

# CLASS 5

## COMPUTERS & GENERAL KNOWLEDGE

**Student Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Section:** \_\_\_\_\_

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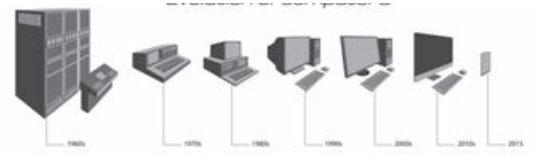




## EVOLUTION OF COMPUTERS



Hello, Friends!  
Remember me? I am Clicko. Today, we will learn about the history and development of computers.

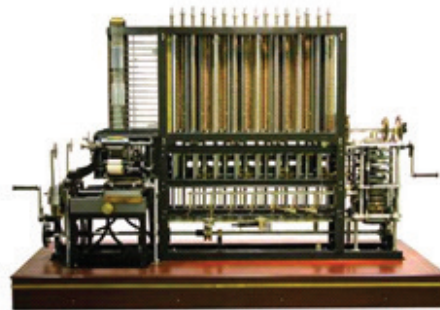


START  
LESSON

### Let Us Start

A Computer is a machine used for calculation or computation. But modern day computers are much more evolved and advanced in technology than just that. From their inception to date, the computers have evolved from a machine that occupied an entire room to a device that can fit in the palm of your hand like your smartphones.

**Let Us Do 1: Can you identify the given machines and name their inventors?**



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## In this lesson



We will learn how computers evolved from counting machines into the intelligent, digital machines they are today.

The first devices for counting like the Abacus and Napier's Bones are manual calculators, and the earlier machines like the Analytical Engine developed by Charles Babbage were mechanical devices. The later machines used electricity and are considered as electronic machines. After the early mechanical machines, the development of the modern electronic computers took place in 5 different phases known as **Generations of Computers**.

Each generation saw changes in technology. This made the new computers smaller, cheaper, faster, more reliable and more powerful.

## First Generation

### Features (Vacuum Tube Age) - [1940 to 1956]



- First age generation computers were built with vacuum tubes.
- These were huge in size.
- They were very expensive, used a great deal of electricity and generated a lot of heat.
- Input was based on punch cards which was a very slow process.
- Output was in the form of printouts.
- They were prone to frequent hardware failure.



Figure 1.1: 1<sup>st</sup> Generation computers

### Some computers of this generation:

- EDVAC (Electronic Discrete Variable Automatic Computer)
- ENIAC (Electronic Numerical Integrator and Computer)

- UNIVAC (Universal Automatic Computer)(Figure 1.2)
- IBM 650

## Second Generation

### Features (The Transistor Age) - [1956 to 1963]

- Computers became faster, smaller, cheaper and more energy efficient.
- Transistors replaced vacuum tubes.
- Input was still in the form of punched cards
- Output was in the form of printouts.
- Programming was done in machine language.

### Some computers of this generation:

- IBM 7000
- IBM 1401
- ATLAS

## Third Generation

### Features (The Integrated Circuit Age) - [1964 to 1970]

- Supported high-level languages like COBOL, BASIC, PASCAL etc.
- The Integrated Circuit [IC] (Figure 1.5) replaced Transistors.
- Computers became smaller in size and generated less heat.
- Maintenance cost was lower.
- These computers had keyboards and monitors.
- The Highly sophisticated technology was required for the manufacture of the IC chips.

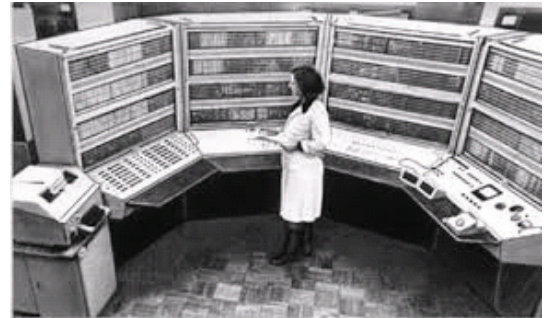


Figure 1.2: 2<sup>nd</sup> Generation computers

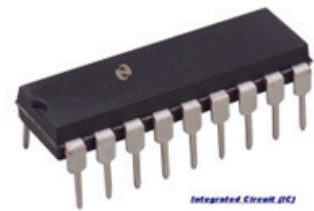


Figure 1.3: Integrated Circuit board

### Some computers of this generation:

- IBM 1130
- UNIVAC 1107
- Altair

## Fourth Generation

### Features (The Microprocessor Age) - [1971 to 1979]

- Computers became much smaller. What earlier filled an entire room could now fit into the palm of our hand.
- The microprocessor was developed in the fourth generation of computers.
- Computers were much faster in computation than the previous generations.
- They became much cheaper.
- Floppy disks and the mouse began to be used.
- High-level languages such as C, C++ began to be used.



Figure 1.4: 4<sup>th</sup> Generation computers

### Some computers of this generation:

- CRAY-1 (Super Computer)
- CRAY-X-MP (Super Computer)
- Altair

### Do You Know?

The first Microprocessor Intel 4004 consisted of 2250 transistors and was designed by Intel Corporation engineer Ted Hoff in 1971. It was a 4-bit microprocessor.



## Fifth Generation

### Features (The Age of Connectivity) - [1989 to Till date]

- They are artificially intelligence and may think and behave similarly to humans.

- They are able to recognize images and graphs.
- They can use more than one CPU for faster processing speed.
- They can process natural language.
- They may have knowledge based processing units.

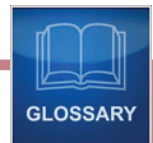


### Some computers of this generation:

- Desktop
- Laptop
- Notebook
- Ultrabook
- Chromebook



Figure 1.5: 5th Generation computers



### Glossary

1. **Language** – A formal set of rules for instructing a computer to perform specific tasks.
2. **Natural Language** – A language that has evolved naturally in humans.
3. **Integrated Circuit:** An integrated circuit (IC) is a small electronic device made out of a semiconductor material. It is also called a chip or microchip.
4. **Artificial Intelligence** – the capability of a computer to imitate intelligent human behavior.



### Teacher's Notes

- Discuss with the children the evolution of computers from desktop to the tablets and smartphones they now use.
- Ask children to make charts for each computer generation with pictures and details about that generation.

## Student's Notes

- Make notes on the various I/O devices used by each computer generation.
- Write short notes on the difference between computer evolution in the mechanical era and the electronic era.



## EXERCISE

### 1. Multiple Choice Questions

- a) The development of the modern electronic computers took place in 5 different phases known as:
- |                            |                          |
|----------------------------|--------------------------|
| A) Mechanical Era          | B) Era of computers      |
| C) Generation of computers | D) Features of Computers |
- b) The fifth generation computers will be able to recognize:
- |                         |                    |
|-------------------------|--------------------|
| A) high-level languages | B) punch cards     |
| C) microprocessors      | D) images and text |
- c) As compared to the previous generation of computers the next generation was:
- |                              |
|------------------------------|
| A) more expensive and larger |
| B) less energy efficient     |
| C) faster and less reliable  |
| D) smaller and faster        |
- d) Which one is not true about the fifth generation computers?
- |                      |                         |
|----------------------|-------------------------|
| A) They are cheaper  | B) They are compact     |
| C) They are reliable | D) They use transistors |

## 2. True or False

- a) The second generation computers supported high level languages. \_\_\_\_\_
- b) Cray 1 is a fourth generation computer. \_\_\_\_\_
- c) IC chips replaced transistors in the second generation. \_\_\_\_\_

## 3. Fill in the blanks

- a) The fifth generation computers will have the ability to process \_\_\_\_\_ language.
- b) The microprocessor was developed in the \_\_\_\_\_ generation of computers.
- c) \_\_\_\_\_ replaced the vacuum tubes.

## 4. Match the following

- |                          |                         |
|--------------------------|-------------------------|
| a) Desktop               | i) Memory and circuitry |
| b) IBM 1130              | ii) Programming         |
| c) Machine language      | iii) Fifth generation   |
| d) Vacuum tubes used for | iv) Third generation    |

## 5. Very Short Answer Questions

- a) Floppy disk and mouse were first used in which generation of computers?

**Ans.** \_\_\_\_\_

- b) What kind of processing units will the fifth-generation have?

**Ans.** \_\_\_\_\_

## 6. Short Answer Questions

- a) Write two keywords for each of the five generations of computers:

- 1. First generation

**Ans.** \_\_\_\_\_

2. Second generation

**Ans.** \_\_\_\_\_

3. Third generation

**Ans.** \_\_\_\_\_

4. Fourth generation

**Ans.** \_\_\_\_\_

5. Fifth generation

**Ans.** \_\_\_\_\_

b) Write the Full Form of the Following Abbreviations

1. EDVAC : \_\_\_\_\_

2. ENIAC : \_\_\_\_\_

3. UNIVAC : \_\_\_\_\_

### 7. Long Answer Question

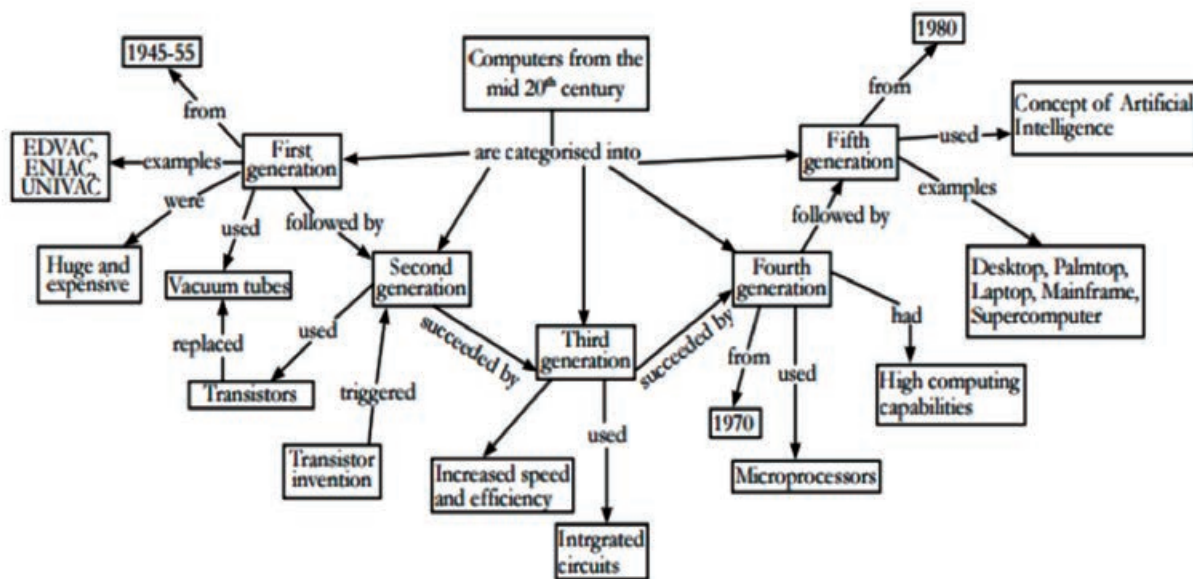
Write a short note on the 4th generation of computers and give examples of the same.

**Ans.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 8. Picture Based Question

Here is a picture which tells about the history of computers from the mid-twentieth century.

Study the picture and answer the following questions.



- From the figure can you tell which was the technology used in the first, second, third, fourth and fifth generation computers?
- Name two first generation computers.
- Which invention resulted in the evolution of the Second generation computer?
- Give some examples of fifth generation computers.

## ACTIVITY

Students act out as computers of a different period of time. One student acts as humans called computers, one as the abacus and so on. This way cover, all the historical developments included in the lesson such as Napier bones, Pascaline, analytic engine, punched card up to the present day embedded computers in cell phones.

Now act out a skit where you share with the class details about when you were invented, who invented you and for what purpose you were used. After each character has acted out their part, the teacher can quiz the class on the details of the different machines that form the history of computers.



## DATA STORAGE MEDIA



Hello, friends. You must have lots of games, music, photos and movies saved on your computer. But do you wonder how the computer can store so many things? Let us know.



START  
LESSON

### Let Us Start

We know the basic parts of any computer system are Monitor, CPU, Keyboard and Mouse.

Let us discuss the storage devices and memory units of a computer in this lesson.

**Let Us Do 1: Identify the following parts.**





### In this lesson

We will learn about the units of storage and storage devices.

## Storage Units

A computer can only understand machine language or binary language. This language is called **Low Level Language**.

The Low Level Language uses the binary units of 0 and 1. The short form of binary digits is bits. Bits and Bytes are the most common units of storage in a computer.

We will learn more about these. Following are the main memory storage units.

1.	Bit	A bit is the short form of the binary digits 0 and 1. It is the smallest unit recognized by the computer. All sorts of information like words, audio, videos can be stored as patterns of these two digits 0 and 1. The digits 0 and 1 are recorded as pulses of electricity on tiny electric circuits.
2.	Nibble	A group of 4 bits is called a nibble.
3.	Byte	A group of 8 bits is called a byte. A byte is the smallest unit which can represent a data item or a character.
4.	Word	A computer word, like a byte, is a group of fixed number of bits processed as a unit which varies from computer to computer but is fixed for each computer.

There are higher units of storage as well.

Sl.No.	Unit	Description
1.	Kilobyte (KB)	1 KB = 1024 Bytes
2.	Megabyte (MB)	1 MB = 1024 KB
3.	Gigabyte (GB)	1 GB = 1024 MB
4.	Terabyte (TB)	1 TB = 1024 GB
5	Petabyte (PB)	1 PB = 1024 TB



### Fun Fact

It will take 5 Megabytes of data to store all the works of Shakespeare.

## Let Us Do 2: Convert 1 MB into bytes.

Let us now learn about the memory of a computer.

## Memory of a Computer

Memory is just like a human brain. Computer memory is the storage space in computer where data is processed and instructions required for processing are stored.

### Do You Know?

Memory is divided into large number of small parts called cells. Each cell has a unique address varying from zero to memory size minus one.



## Types of Memory

We already know by now that the computer stores all the work done on it. All the information stored in the computer memory is made up of chips. There are two kinds of memory –

- Primary Memory
- Secondary Memory

**Primary Memory:** The Primary memory or Internal Memory is the part of the computer which stores data temporarily during execution. It has limited capacity and data is lost when power is switched off.

Characteristics of Primary Memory

- It is a semiconductor memory, known as main memory.
- It is usually volatile memory as the data is lost in case power is switched off.
- It is the working memory of the computer.
- A computer cannot run without primary memory.

RAM and ROM are two kinds of Primary Memory of a computer.

**a) RAM** (Random Access Memory) can store data and instructions only when the computer is turned ON. We can read and write data on the temporary memory. If the power suddenly goes off all the data stored on it is lost. So, RAM is also known as Volatile Memory.



**b) ROM** (Read Only Memory) stores program and instructions which are required to run the programs. Programs stored on the ROM can only be read. ROM holds data permanently. You cannot write on the ROM.



The information on ROM does not get wiped out when the computer is turned off.

Different types of ROM are:

- PROM (Programmable Read Only Memory): The information recorded on PROM cannot be changed.
- EPROM (Erasable Programmable ROM): The stored memory in EPROM can be erased by exposing it to the ultraviolet light.
- EEPROM (Electrically Erasable Programmable ROM): The information written on EEPROM can be erased by using electric signals.

**Secondary Memory:** This type of memory is also known as external memory or non-volatile memory. These are used for storing data/Information permanently. CPU directly does not access these memories instead they are accessed via input-output routines. Contents of secondary memories are first transferred to main memory, and then CPU can access it. For example: disk, CD-ROM, DVD etc.

Characteristic of Secondary Memory:

- It is a magnetic and optical memory, also known as backup memory.
- It is non-volatile memory, as the data is permanently stored even if power is switched off.
- It is used for storage of data in a computer.
- Computer may run without secondary memory.
- Slower than primary memories.

Below are the some examples of Secondary memory:

**a) CD** means Compact Disk. It can store and read data and programs.

**b) DVD** means Digital Versatile Disk. It is flat and round. It looks very similar to CDs. It can store more data than a CD.

**c) Hard Disk** can contain much more data than either a CD or DVD. The hard disk is placed inside the CPU box.

**d) Pen Drive** is a pen-like device. It is attached outside the computer. A pen drive can also store large amount of data. Pen drive is the most convenient device to carry data from one place to another as we can put it in our pocket.



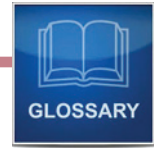
### Let Us Do 3: Write the full forms of:

CD	
DVD	
RAM	
ROM	
PROM	
EPROM	
EEPROM	

### Cache Memory

A Cache (pronounced as “cash”) is located inside or close to the CPU chip. It is a small and very fast temporary storage memory. It is designed to speed up the transfer of data and instructions. It is faster than RAM and the data/instructions that are most recently or most frequently used by CPU are stored in cache.

The data and instructions are retrieved from RAM when CPU uses them for the first time. A copy of that data or instructions is stored in cache. The next time the CPU needs that data or instructions, it first looks in cache. If the required data is found there, it is retrieved from cache memory instead of main memory. It speeds up the working of CPU.



## Glossary

1. **Volatile memory:** is computer storage that only maintains its data while the device is powered.
2. **Semiconductor:** a solid substance that has conductivity between that of an insulator and most metals.
3. **Erase:** to delete or remove the contents.
4. **Backup:** refers to the copying of computer data so it may be used to restore the original after a data loss event.
6. **Binary:** Binary numbers are made up of binary digits (bits).
7. **Magnetic disc:** A memory device, such as a hard disk, that is covered with a magnetic coating.
8. **Optical:** A storage medium from which data is read and to which it is written by lasers.



## Teacher's Notes

- Tell the students the different memory units and the conversion from one to another.
- Show and explain the different types of computer memory to the students.

## Student's Notes

- Translate all the higher memory units into bytes.
- Prepare a chart of memory devices and stick it in your classroom.



## EXERCISE

### 1. Multiple Choice Questions

- a) The computer understands the following language:



## 5. Very Short Answer Questions

a) Arrange the following in order of its size:

**Bit, kilobyte, nibble, gigabyte, byte**

**Ans.** \_\_\_\_\_

b) Arrange the following in order of its data holding capacity:

**Hard disk, CD, DVD**

**Ans.** \_\_\_\_\_

## 6. Short Answer Questions

a) Give two differences between primary memory and secondary memory?

**Ans.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) How is RAM different from ROM?

**Ans.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 7. Long Answer Question

Write the characteristics of three different types of ROM.

**Ans.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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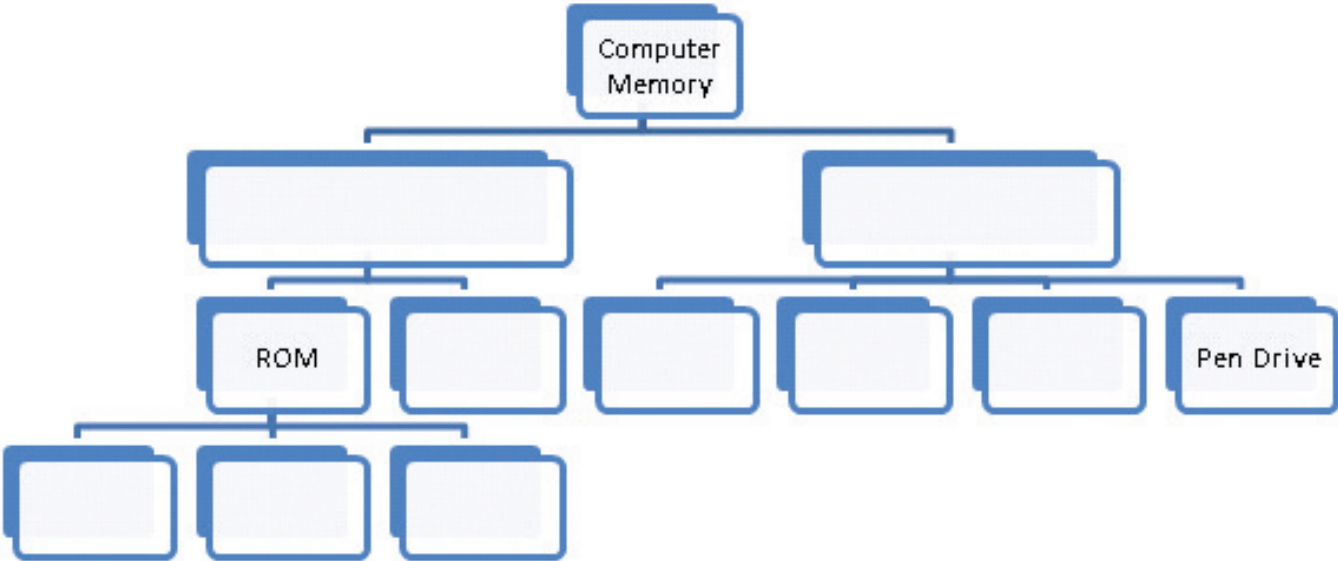
### 8. Picture based Question

Identify the following devices:



### ACTIVITY

Complete the flowchart





## TOUR TO WINDOWS



Hello, Friends! we learned to give a new look and feel to our computer according to our interest. Let's now know how we can organize our system with files and folders.

START  
LESSON

### Let Us Start

**Let Us Do 1: Identify the following as secondary or primary memory.**



In the previous lesson, we learnt about the various types of storage devices. We also learnt what primary memory and a secondary memory are in our computers. Now we need to learn how to save our work and save and keep track of where all that saved work is. Understanding how to work with files and folders is an important part of managing the information on our computer. As we accumulate more files more files on our computer, we need to create new folders to help keep things organised.



## In this lesson

We will learn

- More about Windows Explorer
- To manage files and folders in our computer

## Windows Explorer

In the previous classes, we have learnt about Windows environment and the Windows desktop.

Windows has a GUI (Graphical User Interface). This means we can give most commands by moving the mouse and clicking on icons, buttons and menus. We shall now learn about an important feature of Windows Explorer.

Windows Explorer displays the ordered structure of files, folders, and drives on our computer. Using Windows Explorer, we can copy, move, rename, and search for files and folders.

It is a **file manager program** that allows us to browse through the contents of the hard drive. With Windows Explorer, we can browse through our pictures, music, documents and videos from one location.

Windows Explorer can be opened using a number of methods:

**Method 1:** Click Start → All Programs → Accessories → Windows Explorer

**Method 2:** Click Start → Run → explorer.exe

**Method 3:** Hold the Windows Button on the keyboard and press 'E'

**Method 4:** Right-click the "Start" menu and click "Open Windows Explorer." Windows Explorer opens for us to browse the hard drive content.

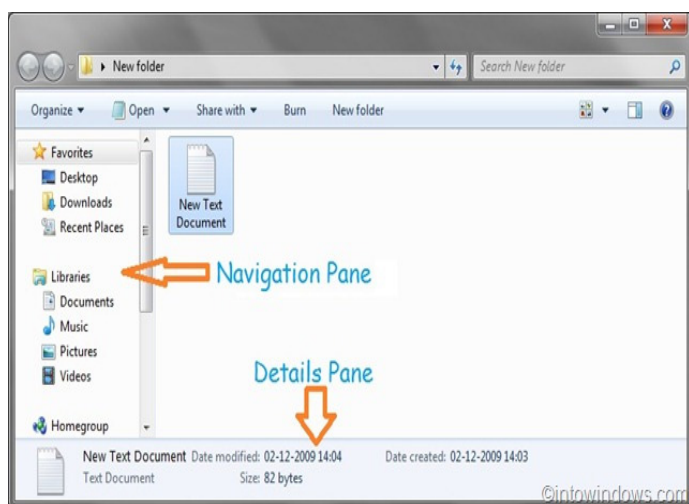


Figure 3.1

**Method 5:** Click the “Start” menu and type “explorer” in the instant search box. Windows Explorer appears in the list for you to click.

### Do You Know?

Windows explorer replaced File Manager in versions of Windows prior to Windows 95.



## Managing Files and Folders

When we work regularly on the computer, we start creating a number of files which may contain important data and information regarding various aspects of our professional and personal activities. There could be letters, presentations, photographs, videos and many other things.

A **file** can represent anything we create or load onto our computer. Just as with any filing system, it is important to store our files systematically so that they can be retrieved easily when required.

### Creating a folder

We can sort and keep important files in different folders.

To create a folder:

**STEP 1:** Go to the location (such as a folder or the desktop) where the new folder is to be placed.

**STEP 2:** Right click on an empty area. The File menu appears (Figure 3.2).

**STEP 3:** Select ‘**New**’.

**STEP 4:** Select ‘**Folder**’. Type a name for the new folder, and then press Enter.

The new folder will appear on the desktop. You can rename the folder as you like. Here, the folder has been named **Homework** by typing.

