

Hello, my dear Students. I am your Computer teacher, 'Pratibha Vishwakarma'. I am sending you notes of Lesson = 1. Complete your fair copy neatly. Please visit the forwarded video also.

Stay healthy, Stay safe.

Lesson = 1

"Types of Computers"

I = Tick the Correct answers -

1) Which Computer is designed for home and Personal use?

- a) Desktop (✓)
- b) Laptop
- c) Palmtop
- d) Analog

2) A Thermometer is a simple _____ Computer.

- a) Palmtop
- b) Digital
- c) Analog (✓)
- d) Hybrid

3) Which Computer is Personal Computer?

- a) Mini
- b) Micro (✓)
- c) Super
- d) Mainframes

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4) Which Computers are specially designed Computers that perform Complex Calculation extremely rapidly?

- a) Mini
b) Mainframes
c) Super (✓)
d) Micro

5) A _____ is a high performance Computer used for large scale Computing purposes.

- a) Mainframes (✓)
b) Mini
c) Micro
d) Super

II = Fill in the blanks :-

1) Laptop is a portable and also known as Notebook.

2) The feature of Analog and Digital Machine is combined to create hybrid Computers.

3) A Microcomputer can be Desktop or Laptop.

4) A Mainframe Computer is much bigger than Micro and Mini Computer.

5) The speed of Computer can be measured

In Microsecond (10^{-6} Part of Second).

III = Match the following :-

- | | |
|-----------------------|----------------------------|
| 1) Micro Computer | a) Complex Calculation ④ |
| 2) Mini Computer | b) Desktop Computer ① |
| 3) Mainframe Computer | c) Computer Servers ② |
| 4) Super Computer | d) Large scale Computing ③ |

IV = Who I am :-

- 1) I am a type of Computer that usually used at home. Desktop / Laptop
- 2) I am a portable Computer also known as notebook. Laptop
- 3) I am much bigger than Micro and Mini Computers. Mainframe Computer
- 4) I am used for complex types of application. Super Computer

(4)

V Answer the following in short :-

Q1 = For what is desktop computer designed?
Ans = Desktop computer is designed for home and personal use.

Q2 = What is a laptop?
Ans = A laptop is a portable computer.

Q3 = Who introduced analog computer?
Ans = Analog computer was introduced by Lord Kelvin.

Q4 = Where we use to see hybrid computers?
Ans = We can see hybrid computers in hospitals and geographical department etc.

Q5 = What is a server?
Ans = A server is a computer program or device to manage resources, share retrieve, store & send data/information to client over network.

VI = Answer the following questions in long :-

Q1) What is a computer system?
Ans = A computer system is a set of components that works together to accomplish one or more tasks.

Q2= On what basis computer is classified?

Ans= Computers are available in different size, shapes, function, Capacity. etc.

We can classified into various categories:-

- 1) On Basis of Physical size
 - Desktop
 - Laptop
 - Palmtop.

- 2) On Basis of Function
 - Analog
 - Digital
 - Hybrid

- 3) On Basis of speed and storage
 - Micro Computer
 - Mini Computer
 - Mainframe Computer
 - Super Computer.

4

Q3= Write a short note on Mainframe Computer?

Ans: A Mainframe is a high performance computer used for a large scale computing purposes. It is much bigger than Micro and Mini Computer. It has very high memory and processing speed and used as a server.

(6)

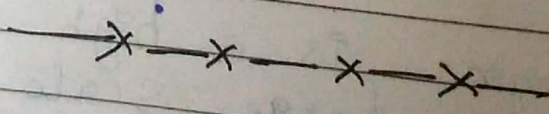
Q4. = What are Super Computers? Write the names of applications where Super Computers are used?

Ans. Super Computer is a computer of different type that is used in complex type application.

India's first Super Computer is PARAM-10000, that was developed by C-DAC, Pune in 1998.

India's fastest Super Computer is EKA designed by TATA.

Super Computers are used in complex applications like Scientific research, Weather forecasting, Earthquake studies etc.



①

Lesson = 2
More on windows-10

I = Tick the correct answer :-

① By default you get internet files in _____ folder

- a = Download (✓)
- b = Document
- c = Music
- d = Picture

② Which of the following is not a default folder in window 10?

- a = Music
- b = Pictures
- c = Recycle bin (✓)
- d = Document

③ Which of the following is used to play audio files?

- a = Edge
- b = Maps
- c = onenote
- d = Groove Music (✓)

④ A flash drive is plugged into a _____ on your computer.

