WOODS

8

COMPUTER CONNECT

Teacher Manual

Class -8
Chapter-1

Exercise:

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

B. 1. Machine Language

Advantages	Disadvantages
a) They are directly interact with computer system. b) There is no requirement of s/w of conversion like compiler or interpreter.	a) It is too hard to understand & program. b) It is time consuming to develop new programs.

2. Assembly Language

Advantages	Disadvantages
a) It is easily understood by humans. b) To develop a program it takes less time.	a) It is a machine dependent language. b) Sometime it's hard to understand the statement or command use.

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

D. 1. Basic:
Basic is short form of Beginner's All purpose Symbolic Instruction code and is an easy to understand programming

2. Visual Basic:
It was developed by microsoft to extend the capabilities of BASIC by adding objets and "event driven" Programming button, means and other elements of GUI.

3. C :
C is high level and general purpose programming language that deals with developing firmware or portable applications.

4. HTML
HTML stands for Hypertext Markup Language. It is a language used to create webpages on the WWW that contains hyperlinks to other pages.

5. Java script:
It is a programming language used to make web pages interactive.

E. 1. In human languages, both the speaker & the audience understand the same language. With the programming language, which has to be translated into something else.

2. Low level computer languages are machine codes. computers can't understand instructions given in English.

3. The purpose of developing high level language is to enable people to write programs easily. They are basically symbolic languages that we English words or mathematical symbols rather that mnemonic codes.

4. It is a programming language that is closer to human language than other high level languages and are accessible to people without formal training as programmers.
5. Same as (D) (5) part.

Activity
A. Do it yourself.
B. Do it yourself.

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Chapter-2

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Exercise:
A. 1. (b)   2. (b)   3. (b)   4. (a)
    5. (b)
B. 1. Network   2. games and entertainment
    3. Hub   4. Channel   5. Internet protocols
    6. Central server
C. 1. Mesh Topology:
        1. disadvantage:
            (a) This topology leads to the redundancy of many of the network connections.
        2. Peer to Peer:
            (b) No central repository for files and applications.
        3. Client/Server:
            (a) Larger networks will required a staff to ensure efficient operation.
        4. Star topology:
            (a) Requires more cable length than a linear topology

D.

Peer-toPeer	Client/Server
a) Two or more computers are connected & share resources without going through a separate server computer.	a) The network operating system (Server operating system) and the related software, serve the clients continously on a network by providing then with specific services

E. Advantages of:
    1. Ring Topology:
        (a) The data being transmitted b/w nodes passes through all the intermediate nodes.
        (b) A central server is not required for the management of this topology.
    2. Peer to Peer
        (a) No need for a dedicated server
        (b) An operating system (such as windows xp) already in place may only need to be reconfigured for peer to peer operations.
    3. Bus Topology
        (a) Easy to connect a computer or peripheral to a linear bus.
        (b) Requires less cable length than a star topology.

4. Star Topology
   (a) Easy to install and wired
   (b) Easy to detect faults and to remove parts.

F. 1. A computer network is a set of computer connected together for the purpose of sharing resources.
   2. Various network topologies are:
      (a) Bus topology   (b) star topology
      (.c) Ring topology   (d) Mesh topology
   3. In star topology, all the devices are connected to a single hub through a cable. This hub is the central node and all other nodes are connected to the central nodes.
   4. Advantages of Ring Topology:
      (a) The data being transmitted between two nodes passes through all the intermediate nodes.
      (b) A central server is not required.
      Disadvantages:
      (a) The failure of a single node of the network can cause the entire network to fail.
      (b) The movement or changes mode to network nodes affect the performance of the entire network.
   5. In mesh topology, each of the network node, computer and other devices are interconnected with one another every nodes not only sends its own signals but also, relays data from other nodes.
      This is not used commonly because it is very expensive as there are many redundant connections.
   6. In a client-server network, high-end servers, installed with the network operating system (server operating system) and the related software, serve the clients continously on a network, by providing them with specific services upon request.

Activity

A. Do it yourself.

B. Do it yourself.

C. Do it yourself.

Chapter-3

Exercise:

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

B. 1. Scan disk:
      It is a windows utility that is diagnose errors and bad sectors on a hard disk and will attempt to correct them.
   2. Virus:
      It is a malicious program that self replicates by copying itself to another program.

3. Hard dis:

   A Hard dis is a scaled unit that contains magnetic platters, read/write heads and other parts.

C. 1. Hard disk is a scaled unit that contains magnetic platters, read/write heads and other parts. It is sealed to stop dust and finger prints getting in and ruining the magnetic surfaces inside

2. (a) Check the power source cable and cable connections.

