WOODS

4

COMPUTER
CONNECT
Teacher Manual

Class-4
Chapter-1 Computer Devices and Types

Exercise:

A. 1. (b) 2. (c) 3. (b) 4. (c)

B. 1. Keyboard 2. Mouse 3. Monitor 4. Joystick

C. **1. Analog Computer:**

These computers are used to process analog data. Analog data is of continous nature and which is not discrete or separate.

2. Hybrid Computer:

It is combination of an analog and a digital computer. It is a digital computer that accepts analog signals, converts them to digital form.

3. Digital Computer:

It works with digits to represent numerals, letters or other special symbols.

D. 1. YES 2. YES 3. NO 4. YES

5. YES

E. 1. A computer is a machine or device that performs processing, calculations and operations based on instructions provided by a software or hardware program.

2.

Input Devices	Output Devices
a) They are used to input information into the computer. b) Keyboard	a) They are used to get the output of the result on the display device. b) Monitor

3. The CPU is the main processing device in the computer.

Input	→	**Process**	→	**Output**
Input is given in the form of data or instructions.		Processing is done on the data based on the given instruction.		The generated result is displayed here.

4. Categories of computers according to the purpose:

1. Analog 2. Hybrid 3. Digital

1. **Analog Computer:**
   These computers are used to process analog data. Analog data is of continous nature and which is not discrete or separate.
2. **Hybrid Computer:**
   It is combination of an analog and a digital computer. It is a digital computer that accepts analog signals, converts them to digital form.
3. **Digital Computer:**
   It works with digits to represent numerals, letters or other special symbols.
4. **Minicomputers:**
   These computers are somewhere in between a microcomputer and a mainframe. They are stand alone device that was ideal for use by small and mid sized businesses. Eg-PDP-8

Microcomputer:
These computers have microprocessor as it's CPO. They are physically small as compared to mainframe and minicomputers and are known as personal computers.
Eg- IBM PC.

Activity Time:
A. Do it yourself.
B. Do it yourself.
C. Do it yourself.

Chapter-2 Computer Software

Exercise:
A. 1. (b)   2. (a)   3. (b)   4. (b)
B. 1. Operating System 2. MS DOS 3. Operating System
   4. Word Processors
C. 1. Operating System Software:
   It acts as an interface between the computer and the user. Eg-Windows.
   2. Application Software:
   It is a software created for a specific purpose. Eg- MS Word.

3. Microsoft Windows:
   Microsoft created the Windows O/S in the mid 1980s. Windows 10 is the latest version of Windows O/S.
4. Linux:
   It is one of the popular version of UNIX O/S. It is open-source as its source code is freely available.

D. 1. YES   2. YES   3. NO   4. YES
     5. YES   6. YES

E. 1. Candy Crush   2. Mario   3. Angry birds
     4. Teen Patti

F. 1. A set of instructions stored digitally within the computer's memory is known as software.
2. It controls the basic functions of a computer.
3. Window 8 - 2012
   Windows 7- 2009
   Windows Vista- 2007
   Windows XP- 2001
4. It means any s/w that can be installed on a single computer (laptop or a desktop) and used to perform specific tasks.
5. Microsoft Window's latest version is Windows 10. Microsoft created the Windows O/S in the mid 1980s.

Activity Time:
A. Do it yourself.
B. Do it yourself.
C. Do it yourself.

Chapter-3 Windows 10

Exercise:
A. 1. (c)   2. (a)   3. (b)   4. (b)
     5. (a)

B. 1. **Start Menu**:
   It is the most important feature of windows 10. It is used to access your applications.
2. **Task View:**
   It is a system that provides an experience to work more efficiently with multiple applications. We can quickly jump between open applications and spread projects on to separate desktops to stay on particular task.

3. **Continuum:**
   It is a way for windows to detect the hardware you are using. It ensure that we always have the optimum interface on our machine.
4. **Cortana:**
   It is a virtual assistant created by Microsoft for Windows 10. It can gets you the installed apps, documents, search results from the web.

