Tech Ray
A Computer Textbook

Teacher Manual
Class-1 to 8

MI™
MONOPOLY
Innovation by Design...

TECH RAY-1

1. My Computer

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

2. Parts of a Computer

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

3. Applications of a Computer

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

4. The Mouse

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

5. The Keyboard

A. 1. a 2. c 3. c 4. b
B. 1. ☹ 2. ☺ 3. ☺ 4. ☹ 5. ☺
C. 1. b 2. c 3. a 4. e 5. d

D. Do yourself.
E. Do yourself.

6. Paint with a Computer

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

7. Turn On and Off the Computer

A. 3,2,1,4
B. Click on Start button ……..... Switch
off the power switch.
C. 1. ☺ 2. ☹ 3. ☹ 4. ☺ 5. ☹ 6. ☺
D. Do yourself.

8. Responsible Computing

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

TECH RAY-2

1. Computer

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

connected ……………… called computer networking.

C. 1. ☺ 2. ☹ 3. ☺ 4. ☹

D. 1. c 2. a 3. b

E. 1. LAPTOP 2. NETWORKING 3. NETBOOK 4. MACHINE

F. Do yourself.

2. Parts of a Computer

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

B. 1. A computer has four main parts. Monitor, Keyboard, CPU and Mouse.
2. CPU 3. Printer 4. A web camera is a ...……………… for video chatting.
5. Microphone 6. Scanner

C. 1. keys 2. perform 3. colourful 4. listen 5. computer 6. scanner

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

E. 1. ✓ 2. ✓ 3. ✗ 4. ✓

F. 1. MOUSE 2. KEYBOARD 3. SCANNER 4. SPEAKERS

G. Do yourself.

3. Uses of Computer

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

B. 1. schools 2. banks 3. hospitals 4. airports 5. petrol pumps

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

D. 1. In schools, students learn ………… in different ways. 2. Computers are used in hospitals ....…..……… chemicals and equipments. 3. Computers are used for ………… and aeroplanes. 4. At home, in schools, in banks, in offices and in hospitals.

E. Do yourself.

F. Do yourself.

4. Operating a Computer

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

B. 1. Windows is an operating ………… to work together. 2. When the desktop is switched on …………. on desktop called icons. 3. It shows the applications ...…..……..… switch between them. 4. The Start button

C. 1. Click on the Start button. 2. Now click on the Shut down button. 3. Turn off the UPS. 4. Turn off the main power switch.

D. 1. second 2. Windows 3. icons 4. Start 5. Taskbar 6. Start

E. 1. c 2. a 3. d 4. b

F. Do yourself.

G. 1. TASKBAR 2. DESKTOP 3. WINDOWS 4. START

5. Devices of Computer

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

B. 1. Input devices are those ………......... to the computer. Keyboard and mouse.
2. The input we give ………… brain of the computer. 3. A monitor is one …………... on the screen. 4. Storage devices help us ………. for the future use. Hard disk and pen drive.

C. 1. It is used to type letters and numbers …………..... monitor screen. 2. A mouse is a pointing device. 3. A printer helps …………..... on the paper. 4. It displays text, graphics, video information, etc.

D. 1. b 2. c 3. d 4. a

E. Do yourself.

F. Do yourself.

6. Working of a Computer

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

B. 1. F 2. T 3. T 4. T

C. 1. A computer works in three steps i.e., input, processing and output. 2. The instructions given to the computer to do a task are its input. The result which is processed by the CPU is called output.
3. There are two types of storage unit.
4. Secondary storage unit ……………… magnetic tapes, etc.

D. 1. input 2. CPU 3. output 4. Primary 5. secondary

E. 1. O 2. P 3. I 4. O 5. I 6. I

F. Do yourself.

7. Paint Program

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

B. 1. Eraser 2. type 3. Airbrush 4. Curve 5. larger

C. 1. ☺ 2. ☹ 3. ☺ 4. ☺ 5. ☺ 6. ☹

D. 1. a 2. d 3. b 4. c

E. 1. Click on the Start button ………… click on Paint. 2. Firstly select the tool

…………. from the Tool Box. 3. The Text tool …………... of our drawing.

4. Airbrush tool 5. Do yourself.

F. 1. Pencil tool 2. To fill colour in the selected area. 3. Text tool 4. To draw curve and wavy lines in our drawing.

G. 1. LINE 2. ERASER

3. RECTANGLE 4. ELLIPSE 5. TEXT

6. MAGNIFIER

8. Working in WordPad

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

B. 1. We can write questions …………... using the WordPad program. 2. Title Bar, Ribbon, WordPad button, Work area, Cursor and Zoom in and Zoom out. 3. The keyboard. 4. Ribbon. 5. Yes. When you are working …………… not lose your work.

C. Click on the WordPad button ………. and click on Save.

D. Click on the Start button ………….. click on WordPad.

E. 1. ☹ 2. ☺ 3. ☺ 4. ☹ 5. ☹

F. Do yourself.

G. Do yourself.

TECH RAY-3

1. Computer—An Electronic Machine

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

B. 1. easier, faster 2. speed 3. result

4. workstation

C. 1. Computer is an electronic ………… easier and faster. Characteristics of a Computer ……………. giving the results. 2. A computer works ………………… is called output. 3. Size, cost and speed.

