1. About a Computer

SUMMATIVE ASSESSMENT

Objective Type Questions

1. Answer the following questions orally :

Ans. i. Cache memory facilitates fast transfer of data and instructions to the processor.

ii. The storage medium gaining most popularity today is the **optical disk**.

iii. It is referred to as a **Graphical User Interface** or **GUI system**. GUI systems have done away with the need to key in commands, and have instead provided an attractive, user-friendly interface consisting of small pictures (icons).

2. Tick (✓) the correct option :

Ans. i. b   ii. d   iii. a

3. Fill in the blanks :

Ans. i. The fast speed of **Microprocesser** available today enable computers to works very fast.

ii. The instructions on how to process the data is given by the form of a **program**.

iii. The programs that instruct the computer how to process and control its various parts are stored in the computer's **main** memory, which is also called the **ROMs**.

iv. Floppies and hard disks have **magnetic** material covered over them.

v. Data stored on a CD-ROM is read by using a **laser** beam.

vi. Every symbol in a computer is stored as a group of **8** binary digits, called a **Byte**.

vii. If current is flowing in an electronic switch of a computer, it represents the binary digit **1s**.

viii. MS-OS and MS-Window are **system** systems.

ix. Bar codes on products can be read by an **Bar Code** reader.

4. State whether true or false :

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

vi. False   vii. False   viii. True

Subjective Type Questions

1. Short answer type questions :

Ans. i. CPU is made up of three main units: the **Arithmetic and Logic Unit (ALU), Control Unit (CU)** and **Memory Unit**. The ALU is where all Arithmetic operations like addition and subtraction are done. ALU also carries out logical operations such as comparisons, e.g., greater than, less than, equal to. The Control unit controls the entire working of the computer system, including those of the input and output devices, and the processor.

ii. A program guides a computer on how to process the data. The result of processing is the **output**.

iii. The primary storage unit has limited storage capacity. To augment this storage capacity, most computers also have **secondary storage unit** or **secondary memory**. The devices of this unit are connected directly to the Memory unit.

2. Explain the following :

Ans. i. **GUI :** It is referred to as a **Graphical User Interface** or **GUI system**. GUI systems have done away with the need to key in commands, and have instead provided an attractive, user-friendly interface consisting of small pictures (icons).

ii. **Multitasking :** We can have more than one window open at any point of time. These can be different applications, and you can conveniently switch between these programs. Data can also be exchanged between the programs. This is called **multitasking**.

3. Answer the following questions :

Ans. i. RAM or Random Access Memory is the primary memory of CPU. RAM is fast and is therefore used for temporary storage and recovery during processing of data. ROM or Read only Memory stores information that instructs the computer how to process data and control its various parts.

ii. The versatility of the computer and its widespread use owes a lot to secondary storage. It is because of the secondary storage devices that you can permanently store application programs, such as word processors, spreadsheets and games, and use them at any time.

iii. In Floppy disk, the Data is stored in concentric circles called tracks. A motor rotates the disk on the drive spindle. The head reads data by sensing magnetic sports on the disk surface and writes data by recording magnetic spots. CD-ROM disks are widely used for storing application programs and games. Data is recorded on a CD-ROM by actually etching on its surface.

iv. The numeric data that digital computers understand is in the binary form. The word binary means two. The computer understands only two numeric symbols – 0 and 1. The binary system is useful in a computer because the computer consists of millions of electronic switches that can either have current flowing through them (they are ON), or current not flowing through them.

v. Machine language is directly understand by computer also known as binary language 0s and 1s. Machine language is not considered good to execute program and difficult to learn. The languages closer to English are known as high-level languages. The translators that translate high-level languages are called interpreters and compilers.

vi. Application software is designed to handle specific applications. MS Word, MS Excel, Tally, Adobe Photoshop, Corel draw etc. are source application software.
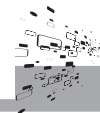
vii. An operating system makes the computer system (Hardware) work and interact with users. It also manages the requirements of memory, input/output devices, etc. required in the user's program. MS-DOS, MS-Windows, UNIX and LINUX are some common operating system.

viii. In Windows operating system, software developers used the idea of employing standard pictorial signs instead of text commands to communicate with the user, much as standard pictures are used for traffic signs. Since the pictures could be easily recognised by a user, this made the operating system extremely user- friendly.

ix. **USB port** is the way peripheral devices are connected today. USB stands for Universal Serial Bus. As the name suggests, USB port can be used to connect a variety of devices to the computer. You get USB external hard drives, mouse , printers, digital cameras, web cameras, etc**.** They can be installed quickly.

x. Scanners, Voice Recognition, BCR etc.

xi. The output displayed on the monitor screen is referred to as the soft copy as it is not permanent. In order to preserve the output we produce it on paper by using a printer. This output on paper is referred to as the hard copy.

xii. Mouse, Keyboard, Scanners, Voice Recognition Systems, MICR, BCR, OMR etc are some input devices.

xiii. Monitors, Printers, Plotters, Speakers etc. are some output devices.

FORMATIVE ASSESSMENT

Ans. Do it yourself.

2. Computer Networking

SUMMATIVE ASSESSMENT

Objective Type Questions

1. Answer the following questions orally :

Ans. i. The main computer from which all the other computers (nodes) share information is known as server. The server serves all the nodes that are connected in the network.

ii. A small group of computers connected in a localised area, for example, in a building, office etc., is called Local Area Network.

iii. **Network software** is the software that performs various network related functions such as data routing and error detection etc.

