



❖ **FOCUS OF THE CHAPTER:**

- Timeline, frames, keyframes and layers
- inserting and removing frames and keyframes
- creating animations in Flash
- Testing an animation
- Saving an animation as a movie

❖ **KEYWORDS:**

- ❖ Animation: A rapid display of a series of pictures to create the appearance of movement.
- ❖ Shape tween: A method of animation that shows how the shape of an object gets changes to another shape.
- ❖ Motion tween: A method of animation used to change the position of an object from one point to another.

❖ **CHECKPOINT:**

Fill in the blanks.

- 1) **Animation** is the rapid display of a series of pictures in order to create the appearance of movement.
- 2) By default, the **timeline** appears below the Stage.
- 3) A **white** rectangle in the Timeline window represents a frame.
- 4) The **playhead** indicates the current frame on the Stage.
- 5) A **keyframe** is represented by a Black dot
- 6) Layers are like **transparent** sheets.
- 7) You can hide, lock and rearrange **Layers**.

❖ **EXERCISE CORNER:**

A. Tick (✓) the correct answers.

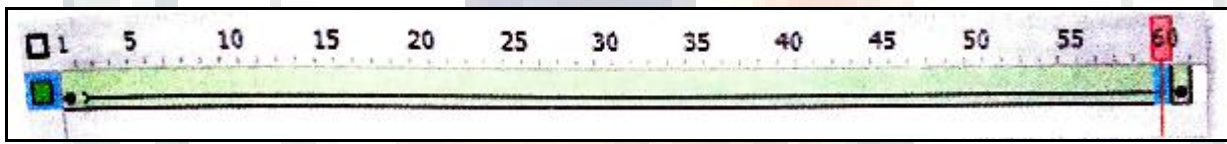
- 1) The Timeline consists of a series of
 - a) **frames**
 - b) layers
 - c) animation
 - d) stages
- 2) The red rectangle with a vertical line is known as the
 - a) frame
 - b) animation
 - c) layer
 - d) **playhead**
- 3) In this animation, you can change the contents in every frame.
 - a) **Frame-by-frame**
 - b) Frame tween
 - c) Motion tween
 - d) Shape tween

- 4) This animation shows how a shape gets changed to another shape.
 a) Frame –by-frame b) Frame tween
 c) Motion tween d) **Shape tween**
- 5) A Flash file is saved in this format as a movie.
 a) .doc b) .pdf
 c) **.swf** d) .jpg

B. Match the columns.

- | | <u>Ans</u> | |
|-----------------|------------|--|
| 1. Frames | c | a. Controls the timing of the appearance of the objects of an animation. |
| 2. Timeline | a | b. overlap each other in the order they appear in the Timeline. |
| 3. Layers | b | c. carry all the objects of an animation. |
| 4. Keyframe | e | d. used to change the position of an object from one point to another. |
| 5. Motion tween | d | e. indicates a change in the content on the Stage |

C. Observe the figure given below and answer the questions.



1. Name the frame numbers that have a keyframe.
 Ans: Frame no 60
2. How do you differentiate a keyframe from a regular frame?
 Ans: Frame represent by white rectangle and Keyframe represent by a black dot
3. How will you insert a new keyframe at frame number 30?
 Ans: Press F6 Function key
4. Which key would you press to preview the animation?
 Ans: Press Enter key

D. Answer these questions.

1) Differentiate between a frame and a keyframe

Ans: Frame:

- 1) A frame is a measure of time on the Timeline.
- 2) A white rectangle in the Timeline window represents a frame.

Keyframes:

- 1) A keyframe indicates a change in the content on the stage.
- 2) A black dot on the Timeline represents a keyframe.

2) What are layers in Flash? What are they used for?

Ans: Layers are like transparent sheets. Each layer contains a different image that appears on the Stage. We can draw and edit objects on one layer without affecting objects on another layer.

3) What are the differences between Frame – by – Frame animation, Shape tween animation and Motion tween animation?

Ans: Frame by Frame : In Frame – by – Frame animation, you can change the contents in every frame.

Shape tween animation: In shape tween animation, you need to draw a shape at one specific frame and change that shape or draw another shape at another specific frame.

Motion tween animation: Motion tween is used to change the position of an object from one point to another.

4) Write the steps to test an animation.

Ans: To test an animation, follow these steps

1. Open any of the saved animation in Flash.
2. Click on the Control menu.
3. Point to Test Movie in the menu.
4. Click on Test in the sub menu that opens. a separate window opens where the animation plays.

