LOGIN HERE!

LOGIN HERE!-1

1. Introduction Of Computer

A. 1. c 2. a 3. b

B. 1. man-made 2. natural 3. electricity 4. time

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

D. 1. Air, water, flowers, ... of nature things. 2. Machine are also man-made .... in US different ways. 3. A refrigerators is a machine that keep things cool. An air conditioner provides us cool air. 4. airports, hotels, offices, banks etc.

E. Do it yourself.

2. Computer: A Smart Machine

A. 1. b 2. a 3. c

B. 1. school 2. music 3. sums

C. 1. F 2. T 3. F

D. 1. You can play games on me. You can send and receive messages on me. 2. Restaurant, Airport, Hotel, Shop. 3. I remember many things., I never make mistakes., I work very fast.

E. Do it yourself.

3. Parts Of A Computer

A. 1. b 2. c 3. b

B. 1. VDU 2. Keyboard 3. Commands

C. 1. T 2. F 3. T

D. 1. CPU stands for Central.............. inside the CPU box. 2. A keyboard has many .... on the keyboard. 3. A mouse has two or............ by using the mouse. **E.** Do it yourself.

4. The Keyboard

A. 1. a 2. c 3. b

B. 1. number 2. space bar key 3. two.

C. 1. F 2. T 3. T

D. 1. The alphabet key are.......... on the keyboard. 2. Space bar key is the longest key in the keyboard. Enter key- There are two enter key in the keyboard. 3. Cursor is a small blinking .... of the typed text.

E. Do it yourself.

5. Learn To Use A Mouse

A. 1. b 2. a 3. a

B. 1. draw 2. single-click 3. Computer 4. mouse-pad

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

D. 1. Dragging the mouse .... left button pressed. 2. Pressing and releasing the .... called a double-click. 3. Left button, Centre button, Right button. 4. We use the mouse by .... button is called clicking.

6. More Parts Of Computer

A. 1. Joystick 2. floppy 3. printer 4. Scanner 5. UPS

B. Do it yourself.

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

D. 1. Compact disc 2. Uninterrupted Power Supply

E. 1. Printer, Speaker, Joystick, Modem, Headphone etc. 2. Joystick is used to play games. 3. Printer helps you to take your works on paper. 4. It

is very useful to store information. 5. UPS stands for .... electricity goes OFF.

7. Starting Of Computer

A. 1. b 2. a 3. a

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

C. 1. damage 2. desktop 3. Start 4. icons 5. buttons **D.** Do it yourself.

E. 1. Switch ON the UPS system. Switch ON the .... of the monitor. 2. Click on the START button .... select Turn Off computer. 3. UPS is used to supply .... voltage or power failure.

8. Fun With Paint

A. 1. b 2. a 3. b

B. 1. Microsoft 2. Shapes 3. Eraser

C. 1. T 2. T 3. F

D. 1. Tools group, Shapes group and Colours group. 2. Ribbon and Tab 3. Step 1: Click on the Home tab......... a circle is drawn.

E. (a) 1. d 2. c 3. b 4. a (b) and (c) Do it yourself

9. Manners In The Computer Lab

A. 1. c 2. b 3. c

B. 1. computer 2. monitor 3. keyboard

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

D. 1. Always form a queue to .... in the computer lab. 2. Always cover the .... cover after use. 3. It may harm our eyes. 4. On the mouse-pad

E. Do it yourself.

2. LOGIN HERE!

1. Computer An Electronic Machine

A. 1. a 2. c 3. c

B. 1. keys 2. CPU 3. printer 4. scanner

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

D. 1. Mouse 2. Monitor, keyboard, CPU and Mouse. 3. Sends and receives messages and helps in games. 4. Computer: It is an electronic machine. Human being: It is not an electronic machine.

E. Do it yourself.

2. Uses Of Computer

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

B. 1. cars 2. Weather 3. time table 4. diagnosing

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

D. 1. Compute helps in........ cards in schools. 2. The computer helps you .... as online shopping. 3. The computer helps .... Preparing medical report. 4. Computer helps at various .... several other places.

