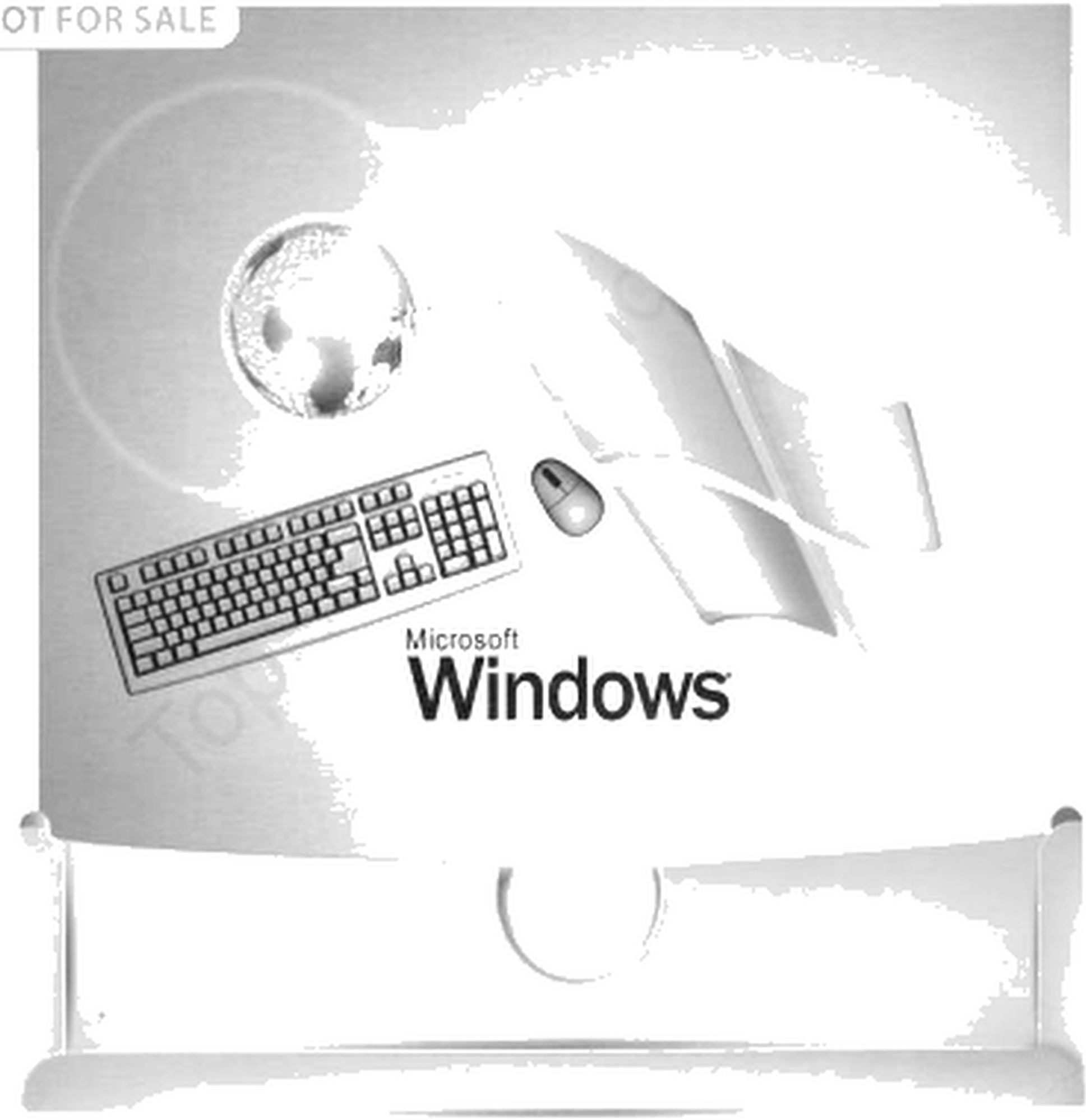
COMPUTER EDUCATION

7

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(November 25, 1947, Karachi)

Quaid-e-Azam
Muhammad Ali Jinnah
Founder of Pakistan

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COMPUTER EDUCATION 7

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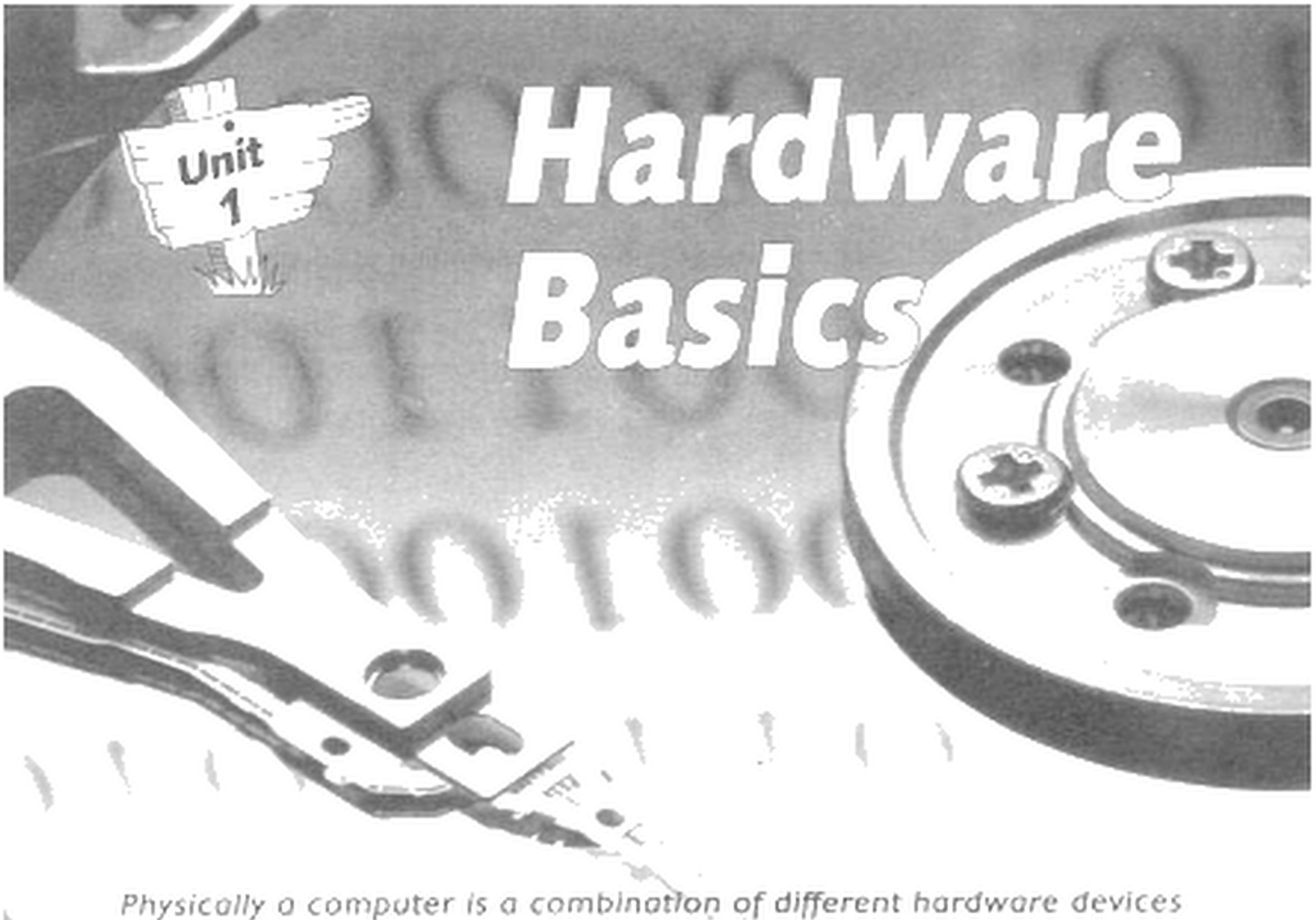
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Hardware Basics

Physically a computer is a combination of different hardware devices such as System Unit, Monitor, Keyboard, Mouse and Printer, etc. In this unit students will learn about system unit and its internal components such as Motherboard, Processor, RAM, ROM, Expansion Cards and Exponsion Slots etc. Students will also learn breifly about cutting edge technologies such as Barcode Reader, Fingerprint Reoder and Robots.

Learning Outcomes:

After completing this unit, students will be able to:

- define system unit.
- recognize and explain Motherboard and Processor (Control Unit and Arithmetic Logic Unit).
- explain Memory (RAM and ROM).
- recognize and explain Expansion Cards and Expansion Slots.
- explain briefly Barcode reader, Fingerprint reader and Robot.



Unit - 1

Introduction to Hardware

In the previous class we have already studied the definition of computer and its basic components, we will review them here.

"A *Computer* is an electronic machine which processes raw data (input) into meaningful information (output) and also stores output for later use."



A computer works with the help of its components. The components of a computer consist of hardware and software.

Components of a Computer

Software *Hardware*

Software

Software is the set of instructions given to the computer to perform a specific task. A software is also called a computer program. For example Microsoft Windows, MS Word, Corel Draw, Device drivers, etc.

Introduction to Hardware Basics

Unit - 1

Hardware

The physical parts of the computer that we can see and touch are known as *hardware*. These include the input and output devices as well as the system unit.

