



ANSWER KEY

INPUT
OUTPUT

Computer Knowledge

class
1 To 5



PURPLE STROKE

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Input Output (Computer Knowledge)



Class - 1

CH. 1 COMPUTER - A MACHINE (A) 1. (a) 2. (b) 3. (a) 4. (a) **(B)** 1. True 2. True 3. False 4. True **(C)** 1. Man-made machine 2. Computer 3. Things 4. Natural **(D)** 1. (c) 2. (d) 3. (b) 4. (a) **(E)** 1. (a) Washing machine (b) Television 2. (a) Tree (b) Birds **Fun Activity** 1. Computer 2. Refrigerator 3. Mobile phone 4. Washing Machine 5. Television 6. Bus 7. Air-conditioner

CH. 2 WINDOWS (A) 1. (c) 2. (b) 3. (a) **(B)** 1. True 2. False 3. False **(C)** 1. Minimize 2. Hardware 3. Taskbar **(D)** 1. Windows is an operating system used to make working of computer easier. 2. Icons are the small graphical pictures with a name under it. 3. Minimize, maximize and close. Start Button is found at the left of the taskbar. **(E)** 1. (b) 2. (c) 3. (d) 4. (a) **Fun Activity (I)** 1. My computer 2. Recycle Bin 3. Internet Explorer **(II)** 1. Click on start button 2. Click on program 3. Click on desired program 3. Finally click on desired option. 4. This will open the window.

CH. 3 WORKING OF A COMPUTER (A) 1. (c) 2. (a) 3. (c) **(B)** 1. True 2. False 3. True **(C)** 1. Arithmetic 2. Data, Instruction 3. Output **(D)** 1. Processing is the work done by the CPU on the basis of data given by Input Devices. 2. ALU stands for Arithmetic and Logic Unit. It performs all types of arithmetic and logic processes. 3. Input is the data given by the user. **(E)** 1. (d) 2. (c) 3. (b) 4. (a)

CH. 4 PARTS OF A COMPUTER (A) 1. (b) 2. (a) 3. (c) 4. (a) **(B)** 1. False 2. True 3. True 4. True **(C)** 1. Brain 2. Keys 3. Pointer 4. UPS **(D)** 1. (c) 2. (d) 3. (a) 4. (b) **(E)** 1. CRT monitor and LCD monitor. 2. Keyboard is used to give instruction to the computer. 3. CPU stands for Central Processing Unit. 4. The mouse is used to select the objects on the monitor screen.

CH. 5 KEYBOARD (A) 1. (a) 2. (b) 3. (c) 4. (a) **(B)** 1. True 2. False 3. True 4. True **(C)** 1. Keyboard 2. Number 3. Eraser 4. Cursor **(D)** 1. (c) 2. (d) 3. (b) 4. (e) 5. (a) **(F)** 1. (a) Number keys (b) Alphabet keys (c) Enter key (d) Backspace 2. Enter key helps us to move from one line to a new line. 3. Cursor control keys helps us to move up, down, left and right on the screen.

CH. 6 Mouse (A) 1. (c) 2. (a) 3. (c) 4. (a) **(B)** 1. True 2. True 3. True 4. False **(C)** 1. Mouse 2. Three 3. Mouse pad 4. Double **(D)** 1. (c) 2. (d) 3. (a) 4. (b) **(E)** 1. Mouse is used to point and select items on the computer screen. 2. Scroll mouse and optical mouse.

CH. 7 STARTING COMPUTER (A) 1. (a) 2. (c) 3. (a) 4. (a) **(B)** 1. True 2. True 3. False 4. True **(C)** 1. Booting 2. Taskbar 3. Turn off 4. Windows **(D)** 1. (d) 2. (c) 3. (b) 4. (a) **(E)** 1. My computer and Recycle Bin 2. UPS keeps our computer ON if there is no electricity but for some time. **Fun Activity** – Students will do by themselves.

CH. 8 PAINT (A) 1. (a) 2. (b) 3. (a) 4. (a) **(B)** 1. True 2. False 3. True 4. True **(C)** 1. Drawings 2. Tool 3. Fill with color 4. Commands **(D)** 1. (b) 2. (c) 3. (d) 4. (a) **(E)** 1. Title bar and Menu bar. 2. Eraser tool and Brush tool **Fun Activity** – 1. Accessories 2. Color 3. Pencil 4. Brush 5. Tools 6. Eraser 7. Rubber

CH. 9 MONITOR & CPU (A) 1. (a) 2. (b) 3. (a) 4. (a) **(B)** 1. True 2. False 3. True 4. True **(C)** 1. Monitor 2. LCD 3. Brain 4. CRT **(D)** 1. (b) 2. (c) 3. (a) **(E)** 1. CRT monitor and LCD monitor. 2. CPU Stands for Central Processing Unit **Fun Activity** – Monitor 1. CRT (a) Big in Size (b) Heavy to carry (c) Not costly 2. LCD (a) Not big in size (b) Not heavy to carry (c) Costly

CH. 10 COMPUTER & ITS USES (A) 1. (c) 2. (c) 3. (a) **(B)** 1. False 2. True 3. True 4. True 5. False **(C)** 1. Stories 2. Write 3. Bills 4. Doctors **(D)** 1. (a) Computer can do calculations (b) Computer can play music. 2. Schools and Banks 3. Kitchen and Toilet **Fun Activity** – 1. Office 2. Railway station 3. Hospital 4. School 5. Shop

Test Paper-I (A) 1. Enter key is used to move from one line to next line. 2. Operating system is a program that runs a computer. **(B)** 1. Pointer 2. Monitor 3. Electricity **(C)** 1. True 2. True 3. True **(D)** 1. (b) 2. (c) 3. (c) **(E)** 1. (c) 2. (b) 3. (a) **(F)** 1. Internet Explorer 2. Recycle Bin 3. My Computer **(G)** Students will do by themselves.

Text Paper-II (A) 1. UPS keeps the computer On, even when the electricity goes off. 2. Schools and Banks **(B)** 1. Three 2. Paint window 3. Brain **(C)** 1. False 2. True **(D)** 1. (c) 2. (b) **(E)** 1. (b) 2. (c) 3. (a) **(F)** 1. Pencil Tool, Eraser Tool 2. Title Bar, Menu Bar 3. Scroll Mouse, Optical Mouse **(G)** 1. Start button 2. Click on Programs 3. Click on Accessories 4. Click on Paint Option.

Class - 2



CH. 1 COMPUTER SYSTEM (A) 1. (a) 2. (a) 3. (c) 4. (a) **(B)** 1. False 2. True 3. False 4. True **(C)** 1. Machine 2. Monitor 3. Personal Computer 4. Mistakes **(D)** 1. (b) 2. (d) 3. (a) 4. (c) **(E)** 1. Computer is an electronic machine which runs on electricity. The four main components of computer system are keyboard, mouse, monitor and CPU. 3. Computers which are designed to be used by one person at a time are called personal computers. 4. (a) A computer works very fast whereas man works at different speeds. (b) A computer never gets tired whereas man gets tired after some time. (c) A computer can remember everything whereas man can remember only few things. **Fun Activity** – 1. Microwave 2. Calculator 3. Mobile 4. Refrigerator

CH. 2 PARTS OF COMPUTER (A) 1. (b) 2. (c) 3. (c) 4. (b) **(B)** 1. False 2. False 3. True 4. True **(C)** 1. Monitor 2. Mouse 3. Web camera 4. Printer **(D)** 1. (d) 2. (f) 3. (g) 4. (a) 5. (c) 6. (b) 7. (e) **(E)** 1. Speakers and Printer 2. CPU is known as brain of computer. 3. Laser Printer and Inkjet Printer. 4. (a) Central Processing Unit (b) Compact Disc (c) Digital Versatile Disc **Fun Activity** – 1. Printer 2. Joystick 3. CPU 4. Microphone

CH. 3 INPUT/OUTPUT DEVICES (A) 1. (b) 2. (a) 3. (c) 4. (a) **(B)** 1. True 2. False 3. True 4. False **(C)** 1. Input 2. Processing 3. Output 4. Storage **(D)** 1. (c) 2. (d) 3. (b) 4. (a) **(E)** 1. Input device and Output device 2. IPO stands for Input Processing Output. 3. Monitor and Printer 4. Pen Drive and CD-ROM. **Fun Activity** – Students will do by themselves.

