CLASS –V (ICT)
CHAPTER-1(Know your Computer)

1. Computer memory is utilize for storing the data or information.

2. Primary memory is the internal memory of the computer system.

3. RAM stands for Random Access Memory.

4. ROM stands for Read only Memory.

5. Secondary Memory is the External memory.

6. Hard disk is fixed inside the CPU.

7. A hard disk is a non-volatile memory device.

8. CD stands for Compact disk.

9. DVD stands for digital video disk.

10. Pen drive is also called Flash Drive.

11. A pixel is a single dot on the computer screen.

12. Smallest storage unit of memory is a Bit.

13. BIT stands for Binary Digit.

14. A combination of 4 Bits makes a nibble.

15. A combination of 8 Bits makes a Byte.

16. Input and output devices are also called peripheral device.

17. CPU stands for central Processing unit.

18. Keyboard, Mouse are example of Input device.

19. Monitor, Printer, speaker are example of output device.

20. 1 Byte = 8 Bits

Q.1   What is a Hard Disk?

Ans.   A Hard disk is a non-volatile memory device that permanently stores information.

Q.2   What are the CD/ DVD storage media?

Ans.   CD/ DVD(Compact Disk/ Digital Video Disk) are portable disk that can be used for transferring data program from one computer to another computer.

Q.3   What is Blu-Ray Disc?

Ans. Blu- Ray Disk is digital optical disc data storage format

Q. 4   What is Pen Drive / <u>USB Flah Drive/ memory stick?</u>

Ans. It is also called Flash memory. Pen Drive is a portable device used for transferring data and programs from a computer to another computer.

Q.5   What is memory card?

Ans. A memory card is a solid state electronic flash memory data storage device used with Digital cameras and Mobile.

Q.6   What do you mean by Resolution?

Ans. A Resolution is defined as a matrix of Pixels per inch.

Q.7   What is pixel?

Ans. A pixel is a single dot on the computer screen.

Q8   What is the use of memory in computer?

Ans. Computer uses its memory to store the data and information.

Q.9   What is secondary memory?

Ans. It is the external memory provided with the help of other Storage devices which store information and data. This is called permanent memory.

Q10.   What is binary digit?

Ans. Computer stored data in the form of 0 and 1. Each o and 1 is called a binary digit or bit

Some memory units-

4 Bit=1 Nibble

8 bit= 1 Byte

1024 Byte= 1 KB(Kilo Byte)

1024 KB= 1 MB(Mega Byte)

1024 MB= 1 GB(Giga Byte)
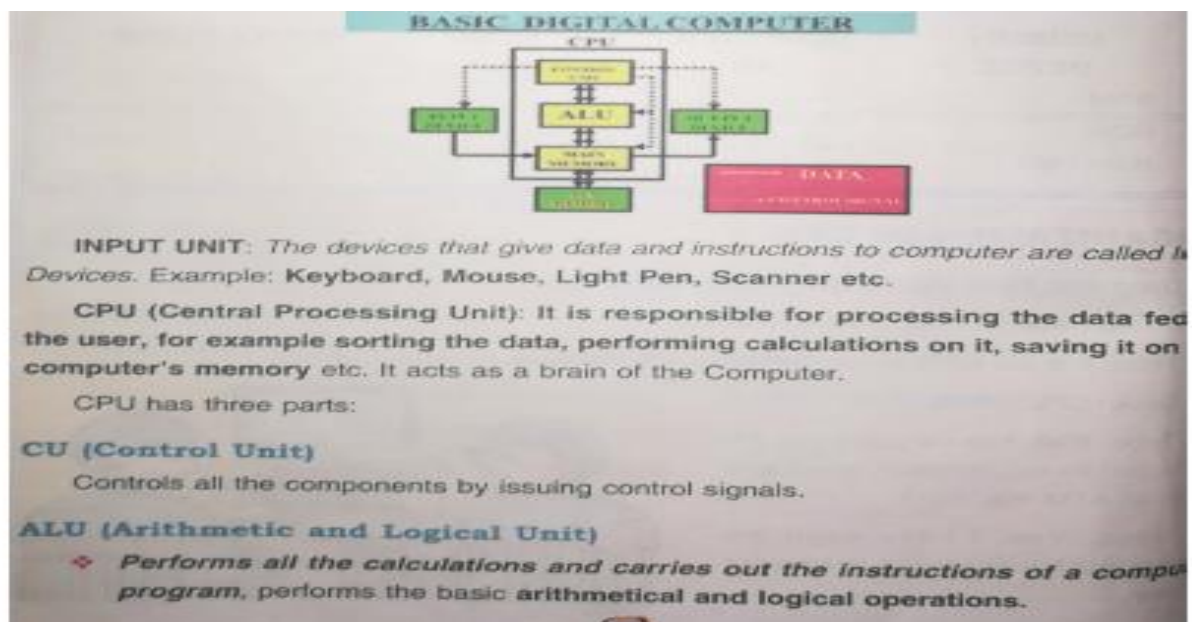
1024 GB= 1 TB(Terra byte)

Q.11 **What is the primary memory? Discuss the types of Primary memory.**

Ans.   It is internal memory of the computer system.

