

COMPUTER CONNECT

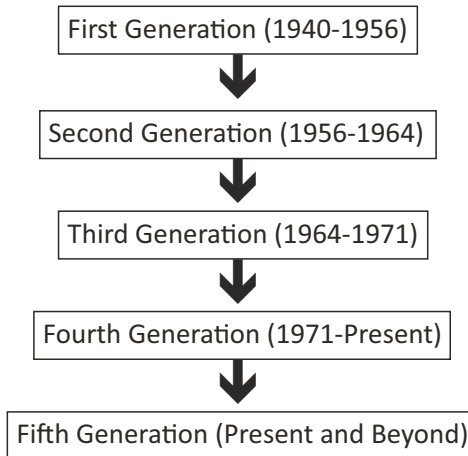
Teacher Manual



Class -5
Chapter-1 Computer Generations

Exercise:

- A.** 1. (b) 2. (a) 3. (b) 4. (c)
5. (a)
- B.** 1. First 2. UNIVAC 3. heat, electricity
4. artificial
- C.** 1. (c) 2. (e) 3. (d) 4. (b)
5. (a)
- D.** 1. YES 2. NO 3. YES 4. NO
5. YES
- E.**



Activity Time:

Do it yourself.

Chapter-2 Algorithm and Flowchart

Exercise:

- A.** 1. (a) 2. (a) 3. (a) 4. (b)
- B.** 1. NO 2. YES 3. NO 4. NO

- C. 1. Inviting friends for birthday:
Step 1: Start
Step 2: Make a list of friends.
Step 3: Decide the venue for birthday.
Step 4: Make an e-invite.
Step 5: Write the mail Id's of all friends in CC section.
Step 6: Send the mail.
Step 7: End
2. Order burger in a restaurant:
Step 1: Start
Step 2: Go to restaurant.
Step 3: Take the menu.
Step 4: Call the waiter.
Step 5: Order your favourite burger.
Step 6 : End
3. Making fresh lime soda:
Step 1 : Start
Step 2 : Take one glass.
Step 3 : Add a pinch of rock salt.
Step 4 : Squeeze a lemon into the glass.
Step 5 : Add soda water in the glass.
Step 6: Fresh lime soda is ready.
Step 7: End
4. Multiplying 10 and 6:
Step 1: Start
Step 2: Intialise Product=0
Step 3: Enter the two numbers.
Step 4: Multiply the numbers and store the result in Product.
Step 5: Print Product.
Step 6: End
5. Packing your bag for vacation:
Step 1: Start
Step 2: Take a bag.
Step 3: Put your clothes.
Step 4: Put your swim-suit.
Step 5: Keep your books that you read at night.
Step 6: Keep your toiletry kit.







Step 7: Keep your towel.

Step 8: Keep your bathroom slipper.

Step 9: End

- D. 1. (d) 2. (c) 3. (b) 4. (a)
5. (e)
- E. 1. To write a logical step-by-step method to solve the problem is called algorithm. It can be presented by natural languages, pseudo code, flowcharts etc.
2. Importance of Algorithm are:
- a) Precision : The steps are precisely stated.
 - b) Uniqueness : Results of each step are uniquely defined.
 - c) Finiteness : The algorithm stops after a finite number of instructions are executed.
3. A flowchart is a blueprint that pictorially represents the algorithm and its steps. The steps of a flowchart do not have a specific size and shape rather it is designed in different shapes and sizes.

4.

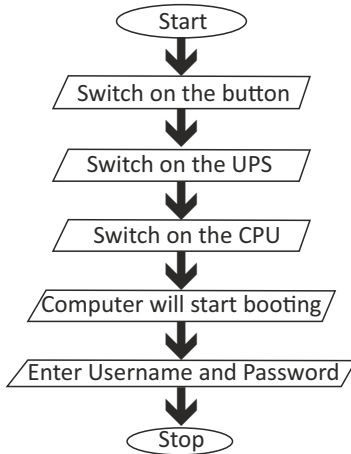
Name	Symbol	Usage
Start or Stop		The beginning in the sequence.
Process		An instruction or a command.
Decision		A decision, either yes or no.
Input or Output		An I/P is data received by a computer. An O/P is a signal or data sent from a computer.
Connector		A jump from one point in the sequence to another.
Direction of flow		Connects the symbols. The arrow shows the direction of flow of instructions.

5. Loop: Loop is defined as the sequence of instructions by which the action is repeated for a given specified time.

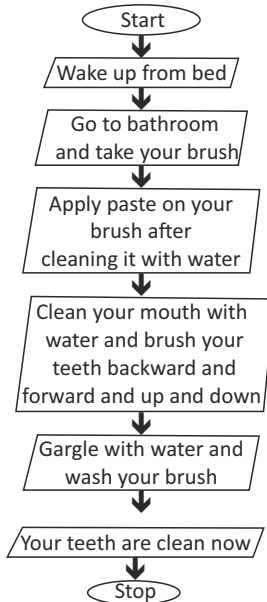
Activity Time:

A. Do it yourself.

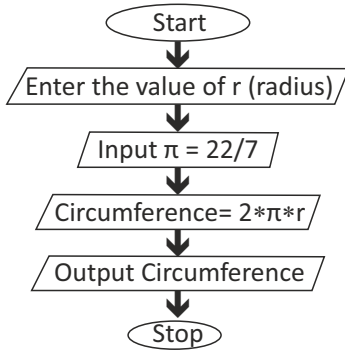
B.



