OBJECTIVE SUBJECTIVE

A-One **Ghazali** Guide

GRADE - 7

INDEX - COMPUTER EDUCATION

Educational Calender COMPUTER Grade - 7

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COMPUTER EDUCATION

Grade 7

CHAPTER 1 HARDWARE BASICS

SOLUTION OF EXERCISE

Q.1 Tick the correct choice. صحیح جواب پر ٹک کریں۔

i) Physical parts of a computer are known as ___.
(a) Software (b) Hardware
(c) Operating System (d) System Unit

ii) _____ is a place where processing takes place.
(a) Box (b) CPU
(c) Monitor (d) System Unit

iii) Processor is fixed on the _____.
(a) Fan (b) Chipboard
(c) Motherboard (d) Expansion Slot

iv) There are _____ types of memory.
(a) Two (b) Three (c) One (d) Four

v) A Processor acts like a/an _____.
(a) Heart (b) Arm
(c) Brain (d) Kidney

vi) A processor is also known as _____.
(a) CPU (b) UPS (c) UPC (d) PUS

vii) Arithmetic operations are performed by ____.
(a) LU (b) AU (c) ALU (d) CU

viii) Which of the following part of the CPU controls the sequence of the instructions?
(a) AU (b) CU (c) LU (d) ALU

ix) RAM stands for _____.
(a) Random Access Memory
(b) Random Analysis Method
(c) Read Able Memory
(d) Random Available Memory

x) ROM stores data _____.
(a) Permanently (b) Temporarily
(c) Partially (d) Fully

xi) Which of the following is the highest speed slot?
(a) ISA (b) AGP (c) PCI (d) APG

xii) A video game is played by using ____ card.

(a) Sound (b) Modem
(c) Graphics (d) Network Interface

xiii) Barcode Reader is a/an ____ device.
(a) Output (b) Input (c) Display (d) Storage

xiv) _____ is used in security systems and criminal investigations.
(a) Fingerprint Reader (b) Robots
(c) Sound card (d) Barcode Reader

xv) ___ is also known as mechanical agent.
(a) Computer (b) Barcode Reader
(c) Processor (d) Robots

Q.2 Fill in the blanks. خالی جگہیں پر کریں۔

i) The two main components of a processor are <u>ALU</u> and <u>CU</u>.

ii) RAM is used for <u>temporary</u> storage.

iii) ROM is <u>non-volatile</u> memory.

iv) <u>Expansion</u> slot is a long narrow socket fixed on the Motherboard.

v) Memory consists of <u>electronic</u> chips.

vi) <u>PCI</u> is faster slot used for sound, graphics, Modem and Network Interface card.

vii) <u>ISA</u> slot is hard to find in modern computers.

viii) Barcode reader is a <u>laser</u> scanning device.

ix) <u>Fingerprint reader</u> is a device that captures a fingerprint.

x) <u>Control unit</u> works like a traffic policeman.

Q.3 Define the following: درج ذیل کی تعریف کریں۔

a) System Unit سسٹم یونٹ
Ans: The system unit is a box like case that houses the electronic components of the computer used to process data. Processing takes place in the system unit.

b) Memory میموری
Ans: Memory is also found on the motherboard. Memory is the working space of the computer.

c) Processor پروسیسر
Ans: Processor is most commonly called CPU. The CPU is like brain of the computer. In computer, CPU controls and supervises all the units in a computer. It performs processing operations on data such as calculation and comparison.

d) Barcode Reader اركوڈريڈر

Ans: A barcode reader is a hand-held input device. Barcode readers are photos electric scanners that read the bar codes, or vertical zebra striped marks printed on product containers.

e) Motherboard مدربورڈ

Ans: The motherboard, sometimes called system board, is the main circuit board in the system unit. It is a foundation of a computer system. All the computer components are connected with it.

Q.4 Differentiate between the following.
درج ذیل میں فرق بیان کریں۔

a) Hardware and Software ہارڈویئراورسافٹ ویئر

Ans: Difference between hardware and software are as follows:

Hardware	Software
1.Physical parts of the computer are called hardware.	1. The instructions or programs inside the computer are called software.
2.User can touch the hardware.	2. User cannot touch the software.

b) AU and LU اے یواوراایل یو

Ans: Difference between AU and LU are as follows:

AU	LU
1. AU stands for Arithmetic Unit.	1. LU stands for Logic Unit.
2. It performs the mathematical operations like: Addition, Subtraction, Multiplication, Division etc.	2. It performs logic operations like: Equal to = Less than < Greater than > etc.

c) RAM and ROM ریم اورروم

Ans. Difference between RAM and ROM are as follows:

RAM	ROM
1. RAM stands for Random Access Memory.	1. ROM stands for Read Only Memory.
2. It is a volatile memory.	2. It is non-volatile memory.
3. It is Read and Write memory i.e user can read and write data on it.	3. It is read only memory i.e. user only can read it but cannot write the contents on it.
4. Initially it is blank chip and then user can write data on it according to the requirements.	4. Data is written on it during its manufacturing process.

d) Expansion Slots and Expansion Cards
ایکسپینشن سلاٹس اورایکسپینشن کارڈز

Ans. Difference between expansion slots and expansion cards are as follows:

Expansion Slots	Expansion Cards
1. A slot located inside a computer on the motherboard that allows expansion cards to be connected to it.	1. An expansion card is a small circuit board. Expansion cards are also called plug in boards, controller cards, adapter cards and interface cards.
2. It is a long narrow socket on the motherboard into which different expansion cards can be plugged in.	2. Expansion cards plug into slots inside the system unit. Basic purpose of an expansion card is to enhance the capability of the computer.

e) Input devices and Output devices
ان پٹ آلات اورآؤٹ پٹ آلات

Ans. Difference between Input devices and output devices are as follows:

Input Devices	Output Devices
1. Input devices are used to feed data and instructions into the computer.	1. Output devices are used to take output from the computer.
2.There are two types of Input devices: a- Key to disk Input devices i.e. Keyboard b- Direct data capturing input devices i.e. Barcode Reader, Fingerprint Reader, Scanner etc.	2.There are two types of output devices: a- Softcopy output devices i.e. Monitor. b- Hardcopy output devices i.e. Printer etc.

Q.5 Give brief answers to the following questions.

درج ذیل سوالات کے مختصر جوابات تحریر کریں۔

i) Define the brain of the computer and write down the names of its components.

کمپیوٹر کے دماغ کی تعریف بیان کریں اور اس کے اجزاء کے نام تحریر کریں۔

Ans. Processor is most commonly called C.P.U. The CPU is like a brain of computer. In a human body, the brain takes all major decisions. Similarly, in computer CPU controls and supervises all the units in a computer. It performs processing operations on data such as calculation and comparison. Therefore, it is the most important element of a computer system. It takes information from the input unit and the memory and uses it according to the instructions already given to the computer. The processor activates and controls the operations of the other units of the computer system. The processor interprets and carries out the basic instructions that operate a computer.

Components of Processor:

There are two components of processor:

☆ Arithmetic and Logic Unit (ALU)
☆ Control Unit (CU)

ii) What are the main functions of the Arithmetic Logic Unit?

ارتھ میٹک لاجک یونٹ کے اہم افعال کیا ہیں؟

Ans: Arithmetic and Logic Unit (ALU): The function of Arithmetic and Logic Unit (ALU) is to perform arithmetic and logic operations.

Units of ALU: Arithmetic and Logic Unit (ALU) consists of following units:

1. **Arithmetic Unit (AU):** Arithmetic unit (AU) is an important part of the Arithemtic and Logic Unit (ALU). It performs arithmetic operations. Arithmetic operation may include addition, subtraction, multiplication and division on numbers.

For example: 4 x 3 = 12 or 5 + 2 = 7

2. **Logic Unit (LU):** Logic Unit (LU) is also an important part of the Arithmetic and Logic Unit (ALU). It performs logic operations. Logic operations are concerned with relational and Boolean operation on data. Relational operations may be comparing two numbers to see if one is greater than, less than , equal to , less than or equal to , greater than or equal to etc. Logic Unit (LU) compares two quantities and gives answers In the form of true or false.

Examples:
(1 - 1) = 2 False
(3 + 1) = 4 True
2 > 6 False
3 < 7 True

Control Unit (CU): The control unit controls, Co-ordinates and directs all the activities of a computer system; such as requesting data from the keyboard sending data to a printer, and storing programs In the storage units. Control Units (CU) controls and supervises all other parts of computer. Control unit (CU) does not execute any instruction itself but directs the other parts of the computer to carry them out. It works like a traffic policeman who controls the movement and flow of traffic. Similarly, CU maintains the sequence and flow of instructions which are to be processed.

iii) What is Read Only Memory?

ریڈ اونلی میموری کیا ہے؟

Ans. ROM (Read Only Memory): ROM stands for Read Only Memory. The computer manufacturers use this type of chip to store specific instructions that are needed for the computer operations. ROM is non-volatile memory. The information which is frequently required by a computer and need not to be changed is kept on ROM. Informations remain on the chip regardless if the power is turned on or off.

iv) Write down the three main uses of the Fingerprint Reader.

فنگر پرنٹ ریڈر کے تین اہم استعمالات تحریر کریں۔

Ans. 1. A fingerprint reader captures curves and identifications of a fingerprint.
2. It captures a digital image of the fingerprint pattern and translates it into a digital code. This code is compared with the already stored information in the computer.
3. The captured image with the help of fingerprint reader is mostly used for criminal investigations and security system. Some computers use it for login and user's authentication.

v) What is the main function of a Robot?

روبوٹ کا اہم فعل کیا ہے؟

Ans. Robots are made to help human beings. It is an electronic machine which has the ability to interact with physical objects. They are also known as mechanical agents. Robots can perform tasks accurately and efficiently. They are classified the work they do.

