My Book of Computer - 3

(Activity Answers)

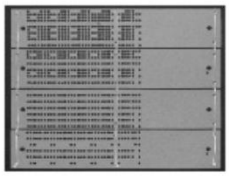
Chapter 1: History of Computer

Exercise A:

1. Abacus
2. Napier's Bones
3. Blaise Pascal
4. Counter
5. Gottfried Wilhelm
6. 1801
7. Punch Card
8. Punch Cards

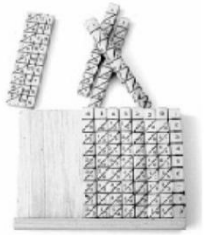
Exercise B:

Pascaline



Punch Card

Slide Rule



Napier's Bones

Abacus

Exercise C

- 5000 years ago

  Abacus

- 1600s

  Napier's Bones

  Slide Rule

  Pascaline

  Stepped Reckoner

- 1801

  Cloth weaving looms operated by punch card.

Chapter 2: The things inside your CPU

Exercise A

1. Mother board
2. Processor
3. RAM
4. Permanent
5. ROM
6. Hard disk
7. Cards
8. Graphic cards
9. Casing

Exercise B

Answers

1. Mother board is the large board that carries all the components of a CPU, like processor, RAM, ROM and devices.
2. Cards increase the capabilities of a computer.

Exercise C

1. All the components of the CPU are placed in casing
2. Turn your computer into TV TV turner card
3. Saves files and folders permanently hard disk
4. Contains a number of transistors processor
5. Small programs of ROM are called firmware

Chapter 3: Embedded computers

Exercise A

Answers

1. Embedded computers are small computers designed to carry out one task. These computers are hidden within the machines they serve. These are not look like a regular PC.

2. Embedded computers are used in cars, washing machines, petrol filling machines etc. it means nowadays these computers are used mostly in all mechanical, electrical and electronics machines.

Exercise B

1. A specific task / one task
2. Operator
3. Antilock Breaking System
4. Repetitive task
5. More effective

Exercise C

1. True
2. True
3. False
4. False
5. True
6. False
7. True
8. True

Chapter 4: What operating system does

Exercise A

1. Operating system
2. Program
3. RAM
4. Data
5. Device driver
6. Operating system

Exercise B

Answers

1. Operating system links hardware and software

   Manages RAM.

   Control file system

   Control devices

   Communicates with the users.
2. It communicates with the users through prompts, warning status messages by using monitor and speakers.
3. It determines which program needs how much memory during operation and allots it accordingly.
4. The specific way in which files are stored in a computer is called a file system.
5. It is a specific program which is needed to communicate with and control hardware devices.

Exercise C

1.	All devices	need drivers to run.
2.	RAM is used	during program execution.
3.	A file is a	collection of data.
4.	Operating system	control all activities of computer.
5.	Monitors and speakers	help us communicate
6.	Interface	enables instruction between user and computer
7.	Computer peripherals	are the devices attached to the CPU.

Chapter 5: Understanding Windows

Exercise A

1. Windows
2. Shortcut
3. Recycle Bin
4. Right click
5. Start Button
6. Shortcut

Exercise B

Answers

1. Shortcut: is a link to a file, folder or program. When click on it that file, folder or program will immediately open no matter where it is located.
2. Computer icons: are small pictures or symbols of a program, file or device. When click on it the file, folder or program will open or run.
3. Start Button: it is located at the bottom left of the screen. When click on it Start menu will appear contain all the option you need to work on your computer.
4. Control Panel: it allows you to manage Windows and your computer.
5. If you want to search a file type its name in the box and Search help you to located it.

Chapter 6: Program for imaging Photoshop

Exercise A

1. Photoshop
2. 1990
3. Pixels
4. Selection
5. Layers
6. Clone
7. Edge enhancement
8. Merging

Exercise B

Answers

1. Selection : To work on a particular part of an image without effecting the other areas of the image selection is the best option. It puts a boundary around the part on which you want to work.
2. Brightness and Contrast: Adjustment of brightness or contrast of the whole image or a part of it.
3. Sharpening and Softening: Make an image clear or blur.
4. Selecting and merging images: Merge one or more individual images into a large image.

