Quick Start 7

Teacher's Resource Book

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1 File Management in Windows 7

In this chapter, student with learn about the file management in windows.

☞ **Teaching Objectives:**

Student will learn:

- File management.
- Creating a folder.
- Selecting file and folders.
- Copying and moving files and folders.
- Renaming and deleting files and folders.

Teaching Tips:

While teaching this chapter, tell your students different ways of managing the files and folders in windows 7. It helps us a lot in the file management and make your work easy and fast. It is the ability of an individual to locate your data. When you need, is an essential skill for all. The windows explorer is the software which help us in this work. It is an important tool in an operating system with which we can organise and control the files and folders in the computer. Explain the student about Cut, Copy, Paste, Rename and Delete any files or folders in the computer.

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

- What is the use of windows Explorer?
- What are the different drives in computers?
- What is a folder and a file?
- What is virtual folder?

Evaluation:

After explaining this chapter, let the student do the questions given in the course book, after that tell the students to solve the worksheet questions. Teachers are expected to help the student to solve these questions.

Worksheet - 1

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

A. Explain the following term:

　　1.　Copy　　　　　2.　Paste　　　　　3.　Cut

　　4.　Folder　　　　 5.　Virtual Folder

B. Write the shortcut key for the following:

　　1.　Delete　　　　 2.　Cut　　　　　　3.　Paste

　　4.　Copy　　　　　 5.　Select all file/folder.

C. Write the steps for the following:

　　1.　Copy a file　　 2.　Move a file

A. 1. (c)   2. (a)   3. (c)

     4. (b)   5. (b)

B. 1. Windows Explorer   2. Custom virtual folder

     3. Windows button

C. 1. File management is the most important task in windows 7. File management will allow us to create, select, copy, move and rename files and folders on our computer. It is important because it allow us to organise file in proper way.

     2. The windows explorer is an important tool in operating system. It helps us to organise and control the files and folder of different storage system at our disposal. Such as hard disk drive etc.

     3. Virtual folder is an index in a computer that point to select files and folder within same machine. The windows 7 library feature in a virtual folder to the content on the hard drive.

     4. i) Click on the name of file, which is to be renamed.

       ii) Right click, a pop up menu will appear, select rename option.

       iii) Write new name in place of old name, press OK.

     5. i) Copying - When we copy a file a copy of it is created and when we paste it, a new file will be created at new location. The original file remain at its place and new file also created.

         Moving - When we move a file, the original file is removed form its original place and moved into to new location.

       ii) Contiguous selection - When user select first file and then next and next in a sequence, which they are display in the list is called contiguous selection.

         Non Contiguous Selection - When the user select files randomly by holding control key, like first file Sixth, Ninth, Twelveth file. Sum random selection is called non contiguous selection.

Answers of Worksheet - 1

A. 1. Copy - In this process the original file remain at its place and another copy of it is created at new location. This is used to make duplicate copy of any file.

2. Paste - The cut or copied matter is copied into the memory of computer and when we paste it write that matter at the place of cursor.

3. Cut - This is used when we went to remove any file from its original place and move that file to another location. In this process the original file is deleted and new file is created at new location.

4. Folder - Folder is like a almirah where we keep our files. The folder can be defined as the collection of many files of same type or different type.

5. Virtual folder - It is an index in the computer that point to select files and folders with in same machine.

B. 1. Del key   2. Ctrl + X   3. Ctrl + V

    4. Ctrl + C   5. Ctrl + A.

C. 1. i) Open the drive/folder containing file.

     ii) Select file you want to copy.

     iii) Click on Copy or press (ctrl + c).

     iv) Go to the place/folder where you want to copy and click on paste (ctrl + v)

   2. i) Open the drive/folder containing file.

     ii) Select file you want to move.

     iii) Click on Cut or press (ctrl + X).

     iv) Go to the place/folder where you want to move and click on paste (ctrl + v).

2 Formulas and Functions in MS Excel

In this chapter the student will learn about formulas and functions in MS Excel.

☞ **Teaching Objectives:**

The student will learn about:

- MS Excel and its components.
- Data type in MS Excel.
- Formulas and functions in excel.
- Copying functions.

Teaching Tips:

While teaching this chapter, tell your student that MS Excel contain very important feature like formula and functions by using which we can do any types of calculation quickly within no time. Excel allows the user to use predefine formulas as well as user can create its own formula according to conditions to perform calculation on their data.

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

- What is MS Excel?
- What is Spread and worksheet?
- What is a formula and functions?
- How many types of functions are then?

Evaluation:

After explaining this chapter, let the student do the questions given in the course book, after that tell the students to solve the worksheet questions. Teachers are expected to help the student to solve these questions.

