

## **Chapter:10 – INTERNET—A GLOBAL NETWORK**

### **Practice Zone [Page no. 168]**

**What type of network is formed in the following situations?**

1. Connecting computers in a room on first floor to computers in a room on seventh floor. **LAN**
2. Connecting computers of main head office in central city with the branch office in the outskirts of the city around 10 kilometers away. **MAN**
3. Connecting laptop, printer and a mobile device to form a home network. **PAN**
4. Connecting all the computers of an office in Delhi with those of an office in Mumbai. **WAN**
5. Connecting all computers inside the university campus. **LAN**

### **Practice Zone [Page no. 171]**

**Fill in the blanks.**

1. A software called **Web Browser** is required to access the website.
2. Links on a webpage are known as **Hyperlinks**.
3. The first page of a website is known as **Homepage**.
4. **Google Chrome** and **Opera** are examples of web browsers.
5. A **web server** stores a website.
6. The address of a webpage or any other resource on the World Wide Web is called **URL**.

### **Assessment Zone [Page no. 176 to 178]**

**A. Choose the correct answer.**

1. A network that spans continents is \_\_\_\_\_.  
a) LAN  
b) MAN  
c) WAN  
d) PAN
2. Find the odd one out.  
a) Internet Explorer  
b) **Windows Explorer**  
c) Google Chrome  
d) Mozilla Firefox
3. Which of the following is not a cloud storage provider?  
a) Dropbox  
b) **Reliance**  
c) OneDrive  
d) Google Drive
4. Internet is an example of \_\_\_\_\_.  
a) LAN  
b) MAN  
c) WAN  
d) PAN
5. A computer that stores the webpages and processes the requests made by the clients is called \_\_\_\_\_.  
a) **Web serve**  
b) Web browser  
c) HTTP  
d) Web site

**B. State whether the following statements are True or False.**

1. A type of network spread over city is called PAN. **False**
2. A website is a collection of Web Pages that are not linked to one another. **False**
3. Files stored in the cloud can be accessed at any time any place if you have internet access. **True**
4. HTTP is a type of network. **False**
5. The software that lets you view Web Pages over internet is called web server. **False**

**C. Fill in the blanks using the words given in the box.**

1. Computers can be connected to each other to form a **network**.
2. **ARPANET** network laid the foundation of the Internet.
3. In order to access the Internet, we need a connection from an ISP.
4. Webpages are created using a language called **HTML**.
5. The address of a webpage and any other resource on the internet is known as **URL**.
6. **Dropbox** and **Google Drive** are examples of Cloud storage provides.

**D. Answer the following.**

1. Differentiate between.

Ans.

- a) LAN and WAN

LAN	WAN
Local Area Network	Wide Area Network
A Type of network that connects computers limited to a small area such as a room or a building	A Type of network spread over large distance say across countries or even continents. It can even include a group of LANs connected together to form a network

- b) MAN and PAN

MAN	PAN
Metropolitan Area Network	Personal Area Network
A type of network that usually covers a larger area than a LAN such as network in neighbourhood areas.	A type of network organised around a person for communication between devices such as phones personal digital assistant and so on

c) **Web Server and Web Browser**

<b>Web Server</b>	<b>Web Browser</b>
A type of computer that stores the webpages and handles the requests that are made by the web clients or browsers.	A software that lets you access the webpages on the web server and acts like a web client.
e.g. Apache, IIS	e.g. Google Chrome, Mozilla Firefox, Opera, Internet Explorer, Safari

2. **Define ISP, Name some popular ISPs in India.**

**Ans.** An ISP is a company that provides Internet access to user by charging fees.  
E.g. BSNL (Bharat Sanchar Nigam Limited), Airtel, Broadband and Reliance

3. **Define the following terms.**

**Ans.**

- a) **Website:** A collection of related Web Pages that are stored on a web server.
- b) **Hyperlinks:** A link from a hypertext document to another location, activated by clicking on a highlighted word, images, audio and videos.
- c) **HTTP:** Hyper Text Transfer Protocol. The Protocol or rules of communication used between a web server and a browser.

4. **What is the significance of a URL? Name the various parts of URL.**

**Ans.** A URL is the address of a webpage or any other resource on the World Wide Web.

**Parts of URL:**

- a) Protocol
- b) Name of server
- c) Path

5. **Define Cloud storage. What are its advantages?**

**Ans.** Cloud storage is a service model in which data is maintained, managed and backup remotely and made available to user over the internet.

