

# Enter Key

## Teacher Manual Class-1 to 8

### ENTER KEY-1

#### 1. Our Friend Computer

Do it yourself

#### 2. Computer a Wonderful Machine

- A. 1. (c) 2. (b) 3. (b) 4. (a)  
B. 1. machine 2. time 3. electricity 4. fuel  
C. 1. T 2. T 3. F 4. F  
D. 1. Air conditioner 2. Fan 3. car 4. cycle  
E. Do it yourself.

**Activity Zone:** Do it yourself

#### 3. Computer Its Uses

- A. 1. (c) 2. (a) 3. (c) 4. (b)  
B. 1. tickets 2. games 3. store 4. bills  
C. 1. T 2. T 3. F 4. F  
D. 1. Do it yourself 2. Computer 3. Do it yourself 4. Do it yourself  
E. Do it yourself.

**Activity Zone:** Do it yourself

#### 4. Computer Its Parts

- A. 1. (b) 2. (a) 3. (c)  
B. 1. VDU 2. keys 3. Mouse 4. CPU  
C. 1. F 2. F 3. F 4. T  
D. 1. Monitor 2. Keyboard 3. Mouse  
E. Do it yourself.

**Activity Zone:** Do it yourself

#### 5. Learn to Use the Keyboard

- A. 1. (a) 2. (c) 3. (b) 4. (a)  
B. 1. Return 2. Number 3. three 4. Spacebar  
C. 1. (c) 2. (a) 3. (d) 4. (b)

- D. 1. Capslock key 2. Enter Key  
3. Spacebar key 4. Alphabet key

**Activity Zone:** Do it yourself

#### 6. Learn to Use the Mouse

- A. 1. (a) 2. (c) 3. (b)  
B. 1. draw 2. double 3. computer 4. small  
C. 1. T 2. F 3. T 4. T  
D. 1. Index finger 2. Middle finger  
3. Do it yourself 4. Mouse pointer

**Activity Zone:** Do it yourself

#### 7. What is Data and Memory?

- A. 1. T 2. T 3. T  
B. Mouse, Memory, Word, Data, Keyboard  
C. 1. A computer needs our instructions to work on it.  
2. Memory is the ability of store data and information 3. Data is defined with letters, words, ..... numbers, pictures, sounds and videos.

#### 8. Storage in a Computer

- A. 1. T 2. T 3. F  
B. 1. Bag 2. Hard disk 3. Refrigerator  
C. 1. (b) 2. (a) 3. (d) 4. (c)

**Activity Zone:** Do it yourself

### ENTER KEY-2

#### 1. Computer A Wonderful Machine

- A. 1. (b) 2. (c) 3. (a) 4. (c)  
B. 1. record 2. accurately 3. think 4. tired  
C. 1. F 2. T 3. F 4. T

- D. 1. (b) 2. (c) 3. (e) 4. (d) 5. (a)
- E. 1. A computer is a wonderful ..... instructions to work.
2. **Storage:** A man may forget the information and cannot store large amount of information.; A computer stores a large amount and never forgets it. **Time:** A man works slowly and takes more time to do any work.; A computer works very fast and can do many jobs at the same time. **Fatigue:** A man gets tired and needs rest after working for some time. ; A computer never gets tired and can work for a long time. 3. **In school** ♦ Making test papers and report cards. ♦ Preparing time table.; **In offices** ♦ Preparing reports and presentations. ♦ Storing data of employees.; **In Hostels** ♦ Booking rooms and saving details of guests. ♦ Making bills and price lists. 4. Desktop computer, laptop computer and palmtop computer. 5. Desktop computer: It occupies large space. .... kept on the desk. **Laptop Computer:** Laptop computer is lighter ..... one place to another.

**Activity Zone:** Do it yourself

### 2. Main Parts of a Computer

- A. 1. (c) 2. (b) 3. (c) 4. (a)
- B. 1. Digital Versatile Disc 2. mouse 3. UPS 4. computer 5. parts
- C. 1. T 2. F 3. F 4. F 5. T
- D. 1. (c) 2. (e) 3. (d) 4. (a) 5. (b)
- E. 1. A computer has four main parts, ..... Mouse. 2. **(a) Speakers:** Speakers are used to listen .....

to the computer. **(b) Printer:** A printer is used to print the ..... called the hard copy. 3. (a) Compact Disc (b) Central Processing Unit (c) Digital Versatile Disc (d) Uninterrupted Power Supply

**Activity Zone:** Do it yourself

### 3. How to Operate a Computer

- A. 1. (a) 2. (b) 3. (b)
- B. 1. blue 2. UPS 3. smart 4. program
- C. 1. F 2. T 3. T 4. F
- D. 1. (b) 2. (c) 3. (d) 4. (a)
- E. 1. The small picture..... called icons. 2. When you click on shut ..... supply button. 3. Windows is the most popular..... computer work. 4. After switching on, the first ..... known as desktop.

### 4. Computer How It Works Computer

- A. 1. (a) 2. (b) 3. (b)
- B. 1. Mouse, keyboard 2. Processing 3. instructions 4. Three
- C. 1. T 2. F 3. F 4. T
- D. 1. Input, process and output 2. After processing the data the ..... monitor and pointer 3. (a) **Input–** The data instruction ..... input (b) **Output–** After processing the data ..... the monitor.

### 5. The Keyboard and its Functions

- A. 1. (c) 2. (a) 3. (b) 4. (b)
- B. 1. capital 2. Backspace 3. Return 4. number 5. Enter
- C. 1. T 2. T 3. F 4. T 5. T
- D. 1. Arrow keys 2. caps lock key 3. Enter key 4. Backspace key 5. Delete key



- E. 1. There are 26 alphabet ..... and sentences. 2. Alphabet keys, Number keys and special keys 3. The Backspace key ..... of the cursor. 4. Caps lock key is the longest key on the keyboard.