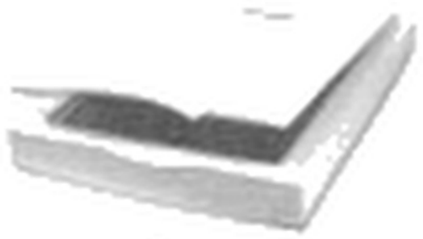
- *Input devices:* Devices which are used to enter data into a computer are known as input devices, e.g. Keyboard, Mouse, Microphone, Scanner, Digital Camera, etc.



Keyboard



Mouse



Scanner



Digital Camera

- *Output devices:* Devices which are used to display/present output are called output devices, e.g. Monitor, Printer, Speakers, etc.



Monitor



Printer



Speakers

- *Storage devices:* Storage devices hold data and instructions permanently e.g. Floppy disk, Hard disk, CD/DVD, USB Flash drive, etc.



Floppy Disk



Hard Disk



CD



USB Flash Drive

- *Communication devices:* Devices which are used to communicate and connect a computer with other computers are known as communication devices e.g. Modem.





1.1 System Unit

System unit is a box where processing takes place. It consists of the main circuit board, processor, power supply, storage devices, etc. It can be found in different shapes and sizes. System unit protects internal electronic components from damage.

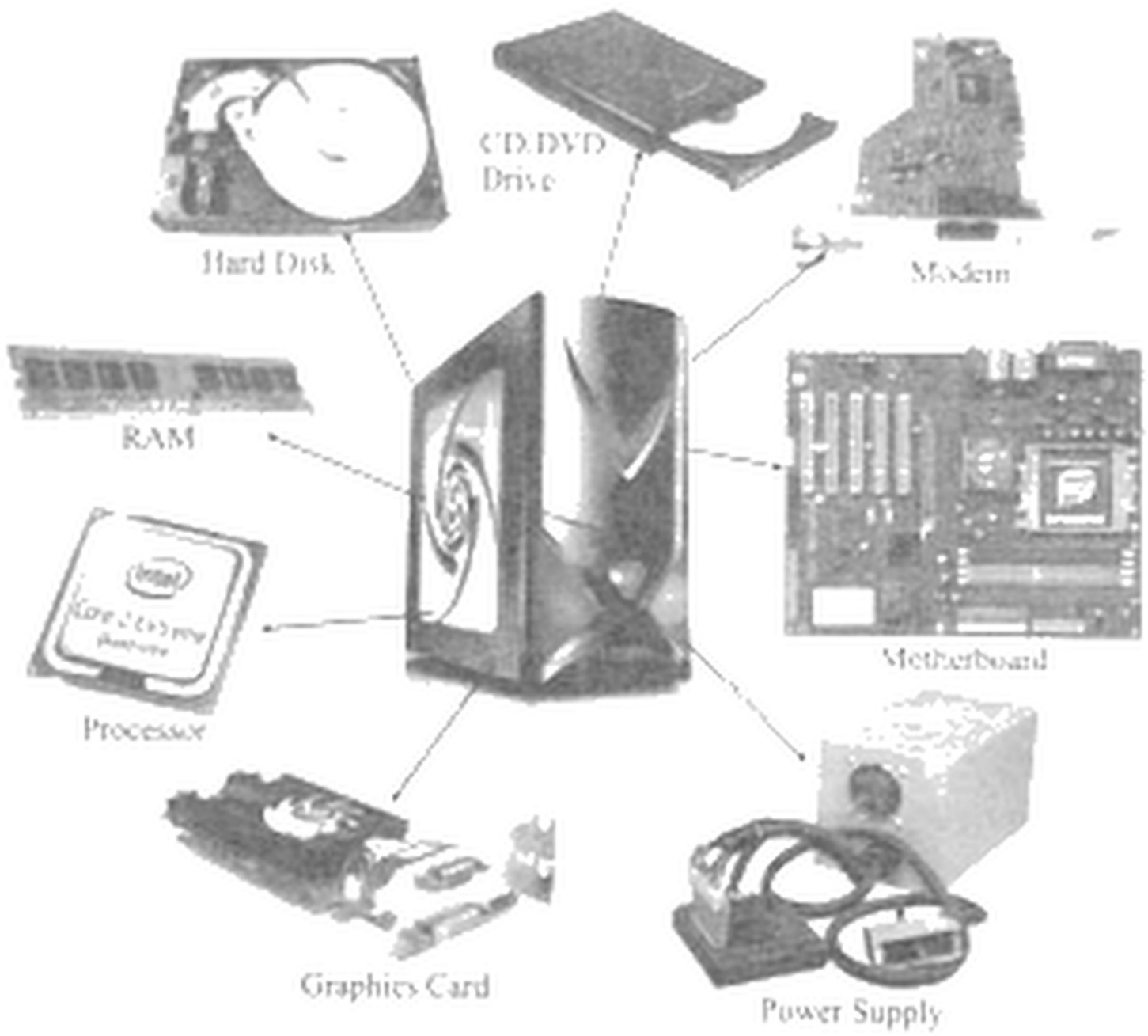


Fig. 1.1 System Unit and its Components

Usually in Personal computers, System Unit can be found in two shapes,





1.1.1 Motherboard

Motherboard or **System board** is a main circuit board. All the computer components are plugged or connected with it.

Following are some of the hardware components attached to the motherboard.

- Processor
- Input/Output devices
- Memory Chips (RAM, ROM)
- Expansion Cards
- Expansion Slots
- Storage devices

> **Peripherals**
>
> The input and output devices are connected externally through cables to the system unit. They are known as ***Peripherals*** e.g. Mouse, Keyboard, Monitor, Printer, etc.

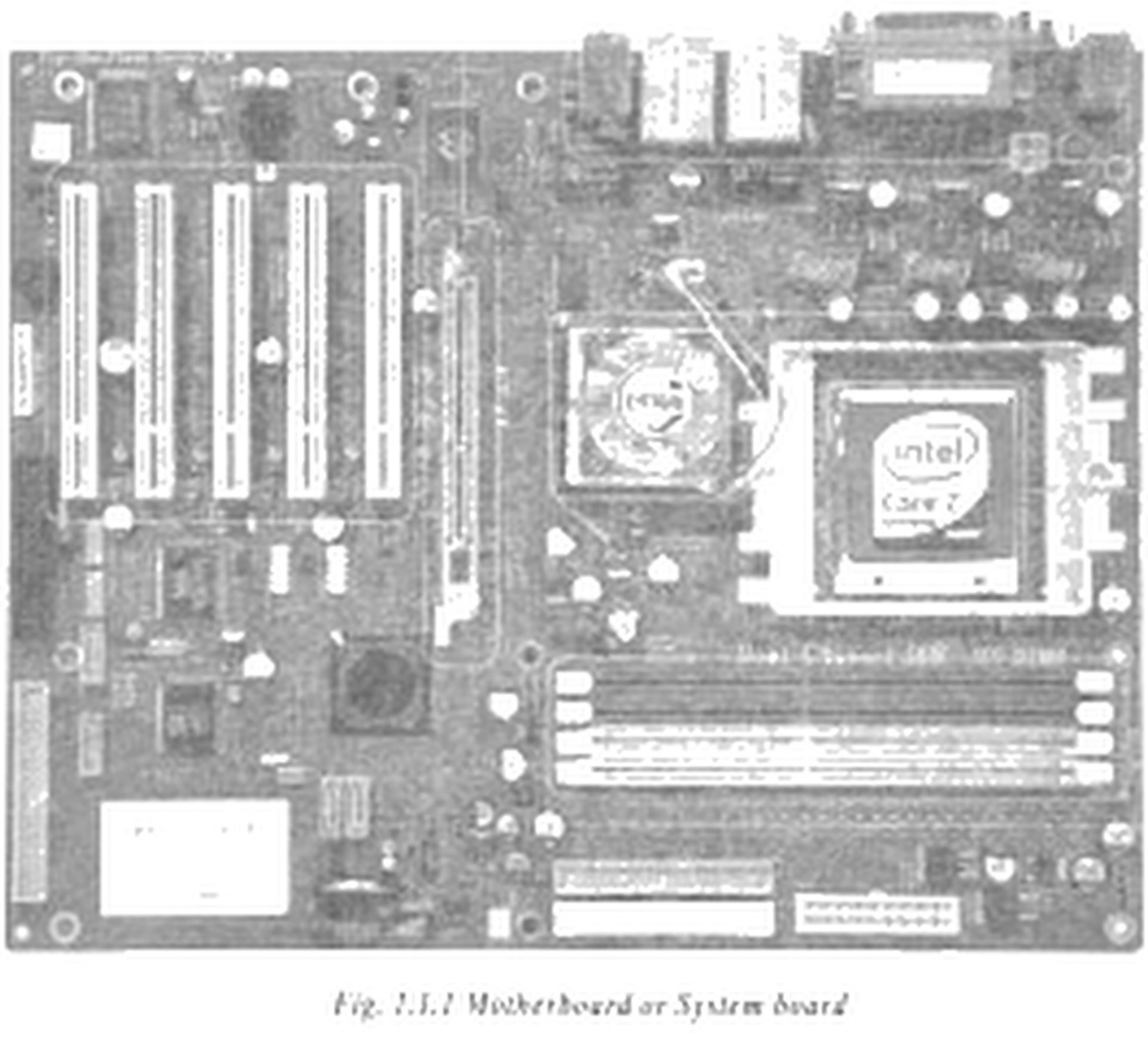


Fig. 1.1.1 Motherboard or System board

1.1.2 Processor

Processor works like a human brain. It is a silicon chip fixed on the motherboard. Its