E. Do it yourself.

3. Operating System

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

B. 1. operating system 2. desktop 3. clicking 4. taskbar

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

D. 1. An operating system is a .... without an operating system. 2. Do yourself. 3. A few second after .... called the desktop. 4. Yes

E. 1. A single-user operating system .... Meant for home use. 2. You can change or move .... the mouse button. 3. A file in Windows is similar .... data, problems, etc. 4. Step 1: It shows a list of .... off your computer.

F. Do it yourself.

4. Operating The Computer

A. 1. c 2. b 3. a

B. 1. icon 2. desktop 3. CPU

C. 1. After completing your work .... shut down the computer. 2. The first display screen .... is called desktop. 3. The thin bar at the .... called title bar. 4. The small picture ...... are called icons.

E. Do it yourself.

5. Keyboard And Its Function

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

B. 1. Caps lock 2. return 3. Left arrow 4. Delete

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

D. 1. Press the Caps Lock key .... type small letters. 2. Space bar key, enter key, caps lock key, arrow key, backspace key, delete key 3. The number keys are .... Digits 0 to 9.

E. Do it yourself.

6. More About Mouse

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

B. 1. Douglas Engelbart 2. mouse pointer 3. Double-click 4. scroll

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

D. 1. Take the mouse pointer......... menu will appear. 2. Drag and drop is .... want to place the cursor. 3. The slant arrow on .... in the same direction.

E. Do it yourself.

7. More On Paints

A. 1. a 2. b 3. a

B. 1. fill with colour 2. curve 3. drawing area 4. title bar

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

D. 1. Yellow colour 2. Magnifier is used to .... a freehand movement. 3. Eraser is used to .... picture or text. 4. Click on the curve in the .... curve in the same way.

E. Do it yourself.

8. Introduction To Tux Paint

A. 1. c 2. a 3. b

B. 1. Eraser tool 2. toolbar 3. Tux paint

C. 1. F 2. F 3. T

D. 1. Drawing canvas 2. Tux paint is another .... and easy to use. 3. To save your drawing .... Your picture is saved.

E. Do it yourself.

9. Introduction To WordPad

A. 1. a 2. c 3. c

B. 1. Quick Access Toolbar 2. Text area 3. Cursor

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

D. 1. Quick Access Toolbar: It is present .... with just one click. 2. Cursor: It is a small white .... of the typed text. 3. WordPad is a program of the .... using the keyboard.

E. Do it yourself.

10. Looking After Your Computer

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

B. 1. Shut down 2. CD, DVD 3. Dusty, hot, humid 4. Good

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

D. 1. Use original software 2. Your computer will work much .... look after it well. 3. Don't touch their .... pull it out yourself. 4. Protect

your monitor from .... soft and dry cloth.

E. 1. Don't enter the computer room .... time through the day. 2. Protect your keyboard from dust .... it might be harmed. 3. Protect your monitor from direct .... a soft and dry cloth. 4. Do it yourself.

E. Do it yourself.

3. LOGIN HERE!

1. Basic Parts Of A Computer

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

B. 1. storage device 2. processing device 3. commands 4. Software 5. System software

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

D. 1. The physical parts of a computer .... examples of the hardware. 2. Motherboard, RAM and Micro-processor. 3. The device which are used .... storage device. 4. Software is the set of program .... System Software. 5. The software that helps you .... application software. The software that controls .... system software.

E. Do it yourself.

2. Window Operating System

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

B. 1. Operating system 2. background 3. taskbar 4. notification area 5. Maximize button

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

D. 1. Notification area 2. The first screen appears with .... is called desktop. 3. Icons are small picture that .... has an associative computer recycle bin network. 4. The back-

ground picture of .... to their settings. 5. Operating system is a software that .... MS DOS WINDOWS.

3. More On Paint

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

B. 1. Cut 2. Ctrl+S 3. Ctrl+O 4. Copy 5. Curve

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

D. 1. Curve shapes us used to draw .... can be made for a line. 2. Colour picker tool is a very .... into any other object. 3. Select the copy command on the Home tab. Cut command removes the .... be inserted anywhere. 4. On the home tab, click cut command .... be inserted anywhere. 5. It is used to select a rectangle shaped area of an image.

