REINVENTING...

IT Planet®

STREAMING Without Buffering

Windows 10 with Office 2016

Davinder Singh Minhas

Reema Soni

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This book belongs to:

Name .....

Class ..... Section ..... Roll No. .....

School .....

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3

IT PLANET - 3 (WINDOWS 10)

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PREFACE

In the educated world, knowing about computer and its intricacies is no more a luxury, but a necessity. Therefore, we have created **IT Planet (Streaming without Buffering)** Computer Series for classes **1** to **8**, keeping this necessity in mind. The name of this series symbolizes the flow of understanding the computer concepts continuously without any pause.

You may have heard somebody talking about the open source, social engineering, cloud computing, app development, Raspberry Pi — a lot of jargon in that talk might have seemed Latin and Greek to you, but not in this series. In this series, the concepts of computer will be as clear as you are watching streaming media without any buffering.

This series is based on the latest software packages and operating system programs such as **Microsoft Office 2016** and **Windows 10**. Apart from these two, we have covered almost all the open source software programs such as **Scratch**, **LOGO**, **Pencil2D**, **GIMP**, **Inkscape**, and **Python**.

To produce a visually appealing and easy to understand book, we have artfully combined the latest technology, pictures, drawings and text in this series. Most of the pictures in this series show a **step-by-step pedagogy**, which simplifies the more complex computer concepts. The terms and examples described in this series are those which everyone will come across while using computers in school as well as at home.

To make the chapters exciting, **projects** have been given that encourage the students to try out for themselves, to instill in them the confidence before they embark on making their own project using that software. Each project in the chapter presents a practical problem and complete solution in an easy-to-understand approach. Each of the tasks required to complete a project is identified throughout the development of the project.

In a Nutshell is the section which summarizes the whole chapter and the **Self-Evaluation** section examines the students' understanding of computer concepts. Different types of **exercises** and **activities** have been included at the end of every chapter to inculcate in the students with an urge to seek answers.

The series also throws light on the **cybercrimes** and **cyber security issues**, thereby encouraging students to be good **digital citizens**. It includes all the software programs required to be at par with the current global education system.

The contents in this series are hand-picked by a panel of experts, including **Ms. Nisha Batra**, Jr. Headmistress and HOD Computer Department, **St. Mary's School**, Delhi and **Dr. Richa Verma**, Sr. Headmistress, **KIIT World School**, Delhi. This selection of contents will answer the need of students and shape their minds to stand apart from the crowd.

We welcome constructive suggestions and any feedback to make this series more comprehensive, relevant, updated and useful both for the teachers and the learners. You may mail us at editor@pmpublishers.in

AUTHORS

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1 » Computer - Its Working

Topics Covered

•Computer System •What is a Computer? •Working of Computer •Characteristics of Computer

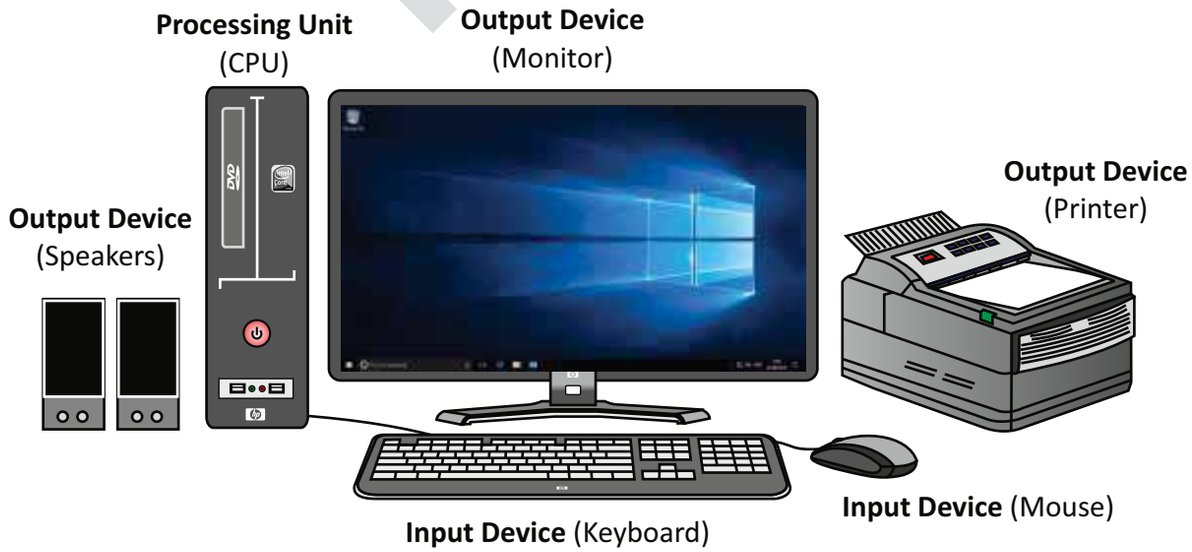
Hi friends! Welcome back again. Now, you are in a new class. Let us learn some more about computer.

Computer System

The word **computer** comes from the word 'compute', which means to calculate or count. A **system** is a collection or combination of components that are used together for a common task.

A **computer** is called a **computer system** as it is not a single machine, but a combination of **hardware** and **software** components that work together to perform a task.

The labelled diagram of a computer system



COMPUTER SYSTEM

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What is a Computer?

A computer is an electronic device which receives the **data** (input) from the user, manipulates it according to the specified rules (process) and converts it into **information** or **result** (output).

Computer

Before moving ahead, you should understand some basic terms of computer.

DATA

Data is a collection of raw, unorganized facts that includes words, numbers, sounds and images.

PROCESS

Process means an action which is taken by the computer on data to convert it into meaningful information.

INFORMATION

The meaningful and organized form of data is called **Information**.

HARDWARE

All the physical parts attached to a computer are called **Hardware**. You can touch or feel the hardware.

SOFTWARE

Software is a set of **instructions** that tells the computer hardware what to do and how to perform a particular job.

USER

The person who uses the computer and the information generated by it is called a **user**.

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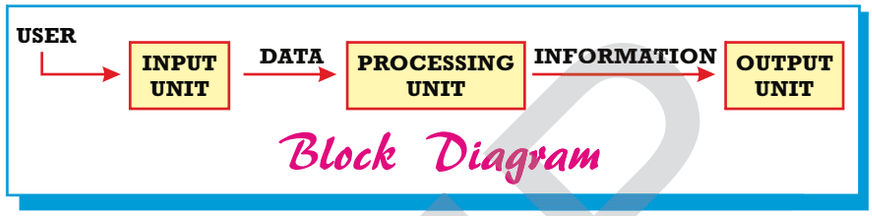
Working of Computer

The working of a computer is based on the following principle:

INPUT → PROCESS → OUTPUT

1. Computer accepts data in the form of **input**.
2. **Processes** the data as per requirement or instructions.
3. Shows the result in the form of **output**.

The above working can be shown in the form of a **block diagram:**



Block Diagram

The **block diagram** shows:

1. When the user feeds data into a computer, it accepts the data as **Input** through different **Input devices** like Keyboard, Mouse, Scanner, etc.
2. The computer **processes** this data and changes this into information with the help of **Processor**, called the **CPU** (**C**entral **P**rocessing **U**nit).
3. After processing, the computer shows the final result as an **Output** through different **Output devices** like Monitor, Printer, Speakers, etc.

So friends, this is how a computer works and this is known as **IPO cycle**.

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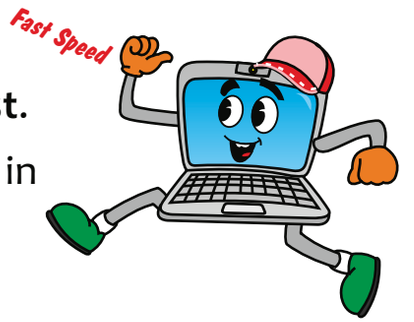
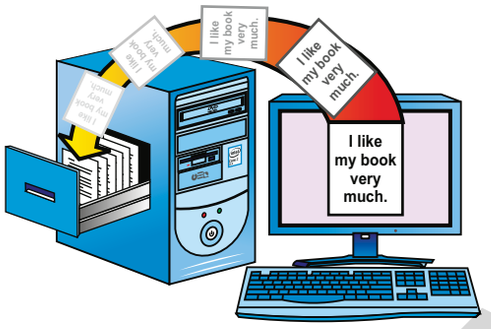
Characteristics of Computer

A **computer** is a powerful and useful machine. It is used in many different fields because of the characteristics it possesses. Let us have a look at some of these characteristics.

SPEED



- The working speed of computer is very **fast**.
- It can perform thousands of calculations in a second.

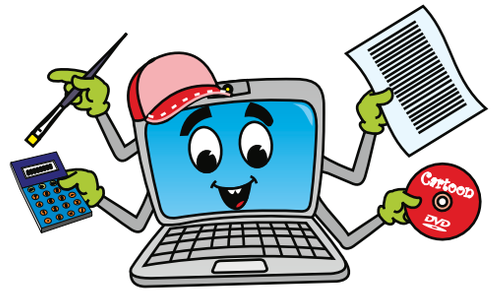


STORAGE

- The computer has a very large **storage** capacity.
- It can store large amount of work for a long time.

VERSATILITY

- **Versatility** means computer can work at different places for different purposes.
- A computer can perform a variety of



ACCURACY

- Computer can work with **accuracy**.
- It cannot make mistakes on its own.
- It always gives 100% correct answer.

DILIGENCE

- Computer can do a lot of work again and again at same speed without getting bored or tired.
- It can work 24 hours without asking for any

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In a Nutshell

- A computer system is a combination of hardware and software components.
- Data is a collection of raw, unorganized facts that includes words, numbers, sounds and images.
- Information is the meaningful and organized form of data.
- The working of a computer is based on IPO cycle.
- Computer has a large storage capacity.
- Computer can work with accuracy.

Exercises

A. Tick [✓] the correct answer.

1. A computer is an electronic device which receives the ..... from the user.
   a. Information ☐ b. Data ☐ c. Result ☐
2. The meaningful and organized form of data is ..... .
   a. Software ☐ b. Information ☐ c. Hardware ☐
3. After processing, the computer shows the final result as an ..... .
   a. Input ☐ b. Storage ☐ c. Output ☐
4. The person who uses the computer and information generated by it is called ..... .
   a. User ☐ b. Information ☐ c. Input ☐

B. Write 'T' for True and 'F' for False statements.

1. A computer is called a computer system as it is not a single machine. ☐
2. Keyboard, Mouse and Scanner are the examples of processing devices. ☐
3. Output is the result we get through output devices. ☐
4. Computer cannot perform a variety of tasks efficiently. ☐

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C. Fill in the blanks.

1. The word computer comes from the word ..... .
2. A ..... is a combination of hardware and software components.
3. ..... means an action taken by the computer on the data.
4. Software is a set of ..... that tells the computer hardware what to do.

D. Define the following.

1. Data: .....
   .....
2. Process: .....
   .....
3. Information: .....
   .....
4. User: .....
   .....

E. Answer the following questions.

1. What do you mean by computer system?
   .....
   .....
2. How does a computer work?
   .....
   .....
3. Write any two characteristics of computer.
   .....
   .....

F. Application Based Question.

Amit is working on a computer. His teacher asked him to tell the principle on which the working of a computer system is based. But he forgot. Help him to tell the answer.

.....

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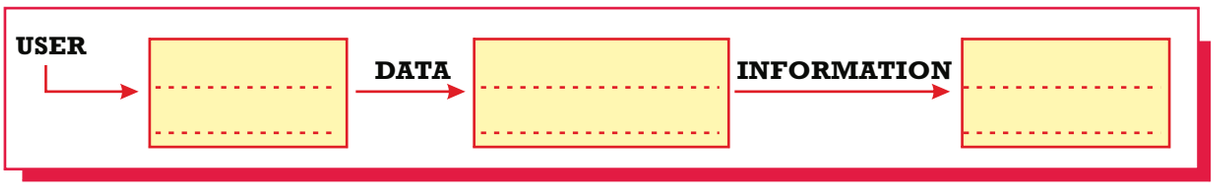
Activity Section

Activity Label

Label the given diagram of working of computer.



Activity Encircle

Encircle the 'features of a computer' given in the grid.

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

Quiz yourself

Tick (✓) the correct option.

- Your name, address, class, subjects — all represent - (Data / Information)
- Your Report Card represents - (Data / Information)

Lab Activity

Demonstrate the working of computer system by explaining IPO cycle.

Group Discussion

Divide the students into four groups and discuss the topic, 'Characteristics of Computer'.

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2 » Computer-Hardware and Software

Topics Covered

- Hardware
- Software
- Hardware and Software Complement Each Other

Hello friends! In the previous chapter, you learnt about computer system, which is a combination of Hardware and Software. Now, let us learn about Hardware and Software.

Hardware

All the physical equipment that are attached to a computer are collectively called **hardware.** You can touch and feel the hardware.

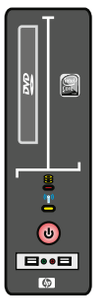
Hardware includes various components like **System Unit, Input Devices, Processing Devices, Output Devices** and **Storage Devices.**

Hardware

SYSTEM UNIT

System Unit is a plastic or metal case that stands near the monitor. It protects the internal electronic components from damage. It is also called **Computer Case.**

Every computer has a **System Unit** or **Computer Case.** It is available in a variety of shapes and sizes.



System Unit

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INPUT DEVICES

The **data** or **instructions** we enter in the computer is called **Input.** A hardware component that allows you to enter data and instructions into a computer is called an **Input Device.**

Input devices are mainly **external devices** connected to the **system unit** from outside. Some input devices are:

Users can enter data and instructions in a variety of ways.

Keyboard: It is an **input device** that is used to enter data into a computer.

Mouse: It is an **input device** that fits under the palm of your hand. It is used to draw pictures and select the objects. It is also called a **pointing device.**

Scanner: It is an **input device** which is used to enter images, text, drawing, etc. by scanning into the computer.

Joystick: It is an **input device** which is used for playing games.

Touch Screen: It is an **input device** through which the data is entered by simply touching the screen. The object on the screen is pointed using a **finger.** The finger acts as the **pointing device.**

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Know the Facts

The **first** computer **scanner** was built in 1957 at the US **National Bureau of Standards** by a team led by **Russell A. Kirsch**. The first image ever scanned on this machine was a 5 cm square photograph of Kirsch's then three-month-old son, Walden.

PROCESSING DEVICE

After getting the data or instructions from input devices, computer **processes** the **data** and changes it into **information** with the help of **processor** or **CPU.**

CPU (Central Processing Unit)

CPU, also known as **Processor** or **Microprocessor**, is the **processing device** of a computer. It is also known as the **brain** of the computer. CPU performs all the calculations and processes data into information.

Central Processing Unit

Components of CPU

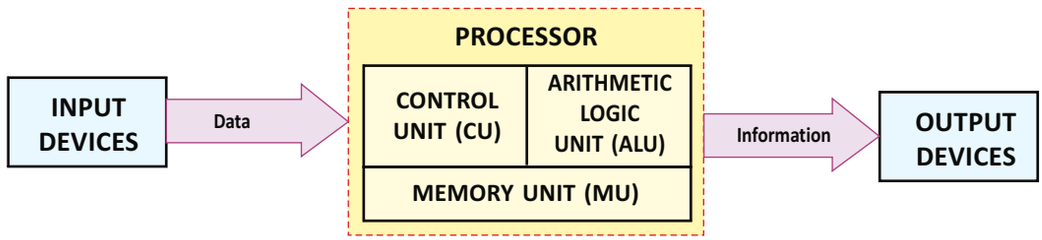
CPU consists of three components:

ALU: The **Arithmetic and Logic Unit (ALU)** performs arithmetical, comparison, and logical operations.

- **Arithmetic operations** include basic calculations such as addition, subtraction, multiplication, and division.
- **Comparison operations** involve comparing one data item with another. For example— greater than, equal to, or less than.
- **Logical operations** use conditions along with logical operators such as AND, OR, and NOT.

Control Unit: The **Control Unit (CU)** is used to control all the functions of a computer. It checks what to do and when to do. It also checks the results given by ALU.

Memory Unit: **Memory Unit (MU)** stores the data or information, which can be taken out and changed anytime, whenever required.



PROCESSING DEVICE

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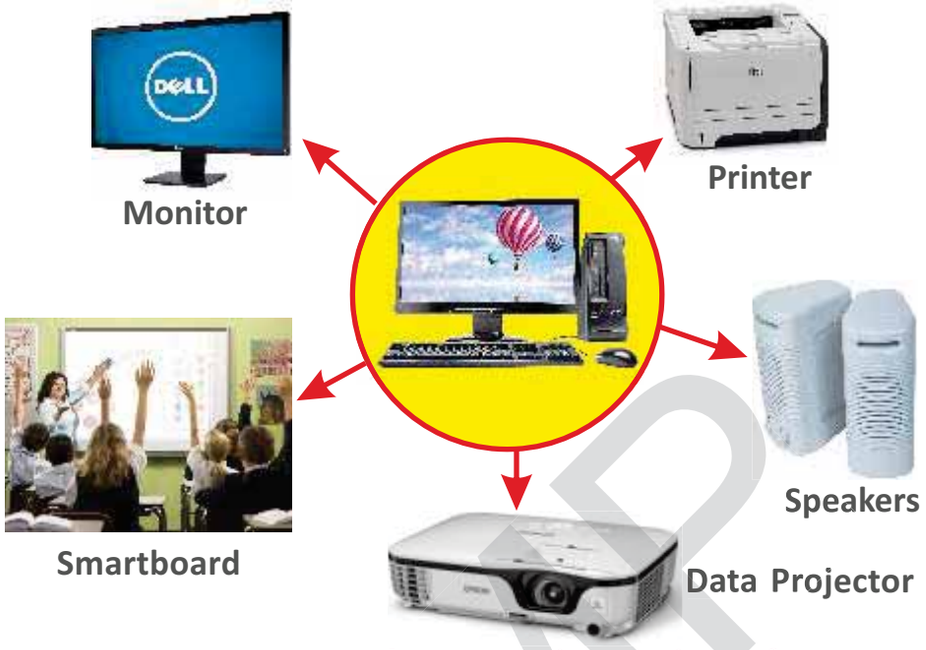
OUTPUT DEVICES

After processing, computer shows the final result or information as an **output**. Any hardware component that shows the final result is called an **Output Device**. Some output devices are :



Users can get the output in a variety of ways.

Monitor: It is an **output device** that is used to display text, pictures, and videos. The information displayed on the monitor is called **soft copy**.

Printer: It is an **output device** which is used to print text and graphics on paper. The text or graphics we get on the paper are called **hard copy** or **printout**.

Speakers: These are **output devices** which are used to hear the sound output from a computer.

Data Projector: It is an **output device** that projects the data, that is being displayed on a computer screen, on a larger screen so that the audience can see it clearly.

Smartboard: It is an **output device** that displays the information on a connected screen, usually via a data projector. This board is used in classrooms as a teaching tool.

Update Your Knowledge

In 1953, the **first** high-speed **printer** was developed by **Remington-Rand** for use on the **UNIVAC** computer.

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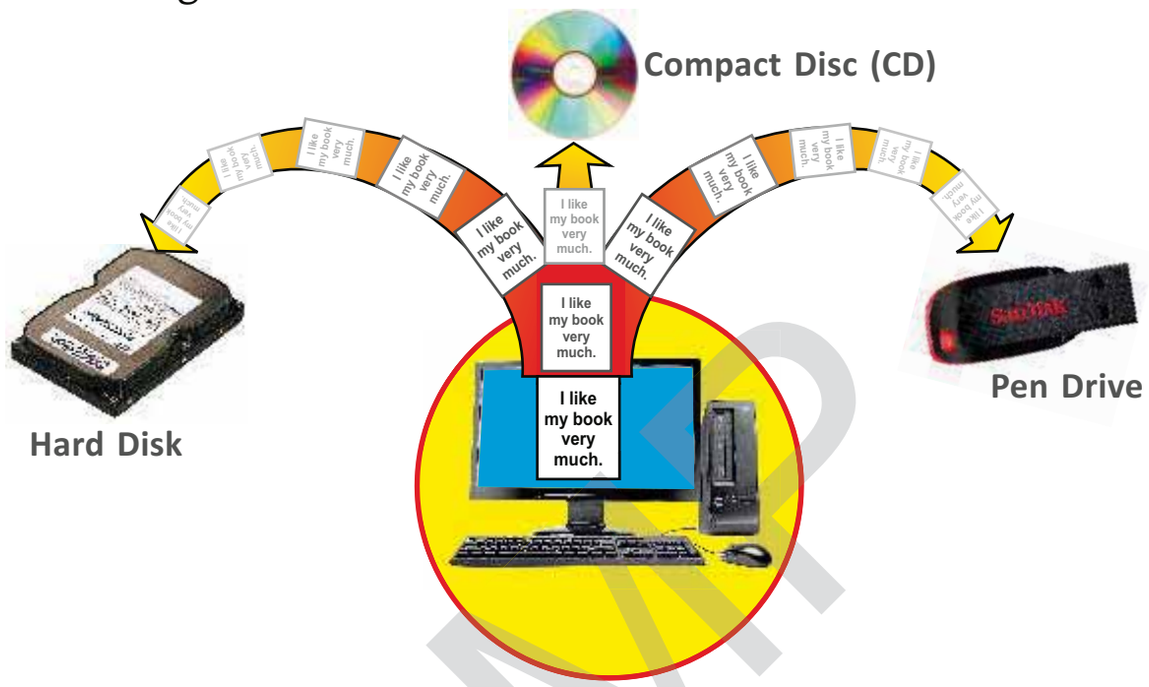
STORAGE DEVICES

Storage allows you to save your work for future use. Any hardware component that is used to store data, instructions and information for future use is called a **Storage Device**.

Some storage devices are:



Users can store the information in a variety of ways.

Hard Disk: It is the main **storage device** that is fixed inside the system unit. It is used to store large amount of data and information.

CD (Compact Disc): It is a flat, circular and portable disc that is used to store information. CD-ROM, DVD and Blu-ray are type of CD.

- **CD-ROM** stands for **C**ompact **D**isc-**R**ead **O**nly **M**emory.
- **DVD** stands for **Digital Video Disc**. It can store more data than CD-ROM.
- **Blu-ray** is new DVD format, which has a larger storage capacity and better quality than DVD.

Pen Drive: It is a small and portable storage device with the help of which you can store and transfer data easily from one computer to another. It is also called **Flash drive**.

Disk vs Disc

Disk is the term used to describe hard disks and other magnetic media, while disc is the term used to describe CDs, DVDs and other optical media.

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Software

Software is a set of **instructions** that tells the computer hardware what to do and how to perform a particular job. You cannot touch or feel the software.

There can be mainly two types of software:

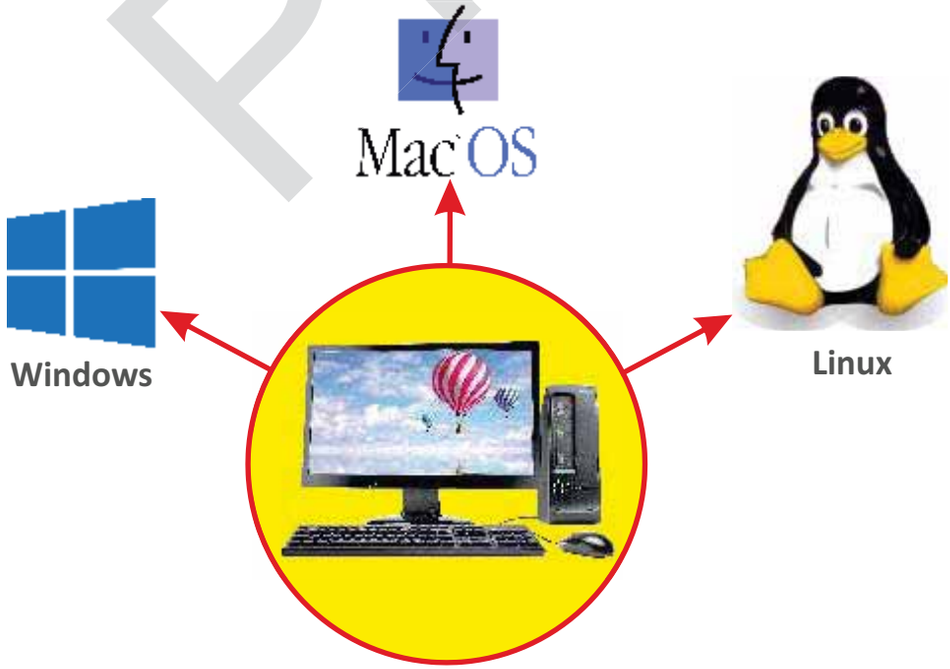
1. **System Software**
2. **Application Software**

SYSTEM SOFTWARE

System Software is a type of software that **controls** and **manages** the overall activities of a computer system. It operates from behind the scene and ensures that your computer system functions properly. It also runs the Application Software. **Operating System** is an example of system software.

Operating System

Operating System is the first software which has to be installed on the computer. It acts as a **bridge** between the **user** and the **computer system**. It coordinates all the activities in the computer. Some Operating System software are :



Windows: Windows is the most popular **Operating System** developed by **Microsoft**.

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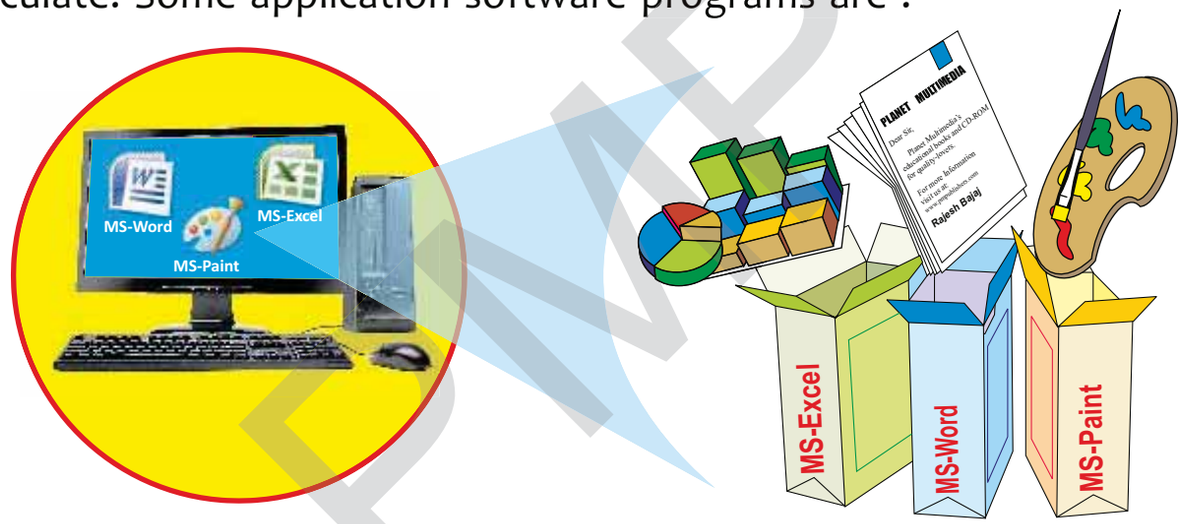
Mac OS: Mac OS is an operating system, developed by **Apple Inc**, for their Macintosh line of computer systems.

