Quick Start 4

Teacher's Resource Book

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1 Input and Output Devices

In this chapter, the students will we able to learn the basics of computer and about input and output.

☞ **Teaching Objectives:**

- Introduction to computer.
- Input device.
- Output device.
- Processing device.
- Storage device.
- Memory.

Teaching Tips:

While teaching this chapter, tell students that computer is a wonderful machine consist of input device, output device, storage device etc. Also explain them about processing device i.e. CPU. The CPU is also called brain and heart of the computer. This part is responsible for all calculation inside the computer.

☞ **Ask the students some oral questions like:**

- What is input and output?
- What is memory in computer?
- What is CPU?

Evaluation:

After explaining this chapter, let the students do course book exercise given at the end of the chapter. Teachers are also expected to give some extra questions to the students to make them more understand.

Worksheet - 1

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

A. Read the clue and answer the following:

1. It is use to input voice.
2. It is use to input/capture image.
3. It is use to show whatever we do on computer.
4. It is a pointing pen device which is used on a tablet.

B. Match the column:

	A	B
1.	RAM	To capture image
2.	Hard disk	To record our voice
3.	Camera	It hold data temporary
4.	Microphone	It store software and data and fixed inside the computer
5.	ROM	It hold data and instructions permanently

C.
1. Explain Different types of keys available on keyboard.
2. What is IPO?
3. What is Memory? Explain its types?

D. Explain the following device:

1. CD/DVD   2. Pen drive   3. Scanner

A. 1. Monitor, Printer.

2. Hard disk, Pen drive

3. Yes, Computer is an electronic machine.

4. Keyboard, Mouse

B. 1. a) IPO   2. b) 140   3. c) Cursor

4. c) Both a and b   5. b) Speakers

C. 1. Function key   2. Web Cam   3. Monitor

4. Hard disk   5. DVD

D. 1. Computer is an electronic machine which take input from the user, process it and give out meaning result and save the data for future use.

2. Take data and instructions from Input device, process the input according to given instructions and give the result. These 3 steps are collectively known as IPO (Input Processing Output cycle).

3. Input device are those device which are use to give command to the computer or to write something into the computer. e.g. keyboard, mouse.

4. Output device are those device which are use to see the result of input after processing are called output device. e.g. Monitor, Printer.

5. i) Memory unit - Store the information temporarily or permanently based on our need.

   ii) Control unit - It controls all the operations of the computers.

   iii) Arithmetic and logical unit (ALU) - perform all mathematical calculations and logical operations of the computer.

6. Those device which are use to store data for later use are known as storages device. e.g. Hard disk, Pen drive, CD/DVD.

7. The primary memory are of two types:

   i) RAM (Random Access Memory)- it is main memory of the computer. It is present on the mother board. It is used for holding data temporarily while computer is working. It data get erased when computer is switched off.

   ii) ROM (Read Only Memory)- It holds the information/ instructions given by the manufacturer to operate the computer. It is permanent memory.

8. The secondary memory is used to store data permanently. Its data is not erased even when the computer is switched of. Some commonly used secondary storage are Hard disk, pen drive.

E. 1. Memory unit   2. Control unit

     3. Arithmetic and Logical Unit   4. Central Processing Unit

Answers of Worksheet - 1

A. 1. Mic   2. Camera   3. Monitor

     4. Light Pen   5. Speaker

B. 1. To hold data temper orly.

     2. To store software and data and fixed inside the computer.

     3. To capture image.   4. To record our voice.

     5. It hold data permanently.

C. 1. i) Alphabet Keys - they are use to type Alphabet.

        ii) Number key - they are use to type number and symbol.

        iii) Function key - They are use to perform a particular function.

        iv) Control key - They are use to give instruction.

        v) Navigation key- They are use to give direction to the cursor.

     2. i) The computer take input from input device.

        ii) Process the input according to given instructions.

        iii) Give the output as the result of data and instruction.

The above mentioned steps are called IPO cycle.

     3. The memory is defined as the reserved part of computer where our data and instructions are stored. The memory are of two types:

        i) Primary - RAM and ROM.

        ii) Secondary - Hard disk, CD, DVD, Pen drive

D. 1. CD - A compact disc is a portable storage medium that can be used to record, store and play back audio, video and other data in digital form.

       DVD - DVD is an optical disc technology with a 4.7 gigabyte storage capacity on a single- sided, one-layered disk, which is enough for a 133-minute movie. DVD was originally said to stand for digital video disc, and later for digital versatile disc.

