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BOOKS

In accordance with NEP

COMPUTER CONCEPTS

For Learners of Digital Generation

4

Based on
Windows 7

MS Office 2007



COMPUTER CONCEPTS

4

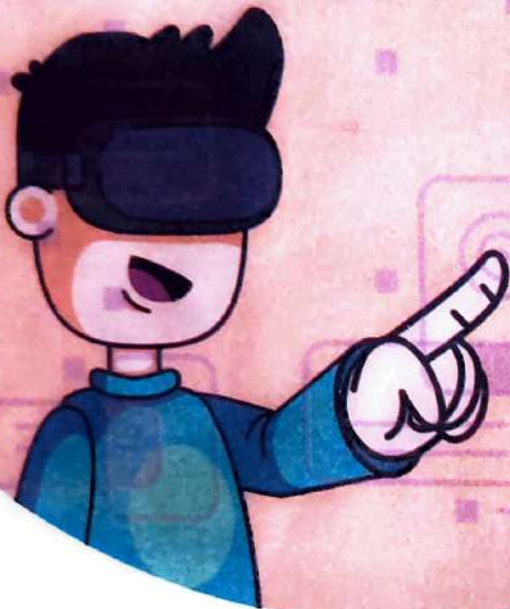
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Published & Printed by :
Vidya Prakashan Mandir (P) Ltd.

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Preface



Computer Science in the school curriculum deals with computers and their applications. Today, irrespective of geographical, economic and social parameters, computers have become an integral part of our lives. The fast pace of advancing technology coupled with the numerous fields in which computers are used makes it essential for children to become familiar with computers and their applications. It is imperative that the basic knowledge of computers is imparted to children as early as possible. This will give them enough scope to explore and experiment with a myriad of applications.

Computer Concepts— For Learners of Digital Generation, a series for grades 1 to 8, is a diligent effort to provide the best and comprehensive understanding of the subject. Simple language, real-life connections to explain abstract concepts, activities, information and facts make the entire learning experience lively and fun. This series focuses on— Windows 7, MS Office 2007, MSW Logo, Tux Paint, QBASIC, Flash CS3, HTML, Visual Basic 2008 and Internet.



Salient Features of the Series :



- **Lesson Extract** outlines the objectives of the chapter.
- **Chapter Content** starts with an engaging introduction. The text is supported with pictures and relevant screenshots.
- **For your Info (Information)** gives extra and useful information for memory reinforcement.
- **Time to Drill** interspersed within each chapter to check the alertness of the students.
- **Lab Visit** provides more activities that can be done in the lab.
- **Test Papers** provide sample questions to assess students' understanding of the concepts learnt.

A series that will prove to be a treasure house for overall digital development.

We expect that **Computer Concepts** will help students make computers their Digital Buddy and useful in all real-life situations. We look forward to your response to the series and to any suggestions you may have to improve the same.

—The Publishers

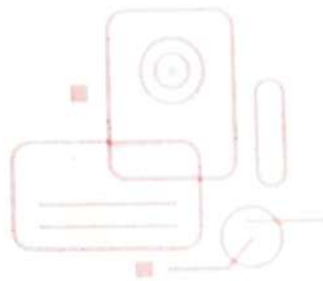




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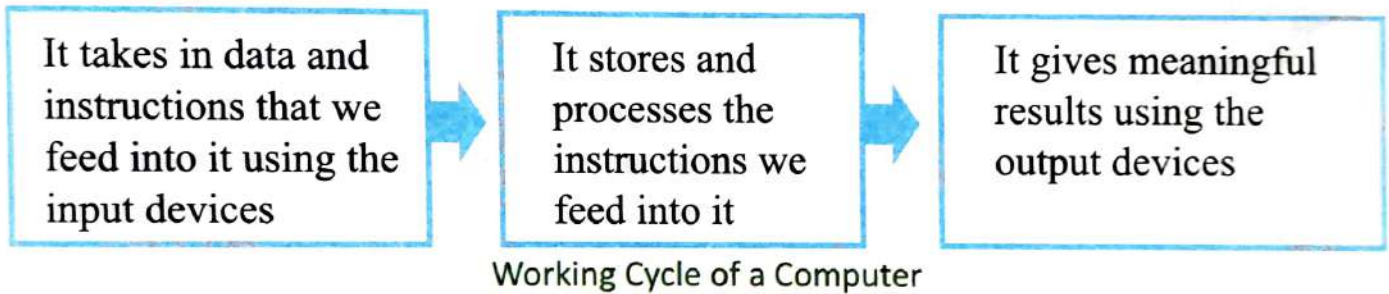


Lesson Extract

- ❖ Computer System
- ❖ Input Devices
- ❖ Output Devices
- ❖ Processing Device
- ❖ Computer Memory

COMPUTER SYSTEM

A computer is an electronic machine that works on electricity. It is a smart machine which can be compared to a magic box that can do a variety of jobs. It works on the principle of Input—Processing—Output (IPO) cycle. This can be understood in the following way :



A computer system mainly consists of **hardware** and **software** devices.

All the physical devices of a computer that we can touch and see are called **computer hardware**.

Software is a set of instructions that helps the hardware to work in a desired manner.

Hardware and software are interdependent. Without software, a computer cannot work. Similarly, if hardware is not there, software is of no use. Based on the functions of the hardware, they can be divided into different categories as input devices, output devices, processing device and storage devices.

INPUT DEVICES

Input devices feed information, data and instructions to the computer. The computer accepts and processes them before giving the output. Here are some common input devices :

Keyboard

Keyboard is the most common input device used. It allows the user to input letters, numbers and other characters into a computer. A standard keyboard has 104 keys which can be divided into four groups: Typing keys (Alphabet keys and Numeric keys), Function keys (F1 to F12), Navigation keys (Arrow keys, Home, End, Page Up, Page Down, etc.) and Control keys (Ctrl, Alt, Windows logo key and Esc).



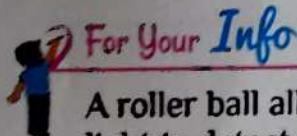
Mouse with
Roller Ball



Optical Mouse

Mouse

A mouse is a hand-held pointing device with two or three buttons on its top. It is used to control the movement of a pointer. It is also used to point and select the objects and open files/folders. Two basic types of computer mouse are : Mouse with roller ball and optical mouse.



For Your Info

A roller ball allows the mouse to move on a flat surface. An optical mouse uses light to detect the movement of the mouse.

Graphic Tablet

A graphic tablet helps us to insert hand-drawn images into the computer directly. We use a stylus to enter them. It is mostly used to enter digital signatures.



Microphone

A microphone is an input device which is used to record voice, music and sound into the computer system. Sound cards enable the computer to record sound input from a microphone connected to the computer.

Light Pen

A light pen is a pointing device shaped like a pen. It is connected to the VDU (Visual Display Unit). It is used to draw pictures or to select menu options. It is easy to use as it is held like a pen. It can be used in place of a mouse to select options and make drawings or graphics on the screen.



Touch Pad

Touch pad is used instead of a mouse on the laptop computers. It is a touch sensitive pad. You can control the movement of the pointer on the screen by moving the finger on the touch pad.

Touch Screen

A touch screen is a computer screen which is sensitive to touch. We can select the objects directly by touching with fingers without using any pointing device, e.g, ATM machines, cellphones, etc.



Digital Camera

A digital camera records images in a digital form which can be stored in a computer. These images in the camera can also be printed. These days, digital cameras are also used for video recording.

Web Camera

A web camera is a device connected to the computer for capturing still images and live videos. It is primarily used to share pictures and have live chat with our friends and relatives using internet.



Joystick

Joystick is a vertical handle which can be moved forwards, backwards and sideways to control a machine. It is a pointing device that works like a computer mouse as it is used in moving the pointer on the computer screen. It provides a good control when we play computer games.

Scanner

A scanner is a device that helps to put printed pictures and illustrations into the computer. The scanner reads the images and translates the information into a form that the computer can use. There are mainly three types of scanners : Flat-bed, Sheet-fed and Hand-held.



Flat-bed Scanner



Sheet-fed Scanner

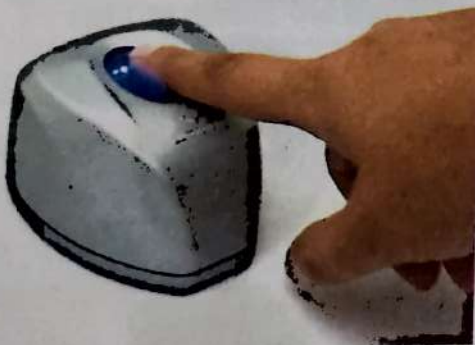


Hand-held Scanner

Barcode Reader

A barcode is a set of lines of different thicknesses that represent a number. Most packed products in shops have barcodes on them.

A barcode reader is used to read the barcode given on a product and feed the information into the computer. The number is then used by the computer for preparing the bill with the relevant details of the item including name, quantity and price.



Biometric Sensor

A biometric sensor is used to recognize individuals based on their physical or behavioural traits. It is used to mark the attendance of employees and students in organizations and institutions respectively. It is also popular as a security device to provide restricted entry for secured areas.

OUTPUT DEVICES

The devices that display result or information are called output devices. This information is displayed on the monitor. It can also be printed on paper using a printer.

Monitor

A monitor is one of the most familiar output devices. It is also called the Visual Display Unit (VDU). The images that we see on the monitor are made up of tiny dots called **pixels**. The clarity of the images depends on the number of dots on the screen. The colored images we see on the monitor are because of the colored pixels. There are three types of monitors available : CRT (Cathode Ray Tube), LCD (Liquid Crystal Display) and LED (Light Emitting Diode).



CRT Monitor



LCD Monitor



LED Monitor

For Your Info

LED monitors have the advantage of being much thinner, lighter and consuming less

Printer

A printer gives the output on paper. There are mainly three kinds of printers : Dot-matrix, Inkjet and Laser.



Dot-matrix Printer



Inkjet Printer



Laser Printer

The **dot-matrix printer** works like a typewriter. The printer head strikes the paper and the ink ribbon to print characters. It is also called the impact printer. This printer is slow and noisy but economical. The **inkjet printers** are called non-impact printers because there is no contact between the printer head and the paper. Printing is done line by line by spraying ink on a sheet of paper. These printers are much faster than the dot-matrix printers. They are more expensive and consume more ink. Ink cartridges are used in inkjet printers.

The **laser printer** uses laser beams and dry ink to print. It is mostly used in publishing houses. It is very fast and gives high quality output. It works like a photocopier.

For Your Info

The output that is displayed on the monitor is called the soft copy. The printout from the printer is called the hard copy.

Plotter

Plotter is a special-purpose output device. It is used to print good quality drawings. It is mainly used in desktop publishing offices.



Speakers

Speakers are the output devices used to listen to music and sound effects from the computer. They may be built into the system unit or connected with cables to CPU.

PROCESSING DEVICE

Central Processing Unit (CPU) is the processing device of computers. It is called the brain of the computer. It processes the inputs given to the computer. It has three main components.

- **Control Unit (CU)** : This unit works like a traffic policeman and manages all the operations of a computer.
- **Arithmetic and Logical Unit (ALU)** : This unit is responsible for performing various arithmetic operations like addition, subtraction, multiplication, division and relational and logical operations such as equal to, greater than, less than, or not equal to, etc.
- **Memory Unit (MU)** : The memory unit stores information (instructions and data). It is divided into Random Access Memory (RAM) and Read Only Memory (ROM).

COMPUTER MEMORY

A computer has a huge storage capacity. The storage capacity of a computer is called its **memory**. It enables the computer to store data and instructions. Computer memory is measured in terms of bits and bytes.

A bit is the smallest unit of information which a computer can process. A byte is the combination of bits. It is the basic storage unit in the computer memory. One byte means one character. A character can be an alphabet, number or a symbol. One byte consists of 8 bits.

- 8 Bits = 1 Byte
- 1024 Bytes = 1 Kilobyte (KB)
- 1024 KB = 1 Megabyte (MB)
- 1024 MB = 1 Gigabyte (GB)
- 1024 GB = 1 Terabyte (TB)



For Your Info

A computer can understand only two states—ON (represented by 1) and OFF (represented by 0). These two digits—0s and 1s are called Binary digits or Bits.

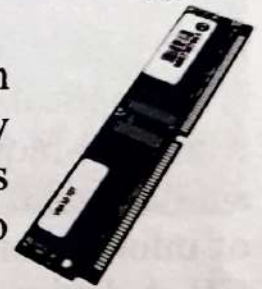
The memory of a computer is of two types :

1. Internal Memory or Primary Memory or Main Memory
2. External Memory or Secondary Memory

Internal Memory

Internal memory is also called **primary memory** or **main memory**. It is the built-in memory designed to store data and instructions while the computer is working. The data stored in internal memory is erased when the computer is turned off. It is always easier to access data or programs from the internal memory as it is the fastest of all forms of computer data storage. Internal memory is of two types : RAM and ROM.

RAM is Random Access Memory. It stores the information temporarily and works like a blackboard which can be constantly overwritten with new data. The information stored in the memory is lost when you turn off the computer or the power goes off. Due to its temporary nature, it is also called as the volatile memory.



ROM is Read Only Memory. It holds the start up instructions that prepare a computer for use. It also consists of programs that check the proper working of all computer parts when you turn on a computer. The instructions stored in ROM cannot be changed but can only be read. It retains the stored information even when the power is switched off. Thus, it is permanent in nature and is also called as the non-volatile memory.



For Your Info

When we start a computer, the operating system is loaded into RAM. Any software that we run is also loaded into RAM. It means that a computer with more RAM will work faster than a computer with lesser RAM.

External Memory

The memory where the data is stored on a long-term basis is called external memory. Data is not lost in the external memory even when the computer is turned off. The external memory is essential because the internal storage of a computer is less. It is also called the **secondary memory**.

It is stored at places other than the primary memory of a computer. For example, Hard disk, CD, DVD, Blue-ray disk, Flash drive, Multimedia card, etc.

Hard Disk

It is the main storage medium for computers. A hard disk drive stores information on a hard disk. It is fixed inside the CPU box. It can hold a large amount of data. Hard disk is made up of multiple disks which are further made up of hard platters of metal. Data is recorded on both sides of the disk. Nowadays, hard disks can store up to 2 TB to 5 TB of data.



CD



CD stands for Compact Disk. It is a small, portable, round medium disk with a reflective metal coating. It can hold text, graphics, sound, images and videos. A standard CD has a diameter of 120 mm. It can store up to 700 MB of data. To access data from a CD, we need to place it in the CD drive, which is fixed into the CPU of the computer.

DVD

DVD stands for Digital Versatile Disk or Digital Video Disk. It is an optical storage device used for data storage and for recording movies with high video and sound quality. DVD is similar to a CD in shape and size but can store a huge amount of information. The storage capacity varies from 4.1 GB to 17 GB. A device called DVD-ROM is needed to use the DVD.



Time to Drill

✦ Using CD/DVD

- Press the push button present on the CD/DVD Drive. The tray will slide out.
- Place a CD/DVD in it and press the push button. The tray will move in.
- If the CD/DVD has **Autorun** program, the CD/DVD will start running automatically.
- If the CD/DVD does not play automatically, double-click on the CD Drive icon in **Computer** folder. It will display its contents. To open any file, just double-click on it.

Blue-ray Disk

It is a new optical disk format which is rapidly replacing DVDs. It can store up to 25 GB on its single side and 50 GB on its dual side due to the blue violet laser technology it uses. It is mainly



used to store high quality sound, games and movie data. It requires a Blue-ray reader to be fitted into the computer where it is being used.

Flash Drive

Popularly known as the pendrive, it has replaced the floppy drive and has emerged as the most popular data backup device. It is used for copying and moving data from one computer to another. It is a small, light weight, removable and re-writeable drive. It is a plug and play device that plugs into a computer's USB port and is also known as USB flash drive. USB flash drive has large storage capacity, generally in terms of giga bytes. It does not contain any internal moving parts. Thus, it is small in size, easy to use and highly durable.



Multimedia Card

It is a portable storage device about the size of a postage stamp. It is used in mobile phones, digital cameras and music players for storing data. It can be easily removed and used for transfer of data to the computer. The multimedia card is inserted into the card reader and is connected to the computer through the USB cable. Most of the laptops come with inbuilt card readers.



Time to Drill

Crossword Puzzle

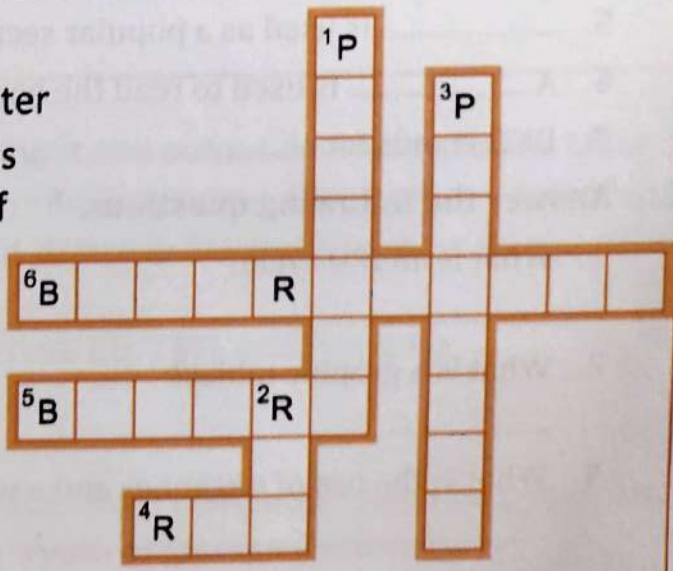
With the help of the clues given below, solve this crossword puzzle.

Down

1. This is the main memory of a computer
2. The data stored in this memory is lost when the computer is turned off
3. This is the other name of Flash drive

Across

4. It holds the start up instructions
5. Only two states 0 and 1 that a computer can understand are called digits.
6. It is a new optical disk format





A. Tick (✓) the right option.

- All the physical devices of a computer are called :
 (a) software (b) hardware (c) data
- The devices that help us to enter data into the computer are called
 (a) input devices (b) processing devices (c) output devices
- The devices that give us the result of the work done on the computer are called:
 (a) processing devices (b) output devices (c) input devices
- is not a secondary storage device.
 (a) RAM (b) DVD (c) Flash Drive
- 1KB is equal to
 (a) 1000 bytes (b) 1240 bytes (c) 1024 bytes

B. Fill in the blanks with the correct words.

Output	Digital Versatile Disk	Pendrive	Input
Internal	External	Barcode reader	Biometric sensor

- The keyboard and mouse are devices.
- The printer and monitor are devices.
- and are the two types of memories present in a computer.
- A Flash drive is popularly known as
- is used as a popular security device.
- A is used to read the barcode given on a product.
- DVD stands for

C. Answer the following questions.

1. What is an IPO cycle?

.....

2. What is a graphic tablet?

.....

3. What is the use of a scanner and a web camera?

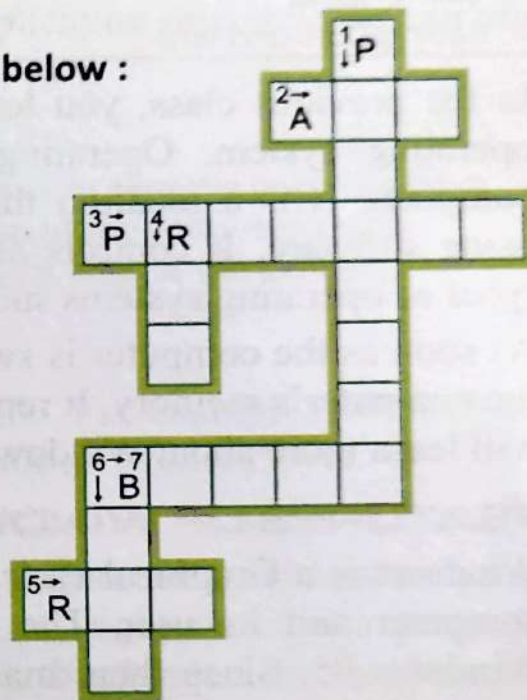
.....

- Give two differences between Dot-matrix printer and Inkjet printer.
.....
- What do you understand by a computer's memory? Name its parts.
.....
- Explain the features that have made the Flash drive extremely popular.
.....

Activity Monitor

◎ Solve this crossword puzzle using the hints given below :

- Large printouts of drawings are taken out on paper using
- does mathematical and logical calculations in a computer.
- gives output on a paper.
- is temporary in nature.
- is permanent in nature.
- is used to start the operating system in a computer.
- is a unit of the computer memory.



Lab Visit

- In the school lab find out the different input and output devices available. Make a list of these in a WordPad. (Go to Start—All Programs—Accessories— WordPad.) Write one use of each input and output device listed and also draw its picture in paint.
- Visit the computer lab and learn how to use CD, DVD, and Pen drive.

Project Board

- Collect pictures of various storage devices from computer magazines, internet, etc. and make an informative chart on 'Types of Storage Devices'.



Lesson Extract



- ❖ Features of Windows 7
- ❖ Desktop Background
- ❖ Screen Saver
- ❖ Setting Date and Time
- ❖ Files and Folders
- ❖ Windows Explorer
- ❖ Using Context Menu
- ❖ What is a Shortcut?

In the previous class, you learnt about Windows as the most commonly used operating system. Operating system is the most important program of a computer. It is a medium through which we can interact with the hardware, using software. It controls all the activities of a computer. There are various types of operating systems such as Windows, Linux, Unix, etc.

As soon as the computer is switched ON, the operating system gets loaded onto the computer's memory. It remains there till the power is on. In this chapter, you will learn more about Windows 7 operating system.

FEATURES OF WINDOWS 7

Windows is a Graphical User Interface (GUI—pronounced as **gooey**) between a computer and its user. The first version of Windows operating system was Windows 95. Since then, many versions of Windows have been released. The most popular versions of Windows are : Windows 98, Windows 2000, Windows ME, Windows XP, Windows Vista, Windows 7 and Windows 8.

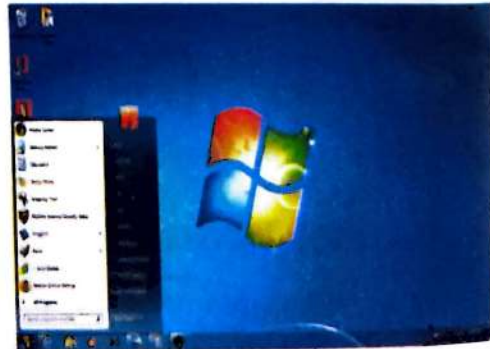
Windows 7 operating system has become very popular because of the following features :



Windows XP



Windows Vista



Windows 7

Attractive in Look and Easy to Use

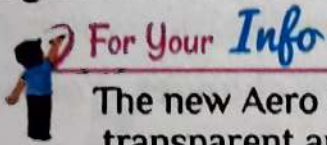
Windows 7 has a very attractive look with colorful themes and slide shows. It is very easy to use Windows 7. The use of graphics make it quite interactive. It works the way we want and makes new things possible.

Searching Made Easier

Using Windows 7, we can quickly search for more things in more places in our computer.

Windows 7 Taskbar

The taskbar of Windows 7 is more flexible and application oriented. We can pin our favourite programmes on the taskbar for easy access.



For Your Info

The new Aero Peek feature allows us to turn the open windows transparent and make the Desktop of the computer visible. To do so, just point and click on right edge of the taskbar.

Windows Supports Multitasking

Windows 7 can perform more than one task at a time. For example, we can type letters in MS Word while enjoying music using Windows Media Player.

Jump Lists

This is a new feature which takes us straight to the documents, pictures, songs or websites you recently visited. To open a Jump List, right-click on a program button on the Windows 7 taskbar. For example, the Jump List for Internet Explorer shows the recently opened websites.

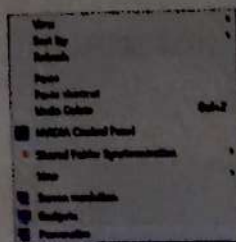
DESKTOP BACKGROUND

Desktop background is the background image that is used to decorate the desktop. It is similar to the tablecloth with designs you use to decorate the table top.

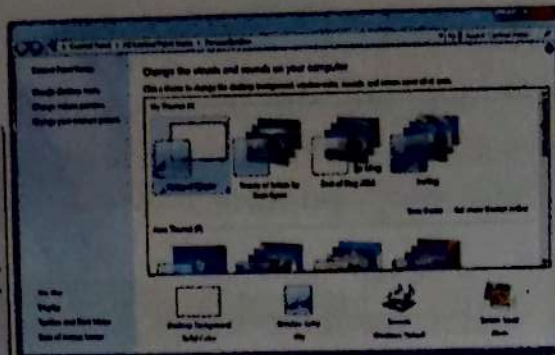
These designs can be taken from the list of options already available or can be created in Paint. You may also use photographs stored in the computer as a desktop background.

Steps to change a desktop background

- Right click on the desktop. Click on **Personalize** option in the shortcut menu.
- The **Personalization** window appears.
- Click on the **Desktop Background** option. The **Choose your desktop background** window appears.



Changing Desktop Background using Shortcut Menu



Personalization Window



Desktop Background Window

- Select the desired background from the given list.
- Double-click on the image or click on **Save changes**. You will return to the **Personalization** window.
- Click on the **Close** button and the chosen background will be seen on the desktop.

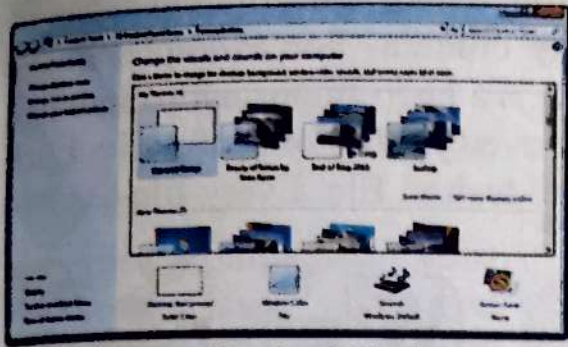
SCREEN SAVER

Screen saver is the image that you see when the computer is left idle for some time. The screen saver disappears as soon as you click the mouse or press any key.

You can select screen savers already stored in Windows or create new screen savers. The idle time after which the screen saver will be displayed can also be changed.

Steps to use a screen saver

- Right click on the desktop.
- Select **Personalize** option from the shortcut menu.
- The **Personalization** window appears.
- Click on the **Screen Saver** option. The **Screen Saver Settings** window appears.
- Select the screen saver of your choice from the **Screen Saver** drop-down list.
- You can also specify the time after which the screen saver should appear in the **Wait:** box and tick the **On resume, display logon screen** checkbox.
- Click **OK** or **Apply**.



Personalization Window

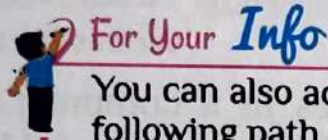


Setting a Screen Saver



Specifying Details for Screen Saver

- Close the **Personalization** window by clicking the **Close** button.



For Your Info

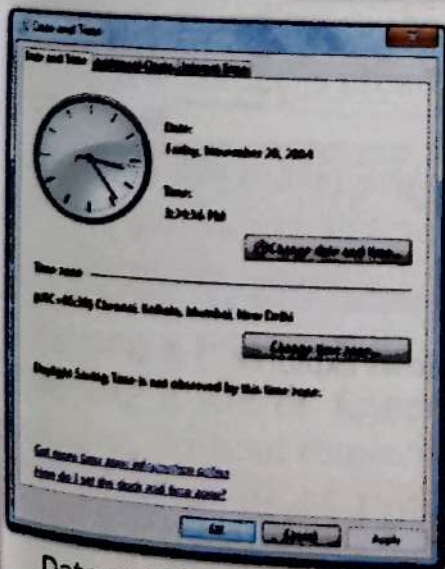
You can also access the Personalization window by taking the following path : **Start** → **Control Panel** → **Personalization** option.