Robots are used in different fields such as car manufacturing, medicine, military, transportation, etc. Mostly robots are also used in the following places:

☆ Hospitals   ☆ Deep Ocean
☆ Laboratories   ☆ Outer space

Robots now perform many factory jobs. Robotic hands are widely used in factories. NASA is using robots for space exploration.

vi) How many expansion slots are there in computer? Write their names.

کمپیوٹر میں کتنی ایکسپینشن سلاٹس ہوتی ہیں؟ ان کے نام تحریر کریں۔

Ans. Types of Expansion slots :

Some of the commonly found expansion slots are AGP, ISA, PCI, etc.
☆ ISA (Industry Standard Architecture)
☆ PCI (Peripheral Component Interconnect)
☆ AGP (Accelerated Graphics Architecture)

vii) Write the names of major Expansion Cards and explain two of them.

اہم ایکسپیشن کارڈ کے نام تحریر کریں اور ان میں سے دو کی وضاحت کریں۔

Ans. There are four major types of expansion cards:
(i) Sound card (ii) Graphics card
(iii) Network Interface Card (iv) Modem

1. Sound Card: Sound card provides a computer with the ability to produce sound. It allows a computer to receive sound in digital form and reproduce it through speakers.

2. Graphics Card: A graphics card enables a computer to display output images on the monitor screen.

viii) What information is gathered from barcodes?

بارکوڈز سے کیا معلومات حاصل کی جاتی ہے؟

Ans. Barcodes reflects the country of origin, manufacturer's code, products name and check digit to verify the code.

ix) What is cutting edge technology? Give some examples.

کٹنگ ایج ٹیکنالوجی کیا ہے؟ کچھ مثالیں دیں۔

Ans. Cutting Edge Technologies:
Latest or the most advanced stage in the computer technology is known as cutting edge technology.

Examples of cutting edge technology:
I. Barcode Reader such as Terminal-Fixed Barcode Reader, Laser Beamed Barcode Reader, Hard Handled Barcode Reader.
ii. Fingerprint Reader
iii. Robots such as dishwasher robot, domestic robot, military robot etc.

x) Why RAM is called volatile memory?

ریم کو وولاٹائل میموری کیوں کہتے ہیں؟

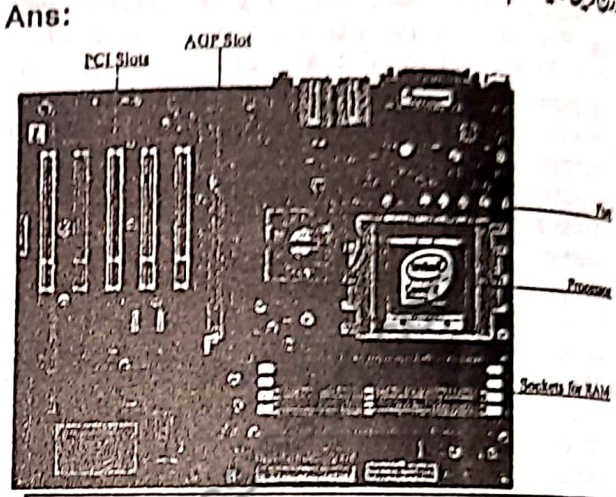Ans. RAM is a volatile memory, i.e. when computer is shut down the store information is lost.

Q.6 Match column A with column B and write the matching pairs number in column C.

کالم A کا کالم B سے موازنہ کریں اور درست جواب کا نمبر کالم C میں تحریر کریں۔

A	B	C
(i) Motherboard	(a) CPU	(i) d
(ii) System unit	(b) AGP Slot	(ii) g
(iii) Brain	(c) Security Systems	(iii) a
(iv) Libraries	(d) Main board	(iv) J
(v) Graphics/3D card	(e) CU	(v) b
(vi) Fingerprint Reader	(f) Robot	(vi) c
(vii) Peripherals	(g) Box	(vii) I
(viii) Traffic Policeman	(h) Non-Volatile	(viii) e
(ix) Mechanical Agent	(i) I/O devices	(ix) f

(x) ROM	(j) Barcode
	(k) Volatile	(x) h
	(l) Sound card	

Q.7 Label the following diagram:

درج ذیل دیا گرام کو لیبل کریں۔

Ans:

PCI Slots | AGP Slot
Fan
Processor
Sockets for RAM

Lab Activity (Peripherals) لیب ایکٹیویٹی (پیری فیرلز)

Write the names of peripherals which are attached to your computer.

آپ کے کمپیوٹر کے ساتھ جڑے ہوئی پیری فیرلز کے نام تحریر کریں۔

Ans: 1) Keyboard 2) Mouse
3) Monitor 4) Printer

Lab Activity (Control Unit) لیب ایکٹیویٹی (کنٹرول یونٹ)

Who is the control unit in a traffic system?

ایک ٹریفک سسٹم میں کنٹرول یونٹ کون ہوتا ہے؟

Ans. Traffic policeman (Warden)

What does he do? وہ کیا کرتا ہے؟

Ans. He controls the smooth flow of traffic.

Who is the control unit in a school assembly?

ایک سکول اسمبلی میں کنٹرول یونٹ کون ہوتا ہے؟

Ans. MOD (Mistress of the day who is one of the teachers on duty).

What does he do? وہ کیا کرتا ہے؟

Ans. He/she assembles the students in proper lines and arranges for dua, assembly presentations and National anthem.

Lab Activity (Barcode Reader) لیب ایکٹیویٹی (بارکوڈ ریڈر)

Write the names of any five products which have barcode. Also write their Universal Product Code (UPC) in front of each product.

کوئی سے پانچ پروڈکٹس کے نام لکھیں جن میں بارکوڈ ہوتا ہے۔ ہر پروڈکٹ کے سامنے اس کا یونیورسل پروڈکٹ کوڈ (یو پی سی) بھی تحریر کریں۔

Ans:

Product Name	UPC
Gohar Publishers	9 799695 262657
Oxford Dictionary	9 780195 793406
Paper (Double A)	8 856976 000146
Kingston RAM (2 GB DDR2)	7 40617 12850 5

A4TECH Optical Mouse   4 711421 699914

Lab Activity (Checking Processor Speed and RAM Size)
لیب ایکٹیویٹی (پروسیسر کی رفتار اور ریم سائز چیک کرنا)

Follow these steps:
☆ Right click the My computer icon on the Desktop.
☆ Click properties.
☆ System Properties dialogue box appears.
☆ Computer general Information appears showing Processor speed and Memory size.
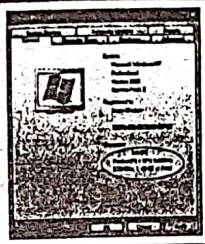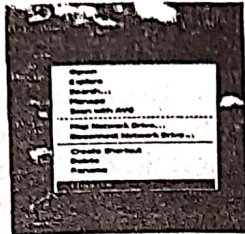
☆ Now write down the Processor speed and Memory size of your computer.
Processor speed: 2.66 GHZ
Memory size: 512 MB

Lab Activity (Robots) لیب ایکٹیویٹی (روبوٹس)
Allocate the given words/phrases in the right column.
دیے گئے الفاظ افریزز کو صحیح کالم میں لکھیں۔

breathing, dishwashing, thinking, walking, sleeping, welding, painting vehicles, getting tired

سانس لینا، برتن دھونا، سوچنا، چلنا، سونا، ویلڈنگ، گاڑیوں کو پینٹ کرنا، تھکنا

Ans:

Things a Robot can do	Things a Robot can't do
dishwashing	Breathing
Walking	thinking
Welding	Sleeping
Painting vehicles	Getting tired

CHAPTER 2 — SOFTWARE BASICS

SOLUTION OF EXERCISE

Q.1 Tick the correct choice. صحیح جواب پر ٹک کریں۔

i) _____ is the set of instructions given to the computer to perform a specific task.
(a) Monitor   (b) Hardware
(c) Software   (d) Printer

ii) _____ creates a link between a user and the computer.
(a) Device Driver   (b) Utilities
(c) Operating System (d) Image Viewer

iii) _____ is the most famous type of Operating System for personal computer.
(a) Linux   (b) Unix
(c) Microsoft Windows (d) Mac OS

iv) A system software that helps Operating System to communicate with a device is called _____.
(a) Operating System (b) Device Driver
(c) Utility   (d) Graphic software

v) _____ is a program that allows a user to analyze and maintain a computer.
(a) Utility   (b) Device Drivers
(c) Windows XP   (d) MS Office

vi) Windows explorer serves as a _____.
(a) System Manager   (b) File Manager
(c) Web Browser   (d) Device Manager

vii) _____ is a utility program that provides a facility to view and manage images.
(a) Image Viewer   (b) Text Viewer
(c) System Viewer   (d) File Viewer

viii) Disk scanner in Windows is known as:
(a) Disk Cleanout   (b) Disk Cleanup
(c) Disk Cleaning   (d) Disk Defragmenter

ix) A computer software that helps users to do a specific task on a computer is known as:
(a) System Software (b) MS Office Software
(c) Anti-virus Software (d) Application Software

x) _____ software are used to learn a particular skill.
(a) Graphics   (b) Multimedia
(c) Educational   (d) Reference

xi) Computer game is an example of _____ software.
(a) Entertainment   (b) Exam preparation
(c) Reference   (d) System

xii) Encyclopedia is an example of _____ software.
(a) Entertainment   (b) Education
(c) Productivity   (d) Reference

xiii) _____ is a world renowned composing software.
(a) MS PowerPoint   (b) MS Word
(c) Typing Tutor   (d) Adobe Photoshop

xiv) _____ software are used to create visual presentations.
(a) Graphics   (b) Multimedia
(c) MS Paint   (d) MS Excel

xv) When a computer starts, operating system checks all the _____ and loads their drivers so a user can work properly.
(a) Programs   (b) Devices
(c) Drivers   (d) Network

Q.2 Define the following. درج ذیل کی تعریف بیان کریں۔

i) Software سافٹ ویئر

Ans: The term software refers to the programs or instructions used to tell the computer what to do. A specific set of instructions that drives a computer to perform a specific task is called a program.

ii) Utility Program یوٹیلٹی پروگرام

Ans: Utility program is a system software that allows a user to analyze, configure and maintain the computer.

iii) File Manager فائل مینجر

Ans: The utility program which is used to manage the file present on the computer system is called file manager.

iv) Disk Scanner ڈسک سکینر

Ans: The utility program used to check the status of a disk is called disk scanner.

v) Device Drivers ڈیوائس ڈرائیورز

Ans: Device drivers are the system software used to enable the different devices to be used by the users.