2. Tick (✓) the correct option :

Ans. i. a　　　ii. d　　　iii. d

3. Fill in the blanks :

Ans. i. The main computers from which other computers share information are known as **Server**.

ii. The full form of MAN is **Metropolitan Area Network**.
iii. A **Network** is an interconnected group of devices and computers.
iv. A Protocol is **Software**.
v. **WANs** is a network spread across cities or countries.
vi. In **Bus** network all the computers and devices are connected to a single cable.
vii. In **Ring** network, if one node fails, the whole network goes down.
viii. **Co-axial Cable** cable is most commonly used media for communication.
ix. A fibre optic cable is made of **glass**.
x. **Satellites** are used to connect networks over large distances.
xi. In **Bus** network, nodes can be easily added or removed.
xii. **Twisted pair** type of cable consists of copper wire insulated with plastic.
xiii. **Fibre optic** cable provides complete immunity to nose.

4.   State whether true or false :

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

Subjective Type Questions

5.   Answer the following questions :

Ans.   i.   A network is a group of devices linked to each other. A Cable network and a Telephone network are examples of networks.
       In today's era, people in one part of the world can communicate with those in the other corner of the world. The world is virtually shrinking together and is like a family.

   ii.   A network is a collection of interconnected computer. A network may vary from another network. Based on the number of computers attached and the area in which they are spread out, networks can be divided into three types:
   • Local Area Network (LAN)
   • Metropoliton Area Network (MAN)
   • Wide Area Network (WAN)

   iii.   Metropolitan Area Network is a network of computers spread over a city or town. The internet which is spread throughout the world is an example of a WAN.

   iv.   It is a device used for connecting the server and the workstations. It helps in the communication between the server and the nodes.

   v.   The pattern of interconnection of nodes using cables in a network is called **Network Topology**.
   There are three basic topologies:
   • Bus Topology,
   • Star Topology,
   • Ring Topology.

   vi.   In a star network, the server is placed at the center to which all the other nodes are connected. In this type of topology, it is easy to add or remove nodes. The network will fail only when the central serve fails.
       In a Ring Network, the nodes are connected in a circular chain in which

each node is connected to the next. The last node in the chain is connected to the first node. If any one node fails, the whole of the network goes down.

vii. All networks need to be linked to each other. Media or channels refer to the wires, cables or any other means by which data travels from the source to the destination.

The most commonly used media are:
- Twisted Pair Wire,
- Coaxial Cable,
- Fiber Optic Cable, and
- Wireless Links.

viii. There are four common applications of wireless communication in the field of computer networking.
- Office LANs can use radio signals to transmit data between nodes.
- Cellular telephone equipment can be used along with a modem to connect laptops so that business can stay in touch with their offices.
- Local Area Networks can be connected using microwave transmission within the metropolitan area.
- Satellites and microwaves are used to connect WANs covering large distances.

Formative Assessment

Ans. Do it yourself.

| Formative Assessment-I |

1. Tick (✓) the correct option :
Ans. i. d.   ii. a.   iii. a.   iv. d.   v. d.

2. Write full forms of :
Ans.
i. CPU   **Central Processing Unit**
ii. ALU   **Arithmetic and Logic Unit**
iii. CU   **Control Unit**
iv. RAM   **Random Access Memory**
v. ROM   **Read Only Memory**

3. Explain the following :
Ans. i. **GUI :** It is referred to as a **Graphical User Interface** or **GUI system**. GUI systems have done away with the need to key in commands, and have instead provided an attractive, user-friendly interface consisting of small pictures (icons).

ii. **Multitasking :** We can have more than one window open at any point of time. These can be different applications, and you can conveniently switch between these programs. Data can also be exchanged between the programs. This is called **multitasking**.

4. Identify the pictures :
Ans. i. Memory Card   ii. Scanner   iii. Fibre Optic Cable
iv. Co-aixal Cable   v. MICR

5. **Answer the following questions :**

Ans. i.   The storage medium gaining most popularity today is the optical disk.

ii.   It is referred to as a **Graphical User Interface** or **GUI system**. GUI systems have done away with the need to key in commands, and have instead provided an attractive, user-friendly interface consisting of small pictures (icons).

iii. The main computer from which all the other computers (nodes) share information is known as server. The server serves all the nodes that are connected in the network.

iv.   A small group of computers connected in a localised area, for example, in a building, office etc., is called Local Area Network.

v.   **Network software** is the software that performs various network related functions such as data routing and error detection etc.

3. Computer Viruses

SUMMATIVE ASSESSMENT

Objective Type Questions

1.   Answer the following questions orally :

Ans. i.   To prevent our system from Virus attack.

ii.   Computer viruses spread or multiply from one computer to another by means of infected disks, network links or programs downloaded from the Internet or any other network.

iii. Viruses can be broadly categorised into three categories :
   1. Boot sector virus
   2. System infector virus
   3. General purpose application infectors

2.   Tick (✓) the correct option :

Ans. i. a.   ii. c.   iii. a.

3.   Fill in the blanks :

Ans. i.   A computer virus is a **computer** program that replicates itself rapidly.

ii.   One of the precautions of a virus attack is not to boot from a **Floppy disk**.

iii. One of the most common form of spread of computer virus is an **infected disk**.

iv.   A **System infector** program is one that is permanently inside your computer system.

v.   **Quick Heal** and **Norton** are examples of antivirus software.

vi.   **Boot system, System Infector** and **General purpose Application** are examples of viruses that commonly affect our system.

