

# Approach to Computer

## Teacher Manual



4

### Teacher's Zone

- ★ *E-Book*
- ★ *Elucidated Solutions*
- ★ *Free Online Support*
- ★ *Test Framers*



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CHAPTER 1

**Execute Time**

- A** 1. (c)            2. (b)            3. (c)            4. (b)  
5. (b)
- B** 1. 1671            2. strings, beads            3. Pascaline  
4. Tabulating Machine  
5. Super computer
- C** 1. 7            2. 3            3. 7            4. 3  
5. 3
- D** 1. people used to count, solve sums and remember things in a different way.  
2. Leibniz developed a machine which could do all the four mathematical operations.  
3. an English mathematician, designed the first automatic calculating machine in 1822.  
4. are large and used in big companies and organisations.
- E** 1. Computer is an electronic device that:  
F takes in data and instructions (input).  
F works with the data (processing).  
F puts our information.
2. Abacus was one of the first computer invented in Babylon in 500 B.C. The abacus was made of strings and beads. Its only purpose was to count and keep track of money and other things.
3. Tabulating machines was invented in 1890 by Herman Hollerith. This was the first electrical machine. This machine was able to read both numbers and letter. It followed the concept of input, processing and output.

4. There are five generation of computer they are:  
 First Generation (1940-1956)  
 Second Generation (1956-1964)  
 Third Generation (1964-1971)  
 Fourth Generation (1971-Present)  
 Fifth Generation (Present and Beyond)

5 Mainframe Computer	Mini Computer
1. They are large and used in big companies and organisations. 2. They are mostly used by scientists and engineers for scientific research purposes.	1. They are smaller than mainframe computer. 2. They are used in offices to connect other computes together to form a network.

**Activity**

- A** First Generation of computer (1940-1956)  
 Second Generation of Computer (1956-1964)  
 Third Generation of Computer (1964-1971)  
 Fourth Generation of Computer (1971-Present)  
 Fifth Generation of Computer (Present and Beyond)
- B** ENIAC  
 MAINFRAME  
 UNIVAC

**CHAPTER 2**

**Execute Time**

- A** 1. (b)            2. (a)            3. (c)            4. (c)  
 5. (b)
- B** 1. Hardware, software    2. Storage capacity  
 3. non-volatile            4. Hard disk  
 5. DVD (Digital Versatile Disc)

C Magnetic Storage Media	Optical Storage Media
<p>1. Such media uses different patterns of magnetisation in a magnetisable material to store data.</p> <p>For eg: hard disk and floppy disk.</p>	<p>1. These Media store data by making marks in a pattern that can be read with the help of light usually a beam of laser light focused on a spinning disk.</p> <p>For eg: CDs and DVDs.</p>

**D** 1. (d)    2. (e)    3. (a)    4. (b)    5. (c)

**E** 1. System Software:

It is a collection of programs designed to operate, control and extend the processing capabilities of the computer itself.

2. Primary Memory:

Primary memory is also called as volatile memory because this memory can't store the data permanently

3. DVD:

It looks similar to CD but its storage capacity is up to 4.7 GB of data.

4. Pen Drive:

It is also known as Flash Drive or USB Drive or Thumb Drive. It is very useful to save and transfer data from one computer to another.

5. Memory Card:

A memory card is small in size and is used to store data in various electronic devices like mobile phones, digital cameras, MP3 Players and many more other portable devices.

### Activity

- A** 1. Software    2. RAM (Random Access Memory)  
 3. Secondary Memory    4. Memory Card  
 5. CD (Compact Disc)

- B** Do yourself.
- C** Do yourself.
- D** Do yourself.
- E** Do yourself.

## CHAPTER 3

### Execute Time

- |          |        |        |        |        |
|----------|--------|--------|--------|--------|
| <b>A</b> | 1. (c) | 2. (c) | 3. (a) | 4. (b) |
|          | 5. (b) |        |        |        |
| <b>B</b> | 1. 3   | 2. 7   | 3. 3   | 4. 3   |
|          | 5. 7   |        |        |        |

**C** 1. Cortana:

Cortana can be called as the windows phone assistant. It shows up in windows 10 as a search pane on the taskbar. It gets you the installed apps, documents, search results from the web and range of other information.

2. Task View:

Instead of keeping everything open on the same desktop, you can move some of your windows to a virtual desktop to get them out of the way. And the new task view feature makes it easy to manage all of your open windows.

3. Flip:

You can Flip to switch between open windows. To do this, press and hold the alt Key on your key board, then press the tab key. Continue pressing the tab key until the desired window is selected.

**D** Following are the steps to change Desktop background:

1. Open the start menu.
2. Click on the settings.  
Setting app will appear.

3. Click on the personalisation.  
The personalisation settings will appear.
4. Click on the Background.
5. Click on the down arrow of Background and select picture.
6. Click on the desired picture.
7. Click on the down arrow to choose your picture and then click the positioning.  
The preview of the selected picture will appear in the preview section.
8. Click on close button. New windows desktop will appear.

### **Activity**

Do yourself.