Exercise C

Layers allows placement of one element over another without affecting those below or above. Each element is capable of being individually positioned, altered and blended with the layers below.

Chapter 7: Understanding Word

Exercise A

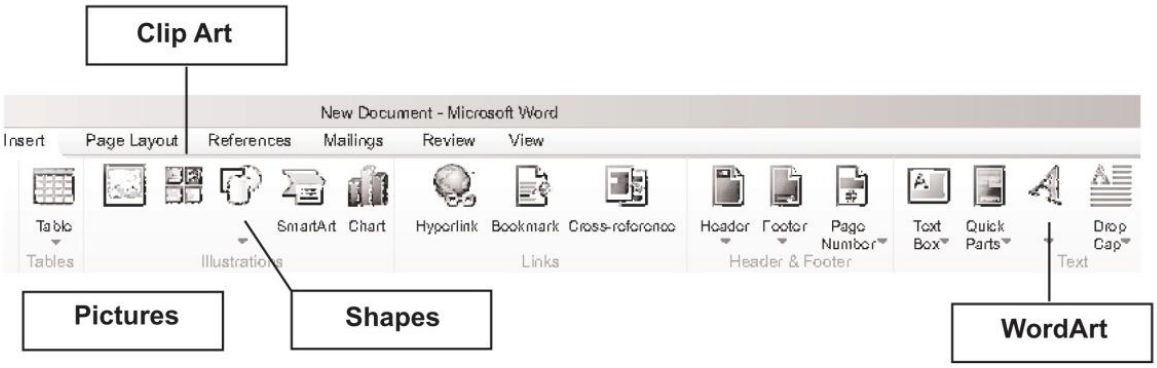
1. MS Word
2. Page
3. Home
4. Page layout tab
5. Five
6. WordArt
7. Page layout tab
8. Four

Exercise B

Answers

1. Justified text means both left and right sides are aligned.
2. Indented text means that the first line of the paragraph moves inward.
3. We use this tab when we want to insert various objects in the document like pictures, drawings, charts, tables shapes date and time etc.
4. We use WordArt to give an artistic look specially to our headings in a document.

Exercise C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New Document - Microsoft Word
Insert
Page Layout
References
Mailings
Review
View
Table
SmartArt
Chart
Hyperlink
Bookmark
Cross-reference
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Footer
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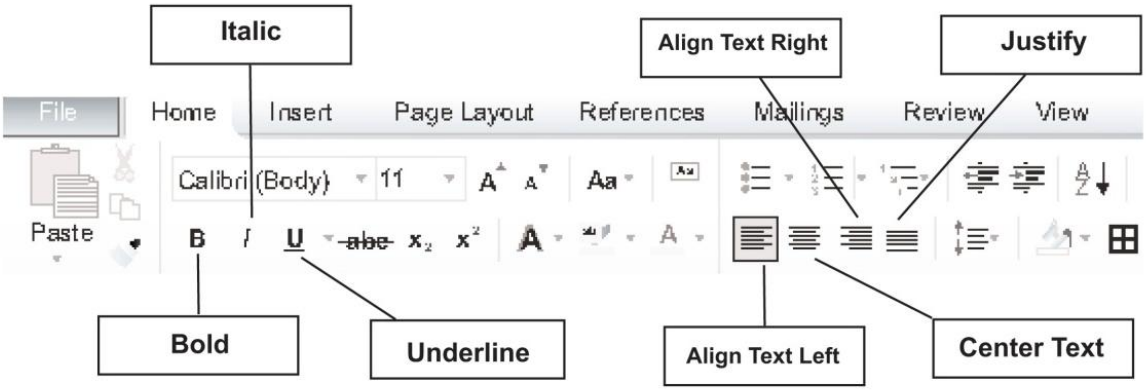
Text Box
Quick Parts
Drop Cap
Tables
Illustrations
Links
Header & Footer
Text
Pictures
Shapes
WordArt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Page Layout
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Mailings
Review
View
Paste
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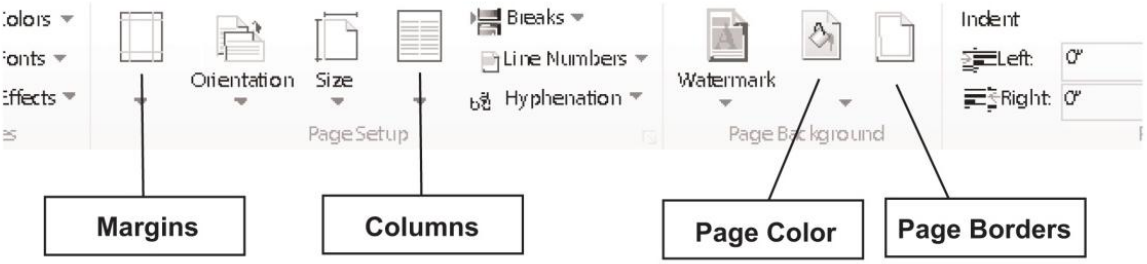
Bold
Underline
Align Text Left
Center Text


