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CLASS 9
Foundation of Information Technology (FIT)

CHAPTER 2

II. SHORT ANSWER QUESTIONS:

1. Mouse and keyboard
2. A scanner is a device which is used to scan a diagram, photograph etc. And the image can be brought on to the monitor. A scanner may be in different shapes. It may be handheld or flatbed scanner.
3. 1) A barcode scan is fast and reliable. 2) Barcodes eliminate the possibility of human error.
4. 1) CRT (Cathode Ray Tube) monitors 2) LCD (Liquid Crystal Display)
5. Dot Matrix Printer is an impact printer which leaves the impression of character in the form of Dots. These printers consist of a hammer which prints the characters one by one.
6. 1) High speed of printing. 2) Excellent Quality of printing.
7. Drum plotter is a type of pen plotter that wraps the paper around a drum with a pin feed attachment. The plotter was the first output device to print graphics and large engineering drawings.
8. Light pen is pen-shaped light-sensitive device and can be connected to a computer to draw graphics and to highlight the text directly on the computer screen.
9. The uses of barcodes is to read merchandise in stores which eliminate the possibility of human error and also take less time in entering data by hand.
10. Wireless mouse provides capability of connecting without cables. Whereas optical mouse utilizes LED light source and photo technology to detect movement.
11. Dot Matrix printers are so called because it uses a matrix of dot to print each character. This printer consists of hammer which prints the characters one by one.
12. Joystick is an input device which is used to play games. It is an electric device which is used like a mouse for controlling cursor movement. It is used frequently in programs like video games and personal computer.

III. LONG ANSWER QUESTIONS:

1. Input devices are peripherals you can attach to your computers that allows it to receive input from a user. Most computers come standard with two universal inputs: the keyboard and the mouse.
Any devices that output information from a computer is called an output devices. Since information from a computer is output in either visual or auditory format, the most common output devices are the monitor and speakers.
2. The types of scanners are:
 - i. **Flatbed Scanner:** It contains a scanner head that moves across a page from top to bottom to read the page and converts the image or text of the page into digital form.
 - ii. **Drum Scanner:** A fixed scanner head is used in such type of scanner and the image to be scanned is placed across the head.
 - iii. **Slide Scanner:** This type of scanner is used to scan photographic scans directly to produce files understandable by computers.
 - iv. **Handheld Scanner:** It is a scanner that is moved by the end across the page to be scanned. This type of scanner is very handy and easy to use.
3. Following are the types of computers:
 - i) **OCR:** Optical Character Reader is a scanning device which is used to detect alphabetic and numeric characters printed on paper. These characters can be typed or handwritten. When users scan a document it is stored in the form of an image.
 - ii) **OMR:** Optical Mark Recognition is a technology of electronically extracting data from the marked fields such as checkboxes, ovals and other shapes in printed forms. This technology is used for applications in which large numbers of hand-filled forms need to be processed quickly.

iii) **MICR:** Magnetic Ink Character Recognition is a special technique of interpretation of a line of characters by a computer. These special characters are written on a paper which can be read by the computer. MICR system is used in banking applications worldwide.

4. The types of monitors are:

- i. **CTR monitors:** A Cathode Ray Tube is basically a vacuum tube containing an electron gun at one end and a fluorescent screen at the other end. These electrons travel through a narrow path within the tube with high speed using various electro-magnetic devices and finally strike the phosphor points present on the fluorescent screen, thus creating an image.
- ii. **LCD monitors:** Liquid Crystal Display is one of the most advanced technologies available at present. Typically, an LCD monitor consists of a layer of color or monochrome pixels arranged between a couple of transparent electrodes and two polarizing filters. At present there are two types of LCD technology available; active matrix and passive matrix.

5. Printers are the output devices which print in the form of graphics, letters, reports etc. The data from the main memory of computers transferred to the printer and the same is printed. Printers are of two types:

- i. **Impact printers:** Impact printers use ribbon/ carbon paper to leave the impression on the paper. These are the mechanical contact between print head and paper. Dot Matrix, Chain Printer and Daisy Wheel Printer come in the category of impact printer.
- ii. **Non-impact printer:** In non-impact printer there is no mechanical contact between the print head and paper are called non-impact printers. These are classified into Laser printer, thermal matrix printer and inkjet printer.

6. Impact printers use ribbon/ carbon paper to leave the impression on the paper. These are the mechanical contact between print head and paper. Dot Matrix, Chain Printer and Daisy Wheel Printer come in the category of impact printer.

I. **Dot Matrix Printer:** Dot Matrix Printer is an impact printer which leaves the impression of character in the form of Dots. These printers consist of a hammer which prints the characters one by one. The hammer contains 9 pins or 24 pins.

II. **Chain Printer:** In a chain printer, a chain of characters rotates and in this process hammer of the printer strikes on chain and the characters of the chain leave an impression of the character on paper.