Linux: Linux is an **open source** operating system developed by **Linus Torvalds**. It is available for **free**, on the Internet.

APPLICATION SOFTWARE

The software that performs **specific tasks** for the users is known as **Application Software** or **App**.

Application software helps you in doing some specific types of work. For example, we use Paint to make drawings. But we cannot do calculations using Paint. We have to use the Calculator software to calculate. Some application software programs are :



Microsoft Word or MS-Word: It helps you to create documents with ease and efficiency by typing text.

Microsoft Excel or MS-Excel: It helps you to perform calculations and store the data in a tabular format (rows and columns).

Microsoft Paint or MS-Paint: It helps you to work with graphics. You can draw and paint with this software.

Update Your Knowledge

Open source refers to those software programs which must be available to **everybody**, free of cost. Anybody can edit or modify its source code. It must be freely distributed.

Know the Facts

Bill Gates is founder of Microsoft Corporation, the worldwide leader in software. Bill Gates is one of the richest persons in the world. His company Microsoft developed Windows Operating System.

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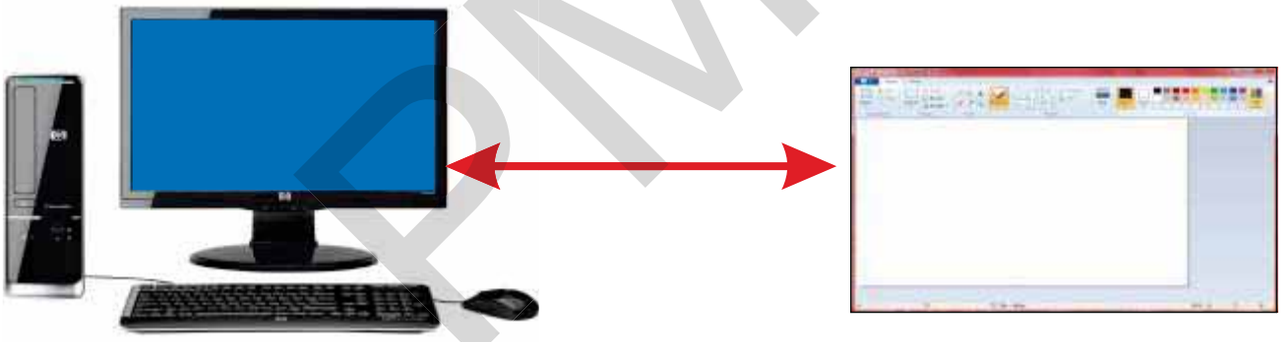
Hardware and Software Complement Each Other

Hardware and Software are **complementary** to each other, that is, without hardware, software is of no use and without software, hardware is a dumb machine. For a computer to produce useful output, its hardware and software must work together.

Without **software**, your monitor would not display anything, your printer will not print, your speakers would remain silent, your keyboard will not type and your mouse will not select anything.

Without **hardware**, your Paint will not draw, your MS-Word will not create document and your MS-Excel will not calculate. For example, you draw and color beautiful pictures in **Paint** on the **computer**. At that time, the computer represents hardware and Paint represents software.



Computer Hardware

Paint Software

Just think, how can you use software (Paint) without hardware (a computer)?

What would our hardware (computer) be used for if not to work with software (Paint)?

So, it can be said,

"Without software, computer hardware is just like a human body without a soul."

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In a Nutshell

- Input devices are used to enter data in a computer.
- CPU is the processing device which is also known as the brain of the computer.
- Output devices are used to show final result.
- Storage device is used to store data, instructions, and information for future use.
- Software is a set of instructions that tells a computer how to perform a particular task.

Exercises

A. Tick [✓] the correct answer.

1. Physical components attached to a computer are collectively called ..... .

   a. Software ☐ b. Hardware ☐ c. Windows ☐

2. ..... is an input device which is used for playing games.

   a. Joystick ☐ b. Printer ☐ c. Mouse ☐

3. Software can be mainly of ..... types.

   a. Four ☐ b. Three ☐ c. Two ☐

4. ..... software helps in doing some specific work.

   a. System ☐ b. Application ☐ c. Operating System ☐

B. Write 'T' for True and 'F' for False statements.

1. System unit is also called a computer case. ☐
2. A joystick is used to send images to the computer. ☐
3. Control unit checks what to do and when to do. ☐
4. Hard disk is the brain of a computer. ☐
5. Operating System is used to perform a specific job. ☐
6. Hardware and Software always complement each other. ☐

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C. Fill in the blanks.

1. A CD-ROM is ..... in shape.
2. You can hear sound output with the help of ..... .
3. ..... is a small and portable storage device.
4. ..... performs arithmetical, comparison and logical operations.
5. ..... operating system software is available free of cost.

D. Differentiate between the following.

1. Input Device — Output Device

.....

.....

.....

2. Hardware — Software

.....

.....

.....

E. Answer the following questions.

1. Name the various hardware components of computer.

.....

.....

2. What is the use of storage devices? Give examples.

.....

.....

.....

3. What do you mean by Software? Mention its two main types.

.....

.....

.....

F. Application Based Question.

Ravi is reading a letter on a computer screen. He has to show that letter to his teacher. Which hardware device will he use to get its hard copy? Help him.

.....

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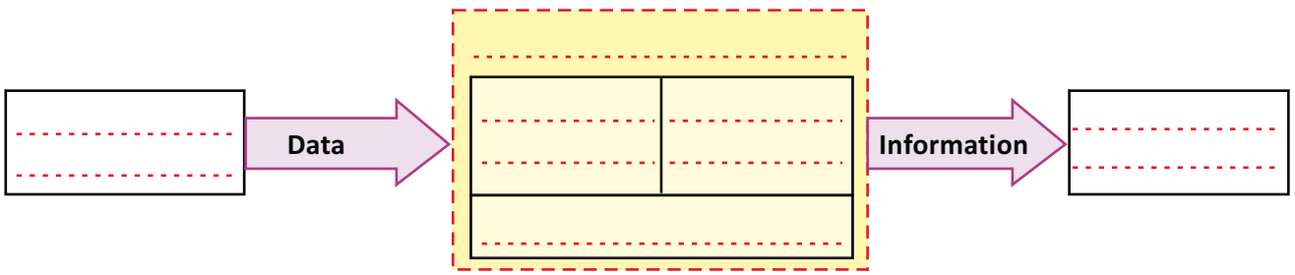
Activity Section

Activity Label

Label the following diagram.



Activity Rearrange

Rearrange the jumbled words and write them in the space provided.

a. R W H D A R A E .....

b. W F T E A O S R .....

c. Y T M E S S N T I U .....

Activity Encircle

Encircle the names of different Input, Output and Storage devices in the grid.

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

Group Discussion

Divide the students into two groups and discuss the topic, 'Hardware and Software complement each other'.

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3 » Windows Operating System

Topics Covered

•Operating System •Windows •Working on Desktop Screen •Starting an App •Restarting the Computer •Shutting Down the Computer

Hello Friends! You are now familiar with the Operating System software. In this chapter, you will get to know more about Windows operating system.

Operating System

Operating System is a software program that controls the overall activities of the computer. A computer is **useless** without the operating system.

For example, if you have a car which has petrol, but no **driver**, the car cannot move from one place to another. Just as a driver is a must to run the car, similarly, an operating system is a must to run or work with computers.

FUNCTIONS OF AN OPERATING SYSTEM

An Operating System performs several functions, such as:

Controlling Hardware: The Operating System controls all parts of a computer system and enables them to work properly.

Running Software: The Operating System runs application software, such as MS-Word, MS-Excel, Paint, LOGO, and Games.

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Booting: One of the major functions of an operating system is **booting**. It is the process of **starting** and **restarting** the computer.

Booting is of two types: **Cold booting** and **Warm booting**.

When a computer is switched on, this process of booting is called **Cold Booting**. The process to restart a computer that is already powered on is called **Warm Booting**.

USER INTERFACE

Interface provides simpler ways for the users to use the things. User interacts with **operating system** through its **user interface**. It controls how you enter data and how information is displayed on the screen.

Most of the operating systems use two types of user interfaces:

Command Line Interface: With a **Command Line Interface (CLI)**, the user interacts with the operating system by typing commands, with the keyboard, to perform specific tasks.

Graphical User Interface: With a **Graphical User Interface (GUI)**, the user interacts with the operating system by using mouse to access windows, icons, and menus. Most users today work with the Graphical User Interface.

Windows

Windows is the most popular **GUI-based** operating system developed by **Microsoft**. It is a special program that controls the working of a computer. There are different versions of Windows like Windows 98, Windows XP, Windows Vista, Windows 7, Windows 8, and Windows 10. In this chapter, we will study about **Windows 10**.

WINDOWS 10

Windows 10 is the latest **operating system** developed by Microsoft. It is the successor of Windows 8.1.

Windows 10

Windows 10 is a **GUI** (Graphical User Interface) based operating system in which pictures, images, icons, and menus are used to give commands. Windows 10 is designed for multiple devices, including desktop computers, laptops, tablets, and mobile phones.

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STARTING WINDOWS 10

When you turn ON your computer, Windows 10 starts automatically and a **Windows Lock Screen** appears. You may be asked to enter the **password**. *You can ask the password from your teacher.*

In the Lock screen, type the **password** and press the **Enter** key on the keyboard.

After some time, you will get the final **Desktop Screen**.

COMPONENTS OF WINDOWS 10 SCREEN

On the Desktop screen, you will see the following items:

Desktop Screen: It is the final screen that appears after switching on the computer. It is an area where you work with your programs and documents.

Desktop Icons: The small pictures on the desktop are called **Icons**. An icon on the desktop represents a program or Windows 10 feature. Programs can be opened quickly by double-clicking on icons.

Mouse Pointer: Mouse Pointer helps you to point, click or double-click the various items on the desktop. When you move your mouse, this pointer moves along with it.

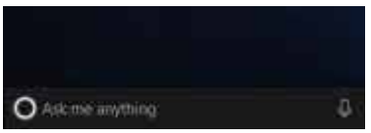
Time and Date: This is the current time and date on your computer. To see the full date, position the mouse over the time. To change the date or time, click the time.

Taskbar: The long bar at the bottom of the desktop that contains Start button on the left corner and notification area on the right corner is referred to as the Taskbar. The programs which you open (active programs) are depicted in the Taskbar.

Taskbar Icons: These icons are used to launch some Windows 10 features with a click of the mouse.

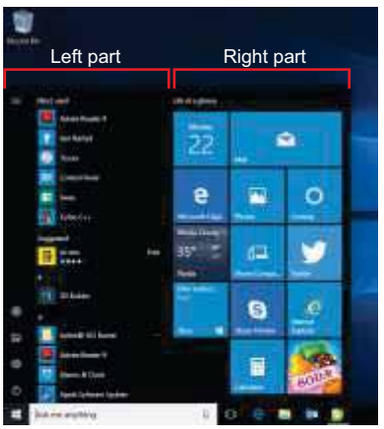
Notification Area: It displays small icons that notify you about tasks that are happening on your computer.

Search Box: This box is used to search for items on your computer or on the Internet.



Start Button: It is a button located on the bottom left corner of the desktop. It is used to open the Start menu.

Start Menu: When you click on Start button, Start menu will appear. It lists all the installed programs in the computer. It is divided vertically in two parts. The left part shows all the installed Apps along with Power, Settings, File Explorer and User's icon. The right part features a selection of tiles or live tiles that you can customize, resize and reorganize.



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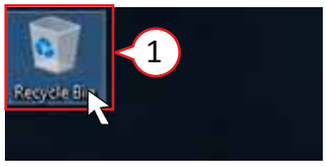
Working on Desktop Screen

SELECTING AND DESELECTING ICON

You can select the icon by **clicking** on it.

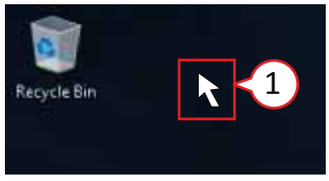
Selecting an Icon



1. **Click** on the **icon** you want to select.

The icon will be highlighted.

Deselecting an Icon



1. **Click** anywhere on the desktop to deselect the icon.

The icon will appear in its original look.

MOVING AN ICON

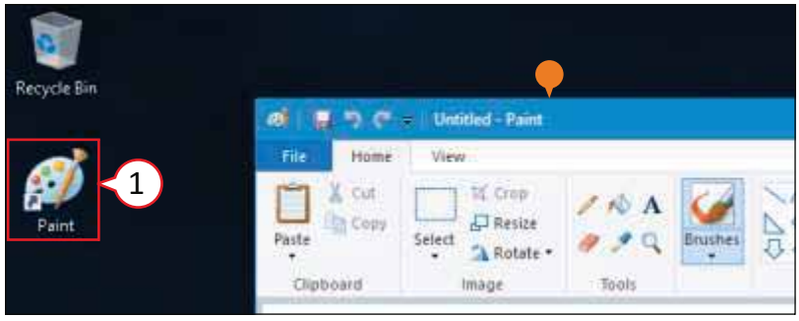
You can move an icon anywhere on the desktop.

1. **Click** and **hold** the mouse button on the **icon** you want to move.
2. **Drag** the icon anywhere on the desktop.
3. **Release** the mouse button.

- After releasing the mouse button, the icon will appear at the new place on the desktop.

OPENING A PROGRAM

You can open a program by **double-clicking** on its icon.



1. **Double-click** on the icon you want to open.

- The application window related to the icon will appear.

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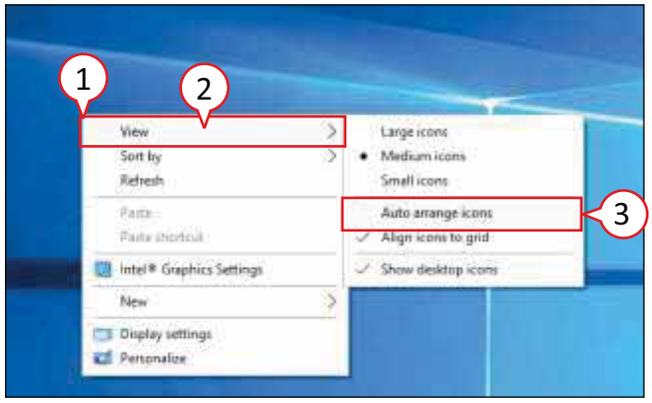
ARRANGING THE DESKTOP ICONS

Just as you arrange your clothes in the cabinet to keep them organized, similarly, you can arrange the icons on the desktop.



1. **Right-click** on the blank desktop area.

A menu will appear.

2. Click on **View**.

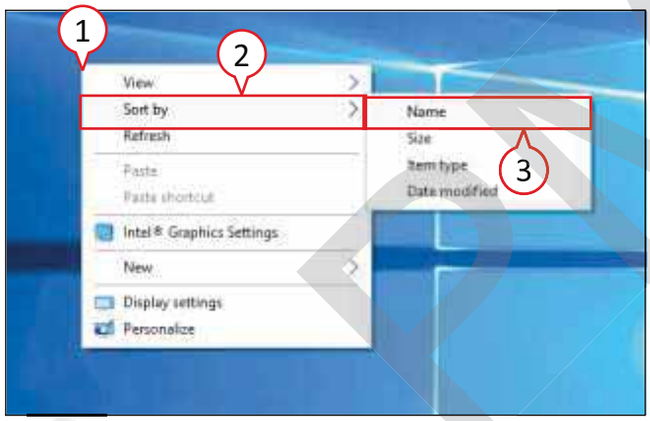
A pop-up menu appears.

3. Click on **Auto arrange icons**.

All the icons will be arranged on the desktop.

SORTING THE ICONS

You can arrange the icons in alphabetical order on the desktop.



1. **Right-click** on the desktop area.

A menu will appear.

2. Click on **Sort by**.

A pop-up menu appears.

3. Click on **Name**.

All the icons will be arranged in alphabetical order.

Update Your Knowledge

The first ever mention of Microsoft was in a letter from Bill Gates to co-founder Paul Allen in 1975. Gates initially wrote the company name as Micro-soft, which made sense considering it's a combination of microcomputer and software.

Microsoft

Know the Facts

- The house, where Bill Gates lives, was designed using a Macintosh computer.
- The average computer user blinks eyes 7 times a minute, less than half the normal rate of 20.

Returning of Start Button

In the beginning, there was Windows 95 with **Start** button. Clicking that button led to the **Start menu**. Both Start button and Start menu continued till Windows 7. In Windows 8, Microsoft removed the Start button and Start menu completely, replacing them with a **Start screen** filled with live tiles. The Start button returned in Windows 8.1, but its main function was to provide access to the Start screen only. Now on popular demand, the Start button and Start menu has returned in Windows 10.

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Starting an App (Application Program)

You can start an **application program** or **App** (MS-Word, Paint, Internet Explorer, etc.) installed on your computer to perform any task. For example, to write a letter, you can start MS-Word; to draw a picture, you can start Paint program; or to surf the Internet, you can start web browser application, such as the Microsoft Edge.

In Windows 10, there are mainly three methods to start an App. In this example, we will open an App (Paint) by using all three methods.

USING THE START MENU TILES

1. Click on **Start** button to open **Start menu**.
   - Right side of the Start menu displays tiles for commonly used Apps. Tile is a colorful rectangle that represents an app or a Windows feature.
   - To see more tiles, you can use the scroll bar.
2. Click on the **App** you want to start.

The App starts.

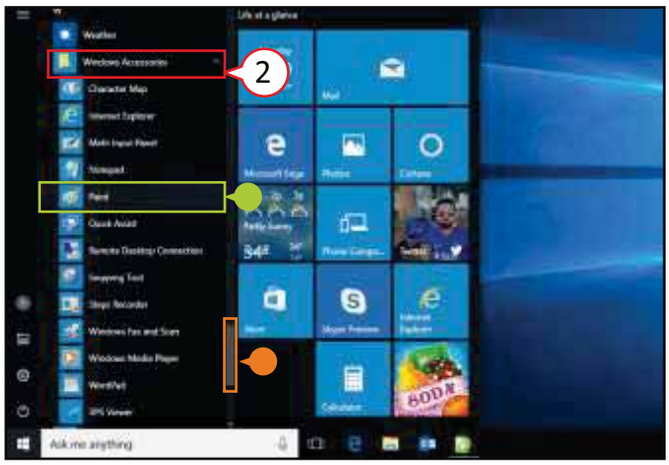
In this example, we have started **Paint**.

3. Click on **Close** button to close the App.

USING ALL APPS LIST

1. Click on **Start** button to open **Start menu**.

Left side of the Start menu displays a list of all Apps (applications) installed on the computer.



- You can use the scroll bar to see more Apps in the list.

2. Click on the icon for the App you want to open.

- If the App icon is in Sub-menu, click the sub-menu and then click on the App icon.

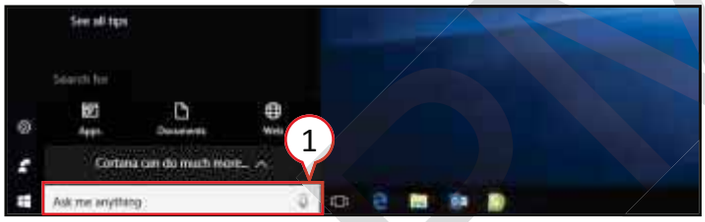
The App starts.

In this example, we have started **Paint**.

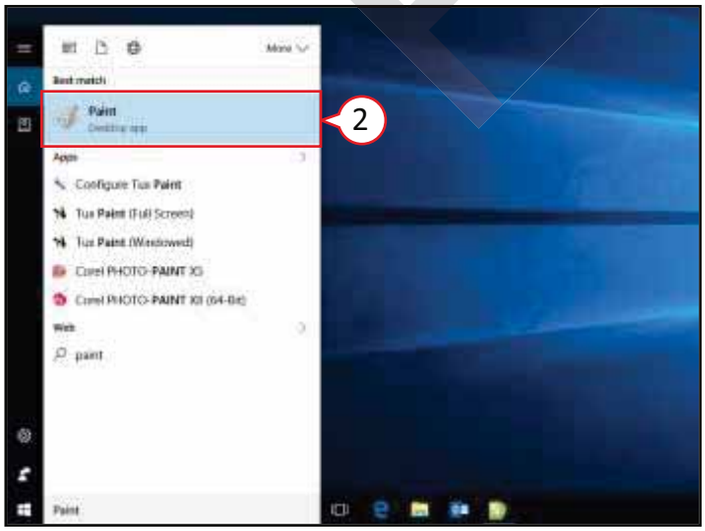
USING SEARCH BOX

You can also open an App using the **Search Box**.

Windows recognizes the application programs based only on their filenames. Therefore, you can use the **Search Box** to run a search on the filename, if you know it.



1. Click inside the **Search box** of the taskbar and type the app name you want to open.



As you start typing, Windows displays each app with the name that includes your search text.

2. If you see the App you want, click on it.

The App starts.

In this example, we have started **Paint**.

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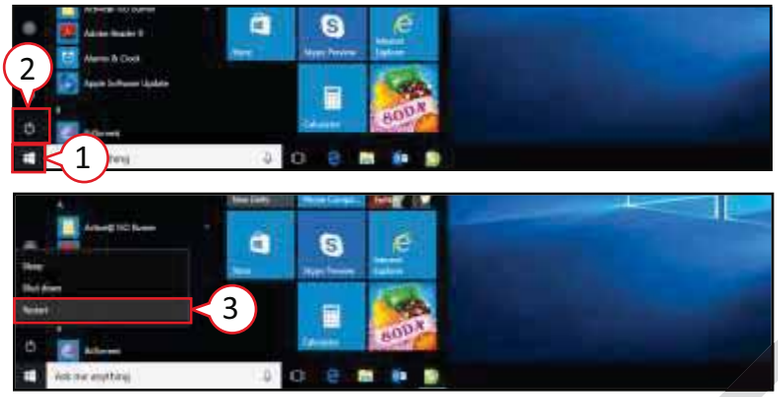
Do You Know?

The Start menu can also be opened by pressing **Windows key** ( ) on the keyboard.

Restarting the Computer

Restarting the computer means it shuts down and starts up again immediately. If your computer is not operating properly, you can restart your computer to try to fix the problem.



1. Click on **Start** button.

Start menu appears.

2. Click on **Power** button.

A menu appears.

3. Click on **Restart** to shut down and then start up your computer again immediately.

Shutting Down the Computer

After completing your work, you need to shut down your computer. To shut down a computer properly, follow the given steps:

1. Click on **Start** button.

Start menu appears.

2. Click on **Power** button.

A menu appears.

3. Click on **Shut down** to turn off the computer.

Update Your Knowledge

Put Windows to Sleep

When you are not using your Windows, you can put it on the **Sleep** mode. Sleep mode means that your computer is in a temporary low-power mode. This saves electricity when your computer is plugged in. In sleep mode, Windows keeps your apps open. This is handy because it means that when you return from sleep mode, after you sign in to Windows again, you can immediately get back to what you were doing. Follow the steps to put Windows to sleep.

1. Click on **Start** button. 2. Click on **Power** button. 3. Click on **Sleep**.

Windows activates sleep mode.

Note: To return from sleep mode, press the **Power** button of your computer.

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In a Nutshell

- A computer is useless without the operating system.
- Operating Systems use two types of interface : CLI and GUI.
- Windows is a popular GUI-based operating system.
- Desktop is the final screen that appears after switching on the computer.
- Start button is located on the bottom left corner of the desktop.
- There are three methods to start an app in Windows 10.

Exercises

A. Tick [✓] the correct answer.

1. When you turn on your computer, it is known as ..... booting.
   a. Warm ☐ b. Slow ☐ c. Cold ☐
2. ..... allows the user to interact with the operating system by using keyboard.
   a. GUI ☐ b. CLI ☐ c. CPU ☐
3. The bar at the bottom of desktop is known as ..... .
   a. Scroll bar ☐ b. Title bar ☐ c. Taskbar ☐
4. The small pictures present on the desktop are called ..... .
   a. Pointers ☐ b. Icons ☐ c. Documents ☐
5. ..... button is present on the bottom left corner of the desktop.
   a. Icon ☐ b. Taskbar ☐ c. Start ☐

B. Write 'T' for True and 'F' for False statements.

1. Windows 10 is a GUI-based software. ☐
2. Mouse Pointer is a small arrow present on the Desktop. ☐
3. The search box is present on the right corner of the Desktop. ☐
4. You can arrange the icons in alphabetical order on the desktop. ☐

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C. Fill in the blanks.

1. ..... is a software program that controls the overall activities of the computer.
2. ..... is the first screen that appears after switching on the computer.
3. ..... menu lists all the installed programs in the computer.
4. ..... the computer means it shuts down and starts up again immediately.

D. Differentiate between the following.

CLI	GUI
.....	.....
.....	.....
.....	.....

E. Answer the following questions.

1. What is Windows 10?

   .....

   .....

2. What does Start menu contain?

   .....

   .....

   .....

3. What is the use of Search box?

   .....

   .....

4. Name the three methods to start an App in Windows 10.

   .....

   .....

F. Application Based Question.

Suman wants to open Tux Paint, but she is not finding it in Start menu. Which option will she use?

.....

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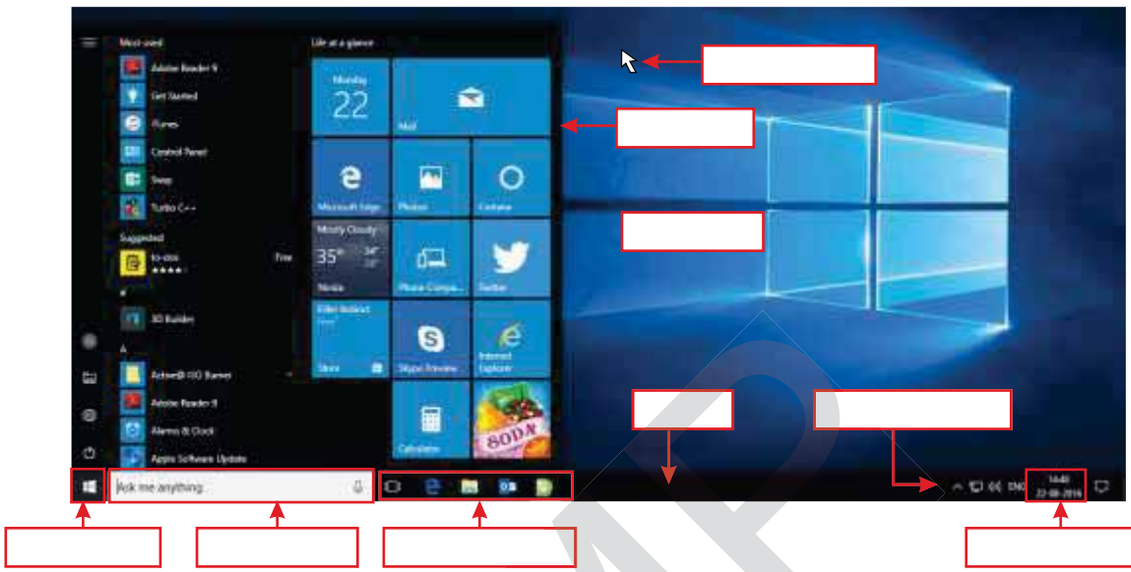
Activity Section

Activity Label

Label the given screen correctly.



Activity Encircle

Find out and encircle different components of Windows 10 screen.

