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1 The Computer System

Exercise

Answer the following questions.

1 Give three examples of mobile computers.

Ans. Laptops, tablets, personal data assistants (PDAs)

2 Name three places where microcomputers are used.

Ans. Microcomputer are used in offices, schools, colleges and homes.

3 What are barcode readers used for?

Ans. The cashier used a barcode reader to scan the barcode on each item.

4 Write two uses of smart cards.

Ans. Petrol companies and department stores use smart cards to keep track of customer's shopping history. Satellite television companies use smart cards in their receivers to store the code that is used to decode satellite signals and display pictures.

5 What is system software?

Ans. System software refers to programs designed to control the operation of a computer system.

6 What are the different categories of system software?

Ans. **(i) Operating System**

An **operating system** is the master control program that runs a computer. It control the flow of signals from the central processing unit to the various parts of the computer. When the computer is switched on, the operating system is the first program loaded to the memory. Some popular operating systems are Windows, Android, Linux and Mac OS.

(ii) Drivers

A **driver** is a computer program that enables a computer to interact with another hardware device such as a printer, a pen drive and so on.

(iii) Compilers

A **compiler** is a program that translates a high-level computer language program into a machine language program. The compiler first reads the whole program and then at one go translates it into machine language. It reports program errors occurred. The translated program is called the **object program** or **object code**. This object program is saved permanently for future use.

(iv) Interpreters

An interpreter is a program that translates one statement of a high-level language program into machine code, and then executes it. It then does the same for the next statement and proceeds in this way until all the statements in the program have been translated and executed. An interpreter is a smaller program than a compiler. The object code produced by the interpreter is not saved. If the same instruction is needed later, the process is repeated.

(v) Assemblers

An **assemblers** is a program that translates an assembly language program into a machine language program.

7 What is the difference between compilers and interpreters?

Ans. **(iii) Compilers**

A **compiler** is a program that translates a high-level computer language program into a machine language program. The compiler first reads the whole program and then at one go translates it into machine language. It reports program errors occurred. The translated program is called the **object program** or **object code**. This object program is saved permanently for future use.

(iv) Interpreters

An interpreter is a program that translates one statement of a high-level language program into machine code, and then executes it. It then does the same for the next statement and proceeds in this way until all the statements in the program have been translated and executed. An interpreter is a smaller program than a compiler. The object code produced by the interpreter is not saved. If the same instruction is needed later, the process is repeated.

8 List four types of application software and give one example of each type.

Ans. **Application software** is designed to help users do to certain types of work. It can be classified into two categories: Packages and Utilities.

A **Package** is a computer application consisting of one or more programs created to do a particular type of work. Packages include the following:

- Word processors such as WordPad and Microsoft Word.
- Graphics and presentation software such as Microsoft Power Point.
- Database management system such as Microsoft Access, MySQL, Oracle.
- Accounting Packages such as Tally.
- Spreadsheets such as Microsoft Excel.

Fill in the blanks.

1. An iron oxide is capable of recognizing circles shades in with a dark pencil or ink on special printed forms.
2. An LCD is an example of an output device.
3. A compiler is an example of a system software.
4. Compiler is an example of a high-level language.
5. Machine language is written as a long string of 0s and 1s.

Tick (✓) the true statement and cross (✗) the wrong one.

1. Mobile computers are the smallest in size. ✓
2. Supercomputers are the largest computers. ✓
3. Smart cards contain a chip instead of a magnetic strip. ✓
4. Antivirus software is the master control program that runs a computer. ✗
5. BASIC is an example of a low-level languages. ✓

Circle the right answer.

1. What type of computer is the IBM ASCI?

   (a) microcomputer (b) minicomputer (d) supercomputer

2. Which of the following is used for printing high quality graphics, charts, tables and diagrams?

   (a) LCD projector (b) Braille printer (c) plotter

3. Which of the following is a system software?

   (a) operating system (b) compiler (c) both a and b

4 Which of the following is an antivirus software?

(a) Box backup (b) Tally (c) McAfee

5 Which of the following lets a computer program interact with a hardware device?

(a) printer (b) compiler (c) driver

Name the following.

1 The physical components of a computer are hard & software.

2 An input device that is extensively used in banking sector MICR.

3 Devices that are used to read information stored on various types of cards Card readers, MICR, OMR.

4 The programs that control the operation of a computer system are called System software & application software.

5 A program that translates an assembly language program into a machine language program Compilers.

2

Introduction to MS PowerPoint

Exercise

Answer the following questions.

