पुUना International School
Shree Swaminarayan Gurukul, Zundal

CLASS –VI

SUPER COMPUTER

EXERCISE CORNER

SPECIMAN COPY

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INDEX

CH-2 MORE ON WINDOWS 7

Focus of the chapter

- Libraries
- Pinning a program
- Shake windows
- Jump list
- Stacking
- Useful applications in Windows 7 – playing audio or video, Burning a CD, Recording sound, scanning
- Setting a screen saver

Keywords

1. Jump list - a list of recently opened items

2. Burning a CD – writing data onto a CD

3. Desktop background - the background picture of the window desktop.

4. Screen saver – a moving picture or pattern that appears on the computer screen when the keyboard or mouse is not used for some time

Checkpoint

1. The Libraries / Folder bank feature manages and displays files that are located in multiple locations in your computer.

2. The Stacking / **Jump list feature shows a list of recently opened files, folders or websites**.

3. You can quickly minimize every open window expect one using the Shake / Stack feature.

4. The Pinning / **Stacking feature helps to view windows side by side.**

Exercise corner

a) Tick (✓) the correct answers.

1. Which of the following is not a feature of Windows 7?
a) Jump lists   b) Stacking
c) Libraries   d) **MS Word**

2. Which of the following is used to play audio and video files?
a) Windows Scan   b) Sound recorder
c) **Windows media player**   d) Screen saver

3. Which of the following is used to record sound?
a) Windows Scan   b) **Sound recorder**
c) Windows media player   d) Libraries

b) Write T for true or F for false.

1. The Libraries manages files that are located in a single location in your computer. **F**

2. You can create a new library. **T**

3. A jump list provides quick access to recently opened files or websites. **F**

4. The Shake windows feature makes it quick and easy to view documents side by side. **F**

5. A CD gets automatically ejected from the CD/DVD drive when the burn is complete. **F**

c) Fill in the blanks to complete the steps.

➢ **To scan a document:**

1. Click on Start ⟶ All Programs ⟶ <u>Windows Fax and Scan</u>

The Windows Fax and Scan window opens.

2. Click on the <u>Scan</u> button in the Navigation pane, then click on the **New Scan** button on the toolbar. The <u>New scan</u> dialog box opens.

3. Click on the <u>Profile</u> list and choose an option to describe your scan.

4. Click on the <u>Preview</u> button to see how your document will look like when scanned.

5. If you are happy with the preview, click on the <u>scan</u> button. Windows scans document and shows an image of your document.

6. Click on the button. The <u>Save as</u> dialog box opens.

7. Enter the <u>file name</u>, the type of graphic you want to save your file as, and then click on the save button.

ACTIVITY

Q. Identify the icon and write their name: -
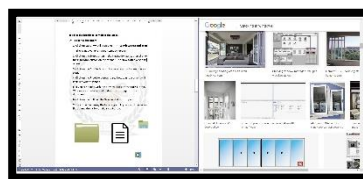
Sound Recorder	Screen Saver	File	Library

Shaking	Video player	Stacking	Folder

CH-3

WORKING WITH OBJECTS AND TABLES IN MS WORD

➤ **Focus of the chapter: -**
- Inserting a picture
- Cropping a picture
- Inserting a Clip Art
- Inserting WordArt
- Inserting shapes
- Inserting symbols
- Inserting a table
- Selecting rows and columns in a table
- Inserting and deleting rows and columns in a table

KEYWORDS

1. **Object –** an element other than text in a word document

2. **Clip Art**- a ready-made picture that can be used in a document.

3. **WordArt**- a feature used to add special effects to a word.

4. **Cell**- intersection of a row and a column in a table.

CHECKPOINT: -

Q. Fill in the blanks: -

1. You can use the **insert** tab to add objects to your document.
2. To crop a picture, you need to click on the Crop option in the size group on the **format** tab.
3. **Word art** feature adds special effects to selected text in a document.
4. To insert text inside a shape, click on the **address** and type the text.

