

# COMPUTER CONNECT

## Teacher Manual



**Class -7**  
**Chapter-1**

**Exercise:**

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

- B. 1. Monitor:

A visual display unit as it is called, is an electrical equipment that display images generated by the video output of a computer.

Ex- CRT & LCD screens.

2. Keyboard:

Keyboard is similar to a typewriter. The keys or buttons act as electronic switches or mechanical levers with characters printed on them.

3. Hard Disk:

It is a magnetic disk on which you can store computer data. The term hard is used to distinguish it from a soft, or floppy. Hard disk hold more data and are faster than floppy disks.

- C. Yes/No

1. Yes                                    2. Yes                                    3. Yes                                    4. No  
5. No

- D. 1. CRT- Cathode Ray Tube  
2. CD-ROM- Compact Disk- Read only memory  
3. RAM- Random Access Memory  
4. POST- Power on self Test  
5. LCD- Liquid Crystal Display  
6. RGB- Red Green & Blue

- E. 1. Operating System                                    2. Post                                    3. Pits, Lands  
4. Monitor                                    5. Line Printer

- F. 1. When we start our computer, there is an operation which is performed automatically by the computer which is also called as booting.  
2. Post stands for power on self test, This process checks the basic system functions before attempting to load an operating system.  
3.

<b>Impact Printers</b>	<b>Non-Impact Printers</b>
a) It produce the output by processing a print element and an inked ribbon against the face of continous paper form.	a) It generetes a characters by shooting small droplets of ink onto the paper.
b) It is of two types: →Line Printers →Character Printers	b) It is of two types: →Inkjet printers →Laser Printers

4. The full name of CD-Rom is compact Disk-Read only memory. It is a read only information storage device. A CD-Rom consists of there layers. It has a transparent substrate as its base. Once base there is a reflective metal layer which carries information. On top of it, there is a protective coating.

**Activity**

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

**Chapter-2**

**Exercise:**

- A. 1. (b)                      2. (c)                      3. (a) & (b)

**B.**

Assembly Language	Machine Language
a) It is a low-level programming language for microprocessors and other programmable devices. b) The code is in the form of mnemonics Ex-ADD	a) It is the basic low level programming language. b) The code is in the form 0 & 1 Ex- 0110100

- C. 1. High-level language                      2. Programs  
 3. Java    4. Machine language
- D. 1. Various forms of operating system are:  
 a) CUI- Ex- Dos                                      b) GUI- Windows
2. Language translator is a program which is used to translate instruction that are written in the source code to object code i.e. from high level language or assembly language into machine language.
3. A compiler is a language translator that translates high-level languages programs to machine language programs to machine language programs. While translating, it checks the syntax (grammar of the source code) and translates it into object code at a single attempt.
4. The word 'App' is the abbreviation for application. It is software which can run on a phone, a computer, the internet, or any other electronic devices having processing capabilities.

Types of Apps:

There are three types:

- |                |                        |
|----------------|------------------------|
| a) Native apps | Ex- Jav, ios-objective |
| b) Web apps    | Ex- HTML5 & javascript |
| c) hybrid apps | PDF files              |

**Activity**

Do it yourself.

**Chapter-3**

**Exercise:**

- A. 1. (a)                      2. (c)                      3. (b)                      4. (c)  
 5. (c)
- B. Yes or No:
- |        |        |        |       |
|--------|--------|--------|-------|
| 1. No  | 2. Yes | 3. Yes | 4. No |
| 5. Yes | 6. Yes |        |       |

- C. 1. xls                      2. multiple            3. plus            4. value  
5. 100
- D. Benefits of multiple worksheet:  
The ability to have multiple worksheets in an Excel workbook allows you to organise your data. Each worksheet can contain a different set of data.
- E. Autofill  
Whether you just want to copy the same value down or need to get a series of numbers or text values, fill handle in Excel is the feature to help.
- F. 1. Spreadsheet:  
These are the documents in which data is laid out in rows and columns like a big table. It is used to store data related to business inventories, income and expenses, debits and credits.
2. The main advantages of using an electronic worksheet are that it uses electronic spreadsheet in place of antiquated paper-based worksheets. We can change the value stored in a spreadsheet cell.
3. Different types of data available in Excel are-  
(a) Text    (b) Values  
(c) Date and Times                              (d) Formulas
4. Wrapping of Text:  
Excel can wrap text so it appears on multiple lines in a cell. You can format the cell so the text wraps automatically or enter a manual line break.
5. Selecting a cell:  
If want to select a cell just once click on it.  
Selecting a range of cells:  
If you want to select a range of cells then you have to click on a cell and then while clicking on the mouse, drag the mouse diagonally. Then range of cells get selected.

