Open Basic Education (Adult)

Basic Computer Skills

Level - C (Equivalent to Class 8)

National Institute of Open Schooling

A Word With You

Dear Learner,

The government of India has pioneered to provide life-long education to the neo-literates of the society. The National Institute of Open Schooling has developed Self Learning Materials (SLM) at level A, B, C (equivalent to classes 3, 5, and 8 respectively). These materials have been developed keeping in mind your needs that will develop the attitude of self-learning in you.

You have studied the use of computers in areas like education, business, sports, agriculture etc. in Basic Computer Skills course at Level A and B. You have also come to know about parts of the operating system, word processing, spreadsheet, characteristics of power point presentation, e-mail and internet. Similarly, now you have learnt about meeting your requirements like typing applications, calculations, sending e-mail through internet, reading newspaper on computer etc.

In this book (Level C), you will first revise what you have studied in levels A and B and learnt about various new options present in word processing, spreadsheet and power point. You will learn about other new things also like getting information about your bank account using e-banking, options to protect your computer from viruses, internet security etc.

This book has been divided into different lessons. In every lesson there are "Intext Questions" given to assess your own progress. After every lesson, "What you have learnt", "Let's do", "Exercise" have been given. Students can assess their competence by doing these exercises. Sample question papers given at the end of the book is the basis of your annual examination. You can organize the time taken in the exam by reading and solving it.

We are confident that you will find this learning material useful and interesting. I am thankful to the experts who have played an important role in making this material interesting and useful. I wish for your bright future. I also welcome the views of experts and readers for improvement in the leaning material.

With best wishes
Chairman
National Institute of Open Schooling

Contents

1

Recapitulation

The present lesson is the summary of lessons studied at levels 'A' and 'B'. By now we know what is a Computer and where all it can be used; what is the role of the Operating System and how it establishes coordination between Hardware and Software. Similarly, we have gained good knowledge of Word Processor, Spread Sheet and Presentation software which are important parts of Microsoft Office. In this series, we also studied topics like Internet and e-mail that are components of our daily work routine.

Objectives

After studying this lesson, you will be able to :

- acquire information related to various fields of Computers;

- talk about Operating System and its various components;

- learn to make Rows and Columns in a Spread Sheet;

- save the slides made in the Presentation;

- tell about usage and facilities of Internet;

- learn the use of e-mail.

1.1   Introduction to Computers

Usually people think that computers are being used only by highly educated people, but this thought is not correct. A computer can be easily used by an ordinary person as well.

The word 'Computer' is derived from an English word 'Compute'. It means 'to calculate'. We can do several tasks with its help.

Computer is an electrically operated machine (electronic appliance) which works as per the instructions of the user to give the desired results.

We had never imagined that humans will develop a machine that will be able to complete any task in the blink of an eyelid. Today, computer is being used in every field whether it is education, agriculture, art or business.

Computer is being very well used everywhere whether it is private sector or the government sector. In the education sector, computer is being used so much that no work seems possible without it. These days computers are being used to mark the attendance of students and teachers in schools and colleges, and educational materials, question papers and other important tasks are all being done using computers only. Use of computers has increased so much in art and business that people like to sell or buy things using computers and for that they pay from their bank accounts through computers only. It has now become possible to do all types of businesses using computers.

These days no one likes to work on paper. People send and receive message through computers only.

1.2   Operating System

The Operating system is an important part of a computer. It helps in the proper functioning of computer's hardware and software so that it becomes easy to work on computers.

At the last level (Level A), we studied about Operating System in detail. Let's now revise it once.

(a) Desktop: The icon that we see on the computer monitor, that whole area is called the desktop.

(b) Mouse Pointer: The arrow mark that we see on the computer screen is called mouse pointer.

(c) Title Bar: Whenever we open an application or a program, we find its name written in a bar at the top of the screen. This is known as the 'Title Bar'.

(d) Menu Bar: There is a line at the bottom of the Title Bar on which usually File, Edit etc. are written. On clicking at them with a mouse, a list opens. That is called the Menu Bar.

(e) File: When we put our necessary documents in the computer or save them after typing, they are saved in the form of a file. We can give a name to this file.

(f) **Folder:** When one or more files have to be kept in the computer, they are kept in a folder. We can give any name to the folder. We can cut, copy and paste them from one place to another. We have learnt about creating a folder in our last level.

Intext Question 1.1

1. Complete the following sentences using appropriate words -

   (User, Title Bar, as per the directions, compute, folder, to calculate software, operating system, hardware)

   (i) The word 'Computer' is derived from ...., that means ....

   (ii) When one or more files are to be kept in a computer, they are kept in a ....

   (iii) .... is considered to be an important part of the computer.

   (iv) Operating system helps to run .... and .... in a smooth way.

   (v) On opening an application, the topmost part of the screen where its name is written, is called ....

   (vi) Computer is an electricity operated machine that works on the direction of the .... and gives desired results.

2. Answer the questions given below:

   (i) What is a computer?

   _____

   (ii) Where is the computer used?

   _____

   _____

   (iii) Name various components of an operating system.

   _____

   _____

1.3 What is a Word Processor and what are its functions?

Till now we have come to know what a computer is, where it is used and operating system is the main component of a computer without which a computer cannot work. Now, we will get to know

know what is a word -processor and for which task it is used.

To type a text, edit it, decorate it, and to correct grammar and spelling mistakes, is called word processing.

Word Processor has different components. Their description is as follows -

(a) **Start Button:** It is a button at the left bottom of desktop with the help of which one can reach anywhere in the computer.

(b) **Title Bar:** Strip at the top of the word screen where the document's name is written.

(c) **Scroll Bar and Ruler:** Scroll bar is the bar which can be moved up and down, forward and backward and this helps to move the text screen up and down, left and right. Ruler is at the top of the text area on right and left. It is used to set the width of the page and to set left and right margins.

(d) **Insertion Point / Cursor:** It is the short standing twinkling line for writing on the text area. We can type in the text area with its help.

(e) It is necessary to pay attention to a few things while working on the word processor.

- When you open a new file, name it and save it.
- While formatting, take care of the font size as they should be easily read and there should be appropriate distance between the two lines.
- While writing a document, take care of the grammar and word related mistakes. The word processor itself suggests corrections in grammar and word mistakes.

Documents can be typed in word processor in a number of formats. This involves different ways of writing letters, their size, colour etc. In word processor, number of words, lines and pages can be counted.

1.4 E-mail

E-mail or electronic mail is a medium of sending and receiving messages through internet. This is an important service that is available through internet. E-mail is an electronic form of traditional mail in which we use computer to write a mail.

(a) **Advantages of E-mail**

- Message reaches very fast through e-mail
- The cost of e-mail is very little
- We can send letters, files, reports, pictures etc. through e-mail

(b) E-mail message: The messages that we send or receive through e-mail are called e-mail messages.

(c) Address book: This is a place where e-mail addresses of different people are stored.

(d) Internet browsing: Receiving desired information from web (www) through internet is called web browsing. Web browser is an application software with the help of which we can do internet browsing. Web browser links your computer with the World Wide Web.

Intext Question   1.2

1. Complete the sentences given below with appropriate words:

   (Title Bar,   Start button,   address book)

   (i)   .... the place where addresses of different people are stored.

   (ii)   The button at the bottom left side of the desktop is called ....

   (iii) The strip on the top of the word screen on which the name of the document name is written is called ....

2. Answer the following questions -

   (i)   What is a word processor? What tasks can it perform?

   _____

   (ii)   What are the components of a word processor?

   _____

   (iii) What is a cursor?

   _____

   (iv)   What are the advantages of E-mail?

   _____

1.5   Spreadsheet

Spreadsheet is an electronic sheet made on computer just like a paper ledger sheet which business people use to make their account statements and calculations. This is like a big table consisting of rows and columns.

With the help of spreadsheet calculations can be done within seconds. If we change the numbers on the sheet due to any reason, their totals also change automatically.

We use MS Excel to make a spreadsheet.

At the last level we have learnt to make a spreadsheet. We have learnt that the cell in which we have to write data or numbers has to be clicked to make it active and then the data or numbers are typed in it. This is the way all numbers are typed and the file is saved. To save the file we -

1. Click on the 'Microsoft Office' button

2. Then click on 'Save As'

3. A 'Save As' dialog box appears in which we type the file name and then click on the O.K. button. By doing this, our file gets saved in 'My Documents' folder.

We have also learnt to open and print a file in MS Excel. To print a file we -

1. Click on the 'Microsoft Office' button

2. Select 'Print' option

3. When the 'Print' dialog box appears, click on the 'Active Sheet' and then click on O.K. This way our file gets printed.

To open an already made file, we click on 'MS - Office' button. Then click on the 'Open' option. When 'Open' dialog box appears, click on your file. Now click on 'Open' button. Your desired file will get opened.

1.6   Power Point

Power Point is a part of the Microsoft Office. It is used to make presentations. In presentation, we can show our data through pictures, sounds, videos etc. We have already learnt what is Power Point, how it is made, how we insert pictures, graphs and text material in it. With that we also learnt how to save the presentation and how to open an already saved presentation file.

We shall revise some important parts of it here -

(a) Opening a Presentation: We can make presentation in a window that opens on clicking

Start $\longrightarrow$ All programmes $\longrightarrow$ Microsoft Office $\longrightarrow$ Microsoft Power Point 2007

(b) Making a Slide: On opening a presentation, first a new slide opens. This is where we can place pictures, audio or video. If we need an additional slide, we can get it by pressing 'New slide' button present on the 'Home' tab.

(c) **Saving a Slide:** To save a presentation, press Microsoft Office button and click on Save option out of the different options that appear.

(d) **Making a Presentation:** For presenting we will first open a presentation or make a new one. After that click on the Slide Show tab. Now click on the Start Slide Show given at the bottom and select 'From Beginning'. In this way the presentation will start on the screen.

Intext Question 1.3

1. Complete the sentences given below with appropriate words:

   (Microsoft office, slide, rows, columns, account keeping, data, MS Excel)

   (i) There are .... and .... in spreadsheet.

   (ii) In presentation we show our .... through pictures and sounds.

   (iii) We use .... while making spreadsheet.

   (iv) Powerpoint is a part of .... only.

   (v) We make-new .... with the help of 'New Slide' button on Home Tab.

   (vi) We do .... with the help of spreadsheet.

2. Put (✓) mark against correct and (✗) against wrong statements -

   (i) We use MS Excel to make a spreadsheet. ( )

   (ii) New slide is created automatically in a powerpoint. ( )

   (iii) Spreadsheet is used for account keeping. ( )

   (iv) In powerpoint, the presentation opens with a start button. ( )

1.7 Computer Security

Just name a computer and a number of problems like virus, hacking, password theft come to the mind and it is right because if not taken care of, it would be very difficult to work on computer. For this we have read about security steps in detail. Let's revise them.

There are various steps that can be taken to keep our computer and documents secure and prevent them from hacking or cyber attacks that take place through internet. Some of the security steps are being revised here:

(a) Password: Whenever we switch on our computer, it asks for user identity and password. We can make a password here by mixing letters and numbers.

User name and password are mostly used for most of the functions like e-mail, internet banking etc. We should keep on changing our passwords from time to time.

(b) Computer Virus: Computer virus is a kind of program that harms different components of the computer. Many anti-viruses are available in the market that may be installed on the computer to protect it from such problems. Norton, Quick Heal, Avast are some of the anti-viruses.

(c) File Attachment: While file attachment we may use any type of attachment of file like document, audio, video etc.

1.8 Internet

Now we will find out what is internet and what its utility is. What equipments are connected to the internet? How information is given and taken? What are the main parts that make internet function and give us information?

Internet is a vast storehouse of knowledge and information. Through it we can get any information in a very little time. This is the fastest source for give and take of information all over the world.

Uses of Internet

- Internet is used in agriculture related jobs.
- Through internet we can send messages to our friends and relatives.
- We can talk to our close relatives living abroad via video conferencing through internet.
- Business persons can show their samples through internet.
- Use of internet is increasing day by day in the fields of education, banking, entertainment, medicine, travel etc.

Accessories that are connected with Internet

We can be connected with the internet in two ways. By dialing on telephone line to the Internet Service Provider (ISP) company's computer or directly connecting to the ISP. Mostly we connect to the ISP through telephone line and a modem.

Main accessories connected to an internet are modem, router, wireless internet card, Internet LAN System etc.

Figure 1.1 Accessories of Internet

The main parts of internet with the help of which we can run the internet are -

(a) **URL:** The full name of URL is Uniform Resource Locator. One example is http:www.nios.ac.in. It is also called web address.

(b) **World Wide Web:** World Wide Web can be called the collection of information that can be used on internet. It is a service provided by the internet. The information on World Wide Web can be present in the form of text, pictures, and sounds.

(c) **Internet Browsing:** Collecting desired information from web through internet is called web browsing. Web browser is a software with the help of which internet browsing is done. Web browser software links your computer with the world wide web.

Intext Question 1.4

1. Complete the setences given below with appropriate words:

(Web, antivirus, uniform resource locator, web address, education; banking and entertainment, World Wide Web)

(i) The full form of URL is ....

(ii) Internet is used in ....; .... and ....

(iii) Getting desired information from .... through internet is called web browsing.

(iv) URL is also known as ....

(v) Norton is a type of ....

(vi) Full form of www is ....

2. Answer the following questions in one or two sentences -

(i) What is internet?

_____

(ii) What accessories are connected to internet?

_____

(iii) What is a computer virus?

_____

(iv) What are the uses of internet?

_____

What you have learnt

- The word 'Computer' is derived from an English word 'Compute' that means 'to calculate'
- The main components of Operating System are - Desktop, Mouse Pointer, and Title Bar etc.
- Typing text, editing, decorating, and correcting spelling mistakes is called word processing.
- PowerPoint is a part of Microsoft Office which is used to make presentations.
- Computer virus is a program which harms various components of the computer.
- URL and World Wide Web are two parts of internet.

Let's do it

Use mail merge method in word processor that you learnt at level B and send birthday invitation cards to five people.

Exercise

1. Select the correct alternative :

   (i) The word, computer means -

   (a) To calculate   (b) To select

   (c) To use   (d) To direct

   (ii) Which of the following is not a component of the operating system?

   (a) File   (b) Folder

   (c) Desktop   (d) Presentation

   (iii) The place where e-mail addresses of different people are stored is called -

   (a) Address book   (b) diary

   (c) e-mail   (d) internet

   (iv) What is a cursor ?

   (a) A twinkling standing line   (b) A slanting line

   (c) A straight line   (d) None of the above

   (v) The .... on e-mail is very little.

   (a) expenditure   (b) material

   (c) Data   (d) Text

   (vi) We use .... for spreadsheet -

   (a) Power point   (b) Word processor

   (c) Internet   (d) MS Excel

   (vii) Full name of URL is -

   (a) Uniform Resource Locator   (b) Uniform Reply Locator

   (c) Uniform Resource Light   (d) Uniform Resource Location

2. Complete the sentences given below with appropriate words:

   (Antivirus, World Wide Web, folder, Web, new slide, Title bar, user,
   as per directions, rows, columns)

   (i) Obtaining desired information from .... through internet is called web browsing.

   (ii) When one or more files have to be kept in a computer, they are placed in a ....

(iii) Norton is a type of ....

(iv) With the help of 'new slide' button in 'Home' tab, we make a ....

(v) The full form of www. is ....

(vi) The strip on the top of word screen on which document name is written is called
....

(vii) A spreadsheet has .... and ....

(viii) Computer is an electricity operated machine which gives desired results of the work
.... given by the -.....................

3. Answer the following questions-

   (i) What is computer? Where is it used?

   _____

   (ii) What are the advantages of e-mail?

   _____

   (iii) What is a word processor? Describe its different components.

   _____

   (iv) Write about the different components of the operating system.

   _____

   (v) Which accessories are attached to the internet?

   _____

   (vi) What is a computer virus?

   _____

   _____

   (vii) What are the uses of internet?

   _____

   _____

Answer

Answers to Questions from the Lesson

1.1

1. (i) Compute, to calculate (ii) Folder

   (iii) Operating System (iv) Hardware, software

   (v) Title bar (vi) User, as per directions

2. (i) The word 'Computer' is derived from the English word 'Compute' which means 'to calculate'. Computer is an electricity operated machine which gives desired results for the instructions given to it by the user.

   (ii) Computer is used in different fields.

      (a) education (b) business and industry

      (c) arts (d) defense and travel

      (e) employment (f) sports and entertainment

   (iii) Operating system is considered to be an important part of the computer. Some of its components are -

      (a) Desktop (b) Mouse pointer

      (c) Title bar (d) Menu bar

      (e) File (f) Folder

1.2

1. (i) Address book

   (ii) Start button

   (iii) Title bar

2. (i) To type a text, edit it, decorate it, and to correct grammar and spelling mistakes is called word processing.

   (ii) Word Processor has different components. They are -

      (a) Start Button (b) Title Bar

      (c) Scroll Bar and Ruler (d) Insertion Point / Cursor

   (iii) The short standing twinkling line on the text area with the help of which we types in the text area is called cursor.

(iv) The advantages of e-mail are as follows -

- Message reaches very fast through e-mail
- The cost of e-mail is very little
- We can send letters, files, reports, pictures etc. through e-mail

1.3

1. (i) Rows, columns   (ii) Data

    (iii) MS Excel   (iv) Microsoft Office

    (v) Slide   (vi) Account keeping

2. (i) ✓   (ii) ✗   (iii) ✓   (iv) ✗

1.4

1. (i) Uniform Resource Locator   (ii) Education, banking, entertainment

    (iii) Web   (iv) Web Address

    (v) Antivirus   (vi) World Wide Web

2. (i) Internet is a vast storehouse of knowledge and information. Through it we can get any information in very little time.

    (ii) Accessories that are connected with internet are as follows -

       (a) Modem   (b) Router

       (c) Wireless   (d) Internet card

       (e) Internet Lan System

    (iii) Computer virus is a type of program which can harm different components of the computer.

    (iv) Internet is useful in the following ways -

       (a) Business persons can show their samples through internet

       (b) Through internet we can send messages to our friends and relatives

       (c) Internet use is increasing day by day in the fields of education, banking, entertainment, medicine, and travel etc.