III. **Daisy Wheel printer:** It contains a disk of metal or plastic and it has 96 characters on its petals. Typical speed of daisy wheel printer is 20 characters per second to 100 characters per second.

7. **Laser printer:** Laser printer generates both graphics as well as text as image outputs. The quality of output is very good. These printers use the technique of laser and photocopy. It can print more than 300 pages in one minute and it can also print multicoloured graphics/ output.

8. Explain the following:

1) **Microphone:** a microphone is a device for converting sound waves into electric energy that has wave characteristics similar to those of the sound. All microphones have diaphragm which vibrates when the wave's fronts reach to it. It then converts mechanical vibrations into electrical signals. These signals can then be amplified, stored, transmitted or processed.

2) **Light pen:** Light pen is pen-shaped light-sensitive device and can be connected to a computer to draw graphics and to highlight the text directly on the computer screen. When the pen is brought close to the screen, the light emitted by it modifies the data.

3) **Track ball:** track ball was invented before the invention of mouse. It is a small thumb ball clip onto the side of the keyboard and have integral buttons with the same function as mouse buttons.

4) **Digital camera:** A digital camera is a camera that captures photographs digitally by recording images via an electronic image sensor. It records and stores photographic images in digital form. The digital cameras can do what the film cameras cannot.

9. Digital cameras can display images on a screen immediately after they are recorded, thousands of images on a single small memory device, recording video with sounds and deleting images to free storage space which film cameras cannot do. : A digital camera is a camera that captures photographs digitally by recording images via an electronic image sensor. It records and stores photographic images in digital form. Capture is usually accomplished by using photo sensor. The stored image can be uploaded to a computer immediately or stored in the camera to be uploaded into a computer or printer later.

10. Advantages:

- 1) Plotters are able to work on large sheets of paper and still maintain high quality resolution.
- 2) It can print text and images together.
- 3) Efficiency, reproducibility, accuracy and speed are all attributes of a plotter.

Disadvantages:

- 1) Plotters take up more space than regular printers.
 - 2) The price is much higher than the price of printer.
 - 3) They print very slowly.
 - 4) More pens are needed for different colour
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CHAPTER 3

II. SHORT ANSWER QUESTIONS:

1. Bit is the smallest unit of storage of memory.
2. RAM stands for Random Access Memory. It is the working area that provide user to store data, write programs or feed anything into the computer.
3. ROM stands for Read Only Memory. It is the memory inside the computer that can be used for reading purpose. Its content cannot be written or modified.
4. The type of ROM are:
 - 1) PROM (Programmable Read Only Memory)
 - 2) EPROM(Erasable Programmable Read Only Memory)
 - 3) EEPROM(Electrically Erasable Programmable Read Only Memory)
5. Pen Drive is also known as thumb drive. A pen drive can be put to use immediately as and when needed with no batteries, no software and no cables, a pen drive is totally portable.
6. Magnetic Disc is very useful and one of the most popular storage devices. Disk can be used from both surfaces.
7. CD-R or Compact Disc- Recorder is a type of compact disc that can be written by a consumer using disc recording hardware. Whereas, CD-RW or Compact Disc- Rewritable, is a CD format that provides flexible recording option.

III. LONG ANSWER QUESTIONS:

1. The types of primary memory are:
 - 1) **RAM** : RAM stands for Random Access Memory. It is the working area that provide user to store data, write programs or feed anything into the computer. The content of RAM can be read, written deleted or modified by the user.
 - 2) **ROM**: ROM stands for Read Only Memory. It is the memory inside the computer that can be used for reading purpose. Its content cannot be written or modified.
2. The units of memory are:
 - 1) **BIT**: A single binary digit is called a bit. It is the smallest unit of storage. A bit can have only two values 1 or 0. These 1 and 0 values in computer logic are defined as true or false.
 - 2) **NIBBLE**: A half of a byte (four bits) is called a nibble.
 - 3) **BYTE**: A single byte cannot represent all the information in computer memory. As it can have two different values so it can represent only two different values in memory not all values. So bit must be combined into groups to represent all the values or characters present or keyboard inside the memory.
3. Pen drives are also known by the name thumb drive. A pen drive can transfer large volumes of data. Since storage capacity of pen drives is very much larger as compared to portable medium like floppy a large volume of data can be carried on a single pen drives.
4. The following are the comparison of CD and Pen Drives:
 - 1) Pen drive gives you better portability than CD. It comes in capacity of 1, 2, 4, 8, 16, 32 and 64GB. Whereas, CD has a capacity of 700MB.
 - 2) CD is less expensive to purchase, but for a pen drive, you have to pay higher price.
 - 3) The biggest advantages to use flash drive memory is you can add, erase and modify data in real time over and over; most blank CDs let you burn data to them only one time.
 - 4) CD is prone to scratches whereas a pen drive is not.
5. RAM stands for Random Access Memory. It is the working area that provide user to store data, write programs or feed anything into the computer. The content of RAM can be read, written deleted or modified by the user.

