

Handbook
for
Compulit
Std-5

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IX/14-15, Kakkanad-Pallikkara Road, Athani
Kusumagiri P.O., Kakkanad, Kochi-682 030.
Phone: 0484-2958261, 9072391869,
8594040422

Chapter-1 HISTORY OF COMPUTERS

I Fill in the blanks with suitable words:

1. **Abacus** the first real counting and calculating aid was found by the Mesopotamians.
2. **ENIAC** was the first electronic computer.
3. Computers with artificial intelligence are termed as **fifth generation computers**.
4. **Charles Babbage** is known as the father of computers.
5. **Pascaline** was the first mechanical calculating machine.
6. **IBM** introduced the first Personal Computer.
7. The commonly used microprocessor in today's computer is the **Pentium**.

II Match the following:

Vacuum tubes (valves)	Ist generation
Transistors	IInd generation
Integrated Circuits	IIIrd generation
Microprocessors	IVth generation
Artificial Intelligence	Vth generation

III Answer the following:

1. Why is Charles Babbage known as the father of computers?

Modern Computers were developed based on Charles Babbage's ideas that incorporated INPUT, PROCESS, STORE and OUTPUT. Hence Charles Babbage is called the father of computers.

2. Name the different early computing devices in the order of their invention.

Abacus, Napier's bones, Pascaline and Jacquard loom.

3. What do you mean by Artificial Intelligence?

A computer with artificial intelligence will have a vast amount of stored information in a particular field. It will use the information to reason out and make decisions, the way we do. These computers will recognise speech, pictures and writing. They will understand the language that we speak.

Chapter-2 THE OPERATING SYSTEM

II Fill in the blanks:

1. The **Operating System** manages the working of the hardware of a computer smoothly.
2. **Text interface** and **Graphical User Interface** are the two types of OS based on the interface they provide.

3. UNIX is a powerful **text based** OS.

4. A **version** is a code that helps us in distinguishing the old and new releases of the same software.

II Answer the following:

1. What is an OS?

A set of programs that makes the hardware function is called the Operating System (OS).

2. What are the main functions of an OS?

The main functions of an OS are Control Hardware, Run Application Software, Manage Information, Provide a Platform.

3. Distinguish between a text based OS and graphical based OS.

Text interface platform displays lines of text on screen. You perform tasks by typing short commands at something called as a DOS prompt.

In a GUI (Graphical User Interface) all the things are shown as graphics, and programs are represented by small pictures known as icons.

4. Why are so many different versions of a software made?

When a software is used, the users may find some errors which were not detected earlier. Such errors are corrected and new features are added in later versions.

5. Name the different versions of Windows operating system.

Windows 95, Windows 98, Windows 2000, Windows XP and Windows 7 are different version of Windows Operating System.

6. How does the OS control hardware in your computer system?

An OS controls the different parts of a computer system and enables all the parts to work together. e.g: it is the OS that helps you to listen to music even while working on WordPad or other application.

7. How does the OS run application softwares in your computer?

The different programs like Paint, LOGO, WordPAD, Calculator, etc. work with the hardware. These programmes cannot work alone. They need to use another main program/software to make them work. The main software also sometimes called as the parent software is the operating system.

8. How does the OS manage information in your computer?

An OS provides ways to manage and organise information stored on a computer. It is the operating system that helps to sort, copy, move, delete and view files or folders.

9. List the names of all operating systems you have come across and categorise them as text based or graphical.

Text based: MS-DOS, UNIX

Graphical based: Windows, Linux

Chapter-3 MORE ON LOGO

I Fill in the blanks:

1. **FD** primitive is used to move turtle forward.
2. **LT 45** command will turn the turtle 45 steps to the lefthand side.
3. **BYE and Enter** command is used to quit logo.
4. To move the turtle without drawing **Pen Up (PU)** command is used.
5. To enable turtle to draw again **Pen Down (PD)** command is used.
6. HT command is used for **hiding** the turtle.
7. To **show** turtle again you will use the ST command.
8. **FILL** command fills colour in a closed figure.
9. **SET BG** command controls the background colour of the graphic area.
10. **SET PC** command changes the colour of the turtle and its pen.

Chapter-4 WORKING WITH WORDS AND NUMBERS IN LOGO

I Fill in the blanks:

1. **PRINT** command in LOGO is used to calculate the numbers.
2. * (Asterisk) is the sign of multiplication in LOGO.
3. / (Slash) is the sign of division in LOGO.
4. The LOGO can work in **DOS** as well as **Windows** environment.

II Answer the following:

1. Give a command to print the question - What is your name?
PRINT "What is your name?"
2. Give a command to print the names of your borthers and sisters.
PRINT "ASHA
SACHIN
LATHA
ARUN"
3. Give a command to find:
 1. The sum of 68 and 92.
ADD 68 92

2. The product of 467 and 15.

PRODUCT 467 15

3. The difference between 342 and 243.

SUBTRACT 342 243

4. The product of 80 and 25.

PRODUCT 80 25

5. The quotient when 144 is divided by 12.







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Chapter-5 WORD PROCESSING

I Fill in the blanks:

1. Software that helps us to work with Words is a word **Processor**.
2. Applying style to typed matter is called **Formatting**.
3. The process of storing your work in the hard disk is called **Saving a Document**.
4. **Scroll** buttons change the position of the Text on the screen.
5. All formatting buttons are in the **Formatting** tool bar.