This Primary memory is of two types:

RAM (Random Access Memory)	ROM (Read Only Memory)
Short Term Memory.	Long Term Memory.
Data can be **read** or **written**.	Data can **only be read**.
It is **volatile in nature** i.e. the data is stored **temporarily**.	It is **non-volatile** in nature i.e. the data stored **permanently**.
When power is switched off, the data is **lost**.	When power is switched off, the data is not lost.
It holds the data and instructions required and used during processing.	It holds the system start up instructions- **BIOS** which is stored by the manufacturer.

Q. 12 Draw the block diagram of a computer and write the functioning of various units of a computer.

BASIC DIGITAL COMPUTER

INPUT UNIT: *The devices that give data and instructions to computer are called Input Devices.* Example: **Keyboard, Mouse, Light Pen, Scanner** etc.

CPU (Central Processing Unit): It is responsible for processing the data fed by the user, for example sorting the data, performing calculations on it, saving it on computer's memory etc. It acts as a brain of the Computer.

CPU has three parts:

CU (Control Unit)
Controls all the components by issuing control signals.

ALU (Arithmetic and Logical Unit)
❖ Performs all the calculations and carries out the instructions of a computer program, performs the basic arithmetical and logical operations.
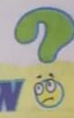
MU (Memory Unit)

❖ Stores data, instructions & result of processing.

❖ The result of the operation is stored in Memory.

OUTPUT UNIT: *The devices that displays or give the result after processing of the data are called Output Devices.* Example: **Monitor, Printer, Speaker, Plotter** etc.

Tobo: Dobo, would you like to play another

DO YOU KNOW

Q.13   What is IPO cycle?

Ans.   IPO stands for Input Processing and output.

Computer takes data from User Process it and give to user as a output

CHAPTER-2(Organizing your work)

1. The first screen that appears when we start of computer is called a <u>desktop.</u>

2. The <u>taskbar</u> is long horizontal bar located at the bottom of the desktop.

3. The <u>start</u> button is present at the bottom left corner of the taskbar.

4. A <u>file</u> may be a word or writer document , a tux paint , a presentation etc.

5. A <u>folder</u> can be compared to a container or to plastic folder.

6. <u>Windows Explorer</u> allows us to manage and organize our files & folders.

7. <u>Copying</u> a file means to create a duplicate copy of the selected file.

8. <u>Moving</u> a file means shifting it from original location to new location.

Q.1   What is desktop?

Ans   The First screen that appears when we start our computer containing number of small graphical pictures representing items such as files is called a "Desktop".

Q.2   What is a Icon?

Ans   The small graphical picture on desktop is known as Icon.

Q.3   What is a task bar?

Ans.   The taskbar is a long Horizontal bar located at bottom of desktop.

Q.4   What is the use of Start button?

Ans.   The start button is present at the bottom left corner of the Taskbar. When we click on the start button, a menu opens up which is called start menu?

Q.5   What is Notification Area?

Ans.   Right side of the taskbar is called Notification Area.

Q.6   What is a file?

Ans.   When we save any work on our hard drive, it becomes a file.

Q.7   What is a Folder?

Ans.   In computers, a *folder* is the virtual location for applications, documents, data or other sub-*folders*. *Folders* help in storing data.

Q.8 What is window explorer?

Ans. Window explorer is an application that provides detailed information about files, folders and drives. It allows us to manage and organize our lives and folders.

Q.9 How we create a folder?

Ans. START > COMPUTER > SELECT DRIVE > SELECT FOLDER> Enter the name of folder

Q.10 Write step to Rename a folder?

Ans. 1. Select folder   2. Right Click and select option Rename

3. Type new name

Q.11 Write the step to delete a folder.

Ans. 1. Select folder   2. Right Click and select option delete

CHAPTER-3(More Operations in Writer)

1. Alignment refers to the horizontal positioning of text in the document relative to margin.

2. There are certain scripts which are written from right to left.

3. Left aligned text begins each line along the left margin of the document.

4. Right aligned the beginning of each line of text along the right margin of the document.

5. Centered text is often used for writing document titles and headings.

6. Justified text combines left and right aligned text.

7. Bullets and numbering are used to emphasize lists of things and make it easier to read and follow.

8. A numbered list is the one which has list items in a proper sequence.

9. A special character is not found on a standard English keyboard.

10. Shift key is a special key on the keyboard.

11. Header display the title or chapter name of a document.

12. Footers are used for page numbers.

Q.1   **What is a Writer?**

Ans.   **Open Office Writer** is the word processor part of the **Open Office** software package. **Writer** is a word processor that is like Microsoft Word.