E. Do it yourself.

4. More About Keyboard

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

B. 1. Alphabet 2. Special 3. Arrow 4. QWERTY

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

D. 1. Alphabet keys, Arrow keys, Number keys, Special keys, Function keys, Navigation keys 2. Enter key 3. Function keys are used to .... Help answer Support Centre. 4. Do not pull or push or push the .... of the keyboard too hard.

E. Do it yourself.

5. Microsoft Word 2013

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

B. 1. Microsoft 2. Document area 3. Stats bar 4. Rules 5. Title bar

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

D. 1. You can change the size .... margins of the page. 2. Type file name in the file name box and click save button. 3. You can connect to a .... online video button. 4. To start MS Word 2013, follow the .... click on Word 2013. 5. Title bar: It appears on the top of .... with just one click. **E.** Do it yourself.

6. Log On To Logo

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

B. 1. easiest 2. graphics 3. Recall list box 4. primitives 5. FD

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

D. 1. The turtle is a small .... only Logo commands. 2. HOME command is used to get .... the Execute button. 3. Logo screen is split into .... Commander Window. 4. Main screen shows the results .... called graphics screen. 5. The LEFT or LT primitive is .... rotate towards the left.

E. Do it yourself.

7. About Internet

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

B. 1. Programs 2. VSNL, BSNL 3. HTML 4. chatting 5. E- commerce

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

D. 1. The network connects .... or units to the small. 2. The Internet, simply called ...... any other computer. 3. Web site : A website is a collection on .... it on the word wide web. 4. A Web browser is a software .... Apple Safari etc. 5. This facility allows you to .... in total privacy.

E. Do it yourself.

4. LOGIN HERE!
1. Computer System

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

B. 1. CPU 2. Central processing 3. data 4. Joystick 5. Pen drive

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

D. 1. It helps you to take the .... and Laser printers. 2. Output device show the result of the .... monitor and printer. Monitor and speaker. 3. It is the main memory of the .... type - RAM and ROM. 4. The CPU has mainly thee parts: .... of a computer.

2. Working With Windows 7

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

B. 1. Computer 2. cascading 3. task 4. Windows 7 5. save

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

D. 1. Windows 7 has a very attractive .... quickly in our computer. 2. The area on the disk that .... is known as a file. A folder is a place .... Contained in a folder. 3. Open Microsoft Word .... This creates a new file. 4. Select the file or the .... dialog box appears.

E. Do it yourself.

3. Introduction To Multimedia

A. 1. a 2. b 3. a

B. 1. multimedia computer

2. Microsoft 3. Multimedia

4. autorun

C. 1. F 2. T 3. T

D. 1. It shows animation on screen .... termed as multimedia. 2.

listening music, watching movies .... to workers and students. 3. To install a multimedia CD .... by following the instructions.

E. Do it yourself.

4. Ms Word 2013

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

B. 1. ruler 2. storage device 3 CPU 4. ALU 5. Mother board

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

D. 1. Making changes in a .... called editing. 2. Formatting means changing and .... group in the Home tab. 3. As we use a MS Word allows us .... and format the text. 4. Moving means to shift the text .... and paste option. Copying means nothing but to .... Copy and Paste Commands. 5. Title bar: It appears on the top of the........... arranged in different groups.

E. Do it yourself.

5. Ms Power Point 2013

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

B. 1. start button 2. slides 3. information 4. slides show 5. note pane

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

D. A presentation consists of a number .... to form a slide show. 2. A presentation is a structure .... together on the screen. 3. A slide show is an electronic .... using MS PowerPoint. 4. Click on the file tab .... I the Home tab. 5. The title bar is located at the .... takes with just one click.

E. Do it yourself.

6. Log On To Logo

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

B. 1. Pause 2. Starts button 3. Sum 4. print 5. only one

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

D. 1. LOGO is a simple programming .... arithmetic calculation. 2. The term lopping means .... primitive for looping. When we use the REPEAT .... LEARNING LOGO IS FUN. 3. Print is a very important .... the commander window. 4. Do it yourself.

E. Do it yourself.

7. More on Internet

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

B. 1. Word Wide Web 2. Uniform Resource Locator 3. Home page 4. Internet 5. Microsoft Internet explorer

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

D. 1. A hyperlink may be a text or .... of a hand as shown. 2. Each website is identified by its unique .... bar of a Web browser. 3. Internet is a very large network .... World through the Internet. It allows us to send and .... Internet and Web camera. 4. Information is put on the .... and links to other pages. 5. A Web browser is a software .... information available on the Web. Example of some popular Web .... Firefox, Opera etc.

