Log on to COMPUTER

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Published by :

First New Edition

Designed by : Edit One International, Delhi

Printed by :

PREFACE

Computer is the basic need of this modern era. Now-a-days it is using in very offices and houses. Computer has brought about drastic changes in our life. People in all fields of life use computers to perform multipurpose tasks.

The series of eight books for classes 1 to 8. The series has been delivered and designed in such a way that a child can understand the basic concepts of computer and its applications. We have tried to achieve our objective through interactive updated contents and activities presented in a learner friendly manner focusing on the activity - oriented computer education.

Salient Features of the Books:

- Simple language, exciting and meaningful illustrations are provided to elucidate the concepts.
- **Let's Know** section is given at the start of each chapter to recapitulate the important points.
- **Did You Know** section presents interesting information to take learning beyond the given text.
- **Activities** within the chapter develops technical and cognitive skills.

The aim of our books is to make students understand the working and applications of computer on their own.

Every efforts has been made to keep the series worthful, but still the door is open for your valuable suggestions for the improvement of the series. Your suggestions will be gratefully acknowledged and will be given due consideration in the subsequent editions.

Authors

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Let us Know

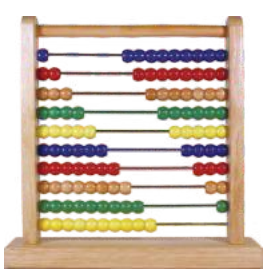
- History of computer
- Pascaline
- Tabulating machine
- ENIAC and UNIVAC
- Abacus
- Analytical engine
- AB computer (ABC)
- Generations of computer
- Napier's bones

History of Computer

The word 'computer' comes from the Greek word 'compute' which means 'to calculate'. This word tells us that computers were actually calculating devices built for long and difficult calculations.

In ancient times, people used stones, pebbles or sticks to count things. But these calculations used to take a long time and also led to many mistakes. Slowly, these early calculating devices kept on becoming more advanced which evolved them into modern day computer. Let's learn about some of the early calculating devices.

Abacus



About 500 years ago, abacus or the counting frame was invented in China. It is a wooden frame with rows of wires and beads. The balls that you see on the rods are called beads. Abacus was the first calculating device.

Calculations on the abacus are done by sliding these beads across the rods.

Napier's Bones

This device had a set of rods or bones with multiplication tables inscribed on them. This device was invented by Sir John Napier in 1616. It was used for simple calculations like addition, subtraction, multiplication and division.

Pascaline

A French Mathematician Blaise Pascal invented a machine known as Pascaline in 1642. It had a box with eight movable wheels called dials which assisted in entering numbers for calculations. Pascaline was the first gear driven calculator. It means that Pascaline is made up of gears that are used for adding numbers very quickly. It could add, subtract, divide and multiply the numbers as big as the thousands.

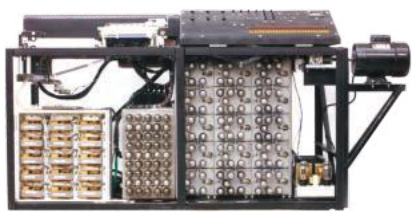
Analytical Engine

Charles Babbage, a Mathematics professor of Cambridge University, is considered as the "Father of Computer". He had designed analytical engine in 1850. The analytical engine was powered by a huge steam engine. This machine had the ability to handle large amount of data.

It could process data at a high speed. He introduced the idea of storing and reading the information before processing. This idea is used in the modern computers nowadays.

Tabulating Machine

In 1889, an American named Herman Hollerith invented a counting machine to count the population of USA. It is also know as ceresin machine. Its operation was controlled by punched cards. In 1890, he invented a machine which worked on electricity for the first time. It was an electrical device, which could read data and give accurate results after processing data. It could read both numbers and letters.



Atanasoff Berry Computer (ABC)

It was the first digital electronic computer built by John V. Atanasoff and Clifford Berry between 1937–1942. Its operation was also controlled by punched cards.

ENIAC & UNIVAC

ENIAC (Electronic Numerical Integrator And Calculator) was the first general purpose digital electronic computer. It was developed by John Mauchly and J. Presper Eckert in 1945. ENIAC

occupied 680 square feet area and weighted around 28,000 kg. It required reprogramming for each task.

Mauchly and Eckert later on developed the UNIVAC-I (UNIVersal Automatic Computer) in 1951 which was the first commercial electronic computer. It could work with numeric and text data.

Generations of Computer

The modern age of computer started with ENIAC. The development of computers can be divided into various generations based on the technology used in them. Generation of computer means improvement in the state of computers. Now, we will discuss the different generations of computers.

First generation computer (1940 to 1956)

Vacuum Tubes

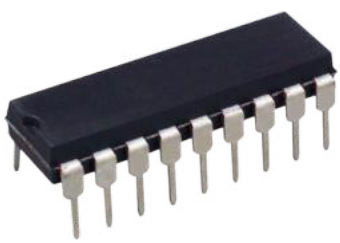
- Computers used vacuum tubes and magnetic drums in this generation.
- The computers developed between 1940 to 1956 are referred as first generation computers.
- Only one problem could be solved by them at a time.
  For example : ENIAC and UNIAC.

Second generation computer (1956 to 1963)

- Transistors are smaller in size compared to vacuum tubes.
- It means that transistors replaced the vacuum tubes that were used in the first generation computers.
- Programming became easier with these computers.
  For example : IBM 704, IBM 1401, etc.

Transistor

Third generation computer (1964 to 1971)



Integrated Circuit

- IC is a small electronic device consists of millions of transistors in it.
- Transistors were replaced by Integrated Circuit (IC) in third generation of computers.
- Speed and efficiency of computers were increased.
- Data storage capacity was increased.
  For example : IBM 360

Fourth generation computer (1971 to till now)

- The fourth generation computers were produced after 1971.
- Microprocessors were used by these computers in place of integrated circuits.
- These computers can run many programs at a time.

  For example : Personal Computer, Workstations, etc.

Microprocessor

Fifth generation computer (present & beyond)

- These computers are still in development stage.
- Fifth generation computers are based on Artificial Intelligence.
- They will use the 'Artificial Intelligence'(AI). It means that they would think, decide and act like human beings on their own.

Let's Recall

- The word 'computer' comes from the Greek word 'compute' which means 'to calculate'.
- Abacus was the first counting device.
- Charles Babbage is known as the "Father of Computer".
- There are five generations of computer.
- Present day computers that you see are the fourth generation computer.

EXERCISE

A. Fill in the blanks with suitable words given in the box below.

1. Pascaline is made up of ..... that are used for adding numbers very quickly.
2. Fourth generation computers use ..... in place of integrated circuits.
3. Transistors were replaced by ..... in third generation of computers.

B. Tick (✓) for the true and cross (×) for the false statements.

1. Charles Babbage invented ENIAC and UNIAC. ☐
2. First generation computers used vacuum tubes. ☐
3. Second generation computers used transistor. ☐

C. Tick (✓) the correct option.

1. The word 'computer' comes from the Greek word ..... .

   (a) computing ☐ (b) compute ☐ (c) calculating ☐ (d) computal ☐

2. Who is called the "Father of Computer"?

   (a) John Napier ☐ (b) John Mauchly ☐

   (c) Charles Mathew ☐ (d) Charles Babbage ☐

D. Answer the following questions.

1. What is the first counting device?
2. When and where was the abacus invented?
3. What do you understand by Artificial Intelligence?

2 Introduction to Multimedia

Let us Know

- Requirements of a Multimedia System
- Uses of Multimedia
- Installation of Multimedia CD/DVD
- How to use the Multimedia Software?
- Playing games on computer

Multimedia is a combination of two words '**multi**' and '**media**'. Multi means more than one or many and media means sources. Therefore, multimedia is a combination of text, audio, video clips, images, graphics and animations. A multimedia computer is a computer that is capable of playing sound or music and showing graphics, video, text, etc., on the screen. All new computers are multimedia computers.

Multimedia programs are interactive. They make learning very interesting and offer good entertainment options too. All the cartoon films like Tom and Jerry, Spiderman, Superman, Ice Age and Sylvester and Tweety are possible through graphic animations using a multimedia system.

Requirements of a Multimedia System

A multimedia system essentially consists of the following hardware.

- A CD or DVD drive is used to insert a CD or a DVD.
- A sound card and speakers are used for producing sound.
- A coloured monitor is used to display video.
- A microphone is used for monitor recording and headphone is used to listen sound.

Monitor

Microphone and Headphones

DVD drive

Sound card

Speakers

Uses of Multimedia

A multimedia system is very useful since it is used in different areas and fields. Multimedia programs are generally used for the following :

- listening music and watching movies
- playing games
- imparting education
- giving training to students and workers
- designing advertisement, movies and games

Learning on multimedia system is very enjoyable as it has sound, pictures and animation. Animation can help to make even difficult topics easy to understand.

are both output devices through which sound is heard from the computer.
Now, you will learn how to play music that is stored on the computer.

Windows Media Player

We know that any type of information is stored on a computer in the form of a file. In the same manner, any kind of music or song is also stored on a computer as a file.

Music files are normally stored with different extensions. Examples of music file extensions are .mp3 and .wav. To listen to a music file on a computer, we first need to open that file using a music player application.

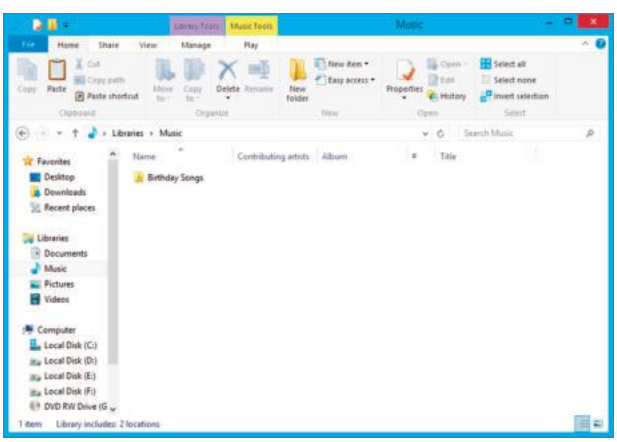
While there are many applications used to play music from the computer, the most commonly used application is Windows Media Player.

Let us now learn, how to use this application to play music.

To start the application, follow these steps:

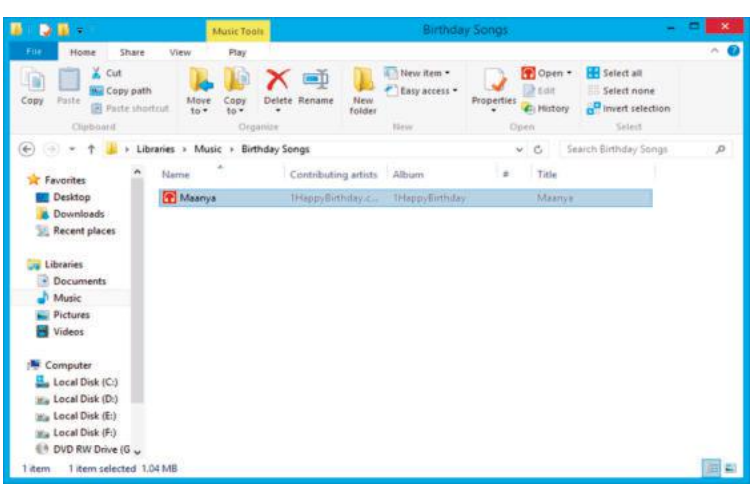
1. Click Desktop.
2. Click Libraries → Music.

   The Music dialog box is shown.
3. Open the folder Birthday Songs.



Music Folder in Libraries

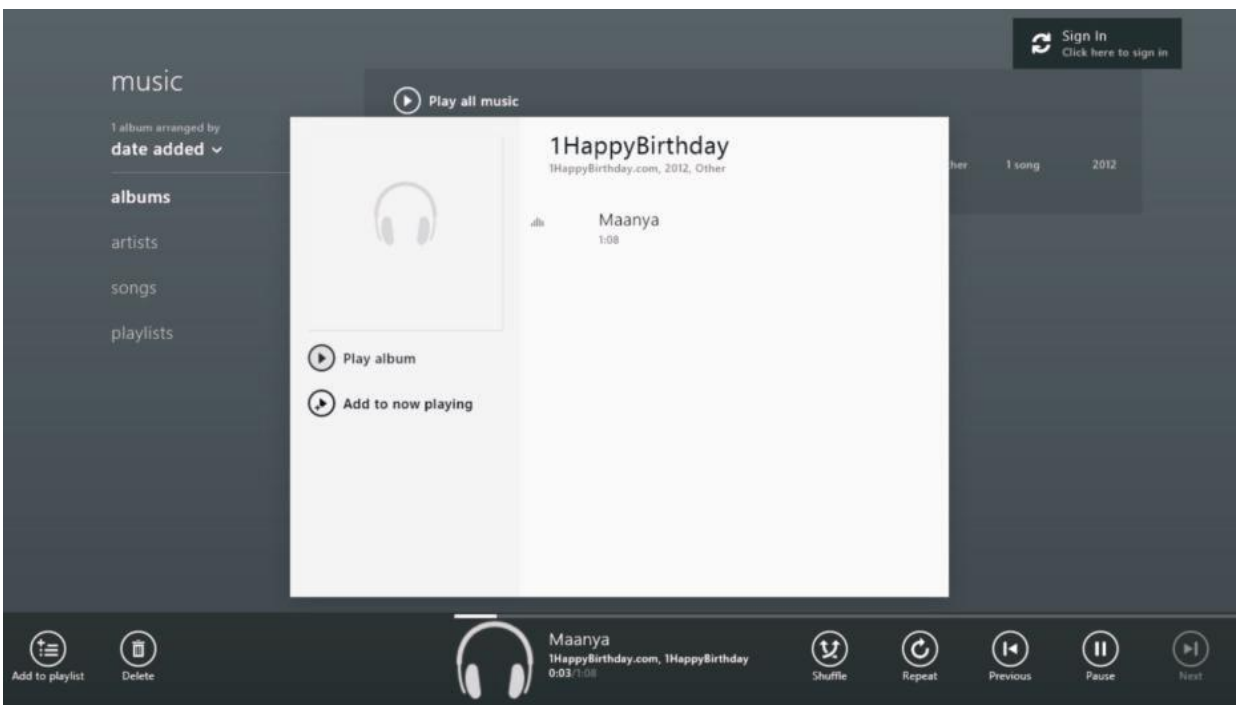
4. Music file(s) will be listed here.



Music Folder

The commonly used sections of this window are:

1. **Ribbon:** The ribbon is the panel at the top portion of the document It has four tabs: Home, Share, View and Play.
2. **Address bar:** This section displays the path of the music file or folder.
3. **Navigation pane:** This section on the left, displays different folders like Music, Pictures and Videos. We can navigate between these folders to search for music files.
4. **Details pane:** This section displays the details of the music file such as album name, artist name etc.
5. **List pane:** This section displays a list of music files that you have opened.



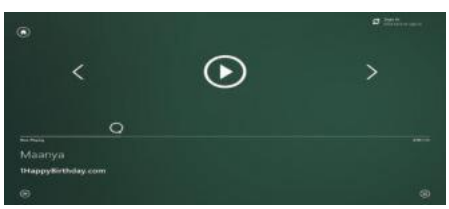
5. Double-click the music file. The following screen opens.

The commonly used sections of this window are:

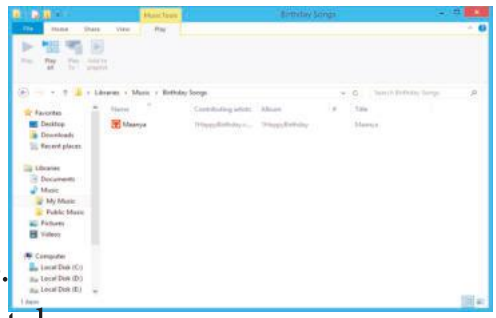
Time slider: This section has an indicator moving on a horizontal line. The indicator shows that a music file is playing.

Control buttons: This section has different buttons, which are similar to the buttons on a CD player. For example, it has Play,

Repeat, Previous and Pause buttons. These buttons are used to control the music that is being played.



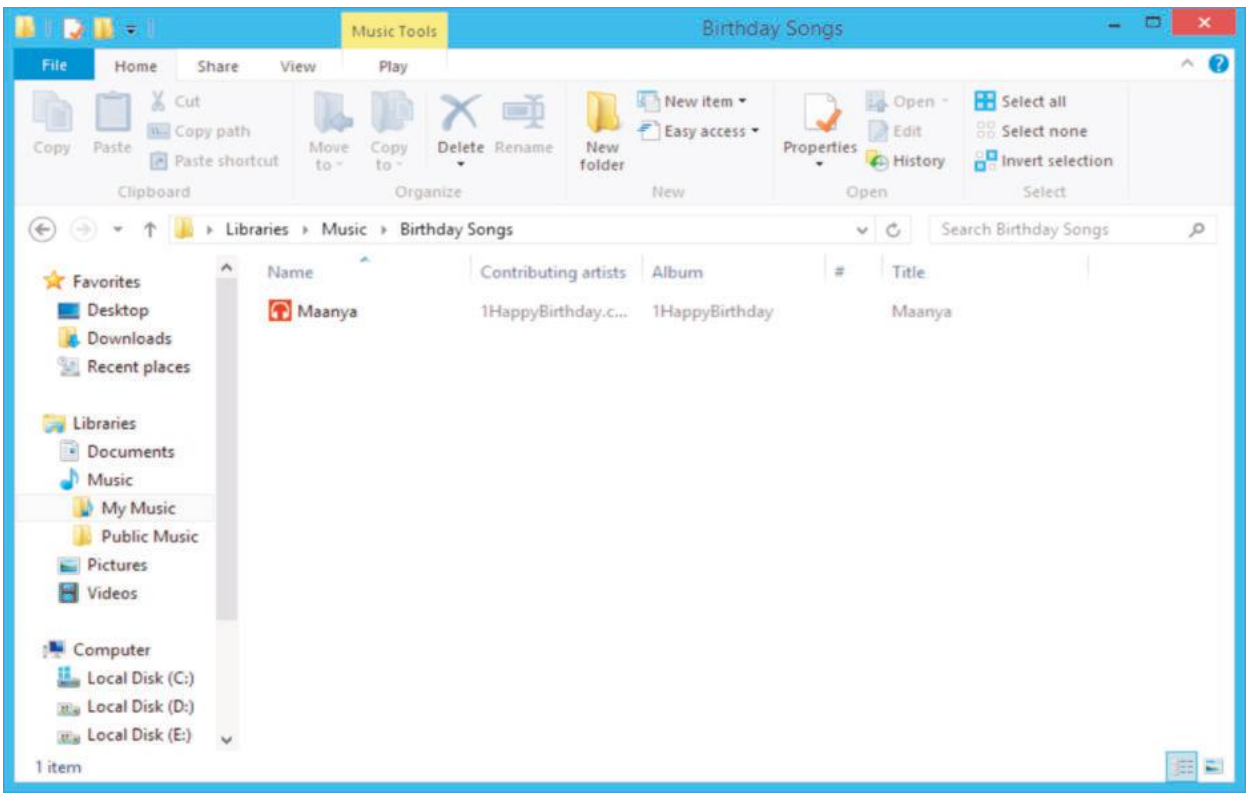
You may also choose to play a song by click Play button, in the Play tab or the button on screen.