   (b) Run the BIOS set up to see if the hard disk is detected.

   (d) Update your anti-virus, run scandisk or run defrog frequently.

   (e) Never press the escape key (ESC) without reading the error message.

3.

Fragmentation	Defragmentation
(a) Because fills are constantly being written, deleted and resized, fragmentation is a natural occurrence	(1) It occurs when a file is broken up into pieces to fit on the disk.

4. Anti-virus is a program that is written to protect the computer from viruses. It identifies and removes the viruses found in the computer.

   Ex- Quick heal Antivirus.

5. Virus is a malicious program that self– replicates by copying itself to another program.

6. The computer spreads by itself into other executable code or documents.

   (a) By accepting without reading

   (b) Not running the latest updates by operating system,

   (.c) Downloading pirated s/w music etc.

   (d) Opening e-mail attachment from unknown source.

7. Steps to install an inti-virus:

   (a) Insert the Quick heal CD, it will run automatically, Installation procedure will start.

   (b) Click Next to continue after reading the instructions carefully.

Activity

A. Do it yourself.

B. Do it yourself.

C. Do it yourself.

D. Do it yourself.

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Chapter-4

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

   5. (c) 6. (c)

B. 1. Cell Refereucing:

   The cell address in the formula is known as the cell reference, with references, you can use the data in different parts of the worksheet.

2. Agreement:
    It contain the information we want to insert in the formula to calculate, such a range of cell references.
3. Average:
    The Excel AVERAGE function does exactly what its name suggests i.e finds an average or arithmetic mean, of numbers.

C.

Arithmetic operator	Comparison operator
(1) They are used to perform the basic calculations. Ex: - +, - , *	(1) It is used to compare the two numbers. Ex- =, >, <, >=, <>

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

E. 1. Steps to enter a formula:
    (a) Click on the cell where you want to enter a formula.
    (b) Type an equal to sign(=) to begin the formula.
    (c) Type the formula and then press the Enter key
   2. To perform sum on numbers:
    (a) Click on the cell in which you want to enter the functions
    (b) Click on the Home tab
    (c) Click on the down arrow of Autosum.
        A drop-down list of some common functions will appear.
    (d) Click on the func. you want to use.
    (c) Press the Enter key
        The result will appear in the cell.
   3. Functions helps us to quickly and easily make calculations that would be difficult to do by hand. It begins with a '=' sign and proceeds with syntax.
   4. Cell Referencing:
    The cell address in the formula in known as the cell reference, with references, you can use the data in different partsof the worksheet.
    It's types:
    (a) Relative Referencing
    (b) Absolute Referencing
    (c) Mixed Referencing
   5. A formula is an expression telling the computer which mathematical operation to perform upon a specific value, It allows you to quickly make calculations and get totals of multiple cells, rows or columns in a spreadsheet.

Activity

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

Exercise:

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

     5. (.c)   6. (.a)

B. 1. Yes   2. No   3. Yes   4. No

     5. Yes   6. Yes

C. 1. Formula, commands & formats

     2. Alignment

     3. Orientation

     4. Sorting

     5. Charts, columns & rows

     6. Handle

D. 1. Orientation refers to the rotation of text in a desired angle.

     2.

Sorting	Merging
(a) It means arranging the data in a determined order.	(a) It is used when a title is to be centered over a particular section of a spreadsheet.
(b) Sorting can be done smallest to largest, brgest to smallest etc.	(b) It is used to merge the group of cells.

     3. Charts is a tool you can use in Excel to communicate data graphically.

        Advantages:

        (a) Swinarize a large data set in visual form.

        (b) Creates & clarify trends better than do tables.

     4. Types of charts:

        (a) Column chart

        (b) Line chart

        (.c) Pie chart

        (d) Scatter chart

        (e) Area chart

        (f) Bar chart

        (g) Radar chart

        (h) xy (scatter) chart

Column chart:

It is used to compare several items in a specific range of values. They are ideal if you need to compare a single category of data between individual sub-items, such as, for ex-when comparing revenue between regions.

     5. Components of a chart are:

        (a) Chart Area: This is the area surrounding the chart.

        (b) Plot Area: This is the area in which we plot our data.

(.c) x-axis: This is the horizontal axis. Also known as category axies.

(d) y-axis: This is the vertical axis. It is known as the value axis.

6. Steps to insert a chart:

(a) Select the cells in the worksheet

(b) Click on the insert tab from the Ribbon.

(.c) Select the required type of chart from the charts group.

(d) Select the chart subtype from the drop-down list.

7. Steps to change the chart style:

(a) Click the chart

The Design tab appears. It displays chart tools.