Worksheet - 1

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

A. Read the clue and answer the following:

1. Formula in MS Excel begin with this sing _____.

2. Excel contain built in formulas called _____.

3. _____ function is used for count the number of chosen data items in a range.

4. In Excel _____ are used to calculate result from the worksheet data.

5. By default Excel uses _____ reference.

B. Circle the correct options.

1. In excel formulas are used to calculate/ show result from the worksheet data.

2. Max/Min is use to find largest value.

3. Mathematical/Statistical function calculate the average of a given set of number.

4. Formula in MS Excel begin with */=.

C. Explain the following:

1. Mathematical (Statistical)   2. Date and Time Function

3. Range   4. Conditional formatting

D. Write the step for Autosum.

**E. Data types in Excel.**

A.   1. (b)   2. (d)   3. (a)
    4. (a)   5. (a)

B.   1. False   2. False   3. True
    4. False   5. False   6. True

C.   1. A formula is an expression which calculate the value of the cell. The elements of formula or function are

$$= sum\ (A3 : A2)$$

Equal   Function name   Argument
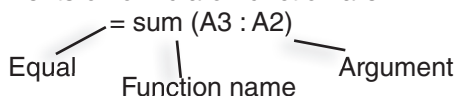
2. The simple formula can be write in the following way:

= cell1 + cell2 + cell3....... ↵

Suppose user want to add number in range B3 to B7 then write

= B3 + B4 + B5 + B6 +B7 ↵

3. The functions are categories into:

   i) Numeric function - The numeric function include sum (), Average (), Max (), Min ().

   ii) Financial Function.

   iii) Date and Time Function - Date (), Time(), Hour (), Today (), Month ().

A.   1. =   2. Function   3. Count
    4. Formula   5. Relative

B.   1. Calculate   2. Max ()   3. Statistical.
    4. =

C.   1. Statistical functions are those functions which help us in to calculate mathematic value in single or simple way. They are Sum, Average, Count, Max, Min.

2. Date and time functions are the functions which works on date and time and help us to calculate day, month or year form given date.

3. Range is a rectangular area consisting of group of cells, adjacent to each other. It can be an entire work sheet as well.

4. Conditional formatting - This type of formating can be done based on any condition.

D. 1. Click on the cell F3.

2. Select the Formulas tab.

3. Click AutoSum from the Function Library group.

4. Select the Sum option and press Enter.

E. There are three types of data that can be entered into cells. They are text, numbers and formulas. By default, Excel applies a general formatting on cells, which you may change if desired. Under general formatting you may notice that data types are treated differently from each other.

3 Creating Charts in MS Excel

In this chapter student will learn how to create chart in MS Excel.

☞ **Teaching Objectives:**

Student will learn:

- Chart in MS Excel.
- How to create charts.
- Different Components of chart.
- Formating and editing chart.
- Sorting and filtering data.

Teaching Tips:

While teaching this chapter, tell the students that visual representation of data is called chart. The chart is a way to represent data in form of different pictures. So that the analysis and comparison become easy. Also teach them about the importance of data sorting and filtering. Tell your students that sorting is a technique to arrange data in ascending or descending order where as filtering is a way to hide unwanted data in the list.

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

- What is a chart?
- How many types of charts?
- What are the advantages of sorting?
- How filtering is useful?

Evaluation:

After explaining this chapter, let the student do the questions given in the course book, after that tell the students to solve the worksheet questions. Teachers are expected to help the student to solve these questions.

Worksheet - 1

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

A. Fill in the blanks:

1. A _____ is a visual representation of your data.

2. _____ is the tool which help us to arrange our data in ascending or descending order.

3. _____ is the way to temporarily hiding unwanted data.

4. _____ specify the colour, symbol or pattern used to mark data series.

5. _____ chart are used to show comparison between individual item in form of bar.

B. Read the clue and answer the following:

1. Chart title/image title given to whole chart.

2. Data label/picture label are the value of the data series plotted.

3. Chart area/plot area is the area where excel plot your data including axis.

4. Pie chart/Area chart are use to highlight the degree of change over time.

5. Column Chart/line chart use horizontal axis to represent the category data.

C. Answer the following questions:

1. Step involving in sorting of data.

2. Explain line chart and column chart.

A. 1. (a) 2. (a) 3. (a)
  4. (b) 5. (b)

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

C. 1. Sorting means to arrange the data in a systematic order either in ascending or descending order on a particular field.

   Filtering means temporarily hiding data which didn't match the given criteria in a worksheet.

