

COMPUTER CONNECT

Teacher Manual



Class -6
Chapter-1

Exercise:

- A.** 1. (c) 2. (b) 3. (a) 4. ©
- B.** 1. hardware 2. Feeling 3. Web advertising
4. Computer 5. output
- C.** 1. YES 2. NO 3. YES 4. NO
5. YES
- D.** 1. Computer are part of our daily lives. We can't resist how important it is for everything we do. Basically, people see their future being based on technology. Some of the application of computer are Advertisement/marketing, Home, Sports, Entertainment, Communication, Education etc.
- E.** 1. Hardware- It represents the physical and tangible components of a computer, i.e, the components that can be seen and touched. Ex- Keyboard, mouse etc.
2. Software- It is a set of instructions that tells the computer about the tasks to be performed and now these tasks are to be performed. Ex- Windows 10.
3. Input- Data and instructions given to the computer as an input is in raw form. A variety of source are used to input: keyword, scanner etc.
4. Process- The computer process the input data. It performs some actions on the data by using the instructions or programs given by the user on the data. The processing unit of computer is cpu.
5. Output- It generates the result after the processing of data. The output may be in the forms of text, image, sound etc.
- E.** Working of computer:-
Computer is made up of many components which works together in co-ordination. The working of computer with the help of different components can be understood with the given IPO cycle.
Input→Process→Output
- G.** 1. Computer are commonly used in many fields in our present world as will be in the future. These machines have proven to be every essential and significant especially for people who run large organisations and industries, but also to the individuals.
2. Scientists and engineers use computer for performing complex scientific calculations, for designing and making drawing and also for simulating and testing the design.
Like- in launch of rockets, space explorations etc.
3. Computer can complete the work of 10 people or more in a fraction of seconds. We can type our documents and other things at the time. We can play games, watch movies on computer. Parts of computer system are hardware and software.
4. Input→process→output
(2,3,+) (2+3) (5)

Data and instructions given to the computer as an input is in raw form. The computer process the input data. The output is the result generated after the processing of data.

5. Applications of computer:-
- Advertisement/Marketing
 - Home
 - Sports
 - Entertainment
 - Communication
 - Education

Activity

- Do it yourself.
- Do it yourself.
- Do it yourself.

Chapter-2

Exercise:

- A.** 1. (b) 2. (a) 3. (c) 4. (b)
- B.** 1. 11 2. multiplication 3. Zero 4. 16
- C.** 1. (d) 2. (c) 3. (b) 4. (a)
- D.** 1. No 2. No 3. Yes 4. No
- E.** 1. Binary addition:
It is much like your normal everyday addition (decimal addition), except that it carries on a value instead of a value of 10.
2. Binary subtraction:
It is also similar to that of decimal subtraction with the difference that when 1 is subtracted from 0, it necessary to borrow 1 form the next higher order bit and that bit reduced by 1 and the remainder is 1.
3. Binary multiplication:
It is actually much simpler to calculate than decimal multiplication. It case of decimal multiplication, we need to remember $3 \times 3 = 9$ an so on. In binary multiplication, we only need to remember the binary multiplication rules.
4. Binary Division:
In this the operation is simpler because the quotient can have either 1 or 0 depending upon the divisor.
- F.** 1. A set of values used to represent different quantities is know as number system.
2. The number system that we use in our day to day life is the decimal number system. It uses 10 digits from 0 to 9 and its base is 10.
3. $1+1+1 = 1$ and carry 1 i.e (11)
4. $010 \ 0100 = (54)_{16}$
5 4
5. Rules for Decimal \rightarrow Hexadecimal
(I) Divide the given no with the base of hexadecimal number i.e 16.

- (ii) Write down the remainder and divide the quotient again by 16.
- (iii) Repeat the step 2 till the quotient becomes 0.
- 6. 16
- 7. four digits

Activity Time:

- A. Do it yourself.