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

Lab Activity

- Start WordPad by using all three options mentioned in the chapter.
- Work on the Desktop by selecting, deselecting and arranging icons.

Group Discussion

Divide the students into two groups and discuss the topic, 'Booting'.

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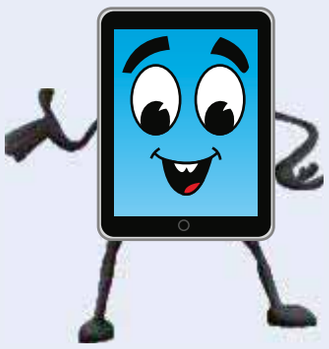
4 » Fun with Paint

Topics Covered

•Introduction to Paint •Using Various Options in Paint •Saving Drawing

Hello Friends! In your previous class, you learnt how to draw different shapes and fill colors in them using Paint. Let's learn about some special features in Paint software.



Introduction to Paint

Paint is a drawing program that is used to draw and color objects like cartoons, shapes and figures. After drawing the shapes, you can edit them by using different features, such as rotate, skew, and flip, available in Paint.

STARTING PAINT

Follow these steps to open Paint:

1. Click on **Start** button to open Start menu.
   A list of all applications appears on the left.
2. Click on **Windows Accessories**.
3. Click on **Paint**.

The **Paint program** will appear on your computer screen.

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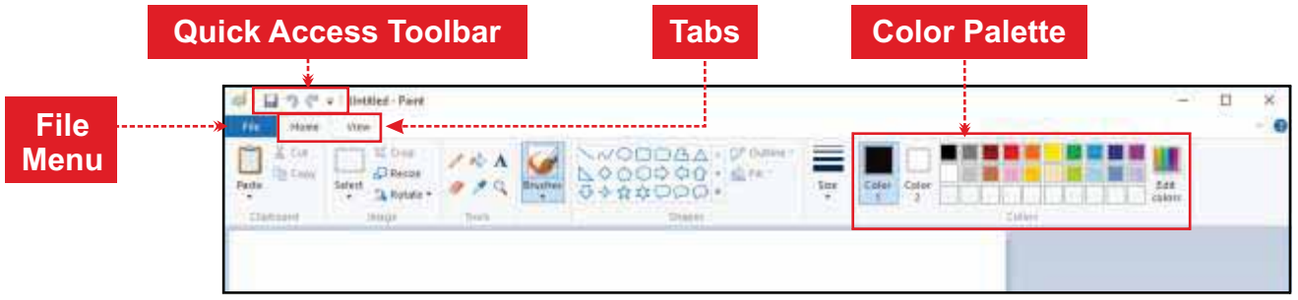
PAINT WINDOW

Given below is the Paint window. Let us know about the different components it has.



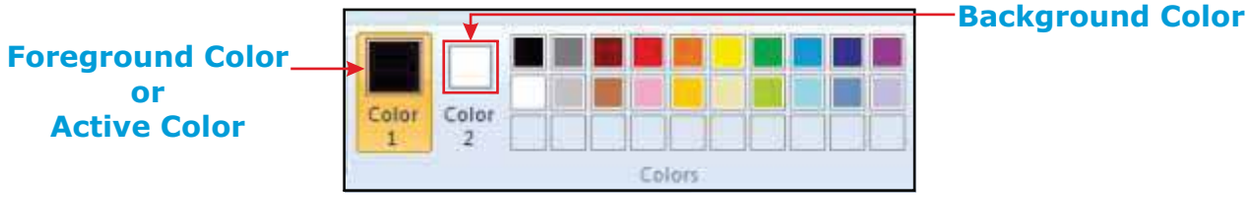
Quick Access Toolbar: On the top left corner, there is a **Quick Access Toolbar** with some of the most important buttons: **Save**, **Undo**, and **Redo**.

File Menu: Under the **Quick Access Toolbar**, the first button is the **File menu**, which opens up the main menu.

Tab: **Home** and **View** are two tabs in the Paint. In the **Home** tab, you will get all the main image editing tools. In the **View** tab, you can zoom in/out or see an image in full screen mode.

Color Palette: Color Palette is used to select the color you want to work with. It contains **Color 1** box and **Color 2** box.

- **Color 1** box is the **Foreground color** or **Active color**. When you open Paint, the default active color is **black**.
- **Color 2** box is the **Background Color**. When you open Paint, the default background color is **white**.



To change a color, make sure that its Color box is in focus, as shown by yellow background. If it is not, simply click on it and then, in the Palette, click on the color that you want.

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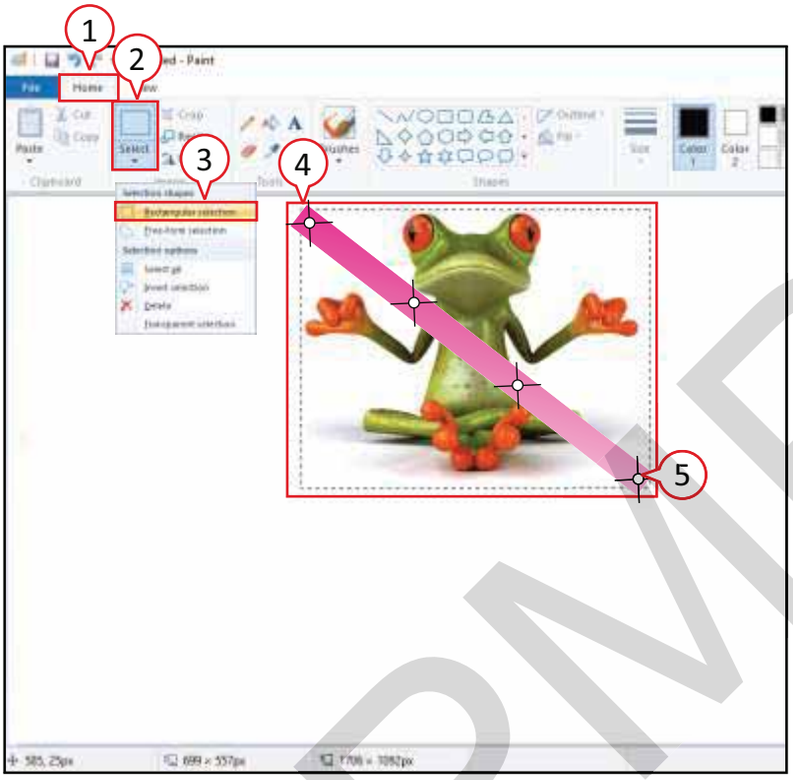
Using Various Options in Paint

SELECT OPTION

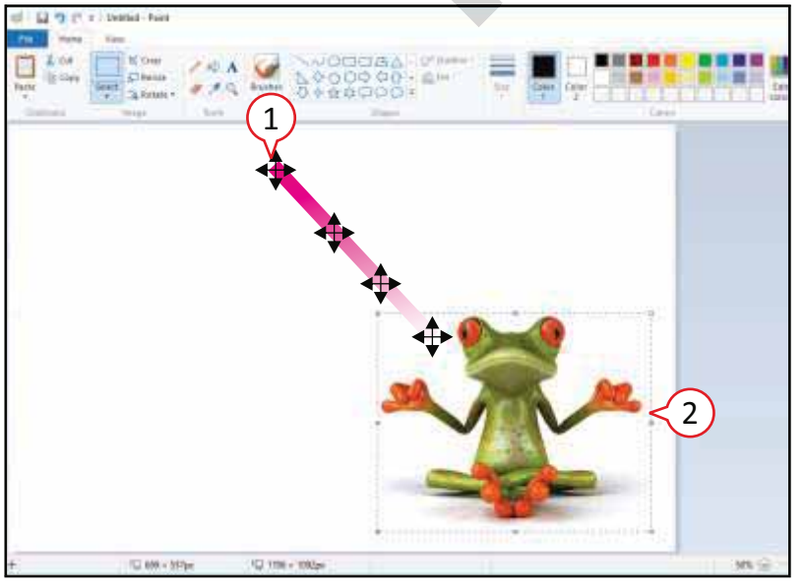
This option is used to select a part or whole drawing. After selecting the drawing, you can **move** it from one place to another in Paint window.



1. Click on **Home** tab.
2. Click on the down arrow of **Select**.
3. Click on required Select tool. We have selected **Rectangular Selection** tool.
4. Click and hold the left mouse button, and drag diagonally to select the object.
5. Release the mouse button.

The dotted rectangle shows that the object has been selected.

Move the Selected Area



1. Click on the **selection**, and then drag the mouse to move the selection to another area.
2. Release the mouse button.

The object will appear in the new location.

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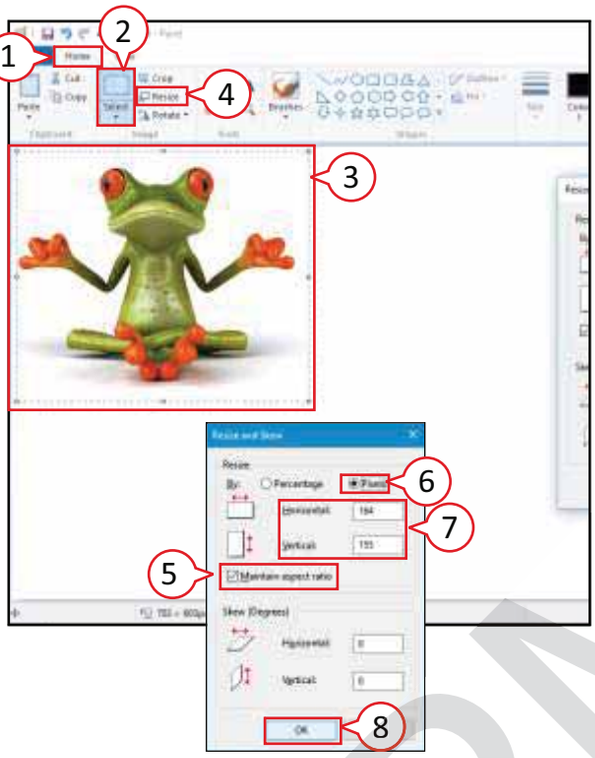
RESIZE OPTION

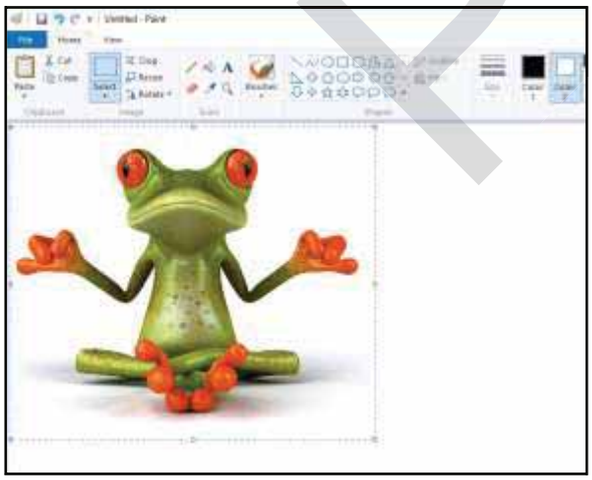
Resize is used to change the size of the drawing by making it smaller or bigger.



1. Click on **Home** tab.
2. Click on **Select**.
3. Select the image by dragging the mouse over it.
4. Click on **Resize**.

Resize and Skew dialog box appears.

5. Select the **Maintain aspect ratio** check box.
6. Select the radio button of **Pixels**.
7. Type the Horizontal value (width) and Vertical value (height).
8. Click on **OK**.



The new size of the image will appear.

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Update Your Knowledge

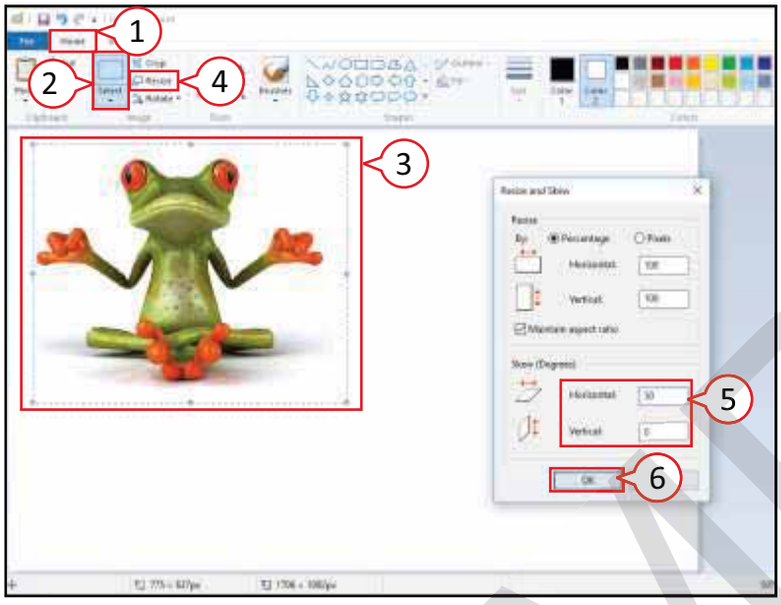
You may increase the selected image size by pressing Ctrl and + (plus), and decrease the selected image size by pressing Ctrl and – (minus).

Know the Facts

The first version of Paint was introduced with the first version of Windows, i.e., Windows 1.0 in 1985. After 20 years of development, Paint has reached version number 6.1 in Windows 7, 6.2 in Windows 8 and 10.0 in Windows 10.

SKEW OPTION

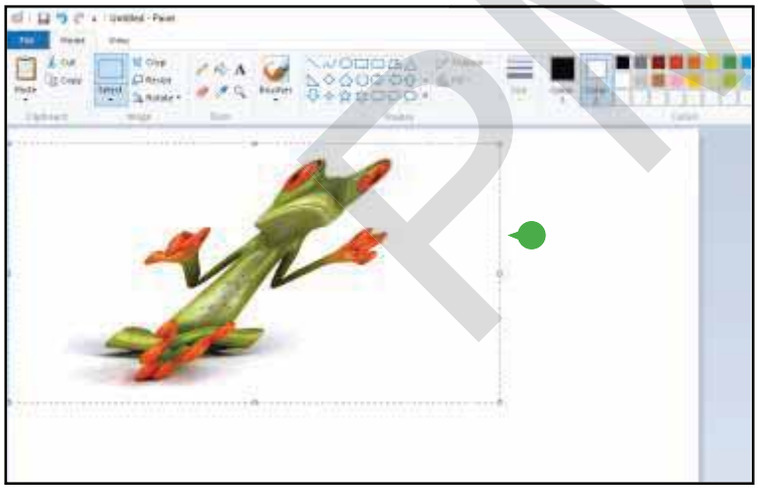
Skew is used to stretch an image from one end while the other end remains fixed.



1. Click on **Home** tab.
2. Click on **Select**.
3. Select the image by dragging the mouse over it.
4. Click on **Resize**.

Resize and Skew dialog box appears.

5. Type the amount of skew in the Horizontal and Vertical boxes.
6. Click on **OK**.



- The image gets skewed by the given value.

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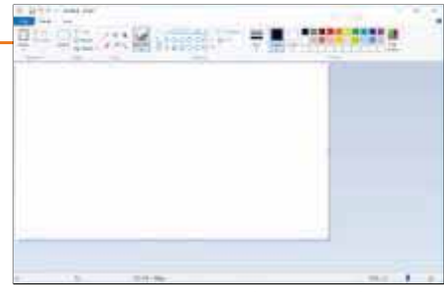
Update Your Knowledge

The interface of old version of Paint that came with Windows XP was different from new version of Paint. Now all the items are at the top of the Window. The new version is modified further.

Old Version Paint (Windows XP)

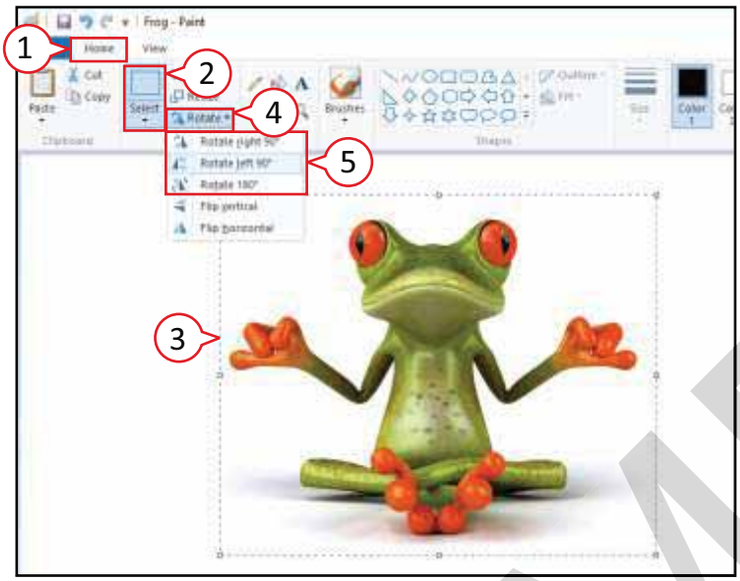


New Version Paint (Windows 10)

ROTATE AND FLIP

Rotate feature will change the position of the picture to different angles. **Flip** feature will create a mirror image of the picture either horizontally or vertically.

Rotate Image

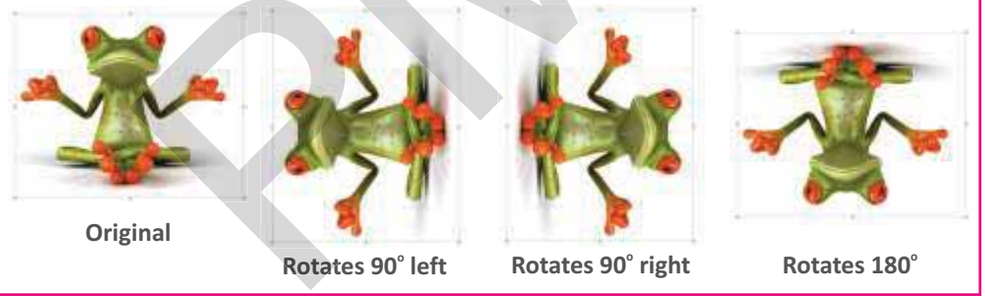


1. Click on **Home** tab.
2. Click on **Select**.
3. Select the image by dragging the mouse over it.
4. Click on **Rotate**.

Rotate and Flip options appear.

5. Click on **rotation** for the direction you want.

The image gets rotated by the given angles.



Flip Image

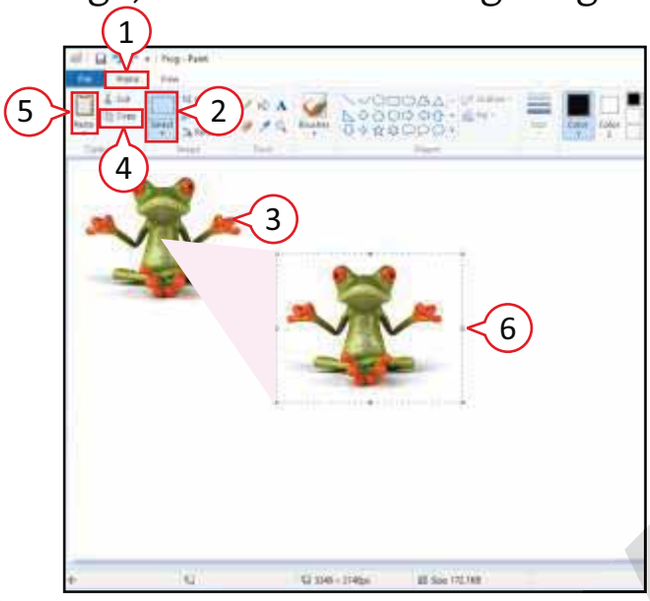
1. Repeat the steps 1 to 5 and by clicking on **Flip** options in step **5**.

The image creates a mirror image by the given options.

PMP

COPY AND PASTE

Copy/Paste is used to copy the image from one place and paste it to another place. You can save your time by using Copy and Paste image, instead of drawing it again and again.



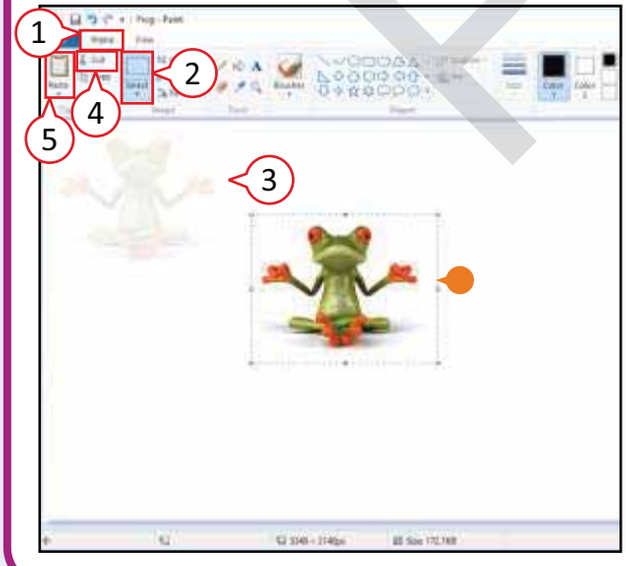
1. Click on **Home** tab.
2. Click on **Select**.
3. Select the image.
4. Click on **Copy**.
5. Click on **Paste**.

The image will appear in the drawing area.

6. Now, place the mouse pointer on the selected image and drag it anywhere in drawing area.

CUT AND PASTE

Cut/Paste is used to erase the drawing from its original place and paste it to another place in your drawing area.



1. Click on **Home** tab.
2. Click on **Select**.
3. Select the image.
4. Click on **Cut**.

The image will disappear from the drawing area.

5. Click on **Paste**.

- The image will appear in the drawing area. Now, drag it to place it at the desired place.

Update Your Knowledge

Shortcut key for **Copy** is **Ctrl + C**. Shortcut key for **Cut** is **Ctrl + X**. Shortcut key for **Paste** is **Ctrl + V**.

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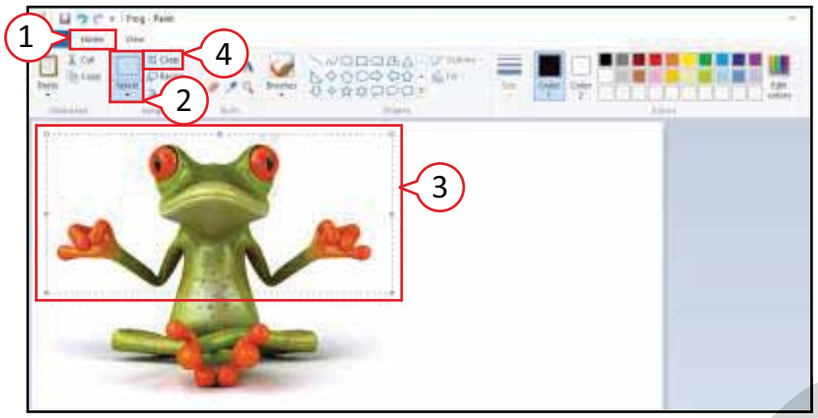
CROP IMAGE

Crop feature of Paint lets you see the part of the image you have selected. After cropping, only selected part of the image is visible.

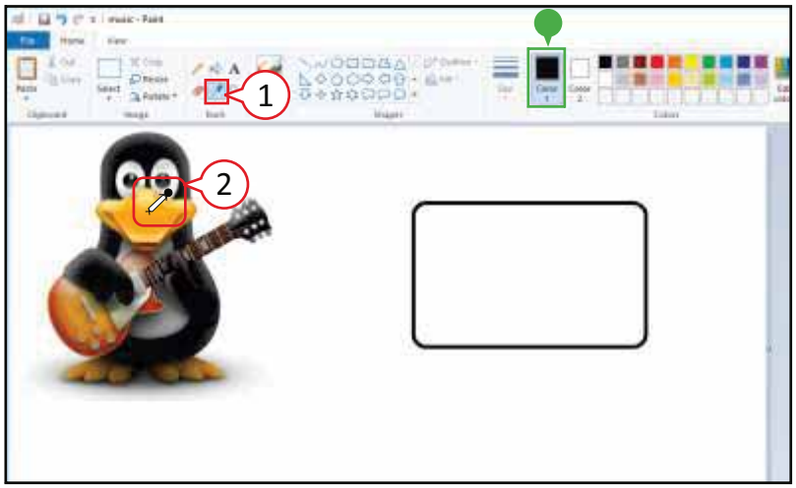


1. Click on **Home** tab.
2. Click on **Select**.
3. Select the part of the image you want to see.
4. Click on **Crop**.

- Only the selected part of the image appears.

SELECTING COLOR USING COLOR PICKER TOOL

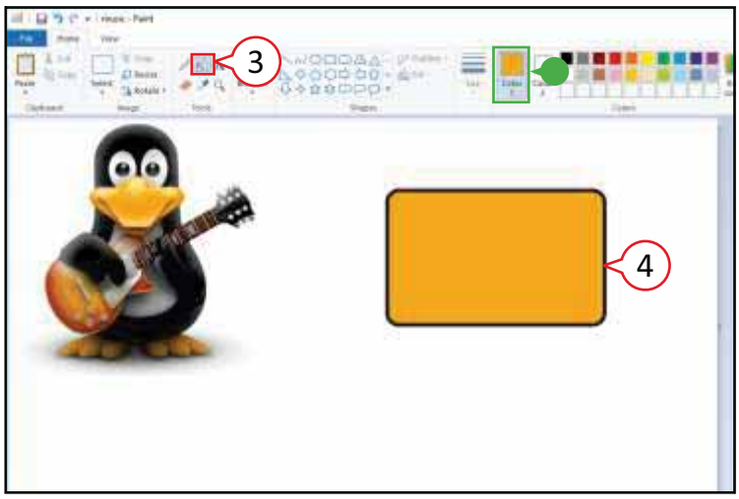
You can pick a color from an open image or colored drawing with the **Color Picker** tool. This tool enables you to paint using a color already present in your image.



- The default active color is **black**.

1. Click on the **Color Picker** tool.
2. Place the **tool** over an open image, and click to select the color in the tip of tool.

PMP



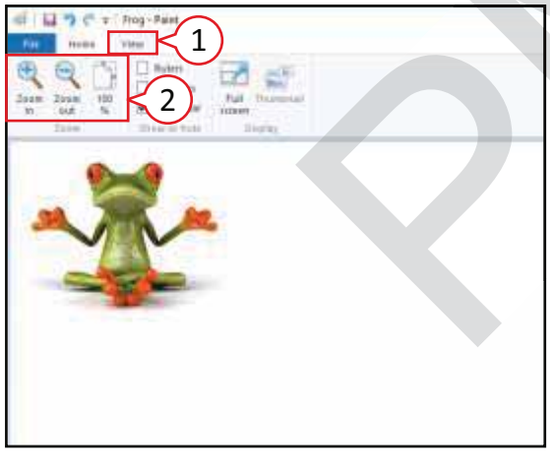
- The active color will change with the color you have selected with **Color Picker** tool.

3. Click on **Fill with color** tool.
4. Click inside the object where you want to color.

The object is filled with the color you have selected with **Color Picker** tool.

ZOOM IN AND ZOOM OUT

The Zoom tool is used to get the bigger and closer view of the image. You can use Zoom In and Zoom Out features to see a larger or smaller view of your image respectively.



1. Click on **View** tab.
2. Click on the following options:
   - Click on **Zoom in** to increase the zoom level.
   - Click on **Zoom out** to reduce the zoom level.
   - Click on **100%** to see the actual size of the image.

