Teacher's Manual
Computer with Frolic (Class-6)

CHAPTER 1 : COMPUTER LANGUAGES

A. 1 b 2 c 3 b 4 a 5 b **B.** 1 Program 2 Machine Language 3 High Level Language 4. Compiler 5. LISP **C.** 1. F 2. F T. 3. T 4. T 5. T **D.** 1. Computer Language can be classified into the following categories : (i) Machine Language (ii) Assembly Language (iii) High Level Language (iv) Fourth- Generation language 2. (i) It is also called First Generation Language. (ii) It is only Language which computer understand. (iii) It is expressed in binary form (o and 1), where 0 means 'Off' and '1' means 'On' 3. Compiler is a type of translator program which is required to convert a high level language progam into machine language. A compiler translates the entire program in one go, i.e, it produces the object code for the progam as it generates the list of errors. 4. These types of language are close to human lanuguage. (ii) It is user friendly and independently of any operating system. 5. Machine Language. (i) It is first generation Language . (ii) It is expressed in binary co & 1. (iii) It has a high speed and very low memory usage. Assembly Language (i) It is second generation Language (ii) It uses numeric codes or symbols. (iii) It has to be connected to machine Language to work **E.** (a) Assembly (b) Compilers (c) Interpreter (d) Machine (e) Binary.

CHAPTER 2 : MS WORD 2013: USING MAIL MERGE

A. 1. a 2. a 3. a 4. c **B**. 1. Tab 2. Tick 3. Recipient List 4.

Field 5. Viewing **C**. 1. F 2. T 3. F. 4. F 5. T **D**. 1. Mail merge is a feature which is used to combine a data source with the main document. It saves much of time and efforts. 2. Data source Main Document, Merge field 3. •Data source contains mailing lists. For example, name, address, city, PIN, mobile number etc. • The data is organised in the form of a table along with the field names. •The data source is related to the main document. Therefore, its fiels names can be used in the document which makes it easier to merge address along with the main document 4. Step 1: For creating a new mailing list, Type a new list select radio button in the mail merge task pane and under Select recipients section. Select the create option. The New Address list dialogbox will appear on the screen. Steps 2: Click on the Customize Columns button to add or remove fields. Step 3: Enter the data in the given fields. Click on the new entery button. You will get a save address list dialog box. Steps 4: Enter three records of your friends. You will get a save address list dialog box. Steps 5: Give a name in the file name: text box and click on the Save button. 5. Printouts of your letter can be taken with the merged data of your data source. Follow the steps given below to prints the letters: Steps 1: Click on the Finish & Merge button in the Finish group on the mailings tab. Click on the Print Documents option from the drop-down menu. •The Merge to Printer dialog box appears on the screen. Specify the required print settings. click OK. •Step 3 : The Selected records get printed separately along with the letter.

CHAPTER 3 : MICROSOFT POWERPOINT 2013

A. 1. a 2. a 3. b 4. a 5. a **B**. 1.table 2. table style 3. Alignment 4. Top 5. Data sheet **C**. 1. F 2. T 3. F 4. T 5. F **D.** 1. To intertion of table, Follow the given steps: Step 1 Click on New Slide drop down arrow on Home tab add select Title and content layout. Steps 2: Select Insert Table icon present on the slide. The Insert Table dialog box will be displayed. Steps 3: Specify the number of columns and rows then click OK. or Click Insert tab → Table → Draw Table option. 2. Select rows/columns/cells → Click on Border (in the Table Style group on Design tab)→ Select All Borders option (from drop down menu) 3. Six alignment buttons are present on the tab-Align Text Left, Center, Align Text Right, Align Top, Center Vertically and Align Bottom. 4. Selecrt table → Click Design Tab → Select rows or columns → Shading option (in Tabl3e Styles group) → Select a colour. 5. Chart is an efficient method for depicting data in a graphical or pictorial form. They make the display of comparisons, growth, relationships among data very easier. When a chart is inserted, the data is shown in a special window known as datesheet.The charts gets automatically updates with any change in the data.

CHAPTER 4 : ANIMATION OF TEXT AMD OBJECTS

A. 1. (a) 2. (c) 3. (b) 4. (a) 5. (a) B. 1. Transition effects 2. Action buttons 3. Speaker 4. Animation 5. Action C. 1. F 2. T 3. F 4. T 5. F D. 1. Animation is the ability to move text , graphic, charts etc in the direction of the slide that you like. It is useful when you want to emphasize on certain part of your presentation and aslo helps in deciding how to information

in your presentation flows. Its is possible to animate pictures text, shapes and many other objects in powerpoint by using sound and visual effects. 2. To adding sound fron file, Follow the given steps: Steps 1: Choose the disered slides and click on the Audio Menu in the media group of the Insert Tab. A dialog box will apears. Steps 2: Choose the required file from the desired location and click Steps 3: Now, a speaker icon will appear on the slide and two tabs- Format and Playback will also appear under the Audio tools on the ribbon. Steps 4: Choose either Automatically or on click fromthe drop down menu of the start field in the Playback Tab. Steps 5: If automatically option is chosen, sound will start automatically as the slide appears and if on click is chosen, sound will start when you click. Steps 6: Click to the speaker icon to play the sound. 3. We can insert a link to a web page, file slide in same presentation, slide in another presentation etc using by Action Buttons. In -built buttons shape that can be used to perform actions a sound, redirect to another slides etc are called Action Buttons. clicking such buttons will cause the action to occur. 4. To add transition effect follow the given steps: Steps 1: Choose the desired slides and click on transitions tab. Steps 2: You will see Transition to this slide group on the ribbion. Steps 3: Click more and more choose a transition effect from the options to see the current slides preview the choosen effect. Steps 4: In the Transition to this slides group, choose effect option to choose an effect for the choosen transition. Steps 5: In the Sound option of timing group, Choose any sound effect and click on preview to hear the sound. Steps 6: In the duration box of the timing group, enter the transition

timing or check the on mouse click check box if you want to switch to the next slides on mouse click Steps 7: Chech the After checkbox if you want your slides to move to the next automatically. Steps 8: If you want you effect to apply to all slides, click on the Apply To All Options. Steps 9 : In the slides shows tab, click on From Begning to view all your slides with the applied effects. 5. The steps given below to import data from world: Steps 1 : open Microsoft Word from the start menu. Go to the view tab and click on the outline button in the Document views group. Steps 2: Types some text as given in the image and click close outline view to come back to the print layout view. Steps 3: Click on Types of computers and go to Home tab to apply Heading 1 from Styles group. Steps 4: Choose Supercomputer and apply Heading 2. Steps 5: Choose Embedded and apply Heading 3. Steps 6 : Choose weather forcasting and apply heading 7. Step 7 : Then, Apply Heading 2 on Mainframe. Similarly, Heading 2 is applied on Minicomputer and Microcomputer. Steps 8 : Click Save on Quick Access Tollbar. You will see that a save as dialog box appears. Write Types of Software in the space for file and close MS word. Steps 9 : Next open any existing presentation in MS Powerpoint. Go to the view tab and select the slide sorter button. Steps 10: Go to the Home Tab and Choose the slides from Outline option from the menu that appears. Steps 11 : You will see that an insert Outline dialog box appears. Locate the place where the word file types of Software is stored. Steps 12: Choose the file and click on Insert. Step 13: You will see the new slides will get inserted displaying text in the style that you choose and applied.

A. 1. a 2. b 3. b 4. b 5. b **B**. 1. Workbook 2. Workbook sheet 3. Formula 4. Range 5. Cell **C**. 1. F 2. F 3. T 4. F 5. F **D**. (1) Workbook is the first window which is displayed on the screen. By default, it is named as Book 1. • A workbook is similar to a notebook that contains a lot of pages. A workbook contains pages. A workbook contains pages similar to a notebook. These pages are known as worksheets. 2. Cell :- It is an intersection of a row and a column in a worksheet. Each cell in a worksheet has a cell address. For example, E6 refers to intersection of column E and row 6. Active cell :- A thick black border will appear around a cell if you click if you click it. It shows that it is the active cell. This highlighted box is also known as cell Pointer. Data can be entered only in a cell that has the pointer. 3. (1) Workbook is the first window which is displayed on the screen. By default, it is named as Book 1. • A workbook is similar to a notebook that contains a lot of pages. A workbook contains pages. A workbook contains pages similar to a notebook. These pages are known aas worksheets. • A worksheet is where you can enter your data. An Excel workbook shows three worksheets at the bottom, by default They are named as Sheet1, and Sheet 3. We can Add more worksheets well. 4. Renaming a worksheet: For renaming a worksheet, double-click on the Sheet tab that has to be renamed, type in the new name and press Enter. 5. Microsoft Excel supports the following data types- •Numbers •Text •Formula

Number	Value which contain numerals from 0 to 9 and characters like +, -, !, @, &, ^ etc. used for calculations.
Text	Contains alphabet+-s, numbers, space and specials characters. Not used for calculations. By default left aligned.
Formula	Mathematical equtions that constist of number values, operators and cell address used for doing calculations in worksheet. Being with equal (=) sign.

