

Computer

(Teacher Manual)

Class-1 to 8



COMPUTER - 1

1. My Computer

- A. 1. b 2. a 3. c 4. a
B. 1. F 2. T 3. F 4. F
C. 1. electricity 2. fast 3. commands
4. computer
D. 1. b 2. a 3. e 4. c 5. d
E. 1. MOBILE 2. FAN 3. JUICER
4. COMPUTER 5. CAR

2. Parts of a Computer

- A. 1. a 2. b 3. c 4. a
B. 1. television 2. keys 3. Unit 4. input
5. output
C. 1. T 2. F 3. T 4. F
D. 1. COMPUTER 2. MONITOR
3. KEYBOARD 4. CPU 5. SPEAKERS
E. 1. KEYBOARD 2. PRINTER
3. MONITOR 4. MOUSE
5. COMPUTER

3. Applications of a Computer

- A. 1. b 2. a 3. c 4. a
B. 1. c 2. a 3. d 4. b
C. 1. airports 2. music 3. accounts
4. shops
D. 1. T 2. F 3. F 4. T 5. T 6. F
E. 1. School 2. Bank 3. Hospital
4. Airport 5. Office 6. Home
F. 1. OFFICE 2. BANK 3. AIRPORT
4. HOME 5. HOSPITAL 6. SHOP

4. The Mouse

- A. 1. b 2. a 3. b 4. b 5. b
B. 1. c 2. a 3. b
C. 1. F 2. T 3. F 4. T 5. T
D. 1. Left Button 2. Scroll Button
3. Right Button
E. Do yourself.

5. The Keyboard

- A. 1. a 2. c 3. c 4. b
B. 1. F 2. T 3. T 4. F 5. T
C. 1. b 2. c 3. a 4. e 5. d
D. Do yourself.
E. Do yourself.

6. Paint with a Computer

- A. 1. b 2. a 3. c 4. b 5. a
B. 1. c 2. a 3. d 4. b
C. 1. computer 2. Start 3. pencil 4. Text
5. Airbrush
D. 1. AIRBRUSH 2. PENCIL
3. ERASER 4. BRUSH
E. 1. Pencil Tool 2. Brush Tool 3. Fill
With Color Tool 4. Text Tool 5. Eraser
Tool

7. Turn On and Off the Computer

- A. 3,2,1,4
B. Click on Start button Switch
off the power switch.
C. 1. T 2. F 3. F 4. T 5. F 6. T
D. Do yourself.

8. Responsible Computing

- A. 1. b 2. a 3. c 4. b 5. b 6. c
B. 1. T 2. T 3. F 4. T 5. F 6. T 7. F
C. Do's: You should always keep
..... it may damage your
computer. Don'ts: You should not eat
..... working on the computer.
D. 1. c 2. d 3. a 4. e 5. b
E. 1. f 2. f 3. t 4. t 5. f 6. t 7. t 8. f
F. 1. Don't 2. Don't 3. Don't 4. Do 5. Do
6. Don't
G. 1. COMPUTER 2. MONITOR
3. KEYBOARD 4. SCANNER

COMPUTER - 2

1. Computer

- A. 1. b 2. a 3. c 4. b 5. a
B. 1. Fan, Television, Washing machine,
etc. 2. A desktop computer
fit on a desk. 3. A touchscreen is a
screen..... of the tablet.
4. Netbooks are a type of small
..... full-sized laptop.
5. Computers are connected
..... called computer
networking.
C. 1. T 2. F 3. T 4. F
D. 1. c 2. a 3. b

- E. 1. LAPTOP 2. NETWORKING
3. NETBOOK 4. MACHINE
F. Do yourself.

2. Parts of a Computer

- A. 1. c 2. a 3. c 4. a 5. b 6. c
B. 1. A computer has four main parts. Monitor, Keyboard, CPU and Mouse.
2. CPU 3. Printer 4. A web camera is a for video chatting.
5. Microphone 6. Scanner
C. 1. keys 2. perform 3. colourful
4. listen 5. computer 6. scanner
D. 1. c 2. d 3. a 4. e 5. b
E. 1. t 2. t 3. f 4. t
F. 1. MOUSE 2. KEYBOARD
3. SCANNER 4. SPEAKERS
G. Do yourself.

3. Uses of Computer

- A. 1. b 2. b 3. a 4. b 5. a
B. 1. schools 2. banks 3. hospitals
4. airports 5. petrol pumps
C. 1. b 2. a 3. d 4. c
D. 1. In schools, students learn in different ways. 2. Computers are used in hospitals..... chemicals and equipments. 3. Computers are used for..... and aeroplanes. 4. At home, in schools, in banks, in offices and in hospitals.
E. Do yourself.
F. Do yourself.

4. Operating a Computer

- A. 1. b 2. c 3. b 4. a 5. c
B. 1. Windows is an operating..... to work together. 2. When the desktop is switched on on desktop called icons. 3. It shows the applications switch between them. 4. The Start button
C. 1. Click on the Start button. 2. Now click on the Shut down button. 3. Turn off the UPS. 4. Turn off the main power switch.
D. 1. second 2. Windows 3. icons
4. Start 5. Taskbar 6. Start
E. 1. c 2. a 3. d 4. b
F. Do yourself.
G. 1. TASKBAR 2. DESKTOP
3. WINDOWS 4. START

5. Devices of Computer

- A. 1. b 2. c 3. c 4. a 5. a
B. 1. Input devices are those to the computer. Keyboard and mouse. 2. The input we give brain of the computer. 3. A monitor is one on the screen. 4. Storage devices help us for the future use. Hard disk and pen drive.
C. 1. It is used to type letters and numbersmonitor screen. 2. A mouse is a pointing device. 3. A printer helps on the paper. 4. It displays text, graphics, video information, etc.
D. 1. b 2. c 3. d 4. a
E. Do yourself.
F. Do yourself.

6. Working of a Computer

- A. 1. c 2. a 3. b 4. a 5. b 6. a
B. 1. F 2. T 3. T 4. T
C. 1. A computer works in three steps i.e., input, processing and output. 2. The instructions given to the computer to do a task are its input. The result which is processed by the CPU is called output. 3. There are two types of storage unit. 4. Secondary storage unit magnetic tapes, etc.
D. 1. input 2. CPU 3. output 4. Primary 5. secondary
E. 1. O 2. P 3. I 4. O 5. I 6. I
F. Do yourself.