CH. 4 KEYBOARD (A) 1. (a) 2. (c) 3. (b) 4. (c) **(B)** 1. True 2. False 3. True 4. False **(C)** 1. 10 2. Down arrow 3. Enter 4. Caps lock **(D)** 1. (c) 2. (d) 3. (b) 4. (a) **(E)** 1. Number keys and Alphabet keys 2. Enter key and Delete key 3. **Fun Activity** – Students will do by themselves.



CH. 5 MOUSE (A) 1. (b) 2. (c) 3. (a) 4. (a) **(B)** 1. True 2. False 3. True 4. True **(C)** 1. Serial 2. Optical 3. Double click 4. Drop **(D)** 1. (c) 2. (d) 3. (b) 4. (a) **(E)** 1. (a) Wireless Mouse (b) Optical Mouse (c) Single Click (b) Double Click **Fun Activity** – Left button, Right button, Central button

CH. 6 USES OF COMPUTER (A) 1. In schools computers are used to (a) prepare time table (b) to keep record of books. 2. ATM is used to take out money. 3. In hospitals computers are used to keep records of patients and to print medical reports. 4. (a) Jewellery (b) Buildings (c) Clothes (d) Books

CH. 7 WINDOWS 7 (A) 1. (a) 2. (a) 3. (b) 4. (a) **(B)** 1. True 2. False 3. True 4. False (c) 1. Windows 7 2. three 3. icons 4. corners (D) 1. (b) 2. (d) 3. (a) 4. (c) **(E)** 1. Icon and Taskbar 2. Minimize button, Maximize button and Close button. 3. An operating system is an interface between a computer user and computer hardware. Fun Activity – 1. My computer 2. Internet explorer 3. Network Neighbourhood 4. Recycle Bin 5. MS-Word 6. Chrome

CH. 8 TYPING IN WORDPAD (A) 1. (c) 2. (d) 3. (b) 4. (a) **(B)** 1. True 2. True 3. False 4. False **(C)** 1. WordPad 2. U 3. Close 4. Save as (D) 1. (c) 2. (d) 3. (b) 4. (a) **(E)** 1. Save as option helps us to save a document in WordPad. 2. Bold and Italic. 3. To open WordPad click on Start button. Move the pointer to All Programs – Accessories. Select WordPad option by clicking on it. 4. To create a numbered list click the drop down arrow available with start list button in Paragraph group. Choose a list style from the expanded button by clicking on it. Fun Activity – Student will do by themselves.

CH. 9 LET US PAINT (A) 1. (c) 2. (b) 3. (c) 4. (b) **(B)** 1. True 2. False 3. True 4. True **(C)** 1. Eraser 2. Circles 3. Text 4. Larger **(D)** 1. (d) 2. (c) 3. (b) 4. (a) **(E)** 1. (a) Line Tool (b) Pencil Tool (c) Ellipse Tool (d) Brush Tool 2. (a) Eraser Tool – Eraser tool is used to erase what we don't need. (b) Brush Tool – It helps us to draw with thick lines. (c) Airbrush Tool – It helps us to spray different colors in the drawing area. (d) Pick Colour Tool – It helps us to pick a color from one part of the drawing and fill it in its other part. Fun Activity – Students will do by themselves.

CH. 10 CARING THE COMPUTER (A) 1. (b) 2. (a) 3. (c) 4. (b) **(B)** 1. True 2. False 3. True 4. False **(C)** 1. Animals 2. Touch 3. Covered 4. Pull **(D)** 1. (d) 2. (c) 3. (b) 4. (a) **(E)** 1. (a) Always keep your computer in a dust free room. (b) Do not eat or drink anything near computer. 2. (a) Do not pull any wires that connect computer to its different parts. (b) Never shake any part of the computer when it is working. Fun Activity – Students will do by themselves.

Test Paper-I (A) 1. IPO stands for Input Processing Output. 2. Backspace key is used to delete the character on left of the cursor. 3. The computers that are designed to be used by one person at a time are called Personal Computer. **(B)** 1. (c) 2. (b) **(C)** 1. CD 2. Mouse 3. Printer **(D)** 1. True 2. True 3. False **(E)** 1. (b) 2. (c) 3. (d) 4. (a) **(F)** 1. Speakers 2. Printer 3. Web camera

Test Paper-II (A) 1. (b) 2. (c) 3. (c) **(B)** 1. Report cards, test papers 2. Sums 3. Computers **(C)** 1. False 2. True 3. False (D) Students will do by themselves.

Test Paper-III (A) 1. Click on Start – All programs – Accessories. Select WordPad option by clicking on it. 2. An operating system is an interface between computer user and computer hardware. 3. Text tool allows us to write text in the picture. **(B)** 1. (b) 2. (c) **(C)** 1. Sprayer 2. WordPad 3. Eraser **(D)** 1. False 2. True 3. True **(E)** 1. (b) 2. (c) 3. (d) 4. (a) **(F)** 1. My Computer 2. Recycle Bin 3. Network Neighbourhood

Class - 3



CH. 1 INTRODUCTION TO COMPUTER (A) 1. (b) 2. (b) 3. (a) 4. (b) 5. (a) **(B)** 1. False 2. True 3. False 4. False 5. True **(C)** 1. (d) 2. (a) 3. (e) 4. (b) 5. (c) **Subjective Types Questions (A)** 1. Computers are accurate and reliable. 2. Schools and Hospitals. (B) 1. Computer is an electronic machine which performs both arithmetical as well as logical operations on its own. 2. (a) A computer cannot take decisions on its own. (b) A computer has no emotions and feelings. **Fun Activity** 1. Speed 2. Diligence 3. Accuracy 4. Memory 5. Multi-tasking

CH. 2 COMPUTER AND ITS TYPES (A) 1. (b) 2. (b) 3. (c) 4. (b) 5. (c) **(B)** 1. False 2. False 3. True 4. True 5. True **(C)** 1. Scientific research 2. Mini 3. CPU 4. input unit 5. Control **Subjective Type Questions (A)** 1. Phone and ATM 2. Param 10000 and Param Yuva **(B)** 1. Computer works in an IPO cycle. It takes the input of a problem. The data is then processed in its brain called CPU. And finally the output is given on a device like printer or monitor. 2. CPU is made up of three main parts (a) Arithmetic and Logic Unit (ALU) (b) Control Unit (CU) (c) Memory Unit Logical ALU perform all the arithmetic calculations and operations. Memory stores the input and the output on the computer. Control Unit controls the working of all parts of the computer system. 3. Mainframe computer are computers used by large organizations for critical applications and for bulk data processing. These are mostly used for the purpose of scientific research. **Fun Learning Activity** 1. Miniframe 2. Mainframe computer 3. Super computer 4. Micro computer 5. Memory 6. CPU

