

# 1. Knowing your Computer



## Q.1 Answer the following:

1. Define Hardware.

The physical component of a computer, which we can touch and feel are known as Hardware. It is categorized into Internal and External Hardware.

2. List the types of operating system.

Types of operating system are as follows:

- Ø Single user operating system
- Ø Multi-user operating system
- Ø Multi-processor operating system
- Ø Multi-tasking operating system
- Ø Multi-threading operating system.

3. What is an USB Flash drive?

USB Flash drive is a storage medium that is very easy to carry around and it also holds more data than CD/ DVD.

## Q.2 Fill in the blanks:

1. The printer prints information on paper.
2. Hardware refers to the physical part of a computer that you can see and touch.

# 1. Knowing your Computer

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## Q.3 Match the following:

**A**

1. Ram
2. Mouse
3. Keys
4. CD /DVD

**B**

- a. External storage device.
- b. Internal hardware.
- c. An input device.
- d. Type letters, numbers and symbols.

Ans: 1. b      2. c      3. d      4. a

## 2. Networking Concepts



### Q.1 Answer the following:

1. What is Networking?

Computer Networking refers to interconnected computing devices that can exchange data and share resources with each other.

2. Write the advantages of Networking?

The advantages of Networking are as follows:

- Efficient use of storage media
- Storing information
- Reduction in hardware cost
- Efficiency
- Quicker document delivery.

3. Explain peer to peer architecture.

Peer to peer architecture is a type of computer networking in which all have the same abilities to use the resources available on the network. Every section has the exact same responsibilities and can perform the same set of actions.

4. Define Network Security.

Network security is an organisation's strategy that enables the security of its IT assets including all the network traffic. It includes both Software and Hardware technology.

### Q.2 Write the full forms of :

2. WAN Wide Area Network

1. LAN Local Area Network

3. MAN Metropolitan Area Network

### 3. Internet Services



#### Q.1 Fill in the blanks:

1. **Information Retrieval (IR)** is the method of accessing and obtaining information from the world wide web.
2. The message is stored in an **electronic mailbox** until the recipient retrieves it.
3. A **Video conferencing** is a live, visual connection between two or more people.
4. **Social Networking** is also a significant target area for marketers seeking to engage users.
5. **Blog** is a platform where a writer share their views on an individual subject.

#### Q.2 Answer the following questions:

1. What do you understand by the term information Retrieval?  
Information retrieval is the method of accessing and obtaining information from the world wide web. usually documents or other unstructured data for the purpose of sharing knowledge.

2. What is E-Commerce?

Is a type of industry where the buying and selling of products or services is conducted over electronic systems such as the internet and other computer networks.

3. Define the term Blog.

A Blog is an online journal or informational website displaying information in the reverse chronological order, with latest posts appearing first.it is also a platform where a write or even a group of writers share their views on an individuals subject.

## 4. Planning and Creating your website



### Q.1 Answer the following:

1. What is a website?

A Website is a collection of related web pages including Multimedia content that exist on a common domain name.

2. What is Theme?

A Theme is a set of formatting choices that can be applied to an entire document using colour, fonts effects and other elements to improve the look of the document.

### Q.2 Rearrange the steps by numbering them in their correct order:

#### a. To create a website

[2] Collect and enter data.

[3] Classify the information into groups and sub groups.

[4] Plan the structure of the website.

[1] Decide the purpose of the web pages.

[5] Plan the structure of the web pages.

## 4. Planning and Creating your website

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### Q.2 Rearrange the steps by numbering them in their correct order:

#### b. To add a horizontal line to a web page.

- [1] Click on the place where you wish to insert a line.
- [4] Click on OK to apply line in your page.
- [2] Click on the Design tab → Page Background → Page Border.
- [3] In Preview, you have option to select where you want a line.

### Q.3 Fill in the blanks:

1. The Home Page is the main page of a website.
2. The Bullets button option automatically inserts bullets or numbering list in a web page.
3. A Theme is a set of design and colour schemes for background images in a web page.

## 5. Bookmarks and Hyperlinks



### Q.1 Attempt the following:

1. What is a bookmark?

A bookmark is place holder or a mark place for the text that you want to find again easily.

