



1. About a Computer



SUMMATIVE ASSESSMENT

Objective Type Questions

1. Answer these questions:






- Ans. i. The raw information, which doesn't make much sense by itself, is called **data**.
- ii. Hardware devices which are connected with the computer to give data and instructions as an input to the computer are called **input devices**, e.g., keyboard, mouse, joystick, microphone, etc..
- iii. It is a permanent electronic memory as it does not lose its contents even after the power supply is switched off. But this memory can only be used to read from it and we cannot write anything into it.

2. Tick (✓) the correct option:

- Ans. i. d. ii. a. iii. a iv. c v. c

3. Match the following:

Ans.

- | | |
|--|---------------------|
| i.  | d. Joystick |
| ii.  | c. Output device |
| iii.  | e. RAM |
| iv.  | b. Cache memory |
| v.  | a. Secondary memory |

4. Choose the correct word from the brackets to complete the following statements:

- Ans. i. The processed form of data is called **instructions**.
- ii. Physical parts of computer are called **hard work**.
- iii. RAM is also called **random** access memory
- iv. 0's and 1's are called **bits** used to represent data in the memory.
- v. **Cache** memory is used to enhance the CPU performance.

5. Check whether the following statements are True or False:

- Ans. i. True ii. False iii. True iv. False v. False

Subjective Type questions

1. Very short answer type questions:

- Ans. i. 1024 bytes ii. cache memory
- iii. Nibble, Byte, Kilobyte, Megabyte, Gigabyte, Terabyte
- iv. Binary Digits

2. Short answer type questions:



- Ans.** i. There are two major components of computer– Hardware and software
Hardware– Computer hardware are the physical components of the computer system.
Example– input devices, output devices, storage device etc.
Software– A set of programs is called a software.
Example– System software and application software.
- ii. **Data**– The raw information which does not make much sense by itself. is called data.
information– The data is processed as per the instructions, to give us the useful output, is called information.
- iii. System software acts like an interface between the user and the computer to understand user's problem. example-operating systems.
- iv. **RAM**– Random access memory is temporary memory and the information is retained in it only as the power supply is on.
ROM– Read only memory is a permanent electronic memory and this memory can only be used to read from it.
- v. It is high-speed temporary memory where the most recently or most frequently accessed data is stored.

FORMATIVE ASSESSMENT

Do it yourself



2. Programming language



SUMMATIVE ASSESSMENT

Objective Type Questions

1. Answer these questions:

- Ans.** i. The computer does not understand the languages that we use to communicate with one-another.
- ii. Computer understands the language of binary digits 0 and 1 only. This is known as **machine Language**. It is also known as **Binary language**.
- iii. Language Translator are programs that convert programs written in languages other than Machine Languages to Machine Language, i.e., binary codes.

2. Tick (✓) the correct option:

- Ans.** i. c. ii. a. iii. a.

3. Fill in the blanks:

- Ans.** i. **Language** is needed to communicate with the computers.
- ii. **Machine** languages are directly understood by the computer.
- iii. Assembly Languages uses letter codes known as **Mnemonics**.
- iv. **COBOL** Languages is useful for business purposes.
- v. FORTRAN is used for **scientific** problems.
- vi. **Compilers** and **interpretive** used for converting High Level Language programs to machine codes.



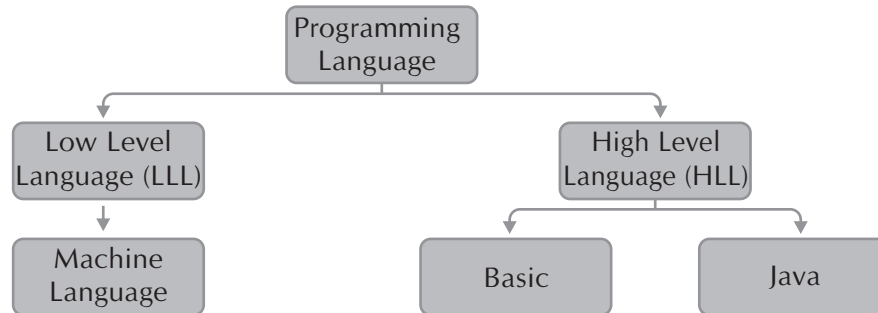
- vii. Assemblers are used for converting **assembly language** programs to machine codes.
- viii. **Java** is called the Language of Internet.