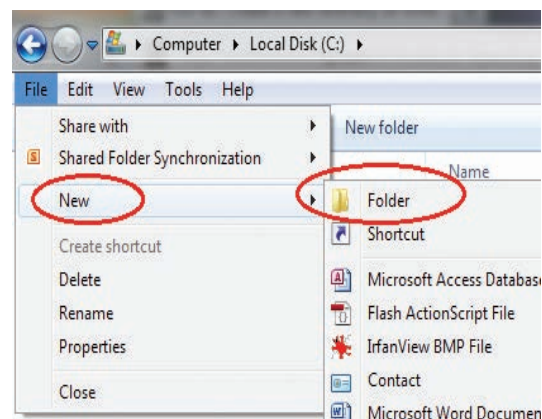
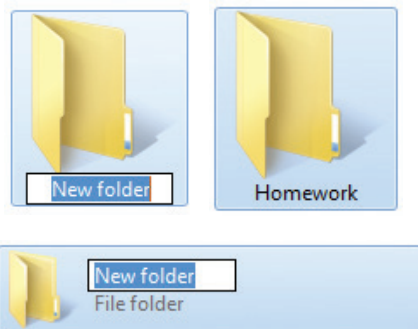


Figure 3.2



## Creating a new file

There are many ways to create a file on your computer. Since Windows 95, Microsoft Windows has offered a way to create a blank file, without having to open any separate application, by using the context menu of Windows Explorer.

Say, you want to create a new file in Notepad. Notepad is a text editor like WordPad.

**STEP 1:** Double click on the **'Homework'** folder you have just created.

**STEP 2:** Right Click on an empty area. A menu appears.

**STEP 3:** Move to 'New'.

**STEP 4:** Click on 'Text Document'. (Figure 3.3)

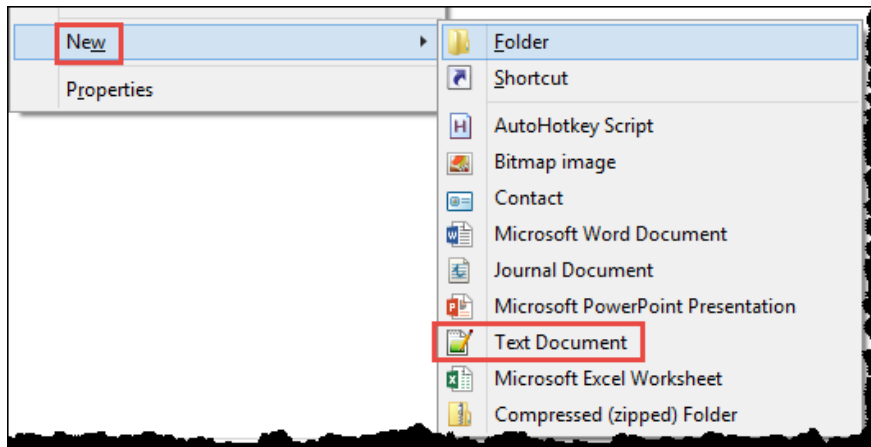


Figure 3.3

A window with a new notepad file New Text Document.txt shows up. The.txt extension will be added automatically by Windows since this is a Notepad file.

**STEP 5:** Give the document a name, say Science.

**STEP 6:** A Notepad file Science.txt has been created (Figure 3.4).

**STEP 7:** Double click the file to open it and type in some text.

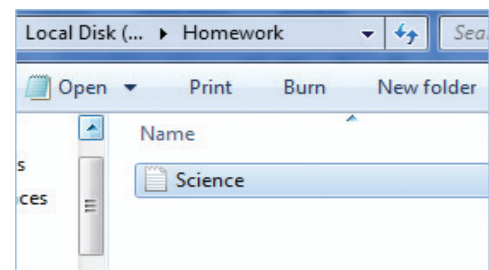


Figure 3.4

## Saving a file

- When you have finished typing, click on File menu.
- Click on the Save option. The file is saved.

## Renaming a file

A file can be renamed by using the **Rename** option.

**STEP 1:** Right click the file you want to rename. A shortcut menu appears

**STEP 2:** Click on the **Rename** option (Figure 3.5).

**STEP 3:** The file name gets highlighted.

**STEP 4:** Type the new name, and then press Enter.

**STEP 5:** The file has been renamed.



Figure 3.5

## Copying a file or folder

A file or folder can be copied from one location to another location by using **Copy** and **Paste** options.

**STEP 1:** Right click the file (or folder) you want to copy. A shortcut menu appears.

**STEP 2:** Click on **Copy** (Figure 3.6).

**STEP 3:** Now go to the location you want the file to be copied, say desktop.

**STEP 4:** Right click the mouse button on the desktop.

**STEP 5:** Click **Paste** (Figure 3.8) on the shortcut menu.

A copy of the file is transferred to the new location. The original file can still be found in the old location.

## Moving a file or folder

You can move a file from one location to another by using the **Cut** and **Paste** options.

**STEP 1:** Right click the file you want to move.

**STEP 2:** A shortcut menu appears.

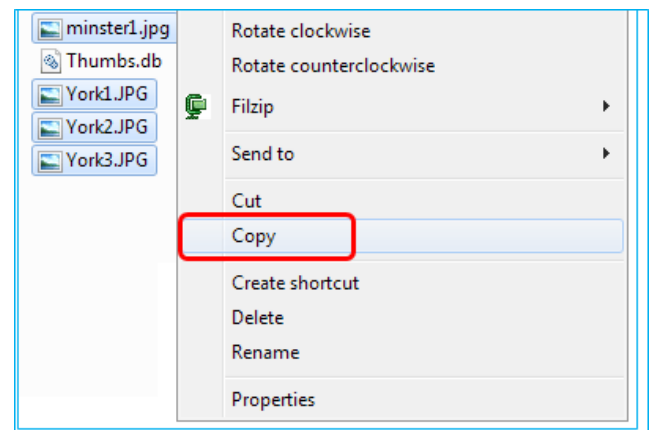


Figure 3.6

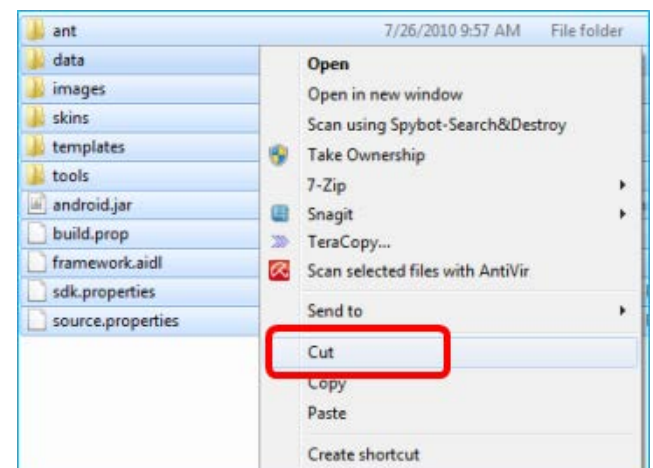


Figure 3.7

**STEP 3:** Click on the **Cut** option. (Figure 3.7) The file disappears. It is now temporarily stored in a location called **Clipboard**.

**STEP 4:** Now go to the location you want the file to be moved to.

**STEP 5:** Right click the mouse button. A shortcut menu appears.

**STEP 6:** Click **Paste** (Figure 3.8).

The file has been moved to the new location. Unlike the Copy-Paste option, the file no longer exists in the old location.

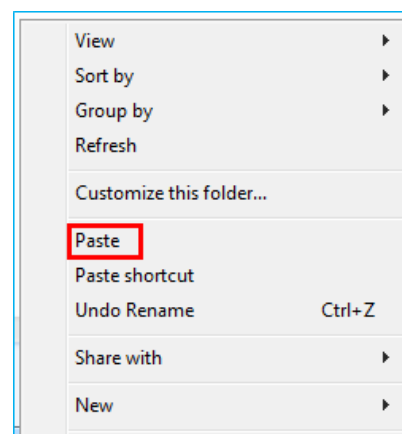


Figure 3.8

## Accessories

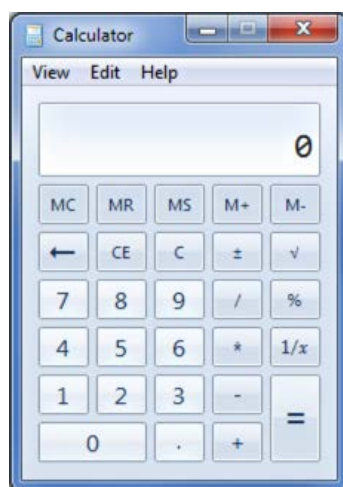
Let us read about few Windows accessories which are used by us frequently.

### Calculator

The Calculator can be opened also by typing **calculator** or **calc** in the Start Menu search box in Windows 7 (Figure 3.9).

The Calculator has 4 main modes with which you can do calculations:

- The Standard Mode.
- The Scientific Mode.
- The Programming Mode.
- The Statistics Mode.



Calculator

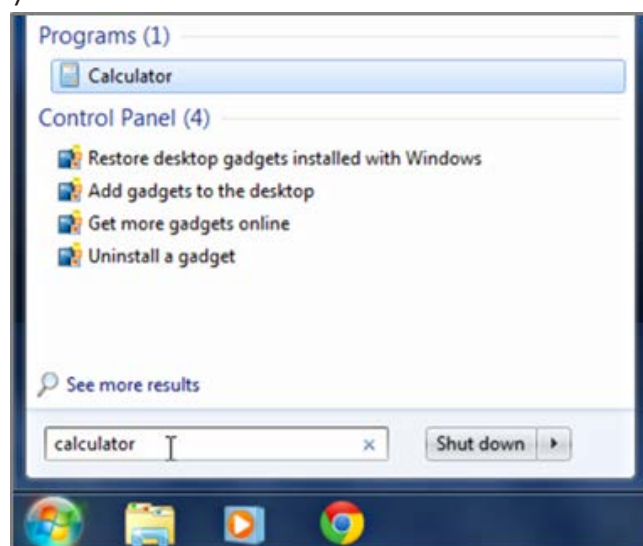


Figure 3.9

### Notepad

Notepad is a very basic text editor that's been part of Windows for a very long time. It is used for writing relatively short documents that you want to save as plain text. In Windows 7, **Notepad** is found in the Accessories folder in the Start Menu(Figure 3.10).

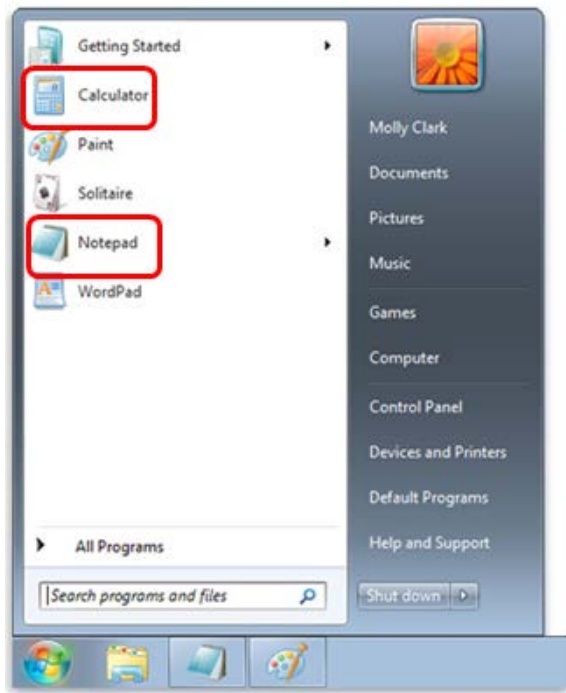
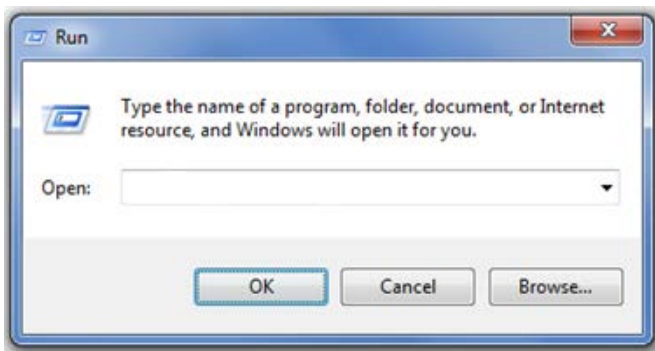


Figure 3.10

## Run

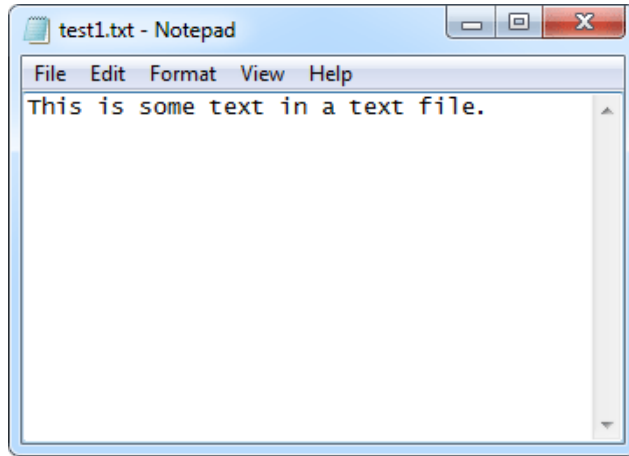
This command allows us to execute any programs which are otherwise not available in the form of an icon or a menu.



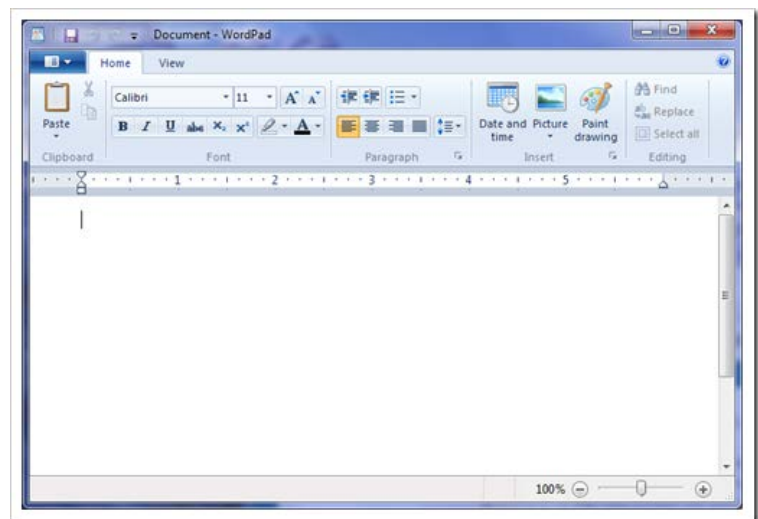
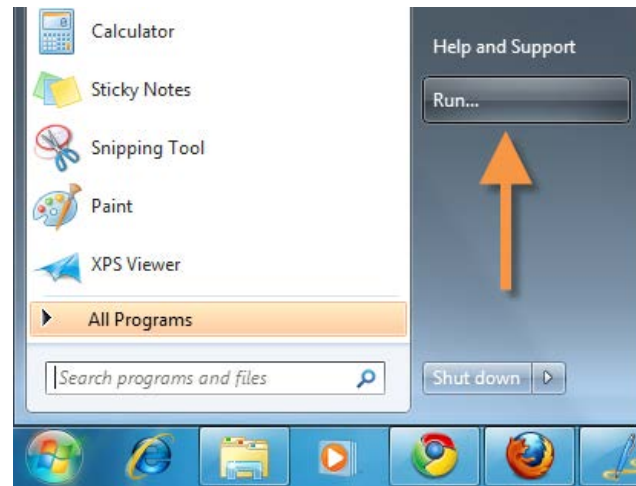
Run Command

## WordPad

WordPad can be used to create simple text documents that can be saved and printed.



Notepad window

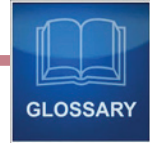


Wordpad window



### Do You Know?

WordPad was first introduced on the Windows 95 operating system.



### Glossary

1. **GUI:** Graphical User Interface allows users to interact with electronic devices through graphical icons etc. instead of text based user interface.
2. **File manager:** A program used to organize, list and locate files on computer.
3. **Clipboard:** A clipboard is a temporary storage area for data that the user wants to copy from one place to another.

## Inside the Lab

Let's practice a little of what we just learnt.



### Teacher's Notes

- Briefly, explain to the students about the windows explorer.
- Show the different locations where we store files and folders in our computer.

### Student's Notes

- Find out the different ways to create files and save them in My computer folder.
- Open My Documents on your desktop and make different folders there and then rename them.



## EXERCISE

### 1. Multiple Choice Questions

- a) Windows has a
- |                               |                             |
|-------------------------------|-----------------------------|
| A) Designer user interface    | B) Graphical user interface |
| C) Programming user interface | D) Basic user interface     |
- b) File manager program allows you to
- |                                 |                 |
|---------------------------------|-----------------|
| A) Browse content of hard drive | B) Rename files |
| C) Delete files                 | D) Copy files   |
- c) WordPad is used to
- |                     |                       |
|---------------------|-----------------------|
| A) Execute programs | B) Create simple text |
| C) Do calculations  | D) Edit images        |

### 2. True or False

- a) Windows 7 Calculator has four modes. \_\_\_\_\_
- b) To move a file from its location, click on rename. \_\_\_\_\_
- c) It is important to name a newly created file. \_\_\_\_\_

### 3. Fill in the blanks

- a) WordPad was first introduced on the \_\_\_\_\_ operating system.
- b) Notepad is a very basic \_\_\_\_\_.
- c) Windows explorer displays a \_\_\_\_\_ structure of files and folders on your computer.

#### 4. Match the Following

- a) To move a file from one location to other      i) Accessories folder
- b) Notepad is found in      ii) Select cut paste option
- c) Mode of calculator      iii) Clipboard
- d) Files we move are temporarily stored in      iv) Scientific mode

#### 5. Very Short Answer Questions

a) Name any two windows accessories.

**Ans.** 1) \_\_\_\_\_ 2) \_\_\_\_\_

b) Write the steps to save a file.

**Ans.** \_\_\_\_\_

#### 6. Short Answer Questions

a) Define the function of file manager program.

**Ans.** \_\_\_\_\_

b) Why is it necessary to manage your files and folders?

**Ans.** \_\_\_\_\_

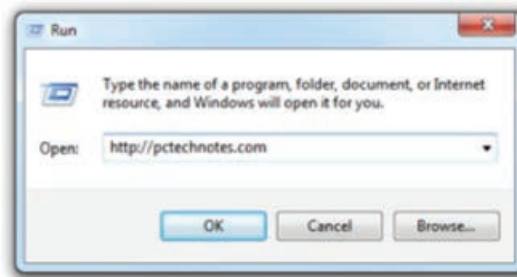
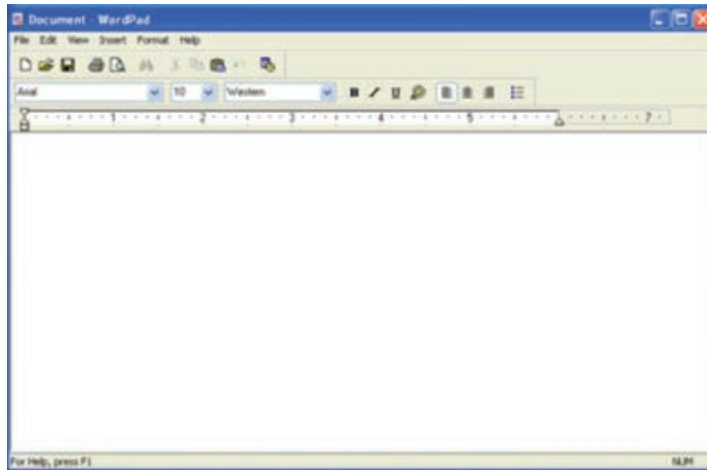
#### 7. Long Answer Question

Write the steps to create a new folder.

**Ans.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 8. Picture Based Question

Write the uses of these Windows accessories.



Ans. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Activity

Try out various other accessories present in windows 7. Open Windows calculator and try the different modes.



## STYLES AND OBJECTS



Hey Friends, let's learn how we can add images and different styles to our Word document.



### Let Us Start

In the earlier classes, we have learnt about how to edit text in MS Word. You also learnt to use different formatting features.

**Let Us Do 1: Open MS Word and write the below text in different formats.**

**HELLO FRIENDS, WE ARE LEARNING MS WORD.**

*HELLO FRIENDS, WE ARE LEARNING MS WORD.*

HELLO FRIENDS, WE ARE LEARNING MS WORD.

**HELLO FRIENDS, WE ARE LEARNING MS WORD.**

### In this lesson

We will learn

Different shapes and symbols available in MS Word. We will also learn how to work with different objects in a document.



While using a word processor it may be necessary to insert special characters into your documents. These characters may include an ellipsis, accented letters, foreign language characters, copyright, math symbols, uncommon punctuation, trade symbols, different world currency symbols, etc. Due to limited space for keys and because many of these symbols are uncommon, you won't find most of them on a standard keyboard. However, all programs and services allow the ability to insert these.

## Shapes and Symbols

### Draw a Shape

MS Word comes with a variety of shapes, lines, arrows and more that can be drawn in your document.

**STEP 1:** Go to **Insert** tab and click on **Shapes** (Figure 4.1).

**STEP 2:** Select the shape that you want.

**STEP 3:** Move your mouse where you want to draw the object and while holding down the mouse button, draw the shape.

The pointer will look like a plus (+) while drawing shapes.

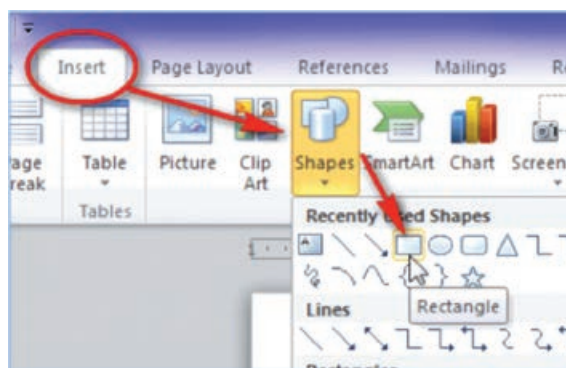


Figure 4.1

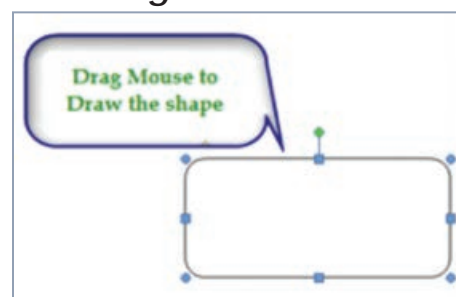


Figure 4.2

### Inserting Symbols

Often in documents, we need to insert special characters not found on the keyboard, like paragraph symbols (¶) or section symbols (§). Here's how to do that:

**STEP 1:** Click where you want to insert the symbol.

**STEP 2:** On the **Insert** tab, in the **Symbols** group, click **Symbol**. (Figure. 4.3)

**STEP 3:** Do one of the following:

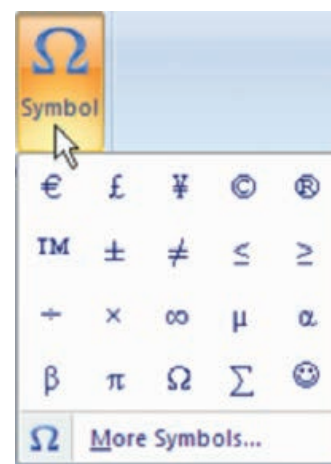


Figure 4.3

- Click the symbol that you want in the drop-down list.
- If the symbol that you want to insert is not in the list, click **More Symbols**. In the Font box, click the font that you want, click the symbol that you want to insert, and then click **Insert** (Figure 4.4).