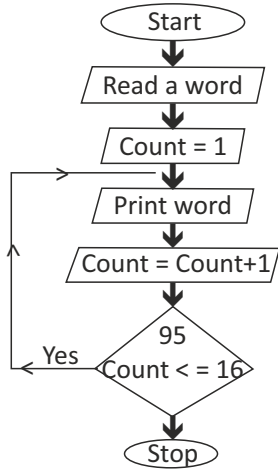
C.



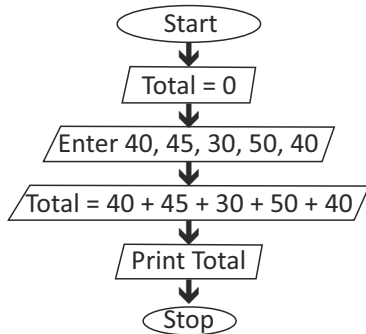
D.



E.



F.



- G. Do it yourself.
- H. Do it yourself.
- I. Do it yourself.

Chapter-3 Personalizing Windows 10

Exercise:

- A.** 1. (c) 2. (a) 3. ©
- B.** 1. Personalization 2. settings
3. desktop background 4. larger
5. switched
- C.** Steps to rearrange the tiles:
- a) To move a tile, simply click and drag it to the desired location.
 - b) To make a tile bigger or smaller, right-click the tile, select Resize, then choose the desired size.
- D.** Steps to Use Clear Type Settings:
- a) Click on the Start menu and click on Settings.
 - b) Click on System.
 - c) From the system's left pane, select Display setting.
 - d) Then select Advanced display settings.
 - e) Choose Clear Type text below Related settings.
 - f) Clear Type Text Tuner dialog box will appear.
Follow the instructions and choose the text that appears best to you.
 - g) Now, click on Finish.
- E.** Ways to Lock your Computer:
- Way1 : Lock computer via the user icon in Start menu.
Open Start menu, click the user icon and choose lock in the list.
- Way2 : Lock computer through Ctrl+Alt+Del option and the select Lock from the options.
- Way3 : Lock computer in Screen Saver settings.

Activity Time:

- A.** ♦ **Close a window:** Ctrl+W
♦ **Go back to original desktop:** Window key+D
♦ **For new desktop:** Window key+Ctrl+D
- B.** Do it yourself.

Chapter-4 Working with Pictures in Word 2016

- A.** 1. (a) 2. (a) 3. (a)
- B.** 1. NO 2. YES 3. YES 4. YES
5. NO
- C.** Steps to Wrap Text Around the image:
1. Select the image, click on the Format tab.
 2. Now, click on the Wrap Text command in the Arrange Group.
 3. Then, select the desired text wrapping option.
The text will wrap around the image.
- D.** 1. Click on the area **where you want to insert a picture.**
2. Click on **the Insert tab.**
 3. Click on **Pictures.**
The Insert Picture dialog box will appear.
These areas show the location of the displayed pictures. You can click on these areas to change the location.
 4. Click on **the pictures you want to add.**
 5. Click on **Insert to add pictures to your document.**
The picture appears in your document selected and surrounded by handles.
- E.** 1. MS Word is ideally suited for tasks that require the creation of documents such as books, manuals, journals, articles etc.
2. MS Word is used for typing and storing static text with some minor formatting. The newer versions of MS Word enable us to create complex tables that include auto calculating formulas, embed videos etc.
 3. By adding clipart and pictures to our document we can illustrate important information or add decorative accents to existing text.
 4. Formatting can be done in the pictures by using the Picture tools in the Format tab. We can change the size or shape of an image to better suit your document.

5. Picture Effect can be used to enhance our picture by adding effects, such as shadows, glows, reflections, soft edges and 3-D rotation to it. We can also add an artistic effect to a picture or change the brightness, contrast or sharpness of a picture.

Activity Time:

- A. Do it yourself.
- B. Do it yourself.
- C. Do it yourself.
- D.

1. Home	2. Insert
3. Design	4. Layout
5. References	6. Mailings
7. Review	8. View

Chapter-5 Working with PowerPoint 2016

Exercise:

- A.

1. (a)	2. (b)	3. (b)	4. (a)
--------	--------	--------	--------
- B.

1. YES	2. YES	3. YES	4. YES
5. NO	6. YES		
- C. Do it yourself.
- D. Steps to insert a new slide:
 - a) From the Home, click the bottom half of the New Slide command.
 - b) Choose the desired slide layout from the menu that appears.
The new slide will appear.
- E. Steps to cut and paste text in the document:
 - a) Select the text you want to move.
 - b) Click the cut command on the Home tab.
 - c) Place the insertion point where you want the text to appear, then click the Paste command from the Home tab.
The text will appear in the new location.