1 What is a slide?

Ans. A presentation in MS PowerPoint is structured in the form of a series of **slides** to which colour, images and sounds can be added to increase the impact of the text presented.
Slides are the individual pages of a MS PowerPoint presentation, and the software enables the display of slides one by one on a screen. You can also animate objects and add narrations, video or music to the presentation.

2 Name the two important tabs.

Ans. The two most important **Tabs** are the **Home** and the Formatting.

3 Which tab has an option to add a new slide to the presentation?

Ans.

4 What is the keyboard shortcut to insert a new slide?

Ans. Ctrl + M is the keyboard shortcut.

5 What is slide show?

Ans. In a slide show, all the slides in your presentation are displayed one by one in full screen. A slide show can be a very useful tool for teaching, sharing and learning.

6 Which tab has the option to run a slide show?

Ans. Select Slide Show ► From Beginning or Press F5.

Fill in the blanks.

1 To run a slide show, select the slide show option from the beginning menu.

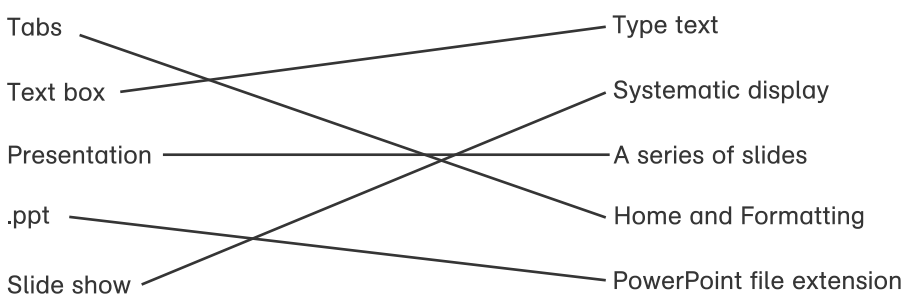
2 .ppt is the extension of a presentation file.

3 A text box is the dotted rectangular box in the slide.

4 A slide is an individual page of a presentation.

5 MS PowerPoint is common software.

Match the following columns.



Circle the right answer.

1 MS PowerPoint by default saves a file with extension:

(a) .doc (b) .xls (c) .ppt

2 To move through the slides, you can use the previous slide and the next slide buttons on the:

(a) horizontal scroll bar (b) vertical scroll bar (c) none of these

3 The shortcut of slide show is:

(a) F5 (b) F6 (c) F8

4 Slide show is a series of:

(a) options (b) slides (c) none of these

5 A presentation is a:

(a) dramatic display (b) systematic display (c) slide display

3

Working with Text in MS PowerPoint

Exercise

Answer the following questions.

1 How do you delete the text from slide?

Ans. To delete text from a slide.

1. Select the text to highlight it.

2. Press **Delete** Key.

2 What shape does the mouse pointer take when you select the Text Box option of the insert menu?

Ans. The mouse pointer changes to a + sign.

3 Name the different Case options.

Ans. **Lower Case:** All the characters are in lower case.

Upper Case: All the characters are in upper case.

Title Case: The first character of each word is in upper case.

Toggle Case: It makes the each letter of every word into opposite case. If character is in upper case, it converts it into lower case and vice versa.

Fill in the blanks.

1. To run spell check, you can also press the F7 key.
2. The sentance case converts the first letter of each word to a capital letter.
3. The Text Box button is available on the _____ toolbar.
4. Change Case has 4 options.
5. Each slide should discuss one major topic.

Circle the right answer.

1. To place a new text box in the slide, use the text box button on the:

   (a) Format tab (b) Insert tab (c) View tab

2. A bullet may be dot-shaped or a:

   (a) symbol (b) character (c) none of these

3. If you want to use the default bullet characters, select the text, and click the:

   (a) symbol button (b) front size (c) bullets button

4. An unrecognized word will be displayed in the not in dictionary:

   (a) tab (b) field (c) button

5. When you discuss your slide presentation with your friends, you are always present to give the details:

   (a) verbally (b) actively (c) surely

4

Creating Table in MS Word

Exercise

Answer the following questions.

1. Define Row.

Ans. A row is the horizontal series of cells in a table.

2 Define Column.

Ans. A column is the vertical series of cells.

3 Define table.

Ans. A table is a grid mode up of rows and columns.

4 What is cell?

Ans. The intersection of rows and columns are rectangular boxes called cells.

5 Write the steps to merge two or more cells.

Ans. The intersection of rows and columns are rectangular boxes called cells.

6 Write the steps to delete an entire table.

Ans. To delete the entire table:

1. Click anywhere in the table.
2. Right Click ► Delete Tables

Fill in the blanks.