E. Do it yourself.

5. LOGIN HERE!

1. Development Of Computer

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

B. 1. Mark I 2. ENIAC 3. Laptop 4. Super computer

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

D. 1. Abacus is the first known .... for doing calculations. 2. The computer you see today .... lap and worked on. 3. Mainframe computers are large and much .... of mainframe computers. 4. They are used for doing very .... examples of super computer.

E. Do it yourself.

2. More Windows 7

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

B. 1. Background, wallpaper

2. gadgets 3. clock 4. weather

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

D. 1. Let us learn some other .... you may see your desktop.

2. Windows desktop is the screen that .... background or wallpaper.

3. Screen saver is a problem that .... performing any operation. 4. The Windows contains mini programs .... Centre and WinZip gadget. 5. Change the background of the .... from the hard disk.

E. Do it yourself.

3. More On Microsoft Word 2013

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

B. 1. Symbols, special characters 2. Word art 3. Copy, effect 4. symbol dialog box

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

D. 1. Picture makes a document more .... gallery known as Clip Art. 2. Shapes are the drawing features that .... impact to your message. 3. To insert a WordArt, follow the steps .... a beautiful change in the text. 4. To insert Header, follow the steps given .... Close group in the Design tab. **E.** Do it yourself.

4. Tables In Ms Word 2013

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

B. 1. row 2. layout 3. Formatting table 4. data

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

D. 1. The vertical data is called a column. 2. Select the cell you want to .... select cells. Click on OK. 3. Click the Layout tab .... 54 will be displayed. 4. Table style is used to change the look colour and design of a table.

E. Do yourself.

5. Introduction to Ms excel 2013

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

B. 1. Status bar 2. cell 3. formula 4. Autosum function

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

D. 1. Spreadsheet is a system of recording .... where data is entered. 2. MS Excel is the most popular software that .... Compare data through chart. 3. It appears on the top of the screen .... are sheet 1, sheet 2, and so on. 4. A cell is the space which is formed .... cell C3 and extends till cell F12. 5. Click on file tab .... Quick Access Toolbar.

E. Do it yourself.

6. More on ms PowerPoint

A. 1. a 2. a 3. a 4. a

B. 1. Presentation 2. Slide 3. ppt 4. slide shoe

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

D. 1. It is a part of Microsoft Office Package .... meeting and web page. 2. Installed themes are the .... scheme and graphics effect. 3. Slide Sorter View button .... one screenful at a time. 4. The default slide that appears .... boxes called Place holders.

E. Do it yourself.

7. First step to the Internet

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

B. 1. E-commerce 2. Modem

3. website 4. surfing

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

D. 1. The department of Defence of the .... Research Projects Agency Network. 2. Bharat Sanchar Nigam Limited (BSNL) .... India (MTS India). 3. Microsoft Internet Explorer, Opera 4. Moving from one website to another is called surfing.

F. 1. A search engine can be defined .... (http:search.yahoo.com. 2. The individual pages that collectively from .... and links to other pages. 3. A modern is a device that allows .... for Modulator Demodulator. 4. Some uses of the Internet are as follows ...... is known as E-commerce.

G. Do yourself.

8. More about Internet

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

B. 1. E-mail 2. Searching 3. Send 4. A WAN

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

D. 1. It is very helpful to people .... your account and password.

2. E-mail is a vert of sending mails through the Internet. The e-mail is delivered .... to the recipient. 3. Inbox: inbox is a folder which .... you delete the selected message. 4. According to the physical distance .... The Internet is an example of a WAN.

E. Do yourself.

LOGIN HERE!-6
1. Computer Languages

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

B. 1. Program 2. Machine languages 3. High level 4. Compilers 5. LISP

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

D. 1. It is also called First Generation Language. 2. It is also called First Generation. It is the only language which computer understands. 3. A compiler translates the entire program in one go. 4. These types of languages are closest to human language. It is user .... any operating system. 5. It is also called First Generation Language. .... It is also called Second Generation Language.

