



TECH WORLD

WINDOWS-10 AND
MS OFFICE 2016

(A BOOK OF COMPUTER EDUCATION)



MOTO Books

(A Product of MMPIPL)

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Teacher's Manual
(Class 1 to 5)

Teacher's Manual

TECH WORLD-1

CHAPTER 1 : INTRODUCTION COMPUTER

- A.** 1. c 2. a 3. b **B.** 1. man-made 2. natural 3. electricity 4. time **C.** 1. F 2. T 3. T 4. F **D.** 1. Things that are made by nature are called natural things. 2. Things, that make our works easy and fast are called machines 3. (i) Machines need our instructions to do a work. (ii) Most of the machines need fuel to run. 4. Computer is used at home, school, shop, airport, hotel, office, bank, railway station, police station, etc.
- E.** COMPUTER

CHAPTER 2 : COMPUTER– A SMART MACHINE

- A.** 1. b 2. a 3. c **B.** 1. school 2. music 3. sums **C.** 1. F 2. T 3. F **D.** 1. To study and play games, To deposit and withdraw money. 2. Banks, School, Hotel, Home 3. It remember many things, It never get tired, It works very fast.

CHAPTER 3 : PARTS OF A COMPUTER

- A.** 1. b 2. c 3. b **B.** 1. VDU 2. keyboard 3. commands **C.** 1. T 2. F 3. T **D.** 1. CPU is the brain of the computer and it stands for Central Processing Unit. 2. Key board is used for typing, keyboard is used to give commands to the computer 3. Mouse helps to draw pictures, It helps to play games.
- E.** 1. c 2. b 3. d 4. a.

CHAPTER 4 : THE KEYBOARD

A. 1. (a) 2. (c) 3. (b) **B.** 1. numbers 2. spacebar key 3. two
C. 1. F 2. T 3. T **D.** 1. The alphabet keys are used to type words and sentences. 2. The spacebar key is used to give space between two words and the enter key is used to move cursor to the next line. 3. Cursor is a small blinking line on the monitor which tells the position of the typed text.

CHAPTER 5 : LEARN TO USE A MOUSE

A. 1. b 2. a 3. c **B.** 1. draw 2. single click 3. computer 4. mouse pad **C.** 1. F 2. F 3. T 4. T **D.** 1. Dragging the mouse means to move an object while holding the left button pressed. 2. Pressing and releasing the left mouse button twice in a quick time is called a double click. 3. A mouse has three buttons; (i) left button (ii) centre button or scroll wheel (iii) right button 4. Put the index finger on the left mouse button. **E.** 1. Ring finger 2. Thumb 3. Middle finger 4. Index finger.

CHAPTER 6 : MORE PARTS OF COMPUTER

A. 1. Joy stick 2. Hard disk 3. Printer 4. Scanner 5. UPS
B. Do yourself **C.** 1. T 2. F 3. T 4. F 5. T **D.** 1. Compact Disk 2. Uninterrupted Power Supply. **E.** 1. CPU, Keyboard, Mouse, Moiter, Printer, Scanner, Etc. are some parts of computer. 2. Joystick is used to play games. 3. Printer is used to take printout on paper. 4. Pen drive is used to store files. 5. UPS is a part of computer that keeps the computer ON for some time even after the electricity goes off.

CHAPTER 7 : STARTING OF COMPUTER

A. 1. b 2. a 3. a **B.** 1. F 2. F 3. T 4. T **C.** 1. Damaged 2. Desktop 3. Start 4. Icons 5. Other buttons **D.** 1. Do yourself. **E.** 1. (i) Switch On the power supply. (ii) Switch ON the UPS system. (iii) Switch ON the power button of CPU. (iv) Finally switch ON the monitor. 2. (i) Click on the START button. (ii) From the list, select Turn off computer. (iii) Turn off the button on the dialog box. (iv) Switch off the computer when you see the message on monitor screen. 3. UPS keeps the computer ON for some time even after the electricity goes off.

CHAPTER 8 : FUN WITH PAINT

A. 1. b 2. a 3. b **B.** 1. Microsoft 2. Shapes 3. Eraser **C.** 1. T 2. F 3. T **D.** 1. Tool group, shapes group, colours group 2. **Ribbon** → It contain tabs, group and commands. **Tab** → It contains tools arranged in different groups. 3. 1. Click on the **Home** tab. 2. Click on the **Oval** in the shapes group. 3. Click on the drawing area and drag the mouse to another place. As you drag, a circle is drawn. **E.** 1. d 2. c 3. b 4. a

CHAPTER 9 : MANNERS IN THE COMPUTER LAB

A. 1. c 2. b 3. c **B.** 1. monitor 2. computer 3. keyboard **C.** 1. F 2. F 3. T 4. T **D.** 1. (i) Do not push the computer table (ii) Do not eat on the computer table (iii) Always keep the mouse on the mouse pad. 2. We must act properly in the computer lab and follow good manners. 3. Sitting too close to monitor will harm your eyes. 4. We should keep the mouse on the mouse pad. **E.** 1. X ✓ 2. X ✓.

ASSESSMENT TEST PAPER-I

A. 1. (b) 2. (b) 3. (a) 4. (c) 5. (c) 6. (b) 7. (a) **B.** 1. Spacebar
2. VDU 3. school 4. easy 5. music 6. commands 7. numbers
C. 1. F 2. F 3. T 4. T 5. T 6. F 7. F **D.** 1. The spacebar key is used to give space between two words and the enter key is used to move cursor to the next line. 2. CPU is the brain of the computer and it stands for Central Processing Unit. 3. A computer is a machine which makes our work easy and it works on electricity. 4. It remember many things, It never get tired, It works very fast.

ASSESSMENT TEST PAPER-II

A. 1. c 2. b 3. b 4. b 5. b 6. a 7. a 8. c **B.** 1. Shapes 2. computer 3. keyboard 4. mouse pad 5. UPS 6. monitor 7. icons 8. eraser **C.** 1. F 2. F 3. F 4. T 5. F 6. T 7. T 8. T **D.** 1. Dragging the mouse means to move an object while holding the left button pressed. 2. (i) Click on the Home tab (ii) Click on the oval in the Shapes group 3. Click on the drawing area and drag the mouse to another place. As you drag, a circle is drawn. 3. We should keep the mouse on the mouse pad. 4. Pressing and releasing the left mouse button twice in a quick time is called a double-click. 5. Put the index finger on the left mouse button. 6. UPS is a part of computer that keeps the computer ON for some time When the electricity goes off. 7. Switch ON the main power supply button → Switch ON the UPS button → Switch ON the CPU button → Switch ON the monitor button. 8. Paint button contains different options to work. Ribbon contains tools arranged in different groups.

