Quick Start 5

Teacher's Resource Book

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1 Evolution and Development of Computer

In this chapter, you will learn about the Input and Output devices and their use.

☞ **Teaching Objectives:**

Introduction to computer

- Input devices (Keyboard, Mouse, MIC, Light pen)
- Output device (Monitor, Printer, Speaker)
- Processing devices (CPU)
- Storage devices (HDD, Pen drive, CD, DVD)
- Memory (RAM, ROM)

Teaching Tips:

While teaching this chapter, tell your students that computer is an electronic device that take input from the user, process it and give meaningful output and make our work easy. It mainly perform 4 jobs- Input, processing, output and storage.

Explain them about all types of Input devices, output devices, storage devices with their examples.

Also tell your students about processing. In processing tell them about ALU, CU, Memory. Also explain IPO cycle.

☞ **Ask the students some questions about:**

- What is computer? And write its uses in different fields.
- What is Input? Explain any 4 Input devices.
- What is output? Give example.
- What is processing?
- Write the function of ALU, CU.

Evaluation:

After explaining the chapter, tell your students to write short notes of input, output and storage devices. Tell them to do the course book exercise. After solving course book exercise tell your students to solve the questions given in the worksheet.

Worksheet - 1

Name:_____ **Class:** _____ **Date:**_____

A. Make a list of input, output and storage device:

Input	Output	Storage
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Read the clue and answer the following:

1. It is a multipurpose machine.
2. It is called heart/brain of computer.
3. It is used to enter data or instructions into the computer.
4. It stores the information temporary or permanently.
5. It controls all the operations of the computer.

C. Explain the following terms:

1. RAM   2. ROM   3. ALU
4. CU   5. CD/DVD.

D. Complete the following sentence:

1. It store all the software and data. It is fixed inside _____.
2. DVD is a portable device that store large _____.
3. It is a board present inside the CPU box on which processor and other components are placed is called _____.
4. The device that is use to take a result on a piece of paper is called _____.
5. The part of computer which is use to take decision and perform all calculation are called _____.

A. 1. The early man use stones, sticks, bones and pebbles to calculate.

2. The Abacus was the first mechanical calculating device which was invented by Chinese inventor, Tim Cranmer.

3. Charles Babbage is known as father of modern computer.

4. (1) Desktop, (2) Laptop

5. I use desktop computer.

B. 1. (a) stones   2. (b) Abacus

3. (a) 1617   4. (a) Difference Engine

5. (a) Tabulating machine

C. 1. Before the invention of computers people use stones, sticks, bones and pebbles to count anything. They start using Abacus, after that Analytical engine and Tabulating machine for counting.

2. Abacus was the first mechanical calculating device which could perform simple calculations like addition, subtractions, multiplication and division.

3. In the year 1822 Charles Babbage developed a machine called Analytical engine or difference engine which could perform simple mathematical operations.

4. The tabulating machine was developed by an Army engineer Herman Hollerith. This machine worked using electric power. It could perform task very easily quickly and efficiently. It was used to calculate population of US in 1890-91.

5. In the year 1984 IBM company introduced first personal computer called PC-AT (Personal Computer-Advanced Technology). It was smaller in comparison with other computers and faster as well. It could perform calculation without mistake.

6. (a) Desktop - These computers are easily kept on the desk. They are widely used in homes, schools and office.

(b) Laptop - The are smaller than desktop. They have inbuilt keyboard and CPU. They have touch pad mouse. They run on battery and can easily carried any where while traveling.

(c) Hand held computers - They are smaller than laptop and are known as PDAs. They have limited features and can be carried in pockets.

Answers of Worksheet - 1

A. Input Devices:- Keyboard, Mouse, Scanner, MIC.

Output Devices:- Printer, Plotter, Speaker, Projector.

Storage Devices:- Hard disk, Pen Drive, CD, DVD.

B. 1. Computer   2. CPU   3. Input devices

    4. Storage device   5. CU (Control unit)

C. 1. RAM   - Random Access Memory. It is volatile.

    2. ROM   - Read only Memory. It is permanent.

    3. ALU   - Arithmetic and Logical unit. This unit is responsible for all mathematic and logical work.

    4. CU   - Control unit. This part of CPU is responsible to control all operations inside the computer.

    5. CD/DVD - Compact Disk/ Digital Video Disk, storage device use to store data.

D. 1. Hard Disk   2. CD/DVD/Pen drive   3. Mother board

    4. Printer   5. Control Unit (CU)

2 Personalizing Windows 7

In this chapter, you will discuss features about Windows Operating System 7 like desktop, files and folders.

☞ **Teaching Objectives:**

Introduction to OS (Operating system) and windows 7 (OS).

● Features of windows 7.

● Understanding files and folders.

● How to create file/folders.

● Various components of windows 7.

Teaching Tips:

While teaching this chapter, tell the students, computer system consist of three components Hardware, software and live ware. The operating system is like a driver in the car, as no car in the world run without a driver, in the same way no computer in the world can run without an operating system. Example, windows 7, Dos, UNIX.

Tell them about windows 7 OS is a single user, multitasking and user friendly operating system which is very popular worldwide.

☞ **Ask the students some questions about:**

● What is operating system?

● Name 3 OS other than windows?

● What is graphical user Interface (GUI)?

● What is Desktop?

● What are the Components of windows 7?

Evaluation:

After explaining this chapter, let the students do course book exercise given at the end of the chapter. Also tell your students to solve the questions given in the worksheet.