Q.3 Differentiate between the following: درج ذیل میں فرق بیان کریں۔

i) File Manager and Image Viewer. فائل مینجر اور امیج ویئر

Ans. Difference between file manager and image viewer:

The utility programs which is used to manage the files present on the computer system is called file manager. We need to perform file processes such as deleting, copying or merging files.

Whereas, Image viewer is a utility program which is used to view the images stored on the computer or images from the internet. It provides an environment to view and manage image in the same folder or location. We can set the properties of images through image viewer software e.g. Window Picture and Fax Viewer.

ii) Application Software and System Software ایپلیکیشن سافٹ ویئر اور سسٹم سافٹ ویئر

Ans. Difference between Application Software and System Software.

Application software is a set of computer programs that enables or helps users to do a specific work on the computer of programs designed for end user.

Whereas, System Software is used to control and direct the operations of a computer hardware. These software are essential part of the computer system. System software refers to the operating system and all utility programs that manage computer resources at a low level. System software is a set of one or more programs, designed to control the operations of a computer system

iii) Entertainment Software and Educational Software: تفریحی سافٹ ویئر اور تعلیمی سافٹ ویئر

Ans. Difference between entertainment software and educational software:

Entertainment softwares are the application softwares used specially for entertainment purposes. Entertainment softwares are developed to entertain users. Computer games are the most popular type of entertainment software. We can play cricket, fly a jet, battle with monsters, listen to music and watch movies through entertainment software.

Whereas, educational software is an application software used for education purposes. Educational Software helps a user to learn a particular skill through Educational software. education purposes can be satisfied more effectively. A student can get learning materials from the computer.

The computer tests each student's knowledge of the subject and gives a test that is most suitable for the students. These software are used for help and guidance in different subjects such as Mathematics, English, Science, Arabic etc.

iv) Word Processing and Spreadsheet ورڈ پروسیسنگ اور سپریڈ شیٹ

Ans. Difference between word Processing and speadsheet:

Word processing software used to produce documents such as letters, reports, and memos. MS Word, Word Perfect and Notepad are some examples of Word Processing software.

Whereas, Spreadsheet is used to work with numbers and formulae. A user enters numbers in the grid of rows and columns on the spreadsheet and computer performs the calculations. MS Excel, Lotus 1-2-3 and Corel's Quattro Pro are some examples of Spreadsheet software.

v) Device drivers and Utilities ڈیوائس ڈرائیورز اور یوٹیلیٹیز

Ans. Difference between Device Drivers and Utilities:

Device drivers are the system software used to enable the different devices to be used by the users. Device driver tells the operating system how to communicate with a device. It is also known as a driver. A device can't work properly if device driver is not installed. e.g. device driver of the sound card, driver of the printer etc.

Whereas, Utility program is a system software that allows a user to analyze, configure and maintain the computer. These programs are used to perform some frequently required processes in the operations of a computer system. Utility program performs a specific task related to the management of computer, its device and files or programs. Utility programs provide tools, user can used to maximize its computer's efficiency.

Q.4. Give brief answers to the following questions.

درج ذیل سوالات کے مختصر جوابات تحریر کریں۔

I) What is an operating system?

آپریٹنگ سسٹم کیا ہے؟

Ans. Operating system is a system software which is used to control the basic operations of a computer and to control the execution of application programs. It is just like the soul of a computer. Operating system also organizes all the data and runs other applications in a computer. Operating system manage resources, provide a user interface and run applications. Operating system creates a link between the user and the computer.

ii) List the names of any five Application software.

کوئی سے پانچ ایپلیکیشن سافٹ ویئر کے نام لکھیں۔

Ans. Some of the most commonly used application software are:
☆ Entertainment Software.
☆ Productivity Software.
☆ Education and Reference software.
☆ Multimedia software. ☆ Animation software.

iii) What are the Utility Programs?

یوٹیلیٹی پروگرامز کیا ہیں؟

Ans. Utility program is a system software that allows a user to analyze, configure and maintain the computer. These programs are used to perform some frequently required process in the operations of a computer system. Utility programs perform a specific task related to the management of computer, its devices and files or programs. These

programs help with the operations of your computer. Some help you back up your data, remove outdated files or recover data that has been accidentally erased. Others make it easier to find and arrange the information you need. Utility programs provide tools user can to maximize its computer's efficiency. Utility programs make computers easier to use. In Microsoft Windows, there are different utility programs such as:
☆ Disk cleanup. ☆ Windows Explorer.
☆ Windows Picture and Fax Viewer.
☆ Security Center. ☆ Troubleshooting programs.
☆ Antivirus programs. ☆ Backup programs.
☆ File compression programs.

iv) Write down basic operations of the Operating System.

آپریٹنگ سسٹم کے بنیادی کام تحریر کریں۔

Ans. Basic Operations of the Operation System: Every computer has an operating system and every operating system performs the following basic functions.
1) Booting and providing a user Interface Managing programs
2) File management
3) Configuring Devices

v) Can a device work without Device Driver?

کیا ڈیوائس ڈرائیور کے بغیر ایک ڈیوائس کام کرسکتی ہے؟

Ans. A device cannot work properly, if device driver is not installed.

vi) Write down the names of Windows Image Viewer and its working.

ونڈوز امیج ویوئر کے نام اور اس کی ورکنگ تحریر کریں۔

Ans. Image viewer is a utility program which is used to view the images stored on the computer or images from the internet. It provides an environment to view and manage images in the same folder or location. We can set the properties of images through image viewer software. In Microsoft Windows operating system, this utility program comes with the name of windows pictures and Fax viewer. While using this program the user can view, copy, move, print, edit, rotate, zoom and delete an image. It also gives an option to view all the images in the same location in a slide show.

Working of Image Viewer: Following steps can be taken for using image viewer:
☆ On the desktop, double click My Documents.
☆ My Documents window appears. ☆ Open sample pictures.
☆ Click My Pictures. ☆ Open sample pictures.
☆ Double click any picture.
☆ Picture opens in windows picture and fax viewer.

viii) How can a user delete unnecessary files from the computer?

ایک یوزر کمپیوٹر سے غیر ضروری فائلوں کو ڈیلیٹ کر سکتا ہے؟

Ans. By using disk scanner, a user can delete unnecessary files from the computer. Disk scanner searches the disk and removes unnecessary files. In windows, disk cleanup utility program searches the disk for unnecessary files and allows a user to delete them safely. It is strongly recommended to run disk scanner after every month.

viii) List any three Productivity Software.

کوئی سے تین پروڈکٹیوٹی سافٹ ویئر کے نام تحریر کریں۔

Ans. (i) Word Processing Software
(ii) Spreadsheet Software (iii) Graphics Software

ix) Write the steps to use Disk Cleanup utility in Windows.

ونڈوز میں ڈسک کلین اپ یوٹیلیٹی کو استعمال کرنے کے اقدامات تحریر کریں۔

Ans. Following steps can be taken for using disk cleanup utility:
☆ Click Start button.
☆ Point to All Programs >> Accessories >> System tools.
☆ Disk cleanup dialogue box appears.
☆ Select the drive which you want to cleanup. ☆ Click Ok.
☆ Disk Cleanup dialogue window appears.
☆ Click the files which you want to delete.
☆ Click OK.

x) Write down any two uses of the following software.

درج ذیل سافٹ ویئر کے کوئی سے دو استعمالات تحریر کریں۔

a) Word Processing ورڈ پروسیسنگ
b) Spreadsheet سپریڈ شیٹ
c) Graphics گرافکس   d) Multimedia ملٹی میڈیا

Ans. Word Processing: Word processing software are used to produce documents such as letters, reports, papers and memos. MS word, Word Prefect and notepad are some examples of word processing software.

Spreadsheet: Spreadsheet software is used to work with numbers and formulae. A user enters numbers in the grid of rows and columns on the spreadsheet and computer performs the calculations. MS Excel, Lotus 1-2-3 and Corel's Quatto pro are some examples of Spreadsheet software.

Graphics: Graphics software are used to draw pictures, 3D images, and animations. MS Paint and Adobe Photoshop are some examples of Graphic Software.

Multimedia: Multimedia software are used to create visual presentations. A user can also insert audio and video clips in his or her presentation. MS power point and adobe flash are some examples of Multimedia software.

Q.5. Match column A with column B and write the matching pairs number in column C.