Teacher's Manual

TECH WORLD-2

CHAPTER 1 : COMPUTER- AN ELECTRONIC MACHINE

A. 1. a 2. c 3. c **B.** 1. keys 2. CPU 3. printer 4. scanner **C.** 1. F 2. T 3. T 4. F **D.** 1. The mouse is used to point and select an object 2. The four main part of a computer: mouse, CPU, keyboard and monitor. 3. (i) Play games (ii) Watch movies 4. A human being can think but a computer cannot think.

CHAPTER 2 : USES OF COMPUTER

A. 1. b 2. b 3. a 4. b **B.** 1. cars 2. weather 3. time table 4. diagnosing **C.** 1. F 2. T 3. T 4. F **D. 1.** Computer is used at school to keep records and help teacher to teach. 2. To purchase item from home with the help of computer is known as online shopping. 3. (i) It helps doctors in doing operation. (ii) It helps in diagnose various diseases. 4. Computer are used at (i) Schools (ii) Hospitals (iii) Banks (iv) Offices.

CHAPTER 3 : OPERATING SYSTEM

A. 1. c 2. b 3. a 4. a **B.** 1. windows 2. desktop 3. click 4. taskbar **C.** 1. F 2. F 3. F 4. F **D.** An operating system is a software that helps the user to work with computer. 2. Single user operating system is generally used at homes, while multi-user operating system is used in offices and big organizations like hospitals and railway stations. 3. Desktop is the first screen that appears on monitor after some time to

start the computer. 4. Yes. **E.** 1. Single-user operating system allows only one user to work on it at a time. 2. (i) Move the mouse pointer to an empty space on the taskbar. (ii) Click and hold the mouse button. (iii) Drag the mouse pointer to the right of the computer screen. (iv) Release the mouse button. 3. A file contains data, program, etc., while folder is used to store a group of files. 4. **Left pane**– It shows a list of recently opened programs. **Right Pane**– It provides access to commonly used folders, files, settings and features.

CHAPTER 4 : OPERATING THE COMPUTER

A. 1. c 2. b 3. b **B.** 1. icons 2. CPU 3. desktop **C.** 1. F 2. F 3. F **D.** 1. Closing the computer means to shut down on turn off the computer. 2. Desktop is the first screen that appears on starting a computer. 3. This means that it is not active, but you can read the items in the wordpad window. 4. Icons are the small pictures on the desktop.

CHAPTER 5 : KEYBOARD AND ITS FUNCTIONS

A. 1. b 2. a 3. b 4. b **B.** 1. Caps Lock 2. Return 3. Left Arrow 4. Delete **C.** 1. F 2. T 3. T 4. F **D.** 1. Caps Lock key is used to type in capital letter when on. 2. (i) Spacebar key (ii) Enter key (iii) Caps Lock key (iv) Arrow key (v) Backspace key (vi) Delete key. 3. The number keys are used to type numbers. They are marked with the digit 0 to 9.

CHAPTER 6 : MORE ABOUT MOUSE

A. 1. c 2. a 3. a 4. b **B.** 1. Douglas Englebart 2. mouse pointer 3. Double click 4. scroll **C.** 1. F 2. F 3. F 4. T. **D.** 1. The right

click is used to display a list of commands on the monitor. 2. Drag and drop is used to move an object on the screen from one place to another. 3. The slant arrow on the screen is called a mouse pointer.

CHAPTER 7 : MORE ON PAINT

A. 1. a 2. a 3. a **B.** 1. Fill with colour 2. Curve 3. drawing area 4. title bar **C.** 1. F 2. T 3. F 4. F **D.** 1. Colour button shows the background colour. 2. (i) **Paint Button:** It contains different options to work in Paint. (ii) **Group:** It contains a set of related commands. 3. Eraser tool is used for erasing any part of a picture. 4. Curve tool is used for drawing curved lines. **E.** c a b c

CHAPTER 8 : INTRODUCTION TO TUX PAINT

A. 1. c 2. a 3. b **B.** 1. Eraser tool 2. Tool bar 4. Tux Paint **C.** 1. F 2. F 3. T **D.** 1. Parts of the Tux Paint screen are, (i) Toolbar (ii) Selector (iii) Colour box (iv) Help area (v) Drawing canvas. 2. Tux Paint is used to make beautiful drawing just like paint. 3. To save your drawing, click on the Save option from the toolbar.

CHAPTER 9 : INTRODUCTION TO WORDPAD

A. 1. a 2. c 3. c **B.** 1. Quick access toolbar 2. Text area 3. cursor **C.** 1. F 2. F 3. T 4. F **D.** 1. Quick access toolbar helps to do common tasks with just one click. 2. Cursor is a small blinking line on the text area. It tells the position of the typed text. 3. Wordpad is a program of the accessories menu and used for typing text. **E.** 1. KEYBOARD 2. BACKSPACE 3. NUMERIC 4. ENTER

CHAPTER 10 : LOOKING AFTER YOUR COMPUTER

A. 1. c 2. a 3. b 4. a **B.** 1. Shutdown 2. CD, DVD 3. dusty, hot, humid, 4. good **C.** 1. T 2. F 3. T 4. T **D.** 1. We should use the original software. 2. An anti-virus program protects the computer from harmful programs. 3. We should clean the CD or DVD with a soft cloth. 4. We should protect the monitor from direct sunlight, humidity and high temperature. **E.** 1. (i) Don't enter the computer room with shoes. (ii) Don't let the computer share an electric socket with another large machine. (iii) Don't pull the wires or knock hard against any part of the computer. (iv) Don't use the pirated software. (v) Don't turn the computer ON and OFF too many times through the day. 2. ⇒ Protect the keyboard from dust and grime. ⇒ Clean it regularly with a soft and dry cloth. ⇒ Don't hit the keys hard. ⇒ Don't bring food or drink near the keyboard. 3. ⇒ Protect the monitor from direct sunlight, humidity and high temperature. ⇒ Keep it free of dust and clean it with a soft and dry cloth. **F.** 1. ⇒ Protect the keyboard from dust and grime. ⇒ Clean it regularly with a soft and dry cloth. ⇒ Don't hit the keys hard. ⇒ Don't bring food or drink near the keyboard. 2. (i) We should keep the mouse on the mouse pad. (ii) We shouldn't touch the mouse with dirty and sticky hands. (iii) We should click the mouse buttons gently.

ASSESSMENT TEST PAPER-I

A. 1. c 2. a 3. c 4. a 5. a 6. b 7. b 8. b **B.** 1. Caps lock 2. CPU 3. time table 4. scanner 5. CPU 6. Weather 7. Taskbar **C.** 1. T 2. F 3. F 4. F 5. F 6. T 7. F 8. F **D.** 1. The number keys are used to type number. They are marked with the digit 0 to 9. 2. The first display screen that appears on starting a computer is called Desktop. 3. To purchase item from home

with the help of computer is known as online shopping.
4. A human being can think but a computer cannot think.
5. Keyboard, mouse, CPU and keyboard. 6. School, Hospital, Railway station and airport. 7. Single user operating system is used in homes, while multi-user operating system is used in offices and big organizations. 8. Caps lock key is used to type capital letters, when it is ON.