Answers to Exercise Questions

1. (i) (a)   (ii) (d)   (iii) (b)   (iv) (a)

    (v) (c)   (vi) (d)   (vii) (a)

2. (i) Web   (ii) Folder   (iii) Antivirus   (iv) New slide

(v)   World Wide Web   (vi)   Title bar   (vii) Rows, Columns

(viii) User, as per directions

3.   (i)   Computer is an electricity operated machine that gives desired results of the work as per the directions of the user. Computer is used in different fields. Some of them are as follows -

(a)   in the field of education   (b)   In the field of arts

(c)   In the field of employment   (d)   In the field of sports and entertainment

(e)   In the field of business

(ii)   The advantages of e-mail are as follows -

- Messages reach very fast through e-mail
- The cost of e-mail is very little
- We can send letters, files, reports, pictures etc. through e-mail

(iii)   To type a text, edit it, decorate it, and to correct grammar and spelling mistakes is called word processing.

Different components of Word Processor are -

(e)   Start Button   (f)   Title Bar

(g)   Scroll Bar and Ruler   (h)   Insertion Point / Cursor

(iv)   Different components of operating system are -

(a)   Desktop   (b)   Mouse pointer

(c)   Title Bar   (d)   Menu Bar

(e)   File   (f)   Folder

(v)   Accessories that are connected with internet are as follows -

(a)   Modem   (b)   Router

(c)   Wireless   (d)   Internet card

(e)   Internet Lan System

(vi)   Computer virus is a type of program which harms different components of computer.

(vii) Internet is useful in the following ways -

(d)   Business persons can show their samples through internet.

(e)   Through internet we can send messages to our friends and relatives.

(f)   Internet use is increasing day by day in the fields of education, banking, entertainment, medicine, and travel etc.

2

Word Processing

We have already learnt about what a computer is and where all it is used, the role of operating system in a computer and how it manages to co-ordinate between software and hardware. Similarly, we have learnt about Word Processer, Spreadsheet and Power Point, which are important tools of Microsoft Office. In this series we also learnt about internet, E-mail etc. which are important parts of our daily life.

Objectives

After studying this lesson, you will be able to -

- tell about the process of word processing used in a computer;

- use the tab and indentation in a document;

- learn to make the columns in a document;

- do the page set-up;

- see the print preview of a document;

- learn the method of printing a document, and

- use 'Word Art' in a document.

Tab is used for the formatting of a paragraph. By pressing the tab button on keyboard, the cursor on the document screen moves forward by half an inch. By using this button we can present the text in a document in different ways. It can be understood more easily with the help of the following example:

Name	City	Payment	Receipt
Tab	**Tab**	**Tab**	
Navin	Patna	3500	5000.05
Shobha	Bhubaneswar	470.75	400
Mihir	Kolkata	9683	8000.6
Rajesh	Mumbai	3888.47	32

We can also set the tab by clicking on the mouse on the ruler given in the processor or click on the page layout tab and then click on the paragraph dialogue box and choose the tab option. After selecting the tab option select the tab stop position or write the distance at which tab has to be set. We can set the types of tab from alignment option as well. It can be understood with help of the following picture:

**MS-Word** → **Page Layout** → **Paragraph** → **Tab**
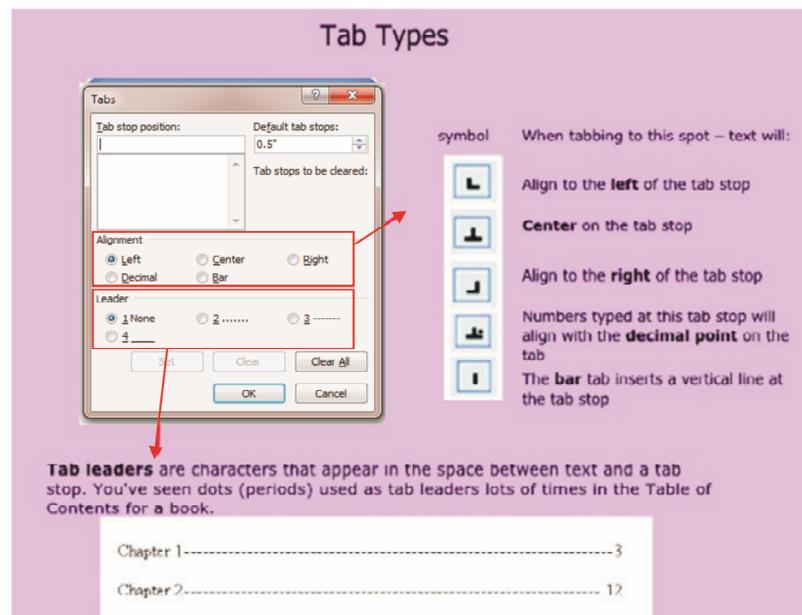
Fig. 2.1: Tab and Indentation

2.2   Indent

Indentation is known as a space between paragraph and the page margin. With the help of indentation, we can show one or more paragraphs as different from all others. This can be understood with the help of the picture given below. In this, picture no.1 describes the page margin and no.2 describes the indentation.

Now in the Word Processor, we will know about uses of identation and its user types.Identation is of four types in a Word Processor.
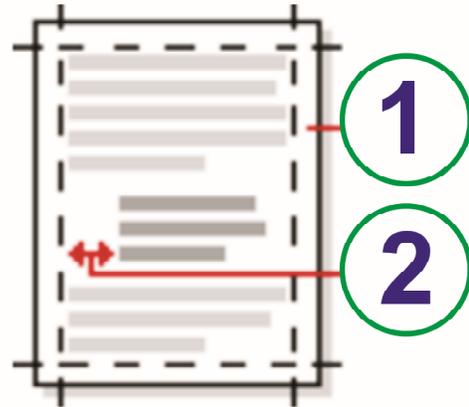

Fig. 2.2: Indent

(a)   **Left Indent:** In this type of indent space is left in a paragraph with page margin from left side.

(b)   **Right Indent:** In this type of indent space is left in a paragraph with page margin from right side.

(c)   **First line indent:** In this type of indent the first line of paragraph is indented on the right side.

(d)   **Hanging indent:** In this type of indent all other lines of paragraph except first line are indented on left side.


This paragraph has no indentation, so it occupies the full range of space between the left and right margins.

This paragraph is indented 0.5" on both the right and the left. This paragraph is indented 0.5" on both the right and the left.

This paragraph has a first-line indent. The first line is indented 0.5" on the left, and subsequent lines have no indentation.

This paragraph has a hanging indent. The first line has no indentation, and subsequent lines are indented 0.5" on the left.

Fig. 2.3: Types of indent

Now, how we will use these types of indentation in word processor, we will learn the steps to do it.

Word Processor 2007 → Page Layout Tab → Paragraph Dialog Box → Indent and Spacing Tab

This can be easily understood from the following picture. We can see at sign no.1 that 0" is written in front of left and right indent. Here we can write the required indent and it is measured in inches. Similarly we can set the indent at sign no. 2 as well.
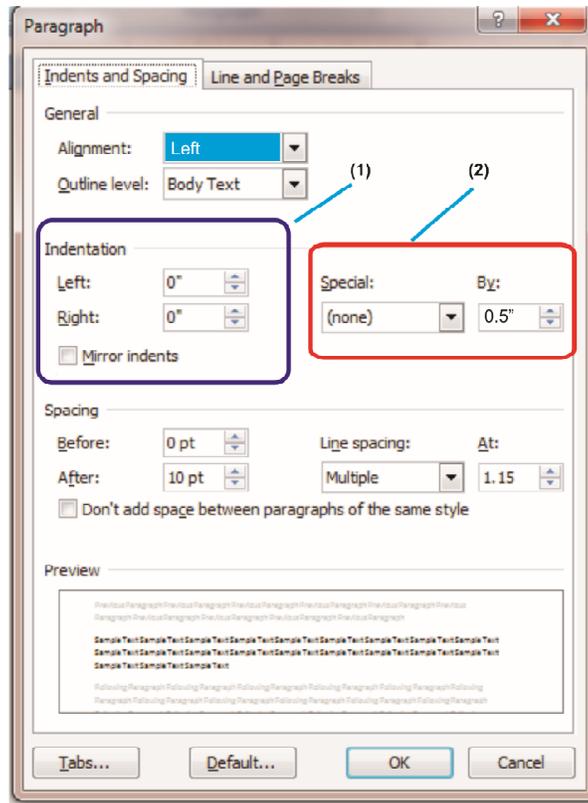
Fig. 2.4: Tab Set

Indentation can be set in one more way also which can be learnt easily from the following picture:
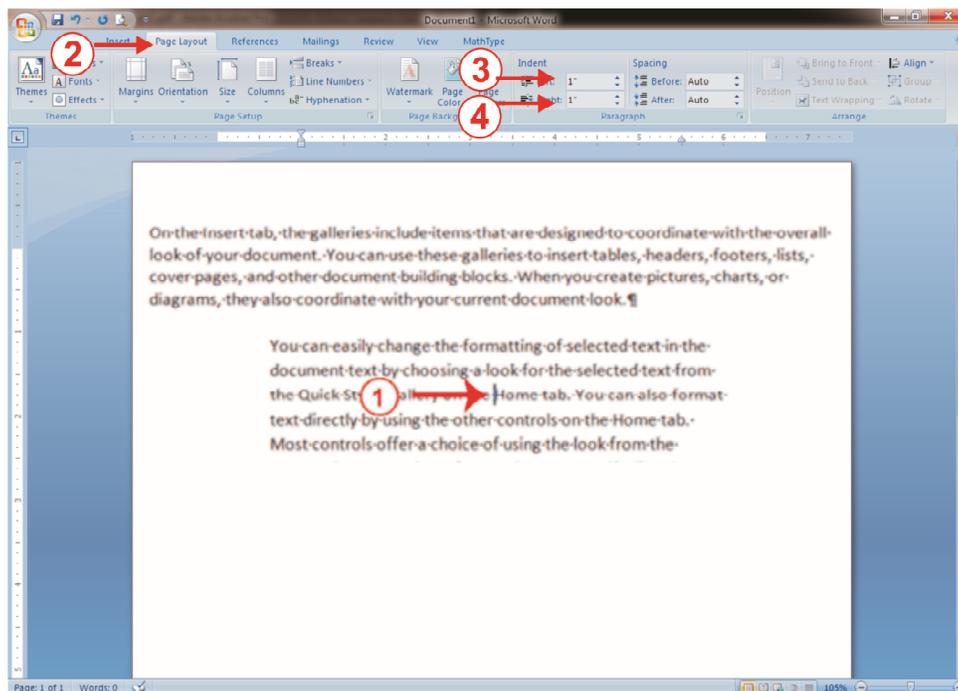

Fig. 2.5: Tab Set

In the above picture, there are markings from 1 to 4.Let's understand them in the same sequence:

1. First of all, click on the paragraph which has to be indented with the help of a mouse.

2. Now click on the Page Lay Out tab.

3. Set the left indent margin

4. Set the right indent margin.

This way we have learnt two methods of indentation.

So far we have learnt about the different parts of Word Processor. Now we will find out what a page set-up is, how a page is set and in how many ways we can do page set-up.

Intext Question   2.1

Fill in the blanks with the appropriate words given below:

(Formatting,   Page margin,   Paragraph,   Hanging)

(i)   Tab is used for .... of a paragraph.

(ii)   Indentation is known as a space between page margin and a ....

(iii)   In .... type of indentation except the first line all other lines of paragraph are indented towards left side.

(iv)   In indent, space is left from .... to right in the paragraph.

2.3   Page Set up

Page set up means setting of a page according to the text. Before printing the text on a paper it is necessary to check its size so that we know how it will appear after printing on a paper. Page set up option is usually found in page layout tab of word processor.

The steps to open page set up are as follows:

1. First of all, we will select page layout tab of word processor.

2. In the page layout tab we will select page set up option present in the ribbon and in that we will see the picture as follows:
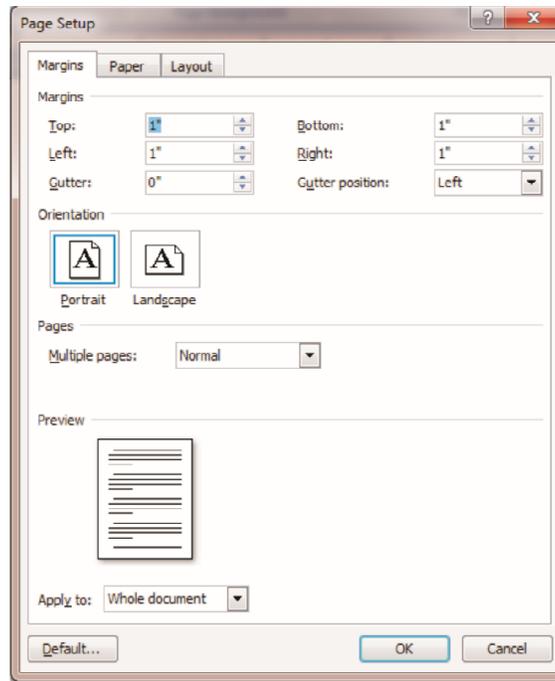
Fig. 2.6: Page set up

Page set up option has three parts

a.   Margin

b.   Orientation

c.   Page size

(a)   Margin: Margin means the space between the edge of the page and the text. We can reduce or increase the margin as per our requirement. Margins are of different types -

(i)   Normal margin

(ii)   Narrow margin

(iii)   Wide margin

(i)   Normal margin: In this option margin is equal on all the four sides.

    Top 1"   Right 1"

    Bottom1"   Left 1"

(ii)   Narrow margin: In this option margin of the page is half than the normal on all the four sides.

    Top 0.5"   Right 0.5"

    Bottom 0.5"   Left 0.5"

(iii)   Wide margin: In this option, margin of the page is equal on top and right. It is equal on bottom and left.

Top 1"   Right 1"

Bottom 2"   Left 2"
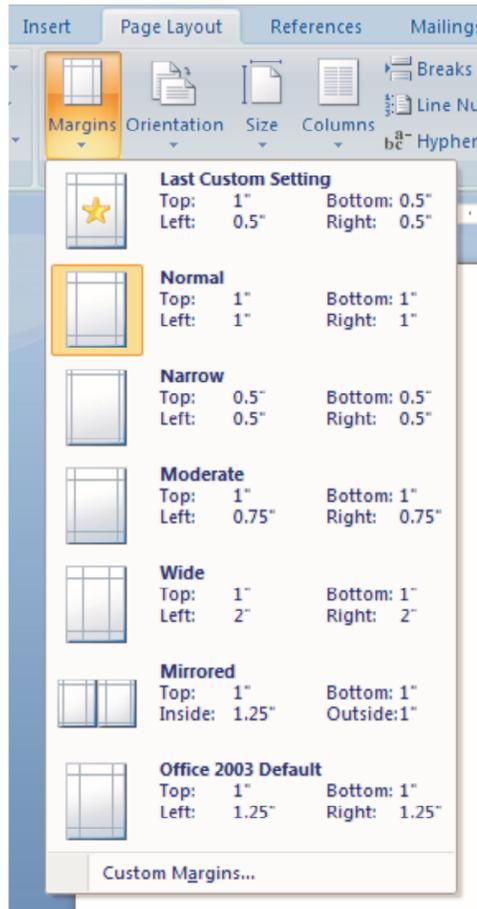
*Fig. 2.7: How to set the margin*

(b)   Orientation: Orientation means position. It shows the position of the page and position of the text in it. Orientation is the second option of page set up. It is of two types -

(i)   Portrait - In this orientation, text is seen length wise.

(ii)   Landscape - In this orientation, text is seen width wise.
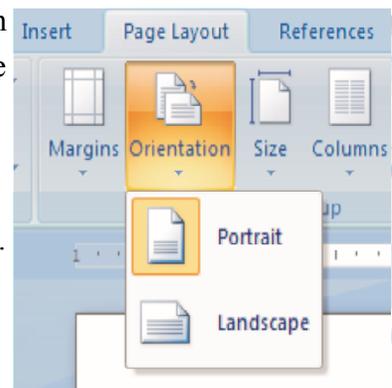
Fig. 2.8: Orientation

(c) **Page size:** Page size means shape of a page. Page sizes are of many types:

- A4 (201*297 mm)
- A5 (148*210 mm)
- A6 (105*148 mm)
- A3 (297*420 mm)
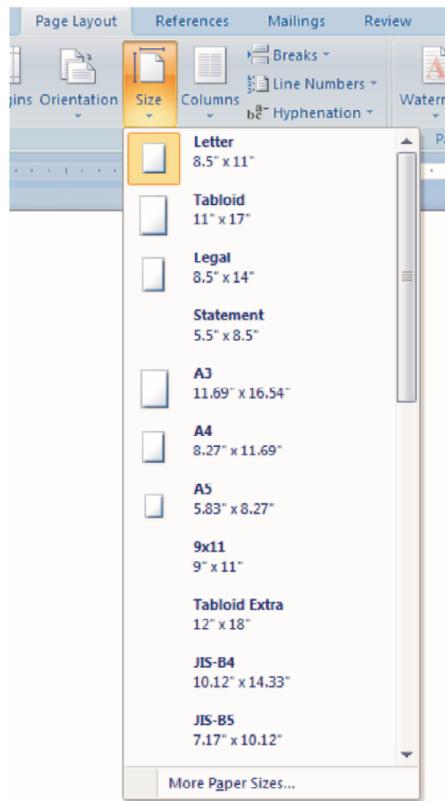
Fig. 2.9: Page Size

2.4   Print Preview

Print preview shows how the document will look on printing. It is mainly in the Microsoft office button. The steps to open it are as follows:

1. First of all we select the Microsoft office button of the word processor.

2. After selecting the Microsoft office button, table linked to it opens in which print preview option is available.

3. Now when we select this print preview option, print preview window opens in which the already selected version of text is shown. We can see the preview of text here.
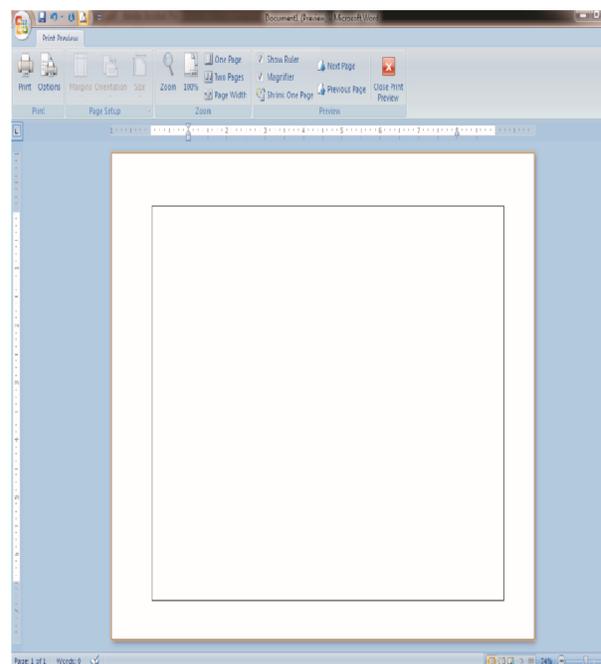
Fig. 2.10: Print Preview

