QuickStart 6

Teacher's Resource Book



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Programming Languages and Generation of Computers

In this chapter, student get Knowledge about programming languages and its types.

Teaching Objectives:

Student will learn:

- Classification of computers.
- Programming Language.
- Low level languages.
- High level languages.



Teaching Tips:

While teaching this chapter, tell your students that the computers are classified into many categories depend upon their size like mini, micro, mainframe and super computer. The super computer is best amongst all. Also tell your student that computer languages are means of communication with computer. They are of two type low level and high level. The low level language is again classified into

Machine language - (First generation)

Assembly language - (Second generation)

Ask the students some oral questions like:

- What are computer languages?
- What are high level computer language?
- Give some examples of fifty generation language?
- What is assembly language?



Evaluation:

After explaining this chapter, let the student do the question give in the course book Exercise, tell the student to solve the questions given in worksheet. Teacher are expected to help the student in solving the questions.

Name:_		Class:	Date:
A.	En	circle the correct options:	
	1.	Computer/Washing machine can be size, technology and purpose.	classified on the basis of
	2.	Desktop computer/Mainframe compucomputer.	ter are example of micro
	3.	There are two type of hardware/languand high level.	uages. They are low level
	4.	Visual basic is the example of lo language.	w level/forth generation
	5.	PARAM/PDP II is a super computer.	
В.	Fill	in the blanks:	
	1.	computer are generally ca	lled personal computer.
	2.	— is a portable computer v and key board.	vith an integrated screen
	3.	are small handheld compl	uter with limited software.
	4.	are also called mid range	computer.
	5.	is a programming langu	age that can be directly

C. Answer the following:

- 1. What is a super computer?
- 2. Explain different type of low level programming language?
- 3. Explain forth generation language?
- 4. Give 5 examples of programming language?
- 5. What are embedded computer?



- A. 1. Single Chip (a) 2. Palm Top (c) 3. SUB (a)
- B. 1. False 2. True 3. True
 - 4. True 5. False
- C. 1. Laptop.
 - 2. i) In micro computer the CPU are on a single Chip.
 - ii) They are designed to used by individuals.
 - iii) They are portable and occupy less space.
 - 3. PARAM, IBM, Blue Gene.
 - 4. The full form of ATM is automated teller machine. They use Embedded computers.
 - 5. Third generation language includes simple programming language which were made using simple commands. Where as forth generation language are designed to reduce overall time, effort and cost of software development.

Answers of Worksheet - 1

- A. 1. Computer 2. Desktop 3. Languages
 - 4. Forth generation 5. PARAM
- B. 1. Micro 2. Laptop 3. PDA
 - 4. Mini 5. Machine Language
- C. 1. A super computer is a computer with a high level computational capacity with great speed and large memory. They are mainly used for weather forecasting, code breaking, genetic analysis.
 - 2. Low level programming Language that deal with a computer's hardware, component and constrain. They are two type of programming language. They are.
 - i) Machine Language The machine language is a programming language that can be directly understood by the computer without interpretation.
 - ii) Assembly Language They are developed to over come the inconvenience that were faced in assembly language. They are represented in form of alphanumeric codes called mnemonic.

- Forth generation language A forth generation language is grouping of programming language that attempt to get closer to human language, form of thinking and conceptualization. These languages are designed to reduce the overall time, effort and cost of software development.
- 4. i) Basic
- ii) Visual Basic
- iii) HTML

- iv) Java
- v) Fortran
- 5. Embedded computer are automated built in system which control the working of device like washing machine, Watches, ATM etc.



Number System and Computer Language

In this chapter, student will learn about number system and computer languages.

Teaching Objectives:

Student get knowledge about:

- Number system.
- Binary numbers, Decimal numbers.
- Conversion form Binary to Decimal.
- Conversion form Decimal to Binary.
- Computer arithmetic.
- Other programming languages like basic, visual basic, C programming.



Teaching Tips:

While teaching this chapter, tell your student that set of values use to represent different quantities is known as number system. There are many number system in the computer like (0-9) is a kind of number system whose base is 10 and are called decimal number system. The another type of system is one in which only two numbers 0 and 1, they are called binary number system.

They are few number system. They are:

- Binary Numbers it has tow digits 0's and 1's.
- Octal Numbers − it has eight digit 0 to 7.
- Hexadecimal − it has sixteen digits, i.e. 0 to 9 and A,B,C,D,E,F.
- Ask some oral question like:
- Which number system is directly understood by computers?
- What are computer languages?
- Name any tow third generation programming language?
- What is FORTRAN?



After Explaining the chapter, let the students do the question given at the end of chapter. After solving the workbook exercise the teachers are expected to give the exercise given in the worksheet as a class test.

Worksheet - 1

Name	Date:	
A. Fill in the blanks:		
1. 2. 3. 4. 5. B. W	od by computer ming language	
1. 2. 3. 4. 5. C. W	ymbolic code.	
1. D. Co	C Language	
1. 2.	110100	
1.	11	



- A. 1. Basic (b) 2. Tim Berners-Lee (b) 3. IBM team (a)
 - 4. 10, Base2 (a)
 - 3. 1. John Kemeny and Thomas Kurtz 2. Microsoft
 - 3. Tim Berners-Lee 4. Brendan Eich
- C. 1. The number system which are use to represent numbers form 0–9 and having base 10 are called decimal number system. It has 10 numbers in its list.
 - The tow digits that are used in binary number system are 0 and
 Computer understand only this number system.