کالم A کا کالم B سے موازنہ کریں اور درست جواب کا نمبر کالم C میں تحریر کریں۔

| A	B	C
(i) Reference software	(a) MS Word	(i) f
(ii) Graphics software	(b) Typing Tutor	(ii) d
(iii) Entertainment software	(c) Windows 7	(iii) e
(iv) Educational software	(d) MS Paint	(iv) b
(v) Word processing software	(e) Real Player	(v) a
(vi) Operating system	(f) Wikipedia	(vi) c
(vii) Spreadsheet software	g) PowerPoint	vii) i
(viii) Multimedia software	h) Disk Cleanup	(viii) g
(ix) Utility program	(i) MS Excel	(ix) h
(x) System Software	(j) Device Driver	(x) j
	(k) Manages file/folder	
	(l) Configuring Devices	

Lab Activity (Device Driver) لیب ایکٹیویٹی (ڈیوائس ڈرائیور)

Follow the steps to view the Devices installed on your computer.
☆ On the desktop, Right Click on My Computer and select Properties.
☆ System properties window opens.
☆ Click Hardware. ☆ Click Device Manager.
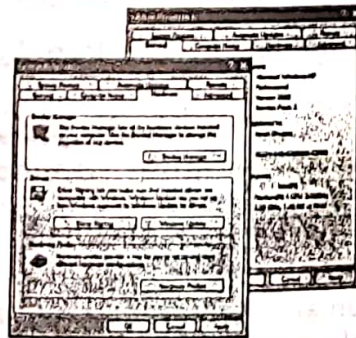
☆ Device Manager window appears.
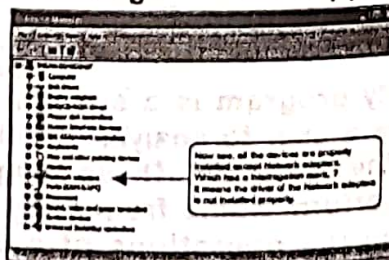
Lab Activity (Recognizing Utility Programs) لیب ایکٹیویٹی (یوٹیلیٹی پروگراموں کی شناخت کرنا)

Write the names of different utility programs in Windows operating system.

ونڈوز آپریٹنگ سسٹم میں مختلف یوٹیلیٹی پروگراموں کے نام تحریر کریں۔

Ans. Disk Cleanup, Window explorer, Window Picture and Fax viewer, Security center, Add or remove program etc.

CHAPTER 3 — CUSTOMIZING A WORD DOCUMENT

SOLUTION OF EXERCISE

Q.1 Tick the correct choice. صحیح جواب پر ٹک کریں۔

I. Word is a type of _____ _____ software.
(a) System   (b) Application ✓
(c) Utility   (d) Device Driver

II. _____ view is the best way to see the work in Word.
(a) Outline   (b) Draft
(c) Print Layout ✓   (d) Full Screen Reading

III. A user can view different areas of a long document by _____ a document.
(a) Clipping   (b) Breaking
(c) Splitting ✓   (d) Cutting

iv. Delete key deletes letters from the ___ side.
(a) Right ✓   (b) Up   (c) Down   (d) Left

v. Undo feature is used to _____ last change made in the document.
(a) Discard ✓   (b) Store
(c) Update   (d) Save

vi. Word shows the document information (total pages, words) on the _____ bar.
(a) Drawling   (b) Status ✓
(c) Scroll   (d) Progress

vii. Changing the width of the lines in a paragraph is known as _____.
(a) Formatting   (b) Spacing
(c) Indentation ✓   (d) Alignment

viii. _____ is used to position the text on a specific location.
(a) Space   (b) Backspace   (c) Arrow keys   (d) Tab ✓

ix. _____ break is a point where current page ends and a new page begins.
(a) Paragraph   (b) Page ✓   (c) Section   (d) Line

x. A user can separate part of a document by using _____ break.
(a) Page
(b) Paragraph
(c) Section ✓
(d) Line

xi. _____ is amount of spaces between the text and edges of your paper.

(a) Margin ✓   (b) Alignment
(c) Border   (d) None of above

xii. Soft page break is also known as _____ page break.
(a) Hard   (b) Long   (c) Short   (d) Automatic ✓

xiii. _____ are text or pictures that appear behind the document text.
(a) Page Numbers   (b) Fonts
(c) Columns   (d) Watermarks ✓

xiv. Always _____ a document before printing.
(a) Preview ✓   (b) View   (c) Write   (d) Read

xv. _____ is the way in which text is placed between the margins of a page.
(a) Numbering   (b) Pasting
(c) Watermark   (d) Alignment ✓

Q.2 Fill in the blanks. خالی جگہیں پر کریں۔

i) <u>Enter</u> key is used to start a new line in Word.

ii) <u>Ctrl + Z</u> is the short key to <u>undo</u> the operation.

iii) <u>Ctrl + X</u> is the shortcut key to apply Cut option.

iv) Paste means to transfer a copy of the text from the <u>clipboard</u> in the document at the Insertion point.

v) <u>Full justification</u> alignment is used in the newspapers, magazines and movels etc.

vi) <u>Watermark</u> is a transparent colour or pattern that a user applies to a paragraph.

vii) The print out of the document is known as <u>hard</u> copy.

viii) The break of the page inserted by a user is known as <u>manual</u> page break.

ix) By default lines of a document are <u>single</u> spaced.

x) Word allows a user to view a document in <u>five</u> views.

Q.3. Define the following. درج ذیل کی تعریف بیان کریں۔

i) Bullets بلٹس
Ans: A bullet is a small symbol such as a circle, square etc. that marks an important line of information.

ii) Indentation انڈینٹیشن
Ans: An indent is the space between text and the margin. Indenting text moves text. It determines the distance of each line of paragraph to margins. Identation determines the width of lines in the paragraph. Within the margins, a user can increase or decrease the indentation of a paragraph or group of paragraphs.

iii) Draft View ڈرافٹ ویو
Ans: Draft view simplifies the page layout so a user can quickly view and edit the document.

iv) Dialogue Box ڈائیلاگ باکس

Ans: It is box which asks some data from the users and give the information according to the given data.

v) Page Border پیج بارڈر

Ans: Borders are lines that a user can add to the top, bottom or sides of the paragraphs. Borders added to a paragraph can add emphasis to the information in paragraph. Borders are used in the document to draw attention to important information. The border can be a single line, a double line, or a dotted line. It can surround the entire paragraph or selected sides.

vi) Drag and Drop ڈریگ اور ڈراپ

Ans: Drag and drop is very useful feature of the Word. With this feature, a user selects the text, drags it to a new location and then releases the mouse button.

vii) Shading شیڈنگ

Ans: Shading is a transparent colour or pattern applied to a paragraph. Shading added to a paragraph can add emphasis to the information in the paragraph. Shading also can be in colour or it can be in various shades of gray. Shading is used in the document to emphasize an area of text.

viii) Section Break سیکشن بریک

Ans: A section break stores the section formatting elements, such as the margins, page orientation, headers and footers, and sequence of page numbers etc. By default, each new document is one section. But a user can easily divide a document into more than one section. Dividing a document into sections allows a user to apply different formats to individual sections of the document.

ix) Copy and Paste کاپی اور پیسٹ

Ans: Copy and paste means to repeat information in the document without retyping it. When a user copies and pastes text, the text appears in both original and new locations.

Q.4. Differentiate between the following:

درج ذیل میں فرق بیان کریں۔

i) Print Layout View and Web Layout View

پرنٹ لے آؤٹ ویو اور ویب لے آؤٹ ویو

Ans. Difference: Print Layout view is used when a user wants to see how the document will appear on a printed page. This is the best way to see the work. In under print layout view you can see all elements of the page.

Whereas, web layout view is used when a user is creating a web page. Web layout view shows you what your text look like on the web appears as on along page (without page breaks) and text and tables wrap to fit in the window. In web layout view, you can see backgrounds, text is wrapped to fit the window, and graphics are positioned just as they are in a Web browser.

ii) Header and Footer ہیڈر اور فٹر

Header is used to display additional information on top of each page of the current word document.

Whereas, footer is used to display additional information on bottom of each page of the current word document.

iii) Zoom In and Zoom Out زوم ان اور زوم آؤٹ

Ans: A user can zoom in to get a close-up view of a document.

Whereas, zoom out option is used to see more of the page at a reduced size.

iv) Page Break and Section Break

پیج بریک اور سیکشن بریک

Ans. Difference: A page break is a point where the current page ends and a new page begins. Inserting a page break is useful when we want a heading to appear at the top of a new page.

Whereas, a section break stores the section formatting elements, such as the margins, page orientation, headers and footers, and sequence of page numbers etc. By default, each new document has one section. But a user can easily divide a document into more than one sections.

v) Cut and Copy کٹ اور کاپی

Ans: Difference cut means to remove text from the document and place it on the office clipboard. After cutting the text, it is pasted at the insertion point. Ctrl + X keys are used for cut option.

Whereas, copy means to repeat information in the document without retyping it. When a user copies and pastes text, the text appears in both the original and new locations. Ctrl + C keys are used for copy option.

vi) Tab and Space ٹیب اور سپیس

Ans: Difference: A tab is used to position text at a specific location in the document. A user should use tabs rather than the spacebar to align vertically the text because tabs are more accurate and faster to change. A tab stop is a location on the horizontal ruler that tells the insertion point to stop when tab is pressed.

Whereas, spacing determines the amount of vertical space between lines of the text in a paragraph. You can control the line spacing inside the paragraph. Line spacing within a paragraph can be set at single, double, triple, or some other setting. The setting controls the amount of space between lines of text in a document.

vii) Undo and Redo ان ڈو اور ری ڈو

Ans: Difference: Undo feature is used to discard last changes which were made in the document. When you are editing a document, you will occasionally make a mistake. If a user makes a mistake, click on the Undo option or Undo button on the Quick Access Toolbar or press Ctrl + Z on the keyboard. Whereas, redo feature is used to reverse the undo action. If you undo a change and then decide that change was more appropriate and it should be reflected to the document, click Redo button on the Quick Access Toolbar or press Ctrl + Y on the keyboard to reverse the previous undo action.

viii) Alignment and Indentation الائنمنٹ اور اِنڈینٹیشن

Ans. Difference: Alignment is the way in which text is placed between margins of the page. Text can be lined up at the left, center or right side of the page. Whereas, indentation determines the width of lines in the paragraph. Within the margins, a user can increase or decrease the indentation of a paragraph or group of paragraphs.

Q.5. Give brief answers to the following questions.

درج ذیل سوالات کے مختصر جوابات تحریر کریں۔

i) Describe different document views in Word.