4. Automate the various tasks …………… latest computer technology.

D. 1. OUTPUT 2. DATA 3. LAPTOP

4. INPUT 5. SPEED 6. MACHINE

E. 1. Airport 2. Railway Station 3. Bank 4. Hospital

2. Parts of a Computer

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

B. Input devices: keyboard, mouse, scanner, joystick, lightpen. Output devices: monitor, printer, plotter

C. 1. The set of instructions ……………

MS PowerPoint, etc. 2. There are some ……….…… basic input devices. There are some ……………… basic output devices. 3. The mouse is a small ……………… is called a 'click'. 4. Operating system is a system ……………. and UNIX, etc.

D. 1. Inkjet printer 2. Keyboard

3. Trackball

E. 1. Mouse: The mouse is a small input device. It usually has two buttons.

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

3. MS Windows 7

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

B. 1. F 2. T 3. F 4. T 5. T 6. F

C. 1. The computer takes …………… is called booting. 2. It is the long horizontal ……………System Tray. 3. To open the start menu ………………… settings of the computer. 4. Press and hold ………… is called dragging. 5. Follow the given steps …………… Shut down option.

D. Do yourself.

E. 1. DESKTOP 2. FOLDER

3. DRAGGING 4. START 5. BUTTON

4. Working on MS Paint

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

B. 1. graphics 2. create, edit, print

3. selection 4. irregular 5. vertically, horizontally

C. 1. Microsoft Paint is a …………… on the Paint option. 2. The free-form selection tool. 3. The redo command ………………… last actions. Ctrl+Y.

4. Using the Rotate command …………… Flip horizontal. 5. To open an existing ……………… press Ctrl+O.

D. Do yourself.

E. 1. MICROSOFT 2. ROTATE

3. RESIZE 4. RECTANGLE 5. PAINT

6. BUTTON

5. MS Word 2010

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

B. 1. title bar 2. display, down
3. commands 4. Proofing 5. Format Painter

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

D. 1. Microsoft Word is ……………… as MS Word. 2. Quick Access Toolbar …….……… above the File tab. 3. The panel located ……………… Commands. 4. The Clipboard group ……………. text in the document. 5. This feature allows ……………… in our document.

E. Do yourself.

F. Do yourself.

6. MS Windows LOGO

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

B. 1. Logic, Graphic 2. the commander window 3. home 4. primitives 5. two

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

D. 1. LOGO is one of ……………… Graphic Oriented. 2. Starting LOGO ………… Microsoft Windows LOGO.
3. At the centre ....…… called turtle. 4. FORWARD ……....……… by any number. 5. To multiply two numbers ……………… 50 on the screen.

E. Do yourself.

F. 1. BACK 2. CLEAN 3. PRINT
4. RIGHT 5. BYE

7. Caring of Computer

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

B. 1. time, money 2. clean 3. cable
4. monitor 5. pirated

C. 1. A computer can ………… browsing the Internet. 2. Make sure that …………. keyboard gently. 3. Make sure that ………………… high temperature. 4. Do shut down …………… computer through Internet.

D. Do yourself.

E. Do yourself.

8. Know About Internet

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

B. 1. resources, services 2. TCP/IP
3. modem 4. web browser 5. HTTP

C. 1. The Internet 2. A modem 3. A web browser 4. HTTP protocol 5. Google

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

E. Do yourself.

TECH RAY-4

1. Computer—Then and Now

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

B. 1. (1940 to 1956) The technology in the first generation was based on vacuum tubes and magnetic drums. 2. (1956 to 1963) The technology in the second generation was based on transistors.
3. (1964 to 1971) The technology in the third generation was based on Integrated Circuits (ICs). 4. (1971 – present) The technology in the fourth generation is based on microprocessor. 5. (present and beyond) The technology in the fifth generation will be based on Artificial Intelligence (AI).

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

D. 1. Abacus was the first ……..... across the wires. 2. Electronic Numerical Integrator And Calculator 3. Charles Babbage 4.Five 5. The ICs are made ………….... called semiconductors.

E. 1. Analytical Engine 2. Abacus
3. Pascaline 4. Tabulating Machine
5. Laptop 6. Vacuum tubes

F. 1. VACUUM 2. MACHINE
3. ABACUS 4. TRANSISTORS
5. COMPUTER

2. More About Computer

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

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

C. Input Device- Keyboard, Barcode Reader, Graphic tablet, Webcam, Scanner Output Device- Monitor, Printer, Speaker

D. 1. It is the principle on which computer works. 2. All the parts …......... are called hardware. 3. A biometric sensor ……………. behavioural traits. 4. Dot

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

E. 1. Joystick 2. Scanner 3. Webcam 4. Graphic tablet 5. Biometric sensor 6. Microphone

F. 1. WEBCAM 2. MOUSE 3. SCANNER 4. PRINTER 5. MICROPHONE

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

3. More on Windows 7

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

B. 1. resize 2. taskbar 3. Filp 4. Start menu 5. Screen saver

C. Program- Games, Accessories, Maintenance, Microsoft Office; **Program Group-** MS Word, MS Excel, Notepad, Solitaire.

D. 1. It is an operating system produced by Microsoft for use on personal computers. 2. Microsoft has simplified the working …………… USB devices faster. 3. The feature that allows us …........ over the taskbar icons. 4. We can search and access …………… using the Start menu. 5. To change the wallpaper ……………... to save the settings.