4. Write the full form of the following acronyms:

- Ans.**
- i. BASIC – Beginner All purpose symbolic Instruction code
 - ii. COBOL – Common Business oriented Language
 - iii. FORTRAN – Formula translation
 - iv. LOGO – Logic Oriented Graphic Oriented

5. Complete the chart showing different Programming Languages:

Ans.



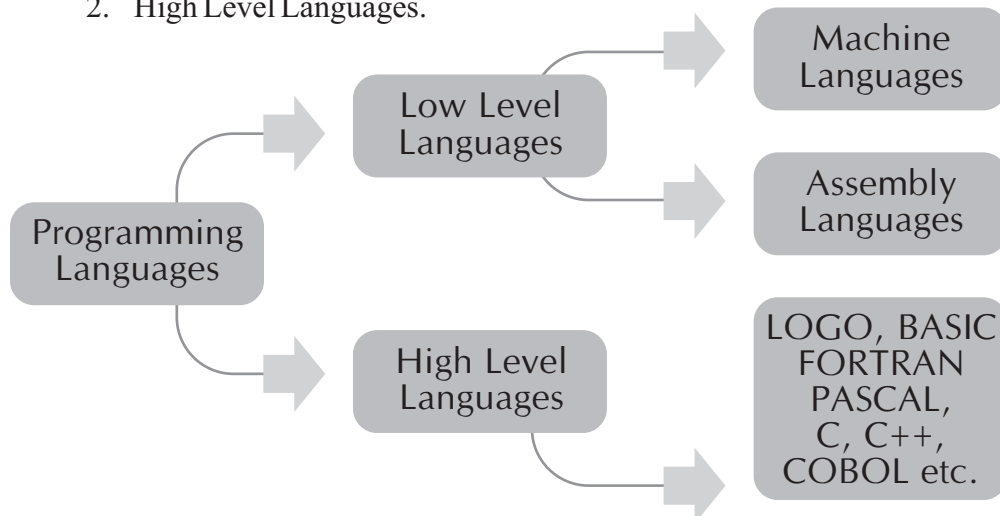
Subjective Type questions

1. Very short answer type questions:

- Ans.**
- i. a. LOGO b. BASIC c. FORTRAN
 - ii. a. Scientific b. Application Software c. Web Designing

2. Short answer type questions:

- Ans.**
- i. Programming language is a language which is used to express a set of instructions in such a manner that the computer can understand and follow these instructions. We need these languages to communicate with computer.
 - ii. Programming languages are divide into tow major categories:
 - 1. Low level Languages, and
 - 2. High Level Languages.



- iii. Computer understands the language of binary digits 0 and 1 only. This is known as Machine language Assembly language is a low level language which uses letter codes instead of binary digits 0 and 1.
- iv. Assembly Language is a low Level Language which uses letter codes instead of binary digits 0 and 1. These codes are known as **Mnemonics**.
- v. High Level Language (HLL) use letters, words and mathematical symbols as used in human languages. They are much faster to learn and easier to detect and correct errors in HLL program.
Example– Java, c,c++, pascal etc.
- vi. C++ has some features of Low Level Languages
- vii. Languages Translators are programs that convert programs written in languages other Machine language to Machine language.
The Translators are classified into three categories
(a) Assemblers (b) compilers (c) Interpreters
- viii. An Interpreter is different from a compiler in the sense that it converts the program step-by-step and not in one single operation.

FORMATIVE ASSESSMENT

Do it yourself

Formative Assessment-I

1. Tick (✓) the correct option:

Ans. i. input ii. a. iii. c. iv. a v. a.

2. Very short answer type questions:

Ans. i. a. LOGO b. BASIC c. FORTRAN
 ii. a. Scientific purpose
 b. Application software
 c. Web designing and application software.

3. Write the full form of the following acronyms:

Ans. i. BASIC – Beginner All purpose symbolic Instruction code
 ii. COBOL – Common Bussiness oriented Language
 iii. FORTRAN – Formula translation
 iv. LOGO – Logic Oriented Graphic Oriented

4. Identify the pictures :

Ans. i. CPU ii. Keyboard iii. LCD iv. Mouse v. Joystick

5. Answer the following questions :

Ans. i. The raw information, which doesn't make much sense by itself, is called data.
 ii. Hardware devices which are connected with the computer to give data and instructions as an input to the computer, are called **input devices**, e.g., keyboard, mouse, joystick, microphone, etc.
 iii. It is permanent electronic memory as it does not lose its contents even after the power supply is switched off. But his memory can only be used to read from it and we cannot write anything into it.



