

Tim@x

Approach to Computer

Teacher Manual



5



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. (a) 4. (c)
5. (a)

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

- C** 1. Generations
2. Vacuum tubes, magnetic drum, machine languages
3. Two
4. American Intel corporation in 1971
5. Robot

- D** 1. First Generation Computer:
The period of first generation computer was 1942-1959. In the first generation computer, vacuum tubes, magnetic drum for data storage and machine languages were used for giving instructions. The computers of this generation were very large in size called room-sized computer. The examples of first generation computer are ENIAC, UNIVAC, EDVAC and EDSAC

2. Second Generation Computer:
The period of second generation computer was 1959-1965. Second generation computers replaced machine languages with assembly language. The transistor was developed in this generation. A transistor electric signals across a resistor. A transistor was highly reliable compared to tubes.

Examples of second generation computer include: IBM 1920, IBM 1401, PDP - and CDC 1604

3. Third Generation Computer:
The period of third generation computer was 1965 - 1975. The transistors were an improved version over

the vacuum tube, but they still generated great heat, which damaged computers sensitive parts. The quartz eliminated this problem. The examples of third generation computer are IBM-360 series, ICL-900 series and Honey well 200 series.

4. Fourth Generation Computer:

The period of fourth generation computer was 1975-1988. The invention of microprocessor chip marked the beginning of the fourth generation computers. The invention of microprocessors led to the development of microcomputer or the personal computer. The first microprocessor called Intel 4004 was developed by American Intel corporation in 1971.

In this generation, the concepts of computer networks and CD-ROMs came into existence. The examples of fourth generation computer are IBM-PC, HP laptops, MaC notebook etc.

5. Fifth Generation Computer:

The period of fifth generation computer was 1988-present. Fifth generation computer is based on Artificial Intelligence and is still developing process but not yet a reality. The scientists are still working on it. Robot is the example of fifth generation computer.

Activity

Do yourself.

CHAPTER 2

Execute Time

- | | | | | |
|----------|--------------|---------------|-------------|--------|
| A | 1. (b) | 2. (c) | 3. (c) | 4. (b) |
| | 5. (a) | | | |
| B | 1. 7 | 2. 7 | 3. 7 | 4. 3 |
| C | 1. (e) | 2. (c) | 3. (a) | 4. (d) |
| | 5. (b) | | | |
| D | 1. algorithm | 2. flow chart | 3. terminal | |

4. flow lines 5. Loop

E 1. Making fresh lime soda

Algorithm:

Step : 1 Start

Step : 2 Take a lemon and soda.

Step : 3 Squeeze the lemon and pour soda on it.
Put some salt in it

Step : 4 Mix well

Step : 5 Serve it

Step : 6 Stop

Flow Chart:

Start

Take a lemon, soda, and some salt

Mix well and serve

Stop

2. Algorithm:

Step : 1 Start

Step : 2 Take two numbers 10 and 6

Step : 3 Multiply them

Step : 4 Print the result

Step : 5 Stop

Flow Chart:

Start

Take two numbers 10 and 6

Multiply them

Display the result

Stop

3. Packing your bag for vacation

Algorithm:

Step : 1 Start

- Step : 2 Take a bag
- Step : 3 Pack the bag for vacation
- Step : 4 Bag is ready
- Step : 5 Stop

Flow Chart:

Start

Take a bag

Pack the bag

Bag is ready for vacation

Stop

- 4. Do yourself.
- F**
- 1. The set of instructions given to a computer to complete a task is called a program.
 - 2. Algorithm is written in easy language and the instructions are given in a proper sequence.
 - 3. Characteristics of an Algorithm:
 - 1. An algorithm is a precise set of instructions.
 - 2. The instructions of algorithm are in proper order.
 - 3. It is easily computable.
 - 4. A flowchart is a pictorial representation of the sequence of steps, to solve a problem in the form of diagrams and symbols.
 - 5. Symbols of flowchart are: Terminal, Process Box, Input/Output Box, Decision box, flow line and connector.
 - 6. Limitations of a flow chart:

Reproduction of flowcharts is difficult as symbols cannot be typed.

Alterations cannot be made in a flowchart. A new flow chart is created to include the changes.

Knowledge of symbols is mandatory for drawing a flowchart.

Activity

Do yourself.

