Handbook
for
Login-4

RAINBOW
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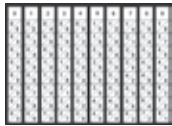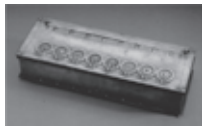*Value Education*

Unit 1 HISTORY OF COMPUTERS

1. a. Abacus

   b. Charles Babbage

   c. Mark I

   d. Vaccum tubes

2. a. F   b. T   c. F   d. T   e. T

3.

Napier's bones

Pascaline

ENIAC

Analytical Engine

4. *First Generation Computers:*

   ✳ Used vaccum tubes.

   ✳ Large in size.

   ✳ Very slow.

   Second Generation Computers:

   ✳ Used transistors.

   ✳ Magnetic core and magnetic disk storage for memory.

   Third Generation Computers:

   ✳ Used integrated chips.

✳ Smaller and faster than earlier computers.

Fourth Generation Computers:

✳ Use microprocessors.

✳ Greater computing power.

✳ Large memories.

Fifth Generation Computers:

✳ Large storage.

✳ High speed.

✳ Capacity to take decisions to some extent.

5. a. Abacus was the first calculating device.

   b. Mark-I was the first electronic computer.

   c. Difference Engine and Analytical Engine.

   d. ✳ The First generation Computers used vacuum tubes.

   ✳ They were large in size and heavy in weight. So they needed much space for installation.

   ✳ They worked at slow speed.

   ✳ They used lots of electricity and generated a lot of heat.

   ✳ They had limited computing facility.

   ✳ The maintenance system was complex.

   e. The fifth generation computers have a very large storage capacity, high speed, ability to do highly sophisicated operations.

The computers of this generation have the capacity to take decisions of the right kind to some extent. These computers are based on Artificial Intelligence.

Unit 2 OPERATING SYSTEM

2. a. operating system

   b. single-user

   c. icons

   d. program

   e. taskbar

3. a. operating system

   b. multi-user

   c. icons

   d. taskbar

   e. desktop

4. a. F   b. T   c. T   d. F   e. T

5. a. An operating system is a software that helps the computer hardware to work with other computer software. A computer is of no use without an operating system.

   b. Single-user Operating System allows one user to work on it at a time. A few examples of a single user operating systems are MS-DOS, Windows 95, Windows XP, Windows 7, Mac OS *etc*.

c. Single user operating systems are meant for home use.

   Multi-user operating systems are used in big organisations like offices, hospitals, railway stations *etc*.

d. *File:* The work we do on the computer is saved in the form of a file.

   Folder: A folder is a container in which we store many files.

e. To change the position of the taskbar, the steps are as follows:

   Step 1: Bring the mouse pointer to an empty space on the taskbar.

   Step 2: Click and hold the mouse button.

   Step 3: Drag the mouse pointer to the right of the computer screen.

   Step 4: Release the mouse button.

f. The Start button is present at the bottom left of the screen.

   The Left Pane of the Start Menu shows a list of recently opened programs.

   The Right Pane of the Start Menu has the list of files that have been recently used.

6. e.

Single-User OS	Multi-user OS
MS-DOS	Unix
Windows 95	Windows NT

Windows 98   Windows 2000

Mac OS

Windows XP

Unit 3 MORE ABOUT WINDOWS 7

1. a. F   b. T   c. T   d. T   e. T

2. a. Wallpaper   b. Screen saver   c. Two

    d. Rename   *e.* Ctrl+V

3. a. The screen that appears and remains stable after we switch on the computer is called the desktop.

    b. The background of a desktop is called the Desktop background or Desktop wallpaper.

    The steps to change the wallpaper are as follows:

    Step 1: Click Desktop Background on the Personalization window. The Desktop Background window appears. We can choose the background from the Picture location list.

    Step 2: Click Save Changes. We will come back to the Personalization Window.

    Step 3: Click the close button of the personalization window. The selected picture will replace the previous one and appears as the background of the desktop.

c. Screen saver is a program which shows images or animation on the screen, when our computer is left idle for a certain period of time.

