



*Teachers*  
**REFERENCE  
MANUAL**

*For Teachers :  
(Containing solution to all questions of Computer Vision Series)*

**Computer Vision**  
**Class 6 to 8**



**LEARN & GROW PUBLICATIONS (P) LTD.**

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Chapter-1 : Computer and Its Parts**A. Multiple choice questions (MCQs):**

- (a) (ii) (b) (i) (c) (ii) (d) (ii)

**B. Fill in the blanks:**

- (a) computer (b) volatile (c) CPU
- 
- (d) Keyboard (e) calculations (f) trackball

**C. Write True or False:**

- (a) True (b) False (c) True
- 
- (d) False (e) True (f) False

**D. Give the full form of the following:**

- (a) Central Processing Unit
- 
- (b) Arithmetical And Logical Unit
- 
- (c) Control Unit
- 
- (d) Visual Display Units
- 
- (e) Random Access Memory
- 
- (f) Read Only Memory

**E. Answer the following questions:**

- (a) "Computer is a Electronic Data Processing Machine which accepts data in its row form along with the instructions, processes it electronically and gives back useful information.
- 
- (b)
- Keyboard :**
- A keyboard is used to enter data directly into the computer. It has key similar to that of a type writer.

**Monitor :** A Visual Display Unit (VDU) is similar to a TV screen and can display both text and graphic images. A VDU is also known as the Monitor.

**Joystick :** A joystick is also a pointing device like the mouse. It is control device most commonly used with the video games.

**Software :** Software is a set of instructions for a computer to perform specific operations. You need both hardware and software for a computer system to work.

- (c) Input devices are the devices which are used to feed data and instruction to the computer. A large number of input devices are available which are used to communication with the computer. Mouse and Keyboard are the Input-devices.
- 
- (d) The devices are used to get information from the computer. It is called a output devices. Monitor and printer are the output-devices.
- 
- (e) Do yourself.

Chapter-2 : Memory In Computer System**A. Multipal choice question [MCQs]:**

- (a) (iii) (b) (i) (c) (iv)

**B. Fill in the blanks:**

- (a) Primary memory (b) read/write (c) read only

- (d) data information (e) 1024 Bytes

**C. Write True or False:**

- (a) False (b) True (c) False (d) True
- 
- (e) False (f) True (g) False

**D. Answer the following questions:**

- (a) In a computer system, memory is required to store the data and instructions entered from the input devices, as well as the result of processing give by the CPU.

**(b) RAM ROM**

1. RAM is a volatile memory. 1. ROM is non-volatile memory.
- 
2. RAM is temperory memory. 2. ROM is a permanent memory.
- 
3. RAM is a read/write memory. 3. ROM is a only read memory.

- (c) Secondary Memory is used to store large amount of data and information permanently. You have already read the primary memory is the only memory that can be directly accessed by the processor.

- (d)
- 1. Hard Disk :**
- A Hard disk is a permanent storage device that can store large amount of data. It consists of circular metallic disk coated with magnetic material on both sides of the disk.
- 
- 2. Floppy Disk :**
- A Floppy disk is a circular plastic plate coated with magnetic iron oxide, sealed inside a protective plastic cover. It is portable and can be carried easily from one place to another.
- 
- 3. Compact Disk :**
- CD-ROM is used to digital data permanently. The surface of a CD is covered with a transparent plastic coat. Data is stored on a CD-ROM is the form of tiny pits that are burned out with the help of a laser beam into a thin coating on its surface.

**Formative Assessment-I**

Do yourself.

Chapter-3 : Creating Table In Ms-word**A. Multiple choice questions (MCQs):**

- (a) (i) (b) (ii) (c) (ii) (d) (ii)

**B. Fill in the blanks:**

- (a) Table (b) Design and layout (c) shift + tab
- 
- (d) Splitting (e) Borders

**C. Write True or False:**

- (a) True (b) True (c) False (d) True
- 
- (e) True

**D. Answer the following questions:**

- (a) A Table is an arrangement of text in a row and column format. You can use tables in microsoft word to present information in an organised manner.
- 
- (b) You can add a new row to put additional information in the table. The steps to insert a new row are:

**Step-1 :** Position the cursor in the row above or below which a new row is to be inserted

**Step-2 :** Click on the Layout tab.

**Step-3 :** Click the Insert Above or Insert Below in the Row and Columns group.

(c) **Method -1 : Using the Mouse Pointer**

The row height can be quickly changed by using the mouse pointer. Steps to change the row height :

**Step-1 :** Place the mouse pointer on the Row Border. The pointer shape changes to a double headed arrow '  $\updownarrow$  ' when placed on row's border .

**Step-2 :** Drag the arrow up or down to decrease or increase the row height.

**Method-2 : Using the Layout Tab**

The row height can be changed to a specific height using the Properties option on the Layout tab. The steps to do this are:

**Step-1 :** Select the row (S).

**Step-2 :** Click on the Layout tab.

**Step-3 :** Click on the Properties button. The Table Properties dialog box appears.

**Step-4 :** In the Table Properties dialog box, do the following:

1. Click the Row tab, select the specify height checkbox and enter a value for the row height .

**Step-5 :** Click on the OK button.

(d) **Cells :** The intersection of a row and a column is called a cell.

**Splitting cells :** Splitting cells refers to dividing a single cell into multiple cells.

**Merging cells :** Merging cells is the opposite of splitting cells. Merging cells refers to combining two or more cells in a row or column into a single cell.

(e) Word offers various features that let you enhance that let you enhance the appearance of your table. You can format text inside the table, apply stylish borders around the table or change the background the background colour (Shading) of the table.

**Chapter-4 : Getting Started Microsoft Excel 2010**

**A. Multiple choice questions (MCQs):**

- (a) (ii)      (b) (i)      (c) (ii)      (d) (ii)

**B. Fill in the blanks:**

- (a) Spreadsheet      (b) 16,384; 1,048,576  
(c) Column      (d) worksheet      (e) cell

**C. Write True or False:**

- (a) False      (b) False      (c) True  
(d) False      (e) True

**D. Answer the following questions:**

- (a) Worksheet is work area made up of horizontal

rows and vertical columns wherein you enter and work with data. When you open Excel, three worksheets are added by default. You can add more worksheets as and when required. An Excel worksheet contains 16,384 columns and 1,048,576 rows. Where as workbook is a collection of multiple worksheets stored under a single file name. When you save an Excel worksheet, you are actually saving a workbook.

(b) There are four type of data that can be entered in Excel-

**1. Number :** A worksheet is primarily used for the computation of numeric data. Numbers are values that consist of numerals from 0 to 9 including symbols like +, -, /, (,) and decimal point (.). You can also used characters like dollar (\$), percentage (%) and comma (,) with number values. All numbers entries are right aligned in a cell by default. Some of the example of number values are as follows :

125; 67,000; \$5,600; 600.00

**2. Date and Time :** You can enter date values like 07/09/1993 and time like 11:12:04 AM in a cell on a worksheet. The way a date or time is displayed depends on the format applied to the cell on a worksheet. All dates and time entries are right-aligned in a cell by default.

**3. Formulas :** A formula is a Mathematical Expression involving number values, operators like +, -, /, and cell addresses for performing calculations on worksheet. Formulas evaluate to a single value. All formulas begin with an equal to (=) sign. Some of the examples of formulas are :

= 3 + 4 will result in 7

= A1 + A2

**4. Text :** Data which is not recognised by Excel as a number, date, time or formula is treated as text data. Text is any combination of letters, numbers, symbols like /, -, ?, or space. By default, all text entries are left-aligned in a cell. Text entries are used to give headings or titles, names, etc., on the worksheet. Some of the examples of text entries are :

(102-8990), Name, W-2345, Marks, etc.