(b) Click more button from the chart style group.

(.c) Click on the desired style from the gallery that appears.

Activity

A. Do it yourself.

B. Do it yourself.

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Chapter-6

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Exercise:

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

5. (b)

B. 1. AND: It filters the records where both the criteria are fulfilled.

2. OR: It filters the records where at least one of the criteria is fulfilled.

3. A/Z: To sort in ascending order.

4. Z/A: To sort in descending order.

C. 1. No　　　2. Yes　　　3. Yes　　4. Yes

5. No

D. 1. Steps to filter data by selection:

(a) Click on the data you want to use to filter the records.

(b) Click on the Home tab.

(.c) Click on the down arrow of selection

(d) Click on the criterion you want to use to filter the records.

(e) Click on the toggle filter to display all the records.

2. We can filter the data by form. This feature enables us to filter multiple fields. We can combine the criteria using AND, or or a combination of AND and OR.

Using AND criterion:

(a) Open the table in Access 2016

(b) Click on the Home tab

(.c) Click on the Advanced button.

(d) Click on Filter by Form.

(e) Click on the field you want to filter

(f) Click on the down arrow of the field to view the values.

(g) Select an y one value from the list

(h) Click on any other field and repeat the step (f) & (g)

(I) Click on the toggle filter button.

3. Delete a Field

(a) Right-Click on the field you want to delete.

(b) Click on Delete field.

(c) Click on yes in the prompt box.

The field will be deleted.

Add a field:

(a) Right-click on the name of the field that your want to appear after the new field. A menu will appear.

(b) Click on Insert field.

The new field will appear.

4. The databases such as microsoft Access is their ability to maintain relationship b/w different data tables. These type of databases are known as relational database.

Steps:

(a) Click on the Database tools.

(b) Click on the Relationships buttons.

(.c) If show Table dialog box does not appear, click on the show table buttom.

(d) Select a table you want to add to relationship.

(e) Click on Add

(f) Repeat step ©,(d) & (f)

(g) Click on close after all the tables are added.

(I) Drag the field to the other table.

(j) Click on create.

5. The Edit Relationship dialog box will display the names of the tables of relationship. Here, we can edit the relationship of the different tables.

Activity

A. Do it yourself.

B. Do it yourself.

Chapter-7

Exercise:

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

B.

Client report	Web Report
(a) It is the best way to build and improve your client- agency relationship.	(a) It is an interactive document that is compatible with most browsers.

C. 1. >=   2. <=   3. <>   4. >

D. 1. Unmatched query:

It is used to find the records from one table that do not have corresponding values in the second table.

2. Duplicate query:

It is used to display the records that have same values for one or more of the specified fields.

3. Simple query:

It used to ask some particular questions about data in the database.

E. 1. Ans is same as (D) part.

F. 1. Queries are used by the user to pick out specific records from that table.

2. Steps to use a criterion in query:

(a) Open the query in Design tab

(b) Click on the criteria field

(.c) Type the data that you want to view

(d) Click on the Run button.

3. Two type of compound criteria are:

AND and OR.

AND:

It returns True if all conditions are TRUE else return FALSE.

OR:

It returns TRUE if any of the conditions are TRUE.

Otherwise, it returns FALSE.

4. Steps to run a query:

(a) Click on the Run button.

The answer of the query will appear in th Datasheet view.

The name of the field will appears in this area.

The records that meet the query will appear here.

5. Reports allow you to organise and present your dat in a reader-friendly, visually appealing format.

Steps to create simple report using report tool:

(a) Open Access database

(b) Click on the table or query on which you want to base the report.

(.c) Click on the create tab

(d) Click on the Report option

The report will be built.

Saving a Report:

(a) Click on the File tab

The Backstage view will appear

(b) Click on save

(.c) Enter the report name

(d) Click on ok

then click on the close button.

6. (a) Click on the Create tab in the Reports group, click on Report wizard.

(b) From the tabes/Queries drop-down list, select the table.

(.c) Move the field s to include on the report from the Available fields list box to the selected fields list box.

(d) Click Next

(e) Add more grouping levels if desired.

(f) In the layout field, select the format of the report.

(h) click Next and Enter a tittle for the report

(I) Click finish and your report is ready.

Activity

A. Do it yourself.

B. Do it yourself.

<div align="center"><u>**Chapter-8**</u></div>

Exercise:

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

B. 1. < img src = "URL" alt= image description">

2. <img src= "Kumbh.jpg" BORDER=6

C. 1. An image is displayed using an img tag. It stands for image. Within the tag there are several attributes we may include but there are two which are fairly important.