4.   Match the following :

A	B
Ans. Donothing	General virus
Ping Pong	Bouncing Ball

Pirated Tools   Infected PC
Damage and self-destruct program   Antivirus

5.   State whether True or False :

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

Subjective Type Questions

   Answer the following questions :

Ans.   i. A computer virus is a computer program that replicates itself at great speed and interferes with the system's working.
   ii. Viruses can be broadly categorised into three categories :
      1. Boot sector virus
      2. System infector virus
      3. General purpose application infectors
   iii. The name VIRUS has also come from the biological virus because of the common features shard between both the computer virus and its biological counterpart.
   iv. Antivirus software is software designed to prevent a virus from entering a system.
   v. We can never prevent a virus attack but we can minimise risk by following simple rules.
      1. Do not insert an unknown floppy disk or pen drive into your computer system.
      2. Do not exchange computer programs with strangers frequently, because in return you may get an infected program.
      3. When running a computer program, if you are unaware of its origin or how many times it has been copied or altered__don't run the program.

FORMATIVE ASSESSMENT

Ans.   Do it yourself.

4.   MS Access

SUMMATIVE ASSESSMENT

Objective Type Questions

1.   Answer the following questions orally :

Ans.   i. Microsoft Access is a database program used for storing information in the from of tables, queries, forms, reports etc.
   ii. **Reduces data redundancy:** Data redundancy means duplication of data. For example, in a library the name of a book may occur under the author's name and its ISBN number.
      However, with the help of DBMS the redundant data can be removed.
   iii. They help us to perform routine tasks by automating them into a single command. For example, we could create a macro that automatically opens and prints a report.

2. **Tick (✓) the correct option :**

Ans. i.   a   ii.   b   iii.   a

3. **Fill in the blanks :**

Ans. i.   **Database** is a collection of logically related records in the form of tables.

ii.   The MS Access assigns a **.mdb** extension to the database created.

iii.   **Design** view is used to design the structure of the table.

iv.   **Field properties** pane in the Design view helps to assign different properties to the fields created in the table.

4. **Give one word for :**

Ans. i.   Field

ii.   Design View

iii.   Format

iv.   Validation Rule

v.   Status Area

Subjective Type Questions

1. **Give the difference between :**

Ans. i.   Design view is used to create the table in MS Access. With this option we define the structure of the table by specifying the field name. Data types and the properties for each column. A table opened in Datasheet view resembles a Microsoft Excess spread sheet.

ii.   Table stores information in the form of rows (records) and columns (fields). Forms customized screens to provide an easy way to enter and view data in a table or query.

iii.   The Number data type holds numeric data this is used for calculations. Both decimals and without decimal digits are allowed.

iv.   Field grid pane is used to define the fields in the tables along with their data types, and an optional of the field. Field properties pane is used to give additional properties to the field name. It is used to specify the field properties in details such as field size, validation etc.

2. **Answer the following questions :**

Ans. i.   It is a set of computer programs that controls the creation, maintenance, and the use of the database in the computer by the user. For example, MS Access, Fox Pro, FoxBASE.

ii.   A record is complete information arranged horizontally in a table. A field is a column arranged vertically in a table that stores the information of the same type. A table in a collection of related information in the form of rows [Record] and Columns [Field].

iii.   Database objects are located in the left pane of Database Window. Tables, Queries, Forms, Reports, Pages, Macros and Modules are database objects.

iv.   The new database created to which Access assigns a .mdb extension, appears in the Database window. The left pane has Tables, Queries, Forms, Reports, Pages, Macros and Modules. The Right Pane has various options such as create table in Design view, Create table by using wizard, create table by entering data etc.

v. Field Name, Data type and Description are the tree things required to create a column in a table in Design View.

vi. The Data Type for every Field Name describes the form in which the data is accepted. Data Type drop down list Contains Text, Memo, Number, Data/Time, Currency, Auto Number, Yes/No, OLE Object, Hypterlink and Lookup Wizard.

FORMATIVE ASSESSMENT

Ans. Do it yourself.

Formative Assessment-II

1. Tick (✓) the correct option:

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

2. Match the following :

Ans.

Donothing	General virus
Ping Pong	Bouncing Ball
Pirated Tools	Infected PC
Damage and self-destruct program	Antivirus

3. Give one word for :

Ans. i. Field
ii. Design View
iii. Format
iv. Validation Rule
v. Status Area

4. Identify the pictures :

Ans. i. Database Window
ii. The File New Database
iii. Forms
iv. Queries
v. Modules

5. Answer the following questions:

Ans. i. Computer viruses spread or multiply from one computer to another by means of infected disks, network links or programs downloaded from the Internet or any other network.

ii. Viruses can be broadly categorised into three categories :
1. Boot sector virus
2. System infector virus
3. General purpose application infectors

iii. Microsoft Access is a database program used for storing information in the from of tables, queries, forms, reports etc.

iv. **Reduces data redundancy:** Data redundancy means duplication of data. For example, in a library the name of a book may occur under the author's name and its ISBN number.

However, with the help of DBMS the redundant data can be removed.

v. They help us to perform routine tasks by automating them into a single command. For example, we could create a macro that automatically opens and prints a report.

Summative Assessment-I

1. Fill in the blanks:

Ans. i. MS- OS and MS-Window are **operating** systems.
ii. **WANs** is a network spread across cities or countries.
iii. Bar codes on products can be read by an **BCR** reader.
iv. A computer virus is a **computer** program that replicates itself rapidly.
v. **Design** view is used to design the structure of the table.

2. Write true or false:

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

3. Give the difference between :

Ans. i. Design view is used to create the table in MS Access. With this option we define the structure of the table by specifying the field name. Data types and the properties for each column. A table opened in Datasheet view resembles a Microsoft Excess spread sheet.
ii. Table stores information in the form of rows (records) and columns (fields). Forms customized screens to provide an easy way to enter and view data in a table or query.
iii. The Number data type holds numeric data this is used for calculations. Both decimals and without decimal digits are allowed.
iv. Field grid pane is used to define the fields in the tables along with their data types, and an optional of the field. Field properties pane is used to give additional properties to the field name. It is used to specify the field properties in details such as field size, validation etc.