➲ Deleting and Renaming a Music File

To delete a music file, click Delete button on Home tab.

To rename a music file, click Rename button on Home tab.



You may also create new folders for different types of songs.

Let's Recall

- Multimedia is made up two words multi and media. Multi means many and media means the sources.
- A music player is used to play music, stored on a computer.
- Windows Media Player is the application, most commonly used to play music from the computer.

A. Fill in the blanks.

1. ..... is a combination of different media.
2. Details pane section displays the ..... of the music file.
3. Ribbon has ..... tabs.

B. Write 'T' for the True statement and 'F' for the False statement.

1. You cannot record sound using computer. ☐
2. Multimedia finds its application in only two areas. ☐
3. Adobe Photoshop allows to watch movies. ☐

C. Tick (✓) the correct option.

1. This section displays the path of the music file or folder :
   - a. Ribbon ☐ b. Address bar ☐
   - c. Details pane ☐
2. Multimedia is made up two words ..... and ..... .
   - a. multi ☐ b. media ☐
   - c. Both ☐
3. The use of different media to convey information:
   - a. content ☐ b. images ☐
   - c. multimedia ☐

D. Answer the following questions.

1. Define multimedia. What will come under multimedia?
2. What are multimedia applications?
3. What is the use of multimedia?

3

Introducing MSW LOGO

Let us Know

- The computer language: MSW Logo
- To start MSW Logo
- Basic components of MSW Logo Window
- Basic Command in Logo
- How to exit Logo

The Computer Language : Msw Logo

Microsoft Windows (MSW) LOGO is a computer language that was developed to teach the basics and logic of computer programming to the children. This language was developed by Seymour Pappert of USA. LOGO stands for Logic Oriented Graphic Oriented language. Some people also call it Language of Graphic Oriented.

Using MSW LOGO you can

- draw simple shapes and designs.
- do arithmetic calculations such as addition, subtraction, etc.
- display text messages.

Seymour Pappert

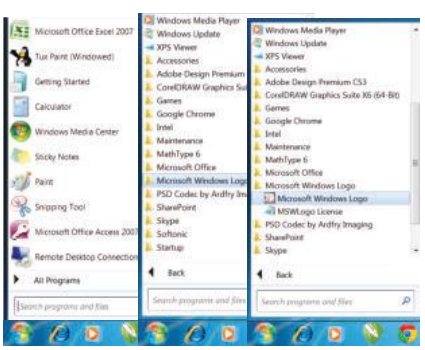
To Start MSW Logo

There are following steps to start MSW LOGO.

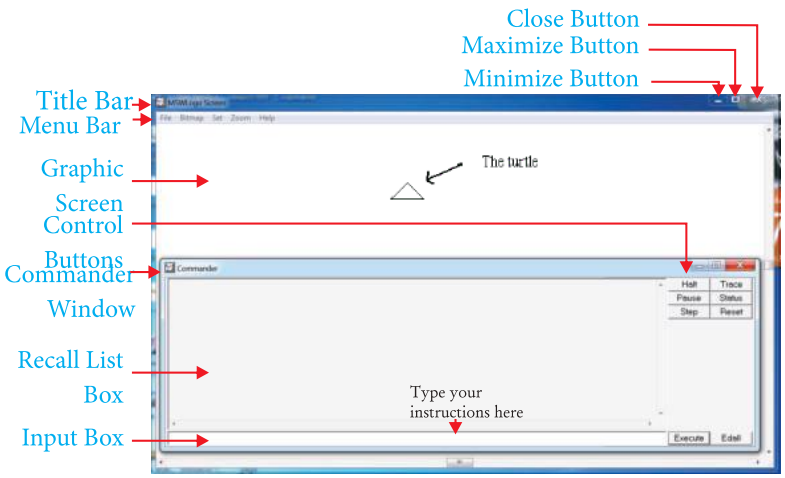
Step 1 : Click on the Start button.

Step 2 : Click on the All Programs.

Step 3 : Click on the Microsoft Windows LOGO.



MSW LOGO Windows opens up. Look at the different elements of LOGO screen.



MSW LOGO Opening Window

Did You Know?

Because of its turtle LOGO is also called the Turtle's Language.

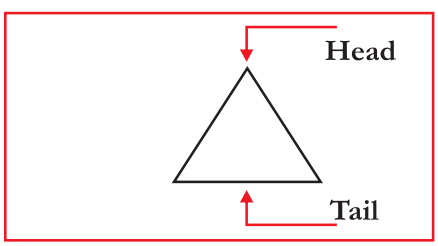
Basic Components of MSW Logo Window

The LOGO window has two basic parts:

1. Graphic Screen 2. Commander Window

Graphic Screen

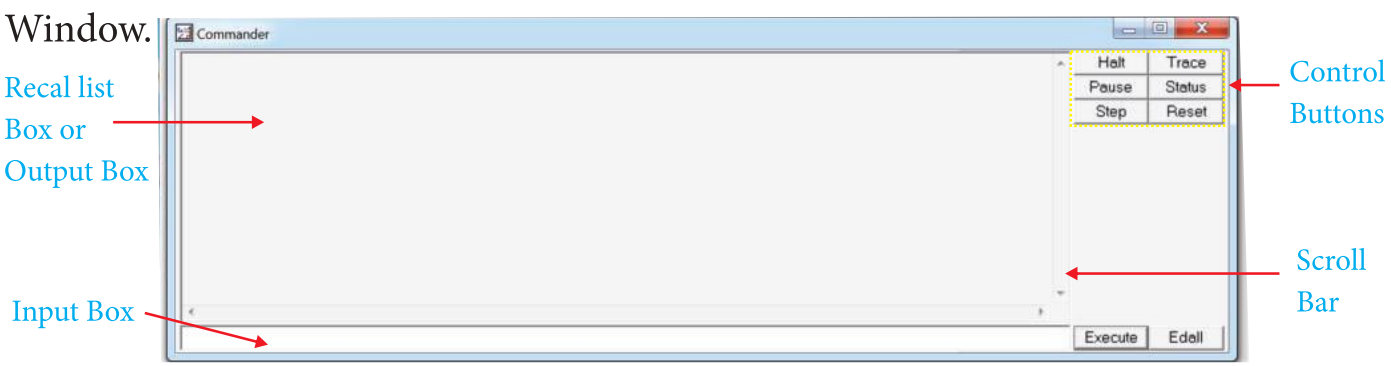
The white blank area represents the Graphic Screen where you draw pictures. There is a small triangle in the centre of the screen. This is called the Turtle. The cursor in LOGO is represented by the turtle. The top pointed end of the turtle is called its head. The wide base at the bottom is called its tail. The turtle moves on the screen according to the commands you type in the Input box. The figures on the screen can be drawn by us with the turtle's movement on the screen.



Turtle

Commander Window

Commander Window represents the lower part of the LOGO window where you give commands and control the working of the turtle. Have a look at the Commander Window.



The Commander window consists of the following essential parts:

Input Box

In this box, we type commands and execute them by pressing the Enter key or clicking the Execute button. This is the area where you type in the instruction for the turtle.

Recall List Box or Output Box

Output box stores all the commands that are entered in the input box. Sometimes, it shows you the results of the commands entered in the input box.

Control Buttons

There are 8 buttons in the Commander Window. Each button has a special function. These buttons are:

(i) Halt	(ii) Trace	(iii) Pause	(iv) Status
(v) Step	(vi) Reset	(vii) Execute	(viii) Edall

(i) Halt : It stops the action of the turtle.

(ii) Trace : It turns on tracing for debugging. You can click it again to disable tracing.

(iii) Pause : It stops the turtle actions temporarily.

(iv) Status : It brings up the status window.

(v) Step : It turns on the single stepping for debugging your program. You can click again to disable it.

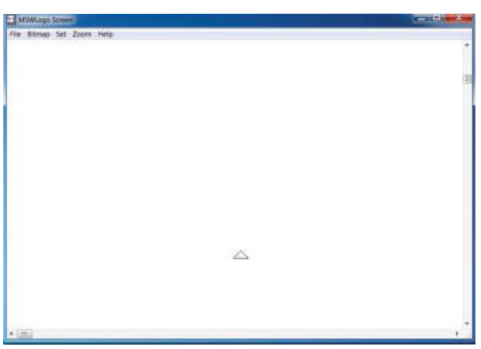
(vi) Reset : It erases everything on the screen and bring the turtle back to the centre of the screen.

(vii) Execute : It executes or runs the commands.

(viii) Edall : It brings up the Editor window.

Home Position

When the MSW LOGO is opened by us, we observe, that the turtle is in the center of the main screen. This is called the Home Position of the turtle.



Turtle at home position

Logo Primitives or Commands

LOGO Primitives represent the commands given to the turtle through the Input Box. Some examples of LOGO primitives or commands consist of FORWARD, BACKWARD, LEFT TURN, RIGHT TURN, etc.

To import commands in LOGO, follow these steps:

Step 1 : Click in the Input Box.

Step 2 : Type the command.

Step 3 : Click the Execute button or press the Enter key.

Basic Commands in Logo

Let us use some basic commands in LOGO.

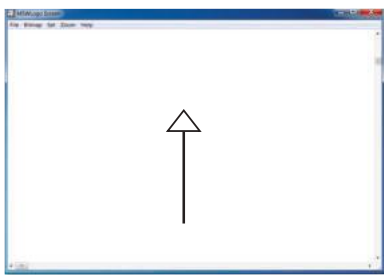
Forward (FD)

Forward means moving ahead. This moves the turtle forward in the direction of its head.

Example: Type in the input box:
FD 60

Press the Enter key or click Execute button.

The turtle moves 60 steps ahead on the screen.



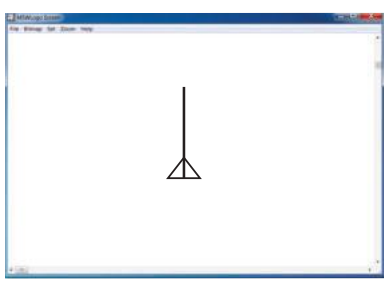
Backward (BK)

It moves the turtle backward in the direction of its tail without turning its head.

Example: Type in the input box: BK 60

Press the Enter key or click Execute button.

The turtle moves 60 steps backward on the screen.



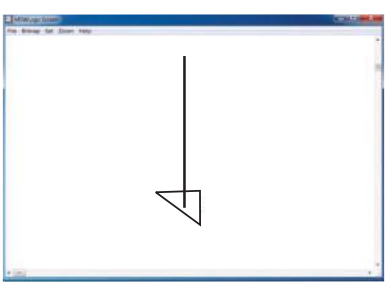
Right Turn (RT)

It turns the turtle's head in the right direction by the angle mentioned.

Example: Type in the input box: RT 50

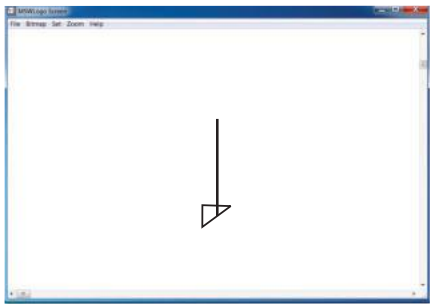
Press the Enter key. Or click Execute button.

The turtle's head turns in the right direction at 50 degree.



Left Turn (LT)

It turns the turtle's head in the left direction by the angle mentioned.



Example: Type in the input box: LT 50

Press the Enter key or click Execute button.

The turtle's head turns in the left direction at 50 degree.

How to Exit Logo?

Follow one of the ways to exit LOGO.

1. Type Bye in the Input box and press the Enter key.
2. Click the File menu and select Exit option. The LOGO will get closed down.

Let's Recall

- Microsoft Windows (MSW) LOGO is a computer language.
- LOGO stands for Logic Oriented Graphic Oriented. It is applied for drawing figures, typing text and doing arithmetic calculations.
- LOGO window has two basic parts: 1. Graphic Screen; 2. Commander window.
- The turtle represents is the small triangle in the centre of the screen. It is the cursor in LOGO.
- Commander window is the lower part of the LOGO window where you provide commands to the turtle.

EXERCISE

A. Choose appropriate words from the box and fill in the blanks.

1. ..... stops the action of the turtle.
2. ..... brings up Editor Window.
3. There are eight buttons in the ..... window.

4. ..... turns the turtle is head in the right direction.

5. ..... stops the turtle actions temporarily.

B. Tick (✓) for the true and cross (✘) for the false statements.

1. FD, BK, RT and LT are some commands in LOGO. ☐
2. The turtle represents the window in LOGO. ☐
3. We type comands in the Input box. ☐
4. LOGO window has four basic parts. ☐

C. Tick (✓) the correct option.

1. The top pointed end of the turtle is called ..... .

   (a) screen ☐ (b) head ☐

   (c) tail ☐ (d) none of these ☐

2. LOGO window has ..... basic parts.

   (a) two ☐ (b) three ☐

   (c) four ☐ (d) none of these ☐

3. ..... means moving a heads.

   (a) Forward ☐ (b) Backword ☐

   (c) Right turn ☐ (d) None of these ☐

D. Answer the following questions.

1. What do you mean by MSW LOGO?
2. What is the use of input box in command window?
3. Write any two LOGO primitives and their functions.
4. Write the steps to start MSW LOGO.

More about MSW Logo

Let us Know

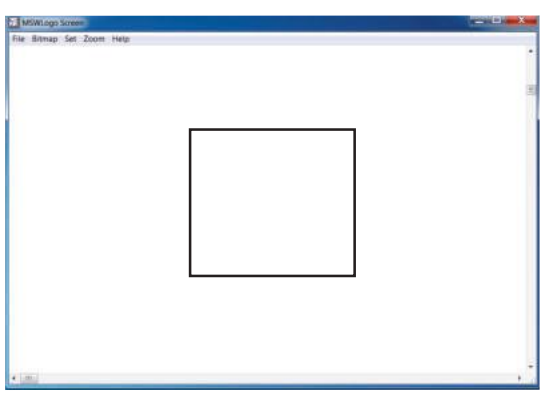
- Repeat
- Repeat inside repeat
- Print (PR)
- Print with symbols
- Sum
- Product
- Remainder
- How to draw polygons in logo?
- Drawing circles/curves in logo
- Calculations in logo
- Print with mathematical operators
- Difference
- Quotient

Repeat

This command permits you to repeat a set of various commands several times without typing them again and again. You can create complex drawings using a single line command. Let's take an example.

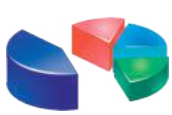
Type the following commands in the Input Box. After each command do not forget to press the Enter key.

```
FD    50
RT    90
FD    50
RT    90
FD    50
RT    90
FD    50
RT    90
```



The above set of commands creates a square in the main screen. You might have noticed that we have repeated a particular set of commands (FD 50 and RT 90) for four times.

If we require to draw another square same as this one, we will have to type all these commands again which would be a time consuming task.



Here, we use the REPEAT command. It does the same task with just a one-line command.

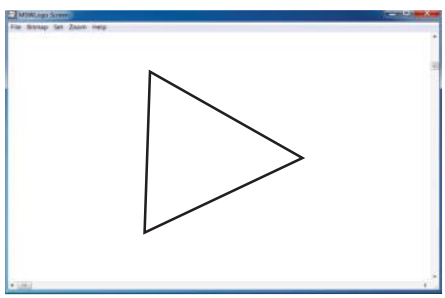
Now, type in the Input Box: REPEAT 4 [FD 50 RT 90] <Press Enter Key>

It makes another square same as the previous one. It's amazing. Isn't it?

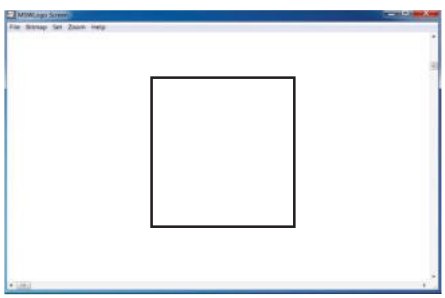
How To Draw Polygons In Logo?

A polygon is a closed figure made up of three or more lines. Examples of polygons are - triangle, square, pentagon, hexagon, heptagon, octagon, etc.

We can create different types of polygons easily using the REPEAT command in LOGO. Let's observe.