ورڈ میں مختلف ڈاکیومنٹ ویوز کو بیان کریں۔

Ans. Document Views: Microsoft Word allows a user to view a document in one of the following views:

1. **Print layout view:** This view is used when a user wants to see how the document will appear on a printed page. This is the best way to see the work. Under print layout, view you can see all elements of the page.

2. **Draft layout View:** This layout view simplifies the page layout so a user can quickly type and edit the doucment. This view is best used for typing, editing, formatting and proofreading. This view shows text formatting. It provides a maximum amount of space without the rulers or page numbers cluttering the view. Draft layout view does not display top or bottom margins, headers, footers and page numbers.

3. **Outline layout view:** This view is used to create and edit outlines. Outlines view only shows the headings in the document. The outline layout view is used when a user wants to review and work with the structure of a long document. In outline view, you can collapse a document to see only the main headings, or you can expand it to see all headings and even body text. Outline view also makes it easy to work with master documents. In outline view, page boundaries, headers and footers, graphics and backgrounds do not appear.

4. **Full screen reading layout view:** If you are opening a document primarily to read it, reading layout view optimizes the reading experience. Full screen reading layout view hides all other screen elements to make it easy to read on the screen. This view hides all toolbars except for the reading layout and reviewing toolbars.

5. **Web layout view:** This view is used when a user is creating a web page. Web layout view shows you what your text look like on the web page. For example, the document appears as one long page (without page breaks) and text and tables are wrapped to fit in the window. In web layout view, you can see backgrounds, text is wrapped to fit the window, and graphics are positioned just as they are in a web browser.

ii) What is meant by comment in a Word document?

ایک ورڈ ڈاکیومنٹ میں کمنٹ سے کیا مراد ہے؟

Ans. Comment: A common is a note or annotation that an author or reviewer adds to the document. User can add comment. User can add comment about a selected text in the document. Microsoft word displays the comment in a balloon in the margin of the document or in the Reviewing pane.

iii) How can we find the synonyms of a difficult word in Word?

ہم ورڈ میں مشکل لفظ کے لیے ہم کیسے معنی الفاظ ڈھونڈ سکتے ہیں؟

Ans. Following steps can be taken to find the synonyms of a difficult word in word:

☆ Open the blank document.
☆ Type the given text.
☆ Select the word we want to replace with another word.
☆ Click the Thesaurus command from the proofing group of the Review tab.
☆ The Research task pane appears.
☆ The selected word appears here.
☆ Click Thesaurus.
☆ Position the mouse over the word we want to use in the document.
☆ Click the arrow beside the word in we want to use.
☆ Click Insert to replace the word in the document with the new word.

iv) Explain the steps to insert Date and Time in word document.

ورڈ ڈاکیومنٹ میں تاریخ اور وقت کو انسرٹ کرنے کے اقدامات تحریر کریں۔

Ans. Inserting Current date and time: Each time we open or take print of the current date and time, following steps can be taken.

☆ Open a saved document.
☆ Click the place where the date and time should appear in the document.

☆ Click date and time from the Insert tab, of the text group.
☆ A dialogue box will be opened from where select the appropriate format of the date and time.
☆ Click Ok option.
☆ The selected date and time format appears in the document.

v) What do you know about Font? Write any three Font names.

آپ فونٹ کے متعلق کیا جانتے ہیں؟ کوئی سے تین فونٹس کے نام تحریر کریں۔

Ans. A font is a set of characters with a specific design. User can change the way of a character or letter looks like by changing the font style. Fonts are used to enhance the appearance of the document. Fonts are described as either serif or sans serif fonts. Serif fonts have little extra strokes at the end of the letters. Sans serif fonts do not have these extra strokes. Many people use serif fonts for the body of text because serif fonts are easier to read in large blocks of text. Sans serif fonts are often used for headings.
Font names: Three font names are :
1. Times New Roman 2. Arial 3. Courier

vi) What is an alignment? How many ways of text alignment in Word?

الائنمنٹ کیا ہے؟ ورڈ میں ٹیکسٹ الائنمنٹ کے کتنے طریقے ہیں؟

Ans. Alignment is the way in which text is placed between margins of the page. Microsoft Word gives you a choice of several types of alingment.
Ways to Text Alignment: The types of alignments present in Word are left, right, center, and justified. The default alignment is left alignment.
1. Left Align: This option aligns text at the left margin. This is the default setting. Left alignment of text is found in most documents.
2. Right Align: This option aligns the text at the right margin. This can be used for addresses.
3. Center Align: This option is used to centralized the text on the line. It can be used in a card, on an envelope and in a listing.
4. Full justification: With this option the text is justified on both sides. It can be seen in books, newspapers, magazines and reports.

vii) What is indentation? Also differentiate between first line indent and hanging Indent.

انڈینٹیشن کیا ہے؟ پہلی لائن انڈینٹ اور ہینگنگ انڈینٹ میں فرق بھی بیان کریں۔

Ans. An indent is the space between text and the margin. Indentation determines the width of lines in the paragraph. Within the margin, a user can increase or decrease the indentation of a paragraph or group of paragraphs. You may indent some text in the document to highlight it. You can select the paragraph (or paragraphs) that you want to indent and use the Ruler located above the document to create the indents. You can indent a paragraph from the left margin, from the right margin, or from both margins. Word offers several indent options.

Difference between first line Indent and Hanging Indent:
First line indent, indents only first line of a paragraph, whereas, 'hanging indent' indents all but first line of a paragraph.

viii) Define Tab Stop and explain all styles of Tab Stop.

ٹیب سٹاپ کی تعریف بیان کریں اور ٹیب سٹاپ کے تمام سٹائلز کی وضاحت کریں۔

Ans. Tab Stop: A tab stop is a location on the horizontal ruler that tells the insertion point to stop when tab is pressed. Tab stops are used to indent text and align columns in a document. By default, tab stops are located at every 0.5 inch from the left margin, but a user can modify tab stops.
Style of Tab Stop: Word provides five tab-stop alignment styles.
1. Left Tab: A left tab aligns text to the left of the tab stop.
2. Center Tab: A center tab centers text under the tab stop extending equal distance to the left and right.
3. Right Tab: A right tab aligns text to the right of the tab stop.
4. Decimal Tab: A decimal tab aligns text at the decimal point. e.g. 45.23,145.69,0.369 etc.
5. Bar Tab: A bar tab inserts a vertical bar at the tab stop and then aligns text to the right of the bar.

ix) How many page breaks are there in Word?

ورڈ میں کتنی طرح کے پیج بریکس ہیں؟

Ans. Page Breaks: Two page breaks are there in Word:
1. Soft page break: Word automatically divides the long documents into pages with page breaks. This type of page break is called soft page break or automatic page break.
2. Hard page break: To divide a document into pages at points other than where the software automatically divides text into pages, you can insert a page break. The page break that a user inserts is called a hard page break or manual page break.

x) Describe all the positions where page numbers can be inserted.

ان تمام جگہوں کو بیان کریں جہاں پر پیج نمبر انسرٹ کیے جاسکتے ہیں۔

Ans. Insterting Page Numbers:
Following are the positions where page numbers can be inserted:
1. Top of page.   2. Bottom of page.
3. Page Margine.

Q.6. Match column A with column B and write the matching numbers in column C.

کالم A کا کالم B سے موازنہ کریں اور درست جواب کا نمبر کالم C میں تحریر کریں۔

A	B	C
i) Redo	a) Small Letters	I) b
II) Copy	b) Ctrl + Y	II) j
III) Paste	c) Capital Letters	iii) e
iv) Cut	d) Delete left to right	iv) h
v) Spacebar	e) Ctrl + V	v) I
vi) Backspace	f) Thesaurus	vi) d
vii) Delete	g) Delete right to left	vii) g
viii) Synonyms	h) Ctrl + X	viii) f
ix) Caps Lock On	i) Single Space	ix) c
x) Caps Lock Off	j) Ctrl + C	x) a
	k) Ctrl + Q	
	l) Ctrl + Z	

Q.7. Match column A with column B and write the matching numbers in column C.

کالم A کا کالم B سے موازنہ کریں اور درست جواب کا نمبر کالم C میں تحریر کریں۔

A	B	C
i) Bold	a) Ctrl + A	(i) f
ii) Page Number	b) Justifying	(ii) g
iii) Orientation	c) Hanging	(iii) i
iv) Print Preview	d) Font style	(iv) j
v) Italic	e) 0.5 By default	(v) d
vi) Alignment	f) Ctrl + B	(vi) b
vii) Underline	g) Footer	(vii) h
viii) Tab	h) Ctrl + U	(viii) e
ix) Indent	i) Landscape	(ix) c
x) Select all	j) Ctrl + F2	(x) a
	k) Small letters	
	l) Ctrl + C	

Q.8 Label the following diagram.

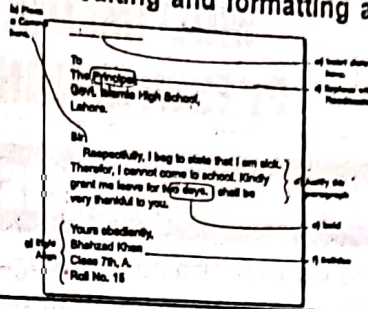درج ذیل ڈایاگرام کو لیبل کریں۔

Ans:
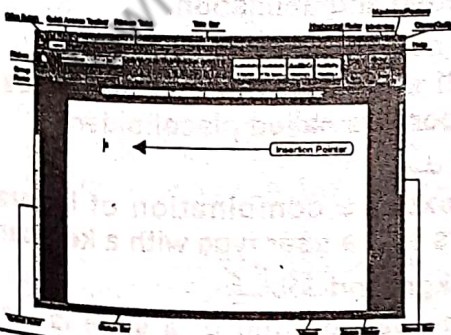
Lab Activity (Editing) لیب ایکٹیویٹی (ایڈیٹنگ)

☆ Open a new document and save it as "Application".
☆ Type the following text.
☆ Use the Arial font.