CHAPTER 3

Execute Time

- A** 1. requirement 2. settings app 3. Increasing
- B** Steps to open the settings App:
1. Click on the start button and open the setting app.
 2. Click on settings. The settings window will appear.
 3. Click on any icon that you want to open.
 4. The settings window will open on the desktop.
- C** If you don't like the way your tiles are arranged on the start menu, you can rearrange them. To move a tile, simply click and drag it to the desired location.
- D** Following are the steps to lock the computer:
1. Lock computer via the user icon in start Menu.
Open start Menu, click the user icon and choose Lock in the list.
 2. Lock computer through Ctrl + Alt + Del options.
Press Ctrl, Alt and Del at the same time and then select Lock from the options.
 3. Lock computer in Screen Saver settings.
Type lock computer in the search box on taskbar and choose lock the computer when you leave it alone for a period of time.

Activity

Do yourself.

CHAPTER 4

Execute Time

- A** 1. (c) 2. (b) 3. (c) 4. (c)

B 1. SCRATCH 2. SPRITE 3. MOTION 4. STAGE

C 1. (d) 2. (a) 3. (b) 4. (c)

D Scratch allows young people to integrate creativity in story telling, games and animations.

Scratch allows students to develop 21st century skills through the use of technology.

Scratch can be used by people of all ages.

Scratch is used across over 150 countries and available in over 40 languages. This is great for teachers that are working with bilingual or ESL students.

Scratch can be used across curriculum and students and teachers can create and share resources via scratch.

A major advantage of scratch is that it is a free program so people can access and utilise scratch for both personal and academic use.

E 1. Scratch is a free graphical programming language developed by the MIT (Massachusetts Institute of Technology) Media Lab. Scratch is used by students, teachers and parents to easily create animations, games, stories etc. It provides a stepping stone to the more advanced world of computer programming.

2. Following are the steps to create a new project:

1. Click on the file menu.

2. Choose the new option.

3. Select the Motion Block.

4. Drag and drop to move block into the script area. Click on the number area and change 10 into 100.

5. Drag and drop the turn clockwise block into the Script Area. Change the angle 15° into 90° .

6. Double click on the block to run the project.

3. Following are the steps to save a project:

1. Click on the file menu.

2. Choose the save option.
The save project dialog box will appear.
3. Select the folder in which the project is to be saved. Specify the name of the project in the file name box. (e.g. deal)
4. Click save button.
4. To exit from the scratch click on the file menu and the quit option.

Activity

Do yourself.

CHAPTER 5

Execute Time

A 1. (c) 2. (a) 3. (a) 4. (a)

B 1. 3 2. 3 3. 3 4. 3
5. 3

C Following are the steps to wrap text around an image:

1. Select the image you want to wrap text around.
The format tab will appear on the right side of the Ribbon.
2. On the format tab, click the wrap text command in the Arrange group. Then select the desired text wrapping option. The text will wrap around the image.

- D**
1. Click on the area where you want to insert a picture.
 2. Click on the Insert tab.
 3. Click on pictures. The Insert picture dialog box will appear.
 4. Click on the pictures you want to add from pictures library.
 5. Click on Insert to add picture to your document.

E Do yourself.

Activity

Do yourself.

CHAPTER 6

Execute Time

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

- B** Following are the steps to insert a new slide:
1. From the Home tab, click the bottom half of the new slide command
 2. Choose the desired slide layout from the menu that appears.
The New slide will appear.
 3. Click any placeholder and begin typing to add text. You can also click an icon to add other type of content, such as a picture or a chart.

- C** Following are the steps to cut and paste the text.
1. Select the text you want to move.
 2. Click the cut command.
 3. Place the insertion point where you want the text to appear, then click the paste command.
The text will appear in the new location.

- D** Font style: Use the font style commands to apply bold, italic, underline, shadow or strike through to the selected text.

Align Text: You can use these commands to align your text at the top, middle or bottom of a placeholder or text box.

Horizontal Text Alignment:

You can use these commands to align your text to the left, right or centre of a place holder or text box.

Text Direction: This command allows you to change the direction of your text.

- E** 1. 3 2. 3 3. 3 4. 7
5. 3

F Do yourself.

Activity

A Do yourself.

B Title Slide

Title and content

Section Header

Two content

Comparison

Title only

CHAPTER 7

Execute Time

A 1. (b) 2. (b) 3. (b) 4. (c)

B 1. 3 2. 7 3. 7 4. 3
5. 8

C Following are the steps to add border to the image.

1. Click the picture.

The format tab will appear.

2. Click on a picture Border.

3. Click on a border color.

4. Click on weight.

4. Click on thickness to set a lines thickness for the border.

D. Do yourself.

Activity

Do yourself.

CHAPTER 8

Execute Time

A 1. (c) 2. (c) 3. (c) 4. (c)

5. (a)

B Save: When you create or edit a workbook, you'll use the

save command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can just click the save command to save it with the same name and location.

