



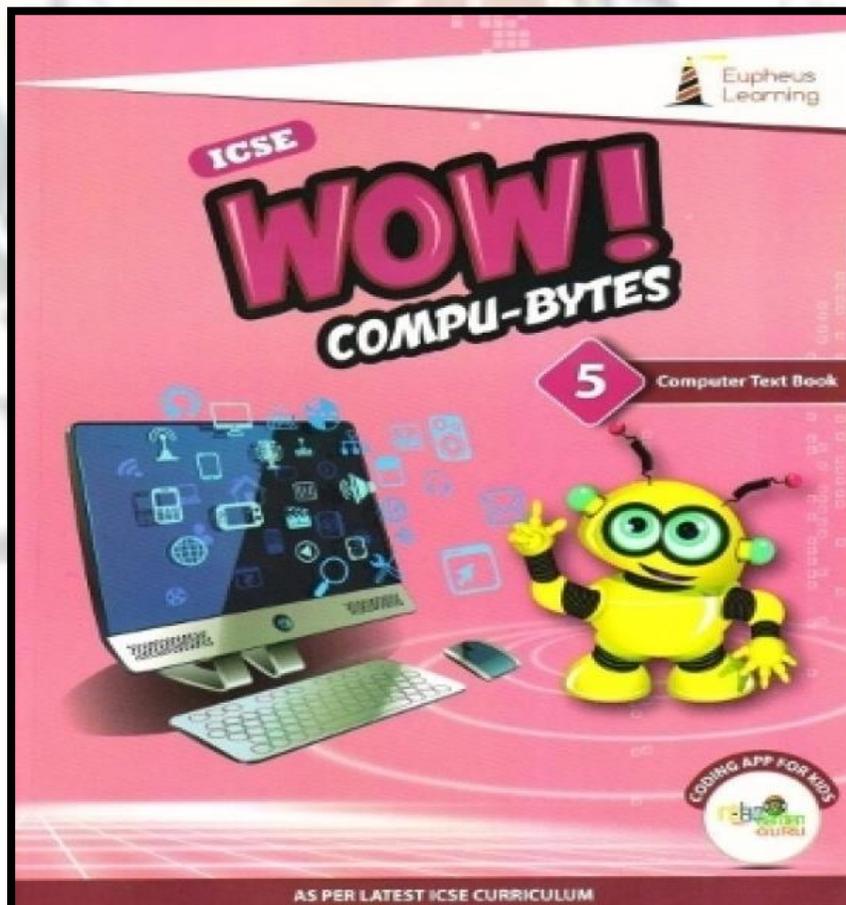
# पुर्णा International School

Shree Swaminarayan Gurukul, Zundal

## CLASS - V COMPUTER

### SEM-1

### YEAR [2022-23]



AS PER LATEST ICSE CURRICULUM

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# Ch -1

## Generations of computers

### ➤ Keywords

- **Vacuum tube:** A device that was use in the first-generation computers to amplify electronic signals.
- **Punched Cards:** A piece of stiff paper that was used to contain digital information in the first generation computers.
- **Machine language:** A programming language that a computer understands directly.
- **Transistor:** A device that was used in the second generation computers to amplify electronic signals
- **Integrated circuit:** A device that was use in place of transistors in the third generation computers.
- **High-level language:** A programming language that is much closer to human language.
- **Microprocessor:** A device that was use in place of transistors in the fourth generation computer.
- **Artificial intelligence:** A technology that enables a machine to think take decision like human beings.

### EXERCISE CORNER

#### A. Choose the correct option.

1. Vacuum tubes were signals used to:  
a) Amplify the signals                      b) to input data                      c) to output data
2. Which one is an example of the first-generation computer?  
a) ENIAC    b) UNIVAC    c) IBM 360
3. Which of the following were used to input the data in the third-generation computers?  
a) Chips    b) punched cards    c) keyboards
4. Transistors were used to:  
a) First generation computers  
b) Second generation computers  
c) Third generation computers
5. In which generation of computers were integrated circuits used?  
a) Fifth generation    b) Fourth generation    c) Third generation

#### B. Fill in the blanks.

Heat   FORTAN   artificial   intelligence   large room   LSI   VLSI



Ans:-Jack Kilby, Robert Noyce

5. Write any two characteristics of fourth generation computers.

Ans:-i. GUI based OS were used                      ii. High-level languages were used.