CHAPTER 6 : LEARNING TO EDIT A WORKSHEET

A. 1. c 2. b 3. b 4. c 5. c **B.** 1. Format 2. Edit 3. ?? 4. Space 5. Autofill **C.** 1. F 2. F 3. T 4. F 5. F **D.** 1. Edit Mode Step 1 : Choose the cell E7 and double-click inside it. You will see that the value is displayed in the formula bar. Step 2: The point of insertion will blink in the cell. Step 3: Also observe that the left side of status bar shows the Edit mode. Place your arrow to the required location and modify the data. Steps 4: Press enter and you will see that the changes are made. Also, Edit mode will change to ready mode. 2. Sometimes, after making changes to a cell, we may want to undo option of the quick Access toolbar to undo our last action. If we wish to repeat the last action that we did using undo command, we can use the redo command of the Quick Access Toolbar. 3. Choose the First row /column and then select the others while simultaneously holding down the ctrl key. 4. A using Drag and Drop method Step 1:

Choose the desired group of cell and take your mouse arrow to the edge of the choosen cells. Steps2: Your arrow will change to a move pointer symbol. Steps 3: Next, drag the group of cells to the desired and released the mouse. You will see that the data has been moved. 5. Auto Fill Features of MS Excel can used to fill the cells with data aurtomatically. To use this Feature, follow the steps given below: Steps 1: As an example, write Monday in cell F1. Steps 2: Take your mouse arrow to the lower right corner of the F1 cell. Steps 3: You will observe that the arrow changes to a "+" cross. Steps 4: Hold the left button of the mouse and drag till cell F7. Release the button. Steps 5: You will see that days Monday to Sunday will appear in the cells F2 to F7.

MODEL TEST PAPER-I

A. 1. b 2. b 3. a 4. a 5. b **B.** 1. Machine Language 2. Cell 3. Table 4. Speaker 5. Workbook **C.** 1. T 2. F 3. T 4. F 5. F **D**. 1. Machine Language. (i) It is first generation Language . (ii) It is enpressed in binary co & 1. (iii) It has a high speed and very low memory usage. Assembly Language (i) It is second generation Language (ii) It uses numeric codes or symbols. (iii) It has to be connected to machine Language to work. (2). Cell :- It is an intersection of a row and a column in a worksheet. Each cell in a worksheet has a cell address. For example, E6 refers to intersection of column E and row 6. Active cell :- A thick black border will appear around a cell if you click if you click it. It shows that it is the active cell. This highlighted box is also known as cell Pointer. Data can be entered only in a cell that has the pointer. (3). To intertion of table, Follow the given steps: Steps: 1 Click

on New Slide drop down arrow on Home tab and select Title and content layout. Steps 2: Select Insert Table icon present on the slide. The Insert Table dialog box will be displayed. Steps 3: Specify the number of columns and rows then click OK. or Click Insert tab → Table → Draw Table option. (4). We can insert a link to a web page, file slide in same presentation, slide in another presentation etc using by Action Buttons. In built buttons shapes that can be used to perform actions a sound, redirect to another slides etc. are called Action Buttons. clicking such buttons will cause the action to occur. 5. Renaming a worksheet: For renaming a worksheet, double-click on the Sheet tab that has to be renamed, type in the new name and press Enter.

CHAPTER 7 : ALGORITHM AND FLOWCHART

A. 1. b 2. a 3. b 4. a 5. a **B.** 1. Flow chart 2. Algorithm 3. Decision 4. Start stop 5. Flow lines **C.** 1. T 2. F 3. T 4. F 5. F **D.** 1. An algorithm is a set of sequential steps that are needed to solve any mathmatical or a logical problem. It is always written in a simple language with a precise manner, so that such it is easily understood by everyone. 2. (i) Decision Box Used for checking / applying a condition. 3. A Flow chart refers to the pictorial representation of steps or an algorithm that is used for solving a specific problem. For creating a flowchart, various boxes are made use of, that are connected with each via flow lines. 4. Input/Output Box is used for taking or giving output 5. Flow lines or Connection lines Shows direction of program flow.

CHAPTER 8 : AN INTRODUCTION TO QB64

A. 1. a 2. a 3. b 4. b & c 5. b **B.** 1. constant 2. Bracket, exponential, Division, Multiplication, Addition and Substraction 3. numbers 4. ?? 5. print **C.** 1. F 2.T 3. F 4. F 5. T **D.** 1. QBasic was developded by mathematical to type, edit and run a programs. Basic has english like words and mathatical symbols for writing programs and the various instrucrtuions in QBasic are called statements. Syntax is the set of rules that must be followed while writnig programs in a language. QB64 update version of QBasic. 2. A named memory location which is used to store information temporily and continues to hold this value till some other value is given it is called a variable. This variables are two types: (i). Numeric Variables: A numeric variable can be used to store a numeric value and is shown as an alphabet followed by another alphabet or a digit. This variable should not contain any special character or space. If we want a variable to consist of two seperate words, you can use underscore instead of space. Example of numeric variable are B, GHt, Ht_Iu etc. (ii) Alphabet or string Variable: An alphabet(s)or digit (s) or underscore followed by a dollars($) sign is used to represent a string variable. Example of string variables are A1$, pkjh$, ASB2$. 3. Numeric constants: A number that is integer or a real number, positive or negative is called a numeric constant are : 230, 12, -13.. Calculations are done using these constants and thus, should not have any special character. (ii) Alphanumeric or string constants: String is a set of characters and string constant constist of many characters from A-Z, a-z, 0-9 and many special symbols like &, #, * etc. String must be put in double quotes, Such constant

represents non numeric quantities and some example are "SUM=66" , "216726" etc. 4. The sequence in which operations are performed in a QBasic expression is called Hierarchy of operations. We use the BEDMAS hierarchy of operations.

Example: Solve The Expression:

12*4+(14+4) + 2^2 - 12/6 (First bracket will be solved)

12*4 + 18 +2^2 -12/6 (Then, exponentiation will be performed)

12*4 + 18+4 - 12-6 (Now, Division will be performed)

12*4 + 18 + 4 - 2 (Then, multiplication will be performed)

48 + 18 + 4 - 2 (Then, addition will be performed)

70 - 2 (Now, Subtraction will be performed)

68 This is the answer

5. To save a program, follow the given steps: Steps 1: Go to the File menu. STEPS 2: Choose the Save As option. Steps 3: Give the name you want to your program by writing in the space bar file name and press Enter. Steps 4: Your file will be saved with extension .bas.

CHAPTER 9 : QB64 STATEMENT

A. 1. b 2. b 3. a 4. b **B.** 1. Question 2. table 3. Input 4. numeric 5. CLS **C.** 1. F 2. T 3. T 4. T **D.** 1 It is used to take a data item from the user and then store it in a variable. It also ask the user to enter data by displaying a question

mark (?) on the screen during the execution of values abd then presses the Enter key. Syntax: INPUT<Numeric or String Variable Name> Example: INPUT A An INPUT statement can be have a list of variable but they have to be seperated by commas. The corresponding values which you enter also have to be seperated by commas. 2 It is used to move the position of the print to the column specified by its argument. It is mostly used for printing tables.