2.5   Printing

Printing means to print the work that has been done on a paper. Basically our text is printed on a paper. Steps to open printing options are as follows:

1. First of all we will select the Microsoft office button of word processor.
2. On doing this, a table opens in front of us.
3. Now we select the print option, in which this type of picture appears -
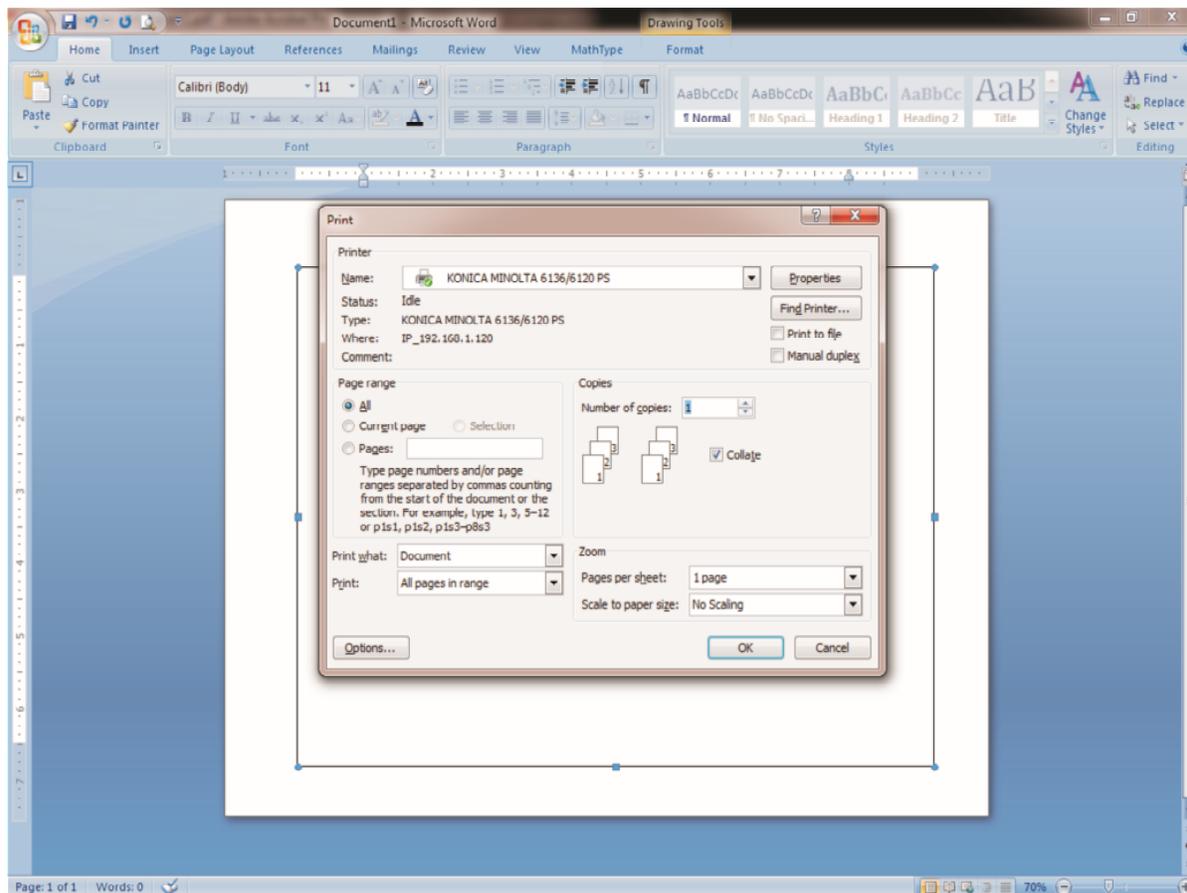
Fig. 2.11: Print

4. After selecting the print option, many options of printing are shown. In this we can print one page at a time or many pages at a time.

2.6   Word Art

Word Art means the creative form of words. Words are written in a creative manner. Word art is mainly in text group of insert menu.

To open it, the steps are:

1.   First of all we will select the insert menu tab of word processor.

2.   In insert menu option, select the text group option which is present on the ribbon. This way we can open word art.
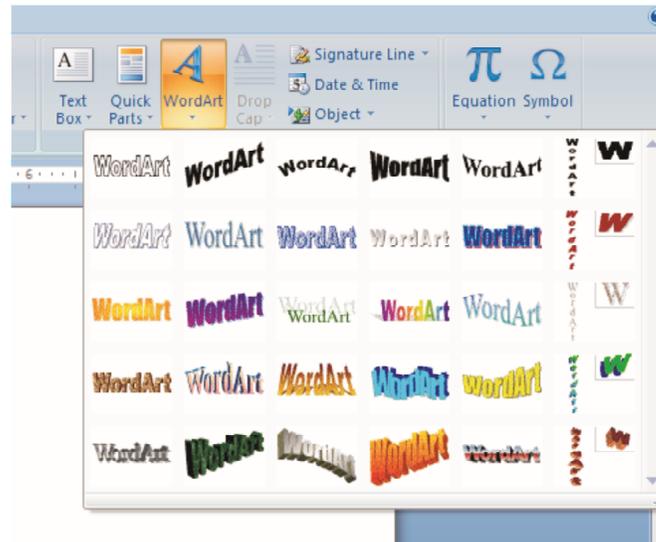
Fig. 2.12: Word Art

Word art is used to represent words in a creative way. We can make the text look very beautiful in word art. The symbol of word art is ( ). When word art window opens, there are many ways for writing the words. We can choose one option out of them and write the words in a creative way.

Let's find out how to do word art:

1.   First of all we select any one option from the Word Art window.

2.   After selecting the option, a text window opens in which we type the words. We can also change the type and size of the words.
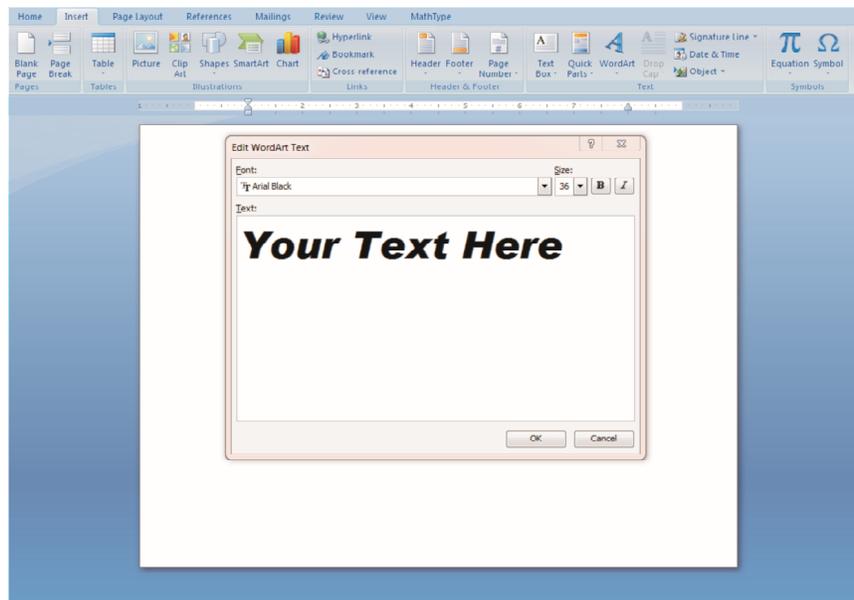
Fig. 2.13

1. Answer the following questions:

   (i) How many types of orientations are there?

   _____

   (ii) What is the meaning of 'page size'?

   _____

   (iii) Where is the 'Print Preview' option?

   _____

   (iv) What is the use of 'word art'?

   _____

What you have learnt

- Tab: It is used for paragraph formatting.

- Indentation: It is used to give space between page margin and paragraph.

- Indentation is four types: Left indent, Right indent, First line indent, Hanging indent.

- Page Setup: Set the page according to the text.

- Page setup has three parts: Margin, orientation, page size.

- Orientationis of two types: Portrait and Landscape.

- Page size: Page size means shape or size of a page.

- Print preview: Print previews show the page before printing it.

- Word Art: Word Art means creative use of words.

Let's do it

Complete the following task using tab.

Biodata

Name	:	Amit Kumar
Father's name	:	Rajan Singh
Date of Birth	:	15 October 1985
Age	:	25 years
Qualification	:	Graduate
Hobby	:	Reading books
Experience	:	Two years (Computer Operator)
Marital Status	:	Unmarried

Date: 12.02.2016

Place: Delhi   Signature: Amit Kumar

Exercise

1.   Select the right option -

   (i)   Which option should be selected to go to the tab option:

   (a)   Page Layout → Paragraph → MSWord 2007 → Tab

   (b)   MSWord 2007 → Paragraph → Page Layout → Tab

   (c)   MSWord 2007 → Page Layout → Paragraph → Tab

   (d)   Page Layout → MSWord 2007 → Paragraph → Tab

   (ii)   Which of the following options should be selected to set a margin?

   (a)   Page setup   (b)   Print preview

   (c)   Print   (d)   None

   (iii) In which of the following menu is Word Art present?

   (a)   Tools   (b)   View

   (c)   Insert   (d)   File

2. Fill in the blanks using appropriate words :

(Paragraph, First line, Portrait, Orientation, Landscape, Page size)

(i) In _____ indent first line of paragraph is indented.

(ii) Tab is used for _____ formatting.

(iii) Page set up has three main parts: Margin, _____ and _____

(iv) We can see the page in two ways in orientation options:

(a) _____

(b) _____

3. Answer the questions given below:

(i) What is a tab? What is it used for?

_____

(ii) What is an indent and how many types of indents are there?

_____

(iii) Write down the steps to open indent in Word Processor.

_____

(iv) Write any four options for setting a page through page setup.

_____

(v) What is Word Art?

_____

Answer

Answers to Questions from the Lesson

2.1

(i) Formatting   (ii) Paragraph

(iii) Hanging   (iv) Page Margin

2.2

1. (i)   Two types are there:

    (a)   Portrait   (b)   Landscape

    (ii)   Page size means shape or size of a page.

    (iii) In the Microsoft button of Word Processor.

    (iv) 'Word Art' is used for writing the words in a creative way.

Answer to Exercise Questions

1. (i)   (c)   (ii) (a)   (iii) (d)

2. (i)   First Line

    (ii)   Paragraph

    (iii) Orientation, Page Size

    (iv) (a)   Portrait   (b)   Landscape

3. (i)   In MS-Word the way to keep the space between two words is called Tab. It is used to make any data.

    (ii)   Indent is used for increasing or decreasing the page margin. It is of four types.

    (iii) To open the indent in Word Processor first open the Word 2007, then Page Layout, then paragraph dialogue box and then indent.

    (iv) There are four options to set a page through page setup:

    (a)   Page margin   (b)   Orientation

    (c)   Header   (d)   Footer

    (v)   Through Word Art we can write the words on a page in different ways.

3

Spread Sheet

We have learnt about spreadsheet at the last level. We had read that we can interpret numbers with the help of charts. Usually human beings have the ability to understand easily through pictures in place of reading the text. After writing our monthly income on a spread sheet, with the help of a chart we can easily find out in which month we have gained the most and in which month we got less. In this chapter, we will study about charts in detail.

At the last level, we learnt the use of formulas. For calculating the sum of large numbers, writing formula becomes difficult. For this we use function. At in this level we will know about function in detail.

Objectives

After studying this lesson, you will be able to:

- tell about the objective of charts;

- describe the types of charts;

- make different types of charts;

- differentiate between formula and function, and

- use a few functions.

3.1   What are Charts?

We can show our data through pictures in MS Excel. Charts are of many types. Every chart has many parts. Let's understand different parts of chart -
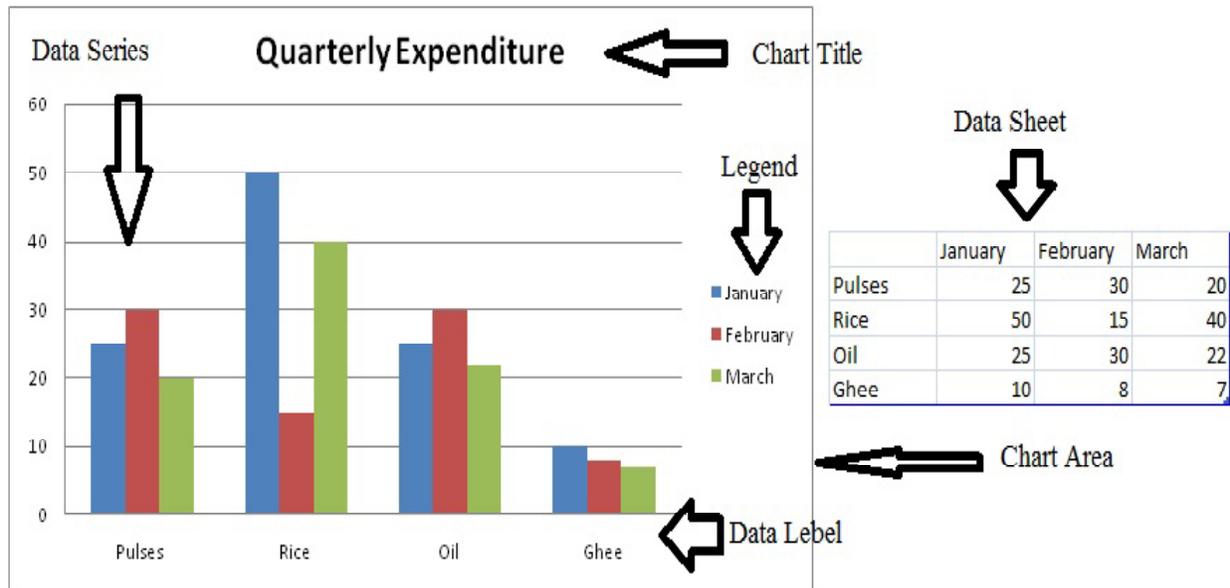
Fig. 3.1: Chart

3.2   Parts of Chart

(a)   **Chart Area:** The place where chart has been displayed or made is called the chart area

(b)   **Chart Title:** It shows the name (Heading) of the chart

(c)   **Data Label:** Name of the data shown on the transverse and vertical axis is called data label

(d)   **Legend :** It shows colour, design or symbol that is used in data series

(e)   **Data Series:** It shows which row and which column is being used

3.3   Main types of Charts

We can make many types of charts through MS Excel. Let's know about some main chart types that are used the most.

(a)   **Column Chart:** Column chart is made of standing rectangular strips. Their lengths are in proportion with the numbers they are representing.
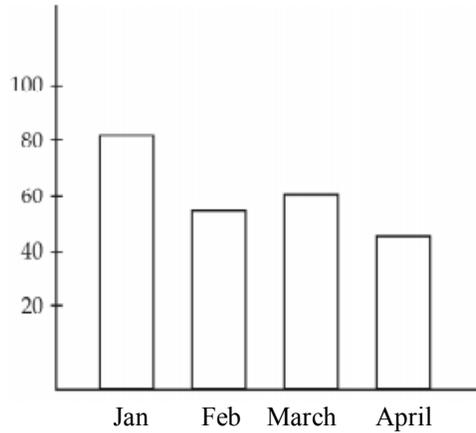
Fig. 3.2: Column Chart

(b) **Bar Chart:** Bar charts are just like column charts that are used for comparing data items. Their strips are presented from left to right. Their lengths are in proportion with the data.
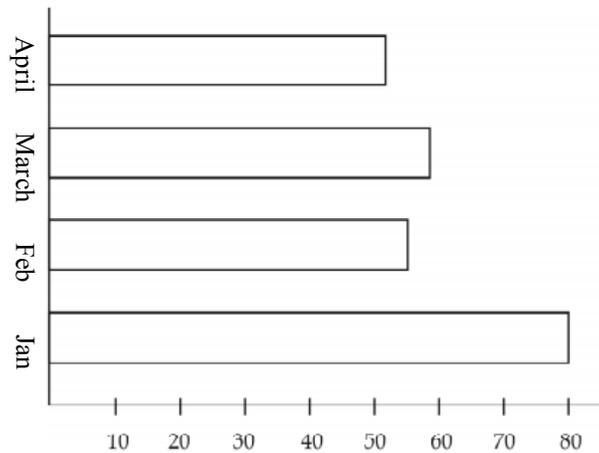
Fig. 3.3: Bar Chart

(c) **Pie Chart:** Pie chart is a circular chart divided in separate segments. Every segment reflects its proportionate value with respect to the whole.
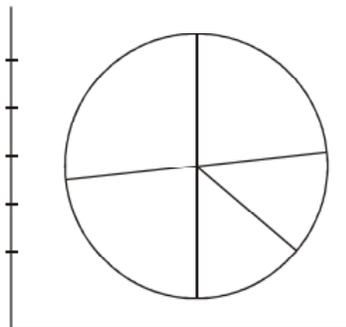
Fig. 3.4: Pie Chart

(d) **Line Chart:** This chart is shown through lines. Through it we can show the tendency of data value in definite time periods. To show what has increased with time and what has decreased, line chart is very useful.
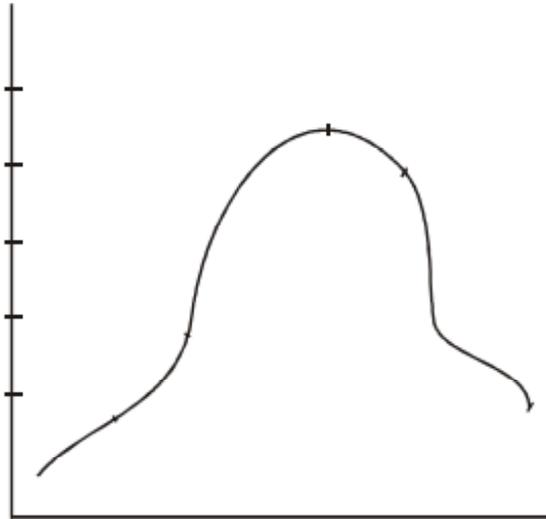
Fig. 3.5: Line Chart

3.4 | Inserting a Chart

Now, let's now learn how to insert a chart -

1. First select the data for which we want to make a chart.

2. Now click on the 'Insert' tab.

3. After that select the desired chart type out of the various chart types shown in the 'Charts' group.

4. We will see that the chart is made.

5. Now click on the 'Layout' tab. Then go to the 'Labels' group.

6. Then go to the 'Chart Title' and click on the desired option.

7. Now type the title of the chart in the chart title box.

8. Then click on the Axis title option and type the titles of the horizontal and vertical axes.

9. Now click outside the chart area.

10. Now the chart is complete as per the selected data.

Intext Question | **3.1**

1. Fill in the blanks with appropriate words given below :

(Rectangular standing strips,   MSExcel,   Chart area)

(i)   The place where chart is displayed is called the ....