ASSESSMENT TEST PAPER-II

A. 1. c 2. b 3. a 4. c 5. b 6. a 7. c 8. c **B.** 1. cursor 2. Text area 3. curve 4. Title bar 5. double click 6. drawing area 7. toolbar 8. cursor **C.** 1. F. 2. F. 3. F 4. T 5. F 6. f 7. F 8. F **D.** 1. (i) **Paint Button:** It contains different option to work in paint (ii) **Group:** It contains a set of related commands. 2. The slant arrow on the screen is called the mouse pointer. 3. To save our drawing, click on Save option from the tool bar. 4. The right-click is used to display a list of commands on the monitor. 5. We should use original software. 7. Cursor is a small blinking line presented on the monitor. 8. An anti-virus program protects computer from harmful programs.



Teacher's Manual

TECH WORLD-3

CHAPTER I : INTRODUCTION TO COMPUTER

A. 1. b 2. a 3. c 4. a 5. c **B.** 1. T 2. F 3. T 4. F **C.** 1. Software 2 data 3. Visual Display Unit 4. Start **D.** 1. Preparing mango shake. 2. We can see and touch hardware while software cannot be seen or touch. 3. **Input devices :** Keyboard and

monitor. **Output devices** : Monitor and printer. 4. Switch ON the main power supply → Switch ON the UPS button → Switch ON the CPU button → Switch ON the monitor. **E.** 1. • Entering data into the computer is called Input. • Performing calculations or comparing data is called processing. • Output is the result given by the computer after processing. 2. **ALU** : It performs all the arithmetic and logical calculations. **CU** : Control Unit or CU controls the movement of information between the registers, ALU and other parts of computer. **Registers** : All data to be processed and stored in registers. 3. Mouse is an input as well as the pointing device that is used to point and select the things on the computer monitor. It is connect with CPU by a wire. 4. Click on Start button → click on the 'Turn of' option in the menu → Switch off the UPS, and main power supply button.

CHAPTER 2 : HARDWARE AND SOFTWARE

A. 1. a 2. b 3. a 4. b 5. c **B.** 1. storage devices 2. output devices 3. computer 4. software 5. operating system **C.** 1. F 2. F 3. T 4. T 5. T **D.** 1. Computer hardware refers to all the electronic and mechanical parts of a computer system. 2. (i) Motherboard (ii) RAM (iii) Hard disk 3. The devices Which are used to entering data into the comptuer, are called input device such as keyboard, mouse, scanner, etc. 4. The device that is used to process data is called processing device is a processing device. 5. Software is a set of programs that tells a computer what to do there are two types of software.

CHAPTER 3 : MORE ABOUT KEYBOARD

A. 1. b 2. b 3. b 4. a **B.** 1. Caps lock 2. Special 3. End 4. Standard **C.** 1. F 2. F 3. F 4. T **D.** 1. Used to give space between two words and sentences. 2. Used to bring the cursor in next line and send commands into the computer's memory. 3. Caps lock key is used to type letters in capital. 4. This key is used to type special symbol and punctuation marks and type the capital letters. 5. This key used to erase anything typed on the left side of the cursor. 6. This key is used to move cursor to the beginning of a line. **E.** 1. The different types of the keys on the keyboard are: • Alphabet keys • Arrow keys • Number keys • Special keys • Navigation keys • Function keys. 2. Function keys are used to perform special functions. they are present on the top of the keyboard. 3. Enter Key is used to move the cursor on the beginning of the next line. 4. Take care of the following things while using the keyboard. • Do not pull or push the keyboard too hard. it may damage the wire connected to the keyboard. • Do not keep anything on the keyboard such as books and CDs.

CHAPTER 4 : STARTING WITH WINDOWS 10

A. 1. b 2. c 3. a 4. c **B.** 1. Operating system 2. Taskbar 3. Desktop 4. Icon **C.** 1. F 2. T 3. F 4. T 5. T **D.** 1. A computer cannot work without an operating system, so we need it for operating the computer. 2. Windows 10 is the latest version of windows operating system. 3. Enter the login.live.com → locate and select Sign up now → The sign up form will appear. Follow the instructions displayed and enter

the required information → Select the Microsoft Services Agreement Policy, then enter Create Account. 5. Click the Start button → Choose Power and click Shut down button.

CHAPTER 5 : INTRODUCTION TO WORDPAD

A. 1. c 2. b 3. a 4. b 5. b **B.** 1. text 2. Underline 3. Formatting 4. Font size 5. Format **C.** 1. T 2. F 3. F 4. T 5. F **D.** 1. Wordpad is a word process of Ms Windows. It helps us to type and work with words and letters to create a text document. 2. To apply bullets in a document, Place the cursor at the position when we want to create bullet → Open Format menu → click on Bullet style option. 3. We can use the bullet style option to apply bullet in the text. 4. For changing the text style and size, select the text and click on **Bold, Italic** and **Underline** options on the **Formatting** toolbar. 5. To change the text size firstly we select the text → click on the box of the **Font** size tool and select the size of font.

CHAPTER 6 : INTRODUCTION TO MS WORD 2016

A. 1. b 2. a 3. b 4. a 5. b **B.** 1. MS Word 2. Text area 3. Status bar 4. Rullers 5. Tital bar **C.** 1. F 2. T 3. F 4. F 5. T **D.** 1. MS Word 2016 is the Word Processing software. It is used to typing text on the computer. 2. (i) We can connect to a Microsoft e-mail account and send mails directly. (ii) We can change the size and style of letters and make them colourful. 3. To open a new document we click on **File tab** and select **New** option and select **Blank document**. 4. (i) **Title Bar** : IT appears on the top of the screen. Tital bar displays the name of the current document and current

program. (ii) **Quick Access Toolbar** : It is present on the Title bar. It helps us to do common tasks with just one click.

5. To save a document, we click on File tab and select Save option and type the File name in the file name box and click on Save option.