- iv. The computer understand the languages of binary digits 0 and 1 only. This is known as machine language it is also known as Binary Language.
- v. Language Translators are programs that convert programs written in languages other than Machine Language to Machine Language, i.e., binary codes.



3. Using Windows



SUMMATIVE ASSESSMENT

Objective Type Questions

1. Answer these questions:

- Ans.**
- i. An Operating System acts as an intermediate between the user and the machine. It provides a software platform on which the application program runs.
 - ii. Desktop is a part of operating system most of shortcut of application software and start button is available on it.
 - iii. An On-Screen keyboard is an important utility program. It displays a **virtual keyboard** on the computer screen which allow the user to use the mouse pointer to type.

2. Tick (✓) the correct option:

- Ans.** i. a. ii. a. iii. b.

3. Fill in the blanks:

- Ans.**
- i. **Windows** is an operating system that supports the Graphical User Interface.
 - ii. An **on-screen keyboard** is a utility program that displays a virtual keyboard on the computer screen and allows the user to type using the mouse pointer.
 - iii. **Mouse** icon in the control panel is used for changing the mouse setting such as button configuration double-click speed.
 - iv. **Regional setting** icon of control Panel is used for changing the setting of the display of languages, numbers, time and date.
 - v. The **Run** option form the start button is used for executing a file or application directly.

4. State whether the following sentences are True or False:

- Ans.** i. True ii. False iii. True iv. True v. False

Subjective Type questions

1. Give one word for the following:

- Ans.**
- i. Run option
 - ii. On-screen keyboard
 - iii. Desktop icon
 - iv. Search option.
 - v. Regional setting icon.

2. Answer the following questions:



- Ans.** i. a. Windows operating system supports the Graphical user Interface (GUI)
 b. Working with windows is easy.
 c. Search option, Run option, on-screen keyboard and control panel are advantages of windows.
- ii. The run option from the start button is used for executing a file or application directly.
- iii. Search option is present in the start menu. It is mainly used for searching files and folders stored on the computer disk.
- iv. Wildcards '?' '*' are used if the exact name for the file you are searching is not known.
 '?' represents one character or space.
 '*' represents more than one character or space.
- v. We can use control panel to make changes to the look and setting of windows, including the colour of your desktop, windows, hardware and software setup and configuration, and security.

FORMATIVE ASSESSMENT

Do it yourself



4. Tables in MS-Word



SUMMATIVE ASSESSMENT

Objective Type Questions

1. Answer these questions:

- Ans.** i. The Intersection of row and column form a rectangular block, is called The cell.
- ii. Yes
- iii. Yes

2. Tick (✓) the correct option:

- Ans.** i. c. ii. c. iii. a. iv. a. v. a.

3. Match the following:

- Ans.** i. To change border style d. Border and shading
 ii. To insert table a. Standard toolbar
 iii. Row-wise sum c. = Sum (left)
 iv. Column-wise sum b. = Sum (Above)

3. Choose the correct word from the brackets to complete the following statements:

- Ans.** i. Selecting Draw Table option in the Table menu turns the mouse pointer to **pen** shape, which can be used for drawing table manually.
- ii. Mouse pointer turns to a black downward arrow when it is placed at the **top** border of a column
- iii. A column can be resized by dragging the **edges** of a that column.
- iv. **Auto format** option in the table menu is used to apply pre-designed



formats to the selected table.

- v. **F9** function key is used to update the formula result in table

4. State whether the following sentences are True or False:

Ans. i. False ii. False iii. True iv. True v. False

Subjective Type questions

1. Very short answer type questions:

- Ans.** i. Table option.
ii. Table Auto format
iii. Formula option

2. Short answer type questions:

- Ans.** i. A table is formed with the number of rows and columns. Tables are used to present the information in an organized manner. MS Word offers different methods to create tables in a word document. A table can be created using standard Toolbar, Table menu, and using draw feature creating Table using standard Toolbar—

Step 1 : Keep the cursor at the insertion point where you want to insert the table.

Step 2 : Click Insert table button on the standard toolbar. A grid of cells will appear with the tool button.

Step 3 : Move the mouse pointer diagonally in the grid to select rows and columns.

ii. **To insert a new column**

Step 1 : Select the column in the table, where you want to insert a new column by clicking at the top border of that column.