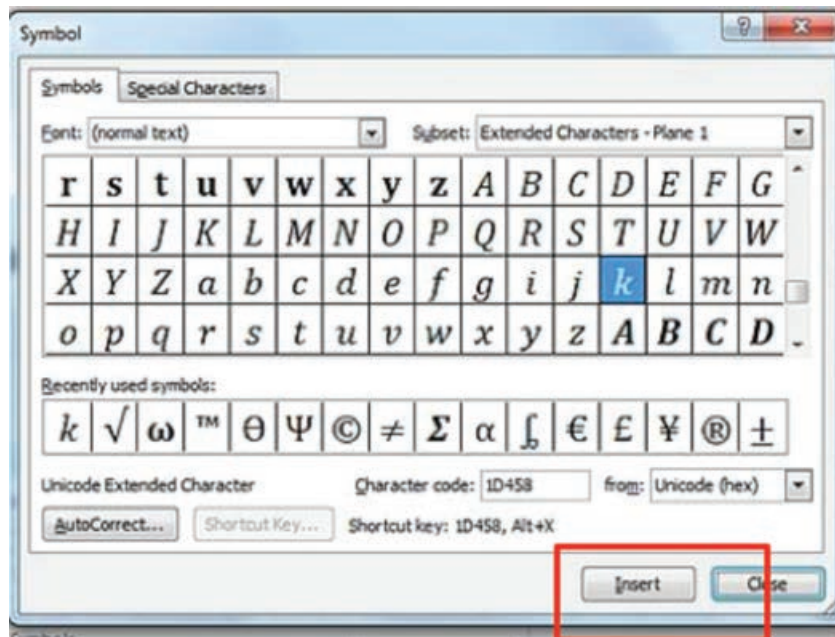


Figure 4.4

**STEP 4:** Click **Close**.

### Do You Know?

“Formatting for the symbols, such as size and color, is same as text.”

## Borders and Shading

To improve the appearance of the text and make it more attractive we can apply a variety of borders and shading effects to the text and entire page.

A **border** is a line added above, below, to the side of, or around words or paragraphs.

**Shading** is the color or pattern that is added behind words or paragraphs.

To add a page or paragraph border,

**STEP 1:** Select the text. Click on **Page Layout** tab and select **Page Borders** (Figure 4.5).

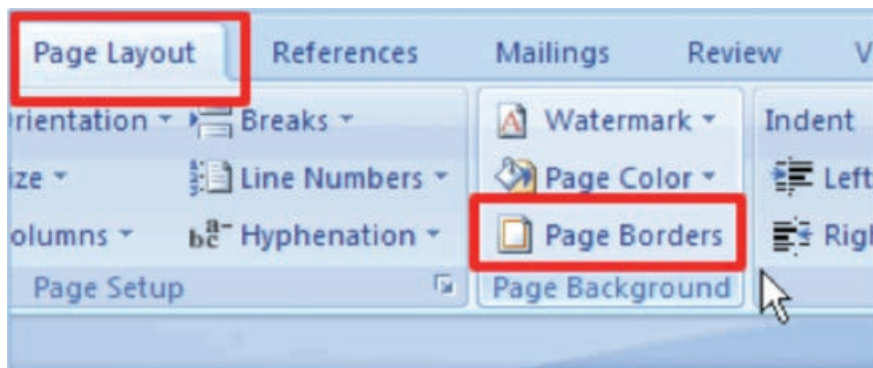


Figure 4.5

**STEP 2:** Click on the Borders/ Page Border tab to select a border (including style, color and width). (Figure 4.6)

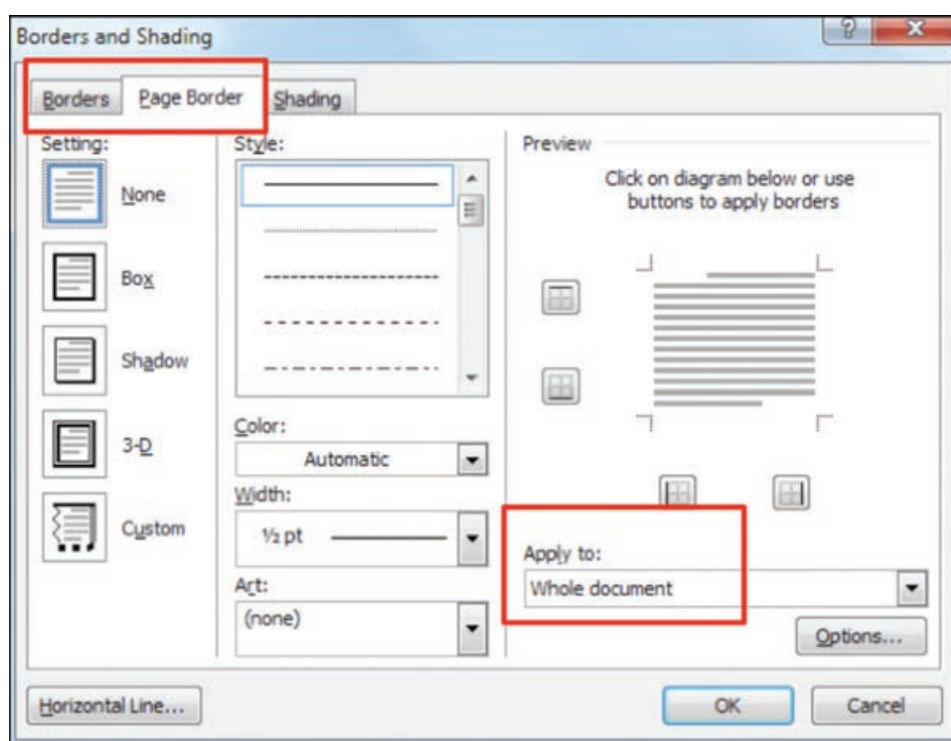


Figure 4.6

**STEP 3:** Select the appropriate option, Text or paragraph, from the **Apply To** list box.

**STEP 4:** Click **OK** to apply a border to the selected text.

To apply shading, follow the steps given below.

**STEP 1:** Select a text or a paragraph.

**STEP 2:** Click on the **Shading** tab under **Page Layout** Tab (Figure 4.7).

**STEP 3:** Click to select the shading fill color you want to apply to the text or paragraph.

**STEP 4:** Apply any other options you want. Click **OK**.

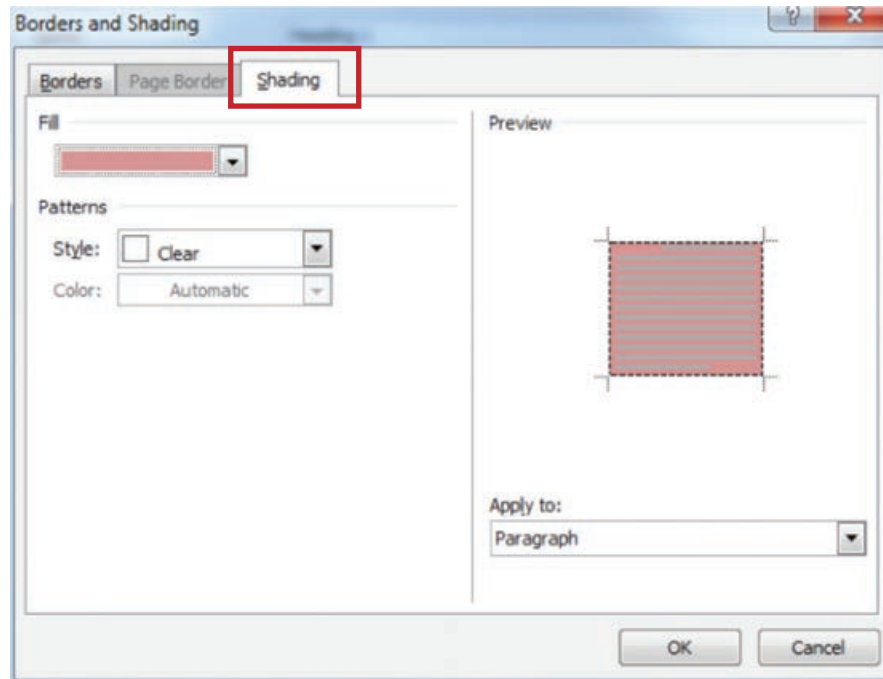


Figure 4.7

We can also apply borders and shading to the text using the Border and Shading options available under Home tab-Paragraph group.



## Using Drop Cap

A drop cap is a specially formatted letter that appears at the beginning of a paragraph. There are two styles of drop cap. The first begins the paragraph with a large letter that spills down into the text. The second style places the large first letter in the margin adjacent to the paragraph.

**STEP 1: Select** the letter you want to insert as a Drop Cap.

My name is Clicko and it rings with Rico. I am here to help you. Let us work on this together.

Place your cursor here.

**STEP 2:** Go to **Insert** tab and click on **Drop Cap** button (Figure 4.8).

**STEP 3:** Click it, and hold the mouse pointer over your choice to see a preview in your document.

**M**y name is Clicko and it rings with Rico.  
I am here to help you. Let us work on  
this together.

Letter "M" updated.

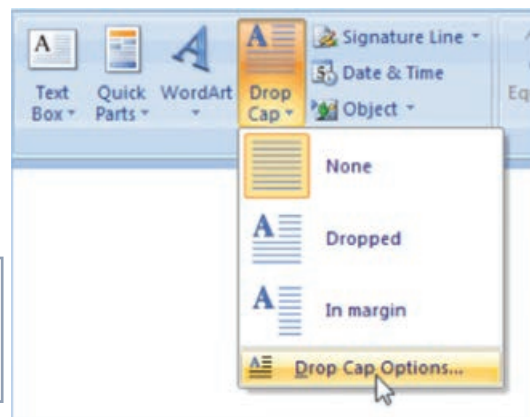


Figure 4.8

## Word Art

WordArt is a text modifying feature in Microsoft Word, a popular word processing program. It includes effects such as shadows, outlines, colors, gradients, and 3D effects that can be added to a word or phrase. WordArt can also bend, stretch, skew, or otherwise modify the shape of the text.

You can use WordArt to make display text (e.g., the heading of your document) more eye-catching. WordArt can be resized, moved, and edited to fit your needs.

**STEP 1:** Click on the **Insert** tab and select the **Word Art** option under **Text group**.

(Figure 4.9)

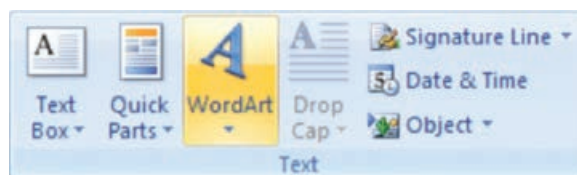


Figure 4.9

**STEP 2:** A list of various designs is shown.

(Figure. 4.10)



Figure 4.10

**STEP 3:** Choose the item in the Word Art list and the following dialog box appears. (Figure 4.11)

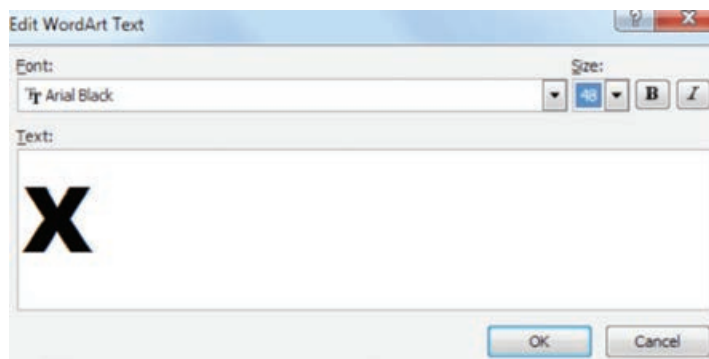
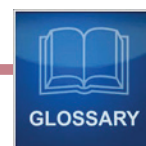


Figure 4.11

**STEP 4:** Enter your text in the Text Area and click **OK**

**Let Us Do 2: Create a word doc and add different shapes to it.**

Also, add text and use the drop cap option.



## Glossary

1. **Symbols:** option to add those symbols which are not part of a regular keyboard.
2. **Drop Cap:** specially formatted letter that appears at the beginning of a paragraph.
3. **Word Art:** Tool used to make display text more eye catching.

## Inside the Lab

Let's practice a little of what we just learnt.



### Teacher's Notes

- Show the students different shapes that can be drawn in a document.
- Show them how to change the colors of a shape.
- Demonstrate to students how text can be made more attractive by using Borders and Shading feature

## Student's Notes

- Open MS Word and create a document with a page border.
- Save this document with the file name "**My First Art**".
- Give a proper heading using WordArt. You can also use WordArt in different styles at suitable places in the document.



## EXERCISE

### 1. Multiple Choice Questions

- a) The following option allows you to add special symbols to the document:
- A) Page                      B) Borders                      C) Symbol                      D) Insert
- b) How many styles are there under the Drop Cap option?
- A) Three                      B) One                      C) Five                      D) Two
- c) To add borders, you have to choose the following tab:
- A) Page Layout                      B) Home
- C) Insert                      D) View

### 2. True or False

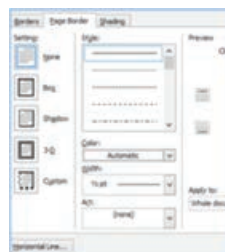
- a) Drop Cap option works on entire paragraph. \_\_\_\_\_
- b) You cannot change the size and color of symbols. \_\_\_\_\_
- c) Word Art makes the text more pretty. \_\_\_\_\_

### 3. Fill in the blanks

- a) Some symbols that are not available on keyboard but can be added through Symbols option are \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
- b) A circle can be added by choosing it from \_\_\_\_\_ option.
- c) There are \_\_\_\_\_ styles of drop cap.

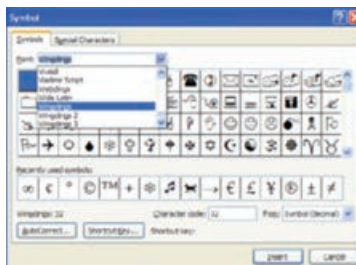
#### 4. Match the Following

a) Shapes



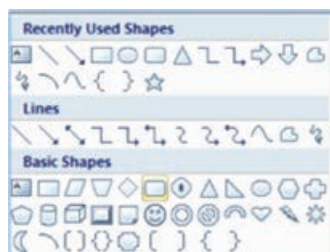
i)

b) Word Art



ii)

c) Apply page Borders



iii)

d) Insert symbol



iv)

#### 5. Very Short Answer Questions

a) Name two effects that can be added to Word Art.

Ans. \_\_\_\_\_

b) Name this effect.

**B**ACON ipsum dolor sit amet shoulder sausage ham meatball tenderloin. Porchetta shoulder beef tri-tip prosciutto, jowl filet mignon rump. Capicola tenderloin flank pork chop meatball porchetta pork belly chicken boudin shank strip steak chuck bacon beef pastrami.

Ans. \_\_\_\_\_

## 6. Short Answer Questions

a) Why do we use Word Art?

**Ans.** \_\_\_\_\_

b) Explain Drop Cap and what are its 2 different styles?

**Ans.** \_\_\_\_\_

## 7. Long Answer Question

Explain the steps to add a border to a paragraph.

**Ans.** \_\_\_\_\_

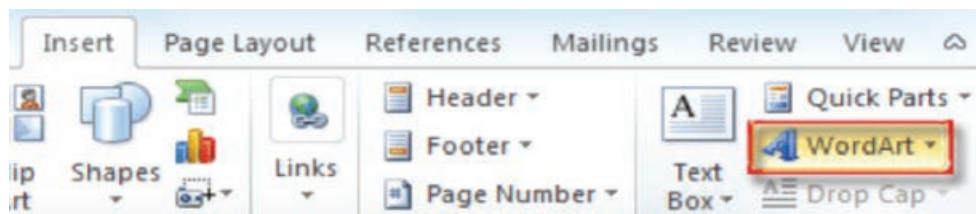
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 8. Picture Based Question

Look at the picture below. What option is highlighted? Write down the steps for adding this to your word document.



**Ans.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Activity

Try to make the following word art option in MS WORD.





## WORKING IN A TABLE



Hey Friends, today we will learn about how to work in a table in MS Word.



START  
LESSON

### Let Us Start

In earlier classes, you have learnt about how to work on MS Word and use its different features.

**Let Us Do 1:** Write the total number of students in each section of class 5 in a tabular form

### In this lesson

We will learn

- How to create a table in MS Word
- How to add, delete or edit the table



Tables are used in documents to organize and present information in an effective format. A table is made up of horizontal rows and vertical columns. It is a grid of cells arranged in rows and columns. Tables are useful for various tasks such as presenting text, information and numerical data. In Word, you can create a blank table, convert text to a table, and apply a variety of styles and formats to the existing tables.

## Create a Table

You can create Tables in three different ways:

### Method 1:

**STEP 1:** Click on the place where you want to create a table.

**STEP 2:** Click **INSERT** on the **Menu** bar.

**STEP 3:** Click the drop down option of Table.

**STEP 4:** Click **Table**.

**STEP 5:** the number of Rows and Columns by dragging the mouse over the cells.

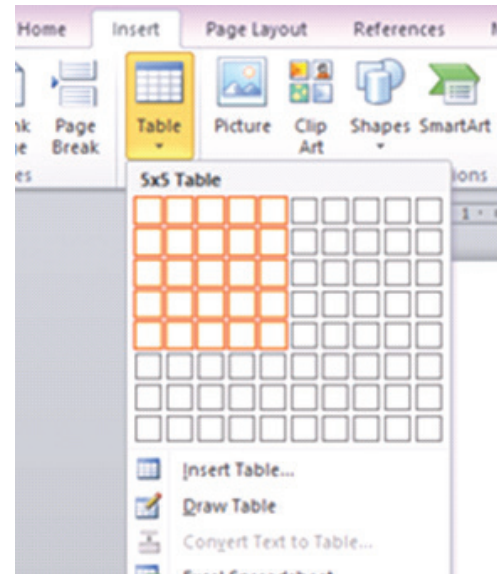


Figure 5.1: Method 1

### Method 2:

**STEP 1:** Click on the place where you want to create a table.

**STEP 2:** Click **INSERT** on the **Menu** bar.

**STEP 3:** Click the drop down option of Table.

**STEP 4:** Click **Insert Table**.

**STEP 5:** Select the number of Rows and Columns by using the mouse or keyboard to input the details as per your requirement.

**STEP 6:** Click **Ok**.

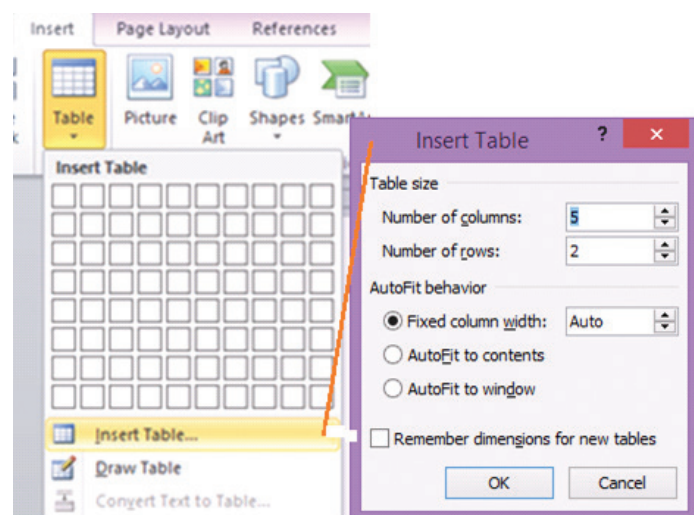


Figure 5.2: Method 2

### Method 3:

**STEP 1:** Click on the place where you want to create a table.

**STEP 2:** Click **INSERT** on the **Menu** bar.

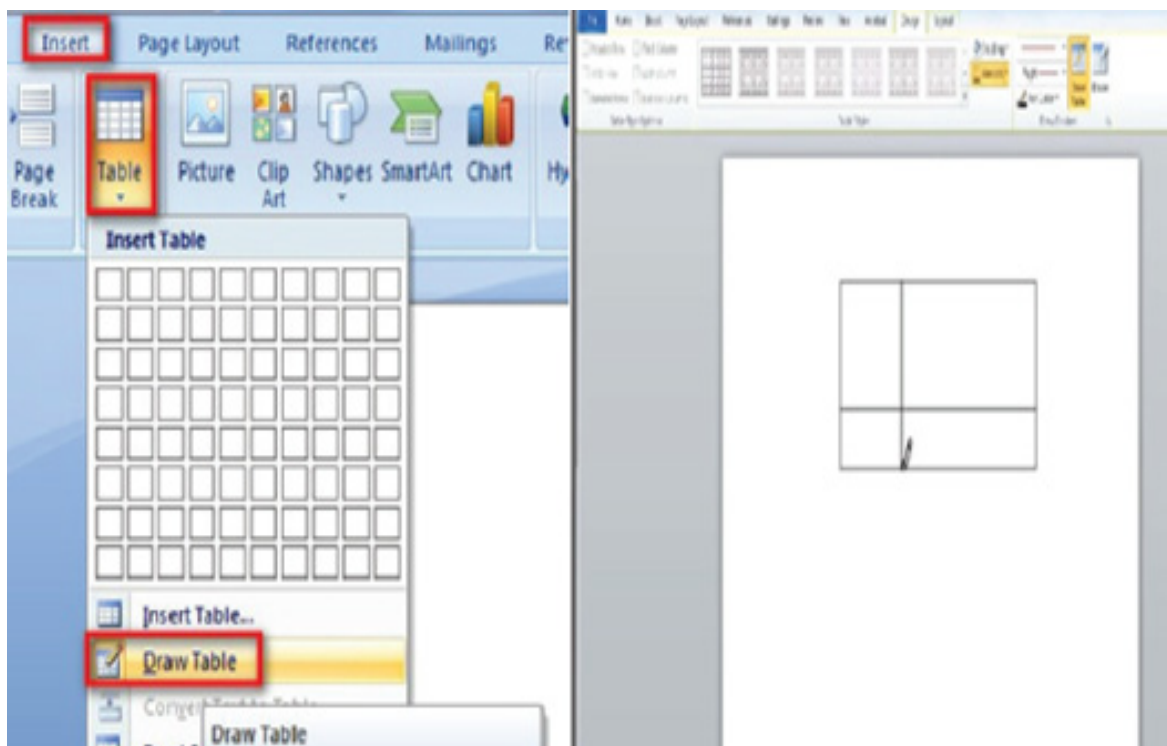
**STEP 3:** Click the drop down option of Table.

**STEP 4:** Click **Draw Table**. The pointer will change its shape to a pencil.

**STEP 5:** Draw a rectangle by dragging through left click in order to define the boundary of the Table.

**STEP 6:** Draw the Rows and the Columns.

**STEP 7:** After drawing the Table, you can click a cell and start typing or insert a graphic.



*Figures 5.3: Method 3*

### Insert Row and Column

So, now we know how to create a table. Now we will learn how to add rows or columns to an already existing table.

## Method 1:

Press Tab from the bottom-right cell in the table. This adds a new row and moves the insertion point to the first cell in the new row.

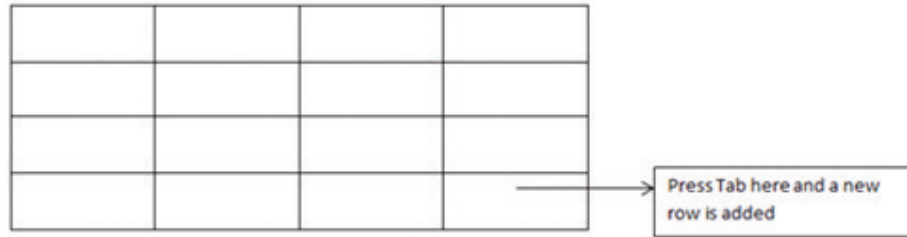


Figure 5.4: Method 1 to Add row

## Method 2:

**STEP 1:** Click anywhere inside a row above or below where you want to insert the new row.

**STEP 2:** On the contextual Layout tab, click Insert Above or Insert Below, accordingly, in the Rows & Columns group.

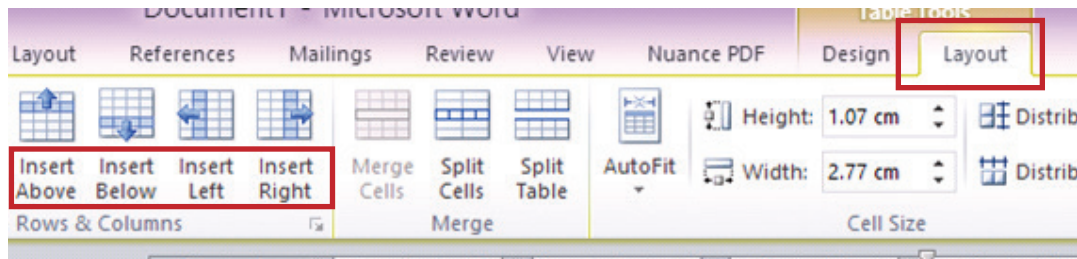


Figure 5.5: Method 2 to Insert Rows/Columns

## Method 3:

Right-click in the Table and choose **Insert**, and then select the appropriate insert command, whether you want to insert Rows or Columns.

