पुना International School
Shree Swaminarayan Gurukul, Zundal

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COMPUTER

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TERM-II

INDEX

KEYWORDS:

- **Wrap text:** To break along text into multiple lines in a cell.
- **Merge cells:** To combine two or more adjacent cells.
- **Unmerge cells:** To split a merged cell into multiple cells.

INFO:

- You can remove the Bold Italic and Underline effects from text by clicking again on the respective buttons.
- By default, Excel aligns text at the bottom – left in a cell.

FASTFORWARD:

- Ctrl + Z : to undo your last action; this is called Undo
- Ctrl + Y: to perform action again that you have cancelled by using Ctrl + Z keys: this is called Redo
- Ctrl + B: to make text of selected cells bold
- Ctrl + I: to italicize text of selected cell
- Ctrl + U: to underline text of selected cell
- Shift+F11:toinsertanewworksheet

EXERCISES:

Q: A Tick (√) the correct options

1) Which of the following do you click to access the Font and Font Size options?

   a) Home tab   b) Insert tab   c) Font tab

2) Which alignment do you use to place text at the bottom right corner?

   a) Top,Right   b) Middle, Right   c) **Bottom, Right**

3) Which of the following is used to fill color in a cell?

   a) Fill Color   b) Background Color   c) Font Color

4) The Merge and Center option is present in:

   a) Font group of Home tab

   b) Merge group of Home tab

   c) Alignment group of Home tab

5) Which group of Home tab allows you to access the Conditional Formatting feature?

   a) Font   b)Alignment   c) **Styles**

Q: B Fill in the blanks.

1) Anewrowalwaysappears**before**the selectedrow.

2) The **Shift Cell Right** option shifts the selected cell to right to insert a new cell.

3) The **Unmerged cells** option breaks a merged cell into multiple cells.

4) The term **Alignment** refers to the position of text in a cell.

5) The term **Orientation** means direction of text in a cell.

Q: C State True or False.

1) Anew column always appears on the left of the selected column.   **True**

2) Column headers are labeled with letters.   **True**

3) The cell width and height can be modified.   **True**

4) When you merge cells, the content of all cells appear in the merged cell.   **True**

5) You can select a complete column by clicking the row header.

False**Q: D Match the columns.**

ColumnA	Column B
1. Ctrl + B	a. to undo your last action
2. Ctrl + Z	b. to redo the cancelled action
3. Ctrl + U	c. to make text bold
4. Ctrl +Y	d. to make text italic
5. Ctrl + I	e. to underline text

Ans: 1 – c, 2 – a, 3 – e, 4 – b, 5 – d

Q: EShortAnswerquestions.

1) Saniya wants to split a merged cell into multiple cells. Which option should she use ?

Ans: The steps to split a merged cell into multiple cells are:

   i. Click the Home Tab and go to Merge and Center group.

   ii. Click drop-down arrow.

   iii. Select Unmerge Cell option.

2) Write the keyboard shortcut to insert a new worksheet.

Ans: Shift +F11 shortcut key is used to insert a new worksheet.

3) Which group of Home tab contains the Format option?

Ans: Cell group of Home tab contains the Format option.

4) How do you rename a worksheet?

Ans: To rename a worksheet, double-click the Sheet tab and type in New Name. Press Enter to complete the entry.

5) What is wrap text?

Ans: Wrap text is a feature that breaks along text into multiple lines in a cell

BRAINTEASER:

Q:A Observe the table and write the features and functions that have been used to enhance the data :

1) Alignment   3) WrapText

2) Merging   4) Fill Colour

Q:B Here are the steps to wrap text in a cell or arrange of cells. Arrange them in the correct order by putting numbers 1 to 4.

1) Click the Home tab   **2**

2) Click the Wrap Text   **4**

3) Go to the Alignment group   **3**

4) Select a cell or a range of cells.   **1**

KEYWORDS:

- **HTML:** Hypertext Markup Language
- **Hypertext:** Atext which contains links to other textor web page.
- **Markup:** Acomputer language that uses tags to defineelements within a document.
- **Comment:** A piece of code which is ignored by any web browser.

INFO:

- HTMLfiles are saved with .html or .htm extension.
- Dropping the end tags can produce unexpected results or errors.

FASTFORWARD:

- **Ctrl + O :** to open an HTML document in a web browser.
- **Ctrl + S:** to save an HTML document in a text editor.