Activity Time:

- A. Do it yourself.
- B. Do it yourself.
- C. Rahul needs to follow the following steps:
 - a) Click on the Insert tab.
 - b) Click on the Pictures command in the Images group.
 - c) Select the desired image file.
 - d) Then, click on Insert button.

The picture will get inserted in your presentation.

Chapter-6 More on PowerPoint 2016

Exercise:

- A. 1. a) 2. b) 3. a) 4. c)
- B. 1. YES 2. NO 3. NO 4. YES
5. NO
- C. 1. Theme colors 2. Theme Font Style
3. Change Case
- D. 1. **Open the slide** in which you want to add a clipart.
2. **Change the** layout of the slide to the one that includes a placeholder for a clipart.
3. **Type the name of the** clipart you want to search, in the search box.
The various related Clipart will appear in the pane.
4. **Click on** the search icon.
5. **Click on** the desired clipart.
The image will be inserted in the slide
6. **Click on the** image/clipart to resize or move it.

Activity Time:

- A. Do it yourself.
- B. 1. (a) 2. (d) 3. (b) 4. ©

Chapter-7 MS Excel 2016

- A.** 1. (c) 2. (c) 3. (a) 4. (a)
5. (c) 6. (b)
- B.** 1. YES 2. YES 3. NO 4. YES
5. NO

C. 1. Formula bar:

In this bar, you can enter or edit data, formula or a function that will appear in a specific cell.

2. Column:

It is a group of cells that runs from the top of the page to the bottom. These are identified by letters.

3. Active Cell:

It is also referred to as cell pointer or current cell with a highlighted rectangular border.

4. Row:

It is a group of cells that runs from the left of the page to the right. These are identified by numbers.

5. Name box:

It displays the location or name of a selected cell.

6. Worksheets:

Excel files are called workbooks. Each workbook holds one or more worksheets. Click the tab to switch between them.

7. Split Cells:

It means dividing the cells into separate cells. We can divide a single cell into number of rows and columns as per our choice.

- D.** 1. Excel is a powerful spreadsheet application that can be used for anything from a simple database all the way up to a full-fledged windows application.
2. It is a command bar that organises a program's features into a series of tabs at the top of a window. It increases discoverability of features and functions and enables quicker learning of programs.

3. Quick Access Toolbar is a universal toolbar that is always visible and is not dependent on the tab that you are working with. You can customise it as per your needs.

4.

Save	Save As
a) It will save the work of your current file. b) It saves the work within the same location and with same name.	a) It will create a copy of your current file. b) It choose a different name and location for your file.

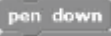
5. a) Select the entire table.
b) Click on the Design tab.
c) Change the line style and width, line weight as per your choice, in the borders and shading dialog box.
d) Now, click OK, to apply the changes.

Activity Time:

- A. Do it yourself.
B. Do it yourself.

Chapter-8 More with Scratch

Exercise:

- A. 1. Scratch 2. Program 3. Sprite 4. Pen
5. Stage
- B. 1. NO 2. NO 3. YES 4. NO
5. YES
- C. 1. May9 2. Blocks Palette
3.  4. Mitchel Resnick 5. 40
- D. 1. Scratch is a computer programming language that lets you create your own interactive stories, games, animations, music and art. It provides an interactive environment to create programs by dragging blocks of code.
2. Sprite is a small graphic character that performs actions in a Scratch project. Cat is the default Sprite in Scratch.

3. The blocks in the Pen block menu allow the Sprite to draw lines on the stage, change the colour and thickness of lines.
4. Sound block is used to add sound to your Scratch project.
5. It is tiny icon placed at the top right corner of the stage screen. Clicking on the green flag will run the script step-by-step.

Activity Time:

- A. Do it yourself.
- B. Do it yourself.

Chapter-9 Creating E-Mail Account

- A. 1. (a) 2. (b) 3. (a) 4. (b)
5. (b)
- B. 1. (c) 2. (a) 3. (d) 4. (b)
- C. 1. Starred mails 2. Starred 3. Important
4. Drafts 5. Chat window 6. Sign-in
- D. 1. **Key benefits of the e-mail are:**
 - a) E-mails are easy to use and organise.
 - b) They are fast as an e-mail in the written form of communication.
 - c) Simple and formal languages are used in e-mail.
 - d) We can also use pictures and send birthday cards through e-mails.
2. **Steps to sign-in in e-mail account:**
 - a) Go to www.gmail.com.
 - b) Type username and password.
 - c) Click on the Sign-in button.
The account page will open.
3. **Steps to compose an e-mail:**
 - a) Sign in the e-mail account.

- b) Click on compose.
The compose e-mail page will appear.
- c) Click on the text box of To and add the e-mail addresses.
- d) Click on the text box of Subject to add subject.
- e) Click on Send to send the e-mail.

4. **Steps to sign-out an e-mail:**

- a) In the top-right corner of the page, click on the name.
A small dialog box will appear.
- b) Click on the Sign-out button.
We will sign-out from the e-mail.

Activity Time:

Do it yourself.

Project-1

Do it yourself.

Project-2

Do it yourself.

NCO

Do it yourself.

COMPUTER Connect



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