SETTING DATE AND TIME

Every computer has a built-in calendar and clock. It keeps on working even if the computer is shut down. It is displayed on the right end of the taskbar. You can change the time and the date by clicking on it on the taskbar. Click on the **Change date and time settings ..** option.



Date and Time on the Taskbar



Date and Time Dialog Box

The **Date and Time** dialog box appears. Here you can change the date and time.

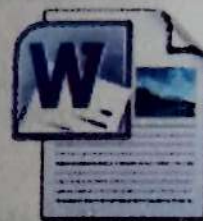
FILES AND FOLDERS

File : A file is a collection of related information. There are different types of files depending on the type of information they contain. For example, image files, program files, text files, music files, etc. As we keep important papers in a file, similarly, any information in a computer is saved in the form of a file. Each file is given a filename which helps us to find the desired file. Every file has two names—primary name and secondary name.

Primary name is the first name of a file. It can be any name given by the user. Secondary name is the extension of the file like .docx, .bmp, .xlsx, etc. It is given by the program where it is created.



Click start.txt



Click start.docx



Click start.bmp

Various File Names

Folders : Folders are used to classify files in a computer. A collection of related files can be grouped in a common folder. You can name a folder just as a file is named. A folder can contain files as well as other folders. The folders are also known as **directories**. Usually, a folder is represented by the icon given here.



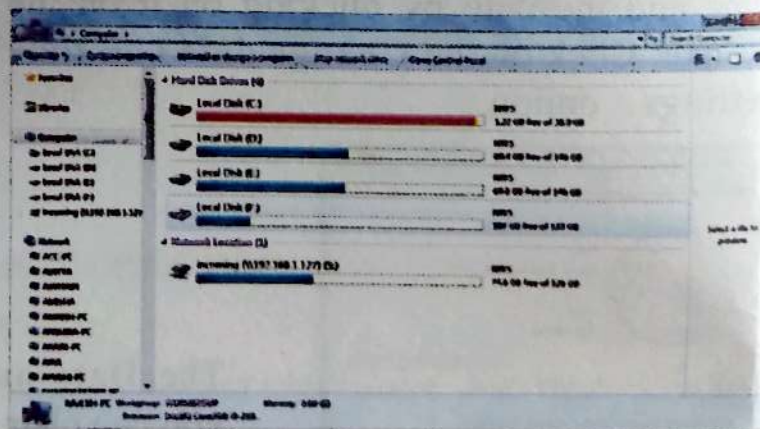
Click start

WINDOWS EXPLORER



Windows Explorer works as a manager for the Windows. It manages and organises files and folders. Thus, it is also known as the **File Manager**. You can delete, see, copy or move files and folders with the help of Windows Explorer.

When you double-click on the Computer icon on the desktop, you will get the screen as shown in adjoining figure.



Windows Explorer

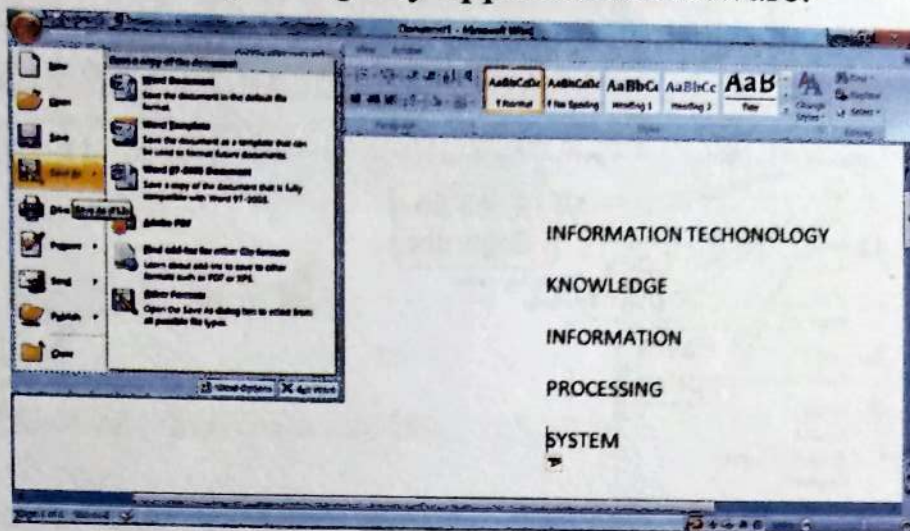
Sticky Note

You can also open Windows Explorer by clicking on the Windows Explorer icon given on the taskbar.

Creating a File

The most common way to create a file is by using any application software.

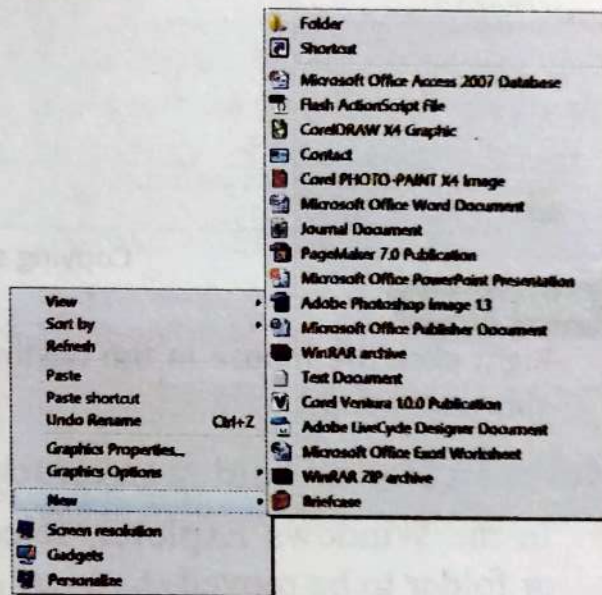
- Open MS Word, it starts with a blank page.
- Start typing text on the blank page.
- After completing your work, save your file using **Office Button > Save** option and type a file name in the **Save As** dialog box. This creates a new file.



Creating a File

Creating a Folder

- Right-click once in the blank area of the desktop.
- A pop-up menu appears.
- Select the **New** option. A list of sub-options appears.
- Click on the **Folder** option. A new folder will be created and displayed on the desktop.
- Type a name for the folder at the cursor position and press the **Enter** key.
- A new folder is created.



Creating a New Folder

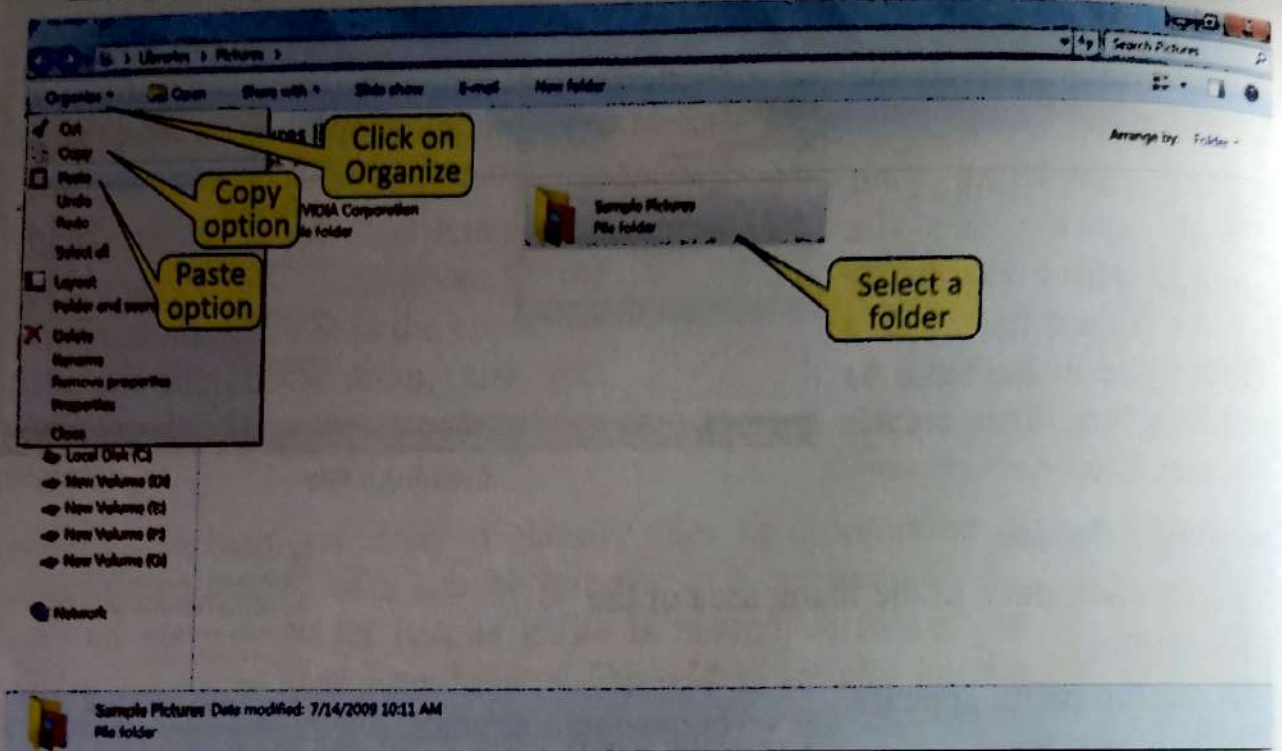
TRY OUT
In the Windows Explorer, click the folder in the left pane where a new folder needs to be created. Right click in the right pane, go to **New** in the shortcut menu and select **Folder** option from the submenu.

Copying a File or Folder

Copying a file or folder means making a copy of the original file in another location, without removing it from its original location.

- Select the desired file or folder in its respective location.
- In Windows Explorer, click on **Organize** drop-down list → **Copy** option.

- Select the destination folder either from the navigation pane or locate it through the Address Bar.
- In the desired location, click on **Organize** drop-down list → **Paste** option.



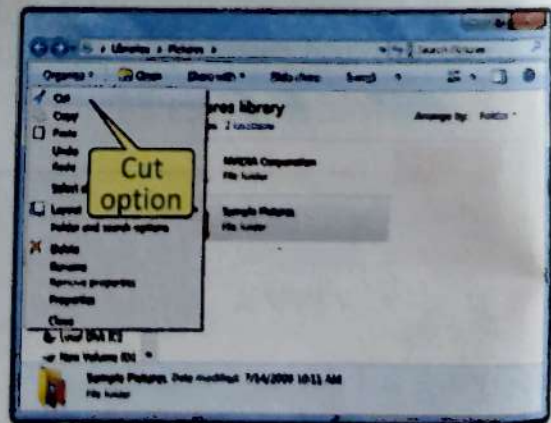
Copying and pasting of a Folder

Sticky Note

Right click the mouse in the destination folder. Select **Copy** or **Paste** option from the shortcut menu.

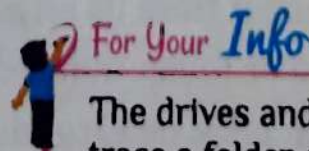
Moving a File or Folder to another Folder

- In the Windows Explorer, select the file or folder to be moved.
- Click on **Organize** drop-down list → **Cut** option.
- Select the destination folder from the navigation pane.
- Click on **Organize** drop-down list → **Paste** option in the destination folder to move the file or folder.

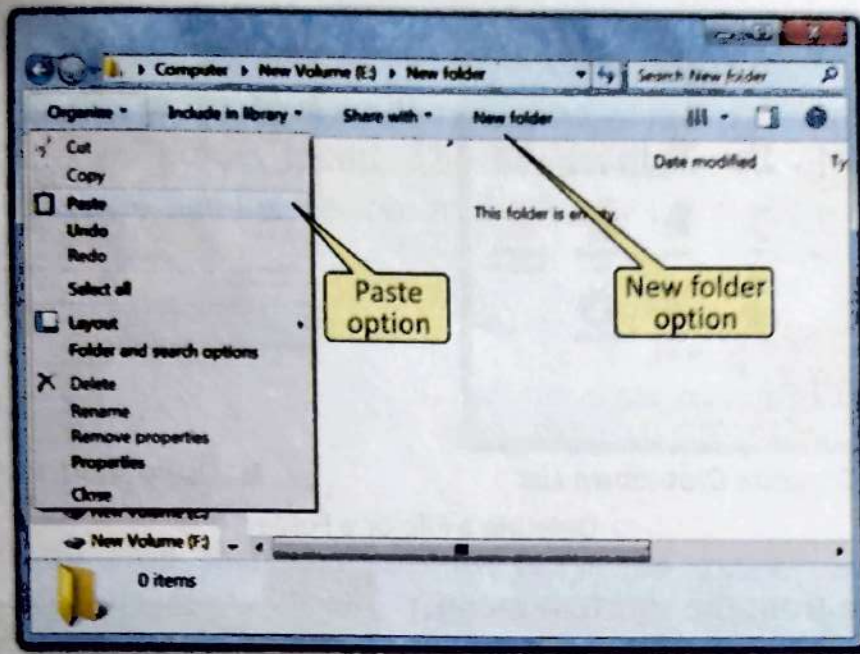


Using Organize Option

You can also move the cut file or folder into a new folder.



The drives and folders you go through to trace a folder or file is called the path.



Using New Folder Option

- Click on **New folder** in the Menu Bar.
- Open the folder and then select **Paste** from the **Organize** drop-down list.

TRY OUT

Right click on the desired file or folder and select **Cut** from the shortcut menu. Go to the destination folder, right click and click on **Paste** from the shortcut menu.

Renaming a File or a folder

- Select the file or folder.
- Right click on the mouse.
- Select **Rename** from the shortcut menu.
- The name of the selected file or folder will be highlighted with the pointer blinking inside the name box. Write the new name.
- Press **Enter** key or click outside the file or the folder.

TRY OUT

Select the file or folder whose name is to be changed. Press **F2** on the keyboard and change the name of the file.

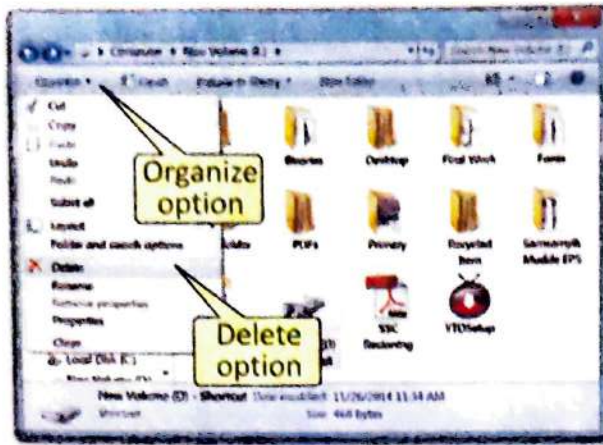
Deleting a File or a Folder

To delete a file or folder follow the steps given below :

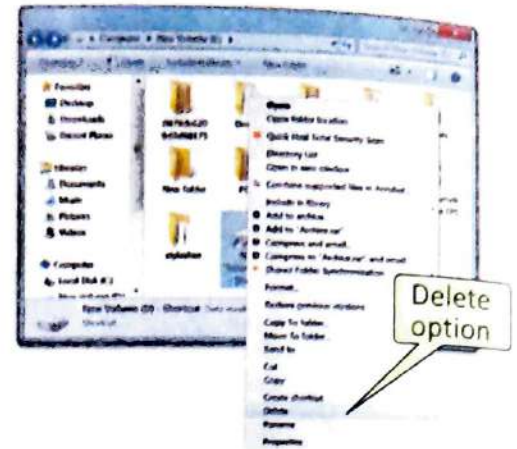
- In the right pane of the Window Explorer, select the file or folder to be deleted.
- Click **Organize** drop-down list → **Delete** option. The **Delete Folder** dialog box appears. Click **Yes** to confirm deletion.

OR

- Right-click on the folder required to be deleted.



a. Using Organize Drop-down List



b. Using Shortcut Menu

Deleting a File or a Folder

- Select **Delete** from the shortcut menu.
- The **Delete Folder** dialog box appears. Click **Yes** to confirm deletion.

TRY OUT

Select the folder to be deleted. Press the **Delete** key on your keyboard. Click **Yes** in the **Delete Folder** dialog box to confirm deletion.

For Your Info

When you delete a folder or file, by default Windows moves it to the Recycle Bin. The file/folder remains in the Recycle Bin unless it is deleted permanently.

Quick Key

Remove a file/folder permanently without sending it to Recycle Bin.

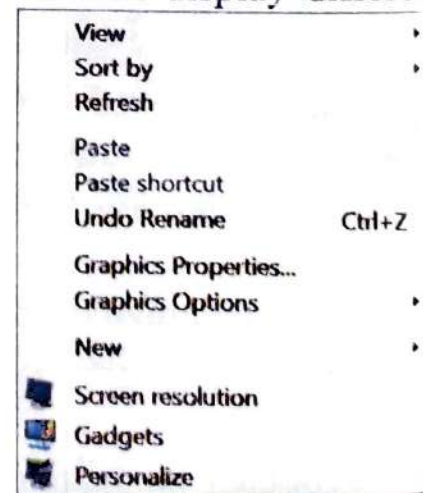
Shift + Delete

USING CONTEXT MENU

When you right-click on any icon, a pop-up menu appears which is called **Context menu**. Using this pop-up menu, you can save your time to access commands. Right-clicking on different areas and objects will display different sets of commands. The Context menu is also called the **Shortcut menu**.

Right-clicking on the Blank Area of the Desktop

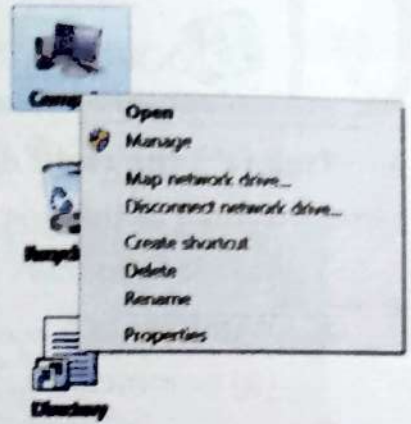
When you right-click on the blank area of the desktop you will see a menu with different options and **Personalize** option at the bottom. Using the **Personalize** option, you can change the background, settings of the desktop, screen saver, appearance of icons, menus, message box, font, color, etc. and can also give various visual effects to them.



Right-clicking on the Blank Area

Right-clicking on the Object

When you right-click on any icon on the desktop, you will find an entirely different menu. The **Properties** option will be found there at the bottom of the list.



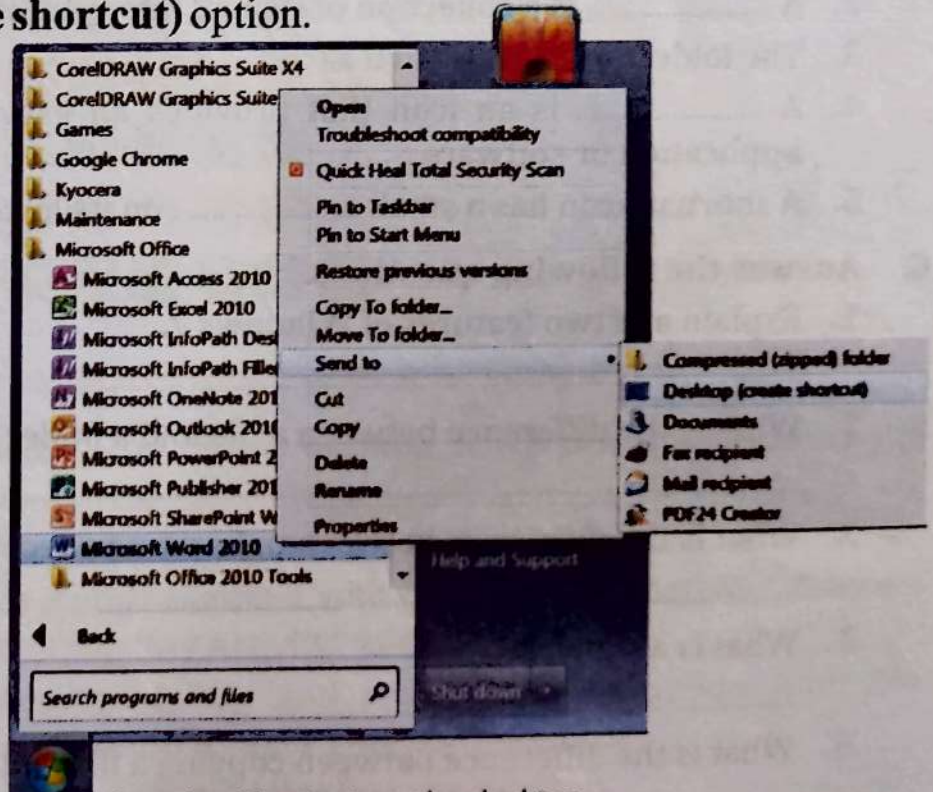
Right-clicking on the Icon

WHAT IS A SHORTCUT?

A shortcut is an icon that provides an easy and quick way to open any application or software that we use frequently. The lower left corner of the shortcut icon has a small jump arrow. Double-clicking on the shortcut icon will open the file or program it represents.

Creating a Shortcut Icon for Microsoft Word

- Click on the **Start** button and select **All Programs**. Place the cursor on **Microsoft Office Word 2007** from the **Microsoft Office** folder.
- Right-click on the **Microsoft Office Word 2007** program. A pop-up menu appears. Select **Send to** option. You will find another cascading menu. Now, click on **Desktop (create shortcut)** option.
- A shortcut of Microsoft Word appears on the desktop with a jump arrow in the lower left corner.
- Double-click on the shortcut icon to open the application directly.



Creating Shortcut on the desktop



A. Tick (✓) the right option.

- Which of these is not an Operating system?
 (a) MS Windows 7 (b) Linux (c) WordPad
- Windows is a user interface.
 (a) graphical (b) character (c) word
- A is a collection of relevant files stored together on some storage devices.
 (a) icon (b) folder (c) desktop
- An icon is a small that is used to open a program.
 (a) symbol (b) alphabet (c) picture
- Where are deleted files or folder kept on the desktop?
 (a) My Computer (b) Recycle Bin (c) My Documents

B. Fill in the blanks with the correct words.

shortcut Operating system jump arrow file directories

- is a medium through which we can interact with the hardware using software.
- A is a collection of related information.
- The folders are also known as
- A is an icon that provides an easy and quick way to open an application or software.
- A shortcut icon has a small on its lower left corner.

C. Answer the following questions.

- Explain any two features of Windows 7.

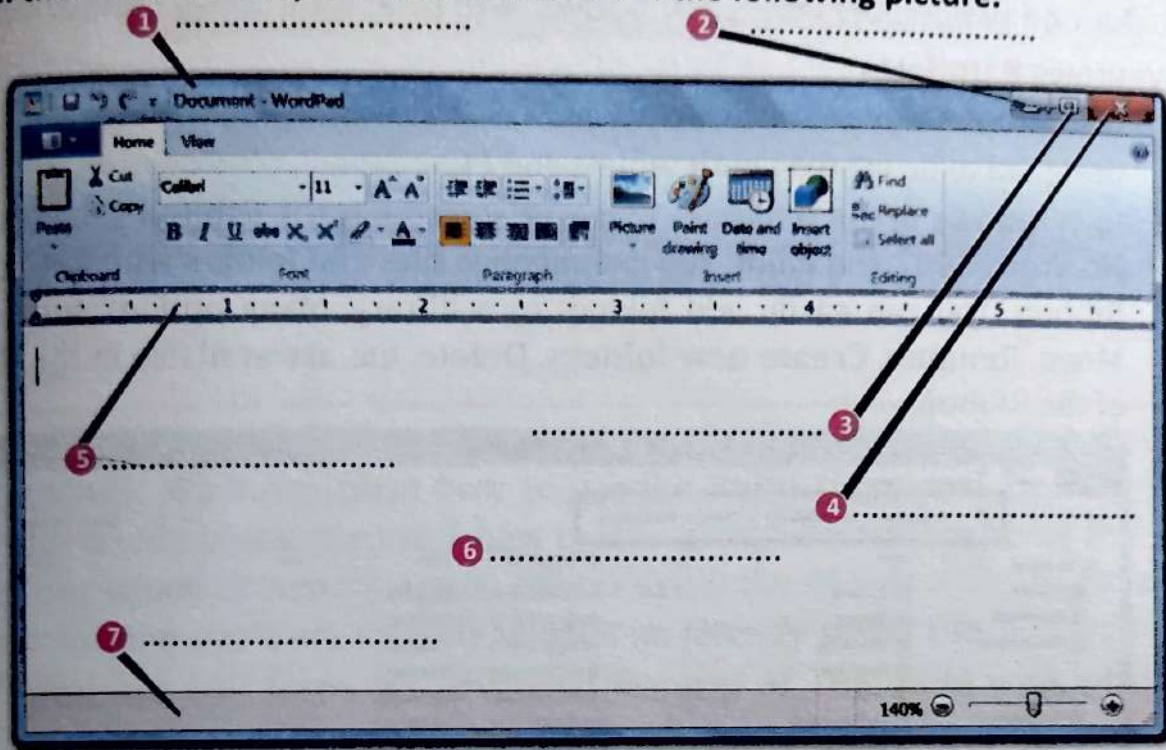
- What is the difference between a file and a folder?

- What is the difference between primary and secondary name of a file?

- What is a shortcut?

- What is the difference between copying a file and moving a file?

Label the different components of a window in the following picture.



Rewrite the jumbled words.