  2. Chart is a pictorial representation of any data. The way to display our data in form of picture is called chart. There are many components of a chart they are:

   i) Chart title - It is the title given to the whole chart.

   ii) Data labels - These are the value of data series plotted.

   iii) Legend - It specify the colour, symbol or pattern use to make the date series.

   iv) Chart title - It is the title given to whole chart.

   v) X Axis title - It is the title given to the X axis data range.

  3. i) Bar chart - The bar chart are used to show comparison between individual items in the form of bars. The data in this bar is represented by small lines of different colours.

   ii) Pie chart - This chart is useful in a situation where one has to show the relative proportion or contribution to a whole. It represent data in form of slice of different colours.

  4. The column chart – are use to compare the value across the categories. They give very effective result to analyse data of the same category. The data is represent using vertical lines (y axis).

   Bar chart - are use to show comparison between individual items in the form of bars (Horizontal bars).

A. 1. Graph (Chart) 2. Sorting 3. Filtering
  4. Legend 5. Bar

B. 1. Chart title   2. Data title   3. Plot title

    4. Area chart   5. Line chart

C. 1. i) Click the sort and filter command in the editing group.

       ii) Select custom sort option form the list .

       iii) Click the drop down arrow in the column sort by field and choose any one option.

       iv) Choose what to sort on, choose the order,

       v) Click add label to add another item to sort by, Ok.

   2. Line chart - In this chart the horizontal axis is used to represent the category data and all the value data is distributed uniformly along vertical axis.

     Column Chart - This type of chart is used to compare the value across categories. They give very effective result to analyze data of the same category on a defined scale.

4 Qbasic Statements

In this chapter, student will learn about the advance commands in Qbasic like control statement,Jump statement etc.

☞ **Teaching Objectives:**

The students get knowledge about:

- Control statement.
- Goto statement.
- Selection statement
- Jump statement.
- looping statement.

Teaching Tips:

While teaching this chapter, tell the students that Qbasic is a high level programming language and interpreter. It provide advance commands for programmer like control statement like Goto statement, selection statement like IF .... THEN, IF .... THEN .... ELSE and select case statement. It also offer looping statements to repeat any instruction or set of instructions number of times. They are for.......next, Do .... While, While .... When,etc.

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

- Which statements are used for checking condition?
- What are looping statement?
- What is the use of GOTO statement?
- What are counter variables?

Evaluation:

After explaining this chapter, let the student do the questions given in the course book, after that tell the students to solve the worksheet questions. Teachers are expected to help the student to solve these questions.

Worksheet - 1

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

A. Fill in the blanks:

1. The _____statement allows a statement to be selected form a list of alternatives.
2. In _____ selection statement, if given condition is satisfied then statement or block of statement are executed.
3. _____ statement are use to control the flow of the program according to use choice.
4. _____ If statement contain if condition inside another if condition.
5. _____ command use to clear screen.

B. Read the clue and answer the following:

1. It is used to check any condition, if condition is not true second block executed.
2. It hold a numeric constant for arithmetic calculations.
3. It clear the previously displayed output form the screen.
4. It is used to stop while loop.
5. It is use to jump form one statement to another depend upon condition.

C. Write short notes on:

1. Control command   2. Goto   3. Selection statement

A. 1. (b)   2. (b)   3. (b)   4. (b)

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

C. 1. The control statements are use to control the flow of the program according to your choice. They are powerful tool for programmers. Qbasic has many control statement like conditional, unconditional and counters.

    2. The selection statement are conditional statement that heap user to take any decision based on condition. These statement allow a set of command to be executed only when certain condition have been satisfied. Examples:

      i) IF_____Then Statement.

      ii) IF_____Then_____else statement

      iii) Select case statement.

    3. IF_____ THEN statement check if an argument involving a variable is true. If the argument is true then Qbasic will execute the command that you put after THEN command. In some case you can use ELSE command which tell Qbasic exactly what to do if argument is not true.

    4. Syntax of SELECT CASE

      SELECT CASE <text expression>

      Case <value1>

          Statement block1

      Case <value2>

          Statement block2

      Case <Value3>

          Statement block3

      Case ELSE

          Statement block 4

      END SELECT.

    5. The GOTO statement is a jump statement which take control form one part of program to another based on condition. Some time programmer don't want the program to run sequentially, instead you want the program to jump to a particular line. In such condition GOTO statement would be useful.

6. Loop is a statement which repeat any statement or set. Set of instruction n number of time based on condition. Following are the looping statement in basic:

   i) For_____ next.
   ii) While_____ WEND.

   iii) DO_____While.

Answers of Worksheet - 1

A. 1. SELECT CASE
   2. IF____THEN

   3. CONTROL Statement
   4. Nested if

   5. CLS

B. 1. If ____then_____else
   2. Nemeric variable

   3. CLS
   4. WEND

   5. GOTO

C. 1. Control statement are use to control flow of program according to condition. They are powerful tools for programmer. Qbasic has many control statements like conditional, unconditional and counter.