Step 2 : Select 'Insert' option in the 'Table' menu. A submenu will appear.

Step 3 : Select the option 'Columns to the Left' or 'Columns to the Right' as per your need to get a blank column in the table.

- iii. Table autoformat automatically changes the border style, shading, colour font, style, column width etc. to give a beautiful look on the table.

To apply table auto format feature

Step 1 : Click table auto format option in the 'Table' menu.

Step 2 : Click any style in the Table style list to see the format in the preview box.

Step 3 : Finally, click Apply button.

- iv. Yes, it is possible to perform calculations in a word table. The calculations are performed either row-wise in last column or column wise in the last row.

To calculate the sum of values row-wise.

Step 1 : Click in the last cell of the row where you want to get the total.

Step 2 : Select 'formula' option from the table menu.

Step 3 : The formula dialog box is displayed.

Step 4 : Formula to calculate the sum of numerical data to its left is already displayed in the formula text box as =SUM(LEFT)

- Step 5 : Click OK button to get the sum in the selected cell.
- v. Data stored in a table can be arranged in ascending or descending order of any field in the table. The process of rearranging the data is called data sorting.

FORMATIVE ASSESSMENT

Do it yourself

Formative Assessment-II

1. Tick (✓) the correct option:

Ans. i. a. ii. b. iii. c. iv. a. v. a.

2. Give one word for the following:

Ans. i. Run
 ii. on-screen keyboard
 iii. Display
 iv. Search option
 v. Regional setting icon

3. Match the following:

Ans. i. To Change border style	d. Border and shading
ii. To insert table	a. Standard toolbar
iii. Row-wise sum	c. = Sum (left)
iv. Column-wise sum	b. = Sum (above)

4. Identify the pictures :

Ans. i. Search
 ii. Run
 iii. Control panel window
 iv. Insert Table dialogue box
 v. The border and shading dialogue box

5. Answer the following questions :

Ans. i. Desktop is a part of system software. start button and shortcut of many application software are located on desktop.

ii. An On-Screen keyboard is an important utility program. It displays a virtual keyboard on the Computer screen which allows the user to use the mouse pointer to type.

iii. The intersection of column and row form a rectangular block, called cell.

iv. Yes, we can add row or column to our existing table.

v. Yes, we can change the size of rows and columns.

Summative Assessment-I

1. Fill in the blanks :

Ans. i. ROM is a **permanent** memory.

ii. Assembly language uses letter codes known as **Mnemonics**.

iii. The **Run** option from the start button is used for executing a file or application.








- iv. A column can be resized by dragging the **edges** of a that column.
- v. **F9** function key is used to update the formula result in table.

2. Write true or False:

Ans. i. True ii. False iii. True iv. False v. True

3. Match the following:

Ans.

i.		a. Secondary memory
ii.		d. Joystick
iii.		c. Output device
iv.		b. Cache memory
v.		e. RAM

4. Write the full form of the following acronyms :

Ans. i. BASIC – Beginners All purpose symbolic Instruction code
 ii. COBOL – Common Bussiness oriented Language
 iii. FORTRAN – Formula translation
 iv. LOGO – Logic Oriented Graphic Oriented

5. Answer the following questions :

- Ans.**
- i. It is high-speed temporary where the most recently or most frequently accessed data can be stored to avoid having to reload from a slower storage medium.
 - ii. An Interpreter is different from a Compiler in the sense that it converts the program step-by-step and not in one single operation.
 - iii. Search option is present in the start menu. It is mainly used for searching files and folder stored on the computer disk.
 - iv. Data stored in a table can be arranged in ascending or descending order of any field in the table. The process of rearranging the data is called Data sorting.
 - v. A table is formed with the number of rows and columns, where a row intersects a column to form a rectangular block called cell.

A table can be created by using standard Toolbar, table menu and using draw feature.

To create table using table menu–

Step1 : place the cursor at the insertion point, where table has to be inserted.

Step2 : Click on Table menu and bring the mouse pointer on the insert option. The insert submenu will appear.

Step3 : Click Table option in the insert submenu

Step4 : Enter the number of rows and columns in Number of rows and Number of Column text box respectively. in 'insert Table' dialogue box.