7. Paint Program

- A. 1. a 2. c 3. c 4. a 5. b 6. a
B. 1. Eraser 2. type 3. Airbrush 4. Curve 5. larger
C. 1. T 2. F 3. T 4. T 5. T 6. F
D. 1. a 2. d 3. b 4. c
E. 1. Click on the Start button click on Paint. 2. Firstly select the tool from the Tool Box. 3. The Text tool of our drawing. 4. Airbrush tool 5. Do yourself.
F. 1. Pencil tool 2. To fill colour in the selected area. 3. Text tool 4. To draw curve and wavy lines in our drawing.
G. 1. LINE 2. ERASER

3. RECTANGLE 4. ELLIPSE 5. TEXT
6. MAGNIFIER

8. Working in WordPad

- A. 1. a 2. c 3. a 4. c 5. a 6. a
B. 1. We can write questions
using the WordPad program. 2. Title
Bar, Ribbon, WordPad button, Work
area, Cursor and Zoom in and Zoom
out. 3. The keyboard. 4. Ribbon. 5. Yes.
When you are working not
lose your work.
C. Click on the WordPad button
and click on Save.
D. Click on the Start button
click on WordPad.
E. 1. F 2. T 3. T 4. F 5. F
F. Do yourself.
G. Do yourself.

Computer-3

1. Computer-An Electronic Machine

- A. 1. b 2. a 3. c 4. b 5. c
B. 1. easier, faster 2. speed 3. result
4. workstation
C. 1. Computer is an electronic
..... easier and faster.
Characteristics of a Computer
..... giving the results. 2. A
computer works is
called output. 3. Size, cost and speed.
4. Automate the various tasks
..... latest computer
technology.
D. 1. OUTPUT 2. DATA 3. LAPTOP
4. INPUT 5. SPEED 6. MACHINE
E. 1. Airport 2. Railway Station 3. Bank
4. Hospital

2. Parts of a Computer

- A. 1. b 2. a 3. c 4. b 5. a 6. c
B. Input devices: keyboard, mouse,
scanner, joystick, lightpen. Output
devices: monitor, printer, plotter
C. 1. The set of instructions
..... MS PowerPoint,
etc. 2. There are some
..... basic input devices.
There are some
basic output devices. 3. The mouse is a
small is called a 'click'.

4. Operating system is a system
..... and UNIX, etc.

- D. 1. Inkjet printer 2. Keyboard
3. Trackball

E. 1. Mouse: The mouse is a small input
device. It usually has two buttons.
2. Monitor: The monitor is an interface
between the user and the computer. It is
also called V.D.U. 3. Printer: The printer
is a device that gives us output. The
output is called hard copy. 4. Keyboard:
The keyboard is used to enter the data
into the computer. Nowadays, the most
commonly used keyboard is QWERTY
keyboard.

3. MS Windows 7

- A. 1. b 2. a 3. c 4. b 5. c 6. b 7. a
B. 1. F 2. T 3. F 4. T 5. T 6. F
C. 1. The computer takes
..... is called booting. 2. It is
the long horizontalSystem
Tray. 3. To open the start menu
..... settings of the
computer. 4. Press and hold
..... is called dragging.
5. Follow the given steps
..... Shut down option.
D. Do yourself.
E. 1. DESKTOP 2. FOLDER
3. DRAGGING 4. START 5. BUTTON

4. Working on MS Paint

- A. 1. a 2. b 3. c 4. b 5. a 6. b
B. 1. graphics 2. create, edit, print
3. selection 4. irregular 5. vertically,
horizontally
C. 1. Microsoft Paint is a
..... on the Paint option.
2. The free-form selection tool. 3. The
redo command last
actions. Ctrl+Y. 4. Using the Rotate
command Flip
horizontal. 5. To open an existing
..... press Ctrl+O.
D. Do yourself.
E. 1. MICROSOFT 2. ROTATE
3. RESIZE 4. RECTANGLE 5. PAINT
6. BUTTON

5. MS WORD 2010

- A. 1. c 2. b 3. a 4. c 5. b 6. b

- B.** 1. title bar 2. display, down
3. commands 4. Proofing 5. Format Painter
- C.** 1. F 2. T 3. F 4. T 5. T
- D.** 1. Microsoft Word is as MS Word.
2. Quick Access Toolbar above the File tab. 3. The panel located Commands. 4. The Clipboard group text in the document. 5. This feature allows in our document.
- E.** Do yourself.
- F.** Do yourself.

6. MS WINDOWS LOGO

- A.** 1. b 2. a 3. a 4. a 5. b 6. c
- B.** 1. Logic, Graphic 2. the commander window 3. home 4. primitives 5. two
- C.** 1. b 2. d 3. e 4. a 5. c
- D.** 1. LOGO is one of Graphic Oriented. 2. Starting LOGO Microsoft Windows LOGO. 3. At the centre called turtle. 4. FORWARD by any number. 5. To multiply two numbers 50 on the screen.
- E.** Do yourself.
- F.** 1. BACK 2. CLEAN 3. PRINT 4. RIGHT 5. BYE

7. Caring of Computer

- A.** 1. b 2. a 3. c 4. b 5. a
- B.** 1. time, money 2. clean 3. cable 4. monitor 5. pirated
- C.** 1. A computer can browsing the Internet. 2. Make sure that keyboard gently. 3. Make sure that high temperature. 4. Do shut down computer through Internet.
- D.** Do yourself.
- E.** Do yourself.

8. Know About Internet

- A.** 1. c 2. a 3. b 4. c 5. c
- B.** 1. resources, services 2. TCP/IP 3. modem 4. web browser 5. HTTP
- C.** 1. The Internet 2. A modem 3. A web browser 4. HTTP protocol 5. Google

- D.** 1. The Internet links resources and services. 2. Using the Internet news, sports, etc. 3. To get an Internet Internet Service Provider (ISP). 4. Internet Service Provider as they should. 5. Using E-mail bottom of the screen.
- E.** Do yourself.

COMPUTER - 4

1. COMPUTER- THEN and NOW

- A.** 1. c 2. a 3. b 4. c 5. b
- B.** 1. (1940 to 1956) The technology in the first generation was based on vacuum tubes and magnetic drums. 2. (1956 to 1963) The technology in the second generation was based on transistors. 3. (1964 to 1971) The technology in the third generation was based on Integrated Circuits (ICs). 4. (1971 – present) The technology in the fourth generation is based on microprocessor. 5. (present and beyond) The technology in the fifth generation will be based on Artificial Intelligence (AI).
- C.** 1. b 2. d 3. e 4. a 5. c
- D.** 1. Abacus was the first across the wires. 2. Electronic Numerical Integrator And Calculator 3. Charles Babbage 4. Five 5. The ICs are made called semiconductors.
- E.** 1. Analytical Engine 2. Abacus 3. Pascaline 4. Tabulating Machine 5. Laptop 6. Vacuum tubes
- F.** 1. VACUUM 2. MACHINE 3. ABACUS 4. TRANSISTORS 5. COMPUTER