(Triangle : 3 sides)
REPEAT 3 [FD 100 RT 120]

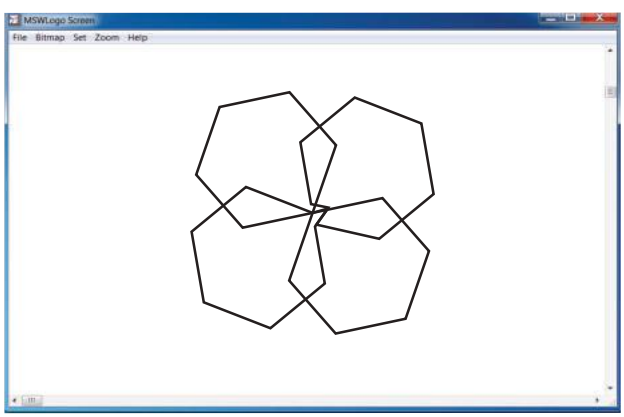


(Square : 4 sides)
REPEAT 4 [FD 100 RT 90]

Repeat Inside Repeat

A REPEAT command inside another REPEAT command can be used by us to make complex polygons. For example, to draw four hexagons in different positions, we need the following commands:

```
REPEAT 6 (FD 60 RT 60)
LT 90
REPEAT 6 ( FD 60 RT 60)
LT 90
REPEAT 6 (FD 60 RT 60)
LT 90
REPEAT 6 ( FD 60 RT 60)
```



Drawing Circles/Curves In Logo

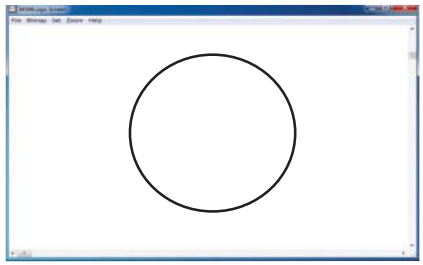
We can draw straight lines and diagonal lines as well as circles and curves in LOGO. A

full circle is drawn at 360° and a semicircle is drawn at 180°.

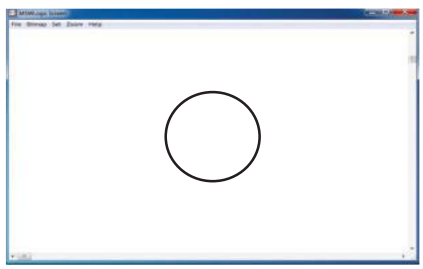
A circle can be drawn by us using the REPEAT command also. The command will be:

REPEAT 360 (FD 1 RT 1)

A very big circle in the main screen will be drawn by this command.



We can decrease the size of the circle by increasing the number of steps with FD command and decreasing the degree in RT command. For example, the following command will draw a small sized circle.

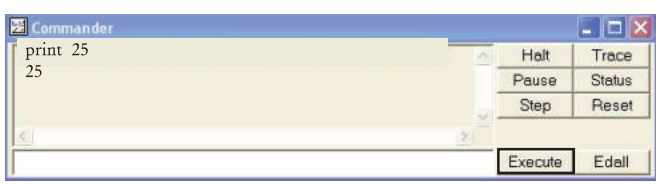


Drawing a small circle
REPEAT 36[FD 5 RT 10]

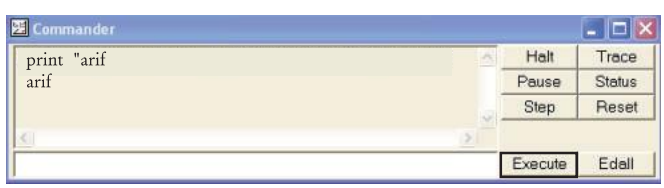
Print (PR)

To write any number or text on the LOGO screen print command is used. This command accepts only one input at a time. The output of this command is displayed in the Recall List box or Output box. Let's observe:

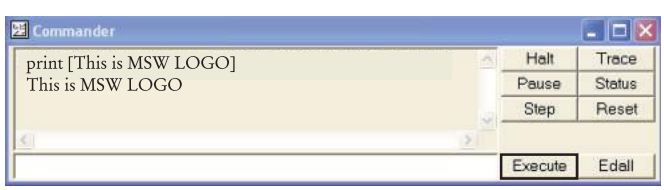
1. To print a number,
   type in the input box : PR number
   or PRINT number
   Press Enter key.



2. To print a word,
   type in the input box : PR "word
   or PRINT "word
   Press Enter key.



3. To print a sentence, type in input box : PR [sentence]
   or PRINT [sentence]
   Press Enter key.



Calculations In Logo

To perform simply arithmetic calculations (like addition, subtraction, multiplication and division) we can apply the PRINT command in LOGO.

Print command for calculations is used in two ways:

1. Print command with Symbols.
2. Print command with Operators.

Print With Symbols

The operators used in Mathematical calculations are called arithmetic operators.

For simple arithmetic operations following symbols are used in LOGO.

Operator	Function
+	Addition
–	Subtraction
/	Division
*	Multiplication

Some arithmetic operations have been done using PRINT (PR) command with operators in the examples given on the next page. In the Recall List box all the outputs can be seen. The output is in the line next to your PRINT command.

Addition

PR 160 + 133

Press the Enter key.

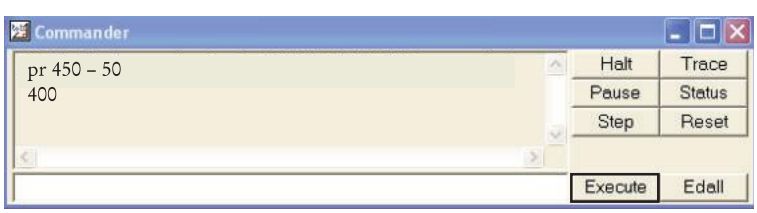
Observe result in the Recall List box.

Subtraction

PR 450 – 50

Press the Enter key.

Observe result in the Recall List box.

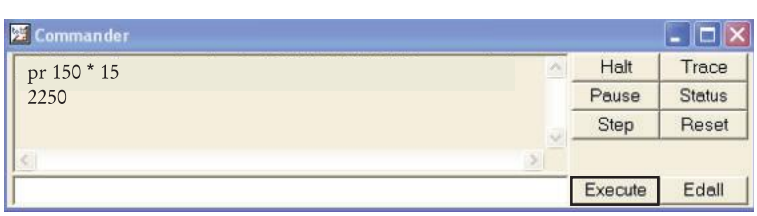


Multiplication

PR 150 * 15

Press the Enter key.

Observe result in the Recall List box.



Division

PR 815 / 25

Press the Enter key.

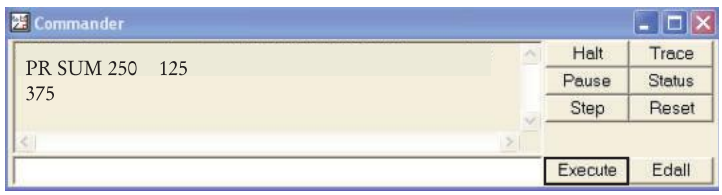
Observe result in the Recall List box.

Print With Mathematical Operators

Predefined functions are also used for arithmetic calculations. These functions do not require arithmetic operators to be used as they have predefined meanings for calculations. These functions are as follows:

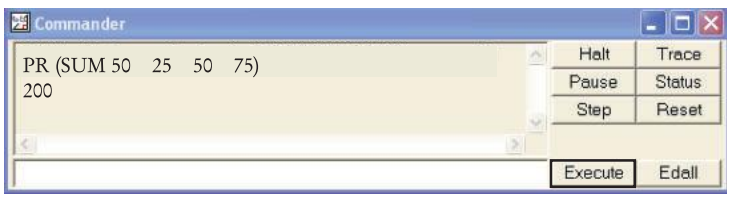
Sum

It performs addition. This operator adds two or more numbers.



Example: PR SUM 250 125

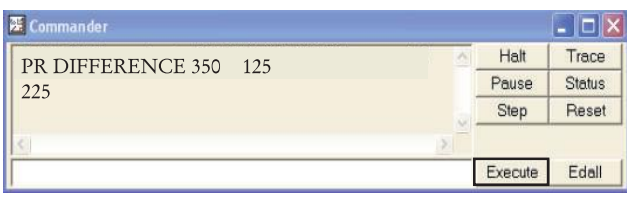
If you intend to add more than two numbers, enclose SUM and the numbers in brackets.



Example: PR (SUM 50 25 50 75)

Difference

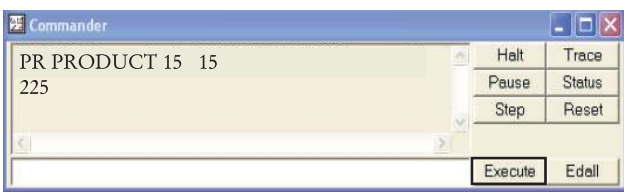
It performs subtraction. This operator subtracts two or more numbers.



Example : PR DIFFERENCE 350 125

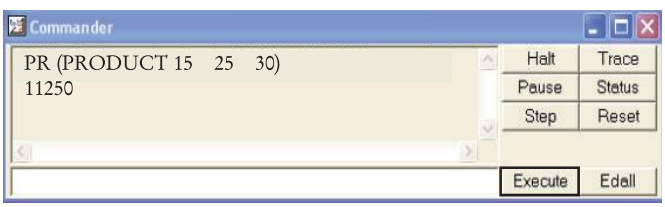
Product

It performs multiplication. This operator multiplies two or more numbers.



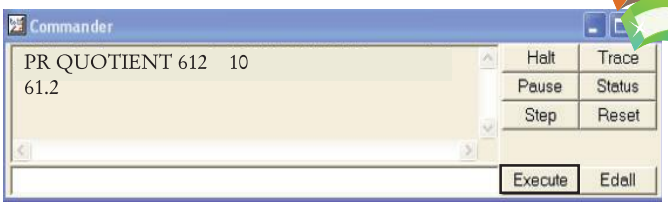
Example: PR PRODUCT 15 15

If you intend to multiply more than two numbers, enclose PRODUCT and the numbers in brackets.



Example: PR (PRODUCT 15 25 30)

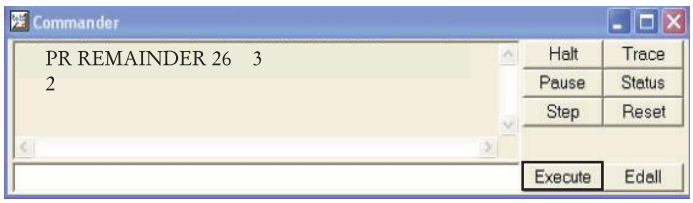
Quotient



It performs division. This operator accepts two values as input and divides the first value by the second value to give the quotient.

Example: PR QUOTIENT 612 10

Remainder



This operator accepts two values as input, divides the first value by the second value and shows only the remainder as output in the Recall List box.

Example: PR REMAINDER 26 3

Did You Know?

Most logos are 2D, but the Elica interpreter is notable for supporting 3D graphic.

Let's Recall

- REPEAT command permits us to repeat a set of various commands several times without typing them again and again.
- We can use a REPEAT command inside another REPEAT command to make complex polygons.
- PRINT (PR) Command is applied to write any number or text on the LOGO screen. The output of this command is displayed in the Recall List box.

A. Fill in the blanks with suitable words given in the box below.

1. The ..... command is used to add two or more numbers.
2. A plus sign (+) used to get the ..... of two numbers.
3. The ..... command is used to divide two numbers.
4. The ..... command is used to multiply two numbers.

B. Tick (✓) for the true and cross (✘) for the false statements.

1. LOGO provides arithmetical and logical calculations. ☐
2. Predefined functions like SUM, SUBTRACT etc.; are used for geometrical drawings. ☐
3. The PRODUCT command returns the addition of the numbers. ☐
4. The statement PR REMAINDER 35 4 returns 3. ☐

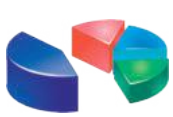
C. Tick (✓) the right options.

1. In MSW LOGO, a full circle is drown at
   (a) 90° ☐ (b) 180° ☐ (c) 360° ☐ (d) 270° ☐
2. Which command is used to write numbers or text on the LOGO screen?
   (a) PRINT ☐ (b) PENDOWN ☐
   (c) PENUP ☐ (d) HOME ☐
3. You can create complex drawings using a single line command
   (a) SETH ☐ (b) PRINT ☐ (c) REPEAT ☐ (d) PENUP ☐

D. Answer the following questions.

1. Define predefined mathematical functions in LOGO.
2. What does the REPEAT command perform?
3. Why do we apply Print command in LOGO?
4. What are the arithmetic operators?



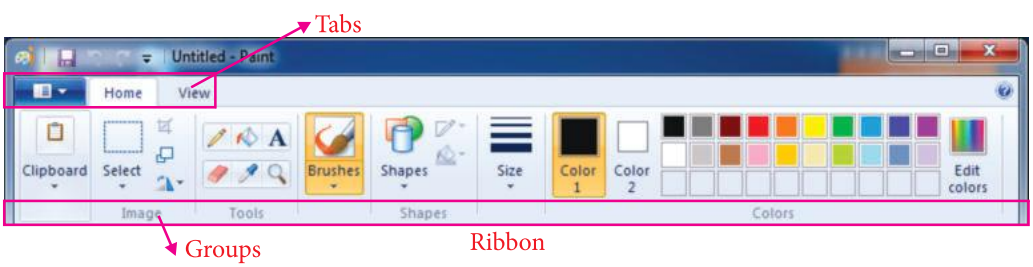

5 More on MS Paint

Let us Know

- How to draw a picture of a boy?
- The Image group
- How to Set Our Own Picture as desktop background?

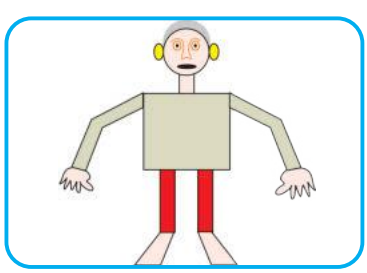
You have learnt about MS Paint in the previous class. But in this chapter, you will study how to type text in different styles in Paint and also learn how to look at the picture of the Ribbon in Paint.

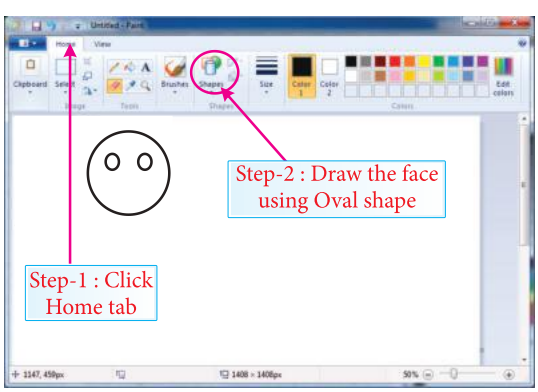
You are well introduced with commands in the Tools group and Shapes group of the Home tab. Let us call to mind the use of commands we have learnt.



How to Draw a Picture of a boy?

Let us draw this image using some previously learnt commands and also learn some new commands.

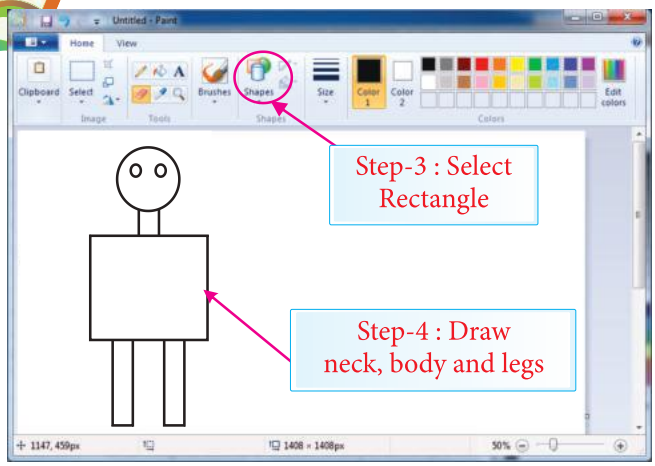




The following are the steps to draw the picture of the boy :

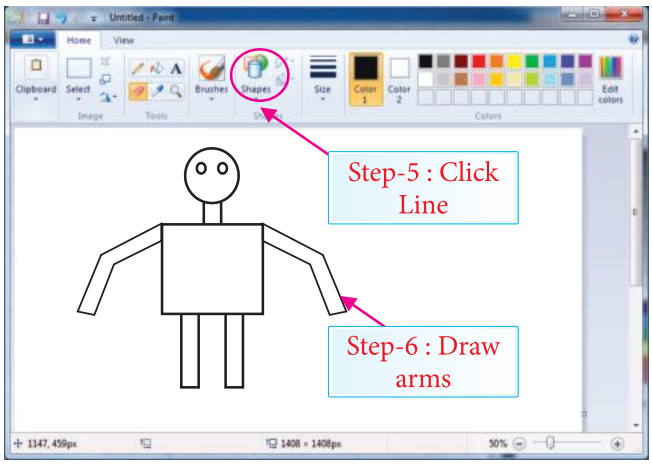
Step 1 : Click on the **Home** tab.

Step 2 : Select the Oval from shapes group to draw the face and eyes of the child as shown.



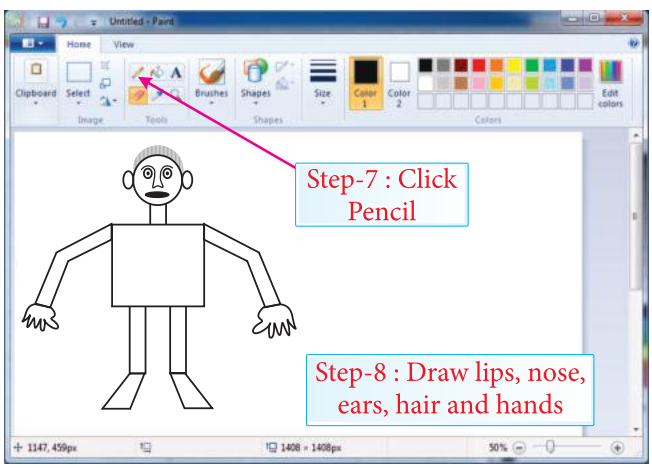
Step 3 : Click the Rectangle from shapes group.