The image appears according to the option you have selected.

*In this example, we have chosen **Zoom in** option.*

Update Your Knowledge

- Press **Ctrl + PgUp** to zoom in the drawing.
- Press **Ctrl + PgDn** to bring the drawing to its original size.

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RULER, GRIDLINES AND FULL SCREEN

By clicking on **Ruler** option in **View** tab, rulers appear along the top and left edges of the image canvas. It helps in aligning image or adjusting an image to a specific size.

By clicking on **Gridlines** option in **View** tab, gridlines appear overlaying the Paint drawing area. It helps in placing text or other graphics in exact locations.

By clicking on **Full screen** option in **View** tab, the image or graphic will appear in full screen mode.

Saving Drawing

You must save your drawing file so that you could view it or modify it in future. Follow these steps to save your drawing:

1. Click on **File** menu.
2. Click on **Save** option. The **Save As** dialog box appears.
3. Type the name for the image in **File name** text box.
4. Click on **Save** button to save your image. The file will be saved.

SAVING DRAWING IN DIFFERENT FILE FORMATS

Paint can save your drawing in multiple file formats such as JPEG, PNG, BMP and TIFF.

1. Click on **File**.
2. Click on **Save as**.
3. Click on any **file format**.

The **Save As** dialog box appears.

4. Type the name for the image in **File name** text box.
5. Click on **Save** button to save your image. The file will be saved.

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In a Nutshell

- Paint program is used to draw shapes and drawings.
- Flip command is used to create the mirror image of the picture.
- Rotate command is used to rotate the position of an image.
- Color Picker tool is used to pick a color from an open image or colored drawing.
- Zoom tool is used to get bigger and closer view of an image.
- Crop feature lets you see the part of the image you have selected.

Exercises

A. Tick [✓] the correct answer.

1. ..... is a program used to draw pictures.
   a. Paint ☐ b. WordPad ☐ c. Windows ☐
2. ..... tool is used to select a part or whole drawing.
   a. Resize ☐ b. Select ☐ c. Flip ☐
3. ..... feature will create a mirror image of the picture.
   a. Rotate ☐ b. Flip ☐ c. Copy ☐
4. ..... tool is used to get bigger and closer view of image.
   a. Zoom ☐ b. Skew ☐ c. Select ☐
5. ..... appears along the top and left of canvas for adjusting the image size.
   a. Ruler ☐ b. Grid Line ☐ c. Color Picker ☐

B. Write 'T' for True and 'F' for False statements.

1. Skew command is used to stretch an image. ☐
2. Rotate will create a mirror image of the picture. ☐
3. Ruler helps in adjusting an image to a specific size. ☐
4. Flip helps in placing text/graphics in exact locations. ☐
5. You cannot move the selected image. ☐

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C. Fill in the blanks.

1. ..... and ..... are two tabs in Paint.
2. Default active or foreground color of Paint is ..... and default background color of Paint is ..... .
3. ..... feature lets you see the part of the image you have selected.
4. ..... feature is used to change the position of picture to different angles.

D. Differentiate between the following.

Flip option	Rotate option
.....	.....
.....	.....
.....	.....

E. Answer the following questions.

1. What is the use of Paint software?

   .....

   .....

2. What is the use of Zoom tool?

   .....

   .....

3. What is the use of Color Picker tool?

   .....

   .....

4. Write the name of different file formats for saving a drawing.

   .....

   .....

F. Application Based Question.

Rakesh is drawing a traffic scene in MS-Paint. He has to draw many cars in it. Which option should he use so that he doesn't have to draw cars, again and again?

.....

.....

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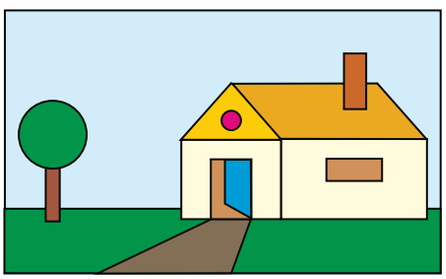
Activity Section

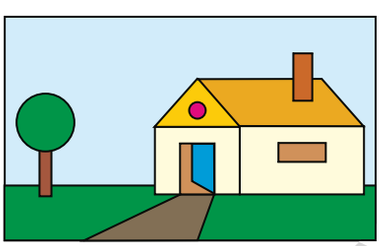
Lab Activity

Draw a colorful drawing of hut by using various tools.

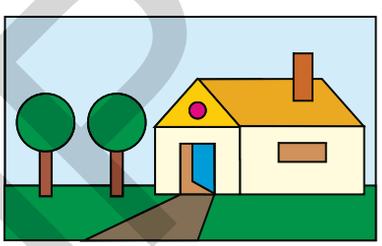


After drawing,

1. Use Copy and Paste option to draw one more tree.

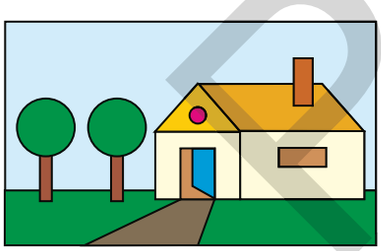


Original

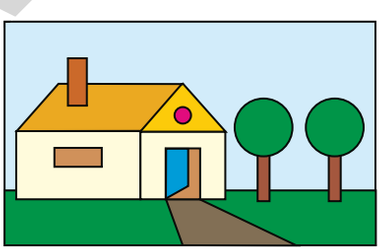


Copy and Paste tree

2. Select the image and apply Flip Horizontal feature.

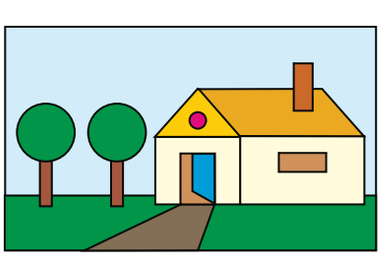


Original

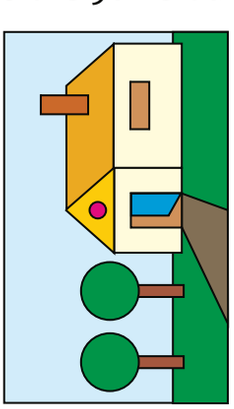


Flip Horizontal

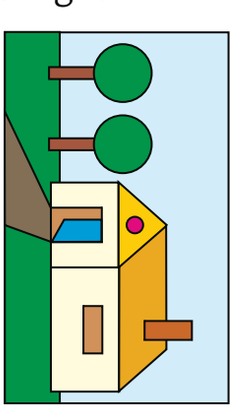
3. Again select the image, and rotate it to the 90⁰ left and 90⁰ right.



Original



Rotates 90° left



Rotates 90° right

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5 » Let us Start LOGO

Topics Covered

•LOGO •LOGO Commands—Moving, Turning, Hiding, Showing, Pen, Erasing, Home, Bye

Hello Friends! So far you have learnt how to give commands to a computer through the click of a mouse. Let us learn about a software program in which commands are given by keyboard.

LOGO

Language **O**f **G**raphics **O**riented

LOGO stands for '**L**anguage **O**f **G**raphics **O**riented'. LOGO is a free software program that is used to draw figures, calculate numbers, and print words by giving simple **commands** with the help of a **keyboard**. LOGO was designed in 1967 by Daniel G. Bobrow, Wally Feurzeig, Seymour Papert, and Cynthia Solomon.

You can draw different shapes and figures on the computer screen with the help of LOGO.

STARTING LOGO

You can start LOGO program by following these steps:

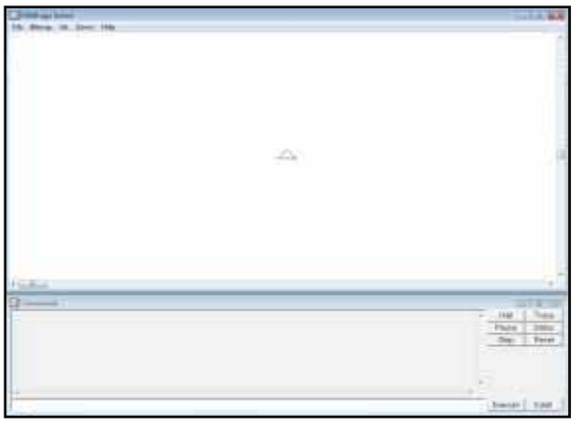
Start your computer to open Windows desktop.

1. Click on the **Start** button.

A list of all applications appears.

2. Click on **MSWLogo**.

The LOGO screen will appear.



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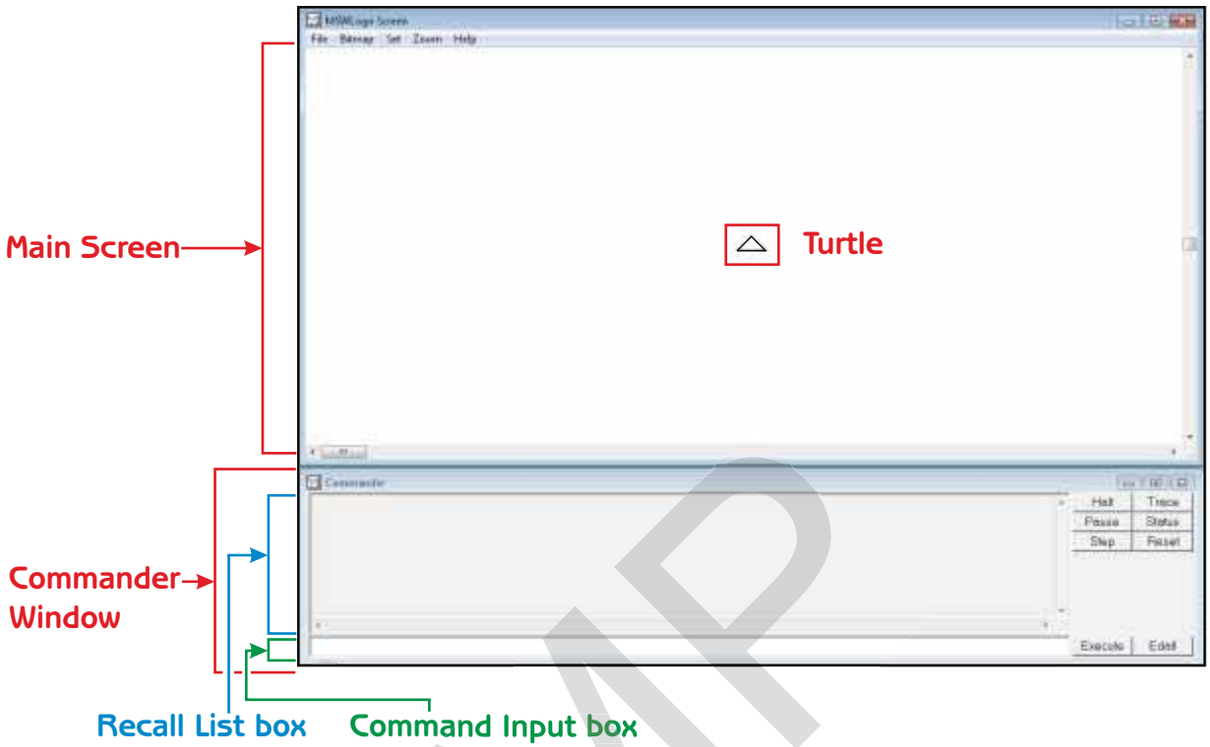
LOGO SCREEN

Before working in LOGO, you must understand the LOGO screen.



As you can see in the picture, the LOGO screen is divided into two parts: **Main Screen** and **Commander Window.**

- **Main Screen:** It is the graphic area of the window where the figures are drawn.
- **Commander Window:** This area of the window is used to write the commands that will draw shapes and figures.

  The Commander window is again divided into two parts: **Command Input box** and **Recall List Box.**

  - **Command Input box:** All the LOGO commands are entered in this area.
  - **Recall List box:** Whatever is written in Command Input box is recorded in Recall List box.

Update Your Knowledge

'**LOGO**' is not an acronym. It was derived from the Greek logos, meaning 'word' or 'thought' by Feurzeig, to distinguish itself from other programming languages that were primarily numbers, not graphics or logic oriented.

Update Your Knowledge

LOGO is not a **case sensitive** language. You can type each command either in uppercase or in lowercase.

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LOGO TURTLE

LOGO uses **turtle** to draw figures and lines on screen.

Turtle looks like a little **triangle** on the LOGO screen. It works like a pen to draw figures and lines on LOGO.

The pointed end of the turtle is called **head**, and the wider end of the turtle is called its **tail**.

Turtle can move right, left, backward, and forward on our commands or instructions.

HOME OF THE TURTLE

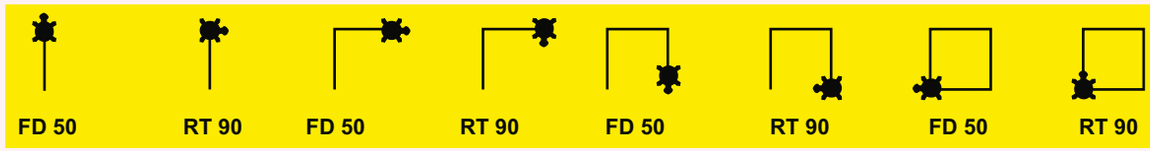
Whenever you start LOGO, you can see that turtle is at the **center** of the screen. This is the starting position of the turtle and is called **Home** of the Turtle.

The blank area where the turtle moves is called the **Field** of the Turtle.

LOGO Commands

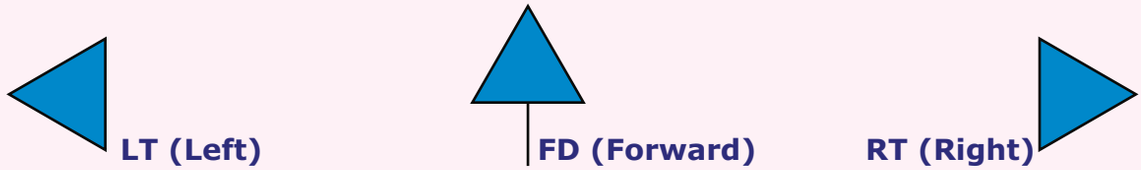
Commands are the instructions that you give to the turtle to draw any figure. All the commands in LOGO are written in **Commander window**. The LOGO commands are also called **LOGO Primitives**.

After each command, you have to press **Enter** key from the keyboard or press **Execute** button on the window to see the result.



LOGO commands to make a square

You can turn the turtle by giving commands to turn RIGHT or LEFT. You can use short forms like RT and LT, instead of typing RIGHT and LEFT, which means the same thing to the turtle.



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Now, let us learn about the different commands used in LOGO.

Moving Commands

The commands that move the turtle are called **moving commands**. You can use **forward** and **back** commands to move the turtle.

FORWARD or FD

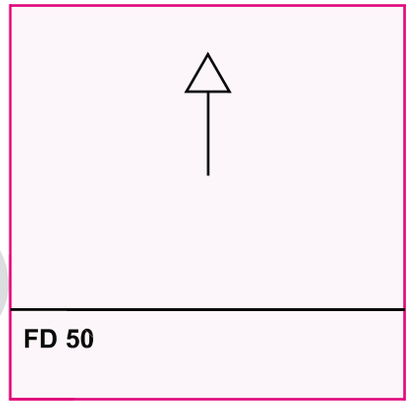
This command is used to draw a line by moving the turtle forward by a given number of steps.

Syntax:

FD <space> (number of steps) <Enter>

For example:

FD 50 <Enter>



This will draw a line and move the turtle 50 steps ahead.

BACK or BK

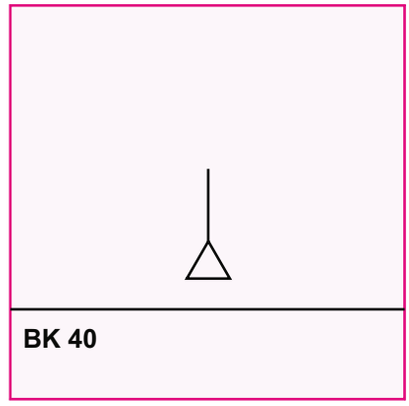
This command is used to draw a line by moving the turtle backward by a given number of steps.

Syntax:

BK <space> (number of steps) <Enter>

For example:

BK 40 <Enter>



This will draw a line and move the turtle 40 steps backward.

Update Your Knowledge

Syntax is a set of rules to structure the programs. It means the way in which the command is written.

Update Your Knowledge

Turtle in LOGO is called so because the first version of LOGO used an electronic robot which resembled a turtle.

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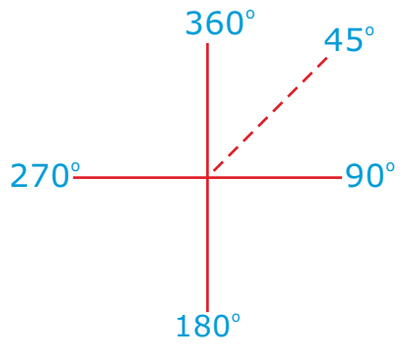
Turning Commands

To make the turtle move towards right or left, you have to turn the head of the turtle.

RIGHT or RT

This command is used to rotate the head of the turtle towards **right** by given number of turns. The number of turns is given in degrees. You can rotate the turtle from 0 to 360 degrees.



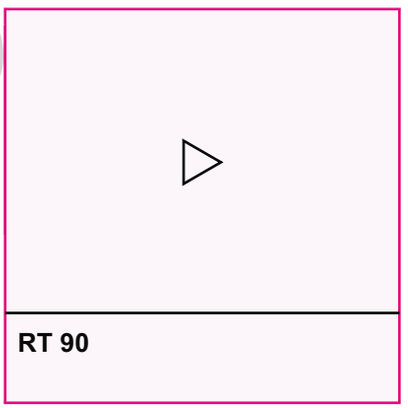
Syntax:

RT <space> (number of turns) <Enter>

For example:

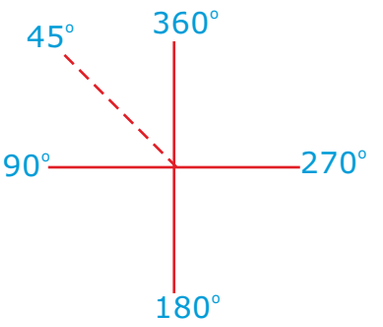
RT 90 <Enter>

It will turn the head of the turtle 90° towards right.



LEFT or LT

This command is used to rotate the head of the turtle towards **left** by given number of turns. The number of turns is given in degrees. You can rotate the turtle from 0 to 360 degrees.



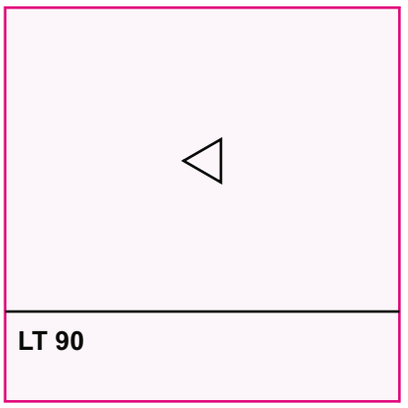
Syntax:

LT <space> (number of turns) <Enter>

For example:

LT 90 <Enter>

It will turn the head of the turtle 90° towards left.



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Hiding and Showing the Turtle

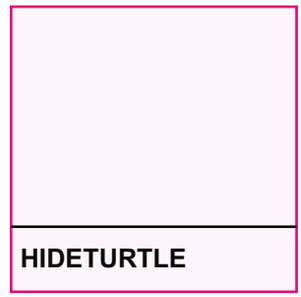
You can show or hide the turtle on the screen.

HIDETURTLE or HT

This command is used to hide the turtle from the screen.

Syntax:

HT <Enter>

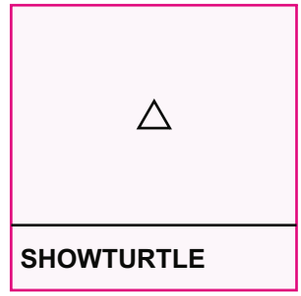


SHOWTURTLE or ST

This command will show the turtle back on the screen.

Syntax:

ST <Enter>



Pen Commands

Turtle has a pen to draw a line on the screen. You can lift the pen up or down with the help of Pen commands.

PENUP or PU

A turtle has a pen which draws lines on the screen. If you want to move the turtle without drawing a line behind, then use this command. It will lift the turtle pen up from the screen.

Syntax:

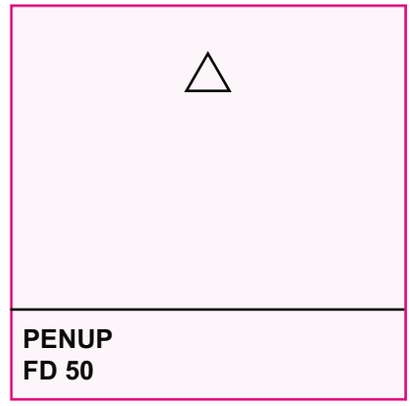
PU <Enter>

For example:

PU <Enter>

FD 50 <Enter>

This command lifts the turtle pen up from the screen and moves 50 steps forward.



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PENDOWN or PD

This command instructs the turtle to put the pen down on the screen and continue drawing.

Syntax:

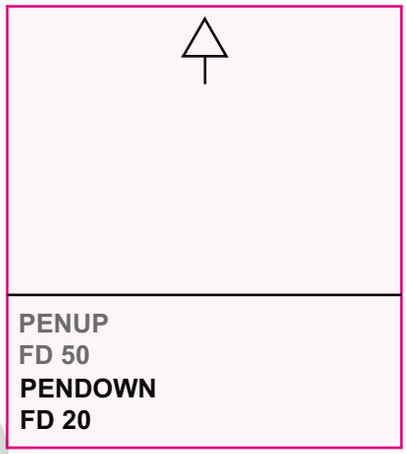
PD <Enter>

For example:

PD <Enter>

FD 20 <Enter>

This command puts the turtle pen down on the screen and moves it 20 steps forward.



Erasing Commands

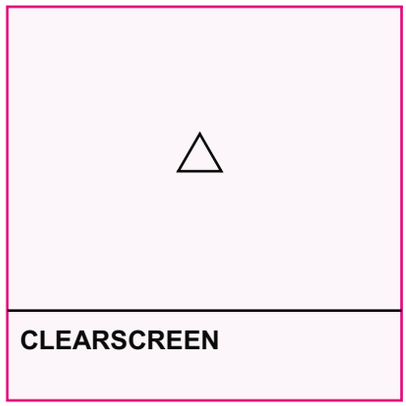
These commands are used to clean up the screen.

CLEARSCREEN or CS

This command is used to erase everything from the graphic area, and the turtle will come back to its home position.

Syntax:

CS <Enter>

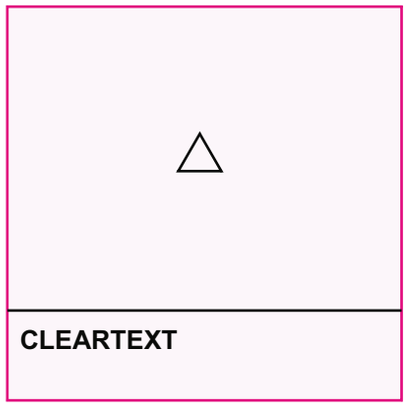


CLEARTEXT or CT

This command is used to clear the text written in Command Input Box or List Box.

Syntax:

CT <Enter>



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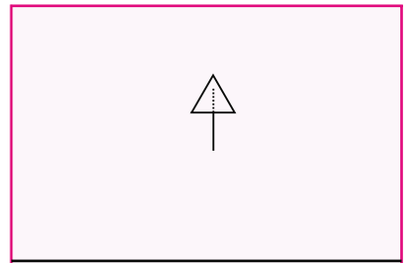
PEN ERASE or PE

This command is used to erase a line while moving the turtle.



Syntax:

PE <Enter>

For example:

FD 50 <Enter>

PE <Enter>

BK 30 <Enter>

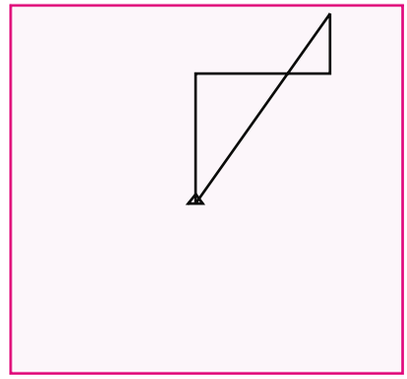
```
FD 50
PE
BK 30
```

Home Command

HOME command is used to take the turtle back to its home, from any position, by leaving the line behind.

Syntax:

HOME <Enter> Try it out:



FD 100 <Enter> (Draws a line 100 steps ahead)
RT 90 <Enter> (Turns the turtle head towards right by 90°)
FD 100 <Enter> (Draws a line 100 steps ahead)
LT 90 <Enter> (Turns the turtle head towards left by 90°)
FD 40 <Enter> (Draws a line 40 steps ahead)
Home <Enter> (Draws a line as it goes back home)

Bye Command

Bye command is used to exit from LOGO.

Syntax:

BYE <Enter>

Update Your Knowledge

You must write each instruction on a separate line. When you have completed writing all the necessary instructions, you have written a **LOGO program**.

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In a Nutshell

- LOGO stands for Language Of Graphics Oriented.
- LOGO screen is divided into two parts - Main Screen and Commander Window.
- A triangle on the main screen is called Turtle.
- FD and BK commands are used to draw and move the turtle forward and back respectively.
- RT and LT commands are used to rotate the turtle towards right and left.
- PU and PD commands are used for pen up and pen down.

Exercises

A. Tick [✓] the correct answer.

1. ..... Screen is the graphic area where the figures are drawn.
   a. Command ☐ b. Main ☐ c. Record ☐
2. Starting position of the turtle is known as ..... .
   a. Home ☐ b. Field ☐ c. Prompt ☐
3. ..... command is used to rotate the turtle towards right.
   a. CS ☐ b. SS ☐ c. RT ☐
4. ..... command is used to put the turtle pen down.
   a. PU ☐ b. PD ☐ c. FD ☐
5. ..... is used to clear the text written in Command Input Box.
   a. ST ☐ b. CT ☐ c. RT ☐

B. Write 'T' for True and 'F' for False statements.

1. LOGO was designed in 1967 by Daniel G. Bobrow. ☐
2. The BK command will move the turtle forward. ☐
3. CS will erase the drawing from the screen. ☐
4. The HT command is used to hide the turtle from screen. ☐

PMP

C. Fill in the blanks.

1. Pointed end of the turtle is called ..... .
2. All the LOGO commands are entered in ..... input box.
3. ..... is the blank area where the turtle moves.
4. ..... are the instructions that you give to the turtle to draw any figure.
5. ..... command is used to exit from LOGO.

D. Match the following.

1. HT	• lifts the turtle pen up
2. CS	• erases a line while moving the turtle
3. PU	• clears all the drawing from screen
4. PE	• hides the turtle from the screen

E. Write the commands for the following.

1. To move the turtle 80 steps forward .....
2. To move the turtle 70 steps backward .....
3. To rotate the turtle left by 45 degrees .....
4. To rotate the turtle right by 90 degrees .....

F. Answer the following questions.

1. What is LOGO? Who developed it and when?

   .....

   .....

2. Name the two parts into which the LOGO screen is divided.

   .....

   .....

3. What is Turtle? Where is it located?

   .....

   .....