2. Pen drive - It is latest used storage device. It can store more data than a CD. It is a small and portable device.

3. Scanner - A scanner is a device that captures images from photographic prints, posters, magazine pages, and similar sources for computer editing and display. Scanners come in hand-held, feed-in, and flatbed types and for scanning black-and-white only, or color.

2 Introduction to Windows 7

In this chapter, students will get knowledge about operating systems and its different types.

☞ **Teaching Objectives:**

Students will learn about:

● Windows operating system

● Features of windows OS.

● Understanding files and folders.

● Creating files and folders.

● Various components of windows.

Teaching Tips:

While teaching this chapter, tell the students that operating system is the master program which control all the operations inside the computer. Windows OS is a single user and most popular OS in the world. Tell your student about libraries files and folders also. Tell them how to create a file, how to create a folder and what are they use for.

☞ **Ask some oral question like:**

● What is windows OS?

● What is file and folder?

● What are computer libraries?

Evaluation:

After explaining this chapter, let the students do course book exercise given at the end of the chapter. Teachers are also expected to give some extra questions to the students to make them more understand.

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

A. Read the give clue and answer the following:

1. It control overall activity of computer hardware.

2. it is most common Gui Operating system being used world wide.

3. It is a collection of data.

4. It contain option to perform common task.

5. It display name of current file or folder.

B. Write the use of following buttons:

-	Minimize	-
⬓	Maximize	-
X	Close	-

C. Explain various components of a windows.

D. Write the steps to create folder and files.

E. Write the features of Operating system?

F. Write the name of any five Operating system?

Answers of the Textbook

A. 1. Operating system (a)   2. Windows 10 (c)

3. Minimize (a)   4. None of them (d)

5. Six (b)

B. 1. An operating system is a master program designed to run other program on a computer. It is considered as backbone of computer that manages both software and hardware.

2. i) MS- Windows   ii) Linux   iii) Unix

3. Files is a collection of data. If you want to write something then you create a file, write the text and save it by giving a suitable name.

4. A Folder is like a container of one or many files stored in it. Similar files can be stored giving them suitable or common single name.

5. The library is the place where all same types of files and folders are stored. The libraries are of following types:

i) Document library   ii) Music Library

iii) Picture Library   iv) Video library

C. 1. Tool bar   2. Libraries   3. Files

4. Folders   5. Windows 7 and 10

Answers of Worksheet - 1

A. 1 Software   2. MS Windows   3. Files

4. Tool bar   5. Address bar

B. 1. Minimize - This button is use to hide the window but not close it.

2. Maximize - This button enlarge the window to fill whole screen.

3. Close - This button is use to close any application window.

C. 1. Navigation pane   2. Tool bar

3. Back and forward button   4. Address bar

5. File list

6. Control button - Close, minimize, Maximize

D. 1. Write click the mouse button on the place where you want to create file folder.

2. Select New option.

3. Select folder or file, if file selected then select the type of file you want to create.

4. Type the name of the file/folder, press enter.

E. Windows is a GUI (Graphical user Interface) based operating system. It have very attractive look with colorful theme. It comes with new and improved feature and faster speed. It has security tools that keep your computer more secure.

F. MS Windows, Linux, Unix, Mac OS, Dos.

3 Working in Files and Folders

In this chapter, the students will be able to learn about files and folder.

☞ **Teaching Objectives:**

Students will learn:

- Selecting files and folders.
- Copying files and folders.
- Deleting files and folders.
- Renaming files and folders.
- Searching files and folders.

Teaching Tips:

While teaching this chapter, explain your students that file is the collection of data. What ever you want to write and store, store it in form of file. A folder is referred as the container where files of same types or different types are stored. Guide your students how to create, rename and delete any files or folders.

☞ **Ask some oral question like:**

- How to create file and folder?
- What are the advantages of using folder?
- How to search any file or folder in a computer?

Evaluation:

After explaining this chapter, let the students do course book exercise given at the end of the chapter. Teachers are also expected to give some extra questions to the students to make them more understand.

Worksheet - 1

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

A. Complete the sentence:

1. if you want to apply certain action on any file or folder you need to _____.
2. If you have forgotten the location of any file or folder you can _____.
3. The deleted files goes to _____.
4. The key to delete any selected file is _____.
5. While selection more then one files or folders press _____.