4. Match the following :

Ans.

Donothing	General virus
Ping Pong	Bouncing Ball
Pirated Tools	Infected PC
Damage and self-destruct program	Antivirus

5. Answer the following questions :

Ans. i. The numeric data that digital computers understand is in the binary computers understand is in the binary form. The word binary means two. The computer understands only two numeric symbols – 0 and 1. The binary system is useful in a computer because the computer consists of millions of electronic switches that can either have current flowing through them (they are ON), or current not flowing through them.
ii. Mouse, Keyboard, Scanners, Voice Recognition Systems, MICR, BCR, OMR etc. are some input devices.
iii. **Network software** is the software that performs various network related functions such as data routing and error detection etc.
iv. Viruses can be broadly categorised into three categories :

1. Boot sector virus
2. System infector virus
3. General purpose application infectors

v. Database objects are located in the left pane of Database Window. Tables, Queries, Forms, Reports, Pages, Macros and Modules are database objects.

5. Forms and Queries

SUMMATIVE ASSESSMENT

Objective Type Questions

1. Answer the following questions orally :

Ans. i. Navigating refers to moving form one record to another. We can make use of navigation buttons available at the bottom of the form to move from one record to another.

ii. Forms are the database objects which provide easy and convenient way to enter, edit or view data in a table.

iii. Queries are the database objects which extract the data from one or more tables on a specified criteria.

2. Tick (✓) the correct option :

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

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

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

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

Ans. i. **Columnar** type of form can display one record at a time.

ii. Using **form wizard** option to create a form your can add the required field to the form.

iii. Navigation buttons appear at the **bottom** of the form.

iv. **Queries** can extract the information from the tables on a specified criteria.

v. Query on two or more tables can be generated if they have **common** field in them.

5. Match the following:

Ans.
i.	Form wizard	a.	Customized form
ii.	Query	b.	Retrieving data based on criteria
iii.	Tabular	c.	Each record appears on a separate line
iv.	Navigation	d.	Moving from one record to another
v.	Columnar	e.	Each Field appears on a separate line

Subjective Type Questions

1. Very short answer type questions :

Ans. i. Forms are the database objects which provide easy and convenient way to enter, edit or view data in a table.

ii. Queries are the database objects which extract the data from one or more tables on a specified criteria.

iii. Sometimes, we want to extract the information, based on more than one condition in a single query. For example, in a Product table you want to see the product details of those whose Units in Stock are less than 5 and Unit Rate is above 10000.

To set such type of criteria:

Step 1 : Start a new select query and the table into the query window.

Step 2 : Add the required fields to the query grid by dragging them to the different columns.

Step 3 : Type the two different criteria in the query grid criteria row under the field columns on which you want to apply.

Step 4 : Now, Run the query to view the results.

2. Short answer type questions :

Ans. i. Forms are the database objects which provide easy and convenient way to enter, edit or view data in a table. Different type of forms can be created using Autoform or Form Wizard options. A table is a collection of related information in the form of rows and columns.

ii. **Columnar**

In this each field appears on separate line with a label to its left. It displays one record at a time.

Tabular

It displays multiple records with each record in separate line. The field labels are displayed once at the top of each column.

iii. **To design a query :**

Step 1 : Open the database, containing tables on which the query has to be generated.

Step 2 : Click the Queries tab under the Objects section.

Step 3 : Double Click the option 'Create Query in Design view' in the Database window. A
Select Query window is displayed with the list of tables in the ' Show Table' dialog box.

Step 4 : Select the table/query from which the records to be extracted and click Add button to include it in your select query. Click close button to close Show Table dialog box.

Step 5 : Now, select the fields from the table in the upper section and drag them one-by-one to the different column in the query grid area.

Step 6 : To set the filter condition, click the mouse pointer in the criteria row under the field to whom the filter has to be applied and type the condition (e.g.,>500 in Marks Obtained field)

Step 7 : If you want to sort the results in ascending or descending order by some field values, then in the sort row under that field column select Ascending or Descending.

Step 8 : To see the query results, click RUN option in the Query menu or click run button ![!] on the toolbar.

The query showing the records matching the given criteria will appear in the Datasheet View.

Step 9 : To save the query click the close button ![X] at the top right corner. Access will prompt you to save the query. Give a suitable query name and click OK button.

FORMATIVE ASSESSMENT

Ans. Do it yourself.

6. E-Commerce

SUMMATIVE ASSESSMENT

Objective Type Questions

1. Answer the following questions orally :

Ans. i. Buyers are people with money who want to purchase goods or services.

ii. A way to accept orders. Normally an on-line form is provided to be filled up by the customers.

iii. In this type of E-commerce a company provides information about several companies on one single web site. The company gathers information from many companies which provide the same type of products (for example, computer hardware) or service (for example, travel and tourism).

2. Tick (✓) the correct option :

Ans. i. a   ii. a   iii. c

3. Fill in the blanks :

Ans. i. Commerce depends on **Buyers, Sellers** and **Producer**.

ii. **E-Commerce** is the on-line buying and selling of any product or service.

iii. Business-to- **Business** refers to a company selling or buying from other companies.

iv. In E-commerce a **Website** acts as a place to sell.

v. The websites providing E-commerce are special, **e-commerce** sites.

vi. E-commerce is of three types. They are **Bussiness-to-Bussiness, Bussiness to Custom** and **Digital middleman**.

4. State True or False :

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

Subjective Type Questions

1. Answer the following questions :

Ans. i. Commerce is, quite simply, the exchange of goods and services, usually for money.

ii. **BUYERS**

These are people with money who want to purchase goods or services.