G. Application Based Question.

Your teacher asked you, "Can you hide and then show again the turtle on the screen?" If 'yes' tell her, by which command can you do so?

.....

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Activity Section

Activity Unscramble

Unscramble the given letters to form meaningful words.

O	D	R	A	W	R	F

.....

L	E	R	T	U	T

.....

N	D	M	A	O	M	C

.....

E	H	D	I	T	L	R	U	T	E

.....

P	P	N	E	U

.....

Activity Puzzle

Find out the 6 hidden LOGO in the grid.

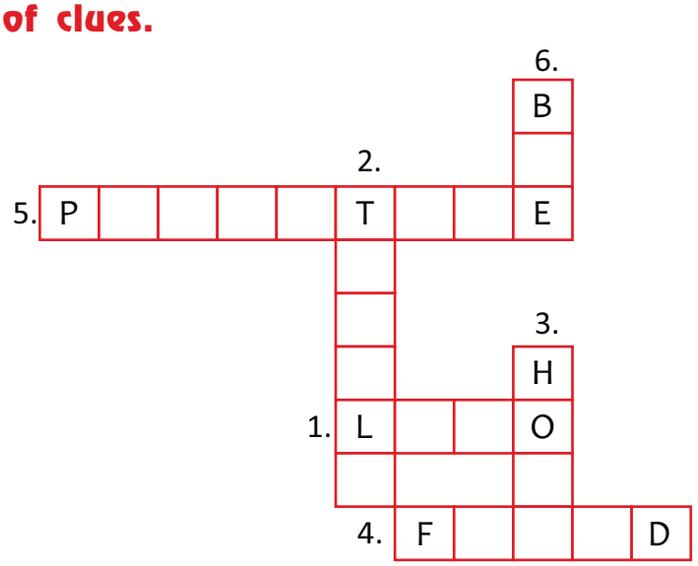
L	O	G	L	O	G	O	L	O
O	L	O	G	O	L	O	O	G
G	O	L	O	G	O	L	G	O
L	O	G	O	L	O	G	O	L

Activity Crossword

Fill the crossword with the help of clues.

CLUES

1. A programming language
2. A small triangle on the screen
3. Starting position of turtle
4. Blank area where turtle moves
5. Another word for 'command'
6. Command to exit the LOGO



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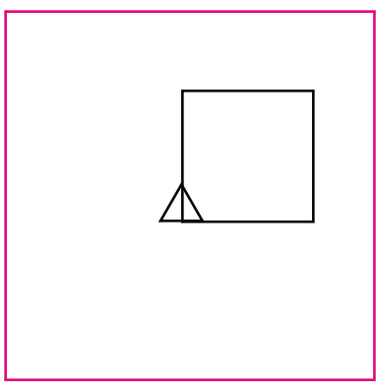
Lab Activity

A. Let us try the following commands in LOGO and see what is drawn on the Main Screen and then draw it in the box. First one has been done.

1
```
FD 100
RT 90
FD 100
RT 90
FD 100
RT 90
FD 100
RT 90
```

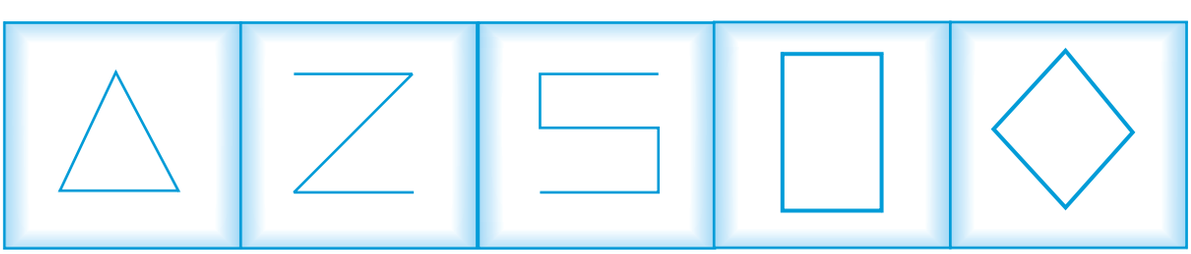


2
```
CS
LT 90
FD 50
LT 90
FD 100
LT 90
FD 50
HT
```

3
```
CS
FD 100
PU
RT 90
FD 50
RT 90
FD 20
PD
FD 80
PU
LT 90
FD 50
LT 90
PD
FD 60
HT
```

4
```
CS
FD 80
RT 90
FD 50
RT 90
FD 40
RT 90
FD 50
BK 50
LT 90
FD 40
HT
```

B. Let us draw the following by using the LOGO commands.



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6 » Internet - Introduction

Topics Covered

•Internet •Uses of Internet •Internet Terms

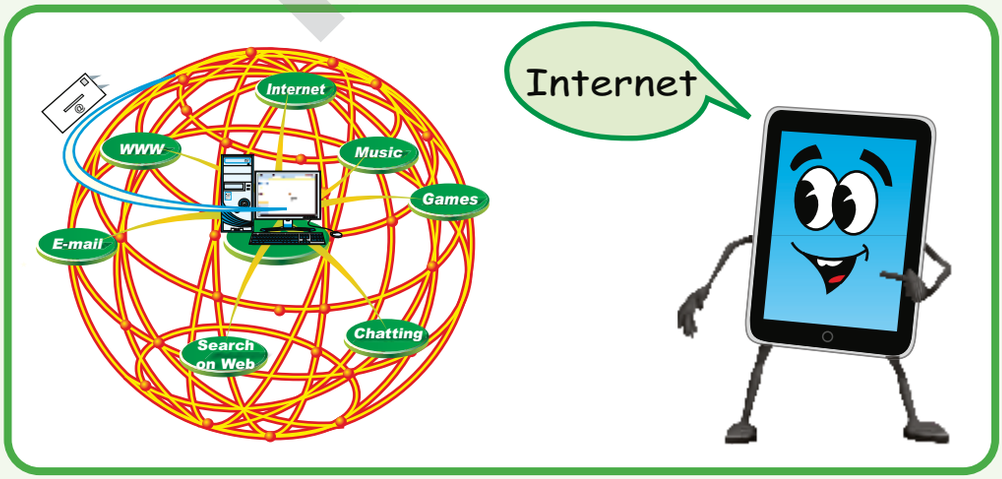
Hey friends! Internet is one of the main features of the computer through which you can search any information and communicate with the whole world, sitting at one place. Let's know about the Internet.

Internet

The **Internet** is popularly called **Net**. It is the largest **network** that connects millions of computers across the world.

With the help of Internet, you can:

- search on any topic
- buy or sell things
- listen to music and play games
- send messages and communicate with your friends and family



No one knows exactly how many computers are connected to the Internet. It is certain, however, that these numbers are in trillions and are increasing at a rapid rate.

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Uses of Internet

Today, the Internet is used by most of the people. It has become a powerful tool in today's world. The different uses of Internet are:

E-MAIL (ELECTRONIC MAIL)

An **electronic mail (e-mail)** enables us to send and receive messages to/from people around the world.

SEARCH INFORMATION

You can find any kind of information you require through the Internet. It is a valuable tool for research.

SHOPPING

You can purchase or sell products on the Internet while sitting at home. You can place the order and pay through a credit/debit card on the Internet so that the product is delivered at your home.

CHATTING

Internet allows one person to exchange typed messages with another person. A message once sent will instantly appear on the other person's computer.

ADVERTISEMENT

Different companies can advertise by giving information about their company and their products if they have their websites on the Internet.

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Update Your Knowledge

Internet was developed by the **Advanced Research Projects Agency (ARPA)** of the US government in 1969 and was first known as **ARPANET**.

Do You Know?

Who owns the **Internet**?

No single person, company, institution, or government agency owns the Internet. Each organization on the Internet is responsible only for maintaining its own network.

LISTENING TO MUSIC AND WATCHING MOVIES

You can use the Internet to listen to songs and watch movies on YouTube. YouTube is a video sharing service that is one of the most popular sites/apps on the Internet.

PLAYING GAMES

The Internet also provides a wide range of games that you can either play online or download on your computer.

SOCIAL NETWORKING

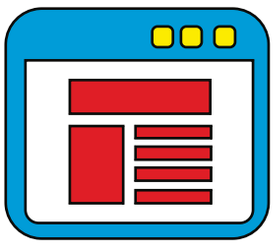
Social networking is a service that enables you to connect with people who share similar personal or professional interests. One of the most popular social networking sites is Facebook.

Internet Terms

Following are some of the important terms related to Internet:

WORLD WIDE WEB (WWW)

World Wide Web or **WWW** is an electronic library that contains lots of information in the form of text, pictures, and sound. It was developed by **Tim Berners-Lee** in **1989**.



WEB PAGE

Web page is a single page on a Web that contains information in the form of text, graphic, sound or video.

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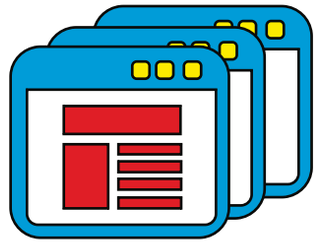
WEBSITE

A collection of web pages related to same topic is called **website**. A website is organized by different companies and organizations like schools, hospitals, or even an individual.



WEB BROWSER

Web browser or simply **browser** is a software used to open a web page or website. Some popular browsers are Google Chrome, Microsoft Internet Explorer, and Mozilla Firefox.

HOME PAGE

Whenever you open a web browser, the first page that appears is the **home page**. It always displays the starting web page of a website. Usually this page links to all other pages on the website.

LINK

A **link**, also called **hyperlink**, is a built-in connection to another related Web page or the part of a Web page. When you click the link, the other page loads into your Web browser automatically.

UNIFORM RESOURCE LOCATOR (URL)

Every website on the Internet has a **unique address**. The address of a website or web page is called the **URL**.

SEARCH ENGINE

Search engine is the software that finds websites, web pages, images, videos, news, maps, and other information related to a specific topic on the Internet. Some popular search engines are Google, Bing and Yahoo.

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In a Nutshell

- The Internet is a network that connects millions of computers across the world.
- The different uses of Internet are E-mail, Searching information, Shopping online, Chatting, and Advertisement.
- Web browser is a program that is used to open the web pages.
- Every website has its unique address called URL.

Exercises

A. Tick [✓] the correct answer.

1. Computers connected to ..... can exchange information with one another.
   a. Television ☐ b. Internet ☐ c. Telephone ☐
2. You can communicate on Internet through ..... .
   a. Chatting ☐ b. Browsing ☐ c. Advertising ☐
3. A collection of web pages is called ..... .
   a. Website ☐ b. Link ☐ c. URL ☐
4. The first page that appears in a browser is called ..... .
   a. Search Page ☐ b. Home Page ☐ c. Middle Page ☐

B. Write 'T' for True and 'F' for False statements.

1. Everybody knows exactly how many computers are connected to the Internet. ☐
2. You cannot purchase or sell products on the Internet even while sitting at home. ☐
3. A web browser is the address of a web page. ☐
4. A collection of web pages related to same topic is called website. ☐
5. A link is a built-in connection to another related Web page or the part of a Web page. ☐

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C. Fill in the blanks.

1. ..... enables us to send and receive messages to/from people around the world.
2. Each page on the Web has a unique address, called ..... .
3. ..... enables you to connect with people who share similar personal interests.
4. ..... is the software that finds information related to a specific topic on the Internet.

D. Give the full form of the following.

1. ARPA .....
2. E-mail .....
3. WWW .....
4. URL .....

E. Define the following.

1. Web Page: .....
   .....
2. Web Browser: .....
   .....

F. Answer the following questions.

1. What is Internet?
   .....
   .....
2. Write any two uses of Internet.
   .....
   .....
3. What is the use of search engine?
   .....
   .....

G. Application Based Question.

Danish wants to order the CD of the latest X-box game. He doesn't know how to search and order it from Internet. He needs your help. Help him by telling which services are used for this purpose.

.....

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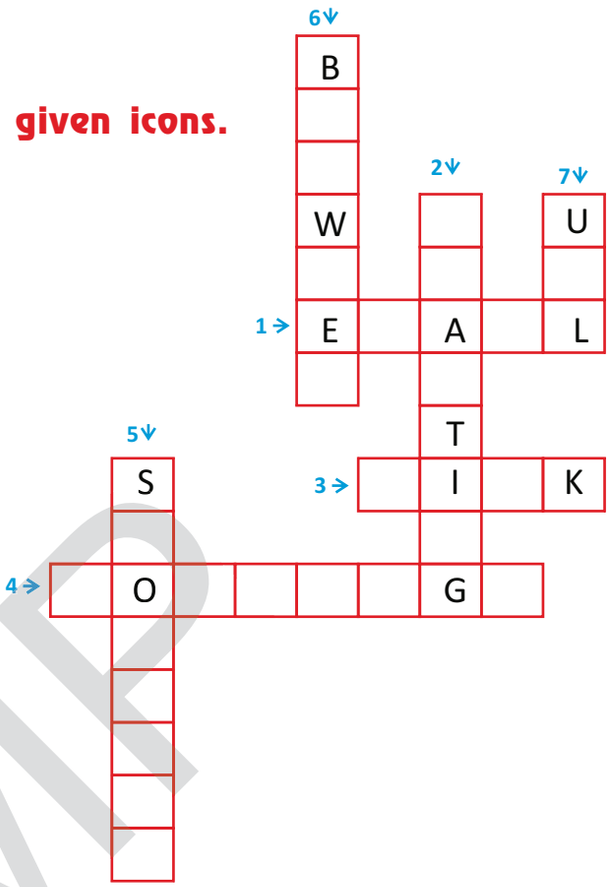
Activity Section

Activity Crossword

Solve the crossword with the help of given icons.



Activity Tick and Write

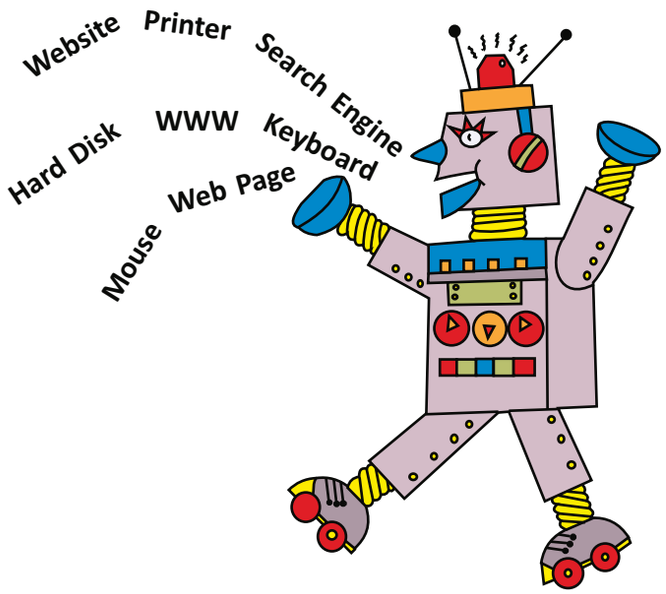
Robot is speaking some words. Tick [✓] the Internet-related words and write them in the space given below.

.....

.....

.....

.....



Group Discussion

Divide the students into two groups and discuss the topic, 'Uses of Internet'.

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7 » Word Processor (Word 2016)

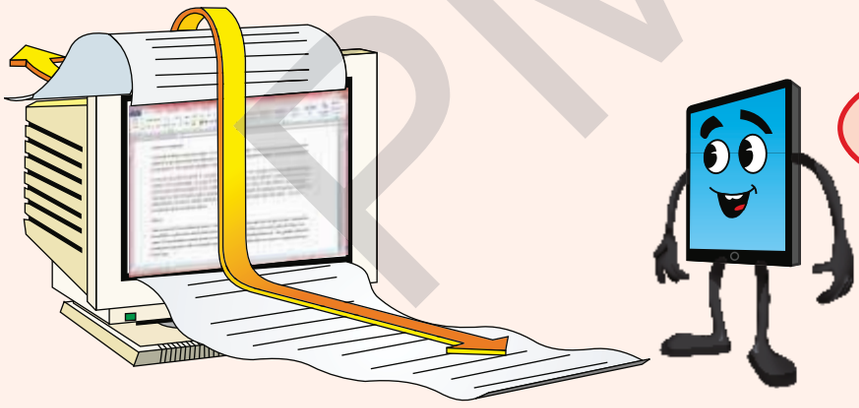
Topics Covered

•Word Processor •Microsoft Word •File Tab •Ribbon

Hello Friends! In your previous class, you learnt typing in WordPad. In this chapter, you will learn about Microsoft Word, which is a word processing software.

Word Processor

A **word processor** is a computer software that is used for **creating** and **formatting** document by using keyboard. After creating the document, you can save it in the hard disk for future use and also print your document on a paper.



Word Processing software

THINGS WE CAN DO WITH WORD PROCESSOR

1. Type letters, reports, etc.
2. Change color and font style of text.
3. Add pictures to make the document more attractive.
4. Modify the document by editing and formatting.
5. Save the document for future use.
6. Print the document on paper.

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TYPES OF WORD PROCESSORS

Some most popularly used word processors are:

Microsoft Word	A powerful word processor created by Microsoft for Macintosh and Windows-based computers.
Writer	It is a free open source word processing program. It is a part of LibreOffice suite.
Google Docs	Google Docs (formerly known as Google Documents) is a free online word processor introduced in March 9, 2006.

Microsoft Word

Microsoft Word is a **word processing program** used for creating documents. It helps us to write letters, reports etc., beautifully by adding borders, shading, tables, graphics, and pictures in the documents. It was first released in October 1983 by **Microsoft**.

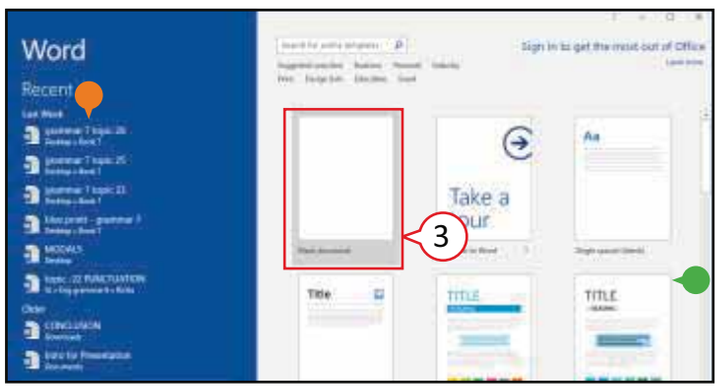
Microsoft Word 2016 is the latest version, released in **2015**.

STARTING WORD 2016

1. Click on the **Start** button. The Start menu will appear.

A list of all installed Apps appears on the left side of Start menu.

2. Scroll down and click on **Word 2016**.



The **Word** opens and displays its **Start screen**.

- You can use this area (Recent) to open an existing document.
- You can use this area to start a new document.

3. Click on **Blank document**.

An empty document titled **Document 1** appears on your screen.

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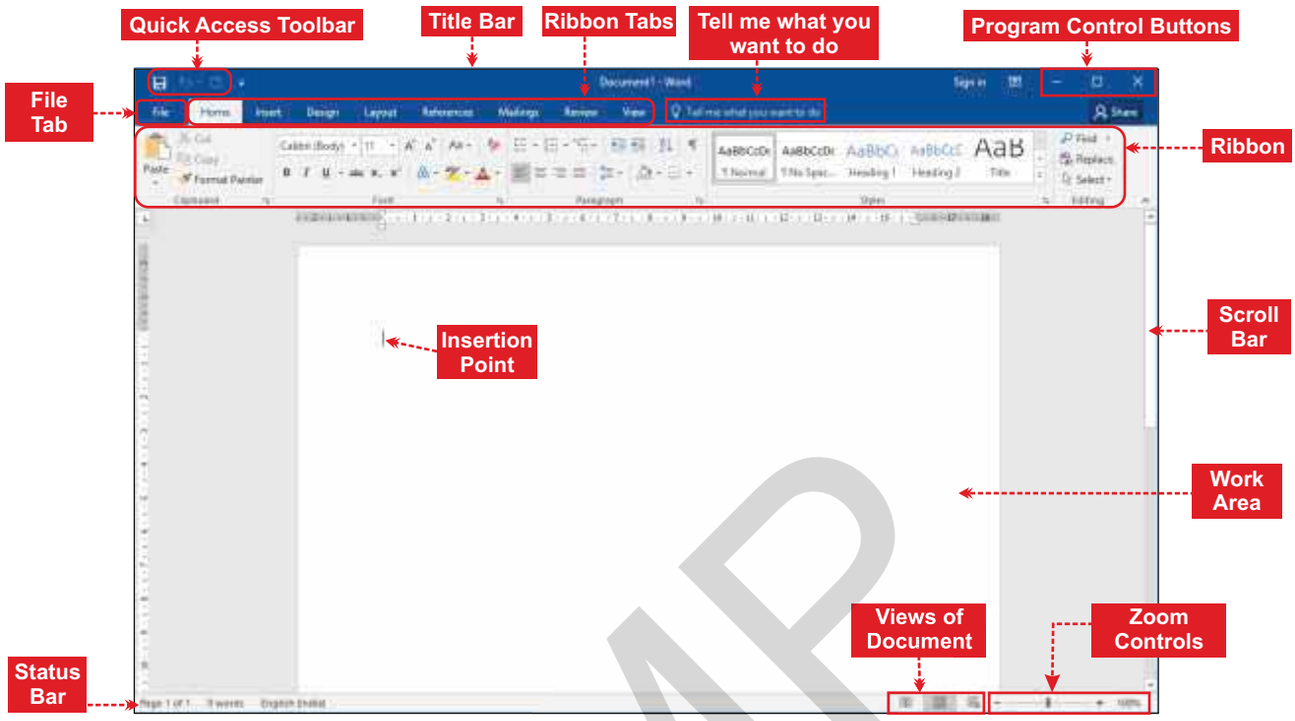
THE WORD WINDOW

You will get a window on your desktop after starting Word 2016.



Title Bar: The topmost bar of the window that displays the name of the currently active Word document.

File Tab: When you click on File tab, a Backstage view appears, which resembles a menu. In Backstage view, you will find a list of commands like save, open, print, etc.

Quick Access Toolbar: It displays quick access buttons for the Save, Undo, and Redo commands.

Ribbon: It displays groups of related commands in tabs. Each tab offers shortcut buttons to common tasks.

Ribbon Tab: Each ribbon tab provides a set of tools related to an overall task you are likely to be performing in a specific document.

Insertion Point: It is a flashing line on the screen that indicates the place, where the text you type will appear.

Views of Document: Word provides access to three different views of your document.

Zoom Controls: They are used to enlarge or reduce the view of document.

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Scroll Bar: The scroll bar helps you to move the contents of a document up, down, right, and left.

Status Bar: Status bar is situated at the bottom of a Word document. It displays information, such as word count, page number, line number, zoom, zoom slider, language and other details.

Program Control Buttons: Use these buttons to minimize the program window, restore the window to full size, or close the window.

Work Area: It is the area in the document window where you enter or type the text of your document.

Tell Me What You Want To Do: This search feature helps you find commands on the Ribbon when you are not sure where that particular command is located on the Ribbon.

File Tab

When you click on **File** tab, you will see a File menu, also known as **Backstage View**, where you can manage file commands such as saving, opening, printing, mailing, and checking the file properties.

1. Click on **File** tab.

A new screen will appear, displaying the most commonly used file management commands.

After clicking on **File** tab, **Backstage View** will appear, which is organized into three panels. The **first** or **left panel** includes the commands you will use to work with the files created by you. The **second** or **center panel** offers related options, and the **third** or **right panel** displays an additional option.

Do You Know?

- The earlier name of Microsoft Word was **Multi-Tool Word**.
- The first developers of Word were **Charles Simonyi**, **Bill Gates**, **Paul Allen**, and **Richard Brodie**.

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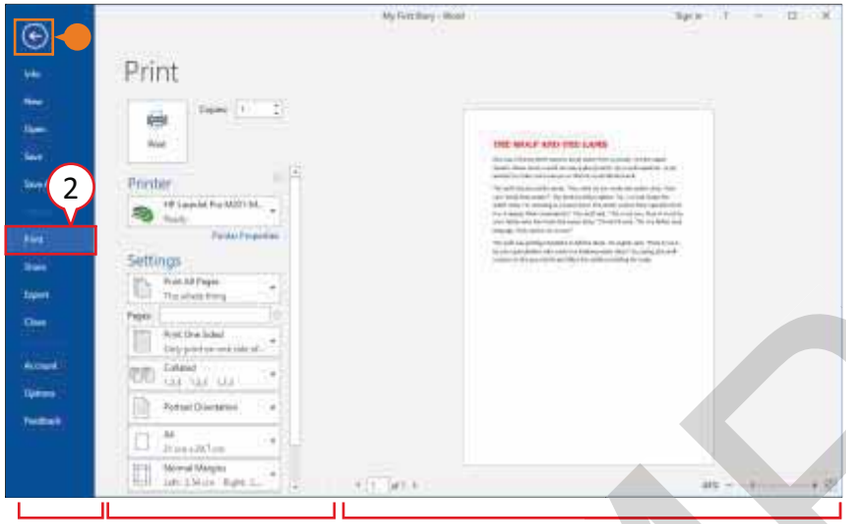
For example, when you click on **Print** in first panel, the second or center panel shows **print options**, and the right panel displays a **preview** of your document as it will appear in print.

In this way, the **Backstage View** simplifies the print process in one step so that you can preview and print your document.



2. Click on the **command (Print)** you want to use.

- Click the **Back arrow** or press **Esc** key to leave Backstage view without making a selection.

In this example, you can see **Backstage view** in three panels:

- **First panel** shows the commands.
- **Second panel** shows the related options.
- **Third panel** shows additional options or preview options.

FILE TAB COMMANDS

Info:	You can see and edit file properties; password-protect the file and restrict editing; inspect the file for privacy, accessibility, compatibility; recover unsaved versions.
New:	You can start a new blank file or a template.
Open:	You can open an existing file.
Save:	You can save the active file for the first time.
Save As:	You can save changes to an existing file using different settings.
Print:	You can print the active file.
Share:	You can invite others to view or edit the file online, or send the file via email to others.
Export:	You can create a PDF or XPS version of file, or change the file type.
Close:	You can close the active document.
Account:	You can view and change the active Microsoft account, and change the background and theme for the application window.
Options:	You can control application settings.

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Ribbon

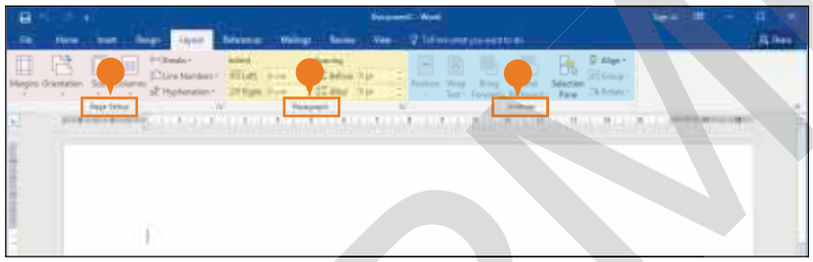
Ribbon contains commands organized in three components: tabs, groups, and commands. **Tabs** represent common actions you take in Word. They appear across the top of the Ribbon and contain groups of related commands. **Groups** organize related commands with each group name appearing below the group on the Ribbon. **Commands** appear within each group.