B. Write the shortcut key for the following:

1. Cut   2. Copy   3. Delete
4. Select all   5. Select more them one file

C. Write the steps to rename any file and folder.

D. Write the advantages of using a folder.

Answers of the Textbook

A. 1. Blue (b)   2. Recycle bin (b)

B. 1. i)   Click on the desktop where the folder is to be created.

        ii) Right click, select new –> folder from the list.

        iii) Type the name of the folder at cursor place.

    2. i)   Open a location from where you want to delete folder.

        ii) Select the folder by clicking it. Right click.

        iii) Click on delete or press Del. button.

        iv) Delete folder, message box will appear, click yes to delete.

C. 1. i)   Open the location from where you want to select the folder.

        ii) Left click on the folder you want to select.

        iii) Folder gets highlighted with blue colour, this means its is selected.

        iv) Press shift key and simultaneously left click on other folder that are to be selected, it also be come blue.

        v)   Again press shift key and simultaneously press left click to select next folder. It also gets highlighted and become blue. Thus all three get selected.

    2. i)   Open the location where you want to select the folder.

        ii) Left click on the folder you want to select.

        iii) Click on delete or press Del key.

    3. i)   Open the location from where you want to copy a file/folder.

        ii) Select the file or folder by single click on it them.

        iii) Right click, a drop down list appear.

        iv) Select copy or press ctrl + C.

Answers of Worksheet - 1

A. 1. Select it   2. Search it   3. Recycle bin
    4. Del Key   5. Shift key
B. 1. Ctrl + x   2. Ctrl + C   3. Del Key

4. Ctrl + A   5. Shift key

C. 1. Open the location where file/folder is stored.

2. Select the folder/files, click on organize.

3. Click on Rename and type the new name.

4. Press Enter.

D. By using folders the files are organized in a systematic manner. The same type of file can be stored in a folder giving identical name. This helps in searching a file quickly.

4 More in MS Word

In this chapter, the student will learn about some more features of MS Word which make it a powerful word processor.

☞ **Teaching Objectives:**

The Students will learn about:

● Editing, Inserting and deleting text.

● Copying and moving text.

● Correcting with Spell and Grammar.

● Finding and Replacing text.

● Using thesaurus.

Teaching Tips:

While teaching this chapter, tell your students that MS Word is a powerful word processing software. It has many useful features like spell and grammar, thesaurus, find and replace etc. by using which our work become easy and fast. Also less spelling mistake (Accurate).

☞ **Ask some oral question like:**

● What is the meaning of thesaurus?

● What is the spell and grammar in word?

● What all actions are included in editing?

Evaluation:

After explaining this chapter, let the students do course book exercise given at the end of the chapter. Teachers are also expected to give some extra questions to the students to make them more understand.

Worksheet - 1

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

A. Fill in the blanks:

1. MS Word is a _____ software.
2. Copying text means making _____ available at another place also.
3. _____ key will delete text to the left of cursor.
4. To change any attribute of text it must be _____ first.
5. _____ key will erase text to the right of cursor.

B. Write the short key for the following:

1. Undo   2.   Redo   3.   Find and replace
4. Save   5.   Paste

C. Write the steps to the following:

1. Moving Text   2.   Using thesaurus

Answers of the Textbook

A. 1. Selected (a)   2. All of these (d)

   3. Check (c)   4. Backspace (a)

B. 1. Ctrl + C   2. Red

   3. Green   4. Del and Backspace

C. 1. i) Put the cursor where you want to add text.

   ii) Start typing new text, the existing text moves right.

   2. Undo command is used to reverse the last command.

   Redo command is used to repeat the last command.

   3. Undo - Click undo button on the quick access tool bar or press ctrl + Z.

   Redo - Click the redo button on the quick access tool bar or press ctrl + Y.

D. 1. To insert text, put your cursor where you want to add text, start typing new text, the existing text moves to the right.

   2. To undo and redo changes - Perform any action, if you want to undo press ctrl+Z or click on undo button on tool bar. If you want to redo press ctrl + Y or redo button on tool bar.

   3. To find:

   i) Click on find button in editing group. The find and replace dialog box appear.

   ii) Type the word you want to find.

   iii) Click on find button, the cursor will automatically comes to word you have ask to find.

   Replacing text:

   i) Click on replace tab in find and replace dialog box.

   ii) Type the text you want to replace in box - find klhaf ⬜

   In replace with box ⬜ type new text.

   iii) click on replace or replace all.

