Chapter1
Evolution of Computer

I. Fill in the Blanks:
1. Abacus
2. Charles Babbage
3. Ada Augusta Lovelace
4. Fifth
5. Personal Digital Assistant

II. Write T for true and F for false statements:
1. F
2. T
3. T
4. T
5. F

III. Answer the following Questions:
1. IBM 700 and UNIVAC III are two examples of second-generation computers.
2. Desktop computer is used for regular computing operations from a specified place such as on office. They are normally used by individuals for their business activities.
3. Handheld computers are small in comparison with laptop and can be carried anywhere. They use a pen like stylus and accept handwritten input directly on the screen.
4. The ENIAC was developed by John W. Monthly and J.Prosper Eckert, two American scientists. The ENIAC was the first high-speed Electronic Digital Computer.
5. In 1642, the French philosopher and mathematician Blaise Pascal developed a mechanical adding machine called Pascaline, which could add and subtract numbers.
It used a system of gears and wheels.
6. WWW (World Wide Web) was developed by Tim Berners-Lee in 1991.

IV. Write the full form of the following:
1. Universal Automatic Computer
2. Electrical Numerical Integrator and Computer
3. Integrated Circuits
4. Small Scale Integration
5. Medium Scale Integration
6. Very Large Scale Integration
7. Ultra Large Scale Integration
8. World Wide Web

Write 3-4 lines about the contribution of the following personalities:
1. **Grace Hopper-**
Grace Hopper was the primary programmer. She invented the first high level language called Flow-Matic which later on developed into COBOL.

2. **John Napier-** He was s Scottish man. He developed manual calculating device to speed up the multiplication process which was called John Napier's Bones.

3. **Blaise Pascal-**Blaise Pascal developed another mechanical adding machine called Pascaline in 1642. It could add and subtract numbers.

4. **Charles Babbage-** In 1800s, Charles Babbage designed the first automatic calculating engine- the Difference Engine. It could perform complex mathematical calculations

Chapter -2
Computer and its Functions

I. Fill in the Blanks:
1. Cathode-Ray Tube
2. Photoshop
3. Mouse
4. Hardware
5. System

II. Write T for true and F for false statements:
1. T
2. T
3. F
4. T
5. T

III. Write the full form of the following:
1. Input-Process-Output
2. Central Processing Unit
3. Memory Unit
4. Arithmetic and Logical Unit
5. Control Unit
6. Cathode-Ray Tube
7. Liquid Crystal Display
8. Visual Display Unit

IV. Differentiate between the following:
1. **Hardware**- The physical components of a computer that we can see, touch and feel are called the hardware.

Software- Software is a collection of computer programs, procedures and documentation that performs some task son a computer system.

2. **Input Devices**- Input devices are those which are used to enter data and information into a computer. For example mouse and keyboard.

Output Devices- Output devices are those which the computer uses to display the information and results. For example- Monitor and printer.

3. **Printer**- A printer gives printouts of our work on paper.

Scanner- A scanner is an input device that converts paper image into digital or electronic images and then flashes them on the monitor.

4. **Touch Pad**- It is used instead of a mouse on the laptop computer. It is a touch sensitive pad.

Touch Screen- A touch screen is a screen through which data can be entered by just touching it with a finger.

5. **Hard Copy**- The document printed on a paper is called a hard copy.

Soft Copy- The document that is in the computer as a file is called a soft copy.

V. Answer the following Questions:

1. CPU is the brain of a computer where it processes and stores the information, performs calculations and sends the result to the output devices.

2. A computer uses the IPO cycle. It takes in data, processes
The data and then gives the output. It works in three steps:

INPUT → PROCESS → OUTPUT

3. A touch pad is often used as an input device in laptops because it is a touch sensitive pad that controls the movement of the pointer on the screen.

4. Cathode-Ray Tube (CRT) monitors are heavy and take up lot of desk space.
Liquid Crystal Display (LCD) monitor are light in weight, used less power and take up a very little desk space.

5. It is a device used to project an image on a flat surface like computer screen. It is mainly used in seminars and meetings.

Chapter -3
Computer Memory and Storage Devices

I. Fill in the Blanks:

 1. Flash drive
2. Byte
3. Primary memory
4. USB port
5. Hard disk

II. Write T for true and F for false statements:

1. F
2. F
3. T
4. T
5. T

III. Give the full form of the following:

 1. Random Access Memory
2. Read Only Memory
3. Digital Versatile Disk
4. Compact Disk
5. Kilo byte
6. Mega byte
7. Gigabyte
8. Terabyte

IV. Answer the following questions:

 1. **DVD** can store a huge amount of information because its storage capacity varies from 4.1 GB to 17 GB.

2. **RAM** is the working memory of a computer system. It stands for Random Access Memory. It is also called the temporary memory.