3.	Decimal	Binary
	2	0010
	5	0101
	7	0111
	9	1101

Humber system.					
4.	2	75	_1		
	2	37	1		
	2	18	0		
	2	9	1		
	2	4	0		
	2	2	0		
		1			

Ans - 1001011₍₂₎

5.
$$1x2^7 + 1x2^6 + 0x2^5 + 1x2^4 + 1x2^3 + 6x2^2 + 6x2^1 + 1x2^0$$

 $128 + 64 + 0 + 16 + 8 + 0 + 0 + 1 = 217_{(10)}$

- 6. It is third generation event driven programming language and Integrated Development Environment (IDE) form Microsoft for its computer programming model. This was originated form old language basic. Visual basic is the most widely used computer programming language in the history of software.
- 7. The HTML is hypertext markup language. It was developed by Tim Berner's-Lee in 1990. It is used to create web pages on the world wide that contain hyper links to other pages.
- 8. Java script was developed by Branden Eich and was known as live script. It was later renamed to Java script in 1995.

Answers of Worksheet - 1

- A. 1. Binary
- 2. Third

Hyper text

- 4. Fortran
- Java Script

B. 1. True

2. False

3. False

4. False

- 5. True
- C. 1. Fortran stand for formula translator. It was one of the first programming languages. Fortran began being created in 1954 by members of IBM team and was first introduced in October 15,1956.
 - 2. The basic language was first developed at Dartmouth University by John Kemeny and Thomas Kurtz and was first introduced on 1 may, 1964. The full form of BASIC is Beginners All Purpose Symbolic Instruction Code. It was one of the easy to understand language. It was not only use for programming but also for teaching the fundamental of programming.
 - 3. It is high level general purpose programming language developed by Dennis Ritchie and Brian Kernighan at bell lab in 1972 form a language named B. The first major program written in C was the Unix operating system.
- D. 1. i) 110010

$$1x25 + 1x24 + 0x23 + 0x22 + 1x21 + 0x20$$

 $32 + 16 + 0 + 0 + 2 + 0 = 50(10)$

ii) 10011

$$1x25 + 0x24 + 0x23 + 1x21 + 1x20$$

$$32 + 0 + 0 + 2 + 1 = 35$$

iii) 110100

$$1x25 + 1x24 + 0x23 + 1x22 + 0x21 + 0x20$$

$$32 + 16 + 0 + 4 + 0 + 0 = 52(10)$$

2. i)

2	59	1	
2	29	1	
2	14	0	
2	7	1	
2	3	1	
	1		

ii)

	2	169	1
	2	84	0
	2	42	0
	2	21	1
	2	10	0
•	2	5	1
•	2	2	0
		1	

- 1

Ans: 111011

Ans: 10101001₍₂₎



Merging Mails in MS Word

In this chapter, student will learn about mail merge feature of MS word.

Teaching Objectives:

Student will learn about:

- Mail merge in MS word
- Header and footer
- Inserting and editing Header and footer
- Printing Mail merged letter



Teaching Tips:

While teaching this chapter, tell your students that the text which is printed at the head of each page is called header and which is printed on bottom of every page is called footer. Also tell them about mail merge one of true useful feature of MS word by using which we can print a single letter by many different have using data stored in a database file or excel file.

Ask oral question like:

- What is mail merge?
- What do you write in main document?
- What do you write in data source?



Evaluation:

After Explaining the chapter, let the students do the question given at the end of chapter. After solving the workbook exercise the teachers are expected to give the exercise given in the worksheet as a class test.

name:_		Date:
Α.	Fill	l in the blanks:
	1.	The facility of sending a single letter with many different name is called
	2.	The text which is printed at the top of every page is called
	3.	The text which is printed at the bottom of every page is called
	4.	To get the hard copy of any letter we need to it.
	5.	Date and time option appear in the group.
В.	1.	Write the steps to print a letter.
	2.	Write the steps to view merged data.
C.	Wr	ite True or False:
	1.	The mail merge option appear in Insert tab.
	2.	Header is the text that appear on the top of every page.
	3.	We Cannot insert date and time during mail merge.
	4.	We need to type individual data on each and every letter in

Merged document.

5. We can use MS Excel For mail merge.



A.	1.	Top (a)	2.	Bottom (b)	3.	Insert (a)
----	----	---------	----	------------	----	------------

4. 10 Digits, Decimal system.

B. 1. the letter 2. Print 3. Ans. Given

4. Ok 5. Printer

- C. 1. The text which is printed at the head of each page in a document is known as header.
 - 2. The text which is printed at the bottom of each page in a document is known as footer.
 - 3. i) Click on insert tab, click on header and footer group. A drop down menu option showing the style of header will appear.
 - Click on blank style or choose any other style. The header will be placed with blinking cursor.
 - iii) Type the text which you want to apply as header.
 - iv) Now click on footer option in the navigation group. The cursor will move to footer area.
 - v) Type the text for the footer.
 - vi) Click on close header and footer option in close group. The header -> footer will be visible.
 - 4. Mail Merge is a feature which allows the user to create a large number of document form a single template form and a data source well structured. It also help a single person to send a single email to a group of different people.
 - Open Microsoft word document and type the letter that you need to mail.
 - ii) Click on mailing tab, click on Start Mail Merge, a drop down menu will appear.
 - iii) Click on step by step Mail Merge Wizard. Mail Merge navigation pane appear.

