

TEACHER'S HANDBOOK

COMPUTER

Books (4)

KEYS

FRANKLIN

COMPUTER

PART - 4

Ch-1 (Evolution of Computers)

- A. 1. heaven and earth 2. advances 3. Universal Automatic Computer I
4. Analytical Engine 5. John Von Neumann
- B. 1. The feature of the abacus is that it was used to rapidly and easily conduct addition and subtraction.
2.

Arithmetic Machine	Napier's Bones
This is also known as the Mechanical calculator	Manually driven calculator
It made addition and subtraction easier.	It made multiplication easier.

3. German scientist, Gottfried Wilhelm Leibniz created Stepped Reckoner
4. The similarity between ENIAC and UNIVAC I is a general-purpose digital computer.
5. The two features of Harvard Mark I-
- 1.It is also referred to as the Automatic Sequence Controlled Calculator
 - 2.It is a general-purpose electromechanical computer.
- C. 1. Pascaline 2. Napier's Bones 3. Stepped Reckoner 4. ENIAC
5. Harvard Mark I
- D. 1. T 2.T 3. F 4.T 5.F
- E. 1.d 2.a 3.c 4.a 5.b

Critical Thinking

- A. 1. The german scientist, Gottfried Wilhelm Leibniz, created the stepped reckoner, sometimes referred as the Leibniz calculator in 1672 and finished it in 1694.
- B. 1. ENIAC
2.Pascaline
3.Napier's Bones

Team Work

Ask the students to do it themselves.

Ch-2 (Organising Files and Folders)

- A. 1.Cortana 2. Task view 3. icon 4. storage 5. pop-up
- B. 1. Create a folder 2. Open File Explorer 3. Rename a folder
4. Delete a folder
- C. 1.F 2.F 3.F 4.T 5.T
- D. 1.c 2.d 3.b 4.c 5.b

- E. 1. The three features of Windows 10 are-
1. Multiple users work on one computer system at the same time.
 2. It also provides the feature of downloading free and paid apps.
 3. It enables one to start more than one program at a time.
2. A folder serves as storage for files or other folders.
3. A context menu provides an option that can be accessed quickly.
4. 1. Right-click on the folder or file that you want to rename.
2. Click on the “rename” option from the context menu.
3. Type the new name for the folder or file.
4. Press enter.
5. A file is a collection of data or information.

Critical Thinking

- 5
4
3
1
2

Team Work

Ask the students to do it themselves.

Ch-3 (More on Point 3D)

- A. 1. 3D View 2. History slider 3. Paint 3D 4. 3D text 5. canvas
- B. 1. 2D Shapes 2. 3D Library 3. Stickers 4. 3D Library
5. Z-axis position tool
- C. 1. T 2. F 3. T 4. T 5. F
- D. 1. c 2. a 3. a 4. d 5. b
- E. 1. It is a fantastic program that enables us to create either creative or professional projects.
2. This text tool allows you to add 2D or 3D text options to your drawings.
3. Follow the given steps to apply stickers and textures.
- Steps: 1. Select the 3D shapes tool.
2. In the 3D shapes panel, select the dog given under the category 3D models.
 3. Select the sticker tool.
 4. Add eyes and tongue stickers to the cat.
 5. Zoom in on the cat's tail to add the fur texture.
 6. Size and rotate the texture as desired.
4. The Brushes tool has different brush types, which are used to draw lines by hand in various styles. It can be used to paint on both 2D and 3D surfaces.
5. 3D View enables you to edit from any angle, which means even more accurate and intuitive 3D creation. You can move around your 3D designs.

Critical Thinking

S	S	H	S	U	R	B
X	T	W	H	S	I	D
L	I	B	R	A	R	Y
R	C	O	T	V	Z	T
B	K	M	E	N	U	F
K	E	P	X	A	I	Q
Z	R	J	T	C	T	B
A	S	X	Y	B	E	Z

- B. Students will do it themselves.