Syntax: PRINT TAB (C); "CONSTANT/Variable/Expression" Where C is the column number PRINT TAB(15);"Hello World" This will print Hello on the screen, 15th column onwards. 3. The LET statement or the assignment statement assign a value to a variable. Its use is optional. Syntax: [LET] < Variable Name >=< Value or Expression> LETX=3

(It will assign the value 3 to x) This statement will multiply the values of X and Y and assign the result to variable Prod. X$= "HELLO" to the variable "X$". 4. Print with semicolon displays the variable one after another without leaving any space in between. Syntax: PRINT (Variable); (Variable):...

```
LET A$="I"
LET B$ ="LIVE"
LET C$= "IN"
LET D$= "INDIA"
LET A$;B$;C$;D$
PRINT A$; "";B$;"";C$"";D$
END
```

Print with comma (,) Its displays the values one after

the other with a lot of spaces in between (usually 14).You can print only five value in a time. If you want to print more than five value, they are printed on the next line. Syntax: PRINT(Variable), (Variable)...

```
LET  A= 40
LET B=60
C =A+B
PRINT A, B, "SUM", C
```

5. Syntax: PRINT(Variable), (Variable)...

```
LET  A= 40
LET B=60
C =A+B
PRINT A, B, "SUM", C
```

CHAPTER 10 : LOG ON FLASH CS3

A. 1 b 2. a 3. a 4. a 5. a **B.** 1. Stage 2. Menu Bar 3. Timeline 4. Frame 5. Ink bottle **C.** 1. T 2. T 3. T 4.F 5. T **D.** 1. • Flash is an animation software package. •7 It provides aneasy way to create animations. •It is a popular tool which helps to add animation and interactivity in websites. • Animation and graphics created can be scaled to any size without loss of clarity or quality. 2. The stage: It is a rectangular workspace area where the contents are placed or drawings and movies are created. The stage size is 550 $\times$ 400 pixels by default. 3. (i) Rectangle Tool : It is used for creating and other rectangular shapes. This tool includes an option that can be set for making a rounded rectangle. (ii) Polystar Tool

: It is used to draw a polygon as well as figures. (iii) Line Tool : It works on the same way as the line tool in graphics software. It is used to draw straight lines. 4. Paint Bucket Tool : It is useful for filling enclosed areas of an object with colours in a single click. For the ares which are not completly enclosed. the Paint Bucket Tool can be used. Modifiers are available to close the gaps in the shape outlines. 5. Follow the steps given below: Steps 1: Click on Start button. Steps 2: Choose All Programs. Steps 3: Click on the adobe Flash CS3 Professional. The Flash screen will be displayed Select Flash File (Action Script 3.0) Under New option. It wiil open a new blank file.

CHAPTER 11 : WORKINGWITH FLASH CS3

A. 1. c 2.c 3. a 4. c 5. a **B.** 1. Symbol 2. Shape 3. Library 4. Motion, Shapes tween 5. Motion quide tween **C.** 1. T 2. T 3. F 4. F 5. T **D.** 1. Symbol is reusable object used for static images or animation. Symbol can either be created with the help of drawing tools or they can be imported from other sources. Symbols are stored in the library. When a symbol is placed on the stage, an instance of that symbol is created. 2. Instance is basically a copy of the original symbol. The size, colour, shape and position can be changed without having any affect on the original symbol. 3. Whenever a series of image are displayed at fixed intervals of time, there is a sense of movement created. This is known as animation. In Flash, animations can be created with the help of Tweening, that means-'in between'. The movement from one keyframe to another gets easier by use of Tweening method. 4. Motion guide is used to define the path of the movement of an

object. When we apply Motion Guide, a new layer is added which is known as motion Guide layer. Whatever is drawn in this Motion Guide layer is invisible in the final animation. 5. In Flash, animations can be created with the help of Tweening, that means-'in between'. The movement from one keyframe to another gets easier by use of Tweening method. There are two kind of Tweened method. (i) Motion Tween (ii) Shape Tween . Both the Tweening methods just in the facts that Motion Tweening works on symbols, whereas Shapes Tweening is used with objects which are not symbols and are ungrouped.

CHAPTER 12 : INTERNET SERVICE

A. 1. a 2. a 3. c 4. a 5. c **B.** 1. Network 2. video comprencing 3. skype 4. signature 5. forward **C.** 1. F 2. F 3. F 4. F 5. F **D.** 1. A signature is a personalised text (like contact number) whiuch is always added at the end of every e-mail you send. 2. Nowadays, Internet offers us various websites to stop for clothes, books, furniture, movie, rail and air tickets and even our monthly groceries online fron the comfort of our homes and offices. It is also possible to see and buy 2nd hand goods using various websites like olx.com Other popular websites for online shopping are www.ebay.in and www.flipkart.com. 3. E-Mail is short for Electronic Mail and can be used to create, save, send and recieve, messages to anywhere in the world. Sending an Email is simple, convenint as well as instant and has transformed traditionals system of sending and recieving letter through post. 4. Conservation between computers over the internet in which message are instantly sent and received is called chatting. We can chat

through instant messengers, chat rooms, websites etc on the Internet. Also, messages can not only be in the form of text but we can also send video and audio messages through the Internet. Google talk, Skype etc are some popular chat which can be easily downloades from the Internet and then an account can be created to start chatting. 5. Nowadays, it is even possible to perform bank transactions online from the comfort of our homes and offices. This is called E-Banking and can be used for checking the amount in our account, applying for loans, transfering money from one account, appliying for loans, transferring money from one account to another etc. And the best part is that these facilities can be availed from any part is these facilities can be availed from any part of the world and all you need is a computer and an Internet connection!.

MODEL TEST PAPER-II

A. 1. b 2. b 3. a 4. a 5. c **B.** 1. Decision 2. Bracket, Exponential, Division, Multiplication, Addition, Subtstraction. 3. Frames 4. CLS 5. Network **C.** 1.T 2. T 3. T 4. F 5. F **D.** 1. Flow lines or Connection lines Shows direction of program flow.. 2. QBasic was developded by microsoft to type , edit and run Basic has english like words and math,atical symbols for writing programs and the various instrucrtuions in QBasic are called statements. Syntax is the set of rules that nust be followed while writnig programs in a language. QB64 update version of QBasic. 3. The stage: It is a rectangular workspace area where the contents are placed or drawings and movies are created. The stage size is 550 $\times$ 400 4. Syntax: PRINT(Variable), (Variable)...

```
LET  A= 40
LET B=60
C =A+B
PRINT A, B, "SUM", C
```

5. E-Mail is short for Electronic Mail and can be used to create, save, send and recieve, messages to anywhere in the world. Sending an Email is simple, convenint as well as instant and has transformed system of sending and recieving letter through post.

Teacher's Manual
Computer with Frolic (Class-7)

CHAPTER 1 : NUMBER SYSTEM

A. 1. a 2. a 3. a 4. a 5. a **B.** 1. Ten 2. Position 3. 0-9, A-F 4. 0, 1 5. binary data **C.** 1. F 2. F 3. F 4. F 5. T **D.** 1. For converting a decimal into its equivalent binary number, follow the setp given below: Step 1: Divide the decimal number by 2 (Base 2). Step 2: Note down the remainder and then divide the quotient again by 2. Step 3: Continue repeating step 2: Until the quotient becomes zero. Observe the example given below to understand the conversion of Decimal number into its Binary equovalent Thus $(67)_{10}$ = $(110001)_2$. 2. The binary Number is based only on two number-0 and 1. Its base it 2 as it uses only two numbers. This number system is used by all the digital computer which convert the decimal data input to binary data. The data enter into a computer has to be convert into binary data as the computer can not understand human language. The binary data is again converted into decimal data for output. 3. The Octal number system is composed of 8 digits(0-7) and thus has base 8. we can convert an octal number into decimal in the similar way as did for binary to decimal conversion. The only difference is in the base.

The number system contains 16 digits (0-9 and A-F). Hence its base is 16.

4. The process for adding binary number inside the computer is simple and easy. Binary addition is similar to addition of decimal numbers. The table given below shows all the cases

of the addition of two binary digits :

X	Y	X + Y=Z
0	0	0 + 0 = 0
0	1	0 + 1 = 1
1	0	1 + 0 = 1
1	1	1 + 1 = 10

When we add to 1s, the output will be 10. 0 is written under the same column whereas carry over 1 is shifted to the next place like in decimal number addition.

Find $(1001)_2 + (1011)_2$

$$\begin{array}{r} 1001 \\ +\,0110 \\ \hline 1111 \end{array}$$

Find $(1111)_2 + (1010)_2$

$$\begin{array}{r} 1111 \\ +\,0010 \\ \hline 1001 \end{array}$$

CHAPTER 2 : FORMULAS AND FUNCTION IN EXCEL

A. 1. a 2. c 3. a 4. a 5. a **B.** 1. Basic. 2. Reference 3. three. 4. functions. 5. addition **C.** 1. F 2. F 3. T 4. T 5. F **D. 1.** Formulas are used for doing calculation which involve additio, subraction, division and multiplication. It develops a relationship between multiple cells. A formula can also be defined as the expression that contains cell addresses, numbers arithmetic operators as well as parenthsis. Simple and complex calculations can be easily performed with the help of functions. A formula has to start with equal to (=) sign which is followed by the cell references as well as operators. 2. Step 1: Right click on the Sheet 2 tab in the worksheet. Step 2: you will see shortcut menu appears. choose the rename option. Step 3: The pointer appears in the Sheet 2 tab. Type the name of your choice. Press Enter 3. Multiple

cells can be assigned to a formula by creating a range or reference. It can save a lot of time and effort. If your want to find the sum of column or rows, it is most convenient to use a range. Step 1: Enter the data as shown in figure select the cell C11 and then type = SUM(C3:C9) 4. Absolute reference is used when the cell address does not have to be changed on copying the formula to another cell. For making absolute reference of a formula, add dollar($) sign before the column or row number. For example =$B$1+$B$2.