Step 4 : Draw neck, body and legs of the boy.



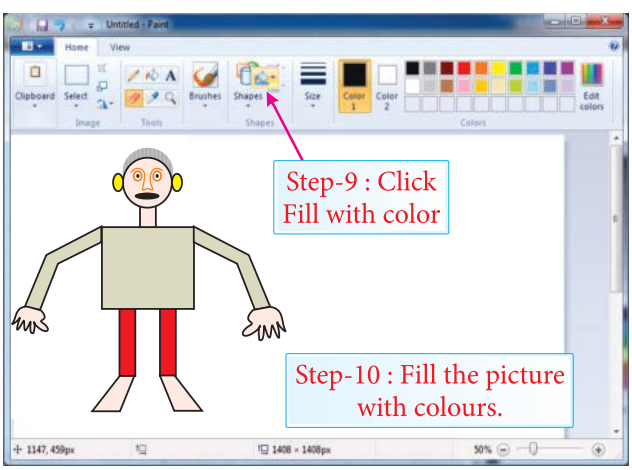
Step 5 : Click line from the shapes group.

Step 6 : Draw arms of the child as shown.



Step 7 : Click Pencil from tools group.

Step 8 : Draw lips, nose, ears, hair and hands of the boy.

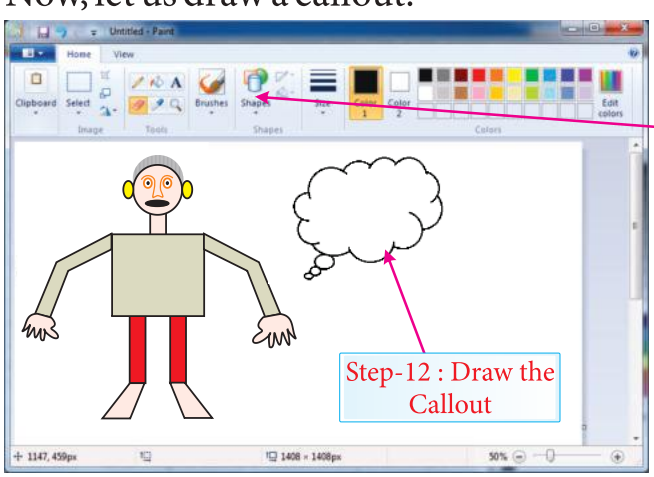


Step 9 : Click Fill with Color from the tools.

Step 10 : Fill the picture with different colours.

Now, the boy is ready to become your friend.

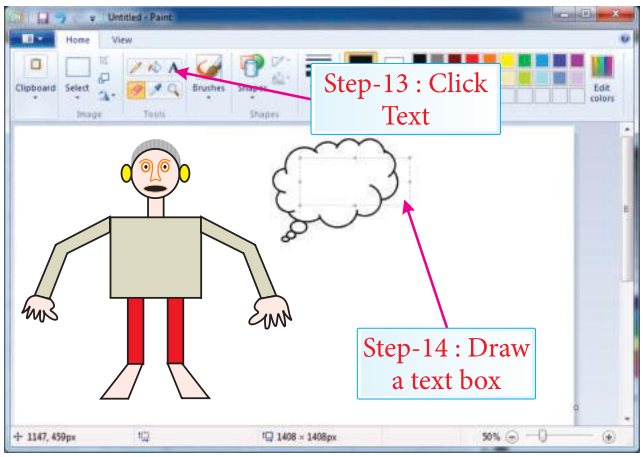
Now, let us draw a callout.



Step 11 : Select Cloud callout icon from Shapes group.

Step 12 : Drag to draw the callout right to the boy.

Let us now insert text in the callout.



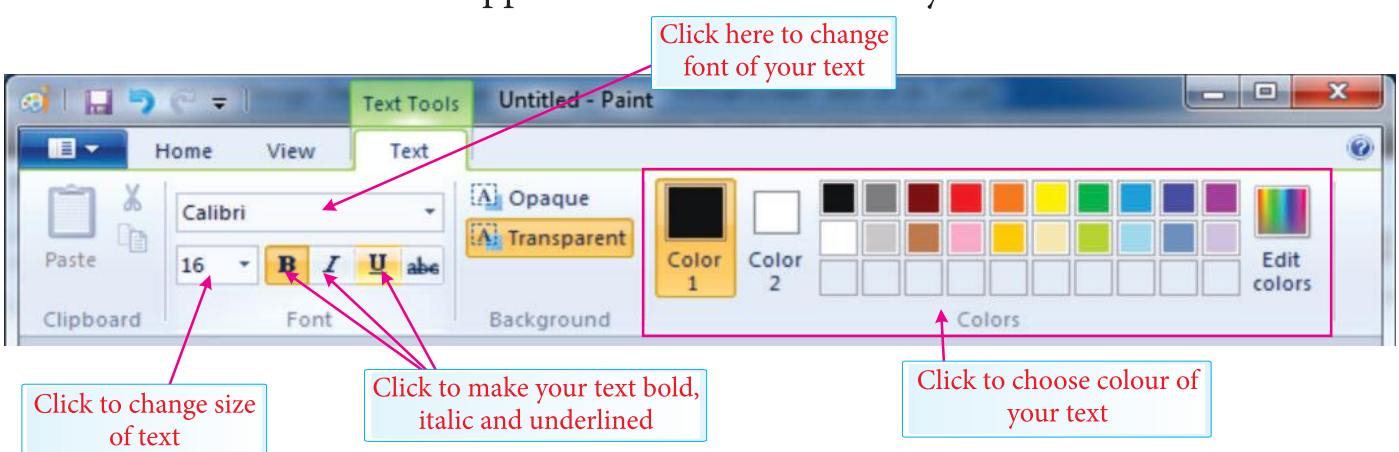
Step 13 : Click text **A** from Tools group.

Step 14 : Drag to draw a Text Box inside the cloud callout.

Did You Know?

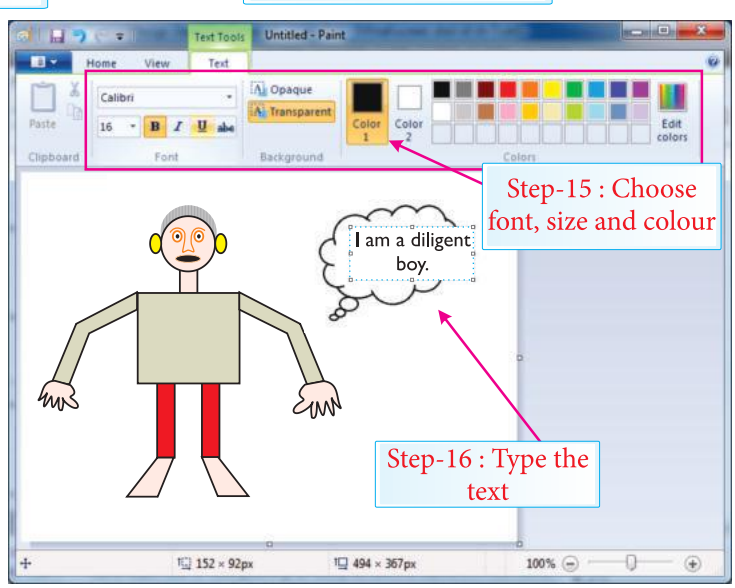
Font is different looks and shapes of the characters.

Look at the new Text tab that appears on the Ribbon when you draw a text box.



Step 15 : Choose colour, size, font, style of your text from the Text tab.

Step 16 : Type your text.



The Image Group

The image group contains commands to select an image and crop, resize, flip or rotate it. Let us now learn to use some more commands in the Image group. You have already learnt how to select drawings. You can select the whole or part of drawing using Select command .

The selection is classified into two groups :

1. Rectangular selection
2. Free-form selection

After selecting the drawing, an image can be cropped, resized, flipped or rotated.

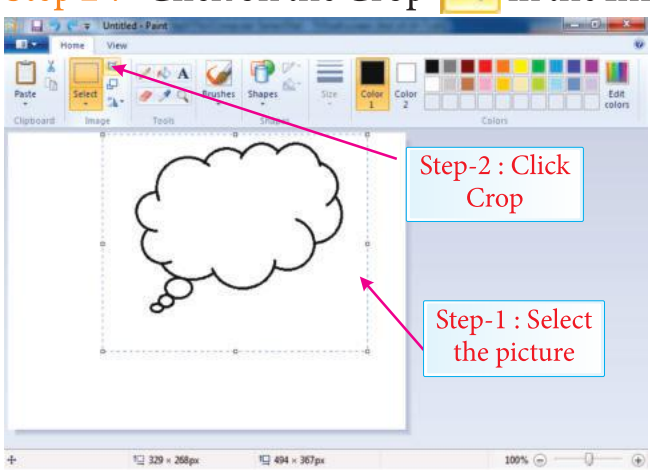
Crop

Crop means trimming an image. This option enables us to keep the selected area and delete everything outside it.

The following are the steps to crop an image:

Step 1 : Select part of the image you want to keep, using select option in the Image group.

Step 2 : Click on the Crop in the Image group. The selected part gets cropped.



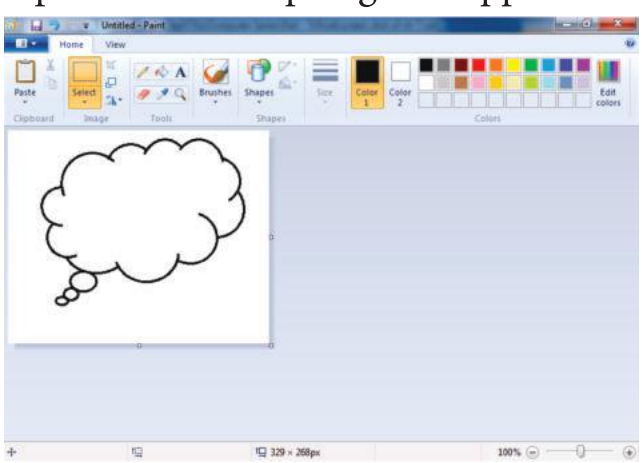


image cropped

Resize and Skew

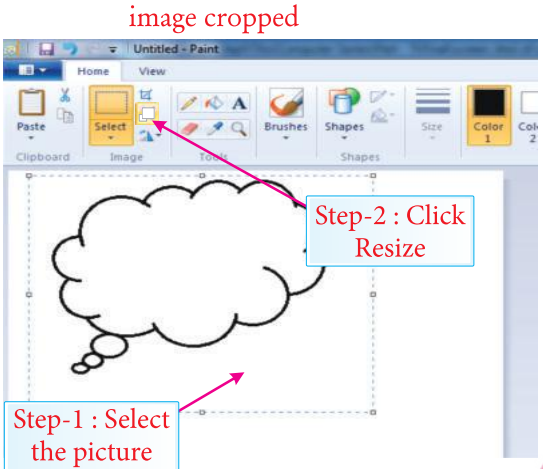
The Resize command changes the drawing by making it narrower, wider, shorter or longer.

The Skew command changes one end of the drawing while keeping the other end fixed.

The following are the steps to Resize / Skew an image :

Step 1 : Select the image.

Step 2 : Click on the Resize in the Image group.



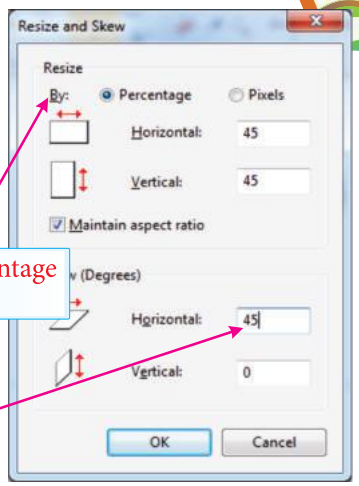
You see the Resize and Skew dialog box on the screen.

Now, do one of the following.

To Resize horizontally or vertically, enter the percentage by which you want to change the picture and click on the OK button.

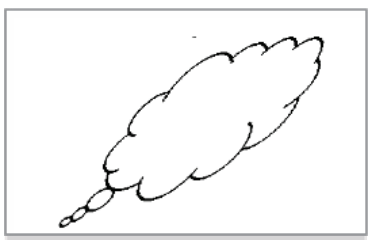
OR

To skew horizontally or vertically, enter an angle between 0 and 89 degrees and click on the OK button.



Normal Image

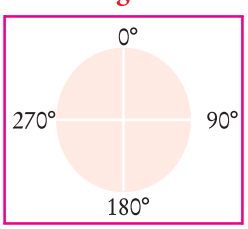
30% horizontally resized image



45 degrees horizontally skewed image

Flip / Rotate

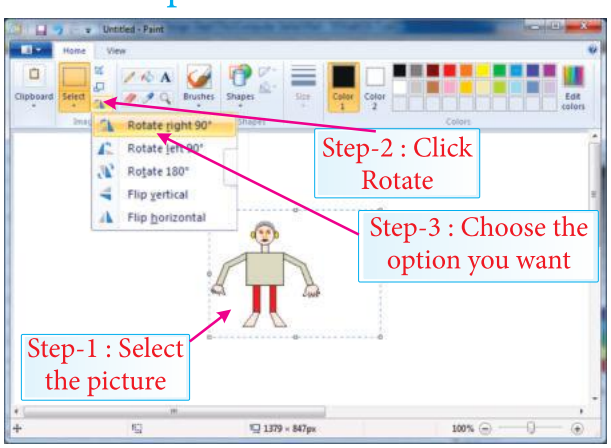
Look at the circle. It has 360 degrees.



Anything can be rotated at different angles or degrees. For example, look at the mobile phone. It is in horizontal position. To place it in vertical position, rotate it by 90 degrees.

We use Flip/Rotate command to rotate any drawing.

horizontal



The following are the steps to flip or rotate a picture:

Vertical

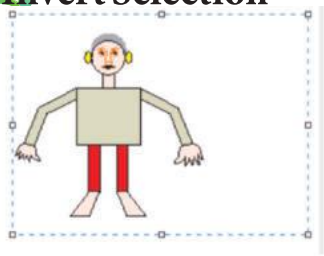
Step 1 : Select the image using select in Image group.

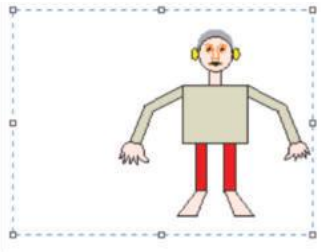
Step 2 : Click Rotate in the Image group. You see a drop down list with different options.

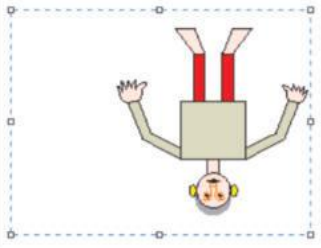
- Flip horizontal option gives a mirror image.
- Flip vertical option gives an upside down image.
- Rotate option rotates a picture by the given angle : Rotate right 90°, Rotate left 90°, Rotate 180°.

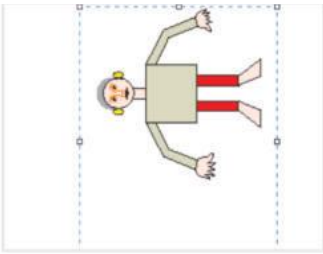
Step 3 : Choose the option according to your hoice.

Invert Selection


Normal Image


after flip horizental


after flip vertical


after rotate left 90°

The Image group of Home tab contains Insert selection command. This command changes the current selection. Everything previously unselected gets selected. If there is no selection, the entire area gets selected.

How to Set Our Own Picture as Desktop Background?

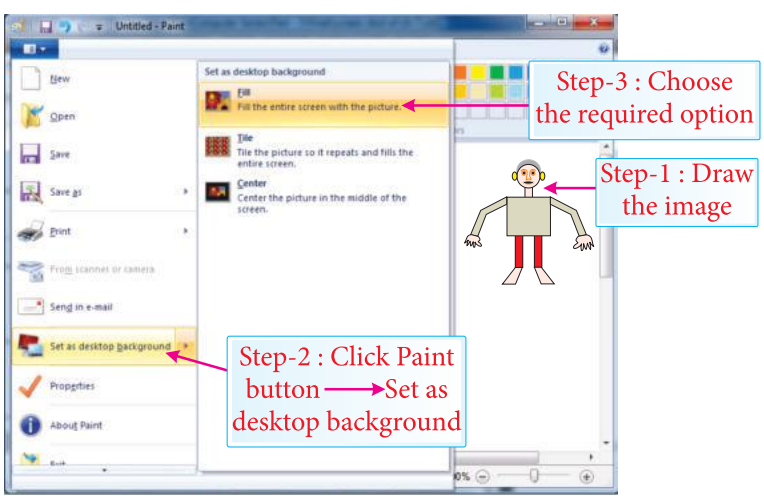
In Paint, anyone's picture can be set as desktop background.

The following are the steps to set your picture as desktop background:

Step 1 : Draw the image of your choice and save it.

Step 2 : Click on Paint button Paint and select Set as Desktop background.

Step 3 : A submenu appears. Choose any of the three option : Fill, Tile and Centre, and your picture will be set as a Desktop Background accordingly. Click Show Desktop button on the right corner of the taskbar to see your desktop.



Let's Recall

- We use text A command to write text in different styles.
- Crop means trimming an image.
- Resize command changes the drawing in its size.

- The skew command changes one end of the drawing while keeping the other end fixed.
- Flip / Rotate command is used to rotate the drawing.
- We can set our own picture as desktop background.

A. Tick (✓) the correct option.

1. Which command rotates the picture?
   (a) Skew ☐ (b) Resize ☐
   (c) Rotate ☐ (d) None of these ☐
2. Which option enables us to keep the selected area and delete everything outside it?
   (a) Resize ☐ (b) Skew ☐
   (c) Crop ☐ (d) Flip ☐
3. Resize option is available in the _____.
   (a) Clipboard group ☐ (b) Image group ☐

B. Tick (✓) for the true statements and cross (×) for the false statements.

1. We can select the whole or part of drawing using select command.
2. Rotate option rotates a picture by any degrees.
3. Anything can be rotated at different angles or degrees through rotate command.