Worksheet - 1

Name: _____   **Class:** _____   **Date:** _____

A. Read the clue and answer the following:

1. It is the first screen appear after turning on the computer _____.

2. It is like a bag which contains a group of files _____.

3. It is located at the top of the window, display the name of the program _____.

4. It shows all the programs, files and folders available in the current window_____.

5. This button is located on the top right corner of windows and use to hide the windows_____.

B. Circle the correct option:

1. Microsoft windows is a GUI/CUI based operating system.

2. An operating system is a master program designed to edit/close/run other program.

3. Desktop is the side/middle/first screen that appear after switching on the computer.

4. File is a collection of data/picture/songs.

5. Folder is referred as the container of more then one files/Icons/pictures

C. a) Write the steps to create a folder.

b) Write the steps to change wallpaper.

D. Complete the following:

1. F _ L _ E R.   2.   T A _ _ B A R.
3. M _ C _ _ S O T.   4.   T _ T_ L _ _ A R.
5. W _ N D _ _S

E. List various components of windows.

A. 1. Windows 2. Wallpaper 3. Auto arrange

4. Gadget options

B. 1. Operating System: An operating system is a system software that manages computer hardware and software resources and provide common services for computer.

2. Features of windows OS are:

a) It is a GUI (Graphical user interface) OS.

b) Multitasking (Many task can be open at a time)

c) It handles input and output to and from hardware devices such as hard disk.

C. 1. Changing the Mouse Pointer

a) Right click on the desktop and select personalise option.

b) Click on change mouse pointer.

c) Select the mouse pointer you like. Click on Apply.

2. Changing Date and Time:

a) Click on the date and time on the extreme right of task bar.

b) Click on change date and time tab.

c) Click on date and time button, set the correct date, time , press Ok.

3. Changing Icon image:

a) Right click on desktop, choose personalise.

b) Click on change desktop icon.

c) Click to select any one icon, click change icon.

d) Click on any one image.

e) Press Ok.

Answers of Worksheet - 1

A. 1. Desktop 2. Folder 3. Title bar

4. Navigation Pan 5. Minimize

B. 1. GUI   2. Run   3. First screen
    4. Data   5. Files

C. a. 1. Write click on the place where you want to create folder.
        2. Select New, click on folder.
        3. Write the Name of the folder.
        4. Press Enter.
    b. 1. Right click on the Desktop
        2. Select personalize form the list.
        3. click on wallpaper which you want to set.
        4. click on Apply, OK.

D. 1. FOLDER   2. TASKBAR   3. MICROSOFT
    4. TITLE BAR   5. WINDOWS.

3 Advanced Features of MS Word

In this chapter, you will learn about selecting, Renaming, deleting folders and files.

☞ **Teaching Objectives:**

● Selecting folder and files.

● Copying a file/folder

● Renaming a file/folder.

● Deleting a file/folder.

● Searching a files/folder in windows 7.

Teaching Tips:

While teaching this chapter, tell your students about files and folders. Explain them about the advantages of using a folder to store related files. It become easy to find the files it stored in a folder. Tell them to create a folder School then enter into the folder and create 3 sub folder like Staff, Office and Library. Then create 3 files in each folder. After creating those files change the name of those files and also delete one from each folder.

Evaluation:

After explaining the chapter, tell your students to write short notes of input,output and storage devices. Tell them to do the course book exercise. After solving course book exercise tell your students to solve the questions given in the worksheet.

Worksheet - 1

Name: _____ **Class:** _____ **Date:** _____

A. Read the descriptions and write their commands:

1. Shortcut Command to cut file/folder _____.
2. Shortcut Command to copy file/folder _____.
3. Shortcut Command to delete file/folder _____.
4. Shortcut Command to paste file/folder _____.
5. Shortcut Command to close window _____.

B. Short answer type questions:

1. Write the steps to Create a folder.
2. Write the steps to Delete a folder.
3. Write the steps to Rename a folder.

C. Read the clue and answer the following:

1. The deleted files or folder goes to _____.
2. We can search any file or folder by using _____ option.
3. The folder inside any folder is called _____.
4. We can delete any file by pressing _____ key if selected.
5. We can come out or move one step back by pressing _____ key directly.

A. 1. Insert tab   2. Illustration   3. ClipArt task pane

     4. Internet explorer 10.

B. 1. By using insert tab we can: a) Insert pictures

     b) Insert clip art, smart graphics   c) Insert word art, shapes, charts   d) Insert border

     2. The clip art are ready made pictures available in the word/power point. They are arrange in different categories. They make our document more creative and attractive.

     3. The word art is an option in MS Word that is used to insert attractive text in a document. By using word art we can write text in different style and more eye catching way.

C. 1. Steps to change shape of picture:

     a) Select the picture, click on format tab.

     b) Click the picture shape icon, a pop up menu open up

     c) Left click a desired shape to apply it.

     2. To insert clip art:

     a) Click on Insert, select clip art from Illustration

     b) In search box type keyword related to clip art you desire

     c) Click go, select the image you want to insert, press enter/ Ok.

     3. Steps to add word art:

     a) Click the word art button in the text group, click on Insert - Word art gallery

     b) From word art gallery, select desired style

     c) Type your text in the text box

     d) Click Ok.

     4. To crop an image:

     a) Select the image

     b) Click on format tab

     c) Click the crop command. The black crop handle appear.

     d) Drag handle to crop image

e) Click the crop command to deselect the crop tool.