    The steps to change screen saver are as follows:

    Step 1: Click *Screen Saver* on the *Personalization* window. The screen saver settings window appears.

    Step 2: Choose the screen saver from the *Screen Saver* drop-down list.

    Step 3: Specify the minutes in the *Wait* box.

    Step 4: Click *Apply* and then *Ok*.

d. To copy (move) a file or folder, the steps are as follows:

    Step 1: Click the file or folder that is to be copied.

    Step 2: Click *Organize*.

    Step 3: Click *copy* (or cut to move a file of folder) or, right click the file or folder to be copied. Click *copy* (or cut) option of the shortcut menu.

    Step 4: Click the destination folder where the file or folder is to be copied or moved.

    Step 5: Click Organize and then paste option.

Unit 4   EDITING TEXT IN MS WORD 2007

1. a. editing   b. select   c. selection
   d. status bar   e. undo

2. a. F   b. T   c. T   d. T   e. T

3. a. double click the word.
   b. triple click the selection bar.
   c. press SHIFT+←
   d. press SHIFT+↑
   e. press SHIFT+END

4. a. Double-click
   b. Both (i) and (ii)
   c. Ctrl+X
   d. Status bar

5. a. To select the entire document, triple-click the selection bar. *or*

   Press Ctrl+A.

   b. To select text using a mouse, the steps are as follows:

   Step 1: Place the cursor to the left of the first character to be selected.

   Step 2: Press the left mouse button and keeping it pressed, drag the mouse to a position where you want to stop selecting.

   Step 3: Release the mouse button.

Step 4: The selected text gets highlighted in blue.

c. To replace the current text with new text we type in the Overtype mode.

d. To delete a block of text, the steps are as follows:

   Step 1: Select the text, that is to be deleted.

   Step 2: Press Delete or Backspace.

e. The Copy and Paste commands of MS-Word are used to copy text from one location in a document and paste it at another location.

   The Cut and Paste commands are used to move text from one position in a document to another.

Unit 5   FORMATTING IN MS WORD

1. a. font   b. default   c. character
   d. bold   e. justified

2. a. Formatting   b. Calibri   c. Left
   d. Ctrl+R   e. Font

3. a. F   b. F   c. F   d. T   e. T

4. a. Formatting is the process of changing the general arrangement and appearance of text. Formatting makes the text attractive, organized and easy to read.

b. Character formatting means displaying text in a particular way. Character formatting includes text properties such as bold, italic, underline *etc*. It also includes font type, font size, font colour *etc*.

c. *Step 1:* Select the text.

Step 2: Click the Home tab.

Step 3: Click the font dialog box launcher in the Font group. The Font dialog box appears.

Step 4: Click the Font tab.

Step 5: Select the underline style of your choice from the Underline style drop down list.

d. Alignment is the arrangement of text within the margins. We can align text in the following four different ways - Left, Right, Centre or Justified.

Left Alignment: Left Alignment means text is lined up along the left margin.

Right Alignment: Right Alignment means text is lined up along the right margin.

Centre Alignment: Centre Alignment means text is lined up around the midpoint.

Justified Alignment: Justified Alignment means text is lined up along both the left and right margins.

e. To highlight text, the steps are as follows:

Step 1: Click the Home tab.

Step 2: In the Font group of the Home tab, click the drop-down arrow of the Text Highlight Color button and select the desired colour.

Step 3: Select the text that is to be highlighted. That part of the text gets highlighted.

f. To remove the highlighting colour from the text, the steps are as follows:

Step 1: Select the text from which the highlighting is to be removed.

Step 2: Click the Home tab.

Step 3: In the Font group, click the drop down arrow of the Text Highlight Color button. Select No Color.

Unit 6	**INTRODUCTION TO MS POWERPOINT 2007**

1. a. T   b. F   c. F   d. T   e. T

2. a. slide   b. .pptx   c. slideshow

   d. Save As   *e.* Illustrations

3. a. A presentation is a set of electronic slides that can have text, pictures, sound and video that is delivered to an audience.

b. To insert a new slide in the presentation, the steps are as follows:

Step 1: Click the *Home* tab.

