

# Exercises

## Objective Type Questions

A Fill in the blanks with the correct words.

Compiled    Supercomputer    Microcomputer    Language    Machine

1. A micro computer is a small computer that is used by one person at a time.
2. IBM's *Sequoia* is a Super computer.
3. A computer language is a system of commands used to develop programs for computers.

- In Machine language, each instruction is written in the form of a string of 0s and 1s.
- A Compiled program runs faster than an interpreted program.

**B** Write T for the true statement and F for the false one. Correct the false statement(s).

- A PMP is a type of mobile computer microcomputer.
- Mainframes are multi-user computers.
- An interpreter converts one instruction at a time.
- An assembler is a program that translates an assembly language program into a machine language program.
- A program written in a high-level language is called source code object code.

**C** Choose the correct option.

- A mobile computer:
  - Desktop
  - HP 2100
  - PDA
  - DEC 10
- Which is not true about a compiler?
  - It converts one statement of a program into machine language.
  - An object code produced by a compiler is permanently saved for future.
  - It reports all errors in a program with line numbers.
  - It produces faster object code than an interpreter.
- Each instruction in this language is written in the form of a long string of 0s and 1s.
  - High-level language
  - Assembly language
  - Machine language
  - All of these
- Each computer language has a set of rules called
  - Highlighted
  - Syntax
  - Symbols
  - Reserved
- Which one is not a high level programming language?
  - Perl
  - Ruby
  - Diamond
  - Python

**D** Match the following.

**Column A**

- Minicomputer
- Uses English words.
- It is written using letter code.
- Object code
- Delphi

**Column B**

- High-level language 3 2
- Assembly language 2 3
- MicroVAX 3100 1
- One of the latest high level languages 5
- Machine language program 4

# Exercises

## Objective Type Questions

A Fill in the blanks with the correct words.

LAYOUT   Cell   Vertical   TABLE   Selection

1. A column is a Vertical series of cells in a table.
2. To select an entire row, click the selection bar of that row.
3. A Cell is the intersection of a row and a column.
4. To insert a row in a table, click the LAYOUT tab.
5. When you select a table, **DESIGN** tab appears under Table TOOLS.

**B Write T for the true statement and F for the false one.**

1. We can create a table in <sup>four different</sup> only one way in Word 2013.
2. You can merge the cells of a row in a table.
3. You cannot convert existing text into a table.
4. After creating a table, we can always insert more rows and columns.
5. The **Pictures** option is available on the <sup>Insert</sup> **HOME** tab.

**C Choose the correct option.**

1. The horizontal series of cells in a table is called a row.
  - a. Row
  - b. Grid
  - c. Column
  - d. None of these
2. To move to the next cell in a table, press the Tab key.
  - a. Enter
  - b. Tab
  - c. Shift
  - d. None of these
3. Which of the following options provides various templates for a table?
  - a. Quick tables
  - b. Grid
  - c. Draw table
  - d. None of these
4. To move through the cells, use
  - a. Tab key
  - b. Shift + Tab
  - c. Arrow keys
  - d. Any one of the above
5. The **Merge Cells** option is available on the layout tab.
  - a. LAYOUT
  - b. DESIGN
  - c. Both (a) and (b)
  - d. None of these

**Descriptive Type Questions**

**D Answer the following.**

1. Name the tab and the group that have the option to change the table column width.
2. Which key will you press to move to the next cell in a table?
3. How can you change the size of a table?
4. Which tab has the option to change the space between the cells?
5. Write the steps to split the cells of a column.

Categories of computer and computer language

Q1) classify computers on the basis of science.

Ans) On the basis of science computers can be classified in the 5 groups

a) mobile computers

b) ~~micro~~ <sup>micro</sup> computers

c) mini computers

d) main frames <sup>and</sup>

e) super computer

Q2) what is an ultra book? Give three examples of mini computers.

Ans

Ans - An ultra book is another category of laptops that is <sup>m</sup>slimmer and lighter but built to offer the same <sup>s</sup>performance as a laptop.

Three examples of mini computers

are:

1) CDC Space ~~SPAC~~ 160A

2) Micro VAX 3100

3) HP 2100

Q3) write short note on mainframes.