Save As: You'll use this command to create a copy of a workbook while keeping the original. When you use save As, you'll need to choose a different name and/or location for the copied version.

- C**
1. Open the start menu by clicking the start button.
A list of many applications will appear in the start menu.
 2. Select the Excel 2016 from the list and click on it.
The Excel 2016 window will appear with a start screen.
 3. Click on the blank workbook. The blank workbook of Excel 2016 will appear in front of you.
Now, you can use this area for data entry, calculations etc.
- D** A spreadsheet is a computer application or a program that enables the user to tabulate and collect data. This data can then be used to make calculations, show graphical representations or analysis.
- E**
1. Quick Access Toolbar
 2. Ribbon
 3. Name box
 4. Tell me
 5. Vertical and Horizontal scroll bars
- F** Steps to create a new workbook from a template:
1. Click the file tab to access Back-stage view.
 2. Select View. Several templates will appear below the Blank workbook option.
 3. Select a template to review it. A preview of the template will appear, along with additional information on how the template can be used.
 4. Click create to use the selected template. A new workbook will appear with the selected template.

Activity

Do yourself.

CHAPTER 9

Execute Time

- A** A means of connecting a computer to any other computer anywhere in the world is called internet.

When two computers are connected over the Internet, they can send and receive all kinds of information such as text, graphics, voice, video and computer programs.

The main aim of internet is to facilitate sharing of information and fast communication. So, it can easily be said that internet connects people.

- B** Some of the uses of internet are:

1. Internet is very fast and has information on almost everything. We can use the internet to access all this information.
2. Internet helps us to communicate with a person sitting miles away. Using the internet, we can send e-mails, pictures, messages, videos, audios etc. very quickly.
3. Internet is a great platform to buy or sell different things online.
4. We can avail online services like ticket booking, paying bills, hotel bookings, etc.
5. Internet is used to download data, we can download movies, songs, videos games pictures and files from the internet.
6. We can search books on internet.
7. We can do live chats on the internet.
8. Internet helps us to connect to our friends and family through various media websites like facebook.com, Twitter.com etc.

- C** 1. 3 2. 7 3. 3 4. 3
5. 7

- D**
1. WWW: World Wide Web is a collection of related websites. These websites are connected in a 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 written on different pages, internet also has different pages that store all information. These pages are called web pages. They are in digital form. The information on these pages can be in the form of text, video, audio in the form of text, video, audio, images etc. These pages are created in HTML (Hyper Text Markup Language)
 3. Website: It is a collection of related web pages. Each website has a unique website address.
 4. Hyperlink: A hyperlink can be a text or a picture which connects the user to other parts of the same web page or related web pages. Hyperlink makes navigation easier.

Activity

Do yourself.

Worksheet 1

A	1st Generation	2nd Generation
	<ol style="list-style-type: none"> 1. The period of first generation computer was 1942-1959. 2. The programming of first generation computers were done in machine languages. (Os and ls) 3. Example of first generation computer are ENIAC, UNIVAC, EDVAC and EDSAC. 	<ol style="list-style-type: none"> 1. The period of second generation computer was 1959-1965. 2. Second generation computers replaced machine language with assembly language. 3. Example of second generation computers include: IBM 1920, IBM 1401, PDP-8 and CDC 1604.

B Algorithm:

- Step 1 : Start
- Step 2 : Take six numbers
- Step 3 : Add the six numbers
- Step 4 : Print the result
- Step 5 : Stop

Flowchart:

- Take 6 numbers
- A, B, C, D, E and F
- Add the 6 numbers
- Display the result
- Stop

Worksheet 2

A Do yourself.

B Menu bar

Blocks Menu

Blocks Palette

Scripts Area

Tabs

Current Sprite Info

Tool bar

Stage

Green Flag

Stop Button

Sprite

New Sprite Button

Sprites Lists

C Word 2016 is a word processing tool for creating different types of documents that are used at work and school environments.

D Do yourself.

Worksheet 3

Do yourself.

Worksheet 4

A Following are benefits of using e-mail:

Emails are delivered extremely fast when compared to traditional post.

Emails can be sent 24 hours a day, 365 days a year.

Webmail means emails can be sent and received from any computer, anywhere in the world, that has an internet connection.

When we use broadband, each email sent is effectively free.

B Do yourself.

C	Workbook	Worksheet
	Excel files are called workbooks. Each workbook holds one or more worksheets.	A worksheet is a collection of cells where you keep and manipulate the data.