C. Fill in the blanks with suitable words given in the box below.

1. The _____ command changes one end of the drawing.
2. Flip _____ option gives a mirror image.
3. Crop option is available in the _____ group.

D. Answer the questions given below.

1. What does the word 'crop' mean in terms of computer?
2. What is the use of Resize command in Paint?
3. Write the function of Invert Selection command.

6

Ms Word 2013- Formatting Text

Let us Know

- What is Formatted text
- Font, Font Size, Font Color, Bold, Italic, Underline, Text Highlight Color, Format Painter, Strikethrough, Numbered/Bulleted List, Shading, Aligning the Text

Introduction

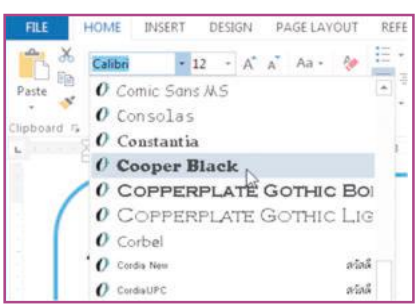
Formatted text is any text that contains special formatting such as font size, font color, bold, italic, etc. When copying text, formatted text is any text that keeps its settings from where it is copied.

Options to format font, paragraph and styles can be seen on the Home tab.

Font

A font is the combination of typeface and other qualities, such as size, pitch and spacing.

To apply formatting, follow the steps:



Choose the Font

Change Font and Size

To change the font type:

Step 1: Click the arrow next to the font name and choose a font.

Step 2: You can preview how the new font will look by highlighting the text and hovering over the new font typeface.

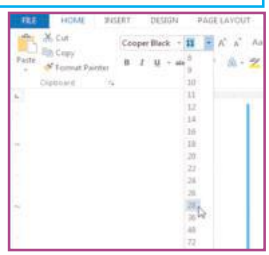
Did You Know?

Default means the settings which are predefined in a software package.

Font Size

A font is typically measured in a point (pt) size, which is the vertical measurement of the lettering.

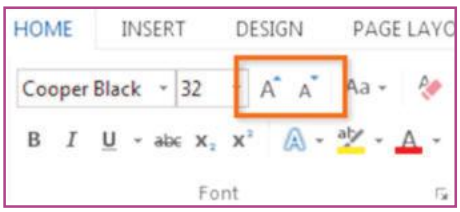
There are approximately 72 (72.272) points in one inch.



To change the font size, follow the steps:

Step 1: Select the text.

Step 2: On the Home tab, in the Font group, click the arrow next to the font size and choose the appropriate size.

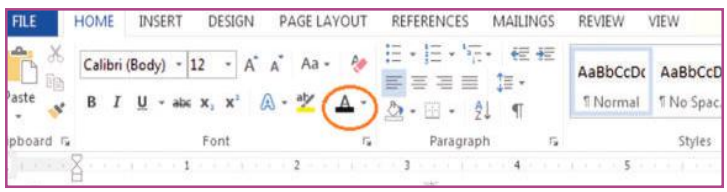


OR

Click the Grow Font or Shrink Font buttons.

Font Color

You can change the color of the text. By default the font color is black.



Changing Text Color

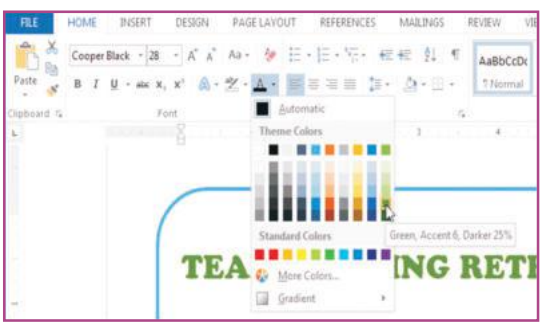
To change the Font color, follow the steps:

Step 1 : Select the text.

Step 2: Click the Font Color button in the Font group.

OR

Select the color by clicking the down arrow, next to the font color button.



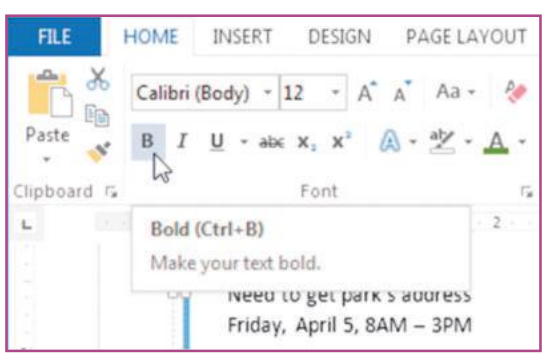
The color of text changes to that of selected color.

Bold, Italic and Underline

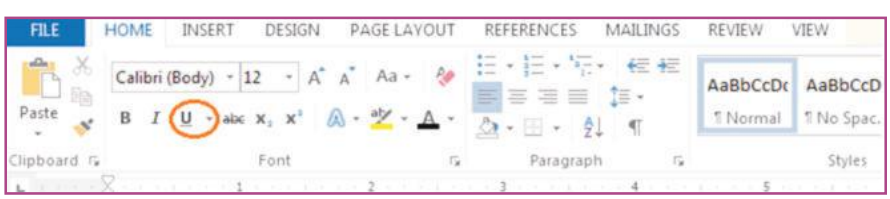
To apply bold, italic or underline, follow the steps :

Step 1: Select the text.

Step 2: On the Home tab, click the Bold (B), Italic (I) or Underline (U) command in the Font group.



Italic Option



Underline Option

Shortcut Key

For making text Bold press Ctrl + B.

For making text Italic press Ctrl + I.

For making text Underline press Ctrl + U.

➲ Font Dialog Box

Features of font dialog box:

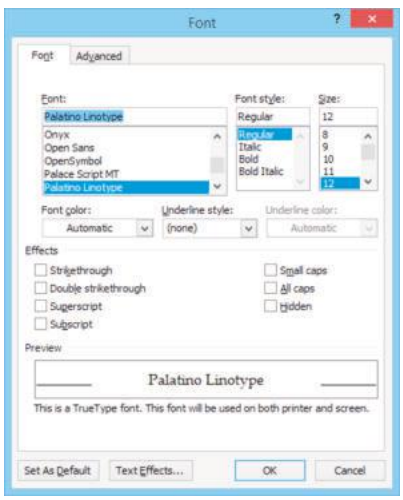
Font style box would change the font style to Italic, Bold or Bold Italic, according to your selection.

Underline style helps you to underline. From drop-down list choose an underlining style.

Font color will help you to change the color of the text. Using drop-down list select a new color.

For special effects like strikethrough, superscript, shadow or engrave, select the appropriate check box under Effects in Font dialog box.

You can view a sample of how text will appear according to your selections in the Preview box at the bottom of the dialog.



Font Dialog Box

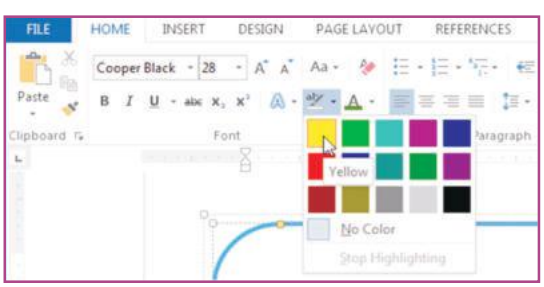
After the necessary selections, click OK.

Shortcut Key

Select text and press Ctrl + D to open Font dialog box.

➲ Text Highlight Color

Highlighting text allows you to use emphasizes text as you would if you had a marker. To highlight text, follow the steps:



Step 1: Select the text.

Step 2: On the Home tab, in the Font group, click the Text Highlight Color.

Step 3: To change the color of the highlighter, click the down arrow next to the highlight button.

➲ Format Painter

Format Painter copies the format of a selected object or text and applies it to the object or text you click.

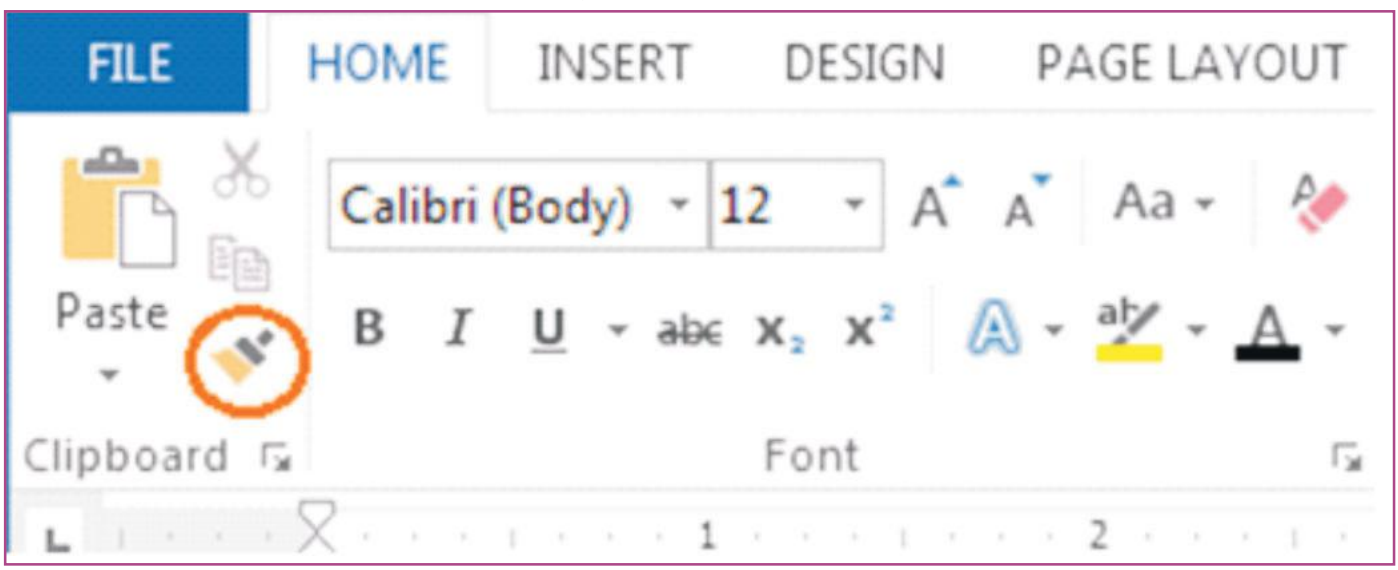
To use the Format Painter, follow the steps:

Step 1: Select the text from where you want to copy the format.

Step 2: On the Home tab, in the Clipboard group, click the Format Painter button.

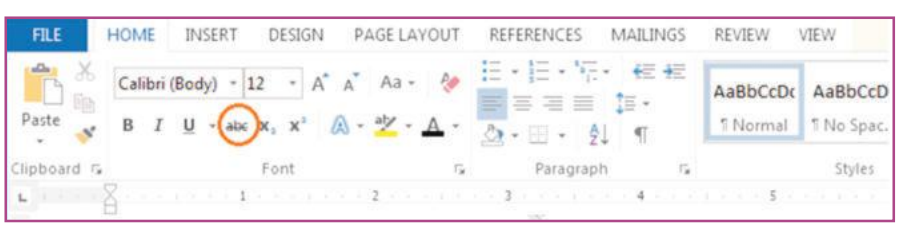
You will see the pointer changes like a paint brush.

Step 3: Now bring the mouse pointer to the text where you want to copy, press the left mouse button and drag it over the desired text.



➲ Strikethrough

The command draws a line through the middle of the selected text.



1. Select the text that you want to change.
2. On the Home tab, click the Strikethrough button.

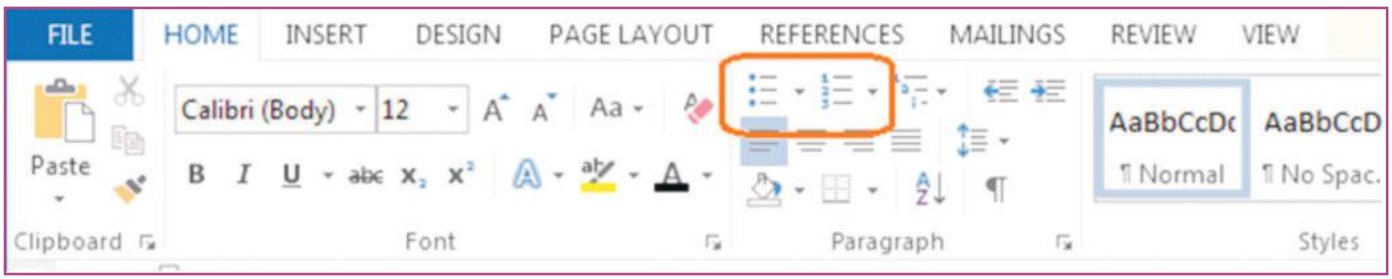
➲ Numbered Lists/Bulleted Lists

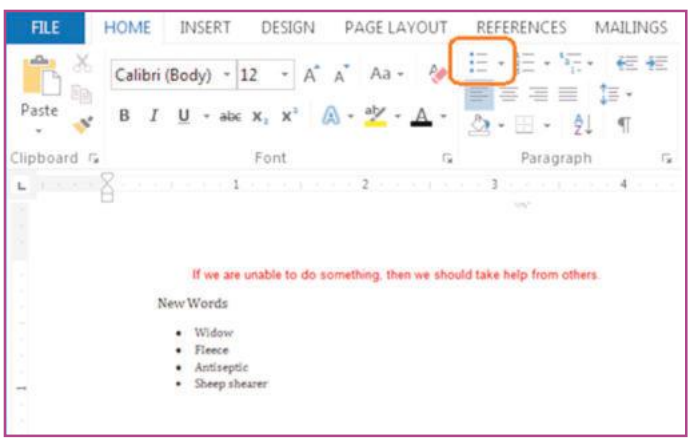
To number the points in your document, you can use a numbered list or a bulleted list. A bullet is a symbol (•) to add importance to a list of items in a document.

To add bullets and numbering to a list, follow the steps:

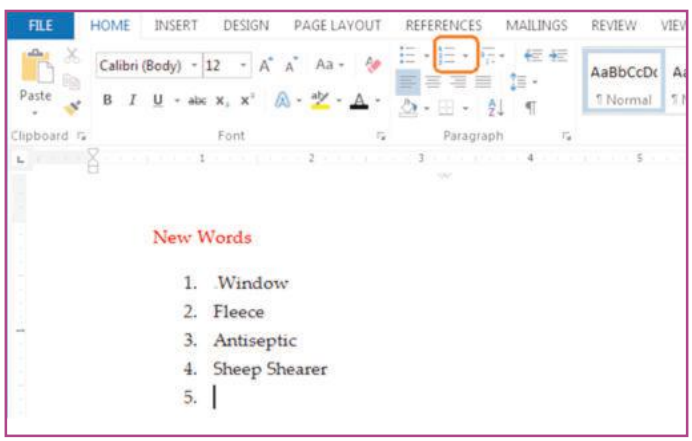
Step 1: Select the text you want to make into a list.

Step 2: On the Home tab, in the Paragraph group, click either Bullets or Numbering.





Using Bulleted List



Using Numbered List

Step 3: Click the arrow on Bullets or Numbering button to choose the different bullet or number styles.

You may add different styles of bullets to your points. You may also add numbers.

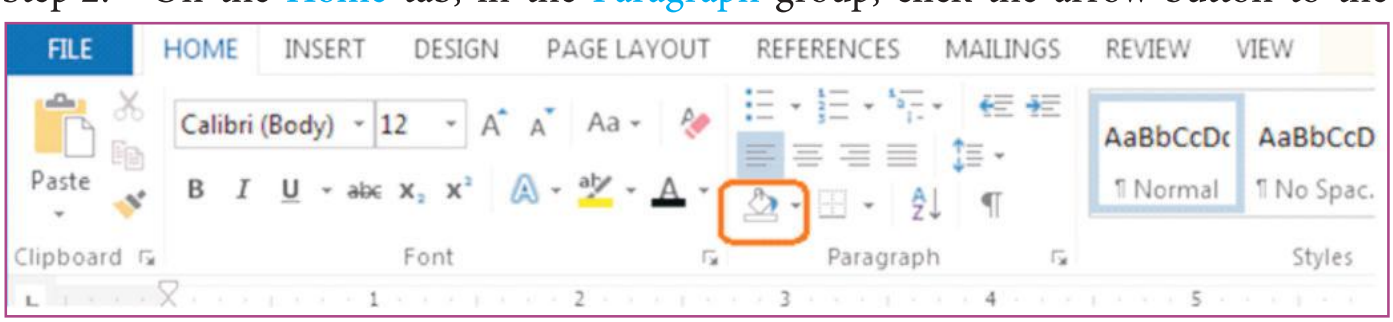
➲ Shading

The Shading button colors the background behind the selected text.

To shade background of the text, follow the steps:

Step 1: Select the text.

Step 2: On the Home tab, in the Paragraph group, click the arrow button to the



right of the Shading.

Step 3: Choose the color of your choice.