E. Activity

ACROSS

5. A rapid display of a series of pictures to create the appearance of movement.

Ans: ANIMATION

6. Represented by a black dot

Ans: KEYFRAME

8. A transparent sheet

Ans: LAYER

DOWN

1. A method of animation used to change the position of an object from one point to another

Ans: MOTION TWEEN

2. The main workspace of Flash

Ans: STAGE

3. A method of animation that shows how a shape gets changed to another shape

Ans: SHAPETWEEN

4. It consists of a series of frames

Ans: TIMELINE

7. Software to make animations

Ans: FLASH

❖ FOCUS OF THE CHAPTER:

- HTML tags and attributes
- Structure of an HTML document.
- Text editor for HTML
- Creating and saving an HTML document
- Viewing and editing an HTML document
- Other useful HTML tags.

❖ KEYWORDS:

- **HTML:** A special language used for creating a web page.
- **HTML tag:** A special keyword that is used to label various elements on a web page.
- **Attribute:** An additional feature that is added to the HTML elements on a web page
- **Nested tags:** tags placed inside another tag

❖ CHECKPOINT:**Fill in the blanks.**

- 1) A website is a collection of **different web pages**.
- 2) A web page is created using a special language called **HTML**.
- 3) An **HTML tag** is used to tell the browser how and where a particular text is to be displayed.
- 4) **Container tags** and **empty tags** are types of HTML tags.
- 5) An Eng tag is created by placing a Forward **slash(/)** in front of a start tag.
- 6) All attribute values are enclosed in **double quote** marks.
- 7) **Text** attributes defines the color of the text of the web page.
- 8) HTML understands only **16** colors by their names.
- 9) **Container** tags exist in pairs.
- 10) In **Nested** tags, the tag that has been opened last should be closed first.

❖ EXERCISE CORNER:**A. Tick (✓) the correct answers.**

- 1) Which of the following is an empty tag?
 - a) <p>
 - b)
 - c)

 - d) <html>
- 2) Which of the following nested tags has been closed in the correct order?
 - a) <html><head><title>Super Computer </title></html></head>
 - b) <html><head><title> Super Computer </html></title></head>
 - c) </title><head></html> Super Computer </head><html><title>
 - d) <html><head><title> Super Computer </title></head></html>
- 3) Which of the following is considered to be the best text editor for creating HTML documents?
 - a) Word pad
 - b) Word
 - c) **Note pad**
 - d) Ms Excel

- 4) Which of the following tags is used to insert a line break?
- a) <hr>
 - b)

 - c)
 - d) <u>
- 5) How many levels of headings are there under the heading tag?
- a) 1
 - b) 6
 - c) 8
 - d) 4

B. Answer these questions.

- 1) Explain the structure of an HTML document.

Ans: The basic structure of an HTML document consists of a head and a body

```
<html>
<head>
<title> ..... </title>
<body>
....
...
...
</body>
</html>
```

- 2) Write the steps to create and save an HTML document.

Ans: 1) Open Notepad and write the following HTML code

```
<html>
<head>
<title> My first web page </title>
</head>
<body bgcolor= "green" text= "white">
WELCOME TO HTML
</body>
</html>
```

- 2) Click on the File menu.
 - 3) Click on Save. The Save As dialog box opens.
 - 4) Locate the path in the drives available, where the file has to be saved.
 - 5) In the File name box, type the name of the file created
 - 6) Click and select All Files from the Save as type list.
 - 7) Click on the Save button to save the file.
- 3) Write the steps to view and edit a saved web page.

Ans: To view the saved HTML document, follow these steps:

- 1) Locate the file using Window Explorer
- 2) Double –click on the file icon to open it.

To make changes in the HTML document, follow these steps:

- 1) Locate the file using Window Explorer
- 2) Right – click on the file icon to open the right – click menu
- 3) Hover the mouse pointer to the open with option to open a sub menu
- 4) Click and select Notepad

The HTML document opens up in Notepad so that you can make changes in the file and save it accordingly.

C. Match the columns:

	<u>Ans</u>	
1. text editor	<u>c</u>	a. </u>
2. empty tag	<u>e</u>	b. bgcolor
3. end tag	<u>a</u>	c. Notepad
4. attribute	<u>b</u>	d. <p>
5. Paragraph	<u>d</u>	e.

