

COMPUTER SCIENCE NOTES FOR 7TH CLASS (FOR ISLAMABAD)

Unit 2

DIGITAL SKILLS

Solution to Exercise

Q.1: Multiple choice questions:

1. Which of the following application program is used for composing editing and formatting documents?

- a. Microsoft Outlook
- b. **Microsoft Word**
- c. Microsoft Excel
- d. Microsoft Access

2. The Ribbon is the work bar located at _____.

- a. right of document
- b. left of document
- c. bottom of document
- d. **top of document**

3. Status bar displays the information like _____.

- a. size of document in MB, GB
- b. location of document file
- c. name of document file
- d. **word count, number of pages, current page**

4. Home tab contains the following features.

- a. Header and footer, page layout, print layout
- b. Insert picture, word art, mail merge
- c. Tables inserting, table formatting
- d. **Clipboard Menu, Font Menu, Paragraph Menu**

5. The apply design template command is used to _____.

- a. change the order of the slides
- b. change the shape of the slides
- c. **change the background and fonts of the entire presentation**
- d. create a new, empty presentation

6. The process of removing unwanted part of an image is called _____.

- a. hiding
- b. bordering
- c. **cropping**
- d. cutting

7. During a slide show, pressing the Esc key _____.

- a. displays the last slide
- b. displays the first slide
- c. **end the slide show**
- d. displays the previous slide

8. Microsoft PowerPoint is best describes as _____.

- a. **presentation software**
- b. database software
- c. drawing software
- d. desktop publishing software

9. On a single slide, you can have _____.

- a. single video file
- b. two video files
- c. three video files
- d. **many video files**

10. You can re-arrange slides in _____.

- a. slide view
- b. **sorter view**
- c. notes page view
- d. slide show view

11. Email is a method of exchanging message among people using _____.

- a. post office service
- b. **electronic devices**
- c. post man to collect and deliver email
- d. telegraph

12. The correct format of an email address is _____.

- a. www.Pakistan.com.pk
- b. [Pakistan#\\$@gmail.com](mailto:Pakistan#$@gmail.com)
- c. Pakistan786@gmail.com
- d. Gmail.com@pakistan

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13. The username of electronic mail accounts are _____.

- a. not case sensitive
- b. **always unique for each user**
- c. spaces are not allowed in email address
- d. only numeric

14. Example of Email Service Providers are _____.

- a. **gmail.com & outlook.com**
- b. Chrome
- c. Internet explorer
- d. Mozilla firefox

15. While composing email option "BCC" stands for _____.

- a. **Blind carbon copy**
- b. Blank carbon copy
- c. Black carbon copy
- d. Bank carbon copy

❖ **Short response questions:**

Q. 1: Define term "word processor". Give some examples of word processing programs.

Answer: A word processor is a type of software application used for composing, editing, formatting and printing documents. Following are some popular word processor:

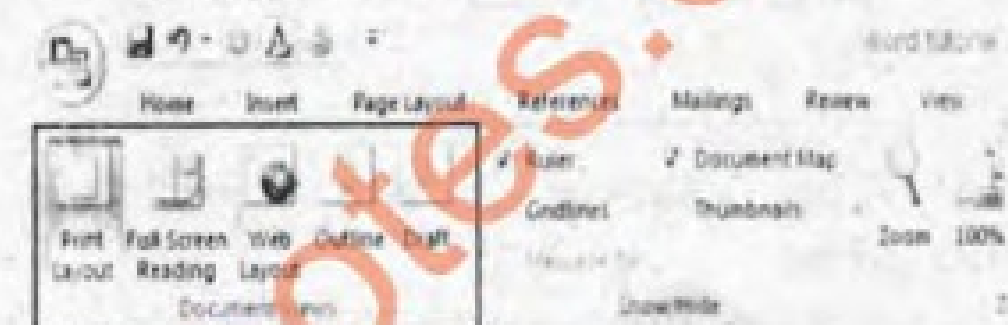
- Microsoft Word
- Apple iWork
- Google Docs
- Libre Office



