the output is displayed on an output device. Input ⟶ Processing ⟶ Output 2. Drawing and graphics can be made directly on the screen by using light Pen. 3. **Input Devices :** Input devices are the devices that help us to enter data in the computer, keyboard, scanner and the mouse are the main input devicer. Joystick light pen and barcode reader are other input devices. **Output Devices :** The result given by the computer after processing the data is called the output. Output device shows the result after processing the input. Monitors, printers and speakers are some output devices.

CHAPTER 3 : MORE ABOUT WINDOWS 7

PRACTICE TIME :

Creative Zone : A. Do it yourself. **B.** Follow these steps to change the wallpaper : **Step 1:** Click On the **Personalization** window, click **Desktop Background**. The Desktop Background window appears. We can select the background from the Picture location list. **Step 2:** Click **Save** changes. We will return to the Personalization window. **Step 3:** Click the **Close** button of the Personalization window. The picture you have selected appears as the background of the desktop.

Objective Zone : C. 1. c 2. c 3. a 4. b 5. a

Written Zone : D. 1. T 2. T 3. T 4. F 5. F **E.** 1. Desktp 2. icons 3. wallpaper 4. screen sever 5. Windows Explorer 6. floppy disc drive **F.** 1. When you twitch on your computer and start windows, the first screen that you see after the windows has loaded is called the Desktop. 2. (1) My computers (2) Recycle Bin 3. Windows Explorer is a program that is used in viewing and managing files and folders.

G. 1. Copying file or folder is the process which is used to placing the file or folder in other location. 2. To give or change the name of a file/folder is called rename the file/folder. 3. To delete a file or folder, follow the steps : **Step 1:** Click the file or folder to be deleted. **Step 2:** Click organize ⟶ Delete or Right-click the file or folder to be deleted and click delete from the shortcut menu. **Step 3:** A message box will appear. **Step 3:** A message box will appear. **Step 4:** Click **Yes** Now this file or folder has been deleted.

CHAPTER 4 : COMPUTER MEMORY

PRACTICE TIME :

Creative Zone : A. Do it yourself.

Objective Zone : B. 1. a 2. a 3. c 4. b

Written Zone : C. 1. Primary memory 2. CDs 3. memory stick 4. USB **D.** 1. F 2. T 3. T 4. F **E.** 1. The storage capacity of a computer is called memory. There are two types of memory in a computer : (i) Primary memory (ii) Secondary memory 2. ROM can be divided into three parts : (i) **PROM :** Programmable Read Only Memory. (ii) **EPROM :** Erasable PROM. (iii) **EEPROM :** Electrically Erasable PROM. 3. To store data and instructions permanently, we use secondary memory. Secondary memory can be recalled at any time. It does not get erased when the computer is shut down. **F.** 1. **CD-R :** On this CD, data can be written once. These are (CD-Recordable). **CD-RW :** On this CD data can be written more than once. These are called CD-RW or (CD-Re-writable). 2. Disc drive is a piece of hardware in the computer reading or writing data on a disk. These drives are different types. Ex: Floppy Disc Drive (FDD), CD drive. 3. **Measuring Storage :** Byte is the basic unit of measuring memory of a computer. A cycle is the memory needed to store a single letter or a number. A Kilo Byte (KB) is equal to 1024 bytes, a Mega Byte (MB) is equal to 1024 kilo Bytes and a Giga Byte (GB) is equal to 1024 Megabytes. MB and GB are the most commonly used units of memory.

CHAPTER 5 : SYSTEM SOFTWARE AND APPLICATION SOFTWARE

PRACTICE TIME :

Creative Zone : A. MS Office Word, MS Office Excel, MS Office PowerPoint; MS Office Access, Windows Media Player, MS Paint

Objective Zone : B. 1. b 2. a 3. c 4. a 5. b **C.** 1. T 2. T 3. F 4. T 5. T 6. F 7. T

Written Zone : D. 1. system 2. System 3. assembly 4. Android 5. MS-Office **E.** 1. Database applications are used for developing database that can organise and retrive large amounts of information ex: MS Access and ORACLE. 2. **Windows Media Player** : It is a multimedia application sofware and is used to play music, videos and view photos on the computer. 3. MS-Windows and Apple Mac. 4. MS Office (Microsoft Office) is a suite of products developed by Microsoft Corporation. It includes MS Word, Excel Acess, Publisher, PowerPoint and Outlook. **F.** 1. **System Software:** System softwares allows the hardware to run properly and Application software runs on the computer with the help of a system software, ex: MS-Word, MS-Paint. 2. There are some application software : (i) Word Processing Applications are used for creating documents. ex: MS-word (ii) Spreadsheet Applications are used for creating documents to manage and organise numerical data. ex: MS-Excel, Apple i work. (iii) Presentation Applications are used for making slide shows ex: MS PowerPoint. 3. Web Browser is used to get information from the Internet. MS-Internet Explorers and Google Chrome are examples of web browsers.

