

## My Book of Computer - 6

### (Activity Answers)

#### Lesson 1: Be a safe and ethical computer users

##### Exercise A:

1. Damaging
2. Login password
3. Internet
4. Time date
5. Replicating
6. Boot
7. Memory resident
8. Executable
9. Inline
10. Worms
11. Cyber bullying
12. Responsibility

##### Exercise B:

1. Boot virus
  - Affect the boot operations of computer
  - Computer cannot be able to start up.
2. Memory Resident Viruses
  - Hide inside the RAM and activate every time when computer start up.
  - Affect on speed and performance of all applications.
3. Program Viruses
  - Infect only executable files or programs.
  - They cannot infect data files and can be easily removed.
4. Trojan Horses
  - Steal login and private information (like email or password) of online users.
  - Users of online banking are the main targets of Trojans attackers.
5. Worms
  - Do not infect computer files or programs. Basically worms spy online activity of a user and pass on this information to worm developers.
  - Slow down internet connection.
6. Browser Hijacker
  - Can be automatically downloaded.
  - It can take control of internet browser and can re-direct to certain sites.

## Exercise C

## Answers

1. Install and keep up-to-date antivirus software on your computer.
2. Scan portable data drives (USBs, memory cards) with your antivirus software before plugging them onto your computer.
3. Do not download software, songs, videos and wallpapers from unknown websites.
4. Do not open emails from unknown senders.
5. Never share an internet connection or Wi-Fi with strangers.
6. Never share your login IDs, passwords or any personal information online.
7. Avoid clicking on ads while using the internet, even if they look tempting.
8. Always shut down your computer properly.

## Exercise D

Cyber Bullying involves posting hate comments on different websites and social networks, most usually by ordinary internet users. Someone who uses internet to spread hate will pull your legs by disgracing your nationality, religion using means like comments, photos or videos.

The best way to fight cyber bullying is to never give it any importance. Never respond to a hateful thing with hate. Never post indecent things yourself. When you do, you are inviting others to bully you or your loved ones.

**Lesson 2: The structure and working of a computer (Part 1)**

## Exercise A

1. Power supply
2. ROM
3. Booting
4. Operating system
5. RAM
6. Monitors
7. LCDs and LEDs

8. Windows 8
9. Resolution
10. Hotspot
11. Kernel
12. RAM
13. Hard disk
14. One
15. Kernel

#### Exercise B

Booting process begins with the configuration of your IO (input/output devices) and other hardware. The computer starts reading the storage devices such as CD ROM, Hard disk, networks, etc. for booting data called boot record. Once the computer finds the booting data, it starts to load the Windows operating system.

As soon as Windows is loaded onto the RAM, it starts working; the system launches all utilities you have selected. For instance, it loads your themes, hardware drivers, or internet connections as part of its startup process. As the process concludes you will see desktop on the monitor.

#### Exercise C

Kernel is the core component of an operating system. Kernel is an internal program of an operating system and automatically loaded at the start up into the RAM. The primary task of kernel is to translate instructions of your applications so that your hardware understands them. Kernel mainly deals with three main components

1. CPU:
2. RAM:
3. Input and Output devices (I/O):

### **Lesson 3: The structure and working of a computer (Part 2)**

#### Exercise A

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

5. True
6. True
7. False
8. True
9. False
10. False
11. True
12. True
13. True
14. True
15. True

#### Exercise B

RGB means Red, Green and Blue. RGB mixes the three basic colours to get all the other colours. Electronic display devices such as TVs, monitors, tablets, video projectors, cameras, scanners, etc use RGB colour model.

CMYK stands for **C**yan, **M**agenta, **Y**ellow and **blacK**. To get best possible results it is necessary to convert the image from RGB to CMYK. Colour printers use CMYK colour model.

#### Exercise C

1. Communication over the internet all over the world also follows a set of rules and procedures called protocols. Every computer or a device connected to the Internet has a unique identification number. This number is called IP (Internet Protocol) address. IPs are addresses assigned to all the devices connected to the Internet; whether they are computers, mobile phones, routers, servers or whatever.
2. Density of an image is measured in dots per inch or DPI. DPI means the number of pixels an image has in one inch. The more DPI an image has the more sharp it will be.
3. TCP stands for Transmission Control Protocol. It is responsible for breaking the data into packets and sending them over a communication line. TCP also put together all the packets when the browser receives them.
4. This means that there must be a balance in its Red, Green and Blue colours, and the amount of monitor brightness and sharpness must be appropriate.