F. Long answer questions.

1. What do you understand by the 'generation'?

Ans: -The term generation refers to a step in technology. In other words, generation provides a framework for computer industry to distinguish between various technologies.

2. Describe any four characteristics of third generation computers.

Ans: -The third-generation computers were smaller in size, reliable, efficient, less expensive, and faster than previous generations

3. What is AI?

Ans:-AI (Artificial Intelligence) is a technology that enables a machine to think and take decisions like human beings.

4. Distinguish between first generation and second-generation computers.

Ans:

Generation	Circuitry	Language	Example
First	Vacuum tubes	Machine Language	UNIVAC,
Second	Transistors	Assembly and some high level languages such as FORTRAN, COBOL, etc.	IBM 1620, IBM 7094 IBM 701

## CH -2

# COMPUTER SOFTWARE

### ➤ Keywords: -

- **Software:** Sets of instructions that govern the operation of computers can make the hardware run.
- **Hardware:** All the physical components of a computer system.
- **System software:** Software that controls the overall internal operations of a computer.
- **Operating system:** A system software that acts as an interface between the user and the computer hardware.
- **Utility:** Software responsible for the smooth functioning of a computer system.
- **Application software:** A software that fulfils user needs to perform specific tasks.

### EXERCISE CORNER

#### A. Tick the correct answers. Cross-check your answers with your classmate:

1. G.S. InfoTech is an educational company. It uses a computerized attendance system.  
Which type of software is it?

- a) General-purpose software      b) System software      c) Tailor-made software

2. Which of the following is not a version of windows?

- a) Windows 10      b) Kit Kat      c) Windows 8

3. Which of the following is not an operating system?

- a) Windows      b) Android      c) CS6

4. Which of the following is not general-purpose application software?

- a) Excel      b) Word      c) Payroll system

5. Which of the following utility scans for computer viruses and cleans them?

- a) Disk defragmenter      b) disk cleanup      c) Antivirus

#### B. Fill in the blanks.

Tailor-made	operating system	software	software
-------------	------------------	----------	----------

1. Computer is able to do nothing until it is instructed by the software.
2. A utility software help in smooth functioning of computer system.
3. A collection of related software that are bundled and sold together is called a software suite.
4. A customized software is also called taylor-made software.
5. A/An operating system acts an interface between the user and the computer hardware.

**C. State 'True' or 'False': -**

1. General-purpose application software are developed for the mass market **True**
2. System software is not necessary for computer system. **False**
3. Application software are installed on the computer as per the user requirement. **True**
4. Utilities improve the functionality of a computer system. **True**
5. MS Office is a software suite. **True**

**D. Match the columns.**

**Column A**

1. 
2. 
3. 
4. 
5. 

**Column B**

- a. Word processing software
- b. Multimedia software
- c. Spreadsheet software
- d. Presentation software
- e. Graphics software

- |          |
|----------|
| <b>5</b> |
| <b>4</b> |
| <b>1</b> |
| <b>2</b> |
| <b>3</b> |

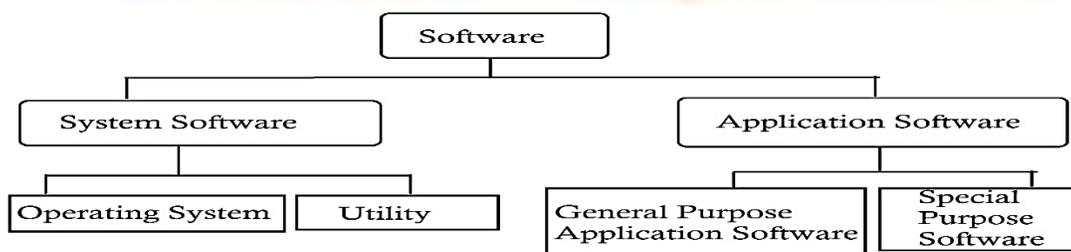
**E. Short answers questions:**

1. What is software?

→ The set of instructions that govern the operations of a computer system and make the hardware perform is called a software.

