Tim(a)x

Approach to Computer

Teacher Manual

6

Teacher's Zone

+ E-Book
+ Elucidated Solutions
+ Free Online Support
+ Test Framer

COMPUTER (TM)

CHAPTER 1

A   1. (c)   2. (c)   3. (c)   4. (c)   5. (c)   6. ©

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

C   1. Embedded   2. five   3. Binary & assembly
     4. assembler   5. slower

D   1. (iv) Smartwatch   2. (v) Embedded systems
     3. (vii) 4GLs   4. (vi) Interpreter
     5. (ii) 0's & 1's   6. (iii) Tablets   7. (i) HLLs

E   1. Embedded systems are designed with specialised chips that are built into standalone electronic system to enable special computing task. ATM machines, digital watches, video game consoles etc.

     2. Computer language is used to communicate with computer. A computer can understand only binary of machine language, the language of 0's and 1's. Learning and using binary language is very difficult.

      Computer languages have a generation classification based on the level of interaction–

      (a) Low Level Language – Binary & Assembly Language

      (b) High Level Language - C++, Java, SQL etc.

     3. Fourth Generation Languages require less instructions than 3GLs. Programs can be written faster in a 4GL. 3GLs are procedural language whereas 4GLs are non-procedural languages. C++ and Java are examples of 3GLs and SQL is an example of 4GL.

     4.

Compiler	Interpreter
1. Compiler is a translator program that translates high-level program into low-level language at once.	1. An interpreter is a translator program that translates statements of a high level program into low level language line by line.
2. All the syntax errors will be reported at last and once errors removed, the source program will be converted into the object-code.	2. It translates only one statement at a time and do not proceed to the next statement until remove the errors if any.
3. C, C++, Java are the examples of languages that use compiler as translator.	3. BASIC and FORTRAN are the examples of languages that use interpreter as translator.

5. Computers that people can carry along with them are called mobile computers. These are very popular due to their small size and portability i.e., laptops, ultra books, tablets, smart phones etc.

6.

First Generation Language	Second Generation Language
• Machine or binary language is considered to be the first generation of computer language. • It uses binary digits. • Its execution is fast as computer executes it directly.	• Assembly language is the second generation of language. • It uses mnemonics and symbols to write program. • Assembly language programs need a translator to convert into machine language, called assembler. • It is slower than first

CHAPTER 2

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

B 1. The computer memory offers to store data, information & programs.
2. Memory consists of internal and external storage devices.
3. A byte is the group of information that computer can process. 1 byte is equal to 8 bits.
4. Static Random Access Memory is used primarily to create CPU's speed-sensitive cache.
5. Non –volatile memory is permanent memory. It does not loss all its content stored in it when the computer is turned OFF.

C 1. byte   2. Secondary
3. EEPROM   4. HDD

D 1. (iv) Random Access Memory
2. (iii) Read Only Memory
3. (vi) Static Random Access Memory
4. (ii) Dynamic Random Access Memory
5. (i) Rambus Dynamic Random Access Memory
6. (v) Programmable Read Only Memory

E

Primary Memory	Secondary Memory
1. It is the main memory of computer.	1. It is also known as external or auxiliary memory.
2. Computers read and write on primary memory first than go to Secondary memory.	2. These are used to store data/ information permanently.
3. Example : ROM & RAM	3. Example: Hard Disk, Pen Drive, CD, DVD etc.

F	**DVD**	**Blu-ray**
	1. Digital Video Disk is movable storage device.	1. Blu-ray is a digital optical disc.
	2. It can store 4.1gb-17gb data.	2. A blu-ray disc can store more data than a DVD. i.e., 25gb - 50gb.

CHAPTER 3

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

B 1. rows & columns   2. single cell   3. table styles
   4. Borders/ Formatting

C 1. 3   2. 7   3. 7   4. 7

D 1. Create a table using Quick tables–
   Step 1: Place the cursor where you want to insert a table
   Step 2: Select Tables ✸ Table ✸ Quick Tables
   Step 3: Select desired template for your table

   2. Text alignment refer to the position of text in a cell. Text can be aligned left, right or centre in an Excel cell.

   3. The height of a row can be changed by dragging row border
                                    or
   (a) Select row/ rows
   (b) Go to Layout tab ✸ Row Height

   4. To split cell into multiple cells–
   (i)   Select cell/cells
   (ii) Right Click ✸ Split Cell
   (iii) Select number of rows or column

   5. Step 1: Select a column.
   Step 2: Right click ✸ Insert

CHAPTER 4

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

B 1. Edit Individual   2. Address block
   3. Mail Merge task pane   4. Mail Merge Recipient

C 1. 3   2. 3   3. 7   4. 7

D 1. Mail merge is the process of merging a single common message document with multiple recipients. For example if you want to send your birthday invitation to your friends, instead of creating individual letter, you can use mail merge feature.