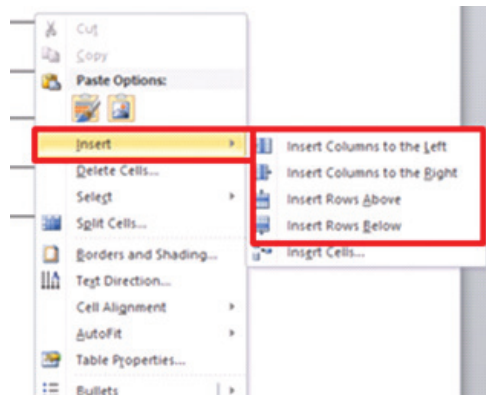


Figure 5.6: Method 3 to Insert Rows/Columns

## Editing in a Table

After drawing tables if you want to erase it, click on the Eraser tool and drag it on the lines of the Table.

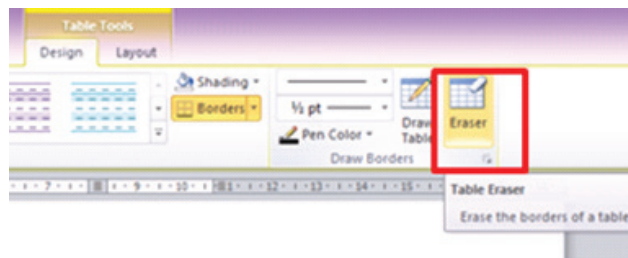


Figure 5.7: Erasing Table

How to delete a Table or its contents:

**STEP 1:** Click and select the Table.

**STEP 2:** Click and select the Table in the **Menu** bar.

**STEP 3:** Click the drop down option under the **Delete** option.

**STEP 4:** Click the **Delete Table** option. The entire Table and its content get deleted.

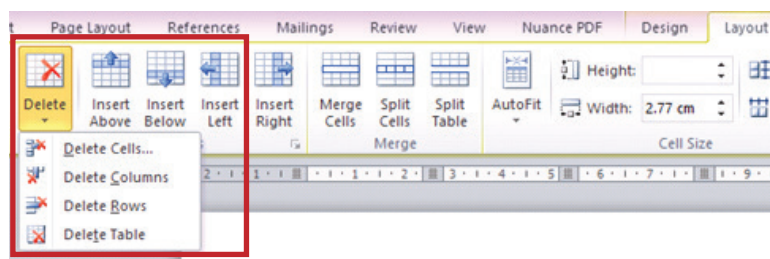


Figure 5.8: Deleting Table

Display or Hide Grid lines:

**STEP 1:** Click on the Design Menu bar.

**STEP 2:** Click on the Borders drop-down menu. The drop-down menu appears.

**STEP 3:** Choose '**No Border**' to hide the grid lines. The grid lines will disappear.

Positioning the Table anywhere on a page:

**STEP 1:** Keep the pointer on the table and move the mouse until a four-headed arrow appears.

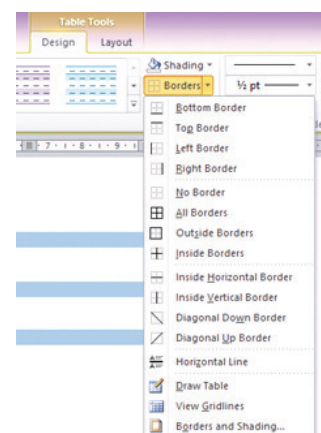


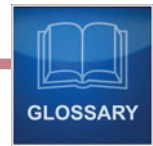
Figure 5.9: Borders

**STEP 2:** Drag the Table by clicking the left mouse button to the required location in the page and then release the mouse button. The Table will shift to the required location.

**Let Us Do 2: Using the 'Insert' tool create a table with the following columns:**

Roll No., First Name, Last Name, Marks

Add information of 5 students.



### Glossary

1. **Editing:** Feature that allows us to make changes to the document.
2. **Insert:** Adds rows or columns to an already existing table.
3. **Eraser:** Tool used to remove the table lines.

### Inside the Lab

Let's practice a little of what we just learnt.



### Teacher's Notes

- Show students an example of how to create a table on the school computer.
- Allow students to add rows and columns to this table.

### Student's Notes

- Open MS Word and create a table to show the below ingredients in two columns:  
½ cup Butter  
2 ½ cups All Purpose Unbleached Flour  
¾ cup White Sugar  
¾ cup Brown Sugar  
2 Eggs

- 1 tsp. Vanilla
- ½ tsp. Baking Soda
- ¾ bag of Chocolate Chips



## EXERCISE

### 1. Multiple Choice Questions

- a) The following option allows hide/display the grid lines of table:
  - A) Page
  - B) Borders
  - C) Layout
  - D) None of the above
- b) The following option allows you to delete the table:
  - A) Delete
  - B) Distribute
  - C) Merge
  - D) Insert
- c) When you Click Draw Table option, the pointer will change its shape to:
  - A) Pen
  - B) Pencil
  - C) Eraser
  - D) None of the above

### 2. True or False

- a) You can only create 1 table in a single word document. \_\_\_\_\_
- b) You can hide the borders of a table. \_\_\_\_\_
- c) You can add new columns to an existing table. \_\_\_\_\_

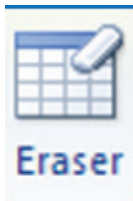
### 3. Fill in the blanks

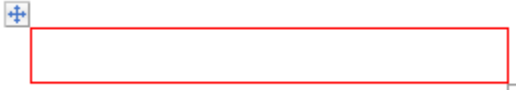
- a) A table is made of \_\_\_\_\_ rows and \_\_\_\_\_ columns.
- b) We use \_\_\_\_\_ tool on the lines of the Table to erase a cell.
- c) We choose \_\_\_\_\_ to hide grid lines.

#### 4. Match the Following

a) Table                      i) 

--	--	--	--

b) Columns                    ii)  Eraser

c) Eraser                      iii) 

d) Row                        iv) 


#### 5. Very Short Answer Questions

a) Can we create a blank table in word?

Ans. \_\_\_\_\_

b) Can we add more number of rows and columns in an existing table in word?

Ans. \_\_\_\_\_

#### 6. Short Answer Questions

a) What is the use of a Table in Word?

Ans. \_\_\_\_\_  
\_\_\_\_\_

b) Explain the steps to hide the grid lines of a table.

Ans. \_\_\_\_\_  
\_\_\_\_\_

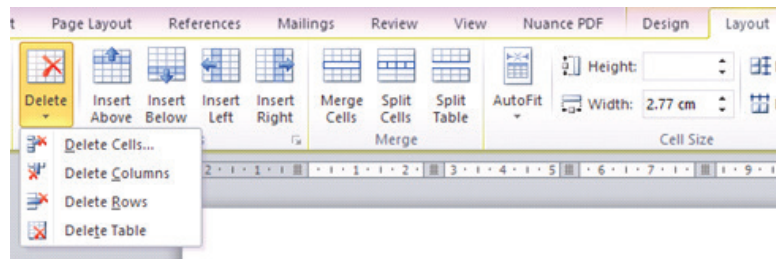
### 7. Long Answer Question

a) Explain any two methods by which you can create a table.

Ans. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 8. Picture Based Question

Look at the picture below and explain this method of deleting rows/columns.



Ans. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ACTIVITY

Find the following words in the below table:

**DELETE   INSERT   COLUMN   TABLE   ROW   WORD   PAGE**

P	Q	C	E	R	T	Y
A	W	O	R	D	S	U
G	T	L	Q	C	B	J
E	G	U	A	W	N	M
W	H	M	T	D	M	L
S	I	N	S	E	R	T
C	J	Y	U	L	O	A
V	N	T	H	E	W	B
F	M	R	N	T	F	L
R	D	F	I	E	V	E



## STARTING WITH MS POWERPOINT



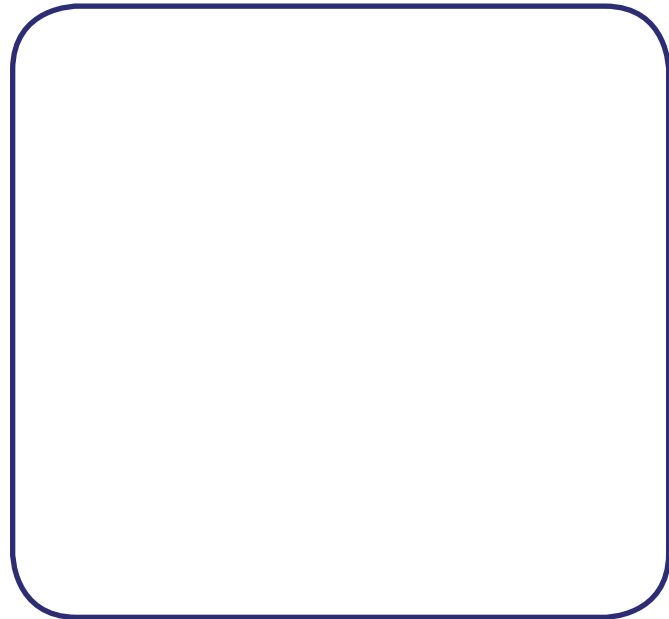
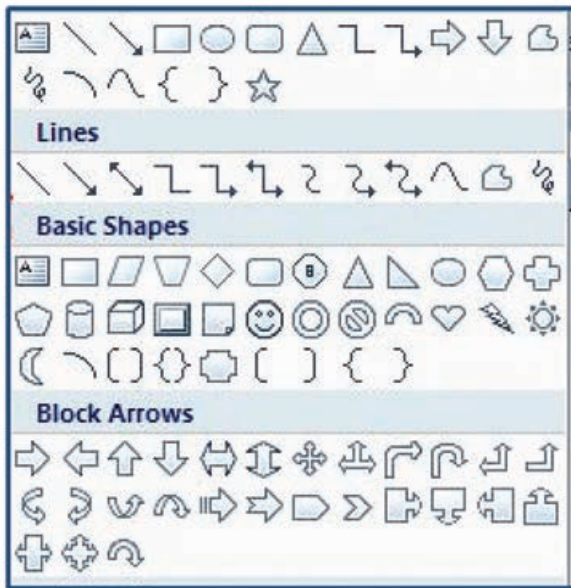
Hello Friends, today we will learn something interesting about Microsoft PowerPoint. Let's get started.

START  
LESSON

### Let Us Start

#### Let Us Do 1:

In the space given below, draw any object using the shapes used in Microsoft Word (Few shapes are given in the box for your reference).



We have learnt **Microsoft Word** (often called **Word**) is a graphical **word** processing program that users can type with. It was developed by the company **Microsoft**. The purpose of **MS Word** is to allow the users to type and save documents. Similar to other **word** processors, it has many helpful tools to make documents.



### In this lesson


We will learn

- About MS PowerPoint
- How to create slides to make PowerPoint presentations

**PowerPoint** is a presentation software package. With PowerPoint, we can easily create slideshows. Trainers and other presenters use slide shows to illustrate their presentations.

### Getting Started

This lesson introduces to the PowerPoint window. We use the window to interact with the software. To begin, open PowerPoint 2007 program. **Click:**

 → **All Programs** → **Microsoft Office** → **Microsoft Office PowerPoint 2007**

(Figure 6.1)

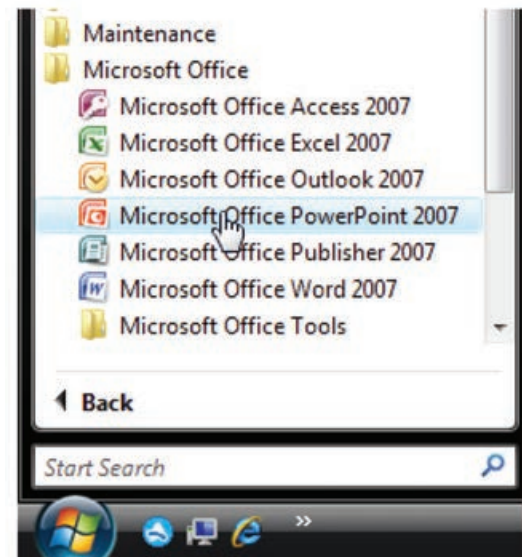


Figure 6.1

### Do You Know?



The original name of PowerPoint was "Presentation". It was developed in 1984, and renamed to PowerPoint in 1987.

The window appears and the screen looks similar to the one given below (Figure 6.2).

## PowerPoint Screen

When the PowerPoint program starts, a new presentation is created, and a blank slide appears in the window (Figure 6.2). The slide has a place to add a title and subtitle.

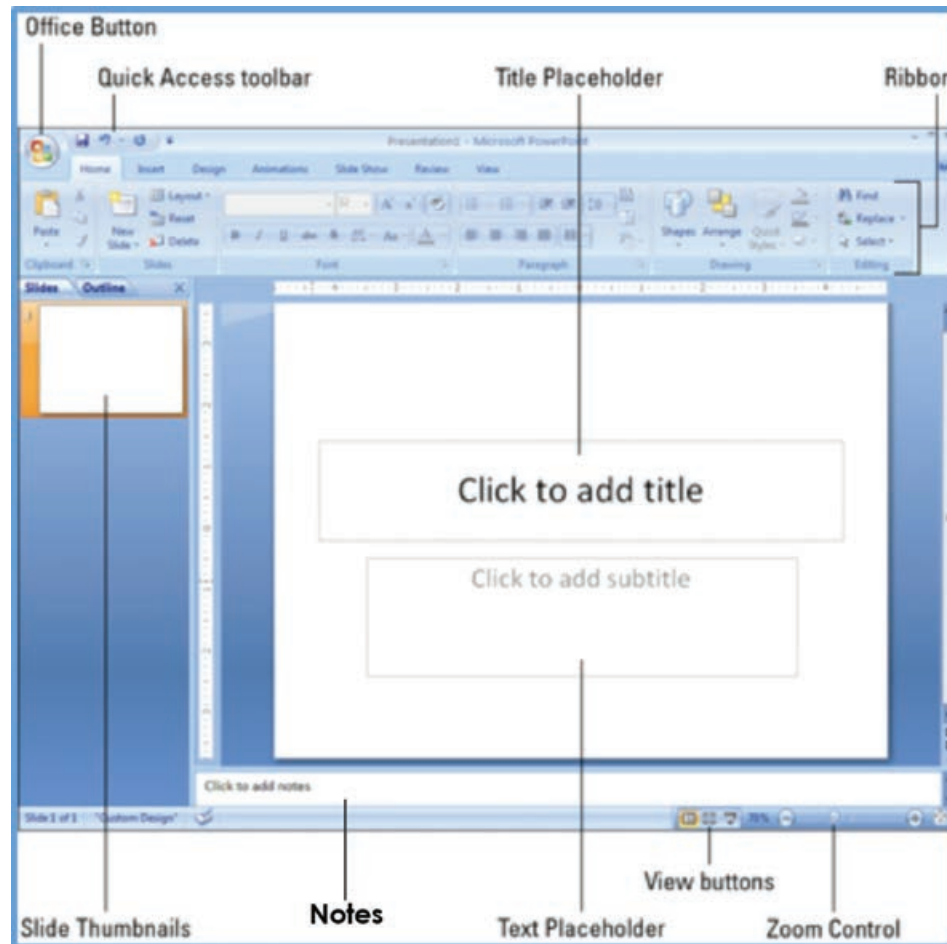


Figure 6.2

We access the various PowerPoint commands from the **Ribbon**. Above the Ribbon in the upper-left corner is the **Microsoft Office button**. From here, you can access important options such as New, Save, Save As, and Print.

On the left side of the window, you will see a **task pane** with slides and outline tabs, which appear by default. On the bottom-right of the screen, you'll find view commands (Normal, Slide Sorter and Slide Show), as well as the zoom tool.

The Slide window is broken up into several areas:

- **The Slide Pane:** The Slide Pane appears in the center of the window.
- **The Notes Section:** The Notes Section appears at the bottom.

There are also **Placeholders (Figure 6.3)** on each slide depending on the slide layout. These layouts may include placeholders for a slide title, subtitle, text, images, video, charts, graphs, etc.

The placeholders hold the objects on your slides.

We create our presentation by adding content to the slides.

### To zoom in and out:

- Locate the **zoom bar** in the bottom-right corner.
- Click the **slider** and **drag** it to the right to zoom in and to the left to zoom out.



Figure 6.3

### To change views

PowerPoint provides several views for you to work with. Each view is useful for a different set of activities. Normal view (refer to this figure), the default, is the most commonly used view. You can switch to one of the other views in either of these ways:

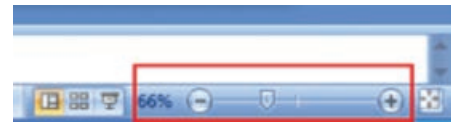


Figure 6.4

**STEP 1:** Locate the **View options** in the bottom-right corner. The view options are **Normal, Slide Sorter,** and **Slide Show.**

**STEP 2:** Click an option to select it.

The default is **Normal view.**

### The Quick Access toolbar

Next to the Microsoft Office button is the Quick Access toolbar. If you wish to add other commands to make using PowerPoint features more convenient for you:

**STEP 1:** Click the arrow to the right of the **Quick Access toolbar.**

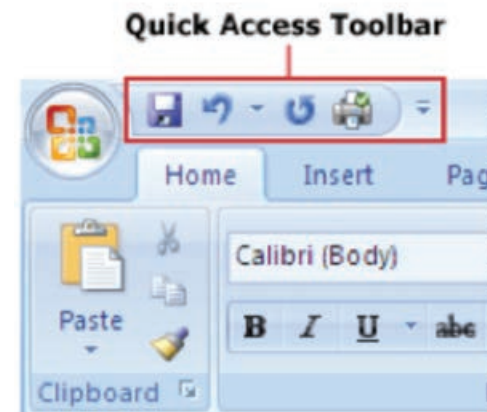


Figure 6.5

**STEP 2:** Select the **command** you want to add from the drop-down list. It will appear in the Quick Access toolbar.

**The Ribbon:** The Ribbon is located near the top of the PowerPoint window, below the Quick Access toolbar.

## Creating a New Presentation

When we open PowerPoint from the **Start** menu or from an icon on your desktop, a new presentation with **one slide** appears by default. You can also create a new presentation while PowerPoint is **already open**.

### Steps to create a new Presentation

**STEP 1:** Click the **Microsoft Office button**, and choose **New** from the menu (**Figure 6.6**). The New Presentation dialog box will appear.



Figure 6.6

**STEP 2:** Blank presentation is selected by default (**Figure 6.7**).

The fastest and simplest way to create a new presentation is to start with a blank one. You can then add text to the presentation, including additional slides.

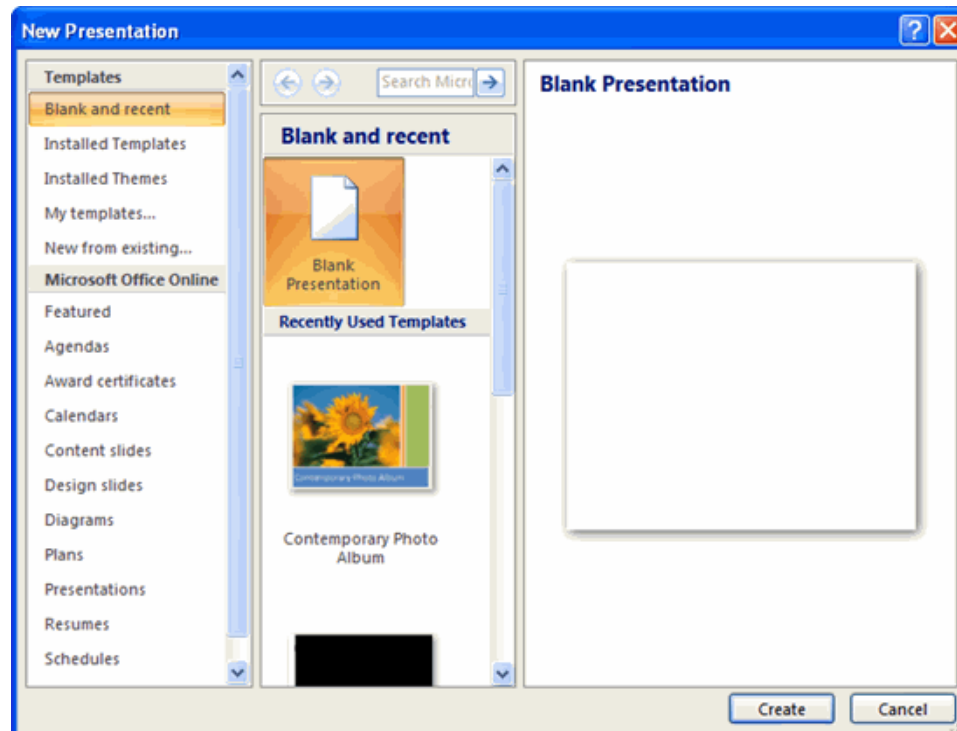
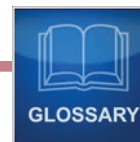


Figure 6.7



## Glossary

1. **Graphical:** related to use of diagrams, graphs, etc.
2. **Presentation:** is the collection of individual slides that contain graphical information on any topic.
3. **Ribbon:** is the long strip containing tabs with buttons across the top of the main window within the PowerPoint.
4. **Slide:** is a single page of a presentation.

## Inside the Lab

Let's practice a little of what we just learnt.



### Teacher's Notes

- Explain to the students how PowerPoint is used in various fields by professionals.
- Open a PowerPoint screen and show the various components which help us to create a new presentation.
- Show the students how to open a new PowerPoint presentation.

### Student's Notes

- Click to open a new presentation. Try various options like Zoom in, zoom out and change the view of the slides you create.
- Create your first presentation.



#### 4. Match the Following

a) PowerPoint logo



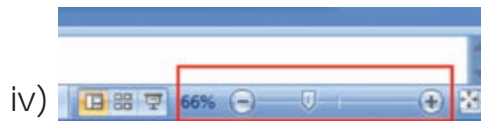
b) View commands



c) Zoom in and out



d) Blank slide



#### 5. Very Short Answer Questions

**Identify the option:**

a) We use this to add other commands to make using specific PowerPoint features more convenient to use.

**Ans.** \_\_\_\_\_

b) We use this option to issue commands.

**Ans.** \_\_\_\_\_

#### 6. Short Answer Questions

a) Where do you find these options on a PowerPoint window?

i) Task pane

ii) Zoom bar

**Ans.** \_\_\_\_\_

b) Write any one use of PowerPoint.

**Ans.** \_\_\_\_\_

## 7. Long Answer Question

Write the steps to customize Quick access toolbar to add other commands as per our choice.

Ans.

---

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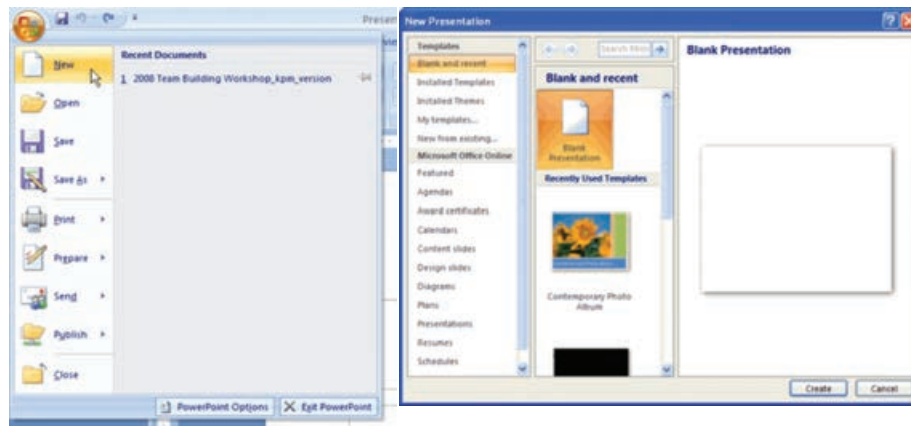
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## 8. Picture Based Question

Write the steps to create a new presentation by referring to the images given below.



Ans.

---

---

---

---

---

## Activity

Create a new PowerPoint presentation based on the activities you do during your weekend.



## MS POWERPOINT BASICS



Hello friends, hope you all know what is PowerPoint. Get ready to learn something interesting about PowerPoint now.



### Let Us Start

Rearrange the jumbled words based on the previous lesson.

1. P O E N R P W I O T

---

2. R P E T E N S A T O I N

---

3. I S L S E D

---

In the previous lesson, we learnt how to open MS PowerPoint and the steps to create PowerPoint presentation. We also learnt that PowerPoint is a presentation software package used to create slide shows.

## In this lesson



We will learn

- To create slides for any PowerPoint Presentation
- To animate text and objects in PowerPoint

## Features

PowerPoint includes all of the features you need to create any presentation. Some of the features are given below:

- Adding smart art
- Inserting shapes
- Inserting an image
- Slide transitions
- Adding animations

## Fun Fact



PowerPoint was originally developed just for the **Apple Macintosh**.