CH. 3 HARDWARE AND SOFTWARE (A) 1. (c) 2. (b) 3. (c) 4. (b) 5. (d) **(B)** 1. True 2. False 3. False 4. True 5. True **(C)** 1. Keyboard 3. Mouse 3. Hardware 4. UPS 5. Monitors **Subjective Type Questions (A)** 1. Keyboard and Mouse 2. MS-Paint and MS-Word 3. Motherboard and Microprocessor **(B)** 1. (a) Physical parts of computer that we can see or touch are called hardware. The set of instructions which are used to solve our problems are called software. (b) Hardware can be seen and touched whereas software cannot be seen or touched. (c) Keyboard and monitor are hardwares whereas MS-Paint and MS-Word are softwares. 2. Software are set of programs that tells the computer what to do. A hardware cannot work by itself. It needs step by step instructions to work. So, to solve the common problems we store the instructions inside the computer. This set of instructions is called program or computer software. For example CD is a hardware but music recorded on it is a software. We can enjoy them with CD player. **Fun Activity** 1. CPU 2. UPS 3. Keyboard 4. Mouse 5. Printer 6. Monitor 7. Joystick 8. Speaker

CH. 4 WINDOWS 7 (A) 1. (b) 2. (b) 3. (b) 4. (d) 5. (c) **(B)** 1. False 2. True 3. False 4. True 5. False **Subjective Type Questions (A)** 1. Windows XP and Windows Vista. 2. Task bar shows which programs or applications are running on the device. It has start button on its left side and date and time on its right side. **(B)** 1. The three important features of windows 7 are (a) It is very easy to learn and understand. (b) It allows us to run several programs at the same time. (c) It is a GUI that means you do not have to remember all commands. 2. To shut down windows (a) Click on Start button (b) Click shut down button in the right panel of Start Menu. **Fun Activity** 1. Taskbar 2. Shut Down 3. Start button 4. Desktop Windows

CH. 5 LET'S PAINT (A) 1. (d) 2. (a) 3. (a) 4. (b) 5. (b) **(B)** 1. False 2. False 3. False 4. True 5. True **Subjective Type Questions (A)** 1. We can draw square with rectangle tool and a circle with ellipse tool by pressing the shift key while dragging. 2. Text Tool **(B)** 1. By using line tool we can draw straight lines while pencil tool is used to make freehand drawings. 2. Click the polygon tool and draw a straight line on the drawing canvas. Now keep on clicking each point where you want additional side to appear click the last line to the first line to close the figure. 3. The different kinds of brushes available in paint are Brush, Calligraphy Brush 1, Calligraphy Brush 2, Air Brush, Oil Brush, Crayon, Market, Natural Pencil and Water Color Brush. **Fun Activity** 1. Pencil 2. Oval 3. Line 4. Polygon 5. Rectangle 6. Eraser 7. Curve

CH. 6 MASTERING PAINT (A) 1. (c) 2. (a) 3. (b) 4. (b) 5. (b) **(B)** 1. False 2. False 3. True 4. True 5. True **(C)** 1. Rotate 2. Delete 3. Crop 4. Copy 5. Color picker **Subjective Type Questions (A)** 1. Rectangular selection, Free-form selection and select all option. 2. In rotate selection we can rotate an object to left

90°, right 90° or at an angle of 180°. **(B)** 1. To save a drawing in MS-Paint click on Save As option in the Paint button menu. Save As dialog box will appear on screen. Give a name to your drawing in the Fill Name box. Now click save button. 2. Select the object using select tool. Bring the mouse pointer in the selected area of your drawing. Hold the left mouse button and drag the selection to new location. Release the mouse button to the selected part to new destination. **Fun Activity** – Students will do by themselves.

CH. 7 MICROSOFT WORD 2007 (A) 1. (c) 2. (c) 3. (b) 4. (c) 5. (a) **(B)** 1. False 2. False 3. True 4. False 5. False **(C)** 1. Title Bar 2. Ruler 3. Cursor 4. Ribbon 5. Office Button **Subjective Type Questions (A)** 1. MS-Word 2007 2. Document Area 3. Cursor **(B)** 1. The process of creating presentable and formatted text documents on computer i.e., the process of creating, editing or formatting text document is called word processing. 2. Click on office button select Save As option type the suitable name for your fill in fill name box. Click the Save button. **Fun Activity** – Down 1. Cursor Across 1. Undo 2. Ribbon 3. Close 4. Word wrap 5. Ruler

CH. 8 INTRODUCTION TO KID PIX (A) 1. (a) 2. (d) 3. (c) 4. (b) 5. (b) **(B)** 1. (a) 2. (d) 3. (c) 4. (b) 5. (b) **(C)** 1. Microphone 2. Paint 3. four 4. art 5. Start over **Subjective Type Questions (A)** 1. Fill Bucket Tool, Paint Tool, Draw Tool, Mixer Tool, Rubber Stamps Tool, Eraser Tool and 2. Start Over Tool **(B)** 1. Library tools can be added by selecting their category from folder area and dragging from the options tray to the drawing area. 2. Library, tools are used to add backgrounds, insert stickers, animations and sounds to the picture. **Fun Activity** – Students will do by themselves.

CH. 9 DRAWING WITH KID PIX (A) 1. (d) 2. (c) 3. (b) 4. (c) 5. (d) **(B)** 1. False 2. False 3. True 4. True 5. True **(C)** 1. solid 2. spray can 3. paint 4. big 5. solid **Subject Type Questions (A)** 1. Kid Pix has four drawing tools – Pencil, chalk, crayon and marker. 2. Fill buckets are used to fill up areas with solid colors, blends or patterns. **(B)** 1. Click the animations tool in Toolbox area to open animation tray. Select the animation category from folder area. Choose the animation from the option areas. Now drag it to the drawing area. 2. Three types of fill buckets are available in Kid Pix. These are Solid Fill Bucket, Blend Fill Bucket and Pattern Fill Bucket. **Fun Activity** – Students will do by themselves.

Model Test Paper-1 (A) 1. (a) 2. (d) 3. (c) 4. (c) 5. (c) 6. (c) 7. (b) **(B)** 1. track 2. Paint brush 3. image 4. image 5. Speakers 6. Mouse 7. PARAM 8000 8. Micro **(C)** 1. False 2. True 3. False 4. False 5. False 6. False 7. True 8. False 9. True 10. True **(D)** 1. In IPO cycle, data and instructions are entered. They are processed, stored and finally the results are given out.