2. More About Computer

- A.** 1. b 2. c 3. a 4. b 5. a 6. a
- B.** 1. F 2. T 3. F 4. T 5. T
- C.** Input Device- Keyboard, Barcode Reader, Graphic tablet, Webcam, Scanner Output Device- Monitor, Printer, Speaker
- D.** 1. It is the principle on which computer works. 2. All the parts are called hardware. 3. A biometric sensor

behavioural traits. 4. Dot matrix printer, Inkjet printer and Laser printer. 5. There are three main components Read Only Memory (ROM). 6. System software- Windows XP and Windows 7 Application software- MS Word and MS Excel

- E. 1. Joystick 2. Scanner 3. Webcam
4. Graphic tablet 5. Biometric sensor
6. Microphone
F. 1. WEBCAM 2. MOUSE
3. SCANNER 4. PRINTER
5. MICRPHONE

G. 1. c 2. d 3. a 4. e 5. b

3. More on Windows 7

- A. 1. b 2. a 3. c 4. b 5. a 6. c
B. 1. resize 2. taskbar 3. Filp 4. Start menu 5. Screen saver
C. Program- Games, Accessories, Maintenance, Microsoft Office Program Group- MS Word, Ms Excel, Notepad, Solitaire,
D. 1. It is an operating system produced by Microsoft for use on personal computers. 2. Microsoft has simplified the working USB devices faster. 3. The feature that allows us over the taskbar icons. 4. We can search and access using the Start menu. 5. To change the wallpaper to save the settings.
E. 1. Notepad 2. Calculator 3. Paint 4. Flip 3D 5. Windows 7
F. 1. FLIP 2. RESIZE 3. PEEK 4. WALLPAPER 5. SHAKE

4. MS Word 2010 – Editing

- A. 1. b 2. b 3. b 4. b 5. c
B. 1. processing 2. New 3. Backspace 4. duplicate 5. Cut 6. move, copy
C. 1. d 2. f 3. e 4. a 5. c 6. b
D. 1. To start MS Word 2010 Microsoft Word 2010. 2. The basic tasks include drag and drop text. 3. Cut is used to remove the selected text from its place. Copy is used to create a duplicate copy of selected text without changing its original form. Paste is used to place the copied or removed text at the

desired location in the same or other document. 4. While working in a word using the Replace feature.
E. 1. Cut 2. Paste 3. Copy 4. Speeling and Grammar 5. Open 6. Save 7. Change Styles 8.
F. Do yourself.

5. MS Word 2010 – Formatting

- A. 1. c 2. b 3. a 4. b 5. c 6. b
B. 1. Formatting 2. Font Color 3. save 4. 5. Print settings, Preview 6. File
C. 1. In this topic Change Case commands. 2. Align Left, Align Right, Center and Justify. 3. 4. To insert a Clip Art on the selected image. 5. To print the page Click on Print button.
D. 1. c 2. d 3. e 4. f 5. a 6. b
E. 1. FONT 2. COLOR 3. PICTURE 4. JUSTIFY 5. PARAGRAPH 6. PRINT

6. MS PowerPoint 2010

- A. 1. b 2. c 3. a 4. b 5. c 6. a 7. b
B. 1. slides 2. Slide Sorter 4. Reading 5. placeholders, text boxes 6. Notes
C.
D. 1. MS PowerPoint 2010 is a presentation and many more. 2. To create a new blank presentation opens. 3. It contains the slides the slides from here. 4. Normal, Slide Sorter, Notes Page and Reading View. 5. To insert an image image is inserted.
E. Do yourself.
F. Do yourself.

7. LOGO Procedures

- A. 1. b 2. c 3. c 4. a 5. c
B. 1. title, body, end 2. LOGO 3. cannot 4. first 5. END
C. 1. F 2. T 3. F 4. T 5. F
D. 1. Procedure is a set of a specific task. 2. Speed and Reusability. 3. Valid Procedure names are #OKEY. 4. Once the procedure is defined Procedure and save it.
E. 1. PROCEDURE 2. TITLE 3. COMMANDS 4. ERASE

5. REUSABILITY 6. BODY

F. Do yourself.

8. Multimedia

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

B. 1. digitally 2. interactive, CD-ROMs
3. audio, video 4. games 5. media

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

D. 1. Multimedia is a means
news reaches us. 2. Graphics, sounds,
text and animations. 3. Input devices,
output devices, storage devices,
communication network,
communication devices, computer
system and software. 4. Click on the
Start button you want to
play. 5. Education and Business.

E. Do yourself.

F. Do yourself.

Computer-5

1. The Multifaceted Computers

A. 1. b 2. a 3. b 4. c 5. a

B. 1. principle 2. computer 3. Processing
4. cannot 5. versatile 6. satellites
7. library cards

C. 1. A computer is an
O stands for Output. 2. There are many
..... Joystick, Speakers.
3. Computers are widely used
..... trains and flights. 4. To send
and receive important information. 5.
Computers are used the
account balance.

D. 1. ATM 2. Joystick

E. Do yourself.

2. Computer Generations

A. 1. b 2. a 3. c 4. b 5. c

B. 1. UNIVAC, ENIAC 2. transistors
3. Charles Babbage 4. third 5. Integrated
Circuits 6. Artificial Intelligence

C. 1. b 2. e 3. c 4. a 5. d

D. 1. The period of computer
..... in 1951. 2. Use of vacuum
..... of electricity. 3. IBM-1401
and IBM-700 4. The period of computer
..... Central Processing Unit
(CPU). 5. In Third Generation.

E. 1. Vacuum tubes 2. Transistors

3. Integrated Circuits 4. Microprocessors

5. Artificial Intelligence

3. Data Storage Media

A. 1. c 2. a 3. b 4. c 5. a 6. b

B. 1. bit 2. single character

3. motherboard 4. daughterboard 5. read
6. capacity

C. 1. e 2. c 3. f 4. a 5. d 6. b

D. 1. These binary digits
binary data. 2. In short 1
Byte = 8 bits. 3. The motherboard
..... attached to the
motherboard. 4. Sometimes, the primary
memory Secondary
Memory. 5. Pen drive is a small
..... makes it superior. 6. a.
The full form of RAM
temporary memory. b. Each motherboard
..... called silicon. c. The full
form of DVD sides of
the DVD.

4. Windows Desktop

A. 1. b 2. a 3. b 4. c 5. a 6. b

B. 1. operating system 2. bootstrap loader
3. network browser 4. Recycle Bin 5.
jump-arrow

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

D. 1. A bootstrap loader
hard disk. 2. When we double-click
..... USB drive, etc.
3. When we delete their
original location. 4. To create a shortcut
..... click on Finish.