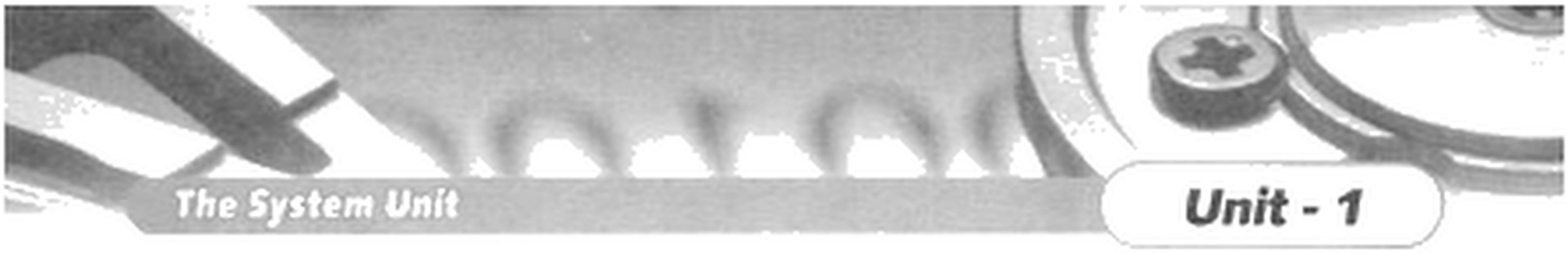
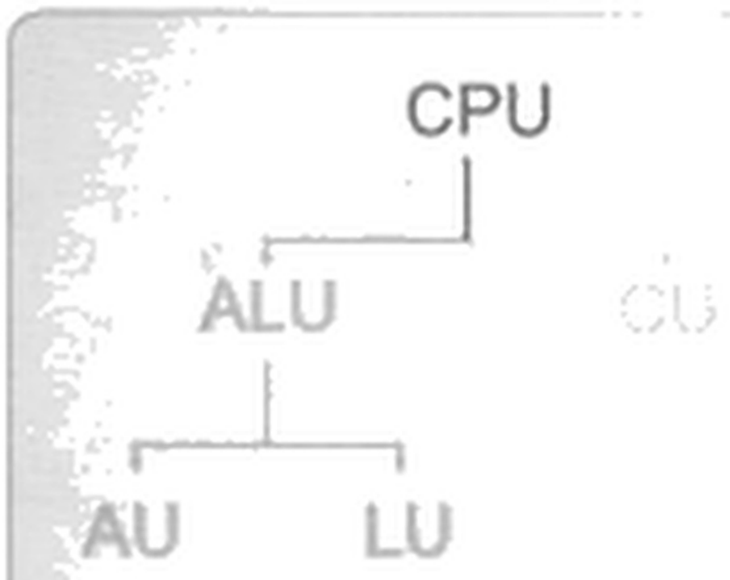




Fig 1.3.2 Processor



- The two main components of a processor are *ALU* (Arithmetic and Logic Unit) and *CU* (Control Unit).
- *ALU* further has two parts, *AU* (Arithmetic Unit) and *LU* (Logic Unit).

Arithmetic and Logic Unit (ALU)

All mathematical and logical problems are solved in this portion of the processor. It consists of *Arithmetic Unit* and *Logic Unit*.

- *Arithmetic Unit* : AU is a part of ALU. It performs mathematical operations such as addition, subtraction, multiplication and division.
  For example: 2 + 2 = 4 or 4 - 1 = 3
- *Logic Unit* : LU is also a part of ALU. It compares two quantities and gives answer in the form of true or false.
  For example: (5 + 3) = 8 *True*
  (5 + 3) = 7 *False*
  5 > 3 *True*

Control Unit



The control unit controls, co ordinates and directs all the operations performed by the computer. It does not execute any instruction itself but directs the other parts of the computer to carry them out.

It works like a traffic policeman who controls the movement and flow of traffic. Similarly, Control Unit maintains the sequence and flow of instructions which are to be processed.

1.1.3 Memory

Memory consists of electronic chips. Memory stores instructions and data so that CPU can process them. It is the working space of the computer.

Memory has two types.

- *RAM* (Random Access Memory)
- *ROM* (Read Only Memory)

RAM (Random Access Memory)

RAM stands for *Random Access Memory*. It is a temporary storage area for data before and after it is processed. It is attached to the motherboard. *RAM* is ***volatile,*** i.e. information is lost when the power is switched off. For example, someone is typing a letter on the computer and the power goes off, the contents of the letter will be erased from *RAM* if it is not saved.



Fig. 1.1.3: RAM is plugged in a socket

When someone tells you that your computer does not have enough memory,

The System Unit

Unit - 1

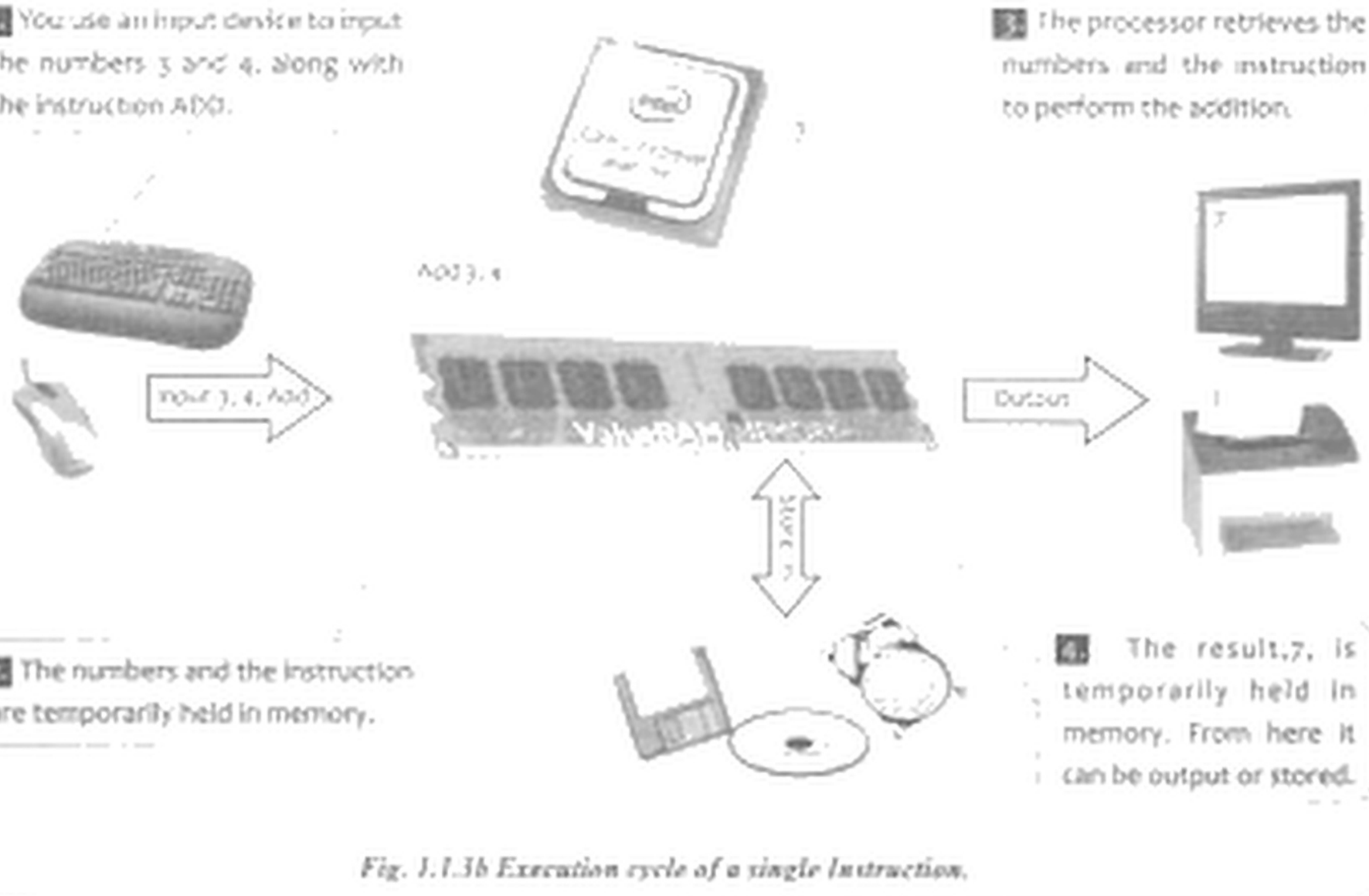


Fig. 1.1.3b Execution cycle of a single Instruction.

ROM (Read Only Memory)

ROM stands for *Read Only Memory*. It is a permanent storage area. It contains start up instructions of the computer and information about its hardware devices. It is fixed on the motherboard.

ROM is *nonvolatile*, i.e. information is not lost when the power is switched off. Data cannot be changed or removed from the ROM, that is why it is called read only memory.



1.1.4 Expansion Cards

An *expansion card* is a small circuit board. It gives a computer the capability to control a storage device, an input device or an output device. Basic purpose of an expansion card is to enhance the capability of the computer.

There are four major types of expansion cards.

1) *Sound Card:*

A sound card allows a computer to receive sound in digital form and reproduce it through speakers.

Speakers, headphone and microphone are attached here.

