

## Dear Students!!

In this e-book of [7<sup>th</sup> class](#), study material of computer science is being sent to you as per new syllabus (2024-25). You can easily prepare your test / papers by reading these notes and watching the video lectures given below. Following are the links of the video lectures in blue colour. Watch these video lectures by clicking on the relevant link of chapter to have better understanding of various concepts.



### 7<sup>th</sup> Class - Monthly distribution of Computer Science Syllabus & Video Lecture Links (Pbi)

Month	Chapter and its Name	Link of Video Lecture
April	Chapter-1 Typing Tutor	<a href="https://youtu.be/GUFCpc_x-DA">https://youtu.be/GUFCpc_x-DA</a>
May	Chapter -2 Windows Explorer	<a href="https://youtu.be/0E3l0GFbMJs">https://youtu.be/0E3l0GFbMJs</a>
July	Chapter -3 Microsoft Word (Part-1)	
Aug	Chapter -4 Microsoft Word (Part-2)	<a href="https://youtu.be/vvQwkvhAXPI">https://youtu.be/vvQwkvhAXPI</a>
Oct	Chapter -5 Microsoft Word (Part-3)	<a href="https://youtu.be/OWBofDDSpH0">https://youtu.be/OWBofDDSpH0</a>
Nov	Chapter -6 Microsoft Word (Part-4)	<a href="https://youtu.be/1s5-qjor608">https://youtu.be/1s5-qjor608</a>
Dec	Chapter -7 Introduction to Multimedia	
Jan	Chapter -8 Storage Devices	<a href="https://youtu.be/HcGdrY9BQIE">https://youtu.be/HcGdrY9BQIE</a>

#### Video Lectures for Practical:

[Windows Explorer](#)

<https://youtu.be/XgaC4GRhOgs>

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 **YouTube** <http://youtube.com/c/computersciencepunjab>

**Prepared By:**

**Vikas Kansal and Sukhwinder Singh**

**Computer Faculties, S.U.S. Govt. (G) Sen. Sec. School, Sunam Udham Singh Wala (Sangrur)**

**Please use the following link to download the study material/e-books/e-contents for 6<sup>th</sup> to 12<sup>th</sup> classes:**

**<http://cspunjab.nirmancampus.co.in/study.php>**

Chapter 1<sup>st</sup> Typing Tutor

Que:1 Fill in the blanks

1. To use number pad, \_\_\_\_\_ should be kept ON

- a) Num Lock                      b) Caps Lock                      c) Scroll Lock                      d) None of These

2. In home row, \_\_\_\_\_ key is pressed with little finger of left hand.

- a) A                                      b) S                                      c) D                                      d) F

3. In home row, \_\_\_\_\_ key is pressed with Middle finger of right hand.

- a) J                                      b) K                                      c) L                                      d) ;

4. In Second row, \_\_\_\_\_ key is pressed with ring finger of left hand.

- a) Q                                      b) W                                      c) E                                      d) R

5. In third row, \_\_\_\_\_ key is pressed with index finger of right hand.

- a) B                                      b) N                                      c) M                                      d) M, N

Que:2 Very Short Answer type Questions:

- I. For typing purpose, a keyboard can be divided in \_\_\_\_\_ parts.  
 II. \_\_\_\_\_ is the technique for typing with all fingers without looking at keyboard.  
 III. \_\_\_\_\_ finger is used to press spacebar during typing.  
 IV. \_\_\_\_\_ key is used to go to new line during typing.

Ans: I. Two                      II. Touch Typing                      III. Thumb                      IV. Enter

Que:3 Short Answer type Questions:

Q:1 What is Touch Typing?

Ans: Touch typing is a technique by which we can learn typing with all fingers, step by step, without having to look down at the keyboard. If all the time we keep on looking for right keys on keyboard, it slows our typing speed a lot.

Q:2 Describe the position of our fingers on Home Row Key?

Ans: Following figure shows the position of fingers on Home Row Key:

Left Hand Side		Right Hand Side	
Little (Pinky) Finger	A	Little (Pinky) Finger	;
Ring Finger	S	Ring Finger	L
Middle Finger	D	Middle Finger	K
Index Finger	F and G	Index Finger	J and H

Q:3 What are the tips to improve typing speed?

Ans: Following are the tips to improve the typing speed:

1. Our hand/finger position should always be in home position. We must start from and return to this position.
2. We should focus on accuracy not speed.
3. Don't look at the keyboard.
4. Be steady, even pace and strive for accuracy.
5. As we tap each key, we should say its letter to ourselves

Q:4 While typing numbers from numeric key pad, which hand we should use? Explain the position of your fingers on numeric key pad.

Ans: Numeric Key Pad is present on right side of the keyboard. We have to use only one hand (Right Hand) to work with its keys. For using these keys, fingers should be used as below:

- **Index Finger** is used for 1, 4 and 7 keys
- **Middle Finger** is used for 2, 5 and 8 keys
- **Ring Finger** is used for 3, 6 and 9 keys
- **Little Finger** is used for *Enter*, "+" and "-" keys
- **Thumb** is used for 0 key

**Que:4 Long Answer type Questions:**

**Q:1 Explain the Proper Posture while typing?**

Ans: Following points should be taken care for proper posture while typing:

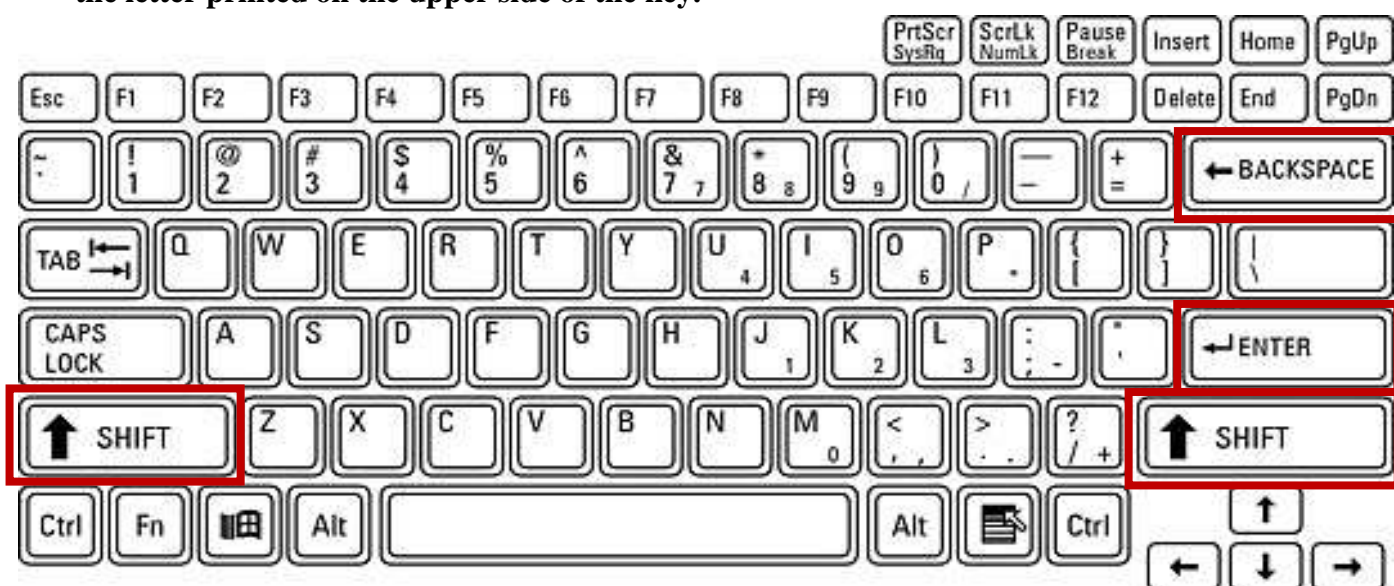
1. We should sit up straight, directly in front of keyboard.
2. Our feet must be flat on floor.
3. Monitor should be at our eye level.
4. Our eyes should be on copy or monitor.
5. Our fingers must be curved and upright over home keys.