Q. 2: List three ways to view screen in Microsoft Word.

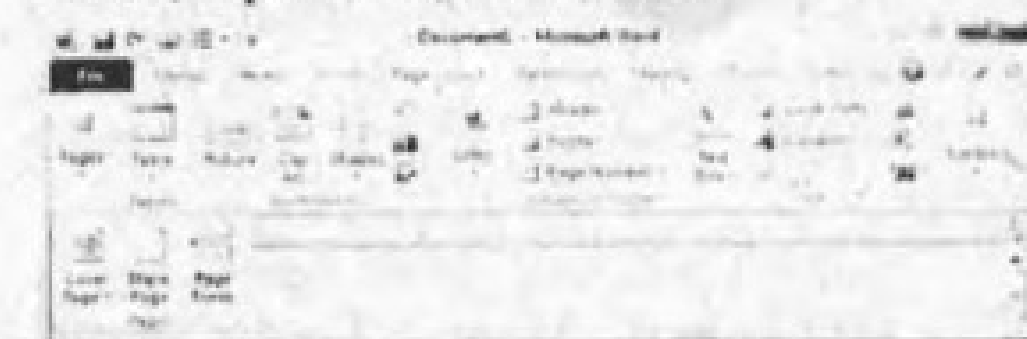
Answer: Following are different views in Microsoft Word:

- Print Layout View
- Full Screen Reading View
- Web Layout View
- Outline View
- Draft View



Q. 3: Write down the purpose of the insert options available in "Insert Tab" of Microsoft Word.

Answer: Insert option is the most important option of MS Word. The Insert tab contains various items that you may want to insert into a document. These items include such things as tables, word art, hyperlinks, symbols, charts, signature line, date & time, shapes, header, footer, text boxes, links, boxes, equations, and so on.



Q. 4: Write down the purpose of Multimedia Presentation.

Answer: The core purpose of the multimedia presentation is to deliver the message to a group or audience. Unlike a PowerPoint presentation however, the term "multimedia presentation" is more commonly used in the classrooms for

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sake of education and skill development, business or corporate setting.



Q. 5: Differentiate between terms "Slide" and "Slide Show".

Answer:

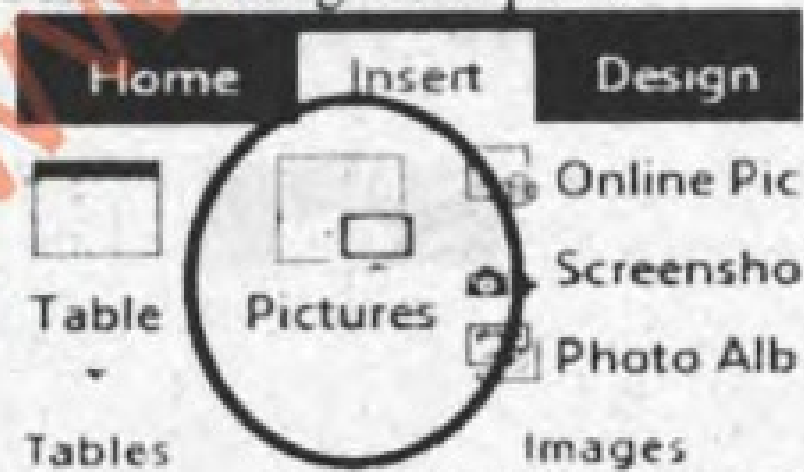
Slide: A slide is a single page of a presentation.

Slideshow: A slide show is an exhibition of a series of slides or images in an electronic device or in a projection screen.