2. MS Word 2013 : Using Mail Merge

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

B. 1. Tab 2. Do it yourself 3. Data Source 4. Field 5. Viewing

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

D. 1. Mail Merge is a feature which .... with the main document. 2. Data source contains mailing lists. .... be inserted in the main document. 3. Data source contains mailing lists. For .... address

along with the main document. 4. Step 1: For creating a new mailing list. .... under 'Step 3 of 6' section. 5. Step 1: Click on the Finish & Merge .... separately along with the letter.

3. Microsoft PowerPoint 2013

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

B. 1. Table 2. Table style

3. Alignment 4. Top 5. Datasheet

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

D. 1. Step 1: Click on New Slide drop arrow .... columns and rows. then click OK. 2. Select rows/ocolumns /cells .... (from drop down menu). 3. Six alignment buttons are present on the .... and Align Bottom. 4. Select table click Design .... select a colour. 5. Chart is an efficient method for .... any change in the data.

4. Animation of Text and Objects

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

B. 1. Transition effects 2. Animation pane 3. Speaker 4. Animation 5. Audio

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

D. 1. Animation is the ability to move .... using sound and visual effects. 2. To adding sound from a file, ... icon to play the sound. 3. Step 1: Open any of four existing .... over action buttons to see the action. 4. Step 1: Choose the desired slide and .... all your slides with the applied effects. 5. PowerPoint allows you to import .... that you choose and applied.

5. Microsoft Excel 2013

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

B. 1. Workbook 2. Worksheets 3. Formula 4. Range 5. Cell

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

D. 1. Workbook is the first window which .... it is named as Book 1. 2. Cell: It is intersection of a row and .... a cell that has the pointer. 3. A Workbook is similar to a notebook .... can add more worksheets as well. 4. For renaming a worksheet. .... new name and press Entre. 5. Do it yourself.

6. Learning to Edit a Worksheet

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

B. 1. Home tab 2. Edit mode 3. Cancel and Entre buttons 4. Row or Column 5. Auto fill

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

D. 1. Step 1: Choose the cell E7 and .... change to Ready mode. 2. Sometimes, after making changes to a cell, ... undo our last action. If we wish to repeat the last .... the Quick Access Toolbar. 3. To delete an entire row, ... option from the menu. 4. Using Drag and Drop Method .... the data has been moved. 5. Step 1: As an example, write Monday .... will appear in the cells F2 to F7.

7. Algorithm and Flowchart

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

B. 1. Flowchart 2. Algorithm 3. Decision 4. Start/Stop Box 5. Flow lines

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

D. 1. An algorithm is a set of sequential .... easily understood by everyone. 2. Used for checking /applying a condition. 3. An algorithm is a set of .... easily understood by everyone. A flowchart refers to the pictorial .... with each other via flow lines. 4. Used for taking input or giving output. 5. It used to connect the box in flowchart.

8. An Introduction to QB64

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

B. 1. Variable 2. Brackets, Exponentiation. Division, Multiplication, Addition Subtraction. 3. Number 4. Brackets 5. Print

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

D. 1. QBasic was developed by Microsoft to type, ... QBasic are called statements. 2. A named memory location which is used to store .... variables are A1$, pkjh$, ASB2$. 3. Numeric Constants: Any number, that is integer or a .... "Sneha", "SUM=66", "216726" etc. 4. The sequence in which operations are .... 68 this is the answer. 5. To save program, follow the given .... be saved with extension .bas.

9. QB64 Statements

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

B. 1. Question 2. Table 3. Input 4. Numeric 5. CLS

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

D. 1. The INPUT statement used to take a .... store it in a variable. 2. It is used to move the position of the print to .... used for printing tables. 3. This statement will multiply the values of X .... X$ = "HELLO". 4. Do it yourself. 5. It displays the values on after the other .... printed on the next line.

10. Log on To Flash CS3

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

B. 1. Stage 2. Menu bar 3. Timeline 4. Frames 5. Ink bottle

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

D. 1. Flesh is an animation software package. .... size without loss of clarity or quality. 2. The Stage: It is a rectangular .... size is 550×400 pixels by default. 3. Rectangle tool, Polystar tool and line tool. 4. It is useful for filling enclosed areas .... the gaps in the shape outline. 5. Step 1: Select File - New option .... frame rate and stage size.