D. Classify the following into container and empty tags:

- | | |
|-------------------------------|------------------------------|
| 1.
 - Empty | 2. <h3> - Container |
| 3. <title> - Container | 4. <p> - Container |
| 5. <hr> - Empty | 6. <head> - Container |

E. Name the following tags and write their functions:

1. <p> - Paragraph tag - The Paragraph tag is used to define the start and end of a paragraph in the text.
2. <i> - Italic tag - The Italic tag is used to give an italic effect to the text on a web page.
3. <h6> - Heading tag - h6 is the last and the smallest level.
4. <html> - HTML tag - The HTML tag is used to tell the browser that the text contained between <html> and </html> is a web page and can be viewed in a web browser.
5. - Bold tag - The Bold tag is used to give a bold effect to the text on a web page.
6. <title> - Title tag - The Title tag is used to tell the browser that the text contained between <title> and </title> is the title of the web page.

F Write the tags that should be used to do the following tasks.

1. To italicize the given text - <i>
2. To start a new paragraph - <p>
3. To make the given text bold -
4. To draw a horizontal line between two paragraph. - <hr>
5. To display text in the smallest heading level - <h6>

❖ **FOCUS OF THE CHAPTER:**

- Starting Photoshop
- Creating a new file
- Tools in Photoshop
- Saving and closing a file
- Opening an existing file

❖ **KEYWORDS:**

- Resolution: sharpness of an image measured in pixels per inch
- marquee: a dotted border drawn around an image or object
- opacity: transparency of the brush color
- workspace: blank area in the middle of the photoshop window.

❖ **CHECKPOINT:**❖ **Write T for True or F for False.**

- 1) The Rectangle Tool is used to draw only a rectangle. F
- 2) In the Fill color drop – down menu, the default option selected is Solid Color. T
- 3) The Stroke option is used to select the color to be filled in a reactangle. F
- 4) A smaller percentage in Opacity indicates opaqueness. F
- 5) The Paint Bucket Tool is a hidden tool under the Pattern tab. F
- 6) The Gradient option helps to combine two or more color or shades together. T

❖ **Match the columns.**

- | | <u>Ans</u> | |
|-----------------------------|------------|---|
| 1. CTRL + S | <u>b</u> | a. a hidden tool under the Brush Tool |
| 2. CTRL + O | <u>d</u> | b. saves the file |
| 3. Rectangular Marquee Tool | <u>e</u> | c. selects by drawing a freehand border |
| 4. Lasso Tool | <u>c</u> | d. opens a file |
| 5. Color Replacement Tool | <u>a</u> | e. selects a rectangular portion of an image. |

❖ **EXERCISE CORNER:****A. Tick (✓) the correct answers.**

- 1) Which of these tabs belong to the Fill option?

a) No Color	b) Solid Color
c) Pattern Color	d) all of these
- 2) Which of these options is used to fill in two or more colors or shades combined together?

a) Gradient	b) Pattern
c) Solid	d) Brush
- 3) Which of these tools is used to fill a pattern or a design in a rectangle?

a) Gradient	b) Rectangular Marquee
c) Lasso	d) Pattern

4) Under which of these tools is the Paint Bucket Tool hidden?

- a) Rectangle tool
- b) **Gradient Tool**
- c) Brush tool
- d) Lasso Tool

B. Match the following Photoshop tool icons with their names:

Ans



d

c

b

a

f

e

a. Eraser Tool

b. Horizontal Type Tool

c. Crop Tool

d. Rectangle Tool

e. Paint Bucket Tool

f. Brush Tool

C. Answer these questions:

1) Name the main parts of the Adobe Photoshop welcome screen.

Ans: The Adobe Photoshop welcome screen has main five parts:
Menu bar, Tools panel, Options bar, Color panel and Workspace

2) Name different tabs available under the Fill option.

Ans: The Fill option has four tabs:
No Color, Solid Color, Gradient and Pattern

3) Write the use of the Rectangle tool.

Ans: The Rectangle Tool is used to draw a rectangle or a square.

4) What is the Horizontal Type Tool?

Ans: The Horizontal Type Tool is used to type text. we can type text on the image or in the blank workspace.

5) What is the function of the Move Tool?

Ans: The Move Tool allows you to move an item on the workspace. The item can be an image, object, drawing or text object.

6) What is the use of the Color Replacement Tool?

Ans: The Color Replacement Tool is a hidden tool under the Brush Tool. We can use it to replace one color in the image with another without affecting other colors.

D. NUMBER THE STEPS IN CORRECT ORDER TO OPEN AN EXISTING FILE IN PHOTOSHOP:

- 2 Click on Open to open the Open dialog box.
- 1 Click on File.
- 4 Click on Open button.
- 3 Select the file.

