

Log on to **COMPUTER**



5



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First New Edition

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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 worthwhile, 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



WORKING WITH FILES AND FOLDERS IN WINDOW 8

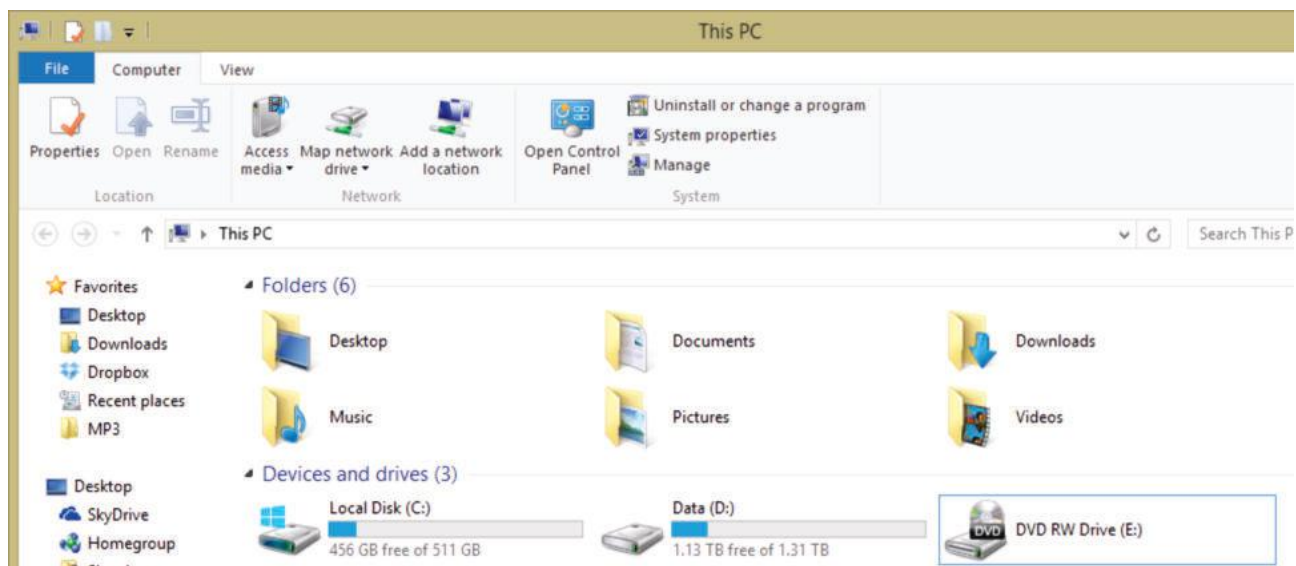


Let us Know

- ◆ Manage files and folders
- ◆ View, organize and search for files with file explorer
- ◆ Use libraries

➤ Introduction

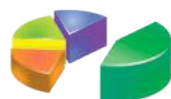
Folder is a collection of files. A folder can have one or more files stored in it. A folder may also have other folders with files in them. A folder within a folder's called subfolder. File is a collection of related information. The Documents folder is the main location in file explorer where you store your files. However, there are some special folders, such as pictures and music, designed with specialized features to store specific types of files.



Different folders

➤ Managing Your Files and Folders

You can easily manage your files and folders using **File Explorer** in the **Desktop view**.





File Explorer

File Explorer, previously known as **Windows Explorer**, allows you to open, access and rearrange your files and folders in Desktop view. If you've used prior versions of Windows before, File Explorer should feel like a familiar way to manage and organize your files.

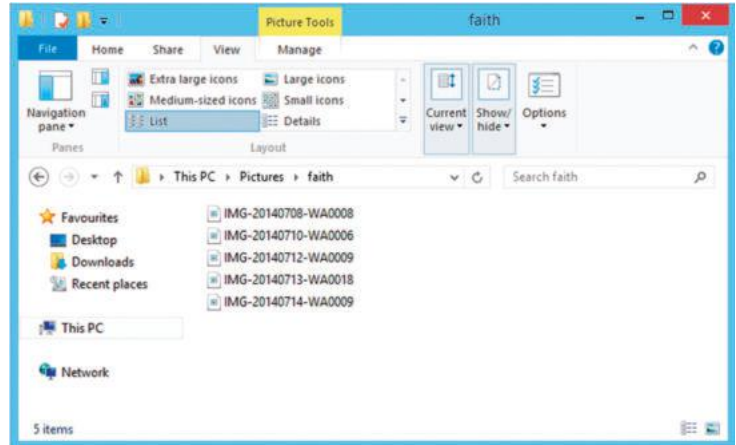
- ❑ Click the folder icon on the taskbar in Desktop view to open File Explorer.



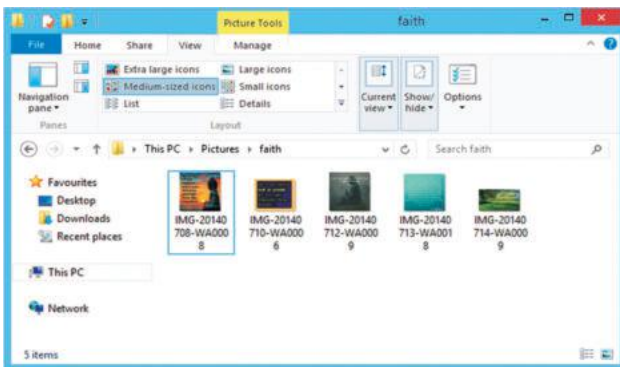
Click the buttons to become more familiar with the File Explorer interface.

➡ Changing View of Files

You can change the view of files according to your choice. For example, you can view files by extra large icons, large icons, medium icons, small icons, and so on.



To change the content view:



Layout Group of View Tab

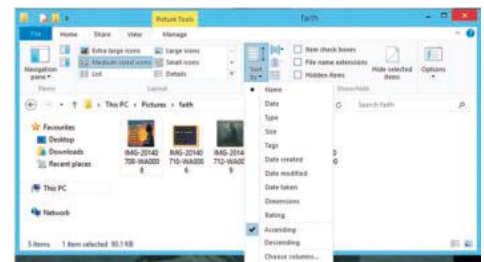
- ❑ Select the **View tab** and then choose your preference from the **Layout group**

➡ Sorting Files

You can sort of files according to your need. For example, you can sort files by size, name, date created, date modified, file type and so on.

To sort files:

- ❑ Select the **View tab**, click the **Sort by** button and then choose your preference from the drop-down menu.



Sort by option of View Tab

➡ Searching with File Explorer

You can also search for files directly from File Explorer with the help of **Search bar**. File Explorer also offers more advanced search options, which can be especially



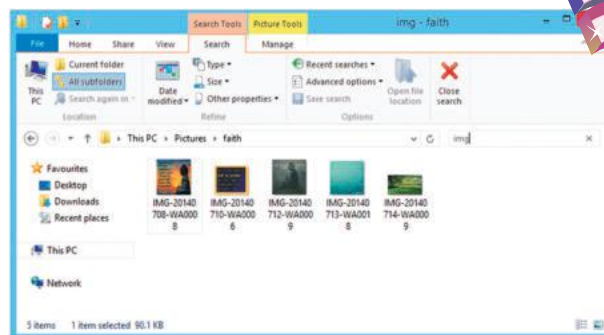
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helpful if you're having trouble finding a specific file.

To use the Search bar.

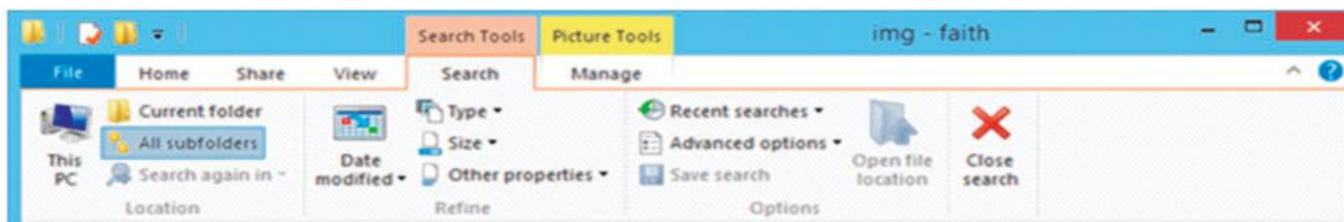
1. Locate and select the **Search bar** in **File Explorer**.
2. Enter a file name or keyword. Your search results will appear as you type.



Entering Text on Search Bar

➔ The Search Tools Tab

Whenever you enter a term into the search bar, the Search Tools tab will open automatically on the Ribbon. This tab gives you access to advanced search options, which allow you to limit your search by file type, size, date modified, view your recent searches and more:

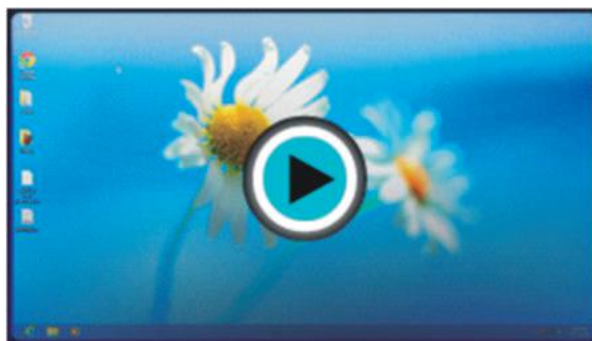


Search Tools Tab

➔ Working with Libraries

This makes it easier to find your files whenever you need them. Libraries are collection of contents that can be easily accessed through File Explorer. There are four basic libraries in Windows 8:

- Documents
- Pictures
- Music
- Videos



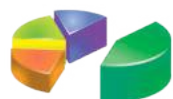
Libraries do not actually store your files and folders; they simply help to keep them organized. You can include any of your folders within a library without changing where they are stored on your computer. For example, you may include a folder of important presentations in the Documents library while still keeping the folder on the Desktop for quick access.

➔ Libraries and the Start Screen

Libraries are especially important in Windows 8 because many of the apps on the



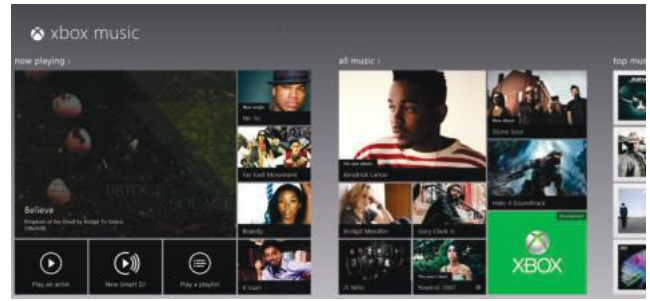
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Start screen uses files directly from the libraries including Music, Photos and Videos. Use your libraries to find and display content. For example, any songs or albums in the Music library will appear in the **Music app**.

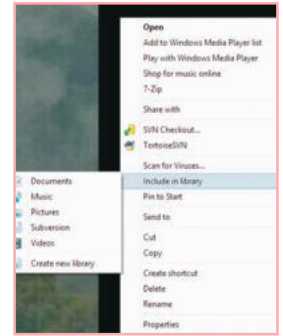


The apps on the Start screen makes it easier to play music, watch videos and view photos. File Explorer can help you organize your existing media files into libraries, so you will be able to enjoy them from the Start screen.

Accessing Apps from Start Screen

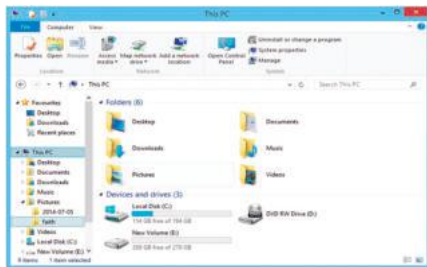
➔ To Add Folders to Libraries

Some folders, such as Documents and Music, are included automatically in the appropriate library. If you want to include additional folders, you will need to add them to the library. Consider the example, to include a folder on the Desktop in the Pictures library without changing the folder's location.



Adding a folder in Library

1. Locate and right-click the Folder.
2. However the mouse over **Include in library** in the drop-down menu and then select the desired library.



Folder Included in Library

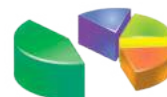
3. The folder will now be included in the chosen library.



4. The photos will also be viewable in the **Photos app** from the Start screen.

Let's Recall

- ⦿ A folder is collection of files.
- ⦿ File is a collection of related information.
- ⦿ In addition to the search feature, you can also search for files directly from File Explorer using the Search bar.



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EXERCISE

A. Fill in the blanks.

1. A folder within a folder is called
2. A folder is a collection of
3. Click the icon on the taskbar in Desktop view to open File Explorer.
4. File is a collection of related

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

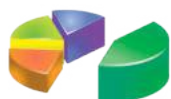
1. A folder is a collections of deleted files.
2. You can not add any folder to a library.
3. A file is a collection of folders.

C. Tick (✓) the correct option.

1. File is a collection of related
a. information b. data
2. Music is included automatically in which library?
a. people b. music
3. File explorer previously know as
a. Program explorer
b. Windows explorer
c. Both program and windows explorer

D. Answer the following questions.

1. What do you mean by file?
2. Write steps to change the view of files.
3. How will you sort files by their size?
4. How many types of libraries in Windows 8?
5. Define sorting files with example.





MSWLOGO - ARITHMETIC



Let us Know



- ◆ Mathematical calculations using different MSWLOGO commands.

➔ Introduction

MSWLOGO consists of certain primitives that help you to do mathematical calculations.

MSWLOGO uses the following operators to do mathematical calculations.

Operation	Operator
Addition	+
Subtraction	-
Multiplication	*
Division	/

➔ Calculations Using PR Command

1. This function is used to add two or more numbers and produce the output. For example, **PR 60 + 30**
2. This function is used to subtract two numbers and produce the output. For example, **PR 300 - 120**
3. This function is used to multiply two numbers and produce the output. For example, **PR 6 * 17**
4. This function is used to division of one number by another and produce the output. For example, **PR 80/27**



Adding two numbers



Subtracting two numbers



Product of two numbers



Division of one number by another

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➔ Calculations Using FD Command

1. **FD 61 + 26.** This command adds two numbers and then moves the turtle by the result, i.e., in this case by 87 steps.
2. **FD 230 – 120.** This command subtracts two numbers and then moves the turtle by the result, i.e., in this case by 110 steps.