11. Working with Flash CS3

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

B. 1. Symbols 2. Shape 3. Library 4. Shape, Motion Guidetween

5. Motion Guidetween

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

D. 1. Symbol help to reduce the file size .... Button, Graphic. 2. Instance is basically a copy of the .... on the original symbol. 3. Whenever a series of images are displayed at fixed .... is known as animation. 4. Motion guide is used to define the path .... invisible in the final animation. 5. Animations can be created with the .... Motion Tween, Shape Tween.

12. Photoshop

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

B. 1. Graphics 2. Painting tools 3. Digital cameras 4. Image window 5. Do it yourself.

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

D. 1. Adobe Photoshop, or simply Photoshop, is .... or semi-transparent. 2. Microsoft 3. Adjust colour 4. You can brighten, darken, and change the .... styles to your images. 5. Understanding Pixels, Paint Your Image, Adjust Color, Apply Effects, Apply Filters, Add Text.

13. Internet Services

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

B. 1. Network of computers 2. Video conference 3. Chatting 4. Website 5. Forward

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

D. 1. A signature is a presonalised text .... every e-mail you send. 2. Nowadays, Internet offers us .... of our homes and offices. 3. Before using the e-mail facility to send messages, ... some other required information. 4. Conversation between computers over the internet .... messages through the internet. 5. Nowadays, it is even possible to perform bank transactions online .... to use E-banking services are:

LOGIN HERE!-7

1. Number System

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

B. 1. 0-9 2. Position 3. 0-9, A-F 4. 0, 1 5. Number system

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

D. 1. Step 1: Divide the decimal number .... the quotient becomes zero. 2. The Binary Number is based only .... convert the decimal data input to binary data. 3. The Octal Number System is composed of .... only difference is in the base. 4. The process for adding binary number inside the .... addition of decimal numbers. 5. This number system contains .... its base is 16.

2. Operating System

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

B. 1. Hardware 2. One 3. UNIX, VMS 4. User, computer 5. CPU, mouse

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

D. 1. The operating system is the most important program that .... disk drives and printers. 2. The user interface aspect of the .... to communicate with the user. 3. A multi-user operating system allows .... run at the same time. 4. 1940s, 1950s and 1960s 5. Operating systems designers developed the .... peripheral devices in use. With the development is LSI .... Motorola 6899 CPU family.

3. Taking Care of Your Computer

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

B. 1. internal, external 2. turn off, unplug 3. dust, dirt 4. cables 5. clean

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

D. 1. A dist scanner program is used .... some damaged information. 2. The two mortal enemies of the PC .... to their connectors on the

case. 3. To clean the keyboard, turn the keyboard .... the dust by using compressed air. 4. Do it yourself. 5. If you use your computer everyday, ... temporary windows less, and more.

4. Formulas and Functions in Excel

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

B. 1. Basic 2. Cell reference 3. Three 4. Functions 5. Variable

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

D. 1. Formulas are used for doing calculations which .... between multiple cells. 2. Step 1: Right click on the Sheet 2 tab in .... of your choice. Press Enter. 3. Multiple cells can be assigned to a .... of time and effort. 4. Absolute reference is used when the cell .... or row number. For example, = B1+B2. 5. Step 1: Functions should begin with = sign. .... have arguments within them. For example, = AVERAGE (A1:A4).

5. Excel as Database

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

B. 1. Database 2. Fields (columns). records (row) 3. Field 4. Field name 5. Data Validation

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

D. 1. Database refers to a collection of ...... according to the requirements. 2. Sorting is the process of arrange-ment .... data after sorting it. 3. This option filters the data in more .... location or finds unique records. 4. Data Validation is required for .... within a given range. 5. Advanced filter option filters the .... of the specified criteria.

6. Advanced Features of Excel

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

B. 1. Updated 2. Category name 3. Datasheet 4. Goal Seek 5. Formatting the legend

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

D. 1. Chart is an efficient method for .... any modification in the data. 2. Chart Area: It includes complete area .... Used for plotting values. 3. Bar Chart: It is used to display the data in the .... and the values along the horizontal axis. 4. Adding a Chart Title .... click outside the chart. 5. Goal Seek is an amazing feature of .... adjusting a value in other cell.