EXERCISES:

Q: A Tick (√) the correct options

1) Which of the following is the largest heading tag?
   a) <head>   b) <h6>   c) **<h1>**

2) Which of the following is not an attribute of the <body> tag?
   a) BG color   b) **Align**   c) Background

3) Which of the following is an empty tag?
   a) **<hr>**   b) <body>   c) <html>

4) Which of the following inserts a line break?
   a) **
**   b)   c) <hr>

5) Which of these defines characteristics of an HTML element?
   a) **Attribute**   b) Element   c)Tag

Q: B Fill in the blanks.

1) The **<hr>**tag is used to insert a horizontal rule.
2) The <p> tag is used to write text in a **paragraph.**
3) The tag is used to make text **bold.**
4) The **<i>**tag is used to tilt the text.
5) The **Bgcolor** attribute of the <body> tag is used to set background color of a web page.

Q: C State True or False.

1) HTML is a case sensitive language.   **False**

2) HTML is a platform dependent language.   **False**

3) A value of a tag attribute always comes after an equal to (=) sign.   **True**

4) You write the content of a web page within <head>…..</head>.   **False**

5) The <h1> is the biggest level of heading among all.   **True**

Q: D Match the columns.

Column A	Column B
1. <hr>	a. Line break
2. <p>	b. Horizontal rule
3. 	c. Paragraph tag
4. <i>	d. Bold tag
5. 	e. Italic tag

Ans: 1- b,2- c, 3- d, 4- e, 5- a

Q: E Short Answer questions.

1) What is HTML?

Ans: HTML stands for Hyper Text Markup Language. It allows you to create inter active web pages.

2) Write the names of any two web browsers.

Ans: Internet Explorer and Google Chrome

3) Write any two attributes of the <body> tag

Ans: Background and BG color

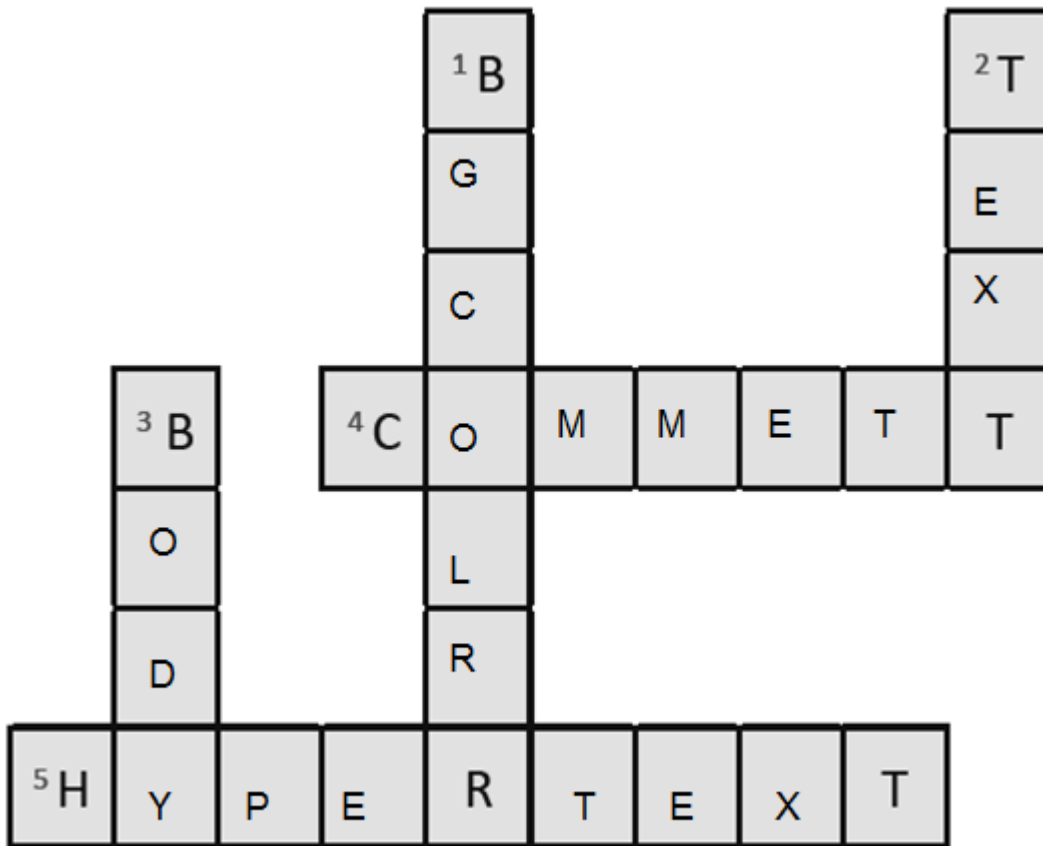4) List any four container tags.