1. SWDIWNO
2. LPELAWPAR
3. RATKASB
4. DSTPOEK
5. XPERELOR

LAB VISIT

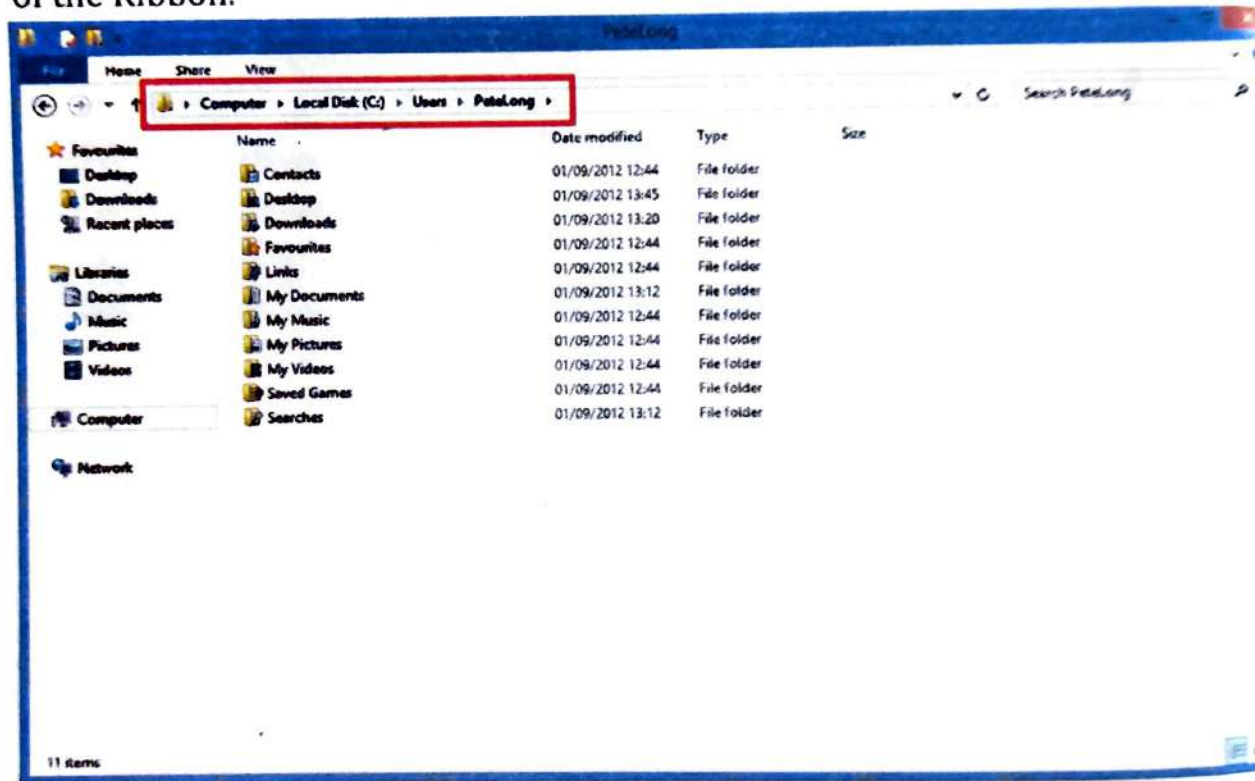
- 1) Double-click on the **Computer** icon on the desktop. It will display the drives and folders.
- 2) Double-click on **D:** drive. It will display all the files and folders stored in it.
- 3) Now, create a new folder in it and rename it with the name 'My Activity'. Create a file in MS Word and save it in the 'My Activity' folder.
- 4) Right-click on the 'My Activity' folder and select **Send to** option from the Shortcut menu. Now, select **Desktop (Create Shortcut)** option. You will get the shortcut of 'My Activity' folder on the desktop.

Project Board

- ❖ Collect the pictures and information of all the versions of Windows and prepare a chart on various versions of Windows with brief information about them.

Windows 8 Updates

1. **Windows 8** operating system was released on 26 October, 2012. It has been designed to be used on both tablets and PCs.
2. In **Windows 8**, the Windows Explorer screen has the **Ribbon** similar to that of MS Word 2007 and Paint. You can manage files and folders with the help of the Ribbon. You can easily add folders to a library. Many options such as Copy, Move, Rename, Create new folders, Delete, etc. are available in the Home tab of the Ribbon.



On Teacher's Desk

1. Play a movie or a song in Windows Media Player and explain the different features of the software to the students.
2. Ask the students to independently create short documents in WordPad and Notepad.
3. Ask the students to create their own wallpapers and then apply them on their desktop.

Lesson Extract

- ❖ Opening a New Drawing Canvas
- ❖ Shapes Tool
- ❖ Eraser Tool
- ❖ Drip Magic
- ❖ Edges Effect

- ❖ Foam Effect
- ❖ Grass Effect
- ❖ Rainbow and Real Rainbow Effect
- ❖ Noise Effect

- ❖ Smudge Effect
- ❖ Waves Effect
- ❖ Wavelets Effect
- ❖ Printing the Pictures in Tux Paint

Children! We have already learnt how to use the basic tools in Tux Paint to create drawings. We have learnt how to use the **Paint** (Freehand Drawing) tool along with various brush shapes, Lines tool to draw beautiful patterns and have also tried our hands at some magical effects using the **Magic** tool. We have also learnt how to save our work as well as open an already saved file. In this lesson, we will learn the advanced features of Tux Paint with which we can further enhance our drawings.

OPENING A NEW DRAWING CANVAS



We cannot work in a single file forever. We always make different files for different drawings. Once we save our previous work, we can open a new file using the **New** tool from the toolbox.

Tux Paint offers not only a black, white canvas for drawing but also canvasses with different colors in the background, black-and-white outlines and with 3-D photographs.

Follow these steps to open a new drawing canvas in Tux Paint :

- Click on **New** tool in the toolbox.
- You will get Color boxes and Starters to start a new drawing.
- Click on the **Down Arrow** button.
- Select any color or any of the frame. Click on **Open** button. Let us try our hand and select the green color box.
- After you click on **Open** button, you will find a blank screen with a green drawing area.
- Now you can draw anything in the drawing area. Since your canvas is green, you must use light colors like white, yellow or pink.

Lesson Extract

- ◆ Opening a New Drawing Canvas
- ◆ Shapes Tool
- ◆ Eraser Tool
- ◆ Drip Magic
- ◆ Edges Effect

- ◆ Foam Effect
- ◆ Grass Effect
- ◆ Rainbow and Real Rainbow Effect
- ◆ Noise Effect

- ◆ Smudge Effect
- ◆ Waves Effect
- ◆ Wavelets Effect
- ◆ Printing the Pictures in Tux Paint

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OPENING A NEW DRAWING CANVAS

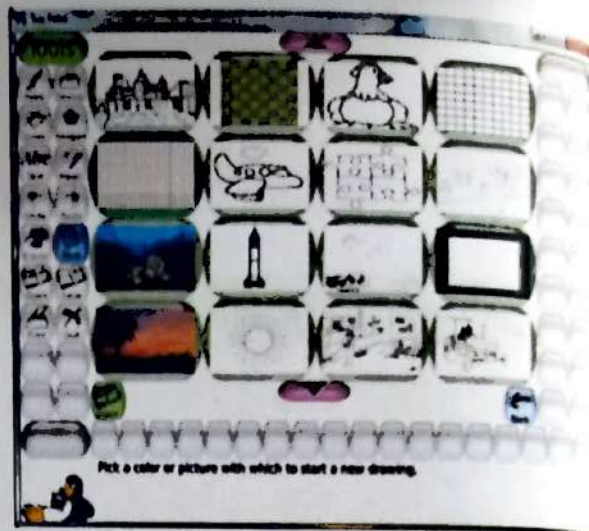


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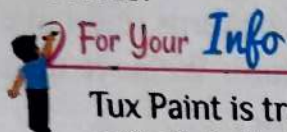
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- After you click on **Open** button, you will find a blank screen with a green drawing area.
- Now you can draw anything in the drawing area. Since your canvas is green, you must use light colors like white, yellow or pink.



Choosing a Background Color and a Frame for a New File

- Let us try our hand and create some new files with different background colors.



Tux Paint is translated in more than 85 languages. Many Indians have participated actively in the translation process of Tux Paint into the languages of Indian origin.

Ravishankar Ayyakkannu - Tamil
Kartik Mistry - Gujarati

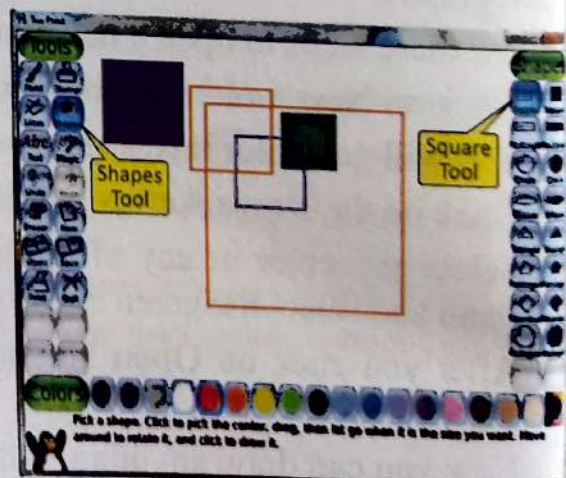
Ankit Malik - Hindi
Pavithran Shakamusi - Telugu

SHAPES TOOL

Shapes tool is used to draw various filled and unfilled polygonal shapes. The unique feature of this tool is **Rotation**. We can also rotate the shapes by any angle on a 360° scale.

Let us learn how to draw various shapes using this tool. Let us draw a square at various angles.

- Select the **Shapes** tool from the toolbox.
- Select **Square** from the sub-toolbox on the right hand side.
- You can either choose a **Blank Square** or a **Filled Square**.
- Bring the mouse pointer to the drawing area.
- Select a point on the drawing area which will act as the centre of the square.



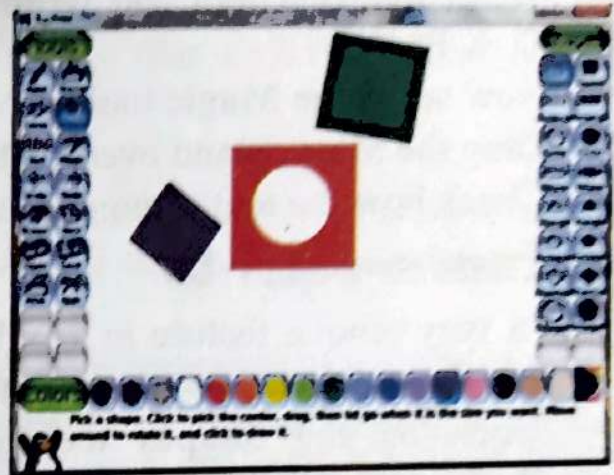
Drawing Squares Using Shapes Tool

Now click and drag the mouse. Choose the desired size and release the left mouse button when you have completed the square. Read the instructions given by the Penguin.

Now you can see a spun arrow on the drawing area which is used to spin the image at any angle from the centre point. Try spinning the arrow in any direction to spin the Square.

Once you are done, click in the drawing area to see the final image.

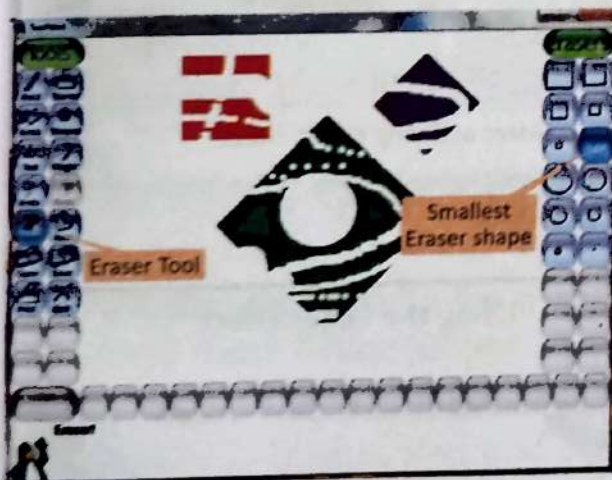
Let us draw four different Square shapes at various angles. Likewise, try your hand with other shapes as well.



Drawing Various Shapes Using Shapes Tool

Sticky Note

There are 16 different shapes available in the sub-toolbox of the Shapes tool.



Using Eraser Tool

ERASER TOOL

- The Eraser tool is used to erase unwanted parts of the picture. It is very easy to use.
- Select the Eraser tool from the toolbox.
- Select the desired shape of Eraser from the sub-toolbox.
- Bring the mouse pointer in the drawing area. Click the left mouse button and drag the eraser to the area which you want to remove.

DRIP MAGIC

What happens when you sprinkle drops of water on a drawing made with a sketch pen or a letter which is written using ink pen? The ink/colors will scatter and drip away like water. Similarly, this magic sub-tool gives a dripping effect to our drawing.



Showing the Effect of Drip Magic

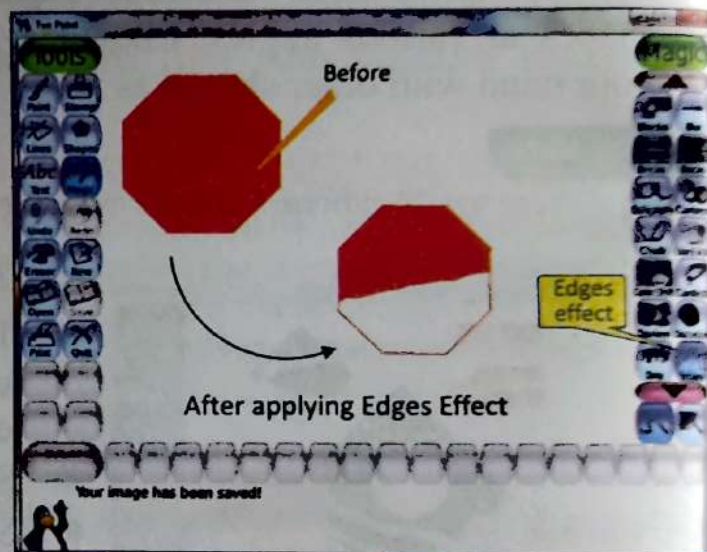
Let us see how it works :

- Open a new file in Tux Paint. Select a green background.
- Select the Text tool and write the following text : "Hello! I am Learning TUX PAINT".
- Now select the Magic tool and select Drip effect from the sub-toolbox.
- Drag the Magic wand over the text to add dripping effect to it.
- Check how the text changes after the Drip effect.

EDGES EFFECT

It is a very unique feature in Tux Paint. We can differentiate the edges from an already drawn image. Let us see how it works.

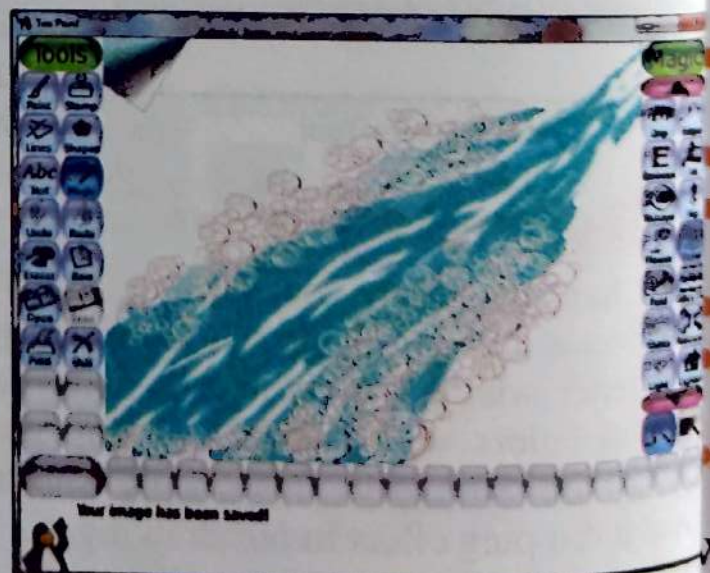
- Click on the Shapes tool and select any filled shape from the sub-tool box.
- Select the Magic tool and choose Edges from the sub-toolbox.
- Using your magic wand, click and drag it over the entire picture. You will observe that the edges of the shape start appearing.
- Let us apply this effect to one of the stamps and observe the changes.



Using the Edges Effect

FOAM EFFECT

You must have seen your mother washing your clothes. Whenever she adds washing powder to the water, you see a lot of foam. In the same way, this tool adds the Foam effect wherever you want.



Using the Foam Effect

GRASS EFFECT

To draw grass, you can simply use the **Grass** effect from the sub-toolbox to draw neat and tidy grass.

I hope you remember the various paint brush shapes that we have studied in the last class.

- Open a new file with **White** background.
- Select the **Paint** tool. Choose blue color and draw the river as shown in the figure. On your right hand side, scroll down till the end and select the **Vine** shape from the sub-toolbox.



Using the Grass Effect



Using the Vine Effect

- Draw the upper part of a tree using **Vine** tool at the right of your screen. To make it more beautiful you can select a few colors and keep clicking to give a better look as shown in the figure.
- Now select **Magic** tool and select the **Grass** effect. Draw some grass at the river bed side as shown here.
- Select the **Flower** tool and draw flowers with different colors.
- Now select the **Foam** effect and draw some foam over the grass in some places.
- Now select the **Paint** tool from the sub-toolbox, choose the **Starfish** shape.
- Select Brown color from the Colors palette and draw a few starfish on the foam.
- Similarly, you can use many brush shapes and magic effects to draw beautiful pictures.

Wow! What a beautiful picture you have drawn!

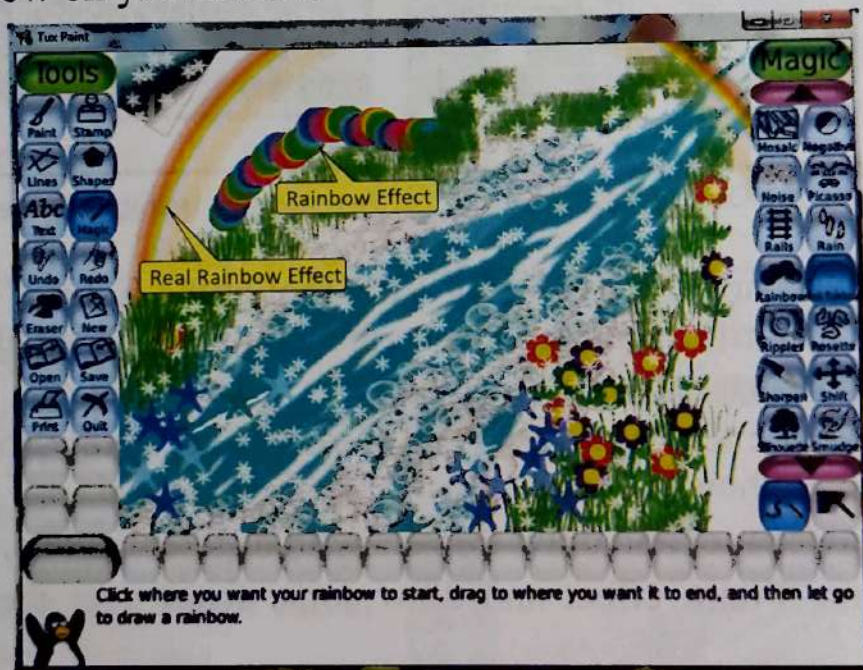
RAINBOW AND REAL RAINBOW EFFECT

Rainbow effect draws a train of rainbow colors as you drag the magic wand on the drawing area.

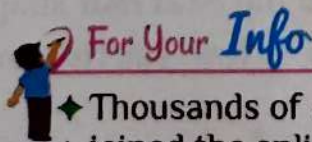
Real Rainbow allows you to draw a rainbow that we see in the sky after a rainfall.

Let us try both the effects.

- Select **Magic** tool from the toolbox and the **Rainbow** effect from the sub toolbox.
- Now place your magic wand anywhere in the drawing area and drag it to some other point. You will see a train of rainbow colors as you drag. Click on **Undo** button.
- Now select the **Real Rainbow** effect.
- Choose a single point on the drawing area. From that point, click and drag the mouse to a new location.
- You will see a rough sketch of the rainbow as you drag your mouse.
- As you reach the end point and release the left mouse button, you will see **Real Rainbow** on your screen.



Using the Rainbow and Real Rainbow Effect



For Your Info

- ◆ Thousands of schools and universities have volunteered their services and joined the online community of Tux Paint to improve and promote it.
- ◆ Tux Paint will soon launch a new range of Magic Effects named Blind, Hexagon, Mosaic, Irregular Mosaic, Perspective, Puzzle, Roygbiv, Zoom and many more.

NOISE EFFECT



Noise effect is used to add white noise to our drawing. Sometimes while watching television, the TV signal suddenly disappears. At that time, you see thousands of black and grey dots on your screen with some noise. That is called the **Black noise**. **White noise** is a mixture of grey, blue, maroon and white dots.



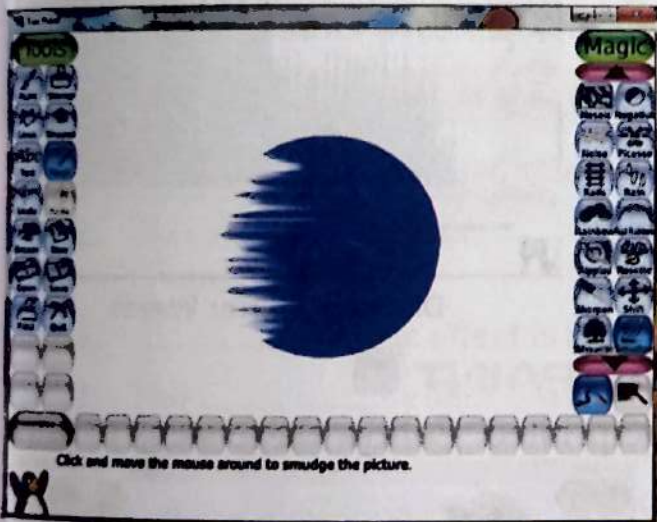
Using the Noise Effect

SMUDGE EFFECT

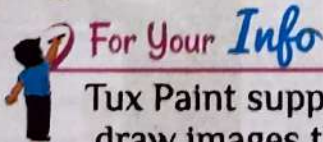


Smudge effect is used when we draw water bodies in our drawing. It is used to mix two different objects smoothly.

- Let us draw a blue ball and a yellow ball close to each other. Assume that we have drawn them using wet paint.
- Now use the **Smudge** effect to show how the balls will look if we join them from one end and form a new color.



Using the Smudge Effect



For Your Info

Tux Paint supports vector graphics which means that you can draw images that can be zoomed up to 100 times their original size without compromising on the quality of the image.

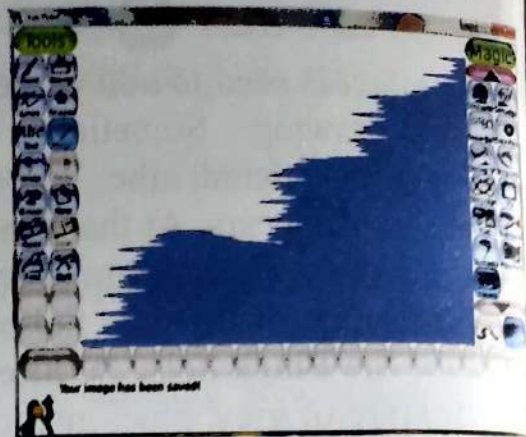
WAVES EFFECT



This effect is used to wiggle any picture side to side (Horizontal). Let us use this effect.

- Open a new file with **Blue** background.
- Select the **Paint** tool and draw a filled curved structure as shown in the figure.

- Now select **Magic** tool and then select the **Waves** effect from the sub-toolbox.
- Read the instructions given by the penguin carefully.
- Now click on the screen to get the desired **Waves** effect.
- Let us click at the bottom of the screen for taller waves.

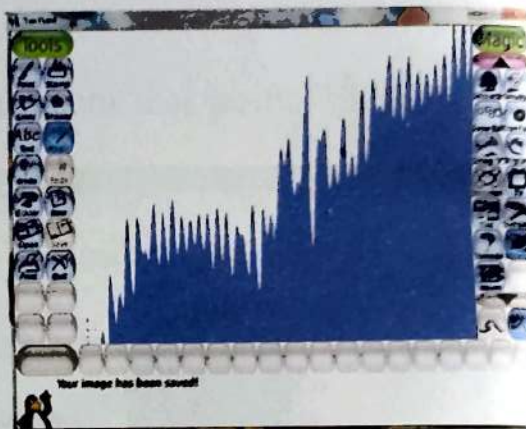


Using the Waves Effect

WAVELETS EFFECT

The **Wavelets** effect wiggles your picture up and down (Vertical) rather than side to side. Let us apply this effect to our picture.

- Undo the changes on your picture using the **Undo** button from the toolbox.
- Click on the **Wavelets** effect. Read the instructions given by the penguin.
- Click on the top of the drawing area to add shorter waves to your drawing.



Drawing Shorter Waves

Great!! Now save your work.

PRINTING THE PICTURES IN TUX PAINT

The pictures created in Tux paint can also be printed. Follow these steps to print a picture :

1. Click on the **Print** tool in the **Toolbar** pane.
2. A dialog box appears asking for your permission to print the opened picture. Click on **Yes, print it!** option.
3. The **Print** dialog box appears. Select the printer connected to your computer in the **Select Printer** section and specify your printing preferences.
4. Click on the **Print** button.



Using Print Tool

You have learnt almost everything about the **Tux Paint**, its various tools and their sub-tools as well. Draw more pictures with new effects and ideas for better understanding of the tools.



A. Tick (✓) the right option.

1. There are different shapes available in the sub-toolbox of the Shapes tool.

(a) 16

(b) 18

(c) 20

2. We can create a dripping effect of wet paints using the effect of Magic tool.

(a) Drip

(b) Smudge

(c) Foam

3. We can rotate the shape up to degrees.

(a) 180

(b) 260

(c) 360

4. effect adds horizontal wavy effects in our picture.

(a) Waves

(b) Wavelets

(c) Tornado

B. Fill in the blanks with the correct words.

Rainbow New unfilled Smudge filled Edges

1. tool is used to create and open a new file in Tux Paint.

2. We can draw various and polygonal of shapes using the Shapes tool.

3. Magic effect is used to trace edges from the already drawn image.

4. The effect draws a train of rainbow colors as you drag the mouse on the drawing area.

5. effect is used to mix two different objects smoothly.

C. Answer the following questions.

1. What are the different features of Tux Paint associated with the Open tool?

.....

2. What is the use of Shapes tool?

.....

3. What is the use of Drip Magic effect?

.....

4. Name any two commonly used options present in Print dialog box.

.....

5. Write the steps to print a picture in Tux Paint.

.....

Activity Monitor

Match the following.

- 
- 
- 
- 

- Grass effect
- Foam effect
- Opens a new drawing canvas
- Magic tool

Lab Visit

Draw these beautiful drawings using the given tools.

Paint Tool

Smudge Tool

Grass Effect

Real Rainbow Effect

Stamp Tool

Wave Tool

Vine Effect



4

MS Word 2007 : Formatting Text

Lesson Extract

- ❖ Changing the Font Type
- ❖ Changing the Font Size
- ❖ Changing the Font Style
- ❖ Changing the Font Color
- ❖ Highlighting Text
- ❖ Changing Text Alignment
- ❖ Changing Color of Text
- ❖ Changing Line Spacing
- ❖ Creating Bulleted or Numbered List
- ❖ Applying Border and Shading
- ❖ Applying Drop Cap

Formatting means changing the appearance of a document to make it attractive. We can create and design appealing documents by changing font and its size, highlighting certain words, adjusting line spacing, setting margins, setting tabs, aligning text on a page, creating bulleted or numbered lists and changing text styles and color.

Formatting effects can be applied using the **Home** tab, which contains : font formatting commands (**Font** group), paragraph options (**Paragraph** group) and text styles commands (**Styles** group).

CHANGING THE FONT TYPE

A font is a set of letters and symbols in a particular design and size. Each font has a name. Some of the examples of fonts are listed here.

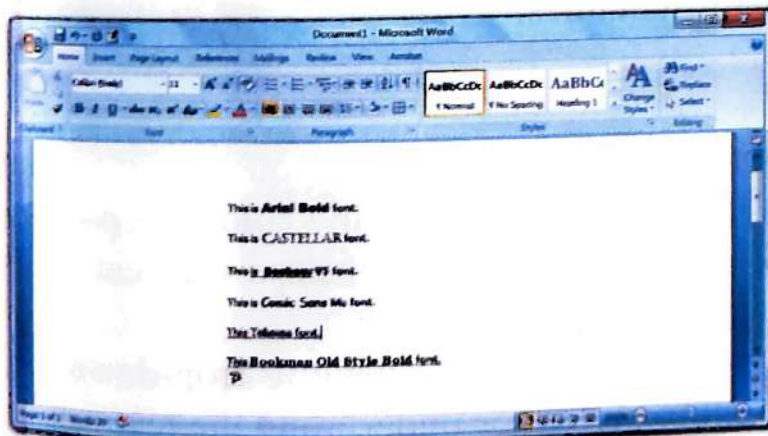
Quick Key

Font dialog box

Ctrl + D

For Your Info

There are also fonts such as wingdings that contain pictures called dingbats.