7. Working With Flash CS3

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

B. 1. Workspace 2. The stage 3. Menu 4. Timelines 5. Timelines

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

D. 1. Step 1: Click on Start button. .... will open a new blank file. 2. It is a rectangular workspace area present at the .... can be placed and animated. 3. Do yourself. 4. Gradient refers to filling colour in an .... colours in an object. 5. Step 1: Click on File>Import>Import to .... to be imported. Click on Open.

8. How Layers Work?

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

B. 1. Layers 2. Pencil icon 3. File 4. Onion skin tool 5. Frame 60

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

D. 1. Layers are used when we are .... amongst different layers. 2.

Step 1: Simply click on the Insert Layer .... name for the new layer. 3. Step 1: Above the layers, Click the .... on each red cross symbol. 4. Step 1: The layer which has to be .... Step 6: Ok is clicked.

9. Conditional Control Statements

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

B. 1. Variable 2. Go to 3. Numeric variables 4. Control statements 5. Integer, real

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

D. 1. The statements of a program are .... performing conditional checks. 2. When the GOTO statement is .... loop that cannot be exited. 3. It is a conditional decision making .... series with gap of 5 between 1 and 50. SRT: IF A < 51 .... END. 4. Constants are defined as the .... two types of constants. A variable is named location in .... can take in different values. 5. It is similar to INPUT statement. The .... error message will be displayed.

10. Looping Statements

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

B. 1. Go Sub 2. The for .....Next Loop 3. 7th caracters 4. For ...Next 5. Starting, final

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

D. 1. When we are writing a program, we .... else loop is terminated. 2. Using a large number of counter .... PRINT SUM END. 3. Step 1: A control variable is taken .... instruction after NEXT is executed. 4. Using one FOR....NEXT statement .... one is called inner loop. 5.

GOSUB instruction can be used jump .... returns to GOSUB instruction.

11. Graphics in QB64

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

B. 1. PSET 2. LINE 3. Draw commands 4. QB64 programs 5. Paint

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

D. 1. The SCREEN statement is used .... the screen resolution. 2. The DRAW command draws a .... direction on the screen. 3. The coordinates x and y .... to the colour code. 4. Step 1 : E-allows the pointer to draw .... direction towards the left side. 5. The LINE statements helps to .... two points on the screen.

12. Service of the Internet

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

B. 1. Internet 2. Micro blogging 3. 140 characters 4. E-greetings 5. One drive

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

D. 1. Nowadays, micro blogging is .... and other online mediums. 2. Step 1: Go to your contacts list .... the Delete contact option. 3. A collection of hardware, networks, ... configure or access online applications. 4. An area for discussion on a website .... information is called a Forum. 5. Microsoft offers an online storage .... make public or share with their contacts.

13. The Viruses

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

B. 1. Virus 2. Vital Information Resource Under Seize 3. Virus 4. Anti Virus software 5. Refresh

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

D. 1. Spyware is a type of malware which .... without their permission. 2. A worm is a type of virus .... and computer networks. 3. Boot Virses: These are the type of .... Disk Killer are some examples. 4. It can reformat the hard disk. .... decreasing the computer memory. 5. They are the computer programs that .... an indication of an infection.

LOGIN HERE!-8
1. Networking Concepts

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

B. 1. Network Security 2. Hub 3. LAN 4. Network Topologies 5. Black hackers

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

D. 1. Computers are used almost .... them so necessary in life. 2. Linking different computers to each .... other instead only a few chosen ones. 3. All computers in a network .... the malicious software. 4. A firewall protects the computer from .... and the computer be protected. 5. This is basically a device that .... the desired destination directly.

2. Introduction to MS Access 2013

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

B. 1. Table design 2. DBMS

3. Database 4. Access window 5. Object

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

D. 1. Tables in access are also known as .... form of rows and columns. 2. Records are rows in a table. ....

an object or an item. 3. This is a filed or a combination of .... and also cannot be left blank. 4. Reduction in Data Redundancy: Data .... in sharing data between different systems. 5. To create, modify and extract data .... database manage -ment system.