## **CHAPTER 4**

### **Execute Time**

- A** 1. (a)            2. (b)            3. (b)            4. (a)  
5. (b)
- B** 1. data, information, settings or commands  
2. folder  
3. File Explorer  
4. Adjacent and Non-Adjacent
- C** Following are the steps to rename a folder are:  
1. Select the file or folder that has to be renamed.  
2. Right-click the mouse and select rename option.  
3. Type a new name that you wish to give to the file or folder.
- D** File Explorer is the file management application used by windows operating systems to browse folders and files. It provides a graphical interface for the user to navigate and access the files stored in the computer.

File Explorer window is comprised of the following sections-

The file Explorer ribbon, which resembles the ribbon featured in Microsoft office. The ribbon contains buttons of common task to perform with your files and folders.

The Navigation pane gives you access to your libraries of documents and pictures, as well as your storage devices. It also features frequently used folders and network devices.

The frequent folders section on the right features the folders you've worked on recently to allows for quick access to them.

The Recent files section in the lower part of the window features files and documents that you've opened recently.

### Activity

- A** 1. Pdf File    2. word process                      3. Folder  
4. Music
- B** 1. folders    2. renaming 3. Copying    4. deleting  
5. Ctrl + F1

## CHAPTER 5

### Execute Time

- A** 1 (a)                      2. (c)                      3. (a)                      4. (c)  
5. (a)
- B** 1. Moving the Text:  
Moving means to place the text at another location. After moving the text, it will get vanished from the previous place.
2. Copying the Text:  
Copying the text means to place the text to another location without removing it from the actual location.
- C** 1. 7                      2. 3                      3. 3                      4. 3  
5. 7

- D** 1. Selecting a word:  
Double click on the particular word to select. The word will be selected.
2. Selecting a sentence:  
Press and hold down the Ctrl Key on the keyboard. Holding the Ctrl Key, click the sentence you want to select.
3. Selecting a paragraph:  
You can simply triple - click anywhere within the paragraph. It will select your entire paragraph.
- E** Following are the steps to move and copy the text from one place to another:
1. Select the text you want to move and copy.
  2. Click on the Home tab.
  3. Click on one of the following:  
Cut                                        Copy
  4. Click on the location where you want to place the text.
  5. Click on paste button.  
The selected text will be placed at the new location.

**Activity**

1. Copy                                        2. Paste                                        3. Cut
4. Grow Font                                        5. Font Colour

**CHAPTER 6**

**Execute Time**

- A** 1. (a)                                        2. (a)                                        3. (a)                                        4. (a)
- B** 1. 3                                        2. 7                                        3. 7                                        4. 7
5. 3
- C** The mini toolbar features contain some of the most



commonly used text editing functions which include:

<b>Font Type</b>	<b>Font Size</b>	<b>Increase Font Size</b>	<b>Decrease Font Size</b>
Increase Indent of text	Underline	Decrease indent of text	Bold
Italics	Font Colour	Center text (alignment)	
Highlight Text		Format Painter	

**D** Step to change the font colour of the text:

1. Select the text of which you want to change the colour.
2. Click on the Home tab.
3. Click on the down arrow of the font colour.
4. Select any colour from the colour palette.

The colour of the selected text will be changed.

**E** Word 2016 comes with a digital highlighter pen that lets you mark up and colourise the text in your document without damaging the computer's monitor.

Steps to highlight the text:

1. Click on the Hometab.
2. Click on the down arrow of the text Highlighter color.

A colour palette will appear.

3. Select any colour from the colour palette.

The colour of the selected text will get highlighted.

### Activity

Do yourself.

## CHAPTER 7

### Execute Time

- A** 1. (a)            2. (a)            3. (a)            4. (c)
- B** 1. Title bar: This bar allows you to view the current document name. It is the topmost area of the window.
2. Quick Access Toolbar: It displays the quick commands like Save, Undo, Redo etc.

3. Ribbon: The ribbon is divided into tabs. These tabs are also called menus. The tabs are Home, Insert, Design, Transitions, Animations, Slide shows, Review and Tell me what you want to do...
4. Slide Pane: It displays the current view of the slide in which you work.
5. Notes Pane: It displays the notes for the current slides. This is a text area that consists of notes meant for you or remarks to share with your audience.
6. Status Bar: This bar is located at the bottom of the document. It displays the number of slides, words and an error your document contains. It also shows the view buttons and zoom controls buttons.

**C Do yourself.**

**Activity**

Complete the tables:

Notes	Show or hide speaker notes at the bottom of the screen.
Comments	Shows a comments pane on the right of the screen enabling you to see any comments.
Normals View	This is that you see when you first start Powerpoint. It has thumbnails on the left, the main slide in the middle and notes area at the bottom.
Slide Sorter	Slide Sorter view sets all the slides out on the screen so that you can see how they look as a whole and apply transition effects and design changes, to whole presentation at once.
Reading View	Reading view allow you to view the presentation as if it is being presented.
Slide Show	Plays your presentation in full screen mode.