### 6. The Computer Mouse

- A. 1. (b) 2. (c) 3. (a) 4. (b)  
B. 1. click 2. double-clicking 3. left 4. cord 5. mechanical  
C. 1. T 2. T 3. T 4. T 5. F  
D. 1. (b) 2. (a) 3. (d) 4. (c)  
E. 1. There are three types of mouse. Two-button mouse, three-button mouse and scroll-mouse 2. **Left Click:** It is used ..... or a program. 3. A mouse is a pointing ..... draw pictures. 4. When you move your ..... same direction.

### 7. Introduction To Tux Paint

- A. 1. (c) 2. (c) 3. (b) 4. (a)  
B. 1. Eraser 2. Text 3. Tux-Paint 4. canvas  
C. 1. T 2. T 3. F 4. T  
D. 1. To use stamps ..... drawing is stamped. 2. To use this tool, follow ..... to the text. 3. Tux Paint has a ..... about Tux Paint. 4. To start the ..... given steps:

### 8. Fun With Paint

- A. 1. (c) 2. (c) 3. (b)  
B. 1. F 2. T 3. T 4. F  
C. 1. Drawing Area 2. Ribbon 3. Paint Button  
D. 1. OVAL 2. RIBBON 3. PAINT 4. ERASER  
E. **Activity Zone**

## ENTER KEY-3

### 1. Know Your Computer

- A. 1. (a) 2. (b) 3. (b) 4. (c) 5. (c)  
B. 1. store 2. Garbage In Garbage Out 3. Three 4. keys 5. CPU  
C. 1. T 2. T 3. F 4. T 5. F  
D. 1. Liquid colour Display 2. Arithmetic Login Unit 3. Light Emitting Diode 4. Garbage In Garbage Out 5. Cathode Ray Tube 6. Visual Display Unit  
E. 1. **Speed:** The time taken by the ..... malfunction easily. 2. Computer needs instructions from ..... work for long. 3. We can write letters, send ..... on a computer. 4. A computer works on Input-process output (IPO) cycle. **Input:** The INPUT stage involves putting information ..... from the IPO cycle. 5. **Keyboard:** It is an important part of a ..... keyboard keys. **Monitor:** It looks like a TV ..... is called soft copy. **Central Processing Unit (CPU):** CPU is the part of the computer that ..... called brain of the computer.  
F. Printer

### 2. More About the Hardware and Software

- A. 1. (b) 2. (b) 3. (a) 4. (c) 5. (c)  
B. 1. typing 2. work 3. system software, Application Software 4. storage device 5. hardware  
C. 1. F 2. T 3. T 4. T 5. T  
D. 1. System software controls and ..... diagnostic tools, etc. 2. Application software are those ..... specific types of tasks. 3. Hardware is defined as the

..... disk are inside the CPU.

**4. Input Devices:** These devices are used to give input to the computer. Some input devices are keyboard, mouse, microphone, scanner etc.

**Output Devices:** Any devices which is used to display .....

speakers, printer, etc. **Storage Devices:** Storage devices are the hardware ..... common storage devices. 5. Computer hardware is the physical ..... both hardware and software.

- E. 1. Speakers 2. Application software

### 3. Tux Paint

- A. 1. (b) 2. (c) 3. (a) 4. (c) 5. (c)  
B. 1. Fill 2. Brush 3. drawing 4. starters 5. line  
C. 1. T 2. T 3. T 4. F 5. T  
D. 1. Fill tool is used to fill colour in an object. 2. To open a saved file, ..... on the Open button. 3. Tux Paint is a free ..... their creative skills. 4. Magic tool is the most ..... effects to your drawing. 5. Stamp tool is used to ..... the sub-tool box.

- E. Grass tool

### 4. Introduction to Windows 7

- A. 1. (c) 2. (b) 3. (a) 4. (c) 5. (a)  
B. 1. start button 2. october 2009 3. GUI 4. Bill Gates 5. Window 10  
C. 1. T 2. T 3. T 4. F 5. F  
D. 1. (d) 2. (e) 3. (b) 4. (a) (c)  
E. 1. To change the screen saver ..... the time Click on Ok. 2. Shutting down means turning ..... to shut down. 3. Microsoft Windows 7 is the ..... folders

and directories 4. **Computer:** Computer icon is used ..... on the computer **Internet Explorer:** It is a shortcut to the program that ..... the web browsers. 5. To change desktop background, ..... button at the bottom.

- F. Icons

### 5. Microsoft Paint

- A. 1. (a) 2. (c) 3. (b) 4. (a)  
B. 1. Drawing Area 2. Fill the colour 3. Paint 4. Quick Access toolbar  
C. 1. F 2. T 3. F 4. T  
D. 1. This tool is used ..... as real pencil. 2. **Selecting the foreground colour:** Click on colour 1 button ..... with that colour. **Selecting Background colour:** To use this ..... of the screen. 3. **Step 1:** Click on Start button. **Step 2:** Select All Programs. **Step 3:** Select Accessories. **Step 4:** Click on Paint Program. 4. **Title bar:** The blue bar at the top of the ..... work in Paint.

- E. 1. PENCIL 2. TEXT 3. ERASER 4. BRUSHES

### 6. Introduction To Microsoft Word 2010

- A. 1. (c) 2. (a) 3. (a) 4. (a)  
B. 1. Document 2. Application 3. Word Processing 4. document area  
C. 1. T 2. F 3. T 4. T  
D. 1. To open a saved ..... Open button. 2. Do it yourself. 3. A word processor is an ..... processing software. 4. MS Word is a popular word processor ..... replace the text.