Team Work

Students will do it themselves

Ch-4 (More on MS Word 2016)

- A. 1. order 2. Selecting 3. right 4. Editing 5. find
- B. 1. Edit Menu 2. Editor Pane 3. File Menu 4. Numbered List
5. Proofreading group
- C. 1. F 2. T 3. T 4. T 5. F
- D. Copy, Print preview,, paste, Find and Replace, Navigation panel
- E. 1. The steps to move a text: can move around your 3D designs.
1. Select the text you want to move. 2. Click the “Cut” command on the Home tab.
Alternatively, you can press Ctrl+X on your keyboard. 3. Place your cursor point where you want the text to appear. 4. Click the “Paste” command on the Home tab.
Alternatively, you can press Ctrl+V on your keyboard.
2. You can easily insert a special character, fraction, or other symbols, such as currency, check marks, and many more symbols, in your Word documents.
3. Numbered List follows some order, while the bulleted list doesn't.
4. Select the text you want to copy.
5. The 'find' feature allows finding the word or particular text in the document, and the 'replace' feature allows you to replace it with the corrected or another word.

Critical Thinking

- A. After you have done typing a section of text in Microsoft Word, you may need to move it somewhere else. You can use the moving text option to correct the essay.
- B. 1. Insert
2. Home
3. Review

Team Work-

Students will do it themselves

Ch-5 (Formatting features os MS Word 2016)

- A. 1. Character and Paragraph 2. Text 3. Insert 4. Word Art
5. Text box
- B. 1.Doc 2. Word processing program 3.Ctrl+N 4. Save
5. Ctrl+Z
- C. 1. F 2. F 3.T 4.T 5.T
- D. Horizontal data
Vertical Data
To combine two or more cells
Breaking of Multiple cells
To change the size
- E. 1. Styles means unique technique. Microsoft Word has a number of tools that can be used to modify the document and give it a more attractive appearance by using various shapes, images, text styles, etc. Character and paragraph styles are there in MS Word.
2. A Text Box is a placeholder where text can be typed in. If you want to resize the text, select the text and change the font size on the Home tab.
3. Clip art is a set of images provided by Microsoft Office, that can be used in the document. Word art is a stylish text style provided by Microsoft Office. Clipart is animated pictures, and WordArt is like animated words.
4. WordArt is a text modifying feature in Microsoft Word with effects such as shadows, outlines, colours, gradients, and 3D effects that can be added to a word or phrase.
5. Shapes of all kinds, including boxes, rectangles, callouts, circles, arrows, lines, triangles, curves, equation shapes, and many more, are available in MS Word.

Critical Thinking

Students will do it themselves

Team Work

Students will do it themselves

Ch-6 (More about Scratch 3.0)

- A. 1. blocks 2.Code 3.Bachdrop 4. Looks 5. White
- B. 1. The default value for the turn block is 15. This will rotate your sprite 15 degrees in a clockwise direction, as shown by the arrow on the block.
2. Use Think hmm for 2 seconds to add a 'thinking cloud' to the Sprite.
3. This allows you to repeat a sequence of commands a particular number of times; you set the number of times the loop will repeat at the top of the block.
- C. 1. F 2.T 3.T 4.F 5.T
- D 1.c 2.b 3.d 4.c 5.a
- E. 1. The use of Motion blocks: Motion Blocks are used to direct a sprite's movement on stage.

2. The pen block presents as an extension to the Scratch 3.0
3. The different blocks available in Scratch are Sound Block, Motion Block, Control Block, Events Block, and Pen Block
4. 1. Click the sound block.
2. Select the play sound meow until done and drag this block and place it under the Script Palette.
3. Run the code by clicking on the blocks in the Script area.
4. To stop all sounds being played on all sprites, use the stop all sounds block.
5. Follow the given steps to choose a backdrop for the sprite.

Steps: 1. Click on the Choose a Backdrop button.

2. Choose a Backdrop window appears.

3. From the preview list, select the Blue Sky backdrop. The Blue Sky backdrop at the background of the Sprite will be added.