5. When printing; the computer converts your monitor's dpi into printer's dpi. It usually converts two pixels of the monitor into a single dot on paper.
6. DNS stands for Domain Name Server. DNS is the directory of Internet. It is a list of all the website names (called domain name) and the IP address of their servers.
7. A driver is software that is provided by the manufacturer of the hardware device. Driver allows you to communicate all your software instructions to the hardware device.

**Exercise D:**

1. IP: A unique identification number.
2. TCP: Breaks data into packets.
3. DNS: Have IP addresses of different servers.
4. ISP: Assign a public IP.
5. RGB: Colour mode for monitors.
6. CMYK: Colour mode for printers.

**Exercise D:****1. Dot Matrix Printers:**

These are older types of printers. They print letters and images by putting tiny dots on paper. Quality of printing in dot-matrix printers is low.

**2. Inkjet printers:**

The inkjet printer prints image on paper by sending tiny jets of ink on the paper. They print images in good quality.

**3. Laser printers:**

Laser printer gives high quality and crisp results. They are most commonly used nowadays. Laser printers use light-sensitive tonners (dry ink powder).

**4. LED printers:**

LED printer printers are like Laser printers. The only difference is that they use light emitting diodes instead of laser beam to print image.

#### **Lesson 4: Keyboarding: Your key to computer proficiency**

##### Exercise A

1. QWERTY
2. Typing Ball
3. Remington – 1
4. Shift key
5. Single
6. Buffering
7. Touch
8. Keyboarding
9. Corrected
10. Home

##### Exercise B

###### **Spell Check:**

Your incorrect spellings will automatically be underlined and you will be able to spell check your document.

###### **Auto Correct:**

When you are typing in speed, it is possible that you have misspelled some words. The most commonly misspelled words are automatically corrected by your word processors.

###### **Editing/Formatting:**

You will have complete range of options to edit your document. You will be able to copy and paste the text from one place to another, delete something, bold, Italicize or underline your text.

###### **Dictionary:**

Computer dictionary is a great tool that could help you improve your writing. You could also use Microsoft Word's synonyms, thesaurus, and translations tools.

## Exercise C

**1. Hunt and Peck / Two finger typing**

Hunt and peck is a technique of typing using only a single finger by looking at the keyboard.

**2. Buffering**

Buffering means memorizing a sentence or two and try to type it from memory.

**3. Blind / Touch-Typing**

In this type you will not look at the keyboard, but rather you will look at the screen of your computer.

Blind typing or touch-typing is the proper and most efficient method of typing.

## Exercise D

1. The act of typing, and entering data using a keyboard is called keyboarding. Your keyboarding skills determine how effectively you can use a computer.
2. The row on a typewriter or computer keyboard that contains the keys to which four fingers of each hand return as a base, is called Home Row. The home row keys are A, S, D, and F for the left hand and J, K, L, and the semicolon (;) for the right hand.

## Exercise E:

- |                          |                     |
|--------------------------|---------------------|
| 1. Typographer / Thurber | earliest typewriter |
| 2. Typing Ball           | Malling –Hansen     |
| 3. Remington -1          | Christopher Sholes  |
| 4. Remington – 2         | Shift key           |
| 5. QWERTY                | keyboard layout     |

**Lesson 5: Manipulating and Improving Images**

## Exercise A

1. Two
2. Adobe Photoshop
3. ACDSee and Irfan view
4. 72

5. Picture size
6. 40 30
7. Frame
8. Cropping
9. Brightness
10. Bluish
11. Softening
12. Red Eyd
13. ACDSee, Irfan view
14. Social network

#### Exercise B

1. The professional software is used by art directors, graphic designers and photographers working with newspapers, magazines and the electronic media companies. The most famous software of this type is Adobe Photoshop.  
Home use software offer only basic feature set. Such software is used by amateurs, who use it only occasionally, or just need basic functions. Microsoft Office Picture Manager is an example of Photo Editor for novices.
2. Remove the errors and make adjustment in an image and make it more pleasing is called Photo Editing.
3. Crop means to cut out. It is a simplest tool in photo editing. We can crop the unnecessary parts or objects at the sides or top and bottom of an image.
4. The appearance of red eyes in pictures, known as the "red-eye effect," occurs when a camera captures light reflecting from the retina at the back of your subject's eye when a flash illuminates the back of the eye and not the dark pupil we expect.