- a = Com port
- b = USB Port (✓)
- c = HDMI
- d = None of these.

⑤ A _____ is a default web browser in windows-10.

(2)

a. Google
b. ASIS

c. Firefox
d. Edge (✓)

II: Fill in the blanks:-

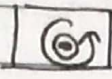





- ① Windows 10 has four default folders.
- ② You will find all deleted files in Recycle Bin.
- ③ Searching allows you to look for any file on your Computer.
- ④ Photo app is a digital organizer.
- ⑤ You can play video files stored on your Computer with Movies & TV.

III: Write T True or F False in the boxes:-

- ① Documents folder is not default in Windows 10. F
- ② Movies and TV app is used to watch video files. T
- ③ Map app is powered by Bing Map. T
- ④ Pen drive is an example of Flash Drive. T
- ⑤ You can view calendar in OneNote apps. F

3

IV = Identify the windows-10 app icon & write name.

- 1₂  = Groove Music
- 2₂  = Photos
- 3₂  = Movies and Tv
- 4₂  = Map
- 5₂  = Microsoft Edge
- 6₂  = One note

V = Write the answers of following questions in long :-

Q 1 = Write names of default folders in windows :-

ans = When a specific location to save a file is not mentioned by user, then windows will place all files into default folders.

These are four default folders -

- 1 = Documents
- 2 = Music
- 3 = Pictures
- 4 = Videos.

(4)

Q2: What is recycle bin?

ans: If a file is deleted by mistake, then it may still be in Recycle bin. The deleted item does not deleted permanently. Recycle bin is a location / folder where all deleted items are temporarily stored. These files can be restored to original location becaz they cannot be used directly from Recycle bin.

Q3: What is use of Music groove app?

ans: Groove music is a brand new app of windows 10 that is used to access Microsoft's online media services. We can play music that is stored on Computer & one drive through this app.

Q4: Write the names of any three productivity app used in windows 10?

ans: Windows 10 include several productivity apps that can help user with daily tasks like managing email, Calendars, notes etc. These are as follows—

- ① Map
- ② Mail & Calendar
- ③ One note

5

Q5: What is a flash drive?

ans= Flash drive is a small removable hard drive. It is used to bring files & open them on different computers. It is also used to back up important documents and other files. It is plugged into a USB port of computer.

→ x - x - x - x →

(6)

Lesson = 3 Computer Language And Number System.

I = Tick (✓) the correct answer :-

1 = Machine language is _____ Generation Language.

a = First (✓)

c = Second

b = Third

d = Fourth

2 = Which mnemonic code is used for Addition in Assembly language?

a = SUM (✓)

c = ADD

b = SUB

d = PLUS

3 = Third Generation language is also called _____ language.

a = Assembly

c = Problem oriented

b = Procedural oriented (✓)

d = Natural

4 = Octal Number System has only _____ digits

a = 7

c = 8 (✓)

b = 9

d = 10

5 = In hexadecimal number system F is represent as :-

a = 10

c = 11

b = 13

d = 15 (✓)

(7) (8)

II: Fill in the blanks :-

- 1= Machine language consists of strings of binary numbers.
- 2= Assembly language is also called as low-level language.
- 3= Fifth generation language are known as Natural language.
- 4= Decimal number system has 10 digits.
- 5= In binary addition $1+0 = \underline{1}$.

III= Match the following :-

- | | |
|-------------------------|----------------|
| 1= Binary Number | a= Base 10 (3) |
| 2= Octal Number | b= Base 2 (1) |
| 3= Decimal Number | c= Base 16 (4) |
| 4= Hexadecimal Numbers. | d= Base 8 (2) |

IV= Convert the numbers from Decimal to Binary and vice versa:-

(8)

① $(0101)_2$

$$\begin{aligned} & 0x2^3 + 1x2^2 + 0x2^1 + 1x2^0 \\ \rightarrow & 0 + 4 + 0 + 1 \\ \rightarrow & 5 \end{aligned}$$

$$(0101)_2 = (5)_{10}$$

② $(0111)_2$

$$\begin{aligned} & 0x2^3 + 1x2^2 + 1x2^1 + 1x2^0 \\ \rightarrow & 0 + 4 + 2 + 1 \\ \rightarrow & 7 \end{aligned}$$

$$(0111)_2 = (7)_{10}$$

③ 0101

$$\begin{aligned} & 0x2^3 + 1x2^2 + 0x2^1 + 1x2^0 \\ \rightarrow & 0 + 4 + 0 + 1 \\ \rightarrow & 5 \end{aligned}$$

