

Guided activities using supplied Web Link

COMPUTER

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SOLUTION

CLASS : 1 TO V



Compatible with

- Windows-10
- Photoshop-2016
- MS Office-2013
- QB64

Puzzles to try
Useful Words
Quirky Facts



COMPUTER-1

Ch. 1

Computer : Introduction

Exercise

1. Tick (✓) the correct option.
a. (ii), b. (iii), c. (i)
2. Tick (✓) the correct statements and cross (X) the incorrect ones.
a. (✓), b. (X), c. (✓), d. (X)
3. Fill in the blanks.
a. Computer needs **introductions** to works.
b. Computer work very **fast**.
c. Some machine run on **fuel**.
d. Laptop and palmtop **carried** easily.
4. Answer the following questions.
a. Machine are man-made things. They make our work fast and accurate.
b. The computer is also a machine. It works on electricity. It works very fast. It needs our instructions to do our works.
c. Juicer Mixer.

Ch. 2

Uses of a Computer

Exercise

1. Tick (✓) the correct option.
a. (i), b. (ii), c. (i)
2. Tick (✓) the correct statements and cross (X) the incorrect ones.
a. (✓), b. (✓), c. (X), d. (✓), 5. (X)
3. Fill in the blanks.
a. We can solve **sums** by using computer.
b. We can use a computer to play **music**.
c. We can listen to **music** by using a computer.
d. We can make **drawing** on a computer.

4. Answer the following questions.

- a. We can watch a movie on a computer.
- b. Computer can be used to book tickets online.
- c. The three places are : schools, hospitals and banks.
- d. Its your own.

Ch.3

Parts of a Computer

Exercise

1. Tick (✓) the correct option.

- a. (i), b. (ii), c. (ii)

2. Tick (✓) the correct statements and cross (X) the incorrect ones.

- a. (X), b. (✓), c. (✓), d. (X)

3. Fill in the blanks.

- a. A computer is an **electronic** device.
- b. Monitor is an **output** device.
- c. Computer can store huge amount of **data** in it.
- d. Keyboard is a **input** device.

4. Answer the following questions.

- a. The three parts are : monitor, keyboard and mouse.
- b. (i) It is used to display output to the user.
(ii) We can see movies and cartoon on it.
- c. We use a mouse to point and select objects on the monitor.
We also use the mouse to draw pictures and play games.

Ch.4

The Keyboard

Exercise

1. Tick (✓) the correct option.

- a. (i), b. (i), c. (iii)

2. Tick (✓) the correct statements and cross (X) the incorrect ones.

- a. (✓), b. (X), c. (✓), d. (X)

3. Fill in the blanks.

- a. Space bar is the **longest** key on the keyboard.
- b. Small blinking line on the monitor is called the **cursor**.
- c. A keyboard has **two** enter key.
- d. We use backspace key to erase letters to the **left**.

4. Answer the following questions.

- a. After pressing this key blank space appears between two letters, words etc.
- b. It removes a character just left to cursor.
- c. There are 26 alphabet keys on a keyboard.
- d. We use the delete key to erase letters or number typed on the right side of the cursor.

Ch.5

The Mouse

Exercise

1. Tick (✓) the correct option.

- a. (i), b. (ii), c. (ii)

2. Tick (✓) the correct statements and cross (X) the incorrect ones.

- a. (X), b. (X), c. (✓), d. (X)

3. Fill in the blanks.

- a. A mouse is a **pointing** device.
- b. Double-click is used to **open** in item.
- c. A mouse has 2 or 3 **button** on it.
- d. Computer mouse look like a **real** mouse.

4. Answer the following questions.

- a. It opens a shortcut menu or pop-up menu showing a list of option.
- b. The middle finger must be place on the right button.
- c. The two uses of mouse are :
 - (i) A mouse help us to move the pointer on the computer screen.
 - (ii) It is used to select and open the items on the screen.

Ch. 6 Starting and Shutting Down a Computer

Exercise

1. Tick (✓) the correct option.
a. (iii), b. (i), c. (ii)
2. Tick (✓) the correct statements and cross (X) the incorrect ones.
a. (✓), b. (X), c. (✓), d. (X)
3. Fill in the blanks.
a. Click on the **Start** button.
b. From the menu, click on the **Shut down** button.
c. Now turn the **monitor** OFF.
d. Now switch OFF the **UPS** and **main power** supply.
4. Answer the following questions.
a. To start a computer properly, follow these steps :
Step 1 : Switch on the power supply button.
Step 2 : Switch on the UPS.
Step 3 : Switch on the CPU button.
Step 4 : Switch on the monitor.
b. To shut down a computer correctly, follow these steps :
Step 1 : Move the mouse pointer to the start button on the desktop and click on it.
Step 2 : Click on the Shut down option.
A message-'Shutting down' appears on the monitor.
Step 3 : Switch off the monitor.
Step 4 : Switch off the UPS.
Step 5 : Switch off the power supply button.

Ch. 7

Fun with Paint

Exercise

1. Tick (✓) the correct option.
a. (ii), b. (iii), c. (ii)

2. Tick (✓) the correct statements and cross (X) the incorrect ones.
a. (X), b. (✓), c. (✓), d. (X), e. (X)
3. Fill in the blanks.
a. The **Paint** program is used to make drawing in computer.
b. To draw a perfect square, we press the **shift** key while drawing.
c. We can draw a square using the **rectangle** tool.
d. **eraser** tool is used to erase a mistake in the drawing area.
4. Answer the following questions.
a. We use drawing area to draw a picture.
b. We use Fill with colour tool to fill colour in a drawing or a picture.
c. To draw a oval, follow these steps :
Step 1 : Click on the oval tool in the tools group.
Step 2 : Select the thickness of line by clicking on the size of button.
Step 3 : Left click and drag the mouse to draw oval.
d. To start paint, follow the steps given below.
Step 1 : Click on the Start button.
Step 2 : Select All apps.
Step 3 : Chose the Window Accessories.
Step 4 : Click on the Paint.

Ch. 8

When We Use A Compute

Exercise

1. Tick (✓) the correct option.
a. (ii), b. (iii), c. (i)
2. Tick (✓) the correct statements and cross (X) the incorrect ones.
a. (X), b. (✓), c. (X), d. (✓)
3. Fill in the blanks.
a. Do not play with the **wire** of computer.
b. Do not play **loudly** music in computer room.

- c. Always **clean** your computer.
- d. Never **touch** the wire of computer.

4. Do's

- (i) Always sit straight while working on computer.
- (ii) Keep the computer away from the dust.
- (iii) Press the keys of the keyboard gently.
- (iv) Always keep the mouse on mouse pad.