Ans - Mainframes are big, powerful and expensive multiuser computers. They are mainly used for

bulk data processing in large organizations like government offices, airlines and banks. IBM 4381, DEC 10, and NEC 610 are examples of mainframes.

Q4) What are mobile computers? Give some examples.

Ans: Mobile computers are the smallest computers designed to be carried around by users.

Some examples are:

- 1) laptops or ultra books
- 2) ~~netbooks~~ netbooks
- 3) tablets
- 4) ebook readers
- 5) smart phones
- 6) personal data assistants (PDAs)
- 7) ~~assistant~~ (PDAs) portable media players (PMP)

Q5) Write the names of some high level programming languages.

Ans: 1) ~~Java~~ Java

2) python

3) Ruby

4) C

5) Visual Basic

6) PHP

7) Delphi C++

8) Delphi

9) C #

10) Perl

Q1) What are the three categories of computer languages?

Ans. - 1) Three categories of computer languages are -

2) 1) Low-level language

3) 2) Assembly language

4) 3) High-level language

Q2) What is a game console? Give two examples.

Ans) A game console is an electronic device that can be connected to a P.V and is used to

video  
video  
play interactive video games.

Two examples of game console are-

- 1) Xbox one
- 2) playstation 4

Q3) write three features of fourth generation languages -

Ans: i) Use English words and phrases

ii) programmer friendly, enhance program <sup>making</sup> efficiency.

iii) use icons, graphical interface, and symbolic representations. <sup>efficient</sup>

Q9) ~~Two~~ Answer in one or two sentences

i) Name India's first super computer.

Ans) <sup>PARAM</sup> ~~Patem~~ 8000 is considered India's first super computer.

ii) Give two examples of super computer.

Ans - IBM's <sup>sequoia</sup> ~~sequoia~~ and Fujitsu's <sup>Fujitsu's</sup> ~~Fujitsu's~~ computer are two <sup>examples</sup> of super computer.

iii) Give ~~one~~ one example of an E-book reader



Ans: Kindle is an example of an E-book reader.

Q) What is an embedded system?

Ans: An Embedded System is a combination of computer hardware and software designed to perform a specific function within a larger system.

Q) Give an example of fourth-generation language.

Ans: <sup>prolog</sup> ~~Prolog~~ (an official artificial intelligence language) is an example of fourth-generation languages.

Wash  
30/4/19

Q1) Ans in one or two sentences

i) What is a table?

Ans - A table refers to an arrangement of data (numbers, pictures and many other objects) in rows and ~~also~~ columns.

ii) What is a cell?

Ans - The intersection of a row and a column which forms a rectangular box is called cell.

iii) What is a column?

Ans - A Column is a vertical series of <sup>cells</sup> ~~cells~~ in a table.

iv) <sup>a row</sup> What is ~~row~~?

Ans - A row is the ~~is~~ horizontal series of cells in a table.

v) What are <sup>templates</sup> ~~templates~~?

Ans - Templates are example layout and designs provided in a software.

vi) What is cell spacing?



Ans. The space between the cells is called cell spacing.

g) What is cell padding?

The space between the cell <sup>margin</sup> and the content is called cell padding.

h) What are the four <sup>alignment</sup> choices for a table?

Ans. - The four <sup>alignment</sup> choices for a table are left, right, centre and left <sup>indented</sup>.

Q2) What are the steps to insert a table in a document using a grid?

Ans. - The set steps to insert a table in a document using a grid are as follows:-

a) Click at the position where we want

b) Click the insert tab

c) In the tables group click the table option

d) A table grid ~~is~~ <sup>appears</sup>. Hold the mouse button to highlight the ~~de~~ <sup>desired</sup> number of rows and columns

e) Click the mouse button. An empty table ~~is~~ inserted in the document.

merge  
 (Q3) what are the steps to ~~merge~~ <sup>merged</sup> cells?

Ans. To ~~merge~~ <sup>merged</sup> cells follow the giving steps

a) Select the cells to be merged

b) Click the layout tab

c) In the merged group, click merged cells option

(Q4) what are the steps to change row height

Ans. The steps to change row height are as follows:-

a) Select or click anywhere in the row whose height we want to change

b) Select ~~o~~ <sup>o</sup> etc. Click the layout tab

c) In the Cell Size - group, click the table row - height spinbox to change the height of the row.