**Advantage:**

- d) File accessibility
- e) Share ability and collaboration
- f) Reliability
- g) Reduced costs



6. IF...THEN...ELSE is a conditional statement.

C. Match the following.

Sr. No.	Statement	Purpose
1.	LET	To assign or put value inside a variable (e)
2.	PRINT	To display values on output screen (d)
3.	INPUT	To take value from the user and store it in a variable (b)
4.	CLS	To clear the output screen (a)
5.	REM	To write remarks that are not executed (c)

D. What will be the output of each of the following?

1. CLS

A = 2

B = 2 \* A

PRINT B

Ans. 4

2. CLS

X = 5

IF X <> 10 THEN

Y = 10

ELSE

Y = 5

END IF

PRINT Y

Ans. 10

3. CLS

M=10

M=M+2

N=M+5

PRINT "RESULT"

PRINT

PRINT M

PRINT

PRINT N

Ans. RESULT

12

17

4. CLS

A\$ = "STRAW" + "BERRIES"

PRINT "I Like", "To Eat"

PRINT

PRINT A\$

Ans. I Like To Eat STRAWBERRIES

E. Find errors, if any, in the following statements.

1. LET Name = "Sheela"

Ans. LET Name\$ = "Sheela"

2. **A\$= 100**  
**Ans.** LET A\$= 100
3. **IF num>100 THEN**  
**Ans.** No Error
4. **PRINT sum is, 3+5**  
**Ans.** PRINT "sum is" 3+5
- 
5. **PRINT "greater than 100" END**  
**Ans.** PRINT "greater than 100"
6. **INPUT "Enter number" : A**  
**Ans.** INPUT "Enter number" ; A



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## Chapter:8 - Algorithms and Flowcharts

### Assessment Zone [Page no 140 -142]

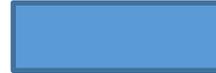
#### A. Choose the correct answer.

1. The statement 'C=C+1' will be written in which of the following symbol?

a.



b.



c.



d.



2. Which of the following symbols is used to represent conditions in flowchart?

a.



b.



c.



d.



3. Consider the following flowchart. What value will it display?

a. 1

b. 2

c. 3

d. No value is displayed

#### B. Fill in the blanks:

- The input/output box is represented by a parallelogram.
- Repeating a set of instruction until a specific condition is fulfilled is known as looping.
- The process box is represented by a rectangle.
- A connector is used to show a jump from one point in the process flow to another.
- A good algorithm helps us to write effective and efficient programs.

#### C. Complete the following table:

Symbol	Significance	Example
Diamond	It is used to test condition.	A>B
Parallelogram	It displays the output on the screen.	Print A

#### D. Answer the following questions:

1. Define algorithm. What are its advantages?

Ans. An **algorithm** is a list of well-defined steps or instruction for completing a task systematically.

**Advantages:**

1. An algorithm helps us to think logically to find out the best way to solve a problem and reach a solution.
2. A good algorithm helps us to write effective and well organized programs. It is the basis on which the compactness of the program depend.

2. **Define flowchart. State its significance.**

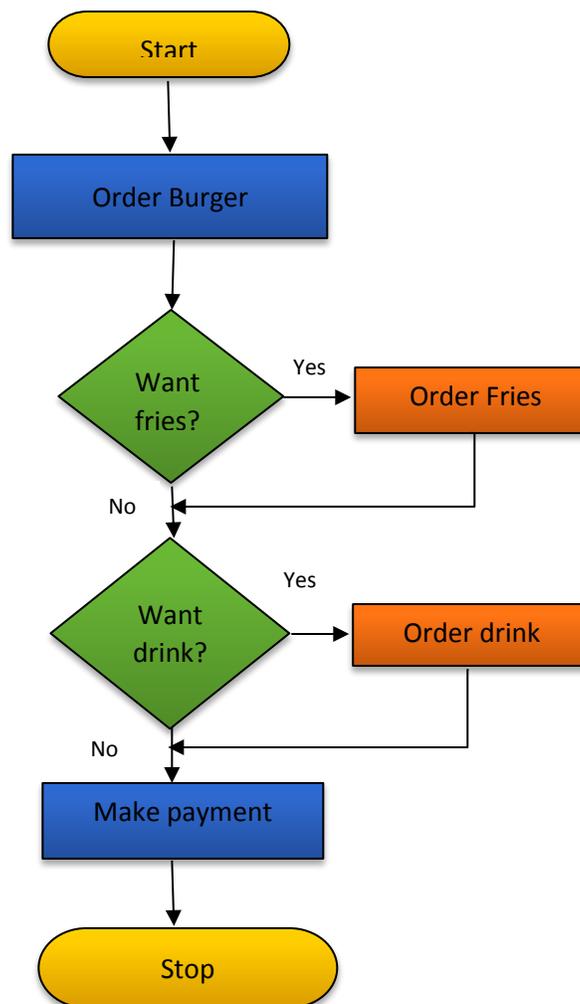
**Ans.** A flowchart is a diagrammatic representation of steps to be taken to solve a problem. A well written flowchart helps in writing good programs.

3. **Define looping. Given an example of looping from real life.**

**Ans.** Repeating a set of instruction till a specified condition is fulfilled is known as looping.

**Example:**

**Flowchart to order Burger:**



4. Differentiate between the connector and Input/output box symbols on the basis of the following parameters. A) purpose B) Symbol used

Ans.

→ **Input/output Box:**



Input / Output box is used to accept input or display output.

→ **Connector:**



A connector is used to show a jump from one point in the process flow to another.