CHAPTER 7 : MORE ON PAINT

A. 1. c 2. b 3. a **B.** 1. cut 2. Ctrl+S 3. Ctrl+O 4. Copy 5. Curve **C.** 1. F 2. F 3. T 4. T **D.** 1. Various selection tools in MS Paint are. (i) Rectangular Selection tool. (ii) Free-Form selection tool. 2. (i) We use the Paint Program to create, edit and print the pictures. (ii) We can use the Paint Program, to draw various geometrical shapes, cartoons, maps, etc. 3. Curved shaped is used to draw smooth and curved lines. 4. Color picker tool is a very useful tool to copy a colour from an existing object and filling it into any other object. 5. 1. To cut a selected portion of an image, follow the given steps: Step (i): Select the portion of the image that you want to cut. Step (ii): On the home tab, click cut command in the clipboard group. The selected portion of an image is cut, that is removed from the image and can be inseted anywhere. Step (iii): The cut portion of an image is not deleted, it is stored in temporary place called clipboard. 2. To use the paste command follow the given steps : Step (i): Click on the paste command. Step (ii): The object that you have cut will reappear on the top left corner of the drawing area. Step (iii): place the mouse painter on it and drag it to the desired location and release the mouse button. 6. It is used to select a rectangle shape area.

CHAPTER 8 : LOG ON TO LOGO

A. 1. a 2. c 3. c 4. c **B.** 1. easiest 2. graphics 3. Recall list box 4. Primitives 5. FD **C.** 1. T 2. F 3. T 4. F **D.** 1. LOGO screen is split into two parts: 1. Main Screen. 2. Commander Window. 2. (i) **The Main Screen:** Main Screen shows the result of the Czommands. It is also called graphics screen. (ii) **The Commander Window:** This is the window which we use to give commands to LOGO. 3. • The turtle is a small triangular structure that obeys only LOG commands. It has two parts. The pointed top of the turtle is known as the head and the bottom part of it is known as the tail. 4. HOME command is used to get the turtle to the centre of the screen. 5. The LEFT or the LT primitive is used to turn the turtle towards the left side.

ASSESSMENT TEST PAPER-I

A. 1. a 2. a 3. a 4. c 5. b 6. b 7. a 8. a 9. b 10. c **B.** 1. DVD ROM 2. Start 3. Software 4. Alphabet 5. Operating System 6. Icon **C.** 1. Software the controls the overall working of a computer is called a system software. 2. Operating system is a part of computer that makes a computer run. 3. Plotter is a part of computer that is used to taken large printouts. 4. Yes 5. Hardware are the parts of computer which can be seen or toched, while software cannot be seen or toched. **E.** 1. The ALU perfoms all the Arithmatic Calculations and Logical Comparisons. Control Unit controls the movement of information between the registers, ALU and other parts of computer. Registers are the small memory units in the CPU, where all the data to be processed and stored. 2. To shutting

down the computer click on, start button → Click on Shut down option in appeared menu. 3. **Hardware** : Keyboard, UPS, monitor. **Software** : Windows, WordPad, MS Word

4. Different types of keys on the keyboard are, alphabet keys, number keys, function keys, spacebar key, enter key, arrow keys, del. key, back space key, shift key, caps lock key, etc. 5. To operate a computer we need an operating system because with out operating system a computer is useless.

6. **Features of MS Windows 10 are as follows** : (i) Windows 10 is more attractive with a complete set of new themes and icons. (ii) Windows 8 is include in it. (iii) It has an improved search tool-cortana, which helps us to find information on the system or on the Web directly.

ASSESSMENT TEST PAPER- II

A. 1. c 2. b 3. a 4. c 5. a 6. c **B.** 1. Format 2. File 3. MS-Word 4. Title bar 5. Copy 6. Easiest **C.** 1. F. 2. F. 3. F. 4. F. 5. F **D.** 1. To save the file in WordPad click on File menu → click on Save option. 2. Four features of MS Word 2016 are as follows : (i) We can change the size and style of letters and make them colourful. (ii) We can cut, copy and paste text anywhere in the file. (iii) We can insert the picture in the document. (iv) We can edit words and sentences. 3. Curve shape in MS Paint is used to draw smooth and curved lines. 4. Two features of MS-Paint are : (i) We use the Paint program to create, edit and print the pictures. (ii) We can draw Various geometrical shapes, cartoons, maps, etc. in MS-Paint. 5. LOGO is one of the easiest language of computer. Its full form is Logic Oriented Graphic Oriented.

We use LOGO for drawing pictures, doing calculations and printing text. 6. The main screen and commander window are the main parts of LOGO Screen.



Teacher's Manual

TECH WORLD-4

CHAPTER 1 : INPUT PROCESSING AND OUTPUT DEVICES OF THE COMPUTER

1. b 2. b 3. c 4. a **B.** 1. CPU 2. Control 3. Output 4. Joystick 5. Storage device **C.** 1. F 2. T 3. T 4. F 5. T **D.** 1. A printer is an output device which is used to take output on a paper. The most commonly used printers are (a) Dot Matrix (b) Inkjet, (c) Laser printers. 2. Output devices show the result of the work done by the computer. Two output device are (i) Monitor (ii) Printer. 3. It is the main memory of the computer. It is presented on the motherboard. It is of two types RAM and ROM. 4. The CPU has mainly three parts. (i) **MU** (Memory Unit); (ii) **ALU** (Airthmetic and Logical Unit); (iii) **CU** (Control Unit); 5. The secondary memory is used to store the data permanently. 6. Digital camera is used to take photographs and record Videos and light pen is used to select objects on the screen.

CHAPTER 2 : MANAGING FILES AND FOLDERS

A. 1. a 2. b 3. a **B.** 1. desktop 2. cortana 3. all apps 4. File explore **C.** 1. F 2. T 3. F 4. T **D.** 1. (i) Window 10 has a very

attractive transparent look with blue highlighting features. (ii) Window 10 has a refined and powerful tool cortana. It allows us to search for information on the system or on the Web directly. 2. A file is a collection of related information and a folder is a clection of files. 3. The PC icon is used to access and manage all the foloders and files that are stored in the computer. 4. Cortana is a powerful searching tool of windows 10 that allows us to search for information on the system or on the Web directly. 5. The Start Menu of Windows 10 gives us quick access to apps and services.

CHAPTER 3 : WORKING WITH WINDOW 10

A. 1. c 2. c 3. b 4. b **B.** 1. Windows 10 2. Cascading 3. tasks 4. Windows 10 5. deleting **C.** 1. F 2. F 3. F 4. T 5. T **D.** 1. (i) **Searching Made Easier** We can search any file or folder quickly in our computer. (ii) **Window Supports Multitasking** Window 10 can perform effectively many task at a time. 2. **File:** A file is a collection of data stored on some storage device. **Folder:** A folder is a place where many files are stored. 3. To create a new folder on desktop. Right click the mouse button anywhere on desktop and choose New option from the pop up menu. 4. To delete a file or a folder, follow any of these steps. (i) Select the file or the folder, press the Delete key (ii) Right-Click the file or the folder and then click the Delete option from the shortcut menu that appears. 3. The confirm Delete File/ Folder dialog box appears. 5. Ctrl + C and Ctrl + U are the short cut commands that are used to copy a file or folder to another drive.