6. i) Title ii) First name iii) Last name

iv) Company name v) Address line 1 vi) Address line 2

vii) City viii) State ix) Zip code

- 7. i) Click on Insert merge field option in write and insert field group in mailing tab. Insert merge field dialog box will appear.
 - ii) Select the list of the field that you want to insert. Click on first field name and then click on insert. It will be inserted at the point now all the merge field are inserted in the letter.
- 8. We print the letter to get a heard copy of that so that it can be send to individual person by it same printed on it.

Answers of Worksheet - 1

- A. 1. Mail merge4. Print5. Insert
- B. 1. i) Click on print option under merge section
 - ii) Merge to printer dialog box appear
 - Select the record to whom you want to send a letter, or select all.
 - iv) Click on OK.
 - 2. i) Click on preview result option in preview result group in Mailing tab the first recipient detail will appear.
 - ii) Now to check the other recipient, click on the next arrow in the preview result group. And keep on clicking till all the recipient you have viewed.
- C. 1. False 2. True
- 3. False
- 4. False 5. False



Creating Tables and Charts in MS PowerPoint

In this Chapter, the student will learn about tables and charts in MS PowerPoint.

Teaching Objectives:

Student will explore and learn:

- To create a table.
- To draw a table.
- Merging and splitting a column.
- Enter data in a table.
- Chart in PowerPoint.



Teaching Tips:

While teaching this chapter, tell your students that PowerPoint allow us to create engaging presentation for side show, Meetings. This program allows the user to quickly and easily create professional looking presentation including pre define design and the ability to create animation. It also provide us the facility to present our data in form of rows and columns called tables and also we can create a chart out of that data.

Ask the student some oral question like:

- What are charts?
- What are the advantages of writing data in a table?
- Can we increase the number of rows in a table?
- What is merging of columns?



Evaluation:

After Explaining the chapter, let the students do the question given at the end of chapter. After solving the workbook exercise the teachers are expected to give the exercise given in the worksheet as a class test.

Date:_____

Worksheet - 1

Name:_____ Class: _____

A.	Read the clue and answer the following:					
	1. It is a presentation program which allow user to create engaging presentation for slide show.					
	2. This tool appear on the ribbon when you click on chart. This tool are located on three tab design, layout, format.					
	3.	It is use to join two or	more	column into o	ne colu	ımn.
	4.	It is use to break single	e col	umn into many	/ .	
	5.	It is a type of chart percentage of a compl			to co	mpare different
B.	Ex	plain the following el	eme	nts of chart:		
	1.	Chart area	2.	Chart title	3.	Legend
	4.	Plot area	5.	Line chart		
C.	Wr	ite the step for:				

1. To move the chart 2. To modify chart size

- A. 1. All the above (d)
- 2. Any number (a)
- 3. Merging cell (a)
- 4. All of these (d)
- B. 1. Pie Chart
- 2. Layout tab
- 3. Chart type
- 4. Design, Layout, Format

- 5. Plot Area.
- C. 1. A table is a way to represent data in row and column.
 - 2. Merge cell The merge cell is use to combine the data of two or more column in to a single column.

Split Cell - This is use to break the data of single cell into multiple column.

- 3. The chart is a pictorial representation of any data. By using chart we can display our data in form of picture so that analysis be come easy. It make audience to visualize trend and pattern.
- 4. i) Pie chart This chart can be used to compare different percentage of a complete data.
 - Column Chart These chart are used to compare values in different categories with another usually over different period of time.
 - iii) Line chart These chart examine how values fluctuate over time. Data is displayed in a set of point connected by a line.
- D. 1. In Insert tab on the Ribbon, click the table button. In the table group and then choose draw table.

Or

Insert -> Table -> No. of Row

No. of Columns

And press Ok.

- 2. i) Click a table cell in the row above or below where you want to new row be appear.
 - Under table tool, on the layout tab in the table group, click select and then click select Row.
 - iii) Under table tool, on the layout tab, in Rows and Columns group do one of the following:

- a) To add row above selected row, click Insert above.
- b) To add row below the selected row, click Insert below.
- 3. i) Click the insert tab on the ribbon and then click the chart option. The insert chart dialog box appear.
 - ii) Select chart category as Bar chart.
 - iii) Click Ok to insert chart.

Answers of Worksheet

- A. 1. PowerPoint
- 2. Chart
- 3. Merge

4. Split

- 5. Pie
- B. 1. The chart area contain entire chart and all its elements.
 - 2. It is descriptive text that is automatically aligned to an axis or centered at the top of the chart.
 - 3. It is a key that identify a pattern, colour or symbol associated with the marker of chart data series.
 - 4. It is the area bound by the axes, including all data series in 3D chart the area bounded by axes, including the data series, category name, tick mark, label etc.
 - 5. This chart examine how values fluctuate over time. Data is displayed by a line.
- C. 1. i) Click the Chart and drag it to another location on same slide.
 - ii) Copy into another slide.
 - iii) Choose the desired location and click pase.
 - 2. i) Click the chart.
 - ii) Click on any of the corner and drop and drag to resize.