E. Do yourself.

F. Do yourself.

5. MS Word 2010— Paragraph Formatting

A. 1. b 2. c 3. a 4. c 5. b

B. 1. easier 2. attributes 3. small arrow
4. paragraph 5. Indentation

C. 1. Formatting means changing
..... neat to look at. 2. To apply
the paragraph formatting
Page Layout tab the Ribbon. 3.
Alignment means adjusting
..... shortcut is Ctrl + J. 4. To
print a word document your
preferences.

D. 1. The given paragraph
Ctrl+E. 2. Apart from above

accordingly. 3. Indentation means to set dialog box.
E. Do yourself.
F. Do yourself.

6. MS Word 2010—Word Art and Graphics

A. 1. a 2. b 3. a 4. b 5. c 6. b
B. 1. WordArt, stretch 2. Insert 3. WordArt Styles 4. add, modify 5. Home 6. Arrange, Wrap Text.
C. 1. T 2. F 3. F 4. T 5. F
D. 1. e 2. d 3. a 4. b 5. c
E. 1. WordArt is a text-styling shape of the text. 2. To insert WordArt Click on OK. 3. To format a text style to the text. 4. A Quick Style applies text effects. 5. To wrap text for each setting. 6. Yes. To insert an audio Insert button.
E. Do yourself.
F. 3. 1. 6. 5. 5. 4. 2.

7. More on MS PowerPoint 2010

A. 1. b 2. c 3. a 4. c 5. a 6. b
B. 1. Insert 2. ideas, information 3. edit 4. Clip Art, WordArt 5. format 6. Images
C. 1. a 2. b 3. c 4. d 5. e
D. 1. To start the MS PowerPoint window is opened. 2. MS PowerPoint is one are called slides. 3. To insert a new slide slide is inserted. 4. Go to the Insert tab appears in the slide. 5. Yes. In the Format Background the selected texture. 6. Select the slide Click on OK.
E. Do yourself.
F. 3. 6. 4. 1. 2. 7. 5.

8. MS PowerPoint 2010—Graphics

A. 1. b 2. a 3. c 4. b 5. c 6. a
B. 1. Photo Album 2. Album Layout 3. SmartArt 4. MS PowerPoint 5. graphic 6. MP3
C. 1. F 2. F 3. F 4. T 5. T
D. 1. A photo-album is a PowerPoint presentation. 2. We can create a photo album show will be

created. 3. We can insert a SmartArt the SmartArt graphic. 4. We use shapes as a appeal to a slide. 5. From the Insert tab into the slide. 6. Yes, From the Insert tab into the slide.
E. Do yourself.
F. 1. G 2. G 3. T 4. T 5. G 6. T 7. T 8. G 9. G 10. T

9. Network and Internet

A. 1. b 2. a 3. b 4. c 5. a 6. b
B. 1. World Wide Web 2. website 3. hyperlinks 4. fastest, reliable 5. receive d
C. 1. T 2. F 3. T 4. T 5. F
D. 1. The Internet is a network and send e-mails. 2. Information Transfer to any other person. 3. Web browser is a software used web browsers. 4. Each website has a pages of the website. 5. All the mails text in the mail. 6. E-Mail is the short form in touch with people.
E. 1. PRINT 2. REFRESH 3. BACK 4. FORWARD 5. HOME
F. 3. 1. 5. 4. 2.

10. Algorithms and Flowcharts

A. 1. b 2. c 3. b 4. a 5. b
B. 1. processing box 2. graphical 3. flowchart 4. Connector 5. independent
C. 1. b 2. d 3. e 4. a 5. c
D. 1. An algorithm is a set understand it better. 2. We write a program flowchart into program. 3. Input and the time. 4. They are easy to solve a problem. 5. Start or Stop box process on data. 6. When the program cannot be typed.
E. Do yourself.
F. Do yourself.

COMPUTER – 6

1. START with COMPUTER

A. 1. b 2. c 3. a 4. d 5. c 6. a

- B.** 1. T 2. T 3. T 4. F 5. F
C. 1. Napier 2. transistors 3. palmtop
 4. hardware 5. processor 6. nibble
D. 1. A computer is an electronic device
 to achieve desired
 results. 2. On binary-coded language.
 3. An internal clock 4. An input device is
 any hardware the
 computer. 5. A binary unit is logical
 electric circuit.
E. 1. First generation: ENIAC, EDVAC
 and UNIVAC. Second generation: PDP-
 8, IBM 1401 and IBM 7090. Third
 generation: NCR 395 and B6500. Fourth
 generation: Apple II, Altair 8800 and
 CRAY-1. 2. Secondary memory is also
 known process data
 much more quickly. 3. MU is that part of
 the computer is called a
 nibble. 4. It is Random Access Memory
 stores data permanently.
 5. A compiler is a program
 as a translator. 6. Utility software is a
 computer Application
 Launchers and Virus Scanners.
F. 1. Central Processing Unit
 2. Arithmetic Logic Unit 3. Liquid
 Crystal Display 4. Very-Large-Scale
 Integration 5. Ultra-Large-Scale
 Integration
G. 1. COMPUTE 2. DUST 3. NAPIER
 BONES 4. MAGNETIC INK
 CHARACTER RECOGNITION
 5. AUXILIARY MEMORY 6. BYTE

2. Basic Elements of Opening Screen of

Windows

- A.** 1. a 2. b 3. c 4. d 5. a 6. b 7. c 8. d
B. 1. Recycle Bin 2. window 3. Title Bar
 4. Close button 5. Scroll bars 6. available
 7. diamond 8. internet
C. 1. T 2. T 3. T 4. F 5. F 6. T 7. T 8. T
 9. T 10. T 11. F 12. T
D. 1. Computer is the gateway
 to your PC. 2. This icon
 provides temporary you
 delete. 3. The four edges
 of the window. 4. A
 slider works like the
 same value. 5. Just below the top

- moving the window.
E. 1. The row of the words
 Window and Help.
 2. Pressing the right mouse
 to the Taskbar. 3. Check boxes are small
 boxes Selections do not
 apply. 4. To change the active window
 to be foreground.
 5. Option buttons are also
 next to the button.

FORMATIVE ASSESSMENT

Do yourself.

HOTS

1. A toggle 2. The insertion point
 3. Click the Preview pane button

3. About Windows

- A.** 1. a 2. b 3. d 4. a 5. a 6. c 7. a
B. 1. T 2. T 3. T 4. T 5. F 6. T 7. T
C. 1. Operating System 2. Graphical
 User Interface 3. RUN 4. Windows
 5. Button configuration 6. Regional
 setting 7. On-Screen Keyboard
D. 1. An Operating System
 and applications run. 2. Search Option is
 a and all folders.
 3. The Run command
 Windows will then open. 4. Wildcards
 character or space.
E. 1. Some of the advantages of
 Windows at the same
 time. 2. The Run command
 Windows will then open. 3. Search
 option is a character or
 space. 4. Wildcards
 character or space. 5. The Control Panel
 is parental control, etc.
 6. This icon has been used
 Click on OK.