#### Exercise C

1. Keep the camera in auto mode if you are not an expert.
2. Don't shoot against light.
3. Subject should properly fill the frame, no unneeded area at sides or at top or bottom.
4. Avoid hard shadows; make sure light is coming from multiple sources.
5. Shoot same subject with multiple angles.



Exercise D

- |  |                  |
|--|------------------|
| 1. Normal view on monitor                        | 72 dpi           |
| 2. Making colour laser print                     | at least 100 dpi |
| 3. Make a photo print from a photographer's shop | 300 dpi          |

Exercise E:

1. Preparing the photos for editing.
2. Rotating and straightening a photo.
3. Cropping
4. Adjusting brightness and contrast.
5. Adjusting colour balance.
6. Sharpening and softening.
7. Red eye removal
8. Filters and special effects.

**Lesson 6: Drawing and painting with a vector program**

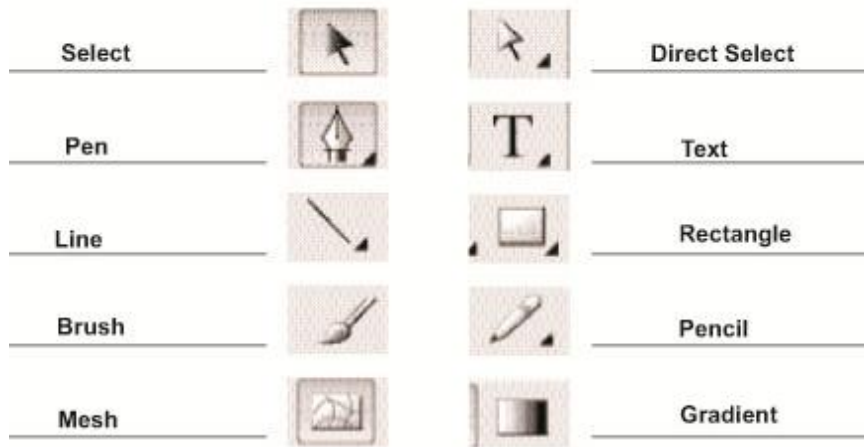
Exercise A

1. Adobe Illustrator
2. Raster graphics
3. Vector graphics
4. Image editing
5. Image drawing
6. Pixilated
7. Smooth & clean
8. Pen
9. Freehand
10. Rectangle + line
11. Rectangle
12. Basic selection