MS Excel 2007

In this Chapter, the student will learn about Microsoft Excel a spreadsheet package use to make business graph and do calculations.

Teaching Objectives:

Student will learn the:

- Introduction to MS Excel.
- Starting to MS Excel.
- Components of Excel.
- Spread sheet and its parts.
- Creating new workbook and entering data in it.
- Creating simple formula using formula bar.



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 is also use for doing calculations and making graphs. In excel the data is organised in form of row and columns. It is very useful for those who maintain accounts for sales, bill or do mathematical calculations.

Explain the students the feature of MS Excel, how to start Excel, components of excel, spreadsheet, basic parts of spreadsheet, creating new workbook, entering data into worksheet and saving work.

Ask the student some oral question like:

- What is MS Excel?
- What is spreadsheet and worksheet?
- What is chart in excel?
- What is use of formula bar?
- What is cell?



After Explaining the chapter, let the students do the question given at the end of chapter. After solving the workbook exercise the teachers are expected to give the exercise given in the worksheet as a class test.

Worksheet - 1

Name:		Class:			Date	:	
Α.	Fill	in the blanks	s:				
	1.		_ is the	cell wh	ich is hi	ghlighted ar	nd active.
	2.	and analyse		softwa	re that le	et you creat	e table, calculate
	3.		_ corre	sponds	to colun	nn name an	d row name.
	4.	lettered colur		grid of c	lata divi	ded into nu	mbered row and
	5.		_ is the	bar tha	it is used	d to enter th	e formula.
В.	Read the clue and answer the following:						
	1.	It is used to e	enter a	nd edit f	ormulas	<u> </u>	
	2.	It is intersect	ion of F	Rows an	s Colum	nns	
	3.	It is often cal	led wo	kbook			
	4.	The data is b	eing e	ntered ir	n this ce	II	
C.	Wri	ite the steps	for the	followi	ng:		
	1.	To start MS-I	Excel.	2.	To sele	ect a columr	٦.
D.		plain the follo Formula	_	Cell	3.	Block	4. Active
	1.	i Ullilula	۷.	OGII	ა.	DIOCK	T. ACTIVE



Name:			_ CI	ass:		Da	te:	
A.	Fill	l in the blanks	s:					
	1.		is the	e cell which	is hiç	ghlighted	and act	ive.
	2.	is the software that let you create table, calcula and analyse data.						e, calculate
	3.	corresponds to column name and row name.						name.
	4.	is a grid of data divided into numbered row and lettered column.						ed row and
	5.		is the	e bar that is	usec	to enter	the forr	nula.
B.	Re	ad the clue ar	nd ar	swer the fo	ollov	ving:		
	1.	It is used to er	nter a	nd edit form	ulas			
	2.	It is intersection	n of l	Rows ans C	olum	ins		
	3.	It is often calle	ed wo	rkbook				
	4.	The data is be	ing e	ntered in thi	s cel	I		
C.	Wr	ite the steps f	or th	e following	j :			
	1.	To start MS-Ex	xcel.					
	2.	To select a col	lumn.					
D.	Ex	plain the follo	wing	j:				
	1.	Formula	2.	Cell	3.	Block	4.	Active

A. 1. Middle (c)

2. Both (a) and (b) (c)

3. Save (a)

4. Exit (b)

5. = A1 + A2 (a)

- 6. A dark wide border (a)
- Active Cell It is the cell which is highlighted and currently being selected.
 - 2. Formula Bar It is the bar which is used to enter formula. It is labeled with (Fx).
 - 3. Cell It is the intersection of a column and row where data is entered.
 - 4. Worksheet The row and column connected together form a worksheet. It contain 256 column and 65, 536 rows. It is like a single page of an entire note book.
- C. 1. Microsoft Excel is a software that let you to create tables. It is also use to manage and organise data. It is a spreadsheet package. It is use for calculations and making graphs.
 - 2. Cell Reference a cell reference refer to a cell or range of cell on a worksheet and can be used in formula 80 that excel can find the value. The cell reference are of two types:
 - i) Relative cell reference
- ii) Absolute cell reference
- 3. Spread sheet is a grid of data divided into column. It is long page present in rolled form in MS Excel.
- 4. i) To enter data into active cell- activate the cell by clicking on it with mouse. The cell border will become darken to indicate it is active cell.

OR

- i) Click in the formula bar and being typing.
- ii) One you have been finished typing, press the enter key on the keyboard or click on enter button on the formula bar to accept the changes to the cell.