Answers of Worksheet - 1

A. 1. Ctrl + x   2. Ctrl + c   3.   Delete button from key board.
   4. Ctrl + v   5. Alt + f4
B. 1. a) Click on the place where folder is to be created
   b) Right click select New - Folder
   c) Write the name of the folder
   2. a) Select the folder which you want to delete
   b) Right click and select delete option or press delete key
   3. a) Select the folder which you want to rename
   b) Right click and select rename from the list
   c) Give new name to the folder. Press Enter.
C. 1. Recycle bin   2.   Search option   3.   Sub folder.
   4. Delete key.   5.   Back space

4 Inserting Tables in MS Word

In this chapter, you will know about some new about MS-Word like editing, inserting, deleting and copying text.

☞ **Teaching Objectives:**

Students will know:

- Starting MS-Word.
- Typing and Editing text.
- Deleting text.
- Copying text.
- Moving text.

- Spelling and Grammar
- Finding and Replacing text.
- Using Thesaurus.
- Undo and Redo.
- Find and replace text.

Teaching Tips:

While teaching this chapter, tell the students that Microsoft Word is a powerful word processor. Word processor is a software that help us to type, edit and format text.

Explain the students, how to open MS-word, then how to edit, format and delete text.

☞ **Ask the students some questions about:**

- What is MS-Word/Word processor?
- What are the different parts of MS-Word Window?
- What is spell checker and Grammar.
- What is thesaurus in MS-Word?

Evaluation:

After explaining the chapter, let the students do course book exercise. After that tell them to do the worksheet also. Give them assignment which including inserting text, edit text, deleting text and use thesaurus and spelling and grammar. And also find and Replace text.

Worksheet - 1

Name:_____   Class: _____   Date:_____

A. Read the clue and answer the following:

1. MS word is a powerful _____.
2. To change any attribute of text it must be _____first.
3. To shift the text from one place to another_____.
4. The feature that provide you synonyms and antonyms is _____.
5. To cancel the last few action _____.

B. Explain the following:

1. Undo and Redo -   2. Find ans replace -
3. Status bar   -   4. Document Area -
5. Title Bar   -

C. Write the short for the following:

1. Undo.   2. Cut and paste.
3. Find and Replace.   4. Deleting Text.
5. Copying Text.

D. Write the steps for:

1. Moving text   2. To find and Replace

A. 1. Insert   2. Insert Right   3. Cell   4. Data

B. 1. → Right Arrow   2. Home Key

      3. ← Left Arrow   4. Formula in data group

      5. ↑ Up Arrow

C. 1. False   2. True   3. True   4. False

D. 1. Column –   The collection of vertical field is called a column.

      2. Row   –   The horizontal data (field) is called row.

      3. Cell   –   A cell is a rectangle box which is formed by the intersection of row and column.

E. 1. a) Click on Insert tab on the Ribbon, select table click on Insert table.

        b) In Insert table dialog box, enter number of row and columns you want in table.

        c) Click on Ok.

      2. Steps to solve mathematic expression:

        a) Click the layout tan, click in required cell to obtain result.

        b) Click on formula from data group, the formula dialog box is displayed.

        c) Write the mathematical expression in formula box.

      3. Combining two or more cell in the same row or column into a single cell is called merging.

      4. Breaking up a single cell into multiple cell in a table is called splitting of cell. This is the reverse of merging.

      5. Steps to add border and shading: a) Click on design tab

        b) Click on Borders from the table style group

        c) Click on Border and shading from drop down menu.

        d) Choose the style, colour and width of the Border

        e) Click Ok button.

Answers of Worksheet - 1

A. 1. Word processor   2. Selected   3. Move

     4. Thesaurus.   5. Undo

B. 1. Undo and Redo - Undo - to cancel the last action.

                        Redo - to Repeat the last action.

     2. Find ans replace - This option is use to find any word and replace command is use to replace that word in place of that. Shot cut to find and replace is - Ctrl + H

     3. Status bar - It is found at the bottom of the MS-Word window. It shows the detailed information of document like page number, current number of line, character etc.

     4. Document Area - It is the largest area just below the ruler, where user type the text.

     5. Title Bar - It display the name of program and the name of document.

C. 1. Ctrl + Z   2. Ctrl + X, Ctrl + V   3. Ctrl + H

     4. Delete key.   5. Ctrl + V.

D. 1. i. Select the text you wish to move.

         ii. Click the cut button in the clip board group.

         iii. Place the cursor, where you want to write it.

         iv. Click the paste button (Ctrl + V) in the clip board group.

     2. i. Click on find and replace button in editing group, find and Replace dialog box will appear.

         ii. Type the word you want to find.

         iii. Click on find and type the word to find.

         iv. Click on Replace tab and type the word you want to replace with.

         v. Click on Replace button.

5   MS Excel 2007

In this chapter, we will know about spread sheet packages. We will also discuss about MS-Excel.

☞ **Teaching Objectives:**

● MS-Excel.
● Exploring the Excel Environment.
● Adding Commands to the Quick Access tool bar.
● Creating a workbook
● Save a workbook.
● Entering Data into Worksheet
● Manipulating Data.
● Creating simple formula.

Teaching Tips:

While teaching this chapter, tell the students that MS-Excel is an application software. That help us to store and analyse data. It arrange data in form of row and column. Once data is saved in form of worksheet, you can make chart and graphs from the data and convey more meaningful information. MS-Excel is very useful for those who maintain account of sales, bill or do mathematical calculations. It is useful for teachers to organize data (mark sheet).