Don't

- (i) Do not switch off the computer directly.
- (ii) Do not take food or water on the computer table.
- (iii) Do not touch the wire of computer when we use.
- (iv) Do not play loudly music in computer room.

5. Its your own.

COMPUTER-2

Ch. 1

Know Your Computer

Exercise

1. Tick (✓) the correct option.
a. (ii), b. (i), c. (ii)
2. Tick (✓) the correct statements and cross (X) the incorrect ones.
a. (X), b. (X), c. (✓), d. (✓)
3. Fill in the blanks.
a. A computer works very **fast**.
b. A tablet is **smaller** and **fast** than a laptop.
c. A small computer that we can put in our lap is called a **laptop**.
d. A computer stores a large amount of **information** and never **forgets** it.
4. Answer the following questions.
a. Computer is a smart machine. It needs electricity and our instructions to work.

- b. Computers that are kept on a desk are called desktop computers. Desktop computers are big in size.
- c. There are three types of computer :
(i) Desktop, (ii) Laptop and (iii) Tablet.

Ch. 2

Need for Computers

Exercise

1. Tick (✓) the correct option.
a. (i), b. (ii), c. (ii)
2. Tick (✓) the correct statements and cross (X) the incorrect ones.
a. (✓), b. (X), c. (✓), d. (✓), e. (✓)
3. Fill in the blanks.
a. A computer never makes a **mistakes**.
b. Computers are used in **bank** to maintain customer's accounts.
c. Computers are used in **hospital** to monitor patients.
d. Computers are used for play games at **home**.
e. Clothes and books are designed with the help of **computer**.
4. Answer the following questions.
a. At homes, computers are used for playing games, listening to music, writing letters, watching movies, etc.
b. Computers are used in banks to maintain the customer's accounts. They are used to run certain transactions that process the customer information.
c. A doctor keep records about patients in computer.
d. At school teachers use computer for making results, test papers, worksheets, etc.
e. 1. In Hospitals, 2. At Home, 3 In banks, and 4. In schools.
5. Difference between a computer and a human :

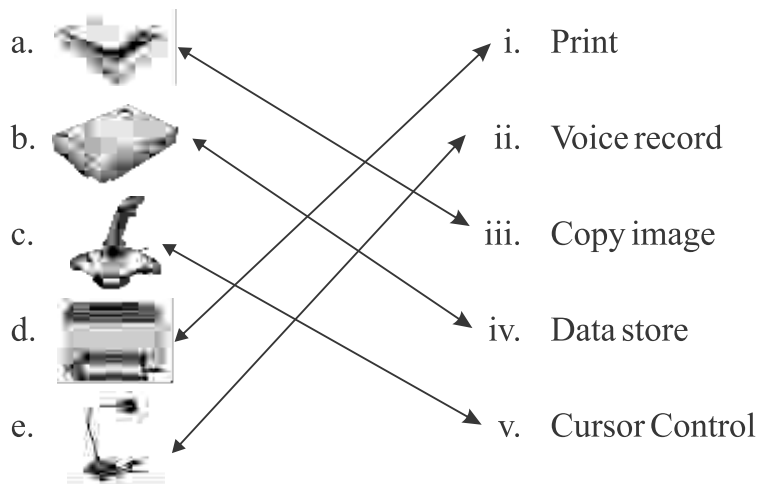
| Computer | Human |
|------------------------|----------------------------------|
| 1. It works very fast. | Humans are slower than computer. |

| | |
|----------------------------------|-----------------------|
| 2. Computer is never tired. | Human gets tired. |
| 3. Computer never makes mistakes | Human makes mistakes. |

Ch. 3 More Parts of a Computer

Exercise

1. Tick (✓) the correct option.
a. (iii), b. (ii), c. (i)
2. Tick (✓) the correct statements and cross (X) the incorrect ones.
a. (✓), b. (✓), c. (✓), d. (✓)
3. Fill in the blanks.
a. We use a **joystick** to play games on the computer.
b. A pen drive is also called a **flash driver**.
c. **Hard disk** stores all the data in a computer.
d. There are **three** types of printers.
4. Match the following parts of computer with their work.



5. Answer the following questions.
a. i. Laser, ii. Inkjet.
b. A scanner helps you in copying text and images printed on the paper and stored them into the computer.

- c. It can store different amounts of data.
- d. By using headphones, a person can hear the sound generated by a computer without disturbing others.

Ch. 4 How does a Computer work?

Exercise

1. Tick (✓) the correct option.
a. (i), b. (ii), c. (ii)
2. Tick (✓) the correct statements and cross (X) the incorrect ones.
a. (✓), b. (✓), c. (X), d. (✓)
3. Fill in the blanks.
a. A computer can not **work** on its own.
b. We give input using the **keyboard**.
c. In an IPO cycle, the 'I' stand for **input**.
d. The **monitor** shows output.
4. Answer the following questions.
a. Input-Process-Output.
b. Working on data is called processing.
c. The devices that are used to enter or give instructions to the computer are called input devices. Example, mouse and keyboard.

Ch. 5 More about the Keyboard

Exercise

1. Tick (✓) the correct option.
a. (iii), b. (i), c. (ii)
2. Tick (✓) the correct statements and cross (X) the incorrect ones.
a. (✓), b. (X), c. (✓), d. (✓)
3. Fill in the blanks.
a. The **home** key moves the cursor to the beginning of the line.
b. The **backspace** key is used to remove a letter placed just before the cursor.

c. The **end** key moves the cursor to the end of the line.

d. There are **four** cursor control keys on a keyboard.

4. Answer the following questions.

a. We can type capital letters by pressing the caps lock key.

b. The shift key is used in combination with other keys. It is used to type a few alphabet of word or sentence in capital letters.

c. We can stop the ongoing activity of the computer by escape key. It is used to close a menu or a dialog box.

d. Arrow keys are four in number. These four keys help us to move the cursor up, down, left and right. A cursor is a small line blinks on the screen at next letter position

Left arrow key moves the cursor left.

Right arrow key moves the cursor right.

Up arrow key moves the cursor up.

Down arrow key moves the cursor down.

e. We use these keys to move the page up or down.

Ch. 6

More about the Mouse

Exercise

1. Tick (✓) the correct option.

a. (i), b. (ii), c. (ii)

2. Tick (✓) the correct statements and cross (X) the incorrect ones.

a. (✓), b. (X), c. (X), d. (X)

3. Fill in the blanks.

a. We can give **command** to the computer by clicking the buttons of a mouse.

b. Pressing and releasing mouse button is called **clicking**.

c. A computer mouse is a **pointing** device.

d. A mouse has a tail-like wire which is connected to the **CPU**.