Adding and moving forward



Subtracting and moving forward

➔ Calculations Using Mathematical Operations

1. **SUM Operation**

This operation adds the two numbers.

For example, **PR SUM 66 17**

MSWLOGO will print the result on screen. In case, you want to add more than two numbers,

then enclose the operation SUM in round brackets. For example, **PR (SUM 16 1938 69)**



Using SUM Command

2. **PRODUCT Operation**

This operation multiplies two given numbers.

For example, **PR PRODUCT 26 51**

Output will be printed on screen.



Using PRODUCT Command operation

3. **Quotient Operation**

This operation divides the first number by the second number and gives quotient as a result.

For example, **PR QUOTIENT 40 5**

Output will be printed on screen.



Using QUOTIENT Command operation

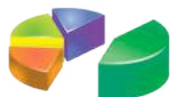
➔ LABEL Command

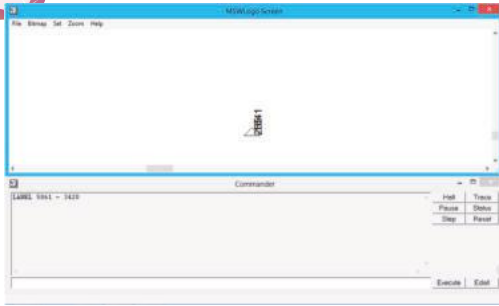
This command will print the output in the drawing area.

1. **LABEL 160 + 105**



Using LABEL for addition

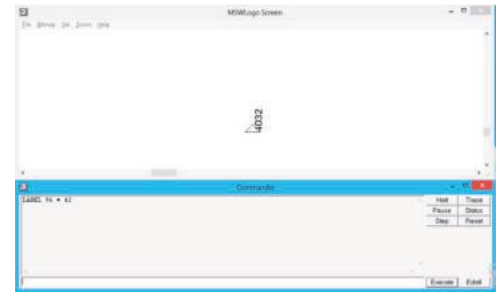




2. LABEL 5061 – 3420

Using LABEL
for subtraction

3. LABEL 96 * 42



Using LABEL for product



4. LABEL 88/4

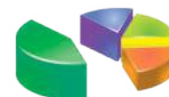
You have to give space between command and number and may or may not between operators.

Using LABEL for division



Let's Recall

- ⊙ LABEL command will print the output in the drawing area.
- ⊙ PRINT [PR] command displays the result in commander window.
- ⊙ Difference is the result obtained after subtraction of two numbers.
- ⊙ Sum is the result obtained after addition of two numbers.
- ⊙ Mathematical operators like +, -, *, / are also used for calculations.
- ⊙ Sum function is used to add two or more numbers.





EXERCISE

A. Fill in the blanks.

1. PR Quotient 40 10 will give result as
2. The symbol + is used for
3. PR 500/5 will print in the commander window.
4. command is used to print the result in drawing area.

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

5. LABEL command will print the result in the drawing area.
4. PR 10 * 20 is the correct way to find product.
3. SUM would find the addition of two numbers.

C. Answer the following questions.

1. Name the mathematical operations that can be performed in MSWLOGO.
2. What do you mean by LABEL Comment?





MS WORD 2013 – WORKING WITH PAGE LAYOUT



Let us Know



- ◆ Page orientation
- ◆ Page margins
- ◆ Page size
- ◆ Columns
- ◆ Breaks
- ◆ Section

➔ Introduction

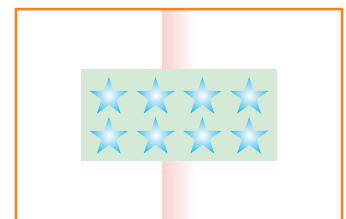
One formatting aspect you'll need to consider as you create your document is whether to make adjustments to the layout of the page. The page layout affects how content appears and includes the pages orientation, margins, and size.

➔ Page Orientation

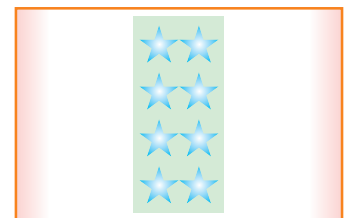
Word offers two page orientation options: **landscape** and **portrait**.

Orientation means the direction in which the page is being printed. Landscape means the page is oriented horizontally, while portrait means the page is oriented vertically. The default page orientation of MS Word document is portrait.

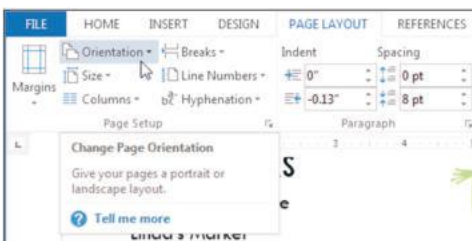
To change page orientation:



Landscape



Portrait

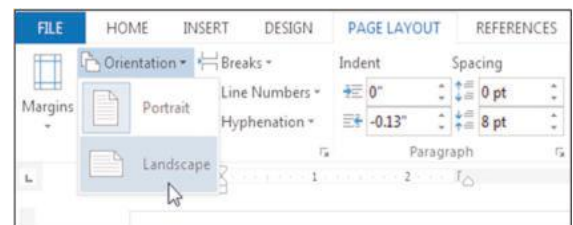


Step 1: Select the **Page Layout** tab.

Step 2: Click the **Orientation** command in the **Page Setup** group.

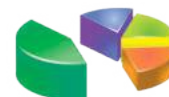
Changing page orientation

Step 3: A drop down menu will appear. Click either **Portrait** or **Landscape** to change the page orientation.



Choosing landscape as page orientation

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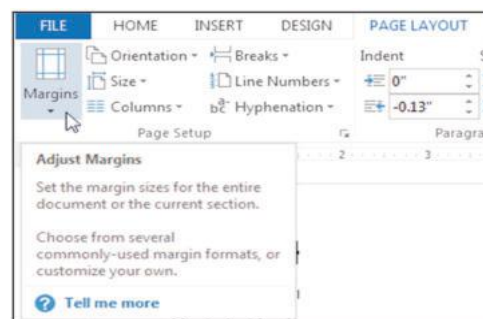
Step 4: The page orientation of the document will be changed.

➔ Page Margins

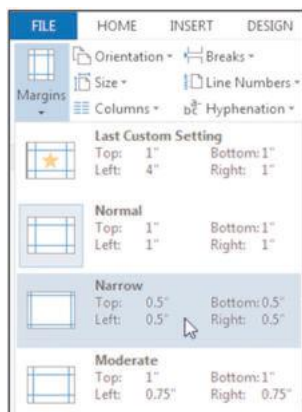
A margin is the space between the text and the edge of your document. By default, a new document's margins are set to Normal, which means it has a one-inch space between the text and each edge. Depending on the requirement, you can change the document's margin size.

To change predefined margin sizes of page margins.

Step 1: Select the **Page layout** tab, then click the **Margins** command.



Margins option of page setup group

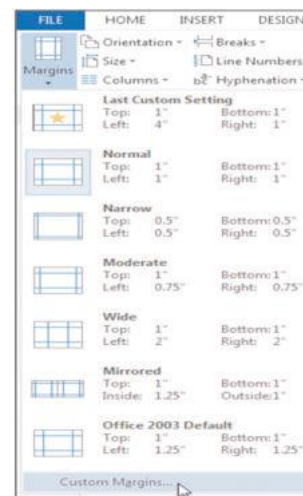


Margins menu

Step 2: A drop-down menu will appear. Click the predefined margin size you desire.

The margins of the document will be changed.

Word also allows you to customize the size of the your margins in the **Page Setup** dialog box.



Custom margins option

To use custom margins:

Step 1: From the **Page Layout** tab, click **Margins**. Select **Custom Margins** from the drop-down menu.

Step 2: The **Page Setup** dialog box will appear.

Step 3: Adjust the values for each margin, then click **OK**.

The margins of the document will be changed.



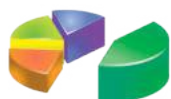
Page setup dialog box

➔ Page Size

By default, the page of a new document is 8.5 inches by 11 inches. Depending on your requirement, you may need to modify your document's page size.

Did You Know?

Note that before modifying the default page size, you should check to see which page sizes your printer can print.

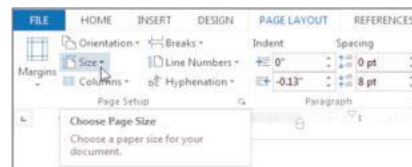




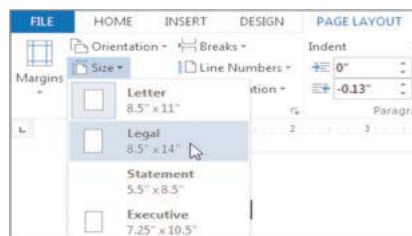
Word has a variety of **predefined page sizes** to choose from.

To change the page size:

1. Select the **Page Layout** tab and then click the **Size** command.
2. A drop-down menu will appear. The current page size is highlighted. Click the desired predefined page size.
3. The page size of the document will be changed. Word also allows you to customize the page size in the **Page Setup** dialog box.



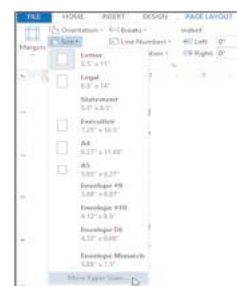
Choose page size option



Page size menu

To use a custom page size:

1. From the **Page Layout** tab, click **Size**. Select **More Paper Sizes...** from the drop-down menu.
2. The **Page Setup** dialog box will appear.
3. Adjust the values for **Width** and **Height**.
4. Click **OK**.

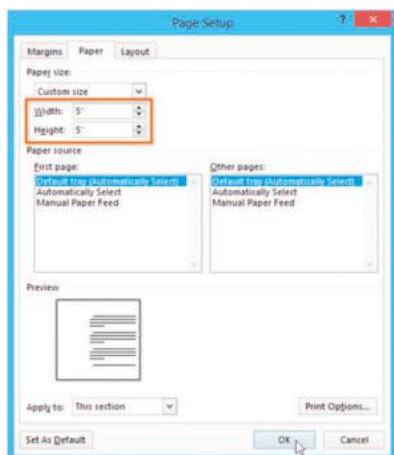


More paper sizes option in size menu

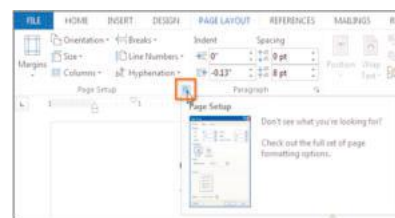
5. The page size of the document will be changed.

Alternatively, you can open the page setup dialog box by navigating to the page layout tab and clicking the small arrow in the button right corner of the **Page Setup** group.

You can use Word's **Set as Default** feature to save all of the formatting changes you've made and automatically apply them to new documents.



Page setup dialog box

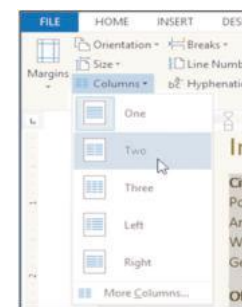


Page setup dialog box launcher

➔ Columns

Have you ever seen a newspaper? The information is best displayed in columns. Not only can columns help improve readability, but some types of documents are often written in column format. Word also allows you to adjust your columns by adding column breaks. To add columns to a document:

1. Select the text you wish to format.



Columns menu

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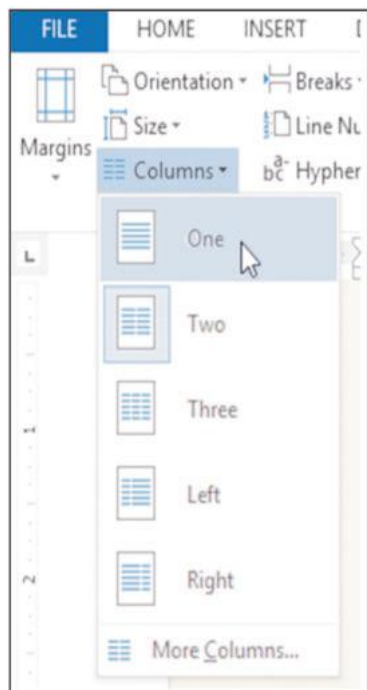




2. Select the **Page Layout** tab and then click the **Columns** command. A drop-down menu will appear.
3. Select the number of columns you want to create.
4. The text will format into columns.



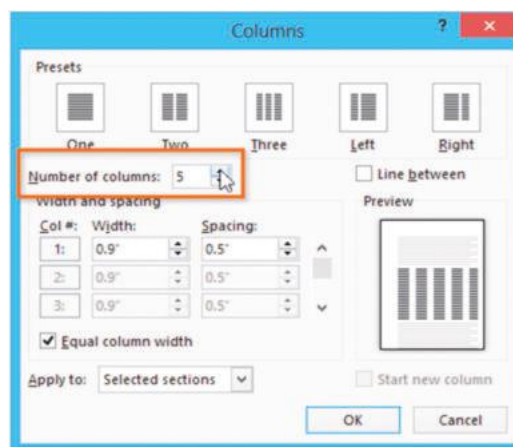
Text in two columns format



Choosing one option of columns menu

To remove column formatting, place the insertion point anywhere in the columns and then click the **Columns** command on the **Page Layout** tab. Select **One** from the drop-down menu that appears.

Your column choices aren't limited to the drop-down menu that appears. Select **More Columns** at the bottom of the menu to access the **Columns** dialog box. Click the arrow next to the **Number of columns** to adjust the number of columns.