Answers of the Worksheet

- A. 1. Active cell
- MS Excel
- 3. Cell address

- 4. Spread sheet
- 5. Formula bar



- **B.** 1. Formula bar 2. Cell 3. Excel file
 - 4. Active cell
- C. 1. i) Click on start button. ii) Click on all program.
 - iii) Click on Microsoft office. iv) Click on MS Excel.
 - 2. i) Select the column which you want to delete.
 - ii) Click the drop down button to delete command button in the cell group of home tab.
 - iii) Click Delete cell, Delete dialog box opens.
 - iv) Choose the required option from dialog box like shift cell left, shift cell right, entire row column get deleted.
- **D.** 1. It include digits and mathematical symbol. The formula should always start with an equal sign (=).
 - 2. Cell is the intersection of row and column. Single one is called cell and alway denoted by row name + column number like A3.
 - 3. A group of cell when selected form a rectangle called a block.
 - 4. Active cell is formed by the intersection of row and column. The currently selected cell that appear highlighted with dark black border in an active cell. The data is entered in active cell.



Editing in MS Excel

In this chapter, the students will learn about MS Excel. (Inserting, Editing and Modifying Cell and Rows and Column)

Teaching Objectives:

The students will learn:

- Selecting data.
- Inserting Row and data column.
- Aligning data in a column.
- Using Auto fill feature.
- Deleting and Renaming a worksheet.
- Printing a worksheet.



Teaching Tips:

While teaching this Chapter, tell your students that in MS Excel we can do many operations like we can insert blank cell in between two cell, we can insert blank column and row any where in the height of the row and width of the column by using auto fill facility.

Ask the students some oral questions like:

- What is a row and column?
- What is a spread sheet?
- What are grid lines?
- How auto fill is useful?



Evaluation:

After Explaining the chapter, let the students do the question given at the end of chapter. After solving the workbook exercise the teachers are expected to give the exercise given in the worksheet as a class test.



Name:		Class:	Date:
A.	Fill	l in the blanks:	
	1.	We need tooperations on it.	data first to perform various
	2.	We need to	_ if you want to remove or delete.
	3.	By default data in a cell is	aligned.
	4.	Instead of entering data manu to fill data automatically.	ally we can use
	5.	help to show orderly manner.	the document in a systematic and
В.	Re	ad the clue and answer the	following:
	1.	These are horizontal and ver	ical lines in a spreadsheet.
	2.	It is a group of cell.	
	3.	It is the feature use to fill ce	ell with data that follow a pattern.
	4.	It is the shortcut key to print a	a file.
C.	1.	Write the steps to align a colu	ımn.
	2.	Adjusting row height.	

- A. 1. Arrow (b) 2. Delete it (b) 3. Left (a)
- B. 1. In a worksheet, simply click on particular cell to select it.
 - 2. i) Select any cell which you want to select.
 - ii) Press and hold the shift key from key press space bar.
 - iii) Release shift key and space bar. The entire row get selected.
- C. 1. Cell

- 2. Ans Given
- 3. Cell group of home tab.
- 4. Insert cell
- Insert dialog box appear
- 6. Shift cell right/shift cell down.
- 7. Insert command
- D. 1. We need to select the data, so that we can perform various operations on it.
 - 2. i) To delete the data, first we need to select the data by pressing shift $+ \rightarrow$ arrow.
 - ii) Then press delete (Del) key from the keyboard or right click on that cell.
 - iii) A pop up menu will appear, then click on Delete.
 - 3. i) Click on the column, where you want to insert a column in a work sheet.
 - Then click on insert command button in the cell group of home tab.
 - iii) Click on insert cell on the drop down menu. The insert dialog box opens with the following options: Shift cell up, shift cell down, shift cell right.
 - iv) Click on any one option, the new cell get inserted in the blank worksheet.
 - 4. The way to display how the text or number are positioned in the cell are called alignment. The alignment are left, right or middle of the column.
 - Right align This alignment place the text in the right side of the column.
 - ii) Left align This alignment place the text in the left side of the column
 - iii) Centre In this alignment the text is placed in the center of the column.
 - 5. i) Select the row or place the cell pointer on any cell in the row.



- ii) Click on home tab on the Ribbon.
- iii) Click format from the cell group and click Row height options from the list.
- iv) Enter desired value in the box and Click OK.
- 6. If a worksheet is created and then a person feel it is not needed. The person can delete the entire worksheet the steps are as follows:
 - i) Click on the worksheet you want to delete.
 - ii) Click on home tab in the Ribbon.
 - iii) Click on drop down arrow, select Delete from the cell group.
 - iv) A message box will appear asking the confirmation. Press OK.
- 7. The Auto fill Feature in MS Excel allow us to fill any range with series of data instead of writing manually. It may be numbers or week days, month or any series.

Answers of Worksheet - 1

- A. 1. Select 2. Delete 3. Left
 - 4. Auto fill 5. Alignment
- **B.** 1. Grid lines 2. Range 3. Auto fill
 - 4. Ctrl + P
- **C.** 1. i) Open the worksheet whose data you want to align.
 - ii) Select the column whose alignment you want to change.
 - iii) Click insert from the cell group.
 - iv) Click on any one of the following alignment: a) Left
 - b) Center
- c) Right
- 2. i) Select the row
 - ii) Click home tab in the ribbon.
 - iii) Click format from the cell group and click row height option from list.
 - iv) Enter a desired value in the box and click ok.



Knowing QBasic

In this chapter, students will learn about ideal programming language for beginners, i.e. QBasic.