Q. 6: Write the procedure to add a picture as background effect to a presentation.

Answer: Insert a background picture on a slide:

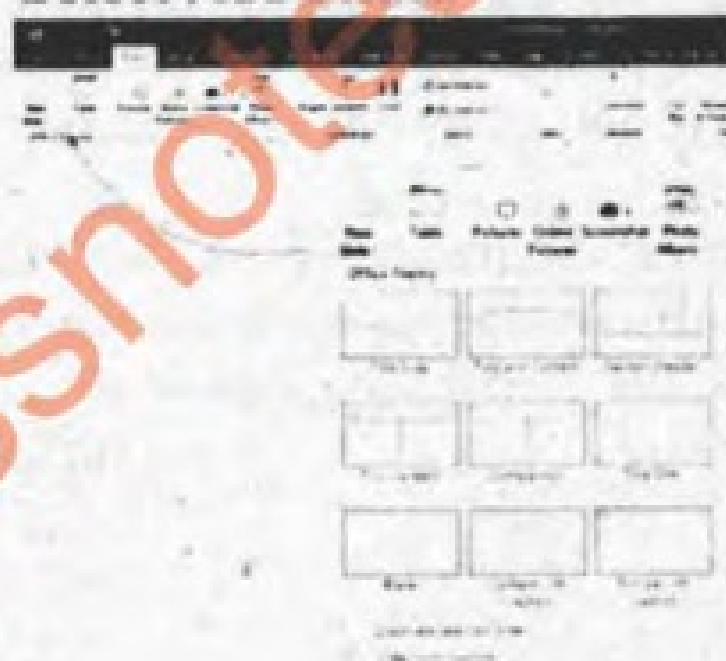
- Right-click the margin of the slide and then select Format Background.
- In the Format Background pane, choose Picture or texture fill.
- Under Insert picture from, choose where to get the picture from: File, Clipboard, Online.
- To apply the background picture to all slides in to your presentation, choose Apply to All. Otherwise, simply close the Format Background pane.



Q. 7: Sketch the steps to add a new slide to a presentation.

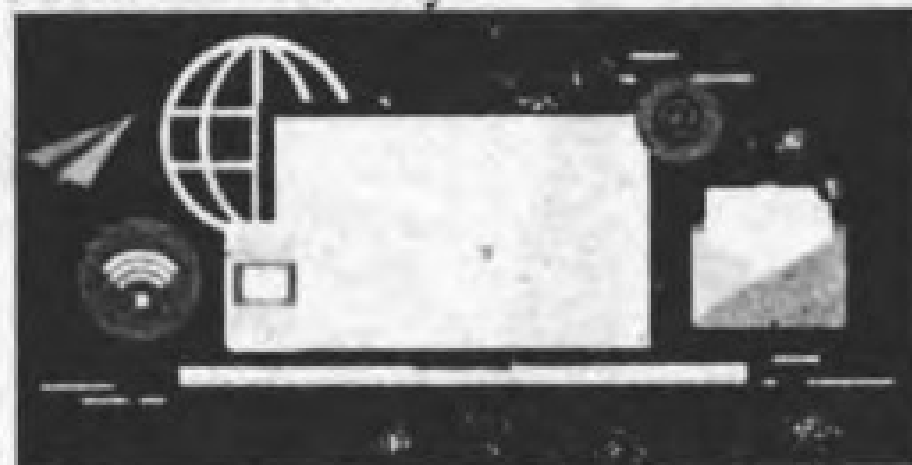
Answer: Steps to add a new slide to a presentation:

- In the slide thumbnail pane on the left, click the slide that you want your new slide to follow.
- On the Home tab, click New Slide.
- In the New Slide dialog box, select the layout that you want for your new slide. Learn more about slide layouts.
- Select Add Slide.



Q. 8: Define the term email and write the uses of an email address.

Answer: Electronic mail is a method of exchanging messages between people using electronic devices. An email address is a unique identifier for an email account. It is used to both send and receive email messages over the Internet. Similar to physical mail, an email message requires an address for both the sender and recipient in order to be sent successfully.



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Q. 9: Define any two of the following options used in composing an email. To, CC, BCC, Signature.