SELLERS

These are the people who offer goods and services to buyers. Sellers are generally recognized in two different forms: retailers who sell directly to consumers and wholesalers or distributors who sell to retailers and other businesses.

PRODUCERS

These are the people who create the products and services that sellers offer to buyers. A producer always a seller as well. A producer may sell the products produced to wholesalers, retailers or directly to the consumer.

iii. E-commerce is the practice of buying and selling products and services over the Internet, utilizing technologies such as the Web, Electronic Data Interchange, E-mail, Electronic Fund Transfers and Smart Cards.

iv. Lower Transaction costs, larger purchases per transaction, Integration into the Business cycle, large catalogues and Improved Customer Interactions are some advantages of E-Commerce.

v. E-Commerce is the practice of buying and selling products and services over the Internet. It is an attractive option for business because it reduces the coast of transaction and provides Integration into the Business cycle and large catalogues.

FORMATIVE ASSESSMENT

Ans. Do it yourself.

<div align="center">

Formative Assessment-III

</div>

1. Tick (3) the correct option :

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

2. Give the difference between:

Ans. i. Visual Basic is a programming system creaked by Microsoft. The basic aim of creating this system was to give a user friendly environment that supports Graphical user Interface. BASIC is a simple language with simple programming construct and is used in text based environment, i.e., It supports character user Interface.

ii. Form design window is placed in the form of grid used to design a form. Form Layout window determines the starting position of the form relative to the screen.

iii. **Tool Bar**

Tool Bar contains tools as a quick access for different options present in the means of the Menu Bar.

Toolbox

The Toolbox contains a set of control that are used to place on a From while designing it, thereby creating the user interface area.

iv. All the objects that make up the application are packed in a Project Explorer Window. The properties window displays the various

properties of the objects selected on the form. Each and every form in an application is also considered an object.

    v.   Form is an application is also considered an object. Visual Basic Window starts with a New Project Window. The New Project window has three tabs–New, Existing and Recent.

3.   Match the following :

Ans.
i.	Form wizard	a.	Customized form
ii.	Query	b.	Retrieving data based on criteria
iii.	Tabular	c.	Each record appears on a separate line
iv.	Navigation	d.	Moving from one record to another
v.	Columnar	e.	Each Field appears on a separate line

4.   Identify the pictures:

Ans. i. Form coizard   ii. Autoform   iii. Form-layout

        iv. Save Form   v. generating queries

5.   Answer the following question :

Ans.   i.   Forms are the database objects which provide easy and convenient way to enter, edit or view data in a table.

      ii.   Queries are the database objects which extract the data from one or more tables on a specified criteria.

    iii.   A way to accept orders. Normally an on-line form is provided to be filled up by the customers.

    iv.   Visual Basic was one of the first systems that made it practical for writing programs for the Windows operating system. These software tools not only create Windows programs, but also take full advantage of its Graphical User Interface by letting programmers drew their systems with a mouse on the computer. This is why it is called Visual Basic.

     v.   .mdb

7 | Introduction to Visual Basic

SUMMATIVE ASSESSMENT

Objective Type Questions

1.   Answer the following questions orally :

Ans.   i.   Visual Basic is a programming system created by Microsoft. The basic aim of creating this system was to give a user friendly environment that supports Graphical User Interface.

      ii.   Visual Basic was one of the first systems that made it practical for writing programs for the Windows operating system. These software tools not only create Windows programs, but also take full advantage of its Graphical User Interface by letting programmers drew their systems with a mouse on the computer. This is why it is called Visual Basic.

    iii.   A form is saved with an extension of .frm.

2. **Tick (✓) the correct option :**
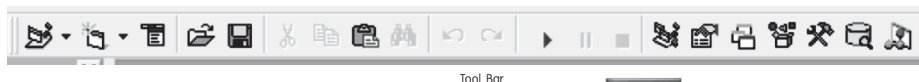**Ans.** i. c   ii. c   iii. b
3. **Fill in the blanks :**
Ans. i. Visual Basic is an **event driven** programming language.
    ii. IDE stands for **Integrated Development Environment**.
    iii. **Form design window** displays the controls that can be used to design a form.
    iv. Visual Basic is derived from **BASIC**.
    v. **Event** is an action performed either by using the mouse or the keyboard.
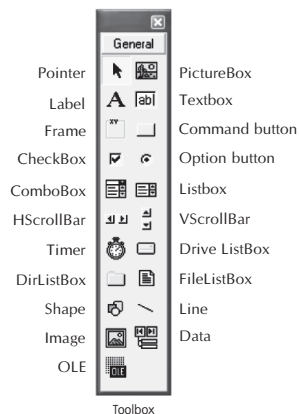
Subjective Type Questions

1. **Give the difference between:**
Ans. i. Visual Basic is a programming system created by Microsoft. The basic aim of creating this system was to give a user friendly environment that supports Graphical user Interface. BASIC is a simple language with simple programming construct and is used in text based environment, i.e., It supports character user Interface.
    ii. Form design window is placed in the form of grid used to design a form. Form Layout window determines the starting position of the form relative to the screen.
    iii. **Tool Bar**
    Tool Bar contains tools as a quick access for different options present in the means of the Menu Bar.

Tool Bar

Toolbox
The Toolbox contains a set of control that are used to place on a From while designing it, thereby creating the user interface area.

Toolbox

    iv. All the objects that make up the application are packed in a Project Explorer Window. The properties window displays the various properties of the objects selected on the form. Each and every form in an application is also considered an object.
    v. Form is an application is also considered an object. Visual Basic Window starts with a New Project Window. The New Project window has three tabs–New, Existing and Recent.