(c) **Renaming a Worksheets :** The steps to be followed the renaming a worksheet are:

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

**Step-2 :** Type a new name and press enter.

(d) **Using Fill Handle**

To generate a user-defined series, the steps to be followed are:

**Step-1 :** Specify the first two consecutive values of



the series. Excel will pick up the pattern from the values entered and generate the rest of the series.

**Step-2 :** Drag the fill handle across the cells you want to fill.

#### Using the Fill Option

You can also generate a series using the Fill option in the Editing group. The steps to generate a series using the option are:

**Step-1 :** Specify the first two consecutive values for the user-defined series.

**Step-2 :** Select the range of cells to be filled in.

**Step-3 :** Click the arrow next to the Fill option in the Editing group on the Home tab.

**Step-4 :** Select the Series option from the drop-down list. The Series dialog box is displayed.

**Step-5 :** Specify the required options in the dialog box click OK.

- (e) (i) **Row :** It is the arrangement of cells in the horizontal direction. Each row on a worksheet is identified using a number. The rows are numbered from top to bottom in ascending order starting from 1,2,3 till 1,048,576.
- (ii) **Column :** It is an arrangement of cells in the vertical direction. Each column on a worksheet is identified using a unique label. The columns are labelled as A, B, C,.....,Z followed by AA, AB, AC till XFD.
- (iii) **Cell Address :** Every cell in a worksheet is identified using an address that corresponds to the column letter and the row number.
- (iv) **Formula Bar :** It is the bar at the top of the Excel window that displays the contents of the current cell. The formula bar also contains the Enter and the Cancel buttons.
- (v) **Cell :** It is the most basic unit of a worksheet. It is formed by the intersection of a row and a column.

#### Formative Assessment-II

Do yourself.

#### Summative Assessment-I

Do yourself.

### Chapter-5 : Editing Worksheet Data in Microsoft Excel

#### A. Multiple choice questions (MCQs):

- (a) (ii) (b) (iii) (c) (ii)

#### B. Fill in the blanks :

- (a) partially (b) Esc (c) worksheet  
(d) editing

#### C. Write True or False:

- (a) False (b) True (c) True (d) True

#### D. Answer the following questions:

- (a) Making changes in data after you have entered it

into the worksheet is called editing worksheet data.

- (b) Changing Cell contents partially:-

The steps to modify the contents of a cell partially are:

**Step-1 :** Select the cell to be edited.

**Step-2 :** Double-click inside the cell or click in the formula bar.

**Step-3 :** Edit the contents of the cell in the cell itself or in the Formula Bar.

**Step-4 :** Press the Enter Key or the Enter button on the Formula Bar to accept the changes.

- (c) **Inserting Column :** The steps to insert a new column are:

**Step-1 :** Click on the column heading to select the column to the left of which a new column is to be inserted. In this case, select the first column.

**Step-2 :** Click on the arrow next to the Insert option in the Cells group on the Home tab. A drop-down list is displayed.

**Step-3 :** Click on the Insert Sheet Columns option.

- (d) **Copying or Moving Cell Contents :** The contents on the worksheet can be copied or moved to a different position on the worksheet or on a different worksheet. The steps to move/ copy cell contents are as follows:

**Step-1 :** Select the cell or range of data to be copied or moved.

**Step-2 :** Click on the Copy option or the Cut option in the Clipboard group on the Home tab. A border surround the range of data to be copied or moved.

**Step-3 :** Select the destination cell where you want to paste the data.

**Step-4 :** Choose the Paste option in the Clipboard group.

The selected cells are moved or copied to the new location.

- (e) To change the column width

**Step-1 :** Select the column or columns.

**Step-2 :** Click on the down arrow next to the Format option in the Cell group on the Home tab. A drop-down list is displayed.

**Step-3 :** Click the Column Width option for specifying column width.

**Step-4 :** Enter a value in the Column Width dialog box. Click Ok the column width is adjusted according to the value specified.

### Chapter-6 : MS PowerPoint : An Introduction

#### A. Multiple choice questions (MCQs):

- (a) (iii) (b) (ii) (c) (iii) (d) (i)

#### B. Fill in the blanks:

- (a) Title bar (b) name of the presentation



offers you connectivity to internet. When, you send or receive the information on the internet, it first reaches the ISP. In India, various ISP are BSNL, MTNL, Bharti, Infotel Ltd. HCL Infinet Ltd. Reliance Commn. Infrastructure Ltd. Idea etc.

- (d) Electronic mail is called as e-mail. It is a softcopy of your document that can travel through telephone lines and other devices and can reach any destination in entire world. Communicating through e-mail is a time saving and money saving method of communication.

**The following steps are required for sending an e-mail:**

**Step-1 :** Open your mail account by entering your username, password and then clicking on sign in button.

**Step-2 :** Click on compose mail link to open the compose mail window.

**Step-3 :** Write the E-mail address of the recipient.

**Step-4 :** Enter the subject of e-mail in the Subject text box.

**Step-5 :** Click on Cc and Bcc if you want to send a carbon copy or blind carbon copy.

**Step-6 :** Click and write message in the text area.

**Step-7 :** Click on the send button, to send the message.

### Chapter-8 : Computer Viruses And Their Effects

#### A. Multiple choice questions (MCQs):

- (a) (iii) (b) (iii) (c) (ii)

#### B. Fill in the blanks:

- (a) poison (b) Program Viruses (c) macro  
(d) Disks (e) Antivirus.

#### C. Write True or False :

- (a) True (b) True (c) False (d) True  
(e) True

#### D. Answer the following questions:

- (a) Virus is a Latin word which means Poison. A computer virus is an undesirable and unwanted program file or routine that can corrupt files, replicate itself, replicate other files or in some other ways degrade or even shutdown a computer system. Most viruses stay active in memory until the computer is turned off. However, the virus is only removed from volatile memory Random Access Memory, but not from file or disk it has infected.
- (b) What is the term VIRUS? Virus stands for 'Vital Input Resource Under Siege'. A computer virus is a software program with code that opens and closes electrical circuits within the computer.
- (c) (i) **Worms :** Worms virus affects the computer by

slowing down operation speed of the computer. It only affects the processing but not the data.

(ii) **Boot Sector Viruses :** These viruses infect floppy disk, boot records or master boot records in hard disks. They replace the boot record program, which is responsible for loading the operating system in memory, copying it elsewhere on the disk or overwriting it. Boot viruses load into memory if the computer tries to read the disk while it is booting.

(iii) **Trojan Horse :** Trojan Horses type of virus attaches itself to the programs. It starts corrupting data stored on the computer disk and while exchanging disks from one computer to another, it comes by contamination.

(iv) **Time Bomb :** This type of virus effects your computer on certain times. This virus is very dangerous as the user cannot know the time of its attack on the computer.

(d) The five effects of virus on a computer system are -

1. The computer runs slower than usual.
2. The computer stops responding or it locks up frequently.
3. The computer crashes and then it restarts every few minutes.
4. Applications on the computer do not work correctly.
5. Disks or disk drives are inaccessible.

(e) Antivirus software is a program that searches the hard disk and floppy disk for any known viruses. There are so many anti-virus utilities available in the market which not only removes virus from the disk but also repair the corrupted disk. Some of them contain memory resident program, which work as a protection for the computer and do not allow any virus infected disk to run. The most popular Anti-viruses are : Norton System Works, Norton Internet Security.

### **Formative Assessment-IV**

Do yourself.

### Chapter-9 : Programming Concepts (Algorithm & Flowchart)

#### A. Multiple choice questions (MCQs):

- (a) (iii) (b) (ii) (c) (i)

#### B. Fill in the blanks:

- (a) pictorial (b) Algorithm  
(c) Input-Output box (d) Communicating  
(e) Algorithm

#### C. Write True or False:

- (a) False (b) False (c) True (d) False  
(e) True



**D. Answer the following questions:**

(a) An algorithm can be defined as a formal set of instruction that can be followed to perform a specific task such as solving a logical or a mathematical problem. We can write an algorithm in two ways :

1. Writing instruction stepwise.
2. Pictorial representation.

**Advantages of Algorithm**

1. They are easy to understand.
2. They are easy to implement.
3. They are easy to modify.

(b) The pictorial representation of an algorithm, using symbols is called a Flowchart. Each symbol used in a flowchart has a different function. These symbols are named according to their work.