## 7. Log On To Logo

- A. 1. (a) 2. (b) 3. (c) 4. (a)
- B. 1. turtle 2. Seymour Papert 3. Commander window 4. Main screen
- C. 1. **FD**: It moves the ..... its head. **BK**: It moves the turtle ..... its head **RT**: Turtle can move in ..... angle of turn. **LT**: Turtle turns towards left ..... moved from the 0° to 360°. 2. **Main Screen**: It is the main window of ..... Graphics Screen. **Commander Window**: It is a small area ..... run the commands. 3. Logo is a simple computer ..... Print the text 4. To open MSW logo ..... steps:

## 8. Using Primitives

- A. 1. (c) 2. (c) 3. (a) 4. (c)
- B. 1. Pe 2. Seth 3. PU 4. reappear
- C. 1. T 2. F 3. T 4. T 5. T
- D. 1. **PU**: This primitive is ..... the screen **PD**: The PEN Down or PR ..... UP primitive. **PE**: IF you have drawn a ..... on that path 2. This command is used ..... the centre (home). 3. CLEAR SCREEN primitive is ..... clear Text or CT 4. HT command ..... from the screen. ST Command ..... on the screen.
- E. CS CT

## ENTER KEY-4

### 1. Introduction to Computer

- A. 1. (c) 2. (c) 3. (c) 4. (a)
- B. 1. ALU 2. CPU 3. I-P-O 4. Light pen 5. Plotter
- C. 1. F 2. T 3. T 4. F 5. T
- D. Do it yourself.

## 2. Memory and Storage

- A. 1. (b) 2. (c) 3. (a) 4. (b) 5. (c)
- B. 1. 700 MB 2. auxiliary memory 3. Hard disk 4. Blue-ray disk 5. CD
- C. 1. T 2. F 3. T 4. T 5. F
- D. 1. Digital versatile Disk 2. Mega Byte 3. Giga byte 4. Compact Disk 5. Read only Memory
- E. Do it yourself.

## 3. More About MS Windows 7

- A. 1. (b) 2. (c) 3. (a) 4. (c) 5. (a)
- B. 1. Windows Media Player, .mp3 2. Microsoft Access, .accdb 3. Notepad, .txt 4. Microsoft Excel, .xlsx 5. Microsoft word, .docx
- C. 1. T 2. T 3. T 4. F 5. F
- D. 1. To rename a file or ..... file or folder. 2. To move a file or a ..... new location. 3. MS Windows is an operating ..... and Windows 10. 4. There are two methods ..... will be created. 5. **File**: A file is a collection of ..... music files, etc. **Folder**: A folder is a place where a common folder.

## 4. Tux Paint

- A. 1. (c) 2. (a) 3. (a) 4. (c) 5. (b)
- B. 1. Foam 2. Waves 3. Noise 4. Drip Magic 5. Bill Kendrick
- C. 1. T 2. F 3. F 4. T 5. F
- D. 1. Noise effect is used to add white noise in your drawing 2. **WAVE EFFECT**: Wave effect is used ..... Horizontal **Wavelets effect**: Wavelets Effect is ..... Vertically. 3. Shapes tool is used ..... 360° scale: 4. Drip Magic

tool ..... your drawing. 5. Foam tool is used to add foam effect in your drawing.

**5. Editing in MS Word 2010**

- A. 1. (b) 2. (b) 3. (c) 4. (b) 5. (b)
- B. 1. editing 2. Thesaurus 3. Microsoft Office 4. Quick Access toolbar 5. Redo
- C. 1. T2. T3. F4. F5. F
- D. 1. To turn on the automatic ..... on OK button. 2. Thesaurus feature of ..... similar meaning. 3. MS Word is the most popular ..... area to another. 4. By left clicking of the mouse button.

**6. Formatting in MS Word 2010**

- A. 1. (b) 2. (a) 3. (b) 4. (a) 5. (a)
- B. 1. Paragraph 2. Italic 3. Highlighting 4. Bullet 5. Line spacing
- C. 1. F2. F3. T4. F5. T
- D. 1. To apply border and shading ..... on OK button. 2. Alignment refers to the ..... of text. 3. Formatting means changing ..... Changing case 4. Font is the look and ..... the selected text. 5. Do it yourself.

**7. Learning Logo Commands**

- A. 1. (a) 2. (a) 3. (c) 4. (a) 5. (b)
- B. 1. Enter 2. Go 3. Home 4. Primitives 5. Bye
- C. 1. F2. F3. T4. T5. T
- D. 1. Logo is a easy computer language ..... calculations. To start Logo ..... Logo option. 2. Forward (FD), Back (BK), Right (RT), Left (LT) 3. Repeat command allows ..... again and again 4.

**Print Sum:** This function is used

..... the numbers. **Print Difference:** This function is used to ..... space between them.

5. **Greater Than (>):** This command is used ..... displayed as 'false'.

**Less Than (<):** This command is also ..... displayed as 'false'. **Equals (=)** This commands two ..... true or false

**8. Introduction**

**MS PowerPoint 2010**

- A. 1. (b) 2. (a) 3. (b) 4. (c) 5. (c)
- B. 1. .pptx 2. Ctrl+S 3. Presentation 4. Slider 5. Title
- C. 1. F2. F3. T4. F5. T
- D. 1. A presentation is an effective tool ..... audio and video 2. To start MS PowerPoint ..... PowerPoint 2010 3. The various components of MS PowerPoint ..... Slide Show view. 4. You can close a ..... close option 5. To save a presentation, follow the ..... the save button. 6. To open an existing ..... box will appear.

**9. More on Internet**

- A. 1. (a) 2. (b) 3. (a) 4. (c) 5. (a)
- B. 1. URL 2. Very large 3. ARPANET 4. Website 5. Web server
- C. 1. T2. T3. T4. T5. F
- D. 1. Word Wide Web 2. Uniform Resource Locator 3. Internet Explorer 4. International Network
- E. 1. To connect your computer ..... by in Internet 2. To search any information ..... information provided. 3. Internet is very large network ..... through a computer.