## **Chapter:7 - Formatting Worksheet in Microsoft Excel 2013**

### **Practice Zone [Page no 127]**

**Identify the group that contains options for performing the following:**

1. To change the orientation of cell contents.

**Ans. Alignment group.**

2. To change the font style of the text.

**Ans. Font group.**

3. To change the number of digits to be displayed after the decimal point.

**Ans. Number group.**

4. To change the background color of the selected range of data.

**Ans. Font group.**

5. To apply or remove borders around the selected range of data.

**Ans. Font group.**

6. To combine two or more selected cells into a single cell.

**Ans. Alignment group.**

7. To add a currency symbol and a decimal point to the number value.

**Ans. Number group.**

### **Assessment Zone [Page no 128 -129]**

**A. Choose the correct answer:**

1. \_\_\_\_\_ refers to the rotation of the text at different angle inside the cell.

a. Indentation

b. Alignment

c. **Orientation**

d. Merge Cells

2. Which group on the Home tab contains the option for applying various currency symbol to the number values inside the cell?

a. Font

b. Alignment

c. **Number**

d. Clipboard

3. Which of the following statements holds true about the Number group on the Home tab?

a. The number group contains options for changing the appearance of the text.

b. The number group contains options for changing the orientation and indentation of text.

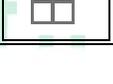
c. **The number group provides various formats for specifying how you want the values in a cell to be displayed.**

d. The number group provides options for applying border around the selected range of data.

**B. Fill in the blanks using word given in the box:**

1. The **Wrap text** option adjusts a lengthy text into multiple lines inside a single cell.
2. The option of indentation is available in **Alignment** group on the Home tab.
3. You can use the **Merge Cells** option in the Alignment group to combine two or more selected cells into a single cell.
4. The Increase decimal option is available in the **Number group**.
5. The option to apply borders across the selected range of data is present in the **Font group** on the Home tab.

**C. Match the following:**

Button	Description
	d) This button is used to center align the text in the horizontal direction.
	a) This button is used to include a comma between thousands.
	h) This button wraps a lengthy text in multiple lines in a single cell.
	f) This button is used to decrease the distance between the cell content and cell boundary.
	c) This option is used to rotate the text inside the selected cell.
	e) This button is used to reduce the number of digits after the decimal point.
	g) This button merges cells in a row or a column.
	b) This button is used to apply borders around the selected range of data.

**D. Answer the following questions:**

1. Define Alignment. Name different vertical and horizontal alignment options.

Ans.

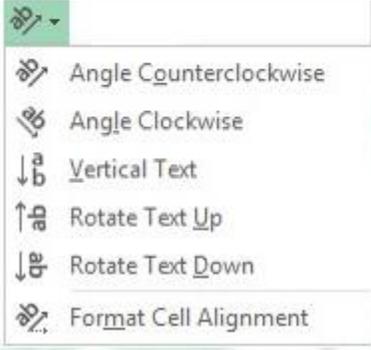
Alignment is placement of text with respect to cell boundaries. By default, all number and date/time entries are right-aligned and text entries are left-aligned in a cell.

**Horizontal Alignment:** Left alignment, Center alignment, Right alignment.

**Vertical Alignment:** Top alignment, Middle alignment, Bottom alignment.

2. Define Orientation and Indentation to clearly bring out the difference between the two.

Ans.

Orientation	Indentation
Rotation of the text with respect to cell boundaries is called Orientation.	Distance between text and cell boundaries is called Indentation.
	 Increase indentation Decrease indentation

3. How is Wrap Text option different from Merge Cells option in the Alignment group?

Ans. The wrap text option adjusts a lengthy text into multiple lines inside a single cell whereas merge cell is the option to combine two or more cells.

4. What is the use of Comma Style and Accounting Number Format options in the Number group?

Ans. **Comma Style** is used to introduce comma between thousands.  
**Accounting Number Format:** It adds a currency symbol and a decimal point to the number value.

5. Discuss the various ways to apply borders to the selected range of data.

Ans. To apply borders to the selected range of data follow the following steps:

1. Select range of cell to apply a border.
2. Click the arrow next to the **Borders** option in the **Font group** on the **Home tab**.
3. Choose the desired border style under the **Border** selection.

**CH-6 EDITING DATA IN MICROSOFT EXCEL-2013**  
**ASSESSMENT ZONE**

**Assessment Zone[Page no.:114]**

**A Choose the correct answer.**

1. Which of the following methods can be adopted to move data in Excel?
  - a) Using the cut and paste option in the clipboard group on the Home tab.
  - b) Using the drag and drop method
  - c) Using the shortcut keys: Ctrl+X for cut and Ctrl+V for Paste
  - d) **All of these**
  
2. Which of the followings ways cannot be adopted for changing the column width?
  - a) Drag the right border left or right to decrease or increase the column width.
  - b) Double -click the right border of the column to fit the contents.
  - c) In the Cells group, click Format → Column Width.
  - d) **In the Cells group, click Format → Shift Cells Right.**
  
3. Which of the following keys or key combinations can be used for editing the contents of the cell?
  - a) **F2**
  - b) Ctrl + V
  - c) Ctrl + C
  - d) Ctrl + A
  
4. Which of the following group on the Home tab contains the options for inserting or deleting row or column?
  - a) Clipboard
  - b) Editing
  - c) **Cells**
  - d) Font

**B Fill in the blanks using words given in the box.**

1. To add a block of cells, you choose the **Insert Cells** option after clicking the insert option in the Cells group.
2. To select the entire worksheet, you can click the **Select All** button.
3. In the Cells group, click **Format** → Row Height to change the row height to a specific measurement.
4. You can click on the **Formula bar** to edit the contents of a cell.