   2. Goto statement is a jump statement which take the control from one statement to any other statement according to condition given by the user.

   3. Selection statement - According to the decision, the programmer want to take decision. So it write some condition, if condition satisfied the first block of program should executed and if condition become false another block run. If_____ then and if _____ then _____ else are the selection statement provided by the Qbasic.

5 Graphic Statements in Qbasic

In this chapter, student will learn about Graphic Commands in Qbasic.

☞ Teaching Objectives:

Student will get knowledge about:

- Screen statement.
- Colour statement and colour codes.
- Graphic statement.
- PSET statement.

Teaching Tips:

While teaching this chapter, tell the students that Qbasic provide various powerful tools and commands which help us to draw graphics and pictures, which make our program attractive. We can also set the resolution of the screen to high which makes our graphics smooth.

Explain the students about screen statement graphic statement, PSET statement etc.

☞ Ask the students some questions about:

- What is a pixel and screen resolution?
- What is graphics?
- What is screen command?

Evaluation:

After explaining this chapter, let the student do the course book questions and exercise. Tell the students to solve the questions given in the worksheet. Take test based on the chapter to evaluate them and also give practical questions to improve their logic.

Worksheet - 1

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

A. Fill in the blanks:

1. A program must have _____ statement before it does any graphic.

2. _____ statement is use to draw a line between two pixels.

3. The statement is use to draw any kind of object is known as _____ statement.

4. _____ statement is used to fill a closed area with a colour.

5. The statement which is used to set the pixel is known as _____statement.

B. Write the use of the following commands with example:

1. PSET   2. Paint   3. Line   4. Circle

C. State True or False.

1. Screen statement is use to draw circle.

2. Graphics commands are use to add number.

3. We can draw circle using circle command.

4. Paint command is use to fill an area with colour.

5. PSET command is use to set pixel.

D. Write the command for the following:

1. Draw a circle and paint it.

2. Line.

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

B. 1. False 2. True 3. False

   4. False 5. True

C. 1. The screen statement is used to select a screen mode for displaying graphics. Every screen mode has a number and differ in their resolution.

   2. The commonly used graphic statement are:

   i) Line statement is used to draw a line between two pixels. The general from of line statement is

   Line (x1, x2) – (x2, y2), colour

   ii) Box - The box can be created by adding "B" at the ebd of the line statement. B will make a rectangle filled with colour given in the statement.

   e. g. Line Line (x1, y1) – (x2 – y2), colour, [B/BF]

   iii) Circle - This command is use to draw circle. e. g. Circle (320, 240), 100, 15

   3. 4, 2, 1, 14, 11, 7

   4. A dot on a computer graphics screen is called pixel. In computer resolution the number of pixels contained on a display monitor. More the pixel, best the resolution is.

   5. Line (x1, y1) – (x2, y2),

   Line (0, 0) – (320, 380), 15, B.

   6. Line (0, 0) – (320, 280), 15, B.

Answers of Worksheet - 1

A. 1. Screen 2. Line 3. Draw

   4. Paint 5. PSET

B. 1. PSET - This command is used to set the pixel. The PSET stand for pixel set. e.g. PSET (5, 10), 4

   2. Paint - This statement is used to fill a closed area with colour. e.g. paint (320, 240), 15, 16.

3. Line - This statement is use to draw a line between two pixel. The general form of line statement is, Line (x1, y1) – (x2, y2), colour.

4. Circle - This command is use to draw circle. e.g. Circle (320, 240), 100, 15.

C. 1. False   2. False   3. True

     4. True   5. True

D. 1. Circle (320, 240), 100, 15

     2. Line (10, 10) – (630, 450), 2

6 Knowing Adobe Flash CS4

In this chapter, student will learn about Flash CS4, a software used for creating animations, games and cartoons.

☞ **Teaching Objectives:**

The students learn:

- Starting and creating flash file.
- Components of flash interface
- Time line and layers
- Creating a symbol in flash
- Placing object on stage
- Animations in flash (frame by frame animation)

Teaching Tips:

While teaching this chapter, tell the students that flash is very useful application used in multimedia graphics program. It is used to create animation, games, cartoons, text, graphics and other special effect. It is also an effective tool that designer use to create interactive presentation, animation and movies.

Explain the students how to start flash CS4, tool panel and modifying fills and strokes.

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

- What is flash?
- What is a key frame and blank key frame?
- What purpose time line use for?
- What is the use of property panel?

Evaluation:

After explaining this chapter, let the student do the course book questions and exercise. Tell the students to solve the questions given in the worksheet. Take test based on the chapter to evaluate them and also give practical questions to improve their logic.