Follow the steps given below to compute the incentive at the rate of 12% on the monthly sales:

Step 1: Type 12% in cell E1. Step 2: Click on cell E3. Step 3: Type =C3*$E$1. Press Enter.(The first cell address in the formula is a relative address and the second one is absolute address) Step 4: The incentive value appears in the cell E3. Step 5: Now, copy the formula when the pointer gets changed to a copy pointer (+) symbols. Drag this formula to the rest of the cells.

CHAPTER 3 : EXCEL AS DATABASE

A. 1. a 2. a 3. b 4. a 5. a **B.** 1. Database 2. fields(columns), records (rows) 3. field 4. field name 5. Data validation **C.** 1. T 2. F 3. F 4. F 5. T **D.** 1. Database refers to a collection of data which is related to a particular subject, like maintaining of contact numbers and addresses, a list of books in library, maintaining student results etc. The database make it easier for the user to organise, retrieve, sort and also edit the data according to the requirments. A database contains fields (columns) and records (rows). 2. Sorting is the process of arrangment of data in the ascending or decending order

in a worksheet. you can sort the data present in the rows based on text, numbers, combination of text and numbers or date. it becomes easy to manage after sorting it. 3. The Filter features of MS Excel enables you to have a look at only those records which you wish to display. The rest of the data is hidden temporarily from the view. The AutoFilter command can be used to filter a list for displaying specific records- Steps 1: Click on any cell that is present with in the database range, say C2 Select the Filter button in the Sort & Filter group on the Data tab. Steps 2: Small arrows get added to every field name. These arrows are required for specifying the condition for filtering data. Steps 3: Click on the arrow which is present next to Marks field name. Select the checkboxes with the value 89, 92 and 95 from the drop-down list. Click OK. Steps 4: The list will be filterd and only those records will be filtered and only those will displayed which meet the criteria of marks 89, 92 and 95. 4. Data Validation is required for resticiting the cell entries within a given range. When ever you enter a value beyond the given range, an error message will be displayed. 5. This option filters the data in more than one field on the basis of the specified criteria, copies the filtered records.

CHAPTER 4 : ADVANCED FEATURES OF EXCEL

A. 1. a 2. b 3. b 4. c 5. c **B.** 1. updated. 2. Category name. 3. Plot area. 4. Goal Seek. 5. Gidelines . **C.** 1. T 2. F 3. F 4. T 5. T **D.** 1. Chart is an efficient method for depiciting in a graphical or pictorial form. They ease out the task of displaying comparisions, growth and relationship among data elements. When a Chart is inserted, the data

is displayed in a special window known as DataSheet. The chart gets automatically updated with any modification in the data. 2.

Chart Area	It include complete area and all object of a chart.
Category Axis (X axis)	It is the horizantial axis. Has the data that is compared and presented.
Value Axis (Y axis)	It isthe vertical axis. Used for plotting values.

3. Bar Chart: It is used to display the data in the form of Long roods(known as bars. These rods are placed vertically horizontally on the chart area). It depicts the change in data over a time span. It also the comparisons among the data elements Categories are represented on the vertical axis and the values along the horizantal axis. 4. Select the chart and follow the steps given below: Steps 1: Select the layout tab and choose the chart title option from the labels group. Steps 2: Click on the Centered overlay Title or Above Chart option. Steps 3: A Chart Title text box will appear on the screen. Enter the text in it. Once you type the title, click outside the chart. 5. Goal Seek is an amazing feature of Excel that fixes a specific result for one cell by the adjusting a value in other cell Folow the steps given below: Steps 1: Type the data in a worksheet. compute the total and the percentange as shown in the figure. Steps 2: Click on the Data tab and then select if analysis button in the data tools group there choose Goal seek option. The Goal Seek Dialog box will be displayed. Steps 3: In Set Cell: text box, specify the cell address E5, on which you want to apply the

goal seek. Refers the cell which has the formula, in the box. Steps 4: Enter the new value 130 as a result in To value: text box. Press the tab key. Steps 5: Select the cell C4 in the worksheet. The address will be displayed in the By changing call: taxt box. Step 6: Click Ok. Steps : The Goal Seek dialog box will be displayed on the screen showing the Target value 130 and Current value 130. Click Ok. Steps 8: Notice the change in the cell C4. The number gets modified as per the percentage which you have set.

CHAPTER 5 : WORKING WITH FLASH CS3

A. 1. a 2. c 3. b 4. b 5. c **B.** 1. Woprkspace. 2. Stage. 3. Menu. 4. Frames. 5. Timeline. **C.** 1. T 2. T. 3. T 4. F 5. T **D.** 1. Follow the step given belo to start Flash: Steps 1: Click on Start button. Step 2: Choose All Programs. Steps 3: Click on the Adobe Flash CS3 Professional. The Flash screen will be displayed. Steps 4: Select Flash File (Action Script 3.0) under Create New option. It will open a new blank file. 2. It is a rectangular workspace area present at the centre where the contents are placed or drawings and movies are created. The stage size is 550×400 pixels by default. the work Area where the contents can be placed abd animated. 3. Tools panel has four main parts: The Tools Section: Contains tools which are need for drawing, panting and selecting objects. The View Selection: Contains tools required for zooming and panting the application window. The Colors Selection: Contains modifieds for selecting colours for the shape which you draw with the helps of stroke and Fill Color picker. The options Selection: Displays the modifiers for the tools that are currently choosen. 4. Two types of gradients can be

created using Flash. Linear Gradient: It changes the colour from to end point in a starting line. Radial Gradient: It changes colour in a circular outward direction begning from the focal point. 5. Follow the steps given below: Steps 1: Click on File>Import>Import to Stage.The Import dialog box will be displayed. Step 2: Browse and choose the file which has to be imported. click on open..

CHAPTER 6 : HOW LAYERS WORKS

A. 1. c 2. a 3. c 4.c 5. a **B.** 1. Layers. 2. Pencil icon . 3. Logi. 4. Onion Skin tool. 5. F6 **C.** 1. T 2. F 3. F 4 T 5. F **D.** 1 Layer are transparent sheets which are stacked one over the other and can hold objects. Layers are used when we are developing a big animation film. If you have many objects, then to make your work easier, you can divide the various objects amongst different layers. Thus, organising of elements of our movie like animations etc is made possible by using layers also. It is also possiblae to draw or edit objects of the other layer. Only one layers can be activated at one particular time. 2. Follow the steps given below to add layers: Steps 1: Simply Clicking on the Insert Layer button of your timeline will add a new layer. or Steps 2: Go to Insert>Timeline > Layer. Steps 3: You will see a new layer above the chosen layer. This new layer is now active layer. Steps 4: Choose Sky as the new layer. 3. Layer can be hidden to view objects of other layer. We can hide layes individually or all at once. Follow the steps below: Steps 1: Above the layers, Click the Eye icon and a red cross will be visible in the eye column. Also, notice that all content has disappeared from the stage. Strep 2: The content will reappear on the layer one by one

clicking on each red cross symbol. 4. Follow the steps given below to rename a layer. Steps 1: The layer each has to be renamed is chosen by clicking on it. Steps 2: The already existing name is double clicked and the new name is typed. Say the name given is "House". OR . Steps 3: The layer name is right clicked and Properties is chosen from the context menu. Step 4: A Layer Properties dialog appears. Steps 5: The new name is typed in the name text box. Step 6: ok is clicked.

MODEL TEST PAPER-I

A. 1. a 2. a 3. a 4. a 5. a 6. b 7. b 8. b 9. a 10. b 11. a 12. a 13. b 14. a **B.** 1. 0-9 A f2. Database 3. Three 4. Category Name 5. Timeline **C.** 1. F 2. F 3. F 4. T 5. T **D.** 1. Goal Seek is an amazing feature of Excel that fixes a specific result for one cell by the adjusting a value in other cell Folow the steps given below: Steps 1: Type the data in a worksheet. compute the total and the percentange as shown in the figure. Steps 2: Click on the Data tab and then choose Goal seek option. The Goal Seek Dialog box will be displayed. Steps 3: In Set Cell: text box, specify the cell address E5, on which you want to apply the goal seek. Refers the cell which has the formula, in the box.Steps 4: Enter the new value 130 as a result in To value: text box. Press the tab key. Steps 5: Select the cell C4 in the worksheet. The address will be diusplayed in the By changing call: taxt box. Step 6: Click Ok. Steps : The Goal Seek dialog box will be displayed on the screen showing the Target value 130 and Current value 130. Click Ok. Steps 8: Notice the change in the cell C4. The numberr gets modified as per the percentage which you

have set. 2. Absolute reference is used when the cell address does not have to be changed on copying the formula to another cell. For making absolute reference of a formula, add dollar($) sign before the column or row number. For example =$B$1+$B$2.