Ans: List of four container tags

      a) <html> ….. </html>

      b) <head> ….. </head>

      c) <title> ……</title>

      d)……

5) What is the use of Align attribute of <p> tag?
   Ans: Align attribute is used to change the alignment of the text within paragraph.

Q: A Solve the following cross word with the help of given clues.

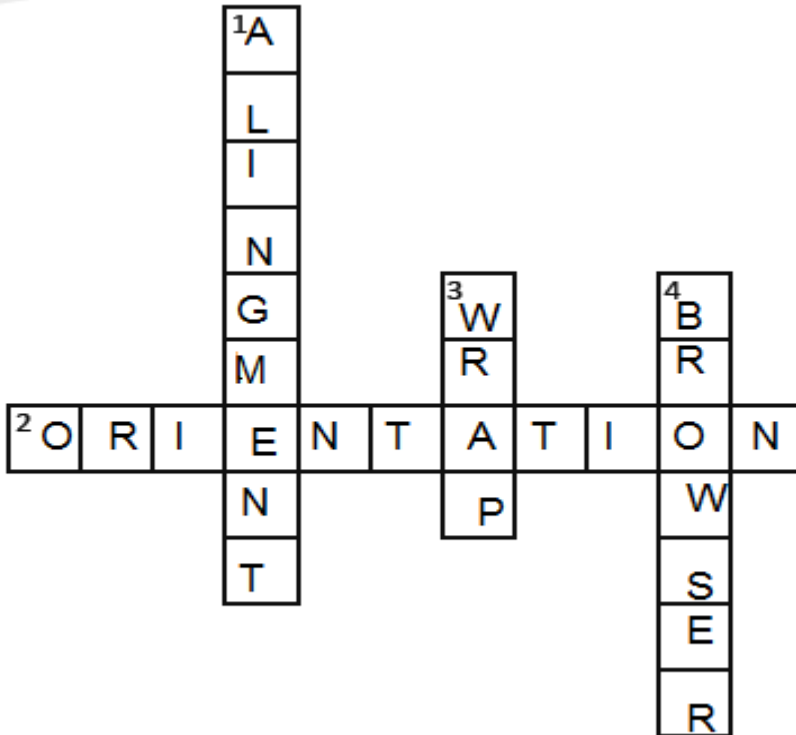|						
	¹B				²T	
	G				E	
	C				X	
³B	⁴C O	M	M	E	T	T
O	L					
D	R					
⁵H Y P E	R	T	E	X	T	

Clues:

1) It is used to specify background color of a web page.

2) It is used to specify color of the text that appears within the web page.

3) It is a tag that contains all the contents of a document or a web page.

4) It is a piece of code which is ignored by any web browser.

5) It is a text which contains link to other text or web page.

Q: B Give answer in one word.

1) HTML stands for–**Hyper Text Markup Language**

2) Who invented HTNL? –**Tim Berners-Lee**

3) HTML files are saved in which format? – **.htm or.html**

4) What is the shortcut key for opening an HTML document? –**Ctrl + O**

WORKSHEET-3

Q:A Solve the following cross word with the help of clues.

```
        ¹A
        L
        I
        N
        G        ³W        ⁴B
        M        R         R
²O  R  I  E  N  T  A  T  I  O  N
        N        P         W
        T                  S
                           E
                           R
```

Hints:

1) It refers to the position of text in a cell

2) It refers to direction of text in a cell.

3) It is a feature of Excel that breaks the extra

   – long text into multiple lines.

4) It is used to access the web pages.