Columns dialog box



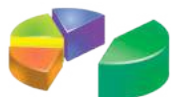
Changing alignment of columns

If you wish to adjust the spacing and alignment of columns, click, hold and drag the indent markers on the **ruler** until the columns appear the way you want.

➔ Breaks

Adding breaks to your document can make it appear more organized and can improve the flow of text. Depending on how you want to change the formatting of your page, you can apply a page break or a section break.

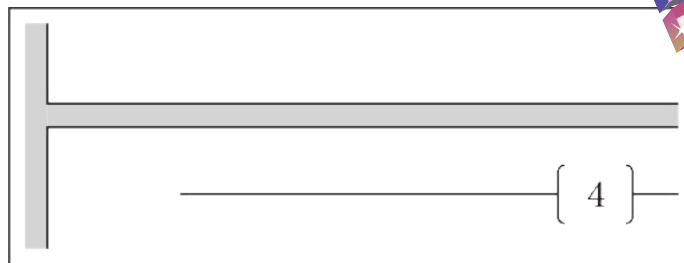
Page breaks allow you to move text to the next page before reaching the end of a page.





Place the insertion point where you want to create the break. For example, place it at the beginning of our chart.

To insert a page break:

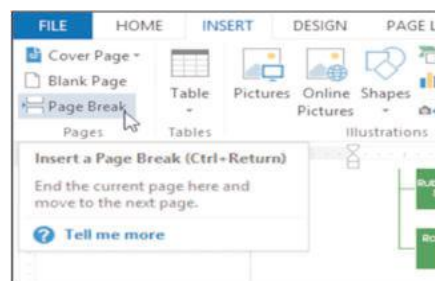


Inserting page breaks

1. On the **Insert** tab, click the **Page Break** command.

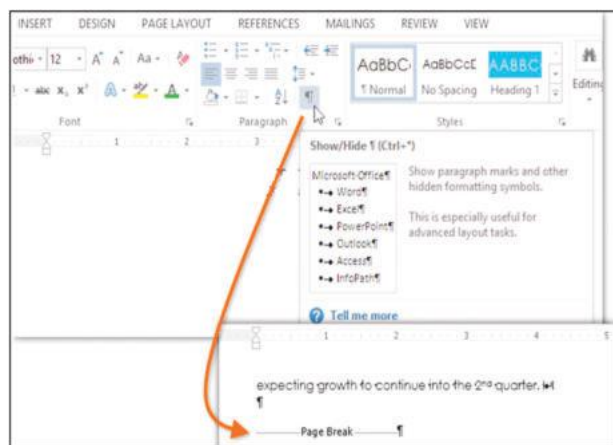
Shortcut Key

Alternatively, you can press **Ctrl+Enter** on your keyboard.



Page break option of pages group

2. The page break will be applied to the document and the text will move to the next page.

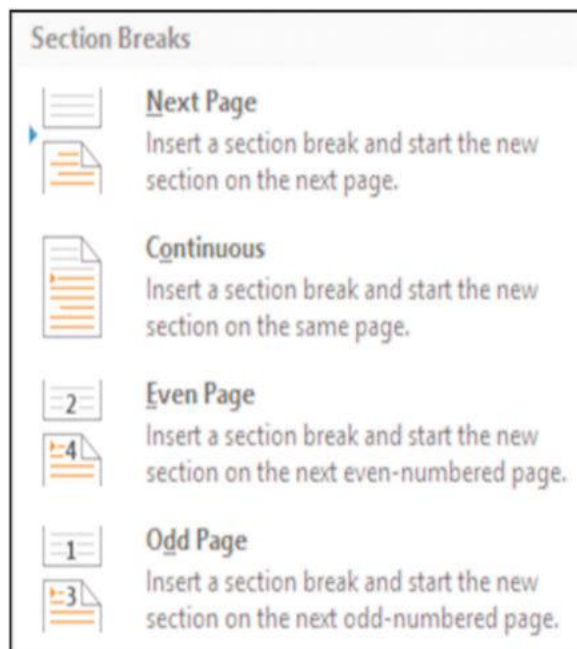


Show/Hide command

By default, breaks are hidden. If you want to show the breaks in your document, click the **Show/Hide** command.

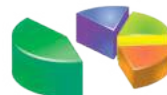
➔ Section Breaks

Section breaks create a **barrier** between parts of a document, allowing you to format each section independently. For example, you may want one section to have two columns without adding columns to the entire document. Word has the following several different types of section breaks:



Section break menu

- Next Page:** This option adds a section break and moves text after the break to the next page of the document. This is





useful for creating a new page with normal formatting after a page that contains column formatting.

- ❑ Continuous: This option inserts a section break and allows you to continue working on the same page. This type of break is useful when you need to separate a paragraph from columns.
- ❑ Even Page and Odd Page: These options add a section break and move the text after the break to the next even or odd page. These options may be useful when you need to begin a new section on an even or odd page (for example, a new chapter of a book).

Let's Recall

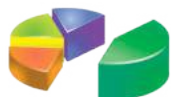


- ⦿ Section breaks create a barrier between parts of a document, allowing you to format each section independently.
- ⦿ Word also allows you to adjust your columns by adding column breaks.
- ⦿ By default, the page size of a new document is 8.5 inches by 11 inches.
- ⦿ A margin is the space between the text and the edge of your document.

EXERCISE

A. Fill in the blanks.

1. A margin is the space between the text and the of your document.
2. By default, the page size of a new document is inches by 11 inches.
3. Word also allows you to adjust your columns by adding breaks.
4. You can apply a page break or a break.





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

1. By default, the page size of a new document is 8.5 inches.
2. You can choose a paper size for the current section.
3. Landscape means the page is oriented horizontally.

C. Answer the following questions.

1. What is the page orientation?
2. Write steps to set column style.
3. Define page margins.

D. Tick (✓) the correct option.

1. To insert page break, press:

a. Ctrl + Enter

b. Ctrl + Shift

2. _____ means the direction in which the page is being printed.

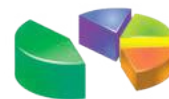
a. Orientation

b. Organisation

3. _____ option adds a section breaks and moves text after the break to the next page of the document.

a. Next Page

b. Continuous





MS WORD 2013 - INDENTS AND TABS



Let us Know



◆ Indenting Text

◆ Indent Markers

◆ Tabs

➔ Introduction

Indenting text adds structure to your document by allowing you to separate information. Whether you'd like to move a single line or an entire paragraph, you can use the tab selector and the horizontal ruler to set tabs and indents.

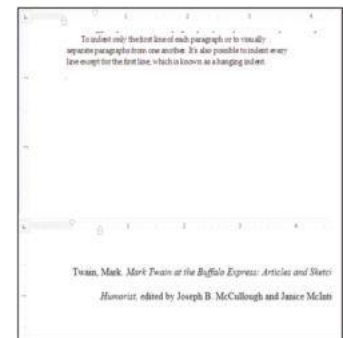
➔ Indenting Text

It is possible to indent only the first line of each paragraph or to visually separate paragraphs from one another. It's also possible to indent every line except for the first line, which is known as a hanging indent.

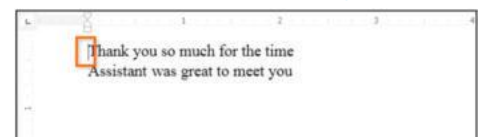
A quick way to indent is to use the **Tab** key. This will create a first line indent of 1/2 inch.

To indent using the Tab key, follow the following steps:

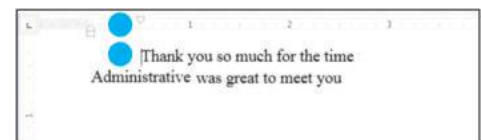
1. Place the insertion point at the very beginning of the paragraph, you wish to indent.
2. Press the **Tab** key. On the ruler, you should see the first-line indent marker move to the right by 1/2 inch.
3. The first line of the paragraph will be indented.



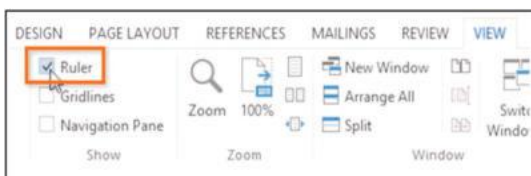
Indenting Text



Placing the insertion point



Paragraph indented

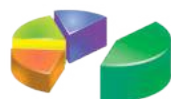


Ruler option in view tab

If you can't see the ruler, select the **View** tab and then click the check box next to **Ruler**.



Computer-5



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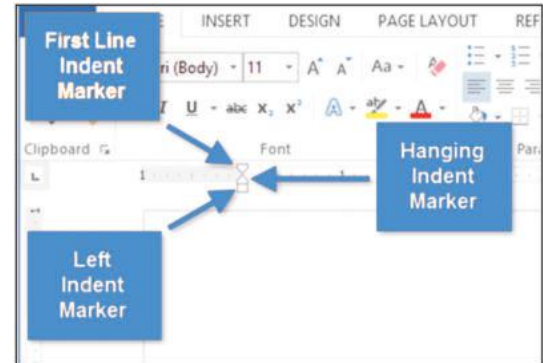




➔ Indent Markers

Word provides indent markers that allow you to indent paragraphs to the location you desire. The indent markers are located to the left of the horizontal ruler and they provide several indenting options:

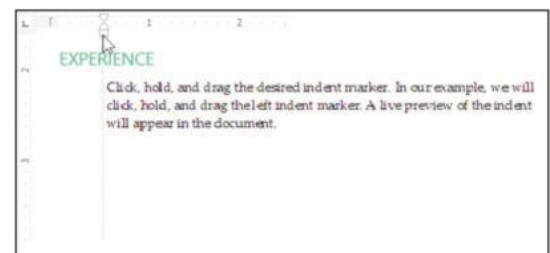
- ❑ First-line indent marker: Adjusts the first-line indent.
- ❑ Hanging indent marker: Adjusts the hanging indent.
- ❑ Left indent marker: Moves both the first line indent and hanging indent markers at the same time.



Indent markers

To indent using the indent markers:

1. Place the insertion point anywhere in the paragraph you want to indent or select one or more paragraphs.
2. Click, hold and drag the desired indent marker. In our example, we will click, hold and drag the left indent marker. A live preview of the indent will appear in the document.
3. Release the mouse. The paragraphs will be indented. If you want to indent multiple lines of text or all lines of a paragraph, you can use the indent commands.



Indenting paragraph

To indent using the indent commands:

1. Select the text you wish to indent.
2. On the **Home** tab, click the desired indent command:

- ❑ Increase indent: Increases the indent by increments of 1/2 inch. In our example, we'll increase the indent.

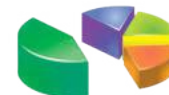


Increase and decrease indent options

- ❑ Decrease indent: Decreases the indent by decrements of 1/2 inch.



Selecting text

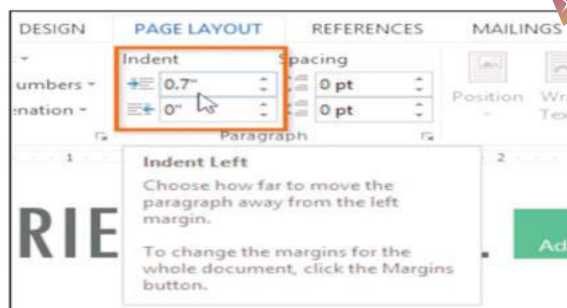




Indented text

3. The text will indent.

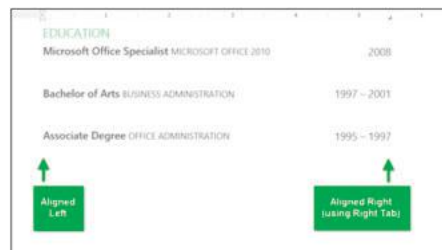
To customize the indent amounts, select the **Page Layout** tab and enter the desired values in the boxes under **Indent**.



Customizing the indent amounts

➤ **Tabs**

Tab gives more control over the placement of text. By default, every time you press the Tab key, the insertion point will move 1/2 inch to the right. Adding tab stops to the ruler allows you to change the size of the tabs and Word even allows you to apply more than one tab stop to a single line. For example, on a resume you could **Left Align** the beginning of a line and **Right Align** the end of the line by adding a **Right Tab**.



Aligning text using tab key

Pressing the tab key can either add a tab or create a first-line indent, depending on where the insertion point is. Generally, if the insertion point is at the beginning of an existing paragraph, it will create a first line indent; otherwise, it will create a tab.








➤ **The Tab Selector**

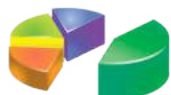
The tab selector is located above the vertical ruler on the left. However the mouse over the tab selector to see the name of the active tab stop.



Tab Selector

Types of tab stops include:

- Left Tab** : Left-aligns the text at the tab stop.
- Center Tab** : Centers the text around the tab stop.
- Right Tab** : Right-aligns the text at the tab stop.
- Decimal Tab** : Aligns decimal numbers using the decimal point.
- Bar Tab** : Draws a vertical line on the document.
- First Line Indent** : Inserts the indent marker on the ruler and indents the first line of text in a paragraph.
- Hanging Indent** : Inserts the hanging indent marker and indents all lines other than the first line.





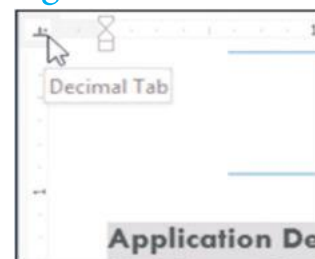
Although **Bar Tab**, **First Line Indent** and **Hanging Indent** appear on the **tab selector**, they're not technically tabs.

To add tab stops:

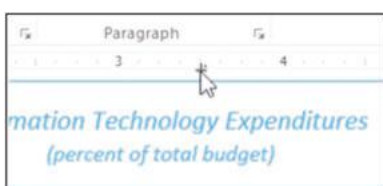
1. Select the paragraph or paragraphs, you want to add tab stops to. If you don't select any paragraphs, the tab stops will apply to the **current paragraph** and any new **paragraphs** you type below it.
2. Click the **tab selector** until the tab stop you wish to use appears. In our example, we'll select the Decimal Tab.