Q.2   **What do you mean by alignment?**

Ans.   Alignment refers to the horizontal positioning of text in the document relative to margin.

Q.3   **Define Margin.**

Ans.   A **margin** is a space separating text or other elements from the edge of the paper commonly adjusted through the page setup. Most programs allow for the Top, Bottom, Left, and Right **margins** to be **set**.

Q.4   **In Which menu Alignment option found?**

Ans.   Format menu.

Q.5   **How many type of alignment are there in OO Writer?**

Ans.   Four

1. Left Aligned-: Left aligned text begins each line along the left margin of the document.
2. Right Aligned-: Right aligned text begins each line along the Right margin of the document.
3. Centered-: Centered text is placed in the center of each line.
4. Justified-: Justified text combines left and Right Aligned text.

Q.6   **What is the default Alignment of text when you create a new document?**

Ans.   Left

Q.7   **What are bullets and Numbering?**

Ans.   Bullets and numbering are used to emphasize lists of things and make it easier to read and follow. They help in presenting the data in an organized manner.

Q.8   **In which menu bullets and Numbering option found?**

Ans.   Format menu.

Q.9   **How many type of list in Writer.**

Ans.   Three

1. Bulleted   2. Numbered   3. Outline Numbered / Nested List

Q.10 Write the step to create a Bulleted List.

Ans.   Click Billets Icon from Formatting Toolbar

OR

Select the Text you want as Bulleted List & Click Bullets Icon from Formatting Toolbar

Q.11 Write the step to create a Numbered List.

Ans.   Click Numbered Icon from Formatting Toolbar

OR

Select the Text you want as Numbered List & Click Numbered Icon from Formatting Toolbar

Q.12 What is Nested List?

Ans.   A nested list refers to the list within a list

Q.13 What are Special Characters?

Ans.   Special Characters are those that fall outside the basic alphabet of language and can include symbols, less common punctuation, foreign characters and any other letter form.

Q.14 What are Headers and Footers?

Ans. Headers are the portions of a document that always appear at the top of a page whereas footers appear at the Bottom of a page.

Q.15 How we can add a Header to our Documents?

Ans. Click Insert ->Header

CHAPTER-4(WRITING WITH STYLES AND COLORS)

1. Font means text which can be displayed or printed in different style.

2. Formatting refers to changing the appearance of text in the document.

3. Ctrl + B key is used for bold letters.

4. Ctrl + I key is used for Italic text.

5. Ctrl + U key is used for underlines the text.

6. 12 is the default font size of any text in writer.

7. <u>06</u> is the <u>smallest</u> font size available in formatting toolbar.

8. <u>96</u> is the <u>largest</u> font size available in formatting toolbar.

9. We are found in <u>standard</u> toolbar of writer.

10. you can manually check the <u>spelling</u> and <u>grammar</u> of a text selection.

11. Computer uses <u>British</u> dictionary by default.

Q.1   What is Font?

Ans.   Font means text which can be displayed or printed in different styles.

Q.2   What do you mean by Formatting?

Ans.   Formatting refers to changing the appearance of text in the document.

Q.3   What is the use of Format Painter?

Ans.   Format Painter tool is used to copy formatting from a text selection in the writer or from an object and apply the formatting to another text selection or object.

Q.4   How will you use Format painter?

Ans.   1.Select the text or object whose formatting you wish to copy.

2. From Standard Bar, click the Format paintbrush Icon.

3. Select or click the text or object on which you wish to apply the formatting .

Q.5   What is the use of spelling check option in oo writer?

Ans.   Spellcheck looks for misspelled words and suggested some correction and also gives you the **option** of adding an unknown word to a user dictionary.

Q.6   What is the use of subscript and superscript?

Ans.   A *subscript* or *superscript* is a character that is set slightly below or above the normal line of *type*, respectively. *Subscripts* appear at or below the baseline, while *superscripts* are above. *Subscripts and superscripts* are perhaps most often *used* in formulas.

Example- : H_2O -subscript

X^2+5- Super script

Q.7 Short cut keys-:

Sr. No.	Option	Short cut key	Function
1	Bold	Ctrl + B	Makes the Selected text Bold.
2	Italic	Ctrl+ I	Makes the Selected text Italic.
3	Underline	Ctrl+ U	M Underline the selected text.
4	Super Script	Ctrl+Shift+P	A r *superscript* is a character that is set above the normal line of *type*.
5	Sub Script	Ctrl+Shift+B	A *subscript* is a character that is set slightly below the normal line of *type*.
6	Spell checking	F7	Spellcheck looks for misspelled words.