ROM contains some instructions and programs that are essential for a computer to operate. It stands for Read Only Memory. It is also called the permanent memory.
The content of ROM does not get lost when the computer is turned off.

3. Computer's memory is the storage space in computer where data is processed and instructions required for processing are stored.

4. It is the main storage medium for computer. A hard disk drive stores information on a hard disk. It can hold a large amount of data. It is fixed inside the CPU box.

5. The secondary storage devices are used for store a large amount of data and information.

6. It is the main storage medium for computers. It is fixed inside the CPU box. It can hold a large amount of data. It is also called a hard disk. Data is recorded on both sides of the disk.

Chapter -4
Windows 7

I. Fill in the Blanks:
1. Wallpaper
2. Theme
3. Recycle Bin
4. Windows

II. Write T for true and F for false statements:
1. False
2. True
3. True
4. True

III. Write steps for the following:
1. i) Right-click on desktop. Click on the Personalize option.
ii) In the personalization gallery, click Desktop Background.
iii) Now, click on the wallpaper of your choice.
iv) Click on save changes.
2. i) Click on Date and time on the extreme right of the taskbar.
ii) Click change date and time settings.

IV. Answer the following questions:
1. Cascading means laying out the open windows on the desktop like sheets of paper, with only the title bar of most windows visible.
2. To apply theme, we follow the steps given below:
i) Right-click anywhere on the desktop. Choose personalize option.
ii) The personalization window opens. Choose a theme of your choice and click on window colour.
iii) Choose a colour.
iv) Click on the save changes button.
3. The Desktop is the main screen. It is the work area where dialog boxes, windows, icons and menus appear. Small pictures on desktop screen are called icons. For examples-Recycle Bin and Internet Explorer.

V. Circle the odd one on the following:
a) 1. MS Paint
2. MSW Logo
b) 1. DESKTOP ICONS
2. THEME
3. SCREEN SAVER
4. WALLPAPER

Chapter -5
More about MSW Logo

I. Fill in the Blanks:

1. PD
2. Title line, Body and End line
3.
4. Command Input
5. HT

II. Write T for true and F for false statements:

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

III. Write LOGO Primitives to the following and write the result obtained:

1. 55
2. 432
3. 35
4. 4

IV. Give one word answer for the following:

1. Language of Graphic Oriented.
2. School
3. FD
4. 8 lines
5. Turtle

V. Answer the following questions:

1. **PEN UP** primitive is used to lift up the turtle's pen. The short form of PENUP primitive is PU.

PEN DOWN primitive is used to put the pen down. The short form of PENDOWN primitive is PD.

2. A procedure is a method of doing a particular task. It is essentially a set of primitives of LOGO. A procedure has three parts-Title line, Body and End line.

3. Procedure for editing a procedure:

i) Click on Edit to edit a procedure.

ii) The Editor window opens up. Now make changes in the editor window.

iii) Click on the close button. A dialog box will appear for save changes.

iv) Click on yes.

5. PRINT primitive is used to display a number, a word or sentence.

6. To draw a square in LOGOFD

100 RT 90

FD 100 RT 90

FD 100 RT 90

FD 100 RT 90

or,

REPEAT 4 (FD 100 RT 90)

VI. What do the following stand for?
 1. SHOW TURTLE
2. HIDE TURTLE
3. SETPENCOLOR
4. PENDOWN
5. BACK

Chapter -6
Introduction to MS Word 2013

I. Fill in the Blanks:
1. Word processing
2. Enter
3. docx
4. Ctrl+S
5. Cursor

II. Write T for true and F for false statements:
 1. False
2. False
3. False
4. False
5. True

III. Label the parts of the MS Word screen:

IV. Answer the following questions:
 1. While typing text, we do not have to press the enter key after each line. The cursor moves automatically from on-line to the next line when we reach the end of the line. This feature is called the word wrap.
file tab
ribbon
horizontal
ruler
vertical
ruler
status bar
document
area
view
buttons
zoom
slider
close
restore/down
maximize
2. To open an existing document, we follow the following steps:
i) Click on the File tab.
ii) Click on Open.
iii) The Open dialog box opens.

iv) Click on the Open button.

3. Copying means to create a duplicate copy of the selected text. To copy text, Copy and Paste commands are used. Moving means to shift the selected text to another location. To move text, Cut and Paste commands are used.

4. Microsoft Word and Word Pad.

5. To save a file for the first time)

Click on the File tab.

ii) Click on the Save As.

iii) Click on Browse.

iv) Type the name of the document.

v) Click on Save.

6. There are two rulers) Horizontal ruler-It is present at the top of the document area. It is used to set left and right margins.

ii) Vertical ruler-It is present to the left of the document area. It is used to set top and bottom margins of a page.