Proper Posture

**Q:2 Explain following keys:**

- Enter key:** It is used to move down the cursor to a new line. Use our right little finger for the Enter key.
- Backspace key:** It deletes one character to the left of the blinking cursor. Use our right little finger for the Backspace key.
- Shift key:** It is present on both the sides of keyboard. It is used to write capital letters or to write the letter printed on the upper side of the key.



**Chapter 2<sup>nd</sup> Windows Explorer**

**Que:1 Choose the suitable option and fill in the Blanks:**

1. Windows Explorer has two panes. These are \_\_\_\_\_ and \_\_\_\_\_.  
 a) First, Second                      b) Left, Right                      c) Top, Bottom                      d) File, folder
2. \_\_\_\_\_ view tells about size, type and date of modified of a file.  
 a) Details                      b) Tiles                      c) List                      d) Content
3. \_\_\_\_\_ command is used to move an item from its place.  
 a) Copy                      b) Paste                      c) Cut                      d) Delete
4. A \_\_\_\_\_ is a combination of pictures, colors, and sounds on our computer  
 a) Background                      b) Desktop                      c) Screensaver                      d) Theme
5. A \_\_\_\_\_ is a software program that becomes activated after the computer is not in use for a specified duration of time.  
 a) Background                      b) Desktop                      c) Screensaver                      d) Theme

**Que:2 Very Short Answer Type Questions**

**Q:1 Which window application is used for management of files?**

Ans: Windows Explorer

**Q:2 What do we call a folder inside another folder?**

Ans: Subfolder

**Q:3 What is a method of opening windows explorer?**

Ans: Window Key+ E

**Q:4 Write the name of any default library of window.**

**Ans:** Documents Folder

**Q:5 Which option is used to make a duplicate of an item?**

**Ans:** Copy and Paste

**Que:3 Fill in the blanks:**

- I. The shortcut key to create a new folder is \_\_\_\_\_
- II. The shortcut key to rename a file or folders is \_\_\_\_\_
- III. Deleted files or folders move to \_\_\_\_\_
- IV. A \_\_\_\_\_ is a combination of pictures, colors, and sounds on our computer.

**Ans:** I. **Ctrl+Shift+N**      II. **F2**      III. **Recycle Bin**      IV. **Theme**

**Que:4 Short Answer Type Questions:**

**Q:1 How many panes are available in Window Explorer? Write their names?**

**Ans:** There are two panes in Window Explorer which are mentioned below:

- Left Pane or Navigation Pane
- Right Pane

**Q:2 Write the name of different parts of Window Explorer?**

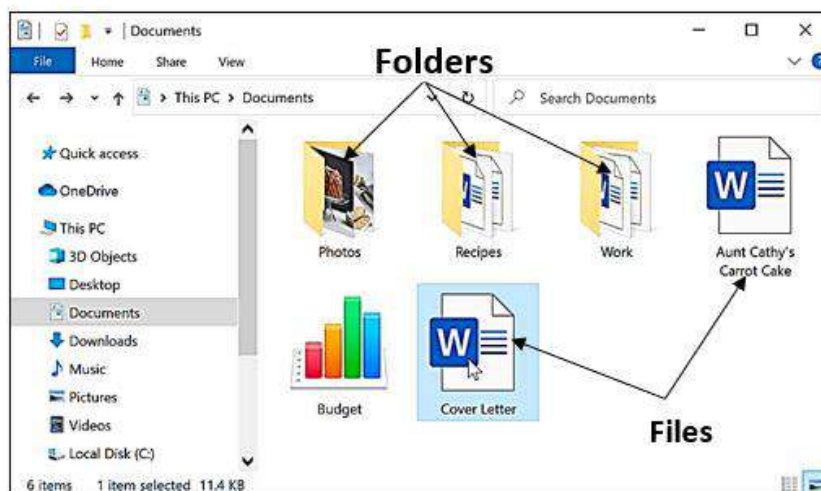
**Ans:** Following are the names of different parts of Windows Explorer:

1. Title Bar
2. Back and Forward Button
3. Address Bar
4. Search Box
5. Menu Bar
6. Toolbar
7. Status Bar



**Q:3 Define File and Folder?**

**Ans:** A file is the smallest unit to store data. To manage and organize files in the computer system, we use folders. Folders are also called Directories. A folder may contain other folders and files.





**Que:4 Long Answer Type Questions:**

**Q:1 What is Windows Explorer? Give different ways to open windows explorer.**

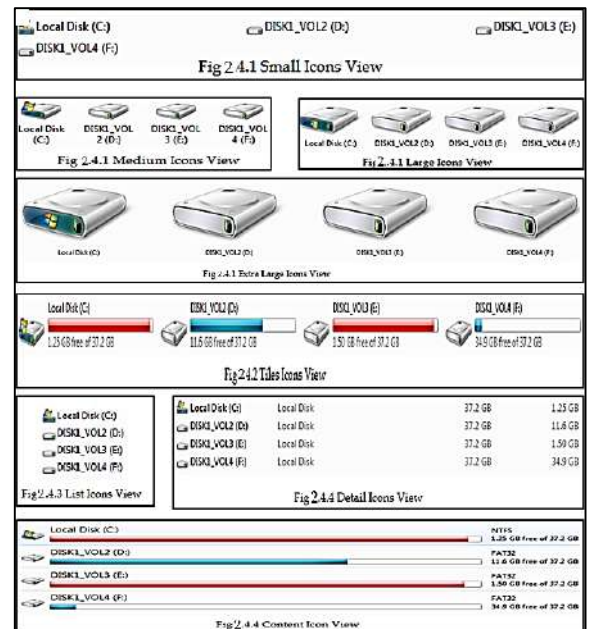
**Ans:** Windows Explorer is also known as File Explorer. It is used to access or to work with files and folders that are available in our computer system. Following are some common methods to open window explorer:

- Press Windows + E keys together
- Window Key → All Programs → Accessories → Windows Explorer
- Press Window Key → Type Explorer in the search box

**Q:2 Explain different views of Windows Explorer.**

**Ans:** Windows Explorer provides different view to have a look on the items available in it. Following is the list of views available in Windows Explorer:

