

Solutions

Chapter 1 Computer Architecture

Check you knowledge (Page 8)

- (1) True (2) True (3) False

Check you knowledge (Page 10)

- (1) True (2) False (3) False

Check you knowledge (Page 12)

- (1) False (2) True

Practice time (Page 13)

(A)

- (1) Three (2) Arithmetic (3) Logic
(4) G cop byte (5) Cloud storage

(B)

- (1) (i) Bit (2) (i) CPU (3) (i) MMC
(4) (i) MMC (5) (iii) DVD-RW (6) (i) Hard disk
(7) (i) Input (8) (i) ROM (9) (iii) 1
(10) (i) BITS

(C)

- (1) Computer → It is an electronic machine designed to perform arithmetic and logical operations. based on the input given by user.
(2) Computer Memory → It stores all the data and instruction required for process.
(3) Primary Memory → It is main storage of computer. It is used by CPU to keep copies of file, programs and other information It is divided in two part RAM & ROM

(D)

- (1) Three components of CPU are- ALU, memory unit and control unit.
(a) ALU → It stands for Arithmetic Logic unit. It has two sub-section Arithmetic and logic section. Arithmetic section performs arithmetic operation like addition, subtraction etc which logical section performs comparisons, selecting, merging logical operation.
(b) Memory Unit → It stores the data, files, instruction and the intermediate result.
Control Unit → It manages all the parts of the computer but does not carry out any actual. data processing operations.

- (2) Secondary memory → The storage media available outside the computer to store the important data is known as secondary memory. e.g. Hard disk, CD/DVD, USB Drive, MMC (Multimedia memory card)

Advantage of Secondary Memory

- (a) It is a permanent memory
 - (b) It provides more space to store numerous data, files or information.
 - (c) It is useful in system crash as it can store a copy of our files.
 - (d) It is useful in transferring data from one computer to another
- (3) Cloud storage → It is an online space to store our data. This remote infrastructure is managed by highly specialized companies & experts.

Advantages of cloud storage-

- (a) Once stored, we can access our files anywhere whenever we need them.
- (b) It automatically takes backup/ updates the files
- (c) It allows to share files, photos, videos without worrying about the file size.
- (d) Risk of losing data is minimum.

(E)

- (a) USB/Flash drive
- (b) External hard disk
- (c) MMC

Chapter 2 Control panel

Practice time (Page 24)

(A)

- (1) Manages
- (2) Taskbar
- (3) Check boxes
- (4) Control
- (5) Disk clean up

(B)

- (1) (i) Control panel
- (2) (iii) Three
- (3) (ii) Ctrl + Shift _ ESC
- (4) (iii) many tabs
- (5) (i) control panel
- (6) (ii) Click lock
- (7) (iii) Pointer options tab
- (8) (i) Shapiro
- (9) (i) Delete
- (10) (ii) Both (i) and (ii)

(C)

- (1) File Management → The management of files such as create, delete or modification is known as file management. It is performed by operating system. File management also includes saving data/files in folders and directives in an organized manner.
- (2) Wheel tab in mouse properties dialog box provides scrolling option. For ex. we can set the number of lines that the mouse wheel will scroll in one notch.
- (3) Disk cleanup and Run disk defragmenter.

(D)

- (1) Uses of control panel are-
 - (a) It provides options to customise the appearance and functionality of computer.
 - (b) Add or remove programs.
 - (c) Change current date & time setting.
- (2) User of task manager are-
 - (a) It provides the information of number of processes are running in the background.
 - (b) It tells how much CPU is being used.
 - (c) It ends a program that has stopped responding.
 - (d) It helps to find out a cause which is slowing down the computer.
- (3) Disk cleanup → It is the tool used to free up space on your hard disk by finding & deleting the files that you can safely delete.

Steps to use Disk cleanup

- (a) Remove downloaded program files
- (b) Empty the Recycle bin
- (c) Remove optional Windows components that are not being used
- (d) Remove installed programs that are no longer in use.

(E)

- (1) Control Panel → double click mouse Icon → properties → button tab use button configuration option to set the left and right button function.
- (2) Go to program is stalled option in control panel → Right click the program → delete.