Follow the steps given below to compute the incentive at the rate of 12% on the monthly sales: Step 1: Type 12% in cell E1. Step 2: Click on cell E3. Step 3: Type =C3*$E$1. Press Enter.(The first cell address in the formula is a relative address and the second one is absolute address) Step 4: The incentive value appears in the cell E3. Step 5: Now, copy the formula when the pointer gets changed to a copy pointer (+) symbols. Drag this formula to the rest of the cells. 3. Follow the steps given below: Steps 1: Click on File >Import>Import toStage.T he Import dialog box will be displayed. Step 2: Browse and choose the file which has to be imported. click on open. 4. Data Validation is required for resticiting the cell entries within a givewn range. When ever you enter a value beyond the given range, an error message will be displayed. 5. Layer can be hidden to view objects of other layer. We can hide layes individually or all in once. Follow the steps below: Steps 1: Above the layers, Click the Eye icon and a red cross will be visible in the eye column. Also, notice that all content has disappeared from the stage. Step 2: The content will reappeared on the layer one by one clicking on each red cross symbol.

CHAPTER 7 : INTRODUCTION TO WORDPAD

A. 1. b 2. c 3. a 4. c 5. a **B**. 1. Variable 2. Go to 3. Constants 4. Control Statements 5. Integer, Real **C**. 1. F

2. T 3. T 4. T 5. F **D.** 1. The statements of a program are usually executed in a proper squence. But Sometimes, you may require changing the order of execution. You may need to repeat certain statements or skip some statements on the basis of condition. Control statements are used in these situations. They are many control statements in QB64 such as- GOTO, IF THEN, IF THEN ELSE, etc for performing repetitive actions or performing conditional checks. 2. It is also called unconditional transfer control. It transfers the program control from one statement to another. Syntax: GOTO <Instruction> Example:

X=2 , SRT: , Y=X+X, PRINT Y, X=X+X1, GOTO SRT, END .

When the GOTO statement is encountered, the control gets transfered to the required line for making a loop. If there is an unconditional transfer of control, it leaqds to an infinite loop that cannot be exited. 3. It is a conditional decision making statement. If the condition given after If is found to be true, the statement after THEN is executed. If the condition is false, the ELSE statement gets executed. Syntax: If <condition>THEN<statement2>. 4. Constant are defined as the values which do not change the program executes. There are two types of constants: Numeric Constants, Character constants. Variables: A variable is named location in the computer memory which stores some data temporaily A variable has a unique name, type and size which help to identify the varuiable in a program. It can accept one data at a time and can take in different values. (i) Numerical Variable. (ii) String Variable. 5. It is similar to input statement. The only difference between this statement. The only deifference between this statement and INPUT is that INPUT statement

needs data at the time of exe3cution of program. Whereas the READ-DATA statement can take more than one data at a time of executin starts. This saves time as the data is qalready present within the program. The type of data Should match with the type of variable which is defined in READ statement else an erroe message will be displayed.

CHAPTER 8 : LOOPING STAQTEMENTS

A. 1. a 2. b 3. b 4. a 5. b **B**. 1. For Next 2. Control 3. ??? 4. Next 5. Initial, Final **C**. 1. F 2. F 3. F 4. T 5. F **D.** 1. When we are writing a program, we might have to execute a set of statement multiple times. This can be achieved with the help of loops. Example: Suppose we take a control variable c. In our program, initially c is 0 and we increment c by 1 after each round is completed. That is, after first round, C=1 After second round ,c become 2 and so on. After each round , c is checked against a fixed number say max. If c is less than max, another round is taken else, loop is teminated. Loops are advantageous because they decrease the number of instrucrtion or we write in our program and thus save memory space and our time. 2. Using a large number of counter variable makes it very large and difficult to comprehend. This problem can be solved by using FOR... NEXT loop which can be used when a set of instructions. Syntax: FOR <Control Variable> = <Initial value>TO <Final value> Statement(s) Next <Control Variable>. 3. This statement is used if we want to increment the value of the control variable in FOR...next by something other than 1.

PROGRAM 7: TO PRINT THE FIRST 10 EVEN NUMBERS

```
CLS
FOR I=1 TO 20 EVEN NUMBERS
PRINT I
NEXT I
END
```

4. USING ONE FOR...NEXT statement inside another FOR.. NEXT statement is called is called nested FOR...NEXT which enclosed the second FOR...NEXT is called outer loop and the inside is calleed inner loop. Steps 1: The maximum number of loop within loop can be 9. Each must be defined complexity inside the outer loop. Steps 2: Control variable used must be different loops. 5. GOSUB instructio can be use to jump directly to some place in the program. Labels denote the position to which jump has to be made and from where execution should continue. The GOSUB...RETURN STATEMENT is same as GOTO other than when a RETURN statement is written. Then, control return to GOSUB instruction.

Ex →

```
FOR I =1 TO 10
PRINT "PLEASE INSERT"
GOSUB A
GOSUB B
END
A:
PRINT "SYSTEM"
RETURN
```

```
B:
PRINT "DISK"
RETURN
NEXT 1
END
```

CHAPTER 9 : GRAPHICS IN QB64

A. 1. c 2. c 3. a 4. a 5. a **B**. 1. PSET 2. Line 3. Draw 4. Screen 5. Color **C**. 1. F 2. T 3. F 4. T 5. F **D.** 1. It is used for specifying the screen resolution. The synatx is: 'SCREEN mode parameter'

Many Screen modes can be used in QBasic and QB64. E ach mode has resolution and support for different number of colours. The table below showa the different screen modes along with their resolution and also the number of colour that they support-

Screen Mode	Resolution	No. of colours it support
Screen 1	320 × 200	4
Screen 2	640 × 200	2
Screen 7	640 × 200	16
Screen 8	640 × 200	16
Screen 9	640 × 350	16
Screen 10	640 × 350	2
Screen 11	640 × 480	2
Screen 12	640 × 480	16
Screen 13	320 × 200	256

You can change screen mode with higher resolution in QB64. There are two ways of using the screen modes in QB64. 2.The DRAW command draws a straight line in any direction on the screen. You can draw a line by using the pointer in the middle of the screen. The line is drawn in any direction with the use of specific characters. Letter D means line is downward direction, Umeans upwards, Rmeans Right and L means Left. The syntax is: DRAW "DIRECTION <Length of direction>"

Example:

```
SCREEN1
CLS
COLOR 5
DRAW "U80"
END
```

3. It can be used for drawing a circle, ellip-se or an arc of the circle. The syntax is: CIRCLE (x y), r, p

The coordinates x and y refers to the centre of the circle on the screen, 'r' refers to the radius of the 'p' refers to the colour code.

Example:

```
SCREEN 7
COLOR 14, 5
CLS
PRINT "A CIRCLE"
CIRCLE (160, 100), 50, 15
END
```

4. There are four types of diagonal statements that can be used for drawing lines in different directions diagonally. The staetments are-

Steps 1:E- allows the pointer to draw a line diagonally in upward directions and towards the right side.

Steps 2:F- draws a line diagonally in the downward direction.

Steps 3: G- draws a line diagonally in downward direction towards the left side.

Steps 4:H- draws a line diagonally in upward direction towards the left side.

5. LINE (X1, Y1)-(X2, Y2), COLOR

Here, (X1, Y1) and (X2, Y2) refers to the starting and editing coordinates of the line which is drawn in the colour that is specified.

CHAPTER 10 : SERVICE OF THE INTERNET

A. 1. c 2. b 3. c 4. b 5. a 6. a **B.** 1. Internet forum 2. Blogging 3. 140 4. E-mail 5. One Drive **C.** 1. F 2. F 3. F 4. T 5. F **D.** 1 Micro blogging is becoming very popular in which users communicate their thoughts and ideas through shorts posts which are sent via SMS, email, digital audio, web and other online mediums. Twitter and Tumbler are examples of such services. 2. When a contract is not needed any more, you can delete it from you contacts book. Follow the steps below:

Steps 1: Go to you contacts list. Steps 2: Choose the contact list. Steps 3: Click on the More drop-down arrow. Steps 4: Choose the Delete contact option. 3. Acollection of hardware, networks, storage, interfaces and services joined together to deliver various services a networl or the internet is called a cloud.