☆ **Perform the editing and formatting as shown.**

Lab Activity (Time Table) لیب ایکٹیویٹی (ٹائم ٹیبل)

☆ Using Tab key create the following time table for a week.

ٹیب کی استعمال کرتے ہوئے درج ذیل ٹائم ٹیبل ایک ہفتے کے لیے بنائیں۔

	Monday	Tuesday	Wednesday	Thursday	Friday
08:30	English	English	Science	Science	Islamiyat
09:15	Maths	Maths	Urdu	Urdu	Urdu
10:00	Urdu	Urdu	Maths	Maths	English
10:45	Islamiyat	Islamiyat	Islamiyat	Islamiyat	Science
11:30	Recess	Science	English	English	Maths
12:15	Science	Science	English	English	Maths
01:00	Computer	Computer	Computer	Computer	

Lab Activity (Designing a Poster) لیب ایکٹیویٹی (پوسٹر ڈیزائن کرنا)

☆ Open a new document and save it as "Football Match".
☆ Add header and footer to this page.
☆ In the header type "Football Match".
☆ In the footer type your name.
☆ Create two columns.
☆ Insert the clipart.
☆ Now type a text below the clipart.
☆ Align it left.
☆ Type "Pak Vs India" in the beginning of the next column and align it right.
☆ Change the font size to 82.
☆ Colour them accordingly.
☆ Now type "Hurry up............".
☆ Align it right.
☆ Remove spell and grammar errors.

Lab Activity (Cricket Match) لیب ایکٹیویٹی (کرکٹ میچ)

☆ Create a poster for the cricket match between Pakistan and Indian.
☆ Use Clipart.
☆ Also add header and footer.
☆ Print it out.

CHAPTER 4

MULTIMEDIA PRESENTATIONS

SOLUTION OF EXERCISE

Q.1 Tick the correct choice. صحیح جواب پر ٹک کریں۔

i) A single page of presentation created in PowerPoint is called _____
(a) Slide (b) Media (c) Text (d) Slide Show

ii) There are _____ elements of multimedia.
(a) Four (b) Three (c) Two (d) Five

iii) The combination of letters and numbers is known as _____
(a) Alphabets (b) Numbers (c) Symbols (d) Text

iv) Cartoon movies are the example of _____
(a) Painting (b) Animation
(c) Drawing (d) Photograph

v) The digital representation of non text information is called _____.
(a) sound (b) video
(c) graphics (d) animation

vi) The movement of an object is created by using _____ technique.
(a) Animation (b) Presentation (c) Motion (d) Execution

vii) The name of the PowerPoint file is seen on the _____ bar.
(a) Menu (b) Title (c) Scroll (d) Status

viii) _____ is the keyboard shortcut key to create a new file in the PowerPoint.
(a) Ctrl+N (b) Ctrl+V
(c) Ctrl+C (d) Ctrl+P

ix) All side layouts contain boxes with dotted borders called _____
(a) Title holder (b) Placeholder
(c) Box holder (d) Text holder

x) The presentation of all slides created in PowerPoint is called _____.
(a) Slide Design (b) Slide View
(c) Slide Show (d) Laser Show

xi) Slide _____ are the effects that determine how a slide moves in and out of the view in the Slide Show.
(a) Animation (b) Transition
(c) Layout (d) Templates

xii) In which Tab a user can find Slide Transition?
(a) Home Tab (b) Animation Tab
(c) Review Tab (d) Design Tab

xiii) The list of animation effects that a user can apply to selected object on the slide is called _____.
(a) Smooth Animation (b) Long Animation
(c) Slide Transition (d) Custom Animation

xiv) An orderly display of information using different media elements is known as _____
(a) Multimedia Presentation (b) Animation
(c) Transition (d) Layout

xv) The arrangement of the objects on the slide is known as Slide _____
(a) Transition (b) Show (c) Design (d) Layout

Q.2 Fill in the blanks. خالی جگہیں پُر کریں۔

i) Multimedia is a combination of all or some of the media elements.

ii) Picture is an example of graphics.

iii) The feel of a surface or a fabric is called texture.

iv) A layout is a ready-made or pre-defined disign of a slide.

v) Placeholders are the boxes with dotted borders.

vi) Gradient is the gradual progression of colours and shades.

vii) A theme contains pre-defined settings of fonts, colours and effects.

viii) A single page of presentation created in PowerPoint is called slide.

ix) Slide transition is the movement from one slide to another in the slide show.

x) sound is a wave or vibration which can be heard by human ears.

Q.3 Define the following. درج ذیل کی تعریف بیان کریں۔

i) Multimedia ملٹی میڈیا
Ans: Multimedia is a combination of all or some of the media elements. The elements of multimedia include text, graphics, audio/video and animation.

ii) Placeholder پلیس ہولڈر
Ans: All slide layouts contain boxes with dotted borders called placeholders.

iii) Text ٹیکسٹ
Ans: Text is a combination of letters and numbers that a user type with a keyboard.

iv) Background بیک گراؤنڈ
Ans: The background of a slide is the area behind the text and graphics.

v) Animation اینی میشن
Ans: Animation is the list of animated effects that a user can apply to different selected objects on slide during slide show.

Q.4 Differentiate Between the following.

درج ذیل میں فرق بیان کریں۔

i) Gradient and Texture Background Fill

گریڈی اینٹ اور ٹیکسچر بیک گراؤنڈ فل

Ans. Difference: Gradient Text is a gradual progression of colours and shades, usually from one colour to another colour, or from one shade to another shade of the same colour. Whereas, the feel of a surface or a fabric is called texture. There are different textures available in PowerPoint to set as background.

ii) Graphics and Animation

گرافکس اور اینی میشن

Ans: Difference: Graphics is the digital representation of non text information. Whereas, Animation is the list of animated effects that a user can apply to different selected objects on the slide during slide show.

iii) Video Clip and Animation

ویڈیو کلپ اور اینی میشن

Ans: Difference: A video clip is a short segment of a video. For example, movie clips and documentary clips etc. Whereas, Animation is the list of animated effects that a user can apply to different selected objects on the slide during slide show.

iv) Installed and My Templates

انسٹالڈ اور مائی ٹیمپلیٹس

Ans: Difference: Installed templates are provided with the PowerPoint. Whereas, My tamplates are the templates that a user has created and saved.

v) Custom Animation and Slide Transition

کسٹم اینی میشن اور سلائیڈ ٹرانزیشن

Ans: Difference: Custom animation is the list of animated effects that a user can apply to different selected objects on the slide during the slide show. Whereas, Slide Transition is the movement from one slide to another in the slide show. Slide transitions are the animation-like effects that occur in Slide show view when your move from one slide to the next. A user can add sounds, select the speed and style to the transition effects.

Q.5. Give a brief answer to the following questions.

درج ذیل سوالات کے مختصر جوابات دیں۔

i) What is multimedia? Explain its elements.

ملٹی میڈیا کیا ہے؟ اس کے اجزا کی وضاحت کریں۔

Ans. Multimedia is a combination of all or some of the media elements. Multimedia is a file save on the disk that contains all the slides, speakers notes, handouts that make up your presentation. The programs that create multimedia are known as multimedia authoring software. Multimedia presentations help users to present information visually in an interactive way. They can use different media elements in their presentations to make an impact on the audience. This type of application lets you combine different types of media (print, images, sound, and movie) in interseting ways.

Elements of Multimedia:
The elements of multimedia include:
☆ Text   ☆ Graphics   ☆ Audio / video
☆ Sounds   ☆ Animation

ii) Define Slide and Slide Show?

سلائیڈ اور سلائیڈ شو کی تعریف بیان کریں۔

Ans: Slide: A single page of presentation created in power point is called slide.
Slide Show: The Presentation of all the slides, created in power point shown one after another is known as slide show.

iii) How can we fill background with different ways?

ہم مختلف طریقوں سے بیک گراؤنڈ کیسے فل کرتے ہیں؟

Ans. Adding Background Fill Effect:
The background of a slide is the area behind the text and graphics. The background colour and appearance of the slide can easily be modified with following effects:
1. Gradient Fill: It is a gradual progression of colours and shades, usually from one colour to another colour, or from one shade to another shade of the same colour.
2. Texture Fill: The feel of a surface or a fabric is called texture. There are different textures available in PowerPoint to set as background.
3. Picture Fill: A visual representation of an object or scene or person produced on a surface is known as picture. For example, paintings, drawings and photographs etc.

iv) Explain Slide Layout and its uses in a presentation.

سلائیڈ لے آؤٹ اور اس کے پریزینٹیشن میں استعمالات کی وضاحت کریں۔

Ans. Slide layout:
A slide layout is a ready-made or pre-defined design of a slide available in Microsoft PowerPoint. All slide layouts contain boxes with dotted borders called placeholders. These boxes hold title and body text or objects such as Smart Art graphics, charts, tables, and pictures. There are different slide layouts available in the PowerPoint. A user can select the appropriate slide layout for the presentation. Following steps can be taken for using slide layout and placeholder in the presentation:
☆ Open a new blank Power Point presentation.