2. (i) Speed (ii) Accuracy (iii) Multi-tasking (iv) Memory 3. The three control buttons are used to control the size of the window. 4. Devices that are fixed inside the CPU box are :- (i) Mother board (ii) Hard disk (iii) RAM (iv) Microprocessor 5. Operating system software is one of the most important software as without this we cannot use our computer at all. It translates your problems into the computer's language and answer given by the computer into your language. 6. Two types of flipping are horizontal and vertical. 7. Kid Pix is one of the world favourite kinds of software which can help the children to make creative pictures using inbuilt libraries of backgrounds, animations, sounds etc. Four drawing tools of kid pix are – Pencil, Chalk, Crayon and Marker. 8. Library tools can be added by selecting their category from folder area and drawing from the options tray to the drawing area. **(E)** ALU – Arithmetic and Logic Unit 2. CU – Control Unit 3. CPU – Central Processing Unit 4. UPS – Uninterrupted Power

Supply 5. PC – Personal Computer 6. OS – Operating system 7. Ext. – Extent **(F)** 1. (c) 2. (e) 3. (a) 4. (b) 5. (d) (G) 1. SUPERCOMPUTER 2. MICROCOMPUTER 3. MINICOMPUTER

Model Test Paper–2 (A) 1. (a) 2. (d) 3. (b) 4. (d) 5. c (6) (c) 7. (a) 8. (b) (B) 1. super 2. Control 3. keyboard 4. system 5. airbrush 6. paint 7. select (C) 1. True 2. False 3. True 4. True 5. False 6. False 7. False **(D)** 1. Computer is used for reservation of seats on flights and to know about the exact schedule at airports and in ships it is used for billing and keeping the stock records. 2. The word computer is taken from the Latin word compute which means to count. So, computer means, a machine which performs calculations. 3. CPU, monitor, keyboard and mouse are the four essential part of a computer. 4. Software is a set of instructions that perform a specific task on computer system. Examples are – MS-Word and MS-Paint. 5. Color picker and fill with color are two tools used for colouring our drawing. 6. Pencil Tool – You can make freehand drawings by using pencil tool whereas by using Line tool you can draw straight lines without using any scale. 7. Drawing tools kid pix are – Pencil tool, Chalk tool, Crayon tool or Marker tool. (E) 1. ACCURACY 2. DILIGENCE 3. MEMORY 4. SPEED

Model Test Paper–3 (A) 1. (c) 2. (d) 3. (a) 4. (a) 5. (a) 6. (c) **(B)** 1. Micro 2. UPS 3. Square 4. Erase 5. Ruler 6. Art 7. Desktop 8. Printer **(C)** 1. True 2. False 3. True 4. False 5. False 6. True 7. False **(D)** 1. It is easy to work with windows because it is easy to use. As it is GUI, most of the work is done by mouse. It allows you to run several programs at same time. 2. CPU is an important hardware device and known as the brain of the computer because it does all the processing and makes decisions in the computer. 3. For selecting the part of drawing we can use rectangular selection and free-form selection tools. 4. Library tools can be added by selecting their category from folder area and dragging from the options tray to the drawing area. 5. In kid pix, there are mini eraser which can erase only drawings and color but can't erase stickers, animations, movies or text from picture, and Big eraser which can erase the whole picture. (E) 1. Title Bar 2. MS-Word 3. Start Over Tool 4. Delete Key 5. Curve Tool 6. Printer (F) 1. FILL BUCKET 2. ERASER 3. DRAW 4. MIXER 5. PAINT 6. SOUND 7. TEXT

Class - 4



CH. 1 AN INTRODUCTION TO COMPUTERS MCQ (A) 1. (b) 2. (c) 3. (b) 4. (b) 5. (b) **(B)** 1. True 2. False 3. True 4. True 5. False **(C)** 1. IBM Mark I 2. 100 3. Processing **Subjective Type Questions (A)** 1. Charles Babbage 2. CPU 3. Raw facts and figures which are to be processed are known as data. **(B)** 1. IPO Cycle In IPO cycle we input the data that are facts and figures, convert it into a useful information which is processing and get the result processed by it as an Output (Information) INPUT PROCESSING OUTPUT 2. Computer is a high speed data processing electronic machine with 100 percent accurate results. 3. ENIAC was the 1st electronic computer invented in 1946. The full form of this machine is Electronic Numerical Integrator And Computer. **Fun Activity** A. (a) B. (c) C. (b) D. (c) E. (b) F. (a) G. (b)

CH. 2 PERIPHERAL DEVICES MCQ (A) 1. (a) 2. (b) 3. (c) 4. (d) 5. (b) **(B)** 1. False 2. True 3. True 4. False 5. False **(C)** 1. (c) 2. (d) 3. (a) 4. (b) **(D)** 1. Light pen 2. Monitor 3. Plotter **(E)** 1. Plotter 2. Monitor 3. Keyboard 4. Hard 5. Joystick **Subjective Type Questions (A)** 1. The two types of monitors are (i) Cathode Ray Tube (CRT) Monitor and (ii) Liquid Crystal Display (LCD) Monitor 2. Inkjet and Laser Printer 3. Monitor and Speaker **(B)** 1. We need input and output devices so that we can give instructions and get output. 2. Printers are of different types. On the basis of their printing techniques we can group them as follows :- (i) Character printer (Dot Matrix) (ii) Line

Printer (iii) Page Printer (Inkjet and Laser) 3. Hard copy output is a printed version whereas Soft copy output is an electronic version. **Fun Activity** Do yourself

CH. 3 STORAGE MCQ (A) 1. (b) 2. (c) 3. (b) 4. (d) 5. (b) **(B)** 1. False 2. False 3. False 4. False 5. True **(C)** Hard disc, Pen drive, Blu ray disc, DVD, CD **(D)** 1. Larger 2. ROM 3. Hard Disc 4. Pen drive 5. Primary **Subjective Type Questions (A)** 1. Two types of Primary Memory are:- RAM and ROM 2. Three optical storage devices :- CD, DVD and Flash Drive **(B)** 1. Data in the computer's memory is represented by the two digits 0 and 1. These two digits are called Binary Digits or Bits. There are different storage areas in computer where we can keep data or information permanently or temporarily in Primary and Secondary Memory. 2. RAM is a temporary memory. It stores the data and instructions given by the users and also the results produced by the computer temporarily. 3. Different types of memory units are :- Bit , Bytes, Kilobyte (KB), Megabyte (MB), Gigabyte (GB) and Terabyte (TB) **Fun Activity** Do yourself

CH. 4 LET'S WORK ON WINDOWS MCQ (A) 1. (c) 2. (b) 3. (b) 4. (c) 5. (b) **(B)** 1. False 2. True 3. True 4. False 5. True **(C)** 1. (c) 2. (e) 3. (d) 4. (a) 5. (b) **(D)** 1. Window color 2. Set as desktop background 3. Personalize **Subjective Type Questions (A)** 1. Window 7 is an Operating System Software which tells the computer what and how to do. As it takes your instructions and passes them to the computer to get your work done by it. 2. Gadgets available in Window 7 are Date & Time, CPU Speed and Weather forecast 3. Picture on the desktop is called Background. **(B)** 1. Screen saver is a moving picture or pattern which helps to save our monitor screen from damage. 2. Steps to set the transparent glass effect for the windows :- (i) Open the personalization window using Appearance and Personalization option in the Control Panel and choose Window Color option in it to open Window Color and Appearance window. (ii) Click on Enable Transparency option. (iii) Choose a suitable color from the 16 standard colors offered by Windows. You can also use the Show color mixer option in the window to change the Hue, Saturation and Brightness of the selected color. (iv) Click Save Changes button to apply the settings. 3. Taskbar helps to manage the various currently active programs opened in different windows. We can switch between these programs by clicking their buttons on the taskbar. **Fun Activity** Do yourself