SELECT A TAB

1. Click on a **tab**.

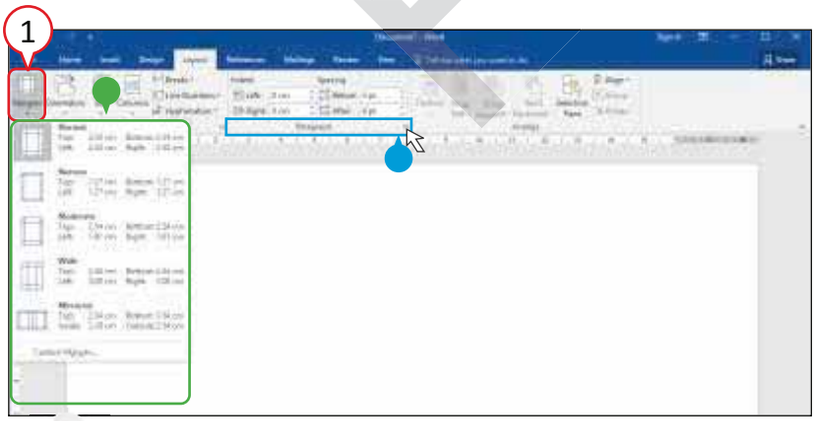
The tab opens, and organizes the tasks and commands into logical groups.

GROUPS



- At the bottom of the ribbon, note the names — Page Setup, Paragraph, and Arrange. These are known as **groups**.

GIVE A COMMAND



1. Click on a button to activate a **command**.

- Buttons with arrows [▾] display additional commands.
- You can click on the **corner arrow button** to display a dialog box of additional settings.

Update Your Knowledge

For **selecting a command** on the Ribbon with the keyboard :

- Press the ALT key from the keyboard.
- Shortcut letters and numbers will appear on the Ribbon.
- Press a letter to select a tab on the Ribbon.
- Word displays the appropriate tab and letters for each command on that tab.

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In a Nutshell

- A word processor is a computer software that is used for creating and formatting document.
- MS-Word is a word processing program developed by Microsoft.
- After clicking on File tab, Backstage View will appear.
- Ribbon offers an easy way to locate commands that accomplish various program tasks.

Exercises

A. Tick [✓] the correct answer.

1. ..... is an example of Word Processor.
   a. MS-Paint ☐ b. MS-Word ☐ c. Windows 10 ☐
2. ..... is the area where you type the text of your document.
   a. Title Bar ☐ b. Work Area ☐ c. Ribbon ☐
3. ..... is situated at the bottom of a Word document.
   a. Title Bar ☐ b. Menu Bar ☐ c. Status Bar ☐
4. In Backstage View, ... panel shows the commands.
   a. First ☐ b. Second ☐ c. Third ☐
5. ..... is a free online word processor.
   a. Word ☐ b. Writer ☐ c. Google Docs ☐

B. Write 'T' for True and 'F' for False statements.

1. Insertion Point is a flashing line on the screen. ☐
2. Writer is a free closed source word processor. ☐
3. Zoom controls are used to enlarge or reduce the view of document. ☐
4. Backstage View is organized into four panels. ☐
5. Ribbon displays groups of related commands in tabs. ☐

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C. Match the following File tab commands with their respective functions.

Save	Starts a new blank file
New	Opens an existing file
Close	Saves the active file
Print	Closes the active document
Open	Prints the active file

D. Fill in the blanks.

1. ..... bar helps you to move the contents of the document up, down, right or left.
2. Insertion point is a ..... line on the screen.
3. We can view our document in ..... different views.
4. When you click on File tab, ... view will appear.

E. Answer the following questions.

1. What is a word processor?

   .....

   .....

2. Write a short note on MS-Word 2016.

   .....

   .....

3. Name the components of ribbon for organizing the commands.

   .....

   .....

4. Specify the purpose of the panels available in Backstage View.

   .....

   .....

F. Application Based Question.

Raj has opened the Word document. By which component can he enlarge the view of the document?

.....

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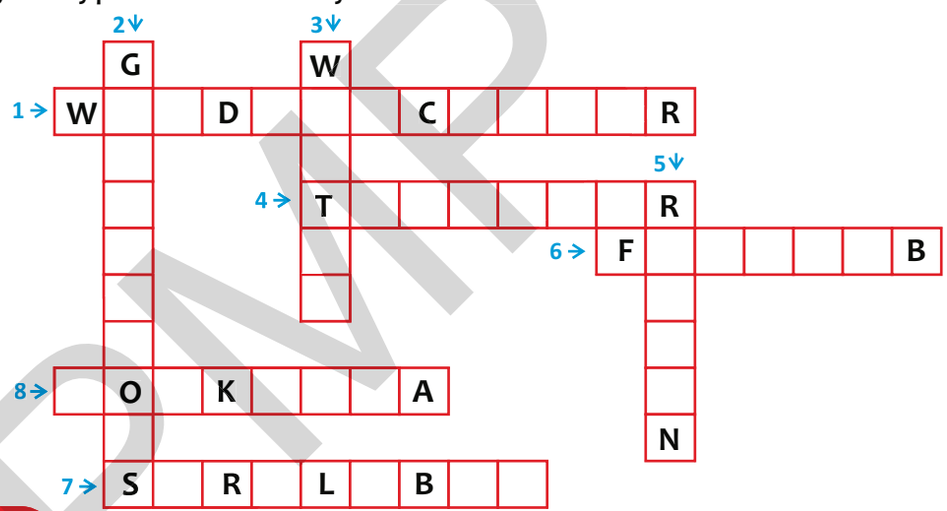
Activity Section

Activity Puzzle Time

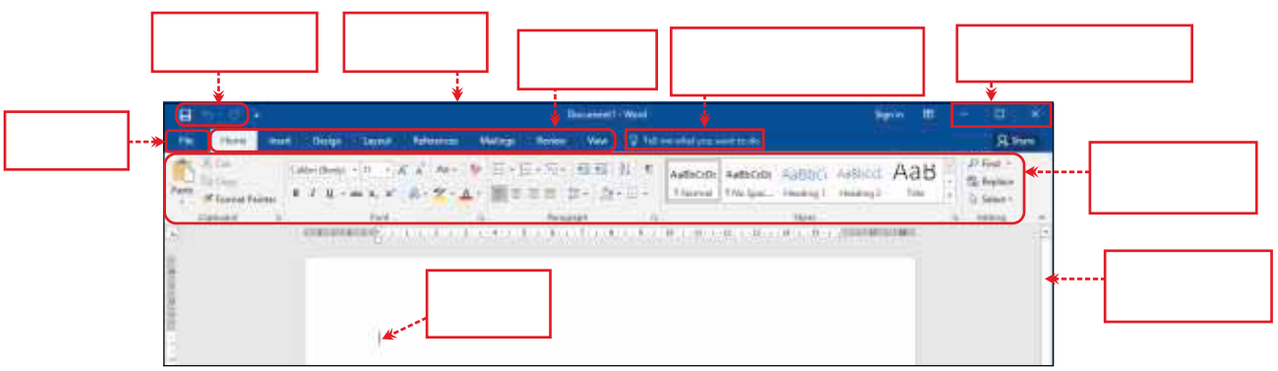
Solve the crossword puzzle with the help of given clues.

1. A software for creating document
2. Free online word processor
3. A part of LibreOffice suite
4. The topmost bar of the window
5. Displays groups of related commands in tab
6. Backstage view appears when clicking
7. To move the document up, down, right, and left
8. A place where you type the text of your document



Activity Label

Label the given screen correctly.



Group Discussion

Divide the students into two groups and discuss the topic, 'Types of Word Processors'.

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8 » Word - Creating Document

Topics Covered

•Project: The Wolf and the Lamb •Creating Document •Formatting Text •Saving, Opening, Closing a Document •Exiting the Word

Welcome friends! You are now quite familiar with Word program and its window. Let's have some fun by creating a project 'The Wolf And The Lamb' and format it as shown below.

Project: The Wolf and the Lamb

Start

THE WOLF AND THE LAMB

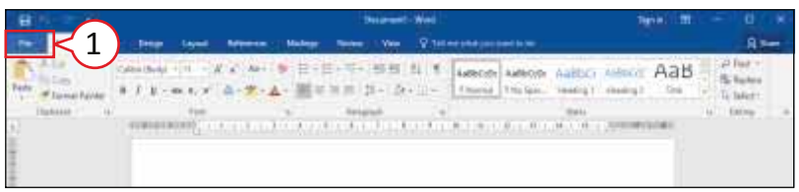
One day a thirsty lamb went to drink water from a stream. On the upper stream, there stood a wolf. He saw a plump lamb. His mouth watered, so he wanted to make some excuse so that he could kill the lamb.

The wolf shouted at the lamb, "Hey, why do you make the water dirty. How can I drink dirty water?" The lamb humbly replied, "Sir, I've not made the water dirty. I'm standing at a lower level. The water cannot flow upwards from me. It always flows downwards." The wolf said, "If it is not you, then it must be your father who has made the water dirty." The lamb said. "Sir, my father died long ago. How can he do it now?"

The wolf was getting impatient to kill the lamb. He angrily said, "Then it must be your grandfather who made my drinking water dirty!" So saying, the wolf jumped on the poor lamb and killed him without waiting for reply.

CREATING A NEW DOCUMENT

A new document can be created by you every time you start writing a fresh letter or report. Creating a new document is like writing on a fresh, new piece of paper on your screen. We will create a new document to start the project.



1. Click on **File** tab.

Backstage view will appear.

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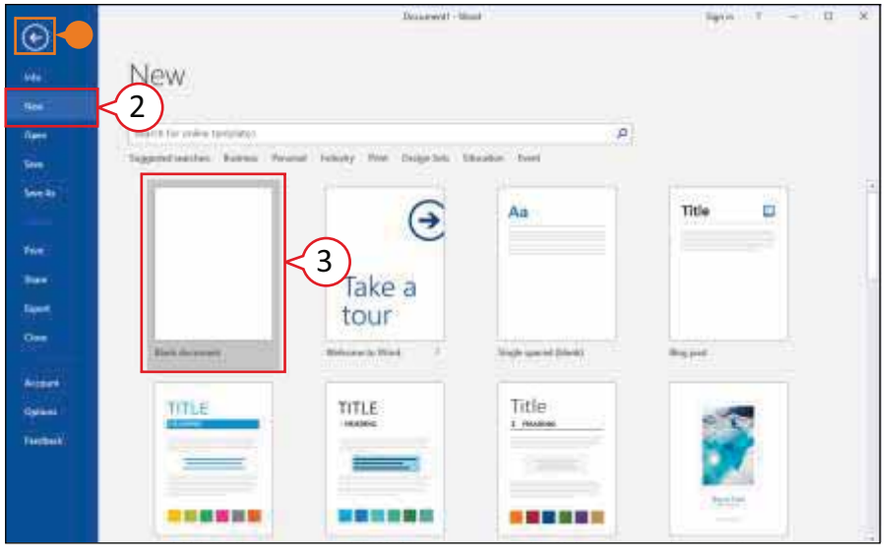


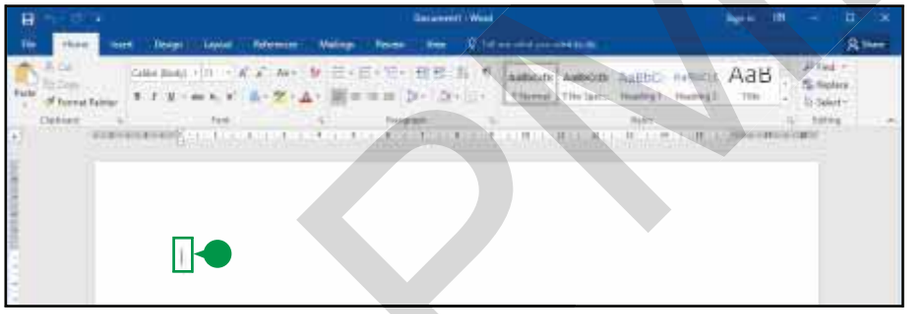
- You can click **Back** button to redisplay the open document.

2. Click on the **New** button.
3. Click on **Blank Document**.

The new document opens and you can start working on it.

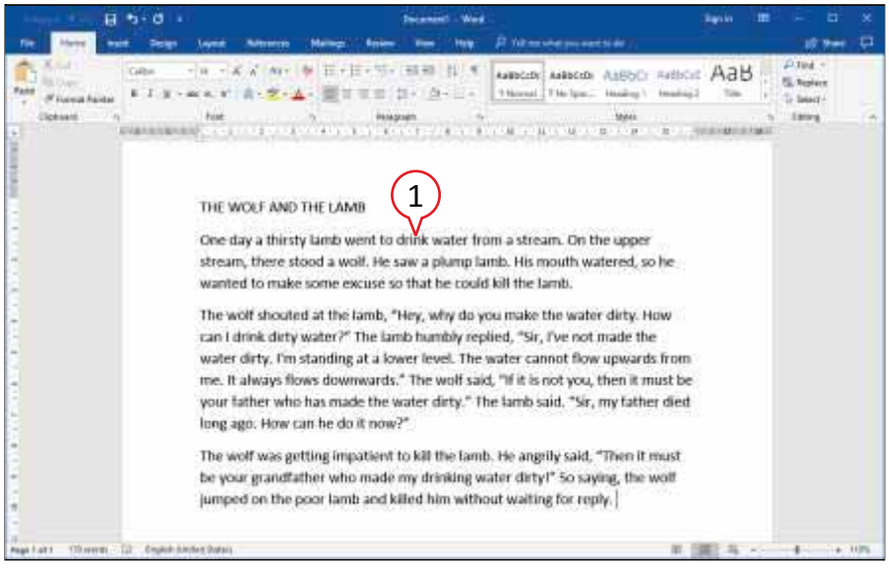
ENTERING TEXT

The text can be entered with the help of a keyboard. We will use it for entering text in the document.



- The text you type will appear where the **insertion point** flashes on your screen.

The text always appears to the **left** of the **insertion point** as you type.



1. Type the text.

When you reach the end of a line, Word automatically sends the text to the next line. You have to press the **Enter** key only when you want to start a new **paragraph**.

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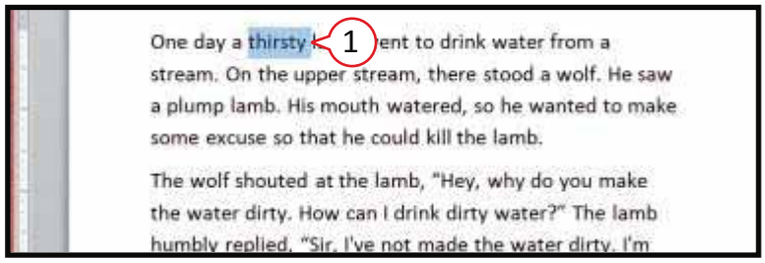
SELECTING TEXT IN A DOCUMENT

Before performing any task in Word, we must select the text with which we want to work. Selected text appears **highlighted** on screen.

Selecting a Word

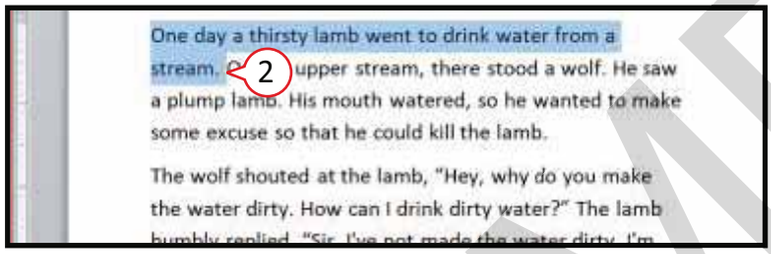


1. **Double-click** the word you want to select.

The **word** will be selected.

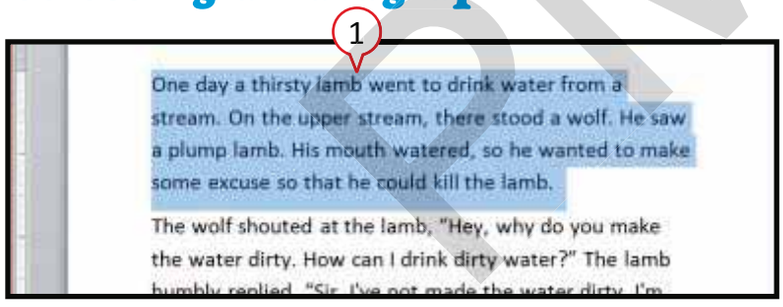
To deselect text, click outside the selected area.

Selecting a Sentence



1. Press and hold down the **Ctrl** key from the keyboard.
2. While holding down the Ctrl key, click the sentence you want to select.

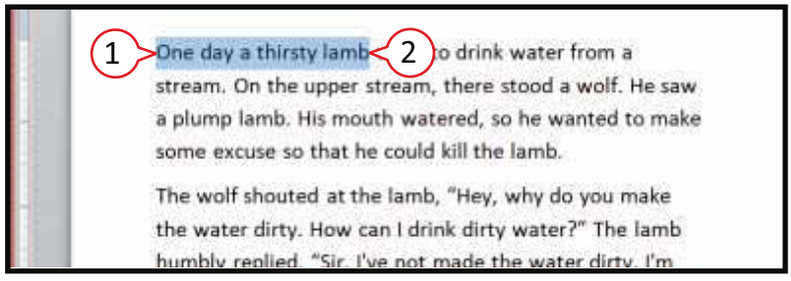
Selecting a Paragraph



1. Place your mouse pointer over the paragraph you want to select, and then quickly click **three times** to select a paragraph.

The whole paragraph will be selected.

Selecting any Part of Text



1. Place your mouse pointer over the first word you want to select.
2. Drag the mouse pointer over the text you want to select.

Selecting the Entire Document

Press **Ctrl + A** from the keyboard to select the entire text of the document.

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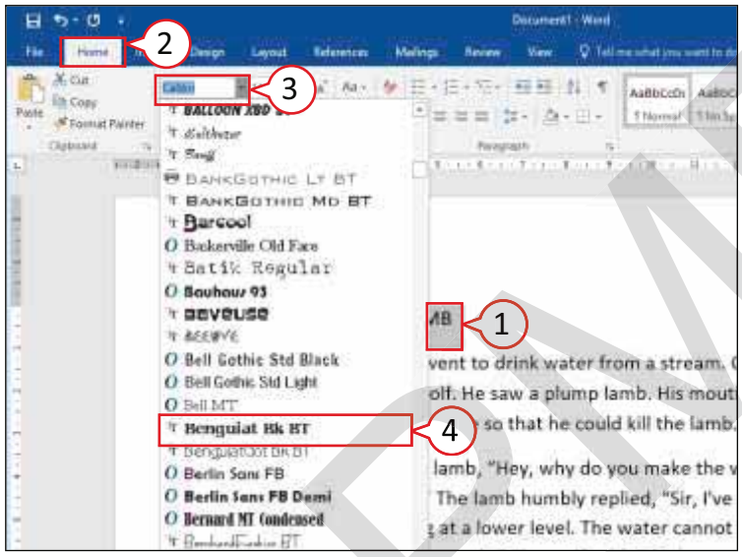
FORMATTING TEXT

Formatting means making any changes to the text and document so that it should look eye-catching and vibrant. You can format text by modifying the font, font size, and color; making it bold, underlined, or italics; changing the alignment of the text; etc. according to the project.

Changing Font of the Text

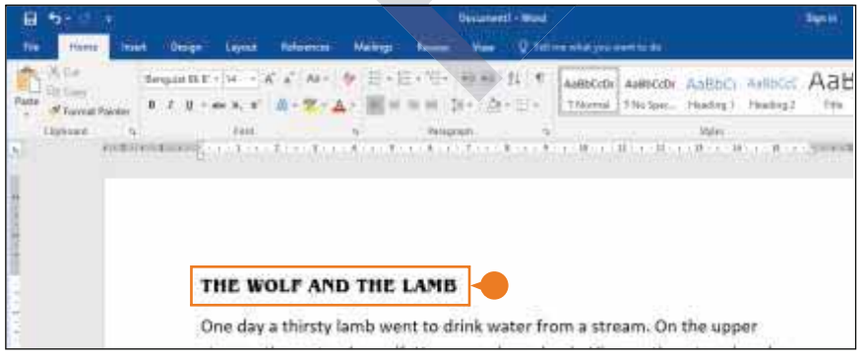
A **font** is a **typeface** that defines the shape of each character. You can change the font style of the text to enhance the appearance of the document.



1. Select the text you want to change.
2. Click on **Home** tab.
3. Click on the drop down arrow of **Font Style**. A menu appears.

Word displays a sample of the selected text in the font at which you point the mouse.

4. Click on the **font** you want to use.



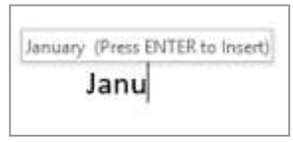
- The text you selected is changed to the new font.

To deselect text, click on any area outside the selected area.

Update Your Knowledge

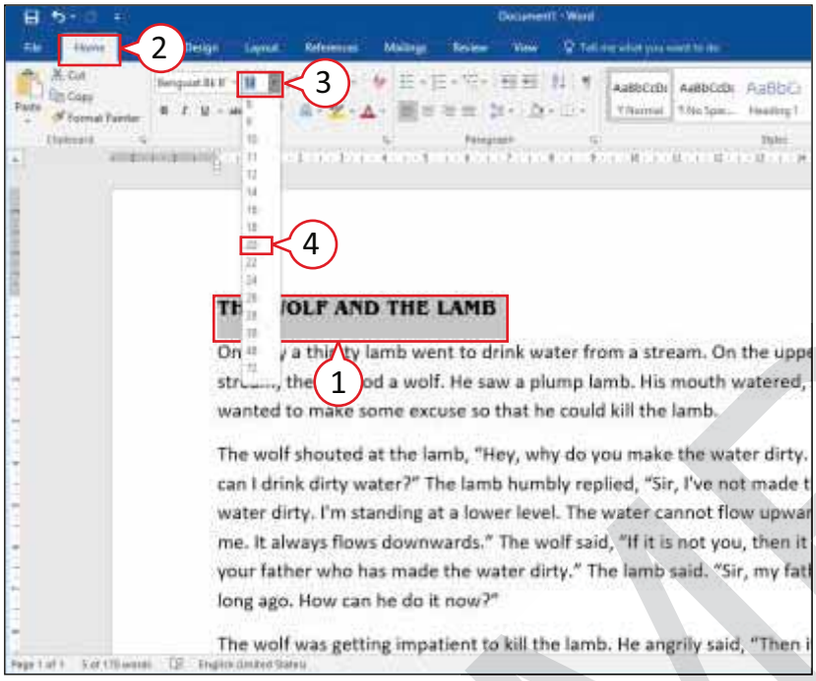
Enter Text Automatically

Word enters some of the common words automatically when you start typing in the document. For example, begin typing a common word, phrase or date like 'Janu'. The Word suggests common words and phrases based on what you type (January). You can press the **Enter** key to let Word finish typing the word, phrase, or month for you. You can keep typing to ignore suggestion given by Word.



Changing Size of the Text

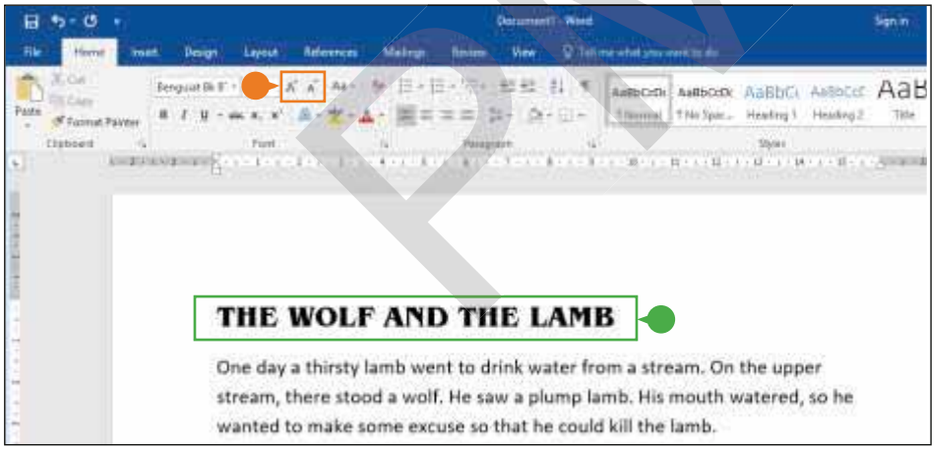
You can **increase** or **decrease** the size of the text in your document. Increase the size to make reading of the text easier; decrease the size to fit more text on a page.



1. Select the text you want to change to a new font size.
2. Click on **Home** tab.
3. Click on the down arrow of **Font Size**. A menu appears.

Word displays a sample of the selected text in the font size at which you point the mouse.

4. Click on the **size** you want to use.



- The text you selected is changed to the new size.

- You can also change the font size using the **Increase Font Size** [A^] and **Decrease Font Size** [Av] buttons on the **Home** tab. Word increases or decreases the font size with each click of the button.

Repeat Formatting (F4)

F4 key is a tremendous time saver in Word. It is also called the **Repeat Formatting** command, invoked by the F4 key. Actually, F4 will repeat typing and many other actions too. For example, click on a word and press Ctrl+B to make it bold. Now, the text is bold. Click on another word and press F4. It will be bold. This is because F4 repeats only the most recent formatting (or other action).

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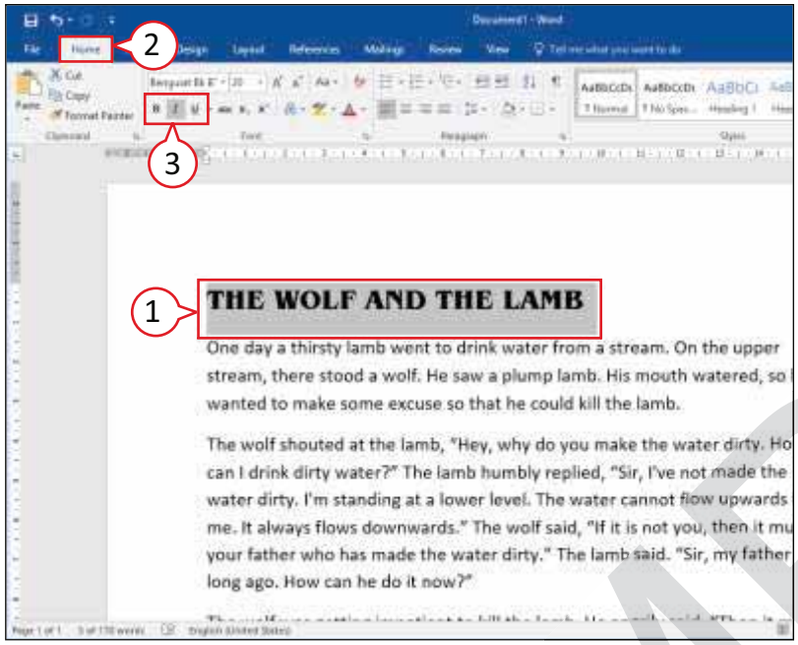
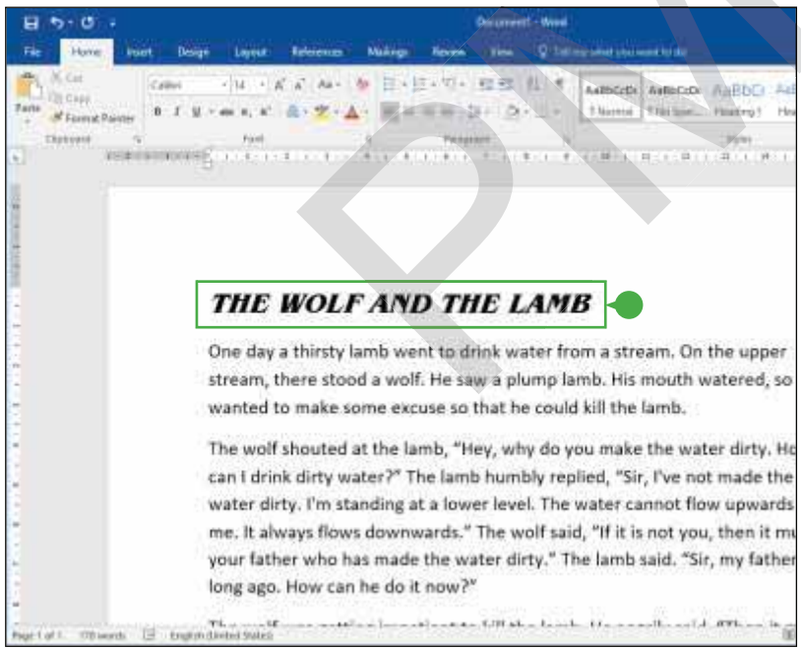
Making the Text Bold, Italic or Underlined

You can make your text **bold**, **italic** or **underlined** to emphasize information in your document.