   4. i) Select the text which you want to copy by pressing shift + –>.

   ii) Click on copy in edit menu or press ctrl + C.

Answers of Worksheet - 1

A. 1. Word processor   2. Same text
   3. Back space   4. Selected
   5. Del.
B. 1. Undo - Ctrl + Z   2. Redo - Ctrl + Y
   3. Find and replace - Ctrl + F, Ctrl + H
   4. Save - Ctrl+ S   5. Paste - Ctrl + V
C. 1. i) Select the text you want to move.
   ii) Click on cut button in the clip board group.
   iii) Then place the cursor where you want the text in the document.
   iv) Right click, click on paste or press ctrl + V.
   2. i) Select the word in a document which you want to change.
   ii) Click on Review tab.
   iii) Click on Thesaurus in proofing group, a research navigation pane will appear.
   iv) Place the mouse over the word you want to use.
   v) Click on the down arrow of the word, drop down menu list appear.
   vi) Click in insert the word appear in place of the selected word.
   vii) Click on close button to close the research navigation.

5 Beatifying Text in MS Word

In this chapter, the students will learn about the formation in MS Word.

☞ **Teaching Objectives:**

Students will learn about:
- Formating the text, changing font styles.
- Paragraph formating.
- Adjusting line spacing.
- Bullet and Numbering

Teaching Tips:

While teaching this chapter, tell the students that formatting is very good feature MS Word by using which we can change and arrange text in a document. They are of two type character and paragraph formatting. We can also change font size, colour etc. We can also apply bullet and numbering to organist information systematically in a list. The page number also inserted using insert page numbers.

☞ **Ask some oral questions like:**

- What is paragraph formating?
- What are bullets and numbering?
- What are font styles and effects?

Evaluation:

After explaining this chapter, let the students do course book exercise given at the end of the chapter. Teachers are also expected to give some extra questions to the students to make them more understand.

Worksheet - 1

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

A. Fill in the blanks:

1. _____ formats are applicable to selected text or words.
2. _____ means changing and rearranging text in a document to make it attractive.
3. _____ allow you to change the look of over all document.
4. _____ option of font tab change all letters to capital letters.
5. _____ allows you to emphasis text.

B. Write 'True' or 'False':

1. A number is a symbol use to mark each in a list.
2. The position of text or the way the text is set with respect to margin is called alignment.
3. If you click on align left button, the text is lined up at the center.
4. In right align the text is aligned evenly between left and right margin.

C. Circle the correct option:

1. Two/four alignment available in MS word.
2. A bullet/border is a small symbol use to mark each item in a list.
3. The position of text is set with respect to the margin in a document is called alignment/numbering.
4. Sentence case/upper case makes first letter of sentence in capital letter.

D. Answer the following :

1. Write the steps to change paragraph alignment.
2. To adjust line spacing.
3. Adding page number.

Answers of the Textbook

A. 1. Font Group (a)   2. Bold Button (b)

    3. Align (c)   4. All of these (d)

B. 1. Bullet and Numbering   2. Alignment

    3. Formatting tool   4. Character format

C. 1. Character formatting is a type of formate which include font type face, font size effect (Bold, Italics, Underline), colour, etc.

    2. Paragraph formatting - This is use to format a paragraph. It makes paragraph more attractive. It include Paragraph Alignment, Border and Shading, Bullet and numbering.

    3. Alignment - Alignment is the way in which you place the text in your document. Word provide four type of alignment, they are:

      i) Alignment - left   ii) Alignment - right

      iii) Alignment - center   iv) Alignment - justify

D. 1. i) Select the text which you want to make bold.

      ii) Click on Bold [B] Button.

    2. i) Select the text on which bullet is to be added.

      ii) Click on bullet and numbering tab.

      iii) Select the type of bullet or number from the list which you want to apply.

    3. i) Select the desired text.

      ii) Click the arrow next to font name.

      iii) Choose desired font type.

    4. i) Select the desired text.

      ii) Click on font colour tab.

      iii) Select the desired colour.

      iv) See the preview.

Answers of Worksheet - 1

A. 1. Character formatting   2. Formatting

    3. Paragraph formatting   4. Upper case

5. Highlight text

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

C. 1. Four   2. Bullet   3. Alignment

     4. Sentence case

D. 1.   i) Select the paragraph or place your cursor any where in paragraph.

     ii) Click the home tab, choose the alignment Left, Centre, Right or Justify whichever style you want to select.