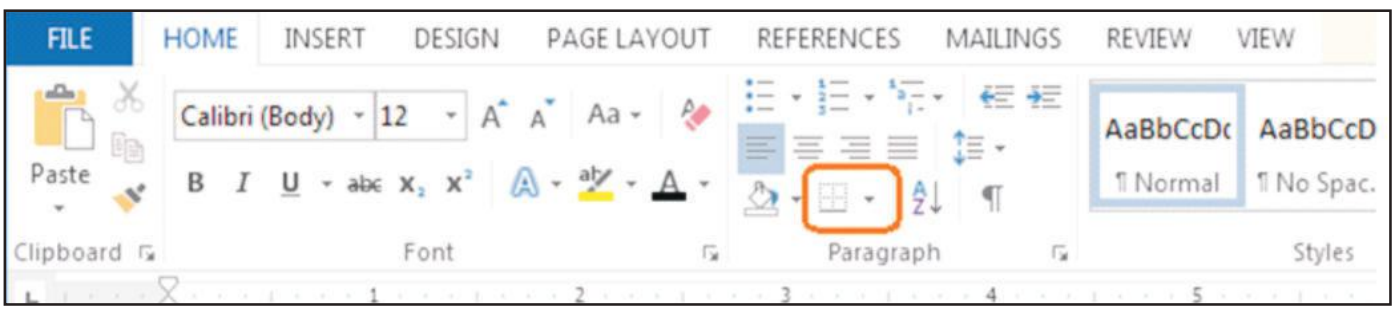
➲ Border

It create borders around blocks of text, table or around the entire document.

To create border, follow the steps:

Step 1: Select the text.

Step 2: On the Home tab, in the Paragraph group, click the drop down arrow of the Border button and choose a border of your choice.



➲ Aligning the Text

Aligning text means arranging the text within a column. Word allows you to align according to left margin or right margin, centered in the column or aligned to both left and right margins.

The default alignment for your text is left justified. When you start typing in a new document, all the text begins at the left margin and moves to the right, while you type.

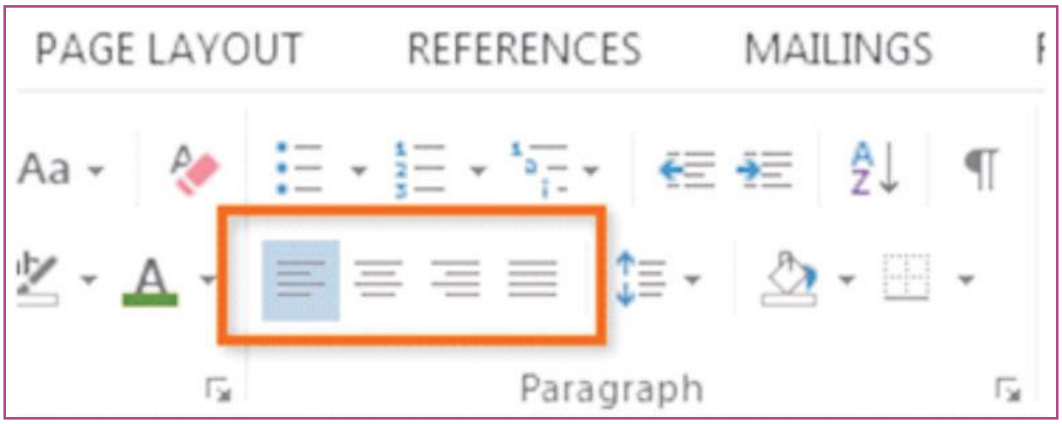
To change the alignment, follow the steps:

Step 1: Click the Home tab.

Step 2: Choose the appropriate button for alignment on the Paragraph group.

- **Left Align :** Aligns the selected text to the left with a ragged right edge.
- **Right Align :** Aligns the selected text to the right with a ragged left edge.
- **Center:** The text is centered between the left and right margins of the page.

- **Justify:** The text is aligned at both left and right margins.



Let's Recall

- Font color is the color of the text in a document.
- Font size tells you the height of the characters, measured in units called points.
- Margin are measured from the edge of a page.
- Font dialog box includes: Font, Font size, Font style, Font color, Underline Style, Effects, Preview.
- For aligning the text use Align Left, Center, Align Right and Justify buttons in the Paragraph group.

EXERCISE

A. Fill in the blanks.

1. Shortcut key for making text bold press ..... .
2. ..... are measured from the edge of a page.
3. Shortcut key for justify the text press ..... .

B. Write 'T' for the True statement and 'F' for the False statement.

1. Shortcut key for making text bold press Ctrl + U. ☐
2. Highlight Text command highlights the text in a document. ☐
3. One inch a equal to 72 points. ☐

C. Tick (✓) the correct option.

1. Height of the characters is determined by:
   a. Font Color ☐ b. Font Size ☐
2. Shading is same as Text Highlight Color.
   a. True ☐ b. False ☐
3. A symbol that adds importance to the bulleted list.
   a. Bullet ☐ b. Numbers ☐

D. Answer the following questions.

1. What is the font size?
2. List the options in Font dialog box.
3. How many types of alignment?

7

MS WORD 2013– INSERTING ILLUSTRATIONS

Let us Know

- Inserting Tables, Add a Row/Column
- Inserting Shapes, Smart Art, Chart, Page Number, Text Box, Header and Footer, Word Art

Introduction

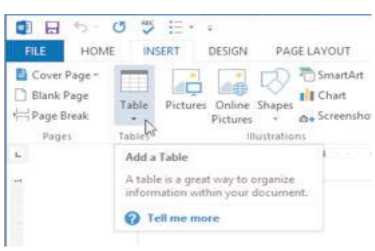
Let's learn how to insert different shapes and objects in a word document.

Creating and Inserting a Table

To create a table, position the cursor to the desired location & follow the steps

Step 1: Click on the Insert tab and in the Tables group, click Table.

Step 2: Drag your mouse over the diagram squares and choose the number of rows and columns. Or
You may click Insert Table.

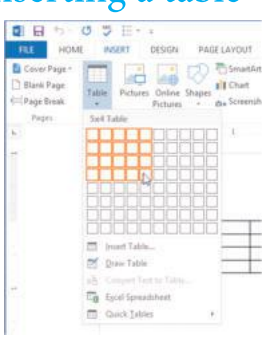


Inserting a table

Step 3: In the Insert table dialog box, enter the number of columns and rows.

Step 4: Click OK and the table will appear in the document.

Step 5: You can now place the insertion point anywhere in the table to add text.



Inserting a Table

Monday	Tuesday	Wednesday		

Adding Text in a Table

Add a Row

Step 1: Place the cursor in a row below the location you wish to add a row.

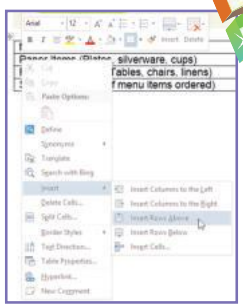
Step 2: Right-click the mouse. A context menu appears.

Step 3: Click Insert.

Step 4: Click Insert Rows Above.

A new row appears above the insertion point.

You can also add rows below the insertion point by selecting Insert Rows Below from the menu.



Inserting a row

Did You Know?

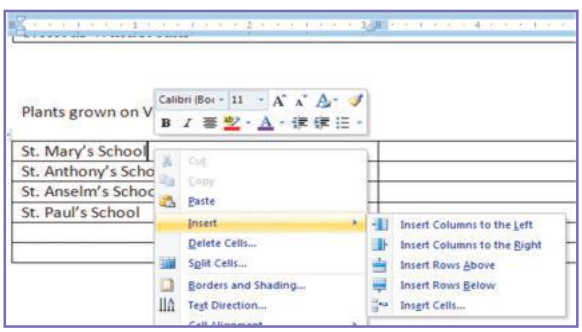
To add a row at the end of the table, click the last cell of the last row, then press the Tab key.

➲ Add a Column

Step 1: Place the cursor in a column adjacent to the location you wish the new column to appear.

Step 2: Right-click the mouse. A menu appears.

Step 3: Select Insert.



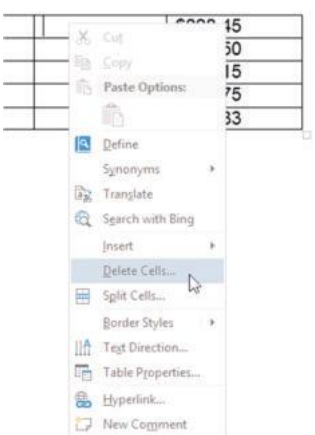
Inserting a column

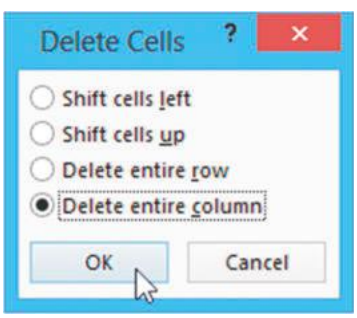
Step 4: Insert Columns to the Left or Insert Columns to the Right. A new column appears.

➲ Delete a Row or Column

Step 1: Select the row or column.

Step 2: Right-click your mouse and a menu appears.





Deleting cells

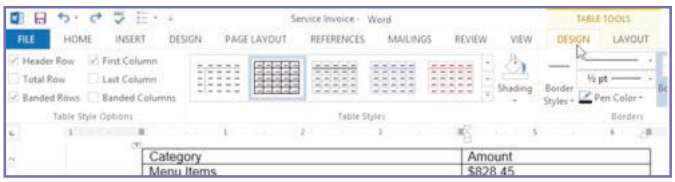
Step 3: Select Delete Columns or Delete Rows.

The column or row will be deleted.

Apply a Table Style

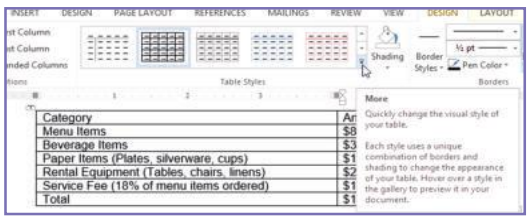
Step 1: Select the table. A Table Tools tab now appears on the ribbon.

Step 2: Select the Design tab to access all the Table Style Options.



Applying a Table Style

Step 3: Click the More drop-down arrow to see all available table styles



More option of Table Style

Step 4: Left-click a style to select it. The table style will appear in the document.

You can modify the table styles. In the Table Styles Options, you can select and deselect various table options.

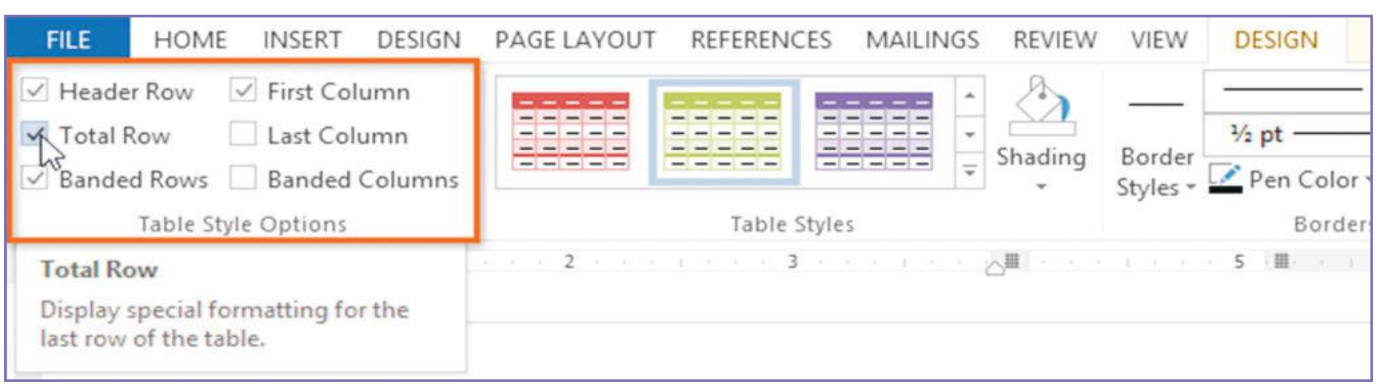
List of Table Style

Did You Know?

You can manually change the table border or shading, change line weight (width) or erase part of the table.

Modify a Table Using the Layout Tab

When you select a table, Design and Layout tabs appear under Table Tools on the ribbon. Using commands on the Layout tab, you can make modifications to the table such as:



Modifying a table

- Adding and deleting columns
- Adding and deleting rows
- Changing the cell size
- Aligning cell text
- Changing text direction
- Merging and splitting cells

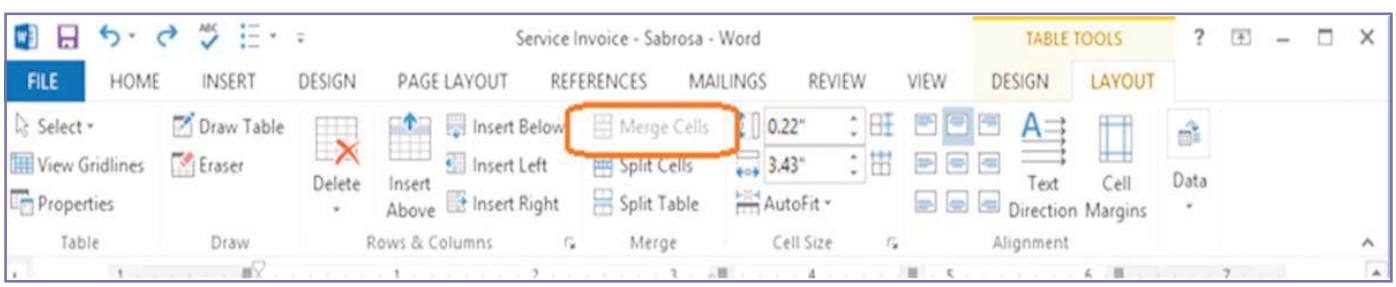
➲ Merge or Split Cells in a Table

Merge Cell

To merge cells means to combine two or more cells in the same row or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns.

Step1: Select the cells that you want to merge by clicking the left edge of a cell and then dragging across the other cells that you want.

Step 2: Under Table Tools, on the Layout tab, in the Merge group, click Merge Cells.



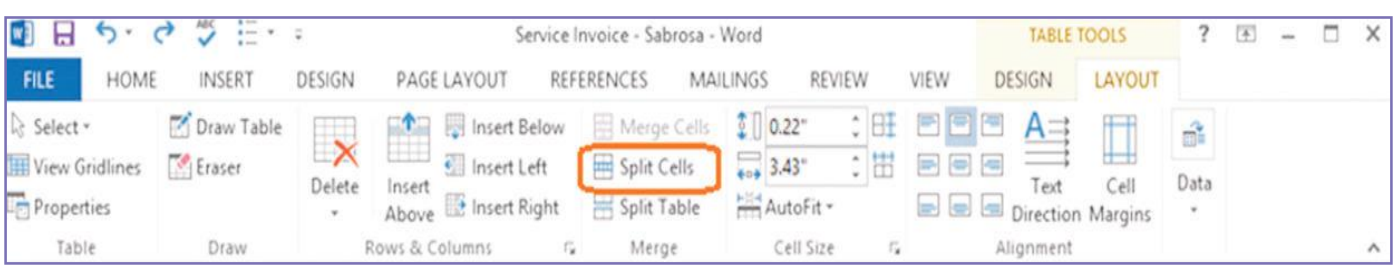
Merge cells option

Split Cells

Step 1: Click in a cell or multiple cells that you want to split.

Step 2: Under Table Tools, on the Layout tab, in the Merge group, click Split Cells.

Step 3: Enter the number of columns or rows that you want to split the selected cells into.



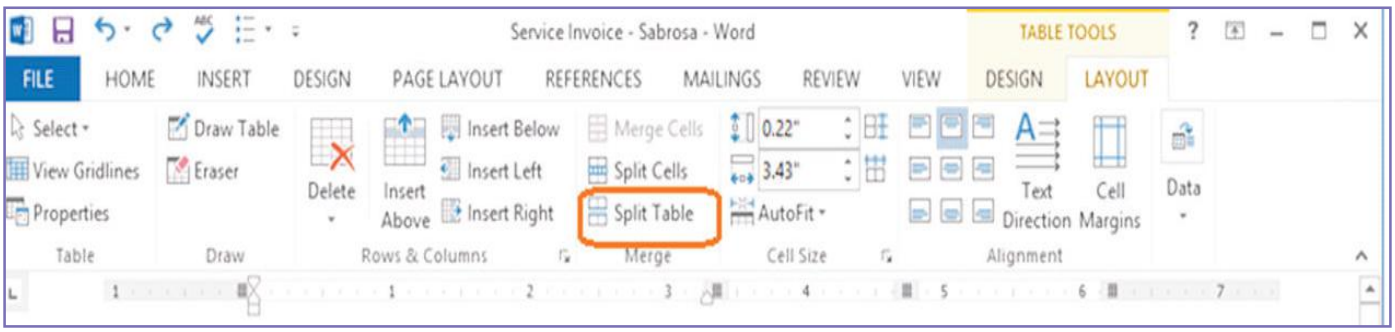
Split cells option

Split Tables

Breaking up a cell into multiple cells is called splitting.

To split one table into two tables, follow the steps:

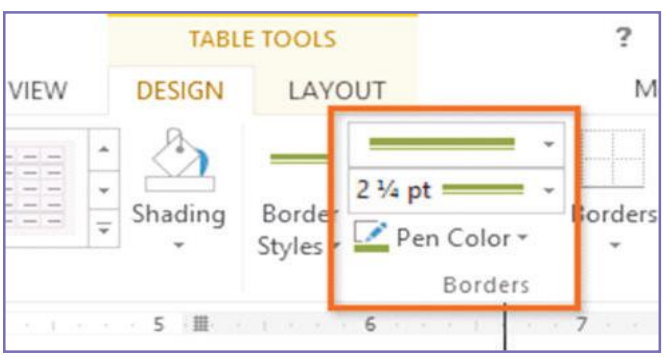
1. Select the row that you want to be the first row of the second table.
2. Under Table Tools, on the Layout tab, in the Merge group, click Split Table.



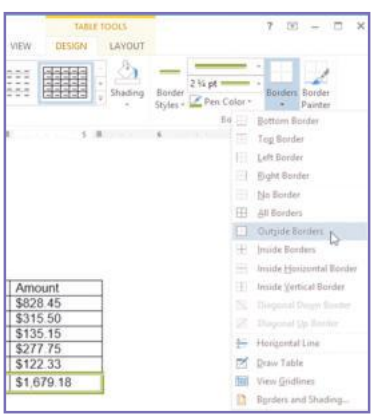
Split table option

To Add Borders to a Table

1. Select the cells you wish to add a border to.
2. From the Design tab, in the Draw Border group, select the desired Line Style, Line Weight and Pen Color.