FORMATIVE ASSESSMENT

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

G. GOOEY, WILDCARDS, RUN,
 SCREEN, DESKTOP

HOTS

Do yourself.

4. MS Word Advanced Features

- A.** 1. a 2. b 3. c 4. d 5. c 6. a 7. d 8. b
B. 1. MS Word 2. top 3. Ctrl+Alt+F
 4. Drop Cap 5. preset 6. non-printing
 7. Format Painter 8. dictionary

- C. 1. T 2. T 3. F 4. T 5. T 6. T 7. T
 D. 1. Ctrl+Alt+F 2. Ctrl+Alt+D
 3. Ctrl+Shift+L 4. Shift+F7
 E. 1.

FORMATIVE ASSESSMENT

- F. Do yourself.
 G. Do yourself.

HOTS

Do yourself.

5. MS Word using Mail Merge Features

- A. 1. a 2. b 3. b 4. a 5. d 6. b 7. c 8. a
 B. 1. T 2. F 3. T 4. T 5. T 6. F
 C. 1. Mail Merge by Word 2010. 2. Five 3. Letters Directory 4. Do yourself.
 D. 1. Mail Merge by Word 2010. 2. Mail Merge group Directory. 3. The document consisting of a common data the needs to be created in multiple numbers. 4. Do yourself. 5. Do yourself.

HOTS

Do yourself.

6. Advanced PowerPoint

- A. 1. a 2. c 3. b 4. d 5. c
 B. 1. presentation 2. thumbnail
 3. 4. arrow 5. easily 6. subtitle
 C. 1. T 2. T 3. F 4. T 5. T
 D. 1. A PowerPoint template is are based. 2. A template already other design elements. 3. Click the File tab in a new window. 4. The Slide and Outline text or slides.
 E. 1. A PowerPoint template as the originating template. 2. When a new presentation with Presentation 1. 3. Click the File tab desired presentation text. 4. Click the File tab in a new window. 5. On the Themes their corresponding menus.
 F. 5. 2. 4. 3. 1.

HOTS

Do yourself.

7. More About MS Excel

- A. 1. b 2. c 3. a 4. d 5. a 6. b 7. a
 B. 1. MS Excel 2. Formatting
 3. modified 4. gridlines 5. grow font

6. standard 7. cells

- C. 1. T 2. T 3. F 4. T 5. T 6. T 7. F
 D. 1. It adds up all the values in a range of cells. 2. It calculates the average of the cell values. 3. It counts the cell values.
 4.

E. 1. Excel is a spreadsheet professional looking chart. 2. Numbers entered in in the selected format. 3. You can add borders Page Layout tab. 4. To Change the Font..... in the Menu Bar).
 5. Do yourself.

8. Introduction to QBASIC

- A. 1. d 2. a 3. b 4. a 5. c 6. a 7. d
 B. 1. .BAS 2. Save 3. GW BASIC
 4. Status Bar 5. Menu 6. Program Name
 7. Exit

C. 1. F 2. T 3. F 4. T 5. F 6. T 7. T
 D. 1. The bar presents file name. 2. The Menu bar Options and Help. 3. To Exit from the file. 4. To write a simple screen occurs. 5. It helps to scroll not visible.

E. 1. QBASIC is a programming for GW BASIC. 2. Title Bar, Menu Bar, Program Area, Program Name, Horizontal Scrollbar, Vertical Scrollbar, Status Bar, Immediate Mode Area. 3. The first command in a program. 4. To write a simple screen occurs. 5. After writing a program the File menu.

F. 1. Title Bar 2. Menu Bar 3. Program Area 4. Program Name 5. Horizontal Scrollbar 6. Vertical Scrollbar 7. Status Bar 8. Immediate Mode Area

HOTS

Do yourself.

9. QBASIC Statements

- A. 1. a 2. d 3. b 4. d 5. d 6. d 7. c 8. b
 B. 1. rules 2. special 3. variable
 4. numeric 5. execution 6. String
 7. Semicolon 8. INPUT
 C. 1. A set of characters [,], etc. 2. Constants Numeric

Constant. 3. Print Statement
 on the monitor. 4. It is similar
 PRINT command. 5. The INPUT
 statement Variable name.

D. 1. Print statement
 will display 6. 2. A program is written
 Precision variables.
 3. The first key word on
 that line. 4. The INPUT statement
 Name \$. 5. Let statement
 value of 10.

E. 1. c 2. e 3. b 4. f 5. a 6. d

F. Do yourself.

G. Do yourself.

HOTS

Do yourself.

10. QBASIC Programming Statements

A. 1. a 2. b 3. c 4. b 5. a 6. b 7. c

B. 1. QBASIC 2. string 3. blank

4. program 5. 6. symbols 7. Numeric

C. 1. T 2. T 3. T 4. T 5. F 6. F 7. F

D. Do yourself.

E. Do yourself.

F. Do yourself.

HOTS

Do yourself.

11. Introduction to Email

A. 1. b 2. b 3. c 4. d 5. d 6. d 7. d 8. c 9. b

B. 1. Internet 2. Uniform Resource

Locator 3. lower case , upper case

4. Email 5. Sent box 6. outgoing

7. Viewing Attachments

C. 1. T 2. T 3. T 4. T 5. T 6. F 7. T

D. 1. Electronic mail
 services available. 2. Uniform Resource

Locator 3. Domain Name System 4. It is

the name of the email server that

provides email services. 5. Spams

E. Do yourself.

F. Do yourself.

G. Do yourself.

HOTS

Do yourself.

COMPUTER – 7

**1. NETWORK and
 COMMUNICATION**

A. 1. a 2. b 3. c 4. d 5. d 6. c 7. b 8. a

9. a 10. c

B. 1. share data 2. network 3. Hub
 4. wireless transmission 5. primitive
 6. homes 7. File server 8. Coaxial cable
 9. Network Adaptor 10. data

C. 1. F 2. T 3. T 4. T 5. T 6. F 7. T 8. F
 9. F 10. F

D. 1. A computer network enables
 or infrared light
 beams. 2. Speed, Cost Effective, Security
 Concerns, Centralised Software
 Management and Resource Sharing.

3. In LAN two or more as
 compared to WAN. 4. Network Interface
 card..... network and the
 computers. 5. There is no need
 their shared resources.

6. Coaxial cable is the kind
 small networks, cable TV, etc. 7. Infrared
 is one of the most
 using infrared rays.

E. 1. Networking of computers
 services to all twelve
 users. 2. The following are the
 disadvantages throughout
 a computer network. 3. There are many
 components in a network
 using these channels. 4. The physical
 arrangement as a
 topology. Example: Bus topology 5. Bus
 topology refers to a single
 either clockwise or anti-clockwise.