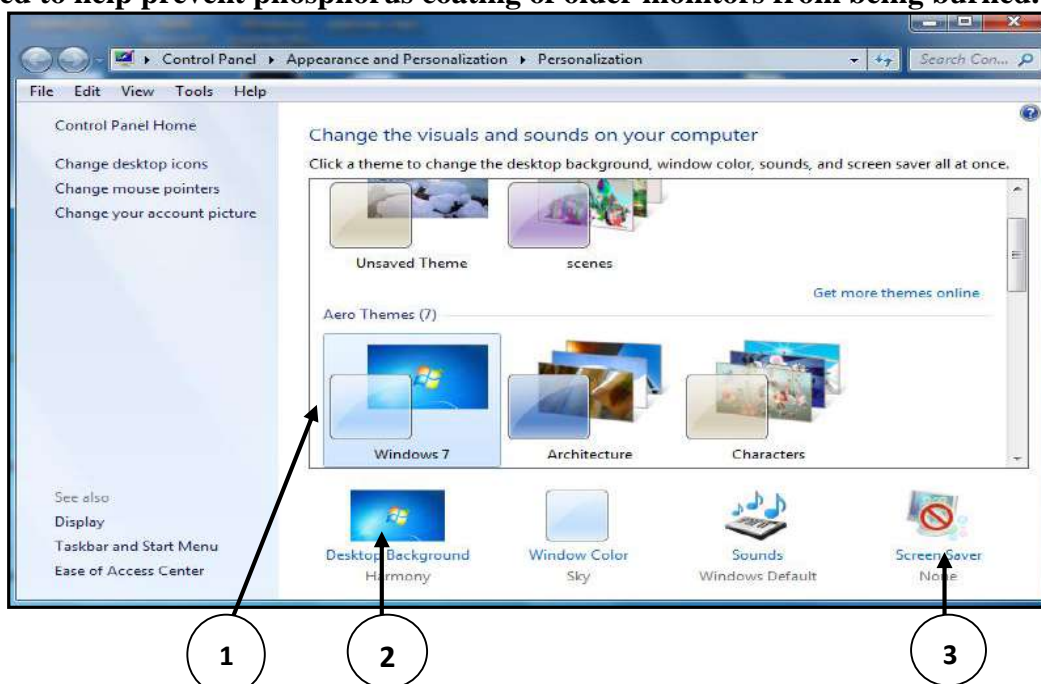
- Small, Medium, Large and Extra Larger Icons View
- Tiles Icons View
- List Icons View
- Detail Icons View
- Content Icons View



**Q:3 What are the options to customize the Desktop in Windows Environment?**

**Ans:** With the help of Personalization dialog box in Windows Environment, we can customize the Desktop. It provides the following options to change the appearance of Desktop:

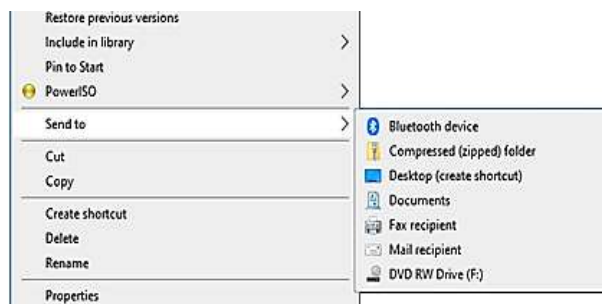
1. **Themes:** It provides a combination of pictures, colours, and sounds on our computer
2. **Desktop Background:** Desktop background primarily consists of wallpaper. A wallpaper can be a Background pattern or a picture which can be changed using this option.
3. **Screen Saver:** A screensaver basically consists of animated images. Screensavers were originally designed to help prevent phosphorus coating of older monitors from being burned.



**Q:4 How can we Copy items using 'send to' option?**

**Ans:** "Send to" option is an easy way to send/copy one or more items to some new location. To use this option, perform the following steps:

1. Select the item that we want to copy
2. Right click on the item, it will show a shortcut/properties menu.
3. Click on the "Send to" option from this menu. Now a submenu will appear showing the different location for sending the selected items, click on the desired location.



**Q:5 Write about Screen Saver.**

**Ans:** A Screen Saver is a software program. It gets activated when computer system is not used for a specified duration of time. A screensaver basically consists of animated images. Screensavers were originally designed to help prevent phosphorus coating of older monitors from being burned

**Chapter 3<sup>rd</sup>  
Microsoft Word (Part-1)**

**Que:1 Multiple Choice Questions:**

1. **Ctrl + S** is used to \_\_\_\_\_.

- (a) Save (b) Open (c) New (d) Close

2. Below the ruler the large area is called the \_\_\_\_\_.

- (a) Text Area (b) Open Area (c) Close Area (d) All of these

3. There are two scroll bars in a word document \_\_\_\_\_ and \_\_\_\_\_.

- (a) Horizontal, Vertical (b) Left, Right (c) Upper bar, Lower bar (d) None of these

4. To open a new document Press \_\_\_\_\_ keys on the keyboard

- (a) Ctrl + O (b) Ctrl + N (c) Ctrl + S (d) Ctrl + V

5. The \_\_\_\_\_ view shows the document as it will look when it is printed.

- (a) Print Layout (b) Draft (c) Outline (d) Full size

**Que:2 Fill in the blanks:**

- I. Dialog Box Launcher option is present at the bottom-right corner of \_\_\_\_\_.
- II. Name of the top most bar of Word window is \_\_\_\_\_
- III. \_\_\_\_\_ view of MS Word displays the document in the same way as we get it after printing.
- IV. \_\_\_\_\_ is the shortcut key to create a New document.
- V. \_\_\_\_\_ Layout view shows the Outline of a Document.

**Ans:** I. Group II. Title Bar III. Print Layout IV. Ctrl + N V. Outline

**Que:3 Short Answer type Questions:**

**Q:1 What is a Word Processor?**

**Ans:** Word processors are application software. We can create a variety of documents and letters using these softwares. WordPad, MS Word etc. are the examples of some commonly used word-processor software.

**Q:2 Write the name of some Word Processing Software.**

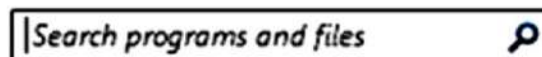
**Ans:** Following are some of the important word-processing software:

1. MS Word 2. Word Perfect 3. WordPad 4. WordStar

**Q:3 How to start the MS Word?**

**Ans:** MS Word can be started using the following steps:

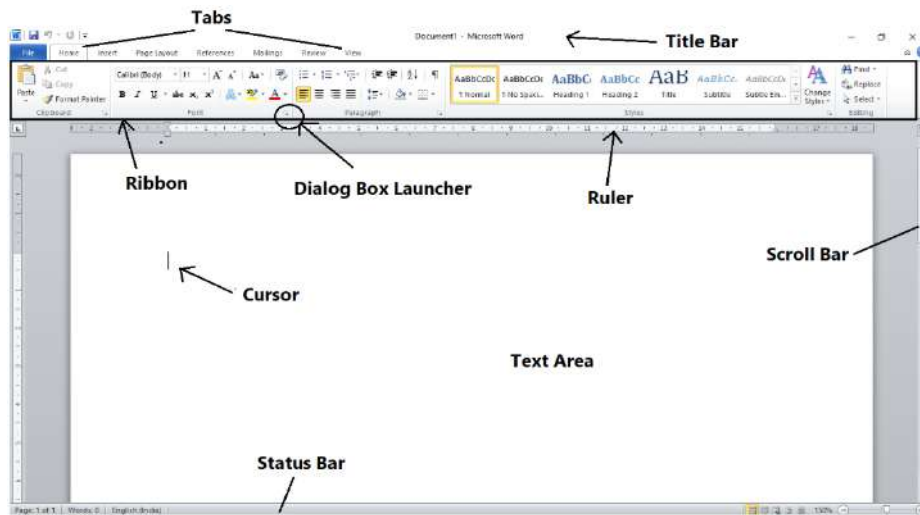
1. Open the Start menu.
2. Type WORD in the search box.
3. Press the Enter key.