Chapter 3 More on Ms-word

Check your knowledge (Page 31)

- (1) True (2) True (3) False
(4) False

Check you knowledge (Page 36)

- (1) True (2) True (3) False

Practice time (Page 37)

(A)

- (1) Objects (2) .tif (4) Internet
(4) Shapes (5) Word Art

(B)

- (1) (ii) Drop cap (2) (i) Savare (3) (iii) Word Art
(4) (ii) tif (5) (iii) Sizing handle (6) (i) Ctrl + shift
(8) (i) corrections (9) (iii) Dropcap (10) (i) Wrap text

(C)

- (1) .Jpg
(2) Tools present in format tab of ms-word to edit a picture are compress picture tool, picture border, crop, and wrap text
(3) The process of removing the unwanted region of an image is know as cropping.

(D)

- (1) Word art is a feature of ms-word used for adding spacial effects to text should use word art feature when we want to display text in special style effects and make it attractive.
(2) Wrapping text is a feature of ms-word which allows the placement of text around the image in various ways various option to wrap text are - behind text, In font of text, top and bottom, through, square and tight.
(3) Ms-word has a set g predefined shape including arrows, callows, squares, stans etc. which can be early inserted in our document.

(E)

- (1) Insert tab → Illustration group → Click on shapes button click on the required shape to select it.
(2) Place cursor where you want in insert picture → Insert tab → Illustration group → online picture button. In bing search ersine type the word or phrase that describe image you want select picture and click insert.

Chapter 4 Planning the Presentation

Check you knowledge (Page 46)

- (1) False (2) True (3) True

(A)

- (1) Microsoft (2) Slides (3) Design
(4) Gradient (5) Selection handle

(B)

- (1) (i) Template (2) (ii) Place holder (3) (i) .pptx
(4) (i) File (5) (ii) 8 (6) (iii) Shift
(7) (i) duet background (8) (i) This PC (9) (ii) Selection handle
(10) (i) View

(C)

- (1) Ms power point → It is a presentation software program that allows us to create and deliver attractive and informative presentation.
(2) Design Theme → They are ready mode slide design layout in power point that allows to create professional looking presentation.
(3) Gradient fill feature is used to format the slide background It comprises of two or more colours maging into each other.

(D)

- (1) Stage involved in making a presentation show-
Stage 1 : Plan → Decide an outline for the presentation
Stage 2 : Excrete → Create the slides
Stage 3 : Impress → Verity content, add visual and sound effects
- (2) Advantages of using Ms-power point software-
(a) Create high quality attractive presentations.
(b) Encourager an active learning environment
(c) Brings greater clarity of subject topic
(d) Brigs an encouraging inter action environment.
- (3) Steps to change background of presentation-
(a) Select Design tab → Click drop down of customer option → Click format background option
(b) Format background task pare appears
(c) Choose the desired option to change the slide background.

(E)

- (1) She can use Design theme where ready mode slide design layouts are available
- (2) File tabs select save to save presentation to a web location select add a place.

Chapter 5 Introduction

Check your knowledge (Page 51)

- (1) False (2) True

Practice time (Page 59)

(A)

- (1) Book 1. (2) Work book (3) Active
(5) column (6) None box

(B)

- (1) (i) Work nook (2) (i) Rows
(3) (iii) Formula (4) (i) Spreadsheet
(5) (iii) Sheet (6) (i) 16384
(7) (ii) Name box (8) (ii) Left
(9) (i) Ctrl + Home (10) (iii) =

(C)

- (1) Spreadsheet → It is a software program which allows user to organis, format and calculate data with formulas.
(2) Ms Excal → It is program g Ms-office will which arranges data in rows and columns allows to format and perform calculation on term. It also allows users to create graphic displays data.
(3) Cell → It is the intersection of rows and columns.

