

I. All About Software

Answers of Book

LET'S DO IT!

1. Match the following operating system icons with their names.
You may take help from the Internet.

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

DO AND LEARN!

1. Fill in the blanks.

Ans. (a) Software can be system software or application software.
(b) Operating System is system software that manages the hardware and software of a computer.
(c) C++ is an example of a high level language.
(d) Interpreter converts source code to object code line by line.
(e) MS Office falls under the category of general purpose application software.

2. State whether True (T) or False (F).

Ans. (a) Printer is a software. F
(b) Windows 8 is an operating system. T
(c) WinZip is antivirus software. F
(d) General-purpose software is tailor-made. F
(e) Machine language is a language of 0s and 1s. T

3. Tick (✓) the correct option.

Ans. (a) Which of the following is not a function of an operating system?

- (i) Managing the software and hardware of a computer.
- (ii) Helps in multitasking.

(iii) Helps in making presentations.

- (iv) It allows us to interact with the computer.

(b) Which of the following is a high level language?

- (i) Assembly language
- (ii) Machine language

(iii) MSW LOGO

- (iv) Tamil

(c) People having very specific software needs would prefer using _____.

- (i) Antivirus software

(ii) Specific-purpose software

- (iii) Machine language

- (iv) Assembler

(d) It converts high level programs into machine level programs at one go.

- (i) **Compiler**
- (ii) Interpreter

- (iii) MS Word
- (iv) Device Driver

(e) Which of the following is an example of database management software?

- (i) MS Access
- (ii) Oracle

(iii) MySQL

- (iv) All of these**

4. Answer the following questions.

(a) Differentiate between hardware and software giving two examples of each.

Ans. Hardware refers to all the physical parts of a computer that we can touch. Examples: Hard Disk, Keyboard.

Software is a computer program which tells the computer what to do. Examples: Paint, MS Word.

(b) What are software utilities? Write briefly about any two.

Ans. Application software which helps system software in doing its work smoothly is called utility software. Thus, utility software is actually a cross between system software and application software. Examples of utility software are:

Antivirus Software: They provide protection to your computer against virus attacks. An antivirus scans the system for any virus and if detected, gets rid of it. Norton, Quick Heal, AVG and McAfee are examples of some popular antivirus software.

File management tools: Utility software that provide regular file management tasks like browse, search, update, preview, etc., are called file management tools. Windows Explorer in Windows OS, Google Desktop, Directory Opus, etc., are examples of such tools.

(c) What are the different types of system software? Name them and give one example of each.

Ans. Different types of system software are:

- (i) Operating system. For example: Windows, Linux.
 - (ii) Language processors. For example: Interpreter, compiler.
 - (iii) Device drivers. For example: Drivers for printer, microphone.
 - (iv) Utility programs. For example: Norton antivirus, WinZip.
- (d) Name any three categories of general-purpose application software and give one example of each.

Ans. Three categories of general-purpose application software are:

- (i) Word processor, for example, MS Word.
- (ii) Spreadsheet, for example, MS Excel.
- (iii) Presentation Graphics, for example, MS PowerPoint.

(e) Mr Srivastava runs a huge departmental store in a mall. He wants many of the tasks to be done by computer. Which category of application software would best solve his purpose and why?

Ans. He requires a specific-purpose application software which is designed specifically to fulfil his needs.

(f) Abhinav has managed to get licensed software free of cost. He is now selling a copy of the software to his friends asking for nominal charges. What is Abhinav indulging in? How is he at a legal risk?

Ans. Abhinav is indulging in software piracy. The software that he is selling has a copyright. He will be liable for legal punishment under the law.

5. Which software would you use to do the following? Choose the correct words from the Word Bank.

Ans. (a) Make animated games	<u>Scratch</u>
(b) Type a report	<u>MS Word</u>
(c) Make a presentation	<u>MS PowerPoint</u>
(d) Draw and colour pictures	<u>Paint</u>
(e) Look up information on the Internet	<u>Web Browser</u>

COMPUTER TIME

With your lab partner, create an interesting PowerPoint presentation on the topic 'Types of Software'. Your presentation must include at least 10 slides. Insert appropriate pictures and text into the slides. Save and show the presentation in the class.

Ans. Do it yourself.

Answers of Suggested Class Activities

1. Notepad 2. Word 2013 3. PowerPoint 2013
4. Paint 5. Tux Paint 6. Windows 8.1

Answers of Worksheet

- I. 1. (b) 2. (b) 3. (a) 4. (c) 5. (b)
- II. 1. instruction 2. hardware; software 3. MAC
 4. binary 5. storage
- III. 1. T 2. T 3. T 4. F 5. T
- IV. 1. A 2. S 3. S 4. S 5. A

2. More About Windows 8.1

Answers of Book

Let's Do It!

1. Fill in the blanks.

- Ans.** (a) File Explorer was called **Windows** Explorer in Windows 7 and its earlier versions.
- (b) The **Address** bar shows the currently selected location on your computer or the network.
- (c) The **Search** box is used to search for a specific file or folder in the selected folder location.
- (d) The **Move to** command is used to change the location of a file from one location to another.
- (e) On clicking **Delete**, the selected file or folder gets deleted and goes into the Recycle Bin.

2. State whether True (T) or False (F).

- Ans.** (a) The Aero Snap feature was first introduced with Windows 8.1. F
- (b) Content view gives detailed information of each file/folder. T
- (c) Small icons view displays several columns of information like Name, Date Modified, Type, and Size. F
- (d) To change the name of a file or folder, the Rename command is used. T
- (e) The Move to command is used to copy a file or folder from one location to another. F

3. Tick (✓) the correct option.

Ans. (a) The **Copy to** command is used to make the duplicate of a file or folder at another location.

(i) Move to (ii) Duplicate

(iii) Copy to (iv) Rename

(b) The Move to button is present in the Organise group of the **Home** tab.

(i) View (ii) **Home**

(iii) Share (iv) File

(c) **Content view** gives you detailed information about each file and folder.

(i) Small icons view (ii) Medium icons view

(iii) Large icons view **(iv) Content view**

(d) There are 8 different folder view options available in Window 8.1.

(i) 8 (ii) 10

(iii) 15 (iii) 6

(e) The Layout group is present in the **View** tab.

(i) File (ii) Home

(iii) View (iv) None of these

4. Answer the following questions.

(a) Differentiate between the Recycle and Permanently delete options of the Delete button.

Ans. If you click Recycle, the selected file or folder gets deleted and goes into the Recycle Bin. But clicking Permanently delete deletes the file or folder permanently from the computer without storing it in the Recycle Bin.

(b) Write briefly about:

- (i) Navigation buttons
- (ii) Address bar
- (iii) Search box

Ans. (i) **Navigation buttons:** You can use the Back, Forward and Up buttons to navigate different screens that you browse within File Explorer in Windows 8.1. You can click the Back button to return to the last page viewed, the Forward button to move forward again after pressing the Back button and the Up button to move up a level within the folder hierarchy shown within File Explorer.

(ii) **Address bar:** The Address bar shows the currently selected location within your computer or the network. You can also click in the Address bar and enter a folder location, if desired. The files and folders listing shows the contents of the Address bar location that is currently selected.

(iii) **Search box:** You can use the Search box to search for a specific file or folder within a selected folder location. Simply type the name of the file or folder or the first few letters in the name of the file or folder in the Search box. Searching begins immediately as you begin typing.