**(c) Symbols of Flowchart**

**1. Start/Stop Box or Terminal Box** 



It is rounded rectangle. It is used to represent the starting and ending flowchart.

**Example:**  

Each flowchart has only one start and one stop symbol.

**2. Input / Output Box** 

It is a parallelogram. It is used to Input and Output the data.

**Example:**   


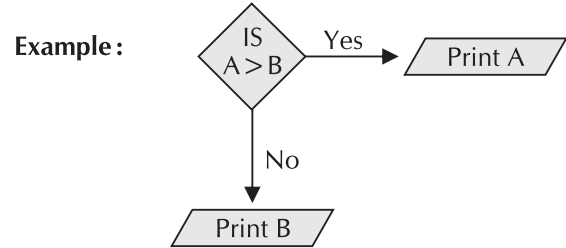
**3. Process Box** 

It is a rectangle shaped symbol. It is used to processing such as addition, subtraction etc.

**Example:** 

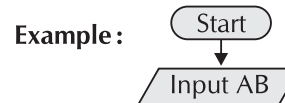
**4. Decision Box** 

It is a diamond shaped box. It is used to test the conditions and take the decision (YES/NO).



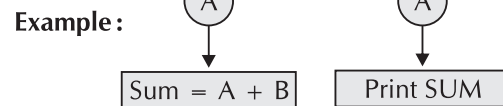
**5. Flow lines** 

It is arrow shaped symbol. Flow lines are used to connect various symbol in a flowchart.



**6. Connector Box** 

To connect two symbol of the flowchart on different pages.



(d) Do Yourself.

**Summative Assessment-II**

Do yourself.

**Project**

Do yourself

(b) **(i) Memory Card :** Now-a-days memory cards are a popular storage medium in many electronic devices such as digital cameras and mobile phones. They are the flash memory based storage cards with a large storage capacity.

**(ii) Smart Card :** A smart card is a credit card sized sheet made up of plastic. It contains an embedded memory chip and an IC (Integrated Circuits). It is used to store personal information. The information stored in it can be changed / updated in memory, if needed.

**(iii) Optical Character Reader (OCR) :** OCR is the process of scanning a text document into a graphic image, then using the software to decode the graphic picture element back into the text in



**Chapter 1 : Hardware And Software**

**A. Multiple choice questions (MCQs):**

- (a) (ii)      (b) (i)      (c) (i)

**B. Fill in the blanks:**

- (a) Hardware and Software    (b) hardware  
(c) laser      (d) Magnetic and character reader  
(e) peripheral device

**C. Write True or False:**

- (a) False      (b) False      (c) True      (d) True  
(e) False

**D. Answer the following questions:**

(a) A computer system is the combination of computer Hardware and Software. A software runs computer system effectively to do some useful tasks.

computer readable form. You can create a text document in your computer from the printed matter.

**(iv) Utility Software :** The utility software are small program the perform a very specific functions related to managing the system resources. An operating system has some built-in-utility to manage disk drives, printers and other devices.

**(v) Application Software :** An application software runs on the system software and allow a user to perform specific task, e.g. MS-Word, Photoshop, etc. Web browser are example of application software.

**(vi) Web Cams :** A web cams when attached to your computer can make you visible using the internet as a medium. A web cams is a low-resolution digital camera that is attached to your computer. A software connects the computer to the camera and grabs a frame it periodically.

- (c) Computer hardware cannot do anything on its own unless it is supported by computer software. A software is a set of programs, executed on computer to process the data given by the user.
- (d) **Operating System :** The operating system is the first software which we load onto the computer before we load any other software like application software. A operating software system is a set of programs which allows you to communicate easily with the computer. It acts as an interface between the user and the hardware.

### Chapter-2 : Introduction of C Language

#### **A. Multiple choice questions(MCQs):**

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

#### **B. Fill in the blanks:**

- (a) Dennis M.Ritchie            (b) 4
- (c) letter and underscore            (d) efficient    (e) &

#### **C. Answer the following questions (MCQs):**

- (a) C is a general- purpose, high- level language that was originally developed by Dennis M.Ritchie to develop the UNIX operating system at Bell labs. C was originally first implement in 1972.
- (b) Characteristics of C Language-
  - (i) It has high-level language.
  - (ii) It produce efficient programs.
  - (iii) It can be compiled on a variety of computer.
  - (iv) Small size.
- (c) (i) C variable is a named location in a memory where a program can manipulate the data. This location is used to hold the value of the variable.  
(ii) The value of the C variable may get change in the program.

(iii) C variable might be belonging to any of the data type like ink, float, char, etc.

**Example :** int x,y,z;  
float x,y;  
char ch;

- (d) **Input :** In any programming language input means to feed some data into program.This can be given in the form of file or from command line. C programming language provides a set of built in functions to read given input and feed it to the program as per requirement.
- (e) Do yourself.

### Chapter-3 : Working in Windows 7

#### **A. Multiple choice questions (MCQs):**

- (a) (ii)            (b) (i)            (c) (i)            (d) (ii)

#### **B. Fill in the blanks:**

- (a) managing data    (b) Windows            (c) Content
- (d) Documents, Music, Picture, and videos.

#### **C. Write True or False:**

- (a) True            (b) False            (c) False
- (d) False            (e) True

#### **D. Answer the following questions:**

- (a) Windows Explorer is the main tool that you use to interact with Windows 7. You need to use the Windows Explorer to view, explore or organize libraries, files and folders.

#### **(b) To Change Date**

**Step-1 :** Click on the Change date and time tab. The Date and Time Setting dialog box will appear.

**Step-2 :** Select the current day in the displayed calendar. You can change the month using the forward/ backward arrow buttons present on the calendar.

#### **To Change Time**

**Step-1 :** To change the hour, select the hour in the text box.

**Step-2 :** Click on the spin arrows to increase or decrease the hours accordingly. Click OK. Similarly, you can change the minutes and seconds.

- (c) Sleep is a power saving state wherein a computer does not turn off completely. In this process monitor and hard disk are turned off, but the computer puts our work and settings in RAM and draws a small amount of power. It allows a computer to quickly resume full- power operation when you start working again.
- (d) **Control panel :** The Control Panel is a feature of the Windows operating system that allows the user to modify system settings and controls. It includes several small applications, or control panels, that

can be used to view and change hardware or software settings. Some examples of hardware control panels are Display, Keyboard, and Mouse settings. software control panels include Date and Time, Power Options, fonts, and Administrative Tools.

- (e) **(i) Extra Large icons :** This option displays extra large size icons of the files and folders. Changing to this view is useful if working with images and video files.
- (ii) Large Icons :** This option displays the files and folders as large size icons.
- (iii) Medium Icons :** It displays the files and folders as medium size icons, giving you a better idea of the file/ folder content.
- (iv) Details :** As the name suggests, the details view provides detailed information of files and folders, including name, type, and data modified.
- (v) Content :** It displays each file and folder on a separate row along with details, like date modified, size, author etc.

#### Formative Assessment-I

Do yourself.

#### Chapter - 4 : Extra Feature of MS-Word

##### A. Multiple choice questions:

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

##### B. Fill in the blanks:

- (a) Ms-word (b) border (c) formatting  
(d) appearance (e) bullet

##### C. Write True or False:

- (a) False (b) True (c) True  
(d) True (e) False

##### D. Answer the following questions:

- (a) WordArt change a text into a drawing object and special effects such as pattern filling, 3D depth, etc can be applied to it. In the normal way i.e. as in Ms-Word you can just change the font type or size of the text, and cannot give it special effect. But using the WordArt option, typed text can be given special effects as per the WordArt style chosen by you, from the WordArt Gallery.