(ii)   Many types of charts can be made in ....

(iii)   Column chart is made of ....

2. Answer the following questions:

(i)   What is a chart?

_____

(ii)   How many types of charts are there? Name some of them.

_____

(iii)   Differentiate between a bar chart and a column chart.

_____

(iv)   What is pie chart?

_____

3.5   Formula and Function

In the last curriculum we had learnt to write formulas. If we have to add cell A2 to E2 and write the total in F2, then in cell F2 we will write the formula -

= A2 + B2 + C2 + D2 + E2

In MSexcel, this work can be done very easily and fast through function.

> **Function is such an option through which calculations can be done easily**

Many functions are available in MS Excel but the functions used most often are :

1. **Sum:** Through this we can find the sum of numbers

2. **Maximum:** This function helps to find the maximum number in the selected cell range

3. **Minimum:** It shows the minimum number in the selected cell range

4. **Average:** Through this function, the average of the cell range is calculated

5. **Count:** Through this function we can find the total number of cells in a cell range

(A) Method of writing a function

Just like formula, function also starts with '='. It is written as -

= function's name (Cell range)

<div style="border:1px solid">

Cell range - (first cell : last cell)

</div>

For example. To find the sum of cells A2 to A8, we will write -

= SUM (A2:A8)

Click on the cell where you need the sum, type function and press enter key. You will get the sum there.

Intext Question 3.2

1. Mark the right statements as (✓) and the wrong statements as (✗) -

(i) Formula is also known as function ( )

(ii) It is necessary to write cell range in a formula ( )

(iii) Function always starts with '+' sign ( )

(iv) Cell range is written after the function name ( )

(v) Sum of all numbers is calculated by 'Average' ( )

(vi) 'Maximum' helps to find the maximum number ( )

What you have learnt

- We can show our data through pictures in M.S.Excel
- Charts are of different types - Column charts, bar charts etc
- Charts have different parts - Chart area, Chart title etc.
- Function is an option through which calculations can be done easily

Let's do it

1. Type the given worksheet on computer and complete it with 'Function'

Half-Yearly Sheet							
	List of material	January	February	March	April	May	June
1.	Wheat	500	300	400	500	600	600
2.	Rice	200	100	200	300	400	400
3.	Arhar Dal	100	50	60	70	80	100
4.	Moong Dal	50	60	80	70	60	80
	Total sum	?	?	?	?	?	?
	Maximum used	?	?	?	?	?	?
	Minimum used	?	?	?	?	?	?

2. For the worksheet given above, make the following charts -

   (a) Bar chart

   (b) Line Chart

   (c) Pie Chart

Exercise

1. Select the right option -

   (i) Which of the following is not a part of the chart?

       (a) Chart Title   (b) data Label

       (c) Chart Area   (d) Chart Line

   (ii) What is Bar chart similar to?

       (a) Column chart   (b) Line chart

       (c) Pie chart   (d) Chart

(iii) In which of the following we can show data in the form of picture?

    (a)   MSExcel   (b)   MS word

    (c)   MS PowerPoint   (d)   Internet

(iv) Which function helps us find the sum of numbers?

    (a)   MAXIMUM   (b)   SUM

    (c)   COUNT   (d)   AVERAGE

2. Complete the sentences given below with appropriate words:

(circular, chart area, COUNT, lines, MINIMUM)

(i) The place where chart is shown is called ....

(ii) The shape of Pie chart is ....

(iii) Line chart is shown by means of ....

(iv) With the help of .... minimum number is shown in a cell range

(v) .... helps to find out number of cells

3. Answer the following questions -

(i) What is 'function'?

_____

(ii) What does the Line Chart show? Where is it used?

_____

(iii) How many types of charts are there?

_____

Answer

Answers to Questions from the Lesson

3.1

1. (a) Chart area   (b) M.S. Excel

    (c) Rectangular standing lines

2.   (i)   Representing data with picture in MSExcel is called 'chart'.

    (ii)   Charts are of many types. The main ones are -

        (a)   Bar chart   (b)   Column chart

        (c)   Line chart   (d)   Pie chart

    (iii) (a)   Bar Chart: Bar charts are used for comparing data items. It has rectangular strips that go from left to right. Their lengths are in proportion with the data.

        (b)   Column Chart: Column chart is also made of standing rectangular strips but its strips are made from bottom to the top. Their lengths are in proportion with the numbers they are representing.

    (iv) Pie Chart: Pie chart is a circular chart divided in separate segments. Every segment reflects its proportionate value with respect to the whole.

3.2

1.   (i)   ✘   (ii)   ✔

    (iii) ✘   (iv)   ✔

    (v)   ✘   (vi)   ✔

Answers to Exercise Question

1.   (i)   (d) Chart line   (ii)   (a) Column chart

    (iii)   (a) MS Excel   (iv)   (b) SUM

2.   (i)   Chart area   (ii)   Circular

    (iv) Lines   (iv)   MINIMUM

    (v)   COUNT

3.   (i)   Function is an option by which calculations can be done very easily.

    (ii)   Line Chart: This chart is shown through lines. Through it we can show the tendency of data value in definite time periods. To show what has increased with time and what has decreased, line chart is very commonly used.

    (iv) Charts are of many types. The main ones are -

        (a)   Bar Chart   (b)   Column Chart

        (c)   Pie Chart   (d)   Line Chart

Evaluation Sheet 1
(Lessons 1-3)

1. Select the right option -

    (i) In which form do we see the page in 'Portrait'?

    (a) Length   (b) Breadth

    (c) Height   (d) Depth

    (ii) Which of the following is not a type of chart?

    (a) Column   (b) Bar

    (c) Row   (d) Pie

2. Complete the sentences given below with appropriate words:

    (four, software, hardware)

    (i) Two parts of computer are .... and ....

    (ii) In word Processor, indentation is of .... types.

3. Answer the following questions in 10-20 words -

    (i) What do we call the strip at the bottom of the desktop?

    _____

    (ii) Which function is used to find out average in MS Excel?

    _____

4. Answer the following questions in 80-100 words -

    (i) What is Word Art?

    _____

    _____

    (ii) Find out the sum of numbers from A1 to A10 using formula.

    _____

    _____

5.	Answer the following questions in 120-150 words -

(i)	What is 'Function'? Name fie functions used in MSExcel.

	_____

	_____

	_____

(ii)	What is Operating System? Describe any four parts of it.

	_____

	_____

	_____

Answer

1.	(i)	(a) length		(ii)	(c) Row

2.	(i)	Hardware, Software		(ii)	Four

3.	(i)	Task bar		(ii)	AVERAGE

4.	(i)	Word Art means artistic form of words. Words are written in a decorative manner in Word Art.

	(ii)	= SUM (A1:A10)

5.	(i)	In MS Excel, Function is an option through which calculations can be done easily Five functions are as follows:

	1.	Sum: Through this we can find the sum of numbers.

	2.	Maximum: This function helps to find the maximum number in the selected cell range.

	3.	Minimum: It shows the minimum number in the selected cell range.

	4.	Average: Through this function, the average of the cell range is calculated.

	5.	Count: Through this function we can find the total number of cells in a cell range.

	(ii)	Operating system is considered to be the main part of the computer. It helps in the proper functioning of computer's hardware and software.

	Its four parts are -

(a)   Desktop - The icon that we see on the computer monitor, that whole area is called the desktop.

(b)   Mouse Pointer - The arrow mark that we see on the computer screen is called mouse pointer.

(c)   Title Bar - Whenever we open an application or a program, we find its name written in a bar at the top of the screen. This is known as the 'Title Bar'.

(d)   Menu Bar - There is a line at the bottom of the Title Bar on which usually File, Edit etc. are written. On clicking at them with a mouse, a list opens. That is called the Menu Bar.

Power Point Presentation

Whenever we want to convey information or message to other people or want to explain a subject, what do we do? Either we will read out the information or convey to them by showing pictures. But now in the age of computer, this trend has changed. Now we do it through a PowerPoint with the help of a projector. Its advantages are as follows:

- Through it we can provide full information.
- Certain pieces of information that may be left out when we convey orally but in this nothing is left out.
- We can put sound effects in it and present information in a better way
- By adding videos in it we can easily explain even a difficult subject or it can be made more interesting.

The presentation that we made earlier was too simple. At this level we will learn to make it more interesting. Many facilities are available to make MSPowerPoint effective for example we can add sound like somebody's talk, or a song or our own recorded voice. In the same way we can add a video clip. In this chapter we will also learn how to run presentation in an automatic mode.

Objectives

After studying this lesson, you will be able to -
- revise things learnt at level B;

- make your presentation effective;

- include recorded voice (audio clip) in your presentation;

- include video clip or movie in your presentation;

- learn to make presentation automatic;

- make the slide show attractive;

- learn the method of making slides.

4.1 Let's first revise the information you got at level B

1. Describing a topic by writing, with the help of pictures, graphs, and by the medium of sounds is called PowerPoint.

2. For making Power Point (presentation), we use MS Power Point.

3. Presentation is shown with the help of a projector on a wall or a screen.

4. We can make a presentation on a subject and save it in the computer and use it again and again, whenever required.

5. The steps involved in starting a PowerPoint are -

Start Button ⟶ **All Programs** ⟶ **Microsoft Office** ⟶ **Power Point**
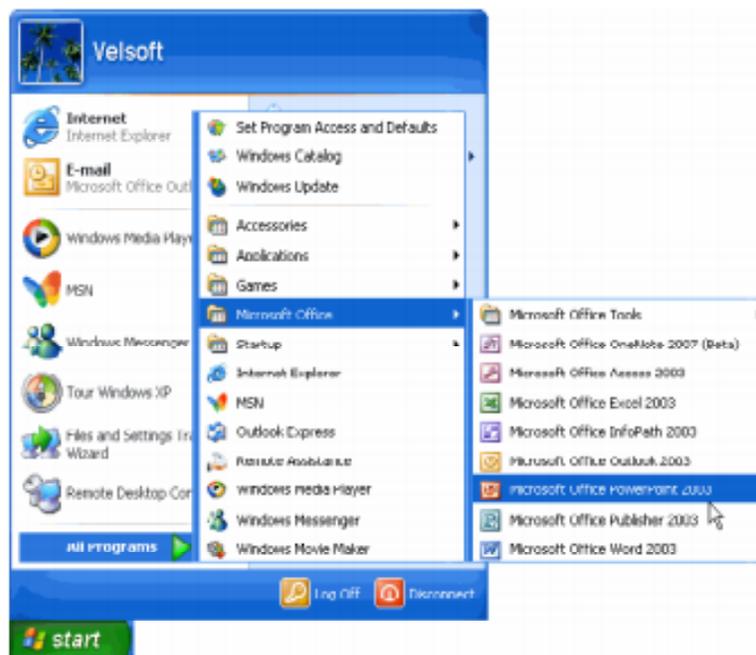

Fig. 4.1: Opening a Power Point

6. We see two parts in Power Point screen. On the right side is the bigger part that is called 'slide' and on the left side is its smaller version.

7. Name of the Power Point file is reflected on the Title Bar. For the first time, the name is written as 'Presentation 1'.

8. Slide is like a page in which different types of information is placed that may be text, audio, video or a picture.

9. To make a new slide we click on the 'New Slide' button

10. To save a presentation, we can click on the buttons in the following sequence -

    Microsoft Office ⟶ **Save Button** ⟶ **Type File's name** ⟶ **Save Button**

11. To open a previously saved file, the steps are

    Microsoft Office Button ⟶ **Open Button** ⟶ **Select File** ⟶ **Open Button**

12. To close the presentation, the steps are -

13. We can insert a new slide in an existing presentation. For doing this, we have to click on the slide after which we want to insert a new slide. Then we will go to 'Home' tab and click on 'New Slide' button. This way a new slide will be created.

    Select slide ⟶ **New Slide button**

14. To make our presentation attractive, we can format the words.

Intext Question   4.1

1. Complete the sentences given below with appropriate words:

    (New slide, power, video, save, open)

    (i) To make a presentation .... Point is used

    (ii) A slide may have text, audio .... and pictures.

    (iii) To make a new slide we click on .... button.

    (iv) To open a presentation -

    Microsoft Office Button ⟶ **............ Button** ⟶ **Select File** ⟶ **Open Button**

    (v) To save a presentation -

    Microsoft Office Button ⟶ **............ Button** ⟶ **Type File's name** ⟶ **Save Button**

2.	Answer the following questions -

(i)	What is a Power Point?

_____

(ii)	What is a slide?

_____

(iii)	What is the method of closing a presentation?

_____

4.2 We can include sound also in our presentation

We can include certain special types of sounds in our presentation like mp3, mp4, midi, au, wav etc. These are called file extensions. These are written after the file name and from these we come to know for what purpose the sound has been recorded.

While using an audio clip one has to take care that the copyright of the audio clip is not violated. Film songs are usually copyright protected and we should use them with caution.

We can use copyright material only after making the payment. We can use their small clips on symbolic basis but using full audio clip without permission may invite penalty.

**1.	Adding sound or audio clip in presentation**

(i)	For adding an audio clip in a presentation, we will first open the prepared presentation and click on the 'Insert' tab in the ribbon.

(ii)	In the Media Clips option look for the speaker button where the picture of a loud speaker can be seen. Click on its drop box.

(iii)	Select second option 'Sound from Clip Organizer'. On clicking it a pane will open on the right side in which you will find some media clips. Select the first option. We will see its sign on the slide.

(iv)	Now we will save this presentation. This way this sound will be added to our presentation.

(v)	To listen to it we can run the slide show. You might remember that for this purpose we use the F5 key.

Now when our presentation will run in slide show, we will hear the sound as well.
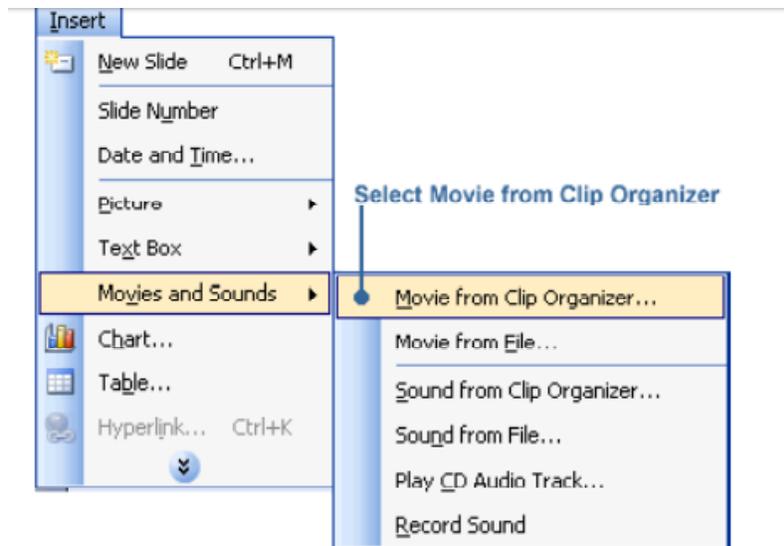
Fig. 4.2: Sound in Presentation

2. **Adding video to the presentation**

Apart from pictures and sounds, MS Power Point gives us facility to add movies and videos also.

To add video in our presentation we have to go through the following steps -

(i)   Select the desired slide

(ii)   Click on the 'Insert' tab. Go to Media Clips, click on the down arrow key of 'Movies'. Select Movie from Clip organizer.

(iii)   You will see Clip Organizer pane that shows available movie clips.

(iv)   Click on the clip you wish to add. In the dialog box, click on 'Automatically' or 'When Clicked' option. That clip will be added to our slide.

3. **Running Slide Show**

Now we will click on the first button (From Beginning) present on the left side of 'Start Slide Show' group (figure 4.4). You will see first slide on full screen and the movie that we had added. We will also hear the sound of the audio clip that we had inserted.

In the same way we can insert sound and movies in other slides as well.

4.3   Slide Transition

There are special effects in PowerPoint through which we change one slide to the other. This change can be made very attractive with the help of transition.
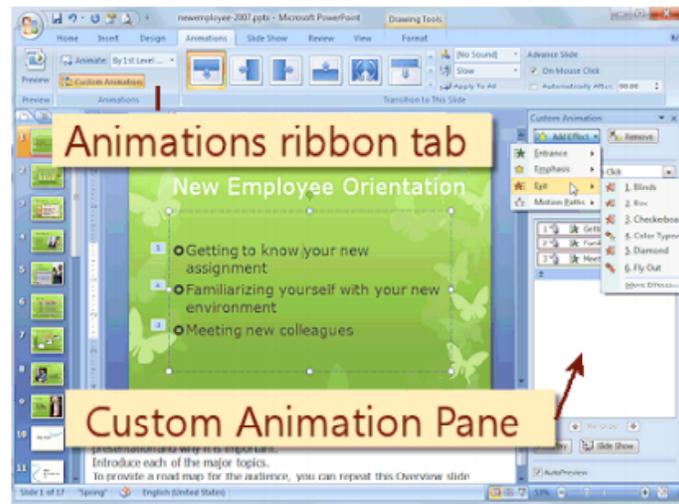
Fig. 4.3: Slide Transition

4.4   How can we make presentation automatic?

Now our presentation is ready. We will open the presentation and click on the Animation Button. We will see picture 4.5 on the screen. There is an 'Advance Slide' button on the right side of the 'Transition to the Slide' in Animation Tab. The first group in it is 'On Mouse Click'. If there is ? sign on it that means the next slide will appear only when mouse is clicked. On clicking this group ? sign will appear and on clicking it again this sign will disappear.

We will remove this sign as we want to make the presentation automatic so that there is no need to click. Now we will click the group 'Automatically After' below it. The sign ? will come here. Now the slides will keep on changing one after the other till the end.

On the left side of this group '00:00' is written in a rectangle. It shows time for which a slide will appear on screen in minutes and seconds. Now we will write 00:10 to delay the time for next slide by 10 seconds. That means this slide will remain on the screen for 10 seconds and then the next slide will appear.