☆ In the Home tab, on the slides group, click Layout.
☆ A menu of layouts appears.
☆ Click the desired layout.
☆ In the title placeholder type " My House".
☆ In the content placeholder, Click Insert Clip Art button.
☆ A Clip Art pane appears.
☆ Type "Home" in the search for text box.
☆ Click Go. The matching Clip Arts appear.
☆ Click the Clip Art that you want to insert.
☆ The selected clip art appears on the slide.
☆ In the Home Tab, on the Drawing group, click Shapes.
☆ A menu of shapes appears.
☆ Click the shape that you want to insert.
☆ Edit the shape, for example by resizing or moving it as needed.
☆ Save it with the name of " My House"

v) What is Slide Transition? سلائیڈ ٹرانزیشن کیا ہے؟
Ans. Slide Transition: Slide transition is the movement from one slide to another in the slide show. Slide transitions are the animation-like effects that occur in slides show view when you move from one side to the next. You can control the speed of each slide transition effect, and you can also add sound.

vi) Describe Custom Animation?
کسٹم اینی میشن بیان کریں۔
Ans. Custom Animation: Custom animation is the list of animated effects that a user can apply to different selected objects on the slide during slide show. Animation is very important in PowerPoint presentation. When we can take the help of animation when we are presenting online presentation to make it more useful and informative.
A user can add animations in a presentation using slide transition and custom animation using slide effects. These effects help to animate a slide and its objects. Following steps can be taken for adding custom animation in the presentation.
☆ Open the presentation " My House".
☆ Select the image.
☆ In the Animation tab, click Custom Animation.
☆ Custom animation task pane appears.
☆ Click Add effect Entrance checker board.
☆ Select the slide show button to view the full screen animation effect. We can modify the animation effects on your slide.
☆ Slide Custom Animation Pane, under Modify task, we can modify three setting of animation effect.
Start: how to start animation.
Direction: Direction of animation.
Speed: Speed of animation.
☆ We can also remove the animation effect from the slide by clicking the Remove button.
vii) What is meant by collecting contents? Explain with an example.

کنٹینٹس اکٹھے کرنے کیا مراد ہے؟ ایک مثال سے واضح کریں۔
Ans. Collecting Contents for presentation: Contents for presentation can be collected in the form of text, images, audio and video clips. The presenter can search books and Internet for the best available material. Suppose a user wants to create a presentation on Quaid-e-Azam Muhammad Ali Jinnah. The user should collect the following material to make an attractive presentation.
☆ Textual data (birthday, a brief life history and quotes etc.)
☆ Images of Quaid-e-Azam
☆ Sound clips from his speeches
☆ Video clips of Quaid-e-Azam
viii) Write the steps to fill background with a picture.
تصویر کے ساتھ بیک گراؤنڈ فل کرنے کے اقدامات تحریر کریں۔
Ans. Adding picture as Background fill. Following steps can be taken for adding pictures as background fill effect:
☆ Open PowerPoint (a new blank presentation)
☆ Type the following quotation.
" THE SUN SETS IN THE WEST"
☆ Open the format background dialogue box.
☆ Click picture or texture fill.
☆ Set the path of the appropriate picture which you want to set as background.
☆ Click Apply to all.
☆ Now the picture has been set as a background.
ix) Write the types of the templates.
ٹیمپلیٹس کی اقسام لکھیں۔
Ans. Types of Templates: There are three types of templates: ☆ Installed Templates
☆ My Templates
☆ Office Online Templates
i) Installed Templates:
Installed templates are provided with the PowerPoint.
ii) My Templates: These are the templates that a user has created and saved.
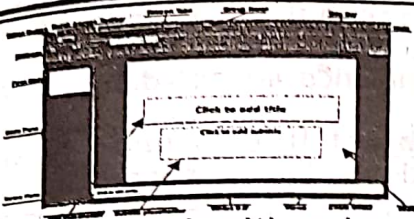iii) Office Online Templates:
These are the templates that a user downloads from office website.
x) What is a Slide Show? سلائیڈ شو کیا ہے؟
Ans. Slide Show: The presentation of all the slides, created in PowerPoint shown one after another is known as slide show. In the slide show, presentation is shown in the full screen mode. In the slide show all the graphics, timings, animated effects and transition effects are shown. Slide show is the method of presenting slides. After making the slide we can view the slide on the full screen with slide show option.
Q.6 Label the following diagram.
درج ذیل ڈایاگرام کو لیبل کریں۔

☆ In slide 1, type your name class and school name.

☆ In slide 2, type your hobbies.

☆ In slide 3, type the names of your friends.

☆ Using custom animation task pane, select animation effects for the title and subtitle text.
☆ Apply transition effect from quick style list on the slides.
☆ Run the Slide Show.

Lab Activity (Computer Basics) لیب ایکٹیویٹی (کمپیوٹر بیسکس)
☆ Open a new presentation.
☆ Select an appropriate layout for the presentation.
☆ Add three more slides in your presentation.
☆ Select different background fill for each slide.
☆ In slide 1, type the definition of computer.

☆ In slide 2, type the definition of hardware and software.

☆ In slide 3, type the names of five different hardware.

☆ In slide 4, type the names of five different software.

☆ Using custom animation task pane, select animation effects for the title and subtitle text.
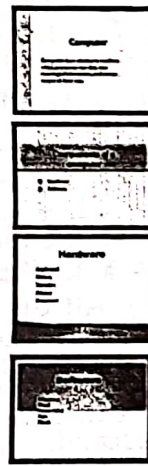☆ Apply transition effect from quick style list on the slides.
☆ Run the Slide Show.

CHAPTER 5 ELECTRONIC MAIL

SOLUTION OF EXERCISE

Q1. Tick the correct choice. صحیح جواب پر ٹک کریں۔
i) Sending and receiving messages and files electronically is known as _____

Q.7 Match column A with column B and write the matching numbers in column C.
کالم A کا کالم B سے موازنہ کریں اور درست جواب کا نمبر کالم C میں تحریر کریں۔

A	B	C
i) Text	a) Application Software	i) c
ii) Graphics	b) Ctrl + N	(ii) f
iii) Gradient	c) Letters, Numbers	(iii) g
iv) Slide	d) Feel of a surface/fabric	(iv) i
v) Create New Presentation	e) Box with dotted borders	(v) b
vi) slide Transition	f) Paintings/Drawings	(vi) h
vii) Texture	g) Progression of colours	vii) d
viii) Custom Animation	h) Movement of the slides	(viii) j
ix) Placeholder	i) Single Page	(xi) e
x) PowerPoint	j) Animated Effects	(x) a
	k) Ctrl + C	
	l) Ctrl + P	

Lab Activity (Backgrounds) لیب ایکٹیویٹی (بیک گراؤنڈز)
☆ Open a new presentation.
☆ Select an appropriate layout for the presentation.
☆ Add two more slides in your presentation.
☆ Select different background fill for each slide.
☆ In slide 1, type your name, class and school name.
☆ In slide 2, type your hobbies.
☆ In slide 3, type discipline.
☆ Run the Slide Show.

Lab Activity (My Self) لیب ایکٹیویٹی (بذاتِ خود)
☆ Open a new presentation.
☆ Select an appropriate layout for the presentation.
☆ Add two more slides in your presentation.
☆ Select different background fill for each slide.

(a) E-mail (b) F-mail (c) H-mail (d) C-mail

ii) Storage area or "mailbox" supplied by an e-mail service provider is called _____
(a) Inbox (b) Bank account
(c) E-mail account (d) Commercial account

iii) _____ is a unique name chosen by a user while creating an e-mail.
(a) Login (b) Password (c) Subject (d) Username

iv) The name of the e-mail service provider comes after _____ sign.
(a) $ (b) @ (c) * (d) #

v) Can two friends have same e-mail address?
(a) Yes (b) No (c) May be (d) No idea

vi) A user has to click on the _____ button to create a new e-mail account.
(a) Sign on (b) Sign out (c) Sign in (d) Sign up

vii) Cc: stands for _____
(a) Cat copy (b) Carbon copy
(c) Cool Copy (d) Can't copy

viii) Incoming messages are stored in a folder knows as _____
(a) Outbox (b) Inbox (c) Post Box (d) Mail Box

ix) E-mails are arranged in inbox with respect to _____
(a) Names (b) Date and Time
(c) Client and Server (d) Subject

x) All replied and sent e-mails are stored in a _____ folder.
(a) Drafts (b) Inbox (c) Sent (d) Trash/Deleted

xi) _____ folder is used to store the deleted e-mails.
(a) Drafts (b) Trash (c) Sent (d) Junk

xii) All outgoing messages are stored in _____ folder.
(a) Inbox (b) Deleted (c) Sent (d) Drafts

xiii) _____ means to close an e-mail account.
(a) Sign up (b) Delete (c) Sign in (d) Sign out

xiv) To answer a received e-mail is called _____ an e-mail.
(a) Read (b) Reply (c) Write (d) Compose

xv) _____ is a Keyboard short cut key to compose an e-mail.
(a) Ctrl + P (b) Ctrl + C
(c) Ctrl + N (d) Ctrl + X

Q.2 Fill in the blanks. خالی جگہیں پُر کریں۔

i) Hotmail is a popular web based e-mail service provider.

ii) A password is a secret word, number or both.

iii) An e-mail address consists of username and domain.

iv) Attach button is used to include a file/photo in an e-mail.

v) Recipient's e-mail address is written in to line.

vi) Subject line is used to write the description of the message.

vii) To open an e-mail account is known as sign in

viii) A username and password is required to sign in an e-mail account.

ix) A user can restore deleted e-mails within ten days.

x) Double click a received e-mail to read it.

Q.3 Define the following. درج ذیل کی تعریف بیان کریں۔

i) E-mail Account ای میل اکاؤنٹ
Ans. An E-mail account is the storage area or "mailbox" supplied by an e-mail service provider.

ii) E-mail Address ای میل ایڈریس
Ans. A unique address of an e-mail account is called and e-mail address. An e-mail address defines the location of an individual's mailbox on the Internet.

iii) E-mail Service Provider ای میل سروس پرووائیڈر
Ans. The company which provides the Internet facility for checking e-mail to the users is called service provider.

iv) Sign in سائن ان
Ans. In order to use your e-mail, account, you have to sign in first then you can use your e-mail account.

v) Trash/Deleted folder ٹریش/ڈیلیٹڈ فولڈر
Ans. Trash/Deleted folder stores e-mail that you have chosen to delete.