Critical Thinking

A. To stop all sounds being played on all sprites, use the stop all sounds block.

B

A	Z	R	W	C	I	W	E	C
H	L	F	M	O	Y	I	V	X
O	S	O	U	N	D	P	E	R
H	C	Q	E	T	G	N	N	K
V	M	P	N	R	U	O	T	Q
E	X	S	L	O	O	K	S	J
D	T	L	I	L	S	P	K	T
M	O	T	I	O	N	V	U	B

Team Work

Students will do it themselves

Ch-7 (MS Powerpoint 2016)

- A. 1. slides. 2. Normal 3. Ctrl+N 4. pptx 5. Note
- B. 1. Slides layout 2. Zoom Control 3. Slide Pane 4. Quick Acces Toolbar
5. Slide Navigation Pane
- C. 1. F 2. T 3. T 4. F 5. F
- D. 1. c 2. a 3. c 4. a 5. b
- E. 1. Using a PowerPoint presentation has the following advantages: 1. Organise and structure your presentation. 2. Animate your slide to enhance the visual impact.
2. Follow the given steps to change the layout.

Steps: 1. Click on the Home tab.

2. In the slides group, click on the Layout button.

3. Select an appropriate layout for your slide.

3. There are different slide viewing options: Normal View: It is the default view in which the selected slide is displayed, along with the slide navigation window. Slide Sorter: It displays smaller versions of all the slides in the presentation. Reading View: In this view, we can review slides more easily because all the modifying tools are hidden in this. Slide Show: Slides from a presentation will be played through this.

4.

Slides	Presentation
A slide in PowerPoint is where information can be placed in the form of text, pictures, sounds, animation, and much more	PowerPoint is a popular application program that allows you to create and show slides to support a presentation.

5. A ribbon is made up of Tabs and Groups. It has multiple tabs, each with several groups of commands.

Critical Thinking

- A. a. Presentation b.Slides c.Reading d.Layout e.Ribbon
 B. Follow the given steps to save a presentation.

Steps:

1. Click on the File tab.
2. Select the save or save as command and click on the Browse option.
3. The Save as dialogue box appears. Select the location of a file.
4. Give the name to the presentation.
5. Click on the Save button.
6. The presentation will be saved with an extension .pptx.

Team Work

Students will do it themselves

Ch-8 (More about Scratch 3.0)

- A. 1.Slide show 2. Normal, Slide Sorter 3. Presentation 4.format background pane
 5. Mouse
- B. 1.Slide Show- Series of Slides 2. Font Colour- Default colour Black
 3. Font Style- Times New Roman 4. Font Size - Arial 11
 5. New Slide- Insert tab > New slide.
- C. 1.F 2.F 3.T 4.T 5.F
- D. 1.c. 2.b 3.c 4.a 5.d

- E. 1. Follow the given steps to insert a new slide.

Steps:

1. Click on the Home tab. Opening a Presentation
 2. From the slides group, click on the New slide.
 3. Select the type of slide you want.
 4. A new side is inserted
2. The slide show is a series of slides that displays all the slides on the screen one by one.
3. The position of the pictures can be changed. Follow the given steps to change the position of the picture.

Steps:

1. Click on the image.
 2. Sizing handles will appear around the edges of the picture.
 3. Move the mouse pointer over a sizing handle.
 4. The shape of the cursor will change to a four-headed arrow.
 5. While holding the mouse button, drag the mouse in the required direction.
 6. Release the mouse once the picture is positioned.
4. Making changes in the text's appearance to make it more exciting and attention grabbing is referred to as "formatting."
5. Follow the given steps to insert an image from a file.

Steps:

1. Take the cursor where you want to insert a picture on the slide.
2. Click on the Insert tab; click on the Pictures button in the Images group.
3. A dialogue box will appear.
4. Browse to the location where you have saved your picture file.
5. Select the desired picture and click the insert button.
6. The picture will appear on the slide.

Critical Thinking

- A. 2 4 3 1
- B. Follow the given steps to add a background style using the theme options.

Steps:

1. Click the desired slide.
2. Click on the Design tab. In the Themes group, choose the themes you want to apply

Team Work

Students will do it themselves.