(Q5) what are the ~~steps~~ <sup>steps</sup> to change the ~~alignment~~ <sup>alignment</sup> of objects

Ans. To change the <sup>in</sup> alignment of object do the following:-

- a) Click on the cell that we want <sup>to align</sup> <sub>^</sub> <sup>text</sup> <sub>^</sub> <sup>aligning</sup>
- b) Click the layout tab
- c) In the <sup>alignment</sup> ~~alignment~~ group choose the <sup>text</sup> ~~text~~ <sup>we</sup> ~~we~~ <sup>want</sup> ~~want~~

Q6) What are the steps to insert pictures in a table cell.

Ans:- To insert the picture in a table cell follows the steps:-

- a) Click in the cell where we want to insert the picture
- b) Click the insert tab and in the illustrations group click the pictures option
- c) The insert picture dialog box appears
- d) Browse and select the picture to be inserted ~~So~~ click the insert button.
- e) The selected picture will be inserted in the table cell

Q7) What are the steps to delete <sup>or cells?</sup> Rows, Columns, <sup>columns or cells</sup>

Ans:- To delete rows <sub>^</sub> from a table are:-

a) First we have select the cells, <sup>or rows</sup> or <sup>columns</sup> we wish to delete.

b) Then <sup>right</sup> ~~write~~ - click and select ~~and~~ an appropriate delete cells option from the sub menu.

c) The delete cells dialog box appears <sup>button</sup>

d) Select the required option and then click ok.

1 Note - Learn short cut keys pg-34

## Exercises

### Objective Type Questions

A Fill in the blanks with the correct words.

stored .docx File Start move

1. We can move a file from one storage device to another.
2. File management enables us to organise data better.
3. You can search files from the Start menu.
4. Different types of files can be stored in the computer.
5. A word document has .docx extension.

**B** Write T for the true statement and F for the false one.

1. We can copy a file from one drive to another. T
2. We cannot move a folder from one storage device to another. F
3. You can play a music file using Windows Media Player. T
4. Every file stored on a computer has <sup>different</sup> the same extension. F
5. A file extension consists of only two characters. <sup>three or four</sup> F

**C** Choose the correct option.

1. An Excel file has extension:  
a. .xls  
b.  .xlsx  
c. a or b  
d. None of these
2. Which of the following can be the extension of an image file?  
a. .jpg  
b. .gif  
c. .png  
d.  Any one of the above
3. \_\_\_\_\_ are special symbols that can be used to search a file or folder.  
a.  Wildcards  
b. Symbol  
c. Alphabets  
d. Numbers
4. Which of the following is used to replace a string of text in a search term?  
a. ?  
b. %  
c.  \*  
d. None of these
5. We can sort files by  
a. Type  
b. Name  
c. Size  
d.  All of these

### Descriptive Type Questions

**A** Answer the following.

1. Name the two symbols that can be used as wildcard characters.
2. In how many ways can we sort files in Windows 7?
3. Can we combine wildcard characters ? and \*? Give one example.
4. Mention two extensions of audio and video files.
5. How many letters are there in a file extension?

by Noor  
14/6/19,



ch-2

Q1) What are the steps to play a music file using Windows media player while searching some information on the internet?

Ans. - To play a music file using Windows media player while searching some information on the internet follows the steps:-

a) Open Windows Media player by selecting Start > All programs > Windows Media player.

b) The Windows media player window appears.

c) Select # and play the music file

d) Minimize this window

for example

e) open any web browser ~~as~~ internet Explorer, and search the information ~~by~~ according to the requirement.

~~Q2)~~

Q2) What are wild cards?

Ans. Wild cards are special symbols that can be used to search a file or folder <sup>where</sup> <sup>whose</sup> ~~whose~~ exact name we do not know.

Q3) What are the two wildcard supported in windows search?

Ans. - The two wildcards supported in windows <sup>search</sup> ~~such~~ are '\*' and '?'

Q4) What is a file?

Ans) picture, document or presentation created on a computer is called file.

Q5) What are drives?

Ans) ~~Every~~ <sup>Every</sup> computer has <sup>a</sup> hard disk which can be divided into <sup>1</sup> different <sup>partition</sup> ~~partitions~~ called drives

# Shortcut!

Move to the next  
cell

Tab

Move backward

Shift + Tab

Move through the  
cells

Arrow keys