Class: seven

Computer Notes

Unit#1: Computer Software

Question/Answer (from exercise)

Q#1: Define Operating system?

Ans: An operating system is software that controls the overall activity of a computer system. It provides an interface between the user and the computer hardware.

Q#2: What are the types of system software?

Ans: System software is of three types:

(1)Operating system (2) Utility Programs (3) Language Processors

Q#3: Name some operating systems used nowadays.

Ans: Examples of operating system used nowadays are:

- Android
- Microsoft windows
- Mac OS X
- Windows phone

Q#4: Who is known as the father of java programming language?

Ans: James A Gosling is known as the father of java programming language.

Q#5: What is a language processor? What are its various types?

Ans: A language processor is also known as language translator. A

Translator software is used to convert the high level language into machine codes.

There are three types of language processor:

Assembler: It converts the assembly language into machine codes.

Interpreter: It converts high level language into machine codes. It translates the high level language program line by line.

Compiler It converts the high level language into machine codes in one go.

Q#6: Differentiate between high level and low level language?

High level language	Low level language
Easy to write	Difficult to write
Easy to test	Difficult to test
Processing speed is slow	Processing speed is fast
Interpreter or compiler are required	Interpreter or compiler are required
C++ and java are HLL	COBOL and FORTRAN are LLLL

Q#7: What do you mean by DBMS?

Ans: A DBMS is a collection of data and other related information of a database. It is used to handle the large amounts of data stored in a database. For example, Microsoft Access

Q#8: What do you understand by application software? What are its various types?

Ans: Application software is used to perform operations for a specific task.
1) Packages software 2) Customized software

Q#9: What are the various advantages of using high level languages?

Ans: The advantages of high level languages are:

- High level languages easy to understand
- It is easy to write, correct and test programs.
- Programs written in high level languages can be executed by different computers.

Q#10: What are utility Programs? Mention any four utilities and discuss their importance?

Ans: Utility program is system software that improves the operations of an operating system by providing additional and specialized functionality to it.

- **Backup Utility:** It allows you to take the backup copy of data or information on a disk.
- **Antivirus:** It scans for computer viruses.
- **Data Compression:** It can compress the contents of a disk.
- **Network Utilities:** It analyses the computer's network connectivity.

Q#11: What do you mean by customized software? Explain with example?

Ans: Customized software is made as per specific requirements of an organization. The user can specify what all he requires from the software and software is built to accomplish the specific tasks. It is also called tailor made software.

Example: software made for hotel management system would be different from that of an airline reservation system.

Q#12: What are different tasks performed by an operating system? Explain in brief?

Ans: There are following tasks performed by operating system:

- Operating system manages the system resources for e.g. it allocates memory and CUP time for currently being executed.
- It manages the transfer of data from various devices such as keyboard, mouse etc.
- It manages the system security and performance.
- It provides the way for application software to communicate with hardware.

Question/Answer (From reading)

Q#13: Define Software.

Ans: A Computer software is a collection of computer programs that provides the instructions for a computer on what to do and how to do it.

Q#14: Define program.

Ans: A program is a set of instructions given to the computer.

Q#15: Define Mnemonic with example.

Ans: A Mnemonic is an alphabetical abbreviation used as a memory aid. For example, to represent addition, the Mnemonic ADD may be used.

Q#16: Define Multitasking.

Ans: It is the ability to run two or more programs at the same time.

Unit#2: More Features of MS Word 2010

Question/Answer (from exercise)

Q#1: What is a cell?

Ans: It is a rectangular area formed by intersection of row and column.

Q#2: Define watermark.

Ans: A watermark is a text or picture that appears in a faded manner behind the text of documents.

Q#3: Which key is used to move to the next cell?

Ans: TAB key is used to move to the next cell.

Q#4: How will you change the table styles?

Ans: To change the table style, follow the given steps:

- Click on the table.

- Click on design tab.
- Click more buttons in the table styles group. A gallery appears.
- Choose and click any style.

Q#5: Write the steps to merge cells of your table.

Ans: To merge cells, follow the given steps:

- Select the cells that we want to merge.
- Click on layout tab
- Click the merge cells from the merge group. The cell gets merged.

Q#6: How will you change the height of a row?

Ans: To change the row height, follow the given steps:

- Select the row from the table whose height you wish to change.
- Click on the layout tab.
- Click on properties from table group.
- The Table properties dialog box appears. Click on the Row tab.
- Click on specify height check box to check it and type the required height.
- Click on OK button.

Q#7: Write the steps to insert a column in your table.

Ans: To add columns to a table, follow the given steps:

- Place the cursor in the table where we want to insert a column
- Click on layout tab
- Click inserts right or insert left from rows and column group. A new empty column will insert.

Q#8: How will you apply borders to your table?

Ans: To add borders, follow the given steps:

- Click on the table
- Click on design tab
- Click borders from the table styles group. A drop down list will appear.
- Click borders and shading a dialog box will appear
- Choose style, color and width of the border.
- Click on OK button

Q#9: Write the steps to print a document.

Ans: To print a document, follow the given steps:

- Click the file tab
- Select print option from the menu that appears
- Choose the pages to print n the page range box by selecting one of the following options available.

1. **Print all pages:** This print all pages of the document**.**
2. **Print selection:** only prints the selected content in the document.
3. **Print current page:** This prints only the page where the cursor is positioned.
4. **Print custom range:** Here we may enter specific pages like 1,2,5,6,9 .We may also enter range of pages using hyphen like 4-9`

Q#10: How do you add a watermark in your document?

Ans: To add a watermark, follow the given steps:

- Opened the file in which we want to add a watermark.
- Click the page layout tab on the ribbon
- Then click the watermark from page background group.
- Cluck custom watermark. The printed watermark dialog box

opened

- Click picture watermark to add a picture behind the text
- Click on the select picture button
- Insert picture dialog box appeared then selected the picture and click insert button.

Question/Answer (From reading)

Q#11: Define Merging.

Ans: Merging means combing two or more cells into a single cell.

Q#12: What do you mean by splitting?

Ans: Splitting means dividing a single cell into multiple cells.

Unit#3: Mail Merge in MS Word 2010

Question/Answer (from exercise)

Q#1: Name two application areas where you can use the Mail Merge process.

Ans: 1) Main document 2) Data source

Q#2: Define Data Source.

Ans: It contains the names and addresses of the recipients of a letter.

Q#3: Define Main Document.

Ans: The document that contains text of a letter.

Q#4: Write the steps involved in Mail Merge Process.

Ans: 1) Open Microsoft word and type the letter.

2) Click on mailings tab.

3) Click on start mail merge .A drop down menu list open.

4) Click on step by step mail merge wizard. The mail merge task pane

appears.

Q#5: Write the steps to type a new list in Mail Merge.

Ans: 1) Click on type a new list under select recipients.

2) Click create

3) The New address list dialog box appears.

Q#6: Write the steps to insert Address Block or Greeting line in Mail Merge document.

Ans:1) Click on the location in your document

2) Click on address block. The inserter address blocks box opens.

3) Select address elements we want to include.

4) Click on OK

Q#7: How will you create Envelopes?

Ans: To create the envelopes, follow the given steps:

- Click on mailings tab.
- Click on start mail merge from mail merge group.
- Click on envelopes from the menu.
- Choose the envelope size.
- Click on printing options tab; choose the feed method for envelope.

Question/Answer (From reading)

Q#8: Define Mail merge.

Ans: Mail merge is a feature provided by MS Word 2010 that is used to send the same basic letter to a number of people.

Q#9: Define merged document.

Ans: Main document plus the data source.