TEST PAPER

A. 1. c 2. c 3. b 4. b 5. a 6. a **B.** 1. system 2. Assembly 3. 7CDs 4. USB 5. icons 6. printer **C.** 1. T 2. T 3. F 4. F 5. T 6. T **D.** 1. Windows media player is a multimedia software used to play music, videos and view photos on the computer. 2. The three types of ROM are- (i) PROM-Programmable Read only Memory. (ii) EPROM ⟶ Erasable Programmable ROM. (iii) EEPROM ⟶ Electrically Erasable PROM. 3. My Computer and Recycle Bin. 4. Desktop is the first screen displays after the starting a computer.

5. An input device is a device which is used to enter data into the computers. **E.** 1. IPO Cycle is the cycle. On which computer works, i.e., Input ⟶ Process ⟶ Output. 2. Abacus is a simple counting device which can be used to do large and complex calculations and Napier's Rod can do addition, subtraction, multiplication and division. 3. CD-R is the CD on which data can be written only once and CD-RW is the CD on which data can be written more than one. 4. (i) Word Processing Software are used for creating documents, e.g. MS-Word. (ii) Spread sheet Applications are used for creating documents to manage and organize numerical data, e.g., MS-Excel. (iii) Presentation Applications are used for making slide shows, e.g., MS-Powerpoint. 5. Copying a file/folder is creating a duplicate of that file/folder. 6. To change the wall paper we. Click on- (i) Personalization Window, click on Desktop Background. The Desktop Background window appear. We can select the background from the picture location list. (ii) Click **Save** changes. Return to the Personalization window. (iii) Click the close button of the Personalization window. The picture you have selected appears as the back ground of the desktop.

CHAPTER 6 : FORMATING IN MS-WORD 2010

PRACTICE TIME :

Creative Zone : A. Do it yourself **B. Step 1:** Select the text to which you want to apply a border. **Step 2:** On the **Home tab's Paragraph** group, click on the **Borders** option. **Step 3:** From the **Borders** list box, select **Borders and Shading**. **Step 4:** In the Borders and Shading dialog box, click on the **Borders** tab.

Objective Zone : C. 1. b 2. a 3. a 4. a 5. a **D.** 1. T 2. F 3. T 4. T 5. T

Written Zone : E. 1. formatting 2. Font 3. four 4. right **F.** Changing the appearance and arrangement of the text. 2. Bullets and numbers can be applied 90 mark each item in a list. 3. **Computer Manners :** We should follow the manners in computer room : 1. Exit all programs while leaving the computer room. 2. Put the CDs back in their cases. 3. Clean the area around your computer and push in your chair. **G.** 1. The text Effects button allows us to

apply some of effects to any text in word 2010 document. For applying the effects in the text follow these steps : **Step 1:** Select the text you want to apply effect. **Step 2:** Click on the **Text effects** in the font group on the **Home** tab. **Step 3:** Select the effect you want to apply. 2. To add an artistic border to a page, follow these steps : **Step 1:** Select the text to which you want to apply shading **Step 2:** On the **Home** tab's **Paragraph** group, click on the **Borders** option. **Step 3:** Select **Borders and shading** to from the list box. **Step 4:** Click on the drop-down arrow ( ) below the Art box. **Step 5:** Select a border style from the drop-down list. 3. To apply shading to the selected text follow the given steps : **Step 1:** Select the text which want to apply shading. **Step 2:** On the **Home** tab's **Paragraph** group, click on the **Borders** optioin. **Step 3:** Select Borders and shading from the list box.

CHAPTER 7 : INTRODUCTION TO MS POWERPOINT 2010

PRACTICE TIME :

Creative Zone : A. Do it yourself. **B.** Do it yourself

Objective Zone : C. 1. a 2. c 3. a 4. a 5. c **D.** 1. d 2. c 3. b 4. a **E.** 1. T 2. F 3. F 4. T 5. T

Written Zone : F. 1. presentation 2. images 3. four 4. status 5. Slides **G.** 1. A presentation is the systematic display of information on a particular topic. 2. To start PowerPoint follow these steps : Start ⟶ All programs ⟶ Microsoft Office ⟶ Microsoft office PowerPoint 2010. 3. There are several ways to create a new presentation : Step 1: From the file tab, click New ⟶ Create. Adding content to the First slide : Step 2: Click on create ⟶ New, Step 3: Click on the title placeholder. Now enter tthe title Text. Step 4: Type 'PLANETS' as title. Step 5: Click on subtitle placeholder and type 'Earth'. 4. MS PowerPoint is a software product used to perform computer-based presentations. **H.** 1. MS PowerPoint has following advantages : • It is appealing with images and graphs. • It can have animations. • It allows ordering the slides to give a neat presentation. • It is useful in presenting an idea. • It can be printed projected on a screen. 2. Adding slides to the presentation follow these steps : Step 1: Click on Home tab ⟶ New slide. Step 2: Select picture with caption. Step 3: Add a picture from file and add a caption in the first line. Then type to describe the picture in the space below.