1 By default, MS Word inserts a table with a 1/2 point black border around each cell.

2 A table consists of rows & columns.

3 To move to the next cell, press the left key.

4 A table is a grid comprising of horizontal rows and vertical column.

5 A row is a horizontal series of cells in a table.

6 To merge cells, select the merge cells option of the table menu.

7 You can split cell by selecting merge & split option from the table menu.

Match the following columns.

Table ——— A grid comprising of rows and colomn.

Merging/Splitting ——— Converting two or more cells into a single cell.

Formatting table ——— Changing the row height, column width.

Formatting text ——— Changing font, colour, font size, etc.

Circle the right answer.

1 By default, setting of border around table cell:
Cell Intersection of a column and row in a table.

(a) 1/2 point (b) 2/3 point (c) 1/3 point

2 Changing of font size, colour, and size is called:

(a) table formatting (b) text formatting (c) none of these

3 Changing of row height and column width of table is called:

(a) table formatting (b) cell formating (c) text formatting

4 Position the cursor at the point in the document where you want to insert the"

(a) column (b) cell (c) table

5 A table is a grid made up of:

(a) row and column (b) border and shading (c) none of these

Flowcharting

CHAPTEr 5

6

Viruses

Exercise

Answer the following questions.

1 How is a computer virus similar to a biological virus?

Ans. Computer viruses is similar to biological viruses, because they act exactly like it, as it transform from one person to another, the computer virus spread from one computer to another.

2 How does a virus spread from one computer to the other?

Ans. These viruses are contiguous, and can remain hidden within your computer for months.

3 What is the difference between a virus, a worm and a Trojan Horse?

Ans. They may pass themselves on to such programs or documents which are run on the infected.

Trojan do not reproduce by infecting other files like viruses or self-relicate like worms. Therefore, it slow down the computer.

4 A worm can be destructive. Give an example.

Ans. The virus multiplies itself, make copies of itself, slow down the computer.

5 Suggest three ways in which we can prevent our computer getting infected with a virus.

Ans. 1. The first thing you must do is a install a good anti virus software on your computer.

2. Use DVDs and Cds that are from a source known to you.

3. Do not download files from insecure sites.

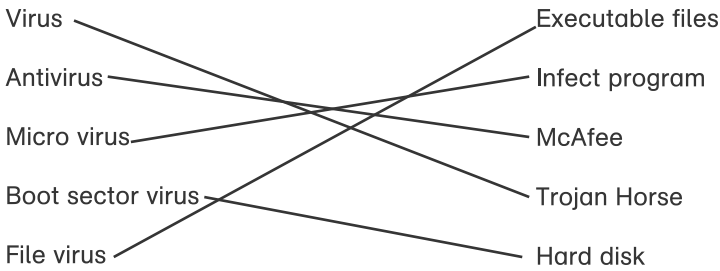
Fill in the blanks.

1. Never start your computer if there are virus in your floppy drive.
2. Most Anti-virus programs remove viruses .
3. Virus can be used to protect computer from hacker.
4. Anti-virus software may not cope with some new virus programmes.
5. Viruses are used to guard information from criminals.
6. Criminally minded people find their way into computer _____ connected to the Internet.
7. Viruses are used by organization to gain advantages over rivals.
8. Your computer might contract viruses through borrowed diskettes.

Tick (✓) the true sentence and cross (✗) the wrong one.

1. Computer virus is a disease. ✓
2. Viruses harm and even destroy computers. ✓
3. Viruses have a positive use also. ✓
4. A virus is commonly contacted from the Internet. ✓
5. A virus usually attaches itself to the CPU. ✗
6. Virus can erase files in a computer. ✓
7. Boot sector virus is an anti-virus program. ✓
8. Macro virus infects a document rather than a program. ✓
9. You should only install seal packed diskettes. ✓
10. Worm is a type of virus. ✓
11. All computer viruses are harmful. ✗
12. A file infector virus is the most common type of virus. ✓

Match the following columns.



Circle the right answer.

1 A file infector virus is the most common type of:

(a) Antivirus (b) Virus (c) None of these

2 An antivirus software:

(a) MS Words (b) Trojan Horse (c) McAfee

3 A virus can infect:

(a) monitor (b) keyboard (c) program file

4 Virus can be used for:

(a) desktop computer (b) protect computer (c) both a and b

5 Computer must have good:

(a) monitor (b) virus (c) antivirus

7

Formatting in MS Excel

Exercise

Fil in e blanks with the correct words.

1 Horizontal alignment can be set to general, left, center or right.

2 The autofill feature quickly completes a series of data.

3 Numbers are right aligned in a cell.

4 A list created to be used with Auto Fill is called a _____ list.

5 The fill handle is a small black square in the lower-right corner of the selected cells.

Put the steps in the correct order.