Explain the students the feature of MS-Excel 2007, How to start MS-Excel, Spread sheet, basic parts of spreadsheet, creating new workbook, entering data in the worksheet and saving a workbook.

Evaluation:

After explaining the chapter, let the students do course book exercise given at the end of the chapter. Tell the students to solve the questions given in the worksheet.

Worksheet - 1

Name:_____ Class: _____ Date:_____

A. Read the clues and answer the following:

1. Electronic spreadsheet program that can be used for storing, organizing and manipulating data _____.
2. The panel at the top of the document having seven tabs _____.
3. It is the intersection of row and column _____.
4. It is use to enter and edit data _____.
5. It is after cell a work book _____.

B. Explain the following:

1. Worksheet   2. Formatting   3. Active cell
4. Formula   5. Title bar

C. Write the component of MS-Excel.

D. Write the steps to start MS-Excel.

Step 1_____ Step 2_____ Step 3_____
Step 4_____

E. Write the steps to save a workbook.

Step 1_____ Step 2_____ Step 3_____
Step 4_____

F. Match the following:

A	B
a) Page on which we are currently	Grid lines
b) Excel file	MS- Excel
c) Worksheet window	Work book
d) Application Software	Excel worksheet
e) Vertical and Horizontal lines	Spread sheet

A. 1. A1   2. Document   3. All of these
    4. Shift Tab.   5. + Sign

B. 1. True   2. False   3. True
    4. False

C. 1. Ms-Excel is an electronic spreadsheet program that can be used for storing, organising and manipulating data.

    2. The 3 component of an excel windows are:

        a) Ribbon   – The ribbon is the panel at the top of the document. It has seven tabs Home, Insert page layout, Formulas, Data Review and View.

        b) Scroll bar – The horizontal and vertical scroll bar helps the users to move up and down and also to move left and right in the worksheet.

    3. A spreadsheet is an electronic document that stores various type of data and perform various operations on them. There are horizontal row and vertical column in a spreadsheet. An excel spreadsheet can contain multiple worksheet in rolled form.

    4. a) Cell - A cell is where the row and column intersect.

        b) Cell address - The cell address is the named location contain column name and row number like A5.

D. 1. Click in the cell where you want to enter the data begin typing.

    2. To create workbook:

        a) Click the Microsoft button

        b) Click New, choose Blank Workbook

        c) Click Create option

        d) Enter the data, click on Save, give the name.

    3. To select data

        a) Click the mouse button from where you want to select the data.

        b) Without release the mouse button dra it till the end of the data you want to select.

c) Release the mouse button.

4. To add two numbers:

a) Click on cell and write 1st number, click on next cell write 2nd number.

b) In next cell write the formula to add first and second number.

E.g., A1 [10] B1 [20] C1 [1+A1+B1] ⟵⏋

Answers of Worksheet - 1

A. 1. MS-excel 2. Ribbon 3. Cell
   4. Formula bar 5. Excel file

B. 1. Worksheet - It is a single page of spreadsheet
   2. Formatting - This is a feature of MS-excel which improve the appearance of the data.
   3. Active cell - It is formed by the intersection of rows and column. The currently selected cell that appear highlighted with dark black border is an active cell. The data entered in an active cell.
   4. Formula - It includes digits and mathematical symbol. The formula should always start with an equal (=) sign.
   5. Title bar - The title bar is located on the top of window that show the name of the current workbook.

C. 1. Title bar. 2. Menu bar. 3. Formating Bar
   4. Formula bar. 5. Function bar.
   6. Horizontal and vertical bar.

D. Step - Double click on the icon present on the desktop.

OR

Click on start - program - MS-office - Ms-Excel.

E. Step 1 - Click the Microsoft Office button.
   Step 2 - Click Save. The Save As dialog box will open
   Step 3 - Specify the path
   Step 4 - Click save.

F. a) Work book b) MS- Excel
   c) Excel Workbook d) Spread sheet
   e) Grid lines

6 Working in MS PowerPoint

In this chapter you will know about presentation software i.e. MS-Power point.

☞ **Teaching Objectives:**

● What is power point?
● How to start power point?
● How to make presentation in power point?
● Slides, smart art, word art.
● Adding shapes to the slides

Teaching Tips:

While teaching this chapter, tell the students that power point is a complete presentation graphics package. A presentation consist of collection of slides. That are shown sequentially.

Explain and demonstrate your students how to make power point presentation by taking any Example from daily life. Also explain them how to insert Smart art, Word art, Sound and Graphics into the slide.

Evaluation:

After explaining the chapter, let the students do the exercises given at the end of the chapter. After solving the exercise, tell them to do the worksheet. Teachers are advices to help the students.

Worksheet - 1

Name:_____ **Class:** _____ **Date:**_____

A. Read the clue and answer the following:

1. It is a complete presentation graphics package _____.
2. A single page of presentation is called _____.
3. It is made up of series of slides _____.
4. It makes your text more Attractive _____.
5. It is the short cut key to run power point presentation _____.

B. a) Write the steps to create new presentation.

Step 1_____ Step 2_____ Step 3_____
Step 4_____

b) Write the steps to add new slide.

Step 1_____ Step 2_____ Step 3_____
Step 4_____

C. Explain the following:

1. Slide   2. Word art   3. Title bar
4. Status bar   5. Smart art graphic

A. 1. Presentation   2. Format   3. Word art

B. 1. A power point presentation is a collection of slides which contain information in form of Text, Audio, Video, Animation, Graphics etc.