CH. 5 FILES AND FOLDERS MCQ (A) 1. (b) 2. (b) 3. (a) 4. (b) 5. (a) **(B)** 1. (b) 2. (e) 3. (d) 4. (a) 5. (c) **Subjective Type Questions (A)** 1. A folder is like a bag which contains a group of files and/or other folders. 2. A file is a collection of data that is stored together. **(B)** 1. Different views of Windows Explorer are :- Thumbnails, Tiles, Icons, List, Details 2. Creating a Folder To create folder on the desktop of your computer, follow the given steps: (i) Move the mouse pointer away from icons on desktop and click the right mouse button once. A shortcut menu appears. (ii) Move the mouse pointer to new option. A new submenu appears. Click the Folder option. You get a new folder on the desktop. **Fun Activity** Do yourself

CH. 6 MICROSOFT WORD 2007 MCQ (A) 1. (b) 2. (b) 3. (d) 4. (b) 5. (c) **(B)** 1. True 2. False 3. True 4. False 5. True **(C)** 1. Ctrl + X 2. Ctrl + V 3. Ctrl + O 4. Ctrl + F 5. Ctrl + C 6. Ctrl + Z **(D)** 1. Shift 2. Sentence case 3. Find 4. Ctrl + Y **Subjective Type Questions (A)** 1. Replace option is used to change a word with a new word. 2. (a) Sentence case (b) Lowercase (c) Uppercase 3. If you want to continue with the existing spellings we use Ignore Once of Spelling and Grammar Dictionary box. **(B)** 1. You can move the selected text from its existing position to new destination in the document by using Cut and Paste option from Clipboard group. 2. If we want your computer to recognize your name store it in the dictionary for future reference, click add to dictionary button. **Fun Activity Across**

1. Changing Case 2. Undo 3. Replace 4. Select **Down** 1. Find 2. Copy 3. Upper case 4. Clipboard

CH. 7 MAKING A PRESENTATION MCQ (A) 1. (a) 2. (c) 3. (d) 4. (c) 5. (c) **(B)** 1. False 2. True 3. True 4. False 5. True **(C)** 1. (d) 2. (a) 3. (e) 4. (c) 5. (b) **(D)** 1. Home 2. Slide show 3. Placeholder 4. Theme 5. Single **Subjective Type Questions (A)** 1. Corel Presentations, Google Docs etc. 2. Slide show helps us to view the presentation on full screen mode. 3. Microsoft PowerPoint has pre-designed themes in it, called Design Templates that you can use for your presentation. **(B)** 1. To open an Existing Presentation :- If you want to work once again in your previously save presentation, you can open the same as follows: ● Select Open option from the Microsoft Office button menu. ● Open dialog box will display on the screen. ● Select your file from the list displayed on the open dialog box. ● Click Open button. 2. To run the Slide Show of your presentation, you can do any of the following:- ● Click the slide show tab on the ribbon and click from beginning button from the start slide show group. Or ● Press F5 key on the keyboard. Or ● Press the Slide Show View button on the Status bar. **Fun Activity** 1. Layout 2. Presentation 3. Clipart 4. Slideshow 5. Templates 6. Save 7. Design

CH. 8 MULTIMEDIA MCQ (A) 1. (d) 2. (a) 3. (b) 4. (d) 5. (c) **(B)** 1. False 2. True 3. True 4. True 5. False **(C)** 1. Britannica Encyclopaedia 2. Mario 3. Install 4. Text, graphics, sound and video 5. Watching virtual surgery **Subjective Type Questions (A)** 1. Windows Media Player and iTunes 2. Free cell and Solitaire **(B)** 1. (i) Education- multimedia can be used in education to produce computer based training courses, for presentations, text about a particular topic. etc. (ii) Medicine- In medicine, doctors can get trained by looking at a virtual surgery or they can simulate how the human body is affected by diseases spread by viruses and bacteria and then develop techniques to prevent it. (iii) Industry- In the industrial sector, multimedia is used as a way to help present information to shareholders, superiors and co-workers. 2. Elements of a multimedia program are:- Text, Sound (Audio), Images and Video **Fun Activity Do Yourself**

CH. 9 LOVE TO GOOGLE MCQ (A) 1. (d) 2. (b) 3. (d) 4. (c) 5. (c) **(B)** 1. False 2. True 3. False 4. False 5. True **(C)** 1. Internet explorer 2. Website 3. Network of networks 4. Hardware 5. Web address **(D)** 1. World Wide Web 2. Modulator DEModulator 3. Internet Service Provider 4. Uniform Resource Locator **Subjective Type Questions (A)** 1. (i) www.microsoft.com (ii) www.hotmail.com (iii) www.dataguru.in 2. Uses of internet for a school student :- (i) Students can search what they want to learn about by the use of Google or other search engines like Bing, Yahoo etc. (ii) Students can learn and take online classes anytime and anywhere. (iii) Students can get tuition online and they can watch Videos on YouTube related to mathematics, English language, physics or any other information about any topic related to their school homework. 3. World Wide Web is a collection of information stored in the form of interconnected web pages. **(B)** 1. Moving from one page to another or from one site to another on the World Wide Web using links on the page is called Net Surfing. 2. To get connected to Internet, you require the following things :- (i) Modem (ii) Internet Connection or ISP (iii) Communication Line (iv) Web Browser **Fun Activity Do yourself**

Model Test Paper-1 (A) 1. (c) 2. (c) 3. (c) 4. (d) 5. (c) 6. (c) 7. (c) 8. (d) 9. **(B)** 1. Data 2. Napier's Bones 3. Microsoft Office 2007 4. Blu-ray Disc 5. Web browser 6. Word processing 7. Gadgets **(C)** 1. True 2. True 3. True 4. False 5. False 6. True 7. False 8. False **(D)** 1. Pascaline was developed in 1642. 2. Pixels are the tiny dots on the screen which is used to display pictures on the screen.

3. Kilobyte(KB), Megabyte (MB), Gigabyte (GB), Terabyte (TB) 4. The storage capacity of Blu-ray disc is from 25 GB upto 200 GB. 5. PowerPoint gives you the option to display all the slides one by one sequentially on full screen. This process is called Slide Show. 6. There are five change case options available in word: (i) Sentence case (ii) lowercase (iii) UPPERCASE (iv) Capitalize Each word (v) toggle cASE 7. An ideal machine is a machine which gives 100 percent efficiency that is entire input energy is converted into output energy. 8. Yes. Specify a time to advance to the next slide :- (i) Select the slide that you want to set the timing for. (ii) On the Transitions tab, in the Timing group, under Advance Slide, do one of the following: To make the slide advance to the next slide when you click the mouse, select the On Mouse Click check box. (E) 1 (c) 2. (d) 3. (b) 4. (e) 5. (a) (F) 1. A handled device for inking and in printing a message or design. 2. Analytical Engine :- In 1837, the first mechanical computer was developed by Charles Babbage. This was named as Analytical Engine. This machine laid the foundation of modern computers. 3. Plotter :- It is an output device which provides a high quality of printed output. It is generally used by engineers and architects.