Selecting text



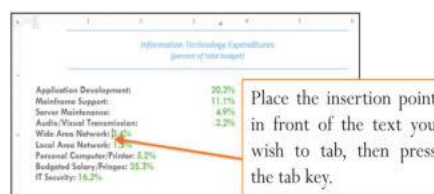
Applying decimal tab



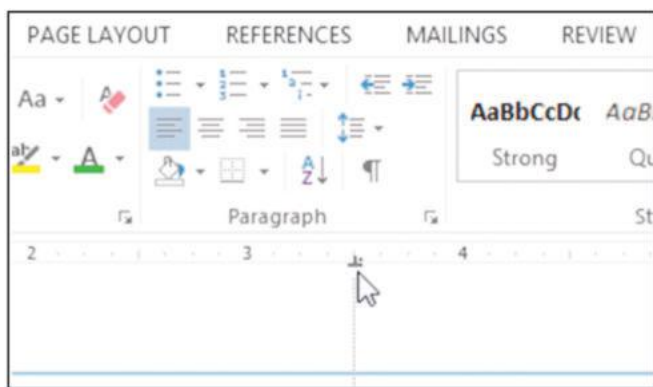
Adding tab stops

3. Click the location on the horizontal ruler, where you want your text to appear (it helps to click on the bottom edge of the ruler). You can add as many tab stops as you want.

4. Place the **insertion point** in front of the **text** you wish to tab, then press the **Tab** key. The text will jump to the next tab stop.

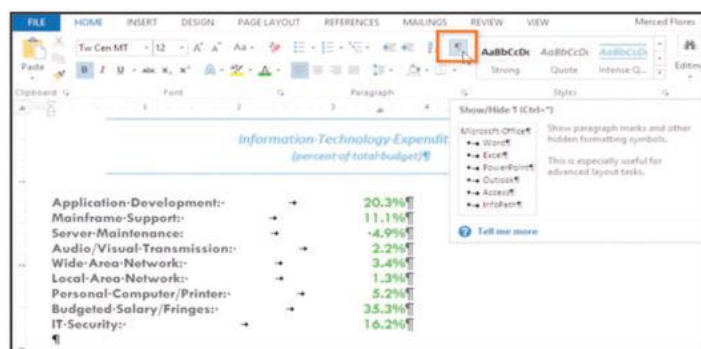


To remove a tab stop, click, hold and drag it off of the ruler.

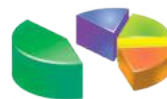


Word can display hidden formatting symbols such as space bar (·), paragraph (¶) and Tab key (®) markings to help you see the formatting in your document. To

show hidden formatting symbols, select the **Home** tab, then click the **Show/Hide** command.



Displaying formatting symbols





Let's Recall

- ⦿ To show hidden formatting symbols, select the **Home** tab, then click the Show/Hide command.
- ⦿ To remove a tab stop, click, hold and drag it off of the ruler.
- ⦿ By default, every time you press the Tab key, the insertion point will move 1/2 inch to the right.
- ⦿ If you can't see the ruler, select the View tab and then click the check box next to Ruler.
- ⦿ Types of indents:
 - First-line indent marker: Adjusts the first-line indent.
 - Hanging indent marker: Adjusts the hanging indent.
 - Left indent marker: Moves both the first line and hanging indent.
- ⦿ A quick way to indent is to use the Tab key.
- ⦿ Indenting text adds structure to your document by allowing you to separate information.

EXERCISE

A. Fill in the blanks.

1. MS word can display hidden formatting symbols such as (¨), paragraph (¶), and key (→) markings to help you see the formatting in your document.
2. increases the indent by increments of 1/2 inch.
3. The tab selector is located above the ruler on the left.
4. tab left aligns the text at the tab stop.
5. inserts the hanging indent marker and indents all lines other than the first line.





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

1. To remove a tab stop, click, hold and place it on the ruler.
2. By default, every time you press the Tab key, the insertion point will move 1 inch to the right.
3. Tab gives more control over the placement of text.
4. Center Tab, centers the text around the tab stop.
5. Increase indent decreases the indent by increments of 1/2 inch.

C. Tick (✓) the correct option.

1. Inserts the indent marker on the ruler and indents the first line to text in a paragraph.
 - a. First line indent
 - b. Increase indent
2. Draws a vertical line on the document:
 - a. Bar tab
 - b. First line indent
3. Aligns decimal numbers using the decimal point.
 - a. Right tab
 - b. Decimal tab
4. Which tab right-aligns the text at the tab stop?
 - a. Right tab
 - b. Bar tab

D. Answer the following questions.

1. What do you understand by increase indent?
2. Write steps to show the ruler, if not visible in a document.
3. How many types of indents?
4. How will you hide the formatting symbols?
5. What is the quick way to indent?





INTRODUCTION TO MS PRESENTATION 2013



Let us Know

- ◆ About PowerPoint
- ◆ Creating a new presentation
- ◆ Saving a presentation
- ◆ Operating PowerPoint 2013
- ◆ Opening a presentation
- ◆ Existing a presentation

⇒ Introduction

Microsoft powerpoint is a presentation software. This application software is used to create beautiful and effective presentations. It provides you slide layouts themes, new effects and formatting options, with the help of which you can create beautiful, dynamic presentation. You can add text, picture, charts, cliparts, sound, diagrams, videos and animated effects to your presentations.

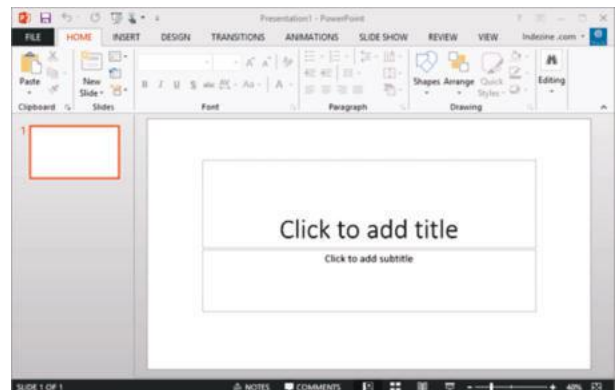
⇒ Opening PowerPoint 2013

When you open PowerPoint 2013 for the first time, the Start Screen will appear. From here, you will be able to create a new presentation. From here, you may also choose a template.

To create a new presentation, follow the steps:

1. From the **Start Screen**, locate and select **Presentation 2013**.

2. A **new presentation** will appear.



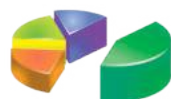
Opening PowerPoint 2013

⇒ Components of PowerPoint 2013

PowerPoint 2013 is similar to PowerPoint 2010. If you have previously used PowerPoint 2010, PowerPoint 2013 should feel familiar.



Computer-5



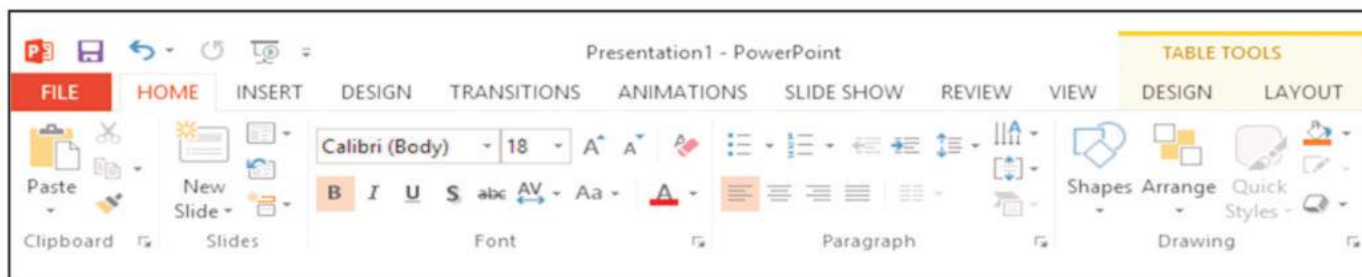
27





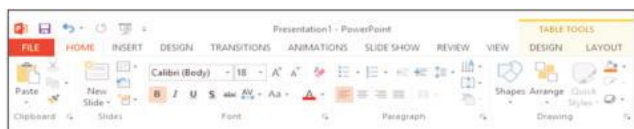
The Ribbon

It consists of several tabs along with corresponding group of commands. You will use these tabs to perform the most common tasks in PowerPoint.



➤ Exploring the Ribbon

You will need to move between tabs to perform common tasks in PowerPoint. Knowing where to find the right command will make PowerPoint easier to use.



Home Tab



Insert Tab



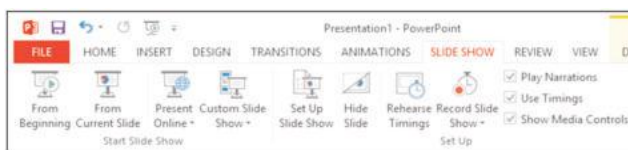
Design Tab



Transitions Tab



Animations Tab



Slide Show Tab

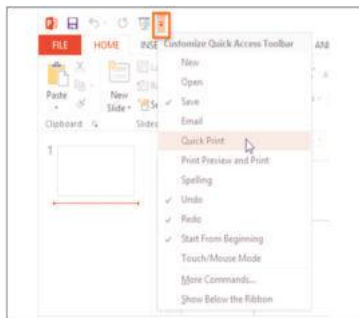
➤ The Quick Access Toolbar

Located just above the Ribbon, the Quick Access Toolbar lets you access common commands, no matter which tab is selected. By default, it contains the Save, Undo, Repeat and Start Presentation commands. You can add other commands depending on your preference.

To add commands to the Quick Access Toolbar:

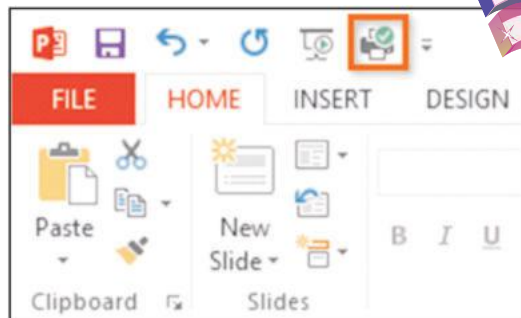
1. Click the drop-down arrow to the right of the Quick Access Toolbar.
2. Select the command you wish to add from the drop-down menu. To choose from more commands, select **More Commands**.





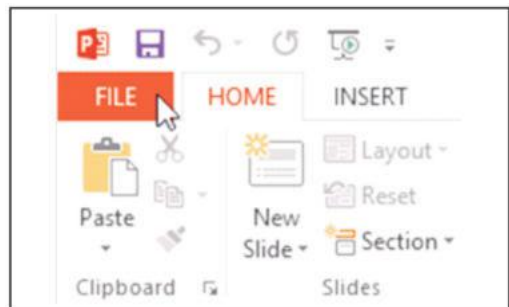
3. The command will be added to the Quick Access Toolbar.

Adding commands to the quick access toolbar



Command added in quick access toolbar

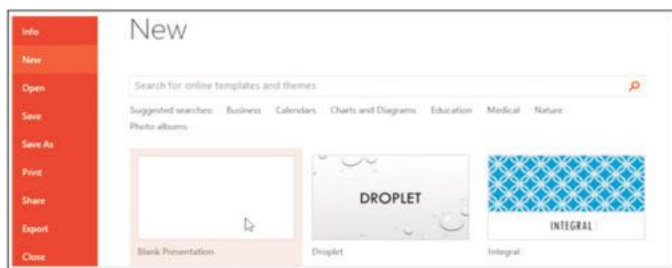
➡ Creating a New Presentation



1. Select the **File** tab.
2. Select **New** on the left side of the window, then click **Blank Presentation** or choose a theme.

(Shortcut key **Ctrl + M**)

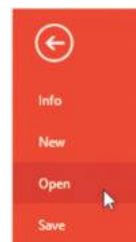
File option on ribbon



Choose a blank presentation

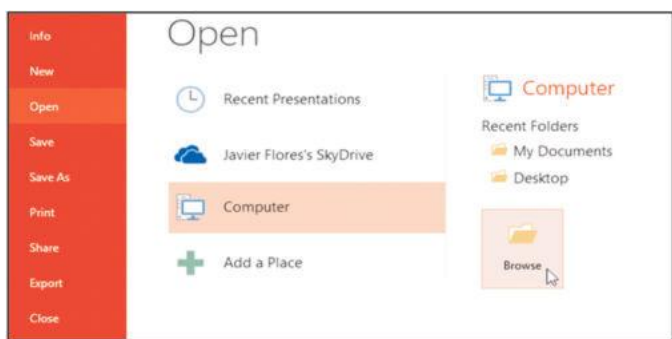
3. A new presentation will appear.

➡ Opening an Existing Presentation



1. Select the **File** tab.
2. Select **Open**.

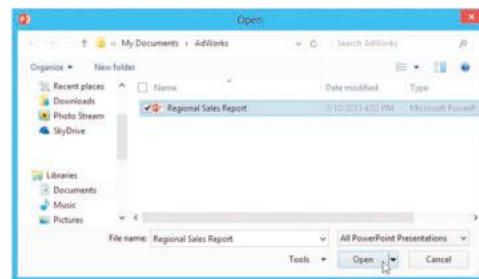
Open option in file menu



Browse option under open

3. Select Computer, then click **Browse**.

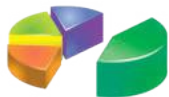
4. The **Open** dialog box will appear. Locate and select your presentation, then click **Open**.



Open dialog box



Computer-5





If you have opened the desired presentation recently, you can browse your Recent Presentations rather than searching for the file.

➔ Saving a Presentation

PowerPoint offers two ways to save a file: Save and Save As.