C. 1. NO   2. YES   3. YES   4. YES
      5. NO

D.

Continuum	Control Panel
It is a way for windows to detect the hardware you are using and ensure that you always have the optimum interface on your machine.	It lets you change the settings, styles, font size, font style etc. of your system.

E. Two features of managing multiple windows in Windows 10:
     a) Flip   :   We can use Flip to switch between open windows.
     b) Snap   :   It is used to arrange all our open windows using the mouse, keyboard or the Snap Assist feature.

Activity Time:
A. Do it yourself.
B. Do it yourself.
C. 1. WIN+CTRL+Left/Right
     2. WIN+CTRL+D
     3. WIN + CTRL+ F4
     4. WIN+ TAB

Chapter-4 MS Word 2016

Exercise:
A. 1. (a)   2. (a)   3. (c)   4. (b)   5. (a)
B. 1. YES   2. YES   3. YES   4. YES
     5. NO

C. 1. Selecting any part of the text.
   2. Selecting a paragraph.
   3. Selecting a sentence.
D. 1. Word 2016 is the upgraded version of the Microsoft Word.
   2. a) Navigate a Backstage view, then click open.
      b) Select This PC, then click Browse.
      c) Locate and select your document, then click open. The selected document will appear on the Word 2016 window.
   3. Using the Insertion Point to Add text.
      i) Blank document
      ii) Adding spaces
      iii) New paragraph line
      iv) Manual placement
      v) Arrow keys
   4. We can use the arrow keys on our keyboard to move the insertion point. The left and right arrow keys will move between adjacent characters on the same line, while the up and down arrows will move between paragraph lines.
   5. a) Select the text on which you wish to apply WordArt effect.
      b) Click on the Insert tab→Select WordArt option.
      c) Choose the desired effect from the WordArt gallery.
      d) A placeholder appears with the highlighted text.
      e) Now, enter the text.

Activity Time:
A. Do it yourself.
B. Do it yourself.
C. Do it yourself.

Chapter-5 Formatting in MS Word 2016

Exercise:
A. 1. (c)   2. (c)   3. (a)   4. (a)
B. 1. Print Preview 2. inches
   3. Add space Before/After paragraph
   4. Clipboard   5. 15
C. 1. NO   2. YES   3. YES   4. YES
   5. NO

D. 1. It is a wonderful tool in Word. With the help of this tool, we can apply the already existing formatting of a text to some other text.

2. a) Click the File tab.
   b) Select the Print option.
      Print screen open.
   c) Click on Print button.

3. a) Font type   b) Font size
   c) Font color   d) Bold
   e) Italic   f) Underline etc.

4. a) Font type   b) Font size
   c) Bold   d) Italic
   e) Underline etc.

5. a) **Left alignment-** It align the text to the left margin of the page.
   b) **Center**- Aligns the text to the center of the page.
   c) **Right-** Aligns the text to the right margin of the page.
   d) **Justify-** It aligns the text to both the left and right margin of the page.

Activity Time:

Do it yourself.

Chapter-6 MS PowerPoint 2016

Exercise:

A. 1. (c)   2. (a)   3. (a)   4. (a)

B.

Save	Save As
When you create or edit a presentation, you will use the Save command to save your changes.	You will use this command to create a copy of a presentation while keeping the original.

C. 1. **Slide Pane:**
   It displays the current view of the slide in which you work.

2. **Notes Pane:**
   It displays the notes for the current slide.

3. **Status Bar:**

It displays the number of slides, words and an error if your document contains.

4. **Title Bar:**

This bar allows you to view the current document name.

5. **Quick Access Toolbar:**

It displays the quick commands like Save, Undo, Redo etc.

6. **Ribbon:**

The ribbon is divided into tabs, these tabs are also called menus.