Q: B Describe the use of these HTML tags:

1) <body> - **This tag is used to contain all the contents of a document or a web page.**

2) <p>-**This tag offers away to structure your text into different paragraph.**

3) <title> - **This tag is used to define the title of a document.**

4) <hr>-**This tag is used to insert a horizontal ruler.**

Q: C Write the keyboard shortcuts for the following tasks in Excel:

1) To undo an action   -   **Ctrl + Z**

2) To redo an action   -   **Ctrl +Y**

3) To make text bold   -   **Ctrl + B**

4) To insert a new worksheet-   **Shift+F1**

KEYWORDS:

- **Interpreter:** A language processor which is used to translate high level programs in to machine language.

- **Machine language:** A language that computer understand directly.

- **Error:** A bug

ENRICH YOURSELF:

- Python was created by Guido Van Rossum at CWI in Netherlands. The language was released in 1991.

- Python is driven from many other language, including ABC, Modula -3, C,C++, Algol-68, Small Talk, Unix shell and other scripting language.

INFO:

- Interpreter is a language processor which converts the high- level language in to machine language.

- You do not have to create the folder every time you save a program. You can save all the programs in the My Python folder to locate them easily.

EXERCISES:

Q: A Tick (√) the correct options

1) The source code of Python is available under the _____.

    a) **GNU GPL**   b) IDLE GPL   c) Command line

2) Which of the following is a language processor?

    a) Edit window   b) **Interpreter**   c) Binary code

3) The Python consists of _____.

    a) **Python shell window**

    b) Python command line

    c) Python Edit window

4) The Python program must be saved with the _____.

    a) **.py extension**   b) .yp extension   c).ps extension

5) Which of these is a Python prompt ?

    a) >+   b) >>   c) **>>>**

Q: B Fill in the blanks.

1) Python is a platform **independent** programming language.

2) The **Python Edit** window is used to write a program code containing one or multiple lines.

3) You should not put extra space in between the Python prompt and the **command**.

4) **IDLE** is a graphical development environment for Python.

5) The **Python shell** window shows the result of execution of a program.

Q: C State True or False.

1) Python is an interpreted language.   **True**

2) An interpreted translates the code of a program line by line.   **True**

3) The Python is also called script mode of Python.   **False**

4) The Python shell window allows you to type code next to the prompt.   **True**

5) The Python Edit window is a text editor.   **True**

Q: D Match the following columns.

Column A	Column B
1) Interactive mode	a. Python (IDLE)
2) Script mode	b. To open a new file in Python Edit window
3) F5	c. To run a program
4) Alt + F4	d. Python (command line)
5) Ctrl + N	e. To exit Python

Ans:1 – d, 2- a, 3 – c, 4 – e, 5- b

Q: E Short answer questions.

1) What is a programming language?

Ans: A programming language is a way to instruct a computer to perform certain tasks.

2) Who created Python?

Ans: Python was created by Guido Van Rossum at CWI in Netherlands.

3) Write any two applications of Python.

Ans: Web and Internet development

         Network programming

         Education

        Games and 3D printing.

4) How do you launch Python (Command line)