(D)

- (1) Advantages of using Ms Excel software
(a) Entering data is faster and easier.
(b) Ease of using built in formula's for complex mathematical calculation.
(c) Changes are easin
(d) Re-calculation is automatic
(2) Application of ms-excel are-
(a) Monitor monthly expenses
(b) Profit and loss calculations
(c) Keep back and marks obtained by students.
(3) Formula→ Formula's are designed in ms excel to perform calculation such as add, subtract, multiply and divide.
e.g. = B2 + B2 + B4

(E)

	A	B	C	D
1	Monthly Income	10000	Each day Income	=B1/30
2	Rent	2000	Rent	=B3/30
3	Food	4000	Food	= B4/30
4	Electricity	800	Electricity	= B5/30
5	Phone	500	Phone	= B6/30
6	Cable TV	600	Cable TV	=B7/30
7	Total Exterse	=SUM (B3: B7)	Per day exterse	= B8/30 or = sum (D3 : D7)
8	Monthly savings	= B1-B8	Per day	= D1 -D8

Chapter 6 Browsing the Internet

Check you knowledge (Page 64)

- (1) True (2) False

Practice time (Page 67)

(A)

- (1) E-mail (2) DSL (3) Cellular
(4) URL (5) wireless-fidelity

(B)

- (1) (i) Software (2) (iii) Surfing (3) (iii) Wi-fi
(4) (iii) Modem (5) (iii) Address bar
(6) (iii) .jpeg

(C)

- (1) Networking - connecting two or more computer with each other to exchage information & shore resoures it said to form networking.
(2) Uses of internet ax - surfing, E-mail, E-commerce, chatting, E-leaving, video conferncy, social networking etc.
(3) DSL - Its full form in digital subscriber lines. They on high speed internet connection that are provided over fibre option cables.

(D)

- (1) Social networking - It is an online service which provides a platform that foures on buildiy social network correlation among people es. Facebook, my space, Twitter, whats app etc.
(2) After loading a webpage, we can earily navigate around the page and other pages the tare linked to it there are certain hyperlinks in the form of text or image which takes us to other web pages on different place or in same web page.
(3) In 1960, US govt, businesses and universals formed a system of computer called ARPANET to let their computer exchange the information later this ARPANET laid the foundation of Internet.

(E)

- (1) Telephone connection Modem, ISP, Web bower.
(2) Wi-fi, Liti.

Chapter 7 Event Programming with scratch

Check your knowledge (Page 72)

- (1) False (2) Out of syllabus/spelling mistable

Practice time (Page 78)

(A)

- (1) Execution (2) run (3) Essential
(4) Direction (5) Halt

(B)

- (1) (ii) Switch on (2) (i) Hat
(3) (iii) 6 (4) (ii) 8
(5) (iii) Green (6) (i) Sensing
(7) (iii) 4 (8) (ii) Right
(9) (i) Circle (10) (i) 6

(C)

- (1) Event driven Programming → Programming is which the flow of program execution is determined by events. such as mouse click key press or message form the other subject.
(2) Event blocks → These block and one control events and trigger the scripts.
(3) Direction of rotation→ It control the direction of sprite It is measured in degree and ranges form - 90° (Left) to 180° (down). The default value for the direction is 90° (Right)

(D)

- (1) Event blocks are essential for running a project because. these blocks trigger a particular block of codes and then the program behaves in a certain way.
(2) There are 6 Built in event blocks in scratch. These are when flag clicked, when key passed, when this sprite clicked, when backdrop switches to when, when I naive, broadcast, broad cast and wait.
(3) Broadcast → It is a message that is sent through the scratch program, activating the receivity Scripts. They are sent with the blocks broadcast () and Broad cast () and wait and are received by that block when I receive ().

(E) Do it yourself

Chapter 2 Control panel

Practice time (Page 24)

(A)

(5) _____ is used to free up space on your hard disk.

(B)

(5) Appearance of mouse pointer can be changed using

(a) Control panel (b) Settings (c) My computer

(6) It allows to highlight or drag without holding the mouse button

(a) highlight (b) Clicklock (c) Mouse properties

(7) This option is used to change the function/visibility of mouse pointer

(i) Clicklock (ii) Mouse properties (iii) Pointer option tab

(8) This option makes the mouse pointer automatically move to default button in a dialog box

(i) Snapto (ii) Visibility (iii) Wheel tab

(9) _____ is used to erase files manually

(i) Delete (ii) Disk defragmenter (iii) Disk clean

(10) Short cut key to open task manager

(i) Ctrl + Alt + del (ii) Ctrl + shift + ESC (iii) Both (i) & (ii)

Chapter 3 More on Ms-word

Practice time (Page 37)

(A)

(5) _____ is a feature of ms-word used to give special effects to the text.