Step5 : Click OK





5. Some More Features of MS-Word



SUMMATIVE ASSESSMENT

Objective Type Questions

1. Answer the following questions orally:






- Ans. i. Yes, we can change the paper orientation.
ii. We can create paragraph by pressing Enter key.
iii. A paragraph indentation is used to emphasize a special paragraph by providing it with extra spacing from the left or right margins.

2. Tick (3) the correct option:

- i. c. ii. a. iii. d. iv. b. v. b.

3. Match the following:

Ans.

- | | | |
|------|---|--------------------------------------|
| i. |  | a. Columns |
| ii. |  | b. Print Preview |
| iii. |  | c. Numbering |
| iv. |  | d. Print |
| iv. |  | e. Switch between Header and Footer. |

4. Choose the correct word from the brackets to complete the following statements:

- Ans. i. In the **portrait** orientation, page is positioned height-wise.
ii. **Paper** tab in the page Setup dialog box allows to select a different page size.
iii. Columns option in the **format** menu is used to flow the text in more than one column on a page.
iv. **Print preview** option in the file menu allows to view the document in a way it is to be printed.
v. Document can be directly printed by pressing Print button on the **standard** toolbar.

5. Check whether the following statements are True or False:

- Ans. i. False ii. True iii. False iv. True v. False

5. Arrange the jumble words:

- Ans. i. PRINTER
ii. INDENTATION
iii. LANDSCAPE

Subjective Type questions

1. Very short answer type questions:

- Ans. i. 'View' menu has header and footer option in it.



- ii. Yes, we can see the document by print preview option before printing.
- iii. Paper Tab

2. Short answer type questions:

- Ans.**
- i. There are two types of page orientation- portrait and landscape. portrait orientation means typing the documents height-wise where as Landscape means the typing documents width-wise.
 - ii. Paragraph indentation is used to emphasize a special paragraph by providing it with extra spacing from the left or right margins. We can indent the paragraph from the left sides right side or from both sides of the Paragraph.
 - iii. We can also use the columns button in the standard toolbar to convert your text into newsletter style columns, by selecting your text and dragging the mouse pointer in the grid of columns that appear when you click columns.
 - iv. Header and footer are the areas in the top and bottom margins of the page. We can use these areas to specify some standard information that will appear at the top or bottom of every page. (Like in a book, name of the chapter or book name appears at the top and page number appears at the bottom of every page.)
 - v. When we are satisfied with the print preview of our document, we can print the document like this—
 - Step 1 : Select the 'Print' option in the 'File' menu.
 - Step 2 : The print dialogue box is displayed.
 - Step 3 : We can select the printer to be used for printing. age range, No. of copies, zoom and other options.
 - Step 4 : Click OK

Formative Assessment

Do it yourself



6. Spreadsheets



SUMMATIVE ASSESSMENT

Objective Type Questions

1. Answer the following questions orally:

- Ans.**
- i. A **worksheet**, also known as a spreadsheet is the primary document that you use in MS Excel to store work and data.
 - ii. The cursor can be moved from cell to cell by using Enter key/Arrow keys/Mouse click.
 - iii. In landscape orientation, the page is printed horizontally. When the no. of columns are larger than rows in a worksheet, we should use landscape orientation.

2. Tick (✓) the correct option:

- Ans.** i. a. ii. a. iii. a.

3. Fill in the blanks :



- Ans.** i. Microsoft Excel is an electronic **spreadsheet** software program.
 ii. In Excel, **Column** are labelled as A, B, C,... and **rows** as 1, 2, 3,...
 iii. AA12 is a **valid** cell label.
 iv. To add the values of cells C26 to C28 the formula is **+C26+C28** which can also be written as **=C26+C28**.
 v. A spreadsheet with labels and formulas filled in for a specific application is called a **worksheet**.
 vi. The intersection of a row and column in a spreadsheet is called **cell**.
 v. The formula for dividing the value in cell Z1 with the value in cell A1 is **+Z1/A1**

4. State whether True or False:

- Ans.** i. True ii. True iii. False iv. False v. True

Subjective Type questions

1. Answer the following questions:

- Ans.** i. The intersection of column and row is called cell. label is the name of a particular cell such as-A1, A2, AA10, etc. The numerical data of a cell is called cell value. The formula is used for performing Arithmetic operations like-sum, subtraction etc.
 ii. We can reduce the errors in a worksheet by cross check. The formula bar shows the value and the formula of a cell. To correct the value, select it and change.
 iii. A spreadsheet package is very useful for analysing numerical data. The numerical value can be easily cross checked and the data can be represented in pictorial form. The different types of chart can be created on a worksheet by using data.
 iv. The entry can be corrected in a cell by selecting the value in the cell or formula bar and change it. we can cross check the result and find the error in the spread sheet.
 v. The spreadsheet has a variety of chart. Bar graph, pie chart, column. Line, XY scatter etc. are different types of chart.