### Activity

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

### Chapter-4

#### Exercise:

- A. 1. (.a)                      2. (c)                      3. (c)                      4. (.a)
- B. 1. Photo album          2. View                      3. Slide show  
4. Timing                      5. Preview
- C. 1. No                      2. Yes                      3. No                      4. Yes
- D. 1. (d)                      2. (c)                      3. (e)                      4. (b)  
5. (a)
- E. 1. PowerPoint allows you to import a set of pictures into a photo album presentation. With this feature you can select, rearrange, adjust and add text to your pictures.

2. There are 5 views available in PowerPoint 2016.  
They are:
  - (a) Normal view
  - (b) Outline View
  - (c) Slide sorter view
  - (d) Notes pane view
  - (e) Reading view
3. Action buttons are built in button shapes that you can add to a presentation and set to link to another slide, play a sound, or perform some other actions.
4.
  - (a) Select the object and click on the Animations tab.
  - (b) Click the more arrow button. Select the option.
  - (c) Select the desired effect.
5. It is the animation that occurs when you advance from slide to slide within the presentation.

### Activity

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

### Chapter-5

#### Exercise:

- A.
  1. (c)
  2. (.a)
  3. (c)
  4. (.a)
- B.
  1. Status Bar-  
It displays information about the current object or view
  2. Record Selector-  
It displays the current record number and navigates to other records.
  3. Objects tabs:  
It provides access to all the open database objects like tables, reports and forms.
  4. Navigation Pane:  
It shows all the available database objects.
- C.
  1. Ms-Access is a Relational Database Management system (RDBMS) developed by Microsoft. It provides a quick and easy way to develop databases and is particularly well suited for individuals and small business.
  2.
    - (a) Open Access 2016 from the start menu.
    - (b) Click on Blank database
    - (c) Enter the file name in the File name box
    - (d) Click on create button.  
A blank desktop database will appear
  3.
    - (a) Open the database in the datasheet view
    - (b) Click on the down arrow of the first field. A drop-down list of options will appear.

- (c) Click on the type of data you want to enter in the field.
  - (d) Now, enter a name for the field
  - (e) Repeat steps (b) to (d)
  - (f) Now, enter the required data in all the fields
4. Primary key is a standard feature of every database management system. It is a sort of check on the table that every record in the table is unique.
- Setting a Primary Key:
- (a) In Design view, click on the field that we want to set as the Primary key.
  - (b) Now, Click on the Primary key button, Present on the Design tab.
  - (c) The field will be set as the Primary key.
5. A Database is a collection of data organised in a manner that allows easy access, retrieval and use of that data.

**Activity**

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

**Chapter-6**

**Exercise:**

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

**C. Steps to save a New object:**

- (1) Select the object you want to save
- (2) Select the File tab in the Backstage view
- (3) Click save as
- (4) Name its and click on ok in the 'Save As' dialog box.

**D. 1. Displaying and Sorting objects:**

We can select the way in which the objects in the database are displayed in the Navigation Pane.

For ex- We can include the creation or modified dates, or display objects as icons or lists.

**2. Saving a new object:**

It is a good idea to save our work as we go along saving our work often is the best way to ensure that we don't lose any information if our computer crashes.

**E. Steps to rename an object:**

- (1) If the object we want to rename is open, close it.
- (2) In the Navigation Pane, right- click the object we want to rename.
- (3) Select Rename
- (4) Type the new name. Then, press enter key

## Activity

Do it yourself.

### Chapter-7

#### Exercise:

- A.** 1. (c)                      2. (c)                      3. (c)                      4. (a)  
**B.** 1. (d)                      2. (a)                      3. (b)                      4. (c)  
**C.** 1. Yes                      2. No                      3. Yes                      4. Yes  
5. Yes  
**D.** 1. Command              2. Container              3. pairs                      4. tags

**E.**

Webpage	Website
(1) It is a smaller part of a larger website usually containing more specific information. (2) If it is a chapter of book.	(1) It is collection of web pages with information on a subject. (2) It would be a book.

- F.** 1. HTML, HTML+, HTML 2.0, HTML 3.2, HTML 4.01  
2. HTML is a language which is easy learn and understand for designing websites.  
Features:  
(a) It is not a case sensitive language.  
(b) It is supported on almost every browser.  
(c) No translator program is required.  
3. Requirements for creating a webpage:  
(a) Text Editor  
(b) A web browser  
(c) A web server  
4. Structure of HTML documents consists of at least four tags (commands):-  
(a) HTML tag- It is a container tag.  
<HTML>-----</HTML>  
(b) Head tag-  
<HEAD>-----</HEAD>  
(c) Title tag-  
Syntax:  
<HEAD>  
<TITLE>-----</TITLE>  
(d) Body Tag-  
<BODY>-----</BODY>  
5. HTML stands for Hypertext Markup language. It is easy to learn and understand for designing websites. It was develop by Tim-Berners-Lee in 1980.  
6. .HTML.or .HTM.