6. Peer-to-peer architecture is a
 commonly as a peer-to-
 peer network. 7. A server is just like
 functioning of other
 computers. 8. In Ring topology
 either clockwise or
 anti-clockwise.

F. 1. Wide Area Network
 2. Metropolitan Area Network
 3. Transmission Control Protocol
 4. Hyper Text Transfer Protocol
 5. Simple Mail Transfer Protocol 6. File
 Transfer Protocol 7. Network Interface
 Card 8. Internet Protocol 9. Local Area
 Network 10. Wireless Fidelity

HOTS:

1. Hub is the central device that provides
 a central connection point for nodes on

the network. On a star network, if one of the nodes fail, only that node is affected. The other nodes continue to operate normally. If the hub fails, however, the entire network is inoperable until the hub is required.

2. The full form of CAN is Campus Area Network and it is smaller than LAN.

2. MS Excel-Advanced Features

A. 1. d 2. c 3. b 4. a 5. c 6. a 7. d 8. c 9. a 10. b

B. 1. MS Excel 2. columns 3. null 4. Absolute cell 5. comparison 6. decimal 7. absolute 8. Cells 9. cell address

10. concatenation

C. 1. T 2. F 3. T 4. T 5. T 6. T 7. F 8. F 9. F 10. T

D. 1. Excel uses four types of operators. These are- Arithmetic Operator, Text Concatenation Operator, Comparison Operator and Reference Operator.

2. Roundup () function rounds a number up away from 0 (zero). Example: ROUNDUP (3.27, 1) EQUAL 3.3

3. ABS () function returns the absolute value of number. 4. SQRT () returns a positive square root of a number. 5. Each rectangle in a worksheet is called a cell. 6. To compare values

..... comparison operators.

E. 1. In Excel, a cell reference and Mixed Reference. 2. The MS Excel software allows you compiling

examination results. 3. The ampersand A1 and C1 is joined.

4. Reference Operators make no changes is made to calculate. Example-SUM (A7:A11) 5.

Mathematical functions are used to perform rounding of a number. 6. Click on a cell

..... arrow keys on your keyboard. 7. A mixed cell reference is either you create an absolute row.

F. Do yourself.

HOTS:

1. Dollar sign (\$)

2. Do yourself.

3. World Wide Web

A. 1. a 2. b 3. c 4. d 5. a 6. b 7. c

B. 1. network 2. HTTP:// 3. servers 4. TCP 5.information 6.services 7.individual person

C. 1.e 2.d 3.b 4.a 5.c

D. 1.It is the standard

protocol..... the Internet. 2. It's a set of communication.....

over the Internet. 3. E-Commerce, Education and Entertainment. 4. M-Commerce is about the

explosion.....mobile devices.

E. 1.E-Commerce or Electronic Commerce is online trading.....

payment mode and details. 2. The Internet relies on a

number..... two places on a network. HTTP, FTP, SMTP, etc.

3.The components of the Web..... high-speed interconnects. 4. E-Commerce or

Electronic Commerce is online trading..... and

communicate with friends. 5. Web hosting is the service..... you want to spend.

F. 1. Internet Service Provider

2. Transmission Control Protocol

3. Simple Mail Transfer Protocol

4. File Transfer Protocol 5. Hyper Text Transfer Protocol 6. World Wide Web

Consortium 7. Electronic Commerce

8. World Wide Web

HOTS:

Do yourself.

4. QBASIC Programming Statements

A. 1. a 2. c 3. b 4. d 5. a 6. b 7. a

B. 1. iterative 2. Exit 3. DO UNTIL 4. loop 5. iterative 6. false 7. executions

8. STEP

C. 1. T 2. T 3. F 4. T 5. T 6. F 7. T

D. 1. Sometimes there is a need to repeat is called loop. 2. DO

WHILE test condition Statement 1
Statement 2 LOOP 4. Exit
command is used to
FOR or DO.

E. 1. Sometimes there is a need
..... is getting satisfied.
2. DO WHILE LOOP is yet another
..... type of looping
structure. 3. Except for the syntax
..... executed at least once
4. DO WHILE.....LOOP is yet another
iterative The condition is
true. 5. Exit command is used to come
..... EITHER FOR or DO.

HOTS:

Do yourself.

5. QBASIC Graphics and Sound

A. 1. d 2. b 3. a 4. c 5. a 6. b 7. c
B. 1. thousands 2. good quality 3. Screen
4. resolution 5. QBASIC 6. PRESET
7. visible 8. diagonal
C. 1. F 2. T 3. F 4. F 5. T 6. T 7. T
D. 1. The BEEP command
half a second. 2. PAINT command is
used specified color.
3. The SOUND command produces
sound personal computer.
4. The display on a computer's screen
..... on the screen. 5. The
Text mode can display only text.
E. 1. 2. 3. This command is used
..... text in the PRINT
statement. The 16 colors can be used in
QBASIC. 4. LINE command is used to
draw display in graphics
mode. 5. PRESET command is similar
..... Row of the pixel.

F. Do yourself.

G. Do yourself.

HOTS:

Do yourself.

6. Photoshop: Basic

A. 1. a 2. b 3. c 4. a 5. c 6. d 7. b 8. a
9. a 10. d
B. 1. Lasso 2. Brush 3. Stamp 4. Painting
5. Gradient 6. Text 7. Selection 8. Zoom
9. grid of pixels 10. Zoom
C. 1. T 2. T 3. F 4. T 5. T 6. T 7. T 8. F
D. 1. Adobe Photoshop is a professional

..... an existing one. 2. Vector
graphics are not made
Drawings or complex diagrams. 3. It can
be pronounced as To
be very blocky. 4. There are three types
of lasso tools. Lasso Tool, Polygonal
Lasso Tool and Magnetic Lasso Tool.
5. This gives a .jpg extension to the file
..... Joint Photographic
Experts Group. 6. There are three
selection tools selection
with curved lines. 7. The Lasso Tool
E. 1. There are two types of images
..... drawings and complex
diagrams. 2. It is measured
occupies more computer memory.
4. There are three selection tools
..... The Lasso tool.
5. Photoshop uses the foreground
color..... appears in the lower
box. 6. To create a new file
..... The following
parameters. 7. This tool allows you to
select is dragged gets
selected.

F. Do yourself.

HOTS:

Do yourself.