**C Answer the following questions:**

1. What do you mean by editing worksheet data?

**Ans.** The Process of making changes to the existing data in the worksheet. We can change the existing data by adding new data or deleting unwanted data.

2. **Discuss any two ways to copy and paste data in Excel.**

**Ans.** **Method 1:** Using the option present at Clipboard Group.  
**Method 2:** Using the Drag and Drop method.

3. **Write the steps for the following:**

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**Ans.** a) **To insert a new column in a worksheet**

**Step 1:** Click on the column heading to select the column to the left of which a new column is to be inserted.

**Step 2:** Click on the arrow next to the insert option in the cells group on the Home tab. A dropdown list will get displayed.

**Step 3:** Click on the insert sheet column option.

b) **To change the column width**

**Step 1:** Place the mouse pointer at the right border of the column heading. The pointer shape changes to a double-headed arrow.

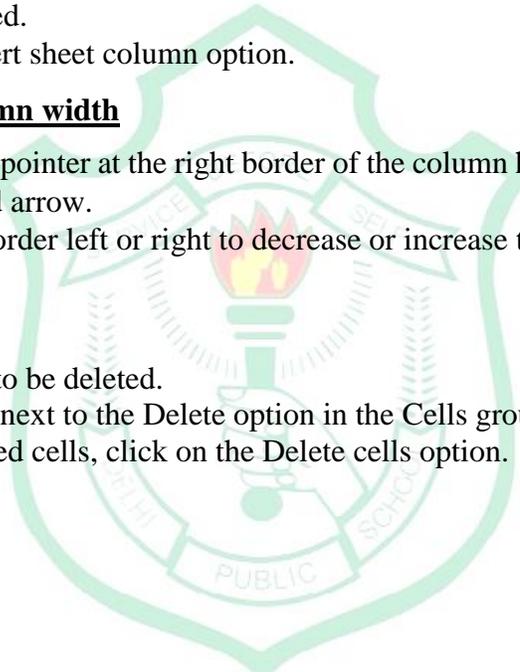
**Step 2:** Drag the right border left or right to decrease or increase the column width.

c) **To delete cells**

**Step 1:** Select the cells to be deleted.

**Step 2:** Click the arrow next to the Delete option in the Cells group on the Home tab.

**Step 3:** To delete selected cells, click on the Delete cells option.



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# CH-5 GETTING STARTED WITH MICROSOFT EXCEL 2013

## ASSESSMENT ZONE

### Practice Zone [Page no.: 94]

State whether the following statements are True or False.

1. The formula bar contains the contents of the current cell. **True**
2. The entry 345S will be treated as a text entry in excel. **True**
3. The address of cell formed by intersection of row 5 and column D is 5D. **False**
4. A workbook is a collection of only three worksheets. **False**
5. We can enter symbols such as, and % in a number value. **True**

### Assessment Zone [Page no. 99-100]

**A Choose the correct answer.**

1. Which area in an excel window displays the address of the current cell?  
(a)Name box                      (b)Formula bar                      (c)Status bar                      (d)Quick Access toolbar
2. What is the Auto Fill feature of Excel?  
(a)It automatically completes abbreviated words  
(b)It completes numeric entries that match an existing entry in the same column.  
(c)It fills cells with a series of numbers, dates or items that follow a particular pattern.  
(d)All of the above
3. Which of the following will not be treated as a number value in Excel?  
(a)45,000                      (b)\$23400                      (c)567%                      (d)(89)-2345
4. The Flash Fill option is present under which tab?  
(a)Home                      (b)Data                      (c)Insert                      (d)Review

**B Fill in the blanks using word given in the box.**

1. A cell is formed when a row and a column intersect.
2. Jan, Feb, Mar... series can be generated using the **Auto Fill** feature of Excel.
3. A feature that lets you fill the data in cells by picking up the pattern set in the example is **Flash fill**.
4. **Formula bar** displays the contents of the active cell.
5. A group of cells adjacent to each other forming a rectangular shape is referred to as **range of cells**.
6. A collection of worksheets stored under a single file name is called **workbook**.

**C. Answer the following questions.**

**1. What is the difference between a worksheet and a workbook?**

**Ans.** **Worksheet** is a work area made up of horizontal rows and vertical columns where in you enter and work with data.

**Workbook** is a collection of multiple worksheets stored under a single file.

**2. What are the difference types of data that can be entered in Excel?**

**Ans.** Followings are the different types of data that can be entered in Excel.

**1. Numbers:** Numbers are values that consist of numerical from 0 to 9 including mathematical and special symbols.

**2. Date and Time:** We can enter date values like 09/12/2001 and time like 11:12:04 in a cell on a worksheet.

**3. Formulas:** A formula is a mathematical expression involving number values, operators such as +, -, \*, / and cell addresses for performing calculations on worksheet.