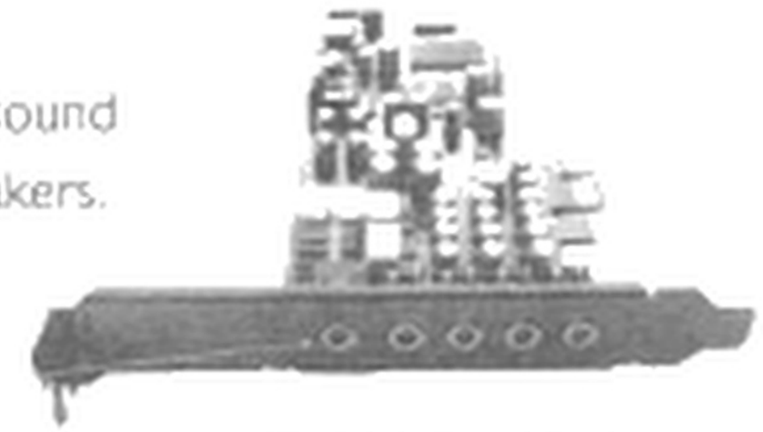


Fig. 1.1.4a Sound Card

2) *Graphics Card:*

A graphics card enables a computer to display output images on the monitor screen.

Monitor is attached here.



Fig. 1.1.4b Graphics Card

3) *Network Interface Card:*

A network interface card enables a computer to connect and communicate with other computers.

Network cable is attached here.

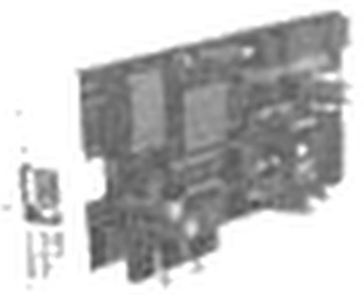


Fig 1.1.4c Network Interface Card

4) *Modem:*

Modem is used to transmit digital data over telephone wires. Usually it is used for *dial-up* Internet connections.



1.1.5 Expansion Slots

An *exponsion slot* is a long narrow socket on the Motherboard into which different expansion cards can be plugged in. There are three different types of expansion slots i.e.

1) *ISA* (Industry Standard Architecture)

It is a slow speed slot used for modems (Rare to find in modern computers).

2) *PCI* (Peripheral Component Interconnect)

It is faster in speed than ISA slot. It is used for sound cards, graphic cards, network cards and Modems.

3) *AGP* (Accelerated Graphics Port)

It is a high speed slot used only for graphics 3D graphics cards.

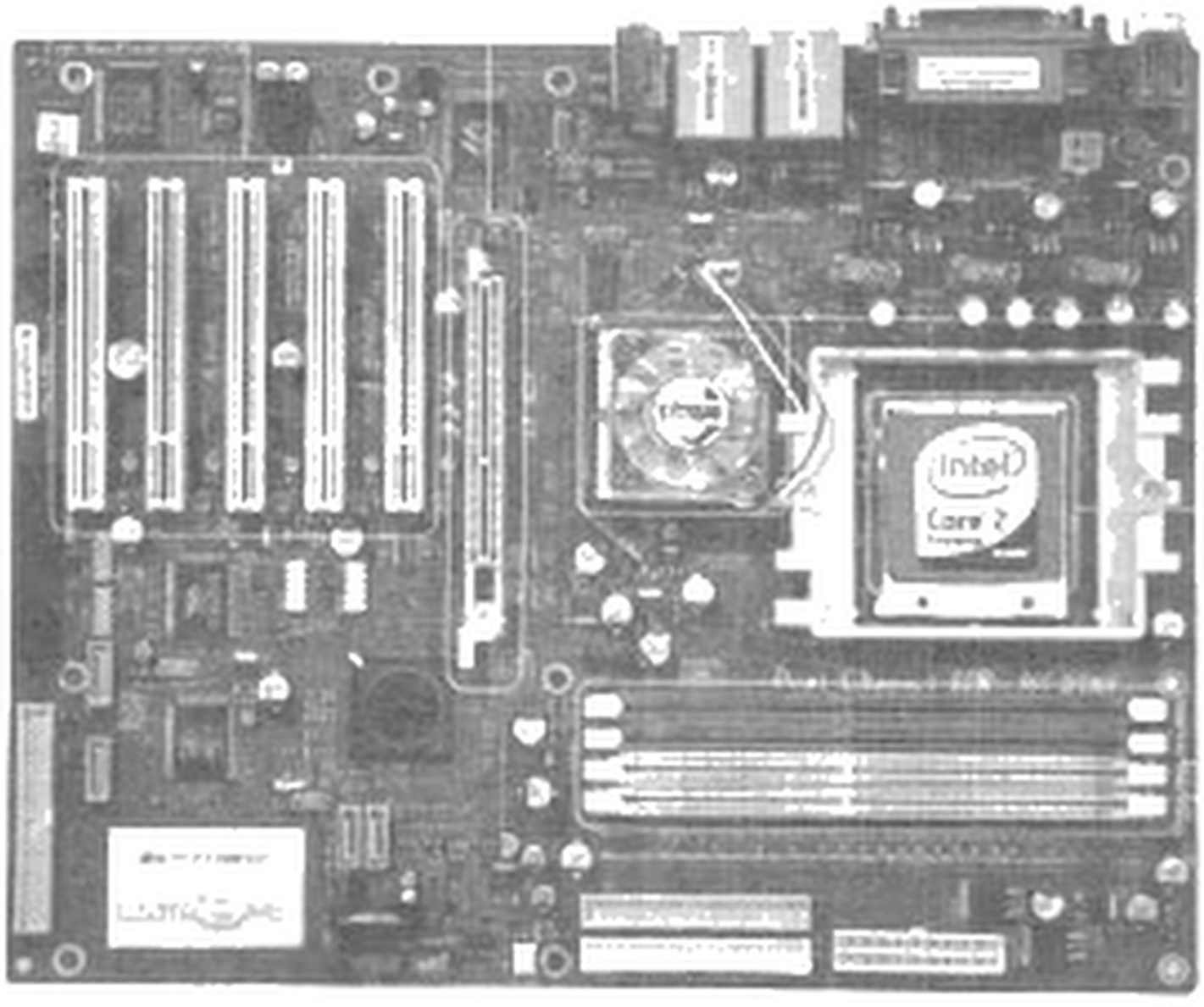
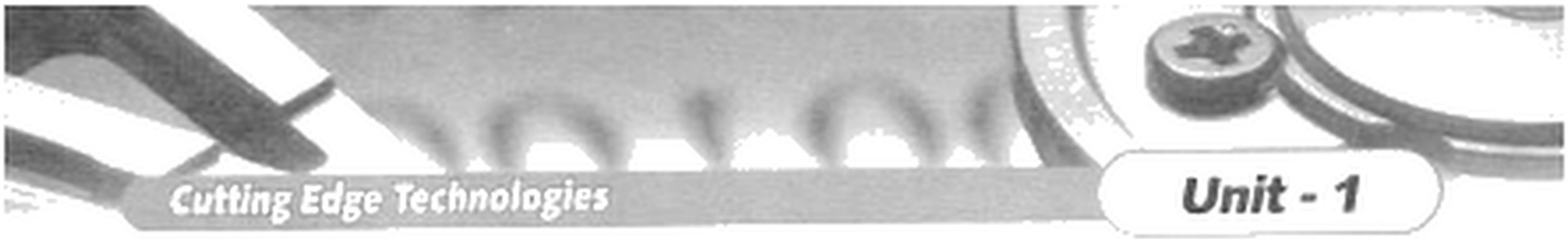


Fig. 1.1.5 Expansion Slots



1.2 Cutting Edge Technologies

The latest or the most advanced stage in the development of the computer technology is known as cutting edge technology.

1.2.1 Barcode Reader

Barcode is a set of light and dark bars (lines) with different width pasted on different products. *Barcode Reader* is an input device. It gathers information by reading a barcode.

Every barcode has a series of numbers known as Universal Product Code (*UPC*). It reflects the country of origin, manufacturer's code, product's name and check digit (to verify code).



Fig. 1.2.1a Barcode Reader





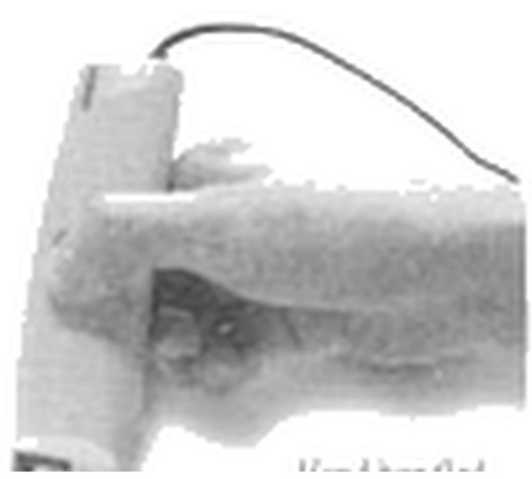
Barcode Reader is a laser scanning device. Usually a Barcode Reader is attached to a computer. It translates the information stored in the form of a barcode. This information includes batch number and product name etc. Barcode readers are mostly used in supermarkets, pharmacy, libraries, etc.



Terminal-Fixed Barcode Reader



Laser beamed Barcode Reader



1.2.2 Fingerprint Reader

A fingerprint is an impression left by a finger or thumb. *Fingerprint Reader* is a device that captures a fingerprint and translates it into a digital code. This code is compared with the already stored information in the computer.



Fig. 1.2.2a Thumb Impression

Fingerprint reader is mostly used for criminal investigations and security systems. Some computers use it for login and user's authentication.



