

# Answer Sheet

## Chapter 1

- A.** 1. Pascal's Calculator  
2. Minicomputer.  
3. Transistors  
4. Abacus  
5. Personal Computer.
- B.** 1. T, 2. F, 3. T, 4. T, 5. F
- C.** 1. (c) Both a and b, 2. (b) Abacus  
3. (c) ENIAC 4. (c) First  
5. (c) PDP 10
- D.** 1. The Abacus is the first device used for calculations, invented over 5000 years ago in China. It consists of a wooden frame with rods and beads and is used for addition, subtraction, multiplication, and division.  
2. Charles Babbage is known as the Father of Computers. He designed the Difference Engine in 1822 and the Analytical Engine in 1833, which originated the concept of the programmable computer.  
3. The Universal Automatic Computer (UNIVAC I) was designed by J. Presper Eckert and John Mauchly in 1951. It was the first computer to handle both numeric and text data and used magnetic tape for storage.  
4. Computers are categorized into five generations: First (Vacuum tubes), Second (Transistors), Third (Integrated Circuits), Fourth (Microprocessors/VLSI), and Fifth (Artificial Intelligence).  
5. Microcomputers are small, cheap, and used for personal tasks in homes or schools (e.g., IBM PC). Mainframe computers are large, powerful, expensive, and used by big organizations like banks for high-speed processing (e.g., IBM 390).

## Chapter 2

- A.** 1. start, stop, 2. symbols, 3. decision,  
4. another, 5. condition
- B.** 1. T, 2. F, 3. T, 4. T, 5. F
- C.** 1. (b) step by step instructions  
2. (b) Oval, 3. (c) Loop, 4. (b) Decision,  
5. (a) picture/diagram
- D.** 1. An algorithm is a set of clear, step by step instructions that you follow to solve a problem or complete a task.  
2. A flowchart is a picture or diagram that shows the steps of an algorithm using special symbols. It is an easy way to see the flow of instructions from the beginning to the end.  
3. Three basic flowchart structures are:  
(a) Sequence structure  
(b) Conditional structure  
(c) Loop structure  
4. In sequence structure of flowchart, steps are followed one after the another. There is no repetition of task takes place.  
5. The purpose of loop structure of flowchart is to meet a condition by repeating a step or group of steps again and again.

## Chapter 3

- A.** 1. 1, 2. Column Break, 3. Layout, 4. 0.5  
5. Indentation
- B.** 1. T, 2. T, 3. F, 4. T, 5. F
- C.** 1. (a) Show/Hide  
2. (b) Columns,  
3. (b) Increase Indent  
4. (a) Vertical Ruler  
5. (a) Page Setup
- D.** 1. There are three types of breaks that can be inserted in Word document. They are:  
(a) Column Break



- (b) Page Break
  - (c) Line Break
2. The two orientation types available in Word are:
    - (a) Portrait                      (b) Landscape
  3. Indentation determines the amount of spacing between the text and page margins. It basically draws the reader's attention.
  4. Margin refers to the amount of space that is left from the edge of the page and the document text. Word allows you to set the margins on all the four sides of a document i.e., top, bottom, left and right.
  5. The three tabs are:
    - (a) Paper   (b) Margin   (c) Layout

#### Chapter 4

- A.** 1. PowerPoint,                      2. Rotation  
3. Font                                      4. Deleted
- B.** 1. T, 2. F, 3. F, 4. F
- C.** 1. (a) Arrange  
2. (a) Shift  
3. (d) As many as you want  
4. (a) Home > Font  
5. (d) All of these
- D.** 1. Resizing means changing the size of the picture. Rotating means turning the picture around a center point.  
2. Repeat repeats your last command or action. Redo undoes your last command or action.  
3. A font is a typeface or a style of lettering. Fonts can make a big difference in the readability and appeal of a presentation.  
4. Undo reverses the last action or mistake you made. Redo allows you to restore actions that were previously undone.  
5. Text Formatting is the manual process of changing the font, size, color, and style of

text to meet your needs and emphasize key points.