2. **Answer the following questions :**
Ans. i. Visual Basic was one of the first systems that made it practical for writing

programs for the Windows operating system. These software tools not only create Windows programs, but also take full advantage of its Graphical User Interface by letting programmers drew their systems with a mouse on the computer. This is why it is called Visual Basic.

ii. Event-driven programming is a way of programming in which the flow of the program is determined by an event. An event is any action preformed either by using the mouse click, double-click etc., or by pressing keys on the keyboard.

iii. Integrated Development Environment (IDE) is a term commonly used in programming world to describe the interface and the environment that you use to create your own applications. It is called integrated because it has many features like designing, editing, compiling and debugging within the common environment.

The Visual Basic IDE is made up of following the components:

- Menu Bar
- Tool Bar
- Tool Box
- Project Explorer
- Property Window
- Form Design window
- Form Layout Window
- Code Window

iv. Step 1 : Click **File** menu → **Save Project As...** option.

Step 2 : The **Save File As** dialog box appears. Enter the name of the form here. Click on **Save** button.

Step 3 : The **Save Project As** dialog box appears. Enter the name of the project here. Click on **Save** button.

The newly created form and project will be saved with the specified name.

v. We need to execute the Visual Basic Program to view the results of the design and coding. To do so you need to follow the steps given below:

1. Click on **Run** menu → **Start** option.

OR

Click on **Start** button ➤

2. The **Output** window appears.

vi. The New Project window has three tabs. These are given below.

(a) **New–** This is the default tab with Standard EXE option selected. It helps you to create a new project.

(b) **Existing–** This tab displays the listing of the projects created earlier and stored in the system.

(c) **Recent–** This tab displays the list of the most recently created projects.

FORMATIVE ASSESSMENT

Ans. Do it yourself.

8. Web Page Design Using Front Page

Internet is a **global** network of computers.

Internet can be used to send **e-mail**, and get **information** for research. A web page could contain **text**, **graphics**, **sound** and even animation.

A web page is connected to other web pages through **hyperlinks**.

To browse the Net you first have to be **connected** to this large network. You need a **modem** to get your computer connected to an Internet Service Provider's (ISP's) computer. Your connection could be a **dial-up** connection or a cable connection.

Every page on the Net has a unique **address**. These are called **URLs**.

As your browser loads a web page the **status** bar at the bottom of the screen displays what the browser is doing (looking for host, connecting, loading). When a page is fully read, the Status bar shows the message " **document done** ". At this point the **Address** bar contains the websites address. As your mouse pointer moves over a link, it changes into a **hand**. When you click on the link, the page starts **downloading**. The time it takes to load the page depends on the **speed** of your Internet connection and the **size** of the page. You can **scroll** through the page when information is more than the size of your computer screen. A web page may have an image **map**, which is a collection of graphic images, which are links to other pages.

A browser allows you to move → **Forward** and ← **Backward** through the web pages you have seen.

Besides information sites, the web contains certain websites which allow you to search for other web pages. These are called **search engines**. Some popular search engines are **Google**, **Yahoo ligans**, **Altavista**, **Askjeevis** and **safe search**.

Once you have found the web pages that you are looking for, you can **Book mark** those pages.

Bookmarks help you reach your page again without having to click through a series of links or remembering the complete URL. A browser helps you to organise your bookmarks in different **location** so that you can find them easily. It is possible to **delete** a bookmark that you no longer need. A browser also stores downloaded documents in the **folder**. You may clear this cache memory to make room for new documents to load quickly.

Summative Assessment

Objective Type Questions

1.   Answer the following questions orally :

Ans.   i.   **Website** is a collection of **web pages**. A website may contain text, graphics, sound, animation as well as links to other websites.

   ii.   The process of getting information on your computer from a website is called **downloading** information.

   iii.   Frames are special kind of HTML pages that divide a page into separate sections.

2.   Tick (✓) the correct option :

Ans.   i.   a   ii.   a   iii.   b

3.   Fill in the blanks :

Ans.   i.   Web page authoring software is also called **HTML Editor**, **Front Page**.

   ii.   A web page can be seen, as it will appear on the Net in the **preview** view of Front Page.

   iii.   A **Frame** divides a web page into separate sections.

iv. A **FTP** program can be used to upload a website on to the Web.

v. To link a page to a specific frame window you will use the **Hyperlink Target frame, box**, **Frame** button on the frame template.

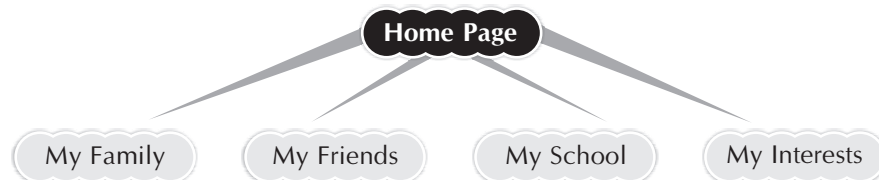vi. A **web server** is a computer on a network with special software to host **web pages** and web applications.

4. State whether true or false :

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

Subjective Type Questions

    Answer the following questions :

Ans. i. We want to make a website of your own ! The requirements are as follows.

1. We need a web page authoring software (or **HTML Editor**). We will continue using **FrontPage** here. We may decide to use any other software like **Dreamweaver,** or write the HTML code, about which we will learn in the next chapter.

2. We Decide the topic of our web page – what is it going to be about.

3. Decide for whom we want to make the web page–for very young children, for children of our own age group or for adults. The design of our web page will depend on this, just as the design of a book depends on who is supposed to read it.