E. 1. Notepad 2. Calculator 3. Paint 4. Flip 3D 5. Windows 7

F. 1. FLIP 2. RESIZE 3. PEEK 4. WALLPAPER 5. SHAKE

4. MS Word 2010 – Editing

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

B. 1. processing 2. New 3. Backspace 4. duplicate 5. Cut 6. move, copy

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

D. 1. To start MS Word 2010 …………... Microsoft Word 2010. 2. The basic tasks include …………… drag and drop text. 3. Cut is used to remove the selected text from its place. Copy is used to create a duplicate copy of selected text without changing its original form. Paste is used to place the copied or removed text at the desired location in the same or other document. 4. While working in a word ……………... using the Replace feature. 5. The spelling .... misskelled word. The grammatical …............ green lines. 6. The spelling .... red lines. The grammatical .... green lines.

E. 1. Cut 2. Paste 3. Copy 4. Spelling and Grammar 5. Open 6. Save 7. Change Styles 8. MS Word

F. Do yourself.

5. MS Word 2010 – Formatting

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

B. 1. Formatting 2. Font Color 3. save 4. Picture, Illustrations 5. Print settings, Preview 6. File

C. 1. In this topic …………… Change Case commands. 2. Align Left, Align Right, Center and Justify. 3. Format Painter allows us to copy the formatting of already formatted text to some another part of the document. 4. To insert a Clip Art ……………… on the selected image. 5. To print the page …………… Click on Print button.

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

E. 1. FONT 2. COLOR 3. PICTURE 4. JUSTIFY 5. PARAGRAPH 6. PRINT

6. MS PowerPoint 2010

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

B. 1. slides 2. Slide Sorter 3. File 4. Reading 5. placeholders, text boxes 6. Notes

C. 1. MS PowerPoint 2010 2. Title bar 3. File Tab 4. normal View 5. Delete

D. 1. MS PowerPoint 2010 is a presentation ..………… and many more. 2. To create a new ....……...……… blank presentation opens. 3. It contains the slides ......………… the slides from here. 4. Normal, Slide Sorter, Notes Page and Reading View. 5. To insert an image …………… image is inserted.

E. Do yourself. **F.** Do yourself.

7. LOGO Procedures

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

B. 1. title, body, end 2. LOGO 3. cannot 4. first 5. END

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

D. 1. Procedure is a set of …………… a specific task. 2. Speed and Reusability. 3. Valid Procedure names are ………….. #OKEY. 4. Once the procedure is defined ……............ Procedure and save it. 5. Editing a Procedure ………….. and save it. Saving a Procedure ……………. on save.

E. 1. PROCEDURE 2. TITLE 3. COMMANDS 4. ERASE 5. REUSABILITY 6. BODY

F. Do yourself.

8. Multimedia

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

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

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

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

E. Do yourself.

F. Do yourself.

TECH RAY-5

1. The Multifaceted Computers

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

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

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

D. 1. ATM 2. Joystick **E.** Do yourself.

2. Computer Generations

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

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

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

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

E. 1. Vacuum tubes 2. Transistors 3. Integrated Circuits 4. Microprocessors 5. Artificial Intelligence

3. Data Storage Media

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

B. 1. bit 2. single character 3. motherboard 4. daughterboard 5. read 6. capacity

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

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

E. 1. CD 2. RAM 3. Hard disk

F. Do yourself.

4. Windows Desktop

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

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

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

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

E. Do yourself. **F.** Do yourself.

5. MS Word 2010 – Paragraph Formatting

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

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

C. 1. Formatting means changing ……… neat to look at. 2. To apply the paragraph formatting …………….. Page Layout tab

the Ribbon. 3. Alignment means adjusting ……………… shortcut is Ctrl + J. 4. To print a word document ……………. your preferences.

D. 1. The given paragraph ……………. Ctrl+E. 2. Apart from above ………… accordingly. 3. Indentation means to set ……………… dialog box.

E. Do yourself. **F.** Do yourself.

6. MS Word 2010 – Word Art and Graphics

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

B. 1. WordArt, stretch 2. Insert 3. WordArt Styles 4. add, modify 5. Home 6. Arrange, Wrap Text.

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

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

E. 1. WordArt is a text-styling …………. shape of the text. 2. To insert WordArt ……………… Click on OK. 3. To format a text ……………. style to the text. 4. A Quick Style applies …………… text effects. 5. To wrap text ……………. for each setting. 6. Yes. To insert an audio …………. Insert button.

E. Do yourself.

F. 3. 1. 6. 5. 4. 2.

7. More on MS PowerPoint 2010

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

B. 1. Insert 2. ideas, information 3. edit 4. Clip Art, WordArt 5. format 6. Images

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

D. 1. To start the MS PowerPoint ………… window is opened. 2. MS PowerPoint is one ……………... are called slides. 3. To insert a new slide ……………… slide is inserted. 4. Go to the Insert tab ……………. appears in the slide. 5. Yes. In the Format Background ……………… the selected texture. 6. Select the slide ………… Click on OK.

E. Do yourself.

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

8. MS PowerPoint 2010 – Graphics

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

B. 1. Photo Album 2. Album Layout 3. SmartArt 4. MS PowerPoint 5. graphic 6. MP3

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

D. 1. A photo-album is a ......…………… PowerPoint presentation. 2. We can create a photo album ……………… show will be created. 3. We can insert a SmartArt …………… the SmartArt graphic. 4. We use shapes as a …………. appeal to a slide. 5. From the Insert tab ………............... into the slide. 6. Yes, From the Insert tab ……………….. into the slide.