2. How would you delete a bookmark?

To delete a bookmark one need to follow the steps given below:

Ø Click on the → Insert tab → links bookmark.

Ø Select the name of the bookmark you wish to delete → Delete Button.

### Q.2 Fill in the blanks:

1. A **bookmark** is used to mark the location you want to go to.
2. A **Hyperlink** allows you to jump to another location.
3. In a bookmark we can use a **Underscore** character to separate words.
4. A **Hyperlink** word includes display text, which is often blue and underlined.

### Q.3 Match the following:

**A**

1. Bookmark
2. Links group
3. Home Tab
4. View bar

**B**

- a. Hyperlink
- b. Border and shading
- c. Web Page View
- d. Insert Tab

Ans: 1. **d**    2. **a**    3. **b**    4. **c**

## 7. Working with Tables



**Q.1** Fill in the blanks:

1. A **Table** is a grid of cells arranged in rows and columns.
2. The area formed when a row intersects or meets with a column is called a **cell**.
3. **Table and Format** allows you to choose ready-made designs.
4. The intersection point is also called the **cursor**.
5. Press the **tab** key to move one cell to the right in a table.

**Q.2** Rearrange the following steps in their correct order.

**1. To create a table in a web page.**

- a) Specify the number of columns, rows and the width of the column.
- b) Click on the Table tab
- c) Click on the OK button
- d) Choose insert Table
- e) Place the insertion point where you wish to insert the Table

**Ans:** a) 4      b) 2      c) 5      d) 3      e) 1

**2. To highlight the text in a web page**

- a) Select the colour
- b) Click on the Highlight Button on the Home tab > Font group
- c) Select the text.

**Ans:** a) 3      b) 2      c) 1

## 8. Applying Multimedia



Q.1 Fill in the blanks:

6. Both Picture and online Picture accomplish the same goal.
7. Word allow you to do much more than simply insert or place graphics.
8. Shapes are ready-made diagrams used to illustrate on a given topic.
9. A Smart Art is a visual representation of the Information.
10. A chart can represent tabular numerical data.

Q.2 Match the followings:

A

B

1. Smart art	a. Being
2. Browser	b. Visual representation
3. Shape	c. Pictures
4. Insert Menu	d. Ready-made diagram
5. Online picture	e. search

Ans: 1) B   2) E   3) D   4) C   5) A

## 8. Applying Multimedia

contd.....

Q.3 Answer the following:

1. What is Smart art?

A Smart art is a visual representation of the information in a word document. It includes the use of different structured diagrams & colours which provides specific meaning to the user.

2. Which pictures can be viewed in a browser?

The browser is able to view only certain formats are GIF, JPG and PNG.

3. Write a steps to insert chart in our web page.

To insert a chart in web page one need to follow the steps given below:

a) Click Insert      Chart

b) Click the chart type and then double-click the chart you want.

c) in the spreadsheet that appears, replace the default data with your own information.

d) Once done close the spreadsheet.

e) The chart with given data will appear in the document.

## 9. Creating Forms



Q. 1 Fill in the blanks:

1. A Form is a window that contains numerous field or spaces to enter data.
2. The options available in the properties dialog box depend on the Control type.

Q. 2 Number the steps below in their correct order.

To show the developer tab.

a)

File tab choose option

b)

Tab Select the developer check box.

c) Start office application

d)

In the application name choose the customize ribbon button.

Ans: a) 2 b) 4 c) 1 d) 3

## 10. Publishing your Web Pages

### EXERCISES

1. State whether the following statements are true or false:
  1. The web hosting firms provide space in their servers to store your website. True
  2. Wix.com is a search engine. False
  3. To register a web account click on 'sign Up'. True
  4. To locate your web pages click on 'browse' button. False
  5. After you publish your web page, your website will be available on the internet. True.

## 11. Social Media

### EXERCISES

Q.1 Fill in the blanks:

1. Users access social media via Computer, Tablet, or Smartphone.
2. Linkedin is a social networking site designed specifically for the business community.
3. Pinterest requires brief descriptions but the main focus of the site is Visual.