Step 4: Add another slide selecting content with caption. 3. The status bar for hour views for viewing the presentation : • Normal • Slide Sorter • Reading • Slide Show Step 1: Click on the Slide Sorter View icon. Step 2: The display will show all the slides as thumbnails. Step 3: In this view, you can change the order of the slides. Drag slide 2 and drop it as the last slide. Step 4: Rearrange the slides Now click on Save to save the presentation. Click on Slide Show View to view a slide show of your final presentation. 4. For adding content to the first slide follow these steps : Step 1: Click on create ⟶ New. Step 2: Click on the title placeholder. Now enter the title text. Step 3: Type 'CLASS' as title. Step 4: Click on subtitle placeholder and type 'Books'.

CHAPTER 8 : MULTIMEDIA

PRACTICE TIME :

Creative Zone : A. **Step 1:** Click on the **Start** button. **Step 2:** Click on **All Programs**. **Step 3:** Click on **Windows Media Player**. **B. Step 1:** Click on **Start**. **Step 2:** Click on **All Programs**. **Step 3:** Click on **Games**. (In some computers, you may find Games in the Accessories folder.) **Step 4:** Click and open the game that you want.

Objective Zone : C. 1. b 2. a 3. c **D.** 1. T 2. F 3. T 4. F

Written Zone : E. 1. Computer software, type of an 2. install, 3. multimedia 4. Accessories, All Programs 5. All programs **F.** 1. There are some uses of multimedia : • Computer games • Educational CD-ROMS • Listening to Music • Watching movies • Making animated advertisements, videos, or films. 2. **Windows Media Player** Works like a CD player. It's window on the screen displays all the information of the music track or video being played, like the title the time taken and the total time played. 3. Some games are already installed such as solitaire, Mines-weeper, Pinball, Freecell, chess and Backgammon. **G.** 1. Multimedia is a type of an application that combines text, sound, graphics and videos. These are the elements of a multimedia program. These programs are usually stored on a CD. 2. To install a multimedia CD-ROM follow the steps : **Step 1:** Insert the CD-ROM in the CD-Drive. **Step 2:** The CD will guide you

through the installation process its own. If it doesn't, double click on the computer icon. The computer window opens up. **Step 3:** Click on the Arive showing the CD or DVD Drive. This will open up the installation process. **Step 4:** Follow the installation. **Step 5:** Once the installation process is completed, the program get saved in the **All Programs** menu. **Step 6:** To open the installed program, click on Start, then **All programs** them the required CD icon. **Step 7:** The CD starts running. 3. To reach the Games folder : **Step 1:** Click on Start. **Step 2:** Click on All Programs. **Step 3:** Click on Games. (In some computers, you may find Games in the Accessories folder.) A folder full of games opens up. **Step 4:** Click and open the game that you want.

CHAPTER 9 : INTRODUCTION TO NETWORK

PRACTICE TIME :

Creative Zone : A. Step 1: Click on Start ⟶ **All Programs**. **Step 2:** Double—click ; the Internet Explorer browser is launched. **Step 3:** Enter the address in the address bar: www.google.com. **Step 4:** Hit Enter button. **Step 5:** Explore the different links on this page; click on **Gmail**. **B.** Do it yourself

Objective Zone : C. 1. b 2. a 3. a 4. c 5. b **D.** 1. T 2. T 3. T 4. F 5. T

Written Zone : E. 1. Stand alone 2. Internet 3. attachments 4. E-mail 5. World Wide Web 6. Uniform Resource Locater **F.** 1. Multimedia Comptuer, telephone line and modem. 2. A computer network means which are connected together so that they can communicate, with each other. 3. A computer network can be divided in two categories: LAN and WAN. **G.** 1. Standalone computers are ones which : • run local applications without Internet access. • are not connected to another computer in any way. • do not share data or any hardware devices with another computer. Networked computers are : • the collection of computers and other hardware components. • interconnected by communication channels. • allow sharing of resources and information. 2. **LAN :** (Local Area Network) connects computers that are close to each other. A computer network in a building like an office school or at home. It is useful for sharing resources like printer, scanner etc.

WAN : WAN (wide Area Network) covers a large area, like a state or country. WANs connect multiple smaller networks popular. 3. Reasons for popularity of e-mail are : • E-mail can send anywhere in the world. • It reaches the recipient in a few seconds. • It is an inexpensive and fast way of sending mail compared to sending letter through the post office. • You can send a copy of e-mail to several people at the same time using Cc and Bcc options. • E-mail allows attaching pictures, videos and documents of various file types. These are called attachments. • E-mail services like Gmail, Yahoo mail, Hotmail, etc, are available for use for free. 4. The main function of a computer network is to share resources in the following ways : • You may have a computer that doesn't have a DVD or BluRay (BD) player. In this case, we can place a movie disk (DVD or CD) on the computer that has the player, and view the movie on a computer that lacks the player. • You may have a computer with a CD/DVD/CD writer or a backup system but the other computer(s) may not have it. In this case, you can burn disks or make backups on a computer that has one of these and get data from a computer that doesn't have it. • You can connect a printer, scanner or fax machine to one computer and let other computers of the network print, scan or fax to that printer, scanner or fax machine. • You can place a disk with pictures on one computer and let other computers access those pictures.