Whereas, ROM stands for Read Only Memory. It is the memory inside the computer that can be used for reading purpose. Its content cannot be written or modified. ROM is used to store system software.

CHAPTER 4

II. SHORT ANSWER QUESTIONS:

1. A computer can do nothing until and unless it gets instructions from the user. So, it requires user's instruction. The set of instructions which helps in performing various operations on computer is called software.
2. Application software is a program designed to help the user for performing a certain type of work. One application program is designed only for one specific application. Graphic software is a program or collection of programs that enable a person to manipulate or models in a computer.
3. A graphic software is a general application software that is used for editing photos and provide filters, effects etc and make the layers of the image, photographic more attractive.
4. Window 7, Mac oS and Linux are the example of system software.
5. Microsoft Office, Adobe Photoshop and Google are the example of application software.
6. The purpose of utility software is that it helps to manage the computer hardware, operating system or application software by performing a single task or a range of tasks.
7. The three example of spreadsheet programs are Gnumeric, KSpread and MS Excel.
8. In assembly language, Mnemonic codes were used in place of binary codes. Mnemonic codes are short words representing the whole instruction. For example; TRAN for transaction, ADD for addition, SUB for submission, MUL for multiplication etc.

III. LONG ANSWER QUESTIONS:

1. The two specific purpose application are:
 - 1) **Billing and Accounting Management software:** It gives a simple, efficient and cost- effective way to gain full control over accounting process. This software may have embedded simple and reliable booking utility. It may be useful for a small business organisation to meet the enact needs of business in most cost effective way.
 - 2) **Reservation software:** It is use to reserve the seat in different types of services like railways, airways, hotel/motel etc. Using the reservation software, the work of reservation is minimized on the part of the computer operation and it also become easy for the travellers or customers to get seat/ticket reserved.

2.

Application software	System software
1) Software that is designed and written for a specific personal, organizational or processing task such as graphic software. 2) This includes database programs, word processors and spreadsheets. 3) Sits on top of systems software because it is unable to run without the operating systems and system utilities.	1) It consists of low – level programs that interact with the computer at a very basic level. 2) This includes operating system, compilers and utilities for managing computer resource. 3) It runs by its own without the help of application software.

3. File backup utilities are very important for protecting the working environment from any disaster. Files being generated and written on your computer are to be stored for future use in form of backup. In case the computer system is damaged, there is an alternate ways of taking such backup files on other computers so that the work is not hampered.
4. Write the notes on:
 - i. **Low Level Language:** Low Level Language is also known as machine language. A computer program written in low level language on one computer is specifically for that machine where it has been written.
 - ii. **Assembly Language:** In Assembly language, Mnemonic language was used in place of binary codes. The program may be written in High Level Language. For example; TRAN for translation.
 - iii. **Interpreter:** An Interpreter is a computer program which converts instructions, line by line, written in High Level Language into machine language.
 - iv. **Compilers:** A compilers is a computer program which converts the program written in the High Level Language into machine language.

5. Utility software is a computer software designed to help manage computer hardware, operating software or application software by performing system a single task or a small range of tasks. Some utility software program are integrated into most major operating system. Example: 1) Disk storage utilities 2) Anti- virus utilities scan for computer virus 3) Cryptographic utilities encrypt and decrypt files.
6. Presentation software is a software package. The purpose of it is to monitor or screen in the form of a slide show. Example; MS PowerPoint, Magic Point, Coral presentation and opera show format.
7. School Inventory management software used for student records, fee management account, employed management and stock management.

IV. APPLICATION BASED QUESTIONS:

- I. An Operating system is the system software that managed computer and software resources and provides common services for computer program. Operating software ensures that all parts of the computer are properly functioning. It controls all the functions being performed in the hard disk and text computer command for instruction given to the computer.
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CHAPTER 5

II. ANSWER THE FOLLOWING QUESTIONS:

1. Operating software is a set of system programs or commands that acts as an interface between user or computer hardware.
2. A multi- user operating system allows for multiple users to use the same computer at the same time and different time.
3. Multi tasking means working in different programs in the same time.
4. a) **UNIX:** UNIX is a computer operating system used most commonly in servers and workstations.
b) **LINUX:** LINUX is a Unix-like operating system that was designed to provide personal computer users a free or very low- cost operating system comparing to traditional and usually more expensive Unix system.
5. Real Time Operating system is used where response is needed quickly without any delay. Robots functioning are an example of real- time operating system. Whereas, Real Time Operating system is used where response is needed quickly without any delay. Robots functioning are an example of real- time operating system. Whereas, Distributed Operating System is used in networking where computers are connected and there is need to share resources like printing, memory files, data etc.
6. The three operating system are:
 - 1) **Multi- user Operating system:** A multi- user operating system allows for multiple users to use the same computer at the same time and different time. Example; Linux, Unix and window 2000.
 - 2) **Real Time Operating System:** Real Time Operating system is used where response is needed quickly without any delay. Robots functioning are an example of real- time operating system.
 - 3) **Distributed Operating System:** Real Time Operating system is used where response is needed quickly without any delay. Robots functioning are an example of real- time operating system. Whereas, Distributed Operating System is used in networking where computers are connected and there is need to share resources like printing, memory files, data etc.
7. The operating system decides which file will be stored at which location in the memory. Both primary memory and secondary memory work under the control of operating system. Thus, operating system work as a memory manager.