   2.   i) Select the text

     ii) Click the down arrow of line spacing option from the paragraph.

     iii) Select the line spacing value you want to apply. The line spacing will change according.

   3.   i) Open the document

     ii) Click on insert tab

     iii) Click on down arrow - page number

     iv) Click on option indicating the place where you want to add page no.

     v) Click on style you want to choose.

6 Commands in MSW LOGO

In this chapter, the student will learn about MS logo and its commands.

☞ **Teaching Objectives:**

Students will learn:

- How to start MS Logo.
- How to use commands in logo.
- How to calculate in logo.
- Repeat Command.

Teaching Tips:

While teaching this chapter, tell the students that MS Logo is a graphics program used by school students to draw various figures. The logo windows is divided into many parts and having 101 of commands to perform various task.

☞ **Ask some oral questions like:**

- Name other graphical software?
- What is a circle and square?
- What is turtle in logo?
- What is the use of FD, BK, RT, LF commands?

Evaluation:

After explaining this chapter, let the students do course book exercise given at the end of the chapter. Teachers are also expected to give some extra questions to the students to make them more understand.

Worksheet - 1

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

A. Read the clue and answer the following:

1. It is used to run same instructions repeatedly.

2. A programming language use to draw different shapes and figure.

3. It is use to display text, number etc.

4. This sign (operator) is use to check whether two number are equal or not.

5. It is use to move cursor in backward direction.

B. Encircle the correct options:

1. Print/repeat command is use to display message on logo screen.

2. Logo has a small/big cursor that moves according to command given and draw the shape.

3. LT/RT command is use to turn turtle right by given degree.

4. Title bar/menu bar display the name of the program.

C. Write repeat command for the following:

1. To draw circle   2. To draw square

D. Write the use of the following command:

1. PR REMINDER   2. PR EQUAL

Answers of the Textbook

A. 1. Logo is program special designed for small kids to draw pictures.

2. Using logo we can do addition, subtraction and multiplication.

3. Repeat command is use to repeat any command number of time.

B. 1. PR 123 (b) 2. PR "M (a) 3. PR 5*2 (a)

4. Repeat (a)

C. 1. PR 6+5 2. PR 6-5 or PR Difference 6.5

3. PR 6*5 PR product 6.5 4. PR Quotient 10 2

5. PR Remainder 15 2 6. PR 10 = 11

D. 1. i) Click on start button. ii) Click on all programs.

iii) Click on Microsoft Logo iv) The logo window will upper.

2. Type the command and leave one space now put question mark and type the letter, then press enter.

3. Type PR command, leave one blank space. Now put ? type the word, press enter.

4. Type the PR command and leave one space, now put bracket and type the sentence. Then close the bracket and press enter key.

5. This command is use to print first word or letter that will be displayed in recall list box. Type PR First Command and then leave one space, now put bracket and type sentence.

6. The repeat command is used to run same command repeatedly.

7. We can make a circle using repeat command by using following command REPEAT 360 [FD 2 RTZ]

8. FD - This logo command is use to move the turtle in forward direction.

BK - This logo command is use to move the turtle backward number of steps.

RT - This logo command is use to turn the turtle right director.

LT - This logo command is use to turn the turtle left.

Answers of Worksheet - 1

A. 1. Repeat 2. Logo 3. Print

4. = 5. BK

B. 1. Print   2. Small   3. RT

     4. Title bar

C. 1. Circle   -   Repeat 360 [FD 2 RT 2]

     2. Square   -   Repeat 4 [FD 40   RT 90]

D. 1. PR REMINDER - This command is use to find reminder after dividing first no by second.

     2. PR EQUAL - Use to find whether two numbers are equal or not.

7 Fun with Scratch

In this chapter, the students will learn about scratch, a free multimedia programming language.

☞ **Teaching Objectives:**

Students will get knowledge about:

● Scratch, Getting started with scratch.

● Basic Component of scratch.

● Block palette.

● My first scratch program.

● Saving a scratch program.

● Exiting scratch

Teaching Tips:

While teaching this chapter, tell the students that scratch is a free multimedia programming languishing use to create interactive stories, games, animations, music and art by simple dragging and dropping of instructions. M- is a programming tool that can be mainly used by the students, teachers, scholars and parents for science and maths projects.

☞ **Ask some oral questions like:**

● Names some other languages similar to scratches.