CHAPTER 4 : INTRODUCTION TO MULTIMEDIA

A. 1. a 2. c 3. a **B.** 1. sound card 2. Microphone 3. Multimedia 4. autorun **C.** 1. F 2. T 3. T **D.** 1. Multimedia is a collection of text, graphic, sound, animation and video clips. 2. Its solves, sums, prepares bills, plays game and movies, helps us to listen songs and do a lot of work for us and our family. 3. To install a multimedia CD, follow the given steps: (i) Insert the CD in the CD ROM drive. (ii) Open 'COMPUTER' icon desktop by double clicking on it. (iii) Double-click the CD icon. The CD opens and its contents gets visible. (iv) Now, double-click the setup icon in the CD contents. (v) Complete the installation of software by following the instructions. Yours software installation is complete and now you may use it.

CHAPTER 5 : MS WORD 2016

A. 1. c 2. b 3. a 4. b **B.** 1. Word Processing 2. document area 3. Quick Access 4. Editing 5. Copy 6. Ctrl+c, Ctrl+V, 7 Redo Undo 8. Formatting **C.** 1. F 2. F 3. T 4. F 5. T **D.** 1. Microsoft word is a word processing software. It allows us to type the text on a computer. 2. Making changes in a document is called editing. 3. Changing and arranging text in a document to make it attractive is called formatting. 4. (i) Directly connect to a microsoft email account. (ii) Change the size and style of letters and make them colourful. (iii) We can insert a picture in the document. 5. Moving means to shift the text from one place to another and copying means nothing but to copy text, word or sentence. 6. To sign into the office 2016, click on Sign in. Type your email address of the account that you would like to use with office. Type

password and click on Sign in tab. 6. To make text Bold, Italic and Underline : Select the text → click on Home tab → click on **B** for bold, **I** for italic or **U** for underline.

CHAPTER 6 : MORE ABOUT MS POWERPOINT 2016

A. 1. b 2. c 3. c 4. c **B.** 1. F5 2. .PPT 3. Slides 4. slide 5. Notes pane **C.** 1. F 2. T 3. T 4. T 5. F **D.** 1. MS PowerPoint is a presentation graphic software developed by Microsoft. 2. (i) Click on the **File** tab **New** option. The Available Templates and Themes pane appears. (ii) Choose the **Blank** presentation option. Click on **Create** button or simply double-click the Blank presentation option. (iii) A new presentation with a blank slide will open in the PowerPoint screen. 3. A presentation is a structured set of slides where a slide is a single page in the presentation. 4. A presentation is a structured delivery of information. It is a systematic display of information along with graphics, movies and sounds. 5. **Slides Tab:** The Slide tab shows thumbnails of all slides in the presentation. This tab allows the user to move slides easily from one position to the other. **Outline Tab:** The outline tab displays the text content of each slide. We can edit our text directly in the outline view. **Notes Pane:** In the notes pane, we can type our personal notes about the current slide.

CHAPTER 7 : LOGO ON TO LOGO

A. 1. b 2. b 3. a 4. b 5. a **B.** 1. Pause 2. Status Button 3. Sum 4. Print 5. only one **C.** 1. F 2. T 3. F 4. T 5. T **D.** 1. LOGO is a simple programming language used for drawing basic shapes and performing arithmetic calculations. 2.

The term **Looping** means performing the same work again until the desired output is obtained. In LOGO, we use the REPEAT primitive for looping. The REPEAT primitive saves a lot of time as the command for looping. This is the syntax of the **REPEAT** primitive. For example, to print 'LEARNING LOGO IS FUN' three times, we need to give PR [LEARNING LOGO IS FUN] command 3 times. Alternatively, we can use the REPEAT command. REPEAT 3 [LEARNING LOGO IS FUN].

3. Print is a very important primitive to display a letter, a number, a word or a sentence in the commander windows the print command can also be used for doing calculations. It can take only one input at a time.

4. • After typing **Print** command, leave one space and then type the numbers with the desired operator(s). • All the arithmetic operators take two inputs.

CHAPTER 8 : MORE ON INTERNET

A. 1. a 2. b 3. b 4. a **B.** E-mail 2. Internet Service Provider 3. Copy 4. MAN 5. e-greetings **C.** 1. T 2. T 3. F 4. F **D.**

1. Internet is an easy way to get information from all over world. It provides numbers facilities to people. It helps us to access information, get the latest updates, send and receive messages, download songs and movies, send greeting cards, chatting, do Online shopping, etc. 2. E-mail is a way of sending and receiving mails through the Internet. 3. The main components of e-mail are-Inbox, compose, send Reply, forward and Delete. 4. LAN (**Local Area Network**) : In this network, computers lying within a room building or in a few neighbourhood buildings are connected to each other. **MAN (Metropolitan Area Network)** : This network spreads over an entire metropolitan area (city) connecting computer of an

organisation placed at different locations. **WAN (Wide Area Network)** : This network can spread over an entire country, Continent or can even spread over the entire world.

ASSESSMENT TEST PAPER-I

A. 1. a 2. c 3. b 4. a 5. a 6. b 7. a 8. a 9. c 10. b **B.** 1. machine
2. Input, instructions 3. touchpad 4. operating 5. Windows
10 6. Edge 7. Rename 8. Copy, Paste 9. multimedia 10. sound

C. 1. There are 104 keys on the keyboard. 2. Touchpad is a sensitive pad used in laptop instead of mouse. 3. We use a lightpen to select the objects on the screen. 4. CPU 5. Devices that show the result of the work are called output devices. 6. RAM stands for Random Access Memory and ROM stands for Read Only Memory. 7. Pen drive is a small portable storage device 8. Windows 10. 9. Edge is the default browser of windows. 10. A shortcut is an icon which provides an easy and quick method to open any application or software. **D.**

1. Devices that are used to enter data and information into the computer are called Input devices and the devices that show the result of work of the computer are called output devices. 2. CU (Control Unit), ALU (Arithmetic and Logic Unit), and Registers are the three parts of processing device. 3. (i) Windows 10 has a very attractive transparent look with blue highlighting features. (ii) Windows 10 gives us quick access to apps and services. (iii) Windows 10 has a refined and powerful search tool Cortana. It allows us for searching information on the system or on the Web directly. (iv) The new 'Taskview' button on the taskbar provides the ability to open multiple desktops at the same time (v) Window Snapping feature assists us to work with multiple applications on the same screen. 4. File Explorer is an application that

provides detailed information about files folders, and drives.
5. To open a new folder, simply right click in blank space on desk top and choose new option from the pop up menu. 6. To install a multimedia CD in computer; insert CD in the CD ROM drive → Open Computer icon → Double click the CD icon → Now double click on Set-up icon.