**4. Text:** Data which is not recognized by Excel as a number, date, time or formula is treated as text data. They can be a combination of letters, numbers, symbols or spaces.

**3. Give the cell address of the cell formed by the intersection of:**

**Ans.** a) Twentieth row and seventh column- **G20**

b) Hundredth row and eighth column - **H100**

**4. Discuss any two ways to add new worksheet in Excel.**

**Ans.** The following are the 2 ways to add a new worksheet in Excel.

1) The quickest way is to click the new sheet button at the end of the worksheet tab.

2) Click the arrow below the **Insert option** in the cells group on the **Home tab**. A dropdown list is displayed choose the **Insert Sheet option**.

**5. What is difference between Auto fill and Flash fill features in Excel?**

<b>Auto Fill</b>	<b>Flash Fill</b>
Auto fill is a feature in Excel that allows you to quickly create a series of numbers dates or other items that follow a particular pattern.	Flash Fill is a feature that fills the data in cells by picking up the pattern set in an example.
E.g. 2,4,6... or Mon,Tue,Wed...	E.g. from Full name, First name can be extracted.

# CH-4 ENHANCING A PRESENTATION

## ASSESSMENT ZONE

### Practice Zone [Page no.: 71]

**State whether the following statements are True or False.**

1. It is not possible to use video and audio files available online in the presentation. **False**
2. You can record your own voice and insert it in a presentation. **True**
3. An audio file inserted on the first slide can be made to play till the end of the presentation. **True**
4. A video cannot be played in full screen during the slide show. **False**
5. You can trim an audio or video file inserted on the slide. **True**

### Practice Zone [Page no.: 81]

**State whether the following statements are True or False.**

1. A transition effect can be applied to the individual objects on the slide. **False**
2. There are four categories of animation effects. **True**
3. You can apply multiple animation effects on an object. **True**
4. The Rehearse Timings feature lets you save the timings for a slideshow. **True**
5. You can only see the animation effects or transition effects by running the slideshow. **False**

### Assessment Zone [Page no.:83]

**A Choose the correct answer.**

1. The \_\_\_\_\_ tab has the option to print power point slides.  
(a)Animation                      (b)Slideshow                      (c)Design                      (d)**File**
2. Which of the following is not a category under the Animation effects?  
(a)Entrance                      (b)**Enhance**                      (c)Emphasis                      (d) Motion Paths
3. Identify the odd one out.  
(a) Play Full screen                      (b)Fade in                      (c)**Video Effects**                      (d)Trim video

4. Identify the incorrect statement.

- (a) You can reorder the animation effects using the Animation Pane.
- (b) The Animation Pane lets you play the animations on a slide.
- (c) **A new picture can be added to the slide using the Animation Pane.**
- (d) You can set the start option for animation effects using the

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5. The special effects used to introduce slides in a presentation are called \_\_\_\_\_.

- (a) Effects
- (b) Animations
- (c) **Transitions**
- (d) Present animation

6. Before delivering a presentation, you want to change the order in which the objects appear during the slide show. Which of the following options will allow you to change the setting?

- (a) **Animation Pane**
- (b) Transition Pane
- (c) Playback tab
- (d) Rehearse Timings

**B Fill in the blanks using words given in the box.**

- 1. The **Trim Audio** option on the play back tab can be used for selecting the desired part of the inserted sound file.
- 2. The **Format** and **Playback** tab appear when you insert an audio or video file on a slide.
- 3. You should apply **Motion Path** animation effects on an object to make them move on the slide on the specific path.
- 4. **Transition** effects appear when one slide changes to the other during a slide show.
- 5. You can make a slide show run according to the recorded timings by using **Rehearse Timings** option on the slide show tab.

**C State whether the following statements are true or false:**

- 1. Music and sound can be set to play automatically with slide during a slide show. **True**
  - 2. Pictures on a slide cannot be animated. **False**
  - 3. It is compulsory for the user to click to change one slide to the other. **False**
  - 4. You can record the slideshow timings. **True**
  - 5. Slides can be printed on a paper in landscape or portrait orientation. **True**
  - 6. It is necessary for you to print all the slide of presentation. **False**
-

**D Answer the following questions.**

**1. Mention the various ways in which sound can be added to a presentation.**

The following are the ways in which sounds can be added to a presentation

**Ans.**

- Insert sound from an audio file saved on the computer.**
- Insert sound by searching for an online audio file.**
- Record sound.**

**2. What are the four categories of animation effects?**

The four categories of animation effects are :

**Ans.**

- (i) Entrance effects:** These effects control the manner in which the object is introduced during the slideshow. Some of the animation effects under this category are Float In, Fly In, Zoom etc.
- (ii) Emphasis Effects:** These effects occur when the object is on the slide during the slideshow. They are used to emphasis the object.
- (iii) Exit Effects:** These effects control the manner in which the object exits during the slideshow. Some of the animation effects under this category are Float Out, Fly Out, Disappear etc.
- (iv) Motion Paths:** These effects enable objects to move from one position to another on the slide on the specified path during the slideshow. Some of the animation effects under this category are lines, loops, arcs, shapes etc.