III. LONG ANSWER QUESTION:

1. The function of Input and Output system are:
 - i. **Input/output Management:** The operating system manages the working of different input/ output devices attached to the computer. Different input/output devices like printer and scanner work under control of the operating system.
 - ii. **Memory Management:** Memory is one of the most crucial jobs operating system. The operating system decides which file will be stored at which location in the memory. Both primary memory and secondary memory work under the control of operating system.
 - iii. **Process Management:** In operating system, allowing multiple applications to run simultaneously, the operating system keeps track of number of processes waiting to get processed and managed the processing of each and every process by providing them whatever they have.

- iv. **File Management:** File management allows all file to be easily changed and modified through the use of text editors or some other files manipulations routines.
 - v. It determines and maintains the order in which jobs are to be executed in the computer system.
 - vi. Automatic transition from job to job as directed by special control statements.
 - vii. Interpretation of commands and instructions.
 - viii. Coordination and assignment of compilers, assemblers, utility programs and other software to the various user of the computer system.
2. BOSS stands for Bharat Operating System Solution. It is the Linux distribution based on DebianLinux and is customised for high performance. Like any other versions of Linux, it is free and is open source having licence in public domain. Currently BOSS GNU/Linux is available in all the official Indian languages.
 3. The commonly used operating system are as follows:
 1. **Disk Operating System:** Operating system is a set of computer program which is also known as Disk Operating System. The main function of DOS is to manage disk files.
 2. **Windows:** Window is a personal computer operating system from Microsoft. Windows contains built in networking, which allows users to share files and applications. Window is supported by Microsoft, the largest software company in the world.
 3. **UNIX:** UNIX is a computer operating system used most commonly in servers and workstations. Unix was originally released by Bell Labs to various government and educational institutions.
 4. **LINUX:** LINUX is a Unix-like operating system that was designed to provide personal computer users a free or very low- cost operating system comparing to traditional and usually more expensive Unix system.
 5. **Solaris:** Solaris is a unique based operating system developed by Sun Microsystems. This operating system is more secure and reliable as Solaris Security Toolkit provides protection settings for Solaris.
 6. **BOSS:** BOSS stands for Bharat Operating System Solution. It is the Linux distribution based on DebianLinux and is customised for high performance. Like any other versions of Linux, it is free and is open source having licence in public domain. Currently BOSS GNU/Linux is available in all the official Indian languages.
 4. The type of operating system are:
 - i. **Single – user operating system:** Mostly the computers are used by individuals at a time. These computers are stand alone in nature. The operating system running on these computers is called single- user operating system.
 - ii. **GUI:** Short for Graphic User Interface, a GUI Operating System contains graphics and icons and is commonly navigated by using a computer mouse.
 - iii. **Multi- user Operating system:** A multi operating system allows for multiple users to use the same computer at the same time and/or different times.
 - iv. **Real- Time operating system:** : Real Time Operating system is used where response is needed quickly without any delay. Robots functioning are an example of real- time operating system.
 - v. **Distributed Operating System:** Real Time Operating system is used where response is needed quickly without any delay. Robots functioning are an example of real- time operating system. Whereas, Distributed Operating System is used in networking where computers are connected and there is need to share resources like printing, memory files, data etc.
 - vi. **Multi processing Operating system:** An operating system capable of supporting and utilizing more than one computer processor.
 - i. **Multi tasking operating system:** An operating system that is capable of allowing multi software processes to run at the same time.
 - ii. **Multithreading Operating system:** Operating system that allows different parts of a software program to run concurrently.
 5. Mostly the computers are used by individuals at a time. These computers are stand alone in nature. The operating system running on these computers is called single-user operating system. Whereas, a multi operating system allows for multiple users to use the same computer at the same time and/or different times.
 6. In operating system, allowing multiple applications to run simultaneously, the operating system keep tract of the number of processes waiting to get processed and manages the processing of each and every process by providing them whatever they want. The modern operating systems allocate a part of main memory to each running application.
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CHAPTER 6