Formative Assessment






Do it yourself

Formative Assessment-III

1. Tick (✓) the correct option:

- Ans.** i. a. ii. d. iii. a. iv. a. v. a.

2. Match the following:

- Ans.** i.  c. Numbering
 ii.  e. Switch between Header and Footer.
 iii.  a. Columns
 iv.  b. Print Preview
 iv.  d. Print

3. Arrange the jumble words:

- Ans.** i. PRINTER
ii. INDENTATION
iii. LANDSCAPE

4. Identify the pictures :

- Ans.** i. Page setup (paper)
ii. Page setup (margin)
iii. chart-wizard
iv. Paragraph (indent and spacing)
v. Pie-chart

5. Answer the following questions :

- Ans.** i. The paragraph can be created in a document by using Enter-key
ii. Paragraph indentation is used to emphasize a special paragraph by providing it with extra spacing from the left or right margins.
We can indent the paragraph from the left side, right side or from both the sides of the paragraph.
iii. A **worksheet**, also known as a spreadsheet is the primary document that you use in MS Excel to store work and data.
iv. The cursor can be moved from one cell to another by pressing Enter-key/Arrow-keys or by clicking the mouse button.
v. A landscape orientation prints the page horizontally when the no. of columns are larger than the rows in a worksheet, we should use landscape orientation.



7

Internet (Web Browsing And Chatting)



SUMMATIVE ASSESSMENT

Objective Type Questions

1. Answer the following questions orally:

- Ans.** i. Internet is a network of computers that allows people to get connected to each other. Getting connected to the Internet allows you to explore the world of travel, education science, history and much more.
ii. A modem is an equipment, a part of hardware that enables your computer to link to the Internet, and send or receive information using your telephone line.
iii. Chatting means communicating with people on the Internet. There are two ways of interacting with people.

2. Tick (✓) the correct option:

- Ans.** i. a. ii. a. iii. a.

3. Fill in the blanks :

- Ans.** i. You need a **modem** and an **ISP** besides a computer to access internet.
ii. World Wide Web is a collection of **Websites**.
iii. **Web browser** allows you to view pages.





4. Tick (✓) True or False:

Ans. i. True ii. True iii. False iv. True v. True

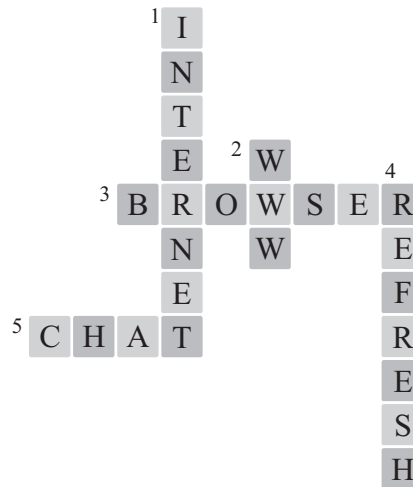
5. Match the following:

Ans.

A		B	
i. 		a.	Shows active internet connection
ii. Website		b.	Yahoo, Lycos, Altavista, Hotbot
iii. 		c.	Shows modem at work
iv. Search engine		d.	A combination of web pages

6. Solve crossword:

Ans.



Subjective Type questions

1. Answer the following questions:

- Ans.**
- Internet is a network of computers that allows people to get connected to each other. Getting connected to the Internet allows you to explore the world of travel, education, science, history and much more.
 - The World Wide Web, commonly known as www or web, is the public face of internet. The text and images you see on Internet are the part of web page. Websites are made up of a number of web pages and the world wide web is the result of all these websites spun by web pages like the web of a spider.
 - A web browser is a software or a program that allows you to view pages, move around and access the websites.



The two main web browsers are **microsoft internet Explorer (IE)** and **Mozilla Firefox**. Both are easy to obtain and free of charge.