2. Draw software hierarchy to represent different types of software.

→



3. Give any two examples of system software.

- a. Operating System      b. Utility Software

4. Name any two desktop operating systems.

- a. Windows      b. Linux

5. Write names for any four-application software.

- a. MS Office    b. Adobe Photoshop    c. Windows Media Player    d. MS Paint

## F. Long answer questions.

1. Why is system software require?

→ System software controls overall internal operations of a computer system. In general, it provides a platform for running application software. It manages all the hardware components those are attached to the computer system.

2. What is a software suite? Give any two examples of software suites.

→ A collection of related software or packages that are bundled and sold together is called a software suits.

Examples: 1. MS Office and Open Office    2. CS6

3. What is an operating system?

→ An operating system is the first program that gets loaded into computer's memory when a computer starts. It acts as an interface between the user and the hardware.

4. Describe the term application software.

→ Application software is a set of programs written by the programmers in order to perform specific types of tasks on computer such as creating a document or presentation, doing calculations, preparing medical reports, booking tickets etc.

5. Distinguish between system software and application software.

	System Software	Application Software
→	<b>System software controls overall internal operations of a computer system.</b>	<b>Application software is a set of programs written by the programmers in order to perform specific types of tasks on computer</b>
	<b>Example: Operating system, utility software</b>	<b>Example: MS Office, Desktop Publishing software</b>

6. Distinguish between general-purpose and tailor-made software.

→

General Purpose	Software Tailor-made Software
General purpose software is designed to fulfill the general needs of people.	Tailor-made software is designed to fulfill the specific needs of any user or organization.
Example: MS Word, MS Excel	Example: Tally

7. What is utility software?

→ Utility software is a type of system software. It performs specific tasks related to managing a computer, its device or its programs. A few tasks are take backups, ecover data, and avoid virus attacks. Utilities also help to ensure smooth functioning of a computer system.

**BRAIN TEASER**

➤ The following are different software categories. Write two software names for each.

1. Word processing software

Microsoft Word, Microsoft WordPad

2. Desktop publishing software

CorelDraw, Page maker

3. Operating system

Windows, Linux

4. Utility

Antivirus, Disk Cleaner

5. Multimedia software

Flash, Windows Media Player

# WORKSHEET - 1

A. Identify the following electronic components. Also, write the generation in which they were used.



**Component:**

1. Vaccum Tubes
2. Transistors
3. Integrate Circuits

**Generation:**

1. First
2. Second
3. Third

B. Write names of any four operating systems.

1. Apple macOS
2. Microsoft Windows
3. Google's Android OS
4. Linux Operating System

C. Write names of any four-application software?

1. MS Paint
2. Microsoft Office
3. Coreldraw
4. Windows Media Player

D. Give names of any two tailors-made software?

1. Tally
2. Payroll

E. Give names of any two processing applications?

1. Microsoft Wordpad
2. Microsoft Word

F. Distinguish between system software an application software?

SYSTEM SOFTWARE	APPLICATION SOFTWARE
1. <b>System software controls overall Internal operations of a computer System.</b>	1. <b>Application software is a set of programmers in order to perform specific types of Tasks on computer.</b>
<b>Examples: Operating system, Utility software</b>	<b>Examples: MSOffice, Desktop Publishing Software</b>

## CH-3

# MANAGING WINDOWS, FILES AND FOLDERS

### ➤ Keywords:

1. **Windows:** An operating system developed by Microsoft.
2. **Window :** A rectangular box in which a file, folder or application is displayed.
3. **Task view:** A viewing mode that shows multiple opened windows and allows to switch among them quickly and easily.
4. **File explorer:** A tool of Windows operating system that allows you to create and manage files and folders.