Worksheet - 1

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

A. Read the clue and answer the following:

1. It is a frame with content on the stage.
2. It represent the frame whose content is being displayed on the stage.
3. It is a row with frames on the timeline.
4. They are the reusable animation that have their own timeline.
5. It is like canvas that defines the visible area during playback.

B. Circle the correct option:

1. Timeline/Property inspector displays contextual information about the attribute of any selected object.
2. Key frame/Selection tool are used to place action script.
3. Library panel/Tool panel contain media element and symbol that are stored for a project.

C. Answer the following questions:

1. What is flash?
2. Write the steps to create flash file.
3. Explain any five components of flash.

A. 1. (a)   2. (c)   3. (c)

   4. (a)   5. (d)   6. (b)

   7. (d)   8. (a)   9. (a)

B. 1. Key frame   2. Blank frame   3. Layer

   4. Movie clip

C. 1. Animation is an animated film that is created with adobe flash platform. The term animation refer to both the file format and the medium in which the animation is produced.

   2. Layer - A layer is a row with frames in the timeline. You can create multiple layer. A layer can be defines as one independent movie of only one level. One layer contain its own timeline with endless frames. The steps to add layer:

      i) Click the + sign on the layer menu.

      ii) Right click on any layer and select insert layer.

   3. Key frames - This is a frame with content on the stage. This frame marks the beginning of an animation or a place. The other key frames are:

      i) Blank key frame - It is a key frame with no content on stage.

      ii) Pause frame - It is added as the last key frame in a sequence of static frames.

   4. Motion Tween - Is tweening a symbols movement from one position to another.

      Shape Tween - Draw a shape at one specific frame in the time line and change that shape or draw another shape at another specific frame. Animate them interpolate the intermediate shape for the frame in between, creating the animation of one shape morphing in another.

D. 1. i) Draw a vector using any of the drawing tools in flash, say a lady bug. Convert it into a symbol (F8) by selecting the graphic option. Name the symbol 'ladybug'.

      ii) Click the 20th frame in the timeline and insert a frame.

      iii) Select the 10th frame and insert a key frame (F6) and move the ladybug to a different position above the current position to create a motion sequence.

      iv) Save your work and test the movie by pressing (Ctrl + Enter).

2. i) By selecting Shape option from the Tween panel of the properties inspector, Draw a vector using any of the drawing tools in flash, say a small circle and remove its border.

   ii) Click the 30th frame in the timeline and insert a keyframe (F6).

  iii) Draw another shape for instance, a star using the polygon tool without a border.

  iv) Right click on any frame in between these two keyframes and select the Shape option from the Tween panel of the Properties inspector.

   v) Save your work and test the movie (Ctrl + Enter).

Answers of Worksheet - 1

A. 1. Keyframe   2. Playhead frame   3. Layer
    4. Movie clip   5. Stage

B. 1. Property Inspector   2. Keyframe   3. Library panel

C. 1. Flash is a software used for creating animations, games, cartoons, text, graphics and other special effect. It also helps to create movies on the web and add animations without programming kills.

  2. i) Click on file option in menu bar.

    ii) Click on create new option.

   iii) Click on flash file.

  3. i) Title bar - Display the name of current working files.

    ii) Menu bar - Give access to all the commands available in flash.

   iii) Stage - It is while rectangular area where your work is displayed.

   iv) Tool Panel - It is used to choose different tools.

    v) Colour palette - It is used to choose different colour.

7 Knowing Photoshop CS3

In this chapter, student will learn how to make animation using flash.

☞ **Teaching Objectives:**

Student will learn about:

- Starting Photoshop CS3
- Tools palette
- Creating and saving new file
- Opening an existing file
- Coping and pasting selection
- Filter and other Photoshop tools

Teaching Tips:

While teaching this chapter, tell the students that Photoshop is a software that allow you to work with images and graphics. Photoshop help us in manipulating and modifying an image to make it look better.

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

- What is Photoshop?
- What is tool palette in Photoshop?
- What do you mean by resolution?
- What is the use of Marquee tool and Lasso tool?

Evaluation:

After explaining this chapter, let the student do the course book questions and exercise. Tell the students to solve the questions given in the worksheet. Take test based on the chapter to evaluate them and also give practical questions to improve their logic.

Worksheet - 1

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

A. Read the clue and answer the following:

1. This tool is used to select whole part of image.
2. This is use to make free hand, polygon selection.
3. It is use to select an adjacent area of the same colour in an image.
4. It is the process of removing some part of an image.
5. It is used to replace the colour of a picture.