❖ **FOCUS OF THE CHAPTER:**

- Computer virus
- Symptoms of virus
- Types of virus
- Other harmful programs
- Antivirus software

❖ **KEYWORDS:**

- ❖ **Virus:** A program designed to perform undesired and malicious actions.
- ❖ **spam:** Unsolicited and unwanted email
- ❖ **Trojan horse:** A harmful program that damages the computer once it runs.
- ❖ **Quarantining:** Isolation of a file by antivirus software

❖ **CHECKPOINT:****Fill in the blanks.**

- 1) The term **malware** is formed by the combination of the words – malicious and software.
- 2) A virus can **infect** the files in your computer.
- 3) Elk Cloner, Brain, Disk Killer and Stoned virus are types of **boot sector** viruses.
- 4) A **file infector** virus infects program and executable files.
- 5) **Spam** refers to unsolicited and unwanted email.
- 6) Elkern, Marburg, Satan Bug and Tuareg are examples of **Polymorphic viruses**.

Match the Columns.

	Ans	
1. Trojan horse	c	a. runs in the background of another file
2. Worm	d	b. an Advertising Supported Software
3. Backdoor virus	a	c. although safe, but dameages the system one it runs
4. Spayware	e	d. can multiply itself over a network.
5. Adware	b	e. collects information about the Internet surfing habits of the user.

Fill in the blanks:

- 1) **Quarantining** a file is the first action performed by an antivirus software.
- 2) In **Repairing** method, the antivirus removes the virus code and repairs the file.
- 3) **Repairing** a file is the best method to remove a virus code and restore the file to its original form.

❖ **EXERCISE CORNER:****A. Tick (√) the correct answers.**

- 1) A virus that infects executable files is known as a

a) polymorphic virus	b) macro virus
c) file infector virus	d) boot sector virus

- 2) A virus that runs on the background of a file is known as
- a) **backdoor virus**
 - b) spyware
 - c) worms
 - d) adware
- 3) You must regularly do this on your computer to remove viruses.
- a) Print
 - b) Paint
 - c) **Scan**
 - d) Email

B. Write T for True or F for False:

- 1) A computer virus is a program that is designed to make our work easier. **F**
- 2) Boot sector viruses are loaded and run immediately at the time of booting the computer. **T**
- 3) A macro virus changes its code every time it infects a new file. **F**
- 4) Slammer Worm and Storm are examples of backdoor viruses. **F**
- 5) Deleting a file is usually the first action that an antivirus software will take in case a virus is found. **F**

C. Unscramble the following words:

- 1) SMOWR – **WORMS**
- 2) VNARTUIIS – **ANTI VIRUS**
- 3) CROMA – **MACRO**
- 4) DAREWA – **ADWARE**
- 5) JTORNA – **TROJAN**

D. Identify the type of virus:

- 1) A virus that infects the boot records of a system is **Boot Sector virus**
- 2) This type of virus is designed to collect information about the frequently visited websites.
Spyware
- 3) This type of virus changes its code every time it infects a new file. **Polymorphic**
- 4) This type of virus is used to display advertisements in the form of banners and pop – ups.
Adware
- 5) Cascade, Sunday and Invader are examples of this type of virus. **File infector virus**

E. Answer these questions.

- 1) What do you understand by the term malware?

Ans: The term ‘malwar’ has been formed by the combination of two words – malicious and software. It is important to know about these threats and measures so that we can protect our computers and the data stored on them.

- 2) What is a computer virus and how does it spread?

Ans: A computer virus is a program designed to perform undesired and malicious actions.

A virus can enter a computer without the user’s knowledge. It then attaches itself to a program and each time the program runs, the virus replicates and attaches itself to other programs.

- 3) What are the symptoms of a computer virus?

Ans: The most common symptoms of the presence of a virus in a computer system are:

- 1) Unusual messages start appearing on the screen.
- 2) The speed of the computer decreases.
- 3) Files are deleted or damaged.
- 4) The software or operating system seems to be changed.
- 5) Automatic rebooting or restarting of the computer system.

- 6) Random appearance of a blank blue screen on the monitor.
7) Random playing of strange sounds.
8) The data on the system become inaccessible.
- 4) Why is a polymorphic virus difficult to detect?
Ans: Because a polymorphic virus changes its code every time it infects a new file. So it can have hundred of different forms.
- 5) What are Trojan horses and worms?
Ans: A Trojan horse is a program that appears to be safe but damages the computer once it runs. Trojans do not reproduce by infecting other files like viruses not do they replicate.
A worm is a program that copies itself from one computer to another or over a network.
A worm is capable of running itself and does not need a host program to run like the virus.
- 6) What is an antivirus? Name some antivirus programs.
Ans: Antivirus software are programs which are used to detect and remove viruses and other malware from a computer
Some popularly used free antivirus software are Avira Free, AVG Free, Bitdefender, Panda Cloud and so on.