4. Answer the following questions.

a. To move an item to a new place is called Drag and Drop.

b. The different types of mouse are : two-button mouse, three-button mouse, scroll mouse and wireless mouse.

c. We Double-click on an item to see what it contains.

d. Rolling the scroll wheel of the mouse up and down is called scrolling.

Ch. 7

Know More about the Paint

Exercise

1. Tick (✓) the correct option.

a. (ii), b. (ii), c. (iii)

2. Tick (✓) the correct statements and cross (X) the incorrect ones.

a. (✓), b. (✓), c. (X), d. (X)

3. Name the tools.

a.



Color Picker

b.



Magnifier Tool

c.



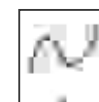
Polygon Tool

a.



Text Tool

b.



Curve Tool

c.



Brush Tool

4. Answer the following questions.

a. The Color picker tool is used to copy a colour from one area of a picture to another area.

b. The Magnifier tool is used to make a drawing look bigger.

c. The Polygon tool is used to draw a shape with any number of sides.

d. The Curve tool is used to draw curved lines or smooth wavy lines.

Ch. 8

Fun with Tux Paint

Exercise

1. Tick (✓) the correct option.
a. (iii), b. (ii), c. (iii)
2. Tick (✓) the correct statements and cross (X) the incorrect ones.
a. (X), b. (✓), c. (X), d. (X), e. (✓)
3. Answer the following questions.
 - a. Magic tool in the Tux Paint is similar to the brush tool of MS paint.
 - b. **(i) Paint tool** : shows different styles of brushes.
(ii) Shapes tool : helps to draw different shapes.
(iii) Eraser tool : helps to erase a mistake.
(iv) New tool : helps to choose a blank page or a picture.
 - c. Magic tool is used to fill colours using in tux paint.
 - d. Quit tool is used to close the tux paint.
 - e. Quit tool.

Ch. 9

WordPad

Exercise

1. Tick (✓) the correct statements and cross (X) the incorrect ones.
a. (✓), b. (X), c. (X), d. (✓)
2. Answer the following questions.



- b. Storing work in the computer is called saving.
- c. Storing work in the computer is called saving.
- d. We use text color button to type text in colour.
- e. WordPad button displays a menu of options in WordPad.

COMPUTER-3

Ch. 1

The Computer System

Exercise

1. Tick (✓) the correct option.
a. (iv), b. (iv), c. (ii), d. (i)
2. Tick (✓) the correct statements and cross (X) the incorrect ones.
a. (✓), b. (X), c. (✓), d. (✓)
3. Fill in the blanks.
 - a. **Data** is a raw material of information.
 - b. Proper collection of the data is called **information**.
 - c. Computer does not work without **instruction**.
 - d. A **personal** computer is a computer designed to be used by one user at a time.
4. Match the following.
Its your own.
5. Answer the following questions.
 - a. Computer is an electronic machine that make our work easier and faster. Its utility area can be from a small shop to large scientific research center.
 - b. On the basis of size, computer are classified into four types:
 1. Super Computers
 2. Mainframe Computers
 3. Mini Computers
 4. Micro Computers
 - c. Super computer is an extremely fast computer. It can perform hundreds of millions of instructions per second.
 - d. A computer that performs calculations and logical operations with quantities represented as digits, usually in the binary number system.

Ch. 2

Hardware and Software

Exercise

1. **Tick (✓) the correct option.**
 - a. (i), b. (iii), c. (iv), d. (ii)
2. **Tick (✓) the correct statements and cross (X) the incorrect ones.**
 - a. (✓), b. (X), c. (✓), d. (X)
3. **Fill in the blanks.**
 - a. The parts of computer that can be touched are called **hardware**.
 - b. An **operating** system is the essential system software.
 - c. CD stands for **compact disc**.
 - d. Monitor is the most important **output** device of a computer system.
4. **Match the following.**

Its your own.
5. **Answer the following questions.**
 - a. It is the physical parts of a computer that we can touch or feel. All input, output and storage devices are parts of computer hardware.
 - b. The word software means all of the things that the computers do, like games and programs that run and make the computer work.

Software is a set of instruction that perform a specific task on a computer system.
 - c. (i) Keyboard, (ii) Monitor
 - d. There are two types of software :
 - (i) System Software
 - (ii) Application Software

Ch. 3

Introduction to Windows 10

Exercise

1. **Tick (✓) the correct option.**
 - a. (ii), b. (iii), c. (i), d. (i)

2. **Tick (✓) the correct statements and cross (X) the incorrect ones.**
 - a. (✓), b. (✓), c. (X), d. (✓), e. (X)

3. **Fill in the blanks.**

- a. An **Operating system** is a set of programs which manages all the jobs of a computer and make it run.
- b. Windows 10 has a new search tool called **Cortana**.
- c. A **Folder** is used to store a group of files.
- d. To show all the apps installed in a system, select the **All apps** option.
- e. At the end of the notification area, there is a **peek button**.

4. **Answer the following questions.**

- a. An operating system is a set of programs which manages all the jobs of a computer and make it run. It tells a computer how to work. It is a very important part of a computer.
- b. (i) Windows 10 more interesting and has many new themes, icons, and pictures. (ii) It has the Task View button to the right of the search button.
- c. The first screen that appears after loading the operating system with labelled pictures on it is called Desktop.

The desktop is just like your study table, where you keep all useful and frequently-used things like pens, pencils, notebooks, etc.

The desktop consists of Icons and Taskbar.
- d. The small labelled pictures on the desktop are called Icons. The icons may represent a file, folder or a program. Icons are used to open specific program.
- e. A Taskbar is the long horizontal bar normally placed at the bottom of the desktop.

Ch. 4

More About MS Paint

Exercise

1. **Tick (✓) the correct option.**
 - a. (i), (ii), (iii), b. (i), c. (ii), d. (i)

2. Tick (✓) the correct statements and cross (X) the incorrect ones.

a. (✓), b. (✓), c. (✓), d. (X), e. (X)

3. Write the work of the following tools in short words.

- Select tool** : To selecting a specific object.
- Resize and Skew tool** : To resize and skew the image or a part of it.
- Rotate tool** : To rotate a picture.
- Crop tool** : to crop a picture.
- Copy tool** : To make a duplicate copy of a image or a selected part.