**3. What are slide transition effects? How do you assign these effects?**

**Ans.**

Transition effects appear when one slide changes to the other during a slide show. The following are the steps to add slide transition effects:

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

**Step 2:** Click on More button in the Transition to This Slide Group to display all transition effects.

**Step 3:** Click and choose a transition effect.

**Step 4:** Click on the Effect options in the Transition to This Slide group to select an effect for the chosen transition.

**Step 5:** Specify the amount of time the transition should take by putting a value in the Duration box in the Timing group.

**Step 6:** If you want sound to accompany the transition effect, click on the drop-down arrow next to the Sound option in the Timing group and select a sound effect to accompany the transition.

**4. How can you display a slide for a specified time during the slide show?**

**Ans.** You can either set the timing for your slides manually or automatically by setting the rehearse timings.

**5. Name a few options that should be set before printing a presentation.**

**Ans.** Select the printer to be used for printing. Choose the slides to be printed. You can choose one of the following options:

- (i)** Print all slides
- (ii)** Print current slides.
- (iii)** Print selection.
- (iv)** Custom range to print specific slides

# CH-3 ADVANCED FEATURES OF MICORSOFT WORD-2013

## ASSESSMENT ZONE

### A Choose the correct answer.

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1. Which of the following contains information about recipients like names, addresses and phone numbers in the mail merge process?
- (a) Main document (b) Merged document  
(c) Data Source (d) Tables
2. While working on a table, which of the following options lets you combine together two or more selected cells in a table?
- (a) Merge Cells (b) Split Cells  
(c) Table properties (d) Insert
3. Which feature in Word will help you to insert date, time, page numbers or the title of the document, in the top or bottom margins of a document?
- (a) Cut and paste (b) Copy and paste  
(c) Mail merge (d) Header and Footer
4. Creating letters using mail merge involves
- (a) Opening or creating the main document  
(b) Opening or creating main document and data source and then merging the data source with main document  
(c) Opening or creating the data source  
(d) None of these
5. Tables group is present on the \_\_\_\_\_ tab.
- (a) Home (b) Insert  
(c) Page Layout (d) Review
- 

### B State whether the following statements are true or false.

1. You can insert new rows only at the end of table. False
-

2. Mail merge feature is useful when you have to type different letters. **False**
3. You can include both text and graphics in the header and footer sections of your page. **True**
4. The Home and Layout tabs appear automatically when a table is inserted in a document. **False**
5. You can add borders around the table or around a selected group of cells. **True**

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**C Fill in the blanks using words given in the box.**

1. The **mail merge** feature of word lets you create multiple copies of letters or emails with more or less similar text.
2. You can make use of the **split cells** option on the layout tab to divide a single cell into multiple cells in a table.
3. Intersection of a row and column forms a **cell**.
4. The **design** tab has various table styles that let you format the table quickly.

**D Answer the following questions.**

**1. Give the significance of the Header and Footer option.**

**Ans.** The Header and Footer option allows you to insert text or graphics at the top or bottom of each page in your document. This option is very useful for inserting chapter names, logos or pictures, page numbers, date and time and so on across all the pages.

**2. The Layout tab appears when a table is inserted in the document. List some options that are present on this tab?**

**Ans.** Following are some options present on Layout tab:

- Draw table
  - Eraser
  - Delete
  - Alignment
  - Insert Rows and Columns
  - Merge/Split cell
  - Split table
  - Resize cell
  - Sort etc.
-

### 3. How can you add borders around a table?

**Ans.** The steps to apply borders are as follows:

**Step 1:** Position the cursor in any cell of a table to apply table border.

**Step 2:** Click on the **Design tab**.

**Step 3:** Click on the arrow under the **Border option** in the Borders group. A drop down list appears.

**Step 4:** Click on the **Borders and Shading** option.

**Step 5:** Use the various options on the Borders tab and select the desired setting, style, color and width for the border. You can check the result in the **Preview area**.

**Step 6:** Click **OK** to apply the selected settings.

### 4. Discuss the two ways by which you can change the row height in a table.

**Ans.** There are two methods to change the row height.

#### 1. By using the mouse pointer

- Place the mouse pointer on the row border or column border. The pointer shape changes to a double headed arrow.
- Drag the arrow up or down to decrease or increase the row height, or right or left to increase or decrease the column width.

#### 2. By using the option available on the Layout tab

- Select the rows or columns
- Click on the **Layout tab**.
- Click on **Properties** button. The **Table Properties** dialog box appears
- In the Table properties dialog box,
  - Click the **Row** tab, select the **Specify height** checkbox and enter a value.
  - Click the **Column** tab, select the **Preferred width** checkbox and enter a value.
- Click on the **OK** button.

### 5. What are the three main stages of mail merge process?

**Ans.** 1. **Creating the data source:** Data source contains the information that will vary or differ. E.g. invitation letters contains recipient's information-names, addresses etc.