E. Do yourself.

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

9. Network and Internet

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

B. 1. World Wide Web 2. website 3. hyperlinks 4. fastest, reliable 5. received

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

D. 1. The Internet is a network ………… and send e-mails. 2. Information Transfer ……………… to any other person. 3. Web browser is a software ……………… used web browsers. 4. Each website has a …………………… pages of the website. 5. All the mails ………………… text in the mail. 6. E-Mail is the short form ……………… in touch with people.

E. 1. PRINT 2. REFRESH 3. BACK 4. FORWARD 5. HOME

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

10. Algorithms and Flowcharts

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

B. 1. processing box 2. graphical 3. flowchart 4. Connector 5. independent

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

D. 1. An algorithm is a set ……………... understand it better. 2. We write a program ……………… flowchart into program. 3. Input ...…………………… and the time. 4. They are easy …………… to solve a problem. 5. Start or Stop box …………… process on data. 6. When the program …………….... cannot be typed.

E. Do yourself.

F. Do yourself.

TECH RAY- 6

1. Start with Computer

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

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

C. 1. Napier 2. transistors 3. palmtop
4. hardware 5. processor 6. nibble

D. 1. A computer is an electronic device ...…………… to achieve desired results. 2. On binary-coded language. 3.An internal clock 4. An input device is any hardware ..…………........ the computer. 5. A binary unit is logical ……………..... electric circuit.

E. 1. First generation: ENIAC, EDVAC and UNIVAC. Second generation: PDP-8, IBM 1401 and IBM 7090. Third generation: NCR 395 and B6500. Fourth generation: Apple II, Altair 8800 and CRAY-1. 2. Secondary memory is also known ………………… process data much more quickly. 3. MU is that part of the computer ……………… is called a nibble. 4. It is Random Access Memory ……………..... stores data permanently. 5. A compiler is a program …………… as a translator. 6. Utility software is a computer ………………… Application Launchers and Virus Scanners.

F. 1. Central Processing Unit
2. Arithmetic Logic Unit 3. Liquid Crystal Display 4. Very-Large-Scale Integration
5. Ultra-Large-Scale Integration

G. 1. COMPUTE 2. DUST 3. NAPIER BONES 4. MAGNETIC INK CHARACTER RECOGNITION
5. AUXILIARY MEMORY 6. BYTE

2. Basic Elements of Opening Screen of Windows

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

B. 1. Recycle Bin 2. window 3. Title Bar
4. Close button 5. Scroll bars 6. available
7. diamond 8. internet

C. 1. T 2. T 3. T 4. F 5. F 6. T 7. T 8. T 9. T 10. T 11. F 12. T

D. 1. Computer is the gateway ………. to your PC. 2. This icon provides temporary …………… you delete. 3. The four edges ………… of the window. 4. A slider works like ……… the same value. 5. Just below the top …………… moving the window.

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

Formative Assessment

1. Borders, Title Bar, System Menu Icon, Close Button, Menu Bar

2. Grayed (Dimmed) Command Name, Ellipses, Check Mark, Triangle, A Key Combination and Short-cut Menus

3. Text boxes, Check boxes, Option buttons, Command buttons, Drop-Down list boxes, Sliders, Spinners

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

3. About Windows

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

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

C. 1. Operating System 2. Graphical User Interface 3. RUN 4. Windows
5. Button configuration 6. Regional setting
7. On-Screen Keyboard

D. 1. An Operating System ………….. and applications run. 2. Search Option is a ……………… and all folders. 3. The Run command ………........ Windows will then open. 4. Wildcards …………………. character or space.

E. 1. Some of the advantages of Windows .... at the same time. 2. The Run command …………… Windows will then open. 3. Search option is a ....……. character or space. 4. Wildcards …………………. character or space. 5. The Control Panel is ………… parental control, etc. 6. This icon has been used ……………… Click on OK.

F. 1. 5. 3. 2. 4.
G. GOOEY, WILDCARDS, RUN, SCREEN, DESKTOP
Hots: Do yourself.

4. MS Word Advanced Features

A. 1. a 2. b 3. c 4. d 5. c 6. a 7. d 8. b
B. 1. MS Word 2. top 3. Ctrl+Alt+F 4. Drop Cap 5. preset 6. non-printing 7. Format Painter 8. dictionary
C. 1. T 2. T 3. F 4. T 5. T 6. T 7. T
D. 1. Ctrl+Alt+F 2. Ctrl+Alt+D 3. Ctrl+Shift+L 4. Shift+F7
E. Do yourself.
F. Do yourself.
G. Do yourself.
Hots: Do yourself.

5. MS Word using Mail Merge Features

A. 1. a 2. b 3. b 4. a 5. d 6. b 7. c 8. a
B. 1. T 2. F 3. T 4. T 5. T 6. F
C. 1. Mail Merge ………........ by Word 2010. 2. Five 3.Letters ……………. Directory 4. It specifies how do you want to set up your letters.
D. 1. Mail Merge ……........ by Word 2010. 2. Mail Merge group ………….. Directory. 3. The document consisting of a common data the needs to be created in multiple numbers. 4. Mail Merge 5. Mail Merge group .... and Directory.
E. Do yourself.
Hots: Do yourself.

6. Advanced PowerPoint

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

window. 5. On the Themes …………… their corresponding menus.
F. Do yourself
Hots: Do yourself.