4. Answer the following questions.

- To crop an image, follow these steps :
 - Select the image using rectangular Selection or Free-form selection tool.
 - Click on the Crop button in the image group. Only the selected portion become visible.
The selected part will be shown as a new file.

| Resize | Skew |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The Resize option is used to resize the image or a part of it.</p> <p>Resizing allows you to elongate or shrink the image or a selected portion of it in horizontal or vertical direction.</p> | <p>The Skew option is used to image so that it appears slanted.</p> <p>Skewing allows you to change the angle of the image in horizontal or vertical direction.</p> |

- The two ways to flip a picture are : Flip Vertical and Flip Horizontal.
- We use Edit colors tool to edit colours in paint.
- Paste from option used to paste an existing picture file into paint.

Ch. 5

Exploring Tux Paint

Exercise

1. Tick (✓) the correct option.

a. (i), b. (iv), c. (ii)

2. Tick (✓) the correct statements and cross (X) the incorrect ones.

a. (✓), b. (X), c. (X), d. (✓), e. (X)

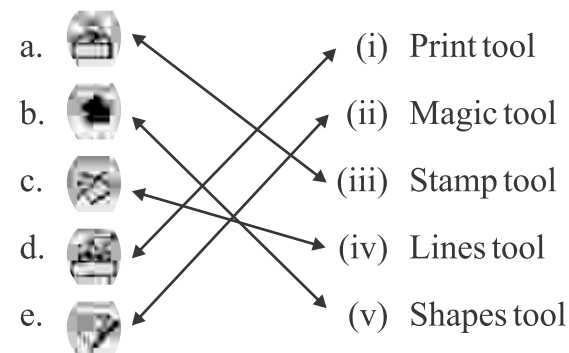
3. Fill in the blanks.

- To erase a drawing, we use the **eraser** tool.
- Stamp** tool adds a sticker of a picture.
- Open** tool opens a saved picture.
- Text** tool help to type on the drawing canvas.
- Quit** tool closes the Tux Paint program.

4. Answer the following questions.

- The Text tool is used to type text on the drawing canvas.
- Follow these steps to add a stamp on the drawing area :
 - Click on the Stamp tool.
 - Click on the sticker you want to use.
 - Bring the mouse to the canvas and click at the position where you want the sticker to appear.
- The most special features of Tux Paint is the Magic tool. It helps us to apply various amazing effects to a picture.
- (i) Rails (ii) Bricks (iii) Rain (iv) Grass
- (i) Waves (ii) Drip

5. Match the tools with their names.



Exercise

1. Tick (✓) the correct option.
a. (iii), b. (i), c. (ii), d. (i), e. (iii)
2. Tick (✓) the correct statements and cross (X) the incorrect ones.
a. (X), b. (X), c. (✓), d. (✓)
3. Fill in the blanks.
a. The **Halt** button stops Logo from processing.
b. The **Execute** button is used to run the commands given in the Input Box
c. The commands in Logo are also known as **Primitives**.
d. When we write primitives one after another, the set of primitives is known as **program**.
4. Answer the following questions.
a. The turtle is a small triangle present in the center of the screen. Whenever a command is given, turtle moves accordingly. It always leaves a line behind.
b. To type the commands in Logo, click in the Command Input Box. These commands are executed when we click on the execute button or press the enter key. Then the command goes into the computer's memory and gets executed.

| CLEARSCREEN | CLEAR |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| The CLEARSCREEN command is used to clear the complete picture drawn on the Main Screen. It brings the turtle to the center of the screen. | The CLEAN command is used to clear the complete picture drawn on the Main Screen. It does not bring the turtle to the home position. |

d.

| HIDETURTLE | SHOWTURTLE |
|-------------------------------------------------------------------------|--------------------------------------------------------------------|
| The HIDETURTLE command is used to hide the turtle from the Main Screen. | The SHOWTURTLE orders the hidden turtle to get back on the screen. |

Exercise

1. Tick (✓) the correct option.
a. (i), b. (ii), c. (i), d. (iii)
2. Tick (✓) the correct statements and cross (X) the incorrect ones.
a. (✓), b. (X), c. (✓), d. (✓)
3. Fill in the blanks.
a. The **PRINT** command is used to display characters, numbers, words or sentences on the screen.
b. The **LABEL** command is used to display the text or numbers in the Main Screen at the current position of the turtle.
c. You can multiply numbers using **PRODUCT** command.
d. You can divide numbers using **QUOTIENT** command.
4. Answer the following questions.
a. The PRINT command is used to display characters, numbers, words or sentences on the screen. The PRINT command can also be used to doing calculations.
b. You can perform addition, subtraction, multiplication and division using the symbols +, -, *, and / respectively.
c. The LABEL command is used to display the text or numbers on the Main Screen at the current position of the turtle.

COMPUTER-4

Ch. 1

History of Computer

Exercise

A. Tick (✓) the correct option.

1. (a), 2. (b), 3. (c), 4. (a), 5. (d)

B. Fill in the blanks.

- Simple calculations like addition and subtraction can be done on **abacus** by sliding the beads along the rods.
- Second generation computer used **transistor** and magnetic core memory.
- The **abacus** was the first mechanical calculator of the computing history.
- The present day computers can be linked together to form computer **networks**.
- The fifth generation computers will be based on **parallel processing hardware and AI software**.

C. Tick (✓) the correct statements and cross (X) the incorrect ones.

1. (X), 2. (X), 3. (✓), 4. (X), 5. (✓)

D. Answer the following questions.

- Abacus was the first mechanical calculating machine to count large numbers and do simple arithmetic calculations. It was invented about 500 years ago in China. It is made up of wooden rock holding horizontal wires with beads to represent the numbers.
- Pascaline was the first mechanical calculator invented in 1642 by Blasie Pascal, a french mathematician. After his name, it was named Pascaline. It was the second mechanical device that could count. It had a box with eight rotating wheels called the dials. These dials were used to enter the number for simple calculations.

3.

| First Generation Computer | Second Generation Computer |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1. They used vacuum tubes and magnetic drums fo the memory. | 1. They used transistor and magnetic core memory. |
| 2. They were very large in size. | 2. They were smaller and faster compared to the first generation. |
| 3. They were expensive operate. | 3. They were cheaper and more efficient compared to the first generation computers. |

- They use VLSI (Very Large Scale Integration) circuits.
 - They were extremely powerful and could process millions of instructions in a fraction of seconds.
 - They were smaller, energy efficient and more reliable than the earlier generations of computer.
 - The present day computers can be linked together to form computer networks.
 - This laid the development of word wide network called the Internet.
 - Desktop computers are examples of four generation computers.
- The features of a modern day computer are :
 - Electronic ♦ Automatic ♦ Storage
 - Speed ♦ Accuracy ♦ Diligence
 - Versatility

Although computers are capable of many things but being a machine it has some limitations as well.