## Activity

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

## Chapter-8

### Exercise

- A. 1. (b)                      2. (.a)                      3. (.b)                      4. (b)
- B. 1. Eraser, Blue & Smudge                      2. Gradient Tool
- 3. Color Replacement Toll                      4. Pre-defined
- 5. Pattern stamp
- C. 1. (e)                      2 (a)                      3. (b)                      4. (c)
- 5. (d)

- D. 1.

<b>Clone Stamp Tool</b>	<b>Pattern Stamp Tool</b>
(a) It is used to sample pixels from one part of the image to point in another.	(a) It is used in making design. We can use it to give interesting textures & background to your image.

- 2. Steps to apply Filters:
  - (a) Open the image
  - (b) Click on Filter menu and point to the desired category of filter, (eg. Artistic)
  - (c) From Artistic sub-menu, select desired option.
  - (d) Dialog box appears, from their select desired option and click ok.
- 3. Steps for adding text to an image:
  - (a) Open an image & select Type tool.
  - (b) Go to option bar & select font, colour, size etc.
  - (c) Click on image & start typing the text.  
By default, the Horizontal Type tool is active
- 4. Magic Eraser Tool automatically clears continuously coloured areas. It is useful in removing the background from an image.
- 5. The smudge tool blends the pixels like the action of dragging a finger through wet point.
- 6. The options available in Transform menu:
  - (a) Scale:  
When you position the mouse pointer over a sizing handle, the pointer becomes double arrow.
  - (b) Rotate:  
When you place the mouse pointer over a corner handle it takes the shape of a curved, two- sided arrow.
  - (c) Skew:  
Drag a side handle to stretch the image.



- (d) Distort:  
Drag a corner handle to distort the image
- (e) Perspective  
Drag a corner handle to apply a perspective to the image
- (f) Flip horizontally & vertically

**Activity**

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

**Chapter-9**

**Exercise**

- A. 1. (c)                      2. (c)                      3. (.a)                      4. (a)  
5. (a)
- B. 1. COBOL                      2. C++                      3. PASCAL                      4. FORTRAN  
5. Pattern stamp
- C. 1. CLS:  
This command is used to clear the output screen whenever you run the program.
- 2. GOTO:  
This command is used to tell the computer to go to another place in the program and ram the same program member of time unconditionally
- 3. PRINT:  
This command points the statement or data written after it.
- 4. End:  
This command is used to finish a program. After reaching the End command, the computer stops reading lines and points this message.
- D. 1. Professor John George Kemeny & Thomas E. Kurt  
2. Qbasic is very easy and simple language to understand.  
Qbasic stands for Quick Beginners All purpose symbolic Instruction code.
- 3. (a) It is a user friendly language.  
(b) It is one of the most flexible language.  
(c) Language is easy as the variables can be named easily
- 4. The various components of Qbasic window are menu bar, status bar, sub menu bar, program title, program mode & immediate mode.

INPUT	LET
(a) It is used to take inputs data from the user.	(a) This commands is used to give a numeric or string constant to variables.

6.

Constants	Variables
(a) A qty in a computer program which does not change its value during the execution of the program. (b) It's types are: →Numeric constant →Alphanumeric or string constant.	(a) It is the storage area whose contents can vary during the processing of the program. (b) Its types are: →Numerical Variable →Alphanumeric or string variables.

### Chapter-10

#### Exercise

- A.** 1. (b)                      2. (a)                      3. (b)                      4. (b)
- B.** 1. No                      2. No                      3. No                      4. No
5. Yes
- C.** 1. Internet Stands for International Network. It is the wider network that allows computer networks around the world run by comparies, governments, universities and other organisations to talk to one another.
2. The first part of the URL is called a protocol identifier and it indicates what protocol to use and the second part is called a resource name & its specifies the IP address other domain name where the resourced is located.
3. Steps to search the web:
- (a) Click the address bar and type the search term. As we are typing, microsoft Edge will display suggestions.
- (b) Click one of the suggestions to navigate to a website or see reults.
4. Microsoft Edge uses four buttons for navigation: the back, forward, refresh and home buttons.
5. Netiquette means Internet Etiquette. It a set of rules for online behaviour.
- (a) Never type your letter or mail in capital letters.
- (b) It may not be pleasant to use sarcasm in your e-mail.
- (c) Do not open and attachment in an e-mail if the attachment name is suspicious.

#### Activity

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

# COMPUTER Connect



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