B. Fill in the blanks.

1. _____ helps to apply filter and view the thumbnail image.
2. _____ tool is use to create duplicate copy of one part of image over another.
3. The shortcut key for free transform is _____.
4. _____ is used to fill or paint an entire selection.
5. The type tool is used to add _____ in a Photoshop file.

C. Answer the following:

1. Write the steps to copy and paste.
2. Write the steps in cloneing a part of image.
3. Write shortcut for the following:
   a) Fill   b) Free transform   c) Open a file

A. 1. (b)   2. (a)   3. (c)   4. (c)

B. 1. Photoshop is a software that allow you to work wit images and graphics. This is mainly used by professional photographers.

2. Resolution means the number of pixel dot per inches. Higher resolution picture have sharper image but require lot of memory space.

3. a) Magic wand tool is used to select an adjacent area of the same colour in an image.

b) Marquee tool is use to select whole part of image.

c) Crop tool is use to remove some part of image and create focus on remaining part.

d) Move tool is use to move the whole or part of the selected image from one location to another.

4. i) Select a part of image using any of the selection tool.

ii) Click Edit menu –> copy option.

iii) Create a new file using file menu –> New option.

iv) Now click Edit menu –> Paste option.

Answers of Worksheet - 1

A. 1. Marquee   2. Lasso   3. Magic Wand tool

4. Crop   5. Colour replacement tool

B. 1. Filter gallery   2. Clone stamp tool   3. Shift + F5

4. Paint bucket   5. Text

C. 1. i) Select the part of an image using any of the selection tool

ii) Click Edit menu –> Copy option

iii) Create new file using File menu –> New option.

iv) Now click Edit menu –> Paste option.

2. i) Open the image and click the clone stamp tool on the tool palette.

ii) Use all key and click on the image to define a source point.

iii) Drag the mouse to that point where the clone is to be created.

iv) Pressing the mouse button, move or shake mouse to make a clone.

3. a) Fill - Shift + F5   b) Free transform - Ctrl + T

c) Open a file - Ctrl + O

8 Hackers and Crackers in Computer

In this chapter, student will learn about various types of malicious program called virus.

☞ **Teaching Objectives:**

The students learn:

- Virus.
- Hackers and crackers.
- Types of virus.
- Worm and trojan horse.
- How to prevent your system against virus.
- Antivirus program.

Teaching Tips:

While teaching this chapter, tell the students that virus is a malicious program that replicate itself or infect other program by modifying them. Virus can impact data files or the boot sector of a hard drive. The virus are programmed to harm your computer by damaging program, deleting files etc. Also tell them about hackers and crackers. The hackers are the people who fight against the odd and crackers are the people who challenge the white hats (hackers).

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

- What are computer virus?
- How many types of virus are there?
- Write the ways to protect computer from virus.
- Write the symptoms which shows computer is infected by virus.

Evaluation:

After explaining this chapter, let the student do the course book questions and exercise. Tell the students to solve the questions given in the worksheet. Take test based on the chapter to evaluate them and also give practical questions to improve their logic.

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

A. Fill in the blanks.

1. _____ is a software written with malicious intentions.

2. _____ is similar to a virus by design and is considered to be a subclass of a virus.

3. The first antivirus program were _____ and _____.

4. Turn on the _____ of your computer OS to protect from virus.

5. _____ virus infect the first sector of a hard drive.

B. Read the clue and answer the following:

1. Hackers/Crackers are the people who challenges 'White hat'.

2. Antivirus/Virus are the malicious program that infect our program.

3. Macro virus/Stealth have capability to hide from the operating system.

4. Boot sector virus/File deleting virus are the program which loaded into BIOS when computer is turned on.

5. Quick heal is an example of _____.

C. Answer the following questions:

1. Explain the following types of virus:

   a) Stealth virus   b) Macro virus

2. What are worms?

3. Explain the following term:

   a) Sniffing   b) Cyber terrorism

Answers of the Textbook

A. 1. (c)   2. (a)   3. (a)

B. 1. Boot sector   2. File deleting virus

   3. Mass mailer virus   4. Macro virus

   5. Stealth virus

C. 1. A virus is a malicious program that replicate itself or infect other program by modifying them. Virus can impact data files or the boot sectors of the hard drive.

   2. Hackers - They are the people who fight against odds. They have deep knowledge about the latest and oldest exploits. They are hired by big companies to check the security of their websites.

      Crackers - They are the criminals. They are the people who challenges the white hats. i.e. hackers. The most common method of challenging is cracking ons site security and then either leaking confidential information.

   3. They are malicious computer program which mislead use of its true intent. The term is derived from ancient Greek story of the deceptive wooden horse that led to the fall of the city of Troy.