- ♦ GIGO ♦ No Self Intelligence or IQ
- ♦ No Learning Power ♦ No Decision Making Power

Ch. 2

Classification of Computers

Exercise

A. Tick (✓) the correct option.

1. (b), 2. (a), 3. (d), 4. (c)

B. Fill in the blanks.

1. **Minicomputer** allow many users to work on the same machine at the same time.
2. A speedometer in our car is common type of **electronic** device.
3. **Palmtop** is a small computer that literally fits in our palm.
4. **Microcomputer** are used mostly in homes or offices.
5. Microcomputers are also called **personal** computers.

C. State 'T' for true and 'F' for false statements.

1. (T), 2. (T), 3. (F), 4. (T), 5. (T)

D. Answer the following questions.

1. The most powerful computer in terms of performance are supercomputer. They are very expensive. They are used for weather forecasting and defence purposes such as controlling missiles and satellites.

PARAM is the name of a super computer designed by India.

2. **Desktop** : Computers that are kept on a desk are called desktop computers. Desktop computers are big in size. Generally, they remain fixed at one place because they are very heavy.

Laptop : A small computer that we can put in our lap is called a laptop. It can be carried from one place to another because it is small in size and light in weight.

Palmtop : Small computers that can be fitted in our palm are known as palmtop. They can also be put inside pocket.

3. Mainframe computers have faster speed and larger storage capacity than minicomputer. They are large computers and have many terminals connected with a network. They are

used in big organizations and mostly used for business and scientific research purposes.

4. Analog computers use physical quantities to show calculations. Analog computers are faster than digital computer. These computers are used in hospitals, aircraft and other places.
5. Modern computers have many unique features that have led to their huge popularity across the world. Some important features of modern computers are below:
 - ♦ Modern computers have a very large memory. They can store large volumes of data/information for a long period of time.
 - ♦ Modern give highly accurate result.
 - ♦ Modern computers are multitasking machines. They can do many tasks at the same time.
 - ♦ Modern computers are easy to use.
 - ♦ Modern computers work at a very fast speed. They can process data at the rate of millions of instructions per second (MIPS).
6. Digital computers represent physical quantities with the help of digits or numbers. They are used in commercial and control systems.

Ch. 3

Memory and Its Type

Exercise

A. Tick (✓) the correct option.

1. (b), 2. (d), 3. (c), 4. (a)

B. Fill in the blanks.

1. A combination of 4 bits makes up a **nibble**.
2. 1024 bytes equal to 1 **kilobyte**.
3. The pen drive is known as **flash drive**.
4. **Rom** is used for storing the special program called BIOS.

C. Tick (✓) the correct statements and cross (X) the incorrect ones.

1. (X), 2. (✓), 3. (✓), 4. (X)

D. Answer the following questions.

| | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | RAM | ROM |
| | <ol style="list-style-type: none">1. Ram stands for Random Access Memory.2. Ram is volatile in nature.3. Whenever power fails or the computer is switched off, all the information that has been stored in RAM is lost.4. It stores information on a temporary basis. | <ol style="list-style-type: none">1. Rom stands for Read Only Memory.2. It is non-volatile in nature.3. It retains the data even when a computer is switched off.4. It keeps the data permanent. |

| | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. | CD | DVD |
| | <ol style="list-style-type: none">1. CD stands for Compact Disc.2. It is the most commonly used storage device.3. One CD can store 600 to 750 MB data on it. | <ol style="list-style-type: none">1. DVD stands for Digital Versatile Disk or Digital Video Disk.2. It can store much more data.3. Its capacity may range from 4.7 GB to 8.5 GB. |

3. Primary memory is also known as the main memory or the internal memory. It is the in-built memory that is fixed inside the CPU. It stores data or instructions currently used by the computer. The minimum size of primary memory is 256 MB. We can increase its size any time. Primary memory can be divided into two parts—RAM and ROM.

4. A memory card is used to store data in various electronic devices like mobile phones, digital cameras, mp3 players and many other portable devices. It is small in size and can store upto 32 GB of data. We can transfer the data stored in a memory card to our computer.

Ch.4

Windows 10 Environment

Exercise

A. Tick (✓) the correct option.

1. (c), 2. (c), 3. (d), 4. (a)

B. Fill in the blanks.

- The first screen that appears after loading the operating system with labelled pictures on it is called **desktop**.
- By default, the taskbar of the Windows 10 is **black** in colour.
- Notification area** is where you will find your app notifications.
- Lock screen** is the screen that appears at the time of Windows start up and when you don't work on the system for some time.
- A **theme** is a combination of desktop background pictures, window accent colours and sounds.

C. Tick (✓) the correct statements and cross (X) the incorrect ones.

1. (✓), 2. (X), 3. (X), 4. (✓), 5. (✓)

D. Rearrange the Jumbled letters to make words.

- | | |
|------------|----------------|
| 1. SWDIWNO | WINDOWS |
| 2. OCINS | ICONS |
| 3. TOPDESK | DESKTOP |
| 4. OLFRED | FOLDER |

5. Answer the following questions.



2. The picture appears as a background on the desktop is called wallpaper. Your choice of desktop background usually reflects your personal taste-what you like to see when your application are minimized or closed.

3. To change the colour of the Start menu, follow these steps :

Step 1 : Click on the **Start** button.

Step 2 : Click on the **setting** option.

Step 3 : Click on the **Personalization** option.

Step 4 : Click on the **Colors**.

Step 5 : **Off** the Automatically pick an accent color from my background option.

Step 6 : **Choose** your accent color.

4. Lock screen is the screen that appears at the time of Windows start up and when you don't work on the system for some time. The Lock screen will always show the time and date while it sits there waiting for you to click on it to log in.

5. A theme is a combination of desktop background pictures, window accent colours and sounds. You can apply a theme if you do not want to make personal settings for desktop background picture, window accent colours, lock screen, etc.

To change the Windows 10 theme, open the Personalization window and follow these steps :

Step 1 : Select the **Themes** option.

Step 2 : Select the **Theme setting** option.

Step 3 : Select the desired theme.

Ch.5

More on Logo

Exercise

A. Tick (✓) the correct option.

1. (a), 2. (d), 3. (d), 4. (b)

B. Fill in the blanks.

1. The **LT** command is used to lift the pen of the turtle.
2. The **PE** command is used to set the pen of the turtle on erase mode.
3. The **SETPC** command is used to set the colour of the pen of the turtle.
4. The **HT** command is used to hide the turtle from the main screen.

C. Tick (✓) the correct statements and cross (X) the incorrect ones.

1. (✓), 2. (X), 3. (✓), 4. (X)

D. Answer the following questions.

1. REPEAT < number of times to repeat > [commands to be repeated]

The REPEAT command reduces the number of lines of commands to be written in order to draw a figure.