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2. **Creating Main Document:** It contains the common text and the merge fields.

3. **Merging the Data Source with the mail Document (Mail Merge).**

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## CH-2 WORKING IN WINDOWS 10

### ASSESSMENT ZONE

#### A Choose the correct answer.

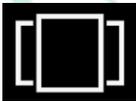
1. Which of the following is not a function of the operating system?

- a. Database management
- b. Input/output Device management
- i. Main Memory Management
- d. Secondary Storage Management

Which of the following is not present on the Taskbar?

- 2.
- a. Start button
  - b. Notification area
  - c. Task View button
  - d. Personalize option to set the desktop background

3. Which of the following icon would you double-click to access the contents stored on the hard drive and drives connected to the computer?

- a. Recycle Bin 
- b. This PC 
- c. Task View Button 
- d. None of these

The left side of the Start menu in Windows 10 lets you

- 4.
- a. access all apps
  - b. access the power button
  - c. access the file explorer window
  - d. All of these

#### B Fill in the blanks using the words given in the box.

1. Task View button enables you to view thumbnail icons of all open windows.
2. Tiles in the Start Menu that keep changing the information they display are known as Live tiles.
3. The small pictures on the desktop which when clicked open programs are called Icons.
4. The Operating System is responsible for executing various programs whether user or system programs.
5. Notification Area on the taskbar tells the status of certain programs running on your computer.

**C State whether the following statements are true or false.**

1. Operating system is responsible for creation and deletion of files and folders and free space management. **True**
2. The notification area displays the icons for programs pinned on the taskbar. **False**
3. When you click a shortcut on the desktop, it opens the associated programs or applications. **True**
4. Tiles present on the start menu cannot be resized. **False**
5. You cannot set a slideshow of pictures for the desktop. **False**

**D Answer the following questions.**

1. **What are the functions of an operating system? Discuss them briefly.**

**Ans.** An operating system acts as an interface between the user and the hardware. The important functions of an operating system are:

- **Resource Allocator:** The operating system acts as a manager of resources like memory space, I/O devices, memory space etc. and allocates them to specific programs and users as necessary.
- **Program Execution:** The operating system is responsible for executing various programs whether user or system programs.
- **Main memory management:** Operating system keeps track of memory usage, decides which processes are to be loaded, into main memory and allocates space when available.
- **File Management and Secondary Storage management:** Operating system looks into various aspects like creation and deletion of files, folders, and free space management.
- **Input/output Management:** Operating system interact with various device drivers to get input from user and generates the output.

2. **Discuss the purpose of the various sections of the Taskbar.**

**Ans.** There are six different sections available on taskbar:

1. **Start button:** It appears at the bottom left corner of the taskbar, when you click this button a list of options or programs appears.
2. **Search box:** We can use the search box to search for any file or app on the computer. It can also be used to search for information on the Internet.
3. **Task View button:** We can use task view button to view thumbnail icons of all running application window.
4. **Middle section of the Taskbar:** The middle section of the Taskbar displays icons for programs pinned on the taskbar.

**5. Notification Area:** It displays a clock and a group of small icons which tells the status of programs running on the computer.

**6. Peek button:** Clicking this button minimizes all open windows and displays the desktop.

**3. Describe the Start menu in Windows 10.**

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**Ans.** Start menu appears at the bottom left corner of the taskbar.

- When you click this button, a list of options/programs appears.
- The start menu shows the most frequently used apps on the left side.
- By clicking on “**All apps**” option you can see all the application installed in your system.
- The tiles on the right side of the start menu usually open window’s stored application.

**4. Write the steps to pin a program on the taskbar.**

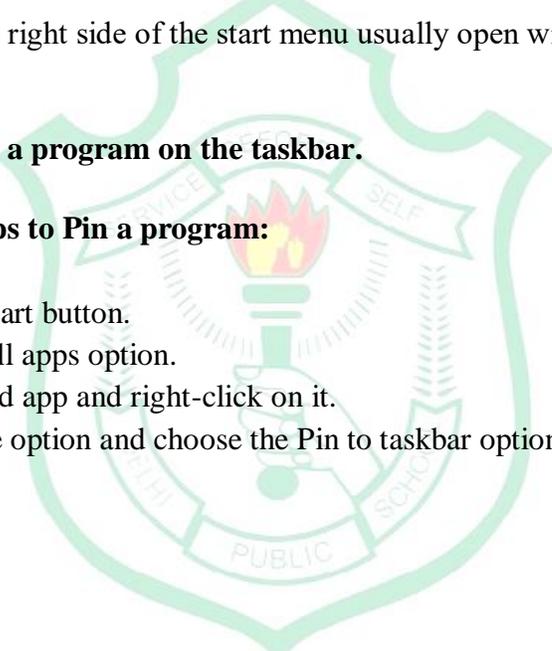
**Ans.** Following are the steps to Pin a program:

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

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

**Step 3:** Find the desired app and right-click on it.

**Step 4:** Click the More option and choose the Pin to taskbar option.



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## Chapter-1 Computer System