TEST PAPER

A. 1. a. 2. c 3. a 4. c 5. b 6. a **B.** 1. Uniform Resource Locator 2. World Wide Web 3. Computer software, type of an, 4. images 5. Status 6. right **C.** 1. T 2. T 3. F 4. T 5. T 6. T **D.** 1. d 2. c 3. b 4. a **E.** 1. A presentation is the systematic display of information on a particular topic. 2. Multimedia is a type of an application that Combines text, sounds, graphics and videos. 3. To play a video game– Click on Start button ⟶ All programs ⟶ On Games 4. Standalone Computer runs local applications without Internet access, cannot to another computer in any way and does not share data or any hardware device with another computer. Networked Computers are the collection of computers and other hardware components. They are connected by communication chennels. They allow sharing of resources and information. 5. LAN

connects the computers that are close to each other in a building or an-office and WAN covers a large area, like a state province or country. 6. 2. To add an artistic border to a page, follow these steps : **Step 1:** Select the text to which you want to apply shading **Step 2:** On the **Home** tab's **Paragraph** group, click on the **Borders** option. **Step 3:** Select **Borders and shading** to from the list box. **Step 4:** Click on the drop-down arrow ( ) below the Art box. **Step 5:** Select a border style from the drop-down list. 3. To apply shading to the selected text follow the given steps : **Step 1:** Select the text which want to apply shading. **Step 2:** On the **Home** tab's **Paragraph** group, click on the **Borders** optioin. **Step 3:** Select Borders and shading from the list box.

■■■

Rapid Computer (Class-5)

CHAPTER 1 : EVOLUTION OF COMPUTER

PRACTICE TIME :

Creative Zone : A. Do it yourself **B.** First-Generation, Second-Generation, Third-Generation, Fourth-Generation

Objective Zone : C. 1. b 2. b 3. a 4. a 5. c **D.** 1. T 2. T 3. F 4. T 5. F

Written Zone : E. 1. Pascaline 2. Charles Babbage 3. Vaccum tubes 4. EDSAC 5. decisions **F.** 1. The abacus was probably the first calculating device. It has a wooden frame with beads sliding on wires. It was used to perform simple calculations like addition, subtraction, multiplication and division. 2. The major limitations of the first-generation computers were as follows : • Their operating speed was quite slow. • Their power consumption was very high. • They required large space for installation. • Their potential to be programmed for tasks was quite limited. 3. Artificial intelligence is a branch of computer science that aims to create computers that can think, behave, and react in the same way as humans do. 4. Electronic Delay Storage Automatic Calculator **G.** 1. The fifth-generation computers are referred to as super computers. **Super computers** have very high storage capacities, high speeds, and the ability to carry out highly sophisticated operations. The CRAY-1 series is an example of super computers. 2. The

two characteristics of computers are : **Speed**–A computer can perform complex mathematical and statistical calculations at a very high speed. **Accuracy**–A computer is very accurate. If the data entered into the computer and the set of instructions are correct, then produced result will be accurate. 3. **The following are the characteristics of the fourth generation computers :** • They use microprocessors, a type of Very Large Scale Integrated Circuits (VLSIC), which contain all the components of a CPU on a single chip. The VLSICs perform the bulk of processing and conttrol all parts of a system. The use of microprocessors resulted in decreased size and increased efficiency. • They have greater computing power and storage capacity than the earlier-generation computers. • They use improved storage devices that are cheaper than the earlier ones. • They can be linked together to share storage capacity, memory space, data/information, etc. 4. EDVAC (Electronic Discrete Variable Automatic Computer) was proposed by John P. Eckert, and John W. Mauchly in 1944. John von Neumann also gave his contribution to help in designing the EDVAC. EDVAC was completed in 1948. The EDVAC weighed approximately 8000 kilograms and covered an area of 45.5 square metres. EDVAC had the capacity to hold stored programs as well as data.

CHAPTER 2 : DATA STORAGE MEDIA

PRACTICE TIME :

Creative Zone : A. 1. Compact Disk 2. Digital Versatile Disk 3. Random Access Memory 4. Read Only Memory 5. Kilobyte 6. Megabyte 7. Gigabyte **B.** 1. Motherboard, RAM, ROM, Hard Disk Drive

Objective Zone : C. 1. b 2. a 3. c 4. a 5. b **D.** 1. T 2. T 3. F 4. T 5. T **E.** 1. b 2. c 3. d 4. a

Written Zone : F. 1. 0, 1, Binary 2. Bits 3. kilobyte 4. Chips, silicon 5. RAM, Random Access Memory **G.** 1. The electronic circuits carrying bits are stored on chips. These chips are tiny pieces of a material called silicon. Each chip is cover with lakhs of circuits. 2. A collection of 1024 megabytes is called a gigabyte. 3. 1024