Browsing recent presentations

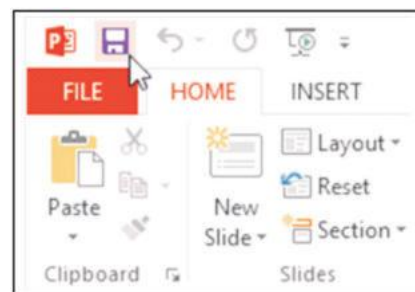
These options work in similar ways, with a few important differences:

- ❑ **Save:** When you create or edit a presentation, you will use the Save command to save your changes. You will use this command most of the time. When you save a file, you will need to choose a file name and location only for the first time. After that, you can just click the **Save** command to save it with the same name and location.
- ❑ **Save As:** You'll use this command to create a copy of a presentation while keeping the original. When you use **Save As**, you will need to choose a different name and/or location for the copied version.

To save a presentation:

It's important to save your presentation whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You will also need to pay close attention to where you save the presentation, so it will be easy to find later.

1. Locate and select the Save command on the Quick Access Toolbar.
2. If you are saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
3. You will then need to choose the location of the file and give it a file name. To save the presentation to your computer, select **Computer**, then click **Browse**.

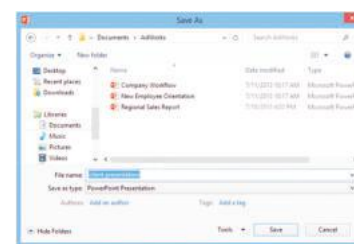


Save on quick access toolbar

Quick Tip

Alternatively, you can click one drive to save the file to your one drive.

4. The **Save As** dialog box will appear. Select the location where you wish to save the presentation.



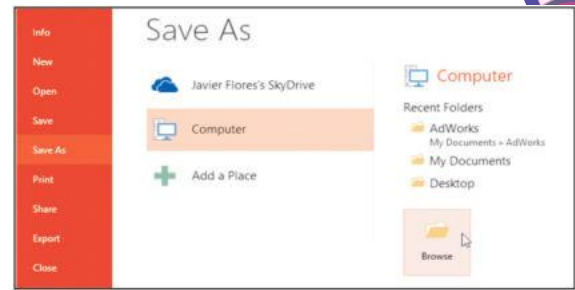
Save as dialog box





where you wish to save the presentation.

5. Enter a **file name** for the presentation, then click **Save**.
6. The presentation will be saved. You can click the Save command again to save your changes as you modify the presentation.



Save As pane

➔ Using Save As a Make a Copy

If you want to save a different version of a presentation while keeping the original, you can create a copy. For example, if you have a file named “Presentation 1”, you could save it as “Presentation 2” so you will be able to edit the new file and still refer back to the original version.

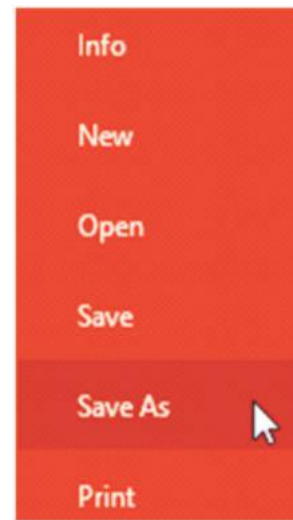
To do this, you will click the Save As command in Backstage view. Just like when saving a file for the first time, you’ll need to choose where to save the file and give it a new file name.

(Shortcut key Ctrl + S)

➔ Exiting a Presentation

To exit an existing presentation:

1. Select the **File** tab.
2. Select **Exit**.



Save as command in backstage view

Let's Recall

- ⊙ You will use Save As command to create a copy of a presentation while keeping the original.
- ⊙ When you create or edit a presentation, you will use the Save command to save your changes.
- ⊙ By default the Quick Access Toolbar, includes the Save, Undo, Repeat and Start Presentation commands.
- ⊙ Microsoft powerpoint is a presentation software.





EXERCISE

A. Fill in the blanks.

1. MS PowerPoint is a software.
2. When you open PowerPoint 2013 for the first time, the screen will appear.
3. To create a presentation, from the Start Screen, locate and select

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

1. To create a new presentation, press Ctrl + M.
2. If you want to save a different version of a presentation while keeping the original, you can create a copy.
3. To open an existing presentation, select the file tab, select open.

C. Tick (✓) the correct option.

1. To open a presentation, press
a. Ctrl + O b. Ctrl + S
2. When you create or edit a presentation, you will use the command to save your changes.
a. Save b. Save as
3. To save a presentation, press
a. Ctrl + Z b. Ctrl + S
4. MS PowerPoint is a software.
a. Utility b. Application

D. Answer the following questions.

1. How will you create a new presentation?
2. If you need to open an old presentation, how will you do it?
3. Write steps to create a new presentation.
4. What is the shortcut key to save the work?





MORE ON POWERPOINT 2013



Let us Know



- ◆ Understanding slides and slide layouts
- ◆ Inserting a new slide
- ◆ Working with slides
- ◆ Formatting slide background
- ◆ Changing layout
- ◆ Moving the slides
- ◆ Applying themes

➔ Introduction

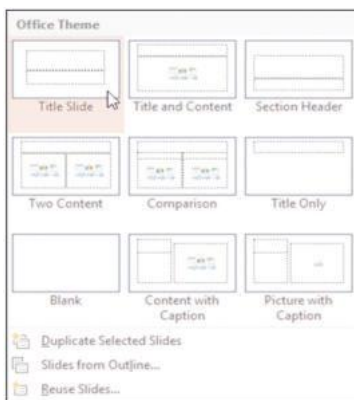
PowerPoint presentations are made up of a series of slides. A slide is a page that displays brief information on a topic. A slide can have text, pictures, sound, videos diagrams etc. Before you start creating presentations, you will need to know the basics of working with slides and slide layouts.

➔ Understanding Slides and Slide Layouts

When you insert a new slide, it will usually have **placeholders**. Placeholders can contain different types of content, including text and images.



John Napier



Different themes available

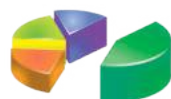
Some placeholders have placeholder text, which you can replace with your own text. Others have thumbnail icons that allow you to insert pictures, charts and videos.

Slides have several different layouts for placeholders, depending on the kind of information you want to include.

Whenever you create a new slide, you will need to choose a slide layout that fits your content.



Computer-5



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➔ Inserting a New Slide

To insert a new slide:

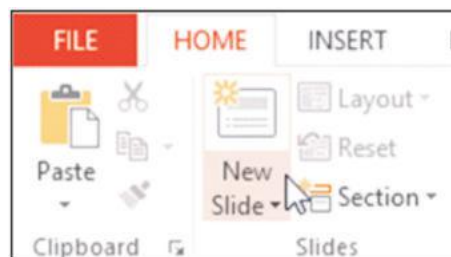
1. From the **Home** tab, click the **bottom half** of the **New Slide** command.



New slide menu

2. Choose the desired slide layout from the menu that appears.

3. The new slide will appear. Click any placeholder and begin typing to add text. You can also click an icon to add other types of content, like a picture or a chart.



New slide option on home tab



Slide

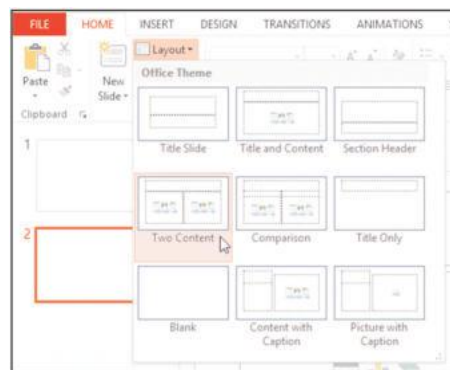
➔ Changing Layout

To change the layout of an existing slide, click the **Layout** command, then choose the desired layout.



Option for new slide with the same layout

To quickly add a slide that uses the same layout as the selected slide, simply click the top half of the New Slide command.

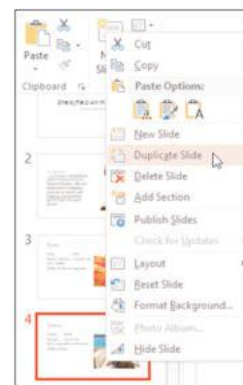


Layout menu

➔ Working with Slides

- ❑ **Duplicate slides:** If you want to copy and paste a slide very quickly, you can duplicate it. To duplicate slides, select the slide you wish to duplicate, right-click the mouse and choose Duplicate Slide from the menu that appears. You can also duplicate multiple slides at once by selecting them first.

- ❑ **Move slides:** It's easy to change the order of your slides. Just click, hold and drag the desired slide in the Slide Navigation



Duplicate slide option

Computer-5





pane to the desired position.

- ❑ **Delete slides:** If you want to remove a slide from your presentation, you can **delete** it. Simply select the slide you wish to delete, then press the **Delete** or **Backspace key** on your keyboard.

➔ Copying the Slides

If you want to create several slides with the same layout, you may find it easier to copy and paste a slide you've already created rather than starting with an empty slide.

To copy and paste slides:

1. Select the slide you wish to copy in the slide navigation pane, then click the **Copy** command on the **Home** tab.



Slide navigation pane

2. In the Slide Navigation pane, click just below a slide (or between two slides) to choose a paste location. A horizontal insertion point will appear.



Choose the slide you wish to copy

3. Click the **Paste** command on the **Home** tab.



Paste option

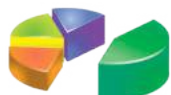
4. The slide will appear in the selected location.

➔ Formatting Slide Background

By default, all slides in your presentation use a white background. It's easy to change the background style for some or all of your slides. Backgrounds can have a solid, gradient, pattern or picture fill.

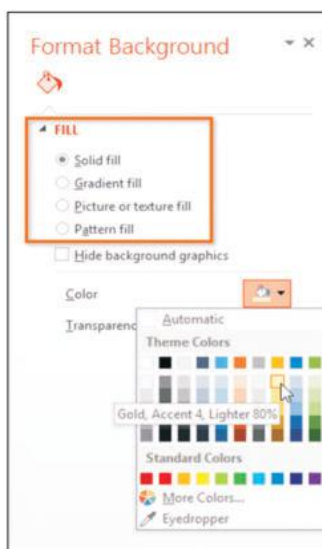
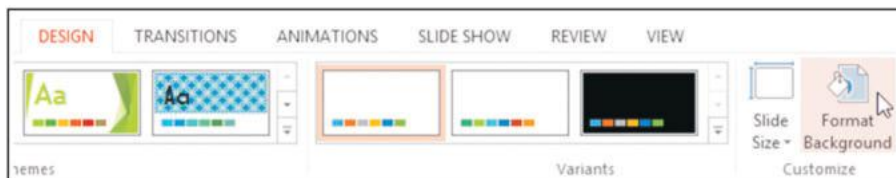


Slide pasted





1. Select the **Design** tab, then click the **Format Background** command.



2. The **Format Background** pane will appear on the right. Select the desired fill option. In the given example, we will use a Solid fill with a light gold color.

3. The background style of the selected slide will update.

4. If desired, you can click **Apply to All** to apply the same background style to all slides in your presentation.

➤ **Applying Themes**

A theme is a predefined combination of colors, fonts and effects that can quickly change the look and feel of your entire slide show. Different themes also use different slide layouts, which can change the arrangement of your existing placeholders.

To apply a theme:

1. Select the **Design** tab on the Ribbon, then click the **More** drop-down arrow to see all of the available themes.



2. Select the **desired theme**.



Available themes





3. The theme will be applied to your entire presentation.

Try applying a few different themes to your presentation. Some themes will work better than others depending on your content.



Applying a different theme

Let's Recall

- ⦿ A theme is a predefined combination of colors, fonts and effects that can quickly change the look and feel of your entire slide show.
- ⦿ To change the layout of an existing slide, click and layout command, then choose the desired layout.
- ⦿ To insert a new slide, from the home tab, click **New Slide** command.
- ⦿ PowerPoint presentations are made up of a series of slides.

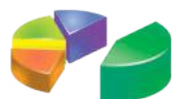
EXERCISE

A. Fill in the blanks.

1. PowerPoint presentations are made up of a series of
2. A can have text, pictures, sound, videos diagrams etc.
3. Slides have several different for placeholders.

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

1. A theme is a predefined combination of colors, fonts and effects.
2. Themes also use different slide layouts, which can change the arrangement of your existing placeholders.





- To change the order of your slides, drag the desired slide in the Slide Navigation pane to the desired position. To remove a slide from your presentation, you can delete it.

C. Tick (✓) the correct option.

- To copy a slide, click in Clipboard group.

a. Paste b. Copy

- To change the layout, click layout in the group.

a. Clipboard b. Slides

- To create a new slide, click:

a. New Slide b. Duplicate slide

D. Answer the following questions.

- Define duplicate slides.
- Write steps to change the layout of the slide.
- Can you move slides in a presentation? How?





INTERNET



Let us Know



- ◆ Uses of internet
- ◆ Resources required to be browser
- ◆ connected to internet
- ◆ Commonly used terms
- ◆ Understanding web
- ◆ Starting internet explorer

➤ Introduction

Internet is a network of networks. Millions of computers are connected all over the world through the internet. These computers can be connected through wires (like telephone cables) or wireless media (like satellites). Internet stands for interconnected network of networks.

There are two types of internet connections. They are broadly divided into two categories:

- ❑ Dial up is a slow connection that connects through a phone line.
- ❑ Broadband is a term that is used to represent all fast speed internet connections.

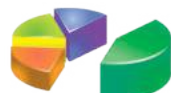
➤ Uses of Internet

1. You can pay your electricity bills or telephone bills online.
2. You can do shopping, banking or reservations sitting at home.
3. You can read the newspapers online with the help of your computer.
4. You can send messages to your friends and relatives through e-mails.



Google

Computer-5



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5. Internet provides you various free downloading softwares.
6. You can chat with your friends, relatives or colleagues through the internet.

➔ **Commonly Used Terms**

- Website is a collection of related web pages.
- Webpage is a page or document that consists of a lot of information.
- Home page is the main page of the website.