A Few Examples of Fonts

TRY OUT

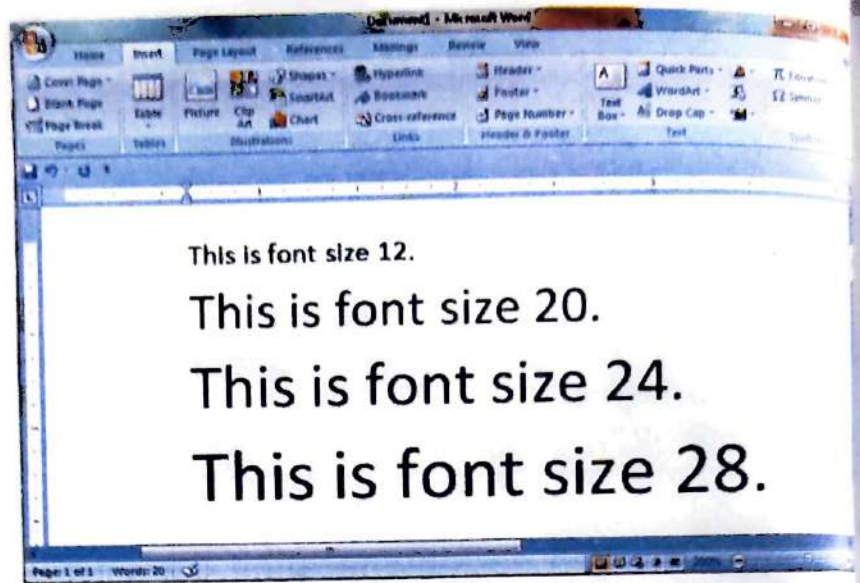
Select a part of the text. Click the Font name drop-down list and bring the mouse pointer on a font name to preview the selected text in that font. Do the same with other fonts and at the end, click on the desired font name.

CHANGING THE FONT SIZE

The size of the text is called the font size. It is measured in points. There are 72 points in an inch. A few examples are given here.

TRY OUT

Select a portion of the text. Select the **Grow Font** option in the **Font** group of the **Home** tab to increase the font size by a point. The reverse can be done using the **Shrink Font** option.



Example of Font Sizes

CHANGING THE FONT STYLE

The way in which a character is emphasised is called its font style. The most common styles are bold, italic and underline.

Bold **B**

Bold text is printed darker than normal text so that words and phrases stand out on a page. It is often used for titles and headings.

Quick Key

To reduce the font size by one point	Ctrl + [
To increase the font size by one point	Ctrl +]

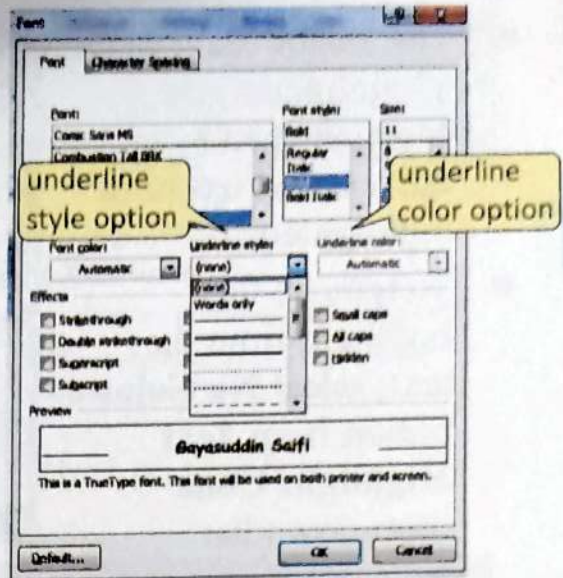
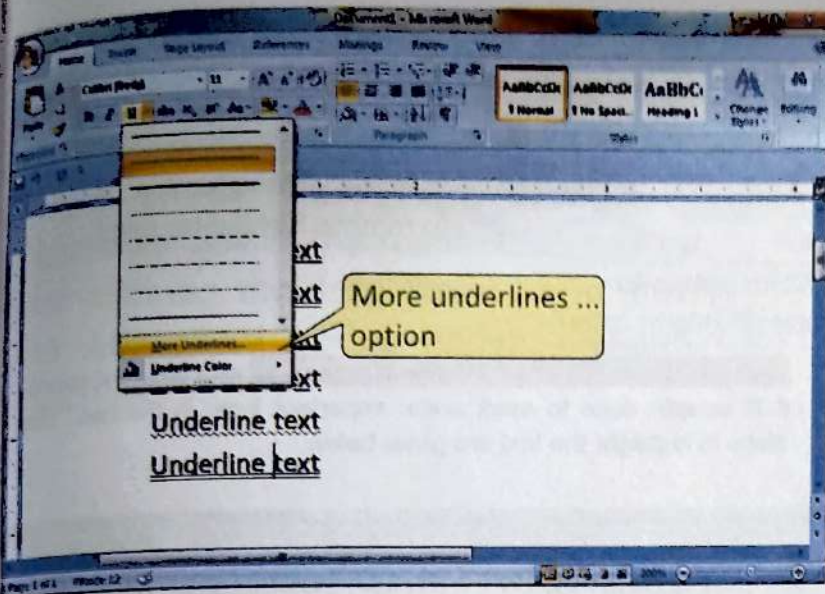
Italic **I**

Italic text is slanted. It is mostly used for emphasis. It is sometimes used for headings and also for representing scientific names.

Underline **U**

Underlined text has a line under it. In the **Font** dialog box, you can select the **Underline style**: from the drop-down list. From the **Underline color**: drop-down list, you can select the line color. It is also used to emphasise the text. It is sometimes used for the title of a publication.

You can also choose **More Underlines...** option from **Underline** drop-down list. A **Font** dialog box opens from where more styles for underlining the text can be chosen. Normal text is the default style for a document.



Selecting the Underline Option

Superscript x^2

Superscript reduces the size of the text and raises it to the top of the current line. For example, today is the 5th of January. Here, the 'th' after the digit 5 is a superscript.

Subscript x_2

Subscript is a text style that reduces the size of the text and lowers it to the bottom of the current line. For example, the chemical formula of water is H₂O. Here the base '2' is a subscript.

TRY OUT
Apply *Shadow* and *Outline* effects to the heading of your document and see the difference.

CHANGING THE FONT COLOR

It is used to change the color of the text to emphasise headings, subheadings and other text.

Sticky Note

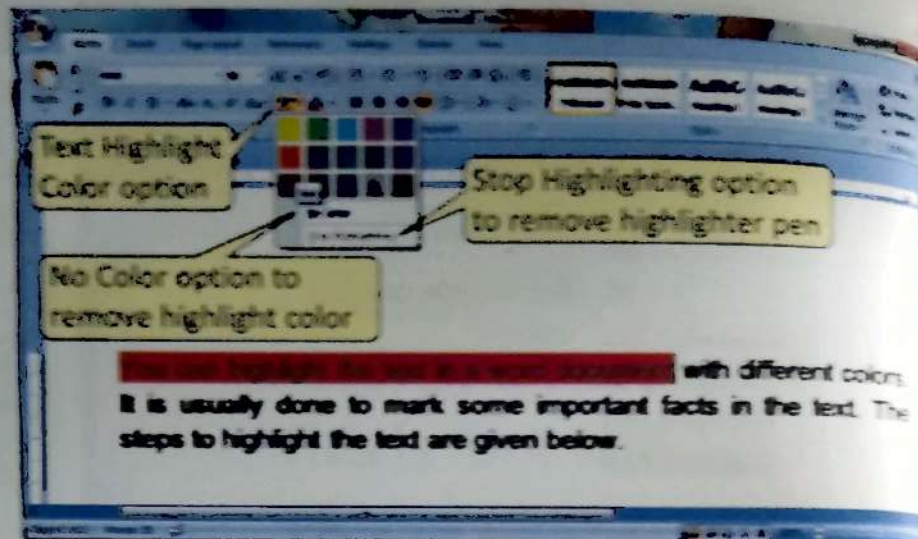
Bright colors and many colors in a single document are not usually recommended.

HIGHLIGHTING TEXT

You can highlight the text in a word document with different colors. It is usually done to mark some important facts in the text. The steps to highlight the text are given below.

- Click on the **Text Highlight Color** drop-down list in the **Font** group of the **Home** tab. You may also choose different colors for highlighting.

- The cursor changes to a highlighter pen. Move the pen over the text that has to be highlighted.
- To remove the highlight from the text, select No Color option from Text Highlight Color drop-down list.

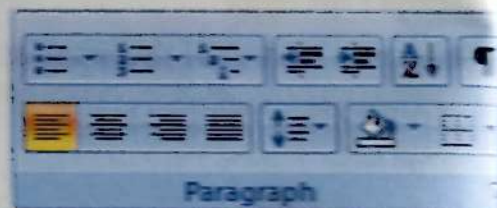


Highlighting Text with a Different Color





CHANGING TEXT ALIGNMENT

Alignment refers to the positioning of text on a page. We should set the alignment before we begin typing. We can also select an entire document and then change the alignment of text.

MS Word provides four types of alignment : Align Left, Center, Align Right and Justify.



Alignment Buttons

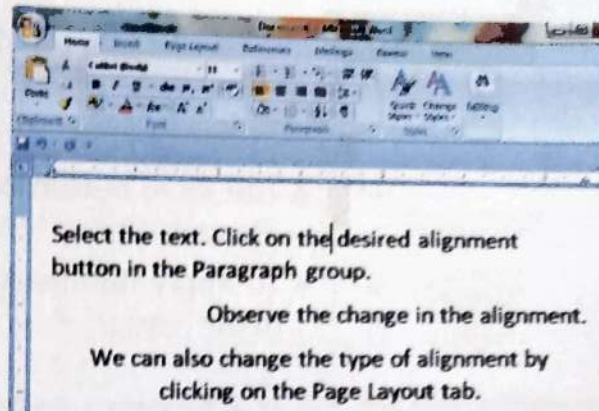
	Align Text Left : It places all the selected text to the left margin. By default, the text is always aligned to the left margin.
	Center Align : Sets the text in the center of the left and right margins. It is mostly used for titles/headings.
	Align Text Right : Aligns all the selected text to the right margin. It is often used for placing dates or reference in a document.
	Justify Align : It places the text evenly between the left and right margins. It is mainly used for designing books, magazines and newspapers.

How To Align ?

- Select the text. Click on the desired alignment button in the Paragraph group.
- Observe the change in the alignment.

We can also change the type of alignment by clicking on the **Page Layout** tab.

Click on the **Paragraph** dialog box launcher. Select the required alignment by clicking the drop-down arrow next to **Alignment** option under 'General' section.



Applying Alignment

CHANGING COLOR OF TEXT

MS Word provides an option to change the color of text.

- Select the text and click the **Home** tab.
- Click the drop-down arrow next to **Font Color** on the **Home** tab. Select the desired color from the displayed Font color menu.



Changing Color of Text

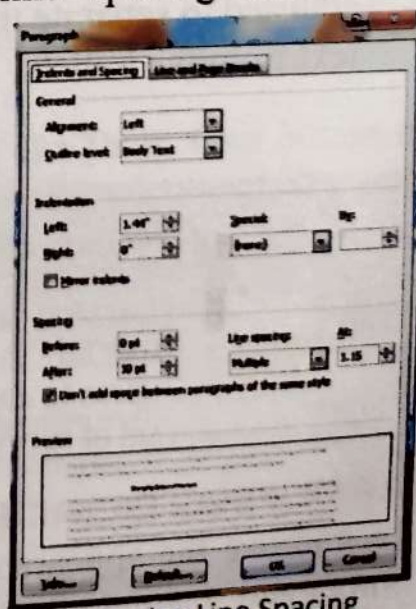
CHANGING LINE SPACING

Line spacing is the vertical distance between successive lines of the text in a document. We can also increase or decrease the line spacing between a paragraph.

- Select the text.
- Click on the **Line spacing** button in the **Paragraph** group on the **Home** tab.
- Select the desired option of line spacing from the drop-down list. Or

To set more precise spacing measurements, click the **Paragraph** dialog box launcher. Select the required **Line Spacing** option under **Spacing** section.

Click on **OK** button and notice the change.



Changing Line Spacing

By default, the line spacing is set to single.

For Your Info

- ◆ The **Redo** button on the **Quick Access Toolbar** can also be used as 'Repeat Typing' tool to rewrite a previously typed word.
- ◆ To apply numbering effect on the text, click on **Numbering** button in the **Paragraph** group and select the list style of your choice.

CREATING BULLETED OR NUMBERED LIST

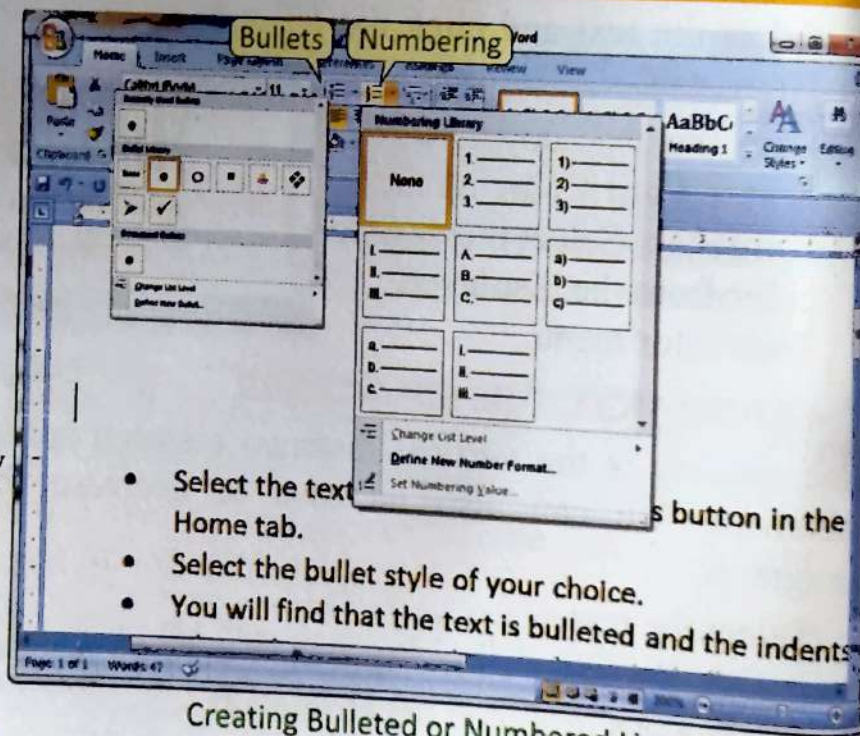
We can format lists in a document by using bullets and numbers. A bullet is a small graphic symbol that sets off an item in a list.

To apply bullets to the text, follow these steps :

- Select the text and click on the **Bullets** button in the **Paragraph** group on **Home** tab.
- Select the bullet style of your choice.
- You will find that the text is bulleted and the indents are automatically adjusted to separate the text from the bullets.

Quick Key

Press **Shift + Enter** to insert blank lines in the bulleted or numbered list.



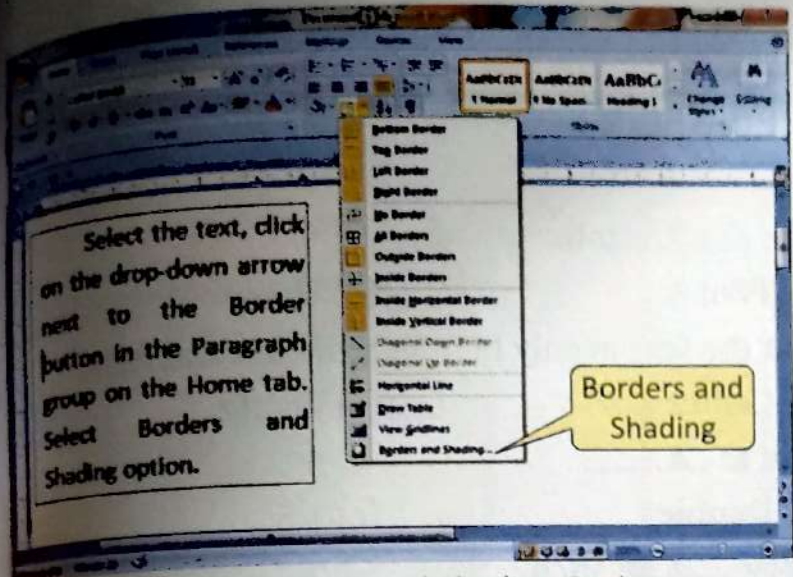
- Select the text on the **Home** tab.
- Select the bullet style of your choice.
- You will find that the text is bulleted and the indents are automatically adjusted to separate the text from the bullets.

For Your Info

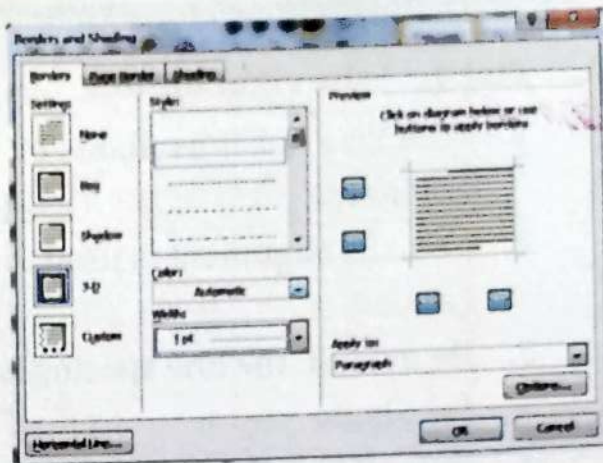
Tab stops are used to describe the location at which the cursor stops after the Tab key has been pressed. Tab stops are commonly used to enable users to align text easily by pressing the Tab key. By default, Tab stops are set at every 0.5 inch. We can set the Tab stops by clicking on the ruler.

APPLYING BORDER AND SHADING

To improve the appearance and readability of the text, we can add a variety of border and shading effects to paragraphs and entire page.



Selecting Borders and Shading Option



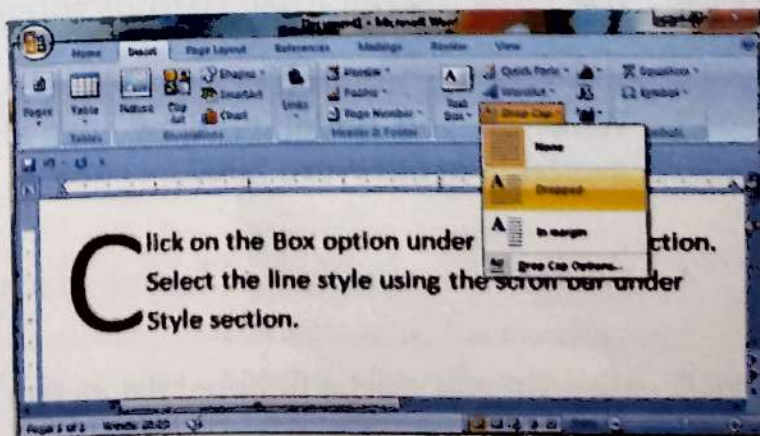
Border and Shading Dialog Box

- Select the text, click on the drop-down arrow next to the **Border** button in the **Paragraph** group on the **Home** tab. Select **Borders and Shading** option.
- Click on the **Box** option under the **Setting** section. Select the line style using the scroll bar under **Style** section.
- Click on the drop-down list of **Color** and select any color.
- Choose the line width from the **Width** section.
- Click on the drop-down list of **Apply to** section and select the **Paragraph** option.
- Click on **OK** and observe the change.

APPLYING DROP CAP

In order to give a graceful look to your document, apply **Drop Cap** effect to the first letter of the paragraph.

- Select the letter. Click on the **Insert** tab and select the **Drop Cap** button in the **Text** group.
- Define the parameters in **Drop Cap Options** (if necessary). Click on **OK** button.
- Observe the change.



Using Drop Cap Effect



A. Tick (✓) the right option.

- Font Size box is available on the tab.

<input type="checkbox"/> (a) Insert	<input type="checkbox"/> (b) Font	<input type="checkbox"/> (c) Home
-------------------------------------	-----------------------------------	-----------------------------------
- alignment is used to set the text evenly between the left and right.

<input type="checkbox"/> (a) Left	<input type="checkbox"/> (b) Center	<input type="checkbox"/> (c) Justify
-----------------------------------	-------------------------------------	--------------------------------------
- By default, the line spacing is set to

<input type="checkbox"/> (a) Single	<input type="checkbox"/> (b) Double	<input type="checkbox"/> (c) 1.5
-------------------------------------	-------------------------------------	----------------------------------
- Default Tab stops are set at every inch.

<input type="checkbox"/> (a) 0.5	<input type="checkbox"/> (b) 1	<input type="checkbox"/> (c) 1.5
----------------------------------	--------------------------------	----------------------------------

B. Fill in the blanks with the correct words.

Bullet Left Home Insert Line spacing

- We can increase or decrease the font size by clicking on Font size drop-down button on the tab.
- By default, text is aligned to the margin.
- is the vertical distance between lines of the text.
- A is a small graphic symbol that sets off an item in a list.
- To select the Drop Cap option, click on the tab.

C. Answer the following questions.

- What does formatting mean?
.....
- What is font? How will you change the font in your document?
.....
- What do you understand by text alignment? Name the types of alignment available in MS Word 2007.
.....
- What do you understand by line spacing?
.....
- How do you start a bulleted list as you type?
.....

Find the words from the given word grid and mark them with coloured pencil.

Formatting
Alignment
Line Spacing
Italic
Bold
Fonts
Justify
Bullets

L	I	N	E	S	P	A	C	I	N	G
F	O	R	M	A	T	T	I	N	G	A
A	B	U	L	L	E	T	S	C	D	L
C	A	D	E	F	G	L	C	B	D	I
E	S	I	A	F	O	N	F	S	T	G
A	I	T	A	L	I	C	B	C	D	N
B	J	U	S	T	I	F	Y	D	C	M
B	D	E	G	H	C	B	O	L	D	E
R	M	B	O	D	D	M	N	X	M	N
C	M	L	O	P	A	J	T	A	Y	T
E	S	I	A	F	I	S	O	N	S	T

LAB VISIT

- Write an article on the different types of alignments possible in MS Word 2007. Use Borders and Shading effects to explain about each alignment.

Project Board

In MS Word 2010 :

- There is an option to add digital signature to a document, or you can insert a **Microsoft Office Signature Line**. This allows us to have paperless signing processes for documents like contracts or other agreements. These signatures can also be compared with the original signatures and thus verified.
- There are new fixed-digit numbering formats, such as 001, 002, 003 ... so on, and 0001.
- There is an option to quickly add a check box to forms or lists.

On Teacher's Desk

- Share a document on 'My School' with the students and ask each one of them to format it based on their knowledge and understanding of formatting text in MS Word 2007. The students can be asked to share their formatted document with other classmates and explain the features used.
- Divide the students into groups of five. Conduct a quiz based on the concepts learnt in this chapter.



Lesson Extract

- ❖ Starting MSWLogo
- ❖ Recalling Elementary LOGO Commands
- ❖ Other LOGO Commands
- ❖ Drawing Shapes in LOGO

LOGO (Language of Graphics Oriented) is a simple computer language for kids. We can perform various functions like drawing figures, typing text and performing calculations using LOGO.

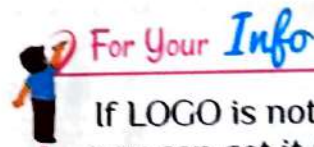
To perform any action, LOGO uses a triangle-shaped turtle that moves on the computer screen. It is just like our pen. We use commands to move a turtle around the screen and can draw different figures. These commands are known as **Primitives**.

STARTING MSWLOGO

The steps to open MSWLogo are :

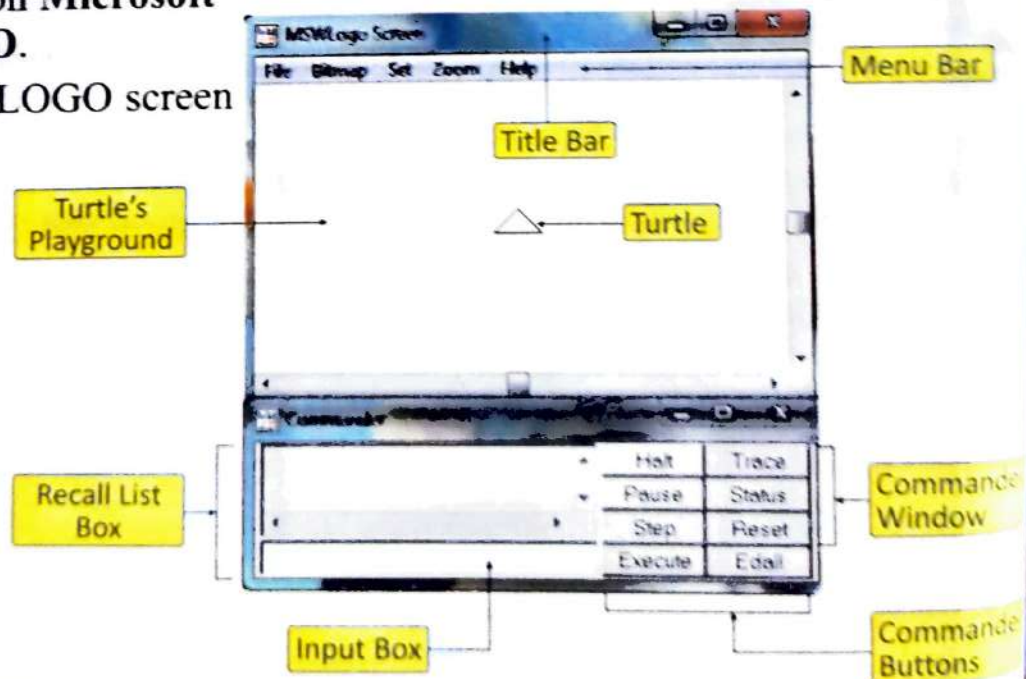
- Click on the **Start** button and choose **All Programs**.
- Select and click on **Microsoft Windows LOGO**.

The following MSWLOGO screen appears.



For Your Info

If LOGO is not already on your computer, you can get it for free from www.softronix.com/www.mswlogo.htm



To exit Logo, type **BYE** in the Command Input box and click on **Execute** button.

RECALLING ELEMENTARY LOGO COMMANDS

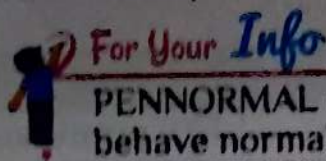
You have already learnt a few Primitives in the previous class. Let's review them.