4. Primary memory and Secondary Memory **H.** 1. Hard Disk Drive (HDD) can hold more information than a CD or DVD and gives information much faster. The hard disk is placed inside the CPU. 2. ROM stands fir Read Only Memory. It stores programs and instructions needed to run those programs which tell the computer how to work. 3. Sometime we need to store so much information which can't be saved in the primary memory, in this case we need to save information outside the computer in the secondary storage devices. These divices are called the secondary memory. A few examples of secondary memory are, CD, DVD, pen drive and hard disk. 4. RAM stands for Random Access Memory. It stores data and instructions only when the computer is turned ON. We can read and write data on it. RAM is only a temporary memory. If by chance there is a power cut while working on the computer, all the data stored on the RAM is lost.

CHAPTER 3 : STYLES AND OBJECTS IN MS WORD 2010

PRACTICE TIME :

Creative Zone : A. Word Art, Clip Art, Right Alignment, Left Alignment, Printer **B. Step 1:** Select an image. The Format tab will appear. **Step 2:** Select the **Format** tab. **Step 3:** Click the **Crop** command. The black cropping handle appear. **Step 4:** Click and drag a handle to crop an image. **Step 5:** Click the **Crop** command to deselect the crop tool.

Objective Zone : C. 1. b 2. c 3. a 4. b **D.** 1. F 2. T 3. T 4. F

Written Zone : E. 1. a 2. A Font, italics 3. Calibri (Body) 4. ribbon **F.** 1. The main font to apply to text is available on the **Home** tab font group. Some of the formats available are here under : i. Strike through ii. Subscript iii. Superscript iv. Underline v. Style vi. Color 2. **Word Art :** Word Art are the effects that are added to the text inside the text box. We use Word Art for create text images. 3. A font is a collection of alphanumeric character that can be used to format text. 4. Clip Art refers to pre made images used to illustrate any medium. **G.** 1. There are following style types : • Character and paragraph styles determine the look of

the text in a document. • List styles determine the look of lists, including characteristics such as bullet style or number scheme, indentation and any label text. • Table styles determine the look of tables, including characteristics such as the text formatting of the header raw, gridlines and colours for rows and columns. **For the Style Task pane follow the steps : Step 1:** Click the **Style Dialog Box** bunches. The **Styles** task pane opens. **Step 2:** Paragraph styles are marked with a paragraph symbol : **Step 3:** Character styles are marked with a character symbol : **Step 4:** Linked styles are marked with both a paragraph symbol and a character symbol. 2. Word's picture tools allow to modify the picture style and shape, add a border, crop, add artistic effects, and even compress pictures. 3. **Cropping an image : Step 1:** Select an image. The **Format** tab will appear. **Step 2:** Select the **Format** tab. **Step 3:** Click the **Crop** command. The black cropping handles appear. **Step 4:** Click and drag a handle to crop an image. **Step 5:** Click the **Crop** command to deselect the crop tool. 4. We can insert clipart by follow these steps : **Step 1:** Select the **Insert** tab. **Step 2:** Click the **Clip Art** command in the **Illustrations** group. **Step 3:** The Clip Art options appear in the task pane to the right of the document. **Step 4:** Enter Keywords in the Search for: field that are related to the image you wish to insert. **Inserting Clip Art : Step 5:** Review the results from a Cip Art Search. **Step 6:** Place your insertion point in the document where you wish to insert the clip art. **Step 7:** Click on image in the **Clip Art** pane. It will appear in the document. **Step 8:** You can also click the drop-down arrow next to the image in the Clip Art pane to view more options.

CHAPTER 4 : CREATING TABLES IN MS WORD 2010

PRACTICE TIME :

Creative Zone : A. Do it yourself. **B.** Do it yourself. **C.** Do it yourself.

Objective Zone : D. 1. b 2. a 3. c 4. a 5. c **E.** 1. T 2. T 3. T 4. F 5. F

Written Zone : F. 1. row 2. four 3. selection bar 4. arrow 5. Layout **G.** 1. (i) In MS Word 2010 document, a table can be created in four different ways. (ii) Using the **Insert Table Option** (iii) Using **Quick**