II Draw lines to match:

- | | |
|---|-------------------------|
|  | The bold button |
|  | The underline button |
|  | The italics button |
|  | The left align button |
|  | The center align button |
|  | The right align button |

III Answer the following questions:

1. What kind of software is MS-WORD? What is the file extension of a WORD file?

MS-Word is a word processing software. The file extension of Word file is **.doc**

2. What are the 3 main features that WORD offers?

The three main features of WORD are editing, formatting and creating table.

3. Differentiate between editing and formatting.

Editing helps you to add or delete text, rearrange paragraphs and check for spelling and grammatical errors.

Formatting helps you to beautify your typed text/ document and enhance its appearance with the help of its features.

4. List the steps involved in starting MS-WORD.

To start MS Word follow the steps listed below:

1. Click on start button.
2. Go to programs.
3. Click and select MS Word form the new menu.

5. What is a cursor? What does it indicate?

Cursor is the small vertical line that flashes on the screen. This line indicates that the Word is ready for use.

6. How do you select the following in an MS-WORD file:
a single word: Double click on the word.

a sentence: Hold down the Ctrl key and click on the sentence.


a paragraph: Position your mouse over the paragraph and quickly click three times.

7. List the various methods for moving within a document. Also define scrolling.


To move within a document we can use the arrow keys and also the Page Up and Page Down keys.

Using the scroll bars to move through the document is called scrolling.


8. How do you save a document? What if the document is already saved and you press the save tool?

To save a new document, click the  on the toolbar. The save as dialog box appears. Browse to

the location where you want to save the document in the topmost box, type in a name for the document in the filename box and click the save button.

If you have already saved a document, pressing the  button will save it again in its previous location.

9. How does WORD mark spelling and grammar mistakes? How do you correct them?

Word underlines spelling errors by a red line and grammar errors by a green line. Click the  button in the tool bar to correct the mistakes in your entire document.

10. Describe the process for the following:

a. changing the font of text:

To change the font of text:

- First select the text you want to change the font for.
- Click the ▼ button besides the font style box to check the list of fonts on your system and select one of your choice. Click the font you want to use.


b. changing the size of text:

To change the size of text:

Select the text whose size you want to change the ▼ button besides the font size box and select the size of the text from the list that appears. The text you select changes to the new size.


c. changing the colour of text:

To change colour of text: Select the text you want to change the colour for.







Click on  button besides the colour box and select a color from the list that appears. The text you select appears in your specified colour.

11. How is highlighting a text useful in a WORD document? How do you highlight some text in your file?

Highlighting text is useful for marking information you want to review or verify later. Do as follows:

- first select the text you want to highlight.
- click the  button besides the highlighting box and select a colour from the menu that appears. The text appears highlighted in the colour you select.


12. Describe the process for adding/removing BOLD, ITALIC, UNDERLINE to some text in your document.

To use the BOLD , ITALIC , and UNDERLINE  features, first select the text for the operation to be performed on. Then click the requisite buttons i.e.    on the toolbar to do the corresponding operation.

The text you select appears in the new style. To remove a bold, italic or underline style, just repeat the above procedure.

13. How many types of different text alignments are available in WORD? List them. Also describe the process for changing the alignment of text.

There are four types of text alignment: Left align, Right align, Centre align and Justify.

To change the alignment: First select the requisite text. Then click the necessary alignment button on the toolbar 

14. How do bullets and numbering help us in a document? How do you add bullets or numbers to your text?

Adding bullets or numbers in WORD helps us to neatly write items in a list. You can separate items in a list by beginning each item with a bullet or a number.

To add bullets or number select the text you have typed. Click format in the menu bar. Select the bullets and numbering option from the menu that appears. The bullets and numbering dialogbox appears. Click the tab for the type of list you want to create. Click the style you want to use and then click the OK button.

IV Write TRUE or FALSE:

1. MS WORD is an application software. *False*
MS WORD is a word processing software.
2. A WORD file has a “bmp” extension. *False*
A WORD file has a “doc” extension.
3. Formatting in WORD implies organizing data in tables. *False*
Formatting in WORD implies applying style to your text.
4. Text is entered at the position of the cursor in MS WORD. *True*
5. You do not need to select text to change its font color or size. *False*
You have to select text to change its font color or size.
6. To select a paragraph, position your mouse over the paragraph you want to select and quickly click three times. *True*
7. The spellcheck feature helps us to correct spelling and grammar mistakes. *True*
8. WORD measures the size of text in inches. *False*
WORD measures the size of text in points.

9. You cannot change the color of text in MS-WORD.

False

You can change the color of text in MS-WORD.

10. There are only 3 different types of text alignment options in MS-WORD. *False*

There are 4 different types of text alignment options in MS-WORD.