**Q:4 Write the name of different Parts of MS Word Window.**

**Ans:** Following are the main components of the MS Word window:

1. Title bar
2. Ribbons and tabs
3. Text area
4. Status bar
5. Scroll bar
6. Ruler



**Q:5 Define the Text Area.**

**Ans:** Text area is an important component of MS Word. The large area that appears below the ruler is called the text area. We use this area to create our documents. The blinking line in it is called Cursor.

**Que:4 Long Answer type Questions:**

**Q:1 Explain the Special Features of MS Word**

**Ans:** Following are some key features of MS Word:

1. We can enter text anywhere in Word document.
2. We can set the margin of pages as per our requirement in the Word document.
3. We can easily find any word/text in MS Word document.
4. We can change the font and style of text as required in the Word document.
5. We can easily set the header and footer of pages in the Word document.
6. We can check and correct spelling and grammar related errors in the Word document.

**Q:2 Explain Document Views in MS Word**

**Ans:** Following are the different views for viewing documents in MS Word:

1. **Print Layout View:** This view will show the document exactly as it appears after it is printed.
2. **Full Screen Layout View:** This view displays the document in full screen so that the document can be read easily.
3. **Web Layout View:** This view will show the document exactly as it would appear in a web browser in the form of a web page.
4. **Outline View:** This view shows the outline of the document.
5. **Draft View:** Word document can be edited quickly with the help of this view.



**Q:3 How to Create and Save a New Document in MS Word?**

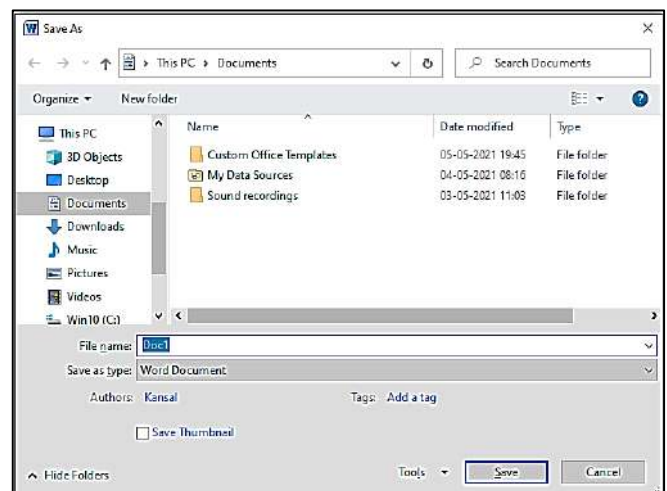
**Ans:** Following are the steps to create and save a new file in Word:

**Steps for Creating New File:**

1. Press the shortcut key Ctrl + N to create a new file.

**Steps to Save the New File:**

1. Press Ctrl + S shortcut key to save the file.
2. Save As... dialog box will open.
3. Type the name of the file in this dialog box.
4. Click on Save button.



Chapter 4<sup>th</sup>  
Microsoft Word (Part-2)

Que:1 Multiple Choice Questions:

1. To select a whole word, \_\_\_\_\_ click on it.

- a) Single                      b) Double                      c) Triple                      d) None

2. The \_\_\_\_\_ Group of Home tab allows us to change our text font style, size, color and many other elements.

- a) Font                      b) Paragraph                      c) Styles                      d) Editing

3. \_\_\_\_\_ means draw a horizontal line underneath the letters

- a) Bold                      b) Italic                      c) Underline                      d) None

4. \_\_\_\_\_ Option means that the text is shown like it was marked with a highlighter pen.

- a) Font Color                      b) Text Color                      c) Text Highlight Color                      d) All of Above

5. After inserting a shape, a new tab will appear which is called \_\_\_\_\_

- a) Drawing Tools Format                      b) Shape Tools Format                      c) Drawing Shapes Format                      d) None

Que:2 Write the shortcut keys for the following

- |  |                         |
|--|-------------------------|
| 1. To Cut the selected text            | <b>Ctrl + X</b>         |
| 2. To Paste the copied/cut contents    | <b>Ctrl + V</b>         |
| 3. To Increase the font size           | <b>Ctrl + ]</b>         |
| 4. To Underline the Text               | <b>Ctrl + U</b>         |
| 5. To change the case of Selected Text | <b>Shift + F3</b>       |
| 6. For Centre Alignment                | <b>Ctrl + E</b>         |
| 7. For double line spacing             | <b>Ctrl + Shift + D</b> |
| 8. To Replace the text                 | <b>Ctrl + H</b>         |
| 9. To Undo the last operation          | <b>Ctrl + Z</b>         |
| 10. To Insert Page Break               | <b>Ctrl + Enter</b>     |

Que:3 Short Answer type Questions:

Q:1 Write about UNDO command?

Ans: It reverses the action that we have performed while editing. If we make an error in our document then we can correct it by click on the Undo command, it will remove the last thing we did. Ctrl+Z shortcut is used to perform Undo operation in MS Word. Undo command is also available on the Quick Access Toolbar.

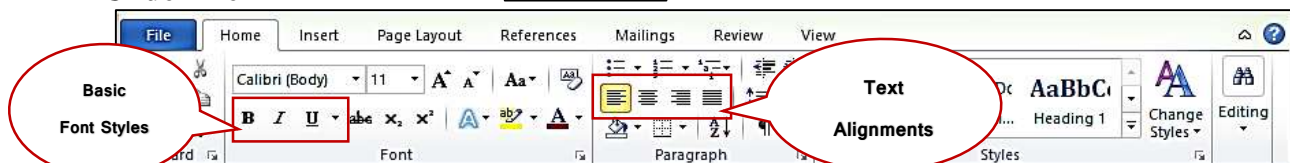


Q:2 Which are basic three font styles?

Ans: Three basic font styles are:

- Bold
- Italic
- Underline

**Bold**  
*Italic*  
Underline



Q:3 What are Headers and Footers in MS word?

Ans: The Header and Footer are the important parts of our document. Header appears in the top margin of our document, while the footer appears in the bottom margin of the page. The header and footer usually include information such as page number, date, author's name, and so on. The text in the header and footer appears on every page of the document. Insert tab is used to insert headers and footers.

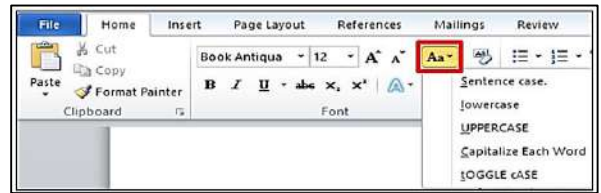




**Q:4 How many Change Cases options are available in MS Word? Write their names?**

**Ans:** There are five Change Case options in MS Word which are given below:

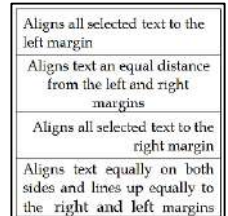
- Sentence case
- Lowercase
- UPPERCASE
- Capitalize Each Word
- Toggle case



**Q:5 How many alignments are available in MS Word? Write their names and shortcut keys?**

**Ans:** Alignment determines the appearance and orientation of the edges of a paragraph. There are four types of alignment in Word which are as follows:

- Left Alignment - Ctrl+L Shortcut Key
- Center Alignment - Ctrl+E Shortcut Key
- Right Alignment - Ctrl+R Shortcut Key
- Justified Alignment - Ctrl+J Shortcut Key



Examples of Text Alignments

**Q:6 How can we insert page break in MS word?**

**Ans:** Page breaks are used in MS Word to insert a new page into a document. The shortcut key Ctrl + Enter can be used to insert a page break in MS Word. Page breaks can also be inserted using the Insert tab.