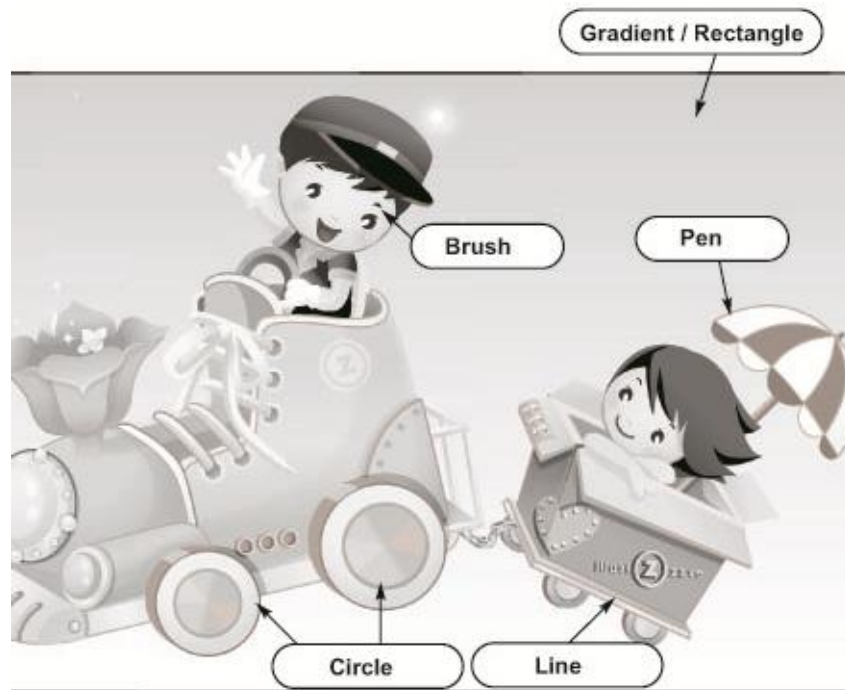
Exercise B

Vector Graphics	Raster Graphics
Stays smooth and clean when enlarge.	Look pixilated when enlarge.
Easily converted into raster graphic.	Not converted into vector graphic.
When it enlarge not lose image quality.	When enlarge lose image quality

Exercise C:



Exercise D:



**Lesson 7: Going Pro with word**

## Exercise A:

1. False
2. True
3. False
4. False
5. True
6. True
7. False
8. True
9. True
10. False
11. False
12. True

## Exercise B

1. Cover page is the first and most important page of a book, booklet etc. Covers carry basic information about the document like title, author's name and often a descriptive sentence. It is the first thing that people see, so it should be attractive.
2. First you have applied the heading style then go to the **Reference** tab and click **Table of Contents**. It automatically generates a Table of Contents of all headings with correct page numbers.
3. SmartArt is used to represent your data. It communicates information to a user using graphical shapes. There is large number of templates to choose.
4. To beautify the look of the document you can use the Drop Cap option, which will enlarge initial letters of paragraph. Click **Insert** tab, then click on the **Drop Cap** button in the **Text** section.
5. We give a professional look to our documents because the more logically and beautifully a document is presented, the more attractive it will be to the readers, and the more impact it will leave.

**Lesson 8: Going Pro with Excel**

## Exercise A

1. Three
2. Clickable
3. Wrap text
4. Missing sequence
5. Name Box
6. Calculator
7. =
8. Formula bar
9. Functions
10. Fx
11. Alignment
12. Number

## Exercise B

1. Each cell on the Excel spreadsheet has a name. It is a combination of the name of the selected Cell's row label and its column label. For example C5, here C is column label and 5 is row number.
2. Basic formatting means use Font tools by applying, Bold, Italic, Underline, and by changing colours, size and types of fonts of your text. You can also set the alignment of the text from the Paragraph tools.
3. It is better to enter the cell references where the data is located. The advantages of this are:
  - If you later change your data the formula automatically updates to show the new result.
  - In certain situations, using cell references makes it possible to copy formulas from one location to another in a worksheet.
  - The formula can always be seen in the formula bar located above the worksheet.
4. Auto-expanding feature automatically fills the missing sequence of your data; without the need to type it manually. For example just write January in the first cell. Take your mouse to the bottom-left corner of your cell, until a plus + sign appears. Click the + sign and drag in any direction to automatically complete the data sequence.
5. First of all put an = sign and then enter formula in correct order.

## Exercise C

Rename a sheet:

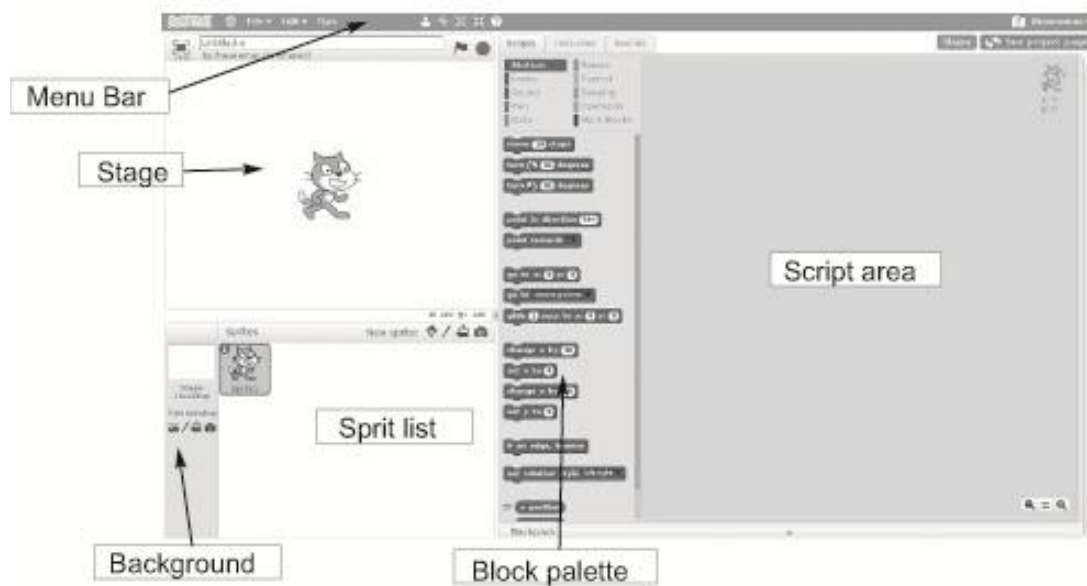
1. Double click any sheet and change the name of the sheet.
2. Right click on any sheet and click Rename.

Insert values in cells:

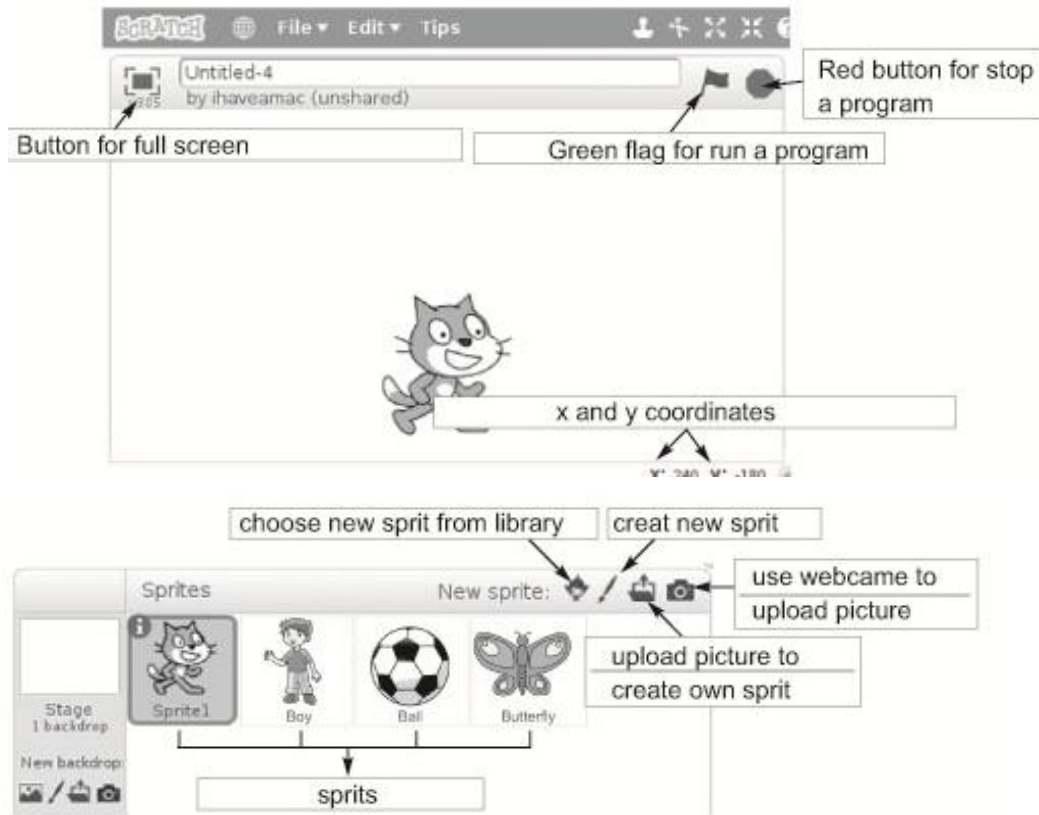
1. Simply click the cell and type values in it .
2. Select the cell and use the formula bar to type the values.