Now we will save the presentation.

We will open the presentation and click the Slide Show button on menu bar (Fig. 4.4).
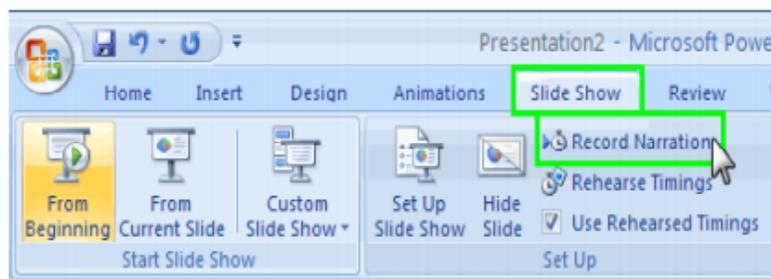
Fig. 4.4: Automatic Presentation

Now we will click on 'From Beginning' button on the left side of Start Slide Show group and the presentation will begin.

Each slide will remain on the screen for 10 seconds and then the next slide will appear. We won't have to click the mouse.

Animation Button ⟶ **Automatically After** ⟶ **Time Lapse** ⟶ **Apply to all** ⟶ **Save** ⟶ **Slide Show Button** ⟶ **From Beginning**

4.5   Time Gap in Different Slides

It is not necessary that we give equal time for each slide. We can explain one slide in 2 minutes and the other one require 5 minutes. We can give different time to different slides. We can try by setting time in the rectangle 00:00 and fix time as per our requirement.

Now we will open mathematics presentation and click on the second slide. We will click on Animation Button and give time gap of 15 seconds and save the presentation.

We will open the presentation, click on the Slide Show button on the Menu Bar, click on 'From Beginning' present on the left side of the PowerPoint ribbon and our presentation will start.

Every slide will remain on the screen for 10 seconds but the second slide will be on the screen for 15 seconds. This way we can fix the time for every slide to be visible on the screen.
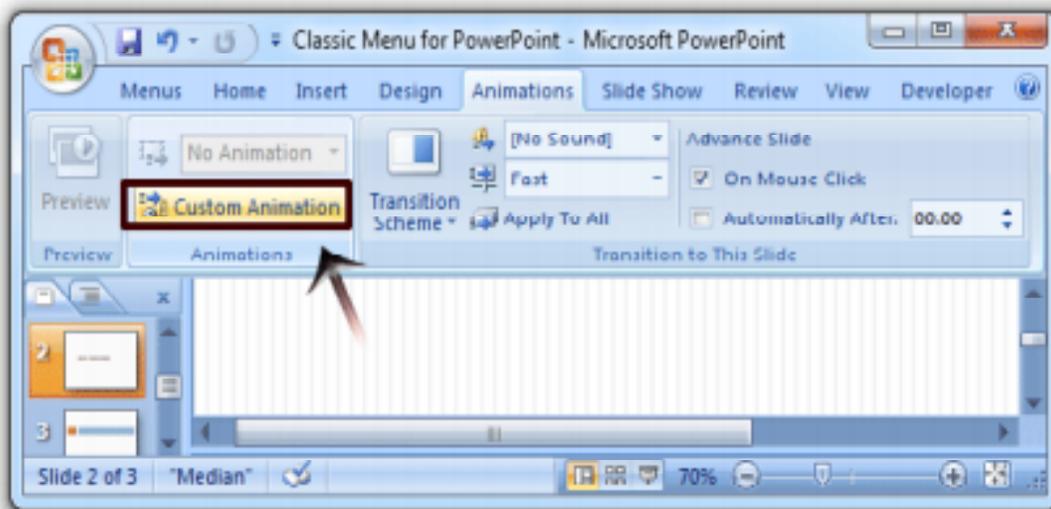
Fig. 4.5: Time Gap

The transition of one slide to another can also be customized. There are different Transition Schemes available. Select one of them. Let's select the first option by clicking on it. Now click on 'Apply to All' button.

Now again we will open the presentation, click on the Slide Show button on the Menu Bar, click on 'From Beginning' present on the left side of the PowerPoint ribbon and see that the second slide is coming by rolling over the first one. We may select any other option of our choice and get different results.

We can decide the time taken (more or less) in this process. For this purpose we can select the desired button like Slow, Fast or Medium. By selecting them one by one we can select the speed that we like and save that speed in our presentation. So, we can select the option and speed of slide transition.

4.6   Customized Animation

We can make our slide interesting using PowerPoint. For example, we can show our text appearing on the slide in different ways - from above, from bottom, flying from right or left etc. Apart from this we can animate our text and pictures in different ways.

For doing this we use 'Animations' tab.

1. First of all, select the object that we want to animate Then click on the 'Animations' tab

2. Click on 'Custom Animation' in Animations group. On doing this an animation pane will appear on the right side.

3. Click on the 'Add Effect' button in the Animations pane. Now a menu will open with four options - Entrance, Emphasis Exit and Motion Paths. Select one of the options and click on it.

4. A sub menu will open. Click any one category out of it.

5. Click on O.K. Animate other objects also in the same way. To see the preview, click on the check box of 'Preview Effect'

Fig. 4.6: Customized Animation

6. In 'Custom Animation' pane click on the drop down arrow of the 'Start' button and then click on the 'On Click' option. Now, our slide will move forward on clicking the mouse.

7. Decide about the direction by clicking on the drop down of 'Direction' and below it in the Speed option select slow, fast or medium as per your requirement.
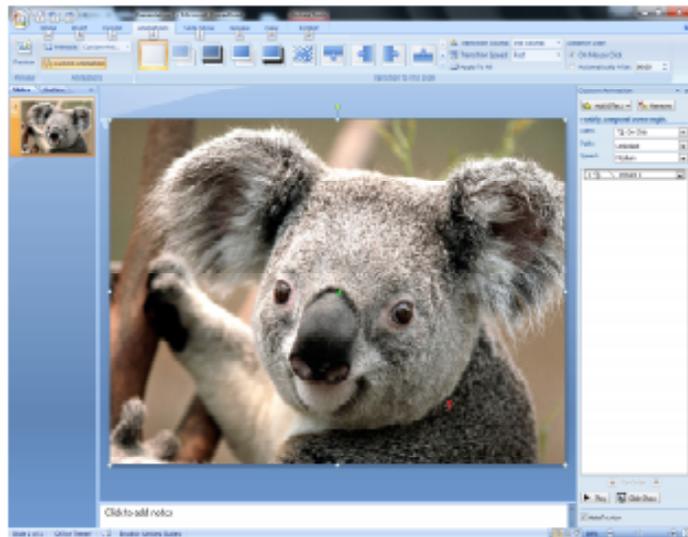
1.   Mark the right statements as (✔) and wrong statements as (✘) -

(i)   We can do recording also in PowerPoint.   (   )

(ii)   We can use copyright material only after making the payment.   (   )

(iii)   We can insert any movie into the presentation.   (   )

(iv)   We should give equal time to all the slides.   (   )

(v)   We cannot insert video clips in the presentation.   (   )

What you have learnt

- We use MS PowerPoint to make a presentation.

- We can insert an audio clip while making a presentation.

- Slide Transition is a special effect of PowerPoint which helps to change the slide one after the other in a slide show.

- Slide is like a page in which different types of information is placed.

- To make our presentation attractive, we can format the words.

- In a presentation we can run the slide show in different ways.

Let's do it

Make a presentation and try to use different features in it.

Exercise

1.   Select the correct alternative -

(i)   To insert video clip in a presentation, which option will you select?

(a)   Video Clip   (b)   Audio Clip

(c)   Movie from clip organizer   (d)   Both (a) and (b)

(ii) Which option will you select to start a slide show?

(a) From Last   (b) Current Slide

(c) From Beginning   (d) None of the above

(iii) Where do you find 'Animation Button' in the presentation?

(a) Ribbon   (b) Title Bar

(c) Menu Bar   (d) Task Bar

2. Fill in the blanks given in the sentences below with appropriate words:

(save, audio, video, close, From Beginning)

(i) To close a presentation, we will select the option ....

(ii) To start a slide show we will click on ....

(iii) We can include .... and .... in a slide.

(iv) To save a presentation

Microsoft Office Button → **............ Button** → **File's name** → **Save Button**

3. Answer the following questions -

(i) Write down steps of starting a PowerPoint.

_____

(ii) What is a slide?

_____

(iii) What is a PowerPoint?

_____

Answer

Answer to Questions from the Lesson

4.1

1. (i) Power   (ii) Video   (iii) New Slide

(iv) Open   (v) Save

2. (i)   Describing a topic by writing, with the help of pictures, graphs, and with the medium of sound is called PowerPoint.

    (ii) Each one of the pages of a PowerPoint is called a 'Slide'.

    (iii) To close a presentation, we will click on the Microsoft Office button and click on 'Close'.

4.2

1. (i) ✓   (ii) ✓   (iii) ✓

    (iv) ✗   (v) ✗

Answer to Exercise Questions

1. (i) (c)   (ii) (c)   (iii) (c)

2. (i) Close   (ii) From Beginning

    (iii) Audio. Video   (iv) Save

3. (i)   To start a PowerPoint, the steps are as follows -

    Start Button → **All programs** → **Microsoft Office** → **PowerPoint**

    (ii) Each one of the pages of a PowerPoint is called a 'Slide'.

    (iii) Describing a topic by writing, with the help of pictures, graphs, and with the medium of sounds is called PowerPoint.

5

Computer Network

By now you have understood the computer very well. We find that the use of computer is increasing very much these days. Now the use of computer has increased so much that no area has been left untouched. Computers are being used in the areas of education, business, technology and several other areas. These days computers are used the most by the people seeking jobs. But for this purpose they are using internet in computers.

Now we know that the use of computers has increased in all areas. We will now learn what things are required to join many computers with one another.

Objectives

After studying this lesson, you will be able to -

- describe 'Network';

- tell about working and utility of computer network;

- describe types of computer networks;

- tell the description of network tool;

- specify the advantages of network;

- describe in detail the method of setting up of a computer network.

Computer Network: Usually it is seen that 2-4 people get connected to one another through a medium. There they have sharing of thoughts among them. That medium may be education, business or employment; they get connected to form a network. Similarly when two or more computers get connected with the help of wires, they form a network. Actually that network is called 'Computer Network'. Many accessory tools are required to make a computer network. To run a machine, a number of accessories linked to it are required. Similarly, to run a computer network, a few appliances and mainly wires are required.

Today, the computer network has reached such a height all the computers of the world link to one another through computer networks and share data or information. With the help of network, this information reaches easily from one place to another. Now we will find out how many types of computer networks are there.

5.2   Types of Computer Networks

Computer networks are mainly of three types -

(a)   Local Area Network (LAN)

(b)   Metropolitan Area Network (MAN)

(c)   Wide Area Network (WAN)

(a)   **LAN (Local Area Network):** In LAN (Local Area Network), computers kept in a building or parts of multistorey building are linked to one another. It can be used for a limited distance only. For example an office, school or a college etc.
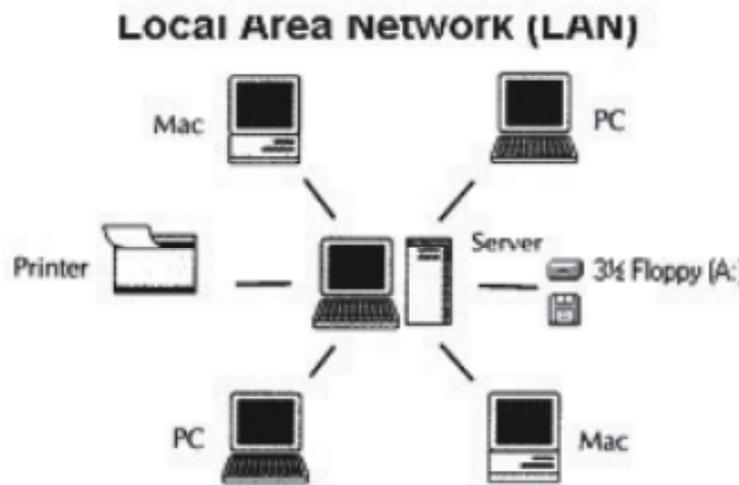
Fig. 5.2: Local Area Network

(b) **MAN (Metropolitan Area Network)**: MAN or Metropolitan Area Network can work only inside a city. We can link all the computers of a city with this network. Its coverage area is bigger than LAN. We have channels on our T.V. managed by cable T.V. network. These channels come at the same time in the entire city. Cable T.V. network is a sort of MAN only.

Apart from this, MAN is used to connect different computers of an organization present in different offices in the city.
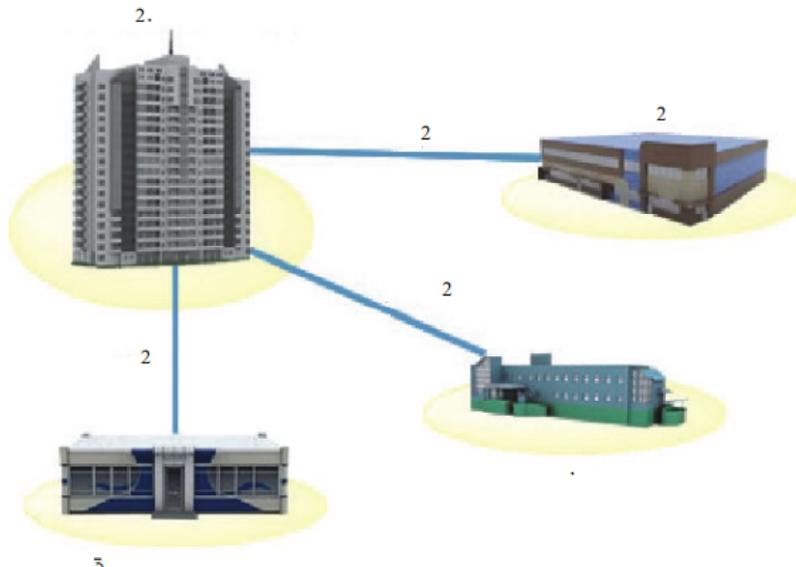
Fig. 5.2: Metropolitan Area Network

(c) **WAN (Wide Area Network):** WAN or Wide Area Network is bigger than both LAN and MAN. Internet is the best example of this network. There is no defined boundary for this network. This network links the whole world through satellite. It is also known as www. These days the use of WAN has increased to a great extent.
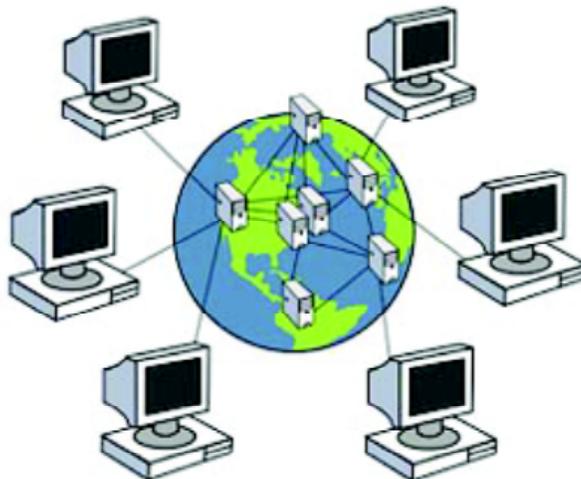
Fig. 5.3: Wide Area Network

1. Complete the sentences given below with appropriate words:

   (Metropolitan Area Network, Internet, wires, tools, Wide Area Network, satellite)

   (i) Computer network is made of ....

   (ii) To make a computer network many accessory .... are required

   (iii) Full name of MAN is ....

   (iv) The best example of WAN Network is ....

   (v) We can join the whole world with ....

   (vi) Full name of WAN is ....

2. Answer the questions -

   (i) What is a network?

   _____

   (ii) What is the second name of www? How does it work?

   _____

   (iii) What can we do with the help of a network?

   _____

   (iv) What is the full name of LAN? Where do we use it?

   _____

5.3   Different tools of Network (Appliances)

By now we have come to know that when more than one computers are joined to one another, it is called computer network. But to join these computers, we need some accessories about which we will know now.

(a) Networking Cable

(b) Connector (RJ -45)

(c) Modem

(d) Switch and Wi-fi

(a) **Networking Cable:** Normally for networking CAT -5 or CAT -6 cable is used. They have 8 wires made of 4 pair of different colours.
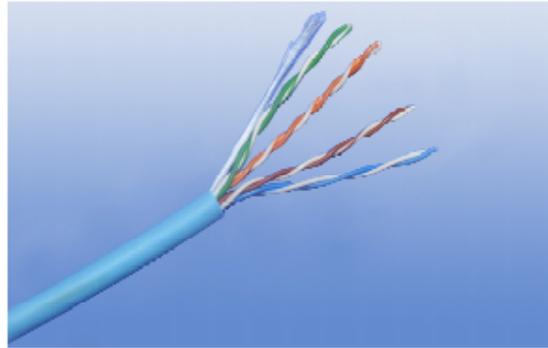
Fig. 5.4: Networking Cable

(b) **Connector:** For networking, connectors are fixed on both sides of the cable. In the area of computers they are called RJ -45 connectors.

Fig. 5.5: Connectors

(c) **Modem:** The main function of modem is to convert digital information to analog and analog information to digital. Any information lying in the computer is in the digital form. But when through internet it has to be sent through telephone line or any other medium, it has to be changed into analog which is done by the modem.

Fig. 5.6: Modem

(d) **Switch and Wi-fi:** Switch is a device which plays a crucial role in making a network. One end of the network cable is connected to the computer and the other end to the switch. Similarly many computers are connected to one another with the help of switches.

These days we hear a lot about Wi-fi that internet works with Wi-fi. Mostly we use Wi-fi connection on laptop. It is also used as network tool. It is a wireless system in which wires are not used.

Intext Question 5.2

1. Complete the sentences given below with appropriate words:

   (CAT - 5 or CAT - 6, Wi-Fi, digital, analog, computer network, connector)

   (i) When more than one computers are joined to one another, it is called a ....

   (ii) .... cable is used for networking

   (iii) For networking .... is used at both the ends of cable

   (iv) Modem mostly converts .... information into ....

   (v) .... connection is also used as a network tool.

2. Answer the following questions -

   (i) What is a switch?

   _____

   (ii) What is the other name of a connector?

   _____

   (iii) How does a modem work?

   _____

What you have learnt

- Computer network is made by connecting more than one computers through special appliances.