Teaching Objectives:

Students will learn:

- Introduction of QBasic.
- Creating new program.
- Saving and Run a program.
- Components of QBasic window.



Teaching Tips:

While teaching this chapter, tell the students that QBasic is a programming language developed by Microsoft for use in MS-DOS operating system. It is an ideal programming language for beginners, because of it intuitive command, simple structure of it intuitive command, simple structure and flexibility. Tell the students that with a programming language you can make any types of program/software/games etc.

Explain the students about the history behind basic language, how to start QBasic and how to make program in it.

- Ask your students some oral questions based on this chapter:
- What is QBasic?
- What are operators in Basic?
- What are constants and variables?



Evaluation:

After Explaining the chapter, let the students do the question given at the end of chapter. After solving the workbook exercise the teachers are expected to give the exercise given in the worksheet as a class test.



ıva	me:	
A.	Fill	in the blanks:
	1.	QBasic is a high level programing language developed by
	2.	shows the path where the QBasic is installed.
	3.	is an command use to clear screen.
	4.	The print command can be used with and
	5.	operators are used to combine two or more relational expression.
В.	Rea	ad the clue and answer the following:
	1.	It is a set of commands given to a computer.
	2.	It display the name of application.
	3.	It display the list of shortcut keys.
	4.	It allow you to print any thing on screen.
	5.	It is use the end of the program.
C.	An	swer the following questions:
	1.	What are operators and How many types of operators are there?
	2.	What are constant and variables?

- D. Name the following components of basic:
 - 2. It contain various options for the working of the program.

Write a program to input 3 numbers and find its sum.

3. It is the area where we write the program.

It shows the path where QBasic is installed.

4. It is the place where we type a single command to check the output.

1.

- **A.** 1. Basic (b)
- 2. Menu bar (b)
- 3. Let (c)

4. 9 (b)

- 5. CLS (a)
- 6. The numeric variable C is assigned the expression A + B. (c)
- 7. "5 * 6" (b)
- 8. Alt + F(c)
- **B.** 1. Print < constant/ variables / expression > e.g. Print M <"one">
 - 2. INPUT < variables> e.g. INPUT A, INPUT B.
 - 3. REM <Comment>
 - 4. CLS

- 5. END
- 6. LET <variable> = <value> e.g. Let A = 70.
- **C.** 10 Let A = 10
 - 20 Let B = 20
 - 30 Let sum = A+B
 - 40 Print "sum is" + sum.
- D. 1. QBasic is a programming language developed by Microsoft to be used in MS-DOS operating system. It is an ideal programming language for beginners because of its intuitive command.

The components of QBasic window are:

- i) Title Bar It show the path where QBasic is Installed.
- ii) Menu Bar Menu bar contain various options for working of the program.
- iii) Program mode -It is the area where we write the program.
- 2. The let command is used to assign value to the variable.

LET X = 60

LET Name \$ = "D. K. VERMA"

3. INPUT command allow the user to enter the information at the time of running of program.

INPUT "Enter your Name", N\$.

INPUT " Enter Age", Age.

- 4. The Rules to follow while giving names to variables:
 - i) Variable names can have maximum 40 character
 - ii) Variable names can have alphabet, numbers and decimal point.
 - iii) Variable name cannot be reserved words and must begin with letter.

Answers of the Worksheet

- A. 1. Microsoft 2. Title bar 3. CLS
 - 4. Comma, semicolon 5. Logical.
- B. 1. Program 2. Title bar 3. Status bar
 - 4. Print 5. End.
- C. 1. Operators are symbol that indicate the type of operations basic has 40 perform on the data or on the value of the variables.

They are 4 types of operators are these they are:

- i) Arithmetic operator Arithmetic operators are use to perform mathematical calculation like addition, subtraction, division, Multiplication and exponential. The operators used are +, -, *, /, ^.
- Relational operator The relational operators are use to compare two values of same type. The relational operators are:
 - = equal to > Greater then
 - < Less then >= greater then equal to
 - <= Less then equal to <> Not equal to
- iii) Logical operators Logical operators are use to combine two or more relational expressions which can be evaluated to return single value will be either True or false, And, OR, NOT.
- 2. Constant means fixed value. Constant in Basic are of two types:
 - i) Numeric constant Two types of numeric constant:
 - a) Real The number used may be written.
 - b) Integer Whole number may be written without decimal part.
 - ii) String constant A string consist of sequence of character enclosed in double quotes mark.
 - Variables A variable is a named location in computer memory which store data temporarily. Each program define different number variables according to need.

- 3. 10 CLS.
 - 20 Rem "To find sum of 3 No's"
 - 30 "Input Enter first Number", A.
 - 40 Input "enter 2nd number", B.
 - 50 Let sum = A + B.
 - 60 Print "sum of 3 Numbers is." Sum end.
- D. 1. Title bar
- 2. Menu bar
- 3. Program Mode

4. Immediate Mode.



Internet - Requirements and Benefits

In this chapter, students will learn about Internet, Requirement for Internet, Email and terms related to Internet.