● Whats is a presentation?

● Which software you use for presentation?

Evaluation:

After explaining this chapter, let the students do course book exercise given at the end of the chapter. Teachers are also expected to give some extra questions to the students to make them more understand.

Name:_____   Class: _____   Date:_____

A. Read the clue and answer the following:

1.   It is a character who perform action in a scratch program.

2.   It is a free multimedia programming language.

3.   It is use to clear all pen marks from the stage.

4.   This command is use to lift pen up and does not draw lines moving.

5.   It is use to stop all script.

B. Write the motion block instructions for the following:

1.   Move sprite forward by 10 steps.

2.   Move sprite backward by 10 steps.

3.   Rotate sprite clock wise by 15 degree.

4.   Rotate sprite Anticlock wise by 15 degree.

5.   Push the pen down and draw lines moving.

C. Write a command to save a scratch project.

D. Write the use of the following command:

1.   Clear   2.   Pen Down

3.   Pen up   4.   Set pen colour by

Answers of the Textbook

A. 1. Programming (c) 2. View (b)

3. Motion (a)

B. 1. ▢ Stop all the scripts. 2. ▣ A way to run script.

3. Move sprite forward by +10 step.

4. Point sprite in the specified direction

C. 1. i) Motion block ii) Pen block iii) Sound block

2. The motion block has instructions to make the spirit move and turn.

3. Pen block has instructions related to sprite drawing pen.

4. Pen down block - It put the pen down and draw the line while moving.

Pen up block - lift the pen up and does not draw lines moving.

5. to close or exit scratch follow the given steps.

a. Click on file menu.

b. Click quit options.

6. i) Title Bar - Displays the name of the saved project. Also contains minimize, maximize and close buttons.

ii) Blocks Palette - Different types of instructions are grouped together into blocks.

iii) View mode - Used to switch between full stage view or small stage view.

iv) Stop sign - Used to stop all the scripts.

Answers of Worksheet - 1

A. 1. Sprite 2. Scratch 3. Clear

4. Pen up 5. Stop sign

B. 1. Move 10 steps 2. Move 10 steps

3. Turn ↷ 15 degree 4. Turn ↶ 15 degree

5. Pen down

C. 1. Click on file- Save option, save project dialog box appear.

2. Type the project name in now file name box.

3. Click OK.

D. 1. Clear - Clear all the pen marks from the stage.

2. Pen down - Put the pen down and draws lines while moving.

3. Pen up - Lift the pen up and does not draw lines moving.

4. Change pen colour by 10 - Change the thickness of pen by typing new number in the number area 10.

8 Microsoft PowerPoint 2007

In this chapter, the students will learn about MS PowerPoint.

☞ **Teaching Objectives:**

MS PowerPoint and its features.

- Starting MS PowerPoint .
- Creating a new blank presentation.
- Inserting slides.
- Moving and resizing a place holder.
- Adding pictures to the slide.
- Adding a new slide.
- Applying theme.

Teaching Tips:

While teaching this chapter, tell the students that MS PowerPoint is a part of Microsoft office package. It is a program that allow you to create presentation. You can use power point to make slide on which hand outs outlines and speaker notes. You can also animate object and add narrations, video or music.

☞ **Ask some oral questions like:**

- Whats is MS PowerPoint?
- What is alignments?
- What is place holder?
- What are themes in PowerPoint?

Evaluation:

After explaining this chapter, let the students do course book exercise given at the end of the chapter. Teachers are also expected to give some extra questions to the students to make them more understand.

Worksheet - 1

Name:_____ Class: _____ Date:_____

A. Read the clue and answer the following:

1. A single of presentation.
2. A series of slides combine together.
3. It was previous known as presenter.
4. This bar appear on the top of the PowerPoint screen.
5. It contain two parts tabs and groups.

B. Circle the correct option:

1. A presentation is made up of one slide/a series of slide.
2. A single page of presentation is called a file/slide.
3. The title bar/status bar is located at the button of MS PowerPoint window and shows current slide number.
4. Ruler/place holder are vertical and horizontal guides.
5. Title bar/quick access tool bar present help us to do common task with just one click.

C. Write the steps for the following:

1. To create a presentation.
2. To add new slide to a presentation.
3. To save presentation with another name.

Answers of the Textbook

A. 1. Presentations (b)   2. Slides (b)   3. Place holders (a)

   4. Slides (c)

B. 1. i) Click the place holder, a border Appear.

   ii) Position the pointer on the border, when it changes its shapes to (   ), drag the mouse to move place holder enclosed in border.

   iii) Release the moue button as the place holder moves to a new position.