II. ANSWER THE FOLLOWING QUESTIONS:

1. When your computer starts for the first time, what you see is the desktop. It is split into two areas: the strip at the bottom with the clock to the right and the round start bottom to the left is called the taskbar.
2. When a window is active (its taskbar button appears pressed down), clicking its taskbar button minimizes the window. That means that the window disappears from the desktop. Minimize a window does not close it or delete its content- it merely removes from the desktop temporarily.
3. Recycle bin is like a dustbin used for storing deleted items. When you delete some files or folder, it first goes to the recycle bin. These deleted items can be restored later on providing the recycle bin is not made empty. The recycle bin can be changed according to the requirement.
4. To the right of the start button, there are some icons on the taskbar; these icons are generally of internet explorer, Outlook express, show desktop and show channels.
5. Control panel is a component of MS Window that provides the ability to view and control changes to nearly every aspects of Windows.
6. The features of window 7 are:
 - 1) It is easy to work in Window 7.
 - 2) It is very fast and safe operating system.
 - 3) It is used to play games, listen music, view pictures and for a lot more entertainment.
 - 4) It provides multi tasking environment.
 - 5) It provides global connectivity through internet.
 - 6) It provides personalized environment on the computer.
 - 7) It forms the platform for running other software programs in the computer.
7. A shortcut is a link to an item on your computer. You can create shortcut and place them in a convenient location.
8. Calculator can be open by clicking on start> All program> Accessories>calculator.
9. Pointing means moving the mouse so that the mouse pointer is positioned on what you want to point to. Whereas, clicking means to point at something. Press the primary mouse button down and then release it. This is called clicking.
10. Shift key + Delete.

III. LONG ANSWER QUESTIONS:

1. The function of the control panel are as follows:
 - 1) Keyboard function
 - 2) Mouse function
 - 3) Network setting
 - 4) Power management
 - 5) Desktop settings
 - 6) Sound and video settings
 - 7) Program installation
 - 8) Hardware controls etc.
2. To recover the deleted file from the recycle bin :
 - i. Open the recycle bin by double clicking the recycle bin on the desktop.
 - ii. To restore a file, click it and then, on the toolbar, click restores this item. The file will be restoring to the original place.
3. To create folder:
 - 1) Start windows
 - 2) The desktop appears on the screen. Double click the computer icon present on the desktop.
 - 3) Double click on the icon of local disk (C:). You will see various files and folders.
 - 4) Right click the mouse at some empty area. You will see a popup menu.
 - 5) Click **New** option in the popup menu.
 - 6) Click Folder option in the sub menu. A new folder named **New Folder** will be created.

4. The procedure for moving files:
 - i. Start by opening the folder that contains the file or folder you want to move.
 - ii. Open the folder where you want to move it in a different window.
 - iii. Position the window side by side on the desktop so that you can see the contents of both.
 - iv. Drag the files or folder from the first folder to the second folder.

The procedure for copying files:

- i. Right click the file or folder you want to copy. Shortcut menu appears.
- ii. Select copy in the shortcut menu to copy the file or folder.
- iii. Right click on the required area where you want to move or copy and select paste option in the shortcut

menu.

5. Explain the following:

a) Notepad:

Notepad is a basic text- editing program and it is most commonly used to view or edit text files. Notepad is a plain text- editor in which you can type the work in a single font type and font size.

b) WordPad:

WordPad is very useful for basic word processing. WordPad is a text- editing program you can use to create and edit documents. WordPad includes rich formatting and graphics.

c) Paint: Paint is a feature in window that you can use to draw, colour and edit pictures. You can use paint like a digital sketchpad to make simple pictures, creative projects or add text and design to the other pictures.

d) Calculator: Calculator is used to perform simple calculations such as addition, subtraction, multiplication and division.

6. To set system date and time:

- 1) Double-click the System Time in the System Tray. Check whether the clock is giving the right time. If there is any difference, change the system time to the current time.
- 2) Similarly check the System Date. If there is any difference, change the system date to the current date.
- 3) Also apply the correct Time Zone to your computer by clicking the Time Zone tab in the **Date and Time Properties** dialog box.

7. To create a shortcut:

- 1) Open the location containing the items that you want to create a shortcut to.
- 2) Right click the item and then click **Create Shortcut**. The new shortcut appears in the same location as the original item.
- 3) Drag the new shortcut to the desired location.

To delete a shortcut:

- 1) Right click the shortcut that you want to delete, click Delete and then click Yes. If you are asked for an administrator password or confirmation, type the password.
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CHAPTER 7

II. SHORT ANSWER QUESTIONS:

1. A word processor enables you to create a document, store it electrically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard and print on a printer.
2. Ms Word can be started in the following manner:
 - i) Through Desktop: select the icon of Microsoft Office Word and double click the icon.
 - ii) Through start (all program) menu: Click Start> All programs> Microsoft Office 2010> Microsoft Word 2010.
3. Document area is the large area where we type. The vertical bar is called the insertion point and it represents the location where text will appear when you type.
4. Editing is the process in which we make corrections in the document and make some new changes to give better presentation of the text.
5. Select text is one of the important skills required while editing a word document. There are two ways to select text: Using mouse and using keyboard.
6. Undo is used to undo the last action or actions that you made and redo commands is used to redo action Undo commands that you undid.
7. To insert text in a document:
 - i) Place the cursor at the position where you want to insert the text.