Command	Full Form	Purpose
FD	Forward	FD primitive moves the turtle forward by a given number of steps. E.g., Type FD 40 <input type="text"/> in Command Input box.
BK	Backward	BK primitive moves the turtle backward by a given number of steps. E.g., Type BK 40 <input type="text"/> in Command input box.
LT	Left	LT primitive turns the head of the turtle towards the left side.
		E.g., LT 90 <input type="text"/> will turn the head of turtle 90 degrees towards left.
RT	Right	RT primitive turns the head of the turtle towards the right side.
		E.g., RT 45 <input type="text"/> will turn the head of turtle 45 degrees towards right.
HOME	Home	The HOME command brings the turtle to the centre of the screen. E.g., HOME <input type="text"/>
HT	Hide Turtle	HT primitive orders the turtle to disappear from the screen. E.g., HT <input type="text"/>
ST	Show Turtle	ST primitive orders the turtle to re-appear on the screen E.g., ST <input type="text"/>
CS	Clear Screen	CS primitive clears the entire picture drawn in the graphic field and brings the turtle to the centre of the screen. E.g., CS <input type="text"/>
CT	Clear Text	CT primitive is used to clear the contents of the text screen. E.g., CT <input type="text"/>
PU	Pen Up	This command orders the turtle to lift the pen up from the screen and move without drawing any line. E.g., PU <input type="text"/>
PD	Pen Down	This primitive orders the turtle to put the pen down on the screen and start drawing. E.g., PD <input type="text"/>
PE	Pen Erase	By PE primitive turtle's pen acts like an eraser. It rubs off the drawing over which it moves. E.g., PE <input type="text"/>

OTHER LOGO COMMANDS

LOGO has a number of other drawing commands, including those shown below

- ▶ SETPENSIZE
- ▶ SETPENCOLOR
- ▶ SETSCREENCOLOR
- ▶ SETFLOODCOLOR and FILL



For Your Info

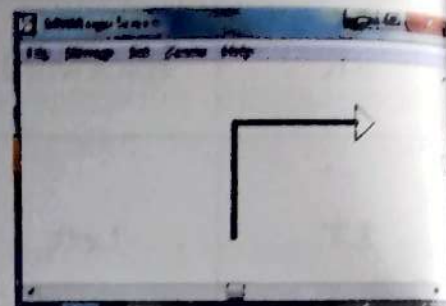
PENNORMAL command makes the turtle behave normally.

SETPENSIZE

This command sets the thickness of the pen. It is necessary to type the number twice in the command with space in between.

Command : SETPENSIZE [5 5]

Example : FD 100 SETPENSIZE [5 5] RT 90 FD 100



SETPENCOLOR

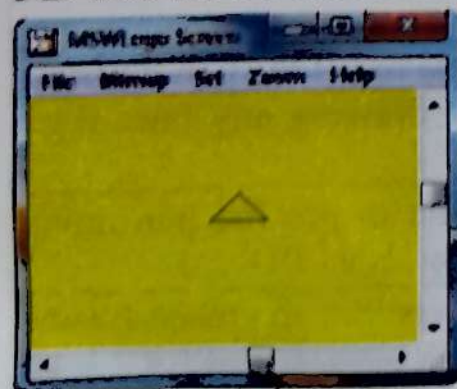
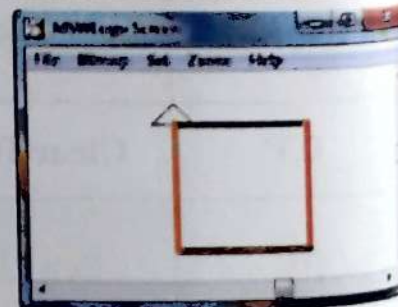
When we give this command the turtle changes the color of the pen with the color code specified by us.

Command : SETPENCOLOR N Enter (N is the color code)

The available color codes are :

Number	Color	Number	Color	Number	Color	Number	Color
0	black	4	red	8	brown	12	salmon
1	blue	5	magenta	9	tan	13	violet
2	green	6	yellow	10	forest	14	orange
3	cyan	7	white	11	aqua	15	grey

Example : SETPENSIZE [5 5] FD 100 RT 90
SETPENCOLOR 4 FD 100 RT 90 SETPENCOLOR 8
FD 100 RT 90 SETPENCOLOR 14 FD 100

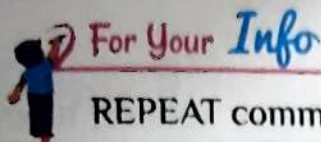


50

SETSCREENCOLOR

This command sets the color of the drawing area in a specified color. We give the color code after the command.

SETSCREENCOLOR 6



For Your Info

REPEAT command is used to repeat some steps in a program.

Time to Drill

Type the following commands and see the output. Write the name of the shape thus formed.

```
REPEAT 360 [FD 1 RT 1]
```

SETFLOODCOLOR and FILL

We can use this command to color a drawing (enclosed figure). SETFLOODCOLOR command sets the color to be filled and FILL command fills the drawing area only if the turtle is facing inside the drawing. To do this, we need to move the turtle inside the shape by using PENUP, RT and FD commands.

Command : SETFLOODCOLOR N FILL (N is for the color code)

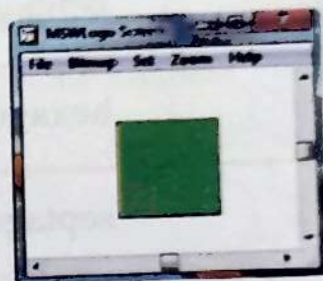
Example : Let's see how to draw and fill color in a square.

```
REPEAT 4 [FD 80 RT 90] PENUP RT 45 FD 20 SETFLOODCOLOR 2 FILL
```



Mind Feeder

If the lines are not joined together, the whole screen gets filled with color.



Time to Drill






Circle eight LOGO commands in the following grid.

A	E	I	M	Q	U	Y	C	B	G	S	T
K	O	P	E	N	U	P	S	A	W	E	A
D	G	E	J	M	P	S	V	C	H	T	Y
P	E	N	E	R	A	S	E	K	O	P	C
B	H	D	K	N	Q	T	Z	W	M	E	L
O	F	O	R	W	A	R	D	A	E	N	F
R	U	W	A	D	G	J	M	R	P	C	T
V	S	N	Y	C	K	O	S	D	W	O	A
E	I	M	Q	U	Y	B	E	H	I	L	T
S	E	T	P	E	N	S	I	Z	E	O	B
F	P	L	M	T	Q	B	T	L	P	R	T

DRAWING SHAPES IN LOGO

We can draw various shapes in MSWLOGO like square, hexagon and circle. The angle at which the sides turn for each polygon

$$= \frac{360}{\text{Number of sides}}$$

Shape	Sides	Angle	Command
 triangle	3	120	REPEAT 3 [FD 50 RT 120]
 square	4	90	REPEAT 4 [FD 50 RT 90]
 pentagon	5	72	REPEAT 5 [FD 50 RT 72]
 hexagon	6	60	REPEAT 6 [FD 50 RT 60]
 septagon	7	51	REPEAT 7 [FD 50 RT 51]
 octagon	8	45	REPEAT 8 [FD 50 RT 45]
 nonagon	9	40	REPEAT 9 [FD 50 RT 40]
 decagon	10	36	REPEAT 10 [FD 50 RT 36]

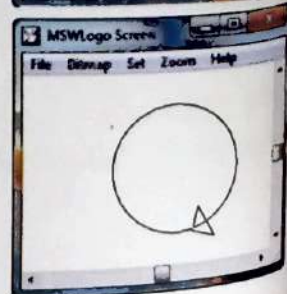
The value of FD can be changed as desired. To draw a circle, we have to make the turtle move 1 step forward and 1 degree to the right 360 times.

Command : REPEAT 360 [FD 1 RT 1]

To draw an arc, we need to reduce the value of the angle.

Command : REPEAT 240 [FD 1 RT 1]

We can change the size of the arc by changing the value of the angle.





A. Tick (✓) the right option.

1. command picks up the turtle pen.
 (a) PU (b) PE (c) PD
2. makes the turtle's pen act as an eraser.
 (a) PD (b) PU (c) PE
3. sets the color of the drawing area in the specified color.
 (a) SETPENCOLOR
 (b) SETFLOODCOLOR
 (c) SETSCREENCOLOR
4. command fills blue color in a drawing area containing the turtle.
 (a) SETFLOODCOLOR
 (b) SETFLOODCOLOR 1 FILL
 (c) SETFLOODCOLORFILL

B. Write the short forms of the following commands in LOGO.

- | | |
|-----------------------|----------------------|
| 1. Forward | 2. Backward |
| 3. Left turn | 4. Right turn |
| 5. Clear text | 6. Hide turtle |
| 7. Show turtle | 8. Pen up |
| 9. Clear screen | 10. Pen down |

C. Answer the following questions.

1. What is LOGO? What are LOGO primitives?

2. What is the difference between PENUP and PENDOWN commands?

3. Why do you use REPEAT command?

4. Write the instructions to draw a triangle using REPEAT command.

◎ Give commands to do the following work.

1. To draw the shape of a half moon.
2. Draw a cone.
3. Draw a dotted rhombus.
4. Draw a flower using REPEAT command.



LAB VISIT

● Draw the following shapes in MSWLogo and fill them with different colors.

1. Triangle, 2. Square, 3. Hexagon, 4. Circle

6

LOGO : Arithmetic Operations

Lesson Extract

- ❖ Arithmetic Operators
- ❖ Arithmetic Operations using Operator Commands
- ❖ Logical Operators

We can perform arithmetic operations in LOGO. The mathematical work done on numbers is called **arithmetic operation**. For example, addition, subtraction, etc. are arithmetic operations.

In this chapter, we will learn to handle different numbers in LOGO. We can also perform arithmetic operations on them by using different arithmetic symbols. In Logo, there are two ways to perform these calculations. Firstly, using the arithmetic operators and secondly, using the operator commands.

ARITHMETIC OPERATORS

There are basically four arithmetic operators. These are given in the following table :

Table : Arithmetic Operators

Operator	Meaning	Operator	Meaning
+	Addition	*	Multiplication
-	Subtraction	/	Division

Arithmetic Operations in LOGO Using Arithmetic Operators

The results of the calculations done using arithmetic operators are seen in the Recall List Box of The Commander Window if given independently.

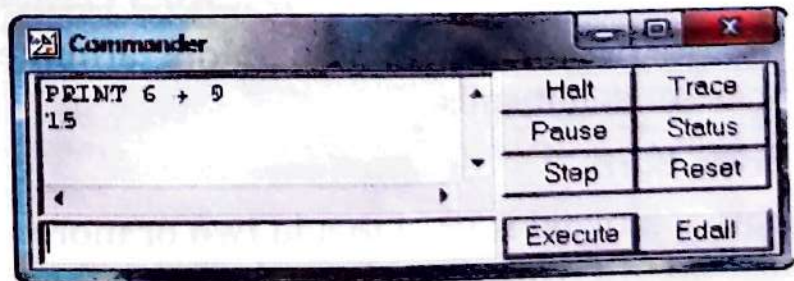
To print the sum of two numbers, say 6 and 9, the command is :

PRINT 6 + 9

15

Sticky Note

After typing PRINT command, leave one space and then type the numbers with the desired operator(s).



Using + operator

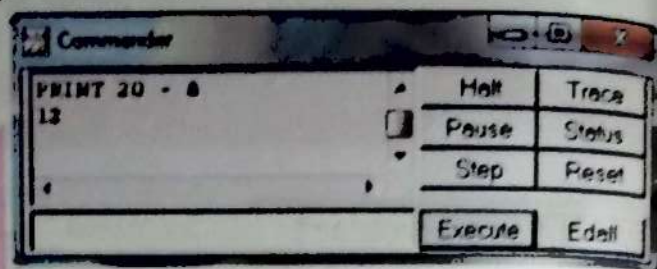
To print the difference of two numbers, say 20 and 8, the command is :

PRINT 20 - 8

12

Sticky Note

All the arithmetic operators take two inputs.



Using - Operator

For Your Info

The numbers on the left and the right side of the operator are known as operands.

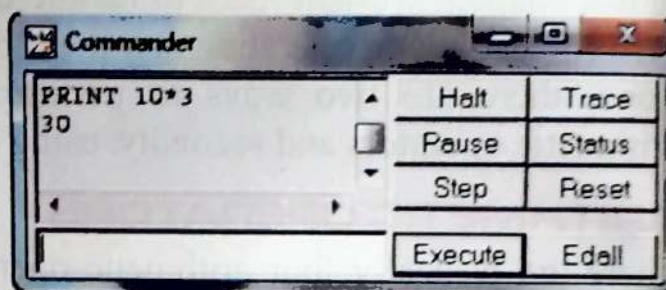
To print the product of two numbers, say 10 and 3, the command is :

PRINT 10 * 3

30

Sticky Note

The arithmetic operator used for multiplication is * and not x as you do in mathematics.



Using * Operator

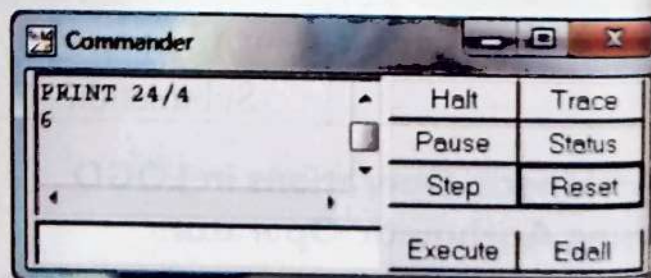
To print the quotient of two numbers, say 24 and 4, the command is :

PRINT 24 / 4

6

Sticky Note

The first number is divided by the second number.



Using / Operator

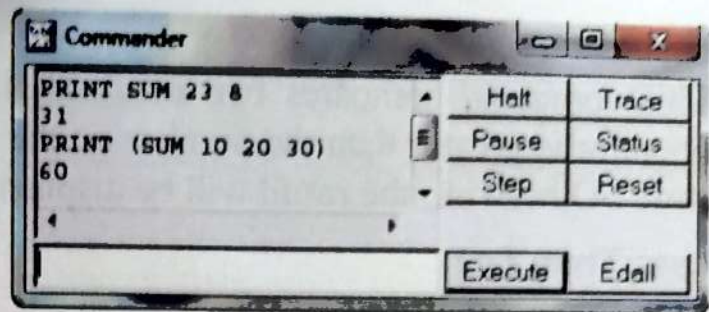
ARITHMETIC OPERATIONS USING OPERATOR COMMANDS

Besides basic arithmetic operators, arithmetic operations can also be done using operator commands.

Print Sum

This command is used to add two or more numbers and display the result. Instead of giving the '+' sign between the numbers, type PRINT SUM, followed

by two numbers. A space should be given between the numbers. To add more than two numbers, the operator SUM along with the numbers has to be written within round brackets (parenthesis).



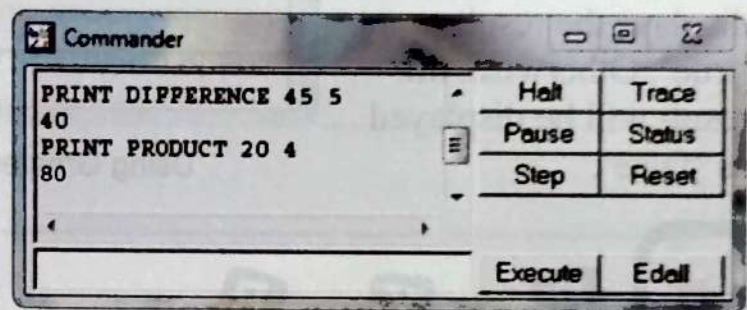
Using Sum Command

Print Difference

This command is used to subtract two numbers. Instead of giving the '-' sign between two numbers, type PRINT DIFFERENCE, followed by two numbers with a space between them.

Print Product

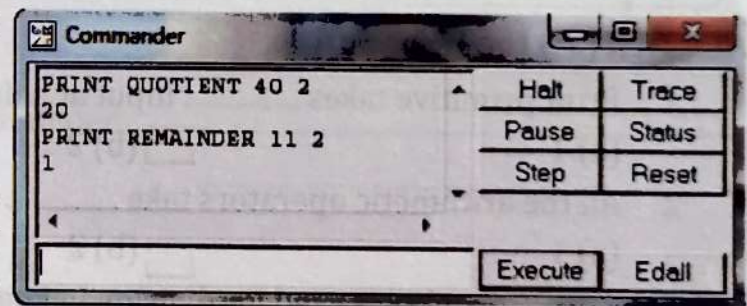
This command finds the product of two numbers. The output is always displayed in the next line.



Using Difference and Product Commands

Print Quotient

This command accepts two values as input. It divides the first input number by the second input number and gives the quotient.



Using Quotient and Remainder Commands

Print Remainder

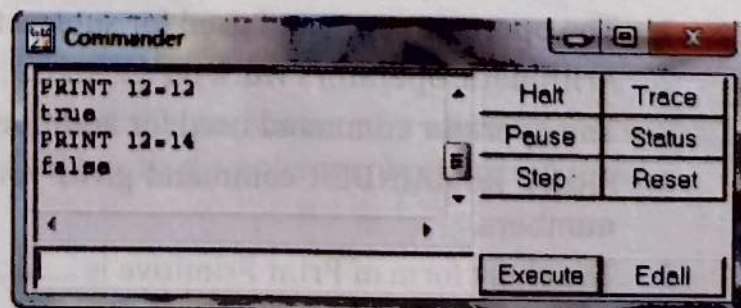
This command takes two values as input. It divides the first number by the second number and displays only the remainder on the screen.

LOGICAL OPERATORS

Logo can also work with many logical operators. To perform these logical operations, a set of special symbols are used, like : =, >, >=, <, <= etc.

Equals (=) Command

This command compares two numbers and checks whether both numbers are equal or not. The result of comparison is either true or false.



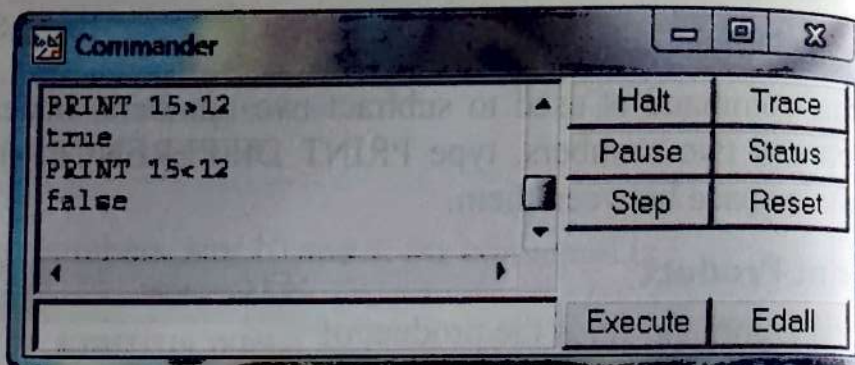
Using Equals Operator

Greater Than (>)

This command compares two numbers. If the number on the left side of the operator is greater than the number on the right side, Logo displays the result as 'true'. Otherwise, the result will be displayed as 'false'.

Less Than (<)

This command also compares two numbers. If the number on the left side of the operator is less than the number on the right side, Logo displays the result as 'true'. Otherwise, the result will be displayed as 'false'.



Using Greater than and Less than Operators



Boost Your Brain



A. Tick (✓) the right option.

1. Print primitive takes input at a time.

(a) 1

(b) 2

(c) 3

2. All the arithmetic operators take inputs.

(a) 1

(b) 2

(c) 3

3. symbol is used for division in Logo.

(a) *

(b) /

(c) ÷

B. Fill in the blanks with the correct words.

Enter Remainder PRINT DIFFERENCE Numbers PR PRINT SUM

1. The operator command used for subtraction of numbers is

2. Arithmetic operators work on

3. The operator command used for addition is

4. PRINT REMAINDER command gives you the of the division of two numbers.

5. The short form of Print Primitive is

6. To execute any command, press the key after writing a primitive.

C. Answer the following questions.

1. How do you subtract two numbers in LOGO?
.....

2. What is the use of LOGO language?
.....

3. Can you do addition in LOGO without using the PRINT SUM command? If yes, then how?
.....

4. What is the difference between PRINT QUOTIENT and PRINT REMAINDER commands?
.....

5. What result do we get when we use logical operators?
.....

Activity Monitor

Write the command and output for each of the following.

1. Add 20 and 25
.....

2. Multiply 15 and 12
.....

3. Divide 57 by 6 and print the remainder
.....

4. 30 greater than 28
.....

Lab Visit

Practice the LOGO operator commands. Give commands for the following.

1. $8 \div 4 \times 16 + 6 - 4$

2. display the quotient when 36 is divided by 4.

3. display the remainder when 25 is divided by 7.

4. Create a formula to calculate the area and the perimeter of a rectangle. Also find out the answer using Logo commands if length = 3 units and breadth = 4 units.



Lesson Extract



- ❖ Parts of a LOGO Procedure
- ❖ Advantages of LOGO Procedures
- ❖ Rules for Naming a LOGO Procedure
- ❖ Defining/Writing a LOGO Procedure
- ❖ Some LOGO Procedure Operations

Logo is a very versatile language. It can be used for drawing figures and displaying values using the Print Primitives. It can also be used for simple mathematical calculations.

Sometimes, we need to give so many commands again and again. In such cases, we can use **Procedures**. In general term, the word 'procedure' refers to the method of doing a particular task. For example, the steps we follow to switch on a computer, is an example of a procedure. In LOGO, a procedure is a set of LOGO commands given one after the other to perform a particular task. Each procedure should always be given a particular name. By using the procedure name, we can execute the set of commands that the procedure contains.

PARTS OF A LOGO PROCEDURE

A LOGO procedure has three parts : Title, Body and End.

Title : It allows us to give a name to the procedure. It always starts with the word 'To'

Body : It contains all the primitives for drawing a desired figure.

End : It contains the word 'End', which conveys to the computer that primitives in the procedure are over.

ADVANTAGES OF LOGO PROCEDURES

- **Reusability :** This is the main advantage of procedures as once we define a procedure, we can use it many times. By simply typing the name, the turtle creates the image according to the primitives.
- **Speed :** As the procedure can be saved, it takes less time to execute the commands. So, the execution speed of procedures is quite high.

RULES FOR NAMING A LOGO PROCEDURE

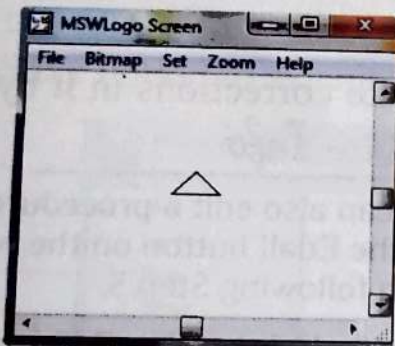
- A procedure can have letters (capital or small), numbers (0-9) and symbols (@, #, etc.) in its name.

- The first character of a procedure should always be a letter.
- A procedure cannot have blank spaces.
- The procedure name cannot be any LOGO command, such as FD, BK, RT, LT, etc.
- A procedure cannot have colon (:), and arithmetic symbols like (+, -, *, /) etc.

DEFINING / WRITING A LOGO PROCEDURE

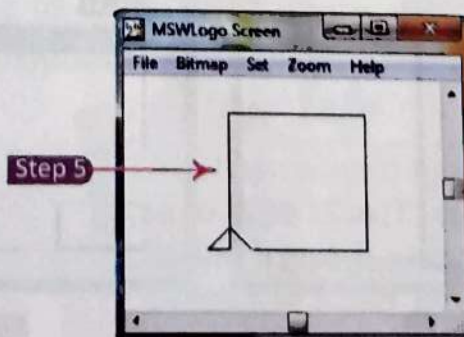
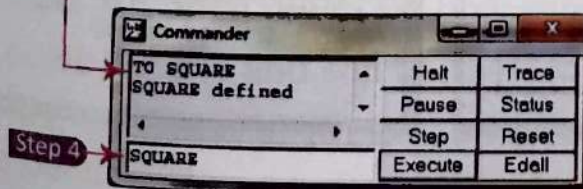
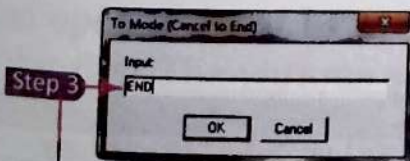
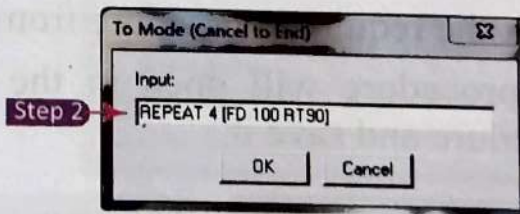
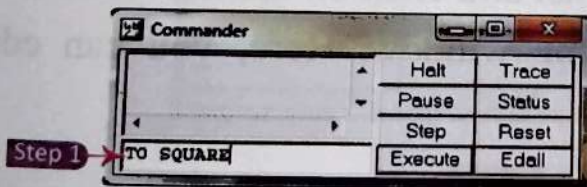
To write a procedure, we follow these steps :

- Click inside the **Input Box**. Type **TO** followed by the name of the Procedure, e.g. TO Square. Press the Enter key.
- A **User Input Box** appears. Type the commands to produce a square, for example, REPEAT 4 [FD 100 RT 90]
- When all the commands are entered, type **END** and press the **Enter** key. The procedure for a Square gets defined.
- To run the procedure, type **Square** in the **Input Box** and press the **Enter** key.
- A square is drawn.



For Your Info

A procedure defined within a main procedure is known as the sub-procedure.



SOME LOGO PROCEDURE OPERATIONS

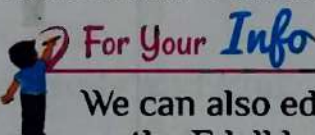
A LOGO procedure can be edited, deleted, saved and loaded by using different Menu options and commands as we have used in other programs. Let's have a look at them.

Menu Option/Command	Use	Description
File (Menu) → Save (Option)	Saving a procedure	Helps to save a procedure in a file on the Hard Disk.
File (Menu) → Load (Option)	Loading or recalling a procedure	Helps to load or open a procedure from the Hard Disk.
Erase Procedure → Enter	Erasing a procedure	Deletes one procedure at a time.
Erase All	Erasing all procedures	Deletes all saved procedures.

Editing a LOGO Procedure

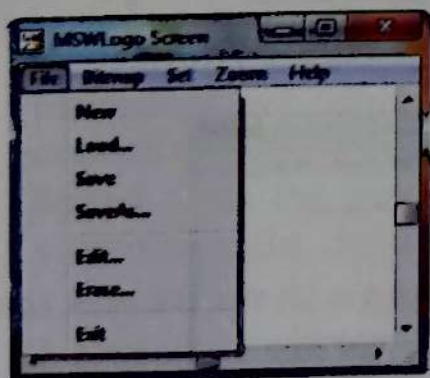
Once a procedure is made, we can open and make corrections in it by following these steps :

- Click on the File menu and choose **Edit**. The **Edit Procedure** dialogue box opens.
- Select the required procedure from the list and click on the **OK** button.
- The procedure will open in the **Editor** window. Here, you can edit the procedure and save it.

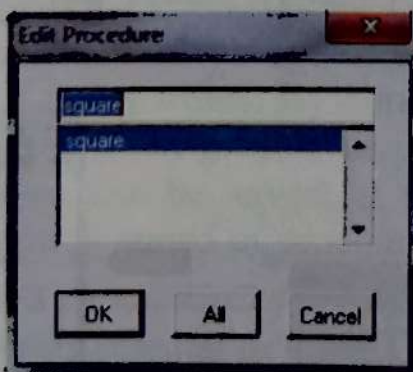


For Your Info

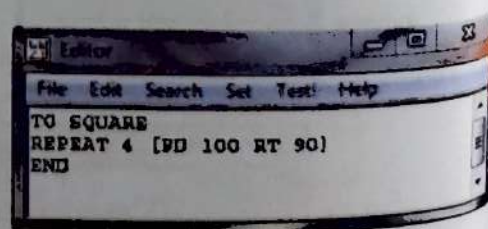
We can also edit a procedure by clicking on the Edall button on the window and then following Step 3.



Step 1



Step 2



Step 3

Erasing a LOGO Procedure

The Erase command is used to remove a procedure from the computer's memory. The various steps to erase a procedure are :

- Type **ERASE** name of the file in the **Input Command** box.
- Press the **Enter** key.