Tables (iv) Drawing a Custom table 2. To select a row in a table steps are as follows : **Step 1:** Click the **selection bar** of that row to select the entire row. *Or* Click and drag the left mouse button to elect the row. 3. Once we have created a table in MS Word, we can modify it, i.e., insert or delete rows or columns, and merge or split cells as per requirement. 4. To select adjacent cells in a table, do one of the following: 1. Click and drag through the cells. 2. Click one cell, press and hold **SHIFT**, **AND** and then click other cells. **H.** 1. The steps to change column width are as follows : **Step 1:** Select or click the column whose width you want to change. Click the Layout tab. **Step 2:** In the **Cell Size group**, click the **Table Column Width** scroll box to change the column width. 2. The steps to insert a picture in a table cell are as follows : **Step 1:** Click the cell where you want to insert a picture. **Step 2:** Click the **Insert** tab. In the **Illustrations group**, click the **Picture** option. **Step 3:** The **Insert Picture** dialog box appears. Browse and select the picture to be inserted. Click the **Insert** button. The selected picture will be inserted in the table cell. 3. The steps to apply borders and shading to a table are as follows : **Step 1:** Click the table. **Step 2:** Under **Table Tools**, click the **Design** tab. **Step 3:** In the **Table Styles** group, click the down arrow of the **Borders** option and then choose from the following : • Click one of the pre-defined border sets. *Or* • Click **Borders and Shading**. The Borders and Shading dialog box appears. Click the **Borders tab** and then choose the options you want. (a) Select a border setting from the **Setting** options. (b) Choose a line style from the **Style** drop-down list. (c) Select the desired line color from the **Color** dorp-down list. (d) Select the line width from the **Width** drop-down list. • Now, click the **Shading** tab. • Select the desired shading color. 4. The steps to change row height are as follows : **Step 1:** Select or click anywhere in the row whose height you want to change. Click the **Layout** tab. **Step 2:** In the **Cell Size** group, click the **Table Row Height** scroll box to change the height of the row.

CHAPTER 5 : MORE ON MS POWERPOINT 2010

PRACTICE TIME :

Creative Zone : A. Do it yourself. **B.** Do it yourself.

Objective Zone :C. 1. a 2. c 3. b 4. a 5. a **D.** 1. T 2. F 3. T 4. T 5. T

Written Zone : E. 1. Themes 2. Office theme 3. Design 4. Esc 5. Shift **F.** 1. There are four ways to start a new presentation. To create a new presentation from a template. To create a new presentation from an existing presentation. To create a new presentation from a Word outline. 2. There are three ways to view the slides in a presentation– Normal view, Slide Sorter view, and Slide Show view. 3. It is widely used in offices for creating business presentations and also in schools where teachers use it to teach. 4. Themes are design templates that can be applied to an entire presentation. **G.** The two ways to add a new slides in a presentation are : Office Themes and Duplicate Selected Slides. 2. The Slide pane displays an enlarged view of the current slide. You can add text, insert tables, pictures, SmartArt graphics charts, drawing objects, text boxes, movies, sounds, hyperlinks, and animations. 3. To change the background style of a theme, follow the given : **Step 1:** Click the **Background Style** button on the **Design** tab. **Step 2:** Click **Format Background**. The Format Background dialog box appears. **Step 3:** Select **Gradient** fill and select Present colours to fill the background. **Step 4:** Select Gradient fill and select Preset colours to fill the background. **Step 5:** Select Picture or texture fill and select the Texture to fill the background. **Step 6:** Select Picture, click Recolour drop-down arrow, and select the background. 4. Normal view is the main editing view that we use to create and design a presentation.

MODEL TEST PAPER-I

A. 1. b 2. b 3. a 4. b 5. a 6. a **B.** 1. A font, italics 2. EDSAC 3. 0, 1, Binary 4. Layout 5. Calibri (Body) 6. Charles Babbage **C.** 1. F 2. T 3. T 4. T 5. F 6. T **D.** 1. b 2. c 3. d 4. a **E.** 1. Electronic Delay Storage Automatic Calculator. 2. A font is a collection of alphanumeric characters that can be used to format text, numbers. 3. The electronic circuits carrying bits are stored on chips. These chips are tiny pieces of a material called Silicon. 4. (i) In MS Word 2010 document, a table can be created in four different ways. (ii) Using the **Insert Table Option** (iii) Using **Quick Tables** (iv) Drawing a Custom table. 5. Once we have created a table in MS Word, we

can modify it, i.e., insert or delete rows or columns, and merge or split cells as per requirement. 6. Artificial intelligence is a branch of computer science that aims to create computers that can think, behave, and react in the same way as humans do. **F.** 1. Word's picture tools allow to modify the picture style and shape, add a border, crop, add artistic effects, and even compress pictures. 2. The steps to change row height are as follows : **Step 1:** Select or click anywhere in the row whose height you want to change. Click the **Layout** tab. **Step 2:** In the **Cell Size** group, click the **Table Row Height** scroll box to change the height of the row. 3. The fifth-generation computers are referred to as super computers. **Super computers** have very high storage capacities, high speeds, and the ability to carry out highly sophisticated operations. The CRAY-1 series is an example of super computers. 4. Sometime we need to store somuch information which can't be saved in the primary memory, in this case we need to saved information outside the computer in a secondary storage devices. These divices are called the secondary memory. A few examples of secondary memory are, CD, DVD, pen drive and hard disk. 5. EDVAC (Electronic Discrete Variable Automatic Computer) was proposed by John P. Eckert, and John W. Mauchly in 1944. John von Neumann also gave his contribution to help in designing the EDVAC. EDVAC was completed in 1948. The EDVAC weighed approximately 8000 kilograms and covered an area of 45.5 square metres. EDVAC had the capacity to hold stored programs as well as data. 6. The steps to insert a picture in a table cell are as follows : **Step 1:** Click the cell where you want to insert a picture. **Step 2:** Click the **Insert** tab. In the **Illustrations group**, click the **Picture** option. **Step 3:** The **Insert Picture** dialog box appears. Browse and select the picture to be inserted. Click the **Insert** button. The selected picture will be inserted in the table cell.