Orientation
Size
Breaks
Line Numbers
Hyphenation
Page Setup
Watermark
Page Background
Indent
Left:
Right:
Margins
Columns
Page Color
Page Borders

Chapter 8: Understanding Word

Exercise A

1. Adding Date and Time in a document

   Go to Insert Tab

   Go to Text Section and click Date and Tim button. (A window will open)

   Select a Date and Time format

   Click OK.

2. Adding bullet points to a text.

   First select the text.

   Go to Paragraph Section and click Bullets icon.

   The text becomes bulleted.

Exercise B

Answers

1. Press Ctrl and N key together. A new document will be open.
2. We format our document because a formatted document looks batter and leave a good impression on the reader.

Exercise C

1. Place the cursor where you want to add a picture.
2. Go to Insert Tab and click it.
3. Click the picture button.
4. Go to the place where the picture you wish to add is located.
5. Select the picture you wish to add.

Chapter 9: Routine problems and their solutions

Exercise A

1. Check whether computer is plugged properly or not.
2. First save the work by pressing Ctrl + S keys.
3. Restart your computer.

Exercise B

1. Windows
2. Restart
3. Problem
4. Care
5. Technician
6. Ctrl + S

Exercise C

1. False
2. True
3. False
4. True
5. True

Chapter 10: The living Internet: Basics

Exercise A

1. Internet
2. Nine hundred
3. Communication
4. File sharing
5. Tablet computers
6. HTML
7. Websites
8. Videos and audios.

Exercise B

1. Open an e-mail program. Type the address to whom you want to mail. Attached your document and click Send button.
2. We could do this by acquiring an internet address and making our file in HTML format.
3. Websites are good because one it made and then unlimited users can visit it.
4. Latest cars have internet based navigation system. This system gives you turn by turn direction in audio to reach to the address you typed in.

Chapter 11: Understanding Chrome

Exercise A

1. Browser
2. Internet Explorer
3. Chrome
4. Control Menu
5. Page address
6. Control menu

Exercise B

1. Control button	has all the options you need to operate Chrome
2. Control menu	is divided into eight sections
3. Zoom option	enables you to increase the size of pages
4. Full Screen	is the button beside + buttion
5. New Window	opens a new window

Exercise C

Options	Section
Bookmarks	1
Exit option	8
History and Downloads	5
Zoom option	3

Edit option	2
Save page as	4
Login option	6
Setting and Help	7

Chapter 12: The coming revolution: Wearable computers

Exercise A

1. Optics: The science of lenses and vision.
2. Infrared: The technology which lets us see in the dark.
3. Cloud Computing: The technology which will give the tiniest of computers the power of supercomputers.
4. Biometrics: The sciences which enables a computer to recognize a person and understand what he is saying.

Exercise B

Answers

1. In the next few years wearable computer available in the form of wristwatches, glasses, headbands and bracelets.
2. Wearable computers will be helpful

- To recognize any person
- Enhance your sense of smell and hear
- Show a clear image of any person or place in darkness
- Monitor your heart beat, pulses, blood pressure etc.

3. It displays information on a tiny screen and could interact with the internet via voice commands.

Exercise C

1.	Apple	may make wearable computers in the form of watches
2.	Cloud computing	gives small computers the power of supercomputers
3.	Epidermal computers	are worn on hand and body
4.	Biometrics	technology that enable computers to recognize a person
5.	Infrared	can see in the dark
6.	Google glasses	access maps for direction