**The use of Internet:** It helps in perform banking ..... magazines, newspapers etc. 4. **Web server:** A web server is a ..... to the Internet. **Website:** A website is a collection ..... many pages. 5. **Home Page:** Every website has a ..... home page. **Website:** A website is a collection ..... many pages. **Web Page:** On opening a website ..... is called web logo. **Hyperlink:** A website contains many ..... text or a picture.

### ENTER KEY-5

#### 1. History of Computer

- A. 1. (b) 2. (c) 3. (b) 4. (a)  
 B. 1. Computer 2. Johnson 3. PARAM 4. Laptop  
 C. 1. F2. T3. F4. F  
 D. 1. (c) 2. (a) 3. (b) 4. (e) 5. (d)  
 E. 1. They have multiple processors ..... computer 2. ENIAC Electronic Numeric ..... presper Eckert 3. Computers are classified into ..... Hard disk 4. **Laptop:** Laptop is a portable ..... your lap. **Tablet:** Tablet is a one-piece ..... finger's touch. 5. Blaise Pascal

#### 2. More About Software

- A. 1. (c) 2. (c) 3. (c) 4. (a)  
 B. 1. Utilities 2. Lotus 123 3. General Purpose, specific purpose 4. Operating system  
 C. 1. F2. F3. T4. T  
 D. 1. (e) 2. (b) 3. (a) 4. (d) 5. (c)  
 E. 1. **Utility Programs:** These are the small ..... and function.

**Anti-Virus Utility:** They provide protection to your ..... programme pen drive etc. 2. These are the software which ..... presentation etc. 3. Software refers to a set of ..... seen or touched. There are two types of software system software and application software. 4. **System Software:** System software are the ..... Utility Programs. **Application Software:** It is a program that runs on the ..... types of software.

#### 3. More on Windows 7

- A. 1. (c) 2. (b) 3. (c) 4. (a)  
 B. 1. Weather 2. Games 3. Operating system 4. Bill Gates 5. Windows Explorer  
 C. 1. T2. T3. F4. F5. F  
 D. 1. (e) 2. (c) 3. (b) 4. (d) 5. (a)  
 E. 1. MS Windows is an operating system ..... and the user. 2. The various feature of windows ..... directories folders. 3. Windows desktop is the ..... screen of Windows 4. To delete a file or folder ..... has been delete. 5. Gadgets are mini-programs that ..... Weather Information. 6. To open it. follow the steps ..... want to play.

#### 4. More on MS Word 2010

- A. 1. (b) 2. (c) 3. (a) 4. (c)  
 B. 1. Ctrl + N 2. Ctrl + S 3. Ctrl + F 4. Ctrl + A  
 C. 1. F2. T3. T4. T  
 D. 1. Footnote is placed at the bottom ..... of sources of text. 2. To apply subscript effects, .....

of normal text. 3. To replace text, follow the given ..... the replaced word. 4. MS Word 2010 comes with a ..... the insertion point.

### 5. Working with Tables in MS Word 2010

- A. 1. (a) 2. (b) 3. (a) 4. (c)
- B. 1. Tab 2. Table styles 3. splitting 4. Cell 5. Alt+Home
- C. 1. F 2. F 3. F 4. T 5. T
- D. 1. Splitting means breaking ..... in a table. 2. To insert a table, follow ..... of rows and columns. 3. To merge cells, follow ..... cells get merged. 4. To split a cell, follow the ..... cell gets splitted. 5. To add border to the table ..... the OK button.

### 6. MS PowerPoint 2010

- A. 1. (a) 2. (b) 3. (a) 4. (b)
- B. 1. Right 2. Presentation 3. Ctrl + S 4. Normal
- C. 1. F 2. F 3. T 4. F
- D. 1. To apply a textured background to a ..... the presentation. 2. To apply bullets and numbering ..... drop-down list 3. A presentation is the process ..... on screen. 4. To create a new presentation using ..... a new presentation.

### 7. Introduction to MS Excel 2010

- A. 1. (b) 2. (b) 3. (c) 4. (c)
- B. 1. Insertion 2. Spreadsheet 3. Cell pointer 4. Sheet tab
- C. 1. T 2. T 3. T 4. T
- D. 1. A spreadsheet is defined as a large ..... as a worksheet. 2. To

start MS Excel 2010 follow ..... Microsoft Office Excel 2010 3. To move data follow the ..... the paste button. 4. Ms Excel provides facility to perform ..... arithmetic operator.

### 8. Algorithm and Flowchart

- A. 1. (b) 2. (c) 3. (c) 4. (a)
- B. 1. Stop 2. programmer 3. flowchart 4. input/output 5. processing
- C. 1. The following guide lines should ..... the decision box. 2. Flowchart have many advantages ..... programming language. 3. An algorithm is a specific ..... solving a problem. 4. A flowchart is a pictorial representation ..... instructions. 5. Flowcharts being with ..... put in a loop.

### 9. More About the Internet

- A. 1. (a) 2. (c) 3. (b) 4. (c)
- B. 1. fast 2. Uniform resource located 3. mail 4. modem
- C. 1. T 2. F 3. T 4. F
- D. 1. (a) WWW: The world wide web ..... a web browser. (b) Home Page: It is the opening page ..... the website. 2. A modem is a device ..... vice versa. 3. The main advantages of. .... the internet 4. Many small networks of computers are ..... sharing of information.

### ENTER KEY-6

### 1. Computer Languages

- A. 1. (ii) 2. (ii) 3. (ii) 4. (iii) 5. (iii)
- B. 1. Programming language 2. Os 1s 3. Mnemonic 4. Procedural 5. HTML

- C. 1. T2. T3. T4. F5. T
- D. 1. A programming language consists of ..... with computers. 2. Machine language has the advantage ..... utilization. 3. This language uses 'mnemonic codes' ..... language is ADD. 4. Because they allow programmers and users ..... supposed to do it. 5. Compilers and interpreters are two different types of translators.