**Lesson 9: Understanding Scratch**

## Exercise A



## Exercise B



## Exercise C

1. **Motion:**

Motion Blocks are blue in colour and are used to move your sprites.

2. **Events:**

Events takes input from the user to perform some action. For example, using “when space key is pressed” will make your program to wait for the user to press space key and then it will execute code under it.

3. **Looks:**

This tab is used to make the sprites speak or to change their appearance by controlling costumes.

4. **Controls:**

Golden in colour, Controls blocks are used to control the flow of your entire program. They have loops like “forever” and “repeat” and “if-then-else” statements.

5. **Sensing:**

These blocks are light blue in colour. They let you perform action if a certain condition is true. They are used with your control blocks.

6. **Operators:**

This tab contains mathematical operators and will let you perform math.

7. **Sound:**

This set is used to control the sounds.

8. **Pen:**

This block lets your sprite draw shapes on the screen.

9. **Data:**

You can use this option to create your Variables and Lists.

10. **More Blocks:**

This area let you create your own block.

### Exercise D

1. Scratch is programming software especially designed for children to help them learn computer programming.
2. Objects on the stage are called sprites. It can be anything, such as people, animal, moving ball, vehicles, etc. Sprites can move and speak, controlled from your script area.
3. You can add any background from new background library by clicking new background icon and you can also use our own images as background.
4. It is the area where you can drag and drop blocks to develop your scripts.
5. Block Palettes contains all blocks which are used to develop the script. Each block is used to perform some kind of action on stage.
6. All of the animations and games will take place in an area on the screen called the “stage.”












### Lesson 10: The Living net: Search engines

#### Exercise A

1. Sprite
2. x and y
3. Characters
4. Loops
5. Three
6. Repeating
7. 8 millions

- 8. Changes
- 9. File
- 10. Resized

Exercise B

-  Rectangle (Used to draw the rectangle)
-  Fill with color (Use to fill color in an object)
-  Select (Use to select an object)
-  Duplicate (Used for duplication)
-  Flip (Use to turn over an image)
-  Zoom (For zoom in and out)
-  Edit background (Use to edit the background)
-  Upload background (use to upload a background)
-  Enlarge (Use to enlarge a sprite)
-  Copy (Copy a sprite or script)
-  Delete (Delete a sprite aor script)
-  Shrink ( Use to reduce the size of a sprite)
-  Line width controls



**Lesson 11: Blogosphere: The world of blogging**

## Exercise A

1. Personal Assistance
2. Sticky notes
3. My document
4. Start cal
5. Task scheduler
6. Send record
7. Files
8. Individually
9. 7 and 8
10. Windows and Explorer
11. Close
12. Calculator and calendar

## Exercise B

Sticky Notes: Go to Start Menu> and Type Sticky Notes to launch the tool.

Sound Recorder: Go to Start> All Programs> Accessories>Sound Recorder to launch sound recorder.

Task Scheduler: Go to Start>Type Task scheduler>Go to Action> Create Basic Task to launch Task Scheduler.

## Exercise C

**Advantages of using My Document**

1. They are very easily accessible from the left panel in the windows file explorer and My computer.
2. My Documents is the default folder for all Windows Open and Save Dialogue boxes.
3. Files in My Documents are easy to find because they can be directly accessed from the start menu by typing in the name of the file.
4. Keeping all the files in one place will let you learn the importance of backup.