To erase all the procedures from the computer's memory, we type **ERASE ALL** and press the **Enter** key.

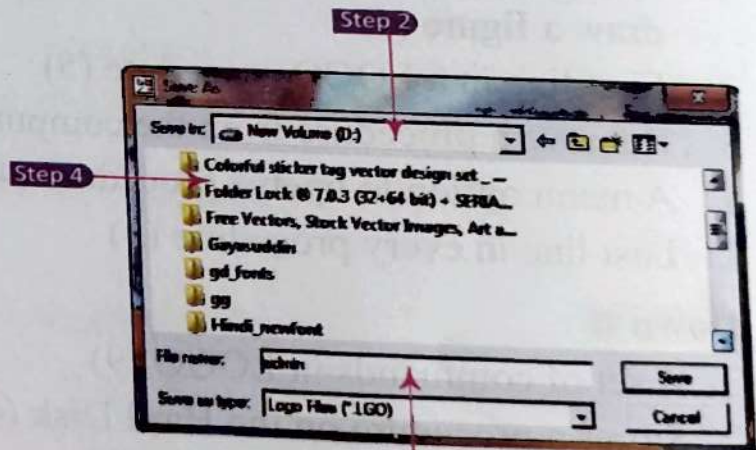
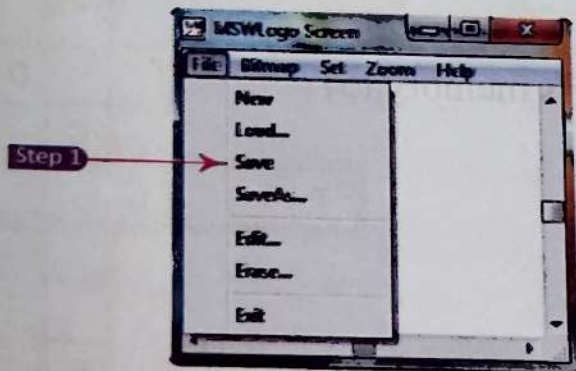
Saving a LOGO Procedure

If we write a procedure and save it, it stays in the external memory of the computer. The various steps to save procedure are :

- Type **SAVE** name of the file.lgo in the **Input Command** box.
- Press the **Enter** key to save the LOGO procedure.

We can also save a LOGO procedure through the File menu. The steps we follow are :

- Click the **File** menu to select **Save As** option. A **Save As** dialogue box opens.
- Fix the location of the file.
- Write the name of the file (with .lgo extension) in the File name.
- Click **Save** option to save it.

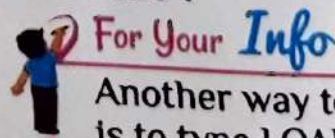


Step 3

Loading a LOGO Procedure

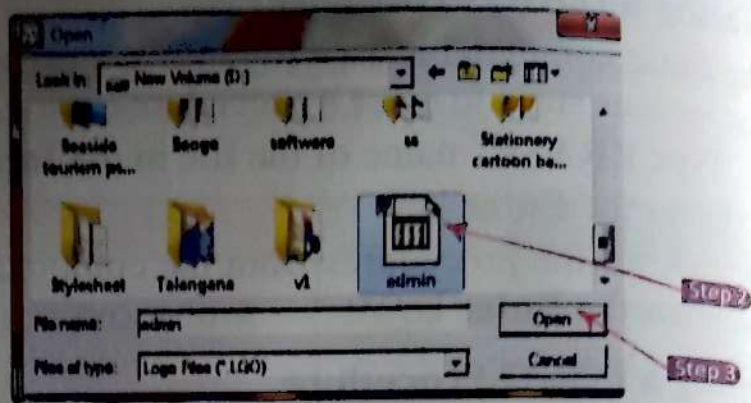
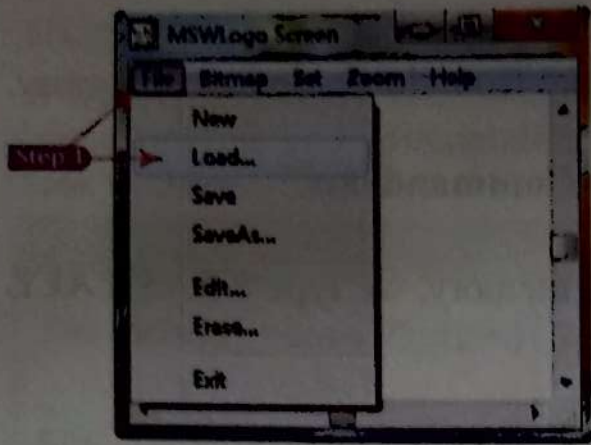
We can open a saved LOGO procedure file to work on it again. For this we have to load it first. The various steps to load a procedure are :

- Click on the **File** menu and select **Load**. An open dialogue box appears.
- Locate the file and select it.
- Click on **Open** or press the **Enter** key to open it.



For Your Info

Another way to load a procedure is to type **LOAD** name of the file in the **Input Command** box and press the **Enter** key.



For commands like EDIT, SAVE, ERASE and LOAD, we put double quote (") before the name of the procedure.

Time to Drill

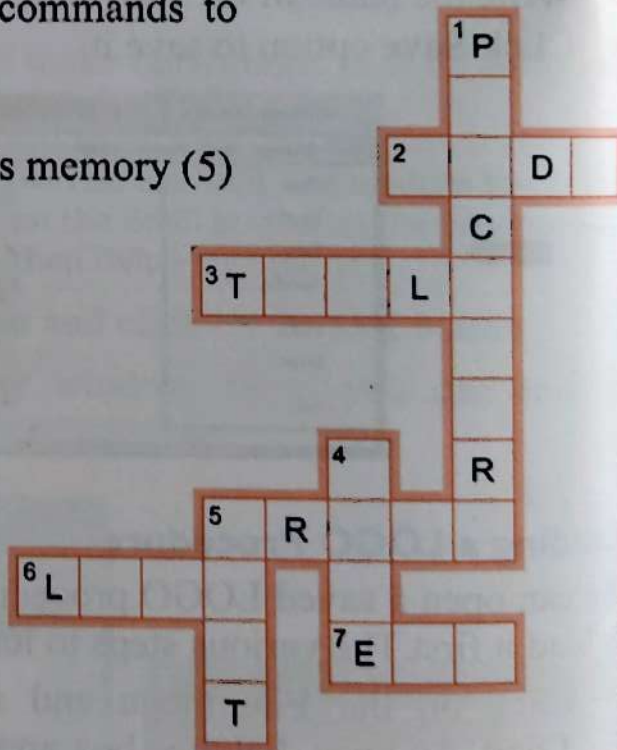
✦ Solve the crossword puzzle with the help of the hints given below.

Across

2. A segment of procedure that contains commands to draw a figure (4)
3. First line in a LOGO procedure (5)
5. Remove a procedure from the computer's memory (5)
6. A menu option to open a procedure (4)
7. Last line in every procedure (3)

Down

1. A set of commands in LOGO (9)
4. Stores a procedure on the Hard Disk (4)
5. A menu option to make corrections in a procedure (4)





A. Tick (✓) the right option.

- The first character of a procedure should always be a
(a) letter (b) number (c) name
- The title of the LOGO procedure always begin with
(a) FD (b) TO (c) *
- We use the option to delete all saved procedures.
(a) FINISH ALL (b) DELETE ALL (c) ERASE ALL
- We use a double quote before the name of the to give a SAVE command.
(a) file (b) procedure (c) command

B. Fill in the blanks with the correct word.

three .lgo ERASE Procedure blank spaces

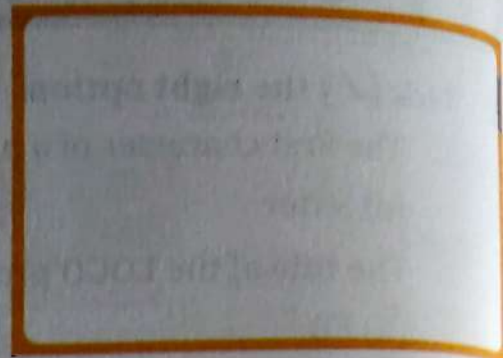
- is a group of commands stored together to carry out a job.
- A procedure consists of parts.
- We cannot use to name a procedure.
- The command is used to remove a procedure from the computer's memory.
- A file saved in LOGO will have extension.

C. Answer the following questions.

- What do you understand by the term procedure in LOGO?
.....
- What are the advantages of procedures?
.....
- What are the rules for naming a procedure?
.....
- How can you edit a procedure?
.....
- Write the steps to load a procedure?
.....

① Draw the result of the following procedure :

```
TO CIRCLE  
REPEAT 36 [FD 5 RT 10]  
END  
TO TRIANGLE  
REPEAT 3 [FD100 LT 120]  
END
```



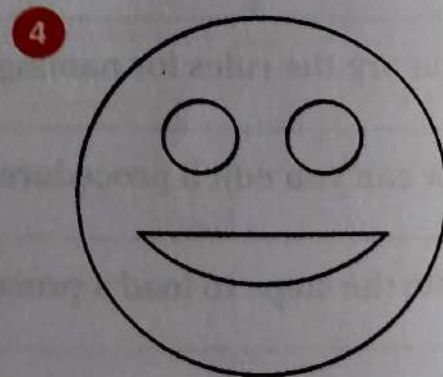
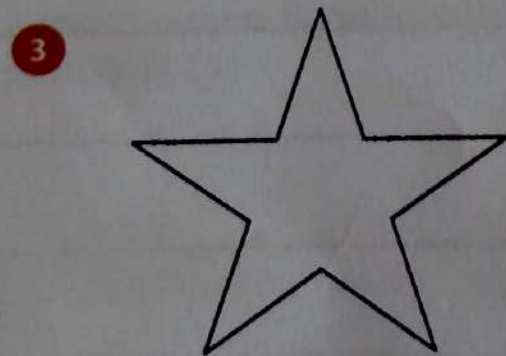
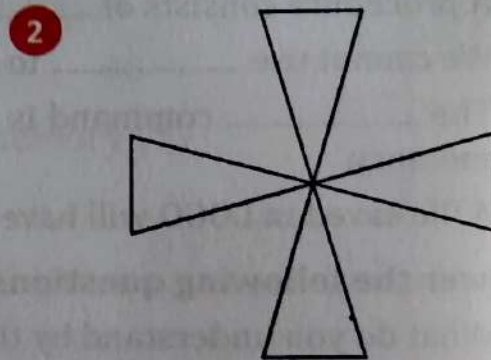
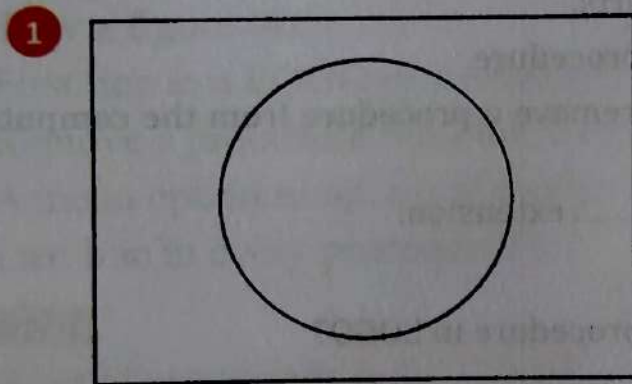
② Guess, what each of the following will draw ?

1. REPEAT 5 [FD 50 RT 144]
2. REPEAT 12 [RT 60 REPEAT 3 [FD 30 RT 90]]



LAB VISIT

③ Write procedures for each of the figures given below. Save all procedures in separate files in a folder named My LOGO. Edit them by changing the values and save again.



Lesson Extract

- ❖ MS PowerPoint Presentation
- ❖ Starting MS PowerPoint 2007
- ❖ Components of MS PowerPoint 2007
- ❖ Creating a New Presentation
- ❖ Adding Text into a Placeholder
- ❖ Saving a Presentation
- ❖ Exiting a Presentation
- ❖ Opening a Presentation
- ❖ Adding a New Slide
- ❖ Adding Pictures to the Title and Content Slide
- ❖ Slide Show

A presentation is a systematic display of the contents of a topic. It includes text, graphics, pictures, movies, sounds, special effects, etc.

MS PowerPoint is a presentation graphics software developed by Microsoft. It is the most powerful tool for communicating ideas and information.

MS POWERPOINT PRESENTATION

MS PowerPoint Presentation consists of **slides**. These are organised and formatted using various Microsoft PowerPoint features. It is a way of presenting our viewpoint in the form of text and graphics on the slides. These slides are just like the pages of a document. It can contain either text or graphics, or both. It runs continuously in the form of a slide show.

A presentation is helpful to us in many ways :

- Using PowerPoint, we can make projects on any topic.
- Teachers can use presentations to prepare their lesson plans.
- People of the business world can use it to present information about their products or company in seminars and meetings.

STARTING MS POWERPOINT 2007

- Follow these steps to start MS PowerPoint 2007.

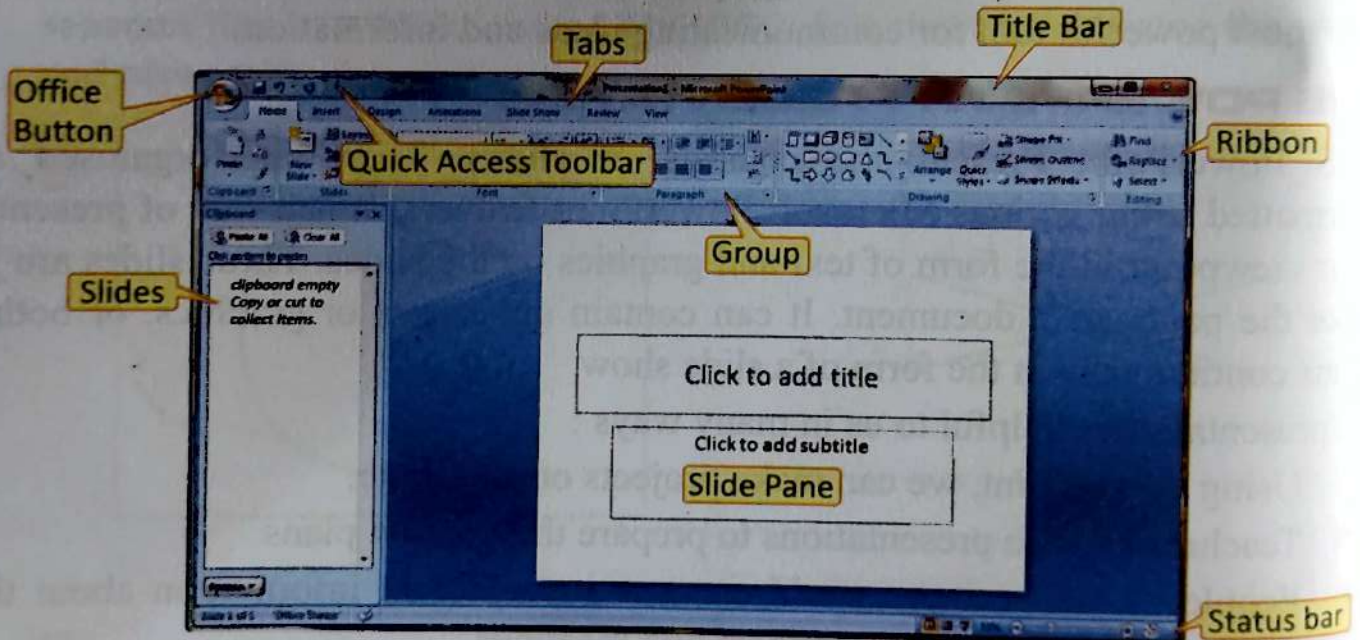
Click on **Start** → **All Programs** → **Microsoft Office** → **Microsoft Office PowerPoint 2007**



Start

Starting MS PowerPoint 2007

- On starting MS PowerPoint 2007, a blank presentation named **Presentation 1** appears on the screen.



MS PowerPoint 2007 Window

COMPONENTS OF MS POWERPOINT 2007

MS PowerPoint 2007 consists of the following components :

Title Bar : It displays the name of the presentation on which you are currently working.

Quick Access Toolbar : The Quick Access Toolbar contains commands that you may want to use quite often. You can place this toolbar above or below the Ribbon. To do so, click on the arrow at the end of the toolbar and select **Show Below the Ribbon** option.

To add items to the Quick Access Toolbar, right-click on any item on the Ribbon and click on **Add to Quick Access Toolbar**.

MS Office Button : The Office Button performs many of the functions that were available in the File menu of older versions of PowerPoint. This button allows us to create a new presentation, open an existing presentation, save and save as, print, send or close the presentation.

Ribbon : The Ribbon is placed at the top area of the document. It has seven tabs—Home, Insert, Design, Animations, Slide Show, Review and View. Each tab contains commands arranged in groups.

Slide Pane : In the Slide Pane, you can work directly on individual slides.

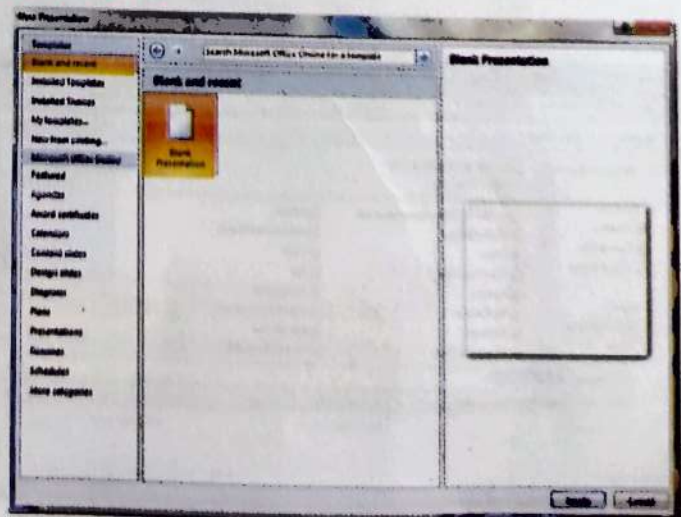
Slides Tab : The Slide Tab shows a thumbnail version of each slide shown in the slide pane. After adding other slides, you can click a thumbnail on the **Slides** tab to make the slide appear in the **Slide** pane. You can add, delete, duplicate and rearrange slides in the **Slides** tab.

Outline Tab : The **Outline** tab displays the text content of each slide. You can edit your text directly from the **Outline** view.

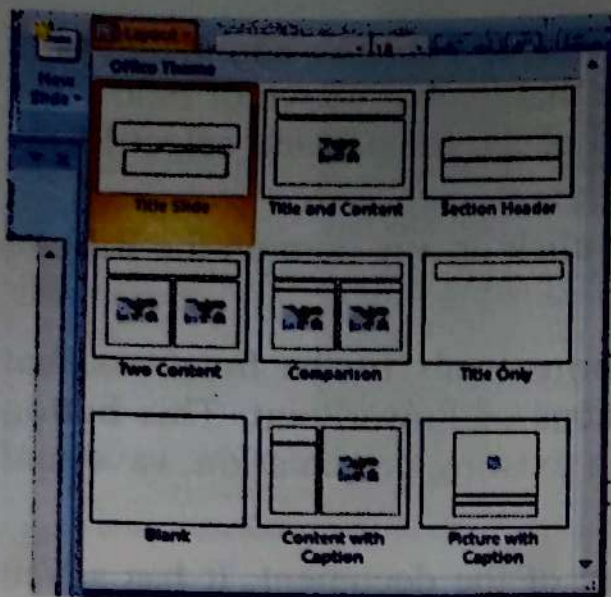
Notes Pane : In the Notes Pane, you can type notes to yourself about the current slide.

CREATING A NEW PRESENTATION

- Click on the **Office Button > New** option. The **New Presentation** dialog box will open.
- **Blank Presentation** is selected by default. Click on **Create** button.
- A new presentation with a blank slide will open in the PowerPoint screen.



New Presentation Dialog Box



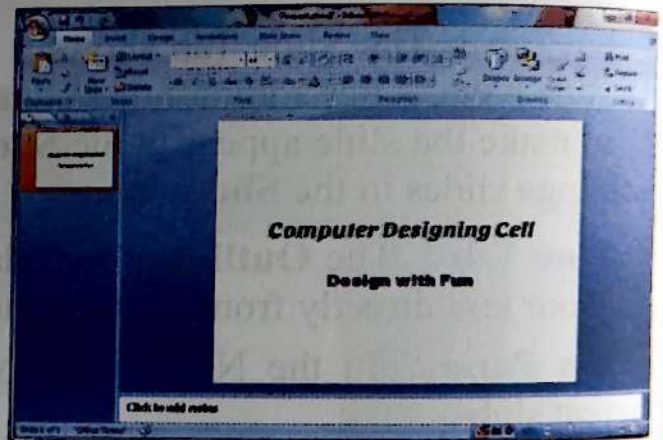
Slide Layout Options

- The default slide that appears when you create a new presentation is **Title Slide** layout which displays the dotted placeholders.
- To add a new slide, click on **New Slide** button on the **Home** tab.
- To change the layout of active slide, click on **Layout** button and select the desired layout that you want.

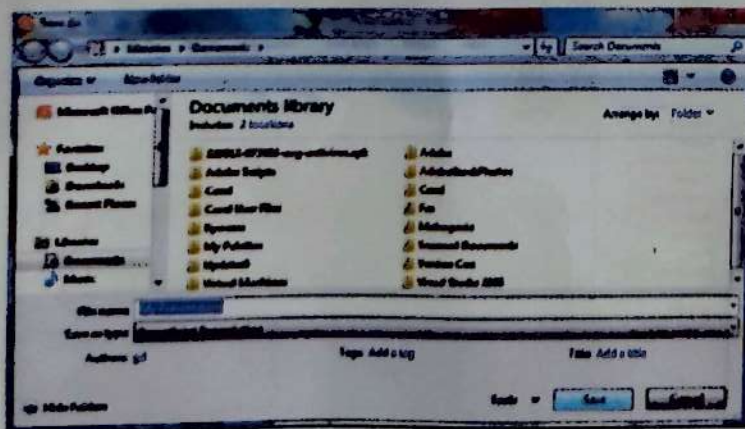
ADDING TEXT INTO A PLACEHOLDER

To add text inside the placeholder, follow these steps :

- To enter title in a slide, click on the **Click to add title** placeholder. A text box appears.
- The cursor appears in the center. Type 'Computer Designing Cell'.
- Click on the **Click to add Subtitle** placeholder. Type 'Design with Fun'. Observe the change.



Adding Text



Saving a Presentation

SAVING A PRESENTATION

It is important to save your work at regular intervals to avoid data loss because of any hardware or power failure. Follow these steps to save a presentation :

- Click on **Save** button or use **Office Button > Save** option. The **Save As** dialog box appears.

- Specify the name 'My Presentation' in the File name text box. Click on Save button.
- The presentation will be saved with the name My Presentation, with an extension .pptx.

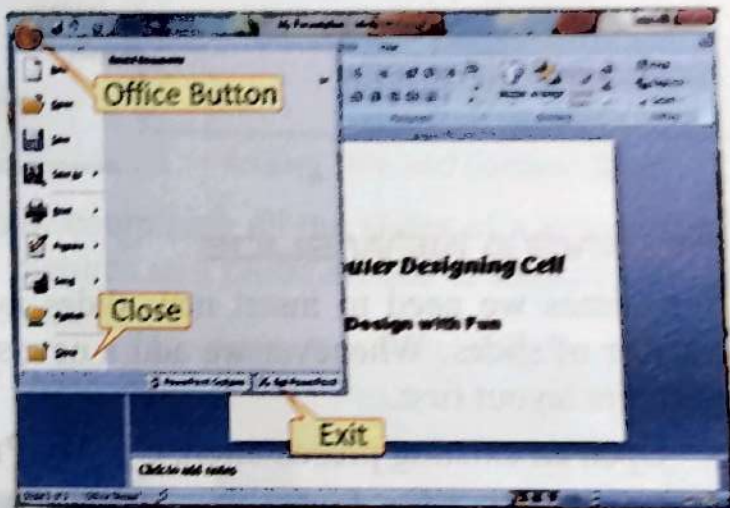
For Your Info

In PowerPoint 2010 also, the files are saved with the extension .pptx.

EXITING A PRESENTATION

To close a presentation or exit from PowerPoint, click on Close button on the Title bar.

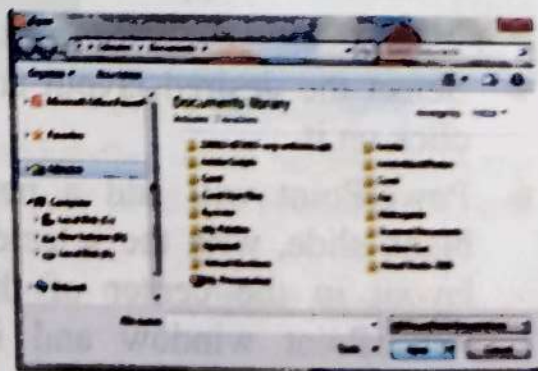
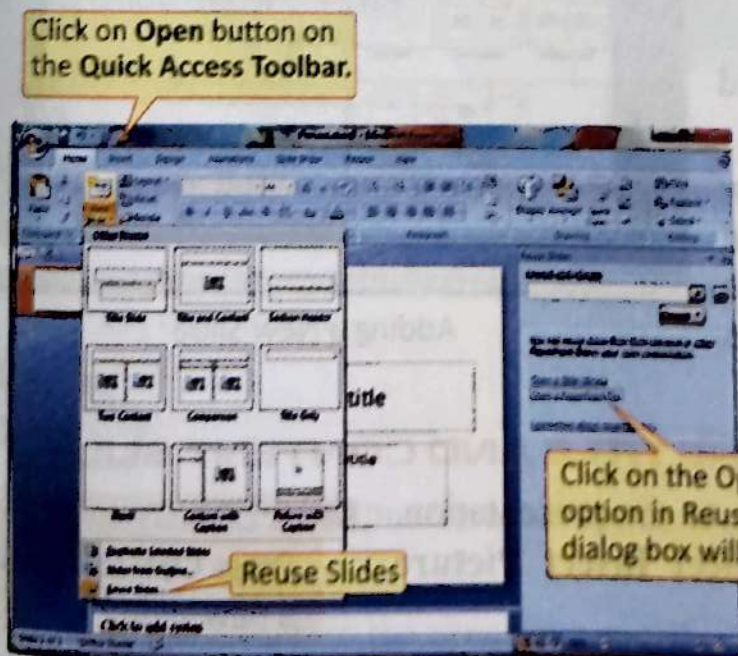
- We can also close the presentation by clicking on the Office Button > Close option.
- To close PowerPoint application, click on the Office Button > Exit PowerPoint option.



Exiting PowerPoint

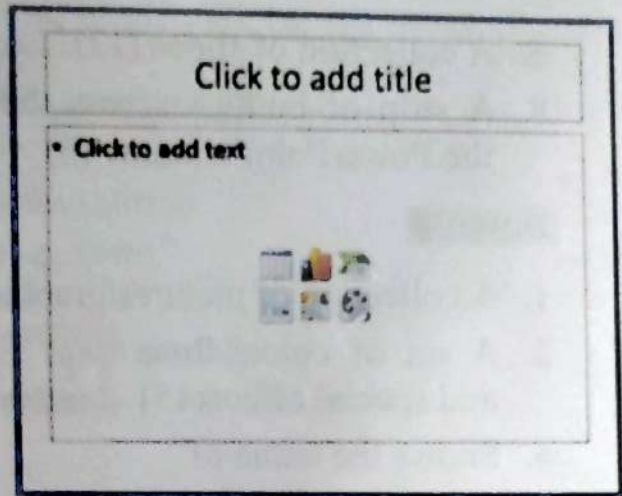
OPENING A PRESENTATION

There are three ways to open an existing presentation, as shown below :



Opening a Presentation

- Select the picture from the **Insert Picture** dialog box by clicking on it or by typing the filename and clicking on **Open** button.
- The picture will appear on the slide.