(c) Write the steps to rename a file or folder in File Explorer.

Ans. To rename or change the name of a file or folder, the Rename command is used. To rename a file or folder, follow these steps:

1. Open the drive or folder containing the file or folder you want to rename.
2. Select the file or folder that you want to rename.
3. Click on the Rename button present in the Organise group of the Home tab. The name of the selected file or folder gets highlighted.

4. Change the name of the file or folder and press Enter. The selected file or folder gets renamed.

(d) Mr Amit wants to type some content from an image to MS Word. Which option of the Windows 8.1 can he use to type quickly without switching between the two windows repeatedly?

Ans. Mr Amit can use the Aero Snap feature to place windows side by side.

(e) Suggest the type of view that Chitra should select if she wants to view information such as 'Date Modified' of a file.

Ans. Chitra should select the Content View option.

Computer Time

Ans. Do it yourself.

Answers of Suggested Class Activities

1., 2: Students can do these activities on their own.

Answers of Worksheet

- I. 1. file 2. name 3. extension 4. software 5. files; folders
II. 1. F 2. T 3. T 4. F 5. F
III. 1. (c) 2. (a) 3. (b) 4. (e) 5. (d)

3. Ms Word 2013- Advanced Tools

Answers of Book

Do and Learn!

1. Fill in the blanks.

- Ans.** (a) In MS Word 2013, the Picture tool is present in the **Illustrations** group of the Insert tab.
- (b) When you select an image, the **Format** tab automatically appears on top.
- (c) The Mark Areas to Keep and Mark Areas to Remove options are available under the **Remove Background** tool of MS Word 2013.
- (d) The **lowercase** Change Case option converts uppercase text into lowercase.
- (e) To display some text in the top margin of every page in a document, use the **Header** tool.

2. State whether True (T) or False (F).

- Ans.** (a) The Slide Navigation Pane makes it easy to organise the slides. F
- (b) It is not easy to change the order of your slides. T
- (c) We can copy and paste a slide quickly by using the Duplicate Slide option. F
- (d) We cannot change the background style for some or all of your slides. T
- (e) A theme can be applied to the entire presentation. F

3. Tick (✓) the correct option.

Ans. (a) Which of the following can be inserted in a Word document?

- (i) Image
- (ii) WordArt
- (iii) Symbols
- (iv) All of these**

(b) The Header or Footer option is available under the Design tab in MS Word 2013.

- (i) True
- (ii) False**

(c) This tool capitalises the first letter of each sentence.

- (i) Capitalise Each Word
- (ii) Sentence case**
- (iii) tOGGLE cASE
- (iv) None of these

(d) Which of the following is the WordArt icon?

- (i) 
- (ii) 
- (iii) 
- (iv) **

(e) Which of the following is not true about the Shapes tool of MS Word?

- (i) We can insert a shape anywhere in a document.
- (ii) We can insert multiple shapes.
- (iii) We can type text inside a shape.
- (iv) The colour of a shape cannot be changed.**

4. Answer the following questions.

(a) What is the Wrap Text option in MS Word 2013? How is it useful?

Ans. The Wrap Text option allows an image to move freely and can be placed anywhere around the text. It is useful for aligning the image with the text in various ways.

(b) Write the steps to do each of the following:



- (i) Insert an image and resize it.

(ii) Insert a symbol and type inside it.

Ans. (i) To insert a picture, follow these steps:

1. Click at the point in the document where you want to insert the picture.
2. Select the Insert tab from the menu bar.
3. From the Illustrations group, click the Pictures tool. The Insert Picture dialog box appears.
4. Select the required picture from the dialog box and click the Insert button.

To resize a picture, follow these steps:

1. Click the picture to select it.
2. Click and drag one of the corner-sizing handles . This handle will appear when you take the mouse pointer to any of the four corners of the image. The size of the image will change while keeping the same proportions.
3. If you want to stretch the image horizontally or vertically, you can use the side-sizing handles .

(ii) The steps are:

1. Click the **Insert** tab.
2. Click the **shapes** button from the **Illustrations** group.
3. Select the desired shape.
4. Click and drag to get the shape at the desired location on the document.
5. Right-click on the drawn shape and choose to click **Add Text** option.
6. Type the desired text inside the shape.

(c) What is the WordArt tool? How can you convert existing text into WordArt? Write the steps.

Ans. You can add effects to the text inside a text box, which is known as WordArt. WordArt gives a unique look to the text.

To convert existing text into WordArt, select the existing text and choose the desired WordArt. Follow these steps:

1. Select the Insert tab and click the Text Box tool available in the Text group.
 2. Drag to draw a text box at the desired place in the document.
 3. Now, type the required text in the text box.
 4. You may select the text and use the Font group to change the font size.
 5. Select the text box, or select the text inside of the text box.
 6. On the Format tab, click the More down arrow in the WordArt Styles group. A drop-down menu of text styles will appear. Select the style you want to use.
 7. The text will appear in the selected style. If you want, you can change the font or font colour from the Home tab.
- (d) Sahil has inserted an image in a Word document. He wants to do away with some part of the image from the right-hand side. Which Word tool do you suggest he should use? Write the steps.

Ans. Sahil can use the Crop tool. To use this tool, follow these steps.

1. Select the image you want to crop by clicking on it.
2. Select the Format tab from the top of the window.
3. Click the Crop button in the Size group of the Ribbon. Cropping handles will appear around the image.
4. Click, hold and drag a handle to crop the image. Press the Enter key or click the Crop button again to complete the action.

(e) Ramaira has typed a 5-page document using MS Word 2013. She wants to give page numbers at the bottom of each page. Which Word tool should she use? Write the steps that she would follow to do so.

Ans. The steps to insert a footer are:

1. Click the Insert tab.
2. Click Footer from the Header and Footer group.
3. Choose the style and type of page number.
4. Double-click on the document.

5. Identify and write the correct MS Word tool.

Ans. (a) I can help in removing the unwanted parts of a picture.

Crop tool

(b) I can convert simple text into an artistic shape.

Text Effects

(c) I help in displaying some text at the bottom of each page of a document. **Header and Footer**

(d) I can convert lowercase letters into uppercase letters.

UPPERCASE

(e) I help in adjusting text around a picture.

Text tool

COMPUTER TIME

Create a new Word document and do the following:

Ans. Do it yourself.

Answers of Suggested Class Activities

The activities can be done by the students.

Answers of Worksheet

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

II. 1. Crop 2. Format 3. Illustrations 4. resizing 5. Insert

III. 1. It contains all the options to insert objects in a document.

2. Crop, Picture styles, Pictures effects.

3. Cropping means removing its unwanted outer parts.

4. (a) Apply different styles and effects

(d) Change colours

(c) Fill colour

(d) Apply different direction

5. Let's assume that you have typed a long page of text in a Word document in small (Lowercase) letters. Now, you want to change it into capital (Uppercase) letters. Will you have to type all over again? In Word, we have a special tool called Change Case which can solve your problem. Let's learn how by going through these steps:

(a) Select the typed text.

(b) Click the Change Case button available in the Font group of the Home tab.

(c) Select the desired case option from the menu.

(d) The text changes according to the selected case option.

The following table shows the various options available with the Change Case tool:

Change Case Option	Purpose	Text before Applying	Text after Applying
Sentence case	It capitalises the first letter of each sentence.	YOU ARE MOST WELCOME.	You are most welcome.
lowercase	It converts the selected text into small letters.	YOU ARE MOST WELCOME.	you are most welcome.