7. More About MS Excel

A. 1. b 2. c 3. a 4. d 5. a 6. b 7. a
B. 1. MS Excel 2. Formatting 3. modified 4. gridlines 5. grow font 6. standard 7. cells
C. 1. T 2. F 3. F 4. T 5. T 6. T 7. F
D. 1. It adds up all the values in a range of cells. 2. It calculates the average of the cell values. 3. It counts the cell values. 4. To remove borders in a worksheet.
E. 1. Excel is a spreadsheet …………… professional looking chart. 2. Numbers entered in ……………… in the selected format. 3. You can add borders ……….. Page Layout tab. 4. To Change the Font ……………… in the Menu Bar).
5. Sometimes errors .... invalid range operator.
F. Do yourself.
Hots: Do yourself.

8. Introduction to QBASIC

A. 1. d 2. a 3. b 4. a 5. c 6. a 7. d
B. 1. .BAS 2. Save 3. GW BASIC 4. Status Bar 5. Menu 6. Program Name 7. Exit
C. 1. F 2. T 3. F 4. T 5. F 6. T 7. T
D. 1. The bar presents ……………… file name. 2. The Menu bar …………….. Options and Help. 3. To Exit from …………… the file. 4. It is the actual workspace .... the input. 5. It helps to scroll …………..... not visible.
E. 1. QBASIC is a programming ………. for GW BASIC. 2. Title Bar, Menu Bar, Program Area, Program Name, Horizontal Scrollbar, Vertical Scrollbar, Status Bar, Immediate Mode Area. 3. The first command …………..... in a program. 4. To write a simple …………....... screen occurs. 5. After writing a program …………… the File menu.
F. 1. Title Bar 2. Menu Bar 3. Program Area 4. Program Name 5. Horizontal Scrollbar 6. Vertical Scrollbar 7. Status Bar 8. Immediate Mode Area

Hots: Do yourself.

9. QBASIC Statements

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

B. 1. rules 2. special 3. variable
4. numeric 5. execution 6. String
7. Semicolon 8. INPUT

C. 1. A set of characters …………… [,],
etc. 2. Constants …………....... Numeric
Constant. 3. Print Statement ……………
on the monitor. 4. It is similar …………...
PRINT command. 5. The INPUT
statement …………........ Variable name.

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

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

F. Do yourself.

G. Do yourself.

Hots: Do yourself.

10. QBASIC Programming Statements

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

B. 1. QBASIC 2. string 3. blank
4. Program 5. variable 6. symbols
7. Numeric

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

D. 1. To print any document 2. By using
various .... called programming
3. Arithmetic Operators are used ....
C = a-b 4. Do yourself.

E. Do yourself.

F. Do yourself.

G. Do yourself.

Hots: Do yourself.

11. Introduction to Email

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

B. 1. Internet 2. Uniform Resource
Locator 3. lower case , upper case 4. Email
5. Sent box 6. outgoing 7. Viewing
Attachments

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

D. 1. Electronic mail ……....... services
available. 2. Uniform Resource Locator
3. Domain Name System 4. It is the name
of the email server that provides email

services. 5. Spams

E. Do yourself.

F. Do yourself.

G. Do yourself.

Hots: Do yourself.

TECH RAY-7

1. Network and Communication

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

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

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

D. 1. A computer network enables
………. or infrared light beams. 2. Speed,
Cost Effective, Security Concerns,
Centralised Software Management and
Resource Sharing. 3. In LAN two or more
……… as compared to WAN. 4. Network
Interface card ………… network and the
computers. 5. There is no need ……….
their shared resources. 6. Coaxial cable is
the kind ……………. small networks,
cable TV, etc. 7.Infrared is one of the most
………………. using infrared rays.

E. 1. Networking of computers …………
services to all twelve users. 2. The
following are the disadvantages …………
throughout a computer network. 3. There
are many components …………… in a
network using these channels. 4. The
physical arrangement ………………. as a
topology. Example: Bus topology 5.Bus
topology refers to a single ………………
either clockwise or anti-clockwise. 6. Peer-
to-peer architecture is a commonly
.……………. as a peer-to-peer network.
7. A server is just like ……………….
functioning of other computers. 8. In Ring
topology …………………… either
clockwise or anti-clockwise.

F. 1. Wide Area Network
2. Metropolitan Area Network
3. Transmission Control Protocol
4. Hyper Text Transfer Protocol
5. Simple Mail Transfer Protocol 6.File
Transfer Protocol 7. Network Interface

Card 8. Internet Protocol 9. Local Area Network 10. Wireless Fidelity

Hots: 1. Hub is the central device that provides a central connection point for nodes on the network. On a star network, if one of the nodes fail, only that node is affected. The other nodes continue to operate normally. If the hub fails, however, the entire network is inoperable until the hub is required. **2.** The full form of CAN is Campus Area Network and it is smaller than LAN.

2. MS Excel-Advanced Features

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

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

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

D. 1. Excel uses four types of operators. These are- Arithmetic Operator, Text Concatenation Operator, Comparison Operator and Reference Operator.
2. Roundup ( ) function rounds a number up away from 0 (zero). Example: ROUNDUP (3.27, 1) EQUAL 3.3
3. ABS ( ) function returns the absolute value of number. 4. SQRT ( ) returns a positive square root of a number. 5. Each rectangle in a worksheet is called a cell.
6. To compare values .... comparison operators.

E. 1. In Excel, a cell reference ………….. and Mixed Reference. 2. The MS Excel software allows you ………………....... compiling examination results. 3. The ampersand ………........ A1 and C1 is joined. 4. Reference Operators make no changes .... is made to calculate. Example-SUM (A7:A11)
5. Mathematical functions are used to perform ………………......... rounding of a number. 6. Click on a cell ………………… arrow keys on your keyboard. 7. A mixed cell reference is either ……………............. you create an absolute row.