### 2. More about Windows 7

- A. 1. (ii) 2. (i) 3. (i) 4. (iii)
- B. 1. Disk Cleanup 2. Jump List 3. Windows Media Player 4. Burning 5. 10,000
- C. 1. T2. T3. F4. F5. F
- D. 1. Yes it is possible. To display two windows ..... side by side. 2. The Windows Media Player is an application ..... this software. 3. Jump list is a new feature in windows7 ..... directly to that file. 4. To run the Disk Defragmenter in the computer ..... Close button. 5. Disk cleanup is used to remove unnecessary ..... not being used.

### 3. Mail Merge in MS Word 2010

- A. 1. (ii) 2. (i) 3. (ii) 4. (ii) 5. (ii)
- B. 1. Mail Merge 2. Mailings 3. Current Record 4. Preview Result 5. Check Mark
- C. 1. T2. F3. T4. T5. F
- D. 1. To open Mail Merge, follow the ..... for mail merge 2. To from and save recipients list follow

..... to send letters. 3. It opens the Mail Merge recipient windows here ..... send a letter. 4. To use Address Block follow the ..... Click on OK. 5. To preview the result follow the given ..... merged fields.

### 4. Tables in MS PowerPoint 2010

- A. 1. (ii) 2. (ii) 3. (ii) 4. (ii) 5. (ii)
- B. 1. Columns 2. Insert Tab 3. Bottom 4. Splitting 5. Chart
- C. 1. T2. T3. T4. F5. F
- D. 1. Table can be re-sized coloured and ..... your presentation 2. To insert a table in your slide follow the ..... into the slide. 3. **Adding Rows in a Table:** To add a row in table ..... to your table. **Adding Columns in a Table:** To add a Column in table ..... to your table. 4. **Splitting Cells:** Splitting means dividing into ..... may be better. **Merging Cells:** Merging means Making two or ..... the same purpose. 5. To create a chart, follow the ..... in your slide.

### 5. Enhancing Presentation Using Animation Group

- A. 1. (ii) 2. (ii) 3. (ii) 4. (i) 5. (iii)
- B. 1. Formatting 2. Record Audio 3. Action 4. Animate 5. Delay
- C. 1. T2. T3. T4. T5. F
- D. 1. Formatting helps in adding various ..... understandable 2. To insert a video clip follow the given ..... some video file 3. To add animation effect to a Word art ..... to your slide 4. The

start option has three sub-options  
On click ..... and down  
arrow. 5. At times, you need to show  
only a part ..... dialog box

### 6. More About MS Excel 2010

- A. 1. (iii) 2. (ii) 3. (iii) 4. (iii) 5. (ii)
- B. 1. Spreadsheet 2. Column Heading  
3. Numbers 4. Formula 5. Redo
- C. 1. T 2. F 3. T 4. T 5. T
- D. 1. (ii) 2. (i) 3. (iv) 4. (iii)
- E. 1. MS Excel is a spreadsheet  
application developed .....  
information. 2. **Formula Bar**: is used  
to enter or edit .....  
active cell. **Status Bar**: appears at  
the bottom of the .....  
current mode. 3. To insert cells rows  
and column in a ..... your  
requirement. 4. Undo command is  
used when you ..... the  
worksheet. 5. To change the width  
of a column, follow .....  
increased accordingly.

### 7. Formatting in MS Excel 2010

- A. 1. (ii) 2. (i) 3. (ii) 4. (ii) 5. (iii)
- B. 1. Formatting 2. Changing  
Alignment 3. Number Formatting 4.  
Auto fill 5. Auto Sum
- C. 1. F 2. F 3. T 4. F 5. T
- D. 1. Formatting means changing the  
..... a worksheet. To change the  
font type, follow the .....  
will be applied. 2. To use Auto  
Format option follow the .....  
apply the pattern. 3. To create a  
formula using the point and click  
..... displayed in the cell. 4.  
Do it yourself. 5. To filter text, follow  
the given ..... will ne filtered.

- E. 1. (iv) 2. (iii) 3. (i) 4. (ii)

### 8. Introduction To QBASIC

- A. 1. (ii) 2. (iii) 3. (ii) 4. (iii) 5. (ii)
- B. 1. QBASIC 2. Immediate Mode 3.  
Operators 4. Colon 5. String
- C. 1. T 2. T 3. T 4. F 5. F
- D. 1. (iii) 2. (i) 3. (iv) 4. (ii)
- E. 1. QBASIC is a High-Level program-  
ming language ..... about  
these parts. 2. In program mode you  
type the ..... every statement.  
3. Operators are the symbols, which  
are used ..... in a single  
line. 4. These are the values that do  
not change ..... "20th january",  
etc. 5. We use line numbers while  
writing a program to tell .....  
executing a program.

### 9. QBASIC Statements

- A. 1. (ii) 2. (ii) 3. (iii) 4. (ii) 5. (iii)
- B. 1. QBASIC 2. Print 3. Rem 4. Input 5.  
End
- C. 1. T 2. T 3. F 4. F 5. F
- D. 1. (ii) 2. (iii) 3. (iv) 4. (i)
- E. 1. Print statement with. It is used to  
display ..... the argument. 2.  
This statement is used to give  
comments or remark .....  
of execution 3. GOTO statement  
tells the computer to go ..... <  
Line Number> 4. To open a QBASIC  
program file, follow.....  
Enter Key. 5. To save a QBASIC  
program, follow the .....  
extension .BAS.