For example,

The command to draw a square using REPEAT command :

REPEAT 4 [FD 100 RT 90]

2. The SETSCREENCOLOR command is used to set the

colour of the drawing area in a specified color. We can specify the color code after the command.

3. The SETPENCOLOR command is used to set the colour of the pen of the turtle. It lets the turtle draw lines in different colours.

In order to draw colored lines, you need to specify the colour code as given in the table alongside.

4. The PENPAINT command is used to change the erase mode to the paint mode. This command is used after erasing the lines so that the turtle starts drawing lines again. The short form for PENPAINT is PPT.

Ch. 6 Editing in MS Word 2013

Exercise

A. Tick (✓) the correct option.

1. (b), 2. (a), 3. (c), 4. (c), 5. (c)

B. Fill in the blanks.

1. Making changes after typing the text in a document is called **editing**.
2. Ctrl + x is the shortcut key for **cut** option.
3. The **undo** command is used to reverse the last action performed.
4. A **red** wavy underline indicates a misspelled word.
5. Word has an in-built dictionary called **thesaurus**.

C. Tick (✓) the correct statements and cross (X) the incorrect ones.

1. (X), 2. (✓), 3. (✓), 4. (✓), 5. (✓)

D. Answer the following questions.

1. Making changes after typing the text in a document is

called editing. We edit a document to insert text, copy text, delete text, move text or rectify errors.

2. The Copy command creates a duplicate copy of the original text and the Paste command is used to insert the copied text at the new location.

| Undo command | Redo command |
|----------------------------------------------------------------|---------------------------------------------------------------------|
| The Undo command is used to reverse the last action performed. | The Redo command is used to reverse the effect of the Undo command. |

4. Spelling and Grammar tool can help us produce error-free documents.
5. This feature provides a list of synonyms (i.e., words with similar meaning) for a given word and antonyms (i.e., opposite of a word). It proves to be useful by helping you improve your vocabulary and can be used to replace a word with one of its synonyms.

Ch. 7 Introduction to PowerPoint 2013

Exercise

A. Tick (✓) the correct option.

1. (b), 2. (c), 3. (a), 4. (c), 5. (d)

B. Fill in the blanks.

1. **Slides** are the individual pages of a presentation which display one by one on a screen.
2. Notes Pane is also known as **speaker's notes**.
3. **Normal view** is the default view.
4. **Placeholder** is a dotted rectangular box on a slide that hold text, images, etc.

5. In a **slide show** all the slides in your presentation are displayed one by one.

C. Tick (✓) the correct statements and cross (X) the incorrect ones.

1. (X), 2. (✓), 3. (✓), 4. (X), 5. (✓)

D. Answer the following questions.

1. A presentation is a collection of slides arranged in systematic order which display the information on a particular topic.
2. Slides are the individual pages of a presentation which display one by one on a screen.
3. To start MS PowerPoint 2013, follow these steps :

Step 1 : Click on the **Start** button.

Step 2 : Click on the **All apps** option.

Step 3 : Click on the **Microsoft office 2013** folder.

Step 4 : Click on the **PowerPoint 2013**.

4. It allows you to view all the slides present in your presentation. The selected slide will appear in the slide pane to the right. You can add, delete, duplicate and rearrange slides in the slide navigation pane.
5. They are present to the left of the Zoom slider on the status bar. You can view the slides using one of the following buttons :

Normal : It is the default view. This view shows the slides navigation pane and the selected slide.

Slide Sorter : It displays miniature form of all the slides in a presentation.

Reading View : It hides all the editing tools to make your slides easier to review.

Slide Show : It display the slides in a presentation one by one on the screen.

Ch. 8

E-Mail : A Communication Tool

Exercise

A. Tick (✓) the correct option.

1. (a), 2. (b), 3. (a), 4. (b), 5. (a)

B. Fill in the blanks.

1. E-mail programs usually store messages we have sent, received and deleted in separate **folders**.
2. The **service provider** keeps all the messages until they are retrieved.
3. The **user name** is followed by a symbol '@'.
4. Some e-mail programs have an option which will check our **spelling**.
5. On **snail mail**, we have time to think about our reply.

C. State 'T' for true and 'F' for false statements.

1. (F), 2. (F), 3. (F), 4. (T), 5. (T)

D. Write full form of the following :

1. URL **Uniform Resource Locator**
2. Modem **Modulator-Demodulator**
3. ISP **Internet Service Provider**
4. E-mail **Electronic Mail**
5. WWW **World Wide Web**

E. Answer the following questions.

1. E-mail stands for Electronic Mail. It is a facility on the Internet to send and receive messages to and from any part of the world.

E-mail is quick, paperless and economical as compared to postal mail. Through e-mail, we can send messages to any person who has e-mail address.

2. Various advantages of an e-mail are listed below :
 - a. **Fast** : Messages can be sent anywhere around the world in an instant.
 - b. **Cheap** : Transmission usually cost nothing, or at the most, very little.
 - c. **Simple** : It is easy to use after initial set-up.
 - d. **Efficient** : An e-mail can be sent to a group of people in one step.
 - e. **Versatile** : Pictures, PowerPoint or other files can also be sent through e-mails.

3. Features of an e-mail are described ahead :

Receive Messages

A person need not be at his computer to receive a message. The service provider keep all the messages until they are retrieved. The messages should be checked regularly.

Reply to a Message

We can reply to a message, answer to a question or supply additional information on related topics.

When a reply to a message is made, it is important that part of the original message is included. This is called quoting.

Forward a Message

Once we read a message, we can add comments and then send the message to a friend or colleague.

Print a Message

We can print a message to produce a paper copy.

4. We can easily create an e-mail account by filling a registration form where in we choose our e-mail address and password.

Step 1 : Connect to the Internet. Open the website **www.gmail.com**.

Step 2 : Click **Create an account** button to open a new account.

Step 3 : A registration form appears. Fill in the registration form. Choose a login name and password.

Step 4 : Accept the agreement.

Our e-mail account gets created if all the entries have been filled properly.

COMPUTER-5

Ch. 1 Computer Hardware and Software

Exercise

A. Tick (✓) the correct option.

1. (c), 2. (a), 3. (d), 4. (b), 5. (c)

B. Tick (✓) the correct statements and cross (X) the correct ones.

1. (X), 2. (X), 3. (✓), 4. (X), 5. (✓)

C. Fill in the blanks.

1. A **track ball** can be used in place of a mouse.
2. A **biometric sensor** is used to identify individuals on the basis of their physical or behavioral traits like fingerprint, voice, face, etc. of a person.
3. A **plotter** is a special type of printer used for producing high quality graphs or diagrams.
4. **Software** is a set of instructions that tells a computer how to perform a specific task.
5. **SMPS** converts the incoming electricity into proper voltage and supplies it to other parts present inside the CPU box.