2. To the slide we can add:
   a) Smart art
   b) Word art
   c) Shapes and clip art
   d) Chart and other object
   e) Audio and Video

3. Smart art graphic are a type of Illustration that allow you to visually communicate information that can be added in presentation.

4. Word art is a graphical art that make the text more attractive and eye catching.

C. 1. To add shapes:
   a) Select the graphics. The smart art tool design and format tab appear.
   b) Select a shape in the graphic adjacent above or below where you want to add new shape.
   c) Click the Add shape command in the create graphic group.
   d) Select Add shape before or Add shape after.

2. a) Click on Insert tab in the illustration group, click smart art.
   b) From the category list select any or select all
   c) From the Gallery, select a smart art graphic
   d) Click Ok.

3. a) Click ion Insert tan, Word art - the word art gallery dialog box appear
   b) From the word art gallery select the desired style
   c) A word art text box appear in your document, type the desired text.

4. a) Select the text you wish to modify, the format tab will appear.
   b) Click the text effect command. A drop down menu of option will appear.
   c) Select an option from the list.
   d) Click on apply effect on word art.

Answers of Worksheet - 1

A. 1. MS - power point 2. Slide   3. Presentation
  4. Word art   5. F5

B. a. Step 1 - Start MS - power point
   Step 2 - Click on file tab
   Step 3 - Click on new and select blank presentation under available template and themes
   Step 4 - Click on create.
  b. Step 1 - Click on home tab
   Step 2 - Click on the new slide button. Select the type of slide you want. A new slide is inserted.

C. 1. Slide   - A single page of presentation is called slide.
  2. Word art - Word art are very attractive style of the text that makes our presentation presentable and attractive.
  3. Title bar - It is located at the top of the power point window. It shows the name of the current presentation or the name by which presentation is saved.
  4. Status bar - The bar located at the bottom of the page and shows current aspect of the presentation.
  5. Smart art graphic - They are a type of illustration that allow you to visually communicate information that you might otherwise include in the presentation as text.

7 More on MS PowerPoint

In this chapter, you will know more about MS-power point 2010. We will discuss about clipart, word art, animations etc.

☞ **Teaching Objectives:**

Students will learn advance features of MS-power point like:
● Starting MS-power point.
● Creating and saving new presentation.
● Adding new slide to the presentation.
● Formating text (font, font size, alignment)
● Inserting picture from external source.
● Adding Background, gradient to slide background.
● How to run a slide show?

Teaching Tips:

While teaching this chapter, tell the students that MS-power point is a part of ms-office package. It is a program which allow us to create presentation and also provide us facility to make our presentation more attractive. You can insert clip art or other picture in your slide. You can also apply any picture in the background of the slide. You can write the text using simple text or can insert more attractive text called word art.

☞ **Ask the students some questions about:**
● What are clip art?
● Can we insert any picture in the background of the side, How?
● How many text Alignment are there?

Evaluation:

After explaining the chapter, let the students do the exercise given at the end of the chapter. After solving the exercise tell them to do the worksheet. Meanwhile teachers are advise to help the students in their work..

Worksheet - 1

Name:_____   **Class:** _____   **Date:**_____

A. Complete the sentences:

1. The ready made images that can be added to the presentation to make it more attractive are called _____.
2. The shortcut key to run any presentation is _____.
3. We can align text in 3 ways Left, Right and _____.
4. It is made up of many slides are called _____.
5. Single page of presentation is called _____.

B. Write the steps for the following:

1. Align any text in the center.   2.   Insert any clip art.
3. Apply any picture in the background of the slide.

C. Define the following term:

1. Clip art   2.   Alignment   3.   Background.

A. 1. Slide is the collection of information which you want to communicate to others. It include text, picture, chart, videos, sound etc.

2. Clip art are ready made images that can be inserted on the slide.

3. Yes we can apply solid and gradient background on a slide.

4. Text can be align in 3 ways: a)   Left   b)   Right

c)   Center

Select the text, click on any of the above mentioned tab.

B. 1. Both i and ii   2.   Both i and ii

3. Middle   4.   Ruler.

C. 1. a)   Select the text to be align.

b)   Click on Home tan, select any one of the alignment - Left, Center, Right.

2. a)   Open a presentation

b)   Click any where you want to apply indent

c)   Now move the arrow visible on the ruler to the place till where you want to indent.

d)   The text will be indented.

D. 1. Clip art are the ready made pictures that can be inserted on the slide.

2. The clip art or images can be added to the slide to make the presentation more attractive and appealing.

3. If you feel your slide is looking empty due to background being while, you can add background colour to the slide. We can add colour, gradient, texture to the background.

4. When the format dialog box open following options appear:

a)   Fill –   To fill solid colour or fill gradient or place any picture we can also fill colours in the background.

b)   Picture –   Using this option the picture can be filled in the background.

5. If you wish to add image from an external source:

a)   Open the slide where you want to add picture.

b)   Click on Insert picture from file place holder.

c)   Select the location from where you want to add the folder

d) Click on the picture you want to add

6. a) Open the presentation which you want to run

   b) Click on first slide, click on slide show

   c) Press F5 to run the slide show.

   d) Use ⟵ ⟶ arrow key to move forward or backward.

   e) Keep clicking till you reach to the end.

7. Alignment make the text image to appear neatly and systematically. The text can be align in 3 ways.

   a) Left   b) Right   c) Center

Answers of Worksheet - 1

A. 1. Clip art.   2. F5.   3. Center.

   4. Presentation.   5. Slide.

B. 1. Step 1 Open any presentation.

   Step 2 Select the text that you want to align

   Step 3 Click on Home tab.