**Lesson 12: The coming revolution: Continuous Body Monitoring**

## Exercise A

1. Telecommunication
2. Internet chat
3. Microsoft
4. Group
5. Skype to Skype
6. Without
7. Import contact
8. Codec
9. Peer-to-peer
10. Skype translator

## Exercise B

1. Skype is a telecommunication application for use on computers, mobile phones, landlines, Internet-connected TVs and gaming consoles. It provides voice and video calls, video conferencing, instant messaging and file sharing. It is free to download and is easy to use.
2. Any software or website that provides instant communication over Internet is commonly known as Internet chat software.
3. Voice calls, Video calls, Text messaging, avoiding miscalls, share files, backup contacts and import contacts.
4. “Peers” are other computers on the internet. A P2P network is a software model that allows computers on the internet to connect directly with each other. Skype uses a Peer-to-Peer (P2P) network.
5. Providing voice communication and multimedia over the internet using IP (Internet Protocol) is called Voice over IP (VoIP). VoIP greatly reduced the cost of the telecommunications. It offer phone and messaging services free to many companies.
6. The new product of Skype is “Skype Translator.” Skype Translator is still work-in-progress. With Skype translator two persons having two different languages can communicate with each other as Skype will translate in real-time.

Exercise C:

**Voice Calls:**

Skype-to-Skype calls are free, but calls to landline and mobile phones using normal telephone networks are charged. Group call is another feature of Skype. You can connect up to 25 users in a single group call for free. Landline and mobile phones can also connect to the group calls.

**Video Calls**

All your voice calls can be made into video calls, including group calls. Also, it lets you share your Windows desktop with your friends. This can help you share photos stored on your computer.

**Text Messaging**

Skype allows group chats, emoticons, storing chat history and editing of previous messages.

**Other Features**

**Avoid miscalls:** If the person you are calling is not online Skype gives you the option to send a written message or recorded video and voice message.

**Share Files:** You can also share files on Skype without logging into your email account.

**Backup contacts and import contacts:** With Skype “import contact” you chat with all of your online Facebook friends

**Lesson 13: Getting more out of Google**

Exercise A:

1. True
2. False
3. False
4. True
5. True
6. False
7. True
8. True
9. False
10. False
11. True
12. True

## Exercise B:

1. To omit a word or a site add a minus (-) sign before it.
2. By using the 'site:' keyword, you can make Google only return results from one site.
3. To search the exact phrase, use text in-between inverted commas "".
4. By using the 'file type' keyword you can search particular file type.
5. We can search specific items through Google because Google has divided its result in categories such as Web, Image, Videos, News, Books, etc.

## Exercise C:

- Web's "Search Tool":** gives you the option to set the location of the website.
- Images' "Search Tool":** offers you to search images in your mentioned size, with a particular colour range, and in specific type by advanced image search tools.
- Video "Search Tool":** help you to find your required duration and quality of videos.
- Books "Search Tool":** lets you select between Magazines and Books.

## Exercise D:

**Google Docs.**

Google Doc is a free Google Application which allows user to use Microsoft Word and Excel online. It assists you because your work is done, edited and shared online.

**Google Calendar:**

It is a tool to organize your schedule. It is a free calendar. It can be used as event reminder.

**Lesson 14: The Coming Revolution: 3D printing.**

## Exercise A:

1. Additive Manufacturing
2. Rolling
3. Buffering, polishing and electroplating
4. Subtractive
5. 3D printing
6. 3D modeling
7. Scale
8. Computer Aided design
9. Star track
10. Dental, hearing device and prosthetics

## Exercise B:

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

## Exercise C:

3D printers use several technologies, a few of these are stated below.

1. **Wire:** Wire is melted and applied on surface of the object.
2. **Granular:** The object is created through jetting of powder of raw material on the surface. The powder is melted using laser.
3. **Sheet Lamination:** Material sensitive to heat are used, such as papers, to form objects.
4. **Light polymerized:** Beam of light is used to harden plastic on the surface.

## Exercise D:

1. Create CAD model of your object on a computer.  
Select the material you want to print with, such as thermoplastic, wax, steel, or glass etc.  
Then, simply click “print” and your three-dimensional object will be built.
2. A drawing which has height, width and depth is called a 3dimentional or 3D model.
3. It is a computer programs in which you can make 3D models are called CAD software, where CAD stands for Computer Aided Design.

## Exercise E:

1. Printing of live animal and human tissues and organs is called 3D Bioprinting.
2. Artificial human organs like blood vessels, kidney, etc. can be produced using 3D printing technique.
3. In this process a mesh like scaffold is implanted into the body and the body naturally builds bone or teeth around this mesh.
4. Printing of human live cells into the body directly using patient’s own culture of cells.