F. Do yourself.
Hots: 1. Dollar sign ($)
2. Do yourself.

3. World Wide Web

A. 1. a 2. b 3. c 4. d 5. a 6. b 7. c
B. 1. network 2. HTTP:// 3. servers
4. TCP 5.information 6.services
7.individual person
C. 1.e 2.d 3.b 4.a 5.c
D. 1.It is the standard protocol ………… the Internet. 2. It's a set of communication …………………. over the Internet. 3. E-Commerce, Education and Entertainment. 4. M-Commerce is about the explosion ………………. mobile devices.
E. 1.E-Commerce or Electronic Commerce is online trading …………. payment mode and details. 2. The Internet relies on a number …………… two places on a network. HTTP, FTP, SMTP, etc. 3.The components of the Web …………. high-speed interconnects. 4. E-Commerce or Electronic Commerce is online trading …………… and communicate with friends. 5. Web hosting is the service ……………… you want to spend.
F. 1. Internet Service Provider
2. Transmission Control Protocol
3. Simple Mail Transfer Protocol 4. File Transfer Protocol 5. Hyper Text Transfer Protocol 6. World Wide Web Consortium
7. Electronic Commerce 8. World Wide Web
Hots: Do yourself.

4. QBASIC Programming Statements

A. 1. a 2. c 3. b 4. d 5. a 6. b 7. a
B. 1. iterative 2. Exit 3. DO UNTIL
4. loop 5. iterative 6. false 7. executions
8. STEP
C. 1. T 2. T 3. F 4. T 5. T 6. F 7. T
D. 1. Sometimes there is a need to repeat ………….......... is called loop. 2. DO UNTIL test condition Statement 1 Statement 2 ...... LOOP 3. DO WHILE test condition Statement 1 Statement 2 .... LOOP 4. Exit command is used to ……………… FOR or DO.

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

5. QBASIC Graphics and Sound

A. 1. d 2. b 3. a 4. c 5. a 6. b 7. c
B. 1. thousands 2. good quality 3. Screen 4. resolution 5. QBASIC 6. PRESET 7. visible 8. diagonal
C. 1. F 2. T 3. F 4. F 5. T 6. T 7. T
D. 1. The BEEP command ……..... half a second. 2. PAINT command is used ……..... specified color. 3. The SOUND command produces sound ……………… personal computer. 4. The display on a computer's screen ……………..... on the screen. 5. The Text mode can display only text.
E. 1. Because it is not a graphic-oriented programming language. 2. LINE command is used ……..……… (35,30), 4.
3. This command is used ……………….... text in the PRINT statement. The 16 colors can be used in QBASIC. 4. LINE command is used to draw ……………… display in graphics mode. 5. PRESET command is similar ……………. Row of the pixel.
F. Do yourself.
G. Do yourself.
Hots: Do yourself.

6. Photoshop: Basic

A. 1. a 2. b 3. c 4. a 5. c 6. d 7. b 8. a 9. a 10. d
B. 1. Lasso 2. Brush 3. Stamp 4. Painting 5. Gradient 6. Text 7. Selection 8. Zoom 9. grid of pixels 10. Zoom
C. 1. T 2. T 3. F 4. T 5. T 6. T 7. T 8. F
D. 1. Adobe Photoshop is a professional ………..... an existing one. 2. Vector graphics are not made ………..………. Drawings or complex diagrams. 3. It can

be pronounced as …………. To be very blocky. 4. There are three types of lasso tools. Lasso Tool, Polygonal Lasso Tool and Magnetic Lasso Tool. 5. This gives a .jpg extension to the file ……………. Joint Photographic Experts Group. 6. There are three selection tools …....………………. selection with curved lines. 7. The Lasso Tool 8. Here are the .... Shift modifier.
E. 1. There are two types of images ….....…………. drawings and complex diagrams. 2. It is measured …….....……….. occupies more computer memory.
3. There is RGB color …………….. setting dialog box. 4. There are three selection tools …………...…........ The Lasso tool.
5. Photoshop uses the foreground color ………..……… appears in the lower box.
6. To create a new file ……………. The following parameters. 7. This tool allows you to select …...…………… is dragged gets selected.
F. Do yourself.
Hots: Do yourself.

7. Introduction to HTML

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

F. Do yourself.
G. Do yourself.
Hots: Do yourself.

8. Log On To Flash

A. 1. c 2. a 3. a 4. a 5. a 6. c 7. a 8. d
B. 1. Flash 2. Adobe Flash 3. Property Inspector 4. .swf 5. Oval 6. Timeline 7. Tools 8. Flash
C. 1. T 2. T 3. T 4. T 5. T 6. F 7. T 8. F
D. 1. The Stage 2. Timeline Panel 3. PolyStar tool 4. Shift + click selection 5. Ctrl + Enter 6. Straighten
E. 1. Flash is an animation …………… is an animation software. 2. The following are the components ………………..... that appears on the Stage. 3. This is the area ………........... events in sequence. 4. The Timeline is a fixed ……………… events in sequence. 5. Steps to create ……………… on ".fla". 6. This tool is used ……………… draw a rounded rectangle.
F. Do yourself.
G. Do yourself.
Hots: Do yourself.