### 10. More About Internet

- A. 1. (ii) 2. (iii) 3. (ii) 4. (iii) 5. (ii)
- B. 1. Internet 2. Phone line 3. E-  
greetings 4. Blog 5. 140



- C. 1. T 2. F 3. F 4. T 5. F
- D. 1. (iii) 2. (i) 3. (iv) 4. (ii)
- E. 1. Internet is a worldwide system ..... other computer. Uses of Internet ..... parts of the world. 2. To open Internet Explorer, follow ..... default website. 3. To edit the contact details of a person ..... the changes. 4. To send free E-greeting cards, follow the ..... has been sent. 5. A blog allows users to share their thoughts ..... by Jack Dorsey.

### 11. Computer: Problems and Protection

- A. 1. (ii) 2. (iii) 3. (ii) 4. (i) 5. (i)
- B. 1. Computer virus 2. Resident 3. Direct Action 4. Floppy 5. Macro Virus
- C. 1. (iii) 2. (iv) 3. (v) 4. (i) 5. (ii)
- D. 1. T 2. F 3. T 4. F 5. T
- E. 1. A computer virus is a computer program that is written ..... of the computer. 2. **Overwrite Virus:** Overwrite virus is amongst the most ..... and Trivial. 88.D. **Polymorphic Virus:** It replicates and makes a large number ..... Tuareg and Marburg. 3. The operating speed of the computer gets greatly reduced ..... on the screen. 4. In order to prevent viruses from attacking your computer ..... update it regularly. 5. **Hacking:** Hacking refers to the process of breaking into a computer ..... is called a hacker. **Cracking:** Cracking refers to the process of ..... guess

the password

### ENTER KEY-7

#### 1. Number System

- A. 1. (ii) 2. (iii) 3. (iii) 4. (iii) 5. (iii)
- B. 1. 0–255 2. 10 3. 2 4. digits, letter 5. 8
- C. 1. F 2. T 3. F 4. T 5. F
- D. 1. The data which is given to computer ..... for output. 2. A decimal number system uses a total of 10 digits ..... place values. 3. **Decimal Number System:** All the number system that ..... number system. **Hexadecimal Number System:** Feature of Hexadecimal Number ..... decimal number system. 4. To convert a decimal number to ..... quotient is zero. 5. Multiply each digit of the second binary number ..... multiplication.

#### 2. Windows 7

- A. 1. (iii) 2. (ii) 3. (ii) 4. (iii) 5. (ii)
- B. 1. Control Panel 2. Display 3. Auto Play 4. Action Center 5. Home Group
- C. 1. T 2. F 3. F 4. T 5. T
- D. 1. Control Panel is a system folder in which you ..... on the toolbar 2. Personalization means here you can change the desktop ..... resolution etc. 3. **Action Center:** help you to review your computer ..... earlier time. **Administrative Tools:** helps in making space in disc, defragging hard ..... task scheduler. 4. Click on the Start button ..... files and folders. 5. Click the Start

button. Type a word or a part  
..... to your choice.

### 3. Formatting and Functions in Excel

- A. 1. (ii) 2. (iii) 3. (ii) 4. (iii) 5. (ii)  
B. 1. Formatting 2. Font 3. Home 4. No  
Border 5. Functions  
C. 1. T 2. F 3. T 4. T 5. F  
D. 1. To change the font type, follow  
the ..... selected cells. 2. To  
add a border, follow the given steps  
..... to your cell. 3. Font  
colour option is used to .....  
colour to a cell. 4. Three horizontal  
alignment options present .....  
right to the cell. 5. **Functions in  
Excel:** Sometimes we need to fo  
large calculations ..... equal  
to (=) sign. **Text Functions:** This  
function converts the selected  
..... Rohan Books.

### 4. Editing in Excel 2010

- A. 1. (i) 2. (ii) 3. (iii) 4. (i) 5. (i)  
B. 1. Editing 2. Reorganize 3. Repeat 4.  
Right 5. Axes  
C. 1. T 2. T 3. F 4. T 5. T  
D. 1. To select a cell, follow the given  
step: ..... a thick border.  
2. Moving the data means to  
reorganize the data in .....  
and new locations. 3. **To Change the  
column Width:** Place the mouse  
pointer over ..... the new  
width. **Adjusting The Row Height:**  
To change the height of a row  
..... display new height. 4. To  
delete a worksheet, follow the given  
..... confirm the deletion 5. To  
create a chart, follow the given

..... automatically be assigned.

### 5. Advanced Features in Excel

- A. 1. (i) 2. (ii) 3. (ii) 4. (iii) 5. (ii)  
B. 1. Database 2. Form Control 3. Data  
validation, Control 4. Sorting 5.  
Filter  
C. 1. T 2. T 3. T 4. F 5. F  
D. 1. (ii) 2. (iv) 3. (i) 4. (v) 5. (iii)  
E. 1. A database is a collection of  
related information .....  
create many tables. 2. Data Form is  
an excellent feature available in MS  
Excel ..... enter a record 3.  
Using Data Validation Rules, you can  
..... into the cell 4. Sort  
feature is used to quick change the  
order ..... Sort & Filter group.  
5. To filter your data, follow the  
given ..... Click on OK button.

### 6. QBASIC Functions

- A. 1. (iii) 2. (iii) 3. (ii) 4. (iii) 5. (ii)  
B. 1. Upper Case 2. Two 3. String 4.  
Numeric Functions 5. Characters  
C. 1. T 2. F 3. T 4. F 5. F  
D. 1. (ii) 2. (v) 3. (iii) 4. (i) 5. (iv)  
E. 1. Function in QBASIC are simple  
programs ..... function.  
**LCASE \$ and UCASE \$ ( )** We use  
these function to .....  
Print UCASE \$ (A\$) End. 2. **Space \$ ( )**  
Space \$ ( ) is used to give desired  
..... (10, "B") End. 3.  
**INSTR:** INSTR ( ) lets you search for a  
string in ..... (A\$, "BOOKS")  
end. 4. QBASIC contains some  
numeric function .....  
mathematical problems. 5. **SGN( ):**  
SGN( ) is used to determine the sign  
..... Print SGN (– 5) end.