UPPERCASE	It converts the selected text into capital letters.	you are most welcome.	YOU ARE MOST WELCOME.
Capitalise Each Word	It capitalises the first letter of each word in the sentence.	YOU ARE MOST WELCOME.	You Are Most Welcome.
TOGGLE CASE	It reverses the existing case of the text.	You Are Most Welcome.	you are most WELCOME.

- (b) The steps to resize a column in MS Word are:
 Choose **Table Tools Layout** → **AutoFit** → **AutoFit Contents**
- (i) Table Tools Layout, AutoFit Contents, AutoFit
 - (ii) Table Tools Layout, AutoFit, AutoFit Contents**
 - (iii) AutoFit Contents, AutoFit, Table Tools Layout
 - (iv) AutoFit, Table Tools Layout, AutoFit Contents
- (c) The Table group is present in the **Insert** tab.
- (i) Insert**
 - (ii) Page Layout
 - (iii) References
 - (iv) Review
- (d) Which of the following is not a part of a table?
- (i) Cells
 - (ii) Columns
 - (iii) Rows
 - (iv) Grid**
- (e) The AutoFit command is available under the **Cell Size** group,
- (i) Merge
 - (ii) Cell Size**
 - (iii) Alignment
 - (iv) Data

4. Answer the following questions.

- (a) Differentiate between the following:
- (i) Merging and splitting cells.
 - (ii) Rows and columns

Ans. (i) Combining two or more cells into one single cell is called merging. Dividing a selected cell into multiple parts is called splitting.

(ii) In a table, the horizontal cells are called rows and vertical are called columns.

- (b) Write briefly about the following:

- (i) Table
- (ii) Modifying tables
- (iii) Resizing rows and columns

- Ans.** (i) A table is a grid made up of horizontal rows and vertical columns. An intersection of a row and a column is called a cell. Each cell contains data typed by the user.
- (ii) Modifying a table means making changes in an existing table. We can add or delete rows and columns and also change the table style.
- (iii) We need to resize the rows and columns of a table if the data does not fit into them properly.
- (c) Write any two ways to create a table in MS Word.

Ans. A table in Word can be created by:

- (i) Insert → table options and then selecting the number of rows and columns required.
- (ii) By drawing a table using the mouse.

To insert a small table follow these steps:

1. Move the insertion pointer (cursor) to the location where you want the table in your document.
2. Select the INSERT tab.
3. Click the Table button.
4. Move the mouse over the desired number of rows and columns click on the selection.

- (d) James wants to prepare a list of the students in his class in MS Word in a tabular format but he doesn't know how to create a table in Word. Help him to create a table by using different ways.

Ans. To insert a larger table, follow these steps:

1. Move the insertion pointer to the location where you want the table in your document.
2. Select the **INSERT** tab.
3. Click on the **Table** button.
4. Select **Insert Table** from the drop-down menu.
5. Select the number of columns to insert in the **Number of columns** field.

6. Select the number of rows to insert in the **Number of rows** field.
 7. Select the **AutoFit Window** radio button.
 8. Click **OK**.
- (e) Sameer has created a table in MS Word to plan his schedule for studies. But he don't know how to resize a row in MS Word. Help Sameer resize a row.

Ans. To resize the rows of a table in MS Word, follow these steps:

1. Position the mouse pointer over the horizontal divider between the heading row at the top and the first data row. The mouse pointer changes to a two-headed arrow.
2. Drag downwards to increase the height of the heading row.

COMPUTER TIME!

Ans. Do it yourself.

Answers of Suggested Class Activities

A. 1. Cell 2. Table 3. AutoFit Window 4. Merge 5. Split Cells

B.

D	J	B	K	I	N	S	E	R	T
A	B	G	M	K	J	H	G	W	Q
L	S	T	P	R	O	W	N	R	V
I	G	A	T	C	C	S	X	O	A
G	K	U	N	H	O	G	V	W	R
N	Y	T	A	B	L	E	A	X	Z
M	D	O	P	L	U	T	R	F	D
E	L	F	J	Y	M	E	R	G	E
N	X	I	A	Q	N	E	D	S	W
T	C	T	O	P	G	C	E	L	L

Answers of Worksheet

- I. 1. (b) 2. (a) 3. (b) 4. (c) 5. (a)
- II. 1. horizontal; vertical 2. moved 3. resizing
4. table header 5. dividing
- III. 1. T 2. F 3. T 4. F 5. T

5. More About MS PowerPoint 2013

Answers of Book

Do and Learn!

1. Fill in the blanks.

- Ans.** (a) Wide screen slides will work best with widescreen monitors and projectors.
- (b) All slides in a presentation use a white colour background.
- (c) Click Apply to All to apply the same background style to all the slides in your presentation.
- (d) A theme is a predefined combination of colours, fonts and effects that can quickly change the look and feel of your entire slide show.
- (e) A WordArt style will automatically apply several effects to your text at once.

2. State whether True (T) or False (F).

Ans. (a) The Slide Navigation Pane makes it easy to organise the slides.

T

(b) It is not easy to change the order of your slides.

F

(c) We can copy and paste a slide quickly by using the Duplicate Slide option.

T

(d) We cannot change the background style for some or all of your slides.

F

(e) A theme can be applied to the entire presentation.

T

3. Tick (✓) the correct option.

Ans. (a) Changing the Slide size option is available under the **Design** tab.

(i) Animations

(ii) Transitions

(iii) Design

(iv) Review

(b) A **WordArt** style automatically applies several effects to your text at once.

(i) Text Art

(ii) Wrap Text

(iii) Themes

(iv) WordArt

(c) The **Esc** key of the keyboard is used to exit the presentation mode.

(i) Delete

(ii) Esc

(iii) Backspace

(iv) Shift

(d) To play the slide show, press the **F5** key from the keyboard.

(i) F3

(ii) F2

(iii) F5

(iv) F6

(e) The **Handouts** option of the Print Layout prints thumbnail versions of each slide, with optional space for notes.

(i) Handouts

(ii) Outline

(iii) Notes

(iv) None of these

4. Answer the following questions.

(a) Differentiate between the Notes and Handouts options of print layout.

Ans. Notes Page: This prints each slide, along with any speaker notes for the slide. If you have included a lot of notes for each slide, you could keep a printed copy of the notes with you while presenting.

Handouts: This prints thumbnail versions of each slide, with optional space for notes. This layout is useful if you want to give your audience a physical copy of the presentation.

(b) Write briefly about the following:

- (i) Print layouts
- (ii) Moving slides
- (iii) Themes

Ans. (i) **Print Layouts:** The slides of a slide show can be printed in different forms or layouts. For example:

- › Full page slide: This will print each slide on a full page.
- › Notes page: This prints each slide with speaker notes.
- › Outline: This prints an overall outline of the slide show.
- › Handouts: This prints each slide in the form of a thumbnail.

(ii) **Moving slides:** It's easy to change the order of your slides. Just click and drag the desired slide in the Slide Navigation Pane and drop it to the desired position.

(iii) **Themes:** A theme is a predefined combination of colours, fonts and effects that can quickly change the look and feel of your entire slide show. Different themes use different slide layouts, which can change the arrangement of your existing placeholders.

(c) Write the steps to duplicate slides in a presentation.

Ans. To duplicate slides, follow these steps:

1. Select the slide you want to duplicate.
2. Right-click the mouse and choose Duplicate Slide from the menu that appears.