(b) **In insert a picture follow the steps given below:**

**Step-1 :** Open the Insert Menu Picture option.

**Step-2 :** The Insert Picture dialog box will appear on the screen.

**Step-3 :** Click on any picture.

**Step-4 :** Click Insert.

The picture will be inserted in the document.

- (c) A Page Break is the point at which on page ends and another begins.

(d) **To Insert SmartArt**

**Step-1 :** Place the insertion point in the document where you want to graphic to appear.

**Step-2 :** Select the Insert tab.

**Step-3 :** Select the SmartArt command in the illustrations group. A dialog box will appear.

**Step-4 :** Select a category to the left of the dialog box and review the Smartart graphics that appear in the center.

**Step-5 :** Select the desired SmartArt, then click OK.

- (e) **Applying Bullets :** A bullet is a small symbol in front of a line of text. Bulleted lists are used, when the order of appearance of a list of items is not important.

**Step-1 :** Select the paragraph to which you want to apply bullets.

**Step-2 :** Click on the Bullets Button on the formatting toolbar. The plain paragraphs will change into bulleted paragraphs.

**Applying Numbering :** A numbered list represents a sequence, and is used when the order of the items listed is important. Each of the item listed has a sequence number in front.

(f) **The Font Style :-**

The style buttons on formatting toolbar will change the appearance of the text:

**Step-1 :** Select the Text

**Step-2 :** Click on the required style button on the formatting toolbar.

#### Chapter - 5 : Formatting Worksheet in Excel

##### A. Multiple choice questions (MCQs):

- (a) (iii) (b) (i) (c) (ii)

##### B. Fill in the blanks:

- (a) Formatting (b) border (c) Alignment  
(d) orientation (e) Indentation

##### C. Write True or False:

- (a) False (b) False (c) True  
(d) False (e) True

##### D. Answer the following questions:

- (a) After you have entered data into the worksheet, you can format the worksheet to display the data in an effective manner. The process of making the worksheet data look more presentable and attractive by changing its appearance is called Formatting.

- (b) **(i) Accounting Number Format :** It adds a currency symbol and a decimal point to the number value.

**(ii) Comma Style :** It introduces a comma between thousands in number values.

- (c) You can add border around cell or range of cells for better presentation of data.



### The steps to apply borders are:

**Step-1 :** Select the range of cells to apply border.

**Step-2 :** Click the arrow next to the Borders option in the Font group on the Home tab. A drop-down list is displayed.

**Step-3 :** Choose the desired border style under the Borders section.

- (d) **Number Group :** The Number group provides various formats for specifying how you want the values in a cell to be displayed. You can choose to display the values as number, date or time, percentage, currency, etc. You can also apply other formatting options such as displaying a currency symbol or a comma between thousands when working values.
- (e) Orientation refers to the rotation of the text in different angles inside the cell.

### E. Match the following:

- (a) (iv)      (b) (v)      (c) (i)      (d) (vi)  
(e) (iii)      (f) (ii)      (g) (viii)      (h) (vii)

### Formative Assessment-II

Do yourself.

### Summative Assessment-I

Do yourself.

### Chapter - 6 : Enhancing a Presentation

#### A. Multiple choice question (MCQs):

- (a) (ii)      (b) (iii)      (c) (iii)

#### B. Fill in the blanks:

- (a) play      (b) Inserting      (c) format and play back  
(d) Entrance      (e) exit

#### C. Write True or False:

- (a) False      (b) True      (c) False      (d) True  
(e) True

#### D. Answer the following questions:

- (a) (i) Insert sound from an audio file.  
(ii) Insert sound from Clip Art Audio  
(iii) Record sound.
- (b) You can add animation effects to object such as text, picture, charts, etc. Animation effects enhance the visual appeal of the presentation and help to grab the attention of the audience. PowerPoint offers many animation effects. These have been organised under four categories.  
(i) Entrance Effect      (ii) Emphasis Effect  
(iii) Exit Effect      (iv) Motion Path
- (c) Transition effects appear when one slide changes to the other during a slide show. You can add the same transition effect to all slides or give a different transition effect to every slide.
- (d) **and (e) is same answer**

### Printing A Presentation

**Step-1 :** Click on the File tab.

**Step-2 :** Click on the Print option. The Print pane appears, with the print settings on the left side and the Preview of the presentation on the right side.

**Step-3 :** Enter the number of copies to be printed in the Copies box.

**Step-4 :** Select the print to be used for printing.

**Step-5 :** Choose the slide to be printed. You may choose one of the following options:

- (i) Print All Slides      (ii) Print Selection  
(iii) Print Current Slide  
(iv) Custom Range to print specific slides.

**Step-6 :** Choose how you would like your presentation to appear on the page.

**Step-7 :** If you are printing multiple copies you can choose between the collated and uncollated option.

**Step-8 :** Choose the colour mode to be used for printing.

**Step-9 :** Click on the Print button.

### Chapter - 7 : Mail Merge

#### A. Multiple choice question (MCQs):

- (a) (ii)      (b) (iii)      (c) (ii)

#### B. Fill in the blanks:

- (a) Mail Merge      (b) Main document  
(c) Data Source      (d) print      (e) six

#### C. Write True or False:

- (a) False      (b) False      (c) True      (d) False  
(e) True

#### D. Answer the following questions:

- (a) Mail Merge is an advanced feature of Ms-word which is generally used to print envelopes, labels, list, catalogues, letters, etc. It completes the repetitive task at one go with minor changes.
- (b) Data Source is also called the Data File. It stores information to be brought into the Main document. The data file table contains a column for each category of information, or data field, in the data file. The Header Row is the first row of the table. It contains field names, which indicate the type of information in each column. For example list of names and addresses.
- (c) Main Document is the common letter, which contains the common information for each of the merged document. It also contains the field names, which contain the instructions for carrying out the merging.
- (d) **To save mail merge data:**  
**Step-1 :** Click file in the Menu Bar and select Save As option.

**Step-2 :** The Save As Menu screen will appear.

**Step-3 :** In the File name box, type the name.

**Step-4 :** Click the Save button.

(e) **To printing our letters:**

**Step-1 :** Click on the File Menu → Print.

**Step-2 :** A print dialog box appears. Enter the number of copies you want to print of the file.

**Step-3 :** Click on the Print button.

**Formative Assessment-III**

Do yourself.

**Chapter 8 : Introduction of Visual Basic**

**A. Multiple choice question (MCQs):**

- (a) (i) (b) (i) (c) (i)

**B. Fill in the blanks:**

- (a) .frm (b) event (c) start button  
(d) Text box (e) Title bar (f) event driven

**C. Write True or False:**

- (a) True (b) False (c) True (d) True  
(e) False (f) True

**D. Answer the following questions:**

- (a) Visual Basic introduced us to windows programming and changed programming from a core to something very fun learning.

Visual Basic is an event driven programming language which work on events. Let's first clear our general concepts to start with programming.

- (b) **(i) Menu Bar :** It displays all the menu item required by you for working with VB 6.0.

**(ii) Form Window :** It displays the from which we use as a container to design an application.

**(iii) Project Explorer :** It displays the files that are created by the user in a application.

**(iv) Command Button :** Used to carry out the specified action when the user chooses it.

**(v) Tool Box :** It displays all the tools and components which we require to work with in an application.

**(vi) Print :** This function is used to print the data on the form.

**Syntax :** Print [string]

**Example :** Print "hello man"

- (c) **(i) MSGBOX() :** This is used to give message to the user.