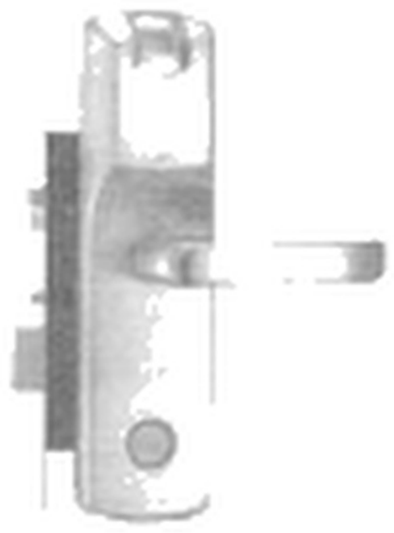
Fingerprint reader is used to login a computer



Fingerprint reader is used in a car security system.



Fingerprint reader is used



Fingerprint reader is used in a

1.2.3 Robots

Robot is a machine which is controlled by a software contained in a chip. Robots are made to help human beings. It is an electronic machine which has the ability to interact with physical objects. They are also known as mechanical agents.

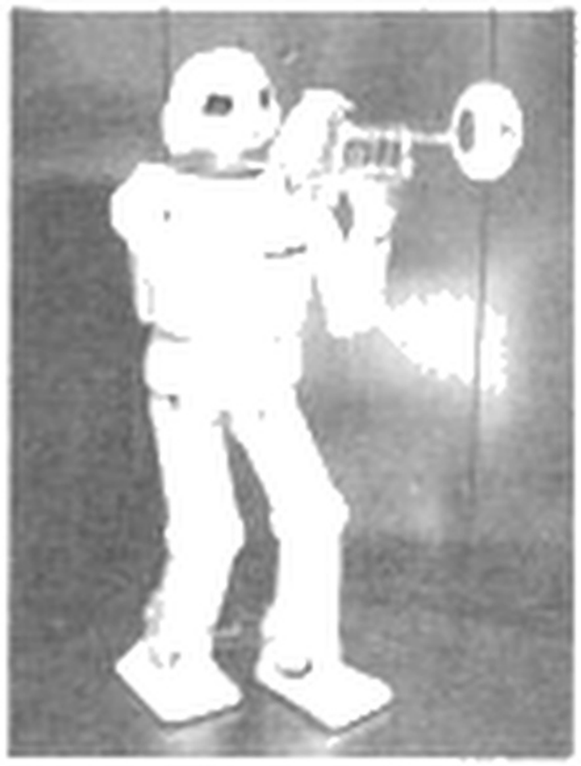
Robots can perform tasks accurately and efficiently. They are classified on the basis of their design and the work they do.



A dishwasher Robot



A domestic Robot



A Robot is playing music

Robots are used in different fields such as car manufacturing, medicine, military, transportation, etc.

Many factory jobs are now performed by robots. Robotic hands are widely used in factories. NASA is using robots for space exploration.



A military Robot



Robots are doing surface exploration on the MARS



Robots are used in surgery

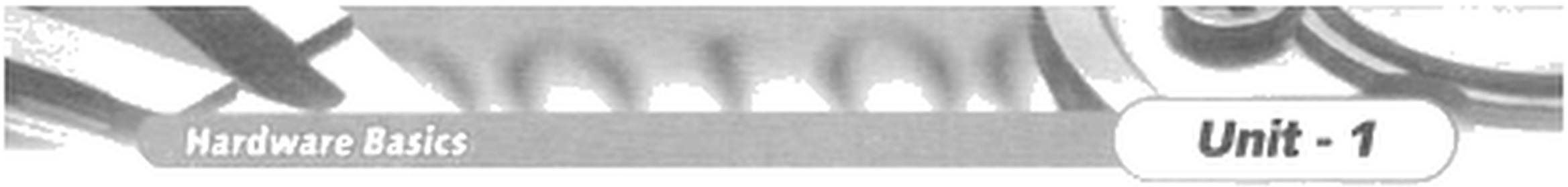


Robotic hand is welding in the factory

Fig. 1.2.1 Different Robots

Summary

- *System Unit* is a box where processing takes place.
- *Motherboard* is a main circuit board. All the computer components are plugged or connected with it.
- *Processor* carries out set of instructions and processes the data efficiently and accurately. It is also known as CPU. The two main components of a processor are ALU (Arithmetic and Logic Unit) and CU (Control Unit).
- *Arithmetic and Logic Unit* solves the mathematical and logical problems.
- *Arithmetic Unit* performs addition, subtraction, multiplication and division.
- *Logic Unit* compares two quantities and gives answer in the form of true or false.
- *Control unit* fetches the instructions, interprets them and directs the *ALU* to perform action. It also maintains the sequence of instructions to be processed.
- *Memory* consists of electronic chips. It stores instructions and data so that CPU can process them. It is the working space of the computer.
- *RAM* stands for *Random Access Memory*. It is a temporary storage area for data before and after it is processed. It is attached to the Motherboard.
- *ROM* stands for *Read Only Memory*. It is a permanent storage area. It contains start up instructions of the computer and information about its hardware devices.
- An *Expansion Card* is a small circuit board. It gives a computer the capability to control a storage device, an input device or an output device.
- *Expansion Slot* is a long narrow socket on the Motherboard into which different Expansion Cards can be plugged in.
- *Cutting Edge Technology* is the latest or most advanced stage in the development of the computer technology.
- *Barcode Reader* is an input device. It gathers information by reading barcodes.
- *Fingerprint Reader* is a device that captures a fingerprint and translates it into a digital code. This code is compared with the already stored information in the computer.
- *Robot* is a machine which is controlled by software contained in a chip. It is an electronic machine which has the ability to interact with physical objects.



Exercise

Q.1 Tick the correct choice.

i) Physical parts of a computer are known as _____ .

a) Software b) Hardware c) Peripheral devices d) System Unit

ii) _____ is a place where processing takes place.

a) Box b) CPU c) Monitor d) System Unit

iii) Processor is fixed on the _____.

a) Fan b) Chipboard c) Motherboard d) Expansion Slot

iv) There are _____types of memory .

a) Two b) Three c) One d) Four

v) A Processor acts like a/an _____ .

a) Heart b) Arm c) Brain d) Kidney

vi) A processor is also known as_____.

a) CPU b) UPS c) UPC d) PUS

vii) Arithmetic operations are performed by_____.

a) LU b) ALU c) ALU d) CU

viii) Which one of the following parts of the CPU controls the sequence of the instructions?

a) ALU b) CU c) LU d) ALU

ix) RAM stands for _____.

a) Random Access Memory b) Random Analysis Method
c) Read Write Memory d) Random Available Memory

x) ROM stores data _____.

a) Permanently b) Temporarily c) Partially d) Fully

xi) Which of the following is the highest speed slot?

a) ISA b) AGP c) PCI d) AMR

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

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

xiii) Barcode Reader is a/an _____ device.

a) Output b) Input c) Display d) Storage

xiv) _____ is used in security systems and criminal investigations.

a) Fingerprint Reader b) Robots c) Sound card d) Barcode Reader

xv) _____ is also known as mechanical agent.

a) Computer b) Barcode Reade c) Processor d) Robots

Q.2 Fill in the blanks.

i) The two main components of a Processor are _____ and _____.

ii) RAM is used for _____ storage.

iii) ROM is _____ memory.

iv) _____ slot is a long narrow socket fixed on the Motherboard.

v) Memory consists of _____ chips.

vi) _____ is faster slot used for sound, graphics, Modem and Network Interface card.

vii) _____ slot is hard to find in modern computers.

viii) Barcode reader is a _____ scanning device.

ix) _____ is a device that captures a fingerprint.

x) _____ works like a traffic policeman.

Q.3 Define the following.

a) System Unit

b) Memory

c) Processor

d) Barcode Reader

e) Motherboard

Q.4 Differentiate between the following.

a) Hardware and Software

b) AU and LU

c) RAM and ROM

d) Expansion Slots and Expansion Cards

e) Input devices and Output devices

Q.5 Give brief answers to the following questions.

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

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

iii) What is Read Only Memory?

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

v) What is the main function of a Robot?

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

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

viii) What information is gathered from barcodes?

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

x) Why RAM is called volatile memory?