Adding border to a table

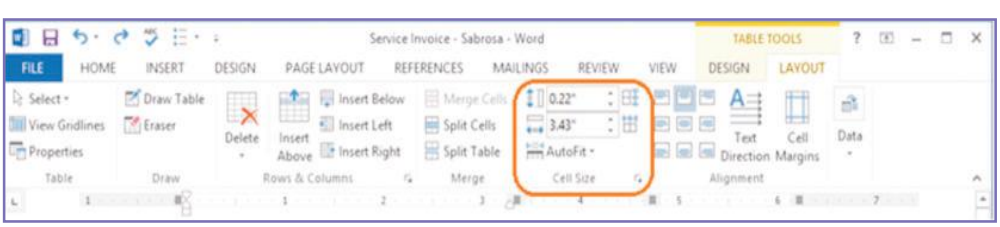


Applying borders

3. Click the Borders drop-down arrow.
4. Select the desired border type from the menu that appears.

Changing Row Height and Column Width of a Table

To change the row height or column width, follow the steps:



Changing row height and column width

Step 1: Select the row(s)/column(s), whose height or width you want to change.

Step 2: On the Layout tab, in the Cell Size group, choose Height or Width.

➲ Shapes

You can add a variety of shapes to your document, such as arrows, call outs, squares, stars, flowchart symbols and more.

➲ Insert a Shape

Step 1: Click on the Insert tab and in the Illustrations group, click the Shapes command.

Step 2: Left-click a shape from the menu. Your cursor is now a cross shaped.

Step 3: Left-click your mouse and while holding it down, drag your mouse until the shape of the desired size is drawn.

Step 4: Release the mouse button.

Insert a shape

➲ Change Shape Style

Step 1: Select the shape. A new Format tab appears in Drawing Tools.

Step 2: Click the More drop-down arrow in the Shape Style group to display more style options.

Step 3: Move your cursor over the styles and Live Preview will preview the style in your document.

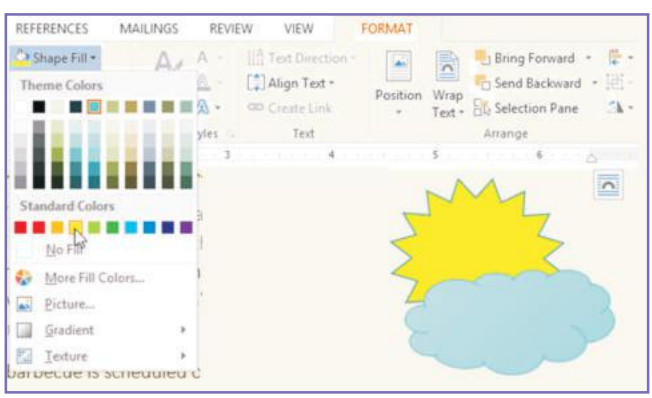
Step 4: Left-click a style to select it.

➲ Change the Shape Fill Color

Step 1: Select the shape. A new Format tab appears in Drawing Tools.

Step 2: Click the Shape Fill command to display a drop-down list.

Step 3: Select a color from the list, choose No Fill or choose one of the other options.



Changing Shape Fill Color

Change the Shape Outline

Step 1: Select the shape. A new Format tab appears in Drawing Tools.

Step 2: Click the Shape Outline command to display a drop-down list.

Step 3: Select a color from the list, choose No Outline or choose one of the other options.

From the drop-down menu, you can change the outline color, weight (thickness) and whether or not it is a dashed line.

Changing the shape outline

Change the Different Shape

Step 1: Select the shape. A new Format tab appears in Drawing Tools.

Step 2: Click the Change Shape command to display a drop-down list.

Step 3: Select a shape from the list.

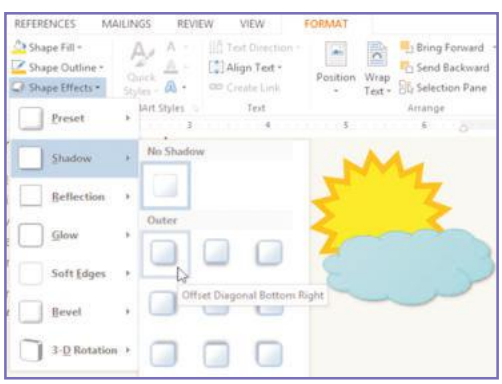
Change Shadow Effects

Step 1: Select the Format tab.

Step 2: Left-click the Shadow Effects command.

Step 3: Move your mouse over the menu options. Live Preview displays how it will appear in the document.

Step 4: Click an option to select the shadow effect.



Applying shadows to objects

Select Shadow Color from the menu and choose a color from the palette to change the color of the shadow on your shape.

Change 3D Effects

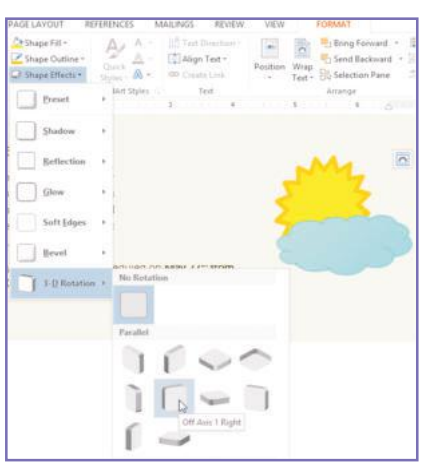
You cannot add a 3D effect to all shapes.

Step 1: On the Format tab, left-click the 3-D Effects group.

Step 2: Move your mouse over the menu options. Live Preview displays how it will appear in your document.

Step 3: Click an option to select the 3D effect.

After you have chosen a 3D effect, you can also change



Applying 3D Effects

some other elements of your shape such as the color, depth, direction, lighting and surface of the 3D effect on your shape. This can change the way the shape looks.

➲ SmartArt

SmartArt illustrates information rather than simply using text. Illustrations make an impact in the document and SmartArt makes using graphics especially easy.

➲ Insert a SmartArt Illustration

Step 1: Place the cursor in the document, where you want the graphic to appear.

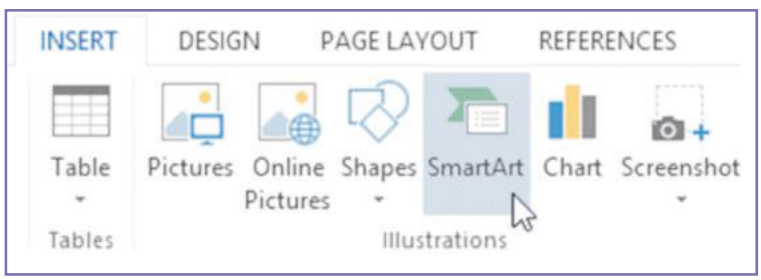
Step 2: Click on the Insert tab, in the Illustrations tab, select the SmartArt command.

Step 3: A dialog box appears.

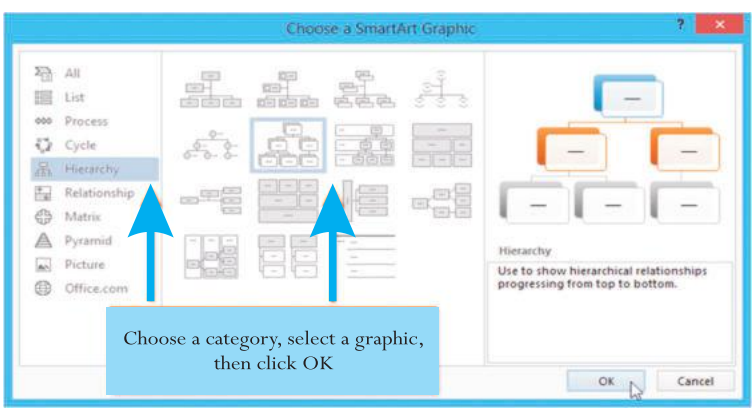
Step 4: Select a category on the left of the dialog box and review the SmartArt graphics that appear in the center.

Step 5: Left-click a graphic to select it.

Step 6: Click OK.



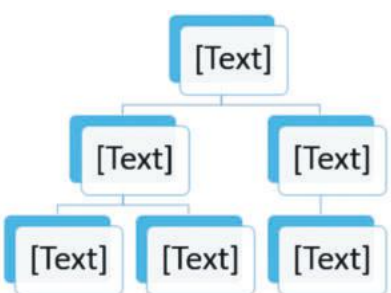
SmartArt option



Choose a SmartArt graphic

➲ Add Text to a SmartArt Graphic

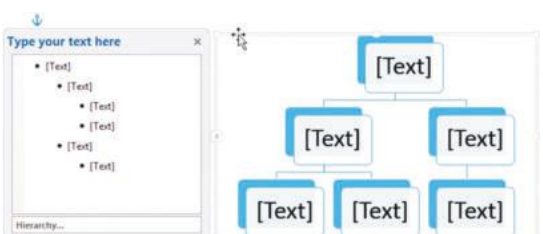
Step 1: Select the graphic. The first text box is selected. If the task pane on the left of the graphic is visible, the cursor appears in it. If the task pane is not visible, click the arrow to open the task pane.



Step 2: Enter text into the task pane fields. The information will appear in the graphic.

OR

Step 1: Click X to close the task pane.



Adding Text to the SmartArt graphic

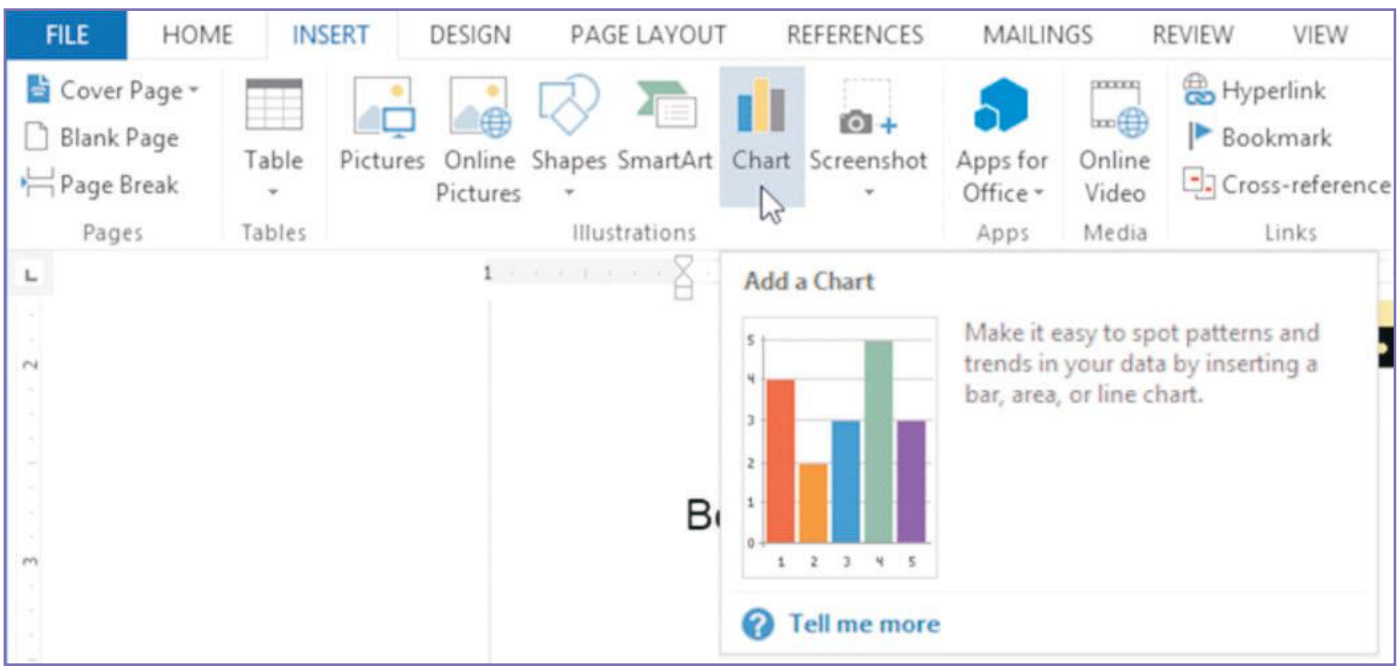
Step 2: Enter text into the first text box in the graphic.

Step 3: Continue to enter text in the text box graphics.

Observe the text you enter automatically resizes to fit inside the box.

Chart

A chart is a tool, you can use to communicate data graphically. Charts help to show comparisons and understand the meaning behind numbers.



Inserting Chart

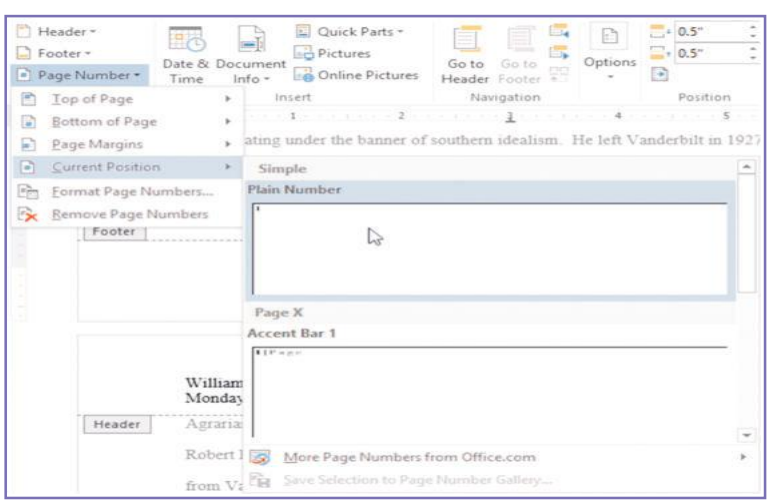
Page Number

The command inserts a page number into the document.

Add Page Numbers

Step 1: Click on the Insert tab, in the Header & Footer group, click Page Number. A menu appears with a list of built-in options you can use.

Step 2: Left-click one of the built-in options and it will appear in the document.



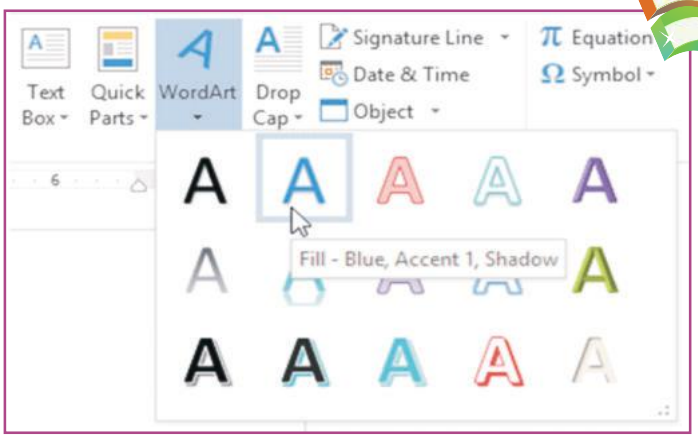
Inserting page numbers

➲ Text Box

To insert a Text Box in a document, follow these steps:

Step 1: Click on the Insert tab, in the Text group, click Text Box. A menu appears with a list of built-in options you can use.

Step 2: Left-click one of the built-in options and it will appear in the document.



WordArt option

➲ WordArt

The command inserts special text effects in the document. This WordArt becomes an object that you can move in your document to add emphasis. You can modify or add to the text in an existing WordArt object whenever you want.

To add WordArt, follow the steps:

Step 1: Click on the Insert tab, in the Text group, click WordArt. A menu appears with a list of built-in options, click the WordArt style that you want.

Step 2: Type your text in the Text box.

You can change the look of your WordArt text by changing its fill or by adding effects, such as shadows, glows, reflections, soft edges, bevels and three-dimensional (3-D) rotations to it.

Let's Recall

- SmartArt illustrates information rather than simply using text.
- You can add a variety of shapes to your document, such as arrows, call outs, squares, stars, flowchart symbols and more.
- Chart is used to illustrate and compare data. Charts help to show comparisons and understand the meaning behind numbers.

A. Fill in the blanks.

1. Breaking up a cell into multiple cells is called ..... .
2. ..... inserts special text effects in the document.
3. A new row appears above the ..... point.

B. Write 'T' for the True statement and 'F' for the False statement.

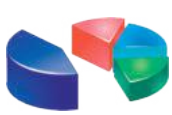
1. You can change the shape style, shape fill color, and shape outline. ☐
2. You can also insert text box from shapes. ☐
3. Charts help to show comparisons in numbers. ☐

C. Tick (✓) the correct option.

1. On drawing a new shape, a ..... tab appears on the ribbon.
   a. Format ☐ b. Layout ☐
2. Which command will insert, ready-made shapes, such as arrows and call outs?
   a. Shapes ☐ b. Picture ☐

D. Answer the following questions.

1. Write the steps to insert a table.
2. How will you delete rows and columns from a table?
3. Define chart.
4. What is the function of SmartArt graphic?