Email, web conferencing are some applications that run in cloud. You may have heared of GoogleDocs Dropbox etc which are some free or low cost online cloud storage for users.

We can use cloud computing to change, confugure or access online applications. Also, cloud computing has resulted in a decrease in instance of copright violations and piracy beacuse users can now access authentic content by paying very little in a very secure and confidential manner. 4. An area for discussion on a website allows people with similar interest to share ideas and information is called a Forum. In a Forum. In a Forum, people can send and reiceve message posted by others on a variety of subjects in a real time. We can find forums concentrating on many topics such as Music religion, sports, health etc. A user must register himeself on the website to become a member of the forumand when the person is allowed membership, he canset his username and password. after sucessful registration, user can post to the forum as well as view point of other members. 5. Microsoft offers an online storage facility whis his called Online Drive. Online Drive was earlier called sky drive and was renamed in 2014 to one drive to signify that it is a single place where one can store all their data, picture and videos completely free of cost. It also allowd users to choose which they want to keep private, make public or share with their contacts. The region where users upload and sychronise dat to cloud storage is procted by a password.

CHAPTER 11 : THE VIRUSES

A. 1. a 2. b 3. b 4. a 5. a **B.** 1. Virus 2. Vital Information

Resources under seize 3. Worm 4. Antivirus 5. Scanned **C.** 1. T 2. F 3. T 4. F 5. F **D.** 1. It is type of malware which gets installed on computers and then collects data about users without their permission. These programs silently monitor the user's computing. They can gather a lot of user's personal information like visited web pages, sufing habits on internet and then transfers this information like visited web pages , surfering habits on internet and then transfer this information toi someone else. They can also alter the computer settings which can slow down the connection speedand also harm other progam. Spywares can gather data about e-mail address, passwords etc. 2. It is a type of virus that copies and multiplies itself with the help of security flaws and computer networks. They have the tendency to overload the network resource that can slow down the data transmission speed because thay consume a lot of system memory or network bandwith. 3. These are the type of viruses that can infect the boot record or master boot record.They have capability to replace the boot record that loads the operating system in the memory of the computer, by coptying it somewhere else. These types of viruses are usually active when you boot your computer system. Stoned virus, Disk Killer are some examples. 4.A virus can many problems to a computer. Some of these are: •It can reformat the hard disk. •It can show abnormal write protected error. • It can delete or damage the files. •It can reduce the speed of the computer system by decreasing the computer memory. • 5. They are the computer programs that are developed for identifying, preventing or removing the viruses from a computer. They can perform the following

tasks in a computer: •Scan all the computer files to find viruses. •Try to recognise any kind of suspicious behaviour from any computer program which may be an indication of an infection.

MODEL TEST PAPER-II

A. 1. c 2. b 3. b 4. b 5. a **B.** 1. Vital Information Resource under seize 2. Variable 3. Line 4. Blooging 5. Also **C.** 1. T. 2. F. 3. T 4. T 5. F **D.** 1. Using a large number of counter variable makes it very large and difficul5t to compreherd. This problem can be solved by using FOR...NEXT loop which can be used when a set of instructions. Syntax: FOR <Control Variable> = <Initial value>TO <Final value> Statement(s) Next <Control Variable>. 2. Micro blogging is becoming very popular in which users communicate their thoughts and ideas through shorts posts which are sent via SMS, email, digital audio, web and other online mediums. Twitter and Tumbler are examples of such services. 3. These are the type of viruses that can infect the boot record or master boot record.They have capability to replace the root record that loads the operating system in the memory of the computer, by coptying it somewhere else. These types of viruses are usually active when you boot your computer system. Stoned virus, Disk Killer are some examples. 4. It is used for specifying the screen resolution. The synatx is: 'SCREEN mode parameter'

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You can change screen mode with higher resolution in QB64. There are two ways of using the screen modes in QB64. 5.

Teacher's Manual
Computer with Frolic (Class-8)

CHAPTER 1 : NETWORK CONCEPTS

A. 1. b 2. c 3. b 4. a 5. a **B**. 1. Firewall 2. Hub 3. Lan 4. Topology 5. WORM **C.** 1. T 2. F. 3. T. 4. F. 5. T. **D**. 1. A computer network comprises of at least two computers that are connected to each other so as to enable sharing of data and to facilitate communication between the computers in the network. Computers have wide variety of uses and hence are used at almost every place from offices, shops, homes etc. This has not only lead to better communication and networking but also an increase in human productivity. 2. Linking different computers to each other creates a pattern. This pattern is known as a network topology. These computers when in a network are also called nodes. (i) Bus topology: When a single cable is used to connect all the computers in a network it is known as bus topology. (ii) Ring topology: A closed ring like structure is formed in this topology hence the name ring topology every computer is connected to two other computers in this topology. (iii) Star topology: This topology forms a star by connecting a computer in the center to all other computers in this type of topology.(iv) Mesh topology: A mesh is formed when all computers in the topology are connected to one other. A full mesh topology is very expensive affair hence a partial mesh topology is generally used. 3. All computers in a computer network should have antivirus on them. As antivirus protects the computer from worms, Trojans and all other malware. It

warns you when your computer is infected and also clean up and deactivate the malicious software. 4. A firewall protects the computer from any unauthorized access. Firewall can be introduced in the computer as a software or hardware or a combination of both. All the data that enters or leave the computer goes through firewall so that it can be examined and the computer be protected. 5. (i) Hub: This is basically a device that is used to connect all the computers in a network. Hub receives the data from a computer sending it and sends the packets to all the computers connected in the network. The computer is individually responsible in the network tom determine which packets to accept and reject. (ii) Switch: A switch is also used to connect the devices to a network. Switch is different from the hub as it directly sends the data meant for a computer to it and not to others. Switch has recorded addresses of all the computers with it. It analyses the destination after receiving data and send it to the desired destination directly.

. E. 1. Software 2. NETWORK 3. Operating system 4. HUB. 5. TROPOLOGY 6. SWITCH 7. Joystick 8. ETHERNET 9. ROUTER 10. SECURITY

CHAPTER 2 : INTRODUCRTION TO MS ACCESS 2013

A. 1. a. 2. a. 3. a. 4. a. 5. c. B. 1. Table 2. DBMS 3. Database 4. Title Bar. 5. Interface C. 1. F 2. F 3. T 4. F 5. T D. 1. A database is built up on tables and are used to store data. A table consists of rows and columns. There can be one or more tables in a database. 2. Records are rows in a table. The row is used to store complete information about an object or an item. 3. This is a filed or a combination of fields

that are used to uniquely identify records in a table. This key cannot have repetitive values and also cannot be left blank. 4. (i) Reduction in Data Redundancy (ii) Increased Consisitency and Reduced Update on Errors (iii) Improved Data Access to Users (iv) Maintaining Standards 5. An organized collection of data which can be managed and updated easily is known as database. DBMS is the short form for Database Management System. DBMS is a software program which is used to extract, create or modify data from a database. Relational, hierarchical, network are models on which the DBMS is based. A DBMS which is based on relational data is used to store data in form of tables and is known as relational database management system.

CHAPTER 3 : ADVANCED FEATURES OF MS ACCESS 2013

A. 1. b 2. a 3. c 4. a 5. a **B.** 1. Query 2. Print command 3. four 4. Datesheet view 5. Print **C.** 1. T 2. F 3. F 4. F 5. F **D.** 1. The data that we create using tables and queries is presented in the form of a report. So, that it can be easily printed and viewed. For example, the report card that you get from your school or the invoice bill. To work on a report there are four views: •Report view •Print preview •Design view •Layout view 2. To enter, edit and view data a form provides an interface in a database table. A form constitutes textboxes and labels. We can work in different views in a form which are described below: •FORM VIEW •LAYOUT VIEW •DESIGN VIEW. 3. •Report view: This allows design related views only data can be viewed here.

•Print preview: This preview shows just before actual printing how your data will look once it gets printed.

•Design view: No underlying data can be viewed here but only the structure of the report is available for viewing. You can also make changes but only those that can't be made in the layout view.

•Layout view: This view displays data and allows you to make changes. For example, you can change the size of various controls here.

4. The query feature in MS ACCESS is used to get a limited amount of data based on a specific search criteria that we enter from one or more tables. For this a query can be designed which will search for all the data available on the criteria that is requested by the user. For example, you can design a query to search for students in your school who scored more than 60 percent marks.