## CHAPTER 8

### Execute Time

- A** 1. 3                    2. 3                    3. 7                    4. 7
- B** 1. Execute - To execute the instructions or commands that we write in the command input box.  
2. Status - To view current settings in MSWLogo.  
3. No Status - To close the status window.  
4. Trace - To find the errors in the program.  
5. Reset - To erase all the drawings and send the turtle back to its previous position.

- C** Commander window is the area where commands are given as input to move the turtle. It is composed of:  
Command Input Box: This box is the area where the commands are typed.

Recall List Box: This box holds the record of the executed commands. It displays the inputs that are typed in the command Input Box.

Command Buttons: Command buttons are used to give different commands. The main functions of command buttons are:

<b>Command Buttons</b>	<b>Functions</b>
Execute	To execute the instructions or commands that we write in the command input box.
Status	To view current settings in MSWLogo.
No Status	To close the status window.
Trace	To find the errors in the program.
Reset	To erase all the drawings and send the turtle back to its previous position.

- D** The Print command:  
Print is used to display a letter, number a word or a

sentence. It helps to do calculations also. Print command with Mathematical Functions print sum. It helps to add two or more numbers and display the result. Type PRINT SUM, followed by 2 numbers. A space should be given in between the numbers.

**Print Difference**

Like PRINT SUM, PRINT DIFFERENCE is also used to subtract 2 numbers.

Type PRINT DIFFERENCE followed by 2 numbers. A space should be given in between the numbers.

**Print Product**

This command function is used to find the product of two numbers.

**Print Quotient**

This command is used to find the quotient of two numbers.

**Activity**

Do yourself.

**CHAPTER 9**

**Execute Time**

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

<b>B</b>	<b>Website</b>	<b>Web Page</b>
	1. A website is a collection of related web page.	1. Similar to a book, internet also has different pages that store all the information. These pages are called webpages.
	2. Each website has a unique website address.	2. These pages are in digital form.
	3. The unique address is called URL(Uniform Resource Locator).	3. These pages are created in HTML (Hyper Text Markup Language)

- C
1. The Internet is a collection of computers that share information. Internet is a global computer network providing a variety of information and communication facilities consisting of interconnected networks using standardised communication protocols.
  2. Some of the uses of internet are:

Internet is very fast and has information can be used to access all this information.

Internet helps us to communicate through e-mails, pictures, videos, audios etc. very quickly.

It is used to buy and sell different things.

We can avail online services like ticket booking, paying bills, hotel booking, etc.

Internet is used to download data.

It helps us to connect to our friends and family through various social media websites like facebook.com, Twitter.com etc.

We can search jobs on the internet.

We can do live chat virtually with strangers, friends and family.
  3. The basic requirements to connect to Internet are:

A computer is required to access all the information on the internet.

Modem is required to connect computer to the internet connection. Modem is provided by the Internet Service Providers (ISPs)

Internet connection is required to use to web. It is provided by ISPs such as Tata Communications, Reliance Communications, Airtel, BSNL, MTNL etc.

Web browser must be installed in the computer.
  4. There are two types of internet connections:
    1. Dial-up connection. It is connected through a phone line. It is a slow connection.

2. Broadband connection: It does not require a dial-up and is available without a phone line connection. It provides high speed internet connection.

### Activity

- A** Don't share personal information like address, phone number, school details, bank details etc. online.
- B** 1. Net            2. Online Shopping  
3. Software   4. Web browser            5. Time saving
- C** Do yourself.

### Worksheet 1

- A** 1. (d)   2. (c)   3. (e)   4. (a)   5. (b)
- B** Do yourself.
- C** 1. Movie of 2 GB            - DVD  
2. High resolution pictures - CD  
3. Large PDF of 100 pages - Hard Disk

### Worksheet 2

- A** Across                                  Down
1. FLASH DRIVE            2. COMPACT DISC  
3. RAM                                  4. HARD DISC
- B** Do yourself.
- C** 1. Ctrl + Z                                  2. Ctrl + V  
3. Ctrl + A   4. Ctrl + S   5. Ctrl + W

### Worksheet 3

- A** A file is an object on a computer that stores data, information, settings or commands used with a computer program.  
Windows used folders to help you organise files. You can put files inside a folder, just like you would put documents inside a real folders.
- B** Do yourself.
- C** 1. WWW: World Wide Web is a collection of related

websites. These sites are connected in the manner of a web that has all the information accessible to anyone in the world.

2. Web Page: Similar to a book which has all the information printed on different pages, internet also has different pages that store all the information. These pages are called web pages.
3. Social networking: Internet helps us to connect to our friends and family through various social networking websites like facebook.com, Twitter.com etc.

#### **Worksheet 4**

**A** Do yourself.

**B** Disadvantages of internet:

1. Bullying trolls, stalkers and crime.
2. Exploitation, pronography and violent images.
3. Addiction, time waster and causes distraction.
4. Never being able to disconnect.
5. Identity theft, hacking, viruses and cheating.

- C**
1. Fw            -            Forward command
  2. bw            -            Backward command
  3. tr             -
  4. tl             -