**INT():** This function return the whole ..... Print INT(15.28) end.

### 7. Looping Statements in QBASIC

- A. 1. (iii) 2. (iii) 3. (i) 4. (iii) 5. (ii)
- B. 1. Loop 2. Updation  
3. For Statement 4. WEND 5. Step
- C. 1. T 2. F 3. T 4. T 5. F
- D. 1. (v) 2. (iv) 3. (i) 4. (ii) 5. (iii)
- E. 1. Looping is an interesting feature available ..... is required  
2. The same program can be used to print the ..... to increment.  
3. Another variant of the FOR.... NEXT statement is ..... FOR.... NEXT statement. 4. **WHILE...WEND:** The WHILE...WEND statement is another looping ..... program ends. **DO...LOOP:** The DO...LOOP statement is another kind of a ..... while statement. 5. 10 CLS  
20 x = 50 ..... 70 end.

### 8. Flash CS3

- A. 1. (i) 2. (ii) 3. (i) 4. (ii) 5. (iii)
- B. 1. Flash 2. Menu Bar 3. Text 4. Selection 5. Lasso
- C. 1. T 2. F 3. F 4. F 5. T
- D. 1. (iii) 2. (ii) 3. (i)
- E. 1. Flash is a vector based animation program ..... television series. **Advantages of Using Flash:** Flash has certain advantages ..... communication of ideas. 2. A flash windows has various components. Some of these ..... in numbered grid. 3. To set document properties, follow the ..... your requirement. 4. **Selection Tool:** This tool allows us to select the ..... the stage. **Subselection**

**Tool:** This tool is used to transform shapes by ..... Selection tool. 5. Eraser Mode will be displayed at the bottom of tools ..... being the erasing.

### 9. More about Flash CS3

- A. 1. (ii) 2. (ii) 3. (ii) 4. (i) 5. (ii)
- B. 1. Button 2. Transform 3. Import 4. Animation 5. Motion Tween
- C. 1. T 2. T 3. F 4. F 5. T
- D. 1. (iv) 2. (i) 3. (ii) 4. (iii)
- E. 1. To convert the text you typed into a ..... Properties window.  
2. To rotate and skew an object follow the ..... required shape. 3. To import graphics, follow the given steps ..... to your choice. 4. **Motion Tween Animation:** It is an animation that is created by ..... Frame animation. **Frame By Frame Animation:** It changes the contents of the stage ..... of animation 5. To use gradient, follow the ..... to the pointer.

### 10. Communication on Internet

- A. 1. (iii) 2. (iii) 3. (ii) 4. (iii) 5. (ii)
- B. 1. Instant 2. Video 3. Skype 4. Phone to PC 5. Real Time
- C. 1. T 2. F 3. T 4. F 5. F
- D. 1. (ii) 2. (i) 3. (iv) 4. (iii)
- E. 1. Taking to anyone on internet with ..... Voice chatting 2. Instant Messaging (IM) is a real time text-based ..... is online  
3. To install Skype, follow the given ..... 5 minutes. 4. **To use Skype, follow the given steps:** You must have a Skype account. If you

have not ..... of Skype 5. When you're communicating on the internet take special care ..... you write.

### 11. Social Networking Sites

- A. 1. (iii) 2. (ii) 3. (iii) 4. (ii) 5. (ii)
- B. 1. Representation 2. Welcome 3. News feed 4. Messages 5. Photo
- C. 1. T 2. T 3. T 4. F 5. F
- D. 1. (iv) 2. (ii) 3. (i) 4. (iii)
- E. 1. To join Facebook, follow the given ..... your 'friends'. 2. Sign in to the Facebook website using the e-mail ..... functions available. Start interacting with friends ..... or 'Like it'. 3. Welcome your to Facebook and enables you to find ..... clicking here. 4. Twitter is an online social networking service that users ..... the world. 5. Google+ or Google plus is a social networking and identify service that ..... You-Tube Comments.

## ENTER KEY-8

### 1. Concept of Networking

- A. 1. (ii) 2. (i) 3. (ii) 4. (i) 5. (ii)
- B. 1. Network 2. Transceiver 3. Area of network 4. Tree 5. Rights
- C. 1. T 2. F 3. T 4. T 5. F
- D. 1. Networks are established ..... saving resources. Share and Save Resources. When a computer ..... computers would need. Networked computers ..... one another. A network forms a ..... quick communication. Information can be ..... via network. 2.

**Network Interface card (NIC):** It is differentiates between a network computer and a ..... the NIC card 3. Wired Network Electrical cables like twisted pair ..... or Radio wave. 4. Bus Topology, Star Topology ..... Tree Topology. 5. When you establish a network, you allow a number ..... his/her own work.

### 2. Access to MS Access

- A. 1. (i) 2. (ii) 3. (iii) 4. (ii) 5. (ii)
- B. 1. Database 2. Redundancy 3. Navigation 4. Alpha-Numeric 5. Primary key
- C. 1. T 2. F 3. F 4. T 5. T
- D. 1. (iv) 2. (v) 3. (ii) 4. (iii) 5. (i)
- E. 1. **Starting Access:** Click on Start Button ..... to the group. Obeject Tabs, ..... Status Bar. 2. A Database is a collection of information that is the most ..... of your friends. Advantages of using Database ..... Standardisation of data. 3. To create a blank database, follow the ..... Click on Create. 4. Open the database and click on create tab ..... is now complete 5. Choose the field that you want to set as ..... Key button again.