**Syntax :** MsgBox [string to display]

**Example :** MsgBox "you are not a valid user".

**(ii) INPUTBOX() :** This is used to take input from the user.

**Syntax :** Inputbox [message]

**Example :** S = Input box "enter the value of a".

(d) **Advantages of Visual Basic**

1. Visual development of the GUI language makes it easy to use and learn.

2. A programmer need not write code to display the component.

3. The component can be renamed, moved, resized and even deleted if required.

4. There are no restrictions on the number of controls that can be placed on the form.

**Disadvantages of Visual Basic**

1. The entire process of designing form is visual and thus occupies more memory space.

2. It requires high configuration computers in comparison to the conventional languages.

**Chapter-9 : Troubleshooting of Computer**

**A. Multiple choice question (MCQs):**

- (a) (ii) (b) (i) (c) (iii)

**B. Fill in the blanks:**

- (a) Vital Input Resource Under Siege (b) spoil  
(c) Keyboard (d) computer dust (e) Machine

**C. Write True or False:**

- (a) True (b) True (c) False (d) True  
(e) False

**D. Answer the following questions:**

- (a) Every machine has a complex working methodology. Computers are not different. Like any other machine, it stops working after a defect. In case of computer two things can happen if any defect occurs. These are:

(i) The computers stop working and you may not be able to use it.

(ii) It continues to work and gives you wrong output. So that you may not to be able to learn or get anything right.

In either case, it becomes a problem for the user to detect the fault and rectify it. Hence, it become imperative that computers should be kept properly to ensure proper working.

- (b) If you want your computer to remain in perfect state, then follow these steps:

(i) Keep your computer lab neat and dust free.

(ii) Always cover your computer system when not in use.

(iii) Never leave your corrupted or dirty floppy in your computer.

(iv) Never leave your computer switched ON when not in use.

(v) Use a CVT (Constant Voltage Transformer) with your system. The CVT supplies stable electric current and voltage to your computer.

- (c) Do yourself.
- (d) While working message occurs "A fatal error occurred."

**Reason :** Windows was crashed or there is problem with RAM.

**Remedy :** Re-install the windows. Pick RAM strip out and reinstall it after cleaning. If the problem persists, replace your RAM with a new one.

- (e) **The Computer Hangs.**

**Reason :** There could be virus or windows could be corrupted.

**Remedy :** Re-boot your computer, now use the antivirus kit and remove the error from your disk. If the problem persists, reinstall the windows.

#### Formative Assessment-IV

Do yourself.

#### Chapter-10 : CorelDraw X5

##### A. Multiple choice question (MCQs):

- (a) (i) (b) (ii) (c) (i) (d) (iii)

##### B. Fill in the blanks:

- (a) designing (b) Properly (c) Navigator
- (d) color (e) erasing and remove
- (f) Smart fill

##### C. Write True or False:

- (a) False (b) False (c) True (d) True
- (e) True

##### D. Answer the following questions:

- (a) CorelDraw is a designing program which can help, to design and draw almost everything which you can think of, without being artist. This designing program is called CORALDRAW.
- (b) Like any other window program, you can start CoralDraw using the start menu.

**Step-1 :** Click on the Start button. The menu will appear.

**Step-2 :** Click on All Program.

**Step-3 :** Click on CoralDRAW Graphic Suite x5. The subfolder of CoralDRAW Graphic suite x5 appears.

**Step-4 :** Click on CorelDRAW x5

**Step-5 :** Quick start window appears which shows you some common options that are used in the beginning.

**Step-6 :** Click on New → Blanks Document.

Create a New Document. A dialog box appears that lets you specify wide range of document properties.

**Step-7 :** You can name the document, set the page size, select a color mode, such as CMYK or RGB, and set color profile.

**Step-8 :** Click on OK.

- (c) **Title Bar :** It is at the top of the screen and displays the name of the document.

**Menu Bar :** It contains drop-down menus of related commands.

- (d) **Zoom Tool :** Zoom tool lets you change the magnification level in the document window. Zoom lets you control which part of the drawing is visible in the drawing windows.

- (e) CorelDRAW provides a nice supply of outline styles, such as thick and thin, dashed and dotted. you can see the lines shown below with different outline. Each outline gives the picture a different look, and the outlined pictures combine for their own composite effect.

#### Create a Rectangle with Outlines

**Step-1 :** First choose the rectangle tool from the toolbox

**Step-2 :** Click and drag to create a Rectangle.

**Step-3 :** Choose the Pick Tool.

**Step-4 :** Click on any color in the color palette to fill the rectangle.

- (f) **How To Create A New Document**

**Step-1 :** To create a new document go up the menu bar and select File → New

**Step-2 :** This opens the create a new document Window.

**Step-3 :** Make sure that size is set to letter, and changed the primary color to RGB instead of CMYX.

**Step-4 :** Click OK.

#### Summative Assessment-II

Do yourself.

#### Project

Do yourself.

- (d) physical and logical (c) physical topology

##### C. Write True or False:

- (a) False (b) False (c) False (d) True
- (e) False

#### Chapter-1 : Networking

##### A. Multiple choice questions (MCQs):

- (a) (i) (b) (iii) (c) (i) (d) (iv)

##### B. Fill in the blanks:

- (a) network (b) stand-alone (c) communication

**D. Answer the following questions:**

- (a) Networking is derived from two words:  
Net and work, when different point (people or things) of connection in a net come in contact with each other, exchange information and work together, the process is called Networking.
- (b) The various advantage of networking are-
1. Resource sharing
  2. Higher reliability
  3. Lower cost
  4. Conserve resources
  5. Powerful communication medium
  6. Higher flexibility
  7. Centralized administration
- (c) When a computer is not connected to any other computer. It is called a Stand-Alone Computer. A stand-alone machine is not connected to any other computer system but can be connected to other devices like printer, scanner, etc.
- (d) (i) **LAN** : A LAN is a computer network that covers a small area. Most LAN's are confined to a single building or group of buildings. However one LAN can be connected to other LAN's over any distance via telephone lines and radio waves.  
(ii) **WAN** : A WAN is a computer network across a large geographical area such as a city or a country. It has several LAN's connected together. A WAN transfers information by telephones or satellites.  
(iii) **MAN** : MAN is designed to extend over the entire city. It may be a single network as a cable TV network or it may be means of connecting a number of LANs into a larger network so that resources may be shared. A network that connects an area larger than a LAN but smaller than a WAN, such as a city, with dedicated or high performance hardware is called WAN.  
(iv) **Ring Topology** : The Ring Topology is actually a logical ring, meaning that the data travels in circular fashion from one computer to another on the network. It is not a physical ring topology.  
(v) **Tree Topology** : A Tree Topology combines characteristics of linear bus and star topologies. It consists of groups of star-configured workstations connected to a linear bus backbone cable. Tree topologies allow expansion of an existing network, and enable schools to configure a network to meet their needs. This bus/star hybrid approach supports future expandability of the network much better than a bus or a star alone.
- (vi) **Bus Topology** : In a Bus Topology, all the nodes are directly connected to a single communication cable.

The nodes keep on sending data all the time. If two nodes send data at the same time and data collides, each node after waiting for a small random amount of time sends it again.

(e) **Advantages of Star Topology**

1. Star network are easily expanded without disruption to the network.
2. Cable failure affects only a single user.
3. Easy to troubleshoot and isolate problems.

**Disadvantages of Star Topology**

1. Requires more cable than most of the other topologies.
2. A central connecting device allows for a single point of failure.
3. More difficult than other topologies to implement.

- (f) A topology refers to both the physical and logical layout of a network. The Physical Topology of a network refers to the actual layout of the computer cables and other network devices. The Logical Topology of a network, on the other hand, refers to the way in which the network appears to the devices that use it.