D. Answer the following questions.

| | | |
|----|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| 1. | Hardware | Software |
| | Hardware means the physical parts of a computer that you can touch or feel. | Software is a set of instructions that tells a computer how to perform a specific tasks. |

| | | |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. | Impact Printers | Non-impact Printers |
| | It is a printing device in which the printing surface strikes the paper. These printers are slow, noisy and are not used for high-quality printing. | It is a printing device in which the images are created without being struck onto the paper and hence generate less noise. These printers are faster than impact printers. |

3. **Ports :** It is used to plug various devices such as the mouse, keyboard or printer to the computer system.

SMPS : It converts the incoming electricity into proper voltage and supplies it to other parts present inside the CPU box.

4. A language processor converts a program written in a computer language into the machine language so that it can be understood by a computer.

| | | |
|----|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 5. | System Software | Application Software |
| | System software is a collection of programs that controls the overall operation and working of the computer system. | Application software is a set of programs, developed by programmers in order to perform specific tasks. |

Ch. 2

Managing Files and Folders

Exercise

A. Tick (✓) the correct option.

1. (a), 2. (b), 3. (d), 4. (d)

B. Fill in the blanks.

1. **Moving** a file/folder refers to the shifting of it from its original location to another.
2. A **folder** is used to store a group of files.
3. **File explorer** provides a graphical user interface for accessing the file systems.
4. **Right Pane** displays folders and / or files of the selected folder in the left pane.
5. **Details** view provides detailed information about your files and folders.

C. Tick (✓) the correct statements and cross (X) the correct ones.

1. (X), 2. (X), 3. (X), 4. (✓), 5. (X)

D. Answer the following questions.

| | | |
|----|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| 1. | File | Folder |
| | A file is a collection of data. Each file has a different name and is represented by different icon. | A folder is just like a bag. It is used to store a group of files. You can organize your work by keeping similar files in one folder. |

2. File Explorer is an application that helps in viewing and managing files and folders. It provides a graphical user interface for accessing the file systems.

3. You can change the name of an existing file or a folder. To rename a file or a folder, follow these steps :
 1. Click on the file or the folder you want to rename in the right pane.
 2. Click on the **Rename** option in the **Organize** group on the **Home** tab.
 3. Type the new name for the folder and press the **Enter** key.
4. To restore a deleted file/folder, follow these steps :
 1. Open **Recycle Bin** folder and click on the file/folder that you want to restore.
 2. Click on the **Restore the selected items** option in the **Restore** group on the **Manage** tab under **Recycle Bin Tools**.
5. Windows provides many ways to arrange and identify your files. While you are viewing them, the information can be viewed in different modes by selecting the desired view option in the **Layout** group on the **View** Tab.
 - ◆ Extra Large and Large Icons ◆ Medium Icons
 - ◆ Small Icons ◆ List ◆ Details
 - ◆ Tiles ◆ Content

Ch.3 Formatting Text in MS Word 2013

Exercise

A. Tick (✓) the correct option.

1. (d), 2. (a), 3. (c), 4. (b), 5. (b)

B. Fill in the blanks.

1. **Formatting** helps to make changes to the default setting.
2. **Strike through** is a font effect that crosses something out by drawing a line through it.
3. By default, the text is always aligned to the **left** margin.
4. Line spacing is measured in lines or units called **points**.

5. A **numbered** list is used for listing when the order of items is important.

C. Tick (✓) the correct statements and cross (X) the correct ones.

1. (X), 2. (✓), 3. (X), 4. (X), 5. (X)

D. Answer the following questions.

1. The process of changing the appearance and arrangement of text to make it look attractive is known as formatting.
2. To change the case of typed text to any of the following five options are :

- (i) Sentence case (ii) lowercase (iii) UPPERCASE
(iv) Capitalize Each Word (v) tOGGLE cASE

| 3. | Superscript | Subscript |
|----|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| | It is refers to the text that is positioned slightly higher than the line of text. | Subscript refers to the text that is positioned slightly lower than the line of text. |

4. The manner in which text is placed between the margins of page is called alignment. To change the alignment of the text to any of the following four options.

- (i) Align Left
(ii) Center
(iii) Align Right
(iv) Justify

| 5. | Bulleted List | Numbered List |
|----|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| | A bulleted list is usually used when the order of items in the list does not matter (unordered). | A numbered list is used for listing when the order of items is important, e.g., a sequence or events or steps. |

Exercise

A. Tick (✓) the correct option.

1. (c), 2. (a), 3. (d), 4. (b), 5. (b)

B. Fill in the blanks.

1. **Forward** button allows to move the file in the fast-forward mode.
2. As multimedia involves sound, so the system should have **speakers** for producing sound.
3. Many educational and skill-leaning programs are available on **CD ROMS**.
4. **Play** button plays the file so that one can see or hear it.
5. A **multimedia** presentation is an orderly display of information using different media elements.

C. Tick (✓) the correct statements and cross (X) the correct ones.

1. (X), 2. (X), 3. (X), 4. (✓), 5. (✓)

D. Answer the following questions.

1. Windows Media Player is the Microsoft application used to play audio and video CDs and DVDs. Using this program, we can watch movies and listen to music.
2. Some of the main components of the multimedia system are :

| | |
|-----------------|--------------|
| ◆ CD-ROM Drive | ◆ Speakers |
| ◆ Color Monitor | ◆ Microphone |
| ◆ Headphone | |
3. Media is a means of communication through which news, education and various other information reach us. newspaper, radio, television and internet are the different types of media. They use media elements such as text,

pictures, sounds, graphics and animation to present the information. When all these elements of media are used together, it is called Multimedia.

4. To install a Multimedia CD, follow the given steps :

Step 1 : Insert CD in the CD-ROM drive.

Step 2 : Open This PC by double clicking its icon on desktop.

Step 3 : Double click the CD-ROM drive. The CD opens up and its contents are visible.

Step 4 : Now double click the Setup icon in the CD contents.

Step 5 : Complete the installation of software by following the instructions.

Your software installation is completed and now you may use it.

5. A multimedia system is very beneficial since it is used in different areas. Multimedia programs are generally used for the given ahead purposes :

- ◆ Educational purposes
- ◆ Playing games
- ◆ Playing music and movies
- ◆ Giving training to students and workers
- ◆ Creating advertisements

Exercise

A. Tick (✓) the correct option.

1. (b), 2. (c), 3. (c), 4. (a)

B. Fill in the blanks.

1. Flowcharts are drawn by using a set of **symbols**.
2. **Connector** are used to join the different sections of a flowchart.
3. Algorithms and flowcharts are the preliminary stages of **programming**.
4. A flowchart is a **pictorial** representation of an algorithm.