- LAN is used to connect computers kept in a building or parts of a multistorey building.

- MAN network is used to connect computers kept in different offices of an organization in a city.

- WAN network is made by connecting a number of LAN and MAN networks. It is spread over the whole world. It is also known as World Wide Network

- To make a network, network cable, RJ-45 connector, switch and modem are required

Let's do it

Go to a cyber café and learn about Local area Network (LAN)

Exercise

1. Select the correct alternative -

    (i)   Full name of LAN is -

          (a)   Local Area Network   (b)   Light Area Network

          (c)   Network Area Network   (d)   No Area Network

    (ii) Where do we find MAN (Metropolitan Area Network) useful?

          (a)   Multistorey buildings   (b)   One city

          (c)   Whole World   (d)   In a school premises

    (iii) Which cable is used for networking?

          (a)   CAT - 5   (b)   CAT - 8

          (c)   CAT - 7   (d)   CAT - 5 or CAT - 6

    (iv) Which of the following is not a network tool?

          (a)   Connector   (b)   Switch

          (c)   Modem   (d)   Computer

(v)   Which of the following options is correct?

    (a)   Wires are not required for networking.   (   )

    (b)   Wires and accessories are required in networking.   (   )

    (c)   Computer is not required in networking.   (   )

    (d)   House is required for networking.   (   )

2.   Fill in the blanks given in the sentences below with appropriate words:

(RJ - 45 Connector, Digital, Analog, Network, CAT - 5 or CAT - 6 , Satellite, Wide Area Network, Network Cable, Switch, Modem, Internet)

(i)   .... is the full name of WAN.

(ii)   The best example of network is ....

(iii)   ...., ..., ... and .... are required in making networks.

(iv)   We can join the whole world with ....

(v)   .... cable is used for networking.

(vi)   When two or more computers are linked together, it is called ....

(vii)   The Modem mainly changes .... information to ....

3.   Answer the following questions -

(i)   What is a network? what type of work can we do with its help?

    _____

(ii)   What is a modem and what does it do?

    _____

(iii)   What is WAN? How does it work?

    _____

(iv)   What is a switch? What is the second name of a connector?

    _____

(v)   Which accessories are required for networking?

    _____

(vi)   What is the full name of LAN? Where is it used?

    _____

Answer

Answers to Questions from the Lesson

5.1

1. (i) Wires   (ii) Tools

    (iii) Metropolitan Area Network   (iv) Satellite

    (v) Wide Area Network

2. (i) When two or more than two computers are connected with one another they make a network. This network is usually called as a computer network.

    (ii) Full form of WWW is World Wide Web. This network connects the whole world through satellite.

    (iii) We can send the data and information from one place to another very easily with the help of a network.

    (iv) Full form of LAN is Local Area Network. It is used for some limited distance like, offices, schools or colleges etc.

5.2

1. (i) Computer Network   (ii) CAT-5 or CAT-6

    (iii) Connector   (iv) Digital, Analog

    (v) Wi-Fi

2. (i) Switch is a device through which many other computers get connected.

    (ii) Connector's second name is RJ-45 connector.

    (iii) Modem mainly coverts the digital information into analog and analog to digital information.

Answer to Exercise Questions

1. (i) (a)   (ii) (b)   (iii) (c)

    (iv) (d)   (v) (b)

2. (i) Wide Area Network

    (ii) Internet

    (iii) Network Cable, RJ-45 Connector, Switch, Modem

    (iv) Satellite

    (v) CAT-5 or CAT-6

(vi)   Network

(vii) Digital, Analog

3.   (i)   When two or more than two computers are connected with one another they make a network. This network is usually called a computer network. We can send the data and information from one place to another place very easily with the help of a network.

(ii) Modem is a helpful device which is used for making a computer network. Modem mainly coverts the digital information into analog and analog to digital information.

(iii) Full form of WAN is Wide Area Network. This network has spread across the world. This network connects the whole world through satellite. This is also known as World Wide Web that is www.

(iv) Switch is a device which helps to make a network. While networking many computers get connected with one another through switch.

Connectors are attached on both sides of cable for networking. RJ-45 is known as a connector.

(v)   The tools which are used for networking are as:

(1)   Modem   (2)   Connector

(3)   Networking cable   (4)   Switch and Wi-Fi

(vi) Full name of LAN is Local Area Network. This network is used to connect computers in a building or to connect different computers kept in a multi-storey building. This is used in schools, colleges or universities etc.

6

Internet

Internet is playing an important role in every sector related to computer in today's world. Internet is mostly used in mobiles now a day. We can book rail and air tickets with movie tickets using internet. We can also know happenings around the world sitting at our home.

We have already read about what is internet in level B. we have also learnt how information exchange takes place using internet. You have already learnt about opening websites, getting information etc with opening an e-mail account and sending e-mails in detail.

Objectives

After studying this lesson, you will be able to:
- Tell the meaning of internet
- Know about the classification of websites
- Know the utilities of internet on following subjects:
  - I.   Doing video conferencing
  - II.   Doing instant messaging
  - III. Doing chatting
  - IV.   Using social networking
  - V.   Knowing about e-commerce
  - VI.   Know about e-governance
  - VII. Understanding e-ticketing

6.1 What is Internet?

Technically, internet is a network of networks. It also refers to connect many network groups together. This network can be located at any place, state, country or world.
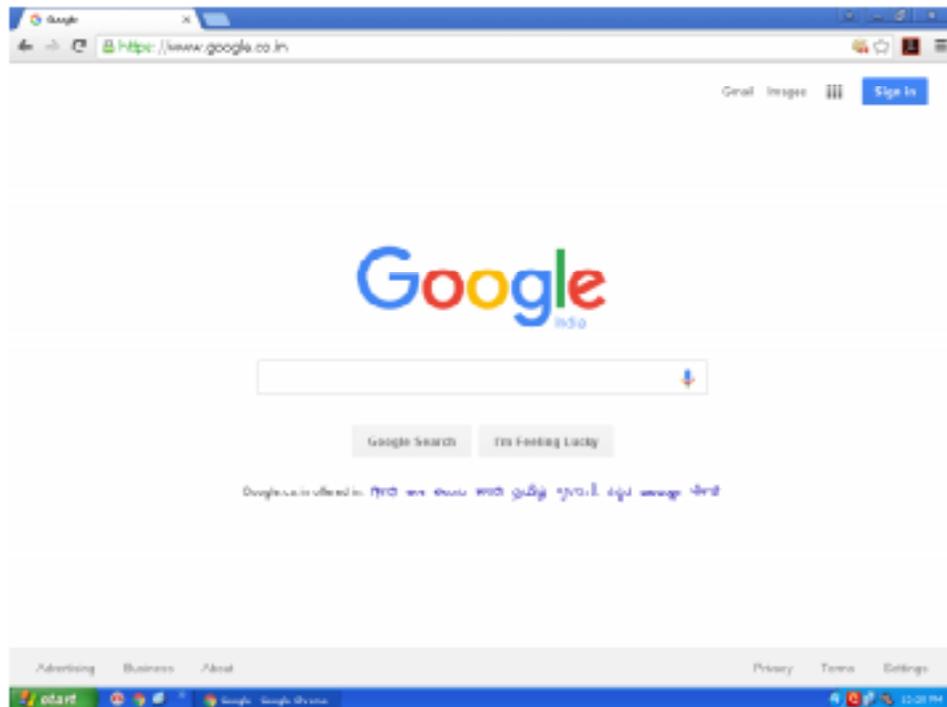
Fig. 6.1: Internet

6.2 Classification of Websites

We already know that any institution, company or businessman can tell their subject to people by making websites on internet. One webpage consists of many web pages. We can identify the type of websites by its name.

www.indianrail.gov.in

        1   2 3

1. After reading the name, we know that this is the website of Indian railway.

2. It is also understood that it is a government website.

3. This shows the international code of India.

(a) Domain

Every website has an address on internet. For example, 203.94.243.70 but it is difficult to remember this address. We can remember name easily. Internet also gives us the facility of registering a website. Internet provides an address to the registered websites. We should know that address to access the website. Internet converts this website into address. The name of website is registered and internet provides an address. We should remember this name only. It is known as domain. Internet converts website into address automatically.

Fig. 6.2: Domain

(b) URL

URL refers to uniform resource locator. Whenever we want to search any information on internet, we use google search engine in web browser. We can understand URL by the given example.

If we type www.google.com in the address bar if browser to open google search engine and press enter then google web page gets opened. However, it should be noticed that your typed address www.google.com gets converted to http://www.google.co.in. This is known as URL or web address. The main fact is that there is no her website of the same name in the world.

Fig. 6.3: URL

1. Fill in the blanks by choosing from the following words:

   (Address, networks, web pages, international, network)

   (i) Internet is network of _____.

   (ii) Website is made up of many _____.

   (iii) Every website has a _____.

   (iv) Internet connects many _____ groups together.

   (v) . in is the _____ code of India.

2. Answer the following questions:

   (i) What is internet?

   _____

   (ii) Write the full form of URL?

   _____

   (iii) Tell any three works which are done with the help of internet?

   _____

6.3   Utility of Internet

We have already learnt many things about internet in level B. For example, we already know that we can gather information about country, world, new techniques about agriculture, new methods in education, treatment in hospitals using internet.

We will learn about many other utilities using internet.

(a) Video Conferencing

Video conferencing has now become an important and modern medium of communication. We can see computer screens of more than one people and can have face to face conversation using projector and television screen. Video conferencing can also be done by using mobile.

Tools of video conferencing

We will require following tools to use the technique of video conferencing.

1. Web camera or video camera

2. Computer monitor, projector or television

3. Microphone (MIC)

4. Speaker

5. Internet

6. Computer

All these tools are connected for video conferencing. However, it should also be noted that the person with whom you want to talk should also have all these tools.

Benefits of Video Conferencing

1. Video conferencing helps in talking and seeing the person even if in far away place.

2. A teacher can teach to students in different schools together. He can also monitor their activities.

3. Many live news reports are shown in news channels using video conferencing.

4. A person can sit at home and can give job interviews. He need not visit other state or country for his interview.

5. Video conferencing helps in treatment of patients from a doctor sitting in other country. He can also help the doctor sitting behind the patient.

Fig. 6.4: Video conferencing

(b) Instant Messaging

We have already known that the modern technique of sending a message is e-mail. We have to make our e-mail id before sending mail. We should know the mail id of other person to send the message, this is also noted that all these Id consumer can be from different domain or with the same company.

Instant messaging is just opposite of e-mail. It means that for sending an instant message we need special software or messenger between two persons. This is used in mobiles.

Fig. 6.5: Instant Messaging

(c) Chatting

Computer chatting refers to sending messages and receiving replies using special software. This special software is called messenger, the message sent by messenger is received in the screen or account of other persons at a fast pace. Chatting is an open option. It means that the person with whom u want to chat should be online. You and your friend can read the message written in messenger window.

(d) Social networking

Social networking is the subject which is talk of the town these days. Every person is taking interest in social networking. Crores of people have become consumers of networking in the world.

Let us know about social networking. Suppose I make my id or account on any social networking website. Then we will send friend requests to each other. In this way, many accounts will be linked together.

We can also send friend requests to other persons to whom we want to make our friend. If he accepts the proposals then he will be added in our group. This will make our networking or group bigger. This is known as social networking. We can share our pictures, thoughts and talking with each other.

(e) E-commerce

The full form of e-commerce is electronic commerce. This is a medium of business where companies sell their products using internet.

For using e-commerce, companies make their own websites. They also paste product name with price and its photos. The consumer can ask more details about his desired product.

Let us now understand how e-commerce works. Suppose you want to purchase a mobile phone, you will visit the website of the company from which you want to purchase the phone. Then, you will choose the mobile of your choice and payment method either using internet banking, credit card or debit card. After giving the required details your payment will be done and mobile will soon reach your home.

Note- be cautious to purchase only from original website. Fake website can cheat you and waste your money.

(f) **e-governance**

The main objective of e-governance is to bring transparency between the relation of common people and government.

We have always seen or listened that government has started a scheme and has ended the scheme; but we were unaware of it. A tender was filled in a government office but only a few people came to know about it.

To end such problems, government has established e-governance where the information and activities of all government and non government institutions as placed on websites. This system has helped common people to know about the organization.

We can understand it with an example:

If road is built on our road then we can use e-governance. We come to know the cost, work time period and other details on the website. You can also ask the reason for delay for work. E-governance was built so that common man can give suggestions or information regarding the work.
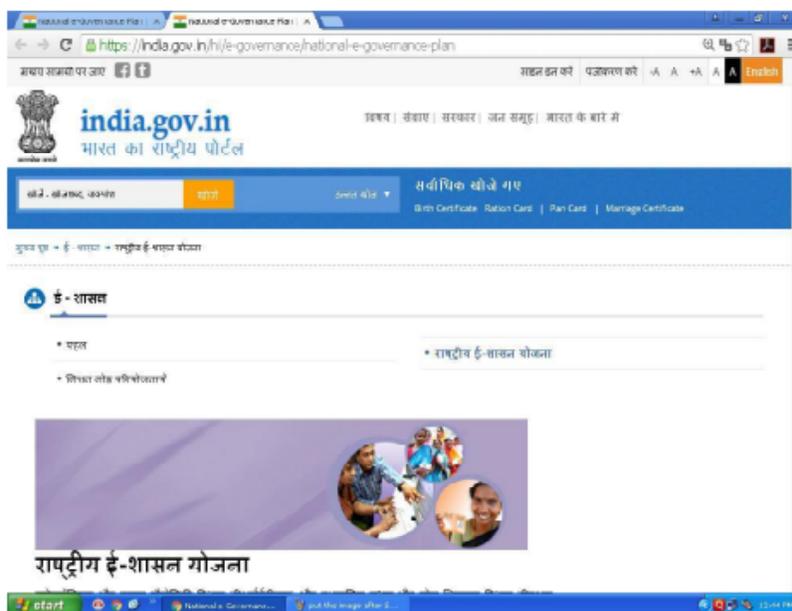
Fig. 6.7: e-governance

1. Fill in the blanks by choosing from the following words:

   (E-mail, news channels, Website, message, electronic commerce)

   (i) ___ show live news using video conferencing.

   (ii) _____ is the modern message for sending message.

   (iii) _____ sent by messenger reaches the screen of other person instantly.

   (iv) Companies make their own _____ for e-commerce.

   (v) The full form of e-commerce is _____.

What you have learnt

- Internet is network of networks.

- URL is Uniform Resource Locator.

- One can see others on screen in video conferencing.

- Messages sent by messenger is instantly seen on other persons screen if he has logged in his account.

- We can connect with others using social networking.

- We can purchase products by e-commerce using internet.

- The main objective of e-governance is to keep transparency between common people and government.

Let's do it

Open facebook or yahoo messenger using internet either in your computer or nearby cyber cafe.

Exercise

1. Choose the correct option:

   (i) The main tools of video conferencing

   (a) Screen   (b) Mike

   (c) Computer   (d) All the above

(ii)   The method of making payments in online shopping:

(a)   Credit card   (b)   Debit card

(c)   Internet banking   (d)   All the above

(iii)   URL means:

(a)   Universal resource locator   (b)   Uniform resource locator

(c)   Unity resource link   (d)   Universe resource language

(iv)   Instant messaging is used in:

(a)   Mobile   (b)   Messenger

(c)   E-mail   (d)   Internet

2.   Answer the following questions:

(a)   What is internet?

_____

(b)   Name any two benefits of video conferencing?

_____

(c)   What is e-commerce?

_____

(d)   What is the main objective of e-governance?

_____

Answer Key

Answers to Questions from the Lesson

6.1

1.   (i)   Network   (ii)   Web pages

(iii)   Address   (iv)   Network

(v)   International

2.   (i)   Internet is network of networks.

(ii)   URL is uniform resource locator.

(iii)   We can book rail tickets, air tickets and movie tickets using internet.

6.2

1. (i)   News channels   (ii) E-mail

    (iii) Message   (iv) Website

    (v)   Electronic commerce

Answers to Exercise Questions

1. (i)   d   (ii) d   (iii) b   (iv) a

2. (i)   Internet is network of networks.

    (ii) Two benefits of video conferencing

        (a)   To see live news

        (b)   To give interviews for jobs in other places

    (iii) E-commerce is electronic commerce. This is a medium for selling products by big companies.

    (iv) The main objective of e-governance is to bring transparency between common man and government.

7

Multimedia

We are living in the world where the use of technology has increased. Multimedia is also a part of technology. Multimedia means using of more than one medium. Mostly, the use of texts, sounds and videos etc together for a representation or expression is known as multimedia.

The first use of multimedia was newspaper which has tests, pictures and images together. Radio only used audio broadcasting. Television was developed which used only images. Computers were invented which included multimedia. We can now hear music on computer using multimedia; we can see movies and pictures on computer. Further, animated pictures can be created on computer.

Objectives

After studying this lesson, you will be able to:

*   tell about multimedia;

*   explain various tools of multimedia;

*   describe the necessary objects and hardware required for using multimedia in computer;

*   give knowledge about the usage of multimedia.

7.1   Elements of Multimedia

Multimedia has five main elements:

A.   text

B.   image

C.   audio

D.   video

E.   animation

Let us learn about them in detail.

A.   **text -** words are presented in an attractive way on screen by using many types of font, style, color etc.

B.   **images -** when an object is presented by using image, it leaves a deep effect on our mind. These images can be made by hand, clicked by camera or artwork prepared by using computer. All these images are known as multimedia. It also includes 2D and 3D graphics.

C.   **audio -** audio can be anybody's voice or sounds like splashing of water, thunder of clouds, clapping sounds etc. It also includes music coming out of a musical instrument.

D.   **video -** whenever we see a film on computer, it is known as video. This includes motion pictures which also has sound in it. It is same as watching movies on television.

E.   **animation -** we can see any object or a cartoon moving and taking by animation. Just like bows are shown in the wars in Ramayan from one corner to other. It can also be seen with the moving chariot of Meghanad in Ramayan. These fixed images are shown in fast mode. This fast mode help images moving.

7.2   Required Tools for Multimedia

Following are the minimum hardware tools required for running multimedia in your computer:

A.   **High processing power –** for running a multimedia on our system, we require Pentium-IV processor or more. The speed of the processor should be minimum 1 GHZ.

B.   **Storage requirement –** multimedia presentation files require more space in memory. The disk space of the computer should be around 120GB. This also requires more RAM.

C.   **Operating system –** multimedia requires such operating system which can access and process the files in an easy and fast way. Today operating systems like windows-7 and its updated versions are helpful in this regard.