CHAPTER 4 : INSERTING IMAGES AND CREATING LISTS IN HTML

A. 1. a 2. a 3. a 4. a 5. c **B**. 1. Overdered list 2. Unorded List 3. align 4. Alt 5. <oL> **C**. 1. F. 2. F 3. T 4. T 5. T **D**. 1 Images in a webpage are used to enhance how the webpage looks and make the appearance of the webpage more appealing to the user <img> Tag is used to insert pictures in the webpage various attribute of <Img> Tag are

Attribute	Description	Example
SRC	This attribute defines the URL or the path of the image to be displayed.	<IMG src= "rose. jpg">

Height, width	This is used to define the height and the width of the picture in pixels.	<IMG height = 10 width= 8>
Align	Align attribute is used when aligning the image with respect to the margins or the inline texts. • The left and right value will align the image with respect to the margins. • The top, middle or bottom values will align with respect to the inline text.	<IMG align= center>
Alt	If the image is not able be displayed a text in its place, it will be displayed.	<IMG alt= "forest">
Border	This attribute specifies the border's width around the image.	<IMG border=2>

2. These lists are numbered lists. They are used to rank the information in a specific numerical order. <OL> and </OL> tags enclose the ordered lists. To mark items the <L1> tag is used. The numbering style by default is 1,2,3. ordered lists are not ordered or numbered and in no specific order instead they are bulleted lists. To enclose them<UL> and </UL>

tags are used. 3. Align attribute is used when aligning the image with respect to the margins or the inline texts. •The left and right value will align the image with respect to the margins. •The top, middle or bottom values will align with respect to the inline text.. 4.There will be times when you would want to form multilevel lists. To make them ordered and unordered lists are nested together which are known as nested lists. The following code is used to show this.

```
<HTML>
<BODY bgcolor = "magenta">
<H1 align = left> online book store</H1>
Books are the best source of wisdom.
<BR>
```

The different categories of books available in our online store are:

```
<OL type =A>
<LI> fiction
<OL type=a>
<L1> the little women
<L1> the adventures of huckleberry Finn
</OL>
<L1> non fiction
<UL type = square>
<L1> mien Kamp
<L1> the autobiography of Benjamin franklin
```

</UL>

</OL>

</BODY>

</HTML>

5.

If the image is not able be displayed a text in its place, it will be displayed.	<IMG alt= "forest">

CHAPTER 5 : CREATING AND HYPERLINKS IN HTML

A. 1. b 2. b 3. b 4. b 5. b **B.** 1. Hyperlink 2. Name 3. <TH> 4. <TR> 5. Table **C.** 1. F 2. F 3. T 4. F 5. F **D.** 1. When you surf the internet you must have come across many images or text strings that open a different webpage. These are known as hyperlinks. Hyperlinks connect the webpages with each other over the World Wide Web. Anchor<a>Tag: To create hyperlinks in a webpage we use hyperlinks. Anchor tag is a container tag. If you enclose any text or image in the <A> and </A> tag. It will be displayed as hyperlink. 2. External linking: When you connect two different webpages, it is known as external linking. To click on a hyperlink we can see it has opens a new webpage to which the hyperlink is linked in the web browser. Pages within the same directory or any other page over the internet can be linked.Internal linking: Linking various sections of the same webpage is known as internal linking. This is used when a webpage is very long. This helps the user by quickly displaying the desired section of the webpage. So this save the user's time and he quickly

views the information he is looking for. 3.Attributes of the <A> tag are given below:

Attribute	Description
href	The href attribute is used to indicate the destinaion of the link.
Name	The name attribute links the sections on the same webpage. It also indicates the name of a section in a webpage.

4. A table allows the user to present the data in a row and column format. Tables help in organizing the information on a webpage.

The following tags form are the structure of the table:

1. <TABLE>...</TABLE>tags
2. <TR> and</TR> tags
3. <TD>and<TD>tags

The <TABLE> and</TABLE> tags are used at the start and the end of a table in HTML. The <TR> and </TR> tell about the number of rows in HTML. 5.When there is a need to merge data cells rowspan or colspan attributes are used. The data cells can be merged either row wise or column wise.
<TABLE border=2 cellpadding=2>

<CAPTION>

Region wise sales report

</CAPTION>
<TR>
<TH> region</TH>
<TH> states</TH>

<TH> units sold</TH>
</TR>
<TR>
<TH rowspan=3 bgcolor="#99CCFF">
North</TH><TD>mumbai</TD>
<TD>1493</TD>
<TR> E. MS WORD, SAVE, NEW, CLOSE, DOCUMENT.

MODEL TEST PAPER-I

A. 1. a . 2. b 3. a. 4. b 5. b. 6. a 7. a 8. a **B.** 1.Table 2. Firewall 3. Tittle Bar 4. align 5. <TH> 6. Print 7. <OL> **C.** 1. T 2. F 3. F 4. F 5. F 6. T 7. T 8. T **D.** 1 Images in a webpage are used to enhance how the webpage looks and make the appearance of the webpage more appealing to the user <img> Tag is used to insert pictures in the webpage various attribute of <Img> Tag are

Attribute	Description	Example
SRC	This attribute defines the URL or the path of the image to be displayed.	<IMG src= "rose. jpg">
Height, width	This is used to define the height and the width of the picture in pixels.	<IMG height = 10 width= 8>

Align	Align attribute is used when aligning the image with respect to the margins or the inline texts. • The left and right value will align the image with respect to the margins. • The top, middle or bottom values will align with respect to the inline text.	<IMG align= center>
Alt	If the image is not able be displayed a text in its place, it will be displayed.	<IMG alt= "forest">
Border	This attribute specifies the border's width around the image.	<IMG border=2>

2. 1. A computer network comprises of at least two computers that are connected to each other so as to enable sharing of data and to facilitate communication between the computers in the network. Computers have wide variety of uses and hence are used at almost every place from offices, shops, homes etc. This has not only lead to better communication and networking but also an increase in human productivity. 3. •Report view: This allows design related views only data can be viewed here. •Print preview:

This preview shows just before actual printing how your data will look once it gets printed. •Design view: No underlying data can be viewed here but only the structure of the report is available for viewing. You can also make changes but only those that can't be made in the layout view. •Layout view: This view displays data and allows you to make changes. For example, you can change the size of various controls here. 4. (i) Reduction in Data Redundancy (ii) Increased Consisitency and Reduced Update on Errors (iii) Improved Data Access to Users (iv) Maintaining Standards 5. External linking: When you connect two different webpages, it is known as external linking. To click on a hyperlink we can see it has opens a new webpage to which the hyperlink is linked in the web browser. Pages within the same directory or any other page over the internet can be linked.Internal linking: Linking various sections of the same webpage is known as internal linking. This is used when a webpage is very long. This helps the user by quickly displaying the desired section of the webpage. So this save the user's time and he quickly views the information he is looking for. 6.

If the image is not able be displayed a text in its place, it will be displayed.	<IMG alt= "forest">

7. The query feature in MS ACCESS is used to get a limited amount of data based on a specific search criteria that we enter from one or more tables. For this a query can be designed which will search for all the data available on the criteria that is requested by the user. For example, you can design a query to search for students in your school who

scored more than 60 percent marks. 8. .When there is a need to merge data cells rowspan or colspan attributes are used. The data cells can be merged either row wise or column wise. <TABLE border=2 cellpadding=2>

<CAPTION>

Region wise sales report

</CAPTION>

<TR>

<TH> region</TH>

<TH> states</TH>

<TH> units sold</TH>

</TR>

<TR>

<TH rowspan=3 bgcolor="#99CCFF">

North</TH><TD>mumbai</TD>

<TD>1493</TD>

<TR> E. MS WORD, SAVE, NEW, CLOSE, DOCUMENT.

CHAPTER 6 : INTRODUCTION TO VISUAL BASIC

A. 1. a 2. a 3. a 4. a 5. a **B.** 1. IDE 2. Solution Explorer 3. Visual Basic 4. VB 5. Integrated Development Environment. **C.** 1. T 2. F 3. F 4. T 5. T **D.** 1. You can create a calculator in visual basic to do so following steps are given below: Step 1: Using visual basic design a form interface as shown below: Step 2: The next step is changing the name property of the controls as shown below: a. Number1 Text box: txtNum1 b.