(g) **Advantages of Mesh Topology**

1. Provides redundant paths between devices.
2. The network can be expanded without disruption to current users.

**Disadvantages Mesh Topology**

1. Requires more cable than the other LAN topologies.
2. Complicated implementation.

**Chapter-2 : Advanced Features of MS-Excel**

**A. Multiple choice questions (MCQs):**

- (a) (iii) (b) (iii) (c) (ii)

**B. Fill in the blanks:**

- (a) equal to (=) (b) Minimum (c) pictorial  
(d) pie chart (e) D-surface chart (f) Chart area

**C. Write True or False:**

- (a) True (b) False (c) True  
(d) False (e) True (f) True

**D. Answer the following questions:**

- (a) A formula consists of operators (+, -, \*, /), cell address or values. It starts with equal to (=) sign.

**Example-** Add two numbers 140 and 170

Write 140 in cell A1

Write 170 in cell A2

Now enter the formula in A3 as "= A1 + A2" and press the enter key.

The result will get displayed in cell A3 and 310.

- (b) Charts are pictorial representation of data. Charts

make it easier to draw comparison and analyse the growth, relationship and trends among the values in a range.

- (c) Chart area Includes all the areas and objects in a chart. Where as plot area Window which contains the actual and including the plotted data, data series, categories and value axis as well.

(d) **The various components of a chart are:**

**1. Chart Area :** It includes all the areas and objects in a chart.

**2. Category Axis or Xaxis :** The horizontal axis on the chart.

**3. Value Axis or Yaxis :** The vertical axis used to plot the values.

**4. Data Series :** The bars, slice or other elements representing the data values.

**5. Category Names :** The labels displayed on the X-axis and Y-axis.

**6. Plot Area :** Window which contains the actual and including the plotted data, data series, categories and value axis as well.

**7. Legend :** Shows the colours, patterns or symbols assigned to the data series.

- (e) (i) **SUM :** The adds all the numbers stored in the selected cells.

**Syntax :** = SUM (Starting Cell : ENDING CELL)

(ii) **Maximum :** This function is used for finding the largest value from given series of numbers.

**Syntax :** [ = MAX (starting cell : ending cell)]

(iii) **Count :** This function counts the number of selected cells that contain data.

**Syntax :** = count (starting cell : ending cell)

(iv) **Line chart :** A line chart shows trends in data at equal intervals. Line charts are useful for depicting the change in a value over a period of time. A line chart is a good choice when you have many points to plot or when data trends are important.

(v) **Bar Chart :** A bar cart illustrates comparisons among individual subjects. Categories are organized vertically and values horizontally. A bar chart can be called a column chart drawn sideways.

(vi) **Pie Chart :** A pie chart is used to plot data for a single data series. The pie chart represents the subject. Each data point is represented by on "slice" of the circular pie chart. The size of each slice is proportional to the value it represents; so all the data points taken together make the complete circle.

(vii) **Radar Chart :** A radar chart plots data in concentric circles. Each data series has its own value axis from the centre point. Lines connect all values in the same series.

(viii) **Data Series :** The bars, slice or other elements representing the data values.

(ix) **Legend :** Shows the colours, patterns or symbols assigned to the data series.

**Formative Assessment-I**

Do yourself.

**Chapter-3 : Introduction Of Ms- Access**

**A. Multiple choice questions (MCQs):**

- (a) (iii) (b) (iii) (c) (i) (d) (i) (e) (ii)

**B. Fill in the blanks:**

- (a) data (b) form (c) design view  
(d) primary key (e) query (f) reports

**C. Write True of False:**

- (a) True (b) True (c) False  
(d) False (e) False (f) True

**D. Answer the following questions:**

- (a) (i) **Ms-Access :** The Microsoft Access is a Database Management System (DBMS) program. It is a part of Microsoft office. It is very easy to keep the database of any firm or individual in systematic a way and it can be manipulated in different styles as per need.

(ii) **DBMS :** A Database is an organized way of storing data and records.

(iii) **Primary Key :** The Primary Key is used to define the Data uniquely. It also allows you to establish relationship between tables to link then together.

- (b) When a lot of information is stored in various files, there are possibilities of data redundancy (duplication of data), data inconsistency, incorrect data, etc.

- (c) A database model can be of any type as mentioned below:

1. Hierarchical 2. Network  
3. Relational 4. Object oriented

- (d) The various data types which can be assigned to fields of a table available in MS-Access and their uses are shown in the table given below.

Data Type	Uses
<b>Text</b>	: Text data types field stores text or combination of text and number such as Name and Address.
<b>Memo</b>	: It can store sort messages or notes upto 64,000 characters.
<b>Number</b>	: It can store the numeric data to be used for mathematical analysis such as salary, quantity, etc.
<b>Date/Time</b>	: Stores a field in data or time format.
<b>Currency</b>	: Stores currency data that you can use in calculations.

**Auto Number :** Stores a sequential number for each record.

**Yes/ No :** Stores only one of two values such as Yes/No, True/False, or On/off.

**OLE Object :** Stores objects created in another application, such as word 97 or Excel 97, that you can link to or embed in a Access table.

**Hyperlink :** Stores a link to a URL.

**Lookup :** Stores a lookup column that Wizard you can use as a lookup in another table.

- (e) A database can be created in the following ways:
1. Using the blank database.
  2. Using the database wizard.
  3. Using a database template.

#### Chapter-4 : Adobe photoshop 7.0

##### **A. Multiple choice questions (MCQs):**

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

##### **B. Fill in the blanks:**

- (a) Photoshop (b) Option bar (c) three  
(d) Move Tool (e) text tool (d) Cropping

##### **C. Write True or False:**

- (a) False (d) True (c) False  
(d) False (e) False

##### **D. Answer the following questions:**

- (a) Photoshop is the most leading and popular graphic editing software provided by Adobe System and is used to edit different types of pictures, photographs etc.
- (b) The Color Palette displays the current foreground and background colors and RGB values for these colors.

##### **(c) To crop, follow these steps :**

**Step-1 :** Open the image you wish to crop.

**Step-2 :** Select the Crop Tool from the Toolbox.

**Step-3 :** Click on the Image once and drag the mouse out to make a cropping border.

**Step-4 :** Resize the border by dragging the squares at the sides and corners till you are satisfied with the way your image looks.

**Steps-5 :** Once you are completely satisfied with your cropped image press Enter.

##### **(d) The five parts of the toolbox are :**

1. Selection tool
2. Alteration tools
3. Drawing and selection tools
4. Color box and modes
5. Assisting tool

(e) Move Tool used to select and move objects on the page.

(f) **Image Name :** It displays the name of the current opened image.

**Option Bar :** It displays options for the selected tool.

**Lasso Tool :** Selects an object by drawing a freehand border around it.

**Magic Wand :** Select all objects in a document with the same or similar fill color, stroke weight, stroke color, opacity, or blending mode.

**Slice Tool :** Used to cut images into slices, which can be exported to a web page.

**Clone Stamp :** Takes a sample of an image and applies over another image, or a part of the same image.

**Erase Tool :** Removes part of an existing path or stroke. You can use the Erase too or paths, but not on text.

**Dodge Tool :** Lightens areas in an image.

**Rectangle Tool :** Draws a rectangle shape. Other shapes that are hidden in this tool are : Rounded Rectangle Tool, Ellipse Tool, Polygon Tool, Line Tool, and Custom Shape Tool.

**Notes Tool :** Serves as a comment feature. Usually used for electronic text edits.

**Hand Tool :** Allows you to move around within the image.

**Cropping** is one of the most basic editing techniques that can improve images. Cropping allow us to make image a standard photo size.

- (g) The Navigator palette allows you to resize and move around within the image and display image as a thumbnail.

#### **Formative Assessment-II**

Do yourself.

