

Handbook  
for  
**Login-5**

**RAINBOW**  
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## Unit 1 STORAGE DEVICES

1. a. data                      b. bit                      c. primary  
d. eprom                      e. floppy

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

3. a. The three types of computer memory are primary memory, read-only memory (ROM) and *secondary memory*.

- b. The kind of memory that loses its contents when the power is turned off is also known as *volatile memory*.

The memory, which does not lose its content when the power is turned off is known as *non-volatile memory*.

- c. The three types of ROM are:

- \* PROM (Programmable Read-only memory)
- \* EPROM (Erasable PROM)
- \* EEPROM (Electrically Erasable PROM)

- d. *Primary memory* is volatile and has limited capacity. So, it is important to have some other form of memory on which data and programs can be stored even when the computer is turned off.

*Secondary memory* or external memory is where programs and data are stored for future referencing.

- e. ROM : Read-only memory  
RAM : Random access memory

CD-RW : Compact disk rewritable

PROM : Programmable Read-only memory

## Unit 2 FORMATTING IN MS WORD

1. a. default                      b. page layout  
c. orientation                      d. portrait  
e. page setup

2. a. T   b. T   c. F   d. T   e. F

3. a. portrait                      b. insert  
c. page setup                      d. Ctrl+2  
e. Ctrl+5

4. a. Changing the appearance of text in MS-Word is called *Page Formatting*.

- b. The paragraph formatting feature of MS Word is used to set the appearance of text in a paragraph. The line spacing and paragraph spacing can be done under paragraph formatting.

- c. *Orientation* refers to the direction in which the page is printed. The paper orientation can be either *Portrait* or *Landscape*.

- d. When we type text in a word document it appears in one column, by default. However, the setting can be changed to have more than one column as we see in a newspaper or in some magazines.

- e. To print a document, the steps are as follows:

*Step 1: Click the Office Button.*

*Step 2: Select Print → Print.*

*Step 3: Click Ok.*

The *Print* dialog box appears on the screen.

*Step 4: We can choose the settings in the Print dialog box. For this, the steps are as follows:*

- (i) Choose the printer from the *Name* drop-down list.
- (ii) In the *Page range* group, choose the pages to be printed by selecting one of the available options.

### Unit 3 MORE FEATURES OF MS WORD

1. a. red                      b. green                      c. ignore  
d. thesaurus                e. bullet
2. a. T   b. F   c. T   d. T   e. T
3. a. Review                b. Ignore                    c. F7  
d. Synonyms
4. a. MS Word underlines misspelled words with a red wavy line.  
b. Thesaurus tool provides a list of synonyms. *Synonym* means the word with similar meaning.  
c. (i) *Capitalize Each Word*.  
(ii) *Uppercase*.  
d. To change the bullet style, the steps are as follows:

*Step 1: Select the bulleted list.*

*Step 2: Click the Home tab.*

*Step 3: Click the arrow text to the Bullets button. Then click Define New Bullet from the drop down list.*

*Step 4: The Define New Bullet dialog box appears.*

*Step 5: Click the Symbol button.*

*Step 6: The Symbol dialog box appears.*

*Step 7: Select the Font and then select the required symbol.*

*Step 8: To close the Symbol dialog box, click Ok.*

*Step 9: Then click Ok to close the Define New Bullet dialog box.*

- e. To create a numbered list, the steps are as follows:

*Step 1: We bring the cursor at the location where we want to start the list. or*

Select the paragraphs that is to be included in the list.

*Step 2: Click the Home tab.*

*Step 3: In the Paragraph group, click the down arrow next to the numbering button.*

*Step 4: The Numbering Library is displayed.*

*Step 5: Choose the desired numbering style.*

- f. To insert a symbol in the document, the steps are as follows:

*Step 1: Bring the cursor at the position where the symbol is to be inserted. Click the Insert tab.*

*Step 2:* Click the *Symbol* option in the *Symbols* group.

*Step 3:* A list of symbols appears. Identify the desired symbol and click on it to take it to the document.

*Step 4:* If we want to have more symbols, we can click *More Symbols*.

*Step 5:* The *Symbol* dialog box is displayed.

*Step 6:* Click the *Symbols* tab.

*Step 7:* We select the desired font in the *Font* list. Then we select the desired symbol.

*Step 8:* Click the *Insert* button and then click *Close* button.

#### Unit 4 **CREATING TABLES IN MS WORD**

1. a. cells            b. row  
   c. Quick Tables  
   d. enter            e. adjacent
2. a. T   b. T   c. T   d. F   e. T
3. a. A table refers to the set of data arranged in rows and columns.

- b. To draw a custom table, the steps are as follows:

*Step 1:* Click the *Insert* tab.

*Step 2:* Click the *Table* button and then click *Draw Table*.

- c. To enter data in a table, click in the cell in which we want to enter data. Type the text.
- d. To select a row in a table, the steps are as follows:

*Step 1:* Click the selection bar of that row. The entire row gets selected.        or

Click and drag the left mouse button to select the row.