D.   **Sound and display card -** audio and video are essential parts of multimedia. Therefore, a good sound and colour display card is also required.

E. **Input and output devices –** multimedia requires a good colored monitor with 24X or higher resolution. Other required tools are CD ROM drive, key board, mouse, colour printer (300 DPI or more capacity), scanner (300 DPI or more), video cameras, audio and video recorder, speaker and microphone.

Intext Question 7.1

1. Fill in the blanks by choosing the correct option:

   (monitor, audio, video. 2D, 3D, newspaper, memory)

   (i) The first use of multimedia was _____.

   (ii) Multimedia includes _____ and _____.

   (iii) Multimedia requires more _____.

   (iv) _____ is a better device for multimedia.

   (v) The main components of multimedia are _____ and _____.

2. Answer the following questions:

   (i) Name the elements of multimedia?

   _____

   (ii) Which are the essential components of multimedia?

   _____

   (iii) What is multimedia?

   _____

7.3 Areas where Multimedia is used

Multimedia can be used in many areas. Some of them are:

(a) In education area – the main goal of a good teacher is to give complete knowledge about the subject to the students, some students learn with lecture method, some with experiments and others by audio visual technique.

Multimedia has multiple uses for a teacher because we believe what we see. We can also understand the concept easily by seeing. For example, poem or multiple tables have to be

repeated again and again whereas film songs based on numbers are remembered by the child easily. Teacher can also understand his subject easily through presentation. The role of a teacher has been reduced to a facilitator of solution provider or guide now days.

Fig. 7.1: Multimedia in education area

Children can also study from many multimedia tools like presentation tutorial, virtual lab, simulation etc. On-line courses have also helped people in studying from their home.

(b) In entertainment area – children enjoy entertainment using multimedia CDs. They can play 2D, 3D, action or other games using multimedia CDs. Children face completion from their friends in video games on computer just like cricket, football, chess etc on play ground.

Multimedia is also used in news papers. Both TV and films have increases the use of media. Sinking of titanic in 'titanic' or voice or walking of dinosaurs in Jurassic park or Indian movies like bahubali seem to be real because of multimedia.

Fig. 7.2: Multimedia in entertainment area

(c)   In training area – many multinational companies spend huge amount in the training of their employees. Earlier they used to call some experts in their companies or they send their employees to their place. This had huge expenditure but now this work is being done in their company using multimedia. Multimedia tools help the trainee students to evaluate themselves using simulations; NASA trains their astronauts about flight control using multimedia. Pilots also practice in virtual devices on computer before their real flight in plane.

Fig. 7.3: Multimedia in training

(d)   In business - multimedia is maximum uses in business area. It is very important for every business to make their concepts understood by the people.

Fig. 7.4: Multimedia in business

Reaching out our product to common people is very easy using multimedia. The sales of company products can be increased by making people understand their points using presentation, electronic brochure, annual report, vision statement etc. Audios and videos of multimedia files have a deep impact on people and they purchase the product easily.

Advertising has become very fast and better by the usage of multimedia, expansion and advertising of the product can be done on internet using multimedia.

(e) In fashion – computer was first used in fashion in 1980. This was a useful tool for designers. Today computer is not used not only to prepare designs but also in ordering fabric, preparing advertisement etc. Computer helps us in contacting everyone using multimedia.

There are many software available to make designing easy like Corel draw, cameo, dress assistant etc.

Intext Question   7.2

1.   Fill in the blanks choosing the correct option:

(2D, 3D, Action, games, business, coral draw)

(i)   Multimedia is mostly used in _____ area.

(ii)   _____ is a type of multimedia software.

(iii)   Children play _____ games using multimedia CD.

2.   Answer the following questions:

(i)   What are the uses of multimedia in entertainment area?

_____

(ii)   When was computer first used in fashion area?

_____

What you have learnt

- Multimedia is made up of two words- multi means many and media means channels.
- Multimedia is the mixing of many methods. These methods or elements are text, images, audio, video, animation etc.
- Graphics are an important part of multimedia. It can be used in many forms like images, charts, flow charts, 2D or 3D, graphics etc.

- The basic elements of multimedia are audio, text, image, video and animation.
- Multimedia is used in many areas like entrainment, education, training, business, marketing, fashion etc.

Let's do it

Make a presentation using text, audio, video and graphics.

Exercise

1. Choose the correct option:

   (i) Which of the following is not a multimedia?

      (a) Text   (b) Audio

      (c) Image   (d) Internet

   (ii) What is the minimum disk space required for running a multimedia?

      (a) 120 GB   (b) 50 GB

      (c) 100 GB   (d) 10 GB

   (iii) Which of the following is not a multimedia component ?

      (a) Sound card   (b) Scanner

      (c) Display card   (d) Education

   (iv) Which of the following is an important element of multimedia?

      (a) Graphics   (b) Monitor

      (c) Sound card   (d) All the above

2. Fill in the blanks choosing the correct option:

   (animation, multimedia, graphics, multimedia, education/entertainment/training)

   (i) _____ is the mixing of many mediums.

   (ii) _____ is an important part of multimedia. It can be used in many forms like picture, chart etc.

   (iii) The main components of multimedia are images, text, audio, video and _____.

   (iv) Multimedia is used in _____ areas.

   (v) Advertisement has made _____ technology better.

3. Answer the following questions:

(i) What is multimedia?

_____

(ii) Where is multimedia used?

_____

(iii) Write the names of channels of multimedia?

_____

(iv) Where are the uses if multimedia in educational sector?

_____

Answer

Answers to Question from the Lesson

7.1

1. (i) News paper   (ii) 2D, 3D

    (iii) Memory   (iv) Monitor

    (v) audio/video

2. (i) Following are the elements of multimedia:

      (a) Text   (b) Image   (c) Audio

      (d) Video   (e) Animation

  (ii) Following tools are required for multimedia:

      (a) High processing power

      (b) Storage capacity

      (c) Operating system

      (d) Sound and display card

      (e) Input and output device

  (iii) Multimedia refers to using one or more medium. Presentation of expression of views on any topic together with text, sound, video etc is known as multimedia.

7.2

1.   (i)   Business   (ii)   Coral draw

    (iii) 2D, 3D, action games

2.   (i)   Multimedia has been used mostly in entrainment area. Children play 2D or 3D games by CDs.

    (ii)   Computer was used in fashion area in 1980.

Answers to Exercise Questions

1.   (i)   d   (ii)   a   (iii)   d   (iv) d

2.   (i)   Multimedia   (ii)   Graphics

    (iii)   Animation   (iv)   Education/Entertainment/Training

    (v)   Multimedia

3.   (i)   Multimedia is made up of two words- multi means many and media means channels like images, audio, videos etc.

    (ii)   Multimedia is used in many areas which are:

      (a)   Education   (b)   Business

      (c)   Entertainment   (d)   Fashion

    (iii) Following are requirements of multimedia:

      (a)   High processing power   (b)   Storage

      (c)   Operating system   (d)   Input and output devices

    (iv) Multimedia is mostly uses in educational sector. It is very useful for teacher. It is used t show presentations to children.

8

Internet Banking

India is a developing nation. It is said that if development is not all round (meaning it covers all the areas), then it is not true. Nobody had ever thought that a small machine like computer will play an important role in our development. One machine does thousands of work and has become an important part of our life. This is natural that computer has now become important in areas of paying electricity and water bills with education, hospital, bank, railways, business etc.

You know that computer is now used in many areas. We will know about e-banking or banking through computer in this lesson. We all know that we have to go to many places to do many works. For example, to deposit electricity bill we will have to go to electricity department and stand in long time and same goes to water bill. We always think that there should be such a facility to do these works at home. Then, stop thinking because you can do these things using e-banking. This saves our time. It also saves us from many troubles.

Objectives

After studying this lesson, you will be able to:
- explain e-banking;
- name the types of e-banking;
- describe the list of facilities of e-banking;
- know the precautions of e-banking;
- explain the contribution of e-banking in development and business;

8.1   What is e-banking?

 E-banking means electronic banking. This is also known as internet banking, this facility is controlled by bank. The main requirement of e-banking is to have an account in the bank. Bank provides our account online. We can do all works related to bank using this facility. We need not to go bank for those works. These works include checking balances, fixed deposits, transferring amount etc. The main point is that these facilities can be used even when bank is closed.

We apply for e- banking after going in our bank. There is an employee appointed in every branch of the bank to help customers in providing help about facilities related to e-banking. We will see the example of e-banking facility of State Bank of India in this lesson. We will talk about internet banking also. To open e-banking website of state Bank of India, we will type www.onlinesbi.com in the address bar. The banking website of state bank of India will be opened. We can also choose Hindi option here. The English version of this website will look like figure 8.1.
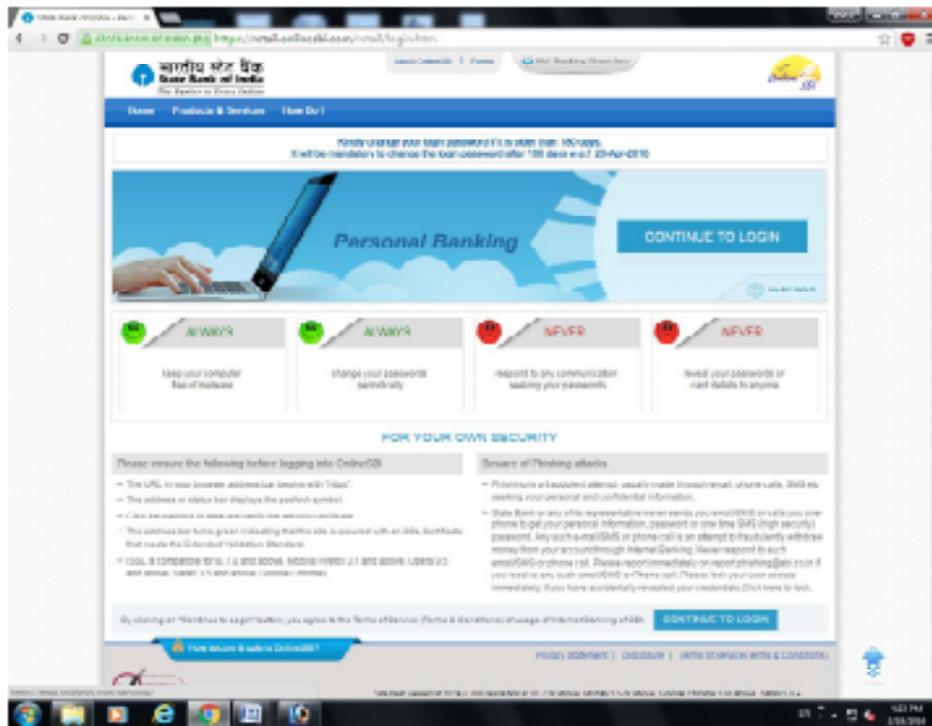

Fig. 8.1: e-banking website

8.2   Types of e-banking

There are two types of e-banking- (i) corporate banking and (ii) personal banking which is seen in above picture. Let us know about them in detail.

(i)   Corporate banking - this facility is given to an institution or company. This includes one or more than one officers of a firm, all these embers are given different corporate user ID to control their bank account, to use e-banking we must keep the username and password provided by our branch secret.

(ii) Retail banking - this facility is also like corporate user. Hover, it is given to a single individual. The person has to take username and password from the bank. On case of joint account, every account holder is given user ID.

Let us see how it is used. If we click on the option of retail user in state bank of India website then we will see figure 8.2.

Fig. 8.2: e-banking

This window has many information and precautions which are supposed to be known before using e-banking. After reading this, we will click on log in button. This will open fig. 8.3 which will ask for username and password.

Fig. 8.3: Login

We will write user name and password in the given section, then we will click on log in, here, we will use an imagination user name and password. Username will be seen in correct way as written whereas password will be seen in small dots. Don't worry, this is done for the security of our account, nobody else can read our password even sitting besides us.

You can see the changes password in Fig. 8.3: log in.

Fig. 8.4: Details of account

Now we will click on log in button, if we had filled the username and password correctly then the account will be opened. If the input data is wrong, then we will be asked to input details again. This will open fig. 8.4 which will show account details and other information.

Intext Question 8.1

1. Fill in the blanks by choosing the correct option:

   (electronic banking, corporate banking, retail banking, demand draft, user ID)

   (i) _____ is given to different corporate control a bank account online.

   (ii) E banking refers to _____.

   (iii) We can apply for _____ using e banking.

   (iv) The two types of e banking are _____ and _____.

8.3 Precautions in e-banking

We see that the details of account are presented in fig. 8.4. However, still there are some more precautions that need to be taken. These are:

1. Register your mobile number and e mail ID with bank to know the transactions happening in our account, if somebody steals our user ID and password, we will get the message of information.

2. Be cautious about fishing attack who ask for account details through e mail or message,

3. We should also save our self from any e mail related to prize or lottery,

4. Install antivirus in your computer or laptop and keep it updated.

5. If you find any mail suspicious in the name of bank or institution then do not open it and delete it soon.

8.4 Facilities of e- banking

1. Details of account- we can get details of our account and its transactions by sitting at our home.

2. NEFT - NEFT means national electronic fund transfer which is used to transfer money from our account to other person, firm or institution account, for example, if we have account in

State Bank of India and we want to transfer amount in any account of Punjab National Bank. This feature is used in such cases.

3.   RTGS - this system also works like NEFT. The only difference is that it is related to the transactions of huge amount. The minimum limit of RTGS is 2 lac rupees, bank also charges some amount of RTGS which is Rs. 30 for the transaction of 5 lac rupees.

4.   E- fixed deposit - this facility used to deposit some amount of our account as fixed deposit or time deposit. We are not required to go to bank for getting a fixed deposit.

5.   Demand draft - we can also apply for demand draft using e-banking, we can fill the form of information for making demand draft online just like we fill in the form in the bank. We can collect our draft from bank afterwards.

6.   Online payment - we can pay for our shipping from online banking. It can also be used to deposit electricity bill, water bill and also for credit card.

8.5   Contribution of e-banking in development and business

Contribution of e-banking in development and business

This is a fact that money is playing an important role in the development related to a person, society or business. Money was transferred personally but it is not possible everywhere. We can understand it with examples.

Post office and postman are old familiar words with money order. Money order means giving money, if we live in city we send money to villages by money order, but money order takes many weeks to reach the person, government has now released instant money transfer which helps in reaching money in few hours to our nearest post office.

E-banking requires account for both sender and receiver. Sender should also have e-banking facilities in his account.

In this way we can transfer and receive amount relating to your business by e-banking.

Intext Question   8.2

1.   Fill in the blanks by choosing the correct option:

                         (easy, NEFT, e-banking)

(i)   We should use _____ cautiously.

(ii)   e-banking makes all our works_____.

(iii)   RTGS works like _____.

What you have learnt

- E banking has made all our works easy.
- Both types of user corporate banking and retail banking can control their accounts by e-banking.
- E-banking should be done cautiously otherwise we can be cheated by fishing activities.
- We can get account details by sitting at home. We can also book rail, air and bus tickets by using e-banking.
- E-banking is playing an important role in the development of our business and our country.

Let's do it

'Apply for internet banking in the nearest bank or where you have account. Learn more about internet banking from the customer service officer present there.

Exercise

1. What do you mean by internet banking?
   _____

2. What are the benefits of e-banking?
   _____

3. How many types of e-banking are there?
   _____

4. Explain some of the facilities of e-banking?
   _____

5. Describe the contribution of e-banking in development and business?
   _____

6. What is the difference between retail user and corporate banking ?
   _____

7. Fill in the blanks by choosing the correct option:

(retail, two lac, electronic banking, NEFT)

(i) The full form of e-banking is _____ .

(ii) _____ banking has only one user.

(iii) We can deposit amount from one bank to other through _____ .

(iv) The minimum amount of transaction through RTGS is _____ .

8. Tick (✔) the correct statement and cross (✖) the wrong one:

(i) We can deposit any bill from e-banking. ( )

(ii) We can transfer money after closure of bank by e-banking. ( )

(iii) Retail bank can be opened by more than one people. ( )

(iv) There are no charges for transferring amount through RTGS system. ( )

(v) Instant money order takes many weeks to reach money. ( )

Answer

Answers to Questions from the Lesson

8.1

1. (i) User ID (ii) Electronic banking

(iii) Demand draft (iv) Corporate banking, retail banking

8.2

1. (i) E banking (ii) Easy (iii) NEFT

Answers to Exercise Questions

1. Getting information about bank account and transferring amount using internet is known as internet banking.

2. E-banking gives us facilities like checking balance, transferring amount, fixed deposit etc.

3. E-banking is of two types- retail banking and corporate banking

4. We can deposit electricity bill, telephone bill, water bill and also book bus, air and rail tickets sitting at home.

5. We can sell and purchase items by e-banking; we can send money through instant money order in short time, this saves time and money which is helpful in development and business.

6. Only one person can open account in retail banking whereas one or more officers of company can open corporate banking.

7. (i) Electronic banking   (ii) Retail

   (iii) NEFT   (iv) Two lac

8. (i) ✔   (ii) ✔   (iii) ✘

   (iv) ✘   (v) ✘

9

Job Opportunities in various areas of Computer

There was a doubt in many minds that if computer comes in our country, many people will be unemployed. Some people thought that works of many people can be done by computer alone. This will lead to an increase in unemployment. However, the expansion and use of computer despite its protest has increased day by day. People thought use of computers in many offices profitable. Therefore the use of computer increased in every sector and many employment opportunities also increases. Now a day's people can't think of living without computer. Many computers have been made in our country. Thousand of new industries relating to computer sector are also being established.

Objectives

After studying this lesson, you will be able to:
- know the areas of job opportunities in computer sector;
- tell which areas give jobs after learning computer;
- learn the way to get a job using computer.

9.1 Job opportunities in various areas of computer

Today computer has taken over all the work in offices. Therefore, a person with knowledge of computer is required, especially in these areas:

- Banking sector - computer is used to take care of accounts of all customers in bank.

- Computer is used to keep both new and old records in safe way.

- Courts- Lawyers and judge use computer to store their records.

- Development of farming - farmers can use computer to check the quality of their crop, correct maintenance of seeds and production of better quality of crops.

- Reading - writing work in education - the use of computer on education is a revolutionary step. Students are doing their work like writing lesson, making lessons, collecting information etc with the help of computer.

- Computer is used in keeping, sharing and using records in various institutions.

- Computer is playing an important role in information exchange.

- We can use computer to get any information in the world.