**Que:4 Long Answer type Questions:**

**Q:1 Write about Clipboard group options of Home tab in MS Word.**

**Ans:** The Clipboard group is the first group in the Home tab of Microsoft Office. This group has four options:

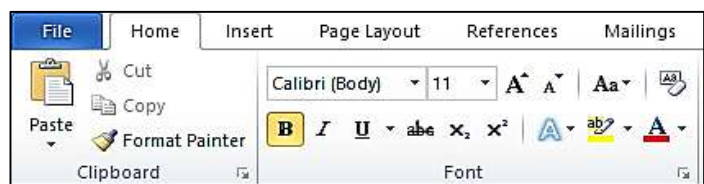
- **Paste:** It is used to paste the copied/cut contents.
- **Copy:** It is used to copy the selected contents.
- **Cut:** It is used to move/cut the selected contents.
- **Format Painter:** It is used to copy the formatting applied on the selected text.



**Q:2 Write about the options available in Font group of Home tab in MS Word.**

**Ans:** The Font group of the Home tab is used to format document text. Formatting helps us to change the look of our document. The main options for this group are:

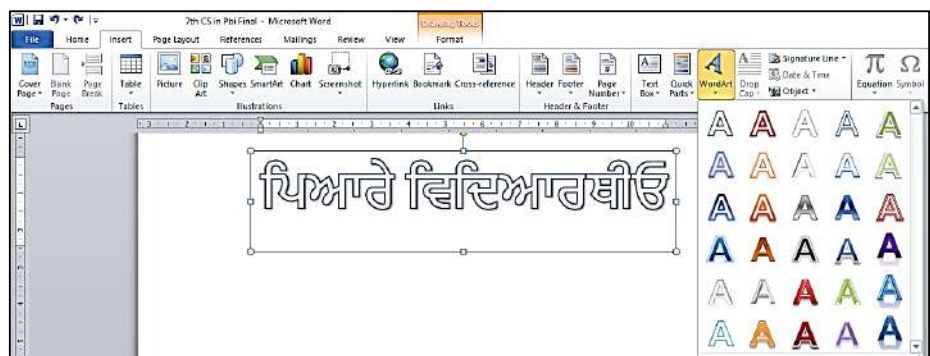
- Font Face and Font Size:
- Font style - Bold, Italic, Underline
- Font Color
- Text Highlight color
- Text Effects
- Change Text Case



**Q:3 What is WordArt? How will you insert WordArt in a Word document?**

**Ans:** WordArt is used to insert special text-effects in word documents. When we enter WordArt into our document, it becomes an object. Word art is used to decorate documents or to draw special attention from the viewers.

We can insert WordArt into our documents by clicking on the WordArt option in the Text group of the Insert tab.



Chapter 5<sup>th</sup>

Microsoft Word (Part-3)

Que:1 Fill in the blanks:

1. After selecting a picture \_\_\_\_\_ tab appears.

- a) Format                      b) Page Layout                      c) Insert                      d) View

2. For text wrapping, we can use \_\_\_\_\_ option.

- a) Square                      b) Tight                      c) Behind Text                      d) All of these

3. To remove any unwanted parts of picture, \_\_\_\_\_ option is used.

- a) Crop                      b) Rotate                      c) Group                      d) Compress

4. Which of the following option is not available in the Adjust group of Format tab?

- a) Corrections                      b) Artistic Effects                      c) Remove Background                      d) Picture Styles

5. We can find the number of words in the \_\_\_\_\_ bar at the bottom of the window

- a) Task Bar                      b) Status Bar                      c) Title Bar                      d) Scroll Bar

Que:2 Very Short Answer Type Questions

Q:1 Which option splits the text into two or more columns?

Ans: Page Layout → Columns

Q:2 Which page orientation sets the page in horizontal direction?

Ans: Landscape

Q:3 Which option is used to group two or more images together so that they can be treated as a single object?

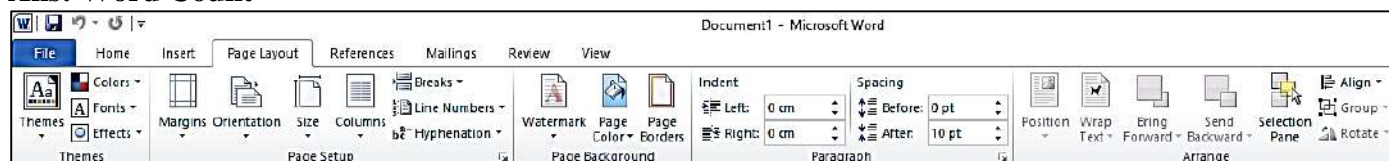
Ans: Format → Group

Q:4 Which option can be used to change the color of a picture in MS Word?

Ans: Format → Color

Q:5 Which option is used to count words in MS Word?

Ans: Word Count



Que:3 Fill in the blanks:

- I. Page orientation is of \_\_\_\_\_ types.
- II. \_\_\_\_\_ mistake is shown with red wavy line under the wrong word.
- III. \_\_\_\_\_ are the blank space around the edges of the page.
- IV. \_\_\_\_\_ are text or pictures that appear behind document text.

Ans: I. **Two**                      II. **Spelling**                      III. **Margins**                      IV. **Watermarks**

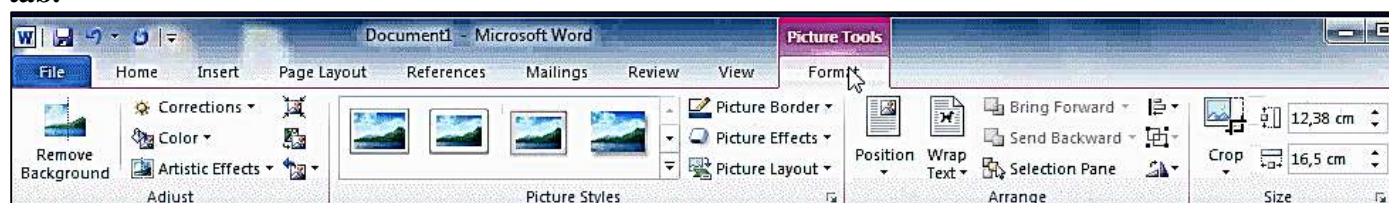
Que:4 Short Answer type Questions:

Q:1 What are Margins?

Ans: Page margins are the spaces left around the edges of a page. We can insert headers, footers and page numbers in the margin. To set the margins of the document, we can use the Margins option in the Page layout tab. Margins can be set at all the 4 sides of the document- Top, Bottom, Left and Right.

Q:2 What do you mean by Compress picture?