- e. To delete rows, columns or cells from a table, the steps are as follows:

*Step 1:* We select the cells, rows or columns that we wish to delete.

*Step 2:* *Right click*. Select an appropriate *Delete* option from the submenu.

#### Unit 5 **WORDART AND DRAWING OBJECTS IN MS WORD**

1. a. T   b. T   c. F   d. F   e. T
2. a. Insert            b. Insert Tab        c. Illustrations  
   d. Illustrations    e. 3-D effects
3. a. To edit the WordArt, the steps are as follows:

*Step 1:* Select the WordArt.

*Step 2:* Click the *Format* tab.

*Step 3:* Click the *Edit Text* option in the *Text* group.

*Step 4:* The Edit *WordArt* Text box appears on the screen.

*Step 5:* Type the new text and click *Ok*.

- b. We can fill colour, change the gradient variation, change texture and pattern.
- c. To draw a rectangle shape in MS Word, the steps are as follows:

*Step 1:* Click the *Insert* tab.

*Step 2:* Click the shapes button in the *Illustrations* group.

*Step 3:* Click the *rectangle* shape.

*Step 4:* Click and drag to draw the shape.

- d. To insert a picture in the document, the steps are as follows:

*Step 1:* Click the *Insert* tab.

*Step 2:* Click picture option in the *Illustration* group.

*Step 3:* The *Insert Picture* dialog box appears.

*Step 4:* Here we can select the picture of our choice and then click the *Insert* button.

- e. To insert clip art, the steps are as follows:

*Step 1:* We bring the cursor at the place where we want to insert the clip art.

*Step 2:* We click the *Insert* tab. In the *Illustrations* group, choose *Clip Art*.

*Step 3:* The *Clip Art* pane is displayed to the right of the MS Word Window.

## Unit 6 **MORE ON** **MS POWERPOINT 2007**

1. a. presentation      b. template      c. themes  
d. F5                      e. miniature
2. a. T    b. F    c. F    d. T    e. T
3. a. We can create a totally new presentation:
  - \* by clicking office button.
  - \* from a template.    \* from a word outline.
- b. We can add a new slide to the presentation in many ways. They are Office Themes, Duplicate selected slides or Reuse Slides.
- c. To add a theme to a presentation, the steps are as follows:

*Step 1:* Click the *Design* tab.

*Step 2:* Select one of the displayed theme. We can click more to see more designs.
- d. After creating slides, we can run the slide show. We can use one of the following options.
  - \* Press F5.                      or
  - \* Click the *Slide Show* tab. Then click the *From Beginning* button present in the Start Slide Show Group.                      or
  - \* Click the *Slide Show* icon at the bottom right corner of screen. Our slide show is displayed on the screen.

## Unit 7 INTERNET

1. a. internet      b. email      c. online  
d. chat      e. website      f. modem  
g. forward      h. history
2. a. T    b. T    c. F    d. F    e. F    f. T
3. a. The World Wide Web (WWW) is the largest collection of information on the internet.  
b. A web page is an HTML (Hyper Text Mark up Language) document. A web page is designed to provide information on the internet.  
c. A website is a collection of related web pages that provide information about many things such as a person, business organization, educational and sports institutes.  
d. A home page is the first page of a website. It appears every time when the URL of a website is typed.  
e. The software that allows you to view and explore information on the web is called a browser.  
f. A hyperlink may be a text or picture. When you move your mouse pointer over a hyperlink, the mouse pointer generally takes the shape of a hand.  
g. A modem is a peripheral device that allows a computer to connect and communicate with other computers.

4. a. The term 'Internet' is the short form of International Network. It is often called the Net, the Information Superhighway or Cyberspace. The Internet is the largest computer network in the field.  
b. Two popular web browsers are Internet Explorer and Mozilla Firefox.  
c. Two main uses of internet are:
  - \* Exchanging text messages and pictures through internet.
  - \* The internet offers many different forms of entertainment.
  - \* Online shopping enables us to purchase goods and services.
- d. To run internet on a computer, it is required to be connected to the internet. Following are the requirements for internet connection.
  - \* Modem      \* Telephone line
  - \* Subscription with Internet Service Provider (ISP)
- e. Modems are of two types - internal modem and external modem.
- f. (i) HTML:  
Hyper Text Mark-up language  
(ii) MODEM:  
Modulator Demodulator

- (iii) VSNL:  
Videsh Sanchar Nigam Limited
- (iv) MTNL:  
Mohanagar Telephone Nigam

### TEST PAPER - I

Based on the chapters 1-3

1. a. DVD      b. HARDDISK      c. BLURAY  
d. FLOPPY DISK      e. PENDRIVE
2. a. default setting      b. red wavy line  
c. line spacing  
d. changes lowercase characters to uppercase and uppercase characters to lowercase.  
e. Ctrl+H
3. a. Memory      b. Bytes      c. Ignore  
d. Lowercase      e. Home
4. a. To change the page margins, the steps are as follows:  
*Step 1:* Click the Page Layout tab.  
*Step 2:* Click Margins in the Page Setup group.  
*Step 3:* From the drop-down list, click the type of margin you want, say, Normal.  
*or* We can specify our own margin settings by clicking Margins and then clicking Custom Margins.
- b. To insert a page break, the steps are as follows:

*Step 1:* Click the place where the page break is to be inserted.