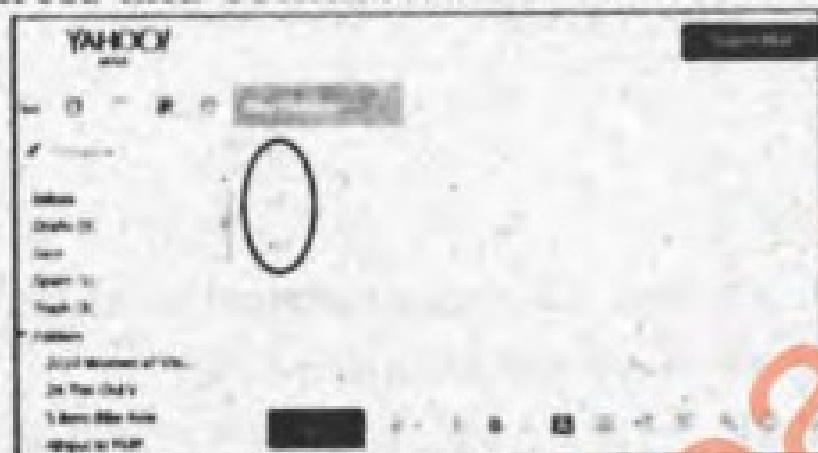
Answer:

To: The "To" field indicate the recipient's address i.e. to whom the email is sent.

CC: Use Cc (carbon copy) when you want the Cc list to be visible to all recipients and you'd like to start an email thread with them.

BCC: Use Bcc (blind carbon copy) if you want to add recipients to the email, but keep the contacts on the Bcc list hidden from everyone included on the email.

Signature: Signature is the final part of an email message. It includes the name, address and contact number of sender.



Q. 10: Write down the purpose of inbox, sent, trash, spam.

Answer: Inbox folder contains the emails that we received.

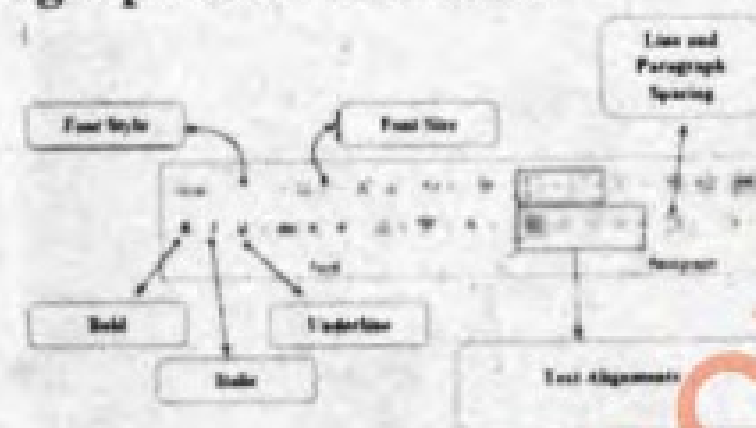
Sent folder contains the emails that we have sent to a person.

Trash folder contains the emails that we have deleted from inbox.

Spam folder contains the emails that we received and have some suspicious contents inside.



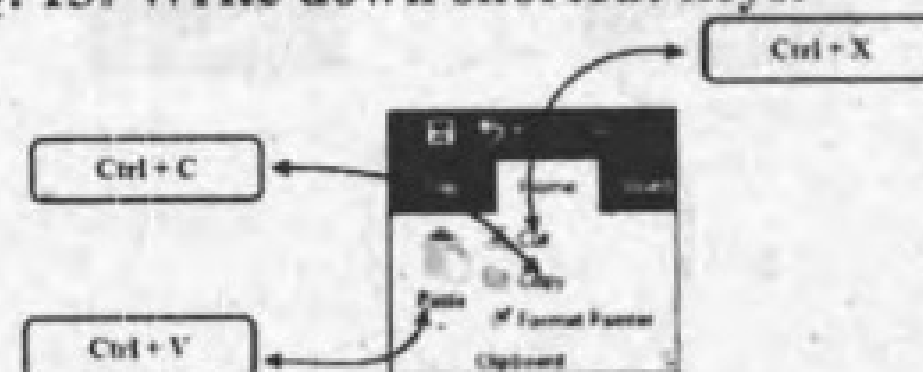
Q. 11: Label the appended button in paragraph and font tabs:



Q. 12: Write down shortcut keys for the descriptions given below.

Shortcut Key	Description
Ctrl + F	Open find box.
Ctrl + I	Italic highlighted selection.
Ctrl + J	Aligns the selected text or line to justify the page.
Ctrl + N	Open new, blank document window.
Ctrl + P	Open the print window.
Ctrl + R	Aligns the line or selected text to the right of the page.
Ctrl + S	Save the open document.
Ctrl + U	Underline the selected text.
Ctrl + W	Close the currently open document.
Ctrl + Z	Undo last action.
Ctrl + Y	Redo the last action performed.