4. Depending on the above, decide on what information, pictures, animation, etc., will go into your web page.

5. Next we have to decide the basic layout of our website. This is just like deciding the layout of a new house.

ii. The tree structure of the site was as follows.

iii. (a) Go to the **Insert** menu and select **Hyperlink**. In the **Create Hyperlink** dialog box, give the name of the page you wish to link in the **URL** bar by clicking on it from the list of pages that appears and then click **OK**.

   (b) Step 1   : Select the word ' sitar' on the Music page.

        Step 2   : On the **Insert** menu choose **Hyperlink**.

        Step 3   : In the **Create Hyperlink** dialog box, click the **World Wide Web button** 🔍 . Your web browser will be displayed.

        Step 4   : Go to the page you want to link by entering the address of the page on the Location bar of the browser.

        Step 5   : Press **Alt + Tab** to return to the Page view. The location of the page you visited will be entered in the URL field.

        Step 6   : Click **OK**.

iv. A frame **divides** the page into separate sections or windows. These windows work like individual pages. We may choose to show linked pages on any of the sections or windows that we create.

    For example : We can divide the window in three frames. The left frame

may be narrow and have the list of contents or the links to the various other information available on the site. The Top Column may have the little and right and wider column may have the body content.

    v.   a.   Right click on the mouse and choose **Hyperlink**. In the **Create Hyperlink** dialog box that appears (see Screen 4), look for the **Target Frame box**.

         b.   Click on the icon next to the Target Frame box. A map of all the frames for your page appears (Screen12). Click the Frame on the map where you want the linked page to appear, i.e., the main frame. Click OK.

    vi.   When our window is divided into two frames and we want to appear the linked page content in the another (second) window. We can do the following steps :

         a.   Right click on the mouse and choose Hyperlink. In the creats Hyperlink dialog box, look for the Target Frame box.

         b.   Click on the icon next to the target Frame box. A map of all the frames for your page appears.

         c.   Click Frame on the map where you want the linked page to appear.

    vii.   The web pages, we have created, should be available for other persons. For this purpose we upload our web pages to a web server. A web server is a computer on a network with special software to host web pages and web applications. Once the files are transferred to a web server, the web pages then actually go online and can be viewed by others. We can keep editing, modifying and updating our web pages even after uploading the page. This is the fun of web pages and the Internet, and is known as 'publishing' on the web.

FORMATIVE ASSESSMENT
Ans.   Do it yourself.

9. Introduction to Photoshop

SUMMATIVE ASSESSMENT

Objective Type Questions
1.   **Use the words given below to fill in the blanks :**
Ans. i.   The **Image** window contains the image to be edited.
     ii.   **Rules** help to position images precisely.
     iii.   The **Menu** contains a list of commands.
     iv.   The **Options** bar displays different options of the tool you have selected from the toolbox.
     v.   The title bar of the **Image** window displays information about the image opened in Photoshop.

2.   **Name the tools used for the following purposes in Photoshop :**
Ans. i.   The Lasso tool   ii.   The Gradient tool
     iii.   The Morque tool   iv.   The Custom Shape Tool

Subjective Type Questions
    Answer the following questions :
Ans. i.   Title bar, Menu bar, Options bar and Tool bar are the four components of Adobe Photoshop.

ii. **Rules :** They are present along the top and left side of the image. These help in positioning the image precisely.

iii. **Options bar :** It is placed below the menu bar. It displays different options available for the tool selected from the toolbox.

iv. Marque tools and Lasso tools are two major selection tools in Adobe Photoshop.

v. **(a) Move Tool :** Used to select and move images.
(b) Crop Tool : Used for cropping images.

vi. The small triangle of the tool's right bottom corner indacates the properties of the tool.

vii. We can choose the required unit (pixels, inches, centimetres, points or picas).

viii. **Resolution**: Resolution refers to the **number of pixels per inch**. The higher the resolution, the sharper is the image. However, the file also becomes heavier.

ix. Using various marque tools. We can select areas of an image in rectangular, square, elliptical or circular shapes. The Lasso tools are used to make free hand selections in an image.

FORMATIVE ASSESSMENT

Ans. Do it yourself.

10. CorelDraw — An Introduction

SUMMATIVE ASSESSMENT

Objective Type Questions

1. **You have already learnt about the Standard toolbar in other programs. Can you label parts 1 to 9 in the given figure?**

Ans. Do yourself

2. **Fill in the blanks :**

Ans. i. CorelDraw is a **vector** based program.

ii. The default file extension for all CorelDraw files is **.cdr**.

iii. The **Skew** effect is used to slant an image horizontally or vertically.

iv. The Fill tool is used to add **Solid colour**, **Pattern** or **Gradient** to an object.

v. The **Pick** tool is used to select any object.

Subject Type Questions

Answer the following questions orally :

Ans. i. (a) The Text tool allows us to type words directly on the screen.

(b) The Rectangle tool allows us to draw rectangles and squares.

(c) The Fill tool.

(d) The Pick tool and then Rotating handle.

ii. Double click in any blank area on the palette to view the entire palette a separate window.

iii. To change the background colour of the page, we select the 'Background' option from the 'Page' option. Selecting 'Solid' will display the colour palette so that we can choose the background colour as required. If we went to take an image as our background, then we will have to select the

option 'Bitmap' from 'Background'. This will display the dialog box from where we can choose the image we want as the background.

iv. To rotate an object manually, we follow these steps :

Step 1 : Double click on the object using the Pick tool. The boundary of the object will show a number of arrows. The curved arrows at the four corners are the **rotating handles**.
We will use only these arrows to rotate the object manually.

Step 2 : Drag any of the rotation handles in the clockwise or anti-clockwise directions.

Step 3 : Release the mouse button to complete the process.

FORMATIVE ASSESSMENT

Ans. Do it yourself.