7. Introduction to HTML

A. 1. b 2. d 3. a 4. c 5. a 6. c 7. b 8. b
B. 1. Hyper Text Markup Language
2. .html 3. text 4. Container 5. <HTML>
6. headings 7. Container 8. First tag
C. 1. T 2. F 3. T 4. T 5. T 6. T 7. F 8. F
D. 1. These tags have an
HTML element. 2. HTML markup tags
are usually called HTML tags.
3. WYSIWYG stands for
WYSIWYG editor. 4. These tags have
..... HTML element. 5. A way
of writing layout information within
documents.
E. 1. It is simple scripting language
..... simple to
understand. 2. The content typed along
..... to describe the same
thing. 3. Attributes of a tag provide
.....
4. HTML markup tags are

..... the smallest heading.
Attributes of a tag is an attribute value. 5. WYSIWYG stands for WYSIWYG editor. To work with a text editor of a text editor.

F. Do yourself.
G. Do yourself.

HOTS:
Do yourself.

8. Log On To Flash

A. 1. c 2. a 3. a 4. a 5. a 6. c 7. a 8. db
B. 1. Flash 2. Adobe Flash 3. Property Inspector 4. .swf 5. Oval 6. Timeline 7. Tools 8. Flash
C. 1. T 2. T 3. T 4. T 5. T 6. F 7. T 8. F
D. 1. The Stage 2. Timeline Panel 3. PolyStar tool 4. j 5. h 6. Straighten
E. 1. Flash is an animation

..... is an animation software. 2. The following are the components that appears on the Stage. 3. This is the area events in sequence. 4. The Timeline is a fixed events in sequence.

F. Do yourself.
G. Do yourself.

HOTS:
Do yourself.

9. Animation in Flash

A. 1. b 2. d 3. a 4. c 5. a 6. b 7. c
B. 1. stop motion 2. drawing 3. creating 4. Layers 5. frame 6. location 7. Flash
C. 1. F 2. T 3. T 4. T 5. F 6. T 7. T
D. 1. Animation is the process illusion of movement. 2. Layers are like multiple appears on the stage. 3. Animation is a series called a Frame. 4. There are three types of layers which can be created in Flash. Normal Layer, Gide and Guided Layer, Mask and Masked Layer.

E. 1. Animation is the process quickly changing images. 2. The Timeline organizes and controls to the current frame. 3. Layers are like

..... and the playhead.
4. The steps to create Motion Tween animation are keyframe at the Frame.

F. Do yourself.
G. Do yourself.

HOTS:
Do yourself.

10. Virus and Anti-virus

A. 1. a 2. b 3. c 4. d 5. a 6. b 7. c 8. d
B. 1. corrupt 2. attachments 3. downloads 4. replicate 5. 1999 6. computers 7. worm 8. Anti-virus 9. annual 10. Pop-up
C. 1. T 2. F 3. T 4. F 5. T 6. T 7. T 8. T
D. 1. Vital information under seize. 2. A Trojan horse is a download software. 3. A rogue security software. 4. Your computer may be Frequent computer crashes. 5. A worm, A Trojan horse, a spyware and rogue security software.

E. 1. A computer virus that you might download. 2. One of the intents to get rid of. 3. The task of a virus some economic agenda. 4. Installing an anti-virus operating system, or files. 5. A worm is computer code performance and stability problems.

F. **Virus and Anti-virus**— A computer virus is a small on the hard disk. Installing an anti-virus program operating system, or files.

Worms and Trojan horse— A worm is computer code and stability problems. A Trojan horse is a malicious download software.

Spyware and rogue security software— Spyware can install Intend to go to. A rogue security software Windows files as infections.

G. Do yourself.
HOTS:

Do yourself.

11. Browsing Internet

A. 1. a 2. b 3. c 4. d 5. a 6. b 7. c 8. d

- B.** 1. Internet 2. applications 3. three
4. communicate 5. interlinked 6. e-mail
7. username, password 8. word
- C.** 1. T 2. T 3. T 4. F 5. T 6. T 7. F 8. F
- D.** 1. Advance Research Project Agency
Network. 2. The World Web is based
..... and Web browsers.
3. Researcher Tim Berners-Lee
..... and early 1990s. 4. To
sent and receive the
world. 5. Modem is a device
lines and vice versa. 6. A chat room is an
area are chatting
about.
- E.** 1. The Internet is a massive
..... of free information
sharing. 2. E-Commerce stand for
..... consumer to cosumer.
3. An Internet connection
Internet Service Provider. 4. Type the
web address button to go
ahead. 5. E-mail is the fastest way
..... www.rediffmail.com.
6. Internet is chiefly
www.bing.com.
- F.** 1. PRINT 2. REFRESH 3. BACK
4. FORWARD 5. HYPERLINK
6. HOME
- G.** Do yourself.
- HOTS:**
Do yourself.

COMPUTER - 8

1. MS Access

- A.** 1. d 2. a 3. a 4. a 5. d 6. c 7. b
- B.** 1. T 2. F 3. T 4. F 5. F 6. T
- C.** 1. Data 2. column 3. DBMS 4. non-
programmers 5. Open 6. bottom
- D.** 1. A database is an organised
..... and records. 2. A database
management system into
a database. 3. They store information
..... and columns (fields). These
present data printed
format. 4. Microsoft Office Access 2010
is a pseudo-relational
software development tools. 5. Steps to
start MS Access are
with Microsoft Office Access.

- E.** 1. The structure of a database
is stored in tables. 2. DBMS is useful in
several aspects hardware
and software failures. 3. To create a new
database database on
the title bar. 4. The parts of MS Access
Database Interface Window are Title
Bar, Access Ribbon, Status Bar, Scroll
Bar, Navigation Pane and Access work
area. 5. Click on the Microsoft Office
button in Save As box and
press OK button. 6. Some major
components of MS Access database are
..... written to access the
database.

- F.** 1. A column within a table
..... known as field. 2. The
complete set is called a
record. 3. It is a collection
rows and columns. 4. They are basically
questions of the database.
5. They help you to perform
into a single command. 6. Modules are
the collection to access
the database. 7. Forms are the input
..... data entry process.

- G.** 1. components of a computer system
2. field 3. record 4. can be shared among
multiple users or application programs
5. can also be placed on a network and
multiply users can share and update the
data contained in the database. 6. at the
bottom of Access window 7. add, view
and edit data of the tables

HOTS

1. Data and information are important
components can also
modify data.
2. It has built many features
contained in the database.