- Search engines are used to search the websites. We can type keywords or

categories to search. Most search engines show the result in batches (The list of sites)

The addresses of some popular search engines are–

<http://www.altavista.com>, <http://www.yahoo.com>,
<http://www.google.com>, <http://www.lycos.com>,

- v. Chatting means communicating with people on the internet. There are two ways of interacting with people.
 - a. **Chat Rooms**– We can log into a chat room. In a chat room there is a list of names and a box for us to type and send our messages in the room.
 - b. **Chat messenger**– A messenger window has every thing in it from adding a friend's user name/address in our list, to messaging one and entering a chat room too.

FORMATIVE ASSESSMENT

Do it yourself



8. E-Mailing



SUMMATIVE ASSESSMENT

Objective Type Questions

1. Answer the following questions orally:

- Ans. i. This is the folder where you initially see all the mails that we receive (see the given figure for reference) To go to **Inbox**, we can either click on **check mail** in the left pane or **go to inbox** in the right pane.
- ii. It is extremely important to sign out because if you don't sign out then somebody else might use our account. Therefore, never leave the computer before signing out.
- iii. Yes, we can send an e-mail in the form of an attachment.

2. Tick (✓) the correct option:

- Ans. i. a. ii. b. iii. a.

3. Fill in the blanks:

- Ans. i. The new messages that you receive are present in the **inbox**.
- ii. **Bulk mail** or **junkmail** is the extra mail that you receive.
- iii. **Draft** is the link in your mail account which is used for saving letters that you compose.

4. Match the following:

- | Ans. | A | | B |
|------|---------------|---|-------------------------------------|
| i. | | → | a. Shows active internet connection |
| ii. | Website | → | d. Carbon copy of a mail |
| iii. | | → | c. Shows modem at work |
| iv. | Search Engine | → | b. Yahoo, Lycos, Altavista, Hotbot |
| v. | CC | → | d. A combination of web pages |



4. Tick (✓) True or False:

Ans. i. False ii. False iii. False iv. False

Subjective Type questions

1. Answer the following questions:

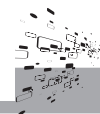
- Ans. i. Contact mail, commonly called **E-mail**, is another feature of internet used to keep in touch with people from distant lands. A message can reach a computer on the other side of the world minutes at the cost of a local telephone call.
- ii. The electronic mail will work only when:
- You have **active internet connection**. You need to be working online to send an E-mail.
 - You need to have an **e-mail account** (address) for people to receive your mail at one particular address or send mails from that address.
- iii. To send an-email, we need a valid e-mail account. The e-mail can be sent by following steps—
- Step 1 : Go to compose Folder
- Step 2 : Type email account address of the receiver in the To box.
- Step 3 : Write your letter an subject.
- Step 4 : You can attach a file or letter with your e-mail by using Attach option.
- Step 5 : Click send,
- iv. **Sign in:** The e-mail address and pass word are provided by the mail sites. To sign in, we need to fill in our username and password then click on sign in.
- Check e-mail:** e-mails are checked by inbox folder. To check the received mail, First sign in the accout and go to inbox/check mail folder.
- Sign out:** click on sign out from the left pane or on the top of the page
- v. 'CC' means carbon copy and 'BCC' means Blank carbon copy. CC box is used for sending the same mail to any other person. BCC box is used for sending the same mail to any other person but not to be seen by the person in the To and 'CC' box.

FORMATIVE ASSESSMENT

Do it yourself



9. Introduction to QBasic



SUMMATIVE ASSESSMENT

Objective Type Questions

1. Tick (✓) the correct option:

Ans. i. d. ii. a. iii. b. iv. a. v. b.

2. Check whether the following statements True or False:

Ans. i. False ii. False iii. True iv. True v. True



3. Choose the correct word from the brackets to complete following statements:

- Ans. i. **Keywords** have a specific meaning in that language.
 ii. The **cls** command clears the output screen.
 iii. A program can be executed **F5** key.
 iv. Program in QBASIC is save with **BAS** extension.
 v. **LET** statement asks to enter value for the variable.

4. Match the following:

- Ans. i. Grammatical —————→ a. QBASIC
 ii. Programming Language —————→ b. Commands
 iii. Orders —————→ c. Syntax
 iv. \$ —————→ d. Assignment
 v. Let —————→ e. String Variable

Subjective Type questions

1. Very short answer type questions:

- Ans. i. QBASIC- Quick Beginners all purpose symbolic instruction code.
 ii. There are two types of variables–Integer variables and string variables
 iii. Click RUN in the menu bar and choose START option in it or press the F5 function key.