### EXERCISE

#### A. Tick the correct answers. Cross-check your answers with your classmate:

1. A separate viewing area on the computer that displays its contents is called:

- a. Windows                      b. Window                      c. Desktop

2. Which of the following enlarges a window up to its standard size?

- a. Maximize                      b. Enlarge                      c. Minimize

3. Cascading windows are also called:

- a. Overlaid windows      b. Overlap windows      c. Overflow windows

4. To open the file explorer, click \_\_\_\_\_

- a. Start → Windows System → File Explorer  
b. File Explorer → Start  
c. Start → All apps → File Explorer

5. Which of the following can hold files, application and subfolders?

- a. File                              b. Application                      c. Folder

**B. Fill in the blanks:**

Subfolder	ALT+ F4	F2	file	Recycle
-----------	---------	----	------	---------

1. A **file** is an object that contains information in it.
2. The **recycle bin** holds deleted files and folders.
3. The **F2** is a keyboard shortcut to rename a file.
4. A folder within a folder is called a **subfolder**.
5. The **Alt + F4** is a keyboard shortcut to close a window.

**C. State 'True' or 'False'.**

1. The permanently deleted files cannot be recovered. **True**
2. The 'Move to' option allows you to move selected files or folders. **True**
3. A folder can contain only two subfolders and files. **False**
4. A file must have an extension. **True**
5. On pressing shift key, you can select adjacent folders. **True**

**D. Match the columns:**

**Column A**

1. CTRL + Shift +N
2. Shift + Delete
3. Alt+ F4
4. CTRL+C
5. CTRL + X

**Column B**

- a. To cut an item (5)
- b. To copy an item (4)
- c. To create a new folder (1)
- d. To delete selected items permanently (2)
- e. To close the current window (3)

**E. Short answer questions.**

1. What is a window?  
→ **A separate viewing area that displays its contents.**
2. What are the window control buttons?  
→ **Maximize, Minimize, Close.**

3. What is a file or folder?

→ **File: A file is an item than contains information in it.**

**Folder: A folder is a virtual location or storage for files, applications and otherfolders.**

4. How do you cascade windows?

→ **Right-click the taskbar -->A context menu will appear --> Click cascade windows option --> You window will cascaded.**

5. What would you do to view the desktop completely, if multiple windows are opened?

→ **Right-click taskbar --> Click show the desktop**

6. How do you rename a file?

→ **Open file explorer locate your file --> select Home tab --> Click Rename options**

F. Long answer questions:

1. Describe the File Explorer. How do you create a folder using the File Explorer?

Write steps.

→ **File Explorer --It is a tool that allows you to create and manage files and folders on computer.**

Steps to create a file using File Explorer:

- a. **Open the file explorer and click on drive or folder where you want to create a new file.**
- b. **Select Home tab.**
- c. **Click drop down arrow of New Item option.**
- d. **Select an application whose file is to be created.**
- e. **Type in new name for created file.**

2. What is Recycle bin? How do you move files or folders to the recycle bin?

→ **Recycle Bin is a folder or directory where deleted items are temporarily stored. Items placed in the recycle bin can be recovered from there. If files or folder are deleted from Recycle Bin, then these cannot be recovered.**

Steps to move files or folder in Recycle Bin:

1. **Select the unwanted file in explorer window.**
2. **Click the delete option in Home tab.**

3. Write the steps to move a folder from D: drive to E: drive.

→ **Steps to move a folder from D-drive to E-drive:**

1. Open file explorer.
2. Locate and select folder which you want to move from D drive.
3. Click the 'Move to' option in Home tab.
4. Click on choose location option from the drop-down menu.
5. 'Move Items' dialog box appears. Choose a new location where selected items are to be moved.
6. Click Move button. The selected files or folder will be moved.

### **BRAIN TEASER**

➤ Write the options to perform the following tasks using the File Explorer:-

1. Create a new folder: click Home → New
2. Move a selected folder: click Home → Move to
3. Copy a folder: click Home → Copy to
4. Delete a folder: click Home → Delete
5. Rename a folder: click Home → Rename

## CH-4

# FORMATTING AND PRINTING WORD DOCUMENTS

### Keywords:

1. **Word processor:** An application that performs the tasks of composing, editing, formatting and printing of documents.
2. **Formatting:** It refers to changing appearance of text and layout of a document.
3. **Alignment:** It refers to the placement of text.
4. **Page orientation:** It is the direction in which a document is displayed or printed.