Adding Title and Content Slide

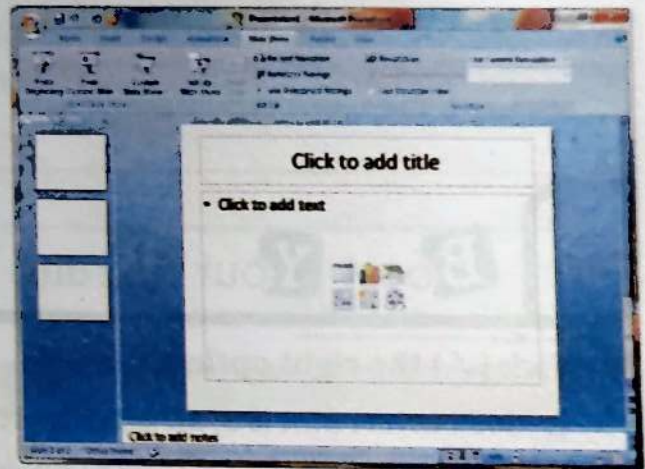
SLIDE SHOW

MS PowerPoint provides the option of combining all the slides of a presentation into a slide show. It is just like the pictures in a photo album. It displays all the slides in a presentation one by one on the screen.

To run a slide show, you can follow these steps :

Click on the **Slide Show** tab and select either of the option in the **Start Slide Show** group.

- From Beginning —
- From Current Slide —
- Custom Slide Show —



Viewing Slide Show

For Your Info

- ♦ To resize a picture click on the **Corner Sizing** handles. While holding down the mouse button, drag the sizing handle as per your need and release the mouse button.
- ♦ To view the presentation of a particular slide, open that slide and press **Shift + F5** key combination.

Time to Drill

Solve the crossword puzzle with the help of the hints given below.

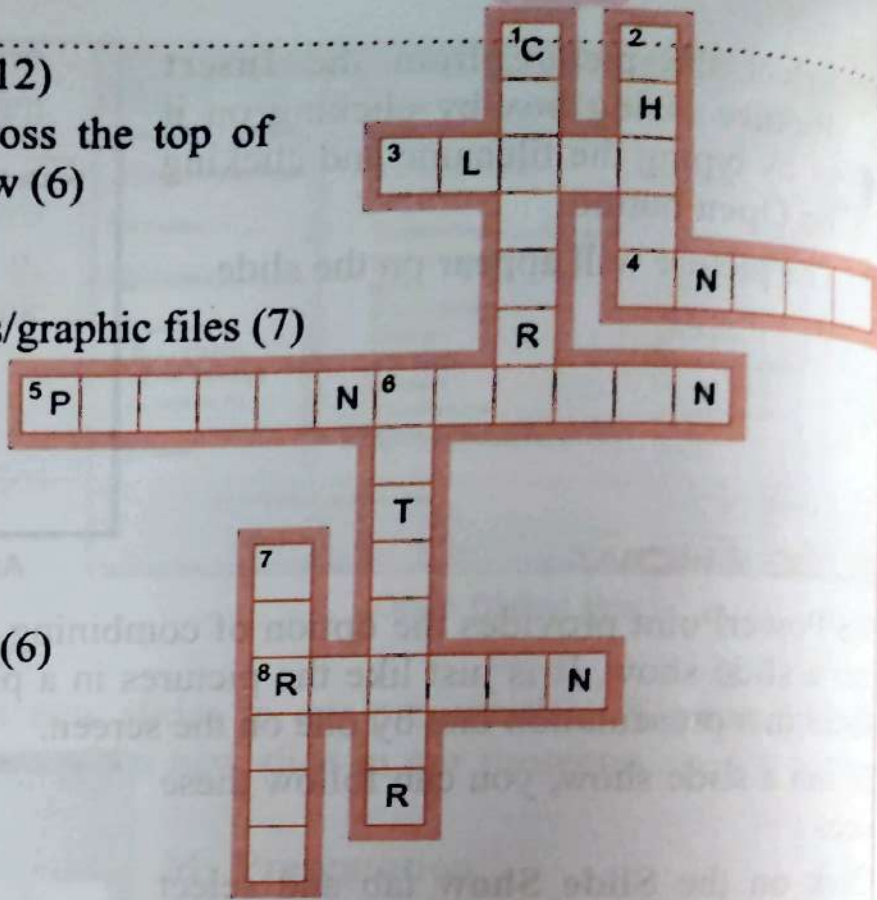
Across

3. A single screen in the presentation (5)
4. To go to the next slide (5)

5. A collection of slides (12)
8. A strip of buttons across the top of the PowerPoint window (6)

Down

1. A collection of pictures/graphic files (7)
2. A set of color, fonts and special effects (5)
6. Shows the name of currently opened presentation (5, 3)
7. A view of presentation (6)



Boost Your Brain



A. Tick (✓) the right option.

1. MS PowerPoint is a/an software.
 (a) accounting (b) presentation (c) word processing
2. The pages in a presentation are called
 (a) sheets (b) slides (c) documents
3. The first slide of a presentation is selected as by default.
 (a) Title Slide (b) Title only (c) Title and Content
4. view shows all the slides and the body text in a presentation.
 (a) Slide Show (b) Normal (c) Slide Sorter

B. Fill in the blanks with the correct words.

.pptx Views Open F5 Slides Ideas

1. A presentation is a collection of arranged in a systematic order.
2. A presentation is widely used to present and effectively.
3. To open PowerPoint file, click on button on the Quick Access Toolbar.

4. To run a slide show, you can press the key.
5. In PowerPoint 2007, the files are saved with an extension.....

C. Match the following.






- | | |
|----------------|-------------------------------------|
| 1. Esc key | (a) To press the mouse button |
| 2. Click | (b) To open a pop-up menu |
| 3. Right-click | (c) To delete a slide |
| 4. Enter key | (d) To return to the previous slide |
| 5. Delete key | (e) To go to the next slide |

D. Answer the following questions.

1. What is a presentation?
.....
2. What is a slide?
.....
3. What is a placeholder?
.....
4. Which tab contains the New Slide button?
.....



Complete the following table.

Icon	Name	Purpose
		
		
		
		
		

Project Board 

Create a presentation on—Computer : A Magical Boon.
Collect information and make an attractive presentation having 10 to 12 slides in it.



Lesson Extract



- ❖ What is Internet?
- ❖ Uses of the Internet
- ❖ Searching on Internet
- ❖ Exploring Email
- ❖ Setting up an Email Account

We already know that a computer network means two or more computers connected together with special cables or devices to share information.

WHAT IS INTERNET?

Millions of computers around the world which are connected together to share information from the Internet. It stands for **International Network**. When people talk about getting online, it means being connected to the Internet. It has many features but is generally used as a way to communicate, use information tools and find endless amount of information from unlimited number of sources.



USES OF THE INTERNET

Internet has changed the modern life to a great extent. Every kind of information is available on it. There are many uses of the Internet. Some of the popular uses of Internet are :

- It provides information/news on any topic.
- It allows us to send and receive messages (text, images, sound, videos) anytime and anywhere.
- We can have video as well as text chat with our friends using Internet. (Video telephony with the help of computer, Internet and web camera).
- Buy or sell new/old goods.



For Your Info

An Internet Service Provider (ISP) is the company that gives us access to the Internet for a fee. The browser will not be able to display pages unless the computer is connected to an ISP, e.g. BSNL, Tata, Airtel, Reliance, etc.

- Buy airline/railway/movie tickets.
- Perform banking operations.
- Check exam results.

SEARCHING ON INTERNET

Internet contains millions of websites and webpages. We can find information on almost all the subjects and topics available on these websites.

It is not always possible to know the addresses of all the websites that contain information about any particular subject. We can only remember a limited number of addresses of websites.

For searching on Internet we have to use search engines and directories. Search engines are websites on the Internet which provide the facilities to search on the Internet to find information.

Search Engines

Internet search engines are those websites which search information for us according to the words or terms we have given.

Most people are primarily interested in tools for finding information on the web. Originally, there are two kinds of search services on the Internet :

- Directories
- Engines

Some of the popular search engines are :

Google	www.goolge.com
MSN	www.msn.com
Yahoo	www.yahoo.com
Askjeeves	www.askjeeves.com

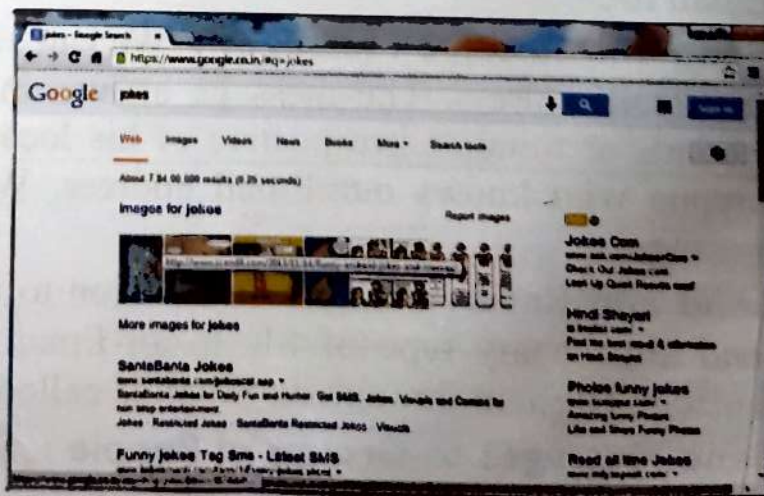
Search engines should be our first choice when we know exactly what we are looking for.

Suppose we want to search jokes on the Internet. Open a search engine with our browser. For example open www.google.com and type jokes in the space provided for writing search terms.



For Your Info

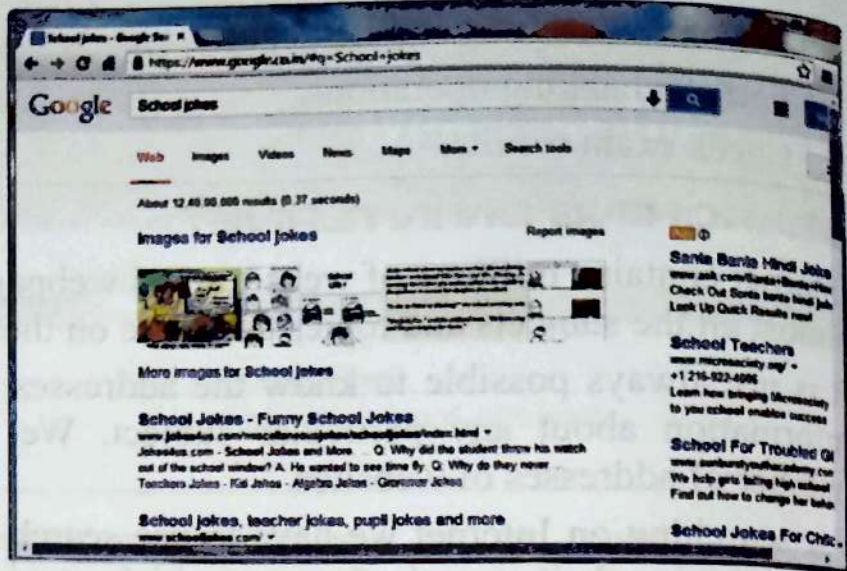
Larry Page (R) and Sergey Brin (L) are the founders of Google.



Jokes Search Option

In this way we can search other things also. We can search for books, games, news, songs, movies, pictures, etc. While searching, we must carefully choose the search terms.

For example, in the above case of jokes the search engine provides us all the links about jokes. Now suppose we want jokes only about school. For this, we can type school jokes.



School Jokes Search Option

We can use different searching options to effectively search matters related to any topic. We will know about advance searching options and the working of search engines in higher classes.

Time to Drill

- Open any search engine.
- Search for 'Computer books for kids'. Note down the number of links.
- Now search for 'Elementary Computer books for kids' and note down the number of links.
- Use the above search terms in different search engines and find the differences.

EXPLORING EMAIL

Email stands for electronic mail. It is one of the most widely used applications of Internet. It is a fast and convenient way to communicate with others. We can use Email to :

Send and Receive Messages : We can send an Email to any person who has an Email address. The message arrives in the recipient's Email inbox within seconds or minutes irrespective of his location. We can receive messages from anyone who knows our Email address. We can also read and reply to those messages.

Send and Receive Files : In addition to the normal text-based Email, we can send almost any type of file in an Email; including documents, pictures and music. A file sent through an Email is called an attachment.

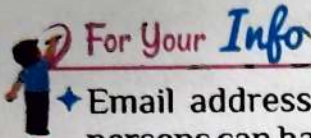
Send Messages to Groups of People : We can send an Email to many people at the same time.

Forward Messages : When we receive an Email, we can forward it to others without retyping it.

Sending Email is Free : Unlike sending a regular letter an Email does not require stamp or fee and the town where the recipient lives. The only charges that we pay are for the Internet connection.

An Email Address : An Email address consists of a user name (a nickname we choose, not necessarily our real name), the @ sign, and the name of the website which we are going to create the Email id. Example

info@brilliantbooks.co.in



For Your Info

- ◆ Email address of every person is unique and no two persons can have the same e-mail address.
- ◆ An Email address does not contain any space and is always in small letters.
- ◆ Sabeer Bhatia, the founder of Hotmail, the first Internet based free Email.



SETTING UP AN EMAIL ACCOUNT

To receive and send an Email we must set up an Email account. Your teacher will help you to set up your account. Most Email addresses are simple, e.g.

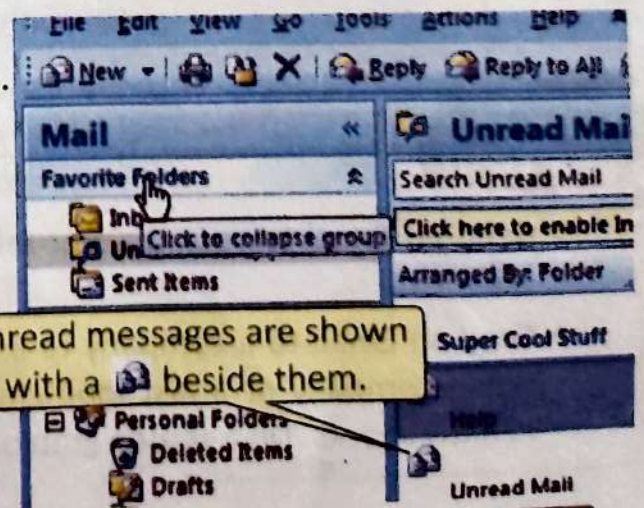
someone@somewhere.com

Write your Email address below. Learn and remember it.

Also write down your best friend's Email address so you can send him or her messages.

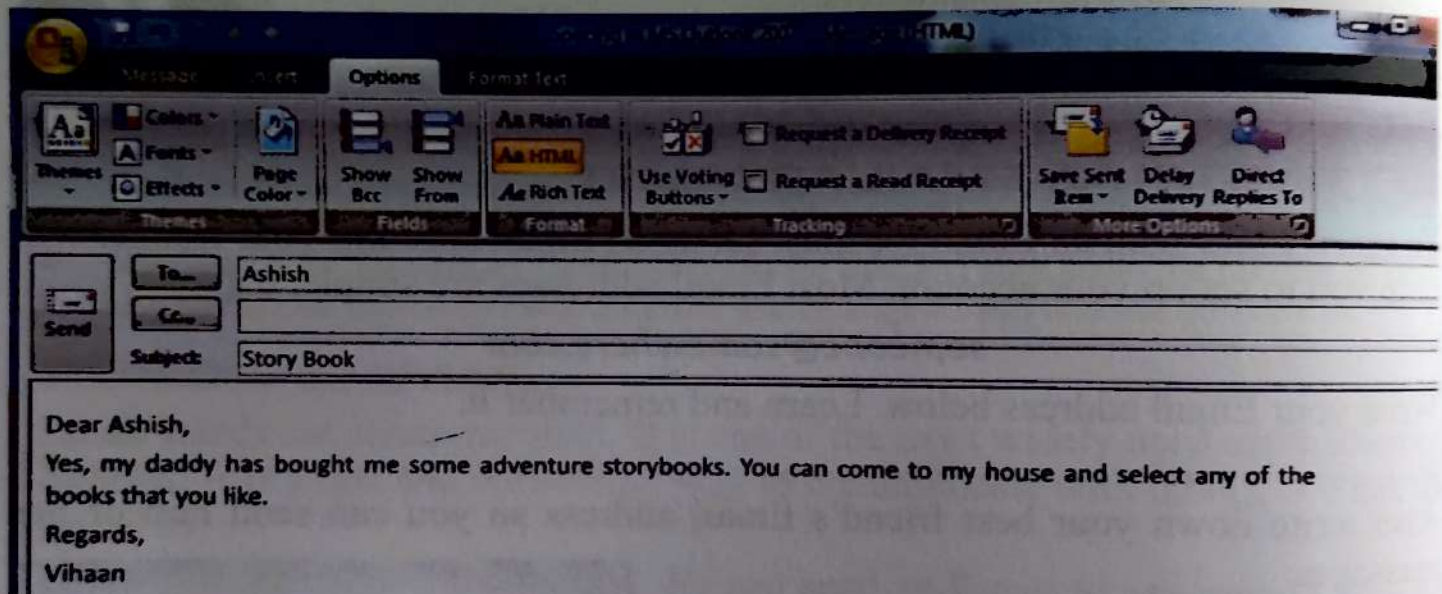
Receiving and Opening Email

- Open Microsoft Office Outlook 2007.
- Click inbox to see the messages you have been sent .
- Double click on the files/messages to open it.



Replying to Email

- Click
- Microsoft Office Outlook 2007 will fill in the To... box, automatically with the sender's name.
- Microsoft Office Outlook 2007 also fills in the Subject : box with Re : + the original subject.
- Click the space on top of the original message and type the reply :
Dear Ashish,
Yes, my daddy has bought me some adventure storybooks. You can come to my house and select any of the books that you like.
Regards,
Vihaan
- Click to send your reply.



Time to Drill

- ◆ Send an Email to your teacher telling him/her about the lessons which you enjoy the most.
- ◆ Send an Email to a company to ask about one of its products. You could choose a sweet company or a fast food chain, and ask them what they are doing to make healthy snacks. Do a screen grab of any replies.



Boost Your Brain



A. Tick (✓) the right option.

- What is the largest network of computers spread across the globe called?
 (a) Multimedia (b) Internet (c) Cable Network
- is a special program to open websites.
 (a) www (b) Web Browser (c) Web page
- is regarded as the founder of world wide web.
 (a) Sabeer Bhatia (b) Tim Berners-Lee (c) Sergey Brin
- is one of the most popular search engines and has been founded by Larry Page and Sergey Brin.
 (a) Yahoo (b) Google (c) Bing

B. Fill in the blanks with the correct words.

Internet Explorer Email www Google Chrome Web Browser Home Page

- A is a software that is used to access information on the Internet.
- is a collection of various websites.
- and are the two most popular web browsers.
- The first page of any website is known as
- is one of the most widely used applications of Internet.

C. State whether the following sentences are true or false.

- A website is a special program to access information.
- An Email is sent through the Internet.
- An ISP is the company that gives us access to the Internet for a fee.
- The world wide web is not a part of the Internet.
- The Hotmail was the first Internet based free Email.

D. Answer the following questions.

- What is Internet? Explain any two of its uses.

- What is the difference between a web page and a web browser?

3. What are website and web page?

4. What do you mean by Email?

5. Agrim's father wants to book train tickets through the Internet. He asks Agrim to open the website of Indian Railway. How will Agrim open it and help his father book tickets online?



- ⦿ Make a project report on 'Uses of Internet' by discussing with your teacher, parents and classmates.

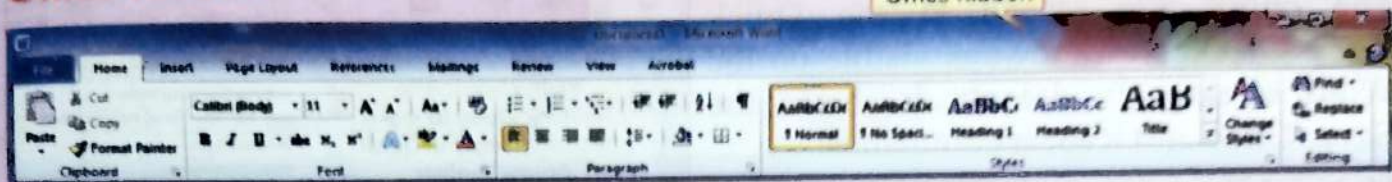


LAB VISIT

- Visit the website of the newspaper which is subscribed at your home.
- Does your school have a website? If yes, open it.

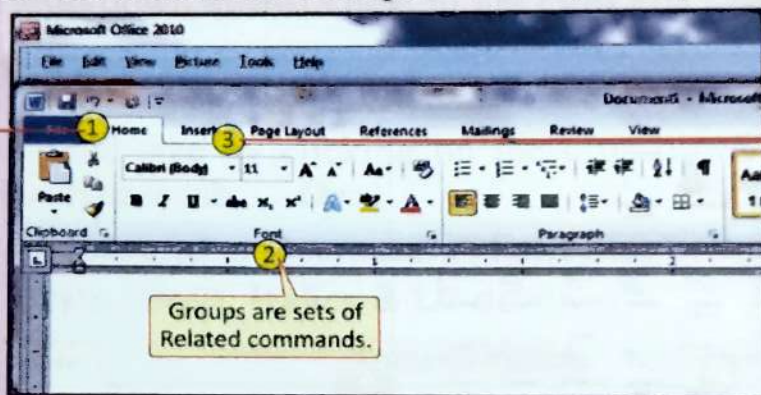
Quick Glimpse of Microsoft® Office 2010

Office Ribbon



The **Ribbon** has replaced the traditional menus which were present in the previous versions of MS Office. The Ribbon commands are organized into **tabs** that group related commands together. The Ribbon has three parts : **Tabs**, **Groups** and **Commands**.

Tabs are placed at the top of the Ribbon. Each Tab represents core tasks we do in a given program.



Commands are arranged in different groups. A command can be a button, a menu, or a box where we enter information.

For example, the **Home** tab contains the commonly used commands for writing documents : font formatting commands (**Font** group), paragraph options (**Paragraph** group) and text styles (**Styles** group).

File Tab



In Office 2007



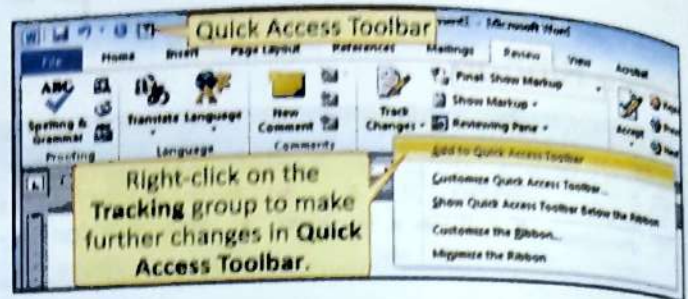
In Office 2010

The **Office Button** in the MS Office 2007 has been replaced by the **File** tab in the newer version (Office 2010). On clicking the **File** tab, the same basic commands, which were available in older versions of Office are displayed along with some new commands.

Quick Access Toolbar

We can easily add the commands of our choice to the Quick Access Toolbar.

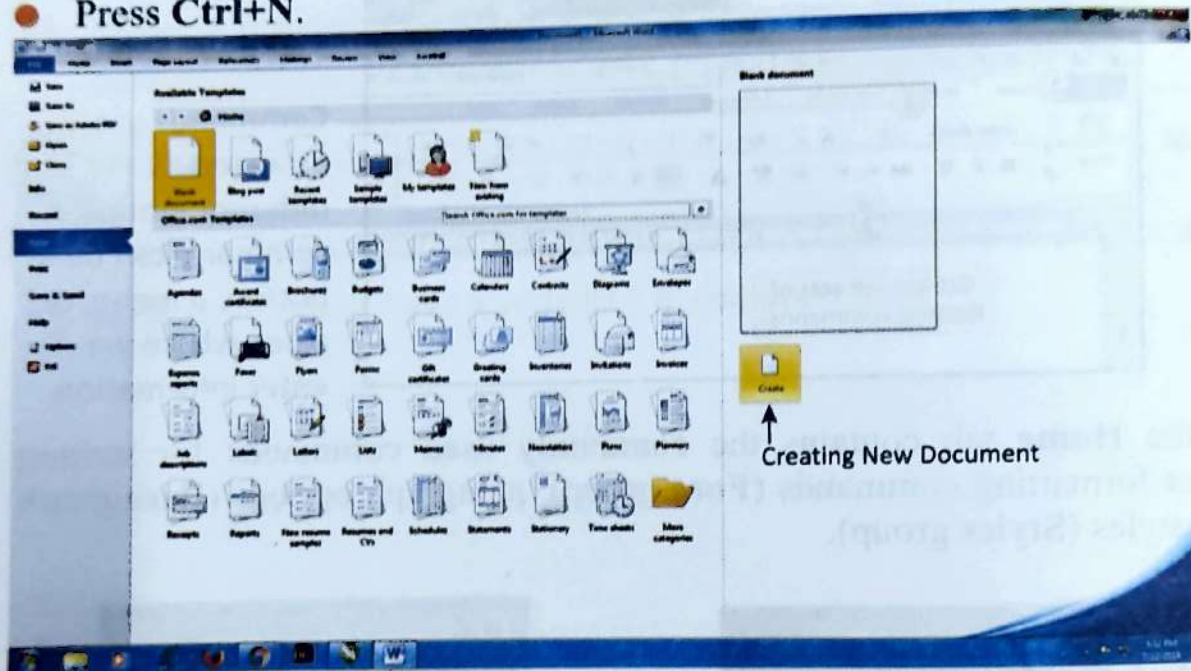
The Quick Access Toolbar is located above the Ribbon, on top of the File tab. The commands placed at the Quick Access Toolbar are always visible on the Word screen. By default, it shows the Save, Undo and Repeat commands.



Using Microsoft Word 2010

Creating a New Document


- Click on the **File** tab and select **New** option. *Or*
- Press **Ctrl+N**.



Opening an Existing Document

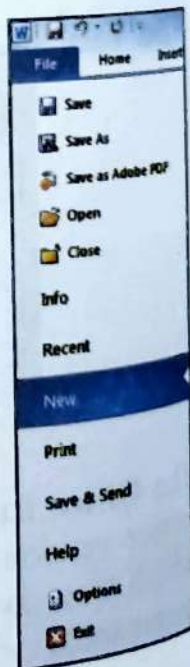
- Click on the **File** tab and select **Open** option. *Or*
- Press **Ctrl + O** on the keyboard.

Saving a Document

- Click on the **File** tab and select **Save** option or **Save As**. *Or*
- Press **Ctrl + S**. *Or*
- Click on the **Save** icon  on the Quick Access Toolbar.