   4. i) Slow performance.   ii) Take long time to load program.

   5. i) Do not use pirated software

      ii) Turn on the fireball of your computer OS.

      iii) Install antivirus and update it regularly.

   6. i) Norton antivirus   ii) Mcaffee antivirus

      iii) Quick heal antivirus

Answers of Worksheet - 1

A. 1. Computer virus   2. Worm

   3. Fushot plus and antivirus   4. Fireball

   5. Boot sector

B. 1. Crackers   2. Virus   3. Stealth

   4. Boot sector virus   5. Antivirus

C. 1. a) Strealth virus are the virus having the capabilities to hide from the operation system or antivirus software.

   b) Macro virus are written by using the macro programming language like VBA. A macro is a way to simplify the task that you perform repeatedly.

2. Worm is like a virus by design and is considered to be the sub-class of a virus. Worm spread from computer to computer but unlike virus, it has capability to travel without any human action. The biggest danger with a worm is its capability to replicate itself on your system.

3. a) Sniffing - It is the most common and occur when a victim simply discloses his or her password to a hacker.

   b) Cyber terrorism - They are new form of warfare which spread through the Internet.

9 Communication through Internet
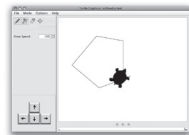
In this chapter, student will learn about communication through Internet which include social networking, Instant messenger.

☞ **Teaching Objectives:**

Student will learn about:

● Internet communication

● Chat and instant messenger

● Using Gtalk messenger

● Online phone call, video chat and group calls

● Social networking

Teaching Tips:

While teaching this chapter, tell the students that Internet communication is a series of connected network that connect computer across the world together. This network allows different kinds of Internet communication methods like online phone calls, chat and instant messaging, video chat and group chat, text message, blogging etc. Internet communication include chart rooms, email, social networking sites, voice over IP.

Also tell them about Instant messaging is a technique which allow us to send text, video chat and voice chat. Social networking is a website on the Internet that bring people together in a central location, to talk, to share ideas, make new friends etc.

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

● What is Chatting?

● How many types of chatting are there?

● What are social networking sites?

● What is IM?

After explaining this chapter, let the student do the course book questions and exercise. Tell the students to solve the questions given in the worksheet. Take test based on the chapter to evaluate them and also give practical questions to improve their logic.

Worksheet - 1

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

A. Fill in the blanks.

1. _____ program allow people to communicate one to one over Internet.
2. _____ is a website on the Internet that bring people together in a central location.
3. _____ is an area on the Internet or other computer network where user can communicate.
4. Sky pee is an example of _____ program.
5. Myspace was founded on _____ by Tom Anderson and Chris Dewolfe.

B. Write the founder of the following:

1. Facebook   2. Twitter   3. Myspace
4. Google+

C. Answer the following:

1. Write the benefit and features of Google+.
2. Write the pros of online phone service.
3. Write the hardware requirement for video chat.

Answers of the Textbook

A. 1. (b) 2. (b) 3. (c)
4. (b) 5. (d) 6. (a)
7. (a) 8. (c) 9. (a)

B. 1. Chatting 2. Skypee 3. Chat room
4. Video chat

C. 1. The Internet communication refer to the number of different ways people can communicate over the world wide web. It include chat rooms, emails, social networking sites.

2. i) Chat and instant messaging ii) Online phone call
iii) Video chat and group call iv) Text messaging
v) Social post, status update and tweets

3. Instant messaging technology is a type of online chat that offer real time text transmission over the Internet. A Lan messaging operate in a similar way over a local area network. The software that provide us facility to send text, video chat and voice chat on Internet are called instant messenger.

E.g. Shypee, Snapchat, Facebook messenger.

4. Skypee is a application software that provide us video chat and voice call between computer, tablets, mobile device etc. The Skypee is used world wide for video calling and voice calling.

5. A social network is website on the Internet that bring people together in a central location to talk, share ideas, make new friends etc. This type of collaboration and sharing of data is often referred to as social media. The social media contain content that has been created by hundreds or even millions of different people.

Answers of Worksheet - 1

A. 1. Chat 2. Social Networking 3. Chat room
4. IM 5. August 2003

B. 1. Mark Zuckerberg on February 4, 2004

2. Jack Dorsey, Noah Glass, Biz Stone and Evan Williams on 21st March 2006

3. Tom Anderson and Chris Dewolfe in August 2003

4. Vic Gundotra in June 2011.

C. 1. i) You can find Google+ on google.com.

ii) To join Google+ you need a google account.

iii) The main page that appear when you sign in consist of a stream of updates, conversation and shared content.

iv) When you add a contact to your Google+ account, you assign them one or more circle which is a way of categorising and organising people.