➔ **Resources Required to be Connected to Internet**

To get connected you would require the following:

1. A computer for use the internet facility.
2. A MODEM stands or modulator/demodulator. It provides the connectivity between the computers and transformation of information through telephone lines.
3. An internet account from an Internet Service Provider (ISP). Which provide the internet connection and monthly for the internet usage. Various ISPs are MTNL, BSNL, Tata Indicom, Airtel, Idea etc.
4. A telephone lines are used to carry the data from one computer to another.
5. Antivirus program to scan viruses.

Understanding Web Browser

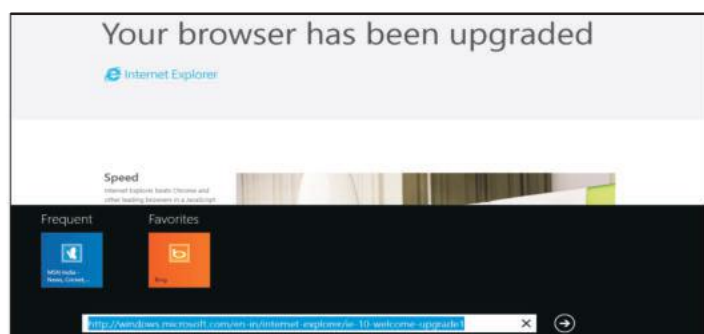
Web browser is a software required to use the internet. Through a web browser, you can open various websites and get the information. Various commonly used web browsers are Google Chrome, Internet Explorer, Netscape Navigator etc.

➔ **Starting Internet Explorer**

Step 1: Click **Start** → **Internet Explorer** icon.



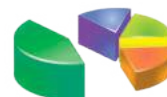
Start Screen



Internet Explorer

Step 2: Internet Explorer window appears on your screen.

All browsers consist of the commonly





used function button. The menu bar has the following options.

The screen has address bar and tabs.

The address bar is used for entering the address of the web site you want to open.

➔ **Browsing the Internet**

You can easily find images related to your project work on web sites on internet. These sites are designed to find information stored on other sites and are called search engines. For example, Google.co.in.

Type the address of the website in the address bar.

The following screen opens.



Components of IE screen



Browsing the internet



Google screen

The search engine opens up the page with links related to the information typed by you in the search box. Click the most suitable option to open the web page.

You need to type a few related words and you will get index of web pages. If you need to find images then type solar system and click images.



Searching for solar system

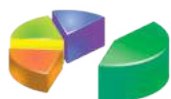


List of websites displayed



Images of solar system as a result of our search

Let's consider another example. If you need to find images related to Solar System, type Solar System and you will get images. Now, right click on the image icon, text menu appears, click Copy. You may Paste image in Paint or MS Word.





Let's Recall

- ⊙ Search Engine is designed to search for information on the World Wide Web.
- ⊙ Modem is a device that converts computer signals to telephone signals and vice-versa.

EXERCISE

A. Fill in the blanks.

1. You can pay your electricity or telephone online.
2. Website is a collection of
3. We use a program to scan viruses.

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

1. Internet is a network of limited computer.
2. Google is a search engine.
3. The screen has address bar and tabs.

C. Tick (✓) the correct option.

1. Which of the following is a search engine?
 - a. gmail
 - b. google
2. A device that converts telephone signals to computer signals and vice-versa.
 - a. Modem
 - b. Telephone
3. A network of networks that connects computer around the world.
 - a. Internet
 - b. Web browser

D. Answer the following questions.

1. How many types of internet connection?
2. Write three uses of internet.
3. Name the basic requirements for an internet connection.





WINDOWS 10 : ORGANISING AND FINDING YOUR FILES



Let us Know

- ◆ Using File Explorer in Windows 10
- ◆ Copy, Pasting a File or Folder
- ◆ Organizing Files and Folders
- ◆ Customizing Windows 10

When we use Windows 10 system to create information, we create a lot of files that store on our hard disk. A critical part of how Windows 10 (and Windows in general) organizes this is by using a File System that manages how files are stored and accessed on your computer. We create our files on our computers, the files such as documents, audio files, pictures, and videos in the File Manager.

In the case of Windows, it's File Explorer. Over the years, this essential part of the Windows experience has evolved from its roots as File Manager in early releases, then Windows Explorer, and now called File Explorer, first introduced in Windows 8.

➔ Using File Explorer in Windows 10

To see into your computer's storage vault, click the File Explorer icon located on your Taskbar or click Start > File Explorer.

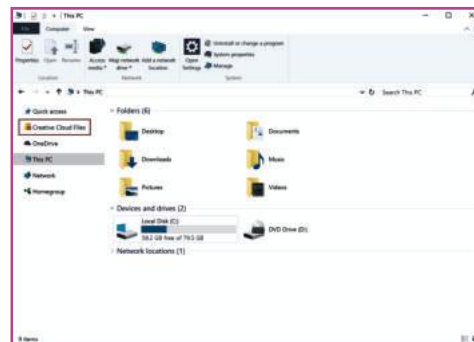
When you launch File Explorer in Windows 10, you get the Quick access window. Formally called Favorites in previous versions of Windows; here you will see your most





frequently accessed folders and files you created.

You can use File Explorer for a variety of tasks. In addition to management and organization of files and folders, it's also used to view and manage the resources of your computer such as internal storage, attached storage, and optical drives.



Quick Access Toolbar

Here you can pin your most frequently accessed commands. Quick Access also automatically pins your most frequently accessed folders.

Ribbon Toolbar

If you are familiar with Microsoft Office or apps such as Paint and WordPad, the Ribbon toolbar command is used to manage your files and often reveals hidden commands quickly. When you select a file or folder, this will display a contextual tab with additional options. You can copy, move, delete, rename, and a host of other tasks using the Ribbon.

Navigation and Address Bar

You can use these to navigate smoothly through a folder's hierarchy or back and forward between folders. The Address bar also has a breadcrumb menu that makes it easy to navigate to a different folder path.

Quick Access

Here you can find your most frequently accessed folders and also ones you have pinned show up here, which is a new feature in Windows 10.

One Drive synced folders

If you have a Microsoft Account setup with your Windows 10 PC, you can have your files stored in the online storage service and have them synced to your computer.

This PC

In previous versions of Windows, this was called Computer Explorer. Here you can view and manage your internal storage and attached storage devices including optical media.

Search

Use the search command to find files stored in the current folder.

Status Bar

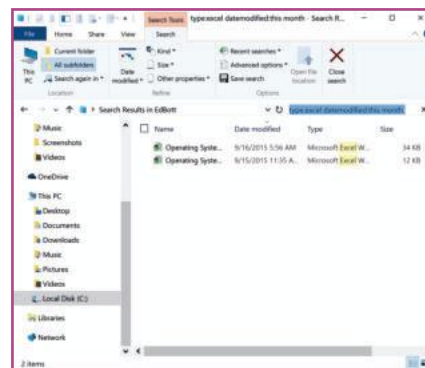
Displays information about the contents stored in the window, such the amount of files, size, file selection and quick access to folder layout.





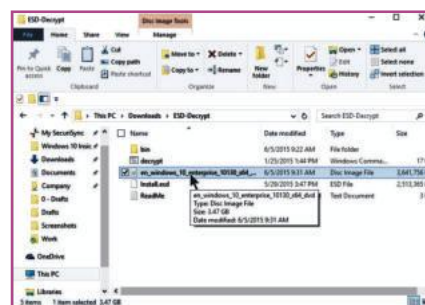
➔ Organizing Files and Folders

If you have a lot of files on your Windows 10 system computer, you'll want to organize them. So if you need to see recent files created or older files, or you need to archive certain files elsewhere, you can easily do so. The View tab provides options for sorting how files are displayed. Here, I have chosen to sort my files by type. When I select this view, I can see all my Microsoft Word documents and Excel workbooks.



➔ Copy, Pasting a File or Folder

One of the most common operations for users is copying, which creates a replica of an original file. To copy a file, select the file you want to copy and click Copy under the Home tab. You can just as easily copy or move a file without leaving your current location. Under the Home tab within the Organize group, click 'Copy to' or 'Move to' button, and choose the location if it's listed, or click the Choose Location button and select the location.

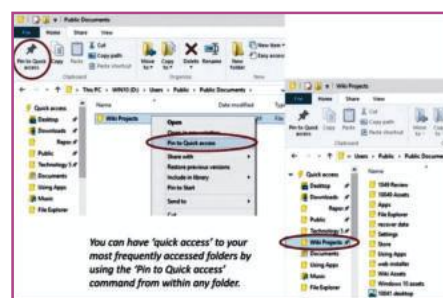


Did You Know?

Windows 10 is running in 192 countries, visually every country on the planet.

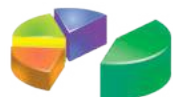
➔ Customizing Windows 10 File Explorer

If there are folders you commonly access, you can have them pinned to the Quick Access pane. Right-click the folder you want pinned and select Pin to Quick Access or select the folder and then Pin to Quick access under the Home tab.



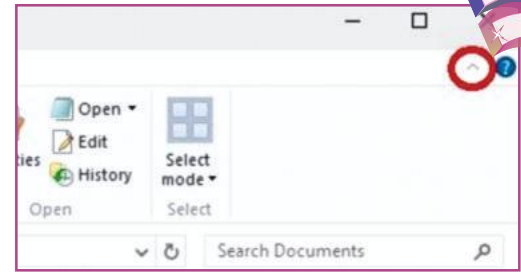
If you don't always want to see the Ribbon in Windows 10, you can minimize it by clicking the Minimize button or press Control + F1 on your keyboard.

As you now know, File Explorer in Windows 10 contains a wealth of tools you can





use to manage your files! The ribbon, which will be new to many, offers numerous organizational tools that are quickly accessible. All of this makes it easier to discover and find your information.



Let's Recall

- ⦿ In our computer, we create our files such as documents, audio, files, pictures, and videos.
- ⦿ In Quick Access Toolbar you can pin your most frequently accessed commands. This also automatically pins your most frequently accessed folders.
- ⦿ To copy a file, select the file you want to copy and click copy under the Home tab.

EXERCISE

A. Fill in the blanks.

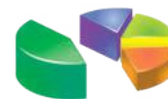
1. File Explorer icon is located on your
2. The Ribbon toolbar command is used to manage your
3. creates a replica of an original file.

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

1. File Explorer was first introduced in Windows 8.
2. When you launch File Explorer in Windows 10, you get the Quick access window.
3. Copying is one of the most difficult operations for users.

C. Answer the following questions.

1. Name some files which we create in our computer.
2. What is the use of File Explorer?
3. How can you copy a file?





MSWLOGO-MORE COMMANDS



Let us Know

- ◆ Penup (PU)
- ◆ Lowercase

- ◆ Pendown (PD)
- ◆ Uppercase

➔ Introduction

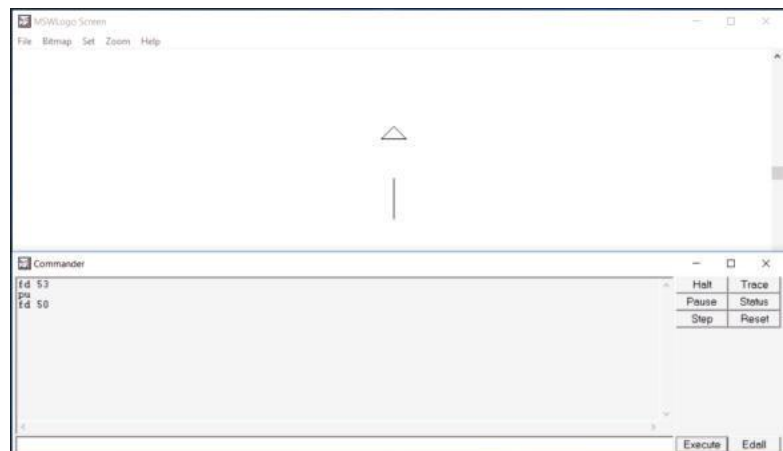
LOGO is a simple computer language. LOGO stands for Logic Oriented Graphic Oriented.

➔ PENUP (PU)

This command makes the turtle to lift its pen up. When the turtle moves, it does not draw a line on the screen.

The command FD 53 will move the turtle 53 steps. Type PU and then FD 50 which moves the turtle by 50 steps forward without drawing a line.

Using PENUP primitive you can move the turtle anywhere on screen without drawing a line.



Using PENUP

➔ PENDOWN (PD)

This command makes the turtle to put its pendown again. When the turtle moves, it draws a line on the screen.



Using PENDOWN



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➔ PENERASE (PE)

This command makes the turtle to pick up an eraser. When the turtle moves, it erases the drawing.

➔ SHOW

This command prints the input(s). In case input is a group of words separated from each other by blank space, it will be enclosed in square brackets. For example,

SHOW [P Q R S]

[P Q R S]

In case of PRINT command

PRINT [P Q R S]

[P Q R S]

➔ LOWERCASE

This command changes all the uppercase or capital letters given into lowercase. For example,

SHOW LOWER CASE "ABACUS"

abacus

➔ UPPERCASE

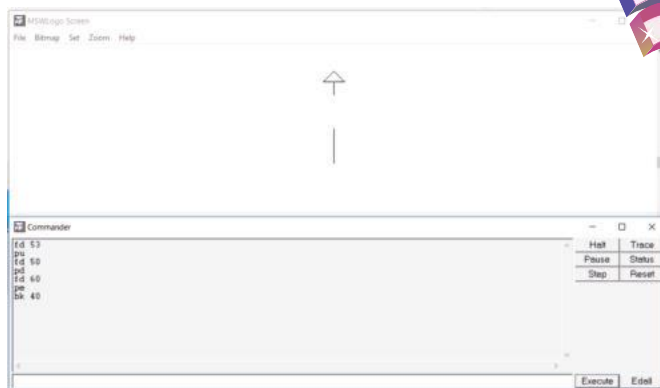
This command changes all the lowercase letters given to uppercase. For example,

SHOW UPPERCASE "Computer"

COMPUTER

➔ COUNT

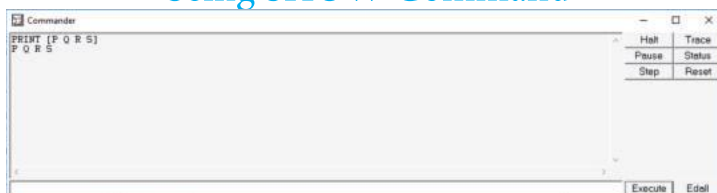
This command will give the total number of characters in the given input if it is a word and if its is a list, it counts the number of words in the list as output.