CHAPTER 6 : INTRODUCTION TO MS EXCEL 2010

PRACTICE TIME :

Creative Zone : A. Do it yourself **B.** Do it yourself

Objective Zone : C. 1. b 2. a 3. c 4. a 5. b 6. b **D.** 1. T 2. T 3. F 4. T 5. F

Written Zone : E. 1. workbook 2. cell 3. Row 4. .XLS or .xlsx 5. Name box **F.** 1. A spreadsheet has the following uses : • stores huge amounts of information. • uses formula for fast calculation. 2. A cell is the smallest unit of a worksheet. 3. Microsoft Excel 2010 by default has three blank worksheets. 4. The strip of buttons and icons located above the work area; has five tabs– File, Home, Insert, Page layout and Formulas. Each tab contains a number of features and options. **G.** 1. A spreadsheet helps in recording data in a grid made up of cells, rows and columns. 2. To save a workbook follow these steps : **Step 1:** Click the **File** tab. **Step 2:** Click **Save** As. **Step 3:** In the Save As dialog box, Type list, select Excel Workbook. **Step 4:** In the **File name box**, enter a name for your workbook. **Step 5:** Click **Save to** finish. 3. To create a table in Excel, follow the given steps : **Step 1:** On a worksheet, select the range of cells that you want to include in the table. The cells can be empty or can contain data. **Step 2:** On the **Home** tab, in the **Styles** grorup, click **Format** as Table, and then click the table style that you want. **Step 3:** If the selected range contains data that you want to display as table headers, select the My table has headers check box in the Format as Table dialog box. 4. **Fore Printing a Worksheet follow these steps : Step 1:** Click the worksheet or select the worksheet that you want to print. **Step 2:** Click File and then click **Print**. **Step 3:** To preview the next and previous pages, at the bottom of the **Print Previous** window, click **Next Page** and **Previous Page**. **Step 4:** To print the workbook, do one of the following: To print a portion of a worksheet, click the worksheet, and then select the range of data that you want to print. To print the entire worksheet, click the worksheet to activate it. **Step 5:** Click Print.

CHAPTER 7 : ALGORITHM AND FLOWCHARTS

PRACTICE TIME :

Creative Zone : A. Do it yourself. **B.** 1. Process Box 2. Terminal 3. Decision box 4. Connector 5. Input/output box

Objective Zone : C. 1. a 2. c 3. c 4. a 5. a **D.** 1. T 2. F 3. T 4. T 5. F

Written Zone : E. 1. connector 2. natural 3. Terminal 4. flow lines 5. symbol **F.** 1. • Writing an algorithm • Designing a flowchart

based on an algorithm • Converting the flowchart into a program 2. An algorithm is a representation of instructions given to solve a particular problem. It is written in a simple language and proper sequence. 3. • Analgorithm is easy to understand and implement. • It describes the steps that should be taken to solve a problem. 4. A flowchart is a graphical representation of a program. It is a procedure to solve a particular problem in a pictorial form by using some symbols. **G.** 1. A flowchart provides the following benefits : • It is usually much easier and faster to draw a flowchart of a problem than to write a program directly. • Flowchart is an important aid in the development of the algorithm itself. • It is easier to understand a flowchart than a program itself. • A flowchart is independent of any particular programming language. 2. **A flowchart has certain limitations :** • Sometimes the program logic is quite complicated. In that case, a flowchart becomes complex and clumsy. • If the program needs alterations, the flowchart may have to be redrawn completely. • As the flowchart symbols cannot be typed, reproduction of a flowchart becomes a problem. • The essentials of what is done can easily be lost in the technical details of how it is done. 3. Do it yourself.

CHAPTER 8 : FIRST STEP TO THE INTERNET

PRACTICE TIME :

Creative Zone : A. Do it yourself.