Q. 13: Write down shortcut keys.

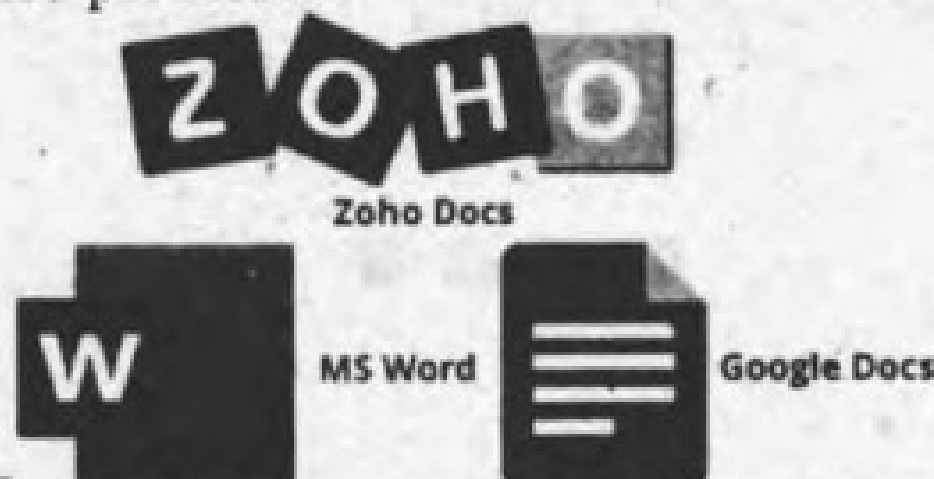


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Some Extra Questions/Answers

Q. Define word processing.

Answer: Word processing means to create, edit, print and save documents for future use. The software used to produce text documents on a computer is called word processor.



Q. What are the uses of Office Button?

Answer: Office Button is at the top-left corner of the MS Word window. It provides fast access to files and frequently used commands such as create a new document, open an existing document, save a document, print a document, send a document, publish document or close a document, etc.



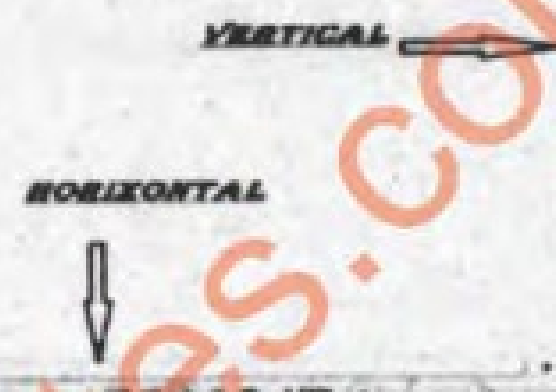
Q. What is the function of design tab in Microsoft Word?

Answer: The design tab consists of formats, the layouts and themes for a document, to make it attractive. The main categories in the design tab are Page Background and Document Formatting.



Q. Define scroll bar.

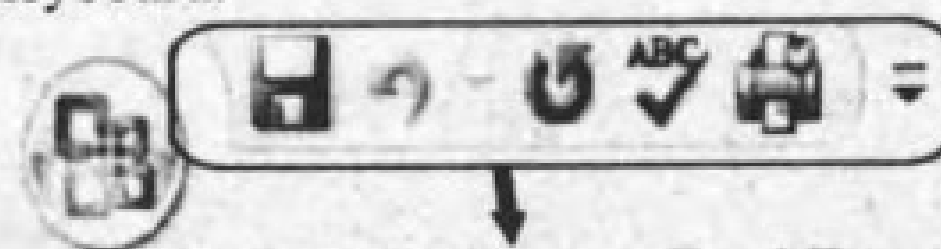
Answer: A vertical or horizontal bar is commonly located on the far right or bottom of a window that allows you to move the window viewing area up, down, left or right.