1. Select the text you want to make bold, italic or underlined.
2. Click on **Home** tab.
3. Click any of the following buttons:
   - (B) **Bold**
   - (I) *Italic*
   - (U) Underline



- The text you selected appears in the new style.

*This example applies **Italic style** to the text.*

To remove the bold, italic or underline style, repeat steps **1** to **3**.

***Note:** In this example, we have chosen **italic** style but for the given **project**, we will choose **bold** style.*

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Update Your Knowledge

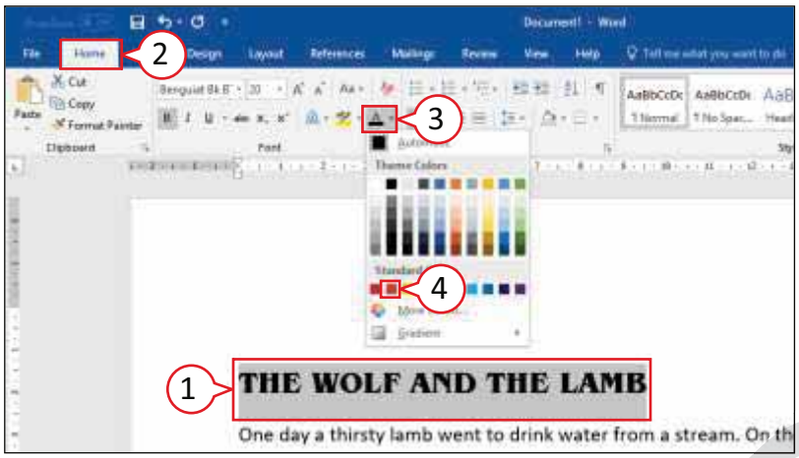
- **Bold** makes the text darker than surrounding text.
- **Italic** makes the text slanted just like handwriting slants.
- **Underlining** adds a line under the text to emphasize a point.

Keyboard Shortcuts

- Press **Ctrl+B** to apply **bold** formatting.
- Press **Ctrl+I** to apply **italic**.
- Press **Ctrl+U** to apply **underlining**.

Changing the Color of Text

Color of the text can be changed to draw attention towards headings or important information in your document.



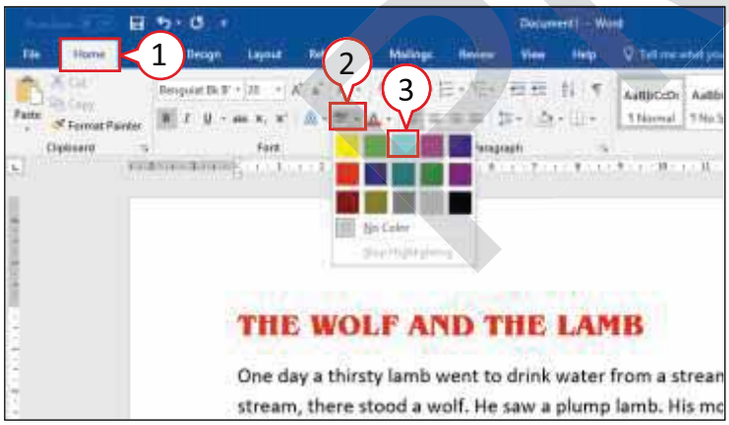
1. Select the text you want to format.
2. Click on **Home** tab on the Ribbon.
3. Click on the down arrow of **Font Color**.
4. Click on any color.

Word applies color to the text.

*In this example, we have applied **red color** to the text.*

Highlighting Text

You can use color to create highlights in a document to draw attention to the text. Highlighting text is useful for marking information that you may want to review or verify later.



1. Click on **Home** tab.
2. Click on **Text Highlight Color** button.
3. Click on the desired **highlight** color.

The mouse pointer changes to (🖉) when it is over your document.

4. Select each area of text you want to highlight.

The text you select appears highlighted.

5. When you finish highlighting the text, press the ***Esc*** key on the keyboard.

Formatting Techniques

Stream method: Apply formatting before you start typing a word or passage, and then turn it off when you're done. For example, click the Bold tool, type a word and then click the Bold tool again.

Selection method: Select the text you want to format and then apply the formatting.

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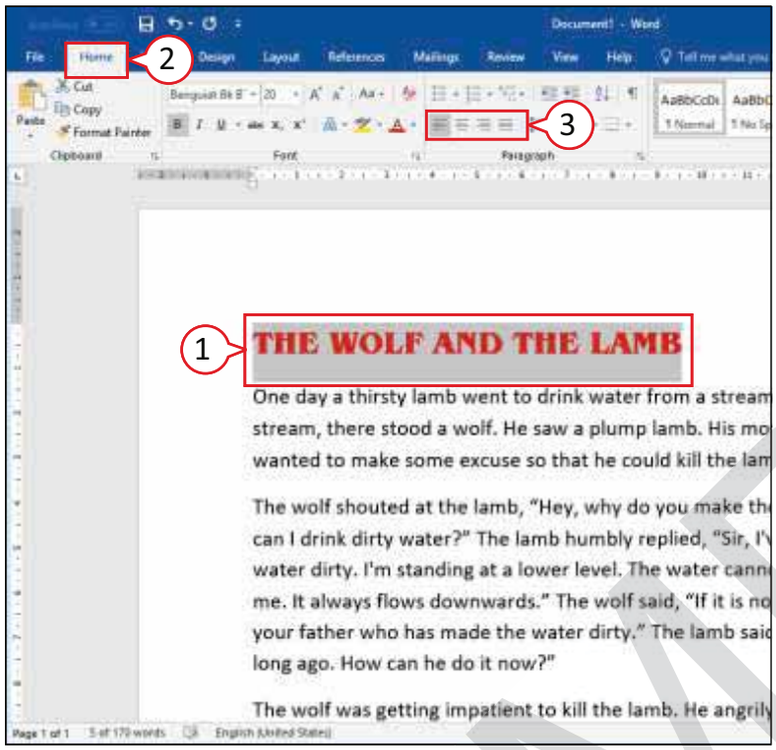
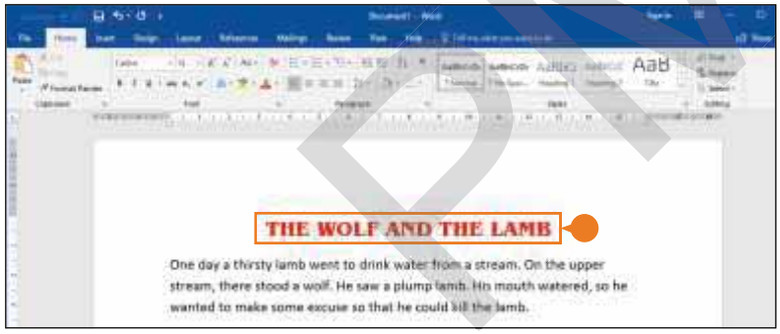
Changing Alignment of Text

You can align text in four different ways to enhance the appearance of your document. By default, Word assigns the **Left Align** command.





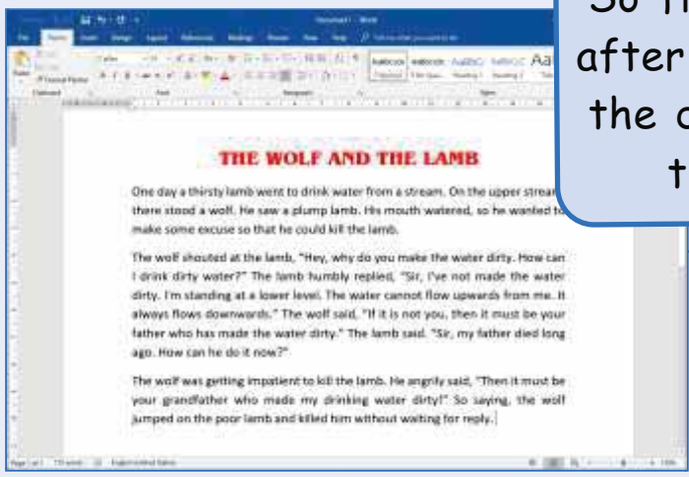
1. Select the text that you want to format.
2. Click on **Home** tab.
3. Click on one of the following buttons:
   - Click on the **Align Left** ( ) to left-align text.
   - Click on the **Center** ( ) to center-align text.
   - Click on the **Align Right** ( ) to right-align text.
   - Click on the **Justify** ( ) to justify text between the left and right margins.

- The text displays the new alignment.

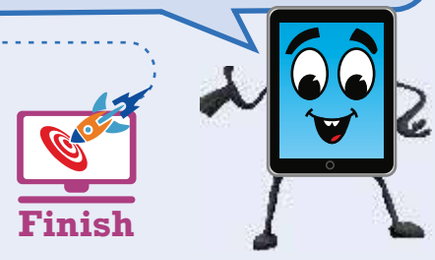
To deselect the text, click outside the selected area.

In this example, we have chosen **'Center'** align text.

By repeating the steps **1 - 3**, select the remaining text and make it **Justify**.



So friends, I hope you feel good after making the project by using the different features. Now, it's time to save the project.



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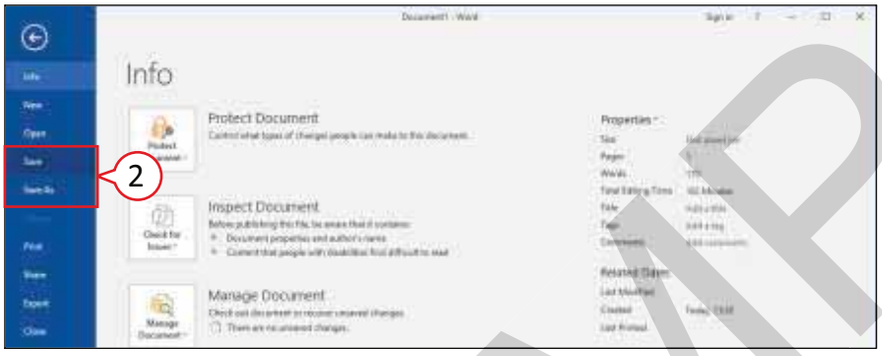
Saving a Document

The document must be saved into the memory of a computer for its future use. Once the document is saved, you can review and edit it any time in future. File created in Word 2016 is saved with the file extension **.docx**.

1. Click on **File** tab.

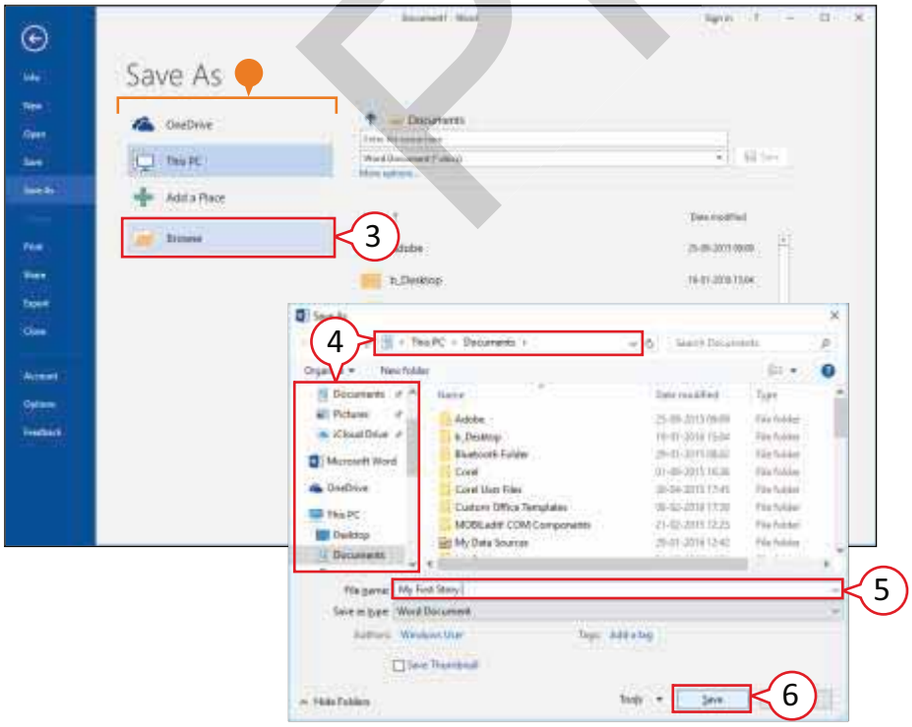
Backstage view will appear.



2. Click on the **Save** or **Save As** button.

*You can even click the **Save** button [ ] on Quick Access toolbar to save the file.*

- Locations where you can save files appear here. Once you select a location, folders available at that location appear on the right side of the screen.



3. Click on **Browse**.

Save As dialog box will appear.

4. Click on these areas to navigate to the folder in which you want to save the file.
5. Type a name for the file.
6. Click on **Save**.

*The keyboard shortcut to save a document is **Ctrl + S**.*

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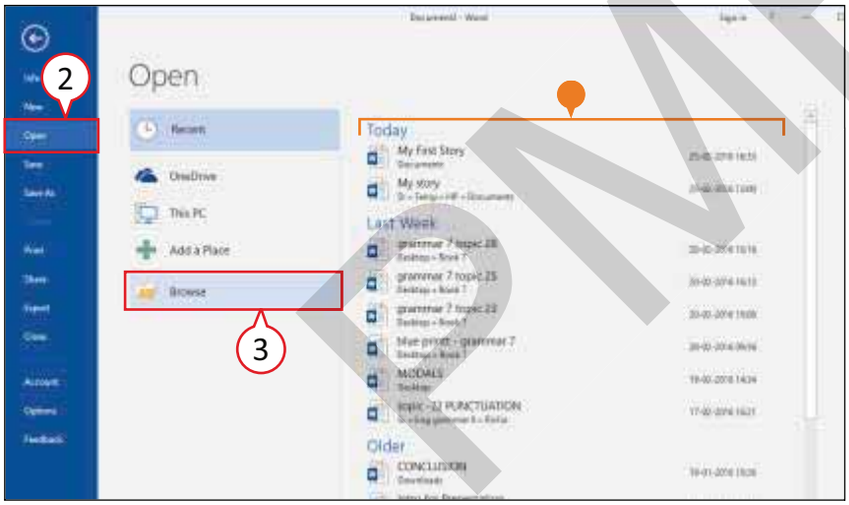
- Word saves the file, and the new file name appears on the **Title bar**.

Opening a Saved Document

You can open a saved document to view it on your screen. This allows you to make changes to the document.

1. Click on **File** tab.

Backstage view will appear.

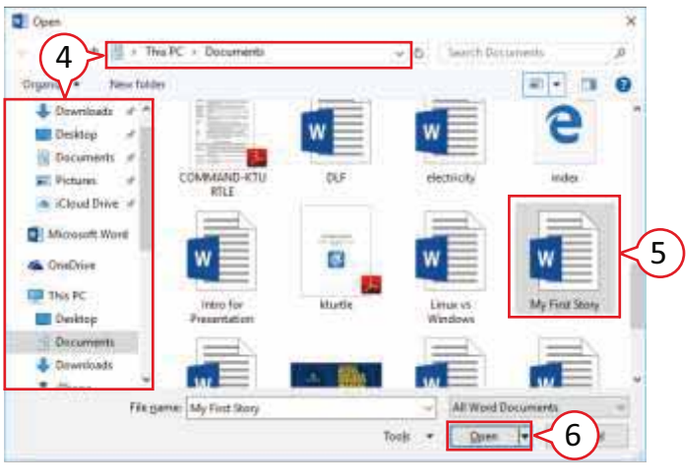


2. Click on **Open**.

- ***Recently opened documents*** *appear, and you can click any of these documents to open them.*

3. Click on **Browse**.

The **Open** dialog box appears.



4. Click on these areas to navigate to the folder where you have stored the document.
5. Click on the file name of the document that you want to open.
6. Click on **Open**.

The document opens in the program window.

The keyboard shortcut to open a document is ***Ctrl + O****.*

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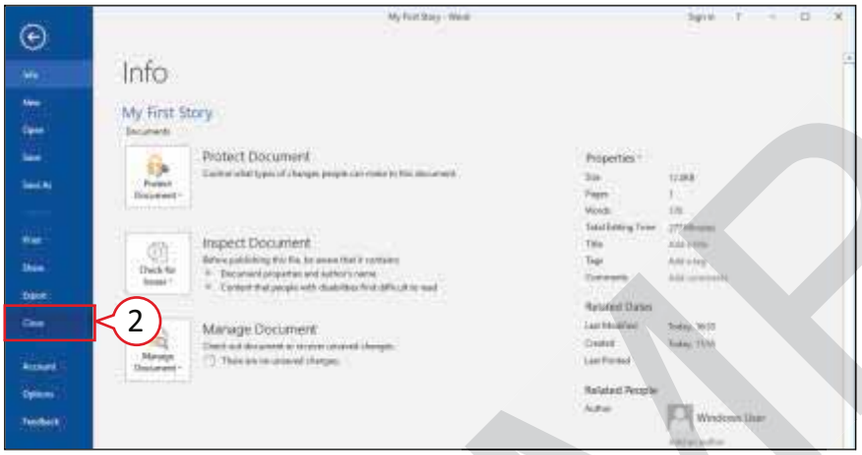
Closing a Document

After finishing your work, you must close the document. Closing a document will not close your Word window. To close Word window, you have to exit from MS-Word.

1. Click on **File** tab.

Backstage view will appear.

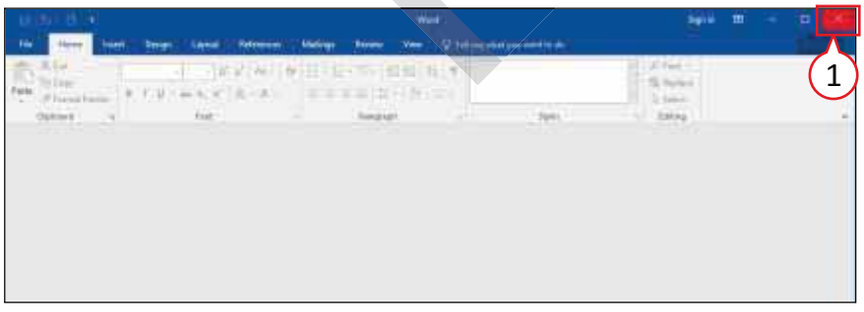


2. Click on the **Close** button.

Word closes the currently opened document.

Exiting the Word

To exit from Word window, you have to perform the following step:



1. Click on **Close** button.

Word exits and the desktop appears.

Update Your Knowledge

Word 2016 runs on a 1-gigahertz (GHz) or faster 32-bit or 64-bit processor with 1 or 2 gigabytes (GB) of RAM, based on your processor speed; and your system must be running Windows 7, Windows 8, or Windows 10.

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In a Nutshell

- Creating a new document is like writing on a fresh, new piece of paper.
- Insertion point is a blinking line on the screen.
- Formatting means changing the layout of the text.
- We must save our document for future use.
- The Word file is saved with .docx file extension.
- We can open a saved document to make changes to the document.

Exercises

A. Tick [✓] the correct answer.

1. You enter the text with the help of ..... .
   a. Mouse ☐ b. Keyboard ☐ c. Printer ☐
2. ..... is a flashing line on the screen.
   a. Insertion Point ☐ b. Ribbon ☐ c. Title Bar ☐
3. We can use double-click to select a ..... .
   a. Paragraph ☐ b. Word ☐ c. Line ☐
4. ..... tab provides Bold option.
   a. Home ☐ b. View ☐ c. Layout ☐
5. ..... text is useful for marking information.
   a. Highlighting ☐ b. Formatting ☐ c. Selecting ☐

B. Write 'T' for True and 'F' for False statements.

1. Selected text appears highlighted on screen. ☐
2. To select a paragraph, you have to click two times over it. ☐
3. Formatting means making any changes to the document. ☐
4. You cannot increase or decrease the size of text. ☐
5. In Word 2016, there are three types of alignments. ☐

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C. Write the shortcut keys for the following.

1. Saving a document .....
2. Opening a document .....
3. Bold text .....
4. Italic text .....
5. Select entire text .....

D. Fill in the blanks.

1. A ..... is a typeface that defines the shape of each character.
2. ..... option makes your text darker than surrounding text.
3. By default, Word assigns the ..... Align command.
4. In ..... alignment, text is justified between left and right margins.
5. Word file is saved with ..... extension.

E. Answer the following questions.

1. How will you select a word or paragraph in a document?

   .....

   .....

2. What do you mean by formatting text?

   .....

   .....

3. Why do we need to change the size of the text in a document?

   .....

   .....

4. What is the use of saving the document?

   .....

   .....

F. Application Based Question.

Abha wrote an essay on Dr. APJ Abdul Kalam. Now, she wants to change the font of the essay. As she is not able to do it, help her to do the task.

.....

.....

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Activity Section

Activity Alignment

Write the name of alignment for the following.

All flowers have four basic parts: sepals, petals, carpels and stamen. Different flowers have different numbers and shapes of these parts.	All flowers have four basic parts: sepals, petals, carpels and stamen. Different flowers have different numbers and shapes of these parts.	All flowers have four basic parts: sepals, petals, carpels and stamen. Different flowers have different numbers and shapes of these parts.	All flowers have four basic parts: sepals, petals, carpels and stamen. Different flowers have different numbers and shapes of these parts.
.....	.....	.....	.....

Activity Unscramble

Unscramble the given letters to form the name of the buttons.

F E L T I L G A N .....

L T C I I A .....

D R C E S A E E N O F T .....

Lab Activity

Open Word, create a new document and type the following story.

Two Goats

One day, two goats arrived at the same bridge. It was a narrow bridge. The wise one laid down on the bridge. The other walked over him. They crossed the bridge comfortably and went on their ways.

Now, perform the following tasks:

1. Set the heading font size as 18 points and color red.
2. Set the font size of rest of the text as 14 points and color blue.
3. Make the heading bold and italic.
4. Save the document with your name.

Group Discussion

Divide the class into two groups and discuss the topics, 'Uses of Selection' and 'Uses of Formatting'.

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Worksheet-1

Chapters 1 - 4

A. Tick [✓] the correct answer.

1. The meaningful and organized form of data is called ..... .
   a. Data ☐ b. Information ☐ c. User ☐
2. Central Processing Unit works as ..... of the computer.
   a. Brain ☐ b. Hands ☐ c. Eyes ☐
3. The device that gives the output on a paper is called ..... .
   a. Monitor ☐ b. Printer ☐ c. Mouse ☐
4. Mac OS is developed by ..... .
   a. Apple Inc. ☐ b. Microsoft ☐ c. Adobe ☐
5. ..... icons are used to launch some windows features with a click of mouse.
   a. Taskbar ☐ b. Status Bar ☐ c. Tool Bar ☐
6. ..... tool is used to make a shape with any number of sides.
   a. Text ☐ b. Polygon ☐ c. Shape ☐

B. Write 'T' for True and 'F' for False statements.

1. ALU takes all the input from output devices and processes it. ☐
2. A computer is useless without the operating system. ☐
3. Every computer has a system unit or computer case. ☐
4. Restarting a computer is called cold booting. ☐
5. After cropping, only selected part of the image is visible. ☐

C. Fill in the blanks.

1. ..... is used to store data and information for future use.
2. ..... is a box-like case that stands near the monitor.
3. Start menu can also be opened by pressing ..... key on the keyboard.
4. ..... tool enables you to paint using a color already present in your image.
5. ..... tool is used to change the size of drawing.

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D. Define the following.

1. Hardware: .....

.....

2. Search Box: .....

.....

3. Skew Option: .....

.....

E. Answer the following questions.

1. How does processing unit work in IPO cycle?

.....

.....

2. What role does a software program play in an operating computer?

.....

.....

.....

3. Why is System Software known as 'manager of computer system'?

.....

.....

4. What is the need of user interface? Explain its types.

.....

.....

.....

5. What is the use of gridlines option in Paint?

.....

.....

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Worksheet-2

Chapters 5 - 8

A. Tick [✓] the correct answer.

1. ..... button is used to see the result in LOGO.

   a. Shift ☐ b. Execute ☐ c. Exit ☐

2. ..... is an electronic library that contains lots of information in the form of text, pictures, and sound.

   a. WWW ☐ b. Browser ☐ c. URL ☐

3. ..... bar displays the name of currently active Word document.

   a. Title ☐ b. Scroll ☐ c. Status ☐

4. To underline the text in Word, press ..... .

   a. Ctrl + O ☐ b. Ctrl + B ☐ c. Ctrl + U ☐

B. Write 'T' for True and 'F' for False statements.

1. LOGO screen is divided into five parts. ☐
2. You can buy books and toys on the Internet. ☐
3. MS-Word is a word processing software. ☐
4. Increasing the font size makes the document easier to read. ☐

C. Fill in the blanks.

1. ..... command is used to rotate the turtle towards left by 20 degrees.
2. ..... is a software used to open a web page or website.
3. In Word, the area where you type your text is ..... .
4. Keyboard shortcut to open a document is ..... .

D. Define the following.

1. Home Page: .....
   .....
2. Backstage View: .....
   .....
3. Saving: .....
   .....

PMP

E. Answer the following questions.

1. Differentiate between Moving and Turning Turtle commands.

.....

.....

.....

2. What role is the Internet playing in our day-to-day life?

.....

.....

3. What are the uses of Program Control buttons in Word?

.....

.....

.....

4. What changes can we do by applying formatting on our text?

.....

.....

.....

5. What is the use of Insertion Point in MS-Word?

.....

.....

F. Write down the sequence of commands in LOGO to draw the letter 'A'.

.....

.....

.....