D. 1. **Locate and select** the Save command on the Quick Access Toolbar.

2. **If you're saving** the file for the first time, the Save As pane will appear in backstage view.

3. **You will then need** to choose where to save the file and give it a file name.

4. **Click Browse** to select a location on your computer.

The Save As dialog box will appear.

5. **Select the** location where you want to save the presentation.

6. **Enter a** file name for the presentation, then click Save.

The presentation will be saved.

E. Steps to create a new presentation:

a) Select the File tab to go to Backstage View.

b) Select New and then click Blank Presentation. A new presentation will appear.

Activity Time:

A. Do it yourself.

B.

Slide Sorter View	Slide-Show View
It displays a miniature view of all the slides of a presentation in horizontally sequenced thumbnails.	This view is used when you deliver your presentation to audience.

Chapter-7 Scratch

Exercise:

A. 1. (b) 2. (a) 3. (c) 4. (c)

B. 1. (d) 2. (a) 3. (b) 4. (c)

C. 1. SCRATCH 2. SPRITE 3. MOTION 4. STAGE

D. a) It can be used by people of all ages.

b) It allows young people to integrate creativity in storytelling, games and animation.

c) It allows students to develop 21st century skills.

d) Students and teachers can create and share resources.

E. 1. Scratch is a programming language that makes it easy to create interactive stories, animations etc.

2. **Steps to create New Project:**

a) Click on the File menu.

b) Choose the New option.

c) Select the Motion Block.

3. **Save the Project:**

a) Click the File menu.

b) Choose the Save option.

The Save Project dialog box appears.

c) Select the folder.

d) Type the name in the File name box.

e) Click Save button.

4. **Exit from the Project:**

a) Click on the File menu.

b) Click on the Quit option.

Activity Time:

A. Do it yourself.

B. ◆ Agree

◆ Agree

◆ Agree

◆ Agree

Chapter-8 Simple Movement of Sprite

Exercise:

A. 1. (a) 2. (a) 3. (b) 4. (a)

B. 1. cat 2. `say Hello!` 3. top 4. `wait 1 secs`

  5. `play sound meow until done`

C. 1. NO 2. YES 3. YES 4. NO

  5. YES

D. 1. a) show b) hide

  2. `play sound meow until done`

  3. It is used to run a script.

  4. New Costume option.

  5. `wait 1 secs` block makes the sprite wait for some seconds. This block is present in Control block category.

Activity Time:

A. Do it yourself.

B. 1. It will make the sprite to move 10 steps.
  2. This block changes the colour and other graphical effects applied to the sprite by the specified number.
  3. It will make the sprite changing its costume.
  4. It will make the sprite `wait 1 secs` before moving to the next block of the script.
  5. It will repeat the actions of the sprite 15 times.
  6. It will turn the sprite to 15 degree.

Chapter-9 Internet

Exercise:

A. 1. (a) 2. (b) 3. (b) 4. (a)

B. 1. search engine 2. network 3. bookmark

  4. ← 5. MODEM

C. 1. (d) 2. (c) 3. (a) 4. (b)

D. 1. YES 2. NO 3. YES 4. YES

  5. NO

E. 1. It allows your system to connect with other computers to send data over telephone or cable lines.

2. Uses of Internet:
   a) It is used to send Email.
   b) It is helpful in communication.

3. Web Browser is a computer software that helps us to access information on the internet. Eg- Google Chrome.

4. Modem, Computer System, Telephone Line, Internet Connection and Web Browser.

5. MODEM stands for Modulator-Demodulator.

Activity Time:

A. 1. Internet Service Provider
2. Electronic-Mail
3. Modulator-Demodulator
4. World Wide Web
5. Advanced Research Project Agency Network
6. Uniform Resource Locator

B. Do it yourself.

Project-1
Do it yourself.

Project-2
Do it yourself.

NCO
Do it yourself.

COMPUTER
Connect

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