Using PENERASE



Using SHOW Command



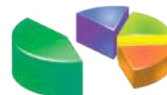
Using PRINT Command



Using LOWERCASE Command

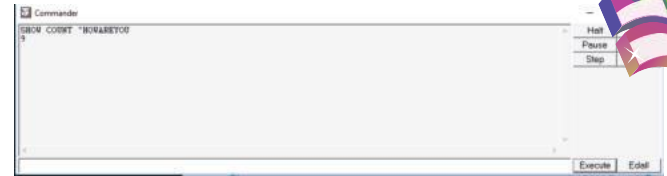


Using UPPERCASE Command

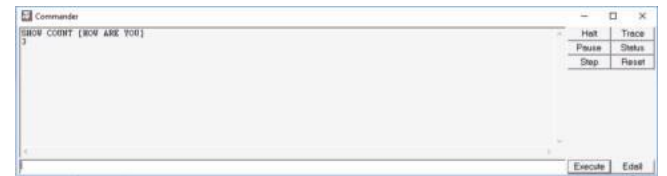




SHOW COUNT "HOWAREYOU



SHOW COUNT [HOW ARE YOU]

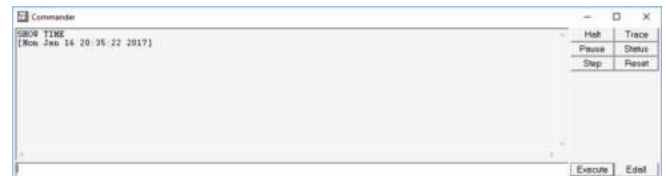


Using COUNT Command

➔ TIME

This command outputs the current date and time on your system as a list of words.

SHOW TIME



Using TIME Command

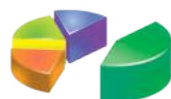
➔ Colors in MSWLOGO

With the use of MSWLOGO commands you can color the screen, change colors of MSWLogo pen or fill colors in your drawing.

MSWLOGO has 15 predefined colors; each number has a color defined.

You can use the color by just giving the number corresponding to that color. In computers, each of the primary color (Red, Green, Blue) has 256 different shades, thus mixing them gives us the following combination:

Color Number	Color Code	Color
0	[0 0 0]	Black
1	[0 0 255]	Blue
2	[0 255 0]	Green
3	[0 255 255]	Cyan
4	[255 0 0]	Red
5	[255 0 255]	Magenta
6	[255 255 0]	Yellow
7	[255 255 255]	White
8	[155 96 59]	Brown
9	[197 136 18]	Light Brown
10	[100 162 64]	Light Green
11	[120 187 187]	Light Cyan
12	[255 149 119]	Light Red





13 [144 113 208]
 14 [255 163 0]
 15 [183 183 183]

Violet
 Orange
 Grey

➔ SETSCREENCOLOR

This sets the color of drawing area by the specified color. Type the color code in front of the command.

SETSCREENCOLOR 11

➔ SETPENCOLOR

MSWLOGO's pen color by default is black. In case, you wish to change the color, you can do, using SETPENCOLOR command. It will change the color of pen with the color code specified by you.

➔ SETPENCOLOR 5

FD 30

RT 90

FD 50

SETPENCOLOR also writes text with the colored pen.

LABEL "PENCOLOR

➔ SETFLOODCOLOR

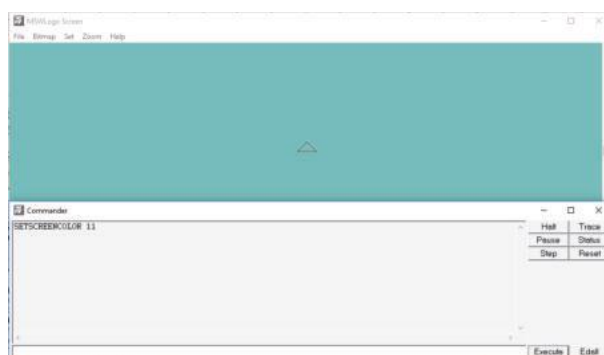
In case, you wish to color an enclosed figure you can use SETFLOODCOLOR command. It sets the color with which you can fill different shapes.

SETFLOODCOLOR 12

➔ FILL

This command fills in a region of drawing area, containing the turtle and bounded by lines that were drawn earlier.

In case, if the lines do not close, the whole screen will fill.



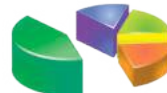
Using SETSCREENCOLOR Command



Using SETPENCOLOR



Using SETFLOODCOLOR and FILL





➔ REPEAT

This command reduces your writing work in text area, by repeating the same command for specified number of times.

For example:

Write the following commands to draw a square.

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



In this set of commands, you will see, two commands i.e. FD 50 and RT 90 are repeated four times.

So, instead of writing the same commands four times, Repeat command can be used to draw the square.

REPEAT 4 [FD 50 RT 90]

Using REPEAT Command

4 is the number of times the commands should be repeated.

➔ Drawing Different Shapes by using Repeat Command

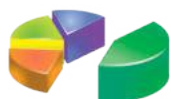
Triangle (3 sides)

Turtle turns 120°

REPEAT 3 [FD 100 RT 120]



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Pentagon (5 sides)

Turtle turns 72°

REPEAT 5 [FD 50 RT 72]

Hexagon (6 sides)

Turtle turns 60°

REPEAT 6 [FD 100 RT 60]

Octagon (8 sides)

Turtle turns 45°

REPEAT 8 [FD 100 RT 45]

➡ Repeat Inside Repeat Command

Repeat command can be nested or placed inside other repeat command.

For example:

**REPEAT 12[REPEAT 6 [FD 30 LT 90]
RT 30]**

➡ Drawing Circle Using Repeat Command

Apart from straight lines MSWLOGO can also draw circles.

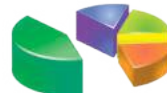
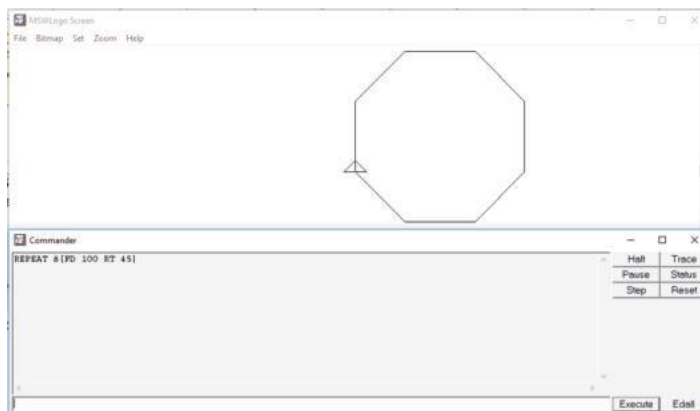
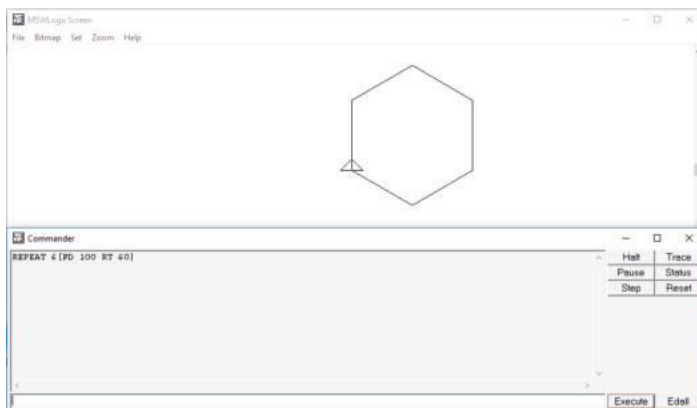
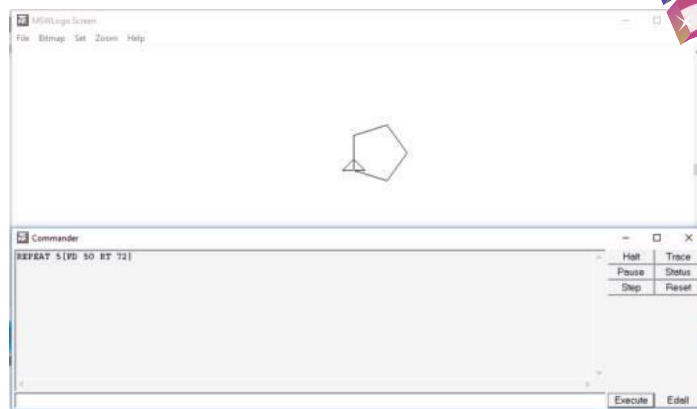
A full circle is drawn with 360° and a semicircle is drawn with 180° . Circle can be drawn with repeat command, i.e. 360 times.

For example: **Repeat 360 [FD 1 RT 1]**

You can change the size of circle by changing the number with FD and RT commands.

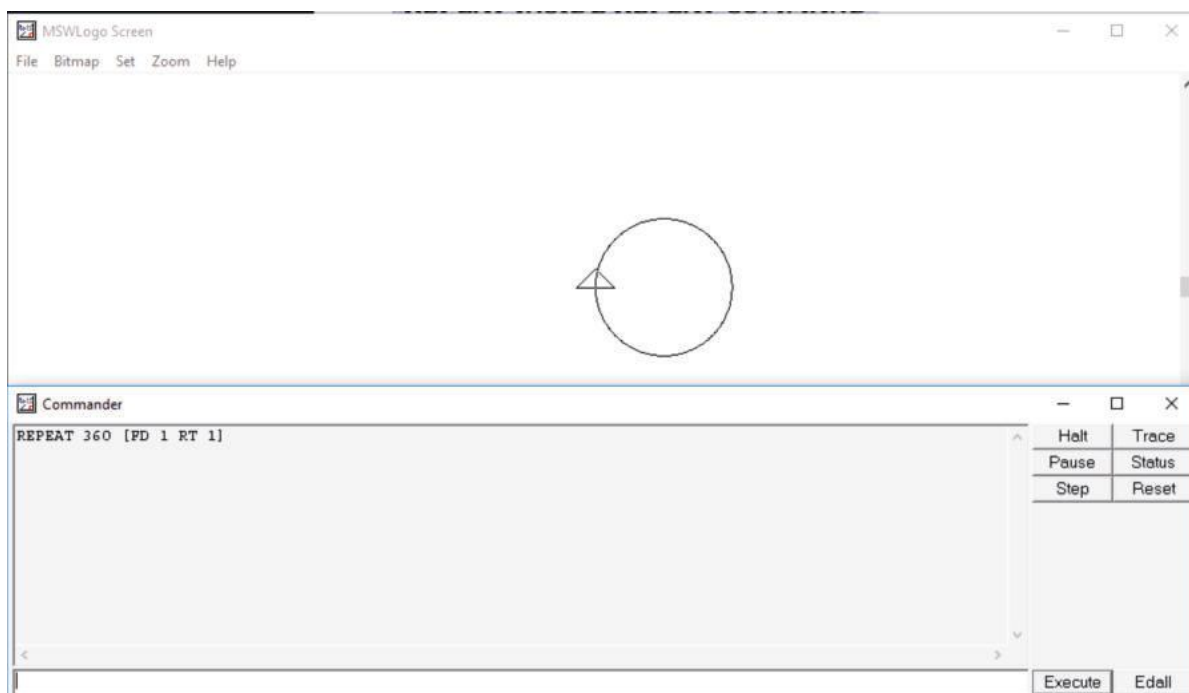
You can draw a circle of different sizes in following ways.

Repeat 72 [FD 5 RT 5]





Repeat 36 [FD 5 RT 10]
Repeat 18 [FD 10 RT 20] and so on.



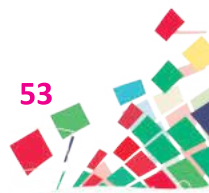
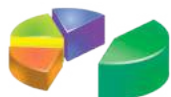
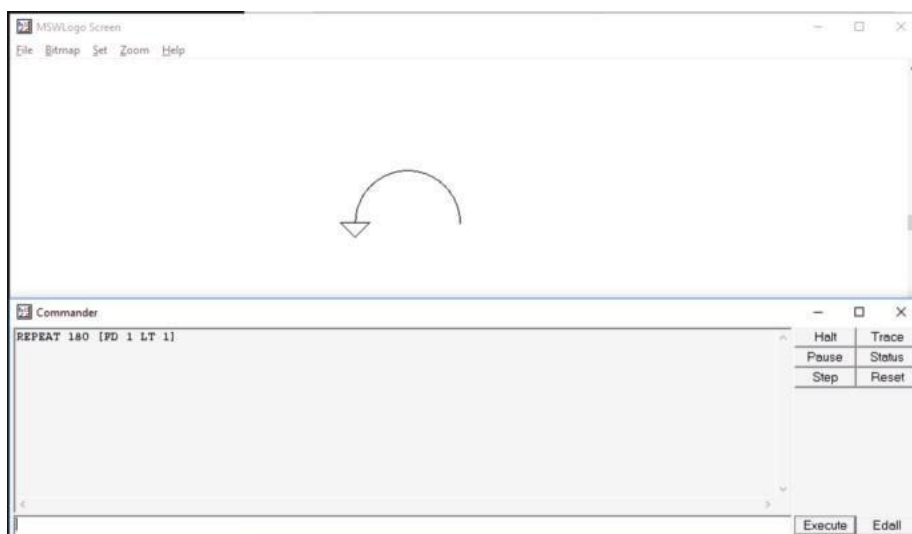
Drawing a Circle

It shows that the command should be repeated $360/N$ times where N is the angle turned by the turtle i.e., $RT\ N$.