Model Test Paper-2 (A) 1. (c) 2. (b) 3. (d) 4. (d) 5. (b) 6. (b) 7. (c) 8. (d) (B) 1. F5 2. IPO 3. Ppm (pages per minute) 4. Screen 5. Presentation 6. Ctrl + Z 7. Hardware 8. Interactive (C) 1. True 2. True 3. True 4. False 5. True 6. False (D) 1. RAM (Random Access Memory) is a temporary memory. The information stored in this memory is lost as soon as the power supply to the computer is turned off. That is why it is also called Volatile Memory. 2. Light Pen :- Light pen is another pointing type input device. It is a pen shaped device which can be used by directly pointing the objects on the screen. It can also be used for making drawings directly on the monitor screen. 3. You can set your Paint drawing as background on the Desktop. It will give more personalized look to your Windows desktop. To do so: - Open Microsoft Paint and create a drawing of your choice. ● Click the Paint button and select the option Set As desktop background. Choose the option Fill, Tile or Center. ● It will ask you to save the file, if it is not saved. ● Save the drawing and close Paint to see your drawing on the Desktop screen. 4. Undo option is used to reverse the last action performed whereas Redo is used to reverse the Undo effect. 5. Uses of Internet :- (i) You can quickly send and receive message anywhere in the world. (ii) You can do shopping on the Internet. (iii) You can get latest news of the world. (iv) You can talk to the others anywhere in the world, like you do on telephone. (v) You can get information on any topic from the Internet. (E) 1. Slide transitions - are the animation-like effects that occur when you move from one slide to the next during a presentation. 2. Gadgets - are the mini tools which can be kept on the desktop to get quick access to the information line, date, time, weather forecast etc. 3. Character Printer it prints one character at a time. Example is Dot Matrix Printer 4. Slide Show A full screen view of all the slides of a presentation with animation and sound effects. (F) 1. VDU Visual Display Unit 2. MODEM Modulator Demodulator 3. IBM International Business Machine 4. MIPS Million Instructions Per Second 5. WWW World Wide Web

Model Test Paper-3 (A) 1. (b) 2. (c) 3. (a) 4. (c) 5. (a) 6. (a) 7. (b) (B) 1. Mouse 2. Desktop 3. Webpage 4. Slide show 5. More 6. Ppm 7. Sentence (C) 1. True 2. True 3. True 4. True 5. False 6. False (D) 1. Light pen is the device that can be used to directly point objects on the screen. 2. Gadgets available in Windows 7 are CPU Speed and weather forecast 3. You can also replace a particular word or text after finding it in your document with a new word or text by selecting a word and replacing it with a new one. 4. Double click on the blank side and press Delete button. 5. ROM (Read only memory) The information stored in ROM is permanent in nature, i.e. it holds the data even if the system is switched off. It holds the starting instructions for the computer. ROM cannot be

overwritten by the computer. It is a non-volatile memory. 6. If you want to correct the spelling mistake do the following :- (i) Keep the mouse pointer on the incorrect word marked with red wavy line. (ii) Press the right mouse button to open a popup menu. (iii) The popup menu shows you a list of alternate corrections for that misspelled word. (iv) Click the correct spellings in the list to replace the incorrect word and to close the menu. **(E)** 1. Page Printer prints a whole page at a time. Examples are Inkjet printer and laser printer. 2. Slide Show View PowerPoint gives you the option to display the entire slides one by one sequentially on full screen. This process is called Slide Show. 3. WWW World Wide Web is a facility that allows to retrieve information stored on millions of webpages connected with each other. 4. Clipboard Group It has option of Cut, Copy and Paste. 5. Pascaline The first calculator was invented by Blaise Pascal in 1642. It was called Pascaline. With the help of this machine one could perform addition and subtraction only.

Class - 5



CH. 1 MY MACHINE MY FRIEND MCQ (A) 1. (b) 2. (c) 3. (d) 4. (b) 5. (c) **(B)** 1. True 2. True 3. False 4. True 5. False **(C)** 1. ALU 2. Blue ray Disc 3. Hardware 4. Keyboard 5. Internet **Subjective Type Questions (A)** 1. (a) 25 GB to 200 GB (b) 200 GB to 3 TB (c) 700 MB (d) 4.7 GB to 17.08 GB 2. (a) Keyboard and Mouse (b) Monitor and Printer (c) Hard Disc and DVD **(B)** 1. Hardware All the physical components of the computer system which can be seen or touched are called Hardware whereas, all the programs or set of instructions stored inside the computer to solve user's problems are called Software. 2. ATM (Automated Teller Machine) centers are opened by many banks so that a person anywhere in the world can access the accounts and withdraw money if needed. 3. Computers have made a great impact on the field of education. They are being used in schools and colleges to teach students in a scientific and practical manner. It helps students to get experiences which were otherwise not possible or too expensive or risky. **Fun Activity** Do yourself

CH. 2 WHO TELLS ME WHAT TO DO? MCQ (A) 1. (b) 2. (b) 3. (a) 4. (b) 5. (b) **(B)** 1. System Software Android, Unix, DOS, Windows 7 and Ubuntu 2. Application Software Word 2007, Excel 2007, Outlook Express and MS Paint **(C)** 1. True 2. False 3. False 4. True 5. True **(D)** 1. Application 2. Spreadsheet 3. Microsoft power point 4. System 5. System **Subjective Type Questions (A)** 1. DOS and Windows 2. Microsoft Word and Excel **(B)** 1. An operating system is the most important software that runs on a computer. It manages the computer's memory and processes, as well as all of its software and hardware. It also allows you to communicate with the computer without knowing how to speak the computer's language. Without an operating system, a computer is useless. 2. GUI and CUI GUI is the acronym for Graphical User Interface, which means everything in the operating system is represented graphically as an icon. CUI means Character User Interface in which for every instruction a command has to be typed. 3. Yes, we can make our customized software. **Fun Activity** Do yourself

CH. 3 WINDOWS OPERATING SYSTEM MCQ (A) 1. (a) 2. (b) 3. (b) 4. (b) 5. (b) **(B)** 1. True 2. False 3. False 4. True 5. True **(C)** 1. Desktop 2. Recycle Bin 3. Related 4. Search 5. GUI **Subjective Type Questions (A)** 1. Icons are a small graphical representation of a program or file that, when clicked on, will be run or opened. 2. Tiles, List View, Details View, Content View, Icon 3. It is a folder on desktop which stores your deleted files and folders. **(B)** 1. To create a folder on the desktop:- ● Click the right mouse button keeping the mouse pointer anywhere in the empty area on the desktop. ● A shortcut menu will appear. Point the New option in it and click on the Folder option in the submenu. ● A New

Folder icon will appear on the desktop. ● Give a name to your new folder by typing it from the keyboard and press Enter key. 2. File is a collection of related information. It is stored as a separate unit with a unique name. Folder is just like a drawer or cupboard which is used to keep the files in it. You can also create subfolders in a folder. 3. To move a file from one folder into another folder using Windows Explorer :- (i) From the Navigation Pane select the location from where you want to move the file. (ii) Select the file in the Contents Pane to be moved. (iii) Select Cut option in Organize button in the toolbar. (iv) In the Navigation Pane select the location where you want to move the file. (v) Choose Paste option in the Organize drop down to move the file you have selected. **Fun Activity** Do yourself

CH. 4 LET'S EXPLORE : MICROSOFT WORD 2007 MCQ (A) 1. (a) 2. (c) 3. (a) 4. (b) 5. (b) **(B)** 1. False 2. False 3. False 4. True 5. False **(C)** 1. Justified 2. Shading 3. Bullet 4. Font 5. Paragraph **Subjective Type Questions (A)** 1. Different types of alignment available in Microsoft Word 2007 are Left, Center, Right and Justified. 2. Different types of font in Microsoft Word are Calibri, Times New Roman, Arial and Aharoni 3. To give beautiful artistic borders to the whole page of your document - ● Open Borders and Shading dialog box by using Borders button in the Paragraph group. ● Click Page Border tab. ● Select the settings as text border. **(B)** 1. **Bulleted List** :- Bullet is a symbol which is used to mark individual items in a list. You can use different types of symbols to mark the list items. **Numbered List** :- Numbered list is used, where the order of the item is to be given. 2. To add border to the text: ● Select the text to which border has to be applied. ● Select Border button in the Paragraph group under Home tab. ● Click Borders and Shading option in the list. ● Borders and Shading dialog box appears. Click the Border tab. ● Select the setting as Box, Shadow or 3D by clicking on it. ● Select a border style, color and width of the border. ● Click OK button to apply the border. 3. Different attributes of font styles are Bold, Italic and Underline. **Fun Activity** Do yourself