What is the use of Undo and Redo actions?

Answer: Undo feature is used to discard last changes which were made in the document. If a user makes a mistake, click Undo  button on the Quick Access Toolbar or press Ctrl + Z on the keyboard.

Redo feature is used to reverse the undo action. If a user performs an undo action, then he/she can Redo it by clicking the Redo  button on the Quick Access Toolbar or press Ctrl + Y on the keyboard.



Quick Access Tool Bar

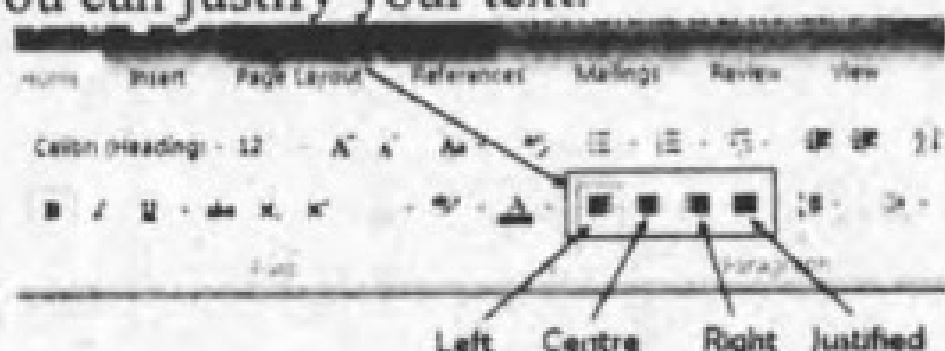
Q. What is meant by font?

Answer: Font is a set of printable or displayable text, letters and characters in a specific style and size. We can choose different fonts to suit the type of a document. For example, if you are writing a letter, you may use formal fonts (e.g. Times New Roman, Arial, Calibri etc.).

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Q. What is text alignment?

Answer: Alignment arranges the text to line up at one or both margins, or in center between the margins. Alignment applies to entire paragraphs. You can align text to the left, right, or center, or you can justify your text.

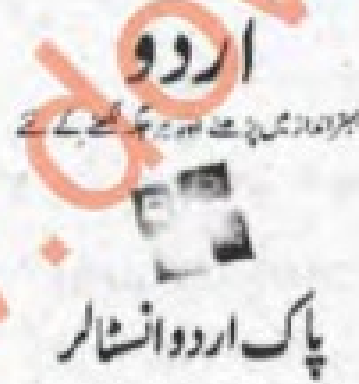


Q. What are the uses of the Thesaurus in MS Word?

Answer: Thesaurus suggests other words with a similar meaning to the selected word. Using the Research task pane, a user can look up synonyms (different words with the same meaning) and antonyms (words with the opposite meaning) in the thesaurus.

Q. What do you know about the Pak Urdu Installer?

Answer: Pak Urdu Installer performs all step automatically without CD i.e. activities Urdu language support, installs Urdu keyboard layout and installs necessary Urdu fonts.



Q. Define theme.

Answer: A theme is a palette of colors, fonts, and special effects that complement one another. Pre-designed themes are available to you on the Design tab in Normal view.

Q. Define multimedia presentation.

Answer: A presentation which involves audio or video clips as well as animation be considered a pure multimedia presentation. These types of the presentations put a very positive impact on audience and a viewer can understand the presentation easily.