Repeat $360/N$ [FD X RT N]

Drawing a Semicircle

Repeat 180 [FD 1 LT 1]





Let's Recall

- ⦿ UPPERCASE converts the characters to uppercase.
- ⦿ LOWERCASE converts the characters to lowercase.
- ⦿ PENERASE command makes the turtle to pickup an eraser.
- ⦿ PENUP command makes the turtle to lift its penup. When the turtle moves, it does not draw a line on the screen.
- ⦿ SHOW prints the input in square brackets.
- ⦿ PENDOWN command makes the turtle to but its pendown again. When the turtle moves, it draws a line on the screen.
- ⦿ REPEAT command repeats the same instructions a number of times.
- ⦿ SETFLOODCOLOR sets the fill color.
- ⦿ FILL fills the area set with SETFLOODCOLOR containing the turtle.
- ⦿ SETPENCOLOR changes the pen color.
- ⦿ SETSCREENCOLOR changes the color of screen.
- ⦿ COUNT counts the number of elements or number of words in a list.

EXERCISE

A. Fill in the blanks.

1. command reduces your writing work in text area, by repeating the same command for specified number of times.
2. command converts the characters to lower case.
3. command outputs the current date and time on your system as a list of words.





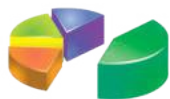
4. command makes the turtle to pickup any eraser.
5. changes the color of logo pen.
6. command converts the letters in uppercase.
7. command will give the total number of characters in the given input.
8. is the color code of light red.

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

1. Count the number of elements or number of word in a list.
2. Using MSWLOGO's colored pen you can write text in various colors.
3. SETSCREENCOLOR changes the background of your drawing.
4. MSWLOGO has 256 predefined colors.
5. You can draw shapes using REPEAT commands.

C. Write the output in the space given below.

1. SHOW COUNT "WHO ARE YOU
2. SHOW [Mother's Day]
3. SHOW UPPERCASE "India
4. SHOW COUNT "WHOAREYOU





D. Answer the following questions.

1. What is MSWLOGO? Give its full form.
2. Which MSWLOGO command will fill color in an enclosed shape?
3. Write steps to convert lowercase to uppercase.
4. Define count.
5. Write down the difference between PU and PD commands.
6. Write steps to draw a triangle using REPEAT command.
7. What are the uses of colors in MSWLOGO?
8. Differentiate between SETSCREENCOLOR and SETPEN-COLOR primitive.





DATA STORAGE



Let us Know



- ◆ Storage capacity and file size
- ◆ Relationship between measurements
- ◆ Computer's Memory

➔ Introduction

This chapter will teach you about the different devices used to store data.

A computer has memory. Memory is a storage area which is used to store the data. The purpose of data storage is to hold it and use it as and when required. Data in computer memory is represented by two digits 0 and 1. These two digits are called binary digits or bits. The data during processing is stored in the memory of the computer.

It stores the data in binary format that is in the form of 0's and 1's. A single 0 or 1 requires one bit for its storage.

All the electronic gadgets you use have memory. Here are a few examples of items that have memory:

Each of these devices uses different types of memory in different ways.



Mobile Phone



Game consoles



TV



DVD player

➔ Storage Capacity and File Size

Storage capacities and file sizes are measured from lowest to highest in:

□ bits

□ bytes

□ kilobytes



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☐ megabytes

☐ gigabytes

☐ terabytes

An operating system abbreviates these measurements, e.g. 1 megabyte becomes 1 MB (megabyte).

➔ Relationship Between Measurements

The table below outlines the relationship between bits (smallest) and terabytes (largest). Read each row of the table from left to right:

Relationship between measurement

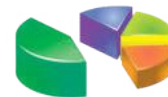
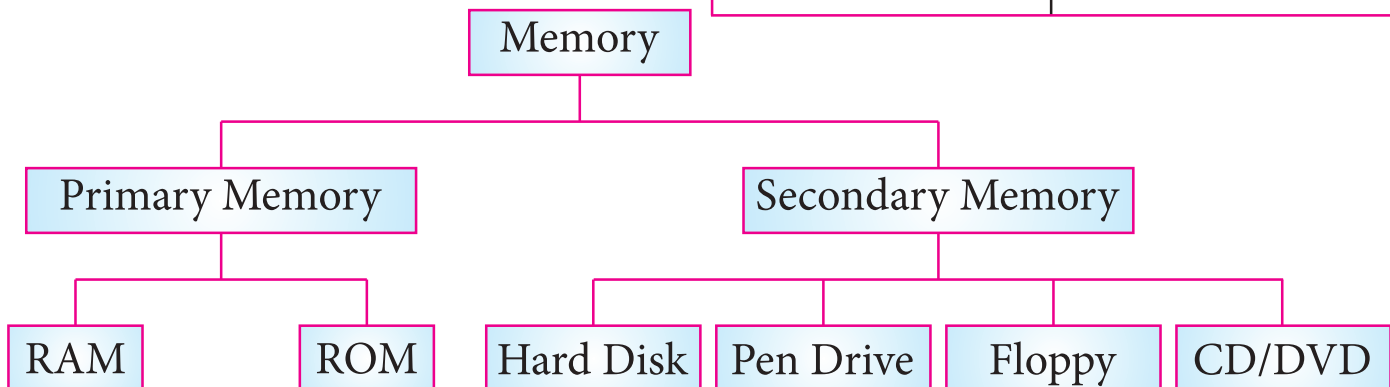
Size	Equal to
8 bits	1 byte
1024 bytes	1 kilobyte
1024 kilobytes	1 mega byte
1024 megabytes	1 gigabyte
1024 gigabytes	1 terabyte

The size of a file and a storage device's capacity will always be written in its simplest form. For example, an operating system would report a 1 terabyte hard disk's size as 1 TB not as 1024 GB, although both are correct.

➔ Examples of File Sizes

The table below lists files commonly found on a computer and their typical file size:

File	File size
Photo	3 MB
Song	5 MB
Film	700 MB





➔ Computer's Memory

Computer's Memory can be classified as follows:

➔ Primary Memory

Primary memory is also called internal memory or main memory. This is the main memory of the computer. CPU can directly read or write on this memory. It is fixed on the motherboard of the computer.

There are two types of internal memory:

- Random Access Memory (RAM)
- Read Only Memory (ROM)

Random Access Memory (RAM)

It is also called Read/Write memory. A user can read the data from RAM and also write the data onto RAM. This memory contains the data until the power is supplied to it. That means, RAM is the temporary storage memory.

Read Only Memory (ROM)

ROM is the permanent storage medium. It contains the data which is the permanent part of the memory. It is not possible to write data on ROM.

➔ Secondary Memory

Secondary memory is also called external memory. Sometimes, a program is so large that it is not possible to store that data in primary memory (because primary memory has limited storage capacity). So in that case, it is needed to store the portion of that data on primary memory and remaining on secondary memory. It is called external memory because it is externally attached to the computer.

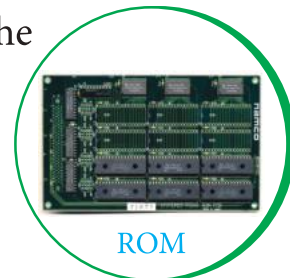
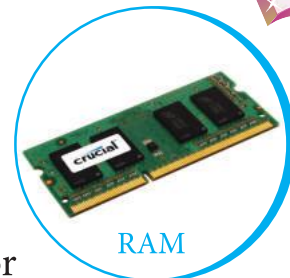
The different types of storage devices available are:

- | | | |
|--------------|--------------|----------------|
| 1. Hard Disk | 2. CD-ROM'S | 3. DVD'S |
| 4. Floppy | 5. Pen Drive | 6. Memory Card |

1. Hard Disk

The main internal data storage device is a computer's hard disk. A hard disk stores:

- the operating system



Hard Disk





- ❑ software applications or programs
- ❑ the majority of your data files

A hard disk is also called fixed disk with fixed inside the CPU. It is having a large storage capacity and consists of a pack of large number of disks. Hard disks store large amounts of data. Hard disks of capacity of 200 GB to 1 TB are common in desktop computers. The data stored on a hard disk is retained until deleted, but it needs to be loaded into RAM before it can be used.

2. CD-ROM (Compact Disk-Read Only Memory)

CD-ROM (Compact Disc, Read-Only Memory) is an adaptation of the CD, that is designed to store computer data in the form of text and graphics. A CD-ROM drive uses a low-power laser beam to read digitized (binary) data that has been encoded in the form of tiny pits on an optical disk. The drive then feeds the data to a computer for processing. Since, light is used to read the disk, the data may be packed closely and therefore, the disk has a huge storage capacity.



CD ROM

The total amount of digital data that is stored on a CD is 734,003,200 bytes or 700 MB. A CD is a fairly simple piece of plastic, about 4/100 of an inch (1.2 mm) thick. CD-Rewritable is very similar to CD-ROM except that it is possible to put new information on them. This requires a special drive that allows more information to be written on to the surface.

CD-ROMs are generally of two types CD-R and CD-RW.

CD-R is Compact Disk Recordable. Data on this Disk can be written once. The data from the disk cannot be erased and no new data can be written on the disk.

CD-RW is Compact Disk Rewritable. The data written on this disk can also be erased and new data can also be added on the disk.

CD-ROM drive can only read data written on a CD-ROM. It can read data from CD-R and CD-RW. CD-ROM drive cannot write data on disk. But CD-RW drive reads data and also can write data onto a disk.

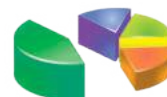
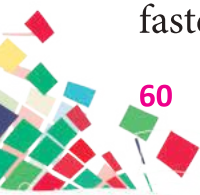
3. DVD (Digital Video Disk)

It is an optical storage device. It reads data at a faster speed than a CD. It has large storage



DVD

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capacity as compared to CD. DVD is sometimes referred as Digital Versatile Disk Super Density Disk. DVDs can be single or double-sided and can have two layers on each side, a double sided, two-layered DVD will hold up to 17 gigabytes of video, audio or other information. This compares to 650 megabytes (.65 gigabyte) or storage for a CD-ROM disk.

Formats:

- ❑ DVD-Video is the format designed for full-length movies that work with our television set.
- ❑ DVD-ROM is the type of drive and disc or use on computers. The DVD drive usually plays regular CD-ROM discs and DVD-Video disk.
- ❑ DVD-RAM is the writeable version. The data can be written many times on DVD-RAM's.
- ❑ DVD-Audio is a CD-replacement format.
- ❑ There are a number of recordable DVD formats, including DVD-R for General, DVD-R for Authoring, DVD-RAM, DVD-RW, DVD+RW, and DVD+R.

4. Floppy

A Floppy is a storage medium which needs floppy drive to work with computer. It has limited storage capacity. The data stored in a floppy can be carried away anywhere by the user, but how it is not in use.



Floppy

5. Pen/Flash Drive

Pen drive is the most popularly used storage device these days. It is very small in size and externally attached to the USB Port. It comes with different storage capacities and can store a large amount of data and information. To access the drive, the computer must have a Universal Serial Port (USB port), which powers the drive and allows it to send and receive data.



Pen Drive

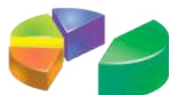


6. Memory Card

This is another storage device specially designed for portable devices like mobiles and digital cameras. It has large storage capacity and can be easily removed for access by a computer.

Pen Drive

Computer-5





Let's Recall



- ⊙ Memory is used to store data.
- ⊙ ROM is a Remanent memory or read only memory.
- ⊙ Pen derive is popularly used storage device.
- ⊙ 1 byte is equal to of 8 bits of information.
- ⊙ CD ROM stands for Compact Disk Read Only Memory.
- ⊙ Data is stored in the form of 0 and 1 called bits.

EXERCISE

A. Fill in the blanks.

1. RAM is the storage memory.
2. 1 TB = GB.
3. 2 GB = MB.
4. is used to store data.

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

1. A byte is a collection of 4 bits.
2. 8 bits = 2 byte.
3. 1 KB = 1204.

C. Answer the following questions.

1. What is computer memory? Name the types of memory.
2. Compare internal and external storage devices.
3. Convert the following.
 - a. 1 byte = bits
 - b. 1 KB = bytes
 - c. 1 = 1024 KB
 - d. 1 GB = 1024





Model Test Paper - 1

A. Answer the following questions.

1. What is computer memory? Name the types of memory.
2. How many types of libraries in Windows 8?
3. Which command is uses to convert lowercase to uppcase in MSWLOGO.

B. Fill in the blanks.

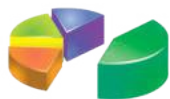
1. RAM is the storage memory.
2. is used to store data.
3. is the color code of light red.

C. Tick (✓) the correct option.

1. File is a collection of related
a. information b. data
2. To insert page break, press:
a. Ctrl + Enter b. Ctrl + Shift
3. Inserts the indent marker on the ruler and indents the first line to text in a paragraph.
a. First line indent b. Increase indent

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

1. The secondary memory is called the internal memory.
2. Pen Drive are not resistant to scratches.
3. A hard disk can store more data than a CD.





Model Test Paper - 2

A. Answer the following questions.

1. If you need to open an old presentation, how will you do it?
2. What is the importance of indenting a page?
3. Name popular ISPs and web browser.

B. Fill in the blanks.

1. MS PowerPoint is a software.
2. Landscape means the page is oriented
3. Slides have several different for placeholders.

C. Tick (✓) the correct option.

1. To open a presentation, press
a. Ctrl + O b. Ctrl + S
2. To copy a slide, click in Clipboard group.
a. Paste b. Copy
3. Which of the following is a search engine?
a. gmail b. google

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

1. To create a new presentation, press Ctrl + N.
2. Airtel is a popular ISP.
3. Modem stands from modulator/demodulator.

E. Define the following terms.

1. ISP
2. Home page
3. Web site