- Teaching Objectives:
- Internet
- Requirement for Internet
- Internet explorer
- Use of Internet in daily life
- Term related to Internet



Teaching Tips:

While teaching this chapter, tell the students that Internet is a network of computer throughout the world. It connect thousands of network and billions of user around the world. Through Internet several services are offered to users like world wide web, email, instant messaging, online services etc.

Explain the students about the Internet. How the web work, web browser and HTML tags. Also explain them about email and messaging services.

- Ask them some oral questions based on this chapter:
- What is Internet?
- What is WWW?
- What is Website?
- What is Fmail?



Evaluation:

After Explaining the chapter, let the students do the question given at the end of chapter. After solving the workbook exercise the teachers are expected to give the exercise given in the worksheet as a class test.

Name:		_	Class: _		Dat	e:		
A.	Fill	in the blank	(S:					
	1.	Internet expl	orei	r is a		software.		
	2.	Each docun			bsite has	s its uniqu	e add	ress called
	3.	world.			onic mail	sent to an	y one	around the
	4.	on Internet.	_ is	a software	e that hel	p us to acc	ess di	fferent sites
	5.	It is a netwo						
В.	Wr	ite the full fo	rm	of:				
	1.	Email	2.	HTTP	3.	WWW	4.	Arpanet
C.	Wr	ite the step 1	for:					
	1.	To start web	bro	wser				
	2.	To compose	and	d send Em	ail			

- A. 1. Computers (a) 2. access (c) 3. Email (b)
 - 4. Website (b) 5. Uniform Resource locator (a)
 - 6. gmail.com (a)
- B. 1. Search Engine 2. Computers 3. World wide web.
 - 4. Mozilla fire fox and chrome 5. Email
- C. 1. Internet is a technology that millions of computers around the world get connected together to share informations. Uses of Internet are:
 - Email By using Internet we can communicate with a person who is sitting in another part of the world in a fractions of second.
 - Education It is a popular medium used by students for educational purpose like fineling study material or for applying in different colleges or universities.
 - iii) Business by using Internet it become easier for buyer and seller to sell their products and also advertise.
 - 2. A computer network means two or more computer are connected together with means of cable or any other device and can share information and other resources.
 - 3. Web page The page full of information on Internet is called web page.
 - Website The collection of many web pages together makes a website so they both are different from each other.
 - 4. The key words play important role in searching any information. On the basis of those key words only these search engine search for required information.

Answers of Worksheet - 1

- A. 1. Web browser 2. URL 3. Email
 - World wide webInternet
- B. 1. Electronic mail 2. Hypertext transfer protocol

- 3. World Wide Web 4. Advance Research Project Agency Network
- 5. Uniform Resource Locator
- C. 1. i) Click on start button.
 - ii) Click on programs -> Internet explorer.
 - 2. i) Open any Web Browser.
 - ii) Type the name of the website in which you want to compose Email in address bar.
 - iii) In Email service provider window, click on compose, A pop up window appear.
 - iv) Type the email address of person to whom email is to send.
 - v) Type the subject of the mail in subject column.
 - vi) Type the message in detail, in the message box.
 - vii) Click on seat button, when message is ready to send.



Advance features of Surfing Internet

In this chapter, students will learn about advance features of surfing on Internet.

Teaching Objectives:

- Evaluation of Internet.
- Locating sites on Internet.
- Working with web page.
- Selecting a link, saving a web page.
- Accessing the history folder.
- Chatting and video conferencing.



Teaching Tips:

While teaching this chapter, tell the students that Internet is a wonderful tool which make our work easy in day to day life. By using Internet we can locate various sites which contain different topic on every web site. The hyperlink are there when one click on those hyperlink the control moves to next page or another websites. If user like any web page they can also save those web pages. The chatting and video conferencing are excellent tool provided by Internet.

Ask some oral questions:

- What is website and Web page?
- What is a hyperlink?
- What is chatting and video conferencing?



Evaluation:

After Explaining the chapter, let the students do the question given at the end of chapter. After solving the workbook exercise the teachers are expected to give the exercise given in the worksheet as a class test.

Na	me:	
A.	Fill	in the blanks:
	1.	When you open a web page, some time you see a link on the web page these are called
	2.	is like talking to other people sitting for away by sending text message.
	3.	You can locate any website or information on the Internet using
	4.	is a live, visual connection between two or more people residing in separate location.
	5.	We can send text message or file or image as an attachment through
В.	1.	Write the steps to find text on a web page.
	2.	To save any web page.
	3.	Access the history folder.
_		

- C. Circle the correct options:
 - 1. The starting page of a browser is called book mark/home page.
 - 2. Fire fox/chrome is a freeware web browser developed by Google.
 - 3. You can buy/sell product all over the world through the vendor/ Internet.
 - 4. Surfing the web is made possible by a web browser/computer.
 - 5. Any kind of information on any topic is/available on the Internet/email.