Formative Assessment-IV

1. **Tick (✓) the correct option:**
Ans. i. a.   iii. b.   iii. a.   iv. a.   v. a.

2. **Write the use of the following tools :**
Ans. (a) Move Tool : Used to select and move images.
   (b) Crop Tool : Used for cropping images.

3. **Match the following:**
Ans. i. Crop Tool   a. Used for cropping images
   ii. Pen Tool   b. Used for creating vector shapes
   iii. Eyedropper Tool   c. Used for selecting a colour
   iv. Zoom Tool   d. Used for zooming in and out
   v. Move Tool   e. Used to select and move images

4. **Outline the procedure for creating a link on a website.**
Ans. (a) Go to the Insert menu and select **Hyperlink**. In the **Create Hyperlink** dialog box, give the name of the page you wish to link in the **URL** bar by clicking on it from the list of pages that appears and then click.

(b) Step 1 : Select the word ' sitar' on the Music page.
Step 2 : On the **Insert** menu choose **Hyperlink**.
Step 3 : In the **Create Hyperlink** dialog box, click the **World Wide Web button**. Your web browser will be displayed.
Step 4 : Go to the page you want to link by entering the address of the page on the Location bar of the browser.
Step 5 : Press **Alt + Tab** to return to the Page view. The location of the page you visited will be entered in the URL field.
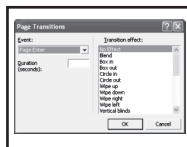Step 6 : Click **OK**.

5. **Identify the picture:**
Ans. i.   ii.   iii.   iv.   v.

| Home page of your website | Selecting an animation | Insert frame on a page | Opening visual basic | New dialog box |

6. **Answer the following questions**

Ans. i. The process of getting information on your computer from a website is called downloading information.

ii. A frame divides the page into separate sections or windows. These windows work like individual pages. We may choose to show linked pages on any of the sections or windows that we create.

For example : We can divide the window in three frames. The left frame may be narrow and have the list of contents or the links to the various other information available on the site. The Top Column may have the little and right and wider column may have the body content.

iii. Marque tools and Lasso tools.

iv. **Resolution**: Resolution refers to the **number of pixels per inch**. The higher the resolution, the sharper is the image. However, the file also becomes heavier.

v. The Interactive Fill tool allows us to apply various kinds of fills.

Summative Assessment-II

1. **Fill in the blanks:**

Ans. i. **Columnar** type of form can display one record at a time.

ii. **E-Commerce** is the on-line buying and selling of any product or service.

iii. Visual Basic is an **event** programming language.

iv. A **frame** divides a web page into separate sections.

v. Coral Draw is a **vector** based program.

2. **Write true or false.**

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

3. **Define:**

Ans. i. **Forms :** Forms are the database objects which provide easy and convenient way to enter, edit or view data in a table.

ii. **Query :** Queries are the database objects which extract the data from one or more tables on a specified criteria.

iii. **Eye-dropper tool :** Used for selecting a colour.

iv. **Interactive Connector tool :** The Interactive Connector tool allows us to join two objects with a line.

4. **Give the difference between:**

Ans. i. **Visual Basic and Basic :** Visual Basic is a programming system created by Microsoft. The basic aim of creating this system was to give a user friendly environment that supports Graphical user Interface. BASIC is a simple language with simple programming construct and is used in text based environment, i.e., It supports character user Interface.

ii. **Project and Form :** Form is an application is also considered an object. Visual Basic Window starts with a New Project Window. The New Project window has three tabs–New, Existing and Recent.

5. **Match the following:**

Ans. i. Form wizard   a. Customized form

ii. Query   b. Retrieving data based on criteria

iii. Tabular   c. Each record appears on a separate line

iv. Navigation   d. Moving from one record to another

v.   Columnar   e.   Each Field appears on a separate line

6.   Answer the following questions:

Ans.   i.   To design a query

Step 1   :   Open the database, containing tables on which the query has to be generated.

Step 2   :   Click the Queries tab under the Objects section.

Step 3   :   Double Click the option 'Create Query in Design view' in the Database window. A

Select Query window is displayed with the list of tables in the ' Show Table' dialog box.

Step 4   :   Select the table/query from which the records to be extracted and click Add button to include it in your select query. Click close button to close Show Table dialog box.

Step 5   :   Now, select the fields from the table in the upper section and drag them one-by-one to the different column in the query grid area.

Step 6   :   To set the filter condition, click the mouse pointer in the criteria row under the field to whom the filter has to be applied and type the condition (e.g.,>500 in Marks Obtained field)

Step 7   :   If you want to sort the results in ascending or descending order by some field values, then in the sort row under that field column select Ascending or Descending.

Step 8   :   To see the query results, click RUN option in the Query menu or click run button on the toolbar.

The query showing the records matching the given criteria will appear in the Datasheet View.

Step 9   :   To save the query click the close button at the top right corner. Access will prompt you to save the query. Give a suitable query name and click OK button.

ii.   Lower Transaction costs, larger purchases per transaction, Integration into the Business cycle, large catalogues and Improved Customer Interactions are some advantages of E-Commerce.

iii.   Visual Basic is a programming system created by Microsoft. The basic aim of creating this system was to give a user friendly environment that supports Graphical User Interface.

iv.   To change the background colour of the page, we select the 'Background' option from the 'Page' option. Selecting 'Solid' will display the colour palette so that we can choose the background colour as required. If we went to take an image as our background, then we will have to select the option 'Bitmap' from 'Background'. This will display the dialog box from where we can choose the image we want as the background.

v.   A frame divides the page into separate sections or windows. These windows work like individual pages. We may choose to show linked pages on any of the sections or windows that we create.