ASSESSMENT TEST PAPER-II

A. 1. b 2. b 3. b 4. c 5. a 6. c 7. b 8. c 9. c 10. b **B.** 1. editing 2. Formatting 3. Graphic 4. Slide 5. Programing 6. two 7. Internet 8. E-mail **C.** 1. MS Word 2016 2. Tabs, groups and commands are the parts of Ribbon. 3. Ctrl+C. 4. A presentation is a structured delivery of information. 5. A slide show is an electronic presentation displayed on computer screen. 6. In PowerPoint the Title bar is located at the top of the PowerPoint Window. 7. Placeholder is a dotted rectangular box. 8. Logic Oriented Graphic Oriented. 9. Main screen and Commander Window. 10. Network is a group of computers, which are connected to each other. **D.** 1. The main features of MS Word 2016 areas follows : (i) Directly connect to a microsoft e-mail account. (ii) Change the size and style of letters and make them colour full. (iii) We can cut, copy and paste text. (iv) We can insert a picture into the text. (v) We can edit words and sentences. (vi) We can check and correct spillings and grammar. 2. To sign into the office 2016, click on sign in. Type email address of the account and type password and click on sign in tab. 3. A presentation consists of a number of slides and a slide is in an electronic presentation. 4. LOGO is a simple programming language that is used for drawing

basic shapes and performing with mathematic calculations. 5. Print is a very important primitive to display a letter, number word and a sentence in the commander window. It can also be used for doing calculations. 6. Internet is an easy way to get information from all over the world. It is very helpful to access information, get the latest updates, send and receive messages, download songs, movies, send greeting cards, chatting, do online shopping with different people and many others.



Teacher's Manual

TECH WORLD-5

CHAPTER I : CHARACTERISTIC AND EVALUATION OF COMPUTERS

A. 1. b 2. b 3. a 4. c **B.** 1. Difference Engine 2. Charles Babbage 3. Vacuum tubes 4. EDSAC **C.** 1. T 2. T 3. F 4. T **D.** 1. Abacus was the first calculating device that was used to perform simple calculation like, addition subtraction, multiplication and division. 2. Limitations of First generation of computers : (i) Operating speed was quite slow. (ii) Power consumption was very high. (iii) Required large space for installation. (iv) Potential to be programmed for tasks was quite limited. 3. The Artificial Intelligence is a branch of science that aims to create computers that can think, behave and react the same way as humans do. 4. The main features of fourth generation of computers are : (i) Use micro-processor, which contain all the components of a ACPU in a single chip. (ii)

Greater computing power and storage capacity than the earlier generation of computer. (iii) Improved storage devices that are cheaper than the earlier ones. (iv) They can be linked together to share storage capacity, space, data. 5. The laptop is small in size and can be placed on the lap and the tablet computer is smaller and lighter than laptop but bigger than smart phones.

CHAPTER 2 : COMPUTER LANGUAGES

A. 1. b 2. b 3. a 4. a 5. c **B.** 1. Computer, human being 2. 0 and 1, 3. machine-oriented language 4. High level languages 5. Compiler and Interpreter **C.** 1. F 2. F 3. T 4. T 5. T **D.** 1. Low Level Language 2. Assembly Language 3. High Level Language 4. Formula Translation 5. Beginners All Purpose Symbolic Instruct Code 6. Assembly Language 7. Machine Language **E.** 1. A computer language is the means by which instructions and data are transmitted to the computer. 2. Low-Level language is machine-oriented language. It is simple but considered difficult to use, While High Level Language is a programming language that enables a programmer to write programs that are machine independent. 3. Assembly Language have the same structure and set of commands as machine language but it enables a programmer to use names instead of number (0 and 1). But High Level Languages are programming languages and a Computer Understands the High Level Language. 4. Categories of High Level Languages :

- (i) Algebraic Formula : BASIC, FORTRAN, AIGOL, APL
- (ii) Business Data Processing : COBOL, RPG
- (iii) String and List Processing : LISP, Prolog.
- (iv) Object Oriented PROGRAMMING : C++, JAVA

(v) Visual Programming Language : Visual BASIC, Visual JAVA, Visual C.

5. Advantages of High Level Language : (i) User-friendly. (ii) Easy to learn. (iii) Require less time to write. (iv) Easier to maintain. (v) Problems Oriented rather than machine based. (vi) It is independent of the machine on which it is used programs developed in High Level Languages can be run on any computer.

Disadvantages of High Level Language

(i) It need translator translate into Machine Language.

(ii) The object code generated by a translator might be inefficient as compared to an equirilent Assembly Language Program.

6. Assembler is a program that is used to convert Assembly language to machine language. 7. Compiler is a software that translates a HLL program into Machine Language at once and Interpreter is also translates HLL into Machine Language. It translates one line at the time of program.

CHAPTER 3 : UNDER STANDING WINDOWS 10

A. 1. a 2. a 3. a 4. c 5. b **B.** 1. Operating System 2. Personalize, 3. Photos 4. Icons **C.** 1. F 2. T 3. T 4. F 5. F 6. T **D.** 1. Features of windows 10– (i) Easy to use, more attractive and the most secured. (ii) Much more personal and provides us the ability to redecorate our desktop. (iii) The enhanced searchtool. Cortana, enables us to search anything on our computer or the Web directly. (iv) The application Windows Store provides us a bundle of updates apps. 2. Taskbar displays

the Start Button on the extreme left side. Search button to the next of Start button. To the right of the Search box is the Task View Button. Taskbar holds the Notification Area on the right side. 3. Universal apps is an integral part of windows 10 store. as the name suggest, these are apps the work on all device sizes from phones to high-powered desktop PCs. 4. The Start Menu in windows 10 is a blend of old menu, found in window 7 and start Screen in Window. 8. When we click on the start button at the bottom left of the screen, we get two pannels side by side. The left column displays the pinned, recently added and most used apps. The right column displays a section of live tiles that we can customize, resize and reorganize. 5. Desktop is the first screen appeared on the monitor after starting the computer.

6. **Steps ot create a group of tiles :**

Step 1 : Drag a tile to the bottom of the right pane in the start menu. A transparent horizontal bar appears with heading **Name Group** on the left side and two small horizontal lines of the right.

Step 2 : Click on Name group and add a name. Now you can add the relevant tiles in this group.

Step 3 : To move a whole group of tiles, drag the two small lines to the desired position.

7. **To display mutiple windows at a time, follow the given steps :**

Step 1 : First open Word 2016 and PowerPoint 2016.

Step 2 : Now right-click anywhere on the blank portion of the taskbar.

Step 3 : Click on the Show Windows side-by-side option from the Shortcut menu Both the application windows will be displayed side-by-side.