(B)

(4) _____ is acronym used for tagged image file format

(i) tiff (ii) tif (iii) .TFF

(5) _____ is used to increase or decrease the size of picture in one or direction

(i) Rotate handle (ii) Layout option button (iii) Sizing Handle

(6) To maintain both the proportion and keep the center pr same place press and hold _____ while deging the sizing handle

(7) _____ option is used to reduce the image file size

(i) Crop (ii) Compress picture (iii) ESC +Enter

(8) _____ option is used to shaper or soften in image & ut it appear either clear or blue

(i) Correction (ii) Styles (iii) Coping

(9) This feature of ms-word can be earily seen in newspaper

(i) Word Art (ii) Correction (iii) Drop cap

(10) This feature adjust the text around the image in your document

(i) Wrap text (ii) Drop cap (iii) Word Art

Chapter 4 Planning the Presentations

Practice time (Page 48)

(A)

(5) _____ is a circle on the place hold box.

(B)

(4) _____ tab takes us to the backs tage view

(i) File (ii) Design (iii) Insert

(5) Each place holder has _____ selection handles

(i) 4 (ii) 8 (iii) 12

(6) To maintain height width proportion of place holder box, hold _____ key while dragging are of the corner selection handles

(7) _____ option abandon all the changes made to the slide background.

(i) Reset background (ii) Delete background (iii) none of these

(8) Double Click _____ option to save your presentation in presently working computer system.

(i) This PC (ii) My PC (iii) Save

(9) _____ is a circle on the place holder box

(i) Rotate handle (ii) Selection handle (iii) Right handle

(10) _____ is not a stage of presentation creation

(i) View (ii) Impress (iii) Excente

Chapter 5 Introduction to Ms-Excel

Practice time (Page 59)

(A)

(5) _____ displays the location of the cell pointer

(B)

(4) _____ Software site of rows, columns and cells

(i) Spreadsheet (ii) word processor (iii) Presentation

(5) Spreadsheet program by google is -

(i) Excel (ii) Impress (iii) Sheet

(6) Total columns in ms excel 2010-2016 are-

(i) 16354 (ii) 13684 (iii) 10,000

(7) This is the location just atone the column headiy on the left side of the window

(i) Name box (ii) Active cell (iii) Formula bar

(8) Default alignment of text in ms-excel it

(i) Right (ii) Left (iii) justified

(9) Short cut key to go to first all A1 of worksheet

(i) Ctrl + Home (ii) Page up (iii) Up arrow

(10) In ms excel all formula starts with _____ sign

(i) + (ii) - (iii) =

Chapter 6 Browsing the Internet

Practice time (Page 67)

(A)

(5) _____ is the full form of wi-fi.

(B)

(4) Acronym used for modulation and demodulation

(i) ARPA (ii) ACMD (iii) Modem

(5) A web address does not have

(i) Host name (ii) gTLD (iii) Address bar

(6) This is not a type of internet connection

(i) URL (ii) Cellular (iii) Satellite

(7) _____ is the name given to the act of doing business transaction click sales, Purchase, pay-outs etc. on the internet

(i) E-learning (ii) E-commerce (iii) E-way

(8) _____ stores the information in the form of websites and provide it to clients

(i) offices (ii) Server (iii) Web

(9) ARPA stands of Advance Pearce project _____

(i) Agency (ii) Action (iii) Access

(10) This is not a top level domain

(i) .gov (ii) .jpeg (iii) .org.

Chapter 7

Practice time (Page 78)

(A)

(5) _____ is a suspension of movement or activity

(B)

(4) Scratch has _____ sound blocks

- (i) 4 (ii) 8 (iii) 6

(5) In scratch, projects are run by clicking on flag of colour

- (i) Blue (ii) Brown (iii) Events

(6) _____ block detect things

- (i) Sensing (ii) Sound (iii) Events

(7) Scratch has _____ variable stock blocks

- (i) 6 (ii) 3 (iii) 4

(8) When direction value of sprite is - 270, 90, its direction will be

- (i) Up (ii) Right (iii) Down

(9) A shape with 360 sides and 360 angles of degree each is

- (i) Circle (ii) Square (iii) Semicircle

(10) Hexagon has _____ sides

- (i) 6 (ii) 5 (iii) 10