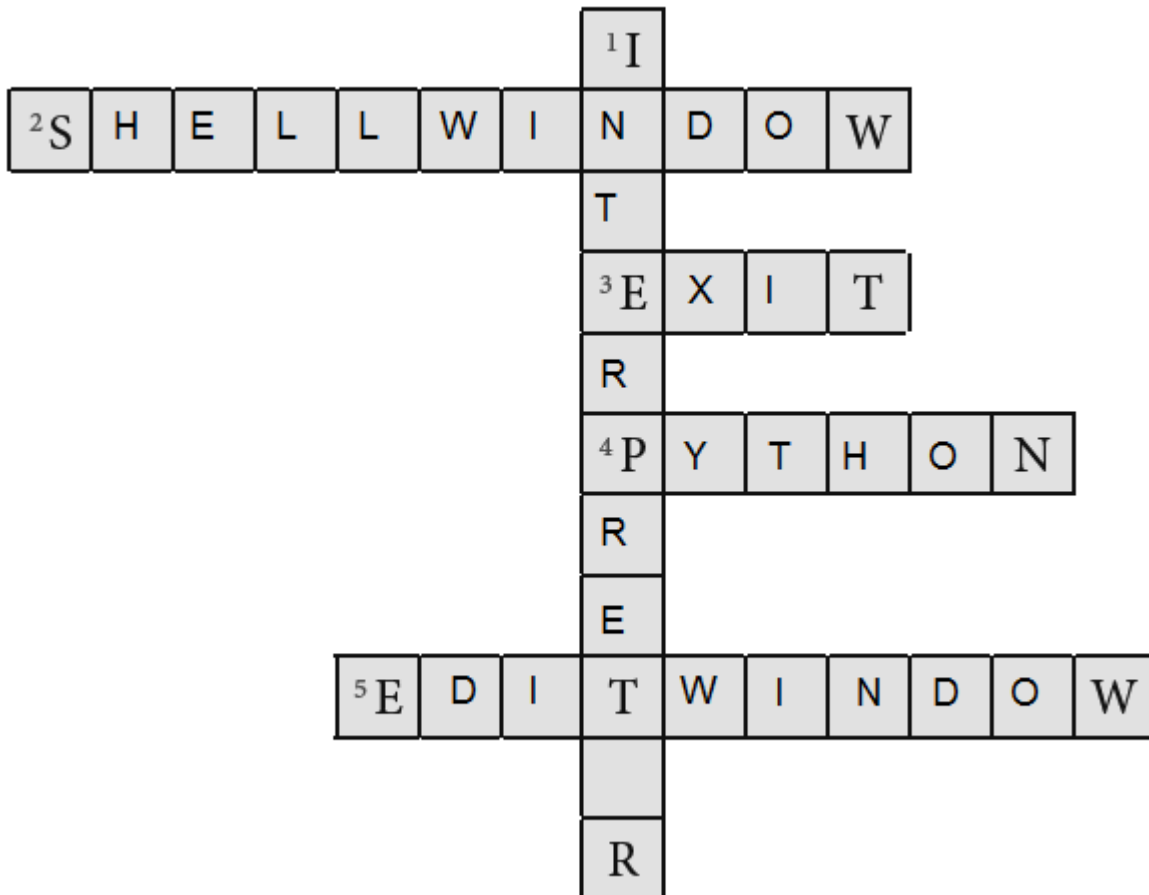Ans: Click on Start – All apps – Python 2.7 –Python (Command line)

5) Which Command and menu do you use to run a Python program?

Ans: Select the Run menu

         Click on Run Module option

BRAINTEASER

Q : A Solve the crossword with the help of clues.

```
                              ¹I
 ²S  H   E   L   L   W   I   N   D   O   W
                              T
                             ³E   X   I   T
                              R
                             ⁴P   Y   T   H   O   N
                              R
                              E
      ⁵E   D   I   T   W   I   N   D   O   W
                              R
```

Clues:

1) It translates the code line by line.

2) The output of the program file appears on this window of Python.

3) It is a function you type to come out of the Python window.

4) It is an interpreted language.

5) This window allows you to write Python scripts.

Q: B Write the use of these keyboard shortcuts.

1) Ctrl + S –**To save a program**

2) F5 – **To execute the program**.

3) Alt + F4 – **To exit Python**.

KEYWORDS:

- **Console:** Refers to text window or output window.

- **Variable**: A temporary location in computer memory to store value.

- **Operators:** Symbols which are used to perform operations on variables.

- **Runtime:** A period during which a program is being executed.

ENRICHYOURSELF:

● From Python version 3.0 onwards, the print statement has become the print () built – in function.

  You just need to add parenthesis.

INFO:

● Any name which is assigned to a variable is called identifier. Generally, identifier is a name used to identify a variable.

• An expression is a combination of values, variable and operators.

FASTFORWARD:

- **Ctrl + N** : to open new text editor.

- **Ctrl + S** : to save a program.

- **Ctrl + O** : to open a saved program.

- **F5** : to run a program.

EXERCISES:

Q: A Tick (√) the correct options

1) Which of these is used to take string input at the runtime?

   a) Input ()   b) print ()   **c) raw_input()**

2) Which of the following is a valid variable?

   a) **name**   b) 21 name   c) $name

3) Which of the following function is used to take Numeric value as an input?

   a) raw_input()   b) Read ()   **c) input()**

4) A string value can be enclosed within:

   a) Double quotes   b) Single quotes   c) **Both a and b**

5) Which of these operators is used within a print statement?

   a**) comma (,)**   b) Equal to (=)   c) Minus (-)

Q: B Fill in the blanks.

1) The **concatenation** operator is used to combine two strings.

2) Runtime is period during which a computer program being **executed**.

3) A **logical** operator compares more than one relational expression.