(9)

① $(6)_{10}$

$$\begin{array}{r|l} 2 & 6 \\ \hline & 3 \\ & 1 \end{array}$$

③
0
1

$\Rightarrow 110$

$(6)_{10} = 110 / (0110)_2$

② $(8)_{10}$

$$\begin{array}{r|l} 2 & 8 \\ \hline & 4 \\ & 2 \\ & 1 \end{array}$$

0
0
0

$\Rightarrow 1000$

$(8)_{10} = (1000)_2$

③ $(10)_{10}$

$$\begin{array}{r|l} 2 & 10 \\ \hline & 5 \\ & 2 \\ & 1 \end{array}$$

0
1
0

$\Rightarrow 1010$

$(10)_{10} = (1010)_2$

(12)

Qns₂ (62)₁₀

(R)

2	62	0
2	31	1
2	15	1
2	7	1
2	3	1
	1	

⇒ (111110)₂

$(62)_{10} = (111110)_2$

6) Convert $(110110)_2$ to its Decimal Equivalent.

Ans₂ $(110110)_2$

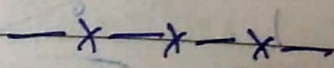
→ $(1 \times 2) + (1 \times 2) + (0 \times 2) + (1 \times 2) + (1 \times 2) + (0 \times 2)$

→ $(1 \times 2^5) + (1 \times 2^4) + (0 \times 2^3) + (1 \times 2^2) + (1 \times 2^1) + (0 \times 2^0)$

→ $32 + 16 + 0 + 4 + 2 + 0$

→ $(54)_{10}$

$(110110)_2 = (54)_{10}$



①

Lesson = 4 Masking with Objects and Tables in MS-WORD = 2010

Tick (✓) the correct answer :-

1) = Which of the following is a ready-made image in MS-Word?


a = Word Art
b = Symbol

c = Clip Art (✓)
d = Text box.

2) = Word Art Tool is present in which Tab?


a = Home
b = Insert (✓)

c = View
d = Table.

3) = If you have to draw this  image you have to select.

a = Shape tool
b = Symbol (✓)

c = Clip Art
d = Word Art

4) = Which feature will you insert to insert  ?

a = Shape
b = Symbol (✓)

c = Word Art
d = Clip Art

5) = _____ is a grid of Rows and columns.

a = Table (✓)
b = Chart

c = Text Box
d = Picture.

2

II = Write True or False in the box:-

1 = Clip art images are built-in images in MS office picture library. True

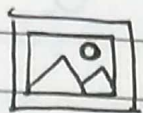
2 = Picture Command is present in Table group. False


3 = A table is a grid of cells arranged in rows and columns. True


4 = Table style option is present in Design tab.


5 = You can't insert symbol in MS-Word. False


III = Name the following Icon used in MS-Word:-

1)  = Picture

2)  = Clipart

3)  = Shape

4)  = Word Art

5)  = Symbol

3

IV: Answer the following in long :-

1= Write the names of different objects used in MS Word?

ans. The names of different objects used in MS-Word are Clip Art, Word Art, Shapes, Symbols, effects, Table etc.
These objects help us to make our document be decorative, easy to read, understandable & effective.

2= What is a Word Art?

ans. Word Art is a special feature of MS-Word which adds special effect to document. It is a text modifying feature that changes the appearance of text by treating text as a graphic.
It includes effects such as shadows, outlines, colours, gradients and 3D effects.

3= Write the names of different shapes present in MS-Word?

ans. We can add a variety of shapes to our document. The names of different shapes in MS-Word are :-

(4)

Lines, Rectangles, Arrows, Squares
Callouts, Stars, Flowcharts etc.

4) What is a table?

ans: A table is a grid of cells arranged in rows and columns.

Tables can be customized and are useful for various tasks such as presenting text and numeric data's & information's in the form of row and column.

In word we can create a blank table, convert text to a table & can apply a variety of styles and formats to existing tables. It is the perfect easy way to display complex visual information in a page.

5) Write steps to insert row in a table.

ans: To insert row in a table, we will follow these steps:-

1 → Place the insertion point in a row below the location where you want to add a row.

2 → Right-click the mouse. A menu appears.

5

3 → Select Insert

4 → A new row appears above insertion point.

In similar way you can also add rows below the insertion point by selecting 'Rows below' from the menu.