2.   i)   Click on home tab button.

      ii)   Click on layout button.

      iii) Choose the layout from layout gallery.

3.   i)   Click on inset tab.

      ii)   Click on illustrations group, then click picture.

      iii) Locate the picture that you want to insert.

      iv) Then double click or click insert button. The picture will be inserted.

C. 1. Microsoft power point is powerful, easy to use presentation software which allow you to create professional looking electronics slide shows.

    2. Presentation means showing the contents of a topic step wise with the use of picture, sound and other effect. A presentation consist of number of individual pages called slide.

    3. The individual page of any presentation is called slide. It consist of picture, text, audio. Many slide combine together to form a presentation.

Answers of Worksheet - 1

A. 1. Slide   2. Presentation   3. PowerPoint

    4. Title Bar   5. Ribbon

B. 1. Series of Slide   2. Slide   3. Status bar

    4. Ruler   5. Quick Access

C. 1. i)   Start MS PowerPoint.

      ii)   Click on file tab.

      iii) Click on new and select blank presentation under available temple.

      iv) Click on Create.

    2. i)   Click on home tab on the ribbon.

      ii)   Click on new slide button, select the type of slide you want a new slide is inserted.

    3. Click on file, save as, a window appear, in which it shows enter new name, give new name and click on save.

9 Use of Internet

In this chapter, the students will know about the Internet and its uses.

☞ **Teaching Objectives:**

- Introduction to Internet.
- Requirement to access Internet.
- Benefit of Internet.
- Internet terms and their uses.
- Web search engine.

Teaching Tips:

While teaching this chapter, tell the students Internet is very useful tool for all of us. It helps us in every steps of life.

☞ **Ask some oral question like:**

- Whats is Internet?
- What is Hyperlink?
- What is www?

Evaluation:

After explaining this chapter, let the students do course book exercise given at the end of the chapter. Teachers are also expected to give some extra questions to the students to make them more understand.

Worksheet - 1

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

A. Fill in the blanks:

1. _____ is th collection of web pages containing related information.

2. _____ is a software that is used to access information on the Internet.

3. _____ is a document where the Information is stored.

4. _____ are the program or website used to search document with special keyword.

5. _____ is the first and main page of any website.

B. Write the two name of website used for the following purpose:

1. Searching   2. Online education   3. Shopping

4. Communication   5. Watching movies

C. Define the following terms:

1. www.   2. Hyperlink   3. Home Page

D. Write any four use of Internet.

Answers of the Textbook

A. 1. Internet Explorer (a)   2. Hyperlink (b)
   3. Internet (a)   4. Web Pages (b)
   5. Back Button (c)

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

C. 1. The Internet is a word wide collection of computer network, co-operating with each other to exchange, collect and share data using a common software.

   2. The website is a collection of many web pages containing related information. Examples of website are - Amazone.com, Yahoo.com

   3. The web browser is a software that is used to access information on the Internet.

   Example - Google Chrome, Internet Explorer

   4. Now a days Internet is used in every fields. Some of them are -

   i) Communication - The Internet is used for communication purpose for chatting, sending e-mails, video conferencing, etc.

   ii) Education - In education also computer is very useful for the students to get Information all out any topic and also for watching educational video of lectures on any topic.

Answers of Worksheet - 1

A. 1. Website   2. Web browser   3. Web page
   4. Search Engine   5. Home page

B. 1. Searching - google.com, altavista.com

   2. Online Education - Smart Class Online, freeonline.education.com

   3. Shopping - amazone.com, filpcart.com

   4. Communication - Yohoo.com, gmail.com

   5. Watching movies - youtube.com, Kidos.net/video for kids

C. 1. World wide web - The word wide web is a collection of various websites. These sites collectively form a structure similar the spider's web over the Internet.

2. Hyperlink -The hyperlink is a blue coloured link, that can be a word, an icon, a picture or an icon that take the cursor to another page or another website, when clicked on it.

3. Home page - The first page of any website or the main page of any website is called a home page.

D. 1. The Internet is used in schools to give education and search contents.

2. In Railway reservation, the Internet is used for ticket booking and to get information about train.

3. In hospitals, while doing sugary and for media test.

4. In weather forecast to get knowledge about changing weather.