   2. The main document consist common message that have to be attached with multiple recipient.

   3. A data source can be created using table or create data source option.

   4. Edit individual letters option can help to edit the merged document.

5. To merge the main document with the data source, you have to insert the address block in the main document.

CHAPTER 5

A 1. (c) 2. (a) 3. (c) 4. ©

B 1. (iv) It is the main editing view.
2. (iii) In this view , you can see the contents of the slides at once.
3. (i) This view gives a preview of the presentation text.
4. (v) It gives thumbnails for all the slides of the presentation.
5. (ii) It is used to add speaker's notes to the presentation.

C 1. 7 2. 3 3. 7 4. 3

D 1. It makes the presentation more attractive and creative.
2. Five views
3. Slide navigation pane is on the left side of the normal view window. It shows all the slides of a presentation as thumbnails.
4. Outline view shows the contents of the slides at once.
5. Animations are special effects that are added to text and objects on a slide. To apply animation–
Step 1: Select the object of text which you want to animate.
Step 2: Click on Animation Tab.
Step 3: Select desired animation and timing.
6. Slide transitions are special effects of slides that appears when once slide changes to other during the slide show. It added between the current slide and the previous slide.

CHAPTER 6

A 1. (a) 2. (c) 3. (a) 4. (a) 5. (a)

B Excel 2016 is a spreadsheet software that is used to do calculations.
Features of Excel 2016 are–
F Data can be easily enter, edit and format in worksheets.
F Format cell feature helps to change the appearance of worksheets by changing font styles, numbers format, text alignments, borders and shadings etc.
F Formulae and functions are used to do simple and complex calculations.
F Data can be represented graphically using chart feature.

C 1. Just click on the cell.
2. Click on the row header or row number. The row will be highlighted.
3. Click on the column header of column alphabet. The column will be highlighted.
4. Click on the first cell, now hold the Shift key from keyboard and click on the other cell. The group of adjacent cells will be highlighted. * To select group of non-adjacent cells, hold the Ctrl key in place of Shift key.

D Formatting means to change the appearance of the text, number or worksheet. Like Font style, size, colour, border etc.

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

F 1. To edit and format the data or before performing any action on it we need to select data in a worksheet.

2. Formatting text means to change the appearance of the text. It makes the worksheet effective and impressive.

3. To change the font size–
   Step1 : Select the data
   Step2 : Select size from font size option given on Home tab or press Ctrl+1 to open Format Cells dialog box, now change the size from font group.

4. To delete data–
   Step 1 : Select the data.
   Step 2 : Press Del key from keyboard.

5. To change the row height–
   Step 1 : Select the row(s).
   Step 2 : Click on Format tab ✱ Row ✱ Height
   Step 3 : Type the size.
   Step 4 : Click on OK button.

CHAPTER 7

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

B 1. 3   2. 7   3. 3   4. 3   5. 3   6. 3

C 1. <OL> and <UL>   2. <IMG SRC=" "> 3. <p>

D 1. Hyper Text Markup Language is a web designing language that is used to design webpages.

2. Basic structure of an HTML document–
   <HTML>
   <HEAD><TITLE> GREEN BOOKS</TITLE></HEAD>
   <BODY>
   {body of the webpage}
   </BODY>
   </HTML>

   (i) <HTML> tag is the main tag of an HTML document. It is a container tag. The whole html coding is written in between <HTML> and </HTML>.

   (ii) <HEAD> tag is used after the HTML tag. It is used to define meta data(data about data).

   (iii) <TITLE> tag comes under the Head tag. It specify the title of the webpage that appears on title bar.

   (iv) <BODY> tag contains the body of the document. It is a container tag that closes just before the </HTML>

3. HTML codes or commands are known as HTML tags. There are two types of HTML tags:
   (i) Empty Tags   (ii) Container Tags
4. <H1> to <H6> heading tags are used to set heading levels in the web page. <H1> is the highest level and <H6> is the smallest level.
5. We can create two types of list in HTML webpage :
   (i) Ordered List and   (ii) Unordered List
   Code to create ordered list:

   <OL>
   Delhi
   Ghaziabd
   Noida
   Vrindavan
   </OL>

   ```
   1. Delhi
   2. Ghaziabad
   3. Noida
   4. Vrindavan
   ```

   Code to create unordered list:

   <UL>
   Delhi
   Ghaziabd
   Noida
   Vrindavan
   </UL>

   ```
   • Delhi
   • Ghaziabad
   • Noida
   • Vrindavan
   ```

6. <P>...</P> tag is used to define paragraph in the web page.
   Code to define paragraph:
   <P>Welcome to Delhi. Delhi is the capital of India. India's capital territory, is a massive metropolitan area in the country's north. </P><P> in Old Delhi, a neighborhood dating to the 1600s, stands the imposing Mughal-era Red Fort, a symbol of India, and the sprawling Jama Masjid mosque, whose courtyard accommodates 25,000 people. Nearby is Chandni Chowk, a vibrant bazaar filled with food carts, sweets shops and spice stalls. </P>

CHAPTER 8

A 1. b)   2. a)   3. c)

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

C QBASIC is simplest and easy high level programming language for beginners. It stands for Quick Beginners All Purpose Symbolic Instruction Code.