#### Chapter-5 : Number system

##### **A. Multiple choice questions (MCQs):**

- (a) (ii) (b) (iii) (c) (i) (d) (i) (e) (ii)

##### **B. Fill in the blanks:**

- (a) Decimal Number System (b) Binary (c) Octal  
(d) Hexadecimal (e) binary

##### **C. Write True or False:**

- (a) True (b) False (c) True (d) False  
(e) True

##### **D. Answer the following questions:**

- (a) In early days when there were no means of counting, people used to count with the help of fingers, stones, pebbles, sticks, etc. These methods were not adequate and had many limitations. Many number system were introduced with the passage of

time, like:

1. Decimal number system
2. Binary number system
3. Octal number system
4. Hexadecimal number system

- (b) The equivalence between binary and decimal numbers can be understood with the given examples. To convert a decimal number into a binary number, follow the given rules:

**Step-1 :** Divide the given decimal number with the base 2.

**Step-2 :** Write down the remainder and divide the quotient again by 2.

**Step-3 :** Repeat the step 2 till the quotient is zero.

- (c) The rules for performing multiplication using binary numbers is same as that of decimal numbers. The given table illustrates the multiplication of two binary digits.
- (d) The Octal number system consists of 8 digits i.e, 0 to 7 with the base 8. The procedure of octal to decimal conversion is similar to 'binary to decimal' conversion. The only difference is the change of base.
- (e) The Binary number system consists of only two digits, i.e., zero and one (0 and 1). Since this system uses two digits, it has the base 2.

#### Summative Assessment-I

Do yourself.

#### Chapter-6 : Introduction Of HTML

##### A. Multiple choice questions (MCQs):

- (a) (iii) (b) (i) (c) (ii) (d) (iii)

##### B. Fill in the blanks:

- (a) what you see is what you get (b) paragraph  
(c) Hypertext Markup Language (d) <HTML> .....  
</HTML> (e) Center (f) <u>

##### C. Write True or False:

- (a) False (b) True (c) True  
(d) False (e) True (f) True

##### D. Answer the following questions:

- (a) **Tag :** A 'Tag' is basically a coded HTML command or an object that is used to arrange the text or image in HTML document.

**Attributes :** Attributes are special words used inside a tag to specify additional information to the tag.

- (b) The basic structure of HTML is as follows:

```
<HTML>
<HEAD>
  <TITLE> .....
  </TITLE>
</HEAD>
```

```
<BODY>
<P> ..... </P>
  -----
  -----
</BODY>
</HTML>
```

- (c) (i) **<CENTER>** : The center tag is used to center align anything on a page (Text and images). It is used by putting whatever you want centered within the <CENTER> and </CENTER> tags.

(ii) **<b>** : The bold tag specifies that the enclosed text should appear in bold face.

**Syntax :** <b> this text will be displayed in bold.  
</b>

(iii) **<u>** : The underline tag indicates that the enclosed text should be underlined.

**Syntax :** <u> this text will contain underline.  
</u>

(iv) **<i>** : The italics tag indicates that the enclosed text should appear in italics.

**Syntax :** <i> this text will be displayed in italic.  
</i>

(v) **<hr>** : <hr> is used to insert a horizontal line on the web page.

(vi) **<p>** : HTML paragraph tags are used to define the HTML paragraph element. The paragraph element begins with the HTML <p> tag and ends with the HTML </p> tag. The HTML paragraph element should not contain tables and other block elements.

- (d) For creating an HTML document for the world Wide Web, you need to open a text editor like Notepad. Then you can type the HTML code directly into the notepad and save the file with .htm or .html extension. The steps to create and save the HTML document are given below :

**Step-1 :** Click on Start → All Programs → Accessories Notepad to open text editor.

**Step-2 :** Click on File → New to open a new Notepad file.

**Step-3 :** Type HTML code in the Notepad.

**Step-4 :** Click on File → Save to open the Save as dialog box. In the Save as dialog box:

- (i) Select a location where you want to save the file.
- (ii) Type a name for the File in the File name box. Add and extension of .htm or .html at the end of the file name.
- (iii) Click on save button.

- (e) Do yourself.

## Chapter-7 : More About HTML

### A. Multiple choice questions (MCQs):

- (a) (iii)                      (b) (iii)                      (c) (i)  
(d) (ii)                        (e) (iii)                      (f) (ii)

### B. Fill in the blanks:

- (a) 3                      (b) attribute                      (c) synonymous  
(d) Ordered (e) Unordered                      (f) constant

### C. Write True or False:

- (a) False                      (b) True                      (c) False  
(d) False                      (e) True                      (f) False

### D. Answer the following questions:

- (a) The <font> tag provides no real functionality by itself, but with the help of a few attributes, this tag is used to change the style, size, and color of HTML text elements. The size, color, and face attributes can be used all at once or individually, providing with the ability to create dynamic font styles for any HTML element.

#### (b) HTML Font Color

This attribute is used to set the color of your font.

**Syntax:** <font color = "colorname">-----</font>

**Example:** <font color = "RED"> this text is red color </font>

- (c) 1. SRC stands for "source". This again is an attribute, a command inside a command. It's telling the browser where to go to find the image.  
2. WIDTH stands for the width of the image in pixels. It can range from 1 pixel to, well, just about any number, but generally will be less than the width of the web browser.  
3. HEIGHT stands for, as you might guess, the height of the image in pixels. Again, the height can be just about anything, but generally will be less than the height of the web browser.
- (d) The home page of a web site always has links known as hyperlinks, which when clicked takes the visitor to some other page of the website. The text by clicking on which we move to another page is called as hypertext.
- (e) It creates hyperlink and connects the file specified with the current web page with the help of the text click here enclosed within the ON and OFF anchor tags. When the page is viewed in the web browser the text click here will appear as underlined and on clicking will open the linked page in the browser window.
- (f) **(i) Ordered information :** Ordered information can be created with the help of ordered listing in html. Ordered lists allow you to quickly and easily display

information that is easy for your visitors to read quickly. An ordered list creates a list, which is indented, numbering the list items, starting at one. This section will explain how to make an ordered list.

**(ii) Unordered information :** Unordered information can be created with the help of unordered listing in HTML. Unordered listing in HTML unordered lists allow you to quickly and easily display information that is easy for your visitors to read quickly. An unordered list creates a list, which is indented, and each item has a bullet.

**(iii) Anchor <A> Tag :** The tag, used for hyperlinks in a HTML document is known as the Anchor tag. It is used as < A > . It is a container tag. The web page which is to be linked is specified within the <A> tag using the HREF attribute.

**Syntax :** <A HREF = "filename.html"> click her </A>

### Formative Assessment-III

Do yourself.

## Chapter-8 : Macromedia Flash 8

### A. Multiple choice questions (MCQs):

- (a) (iii) (b) (iii) (c) (ii) (d) (ii) (e) (iii)

### B. Fill in the blanks:

- (a) web pages                      (b) Menu bar                      (c) Title bar  
(d) line tool                      (e) stage                      (f) Text tool

### C. Write True of False:

- (a) True                      (b) False                      (c) False                      (d) False  
(e) True

### D. Answer the following questions:

- (a) Flash is an animation software package. It provides a versatile and easy way to create animation. Adobe Flash is a multimedia platform originally acquired by Macromedia and currently developed and distributed by Adobe system. Since its introduction in 1996. Flash has become a popular method for adding animation and interactivity to web pages. Flash is commonly used to create animation, advertisement, and various web page components, to integrate video into web pages, and more recently, to develop Rich Internet Applications. Flash does not require programming skills and is very easy to learn.

#### (b) To start Flash :

**Step-1 :** Select Start → All Programs → Macromedia Flash8.

- (c) Here are some of the effect given which we can provide in flash using different tools.