You can also duplicate multiple slides at once by selecting them first.

(d) John wants to teach his students how to use a PowerPoint presentation but he doesn't know how to play the presentation. Write the different ways that he can use to play the presentation.

Ans. John can click the Start From Beginning command on the Quick Access toolbar to play presentation.

OR

He can also click the Play Slide Show command at the bottom of the PowerPoint window to begin the presentation from the current slide.

OR

He can select the Slide Show tab on the Ribbon to access even more options. From here, he can start the presentation from the current slide too.

(e) Aditi has made a PowerPoint presentation on the topic 'World Cup 2019'. She wants to insert a WordArt in her presentation. What steps should she follow to do this?

Ans. To insert a WordArt style, Aditi will follow these steps:

1. Select a text box, or select the text present inside the text box.
2. In the Format tab, click the More drop-down arrow in the WordArt Styles group.
3. A drop-down menu of WordArt Styles will appear. Select the desired style.

COMPUTER TIME!

Ans. Do it yourself.



Answers of Suggested Class Activities

Ans. Select the **Design** tab on the Ribbon.

Click on the **More** drop-down arrow.

Select the desired **theme**.

The selected theme will be applied to the **entire** presentation.

Answers of Worksheet

- I. 1. (a) 2. (b) 3. (d) 4. (b) 5. (d)
- II. 1. Notes 2. Design 3. white 4. customise 5. slideshow
- III. 1. (c) 2. (d) 3. (a) 4. (e) 5. (b)

6. Organising Slides in MS PowerPoint 2013

Answers of Book

DO AND LEARN!

1. Fill in the blanks.

- Ans.** (a) **Screenshots** are useful for capturing snapshots of programs or windows that you have opened on your computer.
- (b) In PowerPoint 2013 and later, you can no longer get to the **Outline** view from the Normal view.
- (c) The **Normal** view is the editing mode where you'll work most frequently to create your slides.
- (d) The **Reading** view displays the presentation in full screen and includes a few simple controls to make it easy to flip through the slides.
- (e) When you choose Screen Clipping, your entire window will temporarily become opaque or **frosted over**.

2. State whether True (T) or False (F).

- Ans.** (a) You cannot show or hide your speaker's notes with the Notes button in PowerPoint. F
- (b) To insert the screenshot of an entire window into your document, click the thumbnail image of that window. F
- (c) You cannot add or delete shapes in your SmartArt graphic in PowerPoint. F
- (d) You can add a table to your slide. T
- (e) You can find the different PowerPoint view options in the View tab of PowerPoint. T

Available Windows gallery. You can insert the whole program window, or use the **Screen Clipping** tool to select part of a window.

- (ii) **Slide Sorter View:** You can get to the Slide Sorter view from the taskbar by clicking the Slide Sorter view button present at the bottom of the slide window, or from the View tab on the Ribbon.

Slide Sorter view displays all the slides of your presentation in the form of thumbnails. This view is helpful if you need to reorganise your slides—you can just click and drag your slides to a new location, add a transition effect to multiple slides, delete one or more slides, duplicate slides, etc.

(b) Write a short note on each of the following:

- (i) Normal View
- (ii) Reading View
- (iii) Photo Album

Ans. (i) Normal view: You can get to the Normal view from the taskbar using the Normal view button present in PowerPoint at the bottom of the slide window, or from the View tab on the Ribbon.

Normal view is the editing mode where you'll work most frequently to create your slides. Normal view displays slide thumbnails on the left, a large window showing the current slide and a section below the current slide where you can type your speaker notes for that slide.

- (ii) **Reading View:** Most people reviewing a PowerPoint presentation without a presenter would want to use the Reading View. It displays the presentation in full screen like the Slide Show View, and includes a few simple controls to make it easy to flip through the slides.

- (iii) **Photo Album:** A PowerPoint photo album is a presentation that you can create to display your personal or business photographs. MS PowerPoint provides some readymade options called templates. You may choose the design of a

photo album from these templates or you may also search for more templates using the Internet.

(c) Explain any one way to insert a table in your slide.

Ans. Adding a table:

1. Select the slide to which you want to add a table.
2. In the Insert tab, select Table.
3. In the Insert Table drop-down menu, do one of the following:
Use the mouse to select the number of rows and columns that you want in the table.

(d) Mr Neil wants to create a business presentation and share it with his clients. He wants to present the information collected in hierarchical form, but he does not know how to present it using PowerPoint. Suggest the way by which he can do it using PowerPoint.

Ans. He can use SmartArt Graphic of PowerPoint to do this task.

(e) Mrinalini wants to create and share a digital photo album of her recent vacation that she spent with her friends but she doesn't know about the PowerPoint feature that can help her to create one. Help her in creating the photo album using PowerPoint 2013.

Ans. A PowerPoint photo album is a presentation that you can create to display your personal or business photographs. MS PowerPoint provides some readymade options called templates. You may choose the design of a photo album from these templates or you may also search for more templates using the Internet. Let's now learn to create a photo album using the PowerPoint software.

To create a photo album by adding pictures, follow these steps:

1. Go to the Insert tab and click the down-arrow beside the Photo Album button and then click New Photo Album.
2. In the Photo Album dialog box, under Insert picture from, click File/Disk.

3. In the Insert New Pictures dialog box, locate and click the folder containing the picture that you want to insert, and then click Insert.
4. If you want to change the order in which the pictures are displayed, go to Pictures in album, click the file name of the picture that you want to move, and then use the arrow buttons to move it up or down in the list.

COMPUTER TIME

Open MS Word 2013 and do the following:

Ans. Do it yourself.

Answers of Suggested Class Activities

Do it yourself.

Answers of Worksheet

- I. 1. taskbar 2. Normal view 3. Slide Sorter view
4. Notes Page view 5. Outline
- II. 1. (c) 2. (e) 3. (b) 4. (a) 5. (d)
- III. 1. T 2. F 3. F 4. T 5. T

7. Introduction to MS Excel 2013

Answers of Book

1. Fill in the blanks.

- Ans.** (a) = symbol mark the beginning of formulae in Excel.
(b) The default alignment of numeric data in a cell is right.
(c) The **ctrl+End** key combination takes the cell pointer to the last used cell in a worksheet.
(d) While entering data, cell content is also visible in the **formula** bar.
(e) The default name of a workbook is **Book1**.

2. State whether True (T) or False (F).

- Ans.** (a) MS Excel is a word processing application software. F
(b) An Excel worksheet is divided into rows and columns. T
(c) An intersection of a row and a column is called a cell. T
(d) By default, an Excel worksheet is named Book1. F
(e) The Name box displays the content of the active cell. F

3. Tick (✓) the correct option.

- Ans.** (a) By default, a workbook in Excel 2013 has 1 sheets.
(i) 1 (ii) 0
(iii) 3 (iv) 255
- (b) The Name box is used to display the **Cell Address** of the current cell.
(i) Row Number (ii) Column Name
(iii) **Cell Address** (iv) Value

(c) Which of the following keys displays the Save As dialog box?

(i) F1

(ii) F2

(iii) F11

(iv) F12

(d) The address of the last cell in the Excel 2013 worksheet is **XFD1048576**

(i) A1048576

(ii) XFD1048576

(iii) XFD1

(iv) A16384

(e) A range is made up of **Both (i) and (ii)** cells.