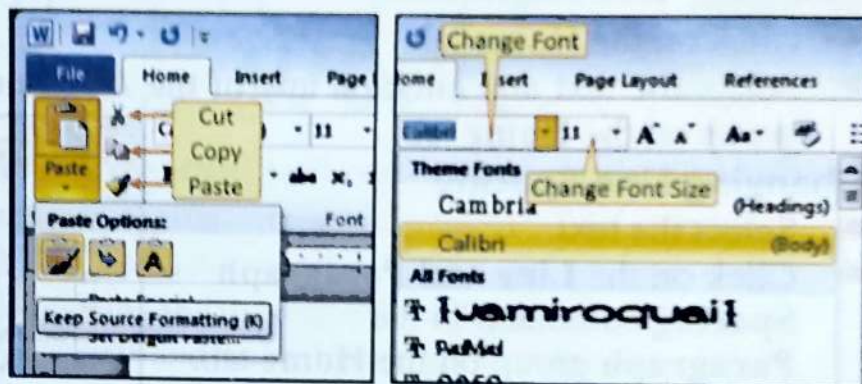
Exiting a Document

- Click on the **File** tab and select **Exit** option.



Using Cut/Copy/Paste Options

- Select the text. Click on **Cut/Copy** command on **Home** tab. Place the insertion point where you wish the text to appear.
- Click the **Paste** command on the **Home** tab.



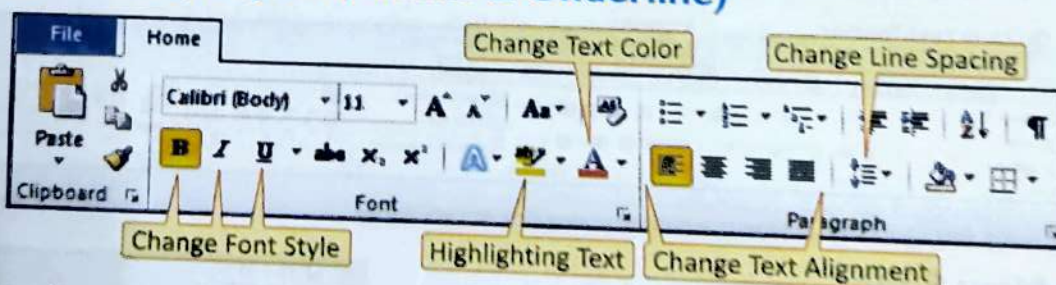
Changing Font

- Select the text to change the font. Click the **Home** tab.
- Click on the drop-down arrow next to the **Font** box **Calibri (Body)** from the **Font** group.

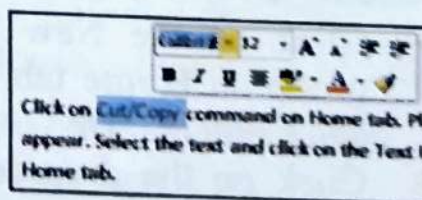
Changing Font Size

- Select the required size by clicking on the drop-down arrow next to **Font Size** box on the **Home** tab. *Or*
- Click on the **Increase** **A⁺** or **Decrease** **A⁻** **Font Size** buttons in the **Font** group.

Changing Font Style (Bold, Italics & Underline)



- Select the text and click on the **B**, **I** and **U** commands in the **Font** group. *Or*
- Just select the text and the font tools will be displayed along with. Select the required command.



Changing Text Color

- Select the text and click on the **Font Color** drop-down arrow **A** in the **Font** group. *Or*
- Just select the text and the Font tools will be displayed along with.

Highlighting Text

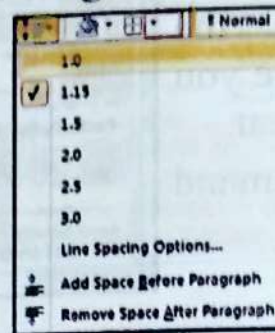
- Select the text and click on the **Text Highlight Color** button in the **Font** group on the **Home** tab.
- Select the required color from the **Font Color** menu.

Changing Text Alignment

- Click on the **Home** tab.
- Select the text and click on any of the **Alignment** buttons in the **Paragraph** group on the **Home** tab.

Changing Line Spacing

- Select the text.
- Click on the **Line and Paragraph Spacing** command in the **Paragraph** group on the **Home** tab.
- Select the desired spacing option from the drop-down menu.
- You can also select **Line Spacing Options** to open **Paragraph** dialog box and can adjust the line spacing with even more precision.



Line Spacing

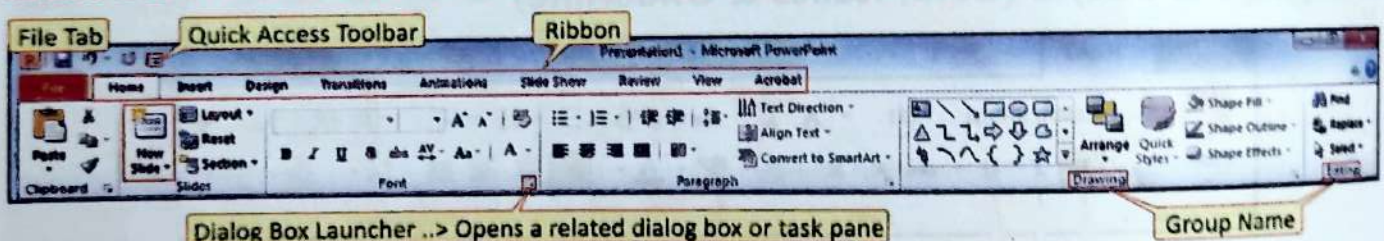


Applying Border & Shading

Applying Border & Shading

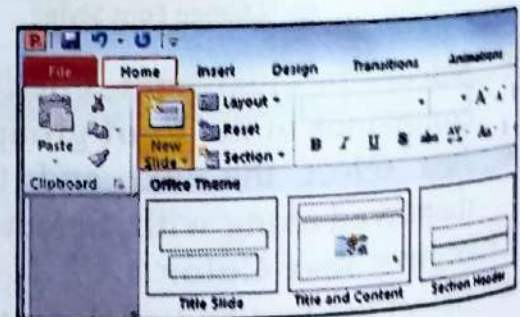
- Select the text.
- Click on the **Border** button in the **Paragraph** group on the **Home** tab. Select the required border from the drop-down list.

USING MICROSOFT POWERPOINT 2010



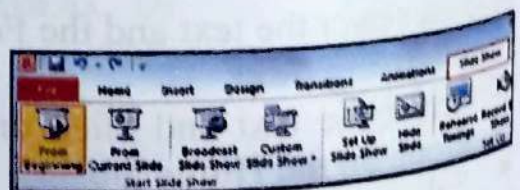
Adding a New Slide

- Click on the **New Slide** button in **Slides** group on **Home** tab. Its default layout is "Title and Content". *Or*
- Click on the drop-down arrow of the **New Slide** button. You can select the layout for the new slide from the displayed menu. *Or*
- Click on the **Layout** button to select and change the slide layout.



Slide Show

- To view a presentation, simply click on **Slide Show** tab and **Start Slide Show** group. *Or*
- Press **F5** Key. *Or*
- Click on **Slide Show** button on the **Status bar**.



PROJECT work



A Type the following paragraph in MS Word and perform the instructions given below.

1. Change the title of the passage to capital letters.
2. Change the font color of the words **Writer** to red.
3. Change the font style to Comic Sans and the font size to 18 pt.
4. Choose the nouns in the paragraph and make them in green color.
5. Save the document in the name of **Why I Write** in a folder of your name at the desktop.

Why I Write—George Orwell

From a very early age, I knew that when I grew up I should be a writer. During my adolescence, I tried to abandon this idea. However, I knew that I was trying to escape from my true nature. I knew that eventually I would become a writer.

I was the second among the three children of my parents. I barely was my father before I was eight. For this and other reasons, I was somewhat lonely. I soon developed an unpleasant behaviour that made me unpopular throughout my school days. I had the lonely child's habit of making up stories and holding conversations with imaginary persons. In a way, my loneliness inspired me to write.

B Create a presentation of 10 slides on 'Types of Pollution' in MS PowerPoint using the following steps.

1. Start MS PowerPoint
2. Give a title to the first slide
3. Create a new slide
4. Type text related to the topic
5. Insert more slides
6. Insert pictures related to the text
7. Apply background
8. Apply a theme
9. View the slide show
10. Save the presentation as 'Pollution' on your desktop


C Give these commands in MSW Logo and find the result.

1. REPEAT 3 [FD 25 RT 120]
2. REPEAT 10 [FD 90 RT 36]
3. REPEAT 2 [FD 20 RT 30 FD 30 RT 150]
4. REPEAT 6 [FD 45 RT 60]
5. REPEAT 180 [FD 2 RT 1]

I.T. Personalities

1. **Charles Babbage** : He is known as the father of computers. He designed an automatic calculating machine in 1822. He called it Difference Engine.
2. **Bill Gates** : The Co-founder of MICROSOFT and one of the most richest persons in the world. He developed Windows for general purpose computer systems.
3. **Mark Zuckerberg** : The Co-founder of Facebook – The most popular social networking site. He is the world's second youngest self made billionaire.
4. **Steve Jobs** : He was the Co-founder, Chairman and CEO of the Apple Inc. He has been described as Father of the Digital Revolution.
5. **Larry Page and Sergery Brin** : They founded Google, the most famous search engine on Internet.
6. **Narayan Murthy** : The Co-founder of INFOSYS — The most respected Indian IT Personality.
7. **Vinod Khosala** : The Co-founder of Sun Microsystems which gave us Java.
8. **Tim Berners-Lee** : The man who invented the world wide web (www).
9. **Vinton Gray Cerf** : He is known as 'The father of the Internet'. He is well-known for his pioneering work on networking.
10. **Jerry Yang and David Filo** : The founders of Yahoo Inc. Yahoo is best known for its web portal, search engine and other services.
11. **Vinod Dham** : He is popularly known as the 'Father of Pentium' for his contribution in the development of the Pentium Processor from Intel.
12. **Sir Christopher Latham Sholes** : He is regarded as the inventor of QWERTY keyboard layout.
13. **Dr. Engelbart** : He is the inventor of the computer mouse.
14. **Bill Kendrick** : He is the lead developer and designer of Tux Paint.
15. **Sabeer Bhatia** : The founder of Hotmail, the first Internet based free Email.





Word INDEX

1. **ALU** : It stands for Arithmetic Logic Unit. It is responsible for doing various arithmetic operations.
2. **CU** : It stands for Control Unit. This unit works like a traffic policeman and manages all the operations of a computer.
3. **MU** : It stands for Memory Unit. This unit stores instructions and data (information).
4. **RAM** : RAM is Random Access Memory. It stores the information temporarily.
5. **ROM** : It stands for Read Only Memory. It is permanent in nature.
6. **Desktop Background** : It is the background image that is used to decorate the desktop.
7. **Screen Saver** : It is the image that you see when the computer is left idle for sometime.
8. **Shortcut** : A shortcut is an icon that provides an easy and quick way to open any application or software that we use frequently.
9. **File** : It is a collection of related information.
10. **Shapes Tool** : It is used to draw various filled and unfilled polygonal shapes.
11. **Smudge Effect** : It is used when we draw water bodies in our drawing. It is used to mix two different objects smoothly.
12. **Waves Effect** : This effect is used to wiggle any picture side to side (horizontal).
13. **Wavelets Effect** : The wavelets effect wiggles any picture up and down (vertical).
14. **Formatting** : It means changing the appearance of a document to make it attractive.
15. **Font** : A font is a set of letters and symbols in a particular design and size.
16. **Font Size** : The size of the text is called the font size.
17. **Bold** : It is the darker printed text so that words and phrases stand out on a page.
18. **Italic** : Italic text is slanted. It is mostly used for emphasis.
19. **Underline** : Underline text has a line under it.
20. **Superscript** : Superscript reduces the size of the text and raises it to the top of the current line.
21. **Subscript** : Subscript is a text style that reduces the size of the text and lowers it to the bottom of the current line.
22. **Text Alignment** : It refers to the positioning of text on a page.
23. **Line Spacing** : It is the vertical distance between successive lines of the text in a document.
24. **Bullet** : A bullet is a small graphic symbol that sets off an item in a list.
25. **Drop Cap Effect** : In order to give graceful look to a document, this effect is applied to the first letter of the paragraph.

26. **LOGO** : It stands for Languages of Graphics Oriented. It is a simple computer language for kids.
27. **REPEAT Command** : This command is used to repeat some steps in a program.
28. **Primitives** : Primitives are the commands to move a turtle around the screen and draw different figures.
29. **Polygon** : It is the name for all closed figures with a certain number of edges.
30. **FILL Command** : It uses color of the brush to flood an area.
31. **Pixels** : These are the smallest picture elements.
32. **SETPENCOLOR Command** : It gives ink color to the pen of the turtle.
33. **Arithmetic Operation** : The mathematical work done on numbers is called arithmetic operation.
34. **Procedure** : The word 'procedure' refers to the method of doing a particular task.
35. **Sub Procedure** : A procedure defined within a main procedure is known as the sub procedure.
36. **ERASE Command** : This command is used to remove a procedure from the computer's memory.
37. **Loading a Procedure** : Opening a save LOGO procedure file to work on it again is called loading a procedure.
38. **Presentation** : It is a systematic display of the contents of a topic. It includes text, graphics, pictures, movies, sounds, special effects, etc.
39. **Slides** : Slides are just like the pages of a document.
40. **Quick Access Toolbar** : This toolbar contains commands that you may use quite often.
41. **Slide Pane** : In the slide pane, one can work directly on individual slides.
42. **Slide Tab** : The slide tab shows a thumbnail version of each slide shown on the slide pane.
43. **Outline Tab** : The outline tab displays the text content of each slide. One can edit text directly from the outline view.
44. **Slide Show** : Slide show displays all the slides in a presentation one by one on the screen.
45. **Slide Layout** : It is the arrangement of text and graphics on the slide.
46. **Internet** : It stands for International Network. Millions of computers which are connected together to share information from the Internet.
47. **Internet Service Provider** : This is the company that gives us access to the Internet for a fee.
48. **Search Engines** : Internet search engines are those websites which search information for us according to the words or terms we have given.
49. **Email** : Email stands for electronic mail. It is one of the most widely used applications of Internet.



PERIODIC TEST Term I

(Based on Chapters 1 and 2)

Marks :

Time :

Note: All questions are compulsory.

(A) Tick (✓) the right option.

- 1 KB is equal to
 (a) 1000 bytes (b) 1240 bytes (c) 1024 bytes
- A _____ is a collection of relevant files stored together on some storage devices.
 (a) icon (b) folder (c) desktop
- _____ is not an operating system.
 (a) MS Windows 7 (b) Linux (c) WordPad

(B) Fill in the blanks with the correct words.

jump arrow

Pendrive

shortcut

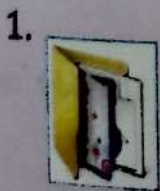
output

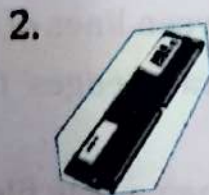
1. A is an icon that provides an easy and quick way to open any application or software.
2. The printer and monitor are devices.
3. A shortcut icon has a small on its lower left corner.
4. A Flash drive is popularly known as

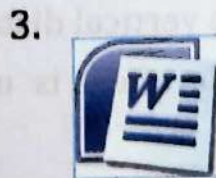
(C) Answer the following questions.

1. What is the difference between copying a file and moving a file?
2. Give two difference between Dot-matrix printer and Inkjet printer?

(D) Identify the following and write their names.









Time :

Note : All questions are compulsory.

A. Tick (✓) the right option.

- By default, line spacing is set to _____ .
(a) single (b) double (c) 1.5
- _____ sets the color of the drawing area in the specified color.
(a) SETSPENCOLOR
(b) SETFLOODCOLOR
(c) SETSCREENCOLOR
- We can create a dripping effect of wet paints using the _____ effect of magic tool.
(a) Drip (b) smudge (c) Foam
- Where are deleted files or folders kept on the desktop?
(a) My Computer (b) Recycle Bin (c) My Documents
- There are _____ different shapes available in the sub-toolbar of the shapes tool.
(a) 16 (b) 18 (c) 20

B. Fill in the blanks with the correct words.

- _____ is a medium through which we can interact with the hardware, using software.
- _____ command picks up the turtle pen.
- _____ is the vertical distance between lines of the text.
- _____ Magic effect is used to trace edges from the already drawn image.
- _____ tool is used to create and open a new file in Tux Paint.

C. Answer the following questions.

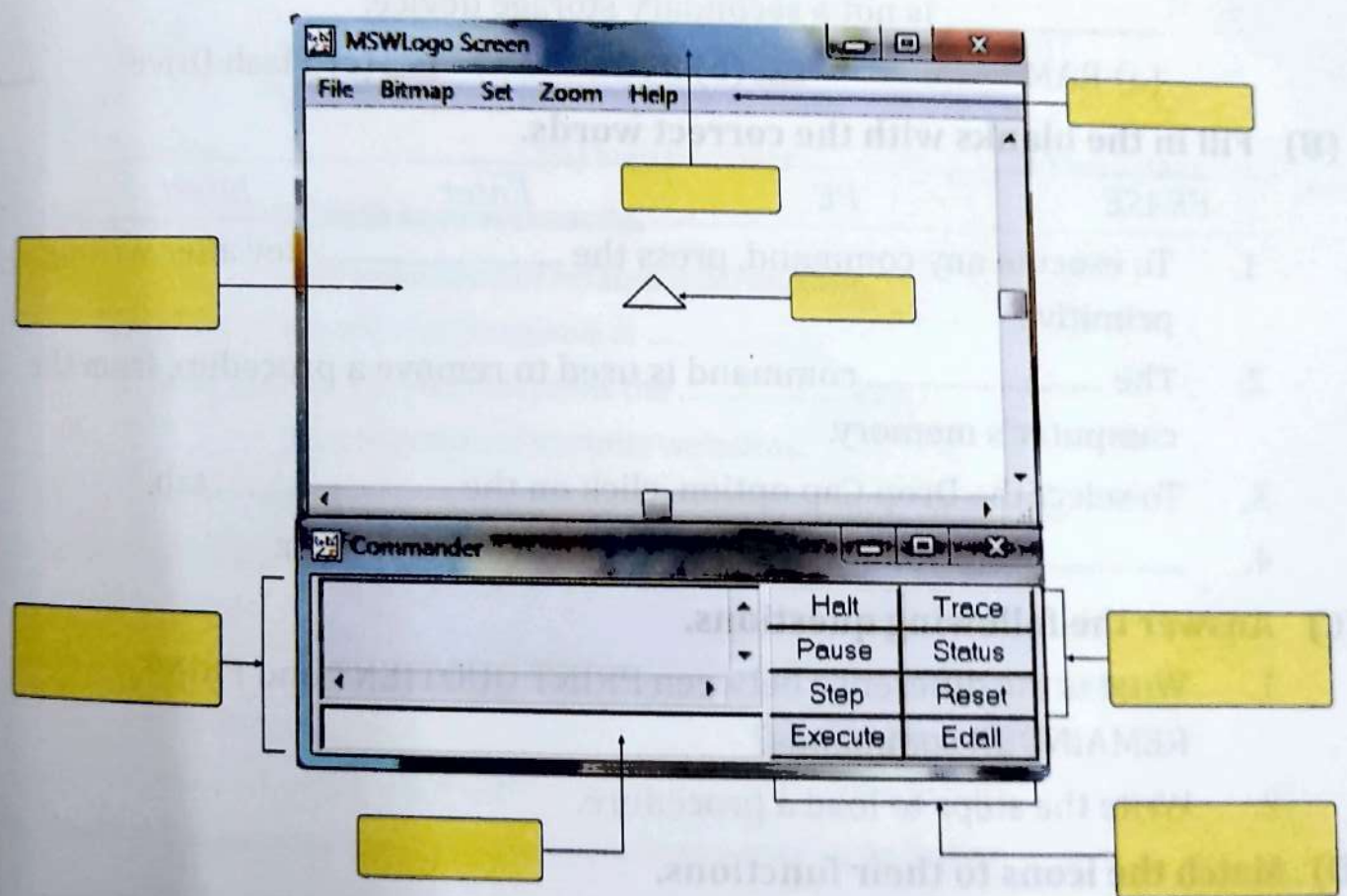
- Write the steps to print a picture in Tux Paint.
- Explain any two features of Windows 7.

3. What do you understand by text alignment? Name the types of alignment available in MS Word 2007.
4. Why do you use REPEAT Command?
5. What is LOGO? What are LOGO primitives?

D. Write the full forms of the following commands in LOGO.

- | | |
|-------------|---------------|
| 1. PE _____ | 2. ST _____ |
| 3. CS _____ | 4. PU _____ |
| 5. HT _____ | 6. HOME _____ |

E. Label the different components of MSWLogo in the following picture.





Time :

Note : All questions are compulsory.

(A) Tick (✓) the right option.

- All the arithmetic operators take _____ inputs.
 (a) 1 (b) 2 (c) 3
- We use double quote before the name of the _____ to give a SAVE command.
 (a) file (b) procedure (c) command
- _____ is not a secondary storage device.
 (a) RAM (b) DVD (c) Flash Drive

(B) Fill in the blanks with the correct words.



ERASE	PE	Enter	Insert
-------	----	-------	--------

- To execute any command, press the key after writing a primitive
- The command is used to remove a procedure from the computer's memory.
- To select the Drop Cap option, click on the tab.
- makes the turtle's pen act as an eraser.

(C) Answer the following questions.

- What is the difference between PRINT QUOTIENT and PRINT REMAINDER commands?
- Write the steps to load a procedure.

(D) Match the icons to their functions.

- 
- 
- 

- ◀ (a) Gives a dripping effect to our drawing.
- ◀ (b) Adds white noise to our drawing.
- ◀ (c) Adds the foam effect wherever you want.

Time :

Marks :

Note : All questions are compulsory.

A. Tick (✓) the right option.

1. is not a secondary storage device.

(a) RAM

 (b) DVD (c) Flash Drive

2. The pages in a presentation are called

(a) sheets

 (b) slides (c) documents

3. The title of the Logo procedure always begin with

(a) FD

 (b) To (c) *

4. is a special program to open websites.

(a) www

 (b) web browser (c) web page**B. Fill in the blanks with correct words.**

1. A is a collection of related information.

2. The short form of Print Primitive is

3. To run a slide show, you can press the key.

4. is a collection of various websites.

5. effect is used to mix two different objects smoothly.

C. Match the following :

1. Hard disk

(a) Tim Berners-Lee

2. Tux paint

(b) Secondary memory

3. Arithmetic operator

(c) Vector graphics

4. Founder of world wide web

(d) Two inputs

D. State whether the following statements are true or false :

1. A Flash drive is popularly known as Pen drive.

2. The folders are also known as shortcuts.

3. The operator command used for addition is PRINT SUM.

4. The pages in a presentation are called placeholders.

E. Answer the following questions :

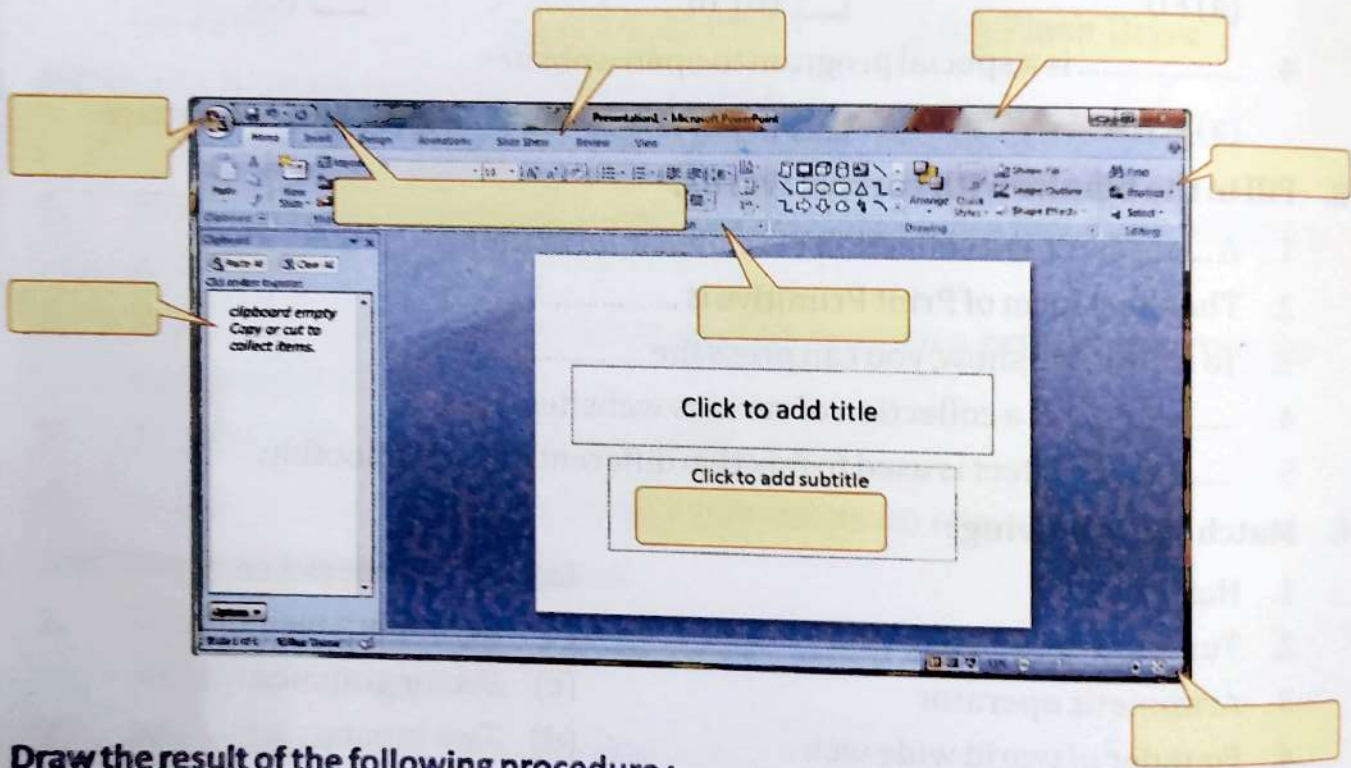
1. What is an IPO cycle?

2. What is the use of Shapes tool?
3. What is font? How will you change the font in your document?
4. What is the use of LOGO language ?
5. Which tab contains the New Slide button?
6. What is the difference between a web page and a web browser?

F. Complete the following words :

- | | |
|------------------------|----------------------|
| 1. D _ g i _ a l | 2. W _ n d _ w s |
| 3. F _ r m _ t t _ n g | 4. D _ a w _ n g |
| 5. P _ o c _ d u _ e | 6. A _ i m _ t i _ n |

G. Label the different components of MS Powerpoint 2007 in the following picture.

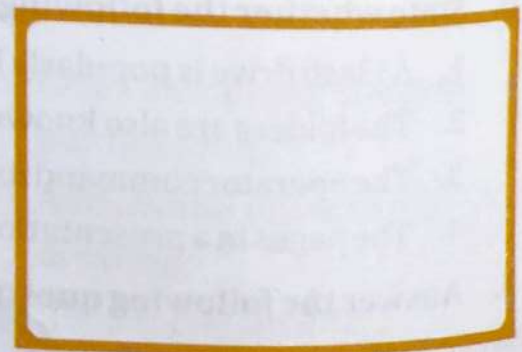


H. Draw the result of the following procedure :

```

TO CIRCLE
REPEAT 36 [FD 5 RT 10]
END
TO TRIANGLE
REPEAT 3 [FD100 LT 120]
END

```



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Computer Concepts is a diligent effort to provide the best and comprehensive understanding of the subject.

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ISBN 9788194366607