   Step 4 Click on center Align tab.

  2. Step 1 Open the slide in which you want to add clip art.

   Step 2 Click on the clip art place holder in Insert tab, clip art pane appear on Right side.

   Step 3 Type the name or click on the clip art which you want to add.

   Step 4 Click on Go. The search related to the type word appear.

   Step 5 Move the mouse pointer on the clip art image you want to insert.

   Step 6 Click the down arrow of the image.

   Step 7 Click on Insert, image will be inserted.

  3. Step 1 Open the presentation to which you want to apply background.

   Step 2 Click on design tab.

   Step 3 Click on the format background button.

   Step 4 Select the slide in which you want to apply the background.

Step 5   Select picture or texture fill.

Step 6   Choose the image that you want to insert as background.

C. 1.   Clip art :-   A clip art is a ready made image that can be added to the slide to make the presentation more attractive and appealing.

2.   Alignment :-   Alignment means to place the text or image either to the Left, Right or Center. Alignment makes the text and images to appear neatly and systematically.

3.   Background :- The colour at the back of side of slide is called background. Normally it is white colour but we can set any colour or texture or image in the background.

8 Text and Picture Animation
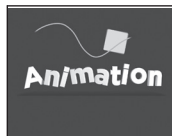
Animation

In this chapter you will know about advance features of MS-power point like animation, transition etc.

☞ **Teaching Objectives:**

In this chapter student will learn:
● Adding Animations to the slide.
● Adding Transition to the presentation.
● Modifying transitions.
● Advancing to the slide.

Teaching Tips:

While teaching this chapter, tell your students about the importance of the animation and transition in your presentation.

☞ **Ask the students some questions about:**

● What is Animation?
● How the animations makes your presentation more beautiful?
● What is Transition?
● Can be use sound in slide transition?

Evaluation:

After explaining this chapter, tell your students to do the exercise given at the end of the chapter. After that tell them to solve the worksheet provided. Teachers are advised to guide and help them.

Worksheet - 1

Name:_____   Class: _____   Date:_____

A. Read the clue and answer the following:

1. It determines how your presentation moves from one slide to the next _____.

2. These are the pictures that can be inserted in to the slide _____.

3. It provides a variety of options for designing and formatting a presentation_____.

4. Design theme were first introduced in _____.

B. Explain the following terms:

1. Animations.
2. Transition.
3. Templates.

C. List any five animation effect in power point.

D. Write the steps for the following:

1. Adding transition.
2. Setting sound to the transition.

Answers of the Textbook

A. 1. All of them   2. Exit animation   3. Transition

    4. Transition Effect

B. 1. The animation means any kind of movement on the slide. The animation are used to draw the audience attention to specific content or make the slide easier to read.

    2. a) Entrance animation – This animation is use when one slide change and another slide appear. How the change appear is entrance animation.

       b) Emphasis animation – Draw attention to the selected item while the slide is displayed.

       c) Exit animation – Change the way the selected item disappear from the slide.

    3. Transition determine how your presentation moves from one slide to the next.

      Steps to apply transition are:

      a) Select the slide you wish to modify

      b) Select the animation tab.

      c) Locate the transition to this slide group by default to transition is applied.

      d) Click on drop and down arrow to display all transition.

      e) Click a slide transition effect to apply it.

    4. a) i. Appear   ii. Blinds   iii. Box

      b) i. Blast   ii. Flash Bulb   iii. Grow/shrink

C. 1. To add Animation to the slide:

      a) Select the text or object which you want to animate.

      b) Click the Animate drop down button in the Animation group to see animation options for selection.

      c) Move your cursor over each option to see a live preview.

      d) Click on option to select it.

    2. To apply a Transition to one slide:

      a) Select the slide you wish to modify.

      b) Select the Animation tab.

      c) Locate the transition to this slide group. By default no transition is applied.

d) Click the more drop down arrow to display all the transition effect.

e) Click the slide transition effect to apply it to the selected slide.

3. To set slide transition sound:

a) Apply a slide transition effect to a slide.

b) Click the transition sound drop down menu in tab the transition to this slide group on the animation.

c) Select a sound to apply to the selected slide.

Answers of Worksheet - 1

A. 1. Transition.   2. Clip art

    3. Designing tab   4. Power point 2007

B. 1. Animations :- Means illusion of movement when the film is shown as sequence. It is the process of making the illusion of motion by means of rapid succession of sequential image.

    2. Transition :- Transition determines how your presentation moves from one slide to next. We can add sound to a transition and also control it's speed.

    3. Templates :- It is a pattern or blue print of a slide or group of slide that you save as a file. Templates can contain layout, theme, color, effect etc.

C. 1. Entrance animation effect   2. Emphasis animation effect.

    3. Exit animation effect.   4. Motion path animation effect.

    5. Circular motion animation effect

    6. Wipe animation effect.   7. Fly in animation effect.

D. 1. a) Select slide you want to modify.

       b) Select the animation tab, select the animation from the list.

    2. a) Select the slide you want to set transition.

       b) Click the Transition sound. Drop down menu in the transition to this slide group on the animation tab.

       c) Select the sound from the list.
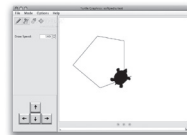
9   Logo Procedures

In this chapter you will know about logo procedure.

☞ **Teaching Objectives:**

● Logo procedures.
● Create and Execute logo procedure.
● Loading a procedure.
● Saving a procedure.
● Viewing the content of procedure.