Ans: Compressed Picture is used to reduce the size of images in our document. It may reduce the overall size of our document. MS Word reduces the resolution (quality) of images to compress them and erases the cropped area of the images. The option to compress images is available in the Picture Tools - Format tab.



**Q:3 Write about Reset picture?**

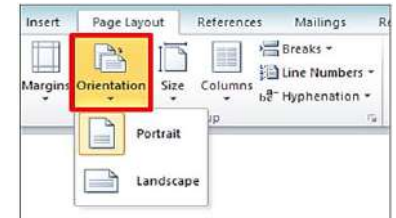
Ans: If we make any changes or do formatting in a picture in MS Word and later we want to remove the changes or formatting made on these pictures then we can do this with the help of reset picture option. The reset picture option is available in the Picture Tools - Format tab.

**Q:4 What is Crop option?**

Ans: Unnecessary part of the selected image can be removed using the Crop option in MS Word. This option is available in the Picture Tools - Format tab. After clicking this option, crop handles are made on the edges of the selected image which can be easily used to crop the image.

**Q:5 Give the name of two page-orientations in MS Word?**

Ans: The Orientation option sets the vertical or horizontal direction of the page of our document. Following are the name of two page-orientations in MS Word:



- **Portrait Orientation:** It means setting the page in vertical direction
- **Landscape Orientation:** It means setting the page in horizontal direction.

**Q:6 Write the name of various options available in the adjust group of Picture tools format tab.**

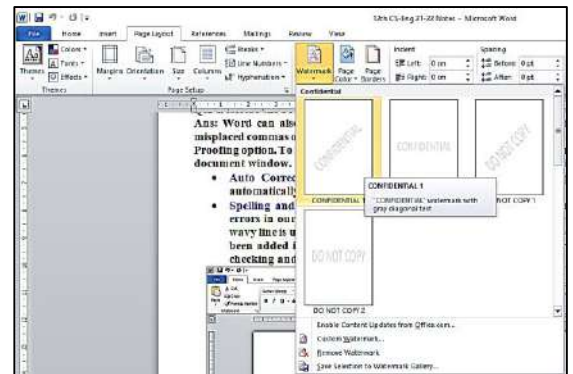
Ans: The first group in the Format tab is the Adjust group. It has the following main options:

- Corrections
- Color
- Artistic Effects
- Compress Picture
- Change Picture
- Reset Picture
- Remove Background

**Que:4 Long Answer type Questions:**

**Q:1 What is Water Mark? Write the Steps to add a watermark in a word document?**

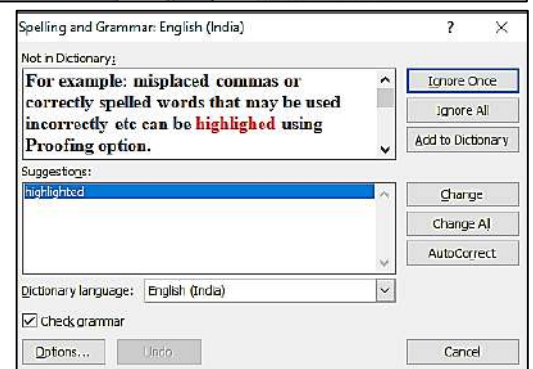
Ans: A watermark is a text or image that appears at the background of the document text. It is usually used to mark the status of a document - Draft or Confidential. Here are the steps for inserting a watermark in MS Word:



1. Click on the Page Layout tab.
2. Click on the Watermark option in the Page Background group.
3. Select the watermark according to your requirement.

**Q:2 Write the steps to run a Spelling and Grammar check?**

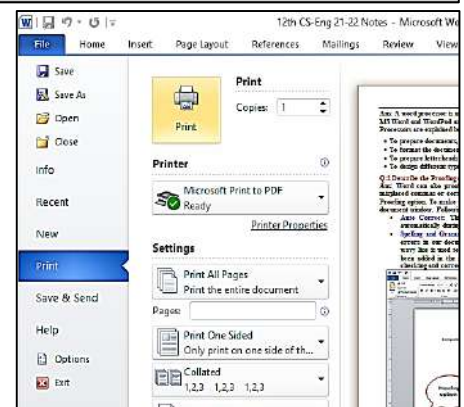
Ans: Spelling and grammar check feature is an important feature of MS Word. Using this option, we can make our document error-free. In MS Word, spelling errors are indicated by a red wavy underline while grammatical errors are represented by a green wavy underline. MS Word also provides the ability to correct these errors. "Spelling & Grammar" option in the "Review" tab can be used for this purpose. Errors can also be corrected by opening the "Spelling & Grammar" dialog box using the shortcut key F7.



**Q:3 Explain the steps to Print a Document.**

Ans: When our document is complete, we can print it using a printer. Here are the steps to print the document:

1. Click on the File menu/tab.
2. Click on the Print option, a print pane will appear.
3. Select the options for printing as required, such as - range of pages, number of copies to be printed etc.
4. Click on the Print button.





**Chapter 6<sup>th</sup>**  
**Microsoft Word (Part-4)**

**Que:1 Fill in the blanks:**

1. \_\_\_\_\_ key is used to move the cursor in the next adjoining cell of a table.  
a) Ctrl                      b) Shift                      c) Tab                      d) Home
2. The table button is present on the \_\_\_\_\_ tab.  
a) Home                      b) Layout                      c) Insert                      d) View
3. We can change the width of a column by selecting the \_\_\_\_\_ button in the Table Group.  
a) Select                      b) View Gridlines                      c) Properties                      d) None of these
4. A \_\_\_\_\_ consists of a number of columns and rows.  
a) Document                      b) Table                      c) View                      d) Data
5. A \_\_\_\_\_ is an intersection of columns and rows.  
a) Cell                      b) Table                      c) View                      d) Data

**Que:2 Very Short Answer Type Questions.**

**Q:1 Which key is used to move the cursor to the next cell in a table?**

**Ans:** Tab

**Q:2 Intersection of a column and row is called?**

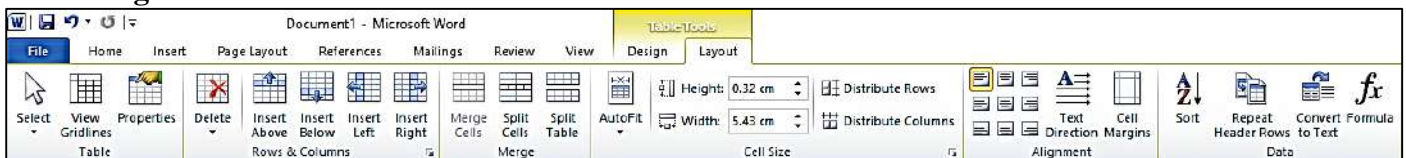
**Ans:** Cell

**Q:3 Which group of Layout tab contains the split cells option?**

**Ans:** Merge

**Q:4 Which option can be used to join two or more cells?**

**Ans:** Merge Cells



**Que:3 Fill in the blanks:**

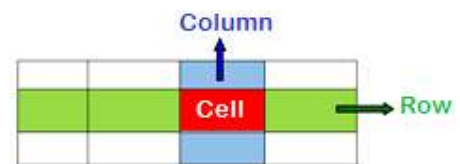
- I. \_\_\_\_\_ provides a convenient way of writing data in rows and columns.
- II. Create table options are available in the Tables group of \_\_\_\_\_ tab
- III. \_\_\_\_\_ a cell means to divide a cell into two or more cells.
- IV. We can change the size of rows, columns and \_\_\_\_\_ using the Properties button.