Features of QBASIC are:

F It is simple and easy to learn.

F It uses simple English language and Mathematics symbols to write program.

F It uses interpreter as translator and checks syntax automatically.

F   It has dynamic program debugging feature.

*Debugging is the process of checking and correcting errors in program.

D   1. Program   2. Translators/compiler/interpreter

      3. Input   4. CLS

E   1. Variable is used to assign the value in computer memory that can be used to store a value. A value of a variable can be changed during the program execution.

      2. Constant is also used to assign a value in computer memory but as its name, it does not change its value during the execution of the program.

      3. The set of instructions to do a particular task is called program.

      4. Programmer or coder is a person, who writes programs using computer languages.

      5. Programming is the process of writing computer programs.

F   1.

Constants	Variables
1. Constants are values that are assigned in computer program to store the constant values.	1. Variable are values that are assigned in computer program to store temporary values.
2. Constants values do not change during the program execution.	2. Variable values can be changed during the execution of program.
3. Example DOB (date of birth, pi=3.14 etc.)	3. Example age, fees etc.

      2. PRINT statement is used to display numbers, messages and values of variables output on output screen.

E.g. PRINT "Good Morning"

PRINT X

PRINT X+Y

      3. To Run a QBASIC program either press F-5 function key or click on RUN button

      4. QBASIC Statements:

         1. REM - It is used to give comments in a program. It is non-executable statement.

         2. CLS - This statement is used to clear the output screen.

         3. INPUT - This statement is used to accept the value from user and store in a variable. Program will halt until the user enters the value.

         4. PRINT - Statement is used to display numbers, messages and values of variables output on output screen.

CHAPTER 9

A 1. (b)   2. (c)   3. (b)   4. (c)   5. (c)   6. ©

B 1. Open the compose mail windows.
   2. Enter the address of the recipients.
   3. Click on attach a file icon or attachments.
   4. Click on Browse and select file (s) that you want to attach.
   5. Wait for attaching file.
   6. Click on Send.

C To send an e-mail–
   - Log in to mail account.
   - Click on Compose button.
   - Type mail address of recipients.
   - Type subject and message.
   - Click on Send.

D CC and BCC are used while sending emails. CC stands for Carbon Copy and BCC stands for Blind Carbon Copy. Both are used to send the copy of same mail to other recipients. Unlike CC, the addresses written in the BCC will be blind and not be able to know the other recipients details.

E E-mail etiquette are the set of manners to be followed while communication through e-mails.
   - Never disclose your personal information.
   - Never share your e-mail password.
   - Never open attachments if the e-mail has come from unknown sources.
   - Do nothing that will ruffle the sensibilities of others.

WORKSHEET 1
COMPUTER MEMORY

A

Primary Memory	Secondary Memory
Main Memory	Auxiliary Memory
ROM & RAM	Hard Disk, CD, DVD, Pen Drive

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   Features of Excel 2016 are–
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   - Format cell feature helps to change the appearance of worksheets by
   - changing font styles, numbers formats, text alignments, borders and shadings etc.
   - Formulae and functions are used to do simple and complex calculations.

   Data can be represented graphically using chart feature.

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9

WORKSHEET 2

Do yourself.

WORKSHEET 3

A   Ō   Move one cell Right in a worksheet

✶   Move one cell Left in a worksheet

✳   Move one cell Up in a worksheet

❄   Move one cell Down in a worksheet

Page Up	Moves the cell one screen Up in a worksheet
Page Down	Moves the cell one screen Down in a worksheet
Ctrl+Home	Moves the cell to the home position - that is, the beginning of a worksheet
Ctrl+End	Moves the cell to the last occupied cell in a worksheet

B

Compiler	Interpreter
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2. All the syntax errors will be reported at last and once errors removed, the source program will be converted into the object-code.	2. It translates only one statement at a time and do not proceed to the next statement until remove the errors if any.
3. C, C++, Java are the examples of languages that use compiler as translator..	3. BASIC and FORTRAN are the examples of languages that use interpreter as translator.

C   Do yourself.

WORKSHEET 4

A   1. HTTP – Hypertext Transfer Protocol

2. ARPANET – Advance Research Project Agency Network

3. WWW – World Wide Web

4. INTERNET – International Network

5. URL- Uniform Resource Locator

6. ISP – Internet Service Provider

B Video conferencing (or video conference) means to conduct a conference between two or more participants at different sites by using computer networks to transmit audio and video data.

Example: online learning, group discussion on new chennals etc.

C.   RAM – Random Access Memory

ROM – Read Only Memory

HDD – Hard Disk Drive

USB – Universal Serial Bus

DVD- Digital Versatile Disk / Digital Video Disk

D   Do yourself.