Objective Zone : B. 1. a 2. b 3. b 4. b 5. c **C.** 1. T 2. T 3. T 4. F

Written Zone : D. 1. e-commerce 2. modem 3. Web pages 4. net surfing **E.** 1. In 1969, the Department of Defence of the United States of America set up a network of computers called the ARPANET (Advanced Research Projects Agency Network). 2. • Bharat Sanchar Nigam Limited (BSNL) • Reliance Communications Infrastructure Ltd. (RCIL) 3. • Mozilla Firefox • Google Chrome 4. Moving from one website to another is called net surfing. **F.** 1. Search engines are used to look for any information on the internet. Search engines allow the user to enter a keyword or keywords. **Example of search engines are :** • Google (http://www.google..com) • Yahoo! Search (http://search.yahoo.com) 2. The

individual pages that collectively form the World Wide Web are known as Web pages. These pages contain text, graphics, audio, video and links to other pages. These pages may conttain text, often underlined and coloured, or a small image called an icon. Such text or image when selected moves the pointer to some other page of information. 3. A modem is a device that allows a computer to connect and communicate with other computers. Modem stands for Modulator Demodulator. 4. Some uses of the Internet are as follows : • You can get a lot of information on any topic on the Internet. • You can send messages, known as e-mails, to any part of the world within a few seonds via the in Internet. • You can chat with people on the Internet. • You can buy things on the Internet (known as Online shopping) and have them delivered to our homes.

PRACTICE TIME :

Creative Zone : A. Do it yourself **B.** Do it yourself

Objective Zone : C. 1. b 2. b 3. a 4. a 5. a **D.** 1. T 2. T 3. F 4. F 5. F

Written Zone : E. 1. 1969 2. ID 3. getting information 4. E-mail Id 5. **F.** 1. • A network is a group of two or more computer system linked together. 2. There are some e-mail service providers (1) WWW, outlook, com (2) WWW, yahoo.com (3) WWW, rediff.com (4) WWW.gmail.com 3. A network which includes inter-city, inter-provincial, interstate, and even between continents is called WAN. 4. Yes it can **G.** 1. **Internet :** The Internet is a network of computer networks that connects millions of computers globally, forming a network in which any computer can communicate with any other computer. **World Wide Web :** The World Wide Web or WWW is a way of accessing information over the medium of the Internet. 2. **Fast communication :** One can communicate in a fraction of second with a person who is on the other side of the world with e-mail. One may also use chat services or video conferencing. Information resources : Internet is a treasure house of information with search engines like Google, Yahoo. **Online services :** Internet has made life very convenient with online services where one can

book tickets for a movie, transfer funds, pay bills, taxes, etc., from home itself. **E-commerce :** Any type of commercial or business deal that involves buying and selling across the globe is possible via the Internet, e.g., websites such as eBay.com, Amazon.com, Flipkart.com allow us to buy and sell things. **Entertainment :** One can play games, watch movies or read books online. 3. There are following uses of Internet : (1) We can send email by the internet. (2) Online shopping can do by the internet. (3) Internet is also used for chat services and video conferencing. 4. Computer networks help users on the network to share the resources and communicate.

$\Rightarrow$ It allows files and software to be shared.

$\Rightarrow$ It allows faster communication Uia, chat. e-mail, video conferencing, etc.

$\Rightarrow$ It allows hardware like printer, CDROM drive to be shared.

$\Rightarrow$ It allows to connect to the Internet and search for information globally.

MODEL TEST PAPER-II

A. 1. a 2. a 3. a 4. a 5. a 6. a **B.** 1. Design 2. Work book 3. Flowchart 4. Modem 5. Style **C.** 1. T 2. T 3. F 4. T 5. T 6. T **D.** 1. The steps to change row height are as follows : **Step 1:** Select or click anywhere in the row whose height you want to change. Click the **Layout** tab. **Step 2:** In the **Cell Size** group, click the **Table Row Height** scroll box to change the height of the row. 2. Sometime we need to store somuch information which can't be saved in the primary memory, in this case we need to saved information outside the computer in a secondary storage devices. These divices are called the secondary memory. A few examples of secondary memory are, CD, DVD, pen drive and hard disk. 3. • Writing an algorithm • Designing a flowchart based on an algorithm • Converting the flowchart into a program. 4. Moving from one website to another is called net surfing. 5. Microsoft Excel 2010 by default has three blank worksheets. 6. In 1969, the Department of Defence of the United States of America set up a network of computers called the ARPANET (Advanced Research Projects Agency Network).

E. 1. To save a workbook follow these steps : **Step 1:** Click the **File** tab. **Step 2:** Click **Save** As. **Step 3:** In the Save As dialog box, Type list, select Excel Workbook. **Step 4:** In the **File name box**, enter a name for your workbook. **Step 5:** Click **Save to** finish. 2. To save a workbook follow these steps : **Step 1:** Click the **File** tab. **Step 2:** Click **Save** As. **Step 3:** In the Save As dialog box, Type list, select Excel Workbook. **Step 4:** In the **File name box**, enter a name for your workbook. **Step 5:** Click **Save to** finish. 3. Do yourself. 4. A modem is a device that allows a computer to connect and communicate with other computers. Modem stands for Modulator Demodulator. 5. To save a workbook follow these steps : **Step 1:** Click the **File** tab. **Step 2:** Click **Save** As. **Step 3:** In the Save As dialog box, Type list, select Excel Workbook. **Step 4:** In the **File name box**, enter a name for your workbook. **Step 5:** Click **Save to** finish. 6. Normal view is the main editing view that we use to create and design a presentation.