CHAPTER 4 : MORE ON MICROSOFT WORD 2016

A. 1. b 2. a 3. a 4. c **B.** 1. Symbols, special characters 2. WordArt 3. Shape file, Shadow effect 4. Insert **C.** 1. F 2. F 3. T 4. F **D.** 1. **Features of MS Word 2016 :**

- It provides features to type and modify text.
- It also enhances the appearance of text and gives an option to preview a document before printing it.
- It allows you to insert graphics in your document and make use of various drawing tools to draw pictures.
- It allows you to copy and move text from one location to another.
- It offers you to produce letters, reports, notices, news letters, books, bills etc., quickly in a presentable manner.

2. The Microsoft Word 2016 is quite similar to Word 2010 with some additional features. The Ribbon has three parts: Tabs, groups and Commands. each group has an organized set of related commands. For example, the Home tab contains commonly used commands for writing and formatting documents such as font formatting commands (Font group), paragraph options (Paragraph group), and styles (Styles group).

3. ClipArt are the readymade pictures.

4. Shapes are the drawing features that helps us to draw different shapes like stars, banners, flowchart, lines, callouts etc.

5. To insert a WordArt, follow the steps given below:

Step 1 : Click the Insert tab. Select the WordArt button in the Text group. Select a WordArt style. The Edit WordArt Text box appears with a selected placeholder text.

Step 2 : To type the text of format, use the Font options. Change the formatting effects like font font size, bold and italic. Click on OK. You will find a beautiful change in the text.

6. To insert Header, follow the steps given below :

Step 1 : Click the Insert Tab.

Step 2 : Click Header from Header & Footer group. A gallery appears.

Step 3 : Choose the style of your choice.

Step 4 : Now, type the text you want at the top of each page.

Step 5 : Now, click Close Header and Footer from Close group in the Design tab.

To insert Footer, follow the steps given below :

Step 1 : Click the Insert tab.

Step 2 : Click Footer group. A gallery appears.

Step 3 : Choose the style of your choice.

Step 4 : Now, write the text for the footer and click close Header and Footer from Close group in the Design tab.

CHAPTER 5 : TABLES IN MS WORD 2016

A. 1. b 2. c 3. a 4. b **B.** 1. Column 2. Layout 3. Table Styles 4. Data 5. Table size **C.** 1. c 2. d 3. b 4. a **D.** 1. F 2. F 3. F 4. T 5. F 6. F **E.** 1. The vertical data is called a column. 2. To divide a cell into many cells, use the Split Cells option.

Step 1 : Select the cell which you want to split.

Step 2 : Click the Layout tab

Step 3 : Click on Split Cells button in the Merge group.

Step 4 : The Split Cells dialog box appears.

Step 5 : Enter the number of rows and columns which you want to split the selected cells. Click on Ok.

3. To write simple expressions, follow the given steps :

Step 1 : Click the Layout tab.

Step 2 : Click in the required cell to get the result.

Step 3 : Click Formula from Data group. The Formula dialog box is displayed.

Step 4 : Write the mathematical expression in the Formula box. For example, $35+40$.

Step 5 : Select the number format in which you want to display the result and click Ok button. In this case the result 75 will be displayed.

4. It is Table styles are used to change the look, colour and design of a table.

Step 1 : Click on the Table.

Step 2 : Select the Design tab.

Step 3 : Click More button from Tables Style group. Choose any visual style form the gallery.

The preview of the selected style can be seen on the table. Click OK to apply.

5. to divide a cell into many cells is called split cells and combining two or more cells in the same row and column into a single cells is called merging.

CHAPTER 6 : INTRODUCTION TO MS EXCEL 2016

A. 1. b 2. c 3. a 4. c **B.** 1. Status bar 2. Cell 3. formula 4. Formula **C.** 1. T 2. F 3. T 4. F **D.** 1. Spreadsheet is a system of recording numerical data consisting of a grid (or table) of rows, columns and cells, where data is entered. 2. MS Excel is the most popular software the helps you to : 1. Arrange data in an organized way. 2. Type less and get more. 3. Perform calculations. 4. Auto recalculation. 5. Auto format table. 6. Compare data through chart.

3. Components of Excel 2016

Title bar : It appears on the top of the screen. The title bar displays the name of the current document and current program. It also contains Minimize, Maximize and Close buttons.

Quick Access Toolbar : It is present on the title bar. It helps you to do common tasks with just one click.

Ribbon : The Ribbon has three parts : Tabs, Groups and Commands. Each group has an organized set of related commands.

File Tab : It contains different options to work in MS Excel 2016.

Formula Bar : The formula bar is made up of two parts : Name box and Formula box.

Sheet Tab : The worksheet names appear on the sheet tab. The name of the active sheet is displayed in bold letters. You can move from one sheet to another by clicking at its tab.

Status Bar : This displays current status of the cells and Zoom option.

Range : A range is a group of contiguous cells, which form the shape of a rectangle. It can be as small as a single cell or as big as an entire worksheet. You can specify a range by writing the starting cell address followed by the ending cell address, both separated by a colon (:) for example, C1 : C10 indicates a range starting from C1 cell address and ending in C10 cell address.

Name Box : Name box is located just above the column heading on the left side of Window. This area displays the location of the cell pointer.

Column Heading : Alphabets across the top border of each worksheet are called column heading. These headings identify columns with letters A to Z, AA..... AZ....., BA....., BZ..... XAA.....XFD. Each worksheet in Excel contains 16,384 columns.

Worksheet : An Excel document is called a workbook. The blank worksheet is a part of the workbook.

4. A cell is the space which is formed by the intersection of one row and one column. Each small rectangle in a spreadsheet is called a cell.

5. It is easy to save your Excel files in one drive.

Step 1 : Click on File Tab.

Step 2 : Select the Save option or Save As. The file will be saved. OR

Press Ctrl + S

OR

Click on Save icon on the Quick Access Toolbar.

CHAPTER 7 : MORE ON MS POWERPOINT 2016

A. 1. b 2. c 3. a 4. b **B.** 1. Presentation 2. Slide 3. .ppt 4. Normal

C. 1. T 2. F 3. F 4. F **D.** 1. Ms PowerPoint is a presentation software. It is a part of Microsoft Office package. It creates and edits presentation for slide shows, meeting and web pages. 2. Installed Themes are the set of pre-designed format of text, colour schemes and graphics effect. 3. **Slide Sorter View Button** Shows all the slides of a presentation in one screen in the form of small thumbnail image. **Slide Show View Button** is used to run the slide show and see slides one screenful at a time. 4. Place holders (dotted rectangular boxes) are used to add text, tables, charts etc. on the slide.