(i) Continuous

(ii) Adjacent

(iii) Both (i) and (ii)

(iv) None of these

4. Give answers in one word or a sentence.

(a) Jayati wants to change the name of Sheet1. What steps should she follow?

Ans. 1. Double-click the sheet tab of the worksheet which she wants to rename.

OR

2. Right-click the sheet tab and then choose Rename.

3. Type a new name and press Enter normal.

(b) Kritika has reached the end of the worksheet by mistake. Suggest her a shortcut to come back to the first cell.

Ans. Ctrl + Home.

(c) What should Mrinal do to go to Sheet4?

Ans. Mrinal should click on the Sheet4 tab at the bottom.

(d) Rohit had saved his monthly expense sheet two days ago. How can he reopen it so that he can make changes into it? Write the steps.

Ans. He should go to File and then choose Open. After this, he should select the already saved workbook from the required location.

(e) When Keval types his name in a cell, it goes to the left side of the but when he types his salary, it goes to right side. State the reason.

Ans. By default, in Excel, numbers are right-aligned whereas text is left-aligned.

5. Answer the following questions.

(a) What is Excel 2013?

Ans. It is a spreadsheet software.

(b) Describe the various types of data supported by Excel.

Ans. The following types of data are supported by Excel:

1. **Numbers:** Numerals from 0 to 9 and characters like \$, %, +, -, ^, and * are included in numeric data. This data is used in calculations. By default, numeric data is right-aligned in a cell. Examples: 778, 498.89.
2. **Text:** Textual data consists of letters, numbers, spaces and all special characters. It is not used in any numerical calculations and is left-aligned by default in a cell. Examples: ABC56, 678#.
3. **Formulae:** An expression involving values, operators and cell addresses that result in an output value is called a formula. Formulae always begin with an equal to (=) symbol.

(c) What do you understand by 'cell address'? Explain with the help of an example.

Ans. Every cell is known by its cell address. The cell address is a combination of column name and row number. For example: A5, C67, K89.

(d) List out any four features of Excel.

Ans. ○ The most powerful feature of Excel are its formulae that can be used for all types of simple and complex mathematical calculations.

- There are numerous built-in formulae called functions that make life easier.
- Any change in data automatically recalculates the formulae.
- Formatting options are available and they are the same as in other applications like MS Word.

(e) Differentiate between a workbook and a worksheet.

Ans. A worksheet is a grid of rows and columns whereas a workbook is a collection of related worksheets.

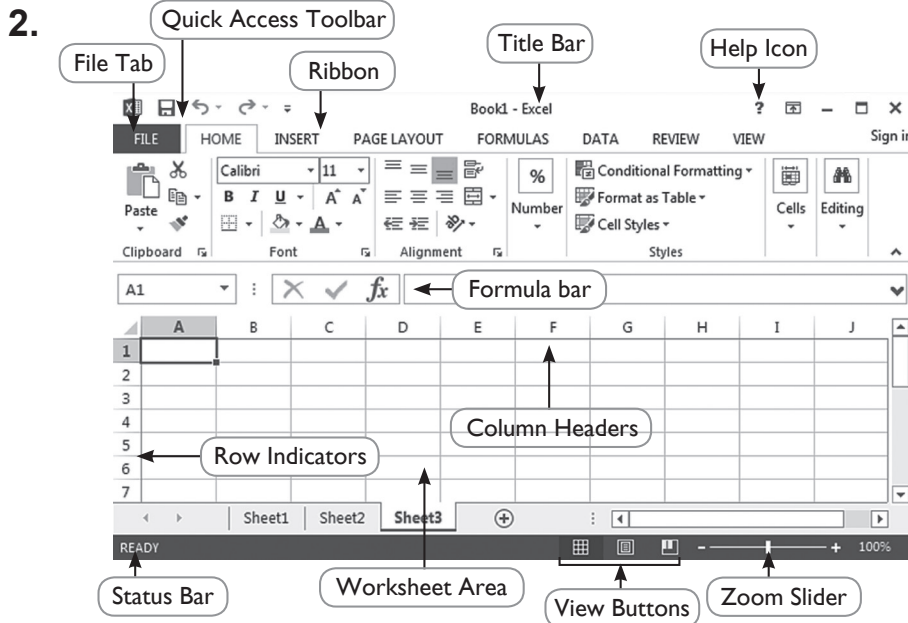
COMPUTER TIME

Try each of the following commands and draw the outputs in the given boxes.

Ans. Do it yourself.

Answers of Suggested Class Activities

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



Answers of Worksheet

- I. 1. (b) 2. (a) 3. (a) 4. (c) 5. (a)
- II. 1. spreadsheet 2. workbook
3. .xlsx 4. Scroll bar 5. Ribbon
- III. Double-click the sheet tab of the worksheet which you want to rename.

OR

1. Right-click the sheet tab and then choose Rename.
2. Type a new name and press Enter.

8. Algorithms and Flowcharts

Answers of Book

LET'S DO IT!

Ans. Do it yourself.

DO AND LEARN!

1. Fill in the blanks.

- Ans.** (a) **Algorithm** is a step-by-step way of writing a problem to be solved.
- (b) **Flowchart** is a pictorial representation of a step-by-step procedure to solve a problem.
- (c) An oval shape in a flowchart represents **start/stop**.
- (d) A flowchart generally flows from top to bottom or from **left** to **right**.
- (e) A **loop** is a sequence of instructions that repeats itself a specified number of times.

2. State whether True (T) or False (F).

- Ans.** (a) A flowchart makes it easier for us to write the coding of programs. T
- (b) An algorithm should have computer code. F
- (c) An algorithm is a diagrammatic representation of a flowchart. F
- (d) A diamond shape in a flowchart represents an Input/ Output box. F
- (e) Only one flow line should come out from a process symbol. T

3. Tick (✓) the correct option.

Ans. (a) Which of the following is the quality of a good algorithm?

- (i) Input and output should be defined clearly.
- (ii) Each step in the algorithm should be clear.
- (iii) An algorithm shouldn't have computer code.

(iv) All of these

(b) Which of the following should not be part of an algorithm to subtract two numbers A and B?

- (i) Enter the two numbers A and B.
- (ii) Subtract them by using the minus (-) operator.

(iii) Add the two numbers.

(iv) Display the output.

(c) You are drawing a flowchart if:

(i) You have a drawn the Start and Stop connectors.

(ii) You are writing the coding of the program in the symbols.

(iii) You are writing an algorithm of the problem.

(iv) None of these

(d) Which of the following is a terminal box?

(i) Rectangle

(ii) Oval

(iii) Diamond

(iv) Circle

(e) Which of the following may not be followed as a rule to draw a flowchart?

(i) You must fill different colours in the different shapes of the flowchart.

(ii) Flowchart flows from top to bottom or from left to right.

(iii) No cross lines are allowed in a flowchart.

- (iv) Always use connectors at the end when drawing a flowchart that fits in more than one sheet of paper.

4. Answer the following questions.

- (a) Define the term 'algorithm'.

Ans. An algorithm a step-by-step procedure to solve a particular problem or accomplish a task.

- (b) With the help of an example, write how writing an algorithm can be advantageous before writing a program.

Ans. Algorithms can simplify the logic before writing a program. For example, to find the largest of three numbers A, B and C, the algorithm can be:

Step 1: Take the first number A.

Step 2: Take the second number B.

Step 3: Take the third number C.

Step 4: Compare $A > B$; if yes, compare $A > C$; if yes, go to step 5; otherwise, go to step 6.