A. 1. Internet (a)

2. Search engine (b)

3. File (a)

- 4. View (a)
- B. 1. Internet Protocol It is the principal communication protocol in Internet suite by which data is sent from one computer to another on the Internet.
 - Hyperlink A hyperlink is a word, phrase or image that when click on the control move or jump to new page or new document or new website. The hyperlink are found in nearly all web page.
 - 3. Video conferencing A video conferencing is a live, visual connection between two or more people residing in separate location for the purpose of communication.
- C. 1. We need to save a web page so that it need not to search that page again and again when we need the same information. It save time and effort.
 - 2. The four search engines are:
 - i) google.com
- ii) khoj.com
- iii) altavista.com

- iv) bing.com
- 3. To access particular website, you must know the address of that web site. When me want to open any website. Type the name in Address bar of web browser. The web browser then make a request to provide the requested page. Then server search the requested information and sent to users computer and stored there in form of cookies.
- 4. Chatting It means talking to other people who are using Internet at the same time you are using usually this "Talking is the exchange of typed-in message requiring one site as the repository for the message and a group of user who take part from any where on the Internet.

Answers of Worksheet - 1

- A. 1. Hyperlink
- 2. Chatting
- 3. Search Engine

- 4. Video calling
- 5. Email
- **B.** 1. i) Open a web page in Internet Explorer.
 - ii) Click down arrow of tool.
 - iii) Click on menu bar in tool bar.

- iv) Click on edit menu, a drop down list appear.
- v) Click on find on this page, the find box will appear.
- vi) Enter the word or group of word you want to find. Press Enter key. The enter word will highlighted.
- 2. i) Open a web page in google.
 - ii) Scroll up and down to see the information.
 - iii) Click on page down arrow. A drop down list will appear.
 - iv) Click on save as. The save web page dialog box will appear.
- 3. i) Open Internet explorer.
 - ii) Click on tool, drop down menu will appear.
 - iii) Click on explorer bar. A drop down list of menu will appear.
 - iv) Click on history. The history folder will appear on left side of I.E. window. It shows the history of sites visited.
- C. 1. Home page
- 2. Google chrome
- Internet
- 4. Web browser



Virus and Antivirus in Computer

In this chapter, students will learn about destructive programs which damage our data called virus.

Teaching Objectives:

Student will learn about:

- Computer virus.
- Types of virus.
- Scanning with an Antivirus.



Teaching Tips:

While teaching this chapter, tell your students that there are some program that are deliberately written to damage data. These are known as virus. A virus can affect your computer badly and destroy our all data stored in our computer. They are intentionally created that they spread rapidly and can affect maximum number of computer.

Ask the student some oral questions like:

- What are computer virus?
- What is an Antivirus software?
- Write any 3 way to get virus infection?



Evaluation:

After Explaining the chapter, let the students do the question given at the end of chapter. After solving the workbook exercise the teachers are expected to give the exercise given in the worksheet as a class test.

Name:_		Class: Date:
A.	Fill	in the blanks:
	1.	are the program that are deliberately written to damage data.
	2.	is a virus that comes as If it is a friendly program.
	3.	Virus attached itself to the boot sector of the disk.
	4.	Virus add a virus code to the regular programming code within program files.
	5.	The notorious virus known as Friday 13th was first discovered at university of
В.	Sta	ate true or false:
	1.	Trojan horse is an example of Antivirus.
	2.	Worm add virus code to regular program.
	3.	Mcafee is an Antivirus software.
	4.	There are some virus which are not harmful.
	5.	Virus can be spread through Emails also.
C.	De	fine the following:
	1.	Trojan Horse
	2.	Email virus.
	3.	Boot sector virus.
D.	Wr	ite the Methods to protect computer from virus.

A. 1. Large (b)

2. Trojan horse (b)

3. File Infector (c)

- 4. Antivirus (a)
- **B.** 1. This virus add a virus code to the regular programming code within program files. When the regular infected program files run, other program files run, other files also get infected.
 - This virus attach itself to the boot sector of the disk. Boot sector
 is the part of disk where all the start up instructions are kept.
 This dangerous virus destroys this sector which is loaded into
 memory. Every time disk is booked.
- C. 1. The virus are malicious program that are intentionally written to damage data. A virus can effect our computer badly and destroy all data.
 - 2. i) Trojan horse
- ii) Woron
- iii) File Infector

iv) Boot sector virus.

- v) Email virus.
- 3. Antivirus is a set of instructions that detect the type of virus in the computer. It protect computer from virus.
- 4. Scanning with Antivirus involves:
 - Open the folder containing files, Right click on the file. A menu of List is open.
 - Click on Antivirus name e.g. Quick heal your scanning will start and message will display whether file is infected or not.

Answers of Worksheet - 1

A. 1. Virus

B. 1.

2. Trojan horse

Jerusalam.

Boot sector

- 4. File infector1. False
- 2. False

3. True

4. True

5. True

5.

- C. 1. Trojan Horse It is the virus that comes as if it is a friendly program. It comes when we download a games or other Application from untrusted sites.
 - 2. Email virus The Email virus came as attachment with Emails. When we open such Email this virus spread into the computer.

- Boot sector virus Boot sector is the part of the disk where all the start up instructions are kept. The boot sector virus attach itself to the boot sector of the disk. Then they destroy Boot sector which is loaded into the memory every time disk is booted.
- **D.** i) Make a back up of all the important files in your computer.
 - ii) Alway check files in your computer that comes from unknown source.
 - iii) Always install a good Antivirus.
 - iv) Do not use external device without scanning.
 - v) So not open unknown Emails.