CHAPTER 8 : INTERNET AND E-MAIL

A. 1. c 2. ??? 3. b 4. b 5. a **B.** 1. information 2. International Network 3. Google 4. Blind Carbon Copy 5. ?????? **C.** 1. T 2. F 3. T 4. F 5. T **D.** 1. Internet is one of the best technologies gifted to mankind. It has brought the entire world closer. Internet stands for 'International Network'. It is the largest computer network in the world, connecting millions of computers. 2. A Search Engine is a software that searches various web pages on the World Wide Web for a

particular information. It requires a user to enter a keyword related to the information to be searched and displays the search results as a list of links to the pages on which the keywords are found. 3. E-mail stands for Electronic Mail. It is a facility on the Internet to send and receive messages anywhere around the world, in real time. 4. **CC** : In this field, one can specify the addresses of the persons to whom one wants to send a copy of the mail. 5. **Dial up Connection** : Dial-up connection requires users to link their phone line to a computer, in order to access the internet. This particular type of connection does not allow user to make or receive phone calls through their home phone service while using the internet. **Broadband Connection** : As the term suggests, this connection uses wide bandwidth, which provides high-speed internet access through various transmission mediums. It is significantly faster than a dial-up connection. Using broadband, you can share videos, download music, programmes, or photos within no time. Unlike a dial-up connection, a broadband connection does not disrupt your phone line, so you are free to make and receive while online. 6. (i) **We transfer** : We transfer is a free online file transfer service that enables you to send files up to 2 GB from one system to another. (ii) **Sendspace** : It is another file transfer service that help you to share large files of upto 300 MB, free of cost. 7. **Modem** : MODEM stands for Modulator DEMoudlator. It is a device which allows a computer to send or receive information through telephone lines by converting digital data into an analog signal, used on telephone lines. Types of Modem– **Internet Modem** : is a device that is already installed in the computer. It is in the

form of a card that is inserted into one of the slot on the main board. **External Modem** : is a modem that is installed outside the CPU. It is in the form of a box that is normally connected to USB port of a computer. This type of modem has indicator lights that display the status of modem. The speed of a modem is measured in bps and kbps (kilo bits per second). Although a modem can have a maximum speed of 56 kbps but if the telephone line quality is not good, it will not be able to work with its maximum speed.

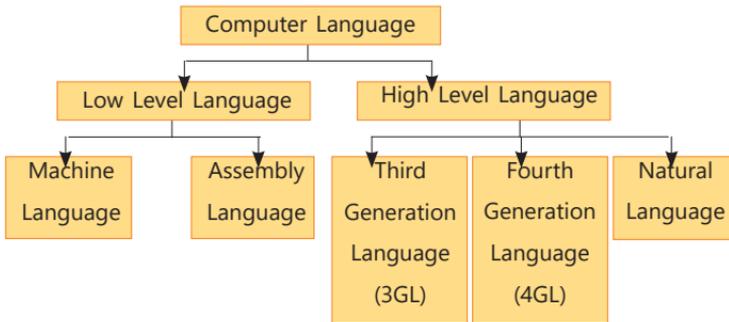
PC Card Modem is specifically designed for laptops and handheld computers. It is similar to the size of a credit card and fits into the PC Card slot on notebook and handheld computers. So no cable is required other than the telephone line connection. One can remove this modem when it is not needed. Except for its size, PC Card modem is like the combination of external and internal modems. This card is powered by a computer.

ASSESSMENT TEST PAPER - I

A. 1. b 2. b 3. b 4. a 5. b 6. a 7. b 8. a 9. c 10. c B. 1. Vacuum tube 2. EDSAC 3. machine-oriented language 4. 0 and 1 5. Operating System 6. Photos 7. Symbols, Special characters 8. Insert C. 1. ENIAC : Electronic Numerical Integrator and Computer 2. EDVAC : Electronic Discrete Variable Automatic Computer 3. UNIVAC : Universal Automatic Computer 4. IC : Integrated Circuit 5. LLL : Low Level Language 6. HLL : High Level Language 7. GL : Generation of Language 8. ASL : Assembly Language 9. ML : Machine Language D. 1. The following are the characteristics of the fourth generation of

computers, i.e., the present-day computers : They use micro-processors, a type of Very Large Scale Integrated Circuits (VLSIC), which contain all the components of a CPU on a single chip. The VLSICs perform the bulk of processing and control all parts of a system. The use of micro-processors resulted in decreased size and increased efficiency. They have much greater computing power and storage capacity than the earlier-generation of computers. They use improved storage devices that are cheaper than the earlier ones. They can be linked together (i.e., networked) to share storage capacity, space, data, etc.

2.



3. Assembler is used to convert Assembly Language to Machine Language. 4. Universal apps is an integral part of the Windows 10 store. As the name suggests, these are apps the work on all device sizes from phones to high-powered desktop PCs. 5. The most striking features of Window 10 are as follows : It is easy to use, more interactive and the most secured version of Windows. • It is much more personal and provides you with the ability to redecorate your desktop with new backgrounds, themes, colours and icons. • The enhanced search tool, Cortana, enables you to search anything on your system or the web directly. It lets you play music, videos

write notes, set alarms and reminders, perform calculations, send e-mails, change wallpapers and a lot more, through voice commands. • The application Windows Store provides a bundle of updated apps including Videos, Music Movies, Photos, Maps, Messaging, Mail, Calendar etc. • Windows 10 enables you to manages your desktop and windows in a better way. • You can create multiple desktops for different set of applications by using the Task View button. 6. To insert a WordArt, follow the steps given below : **Step 1** :  Click the Insert tab. Select the WordArt button in the Text group. Select a WordArt style. The Edit WordArt Text box appears with a selected placeholder text. **Step 2** : To type the text of format, use the Font options. Change the formatting effects like font, font size, bold and italic. Click on OK. You will find a beautiful change in the text.

ASSESSMENT TEST PAPER-II

A. 1. b 2. a 3. b 4. c 5. b 6. b 7. c 8. b **B.** 1. tabular 2. merging 3. spreadsheet 4. cell 5. presentation 6. slide 7. International Network 8. Blank Carbon Copy **C.** 1. Spreadsheet is a system of recording numerical data consisting of a grid (or table) of rows, columns and cells, where data is entered. 2. The horizontal data is called a row. 3. The Individual each rectangle is called a cell. 4. Combining two or more cells in the same row or column into a single cell is called merging. 5. E-mail stands for Electronic Mail. It is a facility on the Internet to send and receive messages anywhere around the world, in real time. **D.** 1. Personal Computer 2. Minimum 3. Maximum 4. Modulator Demodulator 5. Carbon Copy 6.

Blank Carbon Copy **E**. 1. Table styles are used to change the look, colour and design of a table. **Step 1** : Click on the Table. **Step 2** : Select the Design tab. **Step 3** : Click More button  from Tables Style group. Choose any visual style from the gallery.

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