**Let's have a brief study about them:**

<b>Effects</b> <b>Motion Tween Effect :</b>	<b>Description</b> Tweening is when Flash calculates the movement of an object between two or more keyframes, based on the object's position on the keyframes. "Tweening" is a short term for "in-betweening". There are two types of tween: Motion and Shape. <b>Example :</b> Bouncing Ball	we can't see a face of a human being because an image is made a blurred. <b>Ripple Effect</b> The ripple effect means providing a motion or animation to an image in water. Generally ripple effect is provided to an image where water movement effect is to be shown. <b>Example :</b> People swimming in a pool.
<b>Masking</b>	Masking is a very useful technique in Flash. By applying a mask on a movie clip, you can restrict the visible area of the target clip to the mask are. Masking allows you to hide part of an object or text. It can be used for making spotlight kind of effects. <b>Example :</b> Lightening or thunder effect in clouds.	(d) Grouping means joining every object present on the stage on that they can be dragged together like a single object and ungrouping means keeping all objects differently so that they can be behave differently. <b>To Group the Objects</b> Click on Modify menu and press Group option to group the objects. Or Press Ctrl + G <b>To Ungroup the Objects</b> Click on modify menu and press Ungroup option Or Press Ctrl + Shift + G
<b>Fade Effect</b>	A transition effect-Fade means disappear. You can use this effect for any photo listing, flash banner and header, to fade them in or out or both. <b>Example :</b> Showing sun rise or sunset using fade effect.	(e) <b>The steps to save a Flash Document are:</b> <b>Step-1 :</b> Select File —————> Save As. <b>Step-2 :</b> The Save As dialog box appears. <b>Step-3 :</b> Select the folder where you want to save your file. <b>Step-4 :</b> Type the file name in the File name box. <b>Step-5 :</b> Click the Save button.
<b>Zoom Effect</b>	When you want to pay more emphasis on an image or text provided can use zoom effect. You can apply zoom in and zoom out effect to the image to make it more visible or make a picture disappear. <b>Example :</b> Car moving on a road.	(f) (i) <b>File :</b> It allows creating, opening and saving archives.....It also enables to configure and print pages, etc. (ii) <b>Insert :</b> It permits you to insert objects into the movie, as well as new frames, layers, actions, scenes, etc. (iii) <b>Control :</b> From here you modify the properties of the Movie Reproduction Play, Rewind, Test, Movie. (iv) <b>Title Bar :</b> It displays the title of the page. (v) <b>Layers :</b> A layer could be defined as one independent movie of only one level. That is to say, one layer contains its own Timeline (with endless frames). The objects that are at one layer share a frame and due to this fact they can "get mixed up" among themselves.
<b>Blur Effect</b>	Blur effect is an effect which provides us blurred image. <b>Example :</b> While watching T.V. you might have noticed sometimes	(vi) <b>Arrow Tool :</b> This option allows us to select different objects. We can select fillings with single click and border with double click.

**(vii) Pencil Tool :** Using pencil tool we can draw freeform lines and different shapes as real as drawing with pencil.

**(viii) Pen Tool :** This pen tool lets us draw precise paths as straight line and curved lines. The line includes editable points which mean one can change properties of lines after drawing them on stage.

**(ix) Blur Effect :** Blur effect is an effect which provides us blurred image.

**Example :** While watching T.V. you might have noticed sometimes we can't see a face of a human being because an image is made a blurred.

**(x) Fade Effect :** A transition effect-Fade means disappear. You can use this effect for any photo listing, flash banner and header, to fade them in or out or both.

**Example :** Showing sun rise or sunset using fade effect.

- E. Do Yourself.
- F. Do Yourself.

### Chapter-9 : E-Commerce

**A. Multiple choice questions (MCQs):**

- (a) (ii) (b) (i) (c) (i) (d) (iii)

**B. Fill in the blanks:**

- (a) goods (b) Sellers (c) business  
(d) E-Commerce (e) Buyers

**C. Write True of False:**

- (a) False (b) True (c) True (d) False  
(e) True

**D. Answer the following questions:**

- (a) Electronic commerce means doing business online, or selling and buying product and services through web store fronts whereas the use of computer is a primary tool to perform basic business operations, the internet is the primary communication made for electronic commerce. To provide foundation to this commerce, the electronic data interchange EDI is a strategical means.
- (b) Seller are the people who offer goods and services to buyers. Sellers are generally recognized in two different forms : retailers who sell directly to consumers, and wholesalers or distributors who sell to retailers and other businesses.
- (c) **Four types of E-commerce have been defined. They are:**

Business	Consumers
<b>Business-to-Business (B2B)</b>	<b>Consumer-to-Business (C2B)</b>
1. Transactional : Eurooffice	1. Priceline
2. Relationship-building: BP	2. Consumer-feedback, communities or campaigns
3. Media Owned : Emap business Publication	
4. B2B marketplace : EC21	

**Business-to-Consumer (B2C) Consumer-to-Consumer (C2C)**

- |   |                                 |
|---|---------------------------------|
| 1. Transactional : Amazon                       | 1. eBay                         |
| 2. Relationship-building: BP                    | 2. Peer-to-Peer (Skype)         |
| 3. Brand-building: Unilever                     | 3. Blogs and communities        |
| 4. Media Ownedr: News Corp                      | 4. Product recommendations      |
| 5. Comparison intermediary : Kelkoo Pricerunner | 5. Social network: MySpace.Bebo |

- (d) **(i) Business-to- Business (B2B) :** Business-to-Business or B2B E-commerce refers to companies selling to other companies.

**Example :** Covisint.com, EDI, EFT.

**(ii) Consumer-to-Consumer (C2C) :** Consumer-to-Consumer (C2C) E-commerce refers to auction sites where individual consumers put up items and other individual consumers big for it.

**Example :** Sites such as eBay, yahoo, Auction, etc.

- (e) A few sites where you can shop online-
1. <https://flipkart.com>
  2. <https://amazon.com>
  3. <https://snapdeal.com>
  4. <https://voonik.com>
  5. <https://homeshop18.com>
- (f) Do yourself.

### **Formative Assessment-IV**

Do yourself.

### Chapter-10 : Internet Services

**A. Multiple choice questions (MCQs):**

- (a) (iii) (b) (i) (c) (ii) (d) (iii)

**B. Fill in the blanks:**

- (a) Microblogging (b) forum  
(c) SkyDrive (d) Text, audio and video  
(e) blog (f) Sign out

**C. Write True or False:**

- (a) False (b) True (c) True (d) False  
(e) True (f) False

**D. Answer the following questions:**

- (a) Microblogging is a new form of communication in which users can share their thoughts via short posts distributed by SMS (short messaging service), mobile phones, emails, digital audio or the web. Some of the most notable services are Twitter, Tumblr, Plurk, Jaiku, etc.
- (b) Cloud is defined as the set of hardware, network, storage, interfaces and services, combined together to deliver different aspects of computing as a service over a network or Internet.

Applications, such as e-mail, web conferencing, customer relationship management (CRM), all run in cloud. GoogleDocs, Microsoft OneDrive, Dropbox, etc. are some of the common examples of free or low-cost online storage for users.

Cloud Computing refers to manipulating, configuring, and accessing the application online. Moreover, this technology is making our business application mobile and collaborative.

- (c) Text, audio and video communication can happen in real time (on-line) on the web. These capabilities allow people to conference and collaborate in real time.
- (d) Skype is one of the most popular applications or Voice-over-Internet Protocol (VoIP) services. It allows you to do instant messaging and make voice and video calls to fellow skype users on the Internet for free. you can even call people abroad on their phones or cell phones or cell phones or cell phones on fairly affordable rates.

Basic requirements of skype-

1. You must have high speed internet connection.

2. You should have speakers or headphones and a microphone.

- (e) A blog is an easy-to-create web site that allows users to share their thoughts with the world. The word "blog" comes from "Weblog", because a blog consists of a signed and dated log of individual postings. The topic of the blog can be anything from personal to professional. A blog is what you make of it.
- (f)
  - (i) Voice-over-Internet Protocol
  - (ii) Short Messaging Service
  - (iii) Customer Relationship Management

### **Summative Assessment-II**

Do yourself.

### **Project**

Do yourself.