Q.4 Differentiate between the following.
درج ذیل میں فرق بیان کریں۔

i) Sender and Receiver بھیجنے والا اور وصول کرنے والا
Ans. Difference: The person who sends the e-mail to others is called sender. Whereas, The person who receives the e-mails sending by others is called receiver.

ii) Attach and Remove اٹیچ کرنا اور ختم کرنا
Ans. Difference: Attaching File/Picture: A user can attach files and photos in an e-mail by clicking on the attach button. Attached files are the files which can be sent with the e-mail message. You can attach up to 25 MB size of files with yahoo mail and 10MB size files with hotmail service.
Removing File/Picture: The process of removing file/picture from the mail is called removing file/picture.

iii) Username and Password یوزر کا نام اور پاس ورڈ
Ans. Difference: Username: The user name

is the name of the person's account. This can be a real name or a nickname.

Password: A password is a secret code consisting of words, numbers, or a combination of words and numbers applied to the system that must be typed on the keyboard to get access to the mail.

iv) Sign in and Sign out سائن ان اور سائن آؤٹ

Ans. Difference: Sign In: In order to use your e-mail account you have to sign in first then you can use your e-mail account

Sign out: After using the e-mail, it is a good idea to sign out of e-mail account, so that other person cannot use your e-mail account. In this way no one can view your important mails.

v) E-mail address and E-mail account

ای-میل ایڈریس اور ای-میل اکاؤنٹ

Ans. Difference: A unique address of an e-mail account is called and e-mail address. An e-mail address defines the location of an individual's mailbox on the internet. To send e-mail you must know the recipient's e-mail address.

Whereas, An e-mail account is the storage area or "mailbox" supplied by an e-mail service provider. To use and e-mail service a user must have an e-mail account. Each e-mail account has a unique address. E-mail account can be obtained by registering with ISPs (Internet Service Providers) or e-mail service providers such as Hotmail, Yahoo and Gmail etc.

Q.5 Give brief answer of the following.

درج ذیل کے مختصر جوابات تحریر کریں۔

I) List down the steps to create a new e-mail account.

ایک نیا ای میل اکاؤنٹ بنانے کے اقدامات تحریر کریں۔

Ans. Creating a new e-mail account:
We can create an e-mail account on Yahoo, Hotmail, Gmail etc. These are web based free e-mail services. In order to create e-mail account, follow the following steps:
☆ Click on Internet Explorer icon.
☆ Type e-mail service provider address In the address bar. I.e. www.hotmail.com.
☆ The Hotmail home page appears.
☆ Click on sign up button to create a new account.
☆ Fill the required information In given sign up form and press I accept button.
☆ As you Press I accept button your e-mail account will be created.
☆ You will receive one message welcoming you to Hotmail.
☆ Click on the message to read it.
☆ Hotmail welcoming page appears.
☆ To sign out or log button. Hotmail will log you out of the system.

ii) Write down the procedure to compose and send an e-mail.

ای-میل کمپوز کرنے اور بھیجنے کا مکمل تحریر کریں۔

Ans: Compose an E-mail: Compose an e-mail means to write a message. A user can compose a new e-mail in windows live mail by clicking on New button or by pressing Ctrl + N from the keyboard.

Send the E-mail: After composing an e-mail, the user has to click on the send button to complete the process of sending an e-mail.

iii) Write the names of different folders in an e-mail account.

ای-میل اکاؤنٹ کے مختلف فولڈرز کے نام تحریر کریں۔

Ans. Following are the main folders of e-mail account:
☆ Inbox Folder.   ☆ Sent Folder.
☆ Deleted / Trash Folder.

Inbox Folder: Inbox folder is used to stores messages sent to you E-mail are arranged w.r.t date and time.

Sent Folder: Sent folder is used to store copies of messages you have sent. This folder maintains the record of all e-mails that a user sends to different persons.

Deleted/Trash Folder: This folder stores e-mail that you have chosen to delete. When we delete an e-mail it is stored in the trash folder. A user can retrieve a message from here incase he/she wants to restore it.

iv) What is an email address? Give its composition?

ای-میل ایڈریس کیا ہوتا ہے؟ اس کی بناوٹ تحریر کریں۔

Ans. E-mail Address: A unique address of an e-mail account is called an e-mail address. An e-mail address defines the location of an individual's mailbox on the Internet. To recipients e-mail address.

Composition of E-Mail Address: An e-mail Address consists of the following two parts.
1.   Username or ID
2.   Domain (The name of the computer that stores the e-mail messages). For example, Muhammad-Ahmad@hotmail.com is the example of a valid e-mail address. This address consists of three distinct parts, which together make it unique, namely i.e.
a) Muhammad-Ahmad: This is the name of the user, which Is not allocated to anyone.
b) @ Symbol separates the name of the person from the domain.
c) hotmail.com: Refers to the host computer where e-mail is stored.

(v)   What is Hotmail and Yahoo mail?

ہاٹ میل اور یاہو میل کیا ہے؟

Ans: Hotmail: It is a free web mail service. It is also known as MSN hotmail. Hot mail is also was largest web e-mail service. Hotmail was introduced in July 1996 by Jack Smith.

Yahoo Mail: It is a free web mail service provided by yahoo. Yahoo mail was introduced in 1997. Yahoo mail is the largest web mail service.

vi) How an e-mail is replied?

ای۔میل کا جواب کیسے دیا جاتا ہے؟

Ans. Replying an E-mail: Reply an e-mail means to answer a received e-mail. When a user clicks reply button, an e-mail editor appears with the e-mail address and subject of the sender. The user can type message and reply the e-mail by clicking send button. Following steps can be taken for replying an e-mail:
☆ Open Internet Explorer.
☆ Sign in your e-mail account.
☆ Read an e-mail from your inbox.
☆ Click Reply button.
☆ A reply window opens, type the reply message.
☆ Click Send. The e-mail is replied.

vii) What is the function of Cc: feature?

سی سی: فیچر کا کیا فعل ہے؟

Ans. Cc: means Carbon copy (Cc). A carbon copy sends and exact copy of the message to another person. This feature is useful when a user wants to send an e-mail to several people at once.
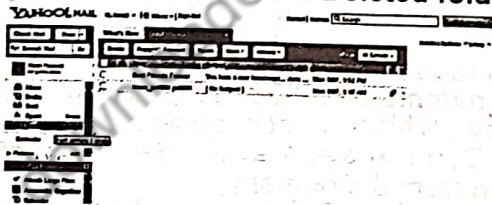
viii) Write the steps to delete an e-mail.

ای۔میل کو ختم کرنے کے اقدامات تحریر کریں۔

Ans. Following steps are required for deleting an e-mail.
Open your Inbox folder.
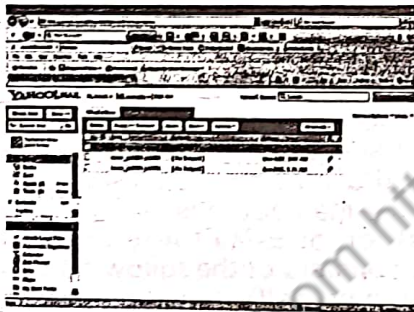
Check the e-mail, you want to delete.
Click Delete
Deleted e-mail are stored in Deleted folder.

ix) How can we attach a file/photo with an e-mail?

ہم ای۔میل کے ساتھ فائل او فوٹو کیسے اٹیچ کرتے ہیں؟

Ans. Attach Files / Photo with an e-mail: A user can attach files and photos in an e-mail by clicking on the attach button. Attach files are the files which can be sent with the e-mail message. Attachment file can be a picture, movie or document. You can attach up to 25 MB size of file with yahoo mail and 10MB size files with hotmail service.

x) Write the web addresses of Hotmail and Yahoo mail.

ہاٹ میل اور یاہو میل کے ویب ایڈریسز تحریر کریں۔

Ans. The web addresses of Hotmail and Yahoo mail are given below:
☆ www.hotmail.com
☆ www.yahoomail.com

Q.6 Match column A with column B and write the matching pairs number in column C.

کالم A کا کالم B سے موازنہ کریں اور درست جواب کا نمبر کالم C میں تحریر کریں۔

	A		B	C
i)	Sign up	a)	Sent	i) e
ii)	Sign in	b)	Secret word	ii) i
iii)	Password	c)	Ali@hotmail.com	iii) b
iv)	Outgoing e-mails	d)	Carbon copy	iv) a
v)	Deleted e-mails	e)	Create a new e-mail	v) g
vi)	E-mail address	f)	Hotmail	vi) c
vii)	Domain name	g)	Trash/Deleted	vii) f
viii)	Cc:	h)	Inbox	viii) d
ix)	Incoming messages	i)	Open an e-mail account	ix) h
x)	Sign out	j)	Closing an e-mail account	x) j
		k)	Bcc:	
		j)	Attach a file	

Lab Activity لیب ایکٹیویٹی

☆ Draw a best wishes card in Paint and save it.
☆ Sign in your e-mail account.
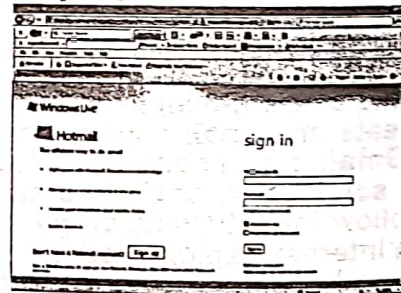
☆ Compose a new e-mail.
☆ Type best wishes message in the e-mail.
☆ Attach best wishes card with the e-mail.
☆ Type your best friend e-mail address in the "To:" text box.
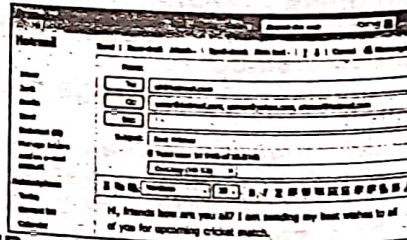
☆ Type "Best Wishes" in the Subject text box.
☆ Send this e-mail with carbon copy of this e-mail to all other friends.