## Slide Basics

Slides appear in the center of the window. When you create a PowerPoint presentation, it is made up of a series of slides. The **slides** contain the information you want to communicate with your audience. This information can include text, pictures, charts, videos, sounds, and so on.

Before we begin adding information to slides, we need to know the basics of working with slides.

In this lesson, we will learn slides basics and how to **insert** new slides in our presentation.

## To insert text into a placeholder

**STEP 1:** Click inside the placeholder. The **placeholder** text will disappear, and the **cursor point** will appear.

**STEP 2:** Type your text once the cursor point is visible.

**STEP 3:** Click outside the **placeholder** when you have entered all of your text into the placeholder.

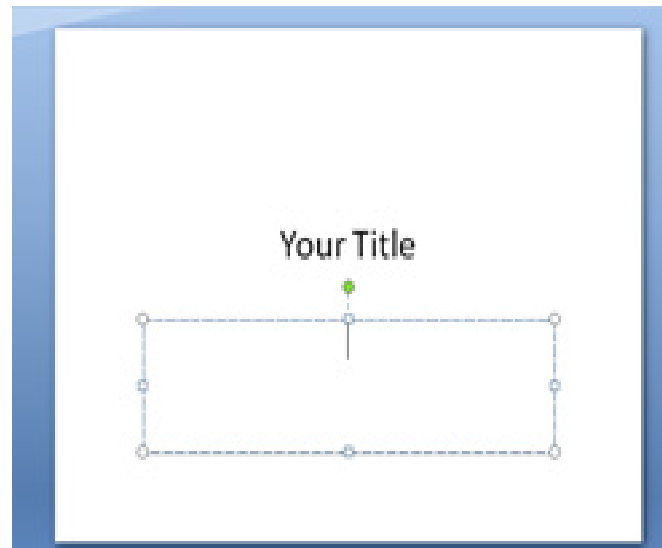


Figure 7.1 Sample Slide with Placeholders

## Slide layouts

The placeholders are arranged in different layouts. We can select one when we **insert a new slide** or that can be **applied to existing slides**. In the figure shown above (Figure 7.1), the layout is called Title and Content and includes **title and content** placeholders.

### Do You Know?

A slide layout arranges your slide content.



## To insert a new slide

**STEP 1:** Click the **New Slide** command in the **Slides** group on the Home tab.

**STEP 2:** A menu will appear with your slide layout options.

**STEP 3:** Click the slide you want to insert. A new slide with the chosen layout will appear in the center of the PowerPoint window and in the pane on the left.

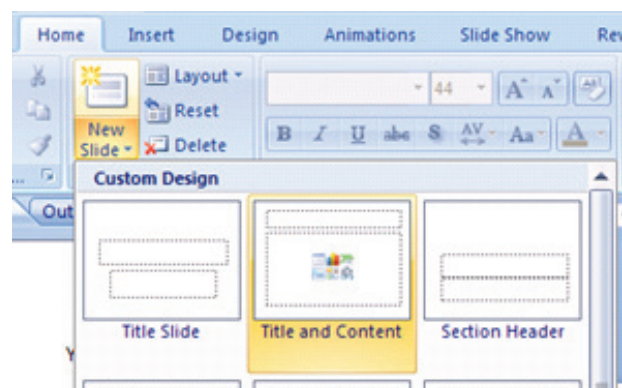


Figure 7.2 To create a new slide

## To Delete a Slide

**STEP 1:** Select the slide you want to **delete**.

**STEP 2:** Click the **Delete** command in the Slides group on the Home tab (Figure 7.3).

**STEP 3:** You can also **delete** a slide by pressing the Delete key on your keyboard.

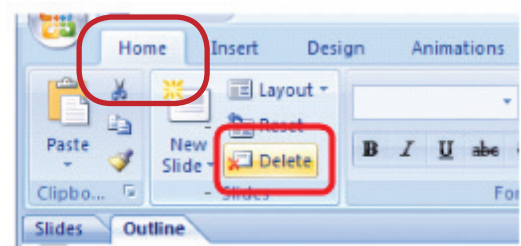


Figure 7.3 To delete a slide

## Animating Text and Objects

### To apply a default animation effect

**STEP 1:** Select the **text** or **object** on the slide you want to animate.

**STEP 2:** Select the **Animations** tab.

**STEP 3:** Click the **Animate** drop-down menu in the Animations group to see the **animation options** for the selection. The options change based on the selected item.

**STEP 4:** Move your cursor over each option to see a live preview of the animation on the slide.

Click an option to select it.

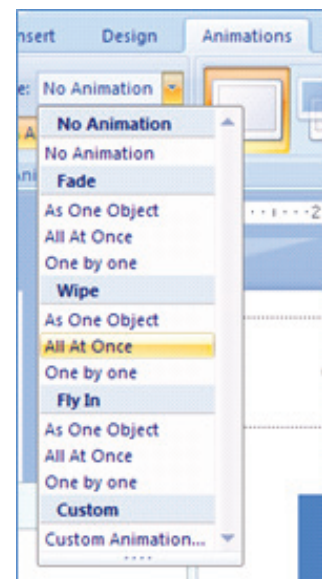


Figure 7.4

### To apply a different animation effect:

**STEP 1:** Select the **text** or **object** on the slide you want to modify.

**STEP 2:** Select the **Animations** tab.

**STEP 3:** Click **Custom Animation** in the Animations group. The Custom Animation task pane will appear on the right.

**STEP 4:** Select the animation in the Custom Animation task pane, if it is not already selected.

**STEP 5:** Click **Change**.

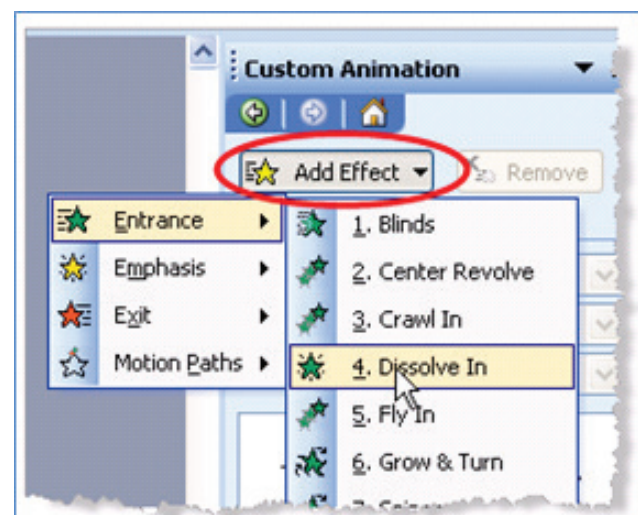


Figure 7.5

**STEP 6:** Select an **Entrance, Emphasis, Exit,** or **Motion Path** animation effect.

New drop-down menus with default settings will appear at the top of the Custom Animation task pane.

### To remove an animation effect:

**STEP 1:** Select the **text** or **object** on the slide you want to modify.

**STEP 2:** Select the **Animations** tab.

**STEP 3:** Click Custom **Animation** in the **Animations group**. The Custom Animation task pane will appear on the right.

**STEP 4:** Select the animation in the Custom Animation task pane list, if it is not already selected.

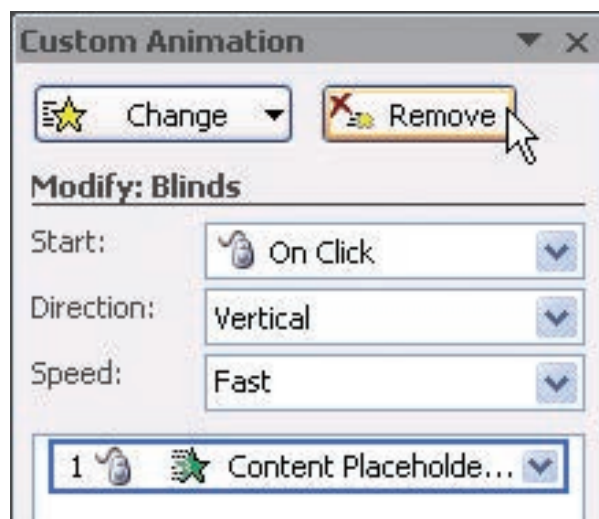
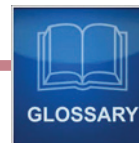


Figure 7.6

**STEP 5:** Click **Remove**. The animation label will disappear from the slide and from the Custom Animation task pane list.

## Glossary



- 1. Animation** - Set of effects which can be applied to objects in PowerPoint so that they will animate in the Slide Show.
- 2. Clipart** - Simple pictures and symbols made available for computer users to add to their documents.

## Inside the Lab

Let's practice a little of what we just learnt.



### Teacher's Notes

- Explain to students the features and uses of PowerPoint.
- Open a blank slide screen and show the students how to add text in it.

- Show students how to add and delete any slide.

## Student's Notes

- Open a new slide and try to add different types of animation effects to it.
- Create your first presentation by adding images and texts in different fonts and styles in your presentation.



## EXERCISE

### 1. Multiple Choice Questions

- a) This holds the objects in your slide.
- |                 |                 |
|-----------------|-----------------|
| A) Placeholders | B) Search       |
| C) All programs | D) Slide layout |
- b) The slide layout option \_\_\_\_\_
- |                       |                           |
|-----------------------|---------------------------|
| A) adds new slides    | B) arranges slide content |
| C) deletes old slides | D) renames files          |
- c) To delete a slide, we click on
- |                  |                   |
|------------------|-------------------|
| A) Home button   | B) Delete command |
| C) Layout option | D) Reset option   |

### 2. True or False

- a) Slides appear in the center of the window. \_\_\_\_\_
- b) A PowerPoint presentation is made of a series of videos. \_\_\_\_\_
- c) To create a new slide, we need to click on New Slide option. \_\_\_\_\_

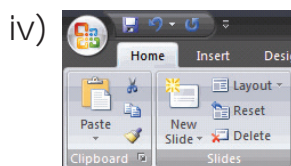
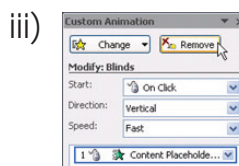
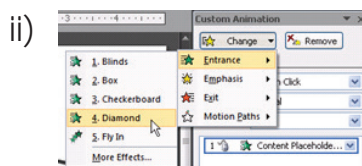
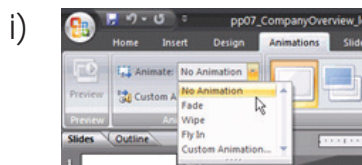
### 3. Fill in the blanks

- a) Title and content are an example of \_\_\_\_\_

- b) To add text in a blank slide, we click inside the \_\_\_\_\_
- c) Delete command is placed in the slides group on the \_\_\_\_\_ tab.

**4. Match the following**

- a) To change animation effect
- b) To apply animation effect
- c) To delete a slide
- d) To remove an animation



**5. Very Short Answer Questions**

- a) What is the role of placeholders in a PowerPoint slide?

**Ans.** \_\_\_\_\_

- b) Complete the following:

A slide layout \_\_\_\_\_

**6. Short Answer Questions**

- a) Write the steps to delete a slide.

**Ans.** \_\_\_\_\_  
 \_\_\_\_\_

b) Write any one feature of PowerPoint.

**Ans.** \_\_\_\_\_

## 7. Long Answer Question

Write the steps to remove an animation effect in your slide.

**Ans.** \_\_\_\_\_

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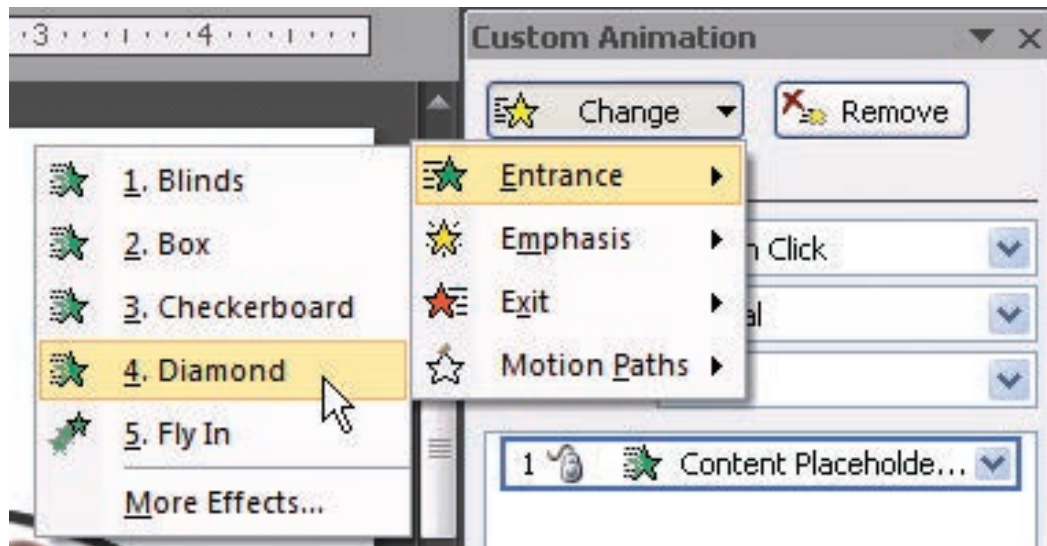
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## 8. Picture Based Question

Based on the screenshot given below, write the steps of the activity taking place in it.



**Ans.** \_\_\_\_\_

---

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## Activity

Perform the following steps for a fun-filled activity.

**Open a PowerPoint document.**

**Save as “PowerPoint Practice”.**

**Choose a slide layout.**

**Fill in the slide with information.**

**Change the type and size of the letters.**

**Center the information.**

**Put a box around your information.**

**Give some animation effects of your choice to the slides.**

**Save the presentation.**



## WRITING LOGO PROCEDURES



Friends! So far, we have been giving one command after another to draw a picture in LOGO. If the drawing has got erased from the screen and you wanted it back once again, you would have to give all commands again. Now, that would be very boring. Isn't it?



### Let Us Start

The word '**Procedure**' refers to a list of steps involved in doing a particular task. For example, when we boil water we need to follow an order.

**STEP 1:** We need to have a kettle.

**STEP 2:** Then we fill the kettle with water.

**STEP 3:** Place this kettle of water on a stove.

**STEP 4:** Light the stove.

**STEP 5:** Wait for the water to boil.

Before we move on to know about writing procedures in LOGO, let us recall what we have learnt in previous class.

**Let Us Do1: Remember:  $360 / \text{number of sides} = \text{Angle of shape}$ .**

**Example:  $360 / 4 = 90$**



**REPEAT 4 [FD 100 RT 90]**

Now, complete the following and write the names of the shapes



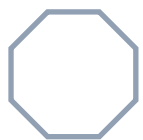
REPEAT \_\_\_\_ [FD 100 RT \_\_\_\_]

\_\_\_\_\_



REPEAT \_\_\_\_ [FD 100 RT \_\_\_\_]

\_\_\_\_\_



REPEAT \_\_\_\_ [FD 100 RT \_\_\_\_]

\_\_\_\_\_

### In this lesson



We will learn

- The concept of Logo procedures
- Create a new Logo procedure
- Save and load procedures
- Edit and delete

A **LOGO Procedure** is a way to make the turtle remember a set of commands. A procedure has a name saved in the computer's memory. Once saved, the procedure can be used repeatedly.

For example, in order to draw a triangle, you will have to give the following commands to the turtle.

**FD 120 RT 120**

**FD 120 RT 120**

**FD 120 RT 120**

A triangle is a shape that can be used again and again to make other shapes and pictures. So, you might want to be able to recall these commands without

typing the whole command out. To do this, we could create a Procedure called 'triangle'. Let's know more about the procedures.

## Parts of a Procedure

1. **Title Line:** The name of the procedure can include letters, numbers or symbols. However, the beginning of the title must always be an alphabet. There should be no blank spaces. Arithmetic operators also cannot be used. The most important thing to be remembered is that LOGO command names cannot be included.
2. **Set of Instructions:** This contains the actual set of commands.
3. **End Line:** It contains the END command which marks the end of the procedure.

## How to Create a Procedure?

Here we will learn two of the most common ways to start making a procedure.

**Below are the steps to create a procedure using the Input box.**

**STEP 1:** Open the window of MSWLOGO.

**STEP 2:** Click in the input box. Now a cursor will start blinking in that box.

**STEP 3:** Type TO followed by the name of the procedure.

**For example:** You want to create a procedure to draw a rectangle.

Type TO Rectangle as shown below (**Figure. 8.1**).

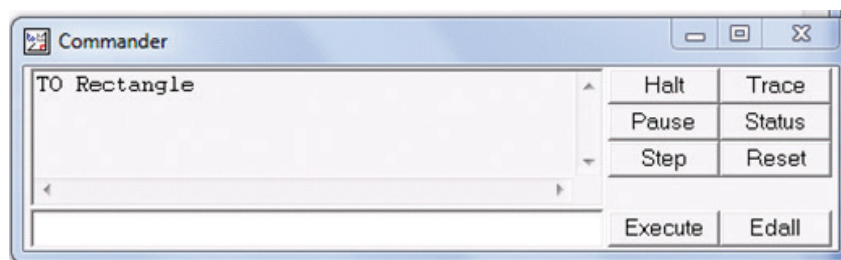


Figure 8.1

**STEP 4:** After typing TO Rectangle in the Input Box, press the enter key or click the execute button.

**STEP 5:** The To Mode input box will appear.

**STEP 6:** Enter the commands to draw a rectangle. Press the enter key after writing each command.

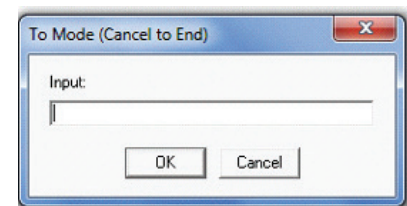


Figure. 8.2

**STEP 7:** After entering all the commands, type the END command and press the enter key or click on the execute button.

**STEP 8:** Now as shown in the Figure 8.3. your procedure is defined for the Rectangular.

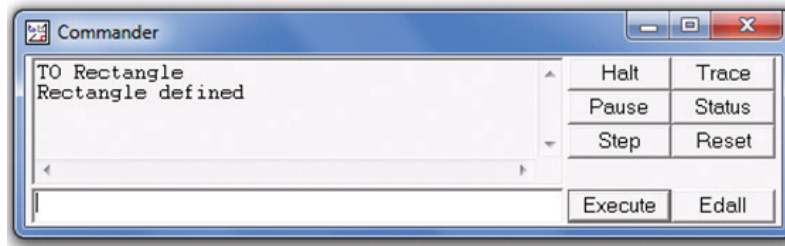


Figure 8.3

**STEP 9:** In order to run the procedure, you will have to type Rectangle into the input box.

**STEP 10:** Then click on the execute button or press the enter key. You will find a rectangular box.

**Below are the steps to create a procedure using the Editor window.**

**STEP 1:** Open the Logo window. Click on the "File" option.

**STEP 2:** Under the "File" option, click on Edit.

**STEP 3:** The **Edit Procedure** dialog box will appear.

**STEP 4:** Write **Square** and press the OK button. The Editor window will appear (Figure 8.4)

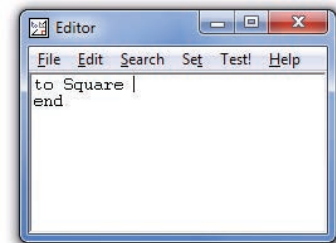


Figure 8.4

**STEP 5:** Click at the end of **To Square** and then press the enter key to insert a blank line. Now enter the commands for the given procedure "square".

TO SQUARE

RT 90 FD 90 RT 90 FD 90

RT 90 FD 90 RT 90 FD 90

END

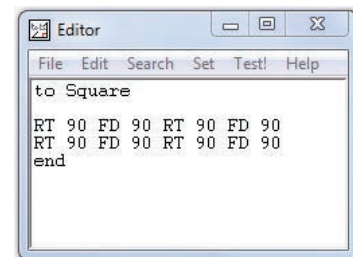


Figure 8.5

**STEP 6:** After writing the commands, close the Editor window by clicking on the File menu. Under that, click on the Exit button

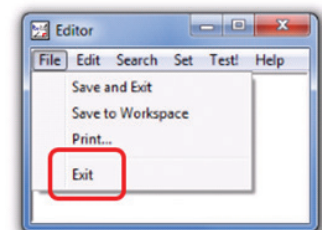


Figure. 8.6

## Save The Work in MSWLOGO

Every time you create and save a procedure, it becomes part of the current workspace. Saving a procedure does not put it on a disk. It exists only in memory until the entire workspace is saved.

### Do You Know?

The workspace is a collection of all the Logo procedures currently in memory. These workspaces can be saved and loaded, just like other documents.

There are two methods to save a procedure on the disk.

#### 1) Save command in Commander Input Box

**STEP 1:** Click on the Input Box to make it active.

**STEP 2:** Type **Save** "**Procedure Name**" and press **Enter**.

#### 2) Save command from File Menu

**STEP 1:** Click on **File** menu.

**STEP 2:** Select **Save** option.

**STEP 3:** Define name in **File name** box.

**STEP 4:** Click on **Save** button.

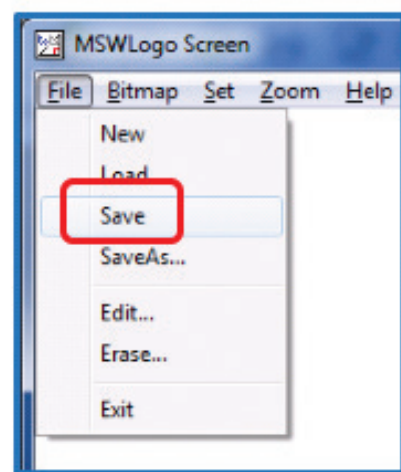


Figure. 8.7

The extension for a Logo file is **.lgo**

## Loading a Procedure

Once the procedure is saved, it can be loaded anytime from the hard disk using **Load command**. Below are the steps:

**STEP 1:** Type **LOAD** "**Procedure Name**" in the **Input box** and press **Enter**.

**STEP 2:** Click on **File > Load** and select the disk or directory from where the file will be loaded. Click **Open** button.

## Edit and Delete a Procedure

### Editing a Procedure

Suppose you have created a procedure which you want to edit or correct.

For Example: We want to make some changes to the procedure PENTAGON. When we made the PENTAGON procedure we kept the length of a side as 70 and we now want to make it 90. Let us learn how to make changes in a procedure.

### Steps for changing a procedure are as follows:

**STEP 1:** Open the Logo window. Click on the File option.

**STEP 2:** Under the **File** option, click on **Edit**.

**STEP 3:** A dialog box will appear. Type the procedure name. The editor window will appear on the screen.

**STEP 4:** Make the Necessary corrections and Save again.

### Deleting a Procedure

Suppose you want to delete a procedure that you saved earlier. For example:

- You want to delete a procedure called PENTAGON then type **ERASEPENTAGON** into the input box.
- For deleting all procedures you can type **ERASEALL** in the input box then press the enter button. This command will erase all the procedures.

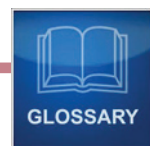
### Let Us Draw a Grow Circle:

Try the following commands. To run this procedure, type **GROWCIRCLE** in the input box and press **Enter**.

```
TO GROWCIRCLE  
REPEAT 36[FD 2 RT 10]  
REPEAT 36[FD 4 RT 10]  
REPEAT 36[FD 6 RT 10]  
REPEAT 36[FD 8 RT 10]
```

### Glossary

1. **Procedure:** Refers to the method of doing a particular task.
2. **Workspace:** It is a collection of all the Logo procedures.



## Inside the Lab:



### Teacher's Notes

Familiarize the students with the concepts of loading, saving and editing procedures.

### Student's Notes

#### 1. Draw a House

TO HOUSE

REPEAT 4 [FD 100 RT 90]

FD 100 RT 30

REPEAT 3 [FD 100 RT 120]

END

#### 2. Draw a Hut

TO HUT

REPEAT 4 [FD 60 RT 90]

FD 60 RT 30 FD 60 RT 120

REPEAT 20 [BK 6 FD 66 BK 60 RT 3]

END



## EXERCISE

### 1. Multiple Choice Questions

- a) LOGO procedure consists of \_\_\_\_\_ parts.
- |      |      |
|------|------|
| A) 4 | B) 3 |
| C) 1 | D) 2 |
- b) A file saved in LOGO will have \_\_\_\_\_ extension.
- |         |         |
|---------|---------|
| A) .bmp | B) .LOG |
| C) .png | D) .LGO |



## 5. Very Short Answer Questions

a) Which command is used to delete a procedure?

**Ans.** \_\_\_\_\_

b) What is Endline?