4) In programming, reserved words are called **keywords**.

5) A **relational** operator compares two values and return either True or False on the basis of comparison.

Q: C State True or False.

1) An expression is a combination of variables and operator.   **True**

2) You can execute a program on pressing F5 key.   **True**

3) You can print multiple things in the same line using the comma (,) operator.   **True**

4) The name of a variable always starts with a digit or an underscore.   **False**

5) A comment always starts with the dollar character, $.   **False**

Q: D Match the following columns.

ColumnA	Column B
1) Input	a. Keyword
2) Break	b. Expression
3) And	c. Function
4) C>B or B >D	d. Variable
5) _Hello	e. Logical operator

Ans: 1- c, 2 – a, 3 – e, 4 – b, 5- d

Q: E Short answerquestions.

1) What is a character set?

Ans: Character sets are the valid characters that Python recognizes.

2) What are tokens in Python?

Ans: Keywords, variables or identifiers, literals, delimiters and operators are called Python tokens. A token is smallest unit of a program.

3) What is keyword?

Ans: Keywords are those words which are already defined in the programming language and have special meaning. They are called reserved words.

4) Give example of two valid variable.

Ans: These are some valid variables : My_name , salary, Percentage, _myname

5) Describe the role of the print statement.

Ans: Print statement prints the Keyword on the Python shell or command line.

BRAINTEASER

Q: A Strick out the invalid variables.

Name%$	Dep_ID	23emp-id	1NAME	Computer_Science
Simple-Interest	AGE	Name	Name%$	ClassName
_Name	Ctity_Name	City1		

Q: B Complete the following crossword with the help of clues.

```
                    ¹L
                     I
                     T                         ²T
  ³C  O   M   M   E   N   T                      O
                     R                           K
                     A                           E
         ⁴D  E   L   I   M   I   T   E   R        N
                     S                           S
```

Hints:

1) These are the values that you assign to variable.

2) The smallest unit of a program.

3) It starts with the hash character '#'

4) These are symbols that perform grouping, punctuation and assignment or binding of objects to names.

KEYWORDS:

- **Email:** electronic mail
- **WWW :** World Wide Web
- **Google :** A Search engine
- **URL :** Uniform Resource Locator

ENRICHYOURSELF:

- The WWW was developed by the Tim Berners-Lee-Lee. It is a huge source of information on the Internet.
- URL stands for Uniform Resource Locator . It is a unique address of a website or a webpage.

INFO:

- To protect your account, never share your password with anyone. If you do so, it may harm you.
- In inbox, the mails that have bold titles are called unread mails. When you read these mails their titles become normal and they are called read mails.

FASTFORWARD:

- Ctrl + T : Open a new tab in the internet Explorer window.

EXERCISES:

Q: A Tick (√) the correct options.

1) The term URL stands for :
   a) Universal Resource Locator   c) Unique Resource Locator
   b) **<u>Uniform Resource Locator</u>**

2) To send an email to the others, you will enter the recipient address in:
   a) Subject field   c) Text field
   b) **<u>To field</u>**

3) The subject field is used for:
   a) **<u>Entering heading</u>**   c)Entering email address
   b) Adding attachments

4) Gmail allows you to send an email attachment up to:
   a) 35 MB   b) **<u>25 MB</u>**   c) 20 MB

5) In your email account, by default all the received emails are stored in:
   a) **<u>Inbox</u>**   b) Trash   c) Outbox

Q: B Fill in the blanks.

1) The **Internet** connects millions of computers through wires and satellite.

2) The first page of the web site is called **Homepage**.

3) A deleted email can be recovered from the **Trash** folder.

4) You can share a received email by using the **Forward** option.

5) If you delete an email from trash, you cannot **recover** it.

Q: C State True or False.

1) Emails are delivered instantly as soon as they are sent.   **True**

2) Emails are more expensive than the ordinary mails.   **False**

3) You cannot send attachments with your email.   **False**

4) To use the facility of email, you need to create an email account. **True**

5) The WWW is a huge source of information.   **True**

Q: D Match the following columns.

Column A	Column B
1) Back button	a. Fresh complete Trash.
2) Empty Trash Now	b. Sends back to inbox
3) Send button	c. Used to reply to an email
4) Reply button	d. Stores received emails
5) Inbox	d. To send an email

Ans:1- B, 2- a, 3 –e, 4- C, 5- d

Q: E Short answer questions.