CH. 5 MASTERING – MICROSOFT WORD 2007 MCQ (A) 1. (c) 2. (b) 3. (c) 4. (a) 5. (c) **(B)** 1. False 2. False 3. False 4. False 5. True **(C)** 1. Clipboard 2. Corner 3. Review 4. Edit word art 5. Keyword **Subjective Type Questions (A)** 1. Special effects that can be used in shapes are shadow, reflection, glow, soft edges, level and 3D rotation. 2. Double click the Format Painter button and start selecting all those areas that are to be formatted. 3. Drop Cap can be used to give a graceful look to the paragraph of the document. **(B)** 1. A table is used to organize information into rows and columns of cells. Each cell can hold text or graphics. Tables can be of great use to create interesting layout of text and graphics. 2. Word Art is used to add decorative text in your document with wonderful colors, shapes and effects whereas, Clipart is a collection of pictures or graphics that can be inserted directly in your word document. 3. If you want to check statistical details of your word document you can use this feature. **Fun Activity** Do yourself

CH. 6 INTRODUCTION MS-EXCEL 2007 MCQ (A) 1. (a) 2. (d) 3. (b) 4. (a) **(B)** 1. False 2. False 3. True 4. False 5. True **(C)** 1. Spreadsheet 2. Calculations 3. Rows and columns 4. Ctrl + N 5. Review **Subjective Type Questions (A)** 1. A large sheet arranged in rows and columns, which contains data information is called spreadsheet. 2. Advantages of MS Excel – (i) Excel is the best package to do calculation and update data. (ii) Excel provides facilities to make charts, graphs and pictures. 3. Shortcut Key for Cut - Ctrl + X and for Paste Ctrl + V **(B)** 1. Steps to start MS Excel are:- ● Click on the Start button ● Select All Programs ● Go to Microsoft Office ● Click on Microsoft Office Excel 2007 to open it. 2. To save Excel Worksheet :- ● Click on the Microsoft Office Button to select Save or Save As option. A Save As window opens for you. ● Type the name of the workbook in the File name box. ●

Select the location of the workbook in the Save in box. ● Finally click on save option to save the document. 3. (a) Quick Access Tool Bar It is present on the title bar. It is used to do common tasks with just one click. (b) Undo and Redo Undo command is used to cancel the last action that you performed in your worksheet. On the other hand the Redo command used to cancel. (C) 1. (c) 2. () 3. (c) 4. **Fun Activity** Do yourself

CH. 7 LET US PRESENT IT! MCQ (A) 1. (b) 2. (c) 3. (a) 4. (b) 5. (d) **(B)** 1. False 2. False 3. False 4. False 5. False **(C)** 1. Gradient fill 2. Underline 3. Shadow 4. Can 5. More colors **Subjective Type Questions (A)** 1. Single color, double color, pattern and texture. 2. Shadow button gives a shadow to the text for emphasizing the same. **(B)** 1. Texture back ground means using picture as background where as gradient back ground means using colours. 2. For keeping any picture in the background, follow the steps:- ● On the Design tab, in the Background group, click Background Styles, and then click Format Background. ● Click Fill, and then click Picture or Texture Fill. ● To insert a picture from a file, click File, and then locate and double click the selected picture to insert as a background. ● Now click the Close button to return to the Background dialog box. ● Click Apply to All buttons to get your selected picture in the background of all the slides. 3. Different types of gradient fill available in Power Point are Radial, Linear, Rectangular, Path and Shape. **Fun Activity** Do yourself

CH. 8 BE ONLINE MCQ (A) 1. (b) 2. (b) 3. (b) 4. (b) 5. (c) **(B)** 1. False 2. False 3. True 4. True 5. False **(C)** 1. Chat 2. US Army 3. Inbox 4. World Wide Page 5. Internet Browser **Subjective Type Questions (A)** 1. Full form of MODEM Modulator Demodulator 2. Google Chrome and Internet Explorer **(B)** 1. Chatting allows you to communicate with others in real time, i.e. you can send or receive instant text or voice messages to chat with the far away friends and relatives. Whereas, Email (Electronic Mail) is a service of internet used to send or receive mails electronically. 2. You can send a photo to your friend as an attachment through email. 3. FTP File Transfer Protocol is a protocol (a set of rules) that is used to transfer files to the internet. Using this, you can upload or download free programs, games and other files. **Fun Activity** Do yourself

CH. 9 ADOBE FLASH CS5 MCQ (A) 1. (d) 2. (b) 3. (c) 4. (a) 5. (d) **(B)** 1. False 2. True 3. False 4. True 5. False **(C)** 1. Paint Bucket 2. Adobe 3. WebPages 4. Eraser 5. Timeline **Subjective Type Questions (A)** 1. Adobe Flash CS5 makes presentation for the web pages. 2. Rectangle Tool and Oval Tool 3. Timeline is an important Flash component consisting of frames and layers used for creating animations. **(B)** 1. Text tool in Flash is used to create text blocks on stage. You can create a text block of fixed width that expands and wraps to word automatically or a text field which expands automatically as you type. 2. Paint Normal, Paint Behind and Paint Fills 3. Drawing tools of Flash that is same as paint are Rectangle Tool, Oval Tool and Pencil Tool. **Fun Activity** Do yourself

CH. 10 INSTRUCT YOUR MACHINE MCQ (A) 1. (d) 2. (b) 3. (c) 4. (b) 5. (c) **(B)** 1. True 2. True 3. False 4. False 5. False **(C)** 1. f 2. d 3. a 4. c 5. e 6. b **Subjective Type Questions (A)** 1. Algorithm is the process of solving a problem step by step in sequential manner. It is written in a simple English language. 2. Flowchart is the diagrammatic representation of the algorithm steps used to solve a problem. 3. The connector is the circle shaped symbol which is used to connect how the chart from one page to another and the Flow Lines are the directional arrows which connect the different boxes of the flowchart. **(B)** 1. The result produce by computer depend upon the accuracy of the user because it works only with instructions given by the user. If the instructions are accurate, computer quickly produces the 100 percent accurate results but if they are not correct then the result comes incorrect. So, to get a particular work done, instructions are to be given to the computer in proper

sequence. This set of instructions which solves a particular problem is called a program. This is because programming is important for computer to work properly and accurately. 2. Advantages of FLOWCHARTS: **Communication** :- Flowcharts are better way of communicating the logic of a system to all concerned or involved. **Effective analysis** :- With the help of flowchart, problem can be analysed in more effective way therefore reducing cost and wastage of time. **Proper documentation** :- Program flowcharts serve as a good program documentation, which is needed for various purposes, making things more efficient. **Fun Activity** Do yourself