- ii) Now type the text to be inserted.
- 8. Save is used to save with the same name whereas Save As is used to save with different name.
- 9. Dragging means placing the text to a location where you want it to appear.
- 10. Delete means deleting the wrong words or characters whereas Cut means cutting the selected words or characters and paste it to a location where you want.

III. LONG ANSWER QUESTIONS:

1. A word processor enables you to create a document, store it electrically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard and print on a printer. The features are as follows:
 - i) **Insert text:** Allows you to insert text anywhere in the document.
 - ii) **Delete text:** Allows you to eras characters, words, lines, or pages as easily as you can cross them out on paper.
 - iii) **Cut and paste:** Allows you to remove a section of text from one place in a document and insert it somewhere else.
 - iv) **Page size and margins:** Allows you to define various page sizes and margin and the word processor will automatically readjust the text so that it fits.
 - v) **Search and replace:** Allows you to direct the word processor to search for a particular word or phrase and replace it.
 - Vi) **Word wrap:** The word processor automatically moves to the next line when you have filled one line with text and it will readjust text if you change the margins.
 - vii) **Print:** Allows you to send a document to a printer to get a hardcopy.
2. Define the following:
 - i) **Title bar:** This is the top bar at the MS-word window. It identifies the word program running and the name of the active document.
 - ii) **Ribbon:** Ribbon is located just below the title bar. Ribbons contain two parts; Tabs and groups. Each tab contains a set of commands under the group.
 - iii) **Status bar:** It tells information about the document and provides shortcuts for changing view and the zoom.
 - iv) **Scroll bars:** Scroll bars are used when the size of window is larger than the size of screen.
3. **COPYING TEXT:**
 - i) Using Mouse Right-click: If right click on the selected text, it will display copy option, just click this option to copy the selected content in clipboard.
 - ii) Using Ribbon copy button: After selecting a text, you can use copy button available at the ribbon to copy the selected content in clipboard.
 - iii) Using Ctrl+ C keys: After selecting the text, just press Ctrl+ C keys to copy the selected content.

PASTING TEXT:

 - i) Position the cursor at the point where you want to paste the text.
 - ii) Click paste button present in the Home tab or you can also use Ctrl+ V keys for pasting the text.
 - iii) The copied or cut text will appear at the new position.
4. To print a document in MS Word:
 - i) Click the File tab displaying the backstage view.
 - ii) Click the print tab to print a document, change print- related settings and to automatically display a preview of your document.
 - iii) Under printer drop-down, you can select available printers.
 - iv) Settings drop-down display the status features.
 - V) After you have done all your settings, click print button.
- 5.

Keyboard shortcuts	Result
Ctrl+ Home	Moves the cursor to the top of the document.
Ctrl + End	Moves the cursor to the end of the document.
Home	Moves the cursor to the beginning of the document.
End	Moves the cursor to the end of the line.
Ctrl+ Left Arrow	Moves the cursor one word to the left
Ctrl+ Right Arrow	Moves the cursor one word to the right.

Ctrl + Up Arrow	Moves the cursor to the top of the current paragraph.
Ctrl + Down Arrow	Moves the cursor to the bottom of the current paragraph.

CHAPTER 8

II. SHORT ANSWER QUESTIONS:

1. Formatting means to change the appearance of the document to make attractive and readable. It makes document more appealing and presentable.
2. Steps to highlight text:
 - i) From Home tab, click Text Highlight color drop down arrow. The Highlight color menu appears.
 - ii) Select the desired Highlight color.
 - iii) Select the text you wish to modify. It will then be highlighted.
3. Subscript is positioned slightly lower than the text whereas Superscript is positioned slightly higher than the text.
 Shortcut for Subscript: Ctrl + Shift =
 Short cut for superscript: Ctrl + =
4. Right alignment aligns all the selected text to the right margin.
5. Toggle case converts the letter to mixed case i.e., combination of upper and lower letters.
6. By default, paragraphs are followed by a blank line and headings have extra space above them.
 - i) Select the paragraph before or after which you want to change the spacing.
 - ii) On the page layout tab, in the paragraph group, under spacing, click the arrow next to Before or After and enter the amount of the space that you want.
7. By default the orientation is portrait. We can change the orientation by:
 - i) Clicking on the page layout tab, in the page setup group, click on orientation.
 - ii) Select portrait or landscapes from the drop-down.
8. Headers are printed on top of the page of the document. It includes information as title, name, chapter name etc. Footers are printed on bottom of the page of the document. It displays copyright information, page numbers etc.
9. To insert page numbers:
 - i) Go to insert tab, in the Header & Footer group and click page number.
 - ii) Click the page number location where you want.
 - iii) In the gallery, scroll through the option and then click the page number format that you want.
 - iv) To turn to the body of the document, click Close Header & Footer on the design tab.
10. Format painter is used to apply text formatting and some basic graphics formatting, such as borders and fills. Format painter is available under Home tab.