9. Animation in Flash

A. 1. b 2. d 3. a 4. c 5. a 6. b 7. c
B. 1. stop motion 2. drawing 3. creating 4. Layers 5. frame 6. location 7. Flash
C. 1. F 2. T 3. T 4. T 5. F 6. T 7. T
D. 1. Animation is the process ………... illusion of movement. 2. Layers are like multiple ..………… appears on the stage. 3. Animation is a series ……………… called a Frame. 4. There are three types of layers which can be created in Flash. Normal Layer, Gide and Guided Layer, Mask and Masked Layer. 5. Circular, zig-zag and curved paths.
E. 1. Animation is the process ………… quickly changing images. 2. The Timeline organizes and controls ……………… to the current frame. 3. Layers are like …………. and the playhead. 4. The steps to create Motion Tween animation are ..…………… keyframe at the Frame. 5. In Flash, working in ..……… front of the wall.
F. Do yourself.
G. Do yourself.

Hots: Do yourself.

10. Virus and Anti-virus

A. 1. a 2. b 3. c 4. d 5. a 6. b 7. c 8. d
B. 1. corrupt 2. attachments 3. downloads 4. replicate 5. 1999 6. computers 7. worm 8. Anti-virus 9. annual 10. Pop-up
C. 1. T 2. F 3. T 4. F 5. T 6. T 7. T 8. T
D. 1. Vital information under seize. 2. A Trojan horse is a …………… download software. 3. A rogue security software. 4. Your computer may be …………… Frequent computer crashes. 5. A worm, A Trojan horse, a spyware and rogue security software.
E. 1. A computer virus ……………… that you might download. 2. One of the intents …………… to get rid of. 3. The task of a virus …………… some economic agenda. 4. Installing an anti-virus ………………… operating system, or files. 5. A worm is computer code …………………… performance and stability problems.
F. Virus and Anti-virus— A computer virus is a small …………… on the hard disk. Installing an anti-virus program ………........ operating system, or files.
Worms and Trojan horse— A worm is computer code …………… and stability problems. A Trojan horse is a malicious ……………… download software.
Spyware and rogue security software— Spyware can install …………. Intend to go to. A rogue security software …………….Windows files as infections.
G. Do yourself.
Hots: Do yourself.

11. Browsing Internet

A. 1. a 2. b 3. c 4. d 5. a 6. b 7. c 8. d
B. 1. Internet 2. applications 3. three 4. communicate 5. interlinked 6. e-mail 7. username, password 8. word
C. 1. T 2. T 3. T 4. F 5. T 6. T 7. F 8. F
D. 1. Advance Research Project Agency Network. 2. The World Web is based ……………… and Web browsers. 3. Researcher Tim Berners-Lee …………

and early 1990s. 4. To sent and receive ……………… the world. 5. Modem is a device ...…………... lines and vice versa. 6. A chat room is an area ……………......... are chatting about.

E. 1. The Internet is a massive ……….…… of free information sharing.

2. E–Commerce stand for ……………..... consumer to cosumer.

3. An Internet connection ……………....... Internet Service Provider. 4. Type the web address ……………… button to go ahead. 5. E-mail is the fastest way ……………… www.rediffmail.com.

6. Internet is chiefly ……………..... www.bing.com.

F. 1. PRINT 2. REFRESH 3. BACK 4. FORWARD 5. HYPERLINK 6. HOME

G. Do yourself.

Hots: Do yourself.

TECH RAY-8

1. MS Access

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

B. 1. T 2. F 3. T 4. F 5. F 6. T

C. 1. Data 2. column 3. DBMS 4. non-programmers 5. Open 6.bottom

D. 1. A database is an organised ……… and records. 2. A database management system ……………..……… into a database. 3. They store information …....………. and columns (fields). These present data ..…………… printed format. 4. Microsoft Office Access 2010 is a pseudo-relational ..…………… software development tools. 5. Steps to start MS Access are ………………… with Microsoft Office Access.

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

OK button. 6. Some major components of MS Access database are ………………… written to access the database.

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

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

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

2. More on HTML

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

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

C. 1. FrontPage 2. HTML 3. Start 4. definition list 5. Empty 6. lowest 7. COLOR

D. 1. HyperText Markup Language 2. HTML markup tags ………… display the text. 3. HTML offers three …………… Definitions. 4. .html 5. COLOR Attribute

E. 1. HTML is easy to use ……………..... user interaction. 2. To create an HTML ……………......... Save button. 3. HTML code ………………..... </html>. 4. In HTML, the container ………………… the next line. 5. Heading element is a HTML ……………...... of the document. 6. The Font element ……………...... face and size.

F. 1. HTML is a computer ……………… (World Wide Web). 2. HTML markup tags ………................. display the text.

3. It is also known ……………......... in a proper sequence. 4. It is also known ……………....... with bullets. 5. The Bold element ………………..... displayed in bold. 6. The Italic element …………….. italic typeface. 7. The Underline element ……………........ underlined.

G. 1. HyperText Markup Language 2. the way that the web browser will display the text. 3. for three kinds of ordered lists.

4. numerous terms and descriptions. 5. the line and displays the text from the next line. 6. the value of the text size to 6 </FONT> 7.<BODY>

Hots: Do yourself.

3. Special Effects in HTML

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

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

C. 1. <TABLE> 2. Border 3. CELL SPACING 4. empty 5.image
6. information 7. Frames

D. 1. <TABLE> tag 2. By simply adding the BORDERCOLOR attribute. 3. CELL SPACING 4. Checkboxes are used </html> 5. An HTML form .... action attribute, etc.