## EXERCISE

### A. Tick the correct answers. Cross-check your answers with your classmate:

1. In which group of the Home tab are the features Bold, Italic and Underline present?

- a. Font group of the Home tab
- b. Paragraph group of the Home tab
- c. Clipboard group of the Home tab

2. Which of the following opens up when you click the dialog launcher arrow of the font group?

- a. Font dialog box
- b. Paragraph dialog box
- c. Proofing dialog box

3. To add border to a page, you will click:

- a. Page Layout → Page borders
- b. Design → Page borders
- c. Insert → Page borders

4. In which group of the Home tab is the Shading option present?

- a. Font
- b. Paragraph
- c. Styles

### B. Fill in the blanks:

Alignment	Font	page margins	mini	word
-----------	------	--------------	------	------

1. Microsoft Word is a popular word processor.

2. Bold button is present in the font group of the Home tab.
3. A bar appears when you select the text in word document. It is called mini.
4. The term alignment refers to the placement of text.
5. The blank spaces around the edges of a page are called page margin.

**C. State 'True' or 'False':**

1. It is not possible to change the size of text in Word. **False**
2. You cannot apply italic and underlined effect if a text is bold already. **False**
3. Font dialog box holds almost all the text formatting options. **True**
4. Numbering list is used to create an unordered list. **False**
5. A border is used for highlighting a paragraph, text or document. **True**

**D. Short answer questions:**

**E. Long answer questions:**

1. Write the steps to change existing font of selected text into Arial.

→ **Steps to change existing font to Arial font:**

- i. **Select the text which you want to change.**
- ii. **Click the Font drop down arrow.**
- iii. **Choose the Arial Font.**

2. Distinguish between Bullets and Numbering lists. How do you create a bulleted list?

→ A bulleted list **is used to create an unordered list, where no sequence of items is required.**

Numbering list **is used to create an ordered list.** Steps:

- i. **Click Home tab**
- ii. **Bullets or Numbering drop down arrow in paragraph group.**
- iii. **Select a bullet or numbering style.**
- iv. **Type the item and press Enter to include next item in the list.**

3. Write the steps to add a border around a document page.

→ **Steps to add a border:**

- i. Select the text or paragraph.
- ii. Click Home tab
- iii. Select drop down arrow of Borders option in Paragraph group.
- iv. Select the Borders and Shading option.
- v. Then, choose the border for the document.
- vi. Click OK.

4. How do you set page margins of a document from Normal to Narrow? Give steps.

➔ Steps to set page margins of a document from Normal to Narrow are as follows:

- i. Open the document.
- ii. Click the Page Layout
- iii. Select drop down arrow of Margins in Page Setup group. A drop-down list of margin appears.
- iv. Select Narrow margin.

## **BRAIN TEASER**

➤ Write the keyboard shortcuts for the following: -

<b>ACTIVITY</b>	<b>KEYBOARD SHORTCUT</b>
1.To open an existing document	a. CTRL+ O
2. To launch Font dialog box	b. CTRL + SHIFT + F
3. To make text underline	c. CTRL + U
4. To apply justify alignment	d. CTRL + F
5. To print a document	e. CTRL + P

# WORKSHEET - 2

A. Encircle the answer of following in the given maze: -

C	T	N	K	T	M	D	D	M	D	R	N	P
A	F	I	L	E	E	X	P	L	O	R	E	R
S	J	B	R	T	R	D	X	Z	R	D	P	Z
C	D	E	D	V	N	D	R	T	G	A	V	B
A	W	L	N	R	Y	E	Y	E	G	T	M	X
D	K	C	W	R	T	B	M	E	D	M	J	F
E	D	Y	L	D	K	Y	M	N	P	L	I	X
W	Y	C	T	M	X	A	V	O	G	L	O	D
I	Y	E	Y	Q	R	Q	T	L	E	I	G	F
N	N	R	D	G	Z	K	W	D	M	Y	L	R
D	D	W	I	Z	S	Y	N	D	D	L	P	A
O	Y	N	K	E	J	D	G	V	N	Z	T	T
W	S	P	D	G	Z	K	N	Y	P	M	R	G
S	B	G	M	X	L	Z	N	B	T	M	X	T

B. The following are the steps to create a new folder: -

Arrange these steps in order by putting number 1 to 5.