2. More on HTML

- A.** 1. a 2. d 3. b 4. a 5. c 6. a 7. b
- B.** 1. T 2. F 3. T 4. F 5. F 6. T 7. T
- C.** 1. FrontPage 2. HTML 3. Start
4. definition list 5. Empty 6. lowest
7. COLOR
- D.** 1. HyperText Markup Language
2. HTML markup tags
display the text. 3. HTML offers three

..... Definitions. 4. .html
E. 1. HTML is easy to use
 user interaction. 2. To create an HTML
 Save button. 3. HTML
 code </html>. 4. In
 HTML, the container
 the next line. 5. Heading element is a
 HTML of the document.
 6. The Font element face
 and size.
F. 1. HTML is a computer
 (World Wide Web). 2. HTML markup
 tags display the text.
 3. It is also known in
 a proper sequence. 4. It is also known
 with bullets. 5. The Bold
 element displayed in
 bold. 6. The Italic element
 italic typeface. 7. The Underline element
 underlined.
G. 1. HyperText Markup Language
 2. the way that the web browser will
 display the text. 3. for three kinds of
 ordered lists. 4. numerous terms and
 descriptions. 5. the line and displays the
 text from the next line. 6. the value of the
 text size to 6 7.<BODY>

HOTS

- 1. Do yourself.
- 2. Do yourself.

3. Special Effects in HTML

- A.** 1. b 2. a 3. d 4. b 5. b 6. a 7. b
- B.** 1. F 2. T 3. F 4. T 5. F 6. T 7. T
- C.** 1. <TABLE> 2. Border 3. CELL
 SPACING 4. empty 5. image
 6. information 7. Frames
- D.** 1. <TABLE> tag 2. By simply adding
 the BORDERCOLOR attribute.
 3. CELL SPACING 4. Checkboxes are
 used </html> 5. An HTML form
 action attribute, etc.
- E.** Do yourself.

HOTS

- 1. Do yourself.
- 2. Do yourself.

4. Programming with C++

- A.** 1. a 2. b 3. c 4. d 5. a 6. b 7. a 8. d
- B.** 1. T 2. T 3. T 4. F 5. T 6. F 7. T 8. T
- C.** 1. specified 2. ISO 3. flexible 4. Turbo

C++ 5. Editor 6. program code 7. Editor
 window 8. Scroll bars
D. 1. A program is a set of instructions
 given to the computer. 2. A variable is a
 way of a table. 3. C++
 was introduced 1983-85.
 4. A class consists of objects that share
 common properties. 5. Integrated
 Development Environment
E. 1. A programming language
 algorithms precisely.
 2. C is a programming
 trying to solve. 3. To save a program
 have a .cpp extension.
 4. We use #include<iostream>
 output respectively.
F. Do yourself.
G. Do yourself.

HOTS

Do yourself.

5. Communication on the Net

- A.** 1. c 2. c 3. d 4. a 5. a 6. b
- B.** 1. Browsing 2. free, paid 3. E-
 marketing 4. communication 5. group
 communication 6. Acronyms
 7. newsgroup 8. popular
- C.** 1. We can also find
 www.worldpages.com 2. Open the
 website will be open.
 3. You can send greeting
 www.hallmark.com
- D.** 1. Users sometimes a
 correction. 2. Instant messaging
 nature of e-mails. 3. (i)
 Blackberry Messenger and Whatsapp
 (ii)www.123greetings.com and
 www.hallmark.com
- E.** 1. An acronym is anIn
 My Opinion. 2. Many educational
 use of Internet. 3. Video
 Conferencing is a method
 video conferencing. 4. Newsgroups is a
 'worldwide' around
 the world. 5. Each culture operates
 Internet Users. 6. The
 Internet is a good using
 Google Talk. 7. Symbol that you type
 in our messages.
F. Do yourself.

G. Do yourself.

HOTS

Do yourself.

6. Visual Basic

- A.** 1. d 2. a 3. a 4. c 5. c 6. b 7. d 8. b
B. 1. BASIC 2. May, 1991 3. Title Bar
4. code window 5. execute, visual basic
program 6. appearance, behaviour
C. 1. T 2. F 3. F 4. T 5. T 6. F
D. Do yourself.
E. 1. Visual Basic is a
dialog boxes, etc. 2. In computer
programming event
handling. 3. An integrated development
..... single platform. 4. Click
on Start Menu End option.
F. Do yourself.

HOTS

Do yourself.

7. More on Visual Basic

- A.** 1. a 2. b 3. a 4. c 5. d 6. b
B. 1. programming 2. memory,
temporarily 3. Relational 4. the
statements 5. counter, counting
C. 1. T 2. F 3. F 4. T 5. T
D. 1. Rapid Application Development
2. It is used to specify the color of the
shape. 3. Logical operators
..... true or not. 4. Variables
refer to be stored. 5. It is
used for making are
executed.
E. 1. Image control is used
horizontal lines, etc. 2. Form has more
objects from the list.
3. Image control is used in
a form. 4. Operators are the special
..... false as result. 5. It is used
to repeatedly print
button.

F. Do yourself.

HOTS

Do yourself.

8. Animation in Flash

- A.** 1. b 2. a 3. c 4. a 5. d 6. b
B. 1. web 2. unique 3. movie 4. Timeline
5. visible 6. Selection 7. Lasso 8. smooth
C. 1. F 2. T 3. F 4. F 5. T 6. F
D. 1. F6 2. Ctrl+R 3. F8 4. Ctrl+G

5. Ctrl+B 6. Ctrl+R

E. Do yourself

F. Do yourself.

HOTS

Do yourself.

9. Computer Threats

- A.** 1. a 2. b 3. c 4. d 5. a 6. b 7. d 8. d
B. 1. Hardware 2. access, deleted
3. appearing 4. Macro virus 5. Hacking
6. Phishing 7. Biometric 8. firewall,
security
C. 1. T 2. F 3. T 4. T 5. F 6. T
D. 1. i. A Trojan horse
their computers. ii. A computer worm
..... its speed. Iii. People
commonly on a
computer. 2. People commonly
..... in the system. 3. This
type of virus antivirus
software. 4. You are unable to access
..... PC is stoned'.
E. 1. Do yourself. 2. A network is
formed pen drives. 3. Now
we know authentication
methods. 4. Phishing is a very specific
..... password or PIN. 5. A
firewall is a security
security criteria. 6. People commonly
..... on a computer. This virus
technique to that computer.
F. Do yourself.

HOTS

Do yourself.

10. Introduction of Oracle

- A.** 1. d 2. a 3. c 4. b 5. d 6. a 7. c 8. b 9. a
10. b
B. 1. T 2. T 3. F 4. T 5. T 6. T 7. T 8. T
9. F 10. F
C. 1. ORACLE 2. information 3. record
4. requirements 5. failure 6. mechanism
7. three 8. Security 9. ORACLE7
10. schema
D. 1. A database application
in the database. 2. The two kinds
and reports. 3. Recovery is the ability
..... media failures.
4. ORACLE7 handles
does so automatically. 5. Database
theorists divided views of



the data. 6. ORACLE7 gives you
for users.

E. 1. A form application
several at once. 2. Recovery is the ability
..... early and often. 3. With
logging recover the
database. 4. The one thing
is appropriate. 5. Concurrency
so automatically. 6. One of the central
..... it in your application.

F. Do yourself.

HOTS

Do yourself.