III. LONG ANSWER QUESTIONS:

1. Paragraph alignment are of four types:
 - i) **Align text left:** Align all the selected text to the left margin.
 - ii) **Centre:** Aligns text an equal distance to the right margin.
 - iii) **Justify:** Justify text is equal on both sides and lines up equally to the right and left margins many newspapers and magazines use full-justification.
2. Steps to add bullets and numbering to list:
 - i) Position the cursor where you want to add bullets or numbers.
 - ii) On the Home tab in the Ribbon, click the number list/ bullet list button. If successful, a bullet/ numbers appear. Type the text and press enter to start the next bullet/ number. To end the bullet / number list, press enter twice.
3. To insert page number:
 - i) Go to insert tab, in the Header & Footer group, click page number.
 - ii) Click the page number location where you want.
 - iii) In the gallery, scroll through the option and then click the page number format that you want.
 - iv) To turn to the body of the document, click Close Header & Footer on the design tab.
4. Superscript and subscript refer to numbers that are positioned slightly higher or slightly lower than the text on the line.

To make text superscript, go to Home Tab in the Font group and click superscript. Keyboard Short cut for superscript: Ctrl + =

To make text subscript, go to Home Tab in the Font group and click subscript. Keyboard Short cut for superscript: Ctrl + Shift =

5. Headers are printed on top of the page of the document. It includes information as title, name, chapter name etc. Footers are printed on bottom of the page of the document. It displays copyright information, page numbers etc. You can insert Header and Footer at every page or selected page.

The steps to insert Header and Footer are as follows:

i) On the insert tab, in the Header and Footer group, click Header and Footer.

i) Click the Header and Footer that you want to add to your document. To turn to the body of your document, click close Header and Footer on the design tab (under Header and Footer tools).

CHAPTER 9

II. SHORT ANSWER QUESTIONS:

1. Thesaurus is use to make improvement in words. Using thesaurus, you can change a word with any of its synonyms which can prevent repetition of single word in a document.
2. WordArt is a decorative text that you can add to a document. You can make changes to WordArt, such as the font size and the text colour by using the drawing tools.
3. The type of files that can be inserted in MSWord:
 - i. Auto CAD (.DCX)
 - ii. CorelDraw (.CGM)
 - iii. Paint Files (.BMP,.PCX,.GIF,.JPG)
 - iv. Lotus 1-2-3 (.PIC)
 - v. Computer Graphics Metafiles (.CGM)
 - vi. Windows Metafiles (.WMF) etc.
4. To insert pictures from another files:
 - i. Click picture command under Illustrations group. Insert picture dialog box opens. Select
 - ii. Select the picture from desired folder and click insert button.
 - iii. The selected picture will be inserted in your document.
5. To insert shape in the document:
 - i. Click insert tab, in the Illustrations group, click shapes.
 - ii. Right click the shape that you want to add and then click Lock Drawing Mode.
 - iii. Click anywhere in the document and then drag to place the shape.
 - iv. After you add all the shapes that you want, press Esc key.
 - v.


III. LONG ANSWER QUESTIONS:

1. To find a particular words and replace it with required word, follow the steps:
 - i. On the Home tab, in the editing group, click Find. The navigation pane open.
 - ii. In the search document box, type document or browse through all the results by clicking the Next Search result and previous Search Result arrows.
To replace the text:
 - i. On the Home tab, in the editing group, click Replace. In the find what box, type the text that you want to search for and replace.
 - ii. Click Find next and replace the highlighted text and click replace.
 - iii. To skip this instance of the text and proceed to the next instance, click Find next.
2. The steps to insert WordArt in the document are:
 - i. Click where you want to insert decorative text in a document.
 - ii. On the insert tab, in the Text group, click WordArt.
 - iii. Click any word art style.
 - iv. Select the font of your choice from the Edit Word Art dialog box.
 - v. Type your name.
 - vi. Click Ok button.
3. To Insert Clip Art in a document:

- i. On the insert tab, in the illustrations group, click Clip art.
 - ii. In the clipart task pane, in the Search for text box, type a word or phrase that describes the clip art that you want or type in all or some of the file name of the clip art.
4. To apply spelling check in a document:
- i. Click the Review tab and the click Spelling & Grammar check button.
 - ii. A Spelling & Grammar dialog box will appear and will display wrong spellings or grammar and correct suggestions.
 - iii. Select one of the given suggestions you want to use and click change option to fix all the spelling or grammar mistakes.
 - iv. MS-Word displays a dialog box when it finishes checking for the Spelling & Grammar mistakes, finally Click Ok.
 - v.
-

CHAPTER 10

II. SHORT ANSWER QUESTIONS:

1. Rows are the horizontal lines and columns are the vertical lines.
2. To move in a table, you can use mouse, arrow (, ↓ ⇨ ⇩ ⇨ ⇩) Keys, tab key or shift + tab keys.
3. To change the width of a column to a rough estimate is very simple. Place the mouse pointer on the column boundary. The pointer takes  shape. Drag the boundary until the column is desired width.
4. Merge cell option under layout is used to merge cell in a table.
5. There are two ways to delete a table:
 - 1) Delete the entire table.
 - i. In Print Layout view, rest the pointer on the table until the table move handle appears and then click the table move handle.
 - ii. Press backspace key.
 - 2) Delete contents of a table.
 - i. Select the contents that you want to clear.
 - ii. Press delete key.