Number 2 Text box: txt Num2 c. Result Text ox: txtResult d. Add Button: cmdAdd e. Subtract Button: cmdsubtract f. Multiply Button: cmdMul. Step 3: Double-click on the Add button and type the given code in the cmdAdd_click() event handler.txtResult.Text= Val(txtNum1.Text)+ Val(txtNum2.Text) A predefinedfunction Val is used to convert the values in the textboxes to numeric values for the purpose of addition otherwise the values inside the textboxes are treated as text values and are concatenated.Step 4: Now, add the given code in the cmdsub_click() event handler and cmdMul_ click() event handler.For subtraction txtResult.text=Val(txtNum1. Text) – Val(txtNum2.Text)For MultiplicationtxtResult.text= Val(txtNum1.Text)* Val(txtNum2.Text). Step 5: Press F5 to run the project. The calculator form will appear as shown below. Now, Enter number 1 and number2. Click on different buttons for viewing the result. 2. Visual Basic is a programming language that offers a graphical user interface to design and develop programs while when you compare it to the other popular programming language that is widely used QBASIC it only offers a text based interface. Visual Basic provides the user with an integrated development environment to enable writing programs with ease. The IDE was created to offer an environment that is used for designing, editing and removing errors in programs easily. This language is also known as an event driven programming language. Any action of the user such as click or a key press is known as an event. The visual basic executes code statement in response to these events. 3. when you compare it to the other popular programming language that is widely used QBASIC it only offers a text based interface. Visual Basic provides the user with an integrated development environment to enable

writing programs with ease. The IDE was created to offer an environment that is used for designing, editing and removing errors in programs easily. This language is also known as an event driven programming language. Any action of the user such as click or a key press is known as an event. The visual basic executes code statement in response to these events. 4. To type code in visual basic we use the code view. The code can be typed inside event handlers of the form or even in other controls using this view. As soon as an event related to a project gets executed the event handler code gets executed. A list of all controls used in the current form is provided by a drop down list on the left. 5. The different files of a project are displayed by solutions explorer. There are view and the view designer buttons present on the top in the solutions explorer window which allow you to change to code view or to designer view. These views can be used to develop applications in visual basic.

CHAPTER 7 : INTRODUCTION TO ADOBE PHOTOSHOP CS6

A. 1. c 2. b 3. a 4. b 5. a **B**. 1. Selection 2. Color replacement 3. Move 4. Color replacement 5. crop **C**. 1. F. 2. T. 3. F. 4. T. 5. F **D**. 1. Color Replacement Tool: This tool allows you to replace the color of an image with the foreground color. Choosing this tool will change the mouse pointer to target symbol. Dragging the tool will pick up the sample color that is to be replaced. This color is replaced with the foreground color that you have selected. 2. Shape Tools : To draw shapes like rectangle, rounded rectangle, ellipse, polygon and line. Custom Shape Tool : There are a variety of preset shapes in Photoshop like a flower or a grid to use them we use this

tool. 3. Step 1:Starting Photoshop is very easy just drag the mouse pointer to the extreme left corner on your desktop. Step 2: Click on the Start button. Step 3: Now, click on All Programs. Click > Adobe Photoshop CS6.Step4: Photoshop will open. 4. (i) Marquee Tools: With this tool we can select the different portions of an image in a specific shape. (ii) Lasso Tools: Lasso tools are used so that we can select the different parts of a picture either by drawing a free hand or a straight edged area. (iii)Magic Wand Tool: Magic wand tool is used to select those areas of an image that have a similar color. The options that specify the exact selection can be selected from the options bar. (iv) Quick Selection Tool: To make quick selections on the image we use this tool. Once you click on this tool on the tools panel the cursor will change to a round brush tip. (v) Crop Tool : There are some parts in an image that are unwanted to remove them we use the crop tool. (vi) Move Tool : This tool allows us to use the selected part of an image in a new location on that image. 5. Crops tools remove the unwamted parts of an usage where as move tool allows to use the selected part of an usage into a new.

CHAPTER 8 : MORE FEATURE OF ADOBE PHOTSHOP

A. 1. a 2. a 3. a 4. a 5. a **B**. 1. Burn 2. Dodge 3. Blur 4. Clone stamp 5. Pattern stamp **C**. 1. T. 2. F. 3. F. 4. T. 5.T **D**. 1. Layers are used in Photoshop to work on an individual part or an element of an image. The composition of an image can be changed by changing the properties of layers. Elements that are placed on a higher layer are placed above the elements placed on a lower layer. 2. The appearance of

an image can be changed by adding special effects to it using filters. You can find the filters under the filter menu. There are various categories of filters like stylize, render etc. 3.An image might be imperfect due to scratches, blemishes or marks on an image. To correct these imperfections we use the healing brush tool. To correct an image you can pick sample pixels from a portion of the image joining it to repair it. The healing brush tool allows you to match the texture, lighting, transparency, shading of the sampled pixels. Now, let us learn how to use this tool.4.Dragging across the eraser tool erases pixels across an image. If the layer is locked the pixels are erased to transparency or to the background color. 5. Dodge and Burn Tool : These tools are used when images are to be lightened or darkened. The Dodge tool is used when lightening an image whereas the burn tool will darken them.

CHAPTER 9 : WINDOW MOVIE MAKER

A. 1. b 2. c 3. b 4. b 5. a **B**. 1. Movie 2. Transition 3. Movie 4. Collection plane 5. WMX **C.** 1. F. 2. T. 3. F. 4. F. 5.T **D.** 1Windows movie maker is a software that is designed by windows to allow users to edit audio or video files, arrange the content in the movie or create a movie altogether and even add sounds and transitions to it. 2.???3. Once you are done with your work in the windows movie maker, you can save your project for the following steps that are given below: Step 1: Click on the file > save movie file option. This will open the save movie wizard on the screen. Step 2: Choose a location where you want the file to be saved and then click on the next button. Step3: Choose the name

of the file and enter it also. Choose the folder where you would like to save it. Then click on the next button. Step 4: Choose your settings for saving the movie. The file gets saved by default in *wmv format but you can also save it in *avi or other formats. Now, click on the next button. 4. (i) Storyboard: This is also the view by default in windows movie maker. This can be found at the bottom of the screen. Storyboard has with it and displays all the pictures and the videos which are about to come in their proper sequence. (ii) Timeline: To switch to time line view you need to click on the show timeline button present above the storyboard. The timeline allows the user to review or modify clip timings in the movie. 5. (i) Movie Task Pane: This pane allows the user to perform functions like importing or adding videos or pictures to a project. You can also edit and add effects to a movie. (ii) Collections Pane: The toolbar has a collections tab clicking on which will open the collections pane. The collections pane has two part the left side and the right side. The left side has all the lists of collections whereas the right side has a selection of clips from the collection.

MODEL TEST PAPER-II

A. 1. b 2. a 3. a 4. b 5. b 6. a 7. a 8. c **B.** 1. Color replecement 2. Clone stamp 3. Solution explorer 4. Color replacement 5. Transition Effects 6. Visual Basic 7. *wmv 8. Dodge **C.** 1. F. 2. T. 3. F. 4. F. 5 .F 6. T 7. T 8. T Last night Jenny sang so well that everybody praised her. **D.** 1.To type code in visual basic we use the code view. The code can be typed inside event handlers of the form or even in other controls using this view. As soon as an event related to a

project gets executed the event handler code gets executed. A list of all controls used in the current form is provided by a drop down list on the left. 2. .An image might be imperfect due to scratches, blemishes or marks on an image. To correct these imperfections we use the healing brush tool. To correct an image you can pick sample pixels from a portion of the image joining it to repair it. The healing brush tool allows you to match the texture, lighting, transparency, shading of the sampled pixels. Now, let us learn how to use this tool. 3. Shape Tools : To draw shapes like rectangle, rounded rectangle, ellipse, polygon and line. Custom Shape Tool : There are a variety of preset shapes in Photoshop like a flower or a grid to use them we use this tool. 4. (i) Storyboard: This is also the view by default in windows movie maker. This can be found at the bottom of the screen. Storyboard has with it and displays all the pictures and the videos which are about to come in their proper sequence. (ii) Timeline: To switch to time line view you need to click on the show timeline button present above the storyboard. The timeline allows the user to review or modify clip timings in the movie. 5.Dodge and Burn Tool : These tools are used when images are to be lightened or darkened. The Dodge tool is used when lightening an image whereas the burn tool will darken them. 6. The different files of a project are displayed by solutions explorer. There are view and the view designer buttons present on the top in the solutions explorer window which allow you to change to code view or to designer view. These views can be used to develop applications in visual basic. 7. 5. (i) Movie Task Pane: This pane allows the user to perform functions like importing or adding videos or pictures to a project. You can also edit and

add effects to a movie. (ii) Collections Pane: The toolbar has a collections tab clicking on which will open the collections pane. The collections pane has two part the left side and the right side. The left side has all the lists of collections whereas the right side has a selection of clips from the collection. 8. Crops tools remove the unwamted parts of an usage where as move tool allows to use the selected part of an usage into a new.