**Ans:** I. Table                      II. Insert                      III. Splitting                      IV. Cells

**Que:4 Short Answer Type Questions:**

**Q:1 Define table.**

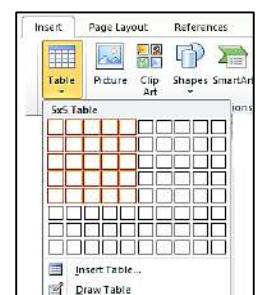
**Ans:** Tables are an easy way to write data in rows and columns. Tables are often used to present data in the organized form. The table is made up of a combination of rows and columns.



**Q:2 Write the name of options for inserting a table in Word document?**

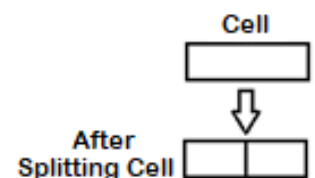
**Ans:** Following are the different ways to insert a table into a Word document:

- Using the Table button
- Using the Insert Table... option
- Using the Draw Table option



**Q:3 What is the use of Split Cells option?**

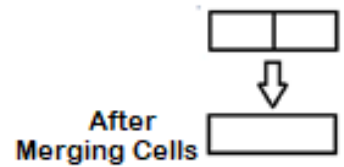
**Ans:** Splitting a cell in a table means dividing it into two or more cells. The option to split the cell is available in the Layout tab of Table Tools.





**Q:4 What is the use of Merged Cells option?**

Ans: Merge cell means to combine two or more cells in a table to form a single cell. The option to merge cells is available in the Layout tab of Table Tools.



**Q:5 How will you enter data in Table Cells?**

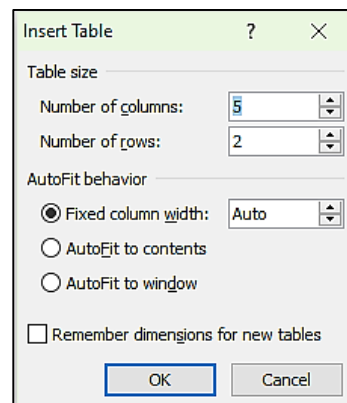
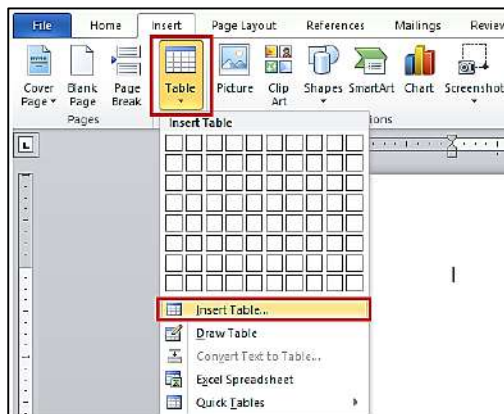
Ans: Click on the cell in which you want to enter data. Now type the data in the cell. Use the Tab key or the Right Arrow key to move to the next cell of the table. Similarly, use Shift + Tab keys or Left Arrow to move from any cell to the previous cell.

**Que:5 Long Answer Type Questions:**

**Q:1 How do you insert a table in your document? Explain any method briefly.**

Ans: There are several ways to insert a table into a document. Following is an easy way to insert a table in MS Word document:

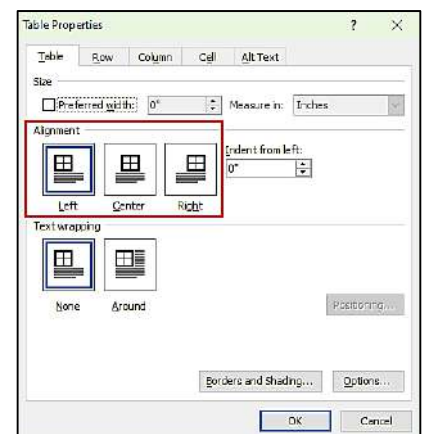
1. Click on the Table button in the Insert tab.
2. Click on the Insert Table... option from the drop-down menu.
3. The Insert Table dialog box appears.
4. Enter the number of columns and rows as required.
5. Click the OK button



**Q:2 Explain Properties button in Layout Tab?**

Ans: When we click on a table in the Word document, Layout tab will appear. Now click on the Properties button that is available in the Table group. It opens a dialog box. Using this dialog box, we can perform the following main tasks on the tables:

- Set the alignment of the table
- Change the height of the table rows
- Change the width of the table columns
- We can change the size of cells etc.



Chapter 7<sup>th</sup>

Introduction to Multimedia

**Que: 1 Fill in the blanks by choosing the right option:**

1. Multimedia is a combination of two words \_\_\_\_\_ and \_\_\_\_\_

a. Images, Sound      b. Audio, Video      c. Multi, Media      d. Hardware, Software

2. Animation is of two types, these are \_\_\_\_\_ and \_\_\_\_\_

a. Analog, digital      b. Static, Hyper      c. Raster, Bitmap      d. Path, Frame

3. Requirements for Multimedia are \_\_\_\_\_ and \_\_\_\_\_

a. Images, Sound      b. Analog, Digital      c. Hardware, Software      d. Multimedia

4. Input Devices consists of \_\_\_\_\_ and \_\_\_\_\_

a. Monitor, Printer      b. RAM, Hard Disk      c. Keyboard, Mouse      d. Hardware, Software

5. In Multimedia, Text is of \_\_\_\_\_ and \_\_\_\_\_ type.

a. Analog, digital      b. Raster, Bitmap      c. Static, Hyper      d. Path, Frame

Que:2 Fill in the Blanks:

I. A video can be classified into \_\_\_\_\_ types.

II. There are \_\_\_\_\_ types of text.

III. Path and Frames are the types of \_\_\_\_\_

IV. PNG stands for \_\_\_\_\_

Ans: I. **Two**      II. **Two**      III. **Animation**      IV. **Portable Network Graphics**

Que:3 Short Answer type Questions:

Q1: What is an Animation?

Ans: Animation is an important component of multimedia. It shows motion effects on static images or text. There are two main types of animation - path animation and frame animation. PowerPoint and Flash are examples of commonly used animation software.

Q:2 What is Video?

Ans: Video is an important component of multimedia. In multimedia, video is used to represent information in a much better way. The video can be played with motion pictures as well as sound. There are usually two types of videos: analogue and digital videos.

Q:3 What is Multimedia Conferencing?

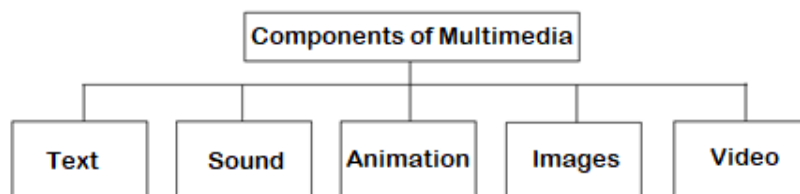
Ans: Multimedia conferencing is also called video conferencing. This is an important application area of multimedia. Using it, we can have face-to-face conversations with people living at distant places.