6. Different font styles & effects are:
  - (a) Bold                                      (b) Italics
  - (c) Underline                              (d) Text shadow
  - (e) Strike through

#### Chapter 5

- A.** 1. Spreadsheet                      2. Cell.  
3. Formula                                      4. right arrow  
5. Double
- B.** 1. F, 2. T, 3. T, 4. F, 5. T
- C.** 1. (c) AutoSum,                      2. (c) 16,384  
3. (c) Range                                      4. (a) Number
- D.** 1. Microsoft Excel is a popular spreadsheet software developed by Microsoft as part of the MS Office suite. It represents data in a table format and is used for organizing and calculating data.  
2. Key features include using formulas and functions for calculations, automatic recalculation if cell data changes, quick search and replace, and the ability to create charts (bar, pie, line) to analyze data graphically.  
3. A Workbook is like a notebook that contains multiple pages. A Worksheet is a single page within that workbook made up of rows and columns where you enter data.  
4. **Rename:** Double-click the Sheet tab or right-click the tab and select 'Rename', then type the new name.  
**Remove:** Right-click the Sheet tab you want to delete and select the 'Delete' option.  
5. Three types of data can be entered: **Text** (alphabets, numbers, and symbols), **Numbers** (numerals 0-9 and basic mathematical symbols), and **Formulae** (mathematical equations beginning with an '=' sign).

## Chapter 6

- A.** 1. Audio, 2. Faster, 3. Podcast  
4. Graphics 5. Multimedia
- B.** 1. F, 2. F, 3. T, 4. T, 5. T
- C.** 1. (c) Five, 2. (c) Flash  
3. (a) Image 4. (c) Both a and b
- D.** 1. Multimedia is a medium of communication that provides an interaction between users and digital information. It is when components such as text, pictures, sounds, graphics, and animations are used together to present information.
2. The five basic elements are: Text, Audio, Video, Graphics/Images, and Animation.
3. Key hardware requirements include a Faster CPU, larger storage devices, larger main memory, Super VGA monitors, a sound card and speakers/headphones, a CD-ROM drive, and a microphone.
4. In education, multimedia is used for training and teaching. While traditional media uses charts and models, modern systems utilize audio and visual media to make learning more interactive and effective.
5. Multimedia is used to create various types of advertisements, including digital, display, audio, video, print, and mobile advertisements using professional software.
6. **Text:** The most common media type consisting of characters and symbols used to create words and sentences.
- Video:** A technology for capturing, recording, and processing moving pictures, often streamed or downloaded from the internet.
- Animation:** A series of still graphics flipped through to create an illusion of motion, widely used for entertainment and special effects.

## Chapter 7

- A.** 1. Internet 2. Chatting  
3. Internal Modem 4. ISP.  
5. Video conferencing
- B.** 1. F, 2. F, 3. T, 4. F, 5. T
- C.** 1. (a) Internet, 2. (a) E-mail  
3. (c) Both a and b 4. (b) 25 Mb  
5. (b) Signature
- D.** 1. Internet is a global network made of millions of smaller networks connected via telephone wires, modems, or satellite links to share information. Uses include mailing letters (E-mail), online shopping, reading news, entertainment, travel booking, chatting, and banking.
2. **(1) E-mail:** Instant electronic messaging anywhere in the world.
- (2) Search Engines:** Software to find specific information on the web using keywords.
- (3) Video Conferencing:** Live conferences between participants in different locations through audio and video data transmission.
3. A Search Engine is software that allows you to search for particular information across the World Wide Web. It works by the user entering "keywords," and the engine then displays a list of links to pages where those words are found (e.g., Google, Bing, Yahoo).
4. To create an account, you must select an E-mail program and choose a username (address) and a secret password. You then provide personal details such as Name, Address, and Date of Birth on the service's registration form.
5. (1) Click the **Attach a file** icon on the compose window toolbar. (2) Select the file from the **Open dialog box**. (3) **Click Open** to attach it. (4) Click **Send**.