EXERCISE CORNER

A. Tick (✔) the correct answers: -
1. Which of the following is not considered as an object?
   a. Super computer   b. **Your text here**
   c. Car   d. Oval
2. Which tool is used to remove the unwanted part of a picture.
   a. **Crop tool**   b. Resize tool
   c. Rotate tool   d. Delete tool
3. Which of the following is a ready-made picture that can be used directly in a document.
   a. WordArt   b. **Clip Art**
   c. Symbol   d. Table
4. Which tab will you use to change the colour of a WordArt style?
   a. File tab   b. Home tab
   c. Insert tab   d. **Format tab**
5. Which feature will you insert to insert   ? ©
   a. Shape   b. **Symbol**
   c. WordArt   d. Clip Art

B. Tick (✔) the things that you can do using the Insert tab.

1. Adding text   ✔
2. Cropping a picture   ✔
3. Inserting a Clip Art   _____
4. Opening Windows Explorer   _____
5. Playing Games   _____
6. Making tables   ✔

C. Write T for True or F for False: -

1. You can crop a picture after inserting it
in a document.   (T)

2. You cannot add text into a shape inserted
in a document   **(F)**

3. You cannot change the font size of a
Symbol   **(F)**

4. You cannot insert a table of more than 10
columns   **(F)**

5. To select the entire table, click on   **(T)**

6. You cannot delete an entire table   **(F)**

D. Identify the icons and write why they are used.

1. <u>**Clip Art,**</u>   <u>**Ready- made picture used in document**</u>

2. <u>**Word Art,**</u>   <u>**Used to add special effects in doc.**</u>

3. <u>**Shapes Tool,**</u>   <u>**It is used to add shapes in doc.**</u>

4. <u>**Symbol Tool,**</u>   <u>**It is used to add symbols**</u>

5. <u>**Tables Tool,**</u>   <u>**It is used to present number and text**</u>

E. Number the steps in the correct order to delete a row from a table.

<u>**3**</u> In the rows & columns group, click on delete.

<u>**4**</u> Click on the delete rows option from the list

<u>**2**</u> Click on the Layout tab.

<u>**1**</u> Click on any cell of the row to be deleted.

CH-4
Advanced Formatting in MS Word

➢ **Focus of the chapter: -**
- Paragraph formatting- line spacing, paragraph spacing, indents
- Page formatting- page margin, page orientation, columns, headers and footer, page number, page border
- Printing a document

KEYWORDS

1. **Indent-** the distance of a line or paragraph from the margin
2. **Page Margin-** the blank space between the text and the sides of a page
3. **Header-** text or image that appears in the top margin of a page
4. **Footer-** text or image that appears in the bottom margin of a page

❖ **CHECKPOINT: -**

Q. Write T for True or F for False: -

1. Line spacing is the vertical space before and after a paragraph. (F)
2. First line indent sets the starting point of the first line of a paragraph (T)
3. By default, left indention is set at 0.50 (F)
4. There are three options for page orientation (F)

EXERCISE CORNER: -

A. Tick (✔) the correct answers.

1. Which of the following can be used to change the vertical space between two adjacent lines of a paragraph?
   a. **Line spacing**   b. Paragraph spacing
   c. Indentation   d. footer

2. Which of these describes the distance of a line or paragraph from the margin?

a. **Indent**   b. Line spacing

c. Paragraph spacing   d. Footer

3. Which of the following is used to set the starting points of all lines in a paragraph?

a. **Left indent**   b. right indent

c. first line indent   d. hanging indent

4. Which of these is not a type of page orientation?

a. Portrait   b. landscape

c. **hanging**   d. none of these

5. Which tab contains the option to print a document?

a. insert   b. **file**

c. page layout   d. home

B. Name the tab you will use to perform the following tasks in MS Word.

1. To set indents   **Home Tab**

2. To set page margins   **Page Layout**

3. To arrange text into columns   **Page Layout**

4. To insert a header and footer   **Insert**

5. To apply a page border   **Page Layout**

C. Number the steps in the correct order to arrange text in a column format.

__2___ Click on the page layout tab.

__1___ Select the text.

__3___ Choose the number of columns from the list.

__4___ Click on columns. A drop-down list appears.

ACTIVIT Y: -

FIRST LINE INDENT	Dr APJ Abdul Kalam was a great scientist. He was born to poor parents in Rameswaram, Tamil Nadu. Braving hardships and earning scholarships, Dr Kalam studied hard and become a scientist.
LEFT INDENT	Dr Kalam and his team designed India's first rocket SLV-3 that launched a satellite to orbit the Earth. He played a major role in developing missiles such as the Prithvi and the Agni in India. He was awarded the Bharat Ratna in 1997.
HANGING INDENT	Dr Kalam was elected President of India in 2002. He used to encourage and inspire students and teachers across India. He was very popular among people for his simple-heartedness and was fondly called the 'People's President'.
RIGHT INDENT	Dr Kalam and his team designed India's first rocket SLV-3 that launched a satellite to orbit the Earth. He played a major role in developing missiles such as the Prithvi and the Agni in India. He was awarded the Bharat Ratna in 1997.