Click on a drive or folder where you want to create a new folder.

2

Click the New Folder option.

4

Open the File Explorer.

1

Type in a name for the created folder and click outside.

5

Select the Home tab.

3

C. Write the use of following keyboard shortcuts:-

- Windows + E To open the file explorer
- Shift + Delete To delete selected files or folder permantely from a computer System.
- CTRL + SHIFT + N To create a new folder on the desktop or at the given location.
- CTRL + E To align the text in center
- CTRL + P To Print a document

## CH-5

# WORKING WITH STYLES AND OBJECTS IN WORD

### ➤ Keywords:

1. **Style set:** A predefined set of formatting.
2. **WordArt:** A quick way to insert decorative text in a document.
3. **SmartArt:** Ready-made graphics to represent information visually.

## EXERCISE

### A. Tick ( ✓ ) the correct option. Cross-check your answers with your classmate.

1. Which of the following tab contains styles?

- a. Insert                      b. Home                      c. Design

2. Which of the following is not a part of the illustrations group of the Insert tab?

- a. Pictures                      b. Shapes                      c. Tables

3. Which of the following tab opens up on selecting a created shape?

- a. Drawing Tools → Format  
b. Picture Tools → Format  
c. Smart Art Tools → Format

4. Which of the following is a keyboard shortcut to open Styles pane?

- a. ALT + Ctrl+ Shift + S                      b. ALT + S                      c. CTRL + S

5. Which of the following do you click to change the shapes of WordArt text?

- a. Insert → WordArt                      b. Format → Text Effects → Transform  
c. Text Effects → Shadow

### B. Fill in the blanks. Compare your answers with your classmates' answers: -

New Style	WordArt	Pictures	Online Pictures	Style
-----------	---------	----------	-----------------	-------

1. You click styles dialoge launcher to open the Styles pane.
2. The Newstyle button in the Styles pane allows you to create a new style.
3. WordArt is a quick way to insert decorated text in document.

4. The **online pictures** option allows you to insert pictures from the computer hard disk.
5. The **pictures** option is present in the illustrations group of the insert tab.

C. State 'True' or 'False' .

1. A style set is a predefined set of formatting. **True**
2. In Word, instead of using predefined styles, you can create your own styles. **True**
3. In Word, you can directly add the text in the Smart Art graphics by clicking on [Text] holder. **True**

D. Short answer the following questions: -

1. What is a Style set?

Ans: - **A style set is a predefined set of Formatting. It consists of font style, colour and size that can be applied to the text to change its appearance quickly.**

2. State the use of WordArt feature?

Ans: - **WordArt is a quick way to insert decorative text in the document.**

3. Which tab allows you to edit and format WordArt?

Ans: - **Insert**

4. What is SmartArt?

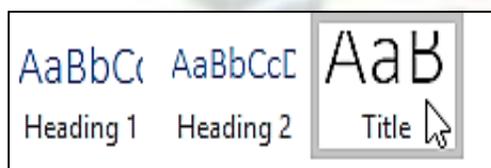
Ans: - **SmartArt feature contains various graphics that allow you to represent information visually.**

5. In which tab is Picture option available?

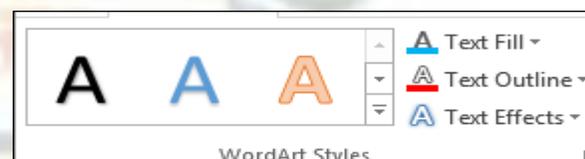
Ans: - **Insert**

## **BRAIN TEASER**

➤ Identify the following groups: -



**Styles**



**Word Art Styles**