## Chapter 8

- A.** 1. Automatic                      2. Physicians.  
3. Education                        4. Vision  
5. Transport
- B.** 1. T, 2. T, 3. F, 4. T, 5. F
- C.** 1. (b) Programming    2. (c) Industrial  
3. (a) Nao                        4. (c) Waymo  
5. (b) House
- D.** 1. A robot is an automatic machine programmed to perform specific tasks with little or no human intervention.
2. AI is the process of putting intelligence into robots through programming. It provides robots with vision to see and analyze objects and allows them to recognize faces and expressions.
3. Robots excel at repetitive tasks (like generating reports), working in hazardous environments (like gas leaks), assisting in precise surgeries, delivering orders during emergencies, and aiding in search and rescue operations.
4. In manufacturing, "Industrial Robots" perform tedious and repetitive tasks such as welding, painting, grinding, polishing, assembling, and machine cutting.
5. Home robots simplify human work and are used for tasks like cleaning (e.g., Roomba), entertainment, teaching children, and providing security.

## Test Paper - 1

- A.** 1. (b) Abacus, 2. (a) Loop, 3. (c) 0.6",  
4. (b) Rotation, 5. (c) Internet
- B.** 1. Row                              2. Pascal's calculator  
3. Tabulating machine    4. Multimedia  
5. Decision
- C.** 1. T, 2. F, 3. F, 4. T, 5. T
- D.** 1. The Abacus is the first device used for calculations, invented over 5000 years ago

in China. It consists of a wooden frame with rods and beads and is used for addition, subtraction, multiplication and division.

2. The purpose of loop structure is to meet a condition by repeating a step or group of steps again and again.
3. Resizing means changing the size of the picture whereas Rotation means turning a picture around a center point.
4. There are five basic elements of multimedia. They are :
- Text    • Audio    • Video    • Animation
  - Graphics/Images

Services provided by Internet :

**(a) E-mail:** Instant electronic messaging anywhere in the world.

**(b) Video Conferencing:** Live conferences between participants in different locations through audio & video data transmission.

- E.** 1. Supercomputers are the most powerful computers. These are a huge processing speed & large storage capacity.
2. An algorithm is a set of clear, step by step instructions that you follow to solve a problem or complete a task.
3. A table is a combination of rows and columns. The horizontal data is called row and vertical data is called column.
4. Indentation determines the amount of spacing between the text and page margins.
5. Each cell in Microsoft Excel is identified by its column letter and row number, which is called as cell address.

## Test Paper - 2

- A.** 1. (b) NaO, 2. (c) 3, 3. (a) Home Font  
4. (b) 25 MB, 5. (c) Both a and b
- B.** 1. Animation, 2. ISP, 3. Da Vinci surgical system, 4. Cell, 5. ↑ (Up arrow)



C. 1. T, 2. T, 3. F, 4. F, 5. F

D. 1. Artificial Intelligence is the process of putting intelligence into robots through programming. It provides robots with vision to see and analyze objects and allows them to recognize faces and expressions.

2. Multimedia plays a vital role in journalism. We not only see text in newspaper & magazines, also see photographs. Online magazines or e-papers contain audio, video along with textual information.

3. Different font styles and effects are:

- Bold
- Italics
- Underline
- Text Shadow
- Strike through

4. The three types of breaks are :

Column break

Page break

Line break

5. A workbook is like a notebook that contains multiple pages. A worksheet is a single page within that workbook made up of rows and columns where you enter data.

E. 1. Electronic mail

2. Electronic Discrete Variable Automatic Computer

3. Selective Compliance Articulated Robot Arm.

4. Universal Automatic Computer 1

5. Carbon Copy

6. Global Positioning System

7. Electronic Numerical Integrator and Computer.