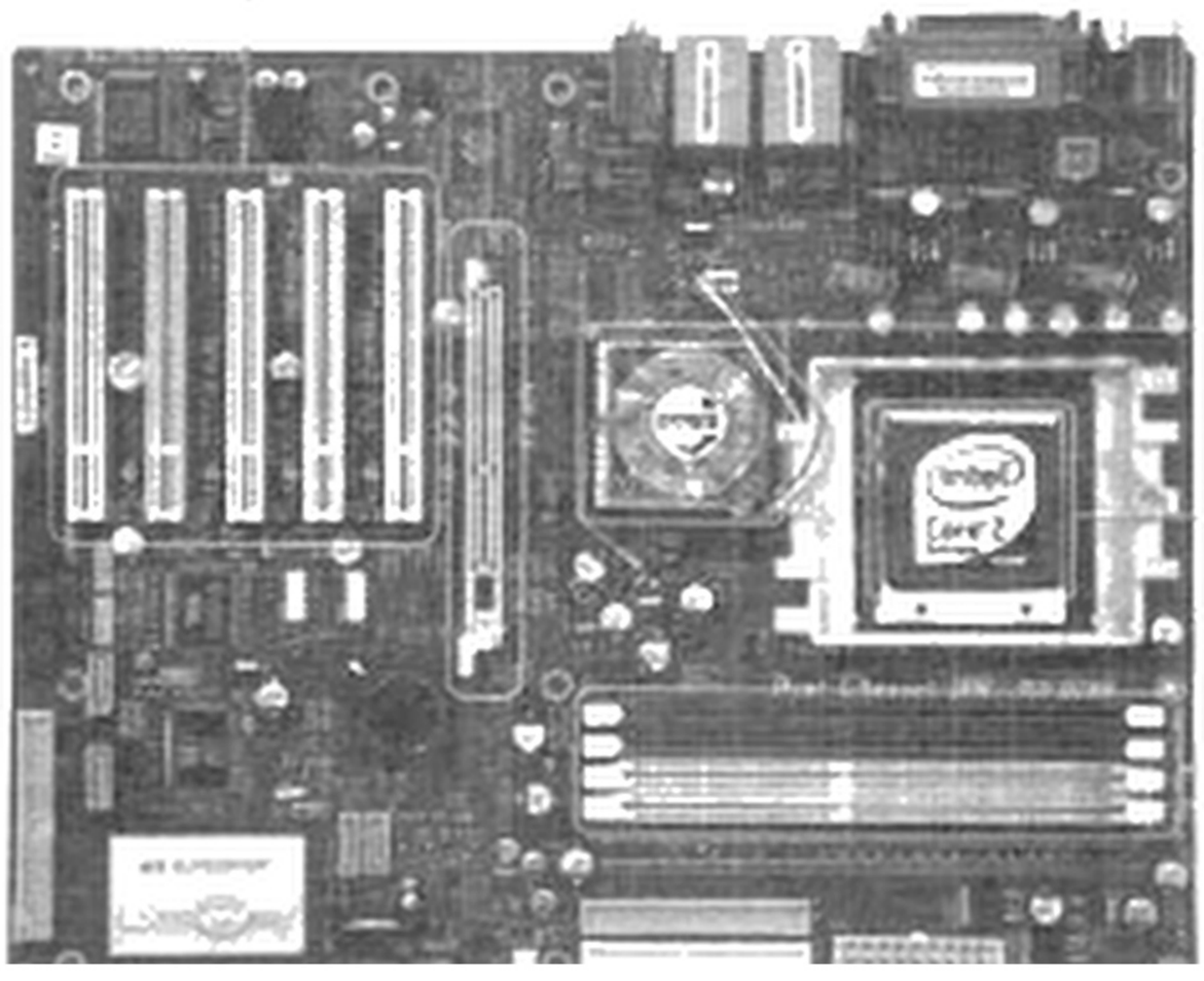
Hardware Basics

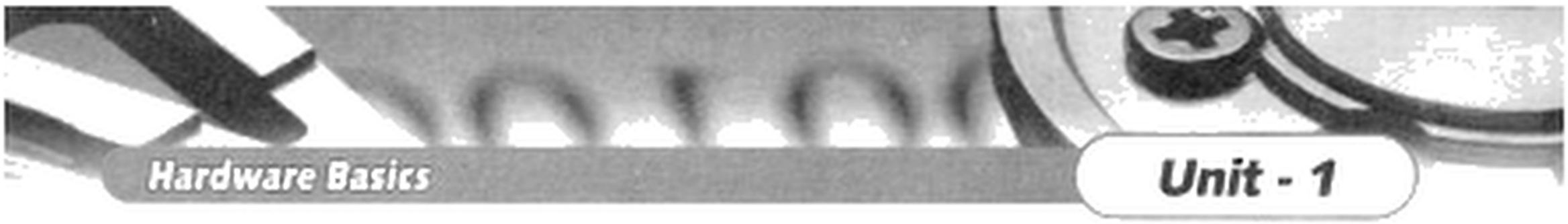
Unit - 1

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

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

Q.7 Label the following diagram.





Lab Activity (Peripherals)

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

1) _____ 2) _____

3) _____ 4) _____

Lab Activity (Control Unit)

Who is the control unit in a traffic system?_____

What does he do?_____

_____

Who is the control unit in a school assembly?_____

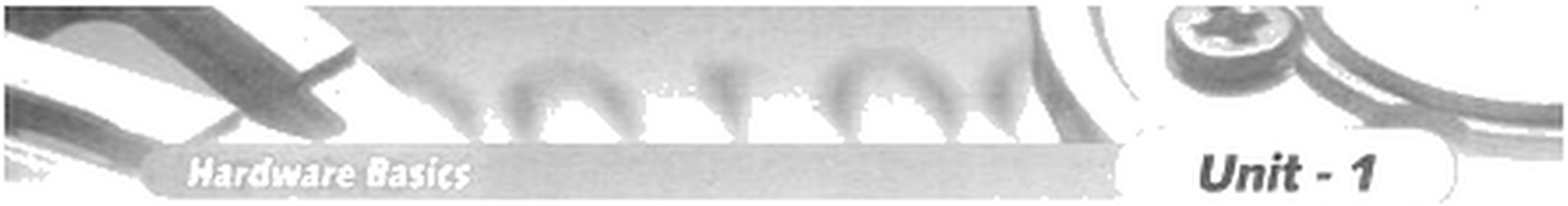
What does he do?_____

_____

Lab Activity (Barcode Reader)

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

Product Name	UPC



Lab Activity (Checking Processor Speed & RAM Size)

Follow the steps:

- Right click the *My Computer* icon on the Desktop.
- Click *Properties*.
- *System Properties dialogue box* appears.
- Computer *general information* appears showing *Processor* speed and *Memory* size.
- Now write down the *Processor speed* and *Memory size* of your computer.





Processor speed _____

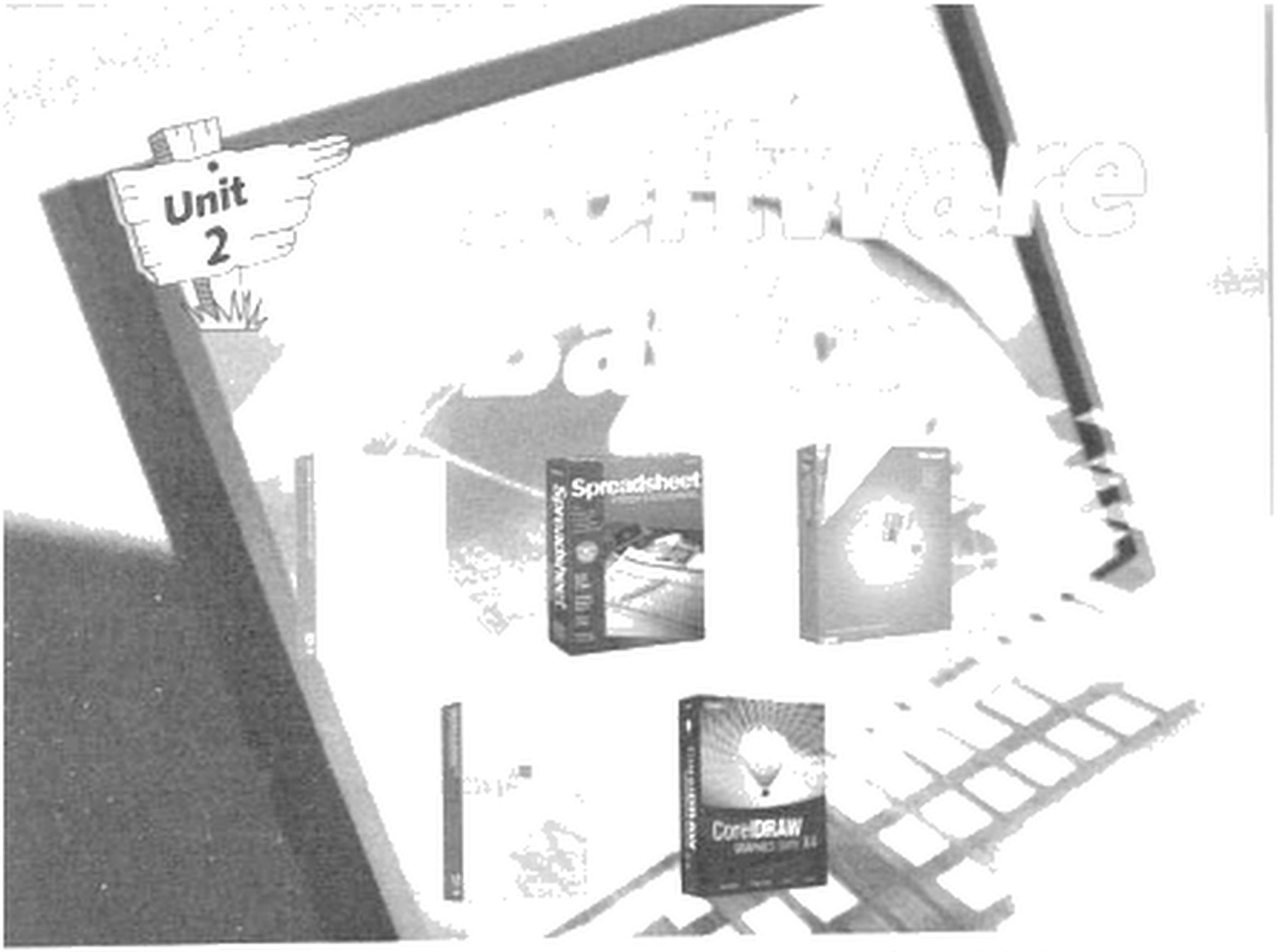
Memory size _____

Lab Activity (Robots)

Allocate the given words/phrases to the right column.

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

Things a Robot can do	*Things a Robot can't do*



This unit enables students to understand software basics and its types, system software and application software. The students will also learn about the operating system, its basic functions, utility programs, device drivers and different types of application software.