Q. What are the different elements of MS PowerPoint window?

Answer: Following are the important elements of MS PowerPoint window:



Q. Differentiate between gradient fill and texture fill.

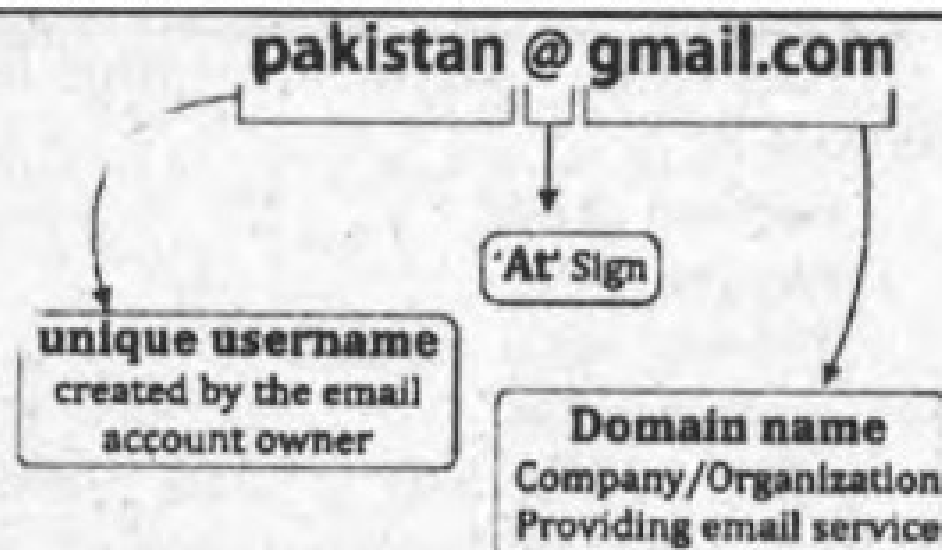
Answer:

Gradient Fill	Texture Fill
A gradient begins the background with one color at one side (or edge) and gradually changes to another color or shade.	The feel of a surface or a fabric is called texture. There are different textures available in Microsoft PowerPoint.

Q. What is the different parts of an email address?

Answer: Every email address has two main parts: a username and domain name e.g. pakistan@gmail.com.

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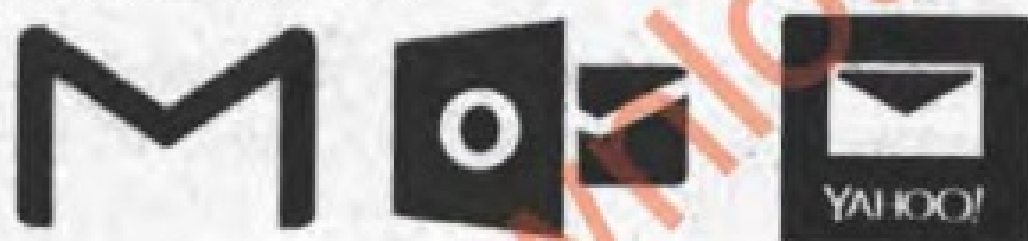


Q. Define slide transition?

Answer: Slide transition effects control how a slide appears during an onscreen slide show. Slides can appear in pieces, in strips, or all at once. You can control the speed and method with which the slides advance during a presentation.

Q. What is ESP?

Answer: ESP stands for Email Service Provider is a company or an organization that offers a service to send, receive and manage email messages. Most popular ESPs are gmail.com, yahoo.com, hotmail.com, etc.



Q. List any two email protocols.

Answer: Following protocols are used for the sake of sending/accessing emails:

- SMTP (Simple Mail Transfer Protocol)
- POP3 (Post Office Protocol 3)

Q. Define web page.

Answer: A web page is a document on the World Wide Web and use a special format called hypertext. It may contain words, graphics, videos and links to other web pages.

Q. Define web site.

Answer: A website is a collection of related web pages. It contains a number of documents and files.



Q. Define authentication.

Answer: Authentication is the process to identify a user who wants to access a system/network or a device. It can be done by PIN, biometric, face recognition, finger prints etc.

Q. What is meant by sign out an e-mail account?

Answer: Sign out means to close an e-mail account. A user can sign out of Yahoo, click on your name then click on the sign out button. Yahoo mail will log out of the system.



Unit 3

ALGORITHMIC THINKING AND PROBLEM SOLVING

Solution to Exercise

❖ **Multiple choice questions:**

1. When a problem is poorly defined, it means _____.
 - a. it is not properly understood and identified
 - b. an acceptable solution could not be designed
 - c. an acceptable solution could not be developed
 - d. all of above