1 Click on the **File** tab and go to **options**.

2 Select the **Advanced** option and on right pane, scroll down till you see **Edit Custom lists** button.

3 Click on the **Edit Custom lists** button.

4 This will open the **Custom list** dialog box.

5 Chose the **new list** option and then click in the **list Entries** box.

6 Type the items in your list and press the **Enter** key after each items.

7 Click on the **Add** button when you have completed the list.

8 The list you have typed appears in the **Custom lists** box.

9 Click on the **OK** button.

4 Create a custom list with names of planets of the solar system.

i Use AutoFill to get the names of the planets in the first column.

ii Fill the first row with orange colour.

iii Apply a border to the list row.

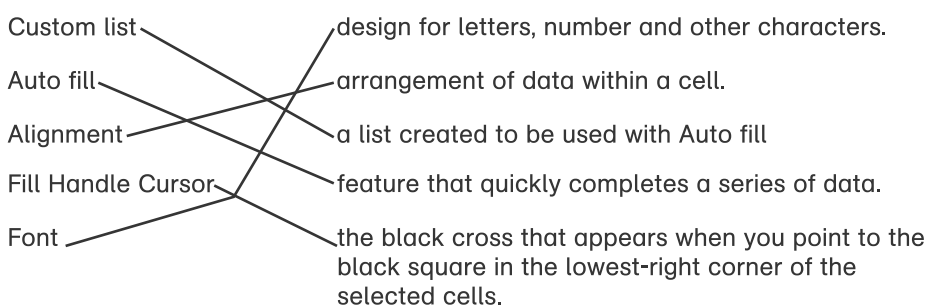
iv Make the column heading bold and underlined.

v Italicize the names of the planets.

vi The first column data should be left aligned, second column, centre aligned and the last column, right aligned.

vii Change the font, font size and color to make the sheet attractive.

Match the columns.



Circle the right answer.

1. Worksheets are created to present:

   (a) information (b) design (c) lines

2. MS Excel allows to represent numbers in a cell in different:

   (a) styles (b) formats (c) objects

3. A custom list fill series is a set of _____ used data.

   (a) once (b) twice (c) repeatedly

4. Microsoft Excel has a feature called:

   (a) percentage (b) pattern (c) autofill

5. The fill handle is a small black square in the lower _____ of the selected cell.

   (a) right corner (b) left corner (c) bottom

8

Applications of Computers

Exercise

Fil in the blanks.

1. Computers are used at home for playing games.
2. In school, computers are used to teach different subjects using Cds.
3. A computer can be used to design houses, car, clothes.
4. Computers are used to maintain previous records of patients for future reference.
5. In shops and hotels, computers are used to prepare bills.

Write T for the true statement and F for false ones.

1. Computers cannot be used to watch films. ✓
2. Computer can be used to design cars. ✓
3. Computer-controlled cameras cannot help doctors diagnose diseases. ✗
4. Robots are machines controlled by computers. ✓
5. Computers are used to make flight reservations. ✓

Answer the following.

1 List three uses of computers at home.

Ans. 1. Playing games.
2. Storing addresses and telephone numbers.
3. Keeping track of monthly expenses.

2 What are the uses of computers in bank?

Ans. Banks

Computers are used in banks for the following:

1. Online enquires about customers' accounts.
2. Verifying cheques.
3. Updating account balance and calculating interest.
4. Printing customers's accounts statements.
5. Operating Automated Teller Machines (ATM).

3 Give the full form of ATM, and what is an ATM used for?

Ans. Operating Automated Teller Machines (ATM).

4 How are computers used in shops?

Ans. Computers are used in shops and hotels for the following:
1. Maintaining records of stock and prices of items.
2. Preparing bills.

5 Write down any two uses of computer-controlled cameras.

Ans. 1. Many banks, shops and schools use computer-controlled cameras to keep a watch on people's activities. This helps to prevent theft.
2. Doctors use tiny cameras to look inside the human body to diagnose disease.

Name the following.

1 Computers are used here to teach different subjects.

Ans. Cds

2 The technique of giving a film or a character the appearance of movement.

Ans. Animation

3 Computer are used by these people to diagnose disease.

Ans. Doctors

4 There are fixed on satellites that orbit the Earth and take pictures of the weather patterns on Earth.

Ans. Space technology.

5 Machines that look like humans but are controlled by computers.

Ans. Robots

Circle the correct option.