2. We add an image and a border in the web page to make our webpage more attractive.

3. We should always add alternative texts to our images, so the users can get idea of lohat the image is about before it is loaded.

4. Marquee tag displays a moving text message on a background we can add a marquee to your web page by using the <marquee> tag

5.

Ordered List	Unordered List
(a) It is used to display the list of items in a specific order.	(a) It is a list used when the items are not be displayed in any particular sequence.
(b) Syntax: <OL> -----</OL>	(b) Syntax: <UL>-----</UL>

Activity

Do it yourself.

Chapter-9

Exercise:

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

     5. (a)   6. (b)

B. 1. No   2. Yes   3. Yes   4. No

     5. Yes

C. 1. infected   2. hardware part

     3. drive   4. virus

     5. anti-virus

D. 1. Computer virus is a program that may disturb the normal working of a computer system. Virus attaches itself to files stored on hard disks, USBS and e-mail attachments.

     2. It is very difficult to know why people write and spread viruses. The person who creates this types of program is called virus programmer.

     3 reasons are:

     (a) To make money

     (b) To cause problems & troubles for others.

     (.c) To steal important information

     3. Hard disks, USBS & email attachments

     4. Antivirus is used mainly for the prevention, detection and removal of malware, like computer rireese, bug etc.

     5. Spyware:

     It is a s/w which when installed on a computer collects various personal information about the users without their knowledge.

     6. Virus programemr

     7. (a) Boot sector virus

     (b) Trojan horse,

     8. (a) Quick heal antivires

     (b) Kaspersky

Activity

A. Do it yourself

B. Do it yourself

Chapter-10

Exercise

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

B. 1. No   2. No   3. Yes   4. No

     5. Yes

C. 1. Hybrid   2. OneDrive   3. internet

     4. Skype

D. 1. OneDrive   2. Onedrive settings

E. 1. On-Demarnd self Service   2.   Community cloud

     3. Sort 4.   Yes

F. 1. Cloud computing is made up of two words, cloud and computing. Cloud is a metatphor for internet, hence it means computing on the internet Thus, cloud computing refers to manipulating, configuring and accessing the applications online.

     2. Advantages of cloud computing:

        (a) Cost saving: It provides access to numerous storage facilities and applications, which in turn save the consumer from spending a lot of money on the server.

     3. (a) Click on the upload button

        (b) Select the files option from the displayed list.

        (.c) Locate & select the file, in open dialog box.

        (d) One Drive takes a few seconds to upload the specified file.

     4. Characteristics of cloud computing:

        (a) One-Demand self service

           In this multiple clients can share the resources and applications at the same time.

        (b) Brand-Network Access:

           It simply means that the services can be accessed on the internet anytime & anywhere in the world.

        (.c) Resource Pooling:

           Resources like virtual server space, network connections, bandwidth etc are pooled by multiple users.

        (d) Rapid Elasticity:

           Consumers required additional resources in a small period of time.

        (e) Measured Service:

           It is based on a pay-for-what you use model.

Activity

A. Do it yourself.

B. Do it yourself.

<div align="center">Chapter-11</div>

Exercise

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

     5. (b)

B. 1. Computer Ethics   2.   General Public license

     3. End-User Piracy   4.   Counterfeiting

     5. intellectual Property Rights

C. 1. No   2. No   3. No   4. Yes

D. 1. Computer Ethics:

Computer Ethics is a set of moral principles that govern the use of computers by anyone or any group.

2. Copyright:

   It is a legal right given to creators for their literary and artistic work.

3. Software Privacy:

   It is the illegal reproduction and distribution of software applications.

4. Plagiarism:

   It is the act of presenting someone else's work as your own in hard copy, on disk or on the Internet.

5. Netiquette:

   It means Internet Etiquette. It is a set of rules for online behaviour.

6. Ten commandments for computer ethics:

   The computer Ethics Institute has given ten commandments for computer ethics make these a part of your life always follow them while using the computers.

E. 1. Software Priacy is the illegal reproduction & distribution of software applications.

2. Intellectual property rights allow the owners to decide who may have access & use their property & protect it from unauthorised use.

3. Ethics is a set of moral principles that govern the we of computers.

   It is so important because it is easy to duplicate copyrighted electronic content, computer ethics suggest that it is wrong to do so without the author's consent.

4. There are 7 essential components of a personal code of computer ethics:

   (a) Honesty

   (b) Respect

   © Confidentiality

   (d) Professionalism

   (e) Responsibility

   (f) communication

   (g) obeying the law

Activity

A. Do it yourself.

B. Do it yourself.

C. Do it yourself.

COMPUTER
Connect

WOODS
BOOK PUBLISHING