1) What is an email?

Ans : Email is a service on the Internet by using which you can send your text messages to anyone in any part of the world.

2) What is a web browser?

Ans: A web browser is a software that allows users to view the web pages.

3) What is WWW?

Ans: World Wide Web is huge source of information on the Internet.

4) Write names of any four web browsers?

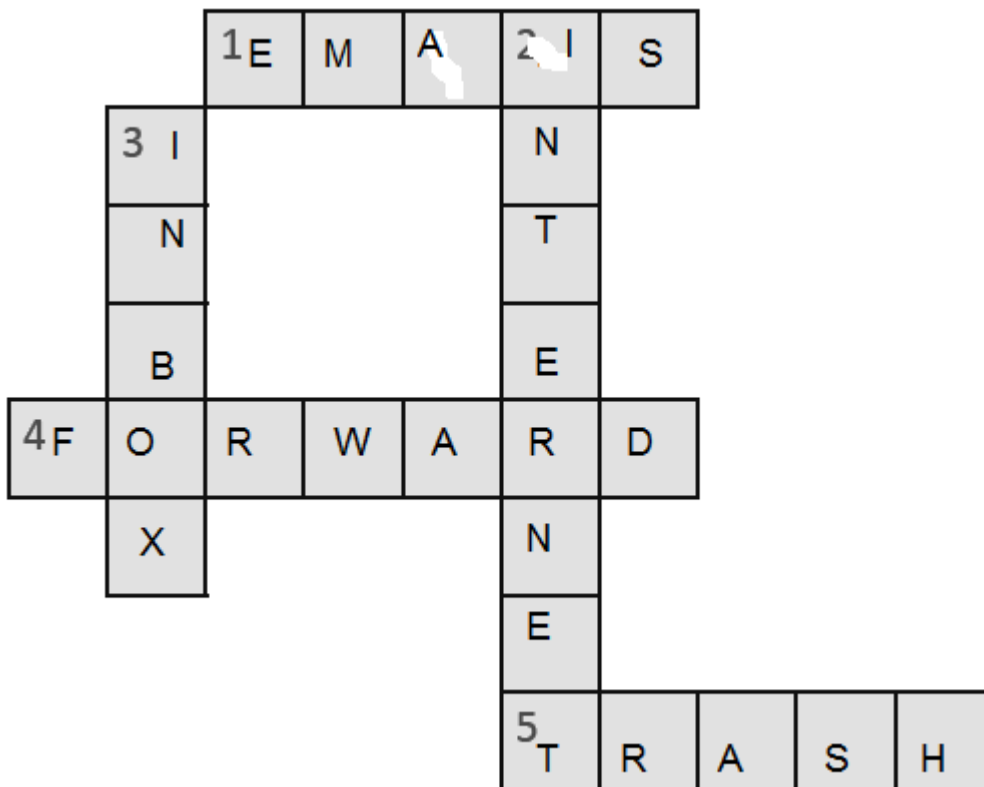Ans: Internet Explorer, Google Chrome, Mozilla Firefox, Opera mini

5) What do you mean by a web browser email account?

6) What is Trash?

Ans: Trash is just like a dustbin. It contains all the emails that you have deleted.

Q:A Complete the following crossword with the help of given clues.

```
          1E   M    A    2I   S
        3I              N
         N              T
         B              E
      4F  O   R    W    A    R    D
         X              N
                        E
                       5T   R    A    S    H
```

1. Delivers instantly over the network.
2. A global network
3. Holds received emails
4. Allows to share an email with others
5. Holds deleted emails.

Q: B Answer in one word.