Step 2: Click the down arrow of the *New Slide* button in the Slides group.

Step 3: The *Office Theme* dialog box appears. We can see different layouts here.

Step 4: Select the layout that you need. You will see a new slide with the selected layout at the centre of the window.

c. We will have to click the *Design Tab* to apply a theme to a slide.

d. To add a picture on a slide, the steps are as follows:

Step 1: Click the *Insert* tab.

Step 2: Click Picture in the *Illustrations* group.

Step 3: The Insert Picture dialog box is displayed.

Step 4: Find the picture that is to be inserted and then click Open.

e. A slide show can be started in one of the following ways.

✳ Press F5.   *or*

✳ Click the *Slide Show* tab. Click *From Beginning* option available in Start Slide Show group.   *or*

✳ Click the *Slide Show* icon at the bottom right corner of the PowerPoint window.

f. To insert a Clip Art, the steps are as follows:

Step 1: Click the *Insert* tab.

Step 2: Click *Clip Art* in the Illustrations group.

Step 3: The Clip Art task pane appears to the right of the PowerPoint window.

Step 4: Type a word or phrase in the Search for text box that describes the clip art that is needed. Then click Go.

Step 5: You will get a list of clip art that can be inserted. Click the clip art that suits your requirement.

g. We can use the Previous Slide and Next Slide buttons on the vertical scroll bar to move through the slides.

Unit 7   MULTIMEDIA

1. a. T   b. T   c. T   d. T

2. a. Multimedia refers to a combination of many media forms such as text, sound, video, animation and graphics to convey information.

   b. A multimedia computer should have the following:

      ✳ Sound Card

      ✳ CD-ROM / DVD-ROM drive

      ✳ Speakers   ✳ Microphone

   c. Multimedia Player

   d. ✳ Free Cell   ✳ Mine Sweeper

      ✳ Solitaire   ✳ Chess Titans

   e. ✳ Trucks of War   ✳ Super Gunners

      ✳ Truck Loader   ✳ Coaster Racer

      ✳ Robot Rage   ✳ Spark Cities

      ✳ Call of Gods   ✳ Kingdoms

      ✳ Rising Cities

TEST PAPER-I
Based on the chapters 1-3

1. a.

   Abacus

   b.

   Pascaline

   c.

   Difference Engine

   d.

   Windows

2. First Generation Computer:
   Used vacuum tubes

   Second Generation Computer:
   Used transistors

   Third Generation Computer:
   Used integrated chips

   Fourth Generation Computer:
   Use microprocessors

   Fifth Generation Computer:
   Based on Artificial Intelligence

3. To create a new folder, the steps are as follows:

   Step 1: In the left pane of the Windows Explorer Screen, click the folder in which we have to create a new folder.

Step 2: Click New Folder.

4. a. T   b. F   c. F   d. T   e. T   f. F

TEST PAPER-II
Based on the chapters 4-7

1. a. To select a word:
   Double click. (mouse)

   b. To select a line of text:
   Click the selection bar to the left of the line.

   c. To select one line down:
   Press Shift+↓

   d. To select to the beginning of the current line:
   Press Shift+Home

   e. To select the entire document:
   Press Ctrl+A

2.

   Left   Centre   Right   Justify

3. a. *Formatting text:* Formatting is the process of changing the general arrangement and appearance of text. Formatting makes the text attractive, organized and easy to read.

   b. *Font:* A Font is a set of letters, numbers or symbols of a given size and design that may be displayed or printed.

   c. *Presentation:* A presentation is a set of electronic slides that can have text, pictures, sound and video that is delivered to an audience.

   d. *Dialog box launcher:* There are small icons that appear on the right of some group names. On clicking there a selected dialog box appears.

   e. *Placeholder:* It is a dotted rectangular box on a slide that holds text, images, *etc*.

   f. *Multimedia:* Multimedia refers to a combination of many media forms such as text, sound, video, animation and graphics to convey information.