Learning Outcomes:

After completing this unit, students will be able to:

- define system software.
- know the basic components of system software.
- define operating system and its basic functions.
- define device drivers.
- define Utility programs, File manager, Image viewer and Disk scanner.
- define application software.
- distinguish among different kinds of application

Unit - 2

Introduction to Software

Computer cannot perform any task with the hardware alone. It requires instructions to perform a task. These instructions are called Software.

"*Software* is the set of instructions given to the computer to perform a specific task".

Software are designed to help users to interact with computer, create documents, play games, watch movies, draw images and paintings etc. There are two main types of software.



2.1 System Software

System software are programs that control and direct the operations of a computer hardware. These software are essential part of the computer system. A user cannot work on a computer without system software.

There are different types of system software, few important ones are being discussed below.

- *Operating Systems*
- *Device Drivers*
- *Utilities/Utility Programs*

2.1.1 Operating System (OS)

Operating System is a system software. It is just like the soul of a computer. It is a collection of programs that supervises and controls overall functions of a computer. Operating System also organizes all the data and runs other applications in a computer. It creates a link between a user and the computer.

Microsoft Windows is the most widely used operating system for personal

System Software

Unit - 2

Important Functions of the Operating System

Some of the important functions performed by an operating system are given below.

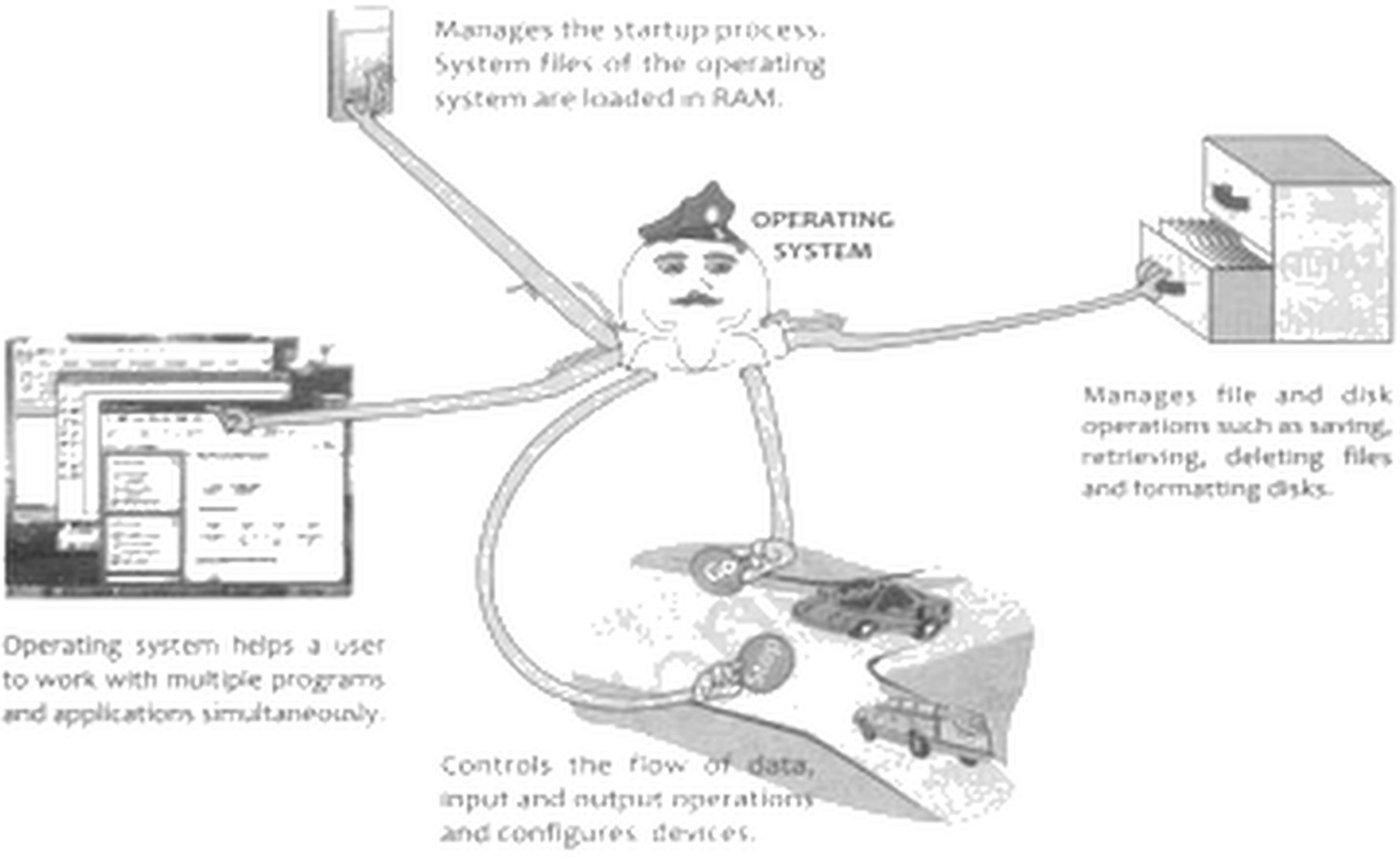


Fig. 2.1.1 Basic Functions of an Operating System

- *Booting and providing a User Interface*

  Operating system manages the start up process of a computer. It loads the system files in the RAM of the computer and provides a user interface so that the user can easily work on the computer.

- *Managing Programs*

  Operating system helps a user to work with multiple programs and applications simultaneously. It manages multiple applications by showing active application in foreground and other programs in the background. User can easily switch through these applications by clicking their buttons on the taskbar.

- *File Management*

  Operating system allows a user to manage files and folders. The user can create, save, delete, copy, cut, paste and rename the files and folders easily.

- *Configuring Devices*

  When a computer starts, operating system checks all the devices and loads

Unit - 2

2.1.2 Device Drivers

A *device driver* is a system software that tells the operating system how to communicate with a device. It is also known as a driver. Most of the device drivers are automatically installed with the Microsoft Windows. A device can't work properly if device driver is not installed e.g. device driver of printer, modem, sound card, etc.

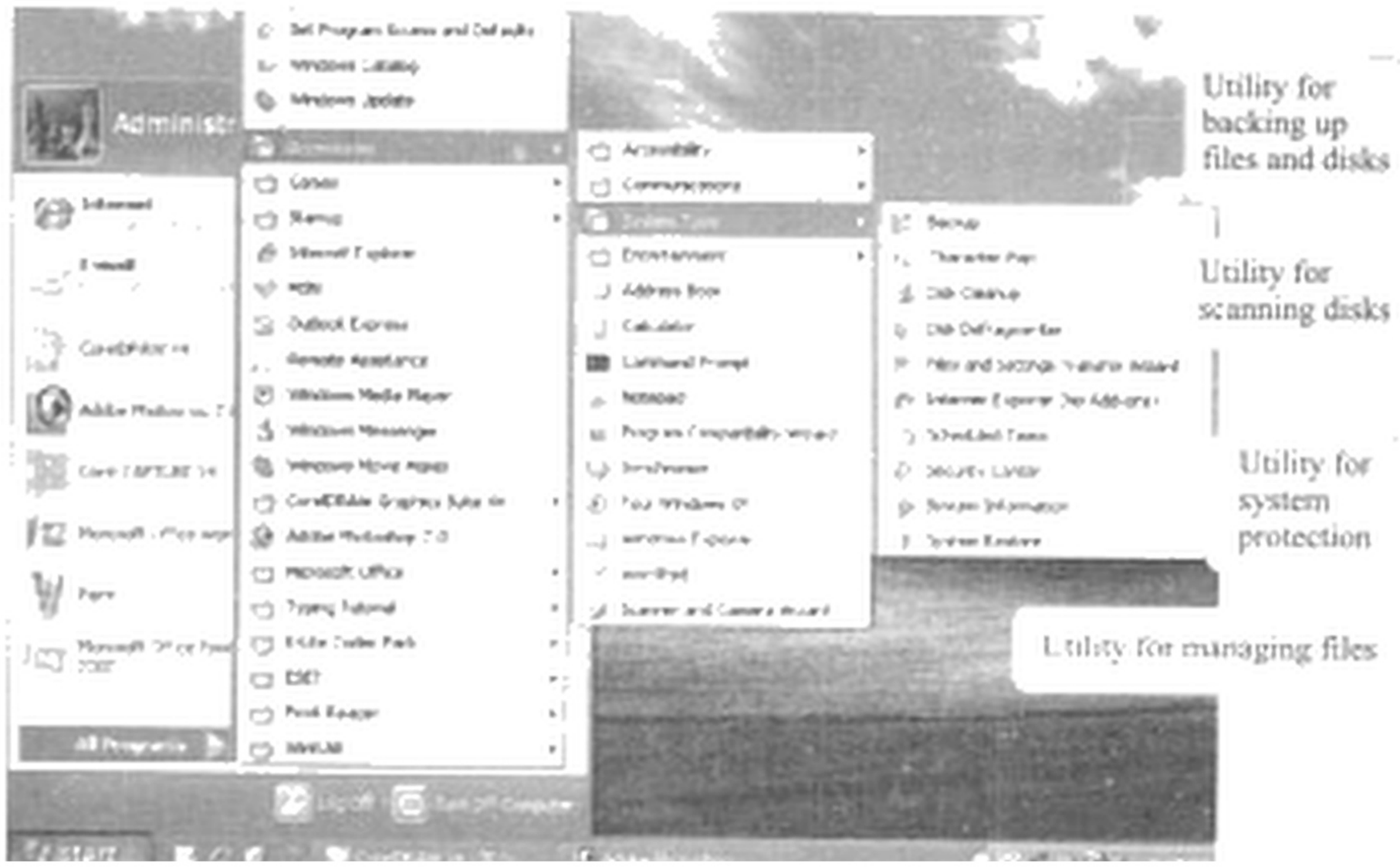
2.1.3 Utility Programs

Utility program is a system software that allows a user to analyze, configure and maintain the computer. It performs a specific task related to the management of computer, its devices and files/programs.