E. 1. You may want to ...…… tables, etc. 2. To create a table ...…… </html>. 3. The Table tag …................. cells or rows. 4. A "hyperlink" is most ...…............ <html>. 5. In HTML, images ...…..........</html>. 6. This example demonstrates …............. </html>. 7. The <frameset> tag defines …..........…… </html>.

F. Do yourself.

G. Do yourself.

Hots: Do yourself.

4. Programming with C++

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

B. 1. T 2. T 3. T 4. F 5. T 6. F 7. T 8. T

C. 1. specified 2. ISO 3. flexible 4. Turbo C++ 5. Editor 6. program code 7. Editor window 8. Scroll bars

D. 1. A program is a set of instructions given to the computer. 2. A variable is a way …………….......... of a table. 3. C++ was introduced ….....…………. 1983-85. 4. A class consists of objects that share common properties. 5. Integrated Development Environment

E. 1. A programming language ……....... algorithms precisely. 2. C is a programming …………...…… trying to solve. 3. To save a program …………….. have a .cpp extension. 4. We use #include<iostream> …….....……... output respectively.

F. Do yourself.

G. Do yourself.

Hots: Do yourself.

5. Communication on the Net

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

B. 1. Browsing 2. free, paid 3. E-marketing 4. communication 5. group communication 6. Acronyms
7. newsgroup 8. popular

C. 1. We can also find ………………… www.worldpages.com 2. Open the website ………………… will be open. 3. You can send greeting ………. www.hallmark.com

D. 1. Users sometimes ……………......... a correction. 2. Instant messaging ….............…… nature of e-mails. 3. (i) Blackberry Messenger and Whatsapp (ii) www.123greetings.com and www.hallmark.com 4. Communication is the most …………… supporting the Internet. 5. Internet chat

E. 1. An acronym is an ………….. In My Opinion. 2.Many educational ………… use of Internet. 3. Video Conferencing is a method …………… video conferencing. 4. Newsgroups is a 'worldwide' ………… around the world. 5. Each culture operates ……………........ Internet Users. 6. The Internet is a good ………............... using Google Talk. 7. Symbol that you type ……………............... in our messages.

F. Do yourself.

G. Do yourself.

Hots: Do yourself.

6. Visual Basic

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

B. 1. BASIC 2. May, 1991 3. Title Bar
4. code window 5. execute, visual basic program 6. appearance, behaviour

C. 1. T 2. F 3. F 4. T 5. T 6. F
D. 1. Design Mode, Run Mode and Break Mode. 2. project 1 3. A form contains …… buttons, etc. 4. Form Window
E. 1. Visual Basic is a ………....... dialog boxes, etc. 2. In computer programming ……………… event handling. 3. An integrated development ……………… single platform. 4. Click on Start Menu …………… End option.
F. Do yourself.
Hots: Do yourself.

7. More on Visual Basic

A. 1. a 2. b 3. a 4. c 5. d 6. b
B. 1. p r o g r a m m i n g 2. m e m o r y, temporarily 3. Relational 4. The statements 5. counter, counting
C. 1. T 2. F 3. F 4. T 5. T
D. 1. Rapid Application Development 2. It is used to specify the color of the shape. 3. Logical operators …………… true or not. 4. Variables refer …………… to be stored. 5. It is used for making …………....... are executed.
E. 1. Image control is used …………… horizontal lines, etc. 2. Form has more objects …………… from the list. 3. Image control is used ………........... in a form. 4. Operators are the special ……………… false as result. 5. It is used to repeatedly ……………… print button.
F. Do yourself.
Hots: Do yourself.

8. Animation in Flash

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

9. Computer Threats

A. 1. a 2. b 3. c 4. d 5. a 6. b 7. d 8. d
B. 1. Hardware 2. access, deleted 3. appearing 4. Macro virus 5. Hacking

6. Phishing 7. Biometric 8.firewall, security
C. 1. T 2. F 3. T 4. T 5. F 6. T
D. 1. (i) A Trojan horse …………. their computers. (ii) A computer worm ……........ its speed. 2. People commonly ……………….. on a computer. 3. This type of virus ………………… antivirus software. 4. You are unable to access …………… PC is stoned'.
E. 1. Antivirus software is a software used to prevent, detect and remove malware. Eg: Quick Heal Total Security 2. A network is formed ……………. pen drives. 3. Now we know ……………… authentication methods. 4. Phishing is a very specific ……………... password or PIN. 5. A firewall is a security …………… security criteria. 6. People commonly ……............ on a computer. This virus technique …………… to that computer.
F. Do yourself.
Hots: Do yourself.

10. Introduction of Oracle

A. 1. d 2. a 3. c 4. b 5. d 6. a 7. c 8. b 9. a 10. b
B. 1. T 2. T 3. F 4. T 5. T 6. T 7. T 8. T 9. F 10. F
C. 1. ORACLE7 2. information 3. record 4. requirements 5. failure 6. mechanism 7. three 8. Security 9. ORACLE7 10. schema
D. 1. A database application …………… in the database. 2. The two kinds ………. and reports. 3. Recovery is the ability …………… media failures. 4. ORACLE7 handles ......……… does so automatically. 5. Database theorists divided …………… views of the data. 6. ORACLE7 gives you ………. for users.
E. 1. A form application ……………… several at once. 2. Recovery is the ability ………………… early and often. 3. With logging ....…………….. recover the database. 4. The one thing ……………… is appropriate. 5. Concurrency ………… so automatically. 6. One of the central …………… it in your application.
F. Do yourself.
Hots: Do yourself.