Teaching Tips:

While teaching this chapter, tell the students that logo is a programming language that is use to draw shapes and figures. In logo, to reduce the effort of writing the commands again and again, We can use procedures. A procedure is a set of commands to perform a particular task. It is assigned a name and always called or run using same name.

Explain the students about three parts of the procedure. Also tell them how to create and Run (call) the procedure.

☞ **Ask the students some questions about:**

● What is Logo?
● What is a procedure in Logo?
● What are the advantages of writing a procedure?
● What are the different parts of a procedure?
● How to Create, Load and Execute a procedure?

Evaluation:

After explaining this chapter, let the students do the exercise given at the end of the chapter. After that exercise is done tell your students to solve the worksheet given with the book. The teachers are advised to be with the students and help them in solving the questions.

Name:_____   Class: _____   Date:_____

A. Read the clue and answer the following:

1.   Logo has small/ Big turtle that moves according to the command given and draw the shape.

2.   A procedure is a set of commands to perform any task/particular task.

3.   Last line of every procedure is start/END which denotes the end of the procedure.

4.   One of the rule for naming the procedure is Name CAN/CANNOT be any logo command.

5.   BYE/EXIT is use to come out from the procedure.

B. Answer the following:

1.   What are the Rules for naming the procedure?

2.   What are the different part of a procedure?

3.   Write the steps to delete any procedure.

C. Write a procedure to draw square.
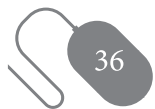
Answers of the Textbook

A. 1. Three   2. All of these   3. Load
    4. Erase   5. Enter

B. 1. False   2. False   3. True
    4. True   5. False

C. 1. A procedure is a set of commands to perform a particular task. It is assigned a name.

    2. The three parts of logo procedure are:

      a) Title – The title is the first line. It indicate the name given to the procedure. It begin with the word 'To'.

      b) Body – It is the segment that contain the command to draw the desired figure.

      c) End – Last line in every procedure is the word 'END' which means end of the procedure.

    3. Rules for naming a procedures:

      a) The name of the procedure can have alphabet, number and symbol.

      b) The name cannot have blank space.

      c) The name cannot be a logo command.

    4. To permanently save your procedure, choose File –> Save as from the menu bar, provide the name to the file.

Answers of Worksheet - 1

A. 1. Small.   2. Particular.   3. End.
    4. Cannot.   5. Exit.

B. 1. Rules for naming the procedure are:

      a) The name of a procedure can have an alphabet, a number, or any procedure.

      b) The name cannot have a blank space.

      c) The name cannot be any logo command.

    2. The different parts of a procedure are-:

a) Title - This is the first line of the procedure which indicate the name of given procedure.

b) Body - It is the segment which commands to draw the desired figure.

c) End - Last line in every procedure is the word End. Which denotes the end of the procedure.

3. The steps to delete any procedure:

a) To erase a procedure just type Erase procedure name.

b) ERASE Square ⬅—⎦ (press enter)

C. 1. Click the Edall button or type Edit "Square". The editor window appears.

2. Use the Enter key to create some blank lines between the words "to" and "end". Use these blank lines to type all of your Logo commands. Commands for drawing SQUARE : FD 50, RT 90, FD 50, RT 90, FD 50, RT 90, FD 50.

3. Type 'End' when all Commands have finished, the procedure called Square gas been created.

10 Creating Algorithm and Flowchart
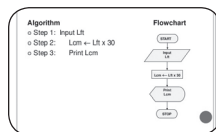
In this chapter you will know about the flow charts.

☞ **Teaching Objectives:**

Students will learn about Algorithm and flow chart.
- Algorithm.
- Flowchart.
- Creating a flowchart.
- Steps involved in a Algorithm.
- Advantages of using Algorithm and flow chart.

Teaching Tips:

While teaching this chapter, tell your students that "an algorithm is a representation of a solution to a problem" and flow chart is a type of diagram that represent an algorithm, work flow or process, showing the steps in form of boxes of various kind and their order by connecting them with arrows. The algorithm and flow chart both are used in analyzing, designing, documenting and managing a process or program in various field.

☞ **Ask the students some questions about:**

- What is an algorithm?
- What is a flow chart?
- What are the advantages of using Algorithm and flow chart?
- Name the different symbols use in flow chart?
- Write the steps involve in creating flow chart and Algorithm.

Evaluation:

After explaining this chapter, let the students do the exercise given at the end of the chapter. After that exercise is done tell your students to do the worksheet given to them. The Teachers are advise to help them in solving.
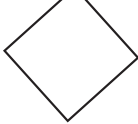
Name:_____ Class: _____ Date:_____

A. Complete the sentence.

1. An Algorithm is a representation of a _____ to a problem.
2. Arrow in a flowchart represent _____.
3. Algorithm always begin with_____.
4. The Algorithm help us to eliminate _____ error in our program.
5. To denotes computational instructions (processing) _____ box is use.

B. Name the following symbol use in flow chart:

1.

2.

3.

4.