2. i) Some services are free or very inexpensive.

ii) Unlike chat or email, you can actually talk to someone.

iii) You can use it as a replacement of your land line connection.

iv) It is possible to set up a conference call with multiple people.

3. i) Microphone   ii) Speaker   iii) Web camera

iv) Computer

v) Software for video calling (Skypee/IMU)

vi) Internet connection and Internet software.

10

HTML : A Programming Language

Algorithm
o Step 1: Input Lft
o Step 2: Lom ← Lft x 30
o Step 3: Print Lom

Flowchart
START
Input
Lft
Lom ← Lft x 30
Print
Lom
STOP
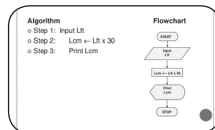
In this chapter, students will learn about HTML (Hypertext Markup Language), this language is used to male web pages.

☞ **Teaching Objectives:**

Students will know about following topics:

● HTML document structure

● HTML tags and elements

● Creating HTML document

● HTML attributes

● HTML fonts

Teaching Tips:

While teaching this chapter, tell the students that HTML stands for Hypertext Markup Language and this language is use to create web pages. It is 'hidden code' that helps us to communicate with others on www. No software or compiler is require to write HTML code. It can be written using notepad and can be open with any Internet software like IE, mozilla, fire fox or chrome.

Explain the student about basic concept of HTML, primary tags, how to create web pages, basic text formating, list and attributes.

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

● What is HTML stands for?

● What is the use of HTML?

● What are elements and attributes in HTML?

● What are HTML tags?

Evaluation:

After explaining this chapter, let the students do the course book exercise given at the end of the chapter. The teachers are suppose to give extra questions based on the topic given in this chapter and also help the students to solve these questions.

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

A. Circle the correct option:

1. HTML stand for Hypertext Markup language / Hypertext making language.

2. An HTML document starts with <starts> / <HTML>.

3. Attributes / tags are like blue print schematics informing the browser how to render an HTML element.

4. The word between two angle brackets are called sentence / element.

B. Read the clue and answer the following:

1. _____ is the tag which require both opening and closing.

2. The tag which need only opening but not to be closed are called _____.

3. He is the scientist who developed HTML _____.

4. It tells the browser how to display web page _____.

5. It is the tag where all the formatting commands and other commands are given _____.

C. Write the use of following HTML element:

1. <p>   2.
                3. <B>

4. <I>   5. <u>

D. Define the following:

1. Attributes   2. Ordered list and unordered list

3. Tags   4. Elements

Answers of the Textbook

A. 1. (a) 2. (b)
   3. (a) 4. (c)
B. 1. Underline tag 2. Bold
   3. Paragraph 4. Italic
C. 1. HTML stands for Hypertext Markup Language. It is widely used to create web pages.

   2. i) Open notepad or other text editor.
      ii) Type the text, using HTML tags.
      iii) Save the document with name extension as .html.
      iv) Open it in web browser.

   3. i) The title tage is use to give title of the document. It may contain any combination in any order. This element is the child element of head tab.

      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 colour of the HTML text.

      ii) Body tag defines the main content of the HTML document or the section of the HTML document that will be directly visible on the web page.

      Head is a container for metadata and is placed between the <HTML> tag and <body> tage. HTML metadata is data about HTML document. Metadata typically define the document title, character set, styles, links scripts and other meta information.

   4. Heading is use to define six level of heading. A heading element implies all the font changes, paragraph, break before and after and any while space necessary to render the heading. The heading element are from H1, H2, H3, H4, H5, H6 with H1 is the highest level.

   5. All HTML element can have attributes. Attributes provides additional information about an element. Attributes are always specified in the start tag. Attributes usually come in name/value pairs like name = "Value".

A. 1. Hypertext Markup Language.   2.   <HTML>
     3. Attributes   4.   Element

B. 1. Container   2.   Empty tag   3.   Sir Tim Werner Lee
     4. Body tag

C. 1. <p>   : This element is use to write text in paragraph.
     2.
   : This element is use to break a line and start text from next line.
     3. <B>   : To make the text bold.
     4. <I>   : To make the text Italics.
     5. <u>   : To make the text underline.

D. 1. Attributes : Attributes are like blueprint schematics informing the browser how to render an HTML element.
     2. Ordered list : Ordered list is container tag and is used for numbered list.

     Unordered list : Unordered list is container tag used for bullets list.
     3. Tags : The tag tell the browser that this is an HTML document. The tag represent root of HTML document. It is a set of character constituting a formatted command of web page.
     4. Element : The term HTML tag and HTML element used interchangeably but there is a difference between it is an individual component of an HTML document or web page, once this has been parsed into the document object model.