1. In high fields is an email address entered?   **To field(cc, Bcc)**
2. In which field is the title of an email entered?   **Subject field**
3. Which button do you click to reply to an email?   **Reply button**
4. Which button allows you to forward an email?   **Forward button**

WORKSHEET4

Q: A Complete the crossword with the help of the given clues.

```
1O                              2P              
P                               Y            3T
E                               T            O
R                               H            K
A                               O            E
4P  Y  T  H  O  N  C  O  M  M  A  N  D  L  I  N  E
    O
5V  A  R  I  A  B  L  E
    S
```
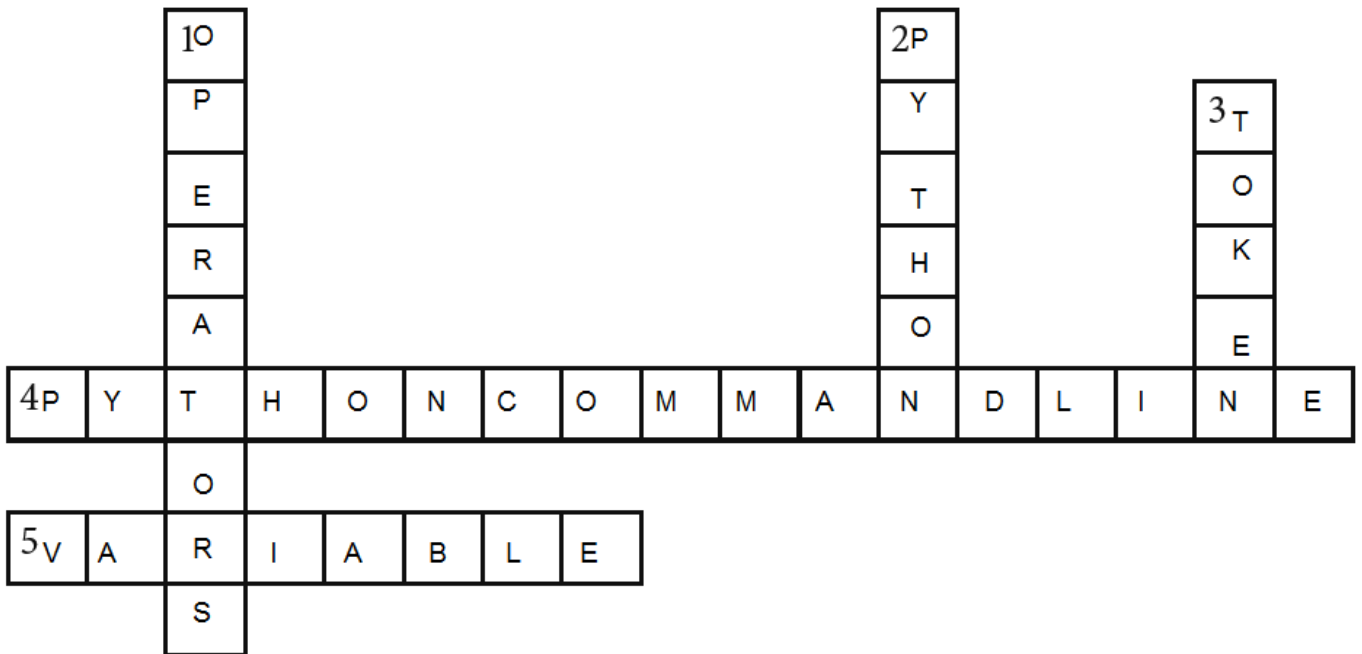
1) These are symbols used to perform operations on variables.
2) It is an interpreted language.
3) It is the smallest unit of a program.
4) It helps to test a short code quickly and easily.
5) It's name always starts with a letter or an underscore.

Q: B Write the steps to compose and send an email.

Step 1: Click the compose button.

Step 2: New message window appear.

Step 3: Fill the information like To, Cc, Bcc, Subject

Step 4: Write message in the text area.

Step 5: Click the send button.

Q: C Expand the following terms.

1) Email – Electronic Mail

2) WWW- World Wide Web

3) URL - Uniform Resource Locator

MODELTESTPAPER1

Q: ATick(√) the correct options.

1) A small computing device that can easily be transported from one place to another is called:
   a) Portable computer b) Desktop computer c) Mini computer
2) A process of copying music, pictures and videos from a CD/DVD to your computer is called:
   a) Zipping b) Ripping c) Burning
3) In word, it is possible to write in columns style as you see in newspaper and magazines using the _____.
   a) Table feature b) Column feature c) Row feature
4) What does an object carry with it if it has more than one animation effects?
   a) Star b) Letters c) Numbers

Q: B Fill in the blanks.

1) A super computer is used for weather forecasting.
2) The control panel enables you to change setting and functionality of a computer.
3) A theme is applied to change the look of the desktop, dialog box etc..
4) In power point, the slides pane is useful when a slide has several effects.

MODELTESTPAPER2