1 Which of the following are uses of computers at home?

(a) playing games b) writing letters (c) listening to music

2 The technique of giving an object or a character the appearance of movement.

a) move b) moving (c) animation

3 Machine controlled by a computer.

(a) robot b) rose c) both a and b

4 The full form of ATM is

(a) automated teller machine

b) automatic telling machine

c) automatic teller machine

5 Which of the following statement is false?

a) Computers help architects to design houses.

b) Hotels use computers to prepare bills.

(c) Computers cannot be used in banks.

8

Applications of Computers

Exercise

Fil in e blanks.

1 Instead of File → Save As you can press _____+_____ keys.

2 Graphics, text, videos, buttons and so on are placed on the stage .

3 The Timeline includes images of animation.

4 The colour section of the Tools panel has additional modifiers of the tool selected.

Name the following.

1 An animation of movement created by displaying a series of pictures..

Ans. The stage

2 A section of the Tools panel that allow you o zoom in or out.

Ans. View section

3 The file extension of the Flash document file.

Ans. .swf extention

4 The file type that can be edited.

Ans. .fla extention

5 This panel is divided into four sections.

Tools

Answer the following.

1 What is Flash and what is it used for?.

Ans. The stage, Timeline, layers, the Tools panel and properties panel are various components of the Flash window.The **stage** is your workspace. This is where graphics, text, videos, buttons and so on will be placed for the user to see.

2 What are the two types of files created in Flash? what is the difference between them?

Ans. .fla and .swf

3 What are the four sections of the Tools panel?

Ans. The Tools panel is divided into four sections.

Tools, View, Colors and Options

The tools section allows you to draw images and edit them. You must be familiar with some of the tools like the Line, Rectangle, Ellipse and so on. You have seen the tools in Paint too.
The View section allows you to change the view of the stage by zoom in or zoom out. The colour section has additional modifiers (option) of the tool selected.
The Properties panel displays the properties of the object selected.
For example, if you have selected a line on the stage, the properties panel allows you to change the line colour, width, style and so on.

Types Of Files In Flash

There are basically two types of files in Flash. The flash document file has ·**fla** extension. You can open and make changes to any·**fla** file. The Flash Player file has·**swf** extension. This file can only be viewed, the user cannot edit it.

4 Why is Flash useful for creating applications for the web?

Ans. Tools for displaying a user's workflow, displaying all steps on a single screen.

Open a new Flash document file and do the following:

1. Click on the Pencil Tool icon.
2. Try changing the color by clicking the stroke color Tool and select the color from the color swatch.
3. Now draw on the stage.
4. Save your file in the my Documents folder as firstdrawing · fla.
5. Exit Flash.

Match the following columns.

Ctrl and Q key	Exit Flash
Flash document file	fla
Flash Player file	Swf
Tool Section	Line, text, colour
Flash window components	Timeline, layer, stage

10

Start Learning HTML

Exercise

Answer the following questions.

1 What is HTML?

Ans. HTML stands for the Hyper Text Markup Language. HTML code is the major language of the Internet's World Wide Web.

2 Describe the document structure of HTML document.

Ans. With HTML code and the world wide web, you have the ability to bring together text, pictures, sounds, and links... all in one place! HTML code files are plain text files, so they can be composed and edited on any type of computer... Windows, Mac, UNIX, whatever.

Writing HTML code is very simple Every thing in HTML is written in HTML tags. Tags are also called Markups.

3 Describe the steps of making first/web page.

Ans. Now we are going to make our first web page.

1. Got to start/Programs/Accessories/Notepad.
A window will pop up like this:

2. Copy and paste the basic page set up into notepad like this:

3. When you're finished, click on the in the upper right hand corner of Notepad. A screen will come up asking you if you want to save the changes, choose Yes.

4. After you choose Yes, that you want to save the changes, this screen comes up. Name you file "index html" because it will be the first page of your Web site, and then click "save".
Save the document in a folder that you can find again easily. Don't forget to choose "All files in "Save as type" option in above screen.

Fill in the blanks.

1 HTML code files are _____ files.

2 The general way of written HTML tag is _____.

3 The head of the document contains the _____ title.

4 The body is the _____ part of the document.

5 Go to Start/Programs/Accessories/ _____.

Circle the right answer.

1 HTML stand for:
(a) Hyper Text Markup language b) Home Tool Markup Language
c) Hyperlinks and Text Markup Languages

2 Web sites and web pages are written in:
(a) HTML Code b) English c) Words

3 Tags are called:
(a) symbols b) English c) Words

4 Write the code in a notepad an save the file as:
a) Hi there! b) Test.html (c) html.

5 Parts of HTML documents have:
(a) Two b) Three c) four