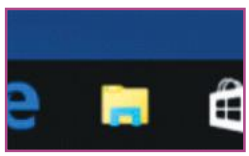
8

WINDOWS 10 – FILE EXPLORER AND TASK BAR

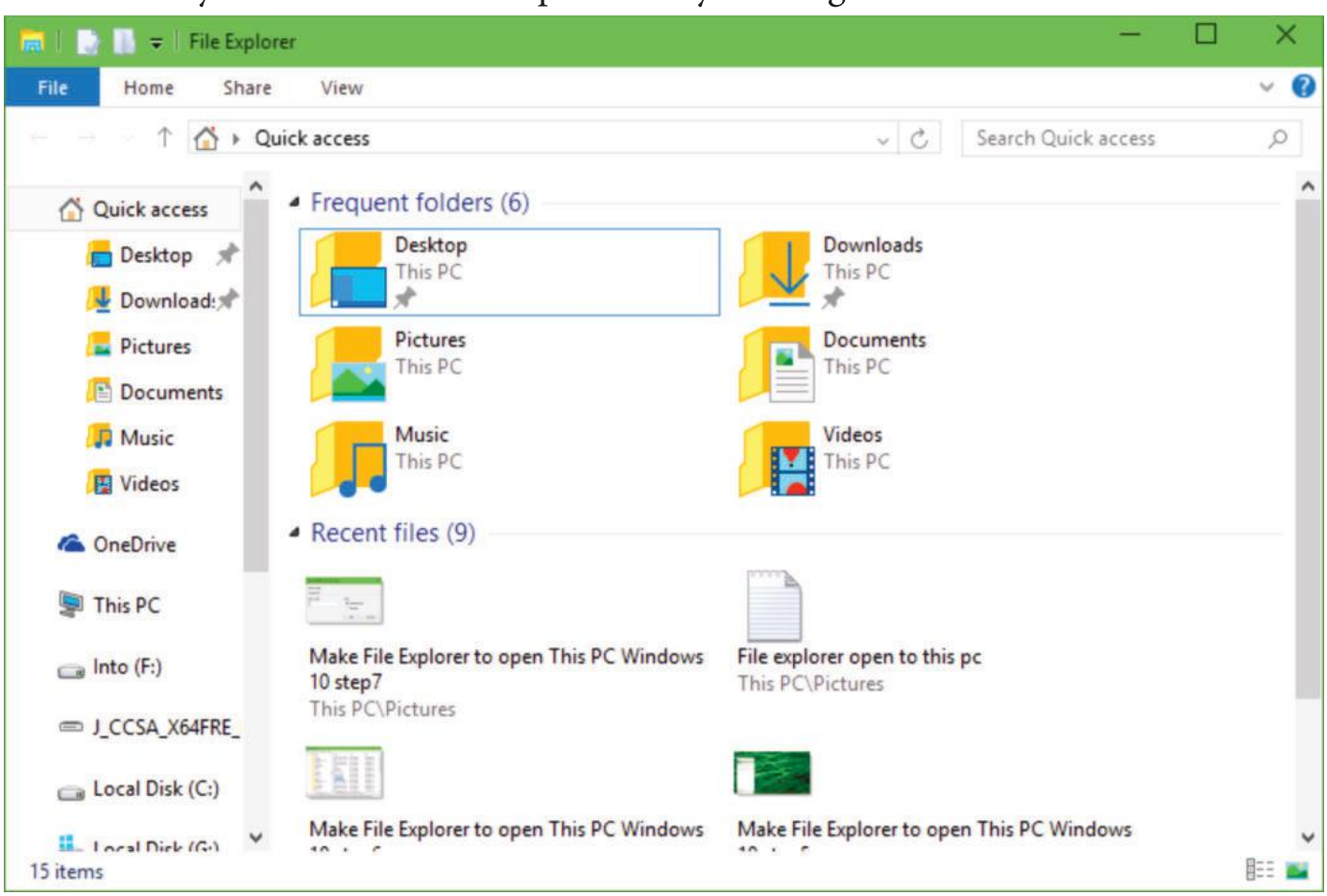
Let us Know

- File Explorer
- Task Bar

File Explorer is the file management application used by Windows operating systems to browse folders and files. It provides a graphical interface for the user to navigate and access the files stored in the computer.



The main way to access the File Explorer is by clicking the folder icon in the Taskbar.



After clicking the icon, the File Explorer window will open.

The initial File Explorer window is comprised of the following sections:

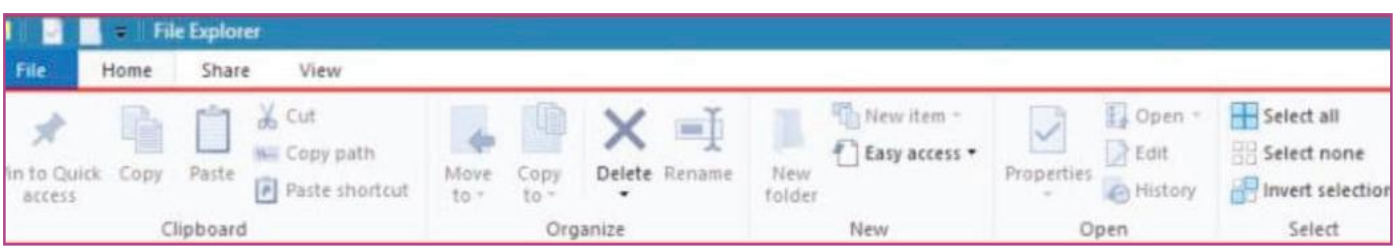
- The File Explorer ribbon, which resembles the ribbon featured in Microsoft Office. The ribbon contains buttons for common tasks to perform with your files and folders.
- The Navigation Pane gives you access to your libraries of documents and pictures, as well as your storage devices. It also features frequently used folders and network devices.
- The Frequent folders section on the right features the folders you've worked with recently to allow for quick access to them.
- The Recent files section in the lower part of the window features files and documents that you've opened recently.

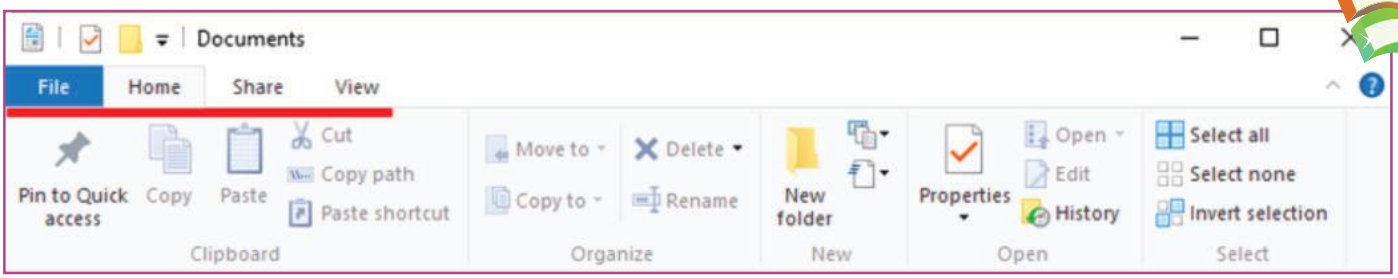
The File Explorer Ribbon

In Windows 10, the File Explorer features a new ribbon toolbar, similar to the one featured in the recent versions of Microsoft Office. This ribbon contains buttons and commands for the most common tasks.

The Ribbon features four tabs, each with different commands. Among the tasks you can perform from the Home tab are –

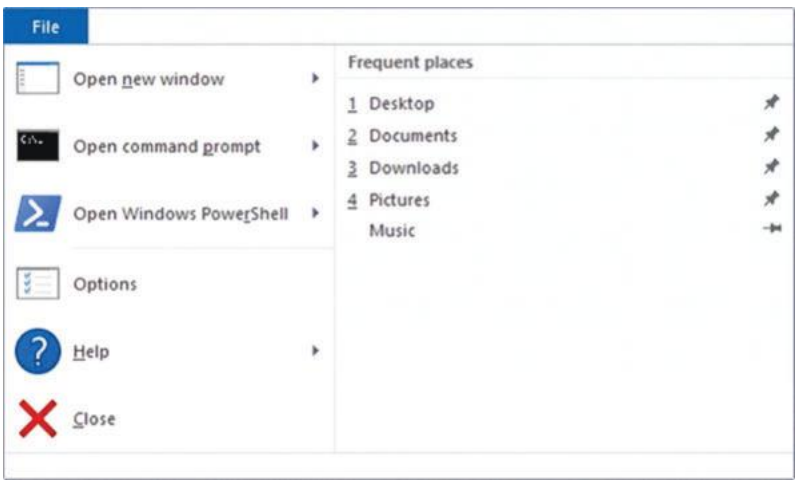
- Copying and pasting files and folders from one place to another.
- Moving files and folders to another location.
- Copying files and folders to another location.
- Renaming a file or folder.
- Creating a new folder or other new items.
- Opening a file or folder.





The View ribbon allows you to change the way Windows displays your files and folders. Some of the changes you can make here are –

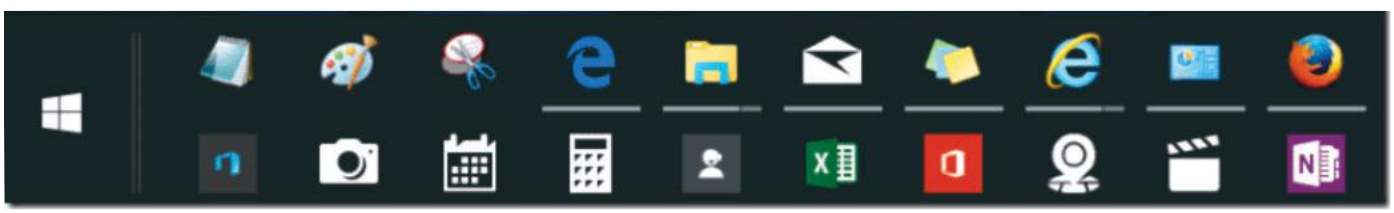
- Adding additional panes to show a preview or details of your files.
- Changing the layout of the files and folders from icons to list, and others.
- Sorting and arranging the contents of your folder.
- Hiding selected folders or files.



The File tab opens a menu with different options like:

➲ Task Bar

The Windows 10 taskbar sits at the bottom of the screen giving the user access to the Start Menu, as well as the icons of frequently used applications. On the right-side, the Taskbar features the Notification Area which informs the user of different things like the state of the Internet connection or the charge of the laptop battery.



The icons in the middle of the Taskbar are "pinned" applications, which is a way to have a quick access to applications you use frequently. "Pinned" applications will stay in the Taskbar until you "unpin" them.

Pin an Application to the Taskbar

Step 1: Search for the application you want to pin in the Start Menu.

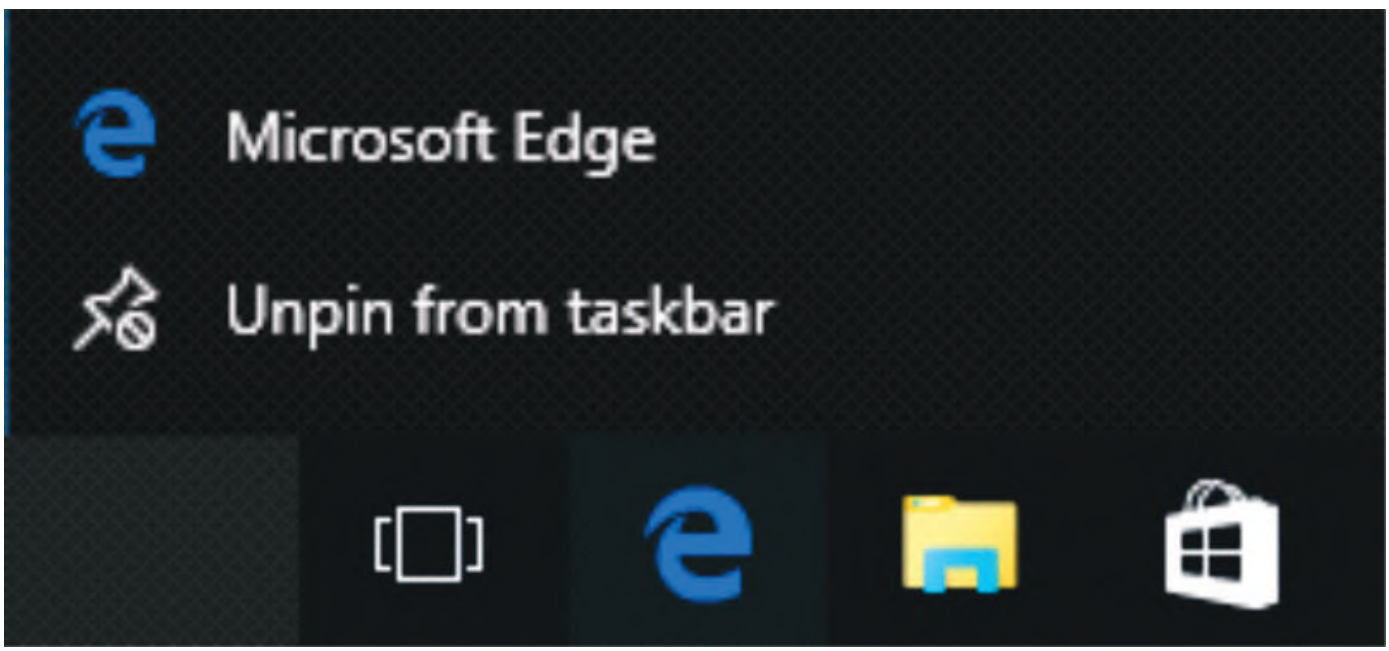
Step 2: Right-click on the application.

Step 3: Select "More" option at the top of the menu.

Step 4: Select the "Pin to taskbar" option.

Unpin an Application from the Taskbar

To "unpin" it, just right-click the icon in the Taskbar and select "Unpin from taskbar". You can "pin" it back again any time you want.



Notification Area

The Notification Area is located at the right side of the Taskbar. It shows different types of notifications from your computer like your Internet connection, or the volume level.

At first, the Notification Area shows a limited amount of icons. But you can click the upward arrow on its left-side to see other icons as well.

Task View

Task View allows you to quickly move within your open windows and applications. You can access it by clicking the "Task View" button from the Taskbar.

You can also press and hold the Windows key, and then press Tab to achieve the same result.

By pressing the Alt+Tab keyboard shortcut also serves a similar purpose.

Let's Recall

- File Explorer is the File management application used by Windows operating systems to browse folders and file.
- The main way to access the file Explorer is by clicking the folder icon in the taskbar.
- The ribbon contains buttons for common task to perform with your files and folders.
- The Windows 10 taskbar sits at the bottom of the screen.

EXERCISE

A. Fill in the blanks using the words given in the box.

1. File Explorer is the ..... management application used by Windows Operating systems.
2. The ..... gives you access to your libraries of documents and pictures.
3. The Notification Area is located at the ..... side of the task bar.

B. Write 'T' for the True statement and 'F' for the False statement.

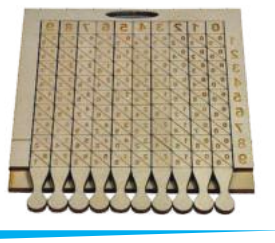
1. The Navigation Pane gives you access to your libraries. ☐
2. The Home Tab is used to rename a file or folder. ☐
3. The icons in the middle of the Taskbar are pinned applications. ☐
4. Notification area shows an unlimited amount of icons. ☐

C. Answer the following questions.

1. What is the 'File Explorer'?
2. How many tabs are there in ribbon?
3. What do you mean by task bar?

Model Test Paper - 1

A. Write the names of these devices in the blanks.



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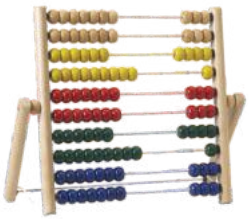

.....

.....

B. Fill in the blanks.

1. Analytical Engine was developed in the year ..... .
2. Transistors were replaced by ..... in third generation of computers.
3. Halt is used to ..... logo processing. It stops the action of turtle.
4. The ..... command moves the turtle back.

C. Answer the following questions.

1. Why Charles Babbage is referred as 'Father of Computers'?
2. Define multimedia.
3. What is MSWLOGO?
4. What is the difference between FD and BK primitives?
5. Write down the steps to start LOGO.

D. Tick (✓) the correct option.

1. The first mechanical calculating device.

   a. Pascaline ☐ b. Abacus ☐

2. The use of different media to convey information:

   a. content ☐ b. images ☐

   c. multimedia ☐

3. In mathematical and scientific research, multimedia are mainly used for:

   a. simulation ☐ b. modelling ☐

   c. Both ☐

4. Napier's Bones was developed in .....

   a. 1671 ☐ b. 1616 ☐

5. This section displays the path of the music file or folder:

   a. Ribbon ☐ b. Address bar ☐

   c. Details pane ☐

E. Write 'T' for the True statement and 'F' for the False statement.

1. Pascal is also known as 'Father of Computer'. ☐
2. You can play a particular file or a song that is not stored on your computer. ☐
3. Adobe Photoshop allows to watch movies. ☐
4. Logo window has basic parts. ☐
5. RT command moves the turtle in the right direction. ☐

Model Test Paper - 2

A. Write 'T' for the True statement and 'F' for the False statement.

1. Line tool is used to draw curved lines. ☐
2. Flip means the mirror image of a picture. ☐
3. Highlight Text command highlights the text in a document. ☐
4. Format Painter copies the formatting of the selected text, which can be applied to another text. ☐
5. You cannot modify or add to the text in an existing WordArt object whenever you want. ☐

B. Write the names of the following MSWLOGO commands.

1. ST .....
2. BK .....
3. HT .....
4. RT .....

C. Fill in the blanks.

1. MS Paint is used to create .....
2. ..... option is used to have a closer view of a picture.
3. Curve tool is used for ..... polygons.
4. The content of ..... will appear at the top of each printed page.
5. Drawing area is .....

D. Answer the following questions.

1. How will you delete rows and columns from a table?
2. What is the use of magnifier?
3. What is the difference between merge and split cells?
4. How many types of alignment?
5. What is the function of Smart Art graphic?

E. Tick (✓) the correct option.

1. Header and footer in a document are inserted at the .....

   a. Right and left ☐ b. Top and bottom ☐

2. On drawing a new shape, a ..... tab appears on the ribbon.

   a. Format ☐ b. Layout ☐

3. This tool helps to draw circles:

   a. Ellipse tool ☐ b. Rounded rectangle ☐

4. Height of the characters is determined by:

   a. Font Color ☐ b. Font Size ☐

5. The file name is displayed in:

   a. Groups ☐ b. Ribbon ☐

   c. Title bar ☐