**Ans.** \_\_\_\_\_

## 6. Short Answer Questions

a) How can you save a procedure? Explain any one method.

**Ans.** \_\_\_\_\_

b) What are the points that you should keep in mind while naming a procedure?

**Ans.** \_\_\_\_\_

## 7. Long Answer Question

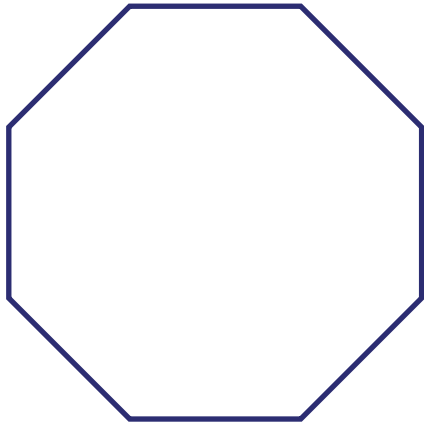
Write the steps to create a procedure using input box.

**Ans.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

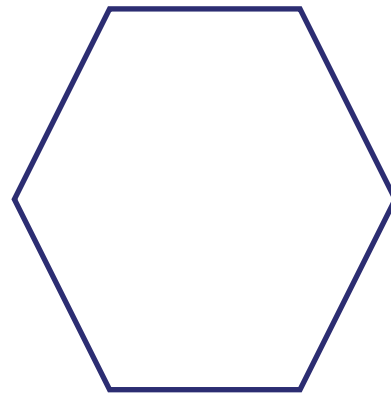
## 8. Picture Based Question

Write procedures to draw the below shapes.

i)



ii)



### ACTIVITY

Run these commands and see what happens. Draw the output in the given spaces.

a) REPEAT 5[FD 200 RT 144]

b) REPEAT 12[RT 60 REPEAT 3[FD 30 RT 90]



## FIRST STEP TO INTERNET



Hey friends, in the previous class we read about Internet and its uses. Let us learn more about it.



### Let Us Start

We know that through Internet we can communicate between different computers irrespective of how they are connected and where they are placed. So how does this happen?

**Let Us Do 1: Name the following which are required to connect to internet. Which is hardware and which is software?**



In the previous class, we already learnt some important terms and the requirements for getting connected to the Internet.

Let's learn more here.



### In this lesson

We will learn

- More about Web Browser
- World Wide Web
- Search Engines

## Web Browsers

A web browser is a software program created as a simplified means to present and explore content on the **World Wide Web**. These pieces of content, including pictures, videos, and web pages, are connected using hyperlinks and classified with **Uniform Resource Locators** (URLs).

### Do You Know?



The first browser, named World Wide Web and later renamed Nexus, was invented by Tim Berners-Lee in 1990.



**Tim Berners-Lee**

Some of the common browsers used currently are Google Chrome, Microsoft Internet Explorer, Mozilla Firefox, Opera and Safari.

All browsers have a number of similar features to help you use the web such as:

- Forward and back buttons to move between pages.
- A history folder which stores details of recently visited web pages.
- A stop button if a page is taking too long to load.
- Favorites and bookmark options to store often visited pages.
- Options to cut, copy, paste, save and print elements of web pages.

**Let Us Do 2: Find and circle the Web browsers from the following pictures:**



## World Wide Web

The World Wide Web (WWW or Web for short) is the part of the Internet that we access using a web browser. It consists of a large number of websites. A Website is a collection of related web pages that provides information on a subject. A web page is a smaller part of a large website that contains more specific information. Each website will normally consist of a number of web pages. A web page can contain text, images, video, animation and sound.

### Accessing web pages

You can access a website or web page by typing its URL (**Uniform Resource Locator**) into the address bar of your browser. An example of a URL is `http://www.bbc.co.uk`.

URLs will have the format 'http' and a domain (such as .uk). What goes in between is arbitrary, but often has the term "www".

"https" is the secure version of 'http'. When you use https, any data you send or receive from the web server is encrypted. For example, when banking online, https is used to keep your account details safe.



Figure 9.1



Figure 9.2 Website Homepage

Most sites have a page that links the user to the other main areas of the site. This is called the **homepage**. It is basically the first page of a website.

Web pages are connected by **hypertext** links. When a link is clicked we are taken to another page which could be on another server in any part of the world.

### Do You Know?

Your cursor turns to a hand when you move it over a hyper link.



**Let Us Do 3: Write the names of five things that a web page can have.**

1.	
2.	
3.	
4.	
5.	

## Search Engines

Surfing may be entertaining, but we often need to locate specific information relating to a particular topic. Software called a search engine is used in this case. A **search engine** is a program that is able to search through large quantities of text and other data, according to specific instructions that it has been given.



The user enters 'key words' or phrases on the subject that they are interested in. The search engine searches its database looking for references to the key words. It then returns web pages with links to the relevant websites it found.



The search results are generally presented in a line of results called as Search Engine Results Pages (SERPs). The information may be a mix of web pages, images, and other types of files.

The most popular or most visited websites are usually put near to the top of the results page.

Popular examples of search engines are Google, Yahoo!, Bing and Ask.

## How to Search for Information?

We do not always have to know a website's address in order to use the Internet. It is important to know how to search for information. For this, we can use the search engines. Let's take an example:

1. First in the address bar of your browser open the search engine. We will take an example of [www.google.co.in](http://www.google.co.in) :
2. After typing in whatever we want to search, Click Search or press the Enter key on the keyboard of your computer. Choose a few of the most specific keywords or phrases to describe your topic.



Figure 9.3 Google Homepage



Figure 9.4 Search Box

3. Assess results. Search through the list of web pages to pinpoint information.
4. We may not always get the results we are looking for. So we will need to play with searchable terms. Using more specific words in combination helps. We must be aware that not all websites that are found in the results are appropriate to our search. We should not click on anything that seems inappropriate, too good to be true, or dangerous. There are many websites on the Internet that will mislead and try to take advantage of beginners.

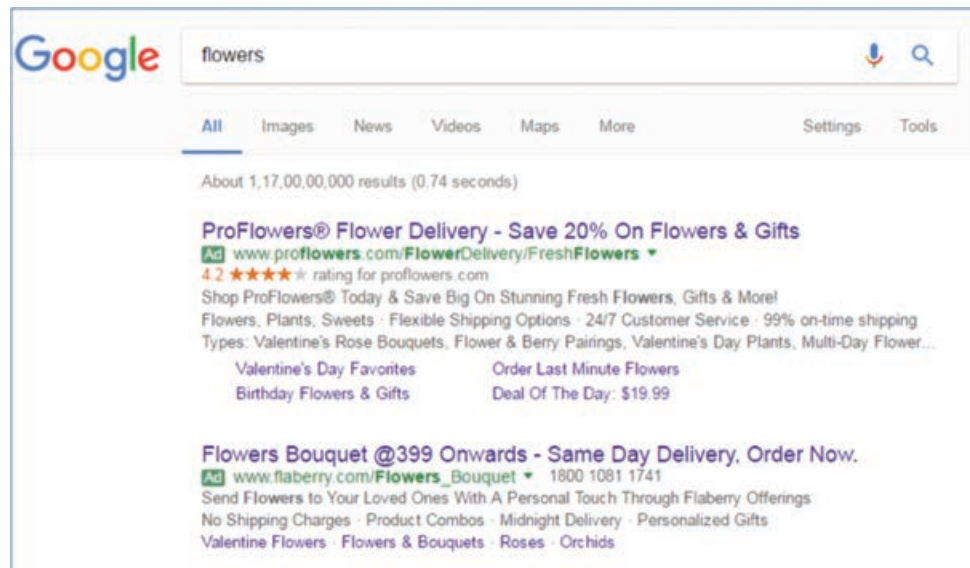
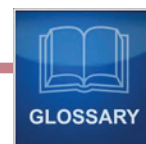


Figure 9.5 Search Results



### Fun Fact

Google was originally known as Backrub.



### Glossary

1. **Internet:** technology by which computers around the world are connected to share information.
2. **Webpage:** A web page is a smaller part of a large website that contains more specific information.
3. **Browsing:** Going to different websites on the internet and looking around.
4. **Website:** Website is a collection of related web pages that provides information on a subject.
5. **Search Engine:** a software system that is designed to search for information on the World Wide Web.
6. **Web browser:** a software program to explore content on the World Wide Web.

### Inside the Lab

Let's practice a little of what we just learnt.



### Teacher's Notes

- Show the students how to connect to internet.
- Explain to students the difference between a web page and a website by opening them separately on the computer.

### Student's Notes

- Open a web browser on your computer and the information related to your school.



#### 4. Match the Following

a) Webpage

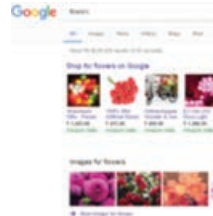
i) [www.google.co.in](http://www.google.co.in)

b) Search Results



ii)

c) Web Browser



iii)

d) URL



iv)

#### 5. Very Short Answer Questions

a) Write the names of four search engines.

**Ans.** \_\_\_\_\_

b) What is SERP?

**Ans.** \_\_\_\_\_

#### 6. Short Answer Questions

a) Differentiate between a website and a webpage with examples.

**Ans.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Write a short note on TCP/IP Protocol.

**Ans.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

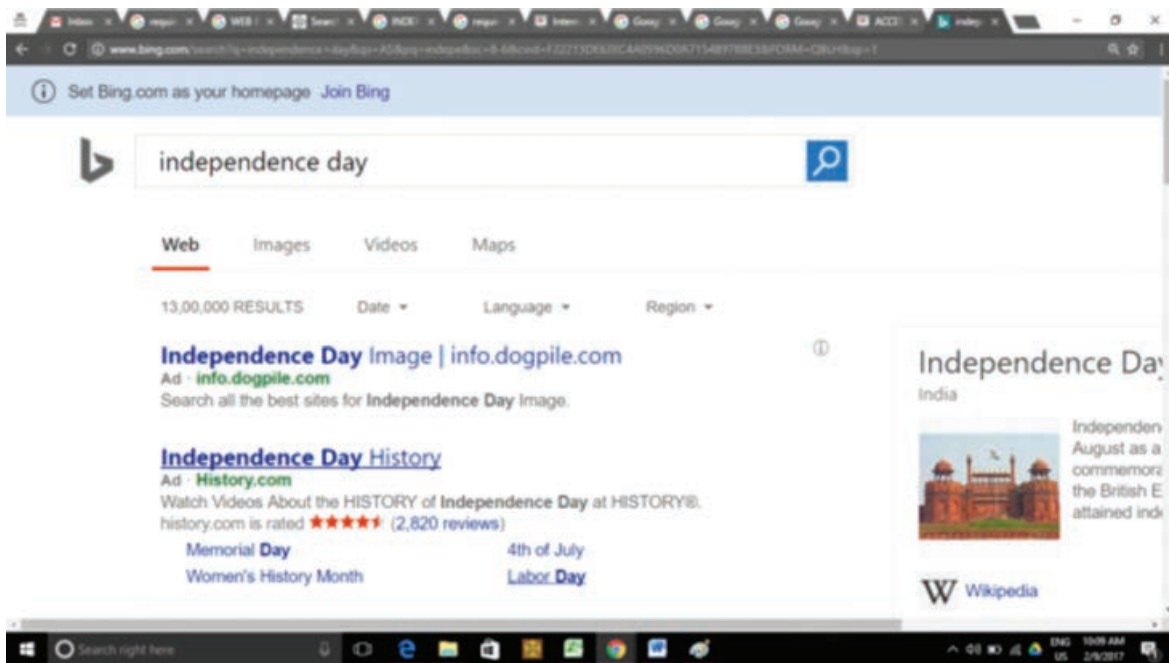
## 7. Long Answer Question

How do you search for specific information on the Internet? Explain with the help of examples.

Ans. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 8. Picture Based Question

The following picture shows the search result of a website. Answer the following -



- Which search engine is being used?
- Name a word which has hyperlink.
- What key word is being looked for?
- The search can be carried using which one of the four options – web, image, video or map?

Ans.

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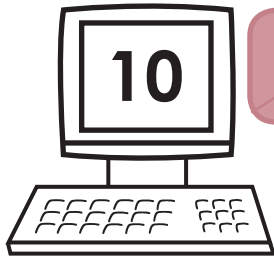
---

---

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### Activity

Label the different parts of this URL: <http://www.yahoo.com>



## INTERNET ETIQUETTE AND SAFETY



Hey Friends, in the last lesson we learnt about how to connect to Internet and search for information.



START  
LESSON

### Let Us Start

In the last lesson, we have seen that how internet has become a very important part of our life. We regularly use Internet to keep in touch with family and friends, check our mail and to search for information.

**Let Us Do 1: Name the following different ways we communicate with each other using internet.**



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## In this lesson



We will learn the rules and safety measures to be followed while using internet.

## What is Netiquette?

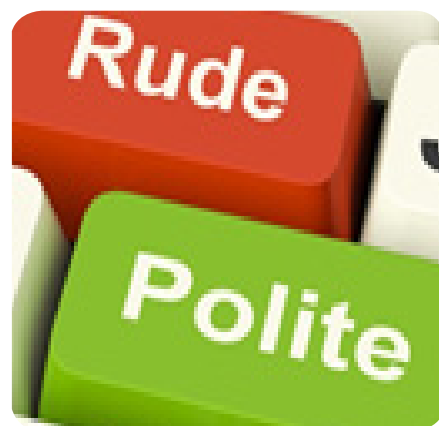
We follow certain rules to live in this world. In a similar way, internet has certain rules that the people must follow.

Netiquette, or net etiquette or internet etiquette, refers to the unwritten rules of good behavior online.

Good netiquette involves respecting others' privacy and not doing anything online that will annoy or frustrate other people. Three areas where good netiquette is highly stressed are e-mail, online chat, and newsgroups.

There are some great rules for netiquette that will make our online experience more enjoyable:

- The first rule of Internet etiquette is to never use impolite or offensive language in emails, in posts, on websites, on forums, in social media, etc.
- Show respect for the opinions of others, even if you don't agree. Avoid saying anything negative about others.
- Avoid using all caps in any email or post. It is not only difficult to read, it comes across as shouting, which is rude.
- Do not post, copy or distribute copyrighted material to which you do not own the rights. Give credit, cite the source, and put a link to the complete written work.
- Don't gossip and keep personal information personal. Don't tell stories that you don't know for a fact to be true.





### Do You Know?

Plagiarism is taking another person’s writing, conversation, song, or even idea and passing it off as your own without their consent. It is an offence.

- It is always a good idea to reread anything you type before clicking the “send” button.
- Hacking and breaking into other peoples’ computers or networks is a criminal offence.
- Don’t spam. That is, don’t repeatedly post the same content such as advertisements for products or services.
- Remember cyber bullying is a crime.

**Cyberbullying** is the use of Internet and cell phones to make another person feel angry, sad, or scared again and again. Examples of cyberbullying include sending messages that hurt, posting inappropriate photos or videos on social media, and spreading mean rumours online.



The fundamental rule must be that we should never do things in the virtual world that we wouldn’t do in everyday life.

**Let Us Do 2: Write 3 things that come under copyright information.**

<b>1</b>	
<b>2</b>	
<b>3</b>	

## Safety Measures While Surfing the Internet

Internet is a great place full of information, but it is also full of many dangers. Let's have a look at some safety measures that we should follow while surfing internet or browsing sites.



### 1. Protecting our Identity

- a) Personal Information: Don't give out personal information without your parents' permission. This means that we should not share our last name, home address, school name, photographs or telephone number.
- b) Password: Keep strong passwords. Don't share them with anyone but your parents. Make sure you **logout** of the accounts you've accessed before leaving the terminal.
- c) Photos: Don't post photos or videos online without getting your parents' permission.
- d) Online Friends: Don't agree to meet an online friend unless you have your parents' permission. Unfortunately, sometimes people pretend to be people they aren't. Remember that not everything you read online is true.
- e) Online Ads. Don't buy anything online without talking to your parents. Some ads may try to trick you by offering free gifts or prizes as a way of collecting your personal information.
- f) Beware of phishing e-mails – These emails claim to be from a reputed company or a bank and ask for personal or sensitive information.
- g) Bullying. Don't send or respond to mean or insulting messages. If something happens online that makes you feel uncomfortable, talk to your parents or to a teacher at school.

### 2. Protecting our connection

- a) Use an anti-virus program, an anti-spyware program, and a firewall. Surfing the internet without these things is unsafe and invites spam, hackers, and viruses onto your computer. Make sure to keep them updated to catch the latest threats.



### Do You Know?

A **firewall** is a hardware or software that creates a barrier between your network and the outside cyber world, allowing only certain data to cross.

- b) Downloading: Email attachments or softwares may sometimes contain viruses. Never open an attachment from someone you don't know.
- c) Download files from trusted sources. Always check with your parents before downloading or installing software that could possibly damage your computer.

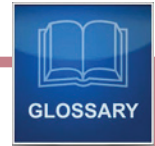


Secure sites may have a gold lock at the bottom of the page. When giving any bank details or other information, make sure the connection is secure.

*Secure URLs begin with https:// instead of http://.*

### Let Us Do 3: Write 5 things that come under your private information.

1	
2	
3	
4	
5	



## Glossary

1. **Copyright:** A legal right created by the law of a country that grants the creator of an original work rights for its use and distribution. .
2. **Hacking :** A unauthorized intrusion into a computer or a network. The person engaged in hacking activities is generally referred to as a hacker.
3. **Spam:** Is flooding the Internet with many copies of the same message.
4. **Phishing:** A technique used to gain personal information for purposes of identity theft, using fraudulent e-mail messages that appear to come from legitimate businesses.
5. **Virus:** A computer program designed to cause damage, steal personal information, modify data, send e-mail, display messages, or some combination of these actions.
6. **Spyware:** As ofware that aims to gather information about a person or organization without their knowledge.
7. **HTTP:** Stands for Hypertext Transfer Protocol. It is the set of rules for transferring files (text, graphic images, sound, video, and other multimedia files) on the World Wide Web.



## Teacher's Notes

- Tell the students about netiquette and its importance
- Explain to the students the importance of securing personal information and not sharing it online.

## Student's Notes

- Prepare a chart of netiquette and stick it in your classroom
- Discuss with your teacher the different safety measures that you follow when you use the Internet.



#### 4. Match the following:

- |              |  |
|--------------|--|
| a) Virus     | i) legal right for use and distribution of work    |
| b) Copyright | ii) gathers personal information without knowledge |
| c) Spam      | iii) damage and steals personal information        |
| d) Spyware   | iv) flooding internet with same message            |

#### 5. Very Short Answer Questions

- a) What is the full form of HTTP?

**Ans.** \_\_\_\_\_

- b) Which of the following is a secure site?

<https://www.flipkart.com/>

<http://www.flipkart.com/>

**Ans.** \_\_\_\_\_

#### 6. Short Answer Questions

- a) Define plagiarism.

**Ans.** \_\_\_\_\_

\_\_\_\_\_

- b) What is firewall?

**Ans.** \_\_\_\_\_

\_\_\_\_\_

## 7. Long Answer Question

Write down five safety measures to use while surfing Internet.

Ans.

---

---

---

---

---

## 8. Picture based Question

a) Someone continuously sends a mail like this. What is it called? Define it.



Ans.

---

---

---

---

---

b) What is the hand pointing to? Explain.



Ans.

---

---

---

---

## ACTIVITY

Tick the activities that are considered safe and nice while using Internet.

Do not respond to any message that makes you feel uncomfortable.	
Say anything you want about anyone even if it's not nice.	
Never share your picture with anyone without checking with your parents.	
Share stuff that you found online without knowing if it's true or not.	
Do not believe everything that you see on the Internet.	

Notes:



# GENERAL KNOWLEDGE



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## Personalities

**Theodor Seuss Geisel (March 2, 1904 – September 24, 1991):**

He was an American writer and illustrator. He was best known for authoring popular children's books under the pen name Dr. Seuss. His works include several of the most popular children's books of all time. Over 600 million copies were sold and his works were translated to over twenty languages.



Some of Dr. Seuss' famous books are given in column A. Match them with 1 their dates of publication given in column B.

Column A	Column B
1) 	a) August 12, 1960
2) 	b) December 21, 1937
3) 	c) October 12, 1950
4) 	d) March 12, 1957



### Do You Know?

Dr. Seuss won two Academy Awards – one for his animated short story ‘Gerald McBoing-Boing’ and the other one for his documentary on Japanese culture called ‘Design for Death’.

**Sunita Williams (September 19, 1965):** She is an American astronaut and United States Navy officer of Indian-Slovenian descent. She holds the records for total spacewalks by a woman (seven) and most spacewalk time for a woman (50 hours, 40 minutes). Williams was assigned to the International Space Station as a member of Expedition 14 and Expedition 15. In 2012, she served as a flight engineer on Expedition 32 and then commander of Expedition 33.



**Find out the duration of each expedition.**

- 1) Expedition 14 : \_\_\_\_\_
- 2) Expedition 15 : \_\_\_\_\_
- 3) Expedition 32 : \_\_\_\_\_
- 4) Expedition 33 : \_\_\_\_\_

**Margaret Thatcher (13 October, 1925 – 8 April, 2013):** She was a British politician, who was the Prime Minister of the United Kingdom from 1979 to 1990, and the Leader of the Conservative Party from 1975 to 1990. She was the longest-serving British Prime Minister of the 20th century and is currently the only woman to have held the office. A Soviet journalist dubbed her the “Iron Lady”, a nickname that became associated with her uncompromising politics and leadership style. As Prime Minister, she implemented policies that have come to be known as Thatcherism.



**Find out more about Margaret Thatcher by finding answers to these questions.**

1) When was Margaret Thatcher born?

**Ans.** \_\_\_\_\_

2) Why was Margaret known as the 'Milk Snatcher'?

**Ans.** \_\_\_\_\_

3) Who nicknamed Margaret the 'Iron Lady'?

**Ans.** \_\_\_\_\_

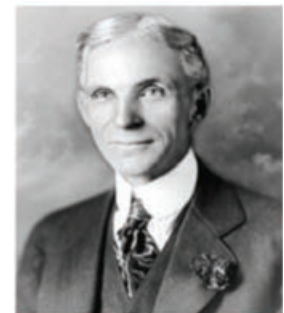
4) Which country awarded her the 'Presidential Medal of Freedom'?

**Ans.** \_\_\_\_\_

5) Under Margaret's rule, which war was won by the British troops?

**Ans.** \_\_\_\_\_

**Henry Ford (July 30, 1863 – April 7, 1947):** He was an American industrialist, the founder of the Ford Motor Company, and the sponsor of the development of the assembly line technique of mass production. It marked the beginning of the second industrial revolution. Ford developed and manufactured the first automobiles that many middle class Americans could afford. Thus, automobiles were no more a luxury reserved only for the rich. They came to be purchased and used by common people.



**This is Ford's revolutionary Model T car. Can you find out some of the salient features of this car?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Find out about the Assembly line of production introduced by Ford.

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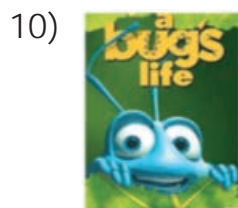
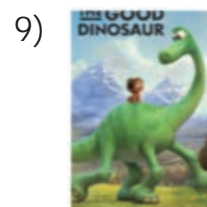
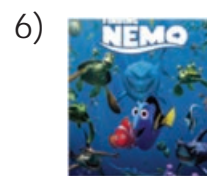
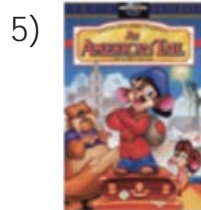
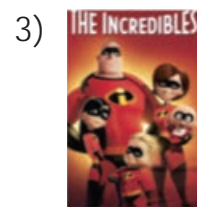
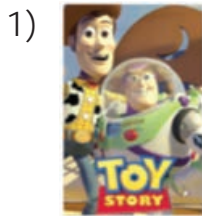
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**Steve Jobs (February 24, 1955 – October 5, 2011):** He was an American information technology entrepreneur and inventor. He was the Co-Founder, Chairman, and Chief Executive Officer (CEO) of Apple Inc.; CEO and largest shareholder of Pixar Animation Studios; a member of The Walt Disney Company’s board of directors and founder, chairman, and CEO of NeXT Inc. Jobs is widely recognized as a pioneer of the microcomputer revolution of the 1970s, along with Apple co-founder Steve Wozniak. During his early career in 1973, Steve Jobs worked as a technician for Steve Wozniak. At the time he was living a simple life in a cabin working at Atari and saving money for his planned trip to India. His hard work and dedication earned him the deserved success. Shortly after his death, Jobs’s official biographer, Walter Isaacson described him as, “the creative entrepreneur whose passion for perfection and ferocious drive revolutionized six industries: personal computers, animated movies, music, phones, tablet computing, and digital publishing.”