Step 5: A is the largest; go to step 9.

Step 6: Compare $B > C$; if yes, go to step 7; otherwise, go to step 8.

Step 7: B is the largest, go to step 9.

Step 8: C is the largest.

Step 9: Stop.

- (c) Mention any two advantages of drawing flowcharts.

Ans. (i) Simplifies the logic: A flowchart provides a pictorial representation of the steps; therefore, it simplifies the process of writing computer code using any computer language.

(ii) Useful in coding: A flowchart also helps in the coding process, as it gives directions on what to do, when to do and where to do. It makes the work easier.

(d) What are the different rules that are followed while drawing a flowchart? Mention any four.

Ans. The rules followed to make flowcharts are as follows:

1. Generally, a flowchart flows from top to bottom or from left to right.
2. No cross lines are allowed in a flowchart.
3. Always use connectors at the end when drawing a flowchart longer than one sheet of paper.
4. The connector must be referred to by the same name in both the pages.
5. Only one flow line should come out from a process symbol.
6. Only one flow line should enter a decision box, while outgoing flow lines can be any in number.
7. Make sure that the flowchart has a Start as well as a Stop.

(e) Write an algorithm that Ms Andrews will follow to get directions from her home to her workplace using Google Maps.

Ans. Ms Andrews will follow these steps:

Step 1: She will open 'Maps' app on her mobile.

Step 2: She will switch on her location.

Step 3: She will type the address of her office.

Step 4: She will click the Start button.

Step 5: Now, she can follow as directed.

5. Write the algorithm and draw a flowchart for each of the following problems:

(a) Enter and multiply two numbers.

Ans. Algorithm to multiply two numbers:

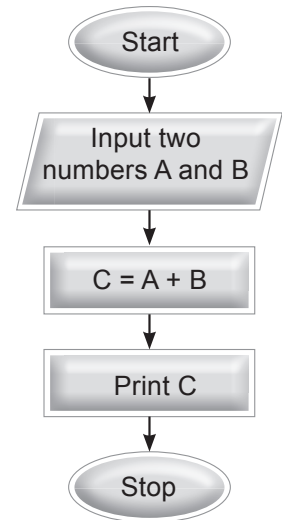
Step 1: Take first number - A.

Step 2: Take second number - B.

Step 3: Calculate $C = A * B$.

Step 4: Display C.

Step 5: Stop.



(b) Read the temperature of a place. If the temperature is above 32, print “Below freezing”; else, print “Above freezing”.

Ans. Algorithm:

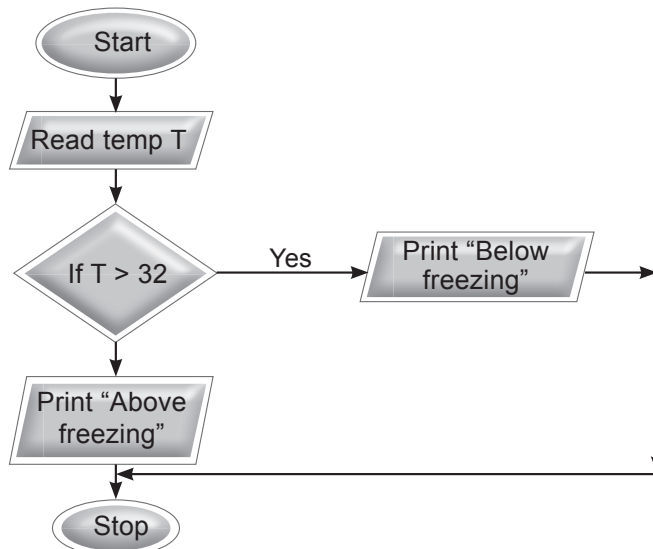
Step 1: Take temperature as T.

Step 2: If $T > 32$, go to step 3; otherwise, go to step 4.

Step 3: Print “Below freezing”, go to step 5.

Step 4: Print “Above freezing”.

Step 5: Stop.



(c) Enter the age of a person. If the age is equal to or above 18, print “Eligible to vote in elections”; else, print “Not eligible to vote in elections”.

Ans. Algorithm:

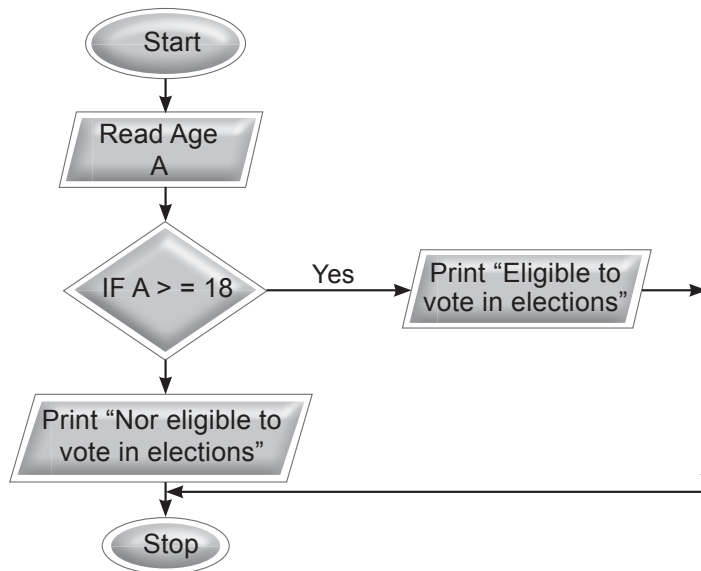
Step 1: Take age as A.

Step 2: If $A \geq 18$, go to step 3; otherwise, go to step 4.

Step 3: Print “Eligible to vote in elections”; go to step 5.

Step 4: Print “Not eligible to vote in elections”.

Step 5: Stop.



COMPUTER TIME

Ans. Do it yourself.

Answers of Suggested Class Activities

A. 1. T 2. T 3. T 4. F 5. T

B. Do it yourself.

C. Do it yourself.

Answers of Worksheet

- I. 1. (b) 2. (c) 3. (a) 4. (a) 5. (b) 6. (a)
- II. 1. (b) 2. (e) 3. (a) 4. (c) 5. (d)

9. Internet Services

Answers of Book

1. Fill in the blanks.

- Ans.** (a) Internet is the largest network of computers in the world.
(b) Telnet is accessing your computer while you are away from your computer.
(c) A person who writes blogs is called a blogger.
(d) Facebook is an example of a social networking website.
(e) A web browser is a special software that allows you to open websites.

2. State whether True (T) or False (F).

- (a) E-mail stands for English Mail. F
- (b) Skype is an application for sending e-mails. F
- (c) Do not send your pictures or leak personal information about yourself or your family on social networks. T
- (d) The process of transferring files from the client to the server is called downloading. F
- (e) Yahoo is a web browser. F

3. Tick (✓) the correct option.

- Ans.** (a) Which of the following is not an Internet service?
- (i) Social Networking
 - (ii) E-mail
 - (iii) MS Excel**
 - (iv) Telnet

- (b) Which of the following provides e-mail service?
- (i) Mozilla Firefox
 - (ii) Gmail.com**
 - (iii) Internet Explorer
 - (iv) None of these
- (c) You are unsafe on the Internet if:
- (i) You provide your phone number to someone.
 - (ii) You share your picture with someone.
 - (iii) You chat with unknown people.
 - (iv) All of these.**
- (d) Which of the following is not a social networking website?
- (i) Twitter
 - (ii) MySpace
 - (iii) Facebook
 - (iv) Rediffmail.com**
- (e) **Newsgroup** is an online forum where people having common interests can discuss and share ideas and resources.
- (i) Newsgroup**
 - (ii) Telnet
 - (iii) Social networking
 - (iv) E-mail

4. Answer the following questions.

- (a) Define the term 'Internet'. Mention any two uses of the Internet.