Chapter-3

Exercise:

- A.** 1. (c) 2. (b) 3. (a) 4. (b)
5. (a)
- B.** 1. Click 2. Single cell 3. features
4. shift cells left or shift cells up
- C.** 1. Yes 2. No 3. No 4. Yes
- D.** 1. Tables are used to present data in rows and columns, It is used to organise information into rows and columns.
2. There are three ways to create a table in word 2016:
(I) Using Inset-table icon
(ii) Using Draw table icon.
(iii) Using Quick Tables
3. (I). After selecting the row the be modified, click the layout tab.
(ii) Click the Row height scroll box in the cell size group to change the row height.
4. These are the tables that are stored in galleries as building blocks. You can access and recase Quick tables at any time.
5. Steps to insert a column after the second column:
(i) Click the column where a new column needs to be inserted i.e. on the second column.
(ii) Right click & select Insert from the context menu.
(iii) Select the option Insert column to the right.
6. We can combine two or more cells in the same row or column into a single cell. Fore ex- We can marge several cells horizontally or vertically to create a table heading that spans several columns.

Activity Time:

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

Chapter-4

- A.** 1. (c) 2. (c) 3. (a) 4. (c)
- B.** 1. Mail Merge Recipients
2. Edit Individual Letters option
3. Mail merge field
4. Nail-Merge Wizard

- C. 1. Yes 2. No 3. Yes 4. Yes
- D. 1. Mail merge is used to create multiple documents at once. It is used to combine a data source, which contains addresses of all the recipient, with the main documents.
2. The main documents should contain the text & graphics that are the same for each version of the merged document.
3. A data source is a file that contains the information to be merged into a document. We need to click on create new recipient list and select "Type a new list".
4. If we want to edit the merged document we need to make change in the step: Preview your letter.

Activity

Do it yourself.

Chapter-5

Exercise:

- A. 1. (c) 2. (b) 3. (a) 4. (a)
5. (a)
- B. 1. Printing 2. Data 3. Cell 4. Number
5. bold, italic, underline
- C. 1. Yes 2. No 3. Yes 4. No
5. Yes 6. No
- D. Features of Excel 2016:
(i) Function & Formulas can be used
(ii) Formatting Features are there
(iii) Auto calculation
(iv) Fast searching & instant replacing of data.
- E. It refers to the attributes of text other than the actual text itself. For ex- bold, italic, underlining, colour & size are all formatting attributes of text.
- F. 1. It is a main application of spreadsheet & similar to accounting books. We can store the information in properly and orderly manner in Excel on computer.
2. (a) Selecting a cell.
(b) Selecting an Entire worksheet
(c) Selecting a row
(e) Selecting a column
(f) Selecting a group of cells
3. If we want to make any change in the data of a worksheet, we need to select the data. We can select the data as per our requirement like selecting a cell, row or column.
4. Same as (E)
5. (a) Select the cells to modify

- (b) Click on the Home tab and then on the drop-down arrow next to the font size.
- (c) Move the mouse over the various font sizes.
- (d) Select the font size you want
- 6. (a) Select any cell to delete.
- (b) Press the Delete key from the keyboard
- (c) The data will disappear from the cell
- 7. Steps to change row height
 - (a) Click on any cell in the row
 - (b) Click on the format arrow, choose row height
 - (c) Type a new size for the row in the row height box
 - (d) Click on Ok button

Activity Time:

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

Chapter-6

Exercise:

- A. 1. (a) 2. (c) 3. (c) 4. (c)
- B. 1. (d) 2. (c) 3. (e) 4. (b)
- 5. (a)
- C. 1. No 2. Yes 3. No 4. Yes
- D. 1. We can add slide transition animation in PowerPoint to our presentation slides. Slide transition animations in powerpoint is the animation that occurs when you advance from slide to slide within the presentation.
- E. 1. PowerPoint presentation provides everything we need to produce and effective presentation in the form of on-screen slides, slide presentation on a website etc, It helps us to communicate our views & ideas effectively using diagrams, charts.
- 2. Five views:
 - (a) Normal view (b) Outline view
 - (c) Slide sorter view (d) Nots page view
 - (e) Reading view
- 3. We can move from one slide to another within a presentation using slide navigation pane.
- 4. In this view, we can see the contents of the slides at once. We can plan how we would like to present our ideas and also add & edit text here.
- 5. (a) Select the object to be animated and click on the Animation tab.
- (b) Click on "More" arrow button to display the gallery.
- (c) Select the desired effect
- (d) Now just click F5 to view the slide show

6. The benefit of creating a photo album in the presentation is that we can select, rearrange, adjust and add text to our pictures

Activity

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

Chapter-7

- A. 1. (a) 2. (b) 3. (b) 4. (b)
- B. 1. YES 2. YES 3. YES 4. YES
- 5. YES

- C. PSD
TIFF
PNG
GIF
JPEG etc.