3. Advanced Features of MS Access 2013

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

B. 1. Form 2. Print preview 3. Four 4. Report 5. Print

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

D. 1. The data that we create using .... school or the invoice bill. 2. To enter, edit and view data a .... textboxes and labels. 3. Report view: This allows design related views only .... change the size of various controls here. 4. The query feature in MS ACCESS is used to get a .... scored more than 60 percent marks. 5. To enter, edit and view data a form .... view like viewing the header and footer.

4. Introduction to HTML

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

B. 1. Elements 2. Title 3. <HTML> 4. HTML document 5. Linear

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

D. 1. Some of the HTML elements contain one or more .... values of quotation marks. 2. An element is a fundamental .... HTML text document. 3. Step 1: Click the Start button. .... want to appear on the web page. 4. Do it yourself. 5. Do it yourself.

5. Inserting Image and Creating List in HTML

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

B. 1. Ordered 2. Unordered list 3. SRC 4. Alt 5. <IMG>

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

D. 1. Images in a webpage are used to enhance how the .... of designing the webpage. 2. These lists are numbered lists. They are .... attributes are discussed below. As the name suggests ordered lists are not .... the items <L1> tag is used. 3. <F> This is used to mark the beginning of a .... before and after the text. Align 4. A numbered or a list of proper order is known as an .... the lists is known as nested list. 5. <IMG> tag has attributes like src, align, alt, height, width.

6. Creating Tables and Hyperlinks in HTML

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

B. 1. Hyperlink 2. E-mail linking 3. Caption 4. Table 5. Table

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

D. 1. When you surf the internet you must .... over the World Wide Web. 2. External linking, Internal linking and E-mail linking. 3. You can link text to an e-mail address. To do this .... href attribute of the <A> tag. 4. <TABLE> tags define tables in HTML. 5. Rowspan is used to specify number of rows a .... or the <TD> or <TH> tag. <TD rowspan = "4">.

7. Introduction to Visual Basic

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

B. 1. Visual Basic 2. Solution explorer 3. Visual basic 4. Visual basic 5. Interactive Development environment.

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

D. 1. You can create a calculator in .... Add button: cmdAdd. Subtract Button: cmdsubtract .... click on different buttons for viewing the result. 2. Visual Basic is a programming language that offers .... a text based interface. 3. Visual Basic and QBASIC are .... on graphical user interface. 4. Code view: To type code in visual basic we .... controls using this view. 5. The different files of a project are displayed by .... code view or to designer view.

8. Introduction to Adobe Photoshop CS6

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

B. 1. Selections 2. Colour replacement 3. Magnetic Lasso 4. Painting 5. Crop

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

D. 1. Step 1: Using the colour picker set the .... picture the changes will be applied. 2. To draw shapes like rectangle, ... shape just click and drag the mouse. 3. Step 1: Starting Photoshop is very easy .... Click > Adobe Photoshop CS6. Step 4: Photoshop will open. 4. To make quick selections on the image we use .... mouse and click one the image 5. There are some parts in an image that are unwanted to .... how to use the crop tool. This tool

allows us to use the .... location on that image.

9. More Feature of Adobe Photoshop

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

B. 1. Sharpen 2. Dodge 3. Blur 4. Clone stamp 5. Pattern stamp

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

D. 1. Layers are used in Photoshop to work on .... placed on a lower layer. 2. The appearance of an image can be changed by .... of filters like stylize, render etc. 3. An image might be imperfect due to .... us learn how to use this tool. 4. Dragging across the eraser tool .... to the background colour. 5. These tools are used when images are to be .... the burn tool will darken them.

10. Window Move Maker

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

B. 1. Movie 2. Transition 3. Transition 4. Monitor 5. ∗wmv

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

D. 1. Windows move maker is designed by .... and also edit them. 2. Do it yourself. 3. Step 1: Click on the file > same movie file .... wizard on the screen. Step 5: Clicking on the finish button will complete the process. 4. They play a very important part in .... by using the view menu. 5. This pane allows the user to perform functions .... of clip from the collection.

11. E-Commerce

A. 1. b 2. a

B. 1. Customers, suppliers 2. Trade 3. E-commerce 4. Video conferencing 5. Mobile commerce

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

D. 1. The term "electronic