C. Circle the correct option:

1. Flow chart use special/common symbol to denotes input/output.
2. Flow chart/Algorithm are a common language use to communicate process.
3. It is a oval/Circular shape use to denotes start and stop process.
4. It is a diagrammatic representation of steps involving in a program Algorithm/ Flow chat.
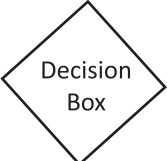
D. Answer the following Questions:

1. What is an Algorithm and what are the advantage of using an algorithm.
2. What is a flowchart? write it's advantage.
3. Write an Algorithm to add 3 Numbers.
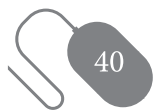
Answers of the Textbook

A. 1. Oval Shape 2. Flow chart 3. Decision Box
4. Start
B. 1. False 2. True 3. True
4. True 5. True
C. 1. An algorithm is a representation of a solution to a problem. The step by step procedure of solving any problem is known as Algorithm.
2. The flow chart are easy to understand diagram showing different steps involve in the process. The pictorial representation of steps involve in solving any problem is called flow chart. They are useful tool for communicating how the process works and make the programming easy.
3. The rules for writing an algorithm are:
a) Give statement no. as 1, 2,... etc. Always begin with start.
b) Write each instruction on a separate line.
c) Write function for each statement in a separate line.
d) Write stop at the end of the algorithm.
4. Advantages of a flow chart are:
a) It is usually much easier to draw a flow chart of a problem and then to write a program.
b) Flow chart are important aid in the development of algorithm itself.
c) Easier to understand than a program.
d) It save time while writing the program.
5.

Start — This is use to mark the beginning and end of the flow chart.

Stop

Processing — This box is use to represent any process.

Decision Box — To show or take decision in any program.

A. 1. Solution   2. Control in a program
   3. Start   4. Logical
   5. Process box
B. 1. Start and stop.   2. Decision box.
   3. Input and output box.   4. Flow lines.
C. 1. Special.   2. Algorithm.
   3. Oval.   4. Algorithm.
D. 1. The step by step procedure of determining the objective is know algorithm. It is a step wise representation of solution to a problem.

Advantages: a) They are easy to understand and implement.

             b) They describe the steps that should be taken to solve the problem.

             c) they help to eliminate any logical problem.

   2. The flowchart is a graphical representation of any algorithm. It is a diagrammatic representation of the steps taken to solve any problem.

Advantage: a) It is usually much easier to draw a flow chart of a problem then to write a program.

             b) Flowchart are an important aid in the development of a algorithm it self.

             c) independent of any programming languages.

             d) It same time while writing a program.

   3. 1. Start   2. Input number 1   3. Input number 2
      4. Input number 3   5. Add 3 numbers   6. print the Result
      7. Stop.

11 Emailing through Internet

In this chapter you will know about Internet and E-mail.

☞ **Teaching Objectives:**

Students will learn about:
● Internet.
● Requirement for an Internet connection.
● E-mail.
● How to use an E-mail program.
● Creating E-mail, sending E-mail.
● Adding attachment with E-mail.

Teaching Tips:

While teaching this chapter, tell your students that Internet is a network of network in which millions of computer are interconnected with each other and can share their resource. The Internet provides many useful services each with it's own distinct feature and purpose. The world wide web, Electronic E-mail, file transfer protocol, chat, instant messaging.

Explain the students about the Internet, E-mail and web browsers.

☞ **Ask the students some questions about:**

● What is an Internet?
● What are Web browser?
● What is E-mail?
● What are the advantages of using E-mail?

Evaluation:

After explaining the chapter, let the students do the exercise given at the end of the chapter. After that exercise is over tell yours students to do the worksheet provided with the book. The teachers are advised to help the students to solve the worksheet.

Worksheet - 1

Name:_____   Class: _____   Date:_____

A. Complete the sentence.

1. Sent and Receive E-mail, user must have _____.
2. Gmail is a free email services provided by _____.
3. To send E-mail Recipient email id is provided_____.
4. _____ is in fact, the biggest network of computer in the world.
5. Internet Explorer is one of the example of _____.

B. Write the full form of:

1. Email   2.   www.   3.   Gmail.
4. URL.   5.   Http.

C. What are the Requirement for an Internet?

D. Write the steps to launch or open your Browser.

E. Read the clue and answer the following:

1. It is a collection of related pages _____.
2. It consist of all the public websites connected to the Internet world wide _____.
3. It is a software application designed to find hypertext document on the web _____.
4. It connect thousand of network and hundreds/millions of user around the world _____.
5. The first page of every web side is called _____.

Answers of the Textbook

A. 1. User name and server name/host name.

2. User name   3. Host name

4. author.xxx@gmail.com   5. E-mail.

B. 1. False   2. False   3. True

4. True   5. True

C. 1. Internet is the biggest network of computer in the world. It is a technology which connect millions of computer across the world by means of cable. Telephone wise or other media.

2. To connect to the Internet we need:

     a) A computer   b) Cable and DSL modem

     c) Router   d) Internet connection

     e) Web browser software

3. The full form of E-mail is electronic mail. It is a way to send and receive message across the world through Internet. It is one of the cheapest way to send and receive digital message.

4. Some popular e-mail service provider:

     a) Rediffmail.com   b) yahoo.com   c) gmail.com

     d) hotmail.com   e) sify.com

Answers of Worksheet - 1

A. 1. Email Account   2. Google   3. To

4. Internet   5. Internet software

B. 1. Email   -   Electronic mail

2. Www   -   World wide web.

3. Gmail   -   Google mail

4. URL   -   Uniform Resource Locator

5. Http   -   Hypertext transfer protocol

C. Requirement for an Internet connections are:

1. A computer.   2. Cable or DSL Modem

3. Router.   4. An Internet Connection

5. Web Browser.

D. Step 1 -   Click the start button on the windows task bar. The start menu opens.

Step 2 -   Click on all program. When the program submenu opens, find the name of your browser and click it.

E. 1.   Web site   2.   World wide web   3.   web browser

4.   Internet   5.   Home page.