Ans. Internet is a superhighway which helps us to get any information over the web. It is a global network of computers.

Uses: ○ It helps us to gain knowledge.

○ It helps us to connect to people all over the world.

- (b) Write briefly about any two communication services of the Internet. Give an example of each.

Ans. Two communication services of internet are:

- (i) **Email or Electronic mail:** It is used to send/receive electronic messages very quickly and without spending money. For example: Gmail
- (ii) **Telnet:** Through this you can use your computer from a distant place using the Internet. For example: TeamViewer

- (c) What are blogs?

Ans. Blog is an abbreviation for the term weblog. A blog is an online diary or journal located on a website. Blogs are updated regularly by their authors, also known as bloggers.

- (d) Mention any two advantages and disadvantages of social networking on the Internet.

Ans. Advantages of social networking are:

- (i) It connects you to people all over the world.
- (ii) You can share any kind of information.

Disadvantages of social networking:

- (i) It invites crimes like cyberstalking.
 - (ii) It is risky if you are communicating to unknown people.
- (e) Write any three points that you should keep in mind to stay safe while using the Internet.

Ans. Given below are some tips to keep in mind when one using the Internet.

- (i) Do not send your pictures or leak personal information about yourself or your family like names, addresses, contact numbers, etc., to anyone without seeking your parents' permission.
- (ii) If you come across any information that makes you uncomfortable, share it with your parents immediately.
- (iii) Never respond to any kind of information or message that makes you feel uneasy.

COMPUTER TIME

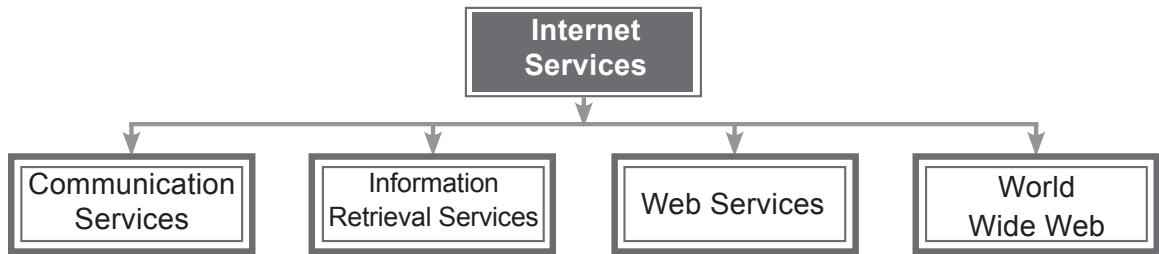
Ans. Do it yourself.

Answers of Suggested Class Activities

A. 1. T 2. F 3. T 4. F 5. T 6. T

B. 1. Internet is defined as an Information Superhighway, which enables us to access or get information over the Web. It is a global network of computers. In fact, it is the largest computer network of the world.

2. Internet services allow us to access a huge amount of information such as text, graphics, sound and software over the Internet. The following figure shows the four different categories of Internet services:



3. A newsgroup is an online forum where people having common interests can discuss and share ideas and resources. For example, a 'computer help' group can be a newsgroup where individuals help each other with computer problems. Another example is comp.lang. C, which contains discussion on C++ language.

4. (a) **Server:** A server is a physical computer dedicated to run services to serve the needs.

Client: A client is a computer hardware device or software that accesses a service made available by a server.

(b) **Uploading:** The process of transferring files from the client to the server is called uploading.

Downloading: The process of transferring files from the server to the client computer is called downloading.

5. The world in which we live has certain rules. Similarly, the Internet also has some rules that people should follow. If someone tries to steal someone's belongings, he/she is breaking the law. In the same manner, if someone tries to steal money using the Internet or uses somebody's personal information for the wrong reasons, he/she is breaking the law. To avoid such issues, a special set of manners/etiquettes, called netiquettes, should be followed while using the Internet. It includes the following:
- (a) Be yourself when you are online. Do not pretend.
 - (b) Be truthful about the information you provide online.
 - (c) Spell check your content to help others understand you correctly.

Answers of Worksheet

- I. 1. (c) 2. (a) 3. (b) 4. (d) 5. (d)
- III. 1. Facebook 2. Twitter 3. Google Chrome 4. Gmail



TESTING TIME – 1

(BASED ON LESSONS 1 TO 3)

1. Match the following:

- | | |
|---------------------------------|---------------------------|
| (a) QBASIC | (i) Operating System |
| (b) Antivirus | (ii) Folder |
| (c) Windows 8.1 | (iii) High Level Language |
| (d) Collection of related files | (iv) Footer |
| (e) Bottom of the document | (v) Utility Software |

Ans. (a)–(iii) (b)–(v) (c)–(i) (d)–(ii) (e)–(iv)

2. Identify the MS Word tools used to create each of the following.

Ans. (a) WordArt (b) Shapes

3. Write ‘A’ for application software and ‘S’ for system software.

Ans. (a) Android S (b) MS PowerPoint S
(c) Scratch A (d) Java S
(e) Railway reservation software A

4. Answer the following questions.

(a) Differentiate between system software and application software. Give one example of each.

Ans. Software that are required to run the hardware and other application software are called System Software. For example, Windows operating system. Software that is used for specialised tasks and nothing else is called the Application Software. For example, MS Word is used only for typing and editing documents.

- (b) Software piracy is not a good activity. Give two reasons to support this statement.

Ans. Software piracy is not a good activity because:

(i) It is illegal.

(ii) It is unethical as stealing somebody's creative work without permission is wrong.

- (c) Define a file and a folder. How does File Explorer help in organising files and folders stored in a computer?

Ans. Any individual document created by using any software is a file. A group of related files makes a folder.

File Explorer helps us in storing different files in different folders so that searching for desired files saved in the hard disk becomes easier.

- (d) Name different types of icon views in File Explorer. Write one line about each type.

Ans. There are 8 different folder view options available in Windows 8.1. These are: Extra large icons, Large icons, Medium icons, Small icons, List, Details, Tiles and Content. The Extra large icons view shows big icons that give you a good view of the graphics and video files. The Large icons view shows icons that are comparatively a little smaller. The Medium icons view gives a good idea of the file contents, but it might not be big enough to tell which is which among several similar graphics files. The Small icons view displays icons that are only representative of the contents, i.e., Word document, PDF, graphics file, etc. All you can see in this view is a list of the folders and files, each with an identifying icon. The Tiles view displays each file and folder along with information about their type and size. In the Content view, detailed information of each file and folder can be viewed, such as the date when it was last modified, size, author of the file, length.

(e) Name any three objects that you can insert into a Word document apart from text.

Ans. Images, WordArt, shapes.

5. Name the following:

Ans. (a) Software that is used for a specific purpose only.

Specific–Purpose Application Software

(b) Language of 0's and 1's.

Machine Language

(c) A folder in Windows where all deleted files are stored.

Recycle Bin

(d) MS Word 2013 tab to add pictures into a document.

Insert

(e) Removing unwanted outer parts of an image.