C. Tick (✓) the correct statements and cross (X) the correct ones.

1. (X), 2. (X), 3. (X), 4. (X)

D. Answer the following questions.

1. Rules of Flowcharting
 - ♦ The flowchart generally flows from top to bottom and left to right.
 - ♦ The flowchart should be clear, neat and easy to follow.
 - ♦ Arrow heads (flow lines) indicate the flow and sequence of information.
 - ♦ We can use connector if our flowchart is too long to adjust in one sheet.
 - ♦ Crossing flow lines do not indicate that there is any logical connection between those lines.
2. A flowchart is a pictorial representation of an algorithm. A flowchart makes it easy to understand the flow of activities carried out to achieve a certain goal. Flowcharts are drawn by using a set of symbols. These symbols represent various actions and decisions. Connecting arrows show the flow of control between the symbols.
3. A 'counter' is used to count the number of times a process is being repeated. The counter is a variable and gets incremented number after each repetition.
4. An algorithm is a tool which helps us to understand a

problem better and determine the sequence of the steps needed to solve it. An algorithm is written in simple English language. A well-written algorithm leads to a good program.

Ch. 6**Working With Slides in MS PowerPoint 2013****Exercise****A. Tick (✓) the correct option.**

1. (d), 2. (b), 3. (d), 4. (b), 5. (b)

B. Fill in the blanks.

1. **Notes Pane** is used to type notes relevant to a particular slide in your presentation.
2. The is a new addition in Ms PowerPoint 2013.
3. **Slide show** view is the sequential display of slides in the full-screen modes.
4. The **curser slide** option is used to start the slide show from the current slide.
5. The **Smart Art** lets you present data or information visually in the form of flowcharts, diagrams, etc.

C. Tick (✓) the correct statements and cross (X) the correct ones.

1. (✓), 2. (X), 3. (✓), 4. (✓), 5. (X)

D. Answer the following questions.

1. The Normal View is the default view where you can create and edit slides. It is divided into three panes. They are—Slide Navigation pane, Slide pane and Notes pane.

2.

| Reading View | Slide Show View |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The view is useful when you want to view the presentation as a slide show, not in full screen mode but within a window. The controls on this window allow you to switch to the other view. You will use this view when you want to run the presentation on your own computer and are not showing it to the audience. | This view is the sequential display of slides in the full-screen modes. This view is used when you deliver your presentation to an audience. You can use any of the options present in the Start Slide Show group on the SLIDE SHOW Tab. |

3. This view is used to see all slides of the presentation in miniature (small) form on the screen. This makes it easy to add, delete and move slides.

4. To insert WordArt, follow these steps :

Step 1 : Click on the **INSERT** tab.

Step 2 : Click on the **WordArt** option in the **Text** group. The **WordArt** gallery appears.

Step 3 : Select the desired WordArt style.

Step 4 : Type any word in the placeholder by replacing the text you 'Your text here'.

5. SmartArt Graphics lets you present data or information visually in the form of flowcharts, diagrams, etc. These graphics are a wonderful way to convey your message easily and effectively.

Ch. 7

MS Excel 2013

Exercise

A. Tick (✓) the correct option.

1. (c), 2. (b), 3. (a)

B. Fill in the blanks.

1. A **cell** is the basic unit of a worksheet.
2. There are **16384** columns in Excel 2013.
3. By default, text data is **left** aligned in the cell.
4. The **page layout** view divides a worksheet into pages.
5. A **cell pointer** is a highlighted cell boundary that indicates which cell is active at the moment.

C. Tick (✓) the correct statements and cross (X) the correct ones.

1. (X), 2. (✓), 3. (X), 4. (✓), 5. (✓)

D. Answer the following questions.

| Workbook | Worksheet |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| A workbook is a collection of multiple worksheets stored under a single file name. | A worksheet is a work area made up of rows and columns where you enter and work with data. |

2. It displays the contents of the current cell. It also displays the formula used in the cell. It contains two buttons—Enter button and Cancel button.
 - ◆ The Enter button works like the Enter key.
 - ◆ The Cancel button can be used to cancel the data entry.
3. You can enter three types of data in an Excel worksheet. They are—Numbers, Text and Formulas.
4. You can change the name of the worksheet. To change the

name of the worksheet follow these steps :

Step 1 : Double-click on the name of the worksheet on the Worksheet tab.

Step 2 : Type a new name and press the Enter key.

5. Auto Fill is a feature in Excel that allows you to quickly create a series of numbers, dates, or other items that follow a particular pattern.

You can generate a series by two ways :

- (i) Using Fill Handle (ii) Using Fill option

Ch. 8

Computer Virus

Exercise

A. Tick (✓) the correct option.

1. (b), 2. (a), 3. (d)

B. Fill in the blanks.

1. A **worm** is a program whose purpose is to duplicate itself.
2. A **trojan horse** is a malicious program that appears to be friendly and can cause harm.
3. A **Macro** virus is designed to infect a specific type of document file.
4. A **computer virus** is a program that infects another legitimate program.
5. **Multipartite** virus can infect both files and boot sector of a disk.

C. Tick (✓) the correct statements and cross (X) the correct ones.

1. (✓), 2. (X), 3. (X), 4. (X), 5. (✓)

D. Answer the following questions.

1. Some specific types of viruses include the following :

- ♦ Multipartite Virus
- ♦ Bomb
- ♦ Boot Sector Virus
- ♦ Cluster Virus
- ♦ Macro Virus
- ♦ Stealth Virus
- ♦ Trojan Horse
- ♦ Worm

2. Some popular antivirus software are :

- ♦ Norton Antivirus
- ♦ Quick Heal Antivirus
- ♦ Avast Antivirus
- ♦ McAfee Antivirus
- ♦ AVG Antivirus
- ♦ Avira Antivirus

3. There are several ways by which a computer may get infected with viruses. Some of these ways are :

- ♦ CDs and Pen Drives
- ♦ Internet
- ♦ E-mail Attachments
- ♦ Computer Networks

4. A virus program must be able to replicate or make copies of itself and can spread widely. It can be reaced from one computer to the other by various mediums as mentioned below.

- ♦ Receiving an infected file attached to an e-mail message or virus hidden within the message itself.
- ♦ Downloading an infected file to our computer across the network, an online service on the Internet.
- ♦ Receiving an infected disk (a diskette, a CD created by someone with a CD-R drive, a floppy disk and so on) from another user.
- ♦ Copying to our disk a document file that is infected with a virus.