### 3. More Features of MS Access

- A. 1. (i) 2. (i) 3. (ii) 4. (ii) 5. (iii)
- B. 1. Look 2. Datasheet 3. Foreign key 4. Form Wizard 5. Toggle Filter
- C. 1. F 2. T 3. T 4. F 5. F
- D. 1. **Selecting a Field:** Move the mouse pointer over ..... want to select. **Selecting a Record:** Move your mouse pointer over the

..... left of the record. 2. Look in drop-down box gives you the ..... whole document. 3. To filter data by selection. follow the given ..... all the record. 4. To use Design View, follow ..... of the table 5. Right-click the name of the field that you ..... from the table.

#### 4. Query and Report in

##### MS Access

- A. 1. (i) 2. (i) 3. (ii) 4. (iii) 5. (ii)
- B. 1. Query 2. Design 3. Results 4. Database 5. Report
- C. 1. T 2. F 3. F 4. F 5. T
- D. 1. (ii) 2. (iv) 3. (i) 4. (iii)
- E. 1. To being creating a query, follow ..... in your query. 2. Click on the Run option in the Result ..... will appear. 3. Press Ctrl+S from keyboard ..... Database window. 4. A report is used to organise and summarise data ..... printed format. 5. You can use Report tool, to create a ..... record source.

#### 5. Graphics in QBASIC

- A. 1. (i) 2. (ii) 3. (iii) 4. (ii) 5. (ii)
- B. 1. Screen 2. Resolution 3. Straight Lines 4. Color 5. Pixels.
- C. 1. T 2. T 3. F 4. T 5. F
- D. 1. (i) 2. (ii) 3. (iii)
- E. 1. Screen command is used to display graphics ..... clear pictures. 2. **Draw Command:** In QBASIC, Draw command is used to draw ..... Point (LRP). **Program1:** Write a program to illustrate the use of ..... "L20" end. 3. **Colour Command:** In

QBASIC text is displayed either in black ..... of a program.

**PSET Command:** We use PSET command to display .....

and a column. 4. **Line Command:** We can use Line command to draw .....

..... code, (B/BF) **Circle Command:** We can use Circle command ..... colour code.

5. **Program11:** Write a program to draw a circle ..... 50, 2 end.

#### 6. Introduction to HTML

- A. 1. (i) 2. (i) 3. (ii) 4. (iii) 5. (iii)
- B. 1. HTML 2. <html></html> 3. Translator 4. Editor 5. Three
- C. 1. T 2. T 3. F 4. F 5. T
- D. 1. (ii) 2. (i) 3. (iv) 4. (i)
- E. 1. HTML is a computer language which is used ..... World Wide Web. **Features of HTML:** Earlier computer programs ran linearly. It means when the program got executed ..... or <Html>. 2. We need the following software programs to write, execute and ..... Google Chrome, etc. 3. HTML codes are referred to as tags ..... ="Green">. 4. To create an HTML program, follow the ..... to save the file. 5. To view your HTML program you have just created follow ..... document will appear.

#### 7. Formatting in HTML

- A. 1. (ii) 2. (ii) 3. (ii) 4. (iii) 5. (ii)
- B. 1. Formatting 2. Align 3. Bold 4. <!> tag 5. Small
- C. 1. T 2. T 3. T 4. F 5. F
- D. 1. (iii) 2. (v) 3. (iv) 4. (ii) 5. (i)

E. 1. Formatting tags are used it ..... line <BR> tag 2. Paragraph <P> tag is used to display the content of the page ..... both the margin. 3. **Bold <B> Tag:** The bold <B> tag is used to display the ..... and </B>. **Italic <I> Tag:** We use Italic <I> tag to give ..... becomes italics. 4. Superscript is used to make the text ..... general text. 5. Strike tag give a strike through ..... the next line.

### 8. Visualizing Visual Basic

A. 1. (ii) 2. (ii) 3. (i) 4. (iii) 5. (ii)  
 B. 1. Event-Driven 2. Text Editor 3. Menu Bar 4. Project Explorer 5. Properties Window  
 C. 1. T 2. T 3. F 4. T 5. F  
 D. 1. Besides being an event-driven programming language, Visual Basic is also ..... using these tools. 2. **Picture Box Control:** To display a graphic image on a form, you ..... will be displayed. **Properties of Picture Box Control:** The picture Box control has several properties that are unique ..... original aspect ratio. 3. You can run the application and interact with it in ..... Press the F5 key. 4. Start Microsoft Visual Basic 6.0. A default form. .... run the program. 5. Design the interface form placing the required controls. in this program ..... the file menu.

### 9. Adobe Photoshop

A. 1. (iii) 2. (ii) 3. (iii) 4. (iii) 5. (iii)

B. 1. Raster 2. Toolbar 3. Layer Menu 4. Magic Wand 5. Gradient

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

D. 1. (iii) 2. (i) 3. (ii)

E. 1. Extract Assets, Creative Cloud Libraries ..... New 3D printer profiles. 2. Click on the layers palette ..... pressing (x) key. 3. Click on the file tab ..... .psd extension. 4. The most important element of the Photoshop ..... and many more. 5. **Paint Tools:** Photoshop provides you several tools for painting ..... brush tips. **Paint Bucket Tool:** This is one of the most frequently used tools is Photoshop ..... desired colour.

### 10. Photoshop: Tools and Option

A. 1. (ii) 2. (ii) 3. (ii) 4. (iii) 5. (iii)

B. 1. Photo Editing 2. Pen Tool 3. Pencil 4. Color Replacement 5. Viewing

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

D. 1. (iv) 2. (iii) 3. (ii) 4. (v) 5. (i)

E. 1. History Brush tool uses a preceding state or snapshot of an image ..... to paint with 2. **Shape Tools:** The following are the shape tools ..... shapes library. 3. Painting Tools: Photoshop provides you with various paint ..... desired modifications 4. Path Selection Tool: This tool lets you quickly move any shape with ..... changes accordingly. 5. Erasing tools let you make a mark or something you have ..... swathes of colours.