**You must have seen few of those many animated films produced by Pixar and Disney. Some of the pictures of renowned animated movies are given in the box below. Find out the names of those movies which have been produced by Pixar – Disney and write their names in the space provided.**



Ans. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**William Henry “Bill” Gates III (born October 28, 1955):** He is an American business magnate, philanthropist, investor, and computer programmer. In 1975, Gates and Paul Allen co-founded Microsoft, which became the world’s largest PC software company. During his career at Microsoft, Gates held the positions of chairman, CEO and chief software architect, and was the largest individual shareholder until May 2014. Gates has authored and co-authored several books. He is considered to be the wealthiest person in the world.



**Bill Gates has authored and co-authored several famous books. Complete the names of some of these books given below.**

- 1) The \_\_\_\_\_ Optimist.
- 2) The Road \_\_\_\_\_.
- 3) \_\_\_\_\_ for life.
- 4) Business @ the \_\_\_\_\_.

### Fun Fact

Bill Gates, Walt Disney, Abraham Lincoln, Henry Ford, Steve Jobs, Mark Zuckerberg and Thomas Edison have no college degrees.



## Forestry

Among the most valuable of nature's resources, forests are very important. They play a key role in the maintenance of the watersheds that are essential to sustain ground water and soil conservation. They shelter many forms of wildlife. Forests also do a lot of good to the atmosphere in climate control, as well as supplying oxygen for human sustenance. So, the need to protect and develop them can never be stressed enough.



### Multiple Choice Questions

- Which of the following international organizations works on issues regarding conservation, research and restoration of the environment? [     ]  
 (A) World Wildlife Fund                      (B) World Bank  
 (C) UNESCO                                      (D) Save Tiger Now
- Project Tiger, a programme to maintain a viable population of tigers in India and to chalk out areas for their habitat, was launched in the year: [     ]  
 (A) 1975    (B) 1971  
 (C) 1974    (D) 1973
- We all know, that the Kaziranga Sanctuary is a place where rhinos can live safely away from hunters. What is the term used for such careful use and protection of nature? [     ]  
 (A) Biofriendly                                      (B) Ecofriendly  
 (C) Degradation                                      (D) Conservation
- What is the natural environment of a living organism called? [     ]  
 (A) Habitat    (B) Surroundings  
 (C) Environment                                      (D) Biosphere







### Do You Know?

Bandipur National Park, Nagarhole National Park (in Karnataka), Mudumalai National Park (in Tamil Nadu) and Wayanad Sanctuary (Kerala) together form the Nilgiri Biosphere Reserve which is the largest Biosphere of India.

**Match these famous animal and bird sanctuaries to the places where they are located.**

#### Column A

- 1) Gir National Park
- 2) Manas Wildlife Sanctuary
- 3) Sunderbans National Park
- 4) Corbett National Park
- 5) Periyar National Park
- 6) Chilka Bird Sanctuary
- 7) Tal Chappar Wildlife Sanctuary
- 8) Bandhavgarh National Park

#### Column B

- a) Kerala
- b) Odisha
- c) Madhya Pradesh
- d) Gujarat
- e) Assam
- f) Rajasthan
- g) West Bengal
- h) Uttarakhand



### Do You Know?

Ranthambore National Park was declared a Wildlife Sanctuary in 1955 and it got its status of a National Park in the year 1980.

## All about Natural Resources

### Natural Sources of Water

#### Multiple Choice Questions

- 1) Which is the longest Indian River? [     ]  
(A) Godavari            (B) Ganga            (C) Brahmaputra    (D) Yamuna
- 2) Which river descends over a cliff to form the famous BharChukki and GaganaChukki Falls? [     ]  
(A) Tungabhadra        (B) Krishna            (C) Kaveri            (D) Narmada
- 3) On which river is the holy shrine of Pandharpur situated? [     ]  
(A) Krishna            (B) Ravi            (C) Godavari        (D) Bhima
- 4) One of the oldest and holiest Indian cities lies on the banks of the river Shipra. What is its name? [     ]  
(A) Ujjain            (B) Gandhinagar    (C) Chandipur        (D) Mysore
- 5) Which river is believed to be the daughter of the Mountain King, Himavat? [     ]  
(A) Krishna            (B) Ganga            (C) Godavari        (D) Kaveri
- 6) Name the river whose main tributary is Tungabhadra. [     ]  
(A) Krishna            (B) Godavari        (C) Kaveri            (D) Narmada
- 7) Which river is often called the 'Southern Ganges'? [     ]  
(A) Godavari            (B) Krishna            (C) Sarayu            (D) Kaveri
- 8) Which river joins the river Ganga at Prayag? [     ]  
(A) Godavari            (B) Krishna            (C) Yamuna            (D) Kaveri

Identify the pictures of some famous rivers across the globe.



---

flows in North eastern Africa,  
longest river in the world)



---

(river in South America)



---

(situated in England, longest  
river in England and second  
largest in the UK)



---

(Major river flowing in South-  
Asia)



---

(longest river of Asia and  
situated in China)



---




(2<sup>nd</sup> longest river of Europe)

## Interesting Facts about Oceans and seas:

- The Pacific is the largest and the deepest ocean in the world.
- Dead Sea is so salty because it is surrounded by a hot desert. The intense heat causes sea water to evaporate faster, thus large quantities of salt remains in the sea as water goes into the air.
- The Red Sea in the Indian Ocean is one of the saltiest water body. The Red Sea got its name from the explosive growth of a blue alga that dyes the normally blue water an orange red.
- Dead Sea (also known as Salt Sea) puts lot of upwards force due to large quantity of salt in it, so people can remain afloat in this or can swim with no effort.
- The Indian Ocean is the warmest ocean. The temperature of surface water sometimes touches 36.6 degrees.
- Do you know? "Pacific means "peaceful". Actually when people first found it, they found it very calm & peaceful, so they named it "Pacific".

## Renewable Sources of Energy

Look at the image and identify the different sources of energy.

- 1) The energy from the sun is called \_\_\_\_\_ Energy. 
- 2) The sun provides us with \_\_\_\_\_ and \_\_\_\_\_.
- 3) \_\_\_\_\_ Energy is used to generate electricity using solar panels.
- 4) The energy from the wind is called \_\_\_\_\_ Energy.
- 5) Wind is converted to electricity with the help of \_\_\_\_\_.
- 6) Wind is a \_\_\_\_\_ resource, because it is not limited. 
- 7) Water energy is also called \_\_\_\_\_.
- 8) Water is now used to produce \_\_\_\_\_.
- 9) \_\_\_\_\_ are constructed in order to produce electricity using water. 



### Fun Fact

Plants use Sun's energy to make their own food by the chemical reaction called Photosynthesis. Hence, when we eat fruits and vegetables, we are actually getting calories from the Sun.

## Health and Diseases

Read the symptoms of a disease and guess the disease. Use the below Word Bank below to help you.



### WordBank

Chickenpox

Fever

Conjunctivitis

Diarrhea

1) Rise in body temperature above  $37^{\circ}\text{C}$ , sometimes accompanied by cold and sore throat.

Ans. \_\_\_\_\_



2) An infectious disease causing mild fever and a rash of itchy inflamed pimples that turn in to blisters. It lasts about two weeks and is communicable in nature.

Ans. \_\_\_\_\_



3) Disease caused due to food poisoning. One gets loose motions and will have less to no appetite. Body becomes weak and dehydrated.

Ans. \_\_\_\_\_



4) This disease affects the eye and is also called as 'Pink Eyes'. It affects the outer layer of the eye and the inner surface of the eyelids. It causes irritation, pain and itchiness in the eye. It is communicable.

Ans. \_\_\_\_\_

Identify the following diseases as communicable or non-communicable diseases

- 1) Flu : \_\_\_\_\_
- 2) Cancer : \_\_\_\_\_
- 3) Diabetes : \_\_\_\_\_
- 4) Measles : \_\_\_\_\_
- 5) Hyper tension : \_\_\_\_\_
- 6) Rabies : \_\_\_\_\_
- 7) Tuberculosis : \_\_\_\_\_
- 8) Hepatitis : \_\_\_\_\_
- 9) Asthma : \_\_\_\_\_
- 10) HIV/AIDS : \_\_\_\_\_
- 11) Leprosy : \_\_\_\_\_
- 12) Kala Azar : \_\_\_\_\_
- 13) Typhoid : \_\_\_\_\_



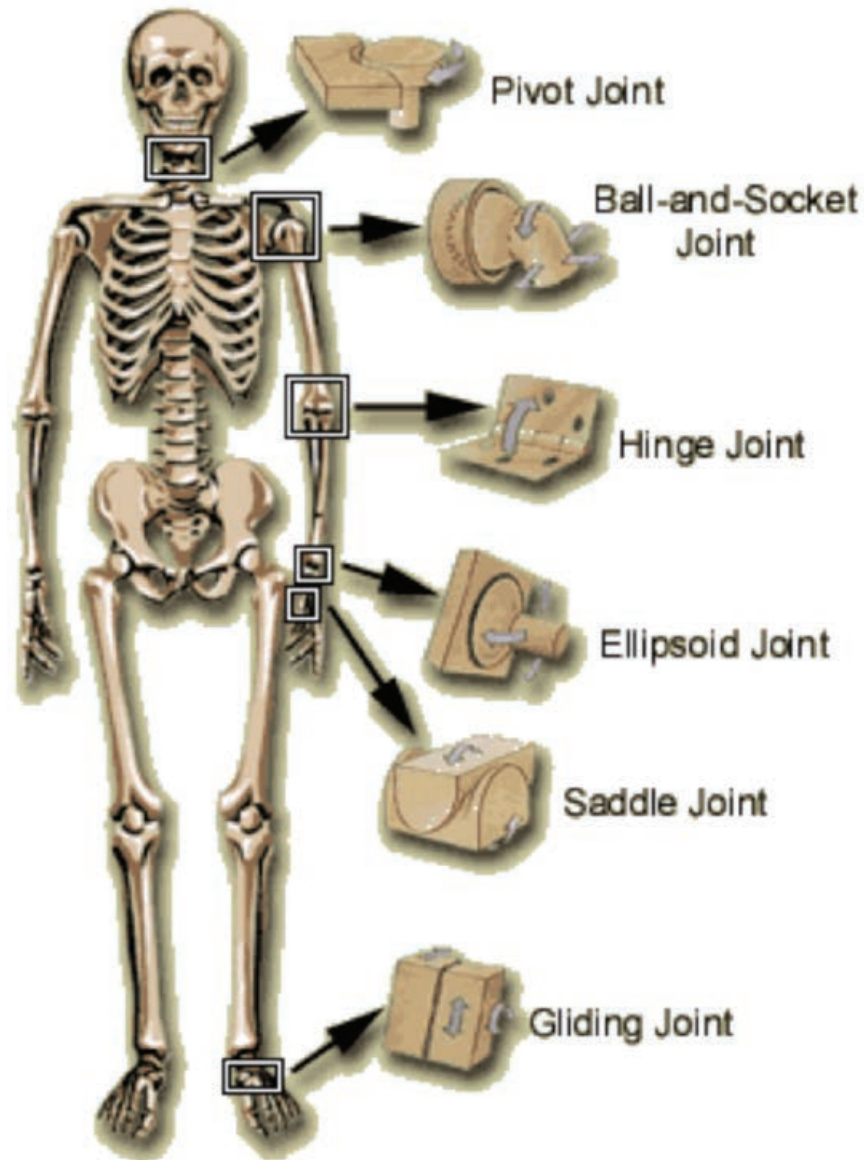
### Do You Know?

One in eight deaths in the world is due to Cancer. Cancer causes more deaths than AIDS, Tuberculosis and Malaria combined.



## Learn About Body Joints

From the below picture learn about the various body joints of our bodies.



### Fun Fact

The funny bone in human body is not at all a bone. It is actually a nerve known as 'Ulnar Nerve'. The Ulnar Nerve lets our brain know about the feelings in our fourth and fifth fingers.



## Medical Electronics

Look at the image and identify the various machines used in a hospital.





# GREEN EARTH

## Grouping Plants

### Evergreen or Deciduous?

Evergreen trees, as the name suggests have leaves throughout the year. On the other hand, deciduous trees lose all their leaves in autumn, becoming completely bare.

Complete the names of the evergreen and deciduous trees. Use the Word Bank for help.



### WordBank

- Juniper      Aspen      Pine      Maple      Oak      Beech
- Eucalyptus      Spruce      Birch      Fir      Hemlock      Poplar

Evergreen Trees	Deciduous Trees
P _ _ _ e	M _ _ _ l _
E _ _ c _ _ l _ _ _ t _ _ s	_ _ i _ _ _ h
F _ _ _ _	A _ _ _ _ n
_ _ u _ _ l _ _ _ r	_ _ a _ _
S _ _ _ _ _ c _ _	P _ _ p _ _ _ r
_ _ _ m _ _ o _ _ _	B _ _ e _ _ h

## Carnivorous Plants

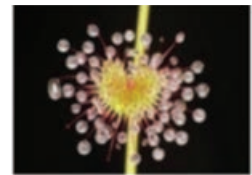
Write the names of the Carnivorous plants from their given descriptions. Use the Word Bank for help.

### WordBank

Venus Fly Trap    Butterwort    Nepenthes    Drosera    Sarracenia



- 1) They are often called Sundews. They attract unsuspecting insects with this "Dew" and are able to ensnare and even digest their prey.



Ans. \_\_\_\_\_

- 2) They are known for their hinged, leafy "jaw" that snaps together to trap and consume unsuspecting insects or small prey.



Ans. \_\_\_\_\_

- 3) They are also known as tropical pitchers because of their pitcher like shape and are carnivorous plants native to tropical habitats in Australia, Asia and Sri Lanka.



Ans. \_\_\_\_\_

- 4) They look similar to normal flower species and for this reason, they often fool their prey and people. Found mostly in North America and Canada.



Ans. \_\_\_\_\_

- 5) Large group of carnivorous bog plants that trap and digest insects in a sticky secretion on their leaves. They bear single white, purple or yellow flowers on a leafless stalk.



Ans. \_\_\_\_\_

## Multiple Choice Questions

- 1) What do carnivorous plants eat? [     ]  
(A) Arachnids and insects                      (B) Steering Wheels  
(C) Dead Ants                                      (D) Carcass
- 2) How many species of carnivorous plants are there? [     ]  
(A) More than 17                                      (B) Less than 100  
(C) Around 150                                      (D) More than 750
- 3) In which of the world's locations are carnivorous plants not found? [     ]  
(A) Asia    (B) Antarctica  
(C) Iceland    (D) Arctic

### Do You Know?



Scientists found a carnivorous plant called a pitcher plant in Philippines. It is so large that it can trap rats.

## Plant Processes

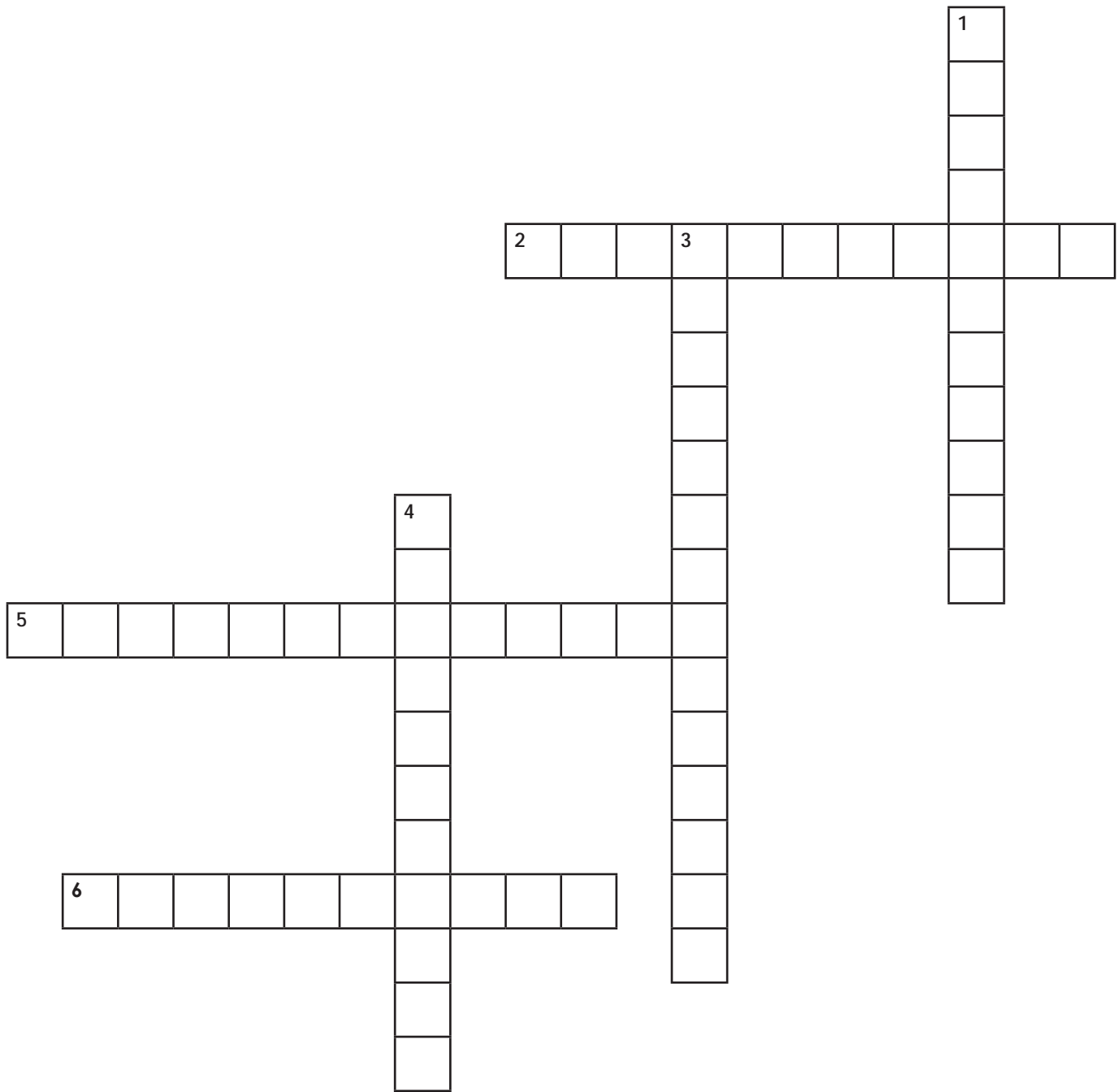
Complete the crossword with the help of the clues provided.

### Across:

- 2) The process of metabolizing (burning) sugars to yield energy for growth, reproduction and other life process.
- 5) The loss of water vapor through the stomata of leaves.
- 6) A change in a plant's structures or behaviour that helps it survive.

### Down:

- 1) The transfer of pollen grains is called \_\_\_\_\_.
- 3) The process of capturing light energy and converting it to sugar energy, in the presence of chlorophyll using carbon dioxide (CO<sub>2</sub>) and water (H<sub>2</sub>O).
- 4) The sprouting of a plant.



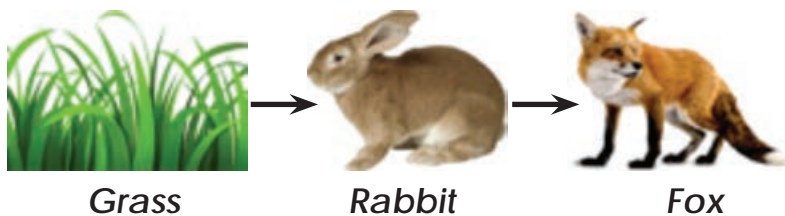
## Riding the Food Chain

### Multiple Choice Questions

How does energy flow through the ecosystem?



- 1) Which food chain correctly describes the flow of energy in an ecosystem? [     ]
- (A) Grass → goat → human    (B) Caterpillar → leaf → human  
 (C) Cow → grass → human    (D) Leaf → bird → caterpillar
- 2) Rabbits eat grass and other plants to survive, but they do not eat animals. What kind of animals are rabbits? [     ]



- (A) Decomposers                      (B) Carnivores  
 (C) Producers                         (D) Herbivores

3) How do decomposers help other organisms in an ecosystem? [     ]

(A) They break down dead organisms and add nutrients back to the soil that plants use.

(B) They use the sunlight to make their own food that other organisms eat for energy.

(C) They help disperse seeds for plant growth.

(D) Decomposers do not help other organisms in an ecosystem.

4) In what order do a hawk, grass, and rabbit form a food chain in a meadow? [     ]

(A) Hawk → grass → rabbit

(B) Grass → hawk → rabbit

(C) Rabbit → grass → hawk

(D) Grass → rabbit → hawk



5) Which of the following lists only consumers? [     ]

(A) Hawks, lizards, chipmunks

(B) Acorns, squirrels, rabbits

(C) Grass, chipmunks, eagle

(D) Mice, squirrels, grass

6) A wood mouse eats leaves for food. A badger eats wood mice for food. Which animal is the prey in this food chain? [     ]

(A) Badger

(B) Wood mouse

(C) Neither Animal

(D) Both the animals

## Food Chain Vocabulary

Use the correct words below in the Word Bank to complete the following sentences.

### WordBank

Producer

Species

Energy

Decomposition

Plant



- 1) The food chain shows the transfer of \_\_\_\_\_ from one species to another.
- 2) An example of a forest food chain could be: pine nut (from a tree): squirrel: fox: bacteria. In this example, the food chain ends with \_\_\_\_\_.
- 3) A \_\_\_\_\_ is a producer.
- 4) A \_\_\_\_\_ is an organism that makes its own food.
- 5) The length of a food chain is measured by the number of \_\_\_\_\_ encountered as energy moves from the autotroph to the top consumers.



### Do You Know?

Within a food chain, some living things create the energy (Producers) and some use the energy (Consumers).



## Canine Companions

The dog is one of the most popular pets in the world. This is because dogs help man out in so many ways. Dogs have long played an important role in the lives of humans through their sharp senses. They are also known to be a therapeutic company. Dogs are often called 'Man's Best Friend'.

## Multiple Choice Questions

- 1) This is a big dog that is very friendly. It is a good swimmer, and may rescue you from water when you are in trouble. This dog has a long, shaggy coat that comes in three main colours. [      ]

(A) Labrador Retriever                      (B) Afghan Hound  
(C) Old English Sheepdog                (D) Newfoundland



- 2) Which of the following breeds of dogs is NOT a true terrier? [      ]

(A) Tibetan Terrier                          (B) Border  
(C) Yorkshire Terrier                      (D) Kerry Blue Terrier



- 3) Which breed of dog is the fastest on earth? [      ]

(A) Great Dane                              (B) Greyhound  
(C) Border Collie                          (D) Borzoi

- 4) What is the favourite dog breed of the Queen of England? [      ]

(A) Corgi                                      (B) Basenji  
(C) Poodle                                    (D) Pomeranian



- 5) Which dog breed is the smallest of them all? [      ]

(A) Dachshund                              (B) Shih Tzu  
(C) Pomeranian                              (D) Chihuahua

Can you name all the dog breeds? Use the below word bank with dog names to help you.



### WordBank

Papillion      French      Bulldog      Poodle      Pomeranian  
Doberman      Pug      German      shepherd



Read each statement and tick it as True/ False.

- 1) The oldest breed of dog is the beagle. (True/False)
- 2) There is at least one dog breed and one cat breed that is hairless. (True/False)
- 3) Dalmatians are born with spots. (True/False)
- 4) Dogs can only see in black and white. (True/False)
- 5) Labradors are the most popular breed in the United States. (True/False)



### Do You Know?



- The tallest living dog is a 1.18 m tall Great Dane.
- The first animal in space was a dog! The first live animal to go into space was not an astronaut, but was actually a dog! Laika, a Russian dog orbited the earth in the Russian Spacecraft Sputnik in 1957.

### Fun Fact



Dogs are capable of understanding up to 250 words and gestures. Dogs can count up to five and can perform simple mathematical calculations.

## Night Hunters

Some animals are nocturnal. This means that they come out at night time when it is dark.



Can you unscramble the animal words below and match with their images?