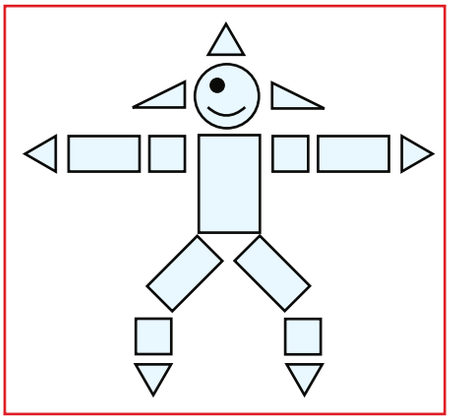
.....

PMP

Project Work

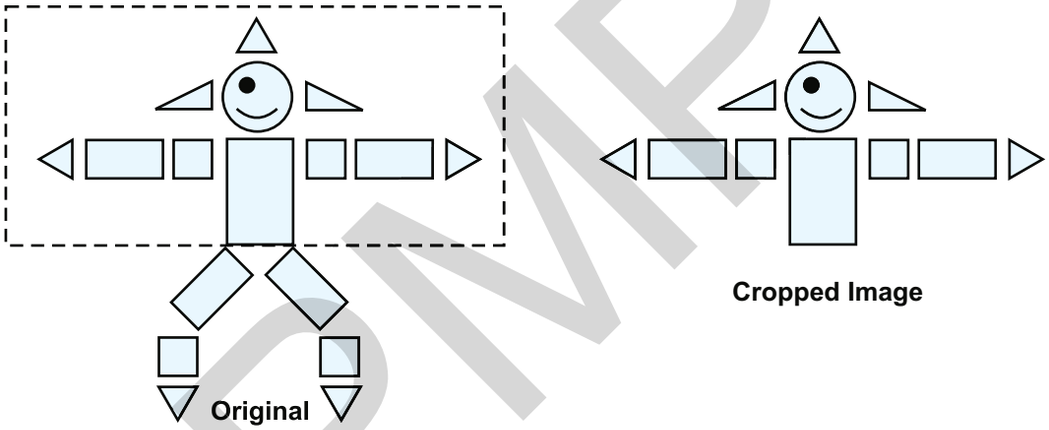
Project Paint

Open Paint and draw the picture of robot by using various tools.

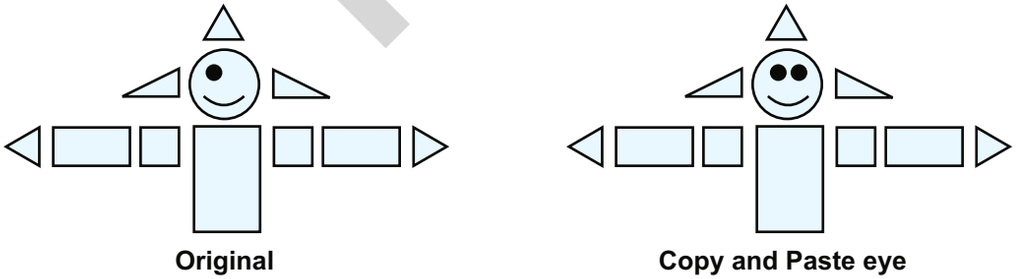


After drawing,

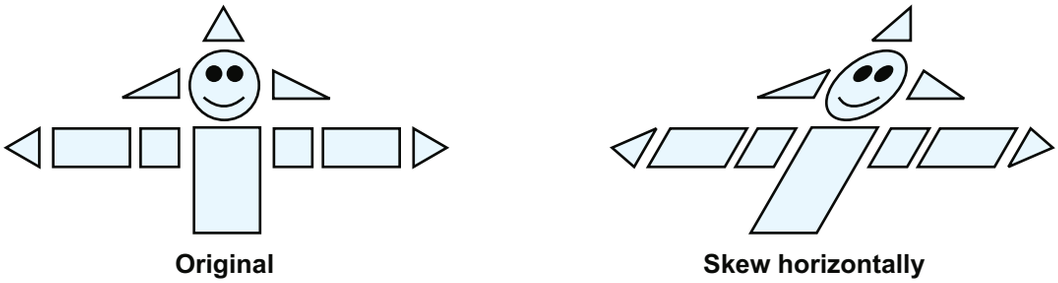
1. Select the robot as shown below and crop it so that only the selected part remains.



2. Select one eye of the robot using Select tool.
3. Copy and paste the eye at right location to make the other eye.



4. Again select the image and skew it horizontally.



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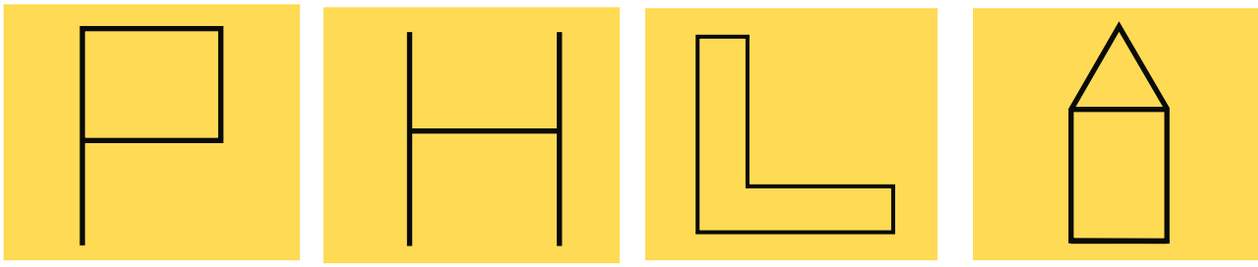
Project LOGO

Draw the following by using LOGO commands.



Project Word

Write an essay on 'My Family' in the space provided below.

MY FAMILY

.....

.....

.....

.....

.....

.....

.....

.....

.....

- Now, open Word and type the above-mentioned lines in a new document.
- The title font should be 'Comic Sans MS' and font size should be 20.
- The paragraph font should be 'Comic Sans MS' and font size should be 14.
- Now, save the file with the name 'My Family'.
- Close the file and exit from Word program.

PMP

Additional Information

Hello friends! So far, you have learnt to draw and type text on the computer. Apart from writing and drawing, many different tasks can also be done on computer through Multimedia.

Multimedia

Multimedia is an application that is a combination of text, graphics, sound, video, and animation. Through Multimedia, you can make your learning more interesting and effective.

MULTIMEDIA SYSTEM

The computer system that is capable of presenting multimedia applications is called **Multimedia system**.

Multimedia system contains:

1. **Monitor:** It helps to view animation and movies.

Colored monitor

2. **CD-ROM or DVD Drive:** It is used to play a CD or DVD.

3. **Speakers:** These are used to listen to songs and get sound effects.

4. **Microphone and Headphone:** These are meant for recording the sound effects.

5. **Joystick:** It is used to play games on the computer.

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AREAS WHERE MULTIMEDIA IS USED

Multimedia programs are generally used for:

- Educational purpose
- Playing games
- Watching movies
- Advertising
- Playing music
- Creating animations

There are many multimedia educational programs available on CDs or DVDs. Children can learn more about the topic in an innovative and exciting way by playing these CDs. Some of the popular multimedia packages available in CD/DVD are:

- Microsoft Encarta
- Atlas
- Human body and many others
- Encyclopedia
- Space and Universe
- Visual Dictionary

MULTIMEDIA AUTHORING SOFTWARE

Multimedia authoring software allows users to combine text, graphics, audio, video, and animation in an interactive application. With this software, users control the placement of text and images, and the duration of sounds, video, and animation. These applications may be distributed on a CD or a DVD.

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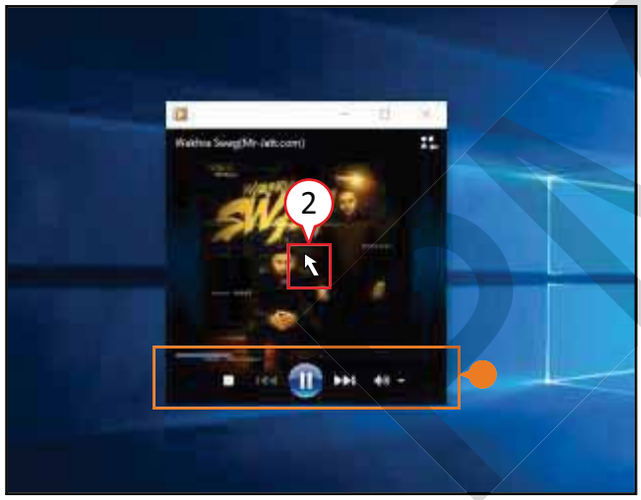
PLAYING MUSIC OR VIDEO

You can play your favorite music CD in Windows Media Player. To play an Audio or Video CD on a computer, follow the given steps:

1. Insert a music CD into your computer CD or DVD drive.

The **Now Playing window** appears, and the CD begins to play songs.

- *On commercial CDs, the album cover appears here.*



2. Move the mouse pointer within the Now Playing window.

The **playback controls** appear.

- *You can use these controls to stop the CD, select another song to play, or pause the song.*

PLAYING GAMES ON COMPUTER

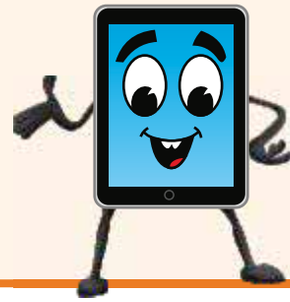
Through multimedia computers, you can play many different games. Through games, you can improve your cognitive skills.

There are many interesting games available like:

Solitaire, Knight-Riders, Chess, Free cell, Pin ball, Minesweeper, Road Rash, Cricket, GTA Vice City, WWE and many more.

PM PUBLISHERS PVT. LTD.

Hello friends! After learning about Multimedia, let's learn about fun-based animation program 'Stykz'.

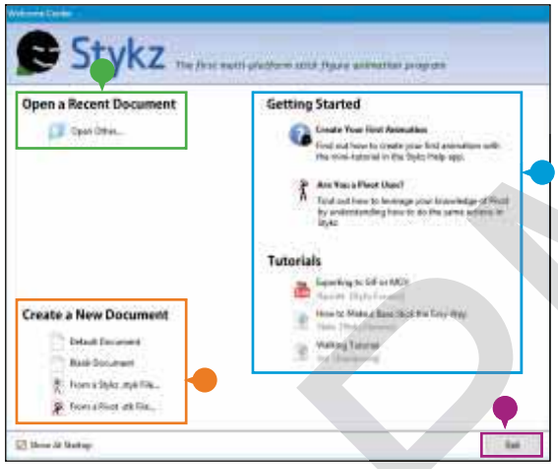


Stykz

Stykz is a **stick figure** animation program. It is a completely free software used to create animations. You can download Stykz from the Internet.

WELCOME CENTER

When you open Stykz, **Welcome Center** will appear showing you different sections to work in Stykz.



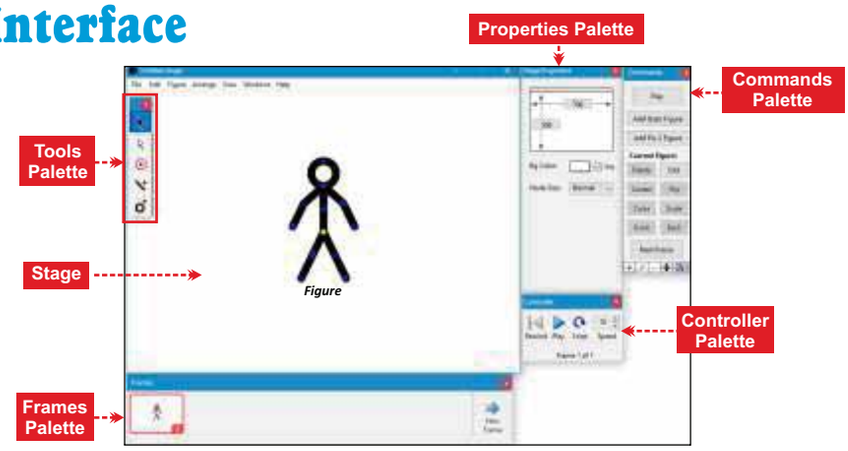
- You can **open** recent and other document from this section.
- You can create a **new** document from this section.
- You can get **help** and other **tutorials** from these sections.
- You can click on **Exit** to close the Welcome Center.

CREATING A DOCUMENT

1. In the Welcome Center, click on **Default Document.**

The **Stykz** program will appear.

The Stykz Interface



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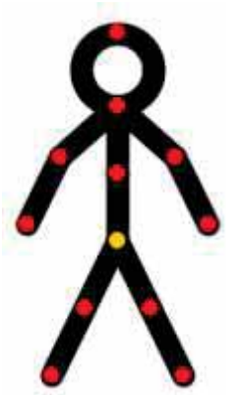
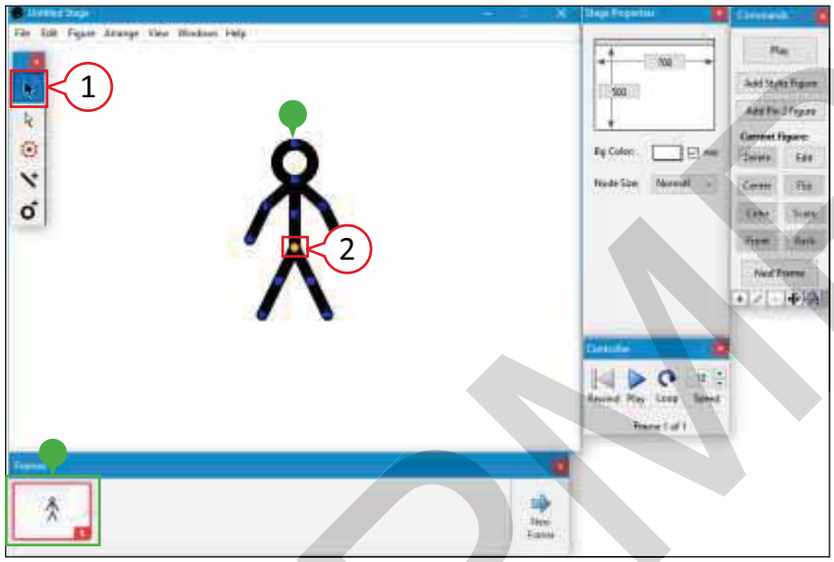


When you create document, the figure shows **blue** and **yellow** circles. When you select it with **Select** tool, the blue circles change to **red** circles.

These **red** and **yellow** circles are called **nodes,** and black lines which are called **segment.**

Red circles are used to **rotate** the attached segment and are called **Pivot nodes**. **Yellow** circle is used to **drag** the figure and is called **Drag node.**

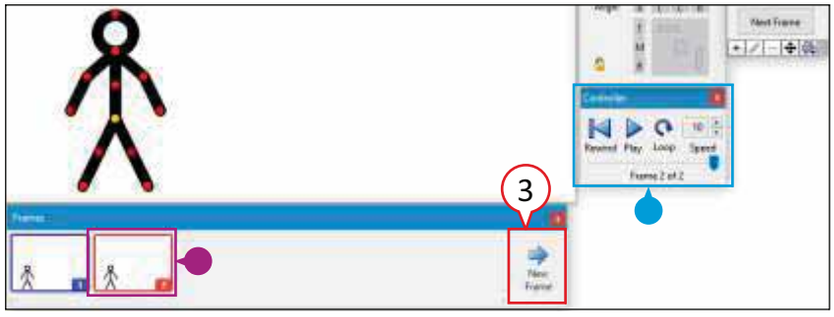
ANIMATING A DOCUMENT



- As we have opened a **Default Document,** the figure on the stage and the first frame in **Frames Palette** are created by default.

1. Click on **Select** tool.
2. Click on the **Drag node** (Yellow circle) to drag the figure on the lower left side of stage.

- As you drag the figure, the thumbnail of stage in the current frame will also be updated.



3. Click on **New Frame** button to create a new frame.

- A new **thumbnail** appears in Frames Palette with **red border.**

- The **Controller Palette** changes to **Frame 2 of 2.** Earlier it was Frame 1 of 1.

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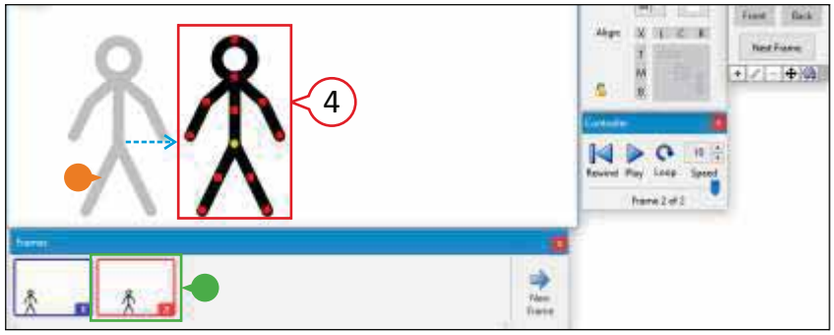


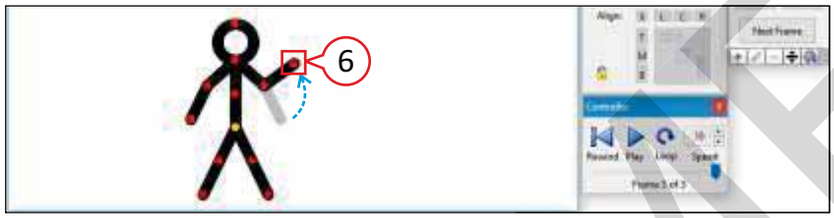
4. Click on **Drag node** and drag the figure to the **right** on the stage.

- As you drag, the **gray** figure of previous frame is displayed. This is called **onionskin**.

- *As you drag the figure, the **thumbnail** of stage in the current frame will also be updated.*

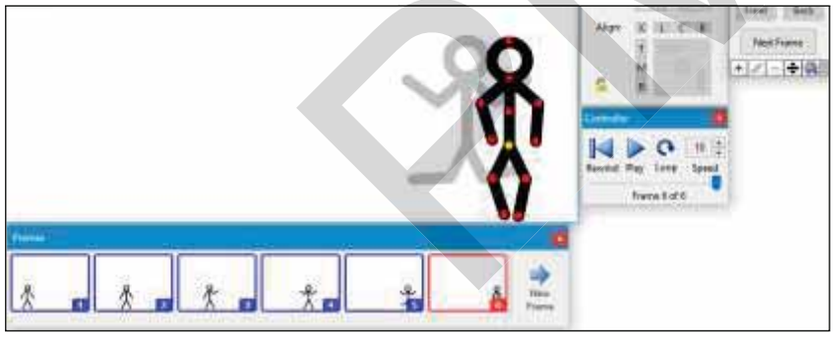
5. Click on **New Frame** button to create a new frame.

- *A new **thumbnail** appears in Frames Palette with **red border**.*



6. Click on **red** circle (pivot node) and **rotate it upward**.

The **gray** figure of previous frame is displayed. It is used to position the figure of current frame relative to the previous frame.



Repeat steps **5** and **6** to add more frames and change the positions of the figure.

PLAYING THE ANIMATION

After creating the animation, you can test it by playing it in **StykzPlayer** window.

1. In the Controller Palette, click on **Play** button.

- You can adjust the speed of the animation by using **Speed** option.

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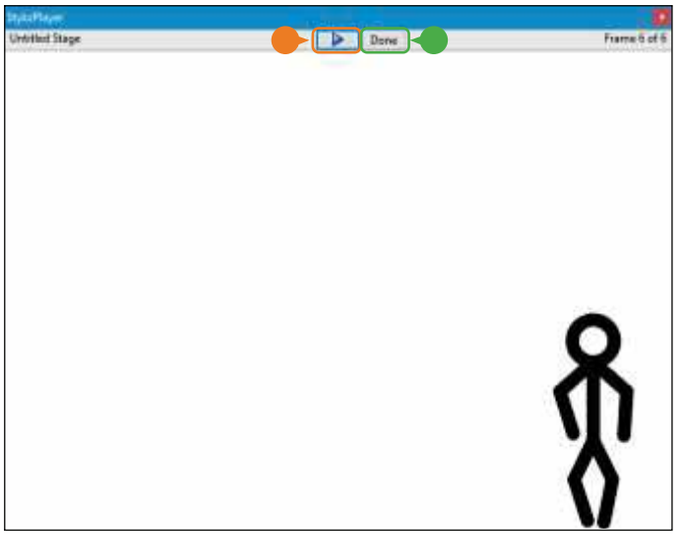
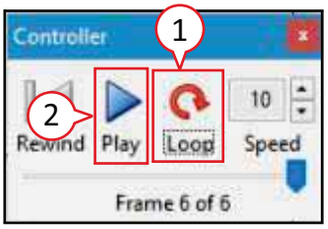
Animation starts playing for **one time** in a new window called **StykzPlayer**.

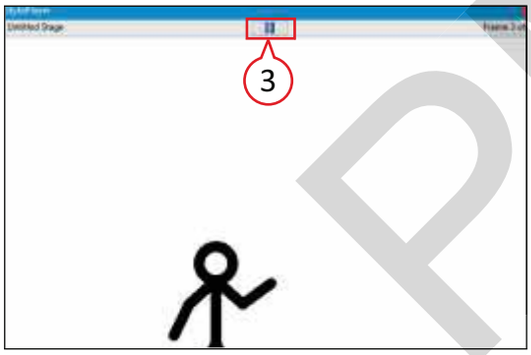


- As animation will play only one time, you can click on **Play** button to play the animation again.
- You can click on **Done** to close the StykzPlayer window.

Continuing Playing The Animation



1. To play the animation again and again, first click on **Loop** button.
2. Click on **Play** button.



The animation starts playing **nonstop** in StykzPlayer window.

3. Click on **Pause** button to **stop** the animation.

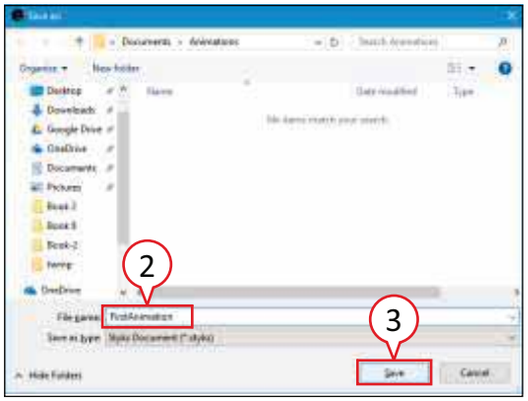
To play again, click on **Play** button.

You can click on **Done** to close the StykzPlayer window.

SAVING THE ANIMATION

You can save the animation to play it again in the future.

1. Click on **File** menu then click on **Save**. The **Save as** dialog box will appear.



2. Type the name of the **file**.
3. Click on **Save**.

Your animation file will be saved with **.stykz** file extension.

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NATIONAL CYBER OLYMPIAD

SAMPLE PAPER SYLLABUS 2018-19

The National Cyber Olympiad is organized by the Science Olympiad Foundation (SOF) which is a registered not-for-profit organization popularizing science, mathematics and computer education among school children. Visit www.sofworld.org for further information.

The National Cyber Olympiad focuses on logical reasoning, computers and IT, and achievers section. Given below is a sample paper of NCO for class-3 students.

SAMPLE PAPER

The actual test paper has 35 questions. **Time: 60 minutes**

There are three sections: Section - I (5 Questions); Section - II (25 Questions); Section - III (5 Questions)

Syllabus

Section - I (Logical Reasoning): Patterns, Analogy and Classification, Coding-Decoding, Mirror Images, Embedded Figures, Alphabet Test, Ranking Test, Grouping of Figures, Figure Matrix, Geometrical Shapes, Days and Dates & Possible Combinations.

Section - II (Computers and Information Technology): Fundamentals of Computer, General Information about Computers, Storage Devices, Parts of Computer, Uses of Computer, Input and Output Devices, Introduction to Internet, MS-Paint, Introduction to MS-Word (Opening, Closing, Saving and Printing a Word document, Components of MS-Word window, Editing commands like Cut, Copy, Paste, Undo and Redo, Moving in a document using Home and End Keys), Latest Developments in the field of IT.

Section - III (Archievers Section) : Higher Order Thinking Questions - Syllabus as per Section – 2.

SAMPLE QUESTIONS (15 Only)

LOGICAL REASONING

1. Which of the following options will complete the pattern in Fig. (X)?

(A) (B)

(C) (D)

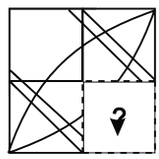
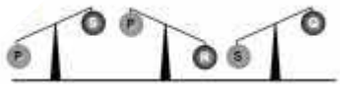


Fig. (X)

2. Which is the heaviest ball?



(A) (B) (C) (D)

3. If ⊕ is coded as +, ⊙ is coded as –, is coded as > and is coded as <, then which of the following is NOT true?

(A) 2 ⊕ 5 4 (B) 5 ⊙ 3 7 (C) 10 ⊕ 5 5 (D) 4 ⊙ 2 7

COMPUTERS AND INFORMATION TECHNOLOGY

4. Which of the following icons is used to draw perfect circle in MS-Paint of Windows 7?

(A) (B) © (D)

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5. Which of the following is an input device?

(A) (B) (C). (D) Both (A) and (B)

6. Select the INCORRECT match of brushes in MS-Paint of Windows 7 with their corresponding names.

(A) – Marker (B) – Natural (C). – Calligraphy (D) – Watercolor brush

7. Select the odd one out.

(A) Google (B) Bing (C) Yahoo (D) Internet Explorer

8. Which of the following statements about a computer is NOT correct?

(A) You can watch movies on it. (B) You can solve your sums on it.

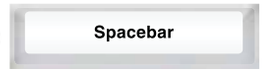
(C) You can play games on it. (D) You can cook food with it.

9. The key that erases characters towards the left is _____.

(A)

(B)

(C)

(D) 

10. Find the odd term out.

(A) Keyboard (B) Mouse (C) Monitor (D) Joystick

11. The control unit of the computer controls the _____.

(A) Working of the computer keyboard (B) Flow of electricity within the computer

(C) Flow of data in the computer (D) Performance of all arithmetic and logical operations

12. MS-Paint is a Windows program that is used for _____.

(A) Calculations (B) Writing letters (C) Drawing purposes (D) Preparing presentations

13. Which of the following is NOT an example of search engine?

(A)

(B)

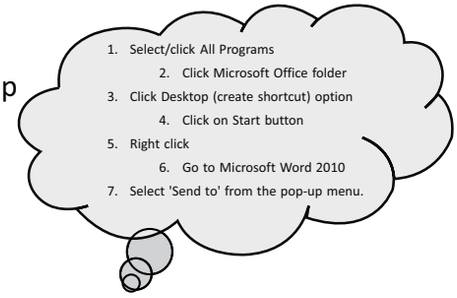
(C)

(D)

ACHIEVERS SECTION

14. Alia wants to create a shortcut for MS-Word 2010, so that she can quickly access it. But she does not know the correct sequence of steps required to follow to create a desktop shortcut. Help her by rearranging the given steps in the correct order.

(A) 4 → 1 → 2 → 6 → 5 → 7 → 3
(B) 1 → 2 → 4 → 7 → 3 → 6 → 5
(C) 4 → 3 → 2 → 7 → 1 → 5 → 6
(D) 6 → 1 → 5 → 7 → 2 → 4 → 3



15. Identify the following.

– It is a device that converts textual data into spoken sentences.
– It is used to read the text information to blind persons.
– It translates the entered text into spoken words.

(A) (B) (C) (D)

ANSWERS

1. C	2. C	3. D	4. B	5. B	6. C	7. D	8. D	9. A	10. C	11. C
12. C	13. B	14. A	15. A							

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