### Practice Zone [Page no 9]

**Suggest suitable devices for the following.**

1. A journalist has to type a long article. Which input device should he use ? **Keyboard**
2. An employer wants to restrict access to a secure area such as boardroom. Which input device is the most suitable? **Biometric Device**
3. Which input device should shopkeeper use to generate bills by quickly reading information of products? **Barcode Reader**
4. Which input device is suitable for a banker who wants to process cheques? **MICR**
5. Which input device would help a teacher in evaluating answer sheets containing multiple choice questions? **OMR**
6. An artist wants to draw a landscape on a computer. He is not very comfortable using a mouse. Suggest an alternative input device for him. **Stylus**

### Practice Zone [Page no 12]

**Suggest suitable devices for the following.**

1. Your father wants to deliver a presentation on a large screen to be shown to a large number of audience. – **LCD projector**
2. An architect wants to see the map of huge shopping complex saved on his computer on paper - **Plotter**
3. A printer for an office where hundreds of letters have to be printed on a daily basis. – **Laser printer**
4. An economical printer for home where printouts have to be taken out occasionally-**Inkjet printer**

### Assessment Zone [Page no 16-17]

**A. Choose the correct answer.**

1. Which of these devices is used for evaluating test papers by checking the presence or absence of marks on sheets?
  - a. OMR
  - b. OCR
  - c. Joystick
  - d. MICR

2. Which of the following devices is capable of recognising a person's identity on the basis of her/his distinctive physical characteristics?
  - a. Barcode Reader
  - b. **Biometric Device**
  - c. MICR
  - d. Joystick
3. Which of the following is not a feature of RAM?
  - a. RAM is volatile
  - b. Information can be written into and read from RAM.
  - c. **RAM stores a special piece of software called BIOS.**
  - d. The amount of RAM insulated in a computer decides the number and size of programs that the system can run simultaneously.
4. Name the device used when data needs to be shown on a big screen or other flat surface.
  - a. **LCD Projectors**
  - b. Plotter
  - c. Printer
  - d. Monitor

**B. State whether the following statements are true or false.**

1. MICR is used to scan the code represented using sequence of vertical bars and spaces on products. **False**
2. Biometric devices are capable of recognising distinctive physical characteristics such as face, fingerprints and so on of a person. **True**
3. A CD can hold more data than a DVD. **False**
4. A mobile phone makes use of memory card to store data. **True**
5. A scanner reads the text character by character and then produce a digital copy of the same. **False**
6. ROM is volatile-**False**

**C. Fill in the blanks using word given in the box.**

1. A device that is used for converting printed documents or photos into electronic formats is called a **scanner**.

2. A **touchpad** is an input device that is usually used on a laptop and works by sensing the user's finger movement and the applied pressure.
3. **MICR** is used in banks to read the information written on cheques.
4. Dot Matrix is an **impact** printer whereas Laser is a **non-impact** printer.
5. BIOS is stored on **ROM**.
6. A **digital camera** is used to capture images and store them in a digital format.

**D. Answer the following questions**

1. **Expand OMR and MICR. Differentiate between the two on the basis of their area of application/usage by giving suitable example.**

<b>OMR</b>	<b>MICR</b>
OMR stands for Optical Mark Recognition.	MICR stands for Magnetic Ink Character Recognition.
It is used to recognise marks on specially printed forms and sheets.	It is used to read characters printed in a special font using magnetic Ink.
OMR is used in checking the answer sheets of competitive exams where MCQs are asked.	MICR is used to process cheques in bank.

2. **What is the significance of the RAM and ROM?**

RAM is a read/write memory used to store information. The amount of RAM installed in a computer decides the number and size of programs that the system can run simultaneously.

ROM is a computer memory in which data is pre-recorded. It is used to store a special piece of software called BIOS. It helps in loading operating system when computer is switched on.

3. **What is the use of a graphic tablet?**

A graphic tablet is used to draw images and pictures on the computer screen.

It consists of a flat surface on which the user can draw using a pen-like drawing device called stylus. Graphic tablets are of great use to artist who like to draw directly on the computer.

4. Distinguish between primary memory and secondary memory.

Primary Memory	Secondary Memory
It is known as main memory or internal memory.	It is known as auxiliary memory or external memory.
Data stored in it can be directly accessed by the CPU	It is used to store data permanently.
Example: RAM, ROM	Example: Hard-disk, Pen drive, CD-ROM

5. Define Biometrics devices. List down some of the places where they are used and for what purpose.

Biometric devices are the devices which can identify a person's identity on the basis of their distinctive physical characteristics.

The places where biometric devices are used:

- Offices -Passport Offices -Airport -Work places -Banks
- For unlocking mobile phones.

6. What is the advantage of LED monitors over LCD Monitors?

LED monitor produces images with higher contrast, produce less heat, have a very thin design and are environment friendly.

7. What is QR code?

A QR code is a two-dimensional code that consist of an array of black and white squares. QR code stands for quick response code.

QR code can store more information than a bar code.

They are seen on business cards, billboards, products and so on.

1. Dot-Matrix printer, Daisy wheel printer, Line printer, Laser printer
2. Scanner, Bar Code reader, Digital Camera, Plotter