Que:4 Long Answer Type Questions:

Q:1 What is Multimedia? Explain the Components of Multimedia.

Ans: The word multimedia is a combination of the two words - Multi and Media. Multi means two or more and media means medium. Thus, multimedia is a technology in which information is distributed using a variety of mediums. The following are major components of multimedia:

- **Text:** Written information is called text.
- **Sound:** Sound helps us to explain an idea clearly.
- **Animation:** It is the motion effect on static images or text.
- **Images:** Images are an essential part of multimedia.
- **Video:** Video contains motion pictures as well as sound.



Q:2 What are the requirements for Multimedia?

Ans: The basic requirements for multimedia are hardware and software. These are as follows:

**Hardware Requirements:**

1. Input device
2. Output device
3. Storage devices

**Software Requirements:**

These are used to modify and manage the elements of multimedia. For example: Adobe Director, Media Blender, Multimedia Builder, etc.

Q:3 What is a Multimedia Presentation? What should we keep in mind before preparing Multimedia Presentation?

Ans: A topic can be presented effectively using multimedia presentation. Text, sound, video, animation, and pictures are the important components of a multimedia presentation. Following are some of the points that we should keep in mind before preparing a multimedia presentation:

1. Text should be kept minimum.
2. Sound quality should be good.
3. The user should be able to use the keyboard and mouse.
4. It should be small in size.

**Q:4 Write down Applications of Multimedia**

Ans: Multimedia is used in many fields. Some of the important application areas of multimedia are given below:

1. Multimedia is used in the field of education.
2. Multimedia is used to represent the model of human body in medical science.
3. Multimedia is used in the field of entertainment.
4. It is used to inform customers at railway stations, banks etc.
5. It is used for face to face communication with people living far away.

**Chapter 8<sup>th</sup>**

**Storage Devices**

**Que:1 Fill in the blanks:**

1. Primary memory is also called \_\_\_\_\_.

- a) Internal memory      b) External memory      c) Physical memory      d) Auxiliary memory

2. \_\_\_\_\_ memory is not a Read Only Memory.

- a) ROM      b) PROM      c) EPROM      d) RAM

3. \_\_\_\_\_ is not a portable storage device.

- a) External Hard Disk      b) Pen Drive      c) Hard Disk Drive      d) Memory Card

4. The memory is divided into number of small parts called \_\_\_\_\_

- a) Cells      b) Area      c) Inter-section      d) None of these

5. USB means \_\_\_\_\_

- a) Uniform Service Book      b) Universal Serial Bus  
c) Universal Straight Bus      d) Uniform Serial Bus

**Que:2 Very Short Answer Type Questions:**

- I. Storage Capacity of Floppy disk is \_\_\_\_\_
- II. Storage Capacity of Compact Disk (CD) is \_\_\_\_\_
- III. \_\_\_\_\_ memory unit is usually used to measure the Storage capacity of hard disks.
- IV. ROM stands for \_\_\_\_\_
- V. \_\_\_\_\_ computer port is used to attach Pen drive.

Ans: I. 1.44 MB      II. 700 MB      III. Gigabyte (GB)      IV. Read Only Memory      V. USB

**Que:3 Short Answer type Questions:**

**Q:1 What is memory? Write down two main categories of memories?**

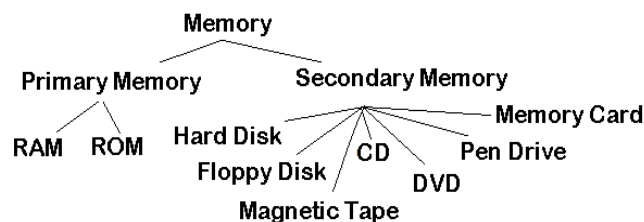
Ans: Any medium that has the capacity to store data is called memory. Memory is divided into many smaller parts, called cells. Memory is used to store data and instructions. The two main categories of memory are:

1. Primary memory
2. Secondary memory

**Q:2 Write the name of any four Secondary Memory devices?**

Ans: The names of the secondary memories are as follows:

1. Hard disk
2. External hard disk
3. Floppy disk
4. Magnetic tape
5. Compact Disc (CD)
6. Digital Video Disc (DVD)
7. Pen drive
8. Memory card



### Q:3 What is Memory Card?

Ans: Memory card is a portable secondary memory. It is also called a flash memory card. These cards are commonly used in mobiles, digital cameras, MP3 players, etc. Memory cards are usually used to store pictures, movies, songs, and other data.



### Q:4 Write a short note on pen drive.

Ans: The pen drive is a portable secondary memory. It is a USB based memory device. It is used to transfer data from one computer to another. It is very small in size and its speed is faster. They also have higher storage capacity.



### Que:4 Long Answer type Questions:

#### Q:1 Write a note on Primary Memory?

Ans: Primary memory is also called Main Memory or Internal Memory. The CPU has direct access to this memory. Micro-conductors, which are very fast and special types of electronic circuits, are used to make this memory. These memories are also called Semiconductor memories. These memories have low storage capacity. There are two types of primary memory:

1. **RAM:** RAM stands for Random Access Memory. This memory only stores those data and instructions that the computer is working on.
2. **ROM:** ROM stands for Read Only Memory. This memory stores the instructions to start the computer.



#### Q:2 What is HDD? Explain?

Ans: HDD stands for Hard Disk Drive. This is the most commonly used secondary memory. The stored data remains in this memory even after the computer is turned off. Its speed is slower than primary memory. A hard disk consists of one or more metal plates, called Platters. These plates are coated with a layer of metal-oxide to store data. These plates rotate at a speed of 5400 to 7200 RPM (rotation per minute). Hard disks have a high capacity to store data. Its storage capacity is usually measured in gigabytes (GB).



#### Q:3 What is Secondary Memory? Explain any one secondary memory device?

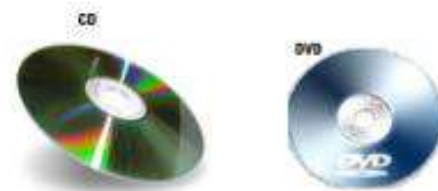
Ans: Secondary memory is also called external memory or physical memory or auxiliary memory. The stored data remains in this memory even after the computer is turned off. Hard disk drives, optical storage disks, floppy disks, etc. are examples of secondary memory devices.

**Hard Disk Drive (HDD):** A hard disk consists of one or more metal plates, called platters. These plates are coated with a layer of metal-oxide to store data. These plates rotate at a speed of 5400 to 7200 RPM (rotation per minute). Hard disks have a high capacity to store data. Its storage capacity is usually measured in gigabytes (GB).

#### Q:4 Write precautions that we must follow while using a CD/DVD.

Ans: The following precautions should be taken when using CD / DVD:

1. The CD / DVD should be kept in the cover.
2. The bright side of the CD / DVD should not be touched.
3. The bright side of the CD / DVD should not be written with pen or pencil.
4. Do not bend CD / DVD.
5. A soft cloth should be used to clean the CD / DVD.



#### Q:5 What is External Hard Disk drive? Write its advantages?

Ans: External hard disk is a secondary memory. It is a portable type of secondary memory, which can be easily moved from one place to another. This is a USB based memory device. It has a very high storage capacity. It is commonly used to back up data. Once the data is backed up, it can be removed from the computer and stored in a safe place.