1) w l o \_\_\_\_\_

2) x o f \_\_\_\_\_

3) d t o a \_\_\_\_\_

4) s k n u k \_\_\_\_\_

a)



b)



c)



d)



5) o u m e s \_\_\_\_\_

e)



6) n r o c c a o \_\_\_\_\_

f)



### Multiple Choice Questions

- 1) Many nocturnal animals have big eyes that let in more \_\_\_\_\_. [     ]  
(A) Water            (B) Sunshine            (C) Light            (D) Colour
- 2) Some \_\_\_\_\_ are afraid of nocturnal animals. [     ]  
(A) Insects            (B) People            (C) Apple            (D) Cars
- 3) Nocturnal animals are more active at night because they can see better in the \_\_\_\_\_. [     ]  
(A) Dark            (B) Future            (C) Daylight            (D) Space
- 4) Many people haven't ever seen a bat up close, even though bats \_\_\_\_\_ in most countries in the world. [     ]  
(A) Talk            (B) Smell            (C) Live            (D) Eat

### Do You Know?



Owls are sometimes a symbol of learning. Libraries and bookstores sometimes use pictures of owls to represent reading or wisdom.

### Fun Fact



Owls can't move their eyes. They must turn their heads to see. Owls can turn their heads almost completely around.

## Sports Masters

Below are pictures of some of the greatest cricketers of the world. Identify them and write the names of their country of origin.

1)



\_\_\_\_\_

2)



\_\_\_\_\_

3)



\_\_\_\_\_

4)



\_\_\_\_\_

5)



\_\_\_\_\_

6)



\_\_\_\_\_

Fill in the blanks by choosing the correct option.

- 1) Sir Viv Richards was the captain of a \_\_\_\_\_ team.  
(football/cricket)
- 2) George Armstrong was the captain of a \_\_\_\_\_ team.  
(ice hockey/cricket)

- 3) Imran Khan was the captain of a \_\_\_\_\_ team.  
(football/cricket)
- 4) Willie John Mc. Bride was the captain of a \_\_\_\_\_ team.  
(football/rugby)
- 5) Don Bradman was the captain of a \_\_\_\_\_ team.  
(football/cricket)
- 6) Bobby Moore was the captain of a \_\_\_\_\_ team.  
(football/cricket)
- 7) Bobby Clarke was the captain of a \_\_\_\_\_ team. (ice  
hockey/cricket)
- 8) MS Dhoni was the captain of a \_\_\_\_\_ team. (football/  
cricket)
- 9) Martin Johnson was the captain of a \_\_\_\_\_ team.  
(rugby/cricket)

### Do You Know?



Sir Viv Richards never lost any cricket test series as a captain.

### Let's Learn Sports!

Identify the names of these games/sports from their descriptions. Choose the names from the box below.

### WordBank



Go Karting

Javelin Throw

Bungee Jumping

All-Terrain Vehicles

Paintball

Frisbee

Bowling

1) In this game, the person runs for a certain distance to gain momentum and then throw the spear (javelin) which is about 2.5 metres long. \_\_\_\_\_



2) This is a car racing game, where the four wheeled small vehicles known as go-karts races on fixed tracks. \_\_\_\_\_



3) This is an activity which involves jumping from a tall structure while he/she is connected to a long elastic cord. \_\_\_\_\_



4) These All-Terrain Vehicles are generally used for adventurous purposes to discover unknown terrains. In most countries, they are not allowed to ply on streets. \_\_\_\_\_



5) This game is either played individually or in teams. Each party tries to eliminate the opponent by tagging them with balls containing colours driven from a device called Paintball Gun. \_\_\_\_\_



6) In this game, the bowler has to knock down as many pins as possible by rolling down the ball from a long narrow lane. \_\_\_\_\_



7) This game is played with a disc. To score points the disc has to be passed to a team member in the opposing end zone. \_\_\_\_\_





### Fun Fact

Before entering the world of International Cricket, Dhoni worked as a ticket collector at the Kharagpur Railway Station to support his family while he continued representing Bihar in the Ranji Trophy.

## Guess the Stadium

Identify these famous stadiums of the world from the descriptions given below. The names of the stadiums are also provided in the box below.

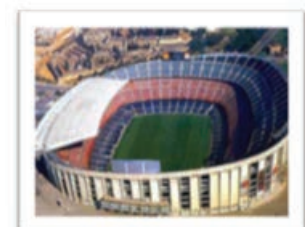


### WordBank

Camp Nou    Allianz Arena    National Stadium    Ericsson Globe    Wembley  
Soccer City    Salt Lake Stadium    National Stadium    Beijing

- 1) It is the biggest stadium in Europe, built in a retro-style. It is located in Barcelona, Spain.

Ans. \_\_\_\_\_



- 2) This is the second largest stadium in Europe. It has been built by HOK Sports and Foster and Partners. It has a partial retractable roof with an arch of 134 metre height.

Ans. \_\_\_\_\_



- 3) It is the largest stadium in the African continent with a capacity of 94, 700 people. The Football (FIFA) World Cup 2010 was held here

Ans. \_\_\_\_\_



- 4) This stadium is situated in Kaohsiung, Taiwan. It is the first stadium in the world to use solar energy to meet its power requirements.

Ans. \_\_\_\_\_



- 5) This stadium is in the shape of a globe and is the largest hemispherical building in the world. It is mainly used for playing ice hockey.

Ans. \_\_\_\_\_



- 6) This stadium is located in Beijing, China and has a capacity of 80,000 people. It has been built by Swiss architectural firm and looks like a bird's nest.

Ans. \_\_\_\_\_



- 7) This stadium is the first stadium in the world to change colour according to the team which is playing. It is opened in the year 2005 and is located in Munich, Germany.

Ans. \_\_\_\_\_



- 8) This is the largest stadium of India by capacity, located at Bidhannagar, West Bengal. It is also known as 'Yuva Bharati Krirangan'.

Ans. \_\_\_\_\_



## Books and Their Authors

Match the names of the famous books given in column A with the names of their respective authors given in column B.

Column A	Column B
1) Geetanjali	a) Charles Darwin
2) A tale of two cities	b) Jonathan Swift
3) The merchant of Venice	c) E.M. Forster
4) Origin of species	d) Jane Austen
5) A passage to India	e) Arthur Conan Doyle
6) Gulliver's Travels	f) William Shakespeare
7) Pride and Prejudice	g) Charles Dickens
8) Akbar - Nama	h) Rabindra Nath Tagore
9) Adventures of Sherlock Holmes	i) Lewis Carroll
10) Alice in Wonderland	j) Rudyard Kipling
11) Adventures of Tom Sawyer	k) Sir Richard Burton
12) Jungle Book	l) Abul Fazal
13) The Arabian Nights	m) Mark Twain

## Toon Creators

The pairs of cartoons and their creators are given in the box below.

Choose the correct one and write them against the cartoon images.



## WordBank

Bugs Bunny – Tex Avery

Eric Cartman – T. Parker & M.

Donald Duck – Walt Disney

Goofy – Art Babbit

Chacha Choudhary – Pran Kumar Sharma

Tom and Jerry – W. Hanna and J. Barbera

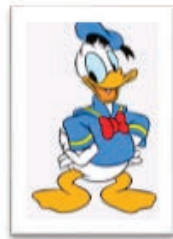
Chhota Bheem – Rajiv Chilaka

Stone Snoopy – Charles M. Schulz

Mickey Mouse – Walt Disney

Tweety – F. Freleng

1)



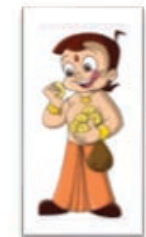
2)



3)



4)



5)



6)



7)



8)



9)



10)



### Fun Fact



The surnames of many of Jane Austen's characters can be found within the renowned and wealthy Wentworth family of Yorkshire, which also happens to intersect with Austen's own family tree.

## Melody Makers

Identify these singers from the descriptions given below.

- 1) This famous Indian singer has won Bharat Ratna, Padma Bhushan, Padma Vibhushan, National Awards and many others. She is fondly termed as 'Didi' and also the 'Nightingale of India'.



\_\_\_\_\_

- 2) This female singer started her career with a famous singing competition on National T.V. and now is one of the most famous Bollywood singers.



\_\_\_\_\_

- 3) This American singer is both a singer and song writer. She is known for singing narrative songs of her personal experiences and is the youngest artist to win Album of the Year at the Grammy Awards.



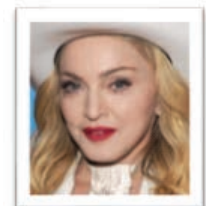
\_\_\_\_\_

- 4) She is an American singer, song writer and actress. She has pursued a career in the gospel music but later shifted towards secular music. She has been in Guinness Book of World records 4 times.



\_\_\_\_\_

- 5) She is famously known as the 'Queen of pop'. She writes and produces most of her songs. She holds the title of 'Best-selling' female recording artist of all time' in Guinness Book of Records.



\_\_\_\_\_

- 6) This Canadian singer is known for her wide range in singing from rock to gospel to classical. She sang the famous song 'My heart will go on' from the Oscar winning movie Titanic.



\_\_\_\_\_

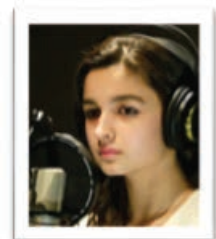
- 7) This American singer holds the record of 'Most awarded female acts' in Guinness book of World Records. Her debut album 'Whitney Houston' became the best-selling debut album of a woman in history.



- 8) She won the Miss World pageant in the year 2000. She has established herself as Bollywood actress. She has shown her versatility in singing and has released her singles 'In my city', 'Exotic' worldwide.



- 9) One of the young promising newcomers of Hindi film industry, she has also been appreciated for her singing skills. She sang 'Sooha Saha' from the movie 'Highway' and the unplugged version of 'Samjhawan' song.



### Do You Know?



Lata Mangeshkar was the first Indian to perform at the Royal Albert Hall in London in the year 1974.



## Founders and Organizations

Match the names of some of the famous companies given in column A with their founders given in column B.

Column A		Column B	
1) IBM	[ ]	a) Bill Gates	
2) Microsoft	[ ]	b) Jerry Yang and David Filo	
3) TATA Group	[ ]	c) Bill Bowerman and Philip Knight	
4) Walmart	[ ]	d) Richard and Maurice	
5) Yahoo	[ ]	e) Robert Wood, James Wood, Edward Mead	
6) Nike	[ ]	f) Bill Hewlett and David Packard	
7) Mc. Donald's	[ ]	g) Jamnalal Bajaj	
8) Johnson n Johnson	[ ]	h) Sam Walton	
9) Bajaj	[ ]	i) Jamsetji Tata	
10) HP	[ ]	j) Thomas J. Watson	
11) Apple Inc.	[ ]	k) Mahashay Dharampal	
12) MDH	[ ]	l) Steve Jobs	

## Knowing Interesting Facts

Identify the following machines from their descriptions. The names are given in the box below.



### WordBank

Microscope    Lactometer    Altimeter    Seismograph  
Barometer    Sphygmomanometer    Galvanometer

1) This machine is used to measure blood pressure.

Ans. \_\_\_\_\_



2) This machine is used to measure the motions of the ground like the seismic waves generated by earthquakes, volcanic eruptions etc.

Ans. \_\_\_\_\_



3) This instrument is used to study the cells of an organism.

Ans. \_\_\_\_\_



4) This instrument is used to measure altitude.

Ans. \_\_\_\_\_



5) This instrument is used to measure pressure atmospheric and is helpful in forecasting weather.

Ans. \_\_\_\_\_



6) This instrument is used to measure the density of the milk i.e. the amount of cream contained in milk.

Ans. \_\_\_\_\_



7) This instrument is used to detect electric current.

Ans. \_\_\_\_\_



## Multiple Choice Questions

1) Doughnut is a very famous dessert. In which of these countries did it first originate? [   ]

(A) United States of America

(B) United Kingdom

(C) Germany

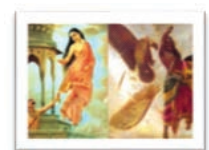
(D) Italy



2) Raja Ravi Verma is one of the famous painters of India. Which of these statements are correct about him? [   ]

(A) He was fond of depicting scenes from Ramayana and Mahabharata

(B) He combined both the Indian and European style of painting



(C) He was from Travancore (Kerala)

(D) All A, B, C

3) Who painted the famous painting 'The Last Supper'? [ ]

(A) M F Hussain

(B) Leonardo Da Vinci

(C) Picasso

(D) Michelangelo



4) What does a dragon symbolize in Chinese culture? [ ]

(A) Bad luck

(B) Thunderstorm

(C) Power and Good luck

(D) War



5) Who is the author of the epic Mahabharata? [ ]

(A) Ved Vyasa

(B) Valmiki [ ]

(C) Kautilya

(D) Chanakya



6) Where is National School of Drama located? [ ]

(A) Pune

(B) New Delhi

(C) Mumbai

(D) Chennai



7) What is the gift given on the day of Eid called? [ ]

(A) Gift

(B) Present

(C) Alm

(D) Eidi



8) Which one of these countries uses the word 'guten tag' to greet others? [ ]

(A) France

(B) Italy

(C) Germany

(D) Australia



9) Which one of these countries uses the word 'bonjour' to greet others?

[   ]

(A) France

(B) Italy

(C) Germany

(D) Australia



### Do You Know?

Italians use 'Salve/Ciao' to greet each other



### Fun Fact

Over 10 billion doughnuts are made in the U.S. every year. During World War I, the Salvation Army workers used to bring doughnuts and coffee to the soldiers in the trenches of France to cheer them up and remind them of home.



## Travelers' Books

Match the names of the travelers given in Column A with the names of the books written by them given in Column B.

Column A	Column B
1) Megasthenes	a) Ain – i- Akbari
2) Fa- Hein	b) Rehla
3) Abu'l Fazl	c) IL Milione
4) Ibn Battuta	d) Indica
5) Al- Beruni	e) Travels in the mughal empire
6) Francois Bernier	f) A record of Buddhist Kingdoms
7) Marco Polo	g) Tahqiq-I- Hind



## All About Greek and Classic Mythology

### Who Am I?

1) I am the ruler of the Sky and ruler of the Olympian Gods.

Ans. \_\_\_\_\_



2) I am the God of the sea, earthquakes and horses.

Ans. \_\_\_\_\_



3) I am the goddess of love and beauty.

Ans. \_\_\_\_\_



4) I am the goddess of wisdom.

Ans. \_\_\_\_\_



5) I am known as the god of War.

Ans. \_\_\_\_\_



6) I am the Goddess of Earth.

Ans. \_\_\_\_\_



### Do You Know?



Cupid in classical mythology is known as God of Love and Affection. He is the son of the love goddess Venus and war god Mars. His Greek counterpart is known as Eros. It is believed that people fall in love when they are hit by golden arrows of Cupid.

## Statues and Symbols

Identify the names of these famous statues from the given descriptions.



### WordBank

Christ the Redeemer

The Thinker

The Great Sphinx of Giza

The Little Mermaid

Statue of Liberty

Moai

David Statue

- 1) I am called the masterpiece of the Human Spirit, I was given as a gift to the people of America by France.

Ans. \_\_\_\_\_



- 2) I am the largest Art Deco statue all over the world and am also the fifth largest statue of Jesus. You will find me in Rio De Janeiro, Brazil.

Ans. \_\_\_\_\_



- 3) I am made completely of limestone having the body of lion with a human head. It is believed that the ancient Egyptians built me around 2558 BC.

Ans. \_\_\_\_\_



- 4) Based on the fairy tale of the same name by Danish author Hans Christian Andersen, the small and unimposing statue is a Copenhagen icon. It has been a major tourist attraction since 1913.

Ans. \_\_\_\_\_



- 5) I am a bronze statue that is usually used to represent philosophy, made by the great artist Auguste Rodin.

Ans. \_\_\_\_\_



- 6) These are several monolithic figures of humans carved out of rocks by the Rapa Nui people of Easter Island. These statues are typical in the sense that they have oversized heads, about three – eighths of the whole statue.



Ans. \_\_\_\_\_

- 7) This statue is considered a master piece from the age of Renaissance. It was created by famous Italian artist, Michelangelo, between 1501-1504. The statue is a representation of the biblical hero, David.



Ans. \_\_\_\_\_

## Government Types

Match the types of government to their respective definitions.

A

1. Monarchy
2. Democracy
3. Dictatorship

B

- a. A system of government in which all the people of a state are involved in making decisions about its affairs, typically by voting to elect representatives to a parliament or similar assembly.
- b. A form of government where a country is ruled by one person or political entity, without any checks and balances on its power. They capture power to benefit themselves, their families and their close political allies.
- c. A form of government in which sovereignty is actually or nominally embodied in one or several individual(s) reigning until death or abdication.

## Books of Politicians

Complete the titles for the books written by famous Indian politicians. You can use the Word Bank to find the names of the books.



### WordBank

Wings of Fire      Discovery of India      My experiments with Truth  
My Presidential      Years Songs of India      My Country My Life  
Poverty and Un-British rule in India      Jobs for Millions  
India Wins Freedom      My Truth

1) \_\_\_\_\_ of India

**Author:** Jawaharlal Nehru



2) My \_\_\_\_\_ Truth

**Author:** Mahatma Gandhi



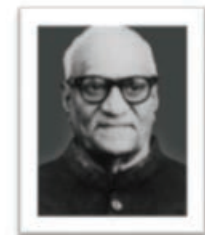
3) My Country \_\_\_\_\_

**Author:** L. K. Advani



4) Jobs for \_\_\_\_\_

**Author:** V V Giri



5) \_\_\_\_\_ Fire

**Author:** A. P. J. Abdul Kalam



6) \_\_\_\_\_ Years

**Author:** R. Ventakaraman



7) \_\_\_\_\_ rule in India

**Author:** Dadabhai Naoroji



8) \_\_\_\_\_ of India

**Author:** Sarojini Naidu



9) My \_\_\_\_\_

**Author:** Indira Gandhi



10) India Wins \_\_\_\_\_

**Author:** Maulana Abul Kalam Azad



## World Leaders

Read the description given below and identify the person being described.



*Mussolini*



*Adolf Hitler*



*Vladimir Lenin*



*Martin Luther King Jr.*



*Mao Zedong*

- 1) He was the head of the Italian government from 1922 to 1943. He was the founder of fascism. As a dictator he held absolute power and severely mistreated his citizens and his country. He led Italy into three straight wars, the last of which led to his overthrow by his own people.

**Ans.** \_\_\_\_\_

- 2) He was a German dictator. He was the leader of the extreme nationalist party and served as the Chancellor- President of Germany from 1933 to 1945. He was one of the most powerful leaders of the 20th Century. His leadership led to the death of nearly six million Jews.

**Ans.** \_\_\_\_\_

- 3) He was Russian and an influential figure in world history. As the founder of the Bolshevik political party, he was a successful revolutionary leader who presided over Russia's transformation from a country ruled by czars (emperors) to the Union of Soviet Socialist Republics (U.S.S.R.), the name of the communist Russian state from 1922 to 1991.

**Ans.** \_\_\_\_\_

- 4) He was an African- American leader. He originated the use of nonviolence within the civil rights movement. He has received the Nobel Peace Prize.

**Ans.** \_\_\_\_\_

- 5) He was a Chinese statesman and a revolutionary. More than anyone else, he helped to reshape the social and political structures of his ancient and heavily populated country.

**Ans.** \_\_\_\_\_



### Fun Fact

Adolf Hitler was a vegetarian and so he created laws against animal cruelty. He also led the first public anti-smoking campaign.



### Do You Know?

The first speaker of Indian Lok Sabha was Ganesh Vasudev Mavalankar.

## About Polity

### RBI Governor

- The Governor of the Reserve Bank of India is the chief executive of India's central bank and the ex-officio chairperson of its central board of Directors.
- The Indian currency notes bear the Governor's signature.
- The RBI was established by the British in 1935.
- The First Indian Governor for the RBI was C. D. Deshmukh.
- Manmohan Singh was the thirteenth Governor of the RBI.

1) Who is the current RBI governor? Also, find a picture of him/her.

**Ans.** \_\_\_\_\_

2) Were there any women RBI governors? If yes, name her/them.

**Ans.** \_\_\_\_\_

### The Speaker

- The Speaker is the presiding officer of the Lok Sabha.
- He/she conducts the business of the House.
- The Speaker is elected in the very first meeting of the Lok Sabha following the general elections.
- He/she holds office for a term of five years.
- By convention, he/she is a member of the ruling party or alliance.
- He/she cannot vote or talk on behalf of the ruling party.

1) Who is the current Speaker of the parliament?

**Ans.** \_\_\_\_\_

2) Name women speakers of the parliament till date.

**Ans.** \_\_\_\_\_

### Chief Election Commissioner

- He/she heads the Election Commission of India. The body ensures that free and fair elections are being conducted.
- He/she is a member of the Indian Civil Services and mostly from the Indian Administrative Services.
- He/she is appointed by the President.

Name the new Chief Election Commissioner of India.

**Ans.** \_\_\_\_\_

## It's Time for Germany, Turkey, Russia, Brazil, Italy

Guess the country name from the given hints.

- This country lies in South America with **Brasilia** as its capital.
- This is the 5<sup>th</sup> largest country in terms of area and population.
- The official language of the country is **Portuguese** and the currency used is **Real**.
- Other important cities of this country are **Sao Paulo, Rio de Janeiro, Salvador**.
- The national dish of this country is **Feijoada**. The **Carnival** is the most famous festival celebrated in most parts of the country. **Samba** is among the most famous music genre and the **Bahiana dress** is one of the traditional dresses of the women.
- **Pele**, one of the most renowned football players of the world is born in this country. He has been a 3 times World Cup champion in football.
- It is the largest producer of coffee in the world



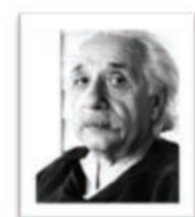
Ans. \_\_\_\_\_

- This is a **boot shaped** country situated in Europe.
- The capital of this country is **Rome** and some of the important cities include Milan, Naples, Turin etc.
- The official language of this place is **Italian** and the currency used is **Euro**.
- It is a country with rich heritage of literature, art and culture. It has 51 UNESCO identified heritage sites such as **Leaning tower of Pisa, Castel del Monte, Royal palace at Caserta** etc.
- This country is known for elaborate styles of clothing and some of the brands like **Armani, Gucci, Brioni** are considered as the top brands in the world.
- Some of the popular Italian dishes include **Pizza, Pasta, Espresso** and **Gelato**.
- Epiphany and Befana is one of the most celebrated festivals of Italy with much pomp and show.
- **Christopher Columbus**, a very well-known explorer was the first European to discover North America during one of his voyages.
- One of the oldest and influential civilizations of the world rose in the city of Rome.



**Ans.** \_\_\_\_\_

- This country is located in the center of Europe and shares borders with nine other countries: Austria, Belgium, the Czech Republic, Denmark, France, Luxembourg, the Netherlands, Poland, and Switzerland
- The capital of this country is Berlin, it is also the largest city and has the world's largest railway station.
- Other major cities include Munich, Hamburg, Cologne, Stuttgart and Frankfurt.
- This country is the fifth largest country in Europe and second most populous after Russia, with more than 81 million people.

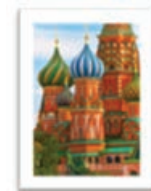


- This country is sometimes known as 'the land of poets and thinkers' because, some of the world's most famous scientists like Albert Einstein are from this country.
- It was the first country in the world to adopt Daylight saving time.
- The official language of the country is **German**, with over 95% of the population speaking German as their first language.
- World's first airline was founded in this place.



**Ans.** \_\_\_\_\_

- It is the largest country in the world. Because of its huge size this place has a very diverse environment.
- This country is **located** in northeastern Europe and northern Asia.
- The capital of this country is Moscow and the currency used here is Ruble.
- Other major cities in this country include Saint Petersburg, Yekaterinburg and Novosibirsk.
- This place has many lakes. Lake Baikal in Siberia is the largest freshwater lake in the world.
- The country is home to the largest McDonald's restaurant in the world.
- One of the most well-known traditional foods that may seem strange to an outsider is **borshch**, also spelled **borscht**. This is a beet soup that is full of vegetables and meat and is typically served with a dollop of sour cream, a staple of many dishes.



- Ballet is a popular notable art form coming out of this place.



Ans. \_\_\_\_\_

- A very interesting fact about this country is that a part of it lies in Asia, and a part of it in Europe
- This place is surrounded on three sides by the Black Sea, the Mediterranean Sea, and the Aegean Sea.
- **Istanbul** is the largest city in this country and is the third most populous urban area in Europe. But it is not the capital, **Ankara** is in fact the capital of this country.
- The currency used in the country is called the **Turkish Lira**.
- Many famous ethnic foods come from this place such as manti, kebab, Lokum (Turkish delight), baklava, kadayif and more.
- One more interesting fact is that **Santa Claus** originated in this country. He was born in the town in **Patara** and was known as **St. Nicholas** during his lifetime.
- It is a popular tourist destination and home to over ten World Heritage Sites.



Ans. \_\_\_\_\_

Notes:

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