D. Steps to

- 1. Crop an image:
 - (a) open the image and select crop tool. Pointer changes to
 - (b) Drag it on the image and select the desired part.
 - (c) The selected part of image is known as cropping marquee.
 - (d) Press the Enter key to finalise the process of removing the outside the part.
- 2. Exit Photoshop
 - (a) Click on file & exit
 - (a) Press Ctrl+Q
 - (a) Press Alt + F4 keys
- 3. Save a File
 - (a) Select File option
 - (b) Choose save as option
Save as dialog box appears
 - (c) Type the file name in the File name text box
 - (d) Click on the Save button.

The image is saved & file name appear on the Title bar.

- E. 1. Adobe photoshop is a critical tool for designers, web developers, graphic artists, photographers and creative professionals, It is created by Thomas knoll in 1987.
- 2. (a) option bar

- (b) Tools Panel
 - (c) Palettes
 - (d) Document window
 - (e) Application Bar
 - (f) Menu Bar
3. Some of the tools have a tiny black triangle at the lower right corner which means that more tools of the same kind are available on a pop out menu.
 4. To make a selection on the image in rectangular shape, ellipse, horizontal or vertical selection, It is the most basic of selection tools and often the most useful one.
 5. The lasso tool lets you Draw free-form selections to make curved selections. It shares the same button in the Toolbox with the Polygonal lasso Tool and the magnetic lasso tool.

Activity

Do it yourself.

Chapter-8

Exercise:

- A.
 1. (c)
 2. (b)
 3. (c)
 4. (b)
- B.
 1. Program
 2. CLS
 3. REM
 4. PRINT
 5. F5
- C.
 1. (c)
 2. (e)
 3. (a)
 4. (b)
 5. (d)
- D.
 1. No
 2. No
 3. Yes
 4. No
 5. Yes
- E.
 1. Qbasic- Qbasic is a high level programming language developed by microsoft corporation in 1985. It uses English like keywords & Mathematical symbols to write a program.
 2. CLS stands for clear screen. It is used to clear the output screen.
REM Stands for remark. Any comment can be put in the REM command.
 3. (a) Press F5 key to run the program
(b) You can also run the program by selecting the option start from the Run menu.
 4. PRINT "SPEAR THE TRUTH"
 5. Features of Qbasic:
 - (a) It is simple and easy to learn
 - (b) It automatically checks syntax
 - (c) Qbasic interprets a statement of a program at a time to CPU.
 - (d) It has dynamic program debugging features.
 - (e) It supports local & global variables.

Activity

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

Chapter-9

Exercise

- A. 1. (a) 2. (c) 3. (c) 4. (b)
- B. 1. Home page 2. Webpage 3. URL
4. <http://www.rediff.com> 5. Edge
- C. 1. (b) 2. (e) 3. (a) 4. (c)
5. (d)
- D. 1. Yes 2. No 3. No 4. Yes
5. No
- E. 1. Internet stands for INTERNATIONAL NETWORK. It is a worldwide organisation of computer .
2. LAN- It stands for Local Area Network. It is a computer network which extends in a small coverage of geographical area.
WAN- It stands for wide Area Network, It covers a wide geographical area. It may be spread across cities, countries & continents.
Ex-Internet
3. Airtel, BSNL, Vodafone
4. (a) Newsgroup exists on internet like bulletin boards.
(b) Online games are available on the internet
(c) Email is the short form of electronic mail
(d) Radio is an audio broadcasting service transmitted via the internet.
5. Microsoft Edge is the default web browser on windows 10. It enables you to connect the websites and view them, surf the web using hypertext links, and download files and programs from the internet on to your personal computer.

Activity

- A. Do it yourself.
- B. Do it yourself
- C. 1. WAN
2. LAN

COMPUTER Connect



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