CH. 11 NUMBER SYSTEM MCQ (A) 1. (a) 2. (b) 3. (a) **(B)** 1. 0 and 1 2. Bit 3. Digit machines or **(C)** 1. The binary number system is a numbering system that represents numeric values using two unique digits (0 and 1). Most computing devices use binary numbering to represent electronic circuit voltage state, (i.e., on/off switch), which considers 0 voltage input as off and 1 input as on. This is also known as the base-2 number system, or the binary numbering system. 2. Importance of Binary Number System in computer - Binary numbers consist of only two digits, 0 and 1. This seems very inefficient and simple for us humans who are used to working in base 10, but for a computer base 2, or binary, is the perfect numbering system. This is because all calculations in a computer are based on millions of transistors that are either in an on position, or an off position. So there we have it, 0 for off, and 1 for on. But that on its own isn't very interesting or useful. Having a switch that is either off or on tells us nothing and doesn't allow us to do any maths at all, which after all is what we want computers for. 3. Binary subtraction is also similar to that of decimal subtraction with the difference that when 1 is subtracted from 0, it is necessary to borrow 1 from the next higher order bit and that bit is reduced by 1 (or 1 is added to the next bit of subtrahend) and the remainder is 1. Thus the rules of binary subtraction are as follows: $0 - 0 = 0$, $1 - 0 = 1$, $1 - 1 = 0$, $0 - 1 = 1$ with a borrow of 1 **Fun Activity** Do yourself

Model Test Paper-1 (A) 1. (a) 2. (b) 3. (b) 4. (a) 5. (d) 6. (d) 7. (c) 8. (d) 9. (a) 10. (a) **(B)** 1. Layers and frames 2. Internet 3. Application 4. Output devices 5. System 6. **(C)** 1. True 2. True 3. True 4. 5. False 6. True **(D)** 1. To select Data do the following: ● Click in the cell ● Click and drag the cursor to select cells and cell contents of a worksheet. 2. Application software is the customized software for particular kind of work. But this software can work only if the system software is present in the computer. 3. Recycle Bin is a folder on desktop which stores your deleted files and folders. 4. To create a folder: ● Click the right mouse button keeping the mouse pointer anywhere in the empty area on the desktop. ● A shortcut menu will appear, point the new option in it and click on the Folder option in the submenu. ● A new folder icon will appear on the desktop. ● Give a name to your new folder by trying it from the keyboard and press enter key. 5. Four types of slide backgrounds are Gradient, Texture, Solid and Picture 6. Animation is the special visual effects used to add the illusion of motion in the still object. 7. Chatting allows you to communicate with others in real time, i.e. you can send or receive instant text or voice messages to chat with the faraway friends and relatives. Whereas, Email (Electronic Mail) is a service of internet used to send or receive mails electronically. **(E)** 1. (c) 2. (d) 3. (e) 4. (a) 5. (b) **(F) 1. E-mail** :- Email (Electronic Mail) is a service of internet used to send or receive mails electronically. **2. Flowchart** :- Flowchart is the diagrammatic representation of the algorithm steps used to solve a problem. **3. Clipart** :- is a collection of pictures or graphics that can be inserted directly in your word document. **4. Alignments** :- Text alignment is the way to place the text between left and right margins of the page.

Model Test Paper-2 (A) 1. (d) 2. (a) 3. (a) 4. (c) 5. (d) 6. (b) 7. (d) 8. (a) 9. (c) 10. (b) **(B)** 1. Eraser 2. Ctrl + A 3. Windows 7 4. Rows and column 5. Text editor 6. Ctrl + N 7. Flowchart **(C)** 1. False 2. False 3. 4. False 5. False 6. True **(D)** 1. Two ISP: - BSNL and VSNL 2. On your slide, if you want to change a specific font used at various places on the slide with another font, you can do it by clicking on the Replace button in the Editing group in Home tab, by choosing Replace Fonts option. 3. Line tool in the drawing tool is used to draw a straight line segment at a time whereas Pencil tool can be used to draw lines and shapes in much the same way that you use a real pencil to draw. 4. Characteristics of Computer :- ● **Accuracy** :- The result produced by the computer is 100 percent accurate. ● **Memory** :- It has high storage capacity where information can be stored permanently for a long time ● **Versatile**:- It can perform various types of jobs for the users. ● **Speed** :- Computer works at a very high speed to solve our problems. 5. The Borders and Shading dialog box lets you define cascading style sheet (CSS) style attributes that determine the borders and background for an HTML element. You can apply these attributes either directly to HTML elements or add them to CSS style rules. 6. Format Painter tool in Microsoft Word us used to copy the applied style from the formatted text and to apply the same on unformatted text. 7. Advantages of FLOWCHARTS : ● **Communication** : Flowcharts are better way of communicating the logic of a system to all concerned or involved. ● **Effective analysis** :- With the help of flowchart, problem can be analysed in more effective way therefore reducing cost and wastage of time. ● **Proper documentation** :- Program flowcharts serve as a good program documentation, which is needed for various purposes, making things more efficient. **(E)** 1. **Symbols in Flash** :- Symbols are the reusable documents like Graphic, Button or Movie Clip that can be used to create Flash movie. 2. **Word Processor** :- **Tools Panel** – A programme for storing, manipulating and formatting text entered from a keyboard and providing a printout. 3. **Undo Redo in Excel** :- Undo command is used to cancel the last action that you performed in your worksheet. On the other hand the Redo command used to cancel the Undo command and retrieves the last action. 4. **Table in Word** :- A table is used to organize information into rows and columns of cells. Each cell can hold text or graphics. **(F)** 1. Ctrl + B 2. Ctrl + U 3. Ctrl + E 4. Ctrl + V 5. Ctrl + A 6. Ctrl + N 7. Ctrl + S 8. Ctrl + O **(G)** 1. **Terminal Box** :- also known as Start/Stop box used to indicate beginning and ending of the flowchart. 2. **Input/ Output Box** : The shape of this symbol or box is like parallelogram. It contains instructions which are used to read or write the information. 3. **Process Box** :- Any types of arithmetic or logical operations performed by the computer are represented in process box. 4. **Decision Box** :- It is a diamond shaped box used to represent the conditional operations for checking or applying any condition in the program.

Model Test Paper-3 (A) 1. (a) 2. (b) 3. (c) 4. (d) 5. (b) 6. (c) 7. (b) **(B)** 1. Lifi 2. Internet 3. Tools Panel 4. Clipart 5. Show procedure **(C)** 1. True 2. True 3. True 4. False 5. True 6. True 7. False **(D)** 1. **CPU** :- is the brain of computer. All types of data processing are performed in this unit. It has two parts: CU (Control Unit) and ALU (Arithmetic and Logic Unit) 2. **Bulleted List** :- Bullet is a symbol which is used to mark individual items in a list. You can use different types of symbols to mark the list items. **Numbered List** :- Numbered list is used, where the order of the item is to be given. 3. Formatting refers to the appearance or presentation of your document. Another word for formatting is layout. Most documents contain at least four different kinds of text: headings, ordinary paragraphs, quotations and bibliographic references. You may also include footnotes and endnotes. You also have to consider the fonts that you use and page numbering. 4. Click on Alt+F4 or simple click on clost

button on top of the document. 5. **Manipulating Data** :- MS Excel allows you to select, cut, copy and paste cells and cell content in a worksheet. ● To select data you have to click in the cell and drag the cursor to select cells and cell contents of a worksheet. ● To select a row or column, click on the row or column header. ● **Copy and Paste** :- select the cells you want to copy by clicking on copy option on clipboard group and paste by clicking on paste option on the clipboard group. ● **Cut and Paste** :- select the cells you want to cut by clicking on cut option on clipboard group and paste by clicking on paste option on the clipboard group. **(E)** Students will do by themselves.