- Computer is used to keep records of patients in hospital.

- Computer is used to keep student records in school. A computer teacher is appointed to make children learn about computer. A person having computer knowledge is also appointed.

9.2   Searching jobs using computer knowledge

You can search a good job by using computer knowledge. Today many institutions and companies have their own website; we can check there our qualifications are suitable for which posts and can apply by writing an application. Many applications are available on websites and some of them are sent through e mail. There are many other methods also in this regard. These are:

- Employment exchange - we can register our name according to our qualification. We can get our registration number which is required at the time of appointment in job. Employment exchange gives us information regarding vacant job vacancies.

- We can also apply on various websites in getting information about vacancies. Many companies also send us information about vacant jobs on our e mail id.

- We can also get job opportunities on TV channels.

- We can also get information about various job opportunities through news papers. Employment news and other news papers also give information regarding vacant jobs from time to time.

We can learn computer at any age. The only thing required is to write and read language. Some people think that only highly educated people can learn computer but it is not. Computer is a medium through which less educated people can earn their income. After learning computer, we can do jobs like computer operator, cyber cage, printing press, billing clerk etc.

1. Fill in the blanks by choosing the correct option:

   (Necessary, computer, job, records)

   (i) Now a day's _____ helps in banking.

   (ii) Knowledge of computer is _____ in the educational sector.

   (iii) Computer is used for keeping _____ of students in schools.

   (iv) _____ have increased with coming of computer.

2. Name any two means by which new can get the knowledge of job opportunities?

   _____

3. What are the facilities provided by employment exchange in searching for a job?

   _____

What you have learnt

- Computer is a blessing in today's world.

- Knowledge of computer is necessary for us.

- Computer helps in our daily works and it also helps us in educational area, agriculture sector etc.

- Knowledge of computer is requires to start our own business.

- Knowledge of computer is beneficial in finding job because mostly offices have their own websites where we can apply according to our qualifications.

- We can also apply for job through news paper.

- Less educated people can also earn their living using computer.

Let's do it

Go to a nearby cyber café and apply for a job and know about vacant jobs.

1. Fill in the blanks by choosing the correct option:

   (Customer, employment, news, computer)

   (i) Computer is used in banks to make safe the account of _____.

   (ii) Lawyers use _____ to keep their records.

   (iii) News papers like _____ help in finding out a job.

2. Answer the following questions:

   (i) Explain any two working areas section of computer?

   _____

   (ii) Name any two jobs which is possible after having knowledge of computer?

   _____

   (iii) What are the areas of business after having computer knowledge? Explain any one area?

   _____

   (iv) What is the use of computer in courts?

   _____

Answer

Answers to Question from the Lesson

9.1

1. (i) Computer (ii) Necessary

   (iii) Records (iv) Jobs

2. TV channels, news papers etc are mediums that help to know vacant jobs.

3. We can get registration number after registering in employment exchange. We get information about vacancies on the basis of registration.

Answers to Exercise Questions

1.   (i)   Customer

    (ii)   Computer

    (iii) Employment news

2.   (i)   Banking sector

         Education sector

    (ii)   Knowledge of computer helps us in getting jobs like computer operator, billing clerk etc.

    (iii) Preparing documents

    (iv) Lawyers and judge store their records using computers.

Open Basic Education Programme Curriculum

Basic Computer Skills (C-104)
Level C

1. Rationale

India is a developing country and it is said that if the development is not all round, that is itspans all the fields, it cannot be meaningful. Who had thought that the small machine like computer will play such an important role in development? One machine and thousands of functions! See howit has become an integral part of our daily life. This is almost natural when computers are being vastly used in all the fields like electricity, water, education, hospitals, railways, business etc. In this situation it becomes necessary that we should know how to use computers. Not only knowing about computers is necessary, it is also important how efficiently we can use computers in our daily life. This curriculum of Basic Computer Skills is focused on application along with knowledge.

2. Pre-Requisites

Before going through this curriculum it is expected that the student-

- has completed level A and B of curriculum successfully or has knowledge equivalent to the same.
- identifies all the tools of computers and knows how to use them.
- can use computers and also the facilities of the operating system.
- is aware of the dangers and security related to internet and computer and knows the ways to keep to keep the computer safe.

3. Objectives

The common and the specific objectives of the curriculum are as follows:

a. Common Objectives

After completing this curriculum, the students will be able to use advanced methods in computers to make documents, spreadsheets and presentations using picture, text and chat at individual level. The student can use various formulae in spreadsheet, search movies and recorded voices from the internet and use them in presentations.

The student will be able to know which type of job is available and sent application letters matching the same.

b. Specific Jobs

After completing this curriculum the students will be able to_____

1. Use tabs and indentation to make the document attractive.

2. Make columns and fill information in them.

3. Print documents properly by using page set-up method

4. To see the print preview on the monitor before printing the document.

5. Include chart and formulae in spreadsheet.

6. Use PowerPpoint template to add sound and movies.

7. Learn attractive methods of presentation.

8. Understand different type of networks.

9. Know different parts of internet and their applications.

10. Understand the achievement of mass usage of internet like video conferencing, social networking, e-commerce.

11. Describe various parts, tools of multimedia and their uses.

12. Know various job options and apply for the same with the knowledge of computer applications.

4. Brief introduction to the Curriculum

This curriculum has been made in such a way that before using any option there is a provision to explain and revise it. What all can be achieved by the use of computers in real life and how we can get them has also been discussed. Methods of finding job or employment through computer knowledge has also been given adequate coverage.The present curriculum has been given in simple language and description and examples from day-to-day life have been added in the lessons. This curriculum will be delivered through distance education system. The entire cCurriculum has been divided into nine lessons.

5. Structure of Curriculum

The total duration of this curriculum is 100 hours in all. It has been divided into nine lessons. Division of curriculum on the basis of time duration and marks is as follows:

Serial No.	Lesson	Time (in hours)	Marks
1.	Recapitulation	06	08
2.	Word Processing	16	12
3.	Spreadsheets	16	12
4.	PowePoint Presentation	16	12
5.	Computer Network	10	12
6.	Internet	16	12
7.	Multimedia	05	12
8.	Internet Banking	10	12
9.	Scope of jobs in the field of computer	05	08
		100	**100**

6.   **Study Plan**

This curriculum will be delivered through the means of distance education. Curriculum is mainly based on self-study. With this fact in mind the learning material has been prepared according to the mental level of the students. Practice questions have been given at the end of each lesson so that retention ability of students is developed and capacity to write and think also increases. There is also a provision of contact classes at study centers. The students will be able to discuss solutions to their subject related problems in these classes. They will also be able to discuss these problems with fellow students over there.

Students will be able to solve their subject-related problems at Literacy centers/ Adult Education Centers.

7.   **Description of the Curriculum**

According to the topic, each lesson has been divided into different units. This will help the students to read and understand the lesson better.

Lesson 1: Recapitulation- Introduction to computer, operating system, word processing, spreadsheets, PowerPoint Presentation, computer security, internet, e-mail.

Lesson 2: Word Processing- Introduction, objectives, tabs and indentation, making columns, page-set up, print preview, printing, word art.

Lesson 3: Spreadsheet- Introduction, objectives, types of charts, inserting chart, formulae and functions (basic only)

Lesson 4: PowerPoint - Introduction, objectives, making presentations using template, inserting audio clip, inserting video clip, slide transition, customize animation.

Lesson 5: Computer network-Meaning of computer network and its objectives. functioning of computer network, types of network, tools of network, network connections.

Lesson 6: Internet- Introduction, objectives, classification of websites, uses of internet, video conference, social networking, e-governance, e-commerce, chatting, instant messaging.

Lesson 7: Multimedia- Introduction, objectives, multimedia elements, areas of multimedia-education, entertainment, market, fashion etc. tools of multimedia -(i) CD-ROM (II) Speaker, mike (iii) Hard disk

Lesson 8: Internet banking- Meaning of e-banking, types of e-banking, facilities of e- banking, precautions in use of e-banking, contribution of e-banking in development and business.

Lesson 9: Job opportunities in the field of computers - availability of job opportunities in the field of computer, searching job opportunities through computer.

8. **Assessment Plan**

    a. **Self-assessment:** Students will be assessing themselves as part of the curriculum. For this,one assessment sheet has been given after every three lessons. The question in the assessment sheets are related to those three lessons only. Students have to answer these questions. Correct answers to the assessment sheets are given at the end of the book. Students will be assessing themselves by matching their answers with the correct ones. This is how, the scheme of self-assessment has been integrated into the curriculum.

    b. **External Assessment:** After completing the curriculum, there will be external assessment of the students. For this, a total of hundred marks have been assigned. Question papers will be of three hours' duration. It will have questions based on the lessons. Questions based on understanding will also be there. It will also have questions based on common sense. Questions will include objective type, very short answer type, short answer type and long answer type.

Question Paper Design

Open Basic Education Programme (Adult)

Subject: Basic Computer Skills   **Level: C**

Total Marks: 100   **Time: 3 hrs**

A.   Objective wise distribution of marks

Objective	Marks	Total Percentage
Knowledge	30	30
Education	40	40
Application	30	30
Total	**100**	**100**

B.   Distribution of marks based on type of questions

Types of questions	Marks	Number of questions	Total marks	Time (in minutes)
Long Answer	06	05	30	12x5=60
Short Answer	04	10	40	08x10=80
Very Short Answer	02	10	20	02x10=20
Multiple choice questions (MCQ)	01	01 (10 questions)	10	10x01=10
		26	**100**	**170+10 (For reading and correction) =180 minutes**

C. **Distribution of marks based on chapters**

Lesson	Heading	Marks
1.	Recapitulation	08
2.	Word Processing	12
3.	Spreadsheet	12
4.	Presentation	12
5.	Compute Network	12
6.	Internet	12
7.	Multimedia	12
8.	Internet Banking	12
9.	Scope of jobs in computer field	08
	Total Marks	**100**

D. **Difficulty Level**

Level	Marks	Total Percentage
Difficult	10	10
Average	60	60
Easy	30	30
	100	**100**

Sample Question Paper

Basic Computer Skills (C-104)

Maximum marks: 100   **Time: 3 hours**

Instructions:

- *This paper has 26 questions which have been divided into four parts A, B, C and D.*
- *Part A has one question in which 10 multiple choice questions are given. Each multiple choice question carries one mark. Out of four options given only one option is correct and you have to select that and write the same in your answer sheet.*
- *Part B (2 to 11) has very short answer questions each of which carries two marks.*
- *Part C (12 to 21) has short answer questions each of which carries 4 marks.*
- *Part D (22 to 26) has long answer questions each of which carries 6 marks.*
- *All questions are compulsory.*

Part A

1. Choose the correct answer:

(i)   Which of the following option is not a part of operating system?

    (a)   File   (b)   Desktop

    (c)   Folder   (d)   Projection

(ii)   Full form of U.R.L is-

    (a)   Uniform Resource Locator   (b)   Universal Resource Locator

    (c)   Uniform Research Locator   (d)   Uniform Research Location

(iii)   In which of the following menu is Word Art is available?

    (a)   File   (b)   View

    (c)   Insert   (d)   Tools

(iv)   Which of following is not a part of Page set up

    (a)   Orientation   (b)   Margin

    (c)   Page size   (d)   Header

(v)   Which of following Is not a tool of video conferencing

    (a)   Web Camera   (b)   Microphone

    (c)   MS Word   (d)   Speaker

(vi) The ways for payment in online shopping

(a) Credit card   (b) Debit card

(c) Internet banking   (d) All of above

(vii) Full form of N.E.F.T is :

(a) Nation Electronic funds transfer   (b) National Electronic funds transfer

(c) Non Electronic funds transfer   (d) National Electrical fund transfer

(viii) _____ can be done through E-banking.

(a) Balance check   (b) Fund transfer

(c) Fixed deposit   (d) All of these

(ix) In E-banking user id is given by:

(a) Passport office   (b) Bank

(c) Internet customer   (d) customer

(x) You can apply for a Job through:

(a) Internet   (b) Application form

(c) Employment News   (d) All the above

Part B

2. From which English word has the term computer been derived?

3. How many types of orientation are there?

4. Through which function can we find out maximum number?

5. What is a slide?

6. Write the name of connector which is attached on both sides of the networking cable.

7. What is Multimedia?

8. Write the names of some software of Multimedia design.

9. Name the types of e-banking.

10. What do you mean by E-banking?

11. Which newspaper tells about jobs?

Part C

12. At which places is computer used?

13. What is Internet?

14. What is page size? Write about the different types of page size.

15. Write about any four types of Charts?

16. Write the steps to save projection.

17. Write the tools of computer network.

18. What is E-commerce?

19. Write the names of devices used in multimedia.

20. Where is Multimedia used? Write the names of any five fields.

21. How is computer useful in development of agriculture?

Part D

22. Write the types of computer network in detail.

23. What is a chart?

24. What is Animation? How many types of this are there?

25. Write any five facilities given by internet banking.

26. What is video conferencing? Describe the different tools used for this.

Marking Scheme for Sample Question Paper

Question Number		Distribution of Marks	Total Marks
	Part A		
1. (i)	(d)	(1)	
(ii)	(a)	(1)	
(iii)	(c)	(1)	
(iv)	(d)	(1)	
(v)	(c)	(1)	(10)
(vi)	(d)	(1)	
(vii)	(b)	(1)	
(viii)	(d)	(1)	
(ix)	(b)	(1)	
(x)	(d)	(1)	
	Part B		
(2)	Computer	(2)	(2)
(3)	Orientation is of two types		
	(a) Portrait	(2)	(2)
	(b) Landscape		
(4)	Through Maximum functions we can find out maximum numbers.	(2)	(2)
(5)	Different stages of PowerPoint.	(2)	(2)
(6)	The connector which is attached on both sides of networking cable is also called RJ-45.	(2)	(2)
(7)	Coordination between different forms of media is called Multimedia. These forms are: text, picture, images, audio, video, animation etc.	(2)	(2)
(8)	Many software are available for multimedia designing. Some of which are as follows:	(2)	(2)
	(a) CorelDRAW		

Question Number		Distribution of Marks	Total Marks
	(b) Cameo		
	(c) Dress Assistant		
(9)	E-Banking is of two types.	(2)	(2)
	(a) Corporate Banking		
	(b) Personal Banking		
(10)	To operate your bank account for information, collection or payments through internet is called Internet banking or E-banking.	(2)	(2)
(11)	Employment news provides information about new jobs	(2)	(2)
	Part C		
(12)	Computer is used in different fields :	(4)	(4)
	(a) education		
	(b) occupation		
	(c) agriculture		
	(d) art		
	(e) entertainment		
	(f) transport		
(13)	Indentation is known as a space between page margin and paragraph. We can show how one or more paragraphs are different from others with the use of indentation.	(4)	(4)
(14)	Page size means shape of a page. Page sizes are of different types:	(4)	(4)
	(a) A4 (201*297 mm)		
	(b) A5 (148*210 mm)		
	(c) A6 (105*148 mm)		
	(d) A3 (297*42mm)		

| Question Number		Distribution of Marks	Total Marks
(15)	Charts are of different types. Four of them are as follows: (a) Column Chart (b) Bar Chart (c) Pie Chart (d) Line Chart	(4)	(4)
(16)	Steps to save presentation are as follows: Microsoft Office Button ⟶ Save button ⟶ File name ⟶ Save button	(4)	(4)
(17)	Some accessories of computer network are as follows: (a) Network cable (b) Connectors (c) Switch, Router (d) Modem	(4)	(4)
(18)	Full form of e-Commerce is Electronic commerce. This is a source of business through which companies sells their products with the use of internet. We can sell or buy anything through e-Commerce. Some of the shopping websites are -www.ebay.com, www.homeshop18.com	(4)	(4)
(19)	Useful tools of Multimedia are as follows: (a) High Processing power (b) Storage (c) Operating (d) Sound and display card (e) Input and output device	(4)	(4)
(20)	Multimedia is used in different fields such as : (a) education (b) entertainment	(4)	(4)

| Question Number		Distribution of Marks	Total Marks
(21)	(c) training (d) business, and (e) fashion Through the use of computers farmers can easily get information about the quality of crops, take appropriate care of seeds and can know about the new techniques of agriculture.	(4)	(4)
(22)	**Part D** Computer Networks are mainly of three types: (a) LAN: Full form of LAN is Local Area Network. Through this network computers kept at different places in one building or in multi-storey building are connected. For example, in offices, schools or universities etc. (b) MAN: Full form of MAN is Metropolitan Area Network. Through this network different computers in a city can be connected. For example: different branches of a bank or office etc. (c) WAN: Full form of WAN is Wide Area Network. This network connects the computer all over the world. The best example of this is internet.	(2) (2) (2)	(6)
(23)	In MS-Excel data can be shown in the form of a picture, which we called a Chart. Some of the names are like this: (a) Column Chart: This chart is made up of rectangular vertical stripes.	(2)	(6)

Question Number		Distribution of Marks	Total Marks

(b)   Bar Chart: Bar Chart is the same as column chart but its stripes go from left to right.   (2)

Question Number		Distribution of Marks	Total Marks
	(c) Pie Chart: This is a round shaped chart, which is divided into different ratios. (d) Line Chart: This chart is shown through lines . 	(6) (2)	
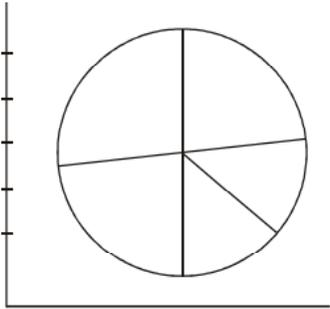
Question Number		Distribution of Marks	Total Marks
(24)	Moving of words, pictures, charts etc. up and down or left and right, or flying in/over slides is called animation. Animations are of four types: (a) Entrance (b) Emphasis (c) Exit (d) Motion Paths	(4)	(6)
(25)	The five facilities given by internet banking are as follows: (a) Through internet banking we can get the details of our account while sitting at home. (b) Through N.E.F.T we can send the money from our bank account to another bank account. (c) Through R.T.G.S we can send two lakhs or more to another bank account. (d) Through E-fixed deposits we can open/close fixed deposit and save money in the bank. (e) Through internet banking we can pay our electricity, water, telephone bills etc.	(6)	(6)
(26)	Through video conferencing we can talk with different people at different places by seeing one another on the computer screen. We can do it by using the following tools: (a) Web Camera or Video camera (b) Computer monitor, projector or television (c) Microphone (d) Speaker (e) Internet (f) Computer	(6)	(6)