IV. LONG ANSWER QUESTIONS:

1. To insert a table follow the steps given below:
 - i. Click where you want to insert a table.
 - ii. On the insert tab, in the tables group, click Table, and then insert Table. Insert table dialog box appears on the screen.
 - iii. Specify the numbers of columns and numbers of rows you want to have in your table.
 - iv. Enter a fixed column width or leave the column width field set to Auto.
 - v. Click ok to close the dialog box.
2. For inserting rows and columns follow the steps given below:
 - Add Rows to Above or Below.
 - i. Right click in a cell above or below where you want to add a row.
 - ii. On the shortcut menu, point to insert and then click Insert Row Above or Insert Rows Below option.
 - Add columns to Left and Right.
 - i. Right click in a cell left or to the right where you want to add a column.
 - ii. On the shortcut menu, point to insert, and then click Insert column to the left or Insert column to the right.
3. To delete a column:
 - i. Select the column that you want to delete by clicking the column's top gridline.
 - ii. Right click the mouse and then click Delete Columns option on the shortcut menu.
4. To perform calculation in a table, we can use formulas in cells.

Adding a formula

 - i. Click in a cell that should contain the sum of rows.

- ii. Click the layout tab and then click Formula button under Data group. You will see a Formula dialog box.
The formula dialog box suggests a default formula which is = SUM (LEFT).
Now click ok to apply formula and you will notice that left cells have been added and its sum has been put in the Total cell.
 5. Alignment in the table means to adjust the symmetry of text or objects in the table. Text can be positioned in the cells and alignment of the text can also be changed.
 - i. Apply Row and Column alignment using Table Properties option.
 - ii. The table properties will appear.
 - iii. Right click the mouse within the table.
 - iv. The table properties provide several options. You can select suitable width for a particular column and height of row (s).
 6. Merging of cells means combining two or more cells in the same row or columns into a single cell. Whereas. Splitting of cell means to break a cell into smaller cells.
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CHAPTER 11

II. SHORT ANSWER QUESTIONS:

1. Mail merge is a feature with data processing applications that enable the users to send similar letter or document to multiple recipients. Mail merge combines a main document with a data source.
2. The main document contains the text and graphics that are the same for each version of the merged document.
3. Data source is usually a mailing or address list of names- a database. A data source can be merged with several different main documents to produce letters, mailing and envelopes.
4. The benefits of mail merge are as follows:
 - i. Easy to make a change to a single letter and for that change will occur in every letter.
 - ii. Once the merge has been set up, thousands of letters can be produced very quickly and automatically.
 - iii. Much easier to read proof.
 - iv. A standard letter can be saved and reused.
5. To set up main document:
 - i. Go to mailing tab, in the **Start Mail Merge** group, click **Start Mail Merge**.
 - ii. Click letters.
6. To preview mail merge:
 - i. Click Preview results under Mailings.
 - ii. Page through each merged document by using the next record and d preview record buttons in the Preview Results group.
 - iii. Preview a specific document by clicking Find Recipients.
7. Microsoft Word.

III. LONG ANSWER QUESTIONS:

1. The mail merge process involves the following steps:
 - i. **Set up the main document:** The main document contains the text and graphics that are the same for each version of the merged document.
 - ii. **Connect a document to a data source:** A data source is a file that contains the information to be merged into a document.
 - iii. **Refine the list o f recipients or items:** MS word generates a copy of the main document for each recipients or items in your data files.
 - iv. **Add placeholder, called mail merge fields, to the document:** When you perform the mail merge, the mail merge fields are filled with information from your data file.
 - v. **Preview and complete the merge:** You can preview each copy of the document before you print the whole set.
2. To connect the document to a data source the file that contains the information need to be merged into a document. For e.g., the name and address of the recipients of a letter.
3. The steps to print the merged document, follow the steps given below:
 - i. On the **Mailing Tab**, in the **Finished** Group, click **Finish & Merge** and then click **Print Documents**.

- ii. Choose whether to print the whole set of documents, only to copy that is visible, or a subset of the set, which you specify by record number.
4. To edit an existing recipient list we can go to **Mailing** tab, in the **Start Mail merge** group and follow the steps:
 - i. **Select individual records:** Select the check boxes next to the recipients you want to include and clear the checkboxes next to the recipients you want to exclude.
 - ii. **Sort records:** Click the column heading of the item that you want to sort by. The list sort is ascending alphabetical order. Click the column heading again to sort the list in descending order.
 - iii. **Filter records:** This is useful if the list contains records that you know you do not want see or include in the merge.