Crop



TESTING TIME – 2

(BASED ON LESSONS 4 TO 6)

1. Write each of the following statements correctly.

(a) PowerPoint is a word processing software.

Ans. PowerPoint is a presentation graphics software.

(b) Normal view in PowerPoint shows all the slides in the form of thumbnails.

Ans. Slide Sorter view in PowerPoint shows all the slides in the form of thumbnails.

(c) Insert tab is used to format the backgrounds of slides in a PowerPoint presentation.

Ans. Design tab is used to format the background of slides in a PowerPoint presentation.

(d) A table consists of vertical rows and horizontal columns.

Ans. A table consists of vertical columns and horizontal rows.

(e) Combining two or more cells in a table is called Split Cells.

Ans. Combining two or more cells in a table is called merge cells.

2. Match the following tool icons with their names.

Ans. (a)–(iii) (b)–(iv) (c)–(i) (d)–(v) (e)–(ii)

3. Identify and write the names of the following PowerPoint tools.

Ans. (a)



Picture

(b)



Table

(c)



Screenshot



Shapes



Photo Album

4. Answer the following questions.

(a) What do you understand by split cells in relation to a table in MS Word? Explain briefly with the help of an example.

Ans. Dividing a single cell into multiple cells in a table is called splitting a cell.

For example:

This cell is split
into 2 rows and
2 columns.

(b) Sneha has created a table in MS Word 2013. She forgot to add one row of data. Write the steps that she would follow to do so.

Ans. Sneha will follow these steps:

1. Hover the mouse near the location where she wants to add a row.
2. Click the plus sign that appears.

(c) What are themes in PowerPoint? How can they be useful?

Ans. A theme is a predefined combination of colours, fonts and effects. They can quickly be applied and within no time. They enhance the whole look of the slide show.

(d) Jayati has made a presentation at home. She wants to show a printout of all the slides to her teacher in school. Help her in writing the steps that she should follow to take the printout.

Ans. To print your presentation, follow these steps:

1. Select the File tab. The Backstage view will appear.
2. Select Print. The Print pane will appear.
3. Choose the desired printer and print range.
4. Choose the desired print layout and colour settings.
5. When you're done modifying the settings, click Print.

(e) How can SmartArt tools of PowerPoint be helpful? Explain briefly with the help of an example.

Ans. SmartArt helps you to communicate your message or ideas effectively. For example, if you have a large extended family, you can create a family chart using Smart Art.

5. Unscramble and write the correct word.

- Ans.** (a) ETBLA: TABLE
(b) MNCLOU: COLUMN
(c) RPEESTANTOIN: PRESENTATION
(d) ALYTUO: LAYOUT
(e) MSRTATRA: SMARTART



TESTING TIME – 3

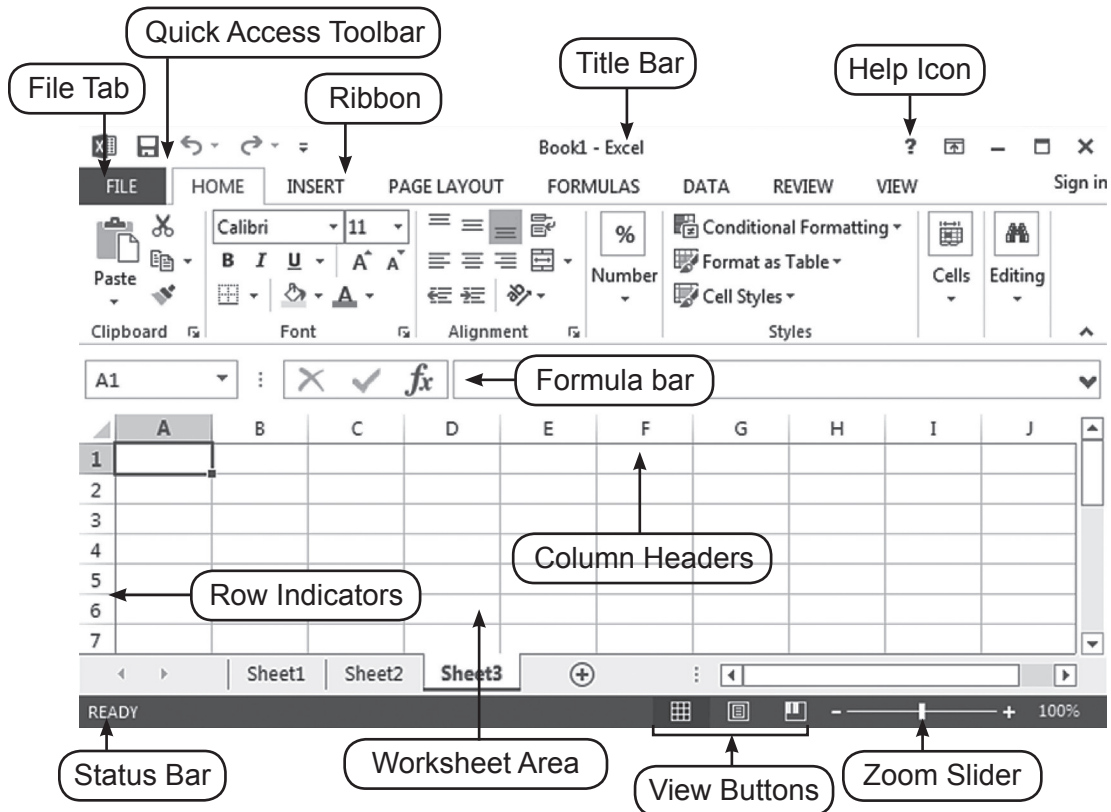
(BASED ON LESSONS 7 TO 9)

1. Fill in the blanks by choosing the correct option from the brackets.

- Ans. (a) MS Excel is a **Spreadsheet** software.
(b) A workbook in Excel is a collection of related **Worksheet**.
(c) A/An **Algorithm** is a step-by-step procedure to solve a particular problem.
(d) In a flowchart, a diamond shape represents the **Decision**.
(e) **Facebook** is a social networking website.

2. Label the following MS Excel 2013 window.

Ans.



3. Name the following.

- Ans.** (a) Intersection of a row and a column in an Excel worksheet. **Cell**
- (b) A rectangular group of continuous or adjacent cells. **Range of cells**
- (c) The component of Excel window that shows the content of the active cell. **Formula bar**
- (d) The circle symbol in a flowchart. **Connector**
- (e) A person who writes blogs on the Internet. **Blogger**

4. Answer the following questions in a line.

(a) Define a worksheet.

Ans. Worksheet is a grid of rows and columns.

(b) What are the maximum number of rows and columns in an Excel 2013 worksheet?

Ans. Rows: 1,048,576 and columns: 16,384.

(c) Name any two symbols of a flowchart and their significance.

Ans. (i) Oval shape, which signifies the start and end and end.

(ii) Diamond shape, which indicates a decision.

(d) What is 'downloading' mean in the context of the Internet?

Ans. Process of transferring files from a server to a client computer is called downloading.

(e) Give any two example of e-mail servers.

Ans. Examples of e-mail servers are Gmail and Rediffmail.

5. Unscramble and write.

- Ans.** (a) P S E A R S D H E T E **SPREADSHEET**
- (b) U L F R O M A **FORMULA**
- (c) F W O L H C R T A **FLOWCHART**
- (d) E W S G N O U R P **NEWSGROUP**
- (e) V R S E R E **SERVER**

PROJECT WORK

Ans. Do it yourself.