*Step 2:* Click the *Insert* tab.

*Step 3:* Click *Page Break* in the *Pages* group.

- c. To print a document, the steps are as follows:

*Step 1:* Click the *Office Button*.

*Step 2:* Select *Print* → *Print*.

*Step 3:* Click *Ok*.

The *Print* dialog box appears on the screen.

*Step 4:* We can choose the settings in the *Print* dialog box. For this, the steps are as follows:

(i) Choose the printer from the *Name* drop-down list.

(ii) In the *Page range* group, choose the pages to be printed by selecting one of the available options.

- d. To use Thesaurus, the steps are as follows:

*Step 1:* Click the *Review* tab.

*Step 2:* Click *Thesaurus* in the *Proofing* group.

*Step 3:* The *Research* task pane appears to the right of the document window.

*Step 4:* Press *ALT* key and click the word that you want to look up. The result appears in the *Research* task pane.

*Step 5:* We can use one of the words in

the list of results or to search for more words:

- \* To use one of the words, we select it, click the down arrow and then click *Insert* or *Copy*.
- \* To get additional related words, we click a word in the list of results.

e. To find a word, the steps are follows:

*Step 1:* Click the *Home* tab.

*Step 2:* Select *Find* button available in *Editing* group.

*Step 3:* *Find and Replace* dialog box appear.

The first occurrence of the text becomes highlighted.

*Step 4:* To find more occurrence of the text, click *Find Next*.

*Step 5:* When word finishes showing every occurrence of the text, a dialog box appears with the message “Word has finished searching the document.”

*Step 6:* We click *Ok*.

We use the replace option to replace a word or phrase. For example, let us change ‘Madras’ to ‘Chennai’ in the document we created.

*Step 1:* Click the *Home* tab.

*Step 2:* Click *Replace* button available in the *Editing* group.

*Step 3:* In the “*Find What*” text box, we type the word we want to find.

*Step 4:* In the ‘*Replace with*’ text box, the word that is needed in place of the original word is typed.

*Step 5:* To get the first occurrence of the text, we click *Find Next*. The first occurrence of the text gets highlighted.

*Step 6:* To replace the selected text, we click *Replace*.

## TEST PAPER - II

Based on the chapters 4-7

1. a. insert table                      b. selection bar  
c. shift                      d. fillstyle                      e. email
2. a. F    b. T    c. T    d. T    e. T
3. a. A *table* refers to the set of data arranged in rows and columns. The intersection of rows and columns form rectangular boxes called *cells*.  
b. WordArt is a design feature of Word that is used to give style to the text in the document of MS Word. When we use WordArt, we do not have to be designers. It is simple to use the WordArt feature to make our text look catchy. WordArt gallery includes different styles that can be applied to any text.  
c. The Normal view has four parts.



- \* The Outline tab
  - \* The Slides pane
  - \* The Slides tab
  - \* The Notes pane
- d. The World Wide Web (WWW) is the largest collection of information on the internet. Examples are:
- \* www.google.com
  - \* www.msn.com
- e. A modem is a peripheral device that allows a computer to connect and communicate with other computers. Modems are of two types - internal modem and external modem.
4. a. To insert a table using Quick Tables, the steps are as follows:
- Step 1:* Bring the cursor at a place where the table is to be inserted.
- Step 2:* In the *Tables* group, we click *Table*.
- We then, select *Quick Tables* and click the type of template we want.
- b. To change column width, the steps are as follows:
- Step 1:* Select or click the column whose width is to be changed.
- Step 2:* Click the *Layout* tab.
- Step 3:* In the cell size group, we click the *Table* column width scroll box to change the column width.
- c. To change the shape of a WordArt object, the steps are as follows:

- Step 1:* Select the *WordArt* object.
- Step 2:* The *Format* tab under WordArt Tools appears.
- Step 3:* In the WordArt Style group, click the *Change Shape* option and select the desired shape.
- d. To create a new presentation from a template, the steps are as follows:
- Step 1:* Click the *Office* Button.
- Step 2:* Click *New*.
- Step 3:* Click *Installed Templates* or browse through *Microsoft Office Online* template present in *New Presentations* dialog box.
- Step 4:* Click the *template* that you want.
- Step 5:* Click *Create*.
- e. To add a theme to a presentation, the steps are as follows:
- Step 1:* Click the *Design* tab.
- Step 2:* Select one of the displayed themes. We can click more to see more designs.