2. SHORT ANSWER TYPE QUESTIONS:

- Ans. i. a. All the statements in a QBASIC program should appear in a proper sequence.
 b. Each statement should appear in a separate line.
 c. Each statement should have a keyword in it.
 d. Syntax rules should be strictly followed.
 ii. LET is an assignment which allows us to store or assign value to a variable.
Syntax: LET <variable name> = Expression or constant PRINT keyword is used to write something on the screen.
Syntax: PRINT <Messages>
 iii. a. Variable name always starts with an alphabet.
 b. Is should not be a QBASIC keyword.
 c. It should not have a space in it.
 d. Special characters except \$, %, &, # are not allowed.

FORMATIVE ASSESSMENT

Do it yourself

Formative Assessment-IV

1. Tick (✓) the correct option:

- Ans. i. a. ii. a. iii. a. iv. b. v. a.





2. Match the following:

Ans.

A

B

- | | | |
|--|---|-------------------------------------|
| i.  | → | a. Shows active internet connection |
| ii. Website | → | b. Yahoo, Lycos, Altavista, Hotbot |
| iii.  | → | c. Shows modem at work |
| iv. Search engine | → | d. A combination of web pages |

3. How would you:

- Ans.**
- i. Fill in user name and password then sign in.
 - ii. Go to inbox.
 - iii. Sign out at left pane or top of page

4. Identify the pictures :

- Ans.**
- i. Mozilla fire fox
 - ii. Back
 - iii. Refresh
 - iv. Internet Explorer
 - v. History of Web sites.

5. Answer the following questions :

- Ans.**
- i. A modem is an equipment, a part of hardware that enables your computer to link to the Internet, and send or receive information using your telephone line.
 - ii. Chatting means communicating with people on the internet. There are tow ways of interacting with people.
 - iii. This is the folder where you initially see all the mails that we receive (see the given figure for reference). To go to **inbox**, we can either click on **check mail** in the left pane or **go to inbox** in the right pane.
 - iv. It is extremely important to sign out because if you don't sign out then somebody else might use our account. Therefore, never leave the computer before signing out.
 - v. Yes, we can send an e-mail in th form of an attachment.

Summative Assessment-II

1. Fill in the blanks :

- Ans.**
- i. In the **portrait** orientation, page is positioned height wise.
 - ii. **Web browser** allows you do view pages.
 - iii. Microsoft Excel is an electronic **spread sheet** software program.
 - iv. The new messages that you receive are present in th **Inbox**.
 - v. **Bulkmail** or **Junkmail** is the extra mail that you receive.



2. Write true of False:

- Ans.**
- i. False ii. True iii. False iv. False v. False

Ans.

A

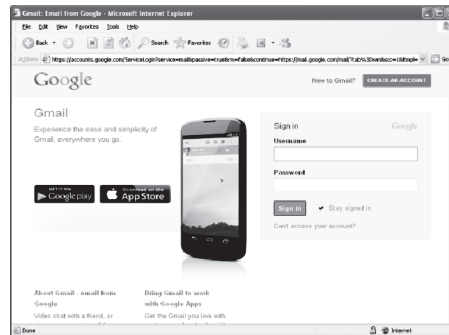
B

- | | | |
|--|---|-------------------------------------|
| i.  | → | a. Shows active internet connection |
| ii. Website | → | b. Yahoo, Lycos, Altavista, Hotbot |
| iii.  | → | c. Shows modem at work |
| iv. Search engine | → | d. A combination of web pages |



4. Label the following window:

Ans.



5. Answer the following questions :

Ans.

- i. To print a document in MS-Word—
 - Step 1 : Click file menu.
 - Step 2 : Choose print option from drop-down list.
 - Step 3 : We can change print orientation, page range zoom and other options as per needed.
 - Step 4 : Click OK, the pages will be printed.
- ii. First select the value in the cell or formula bar then change it.
- iii. Chatting means communicating with people on the internet. There are two ways of interacting with people-chat rooms and messenger.
- iv. A web browser is a software or program that allows you to view pages, move around and access the websites.



The two main web browsers are **microsoft internet Explorer (IE)** and **Mozilla Firefox**. Both are easy to obtain and free of charge.

- v. The electronic mail will work only when:
 - a. You have **active internet connection**. You need to be working online to send an E-mail.
 - b. You need to have an **e-mail account** (address) for people to receive your mail at one particular address or send mails from that address.