In Microsoft Windows there are different Utility programs such as Disk cleanup, Windows Explorer, Windows Picture and Fax Viewer, Backup, Security Center, Add or Remove Programs, etc.

Different Utility Programs in Windows

- Click *Start button.*
- Point to *All Programs.*
- Point to *Accessories* and then point to *System Tools.*



System Software

Unit - 2

File Manager

File Manager is a utility program that helps user to locate, rename, move, copy and delete files. In Windows operating system *Windows Explorer* serves as a File manager.

Using Windows Explorer to Rename a File

- Open *Windows Explorer* from *Start menu*.
- *Windows Explorer* appears with *My Documents* folder.
- Right click on *My Documents*.
- A *Task Pane* appears.

This area shows the contents of the selected folder.

All the folders appear here.

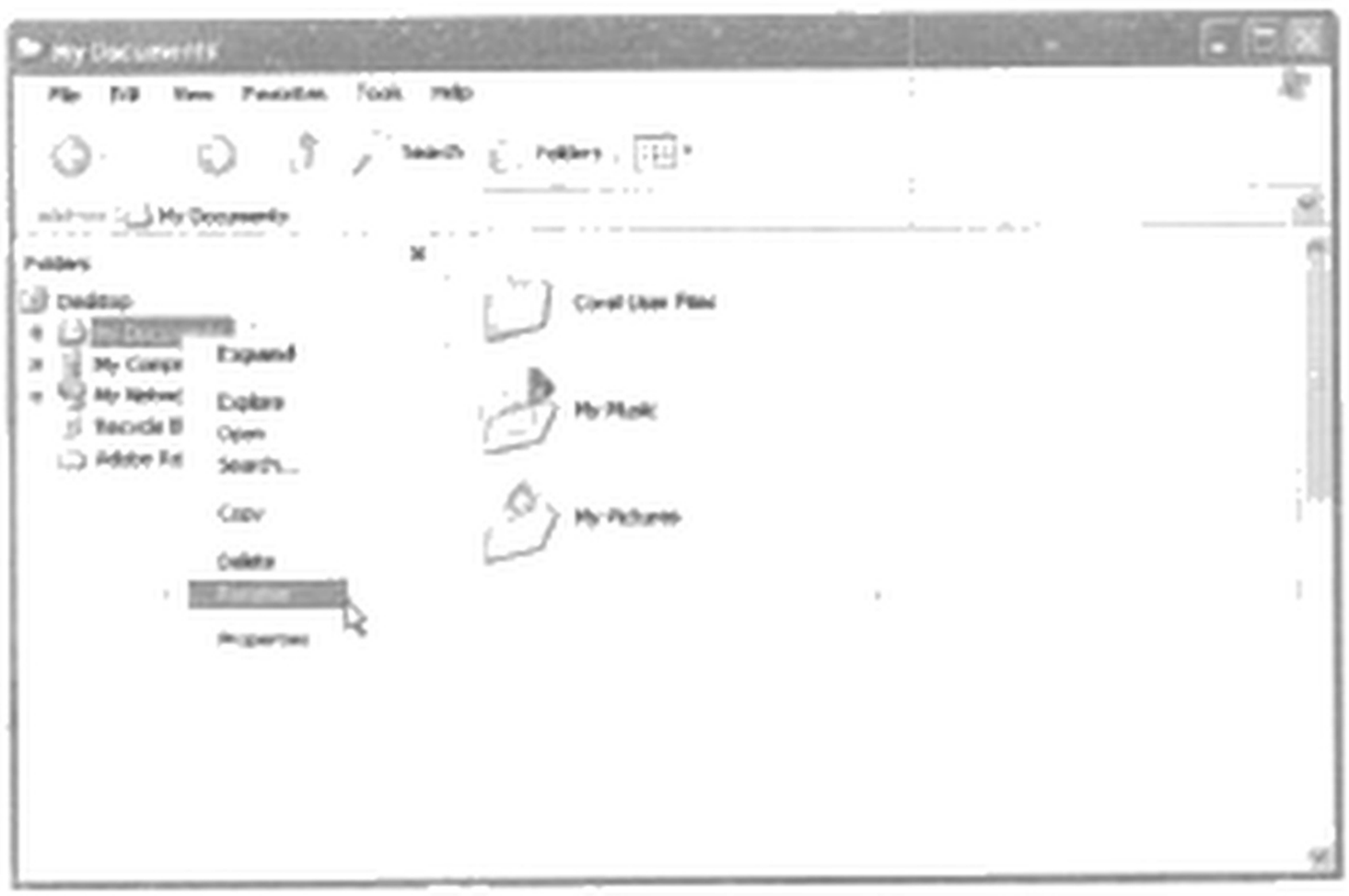


Fig. 2.1.3b My Documents Window

- Click *Rename*.
- Now Rename *My Documents* as you like.
  (Ali's Documents, Asma's Files etc.)

Image Viewer

Image viewer is a utility program that provides an environment to view and manage images in the same folder or location. In Microsoft Windows, this utility program comes with the name of *Windows Picture and Fax Viewer.*

While using this program the user can view, copy, move, print, edit, rotate, zoom and delete an image. It also gives an option to view all the images in the same location in a

System Software

Unit - 2

Using Image Viewer

➥ On the desktop, double click *My Documents*.



Fig. 2.1.3c Desktop

➥ *My Documents* window appears.

➥ Click *My Pictures*.

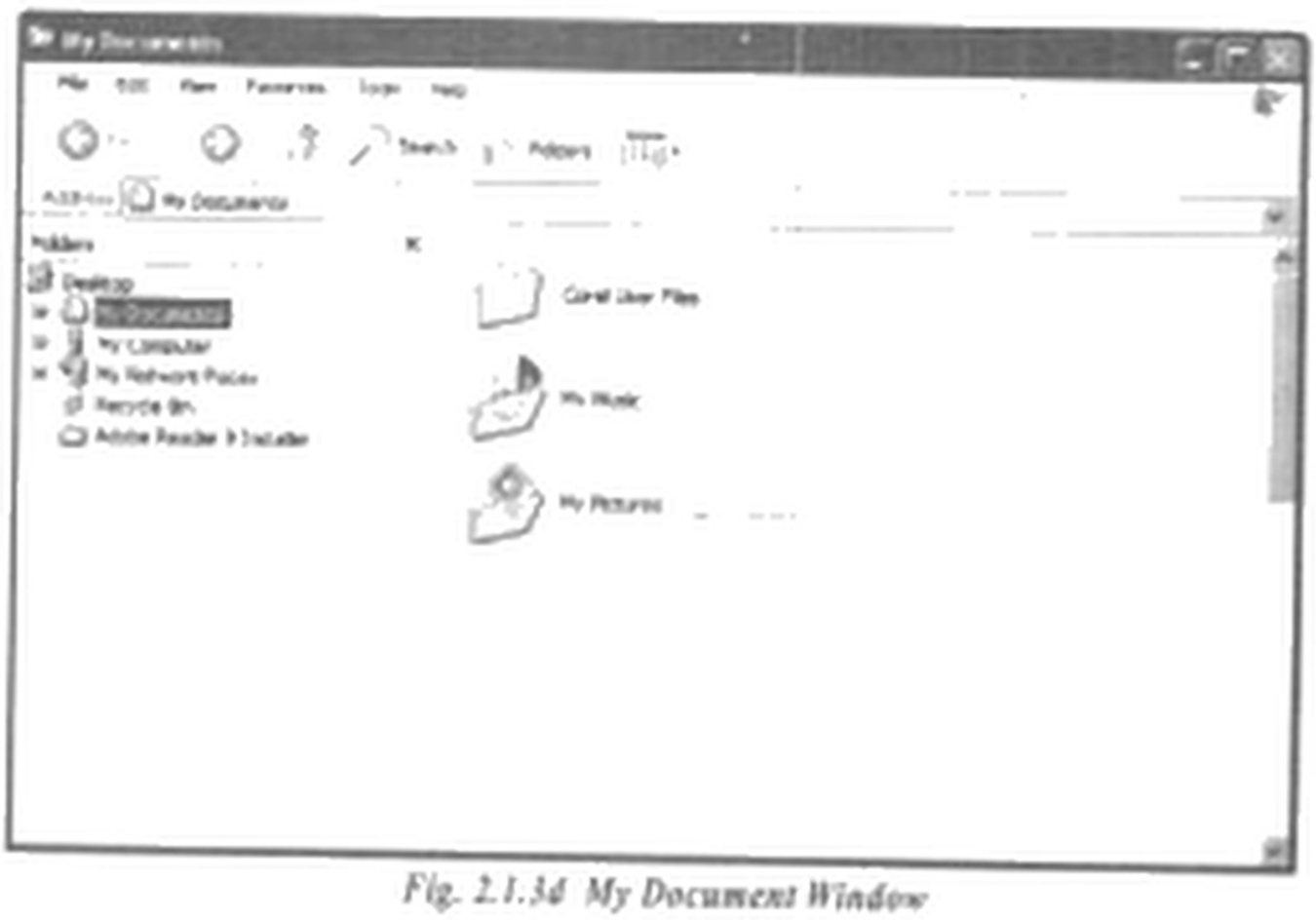


Fig. 2.1.3d My Document Window

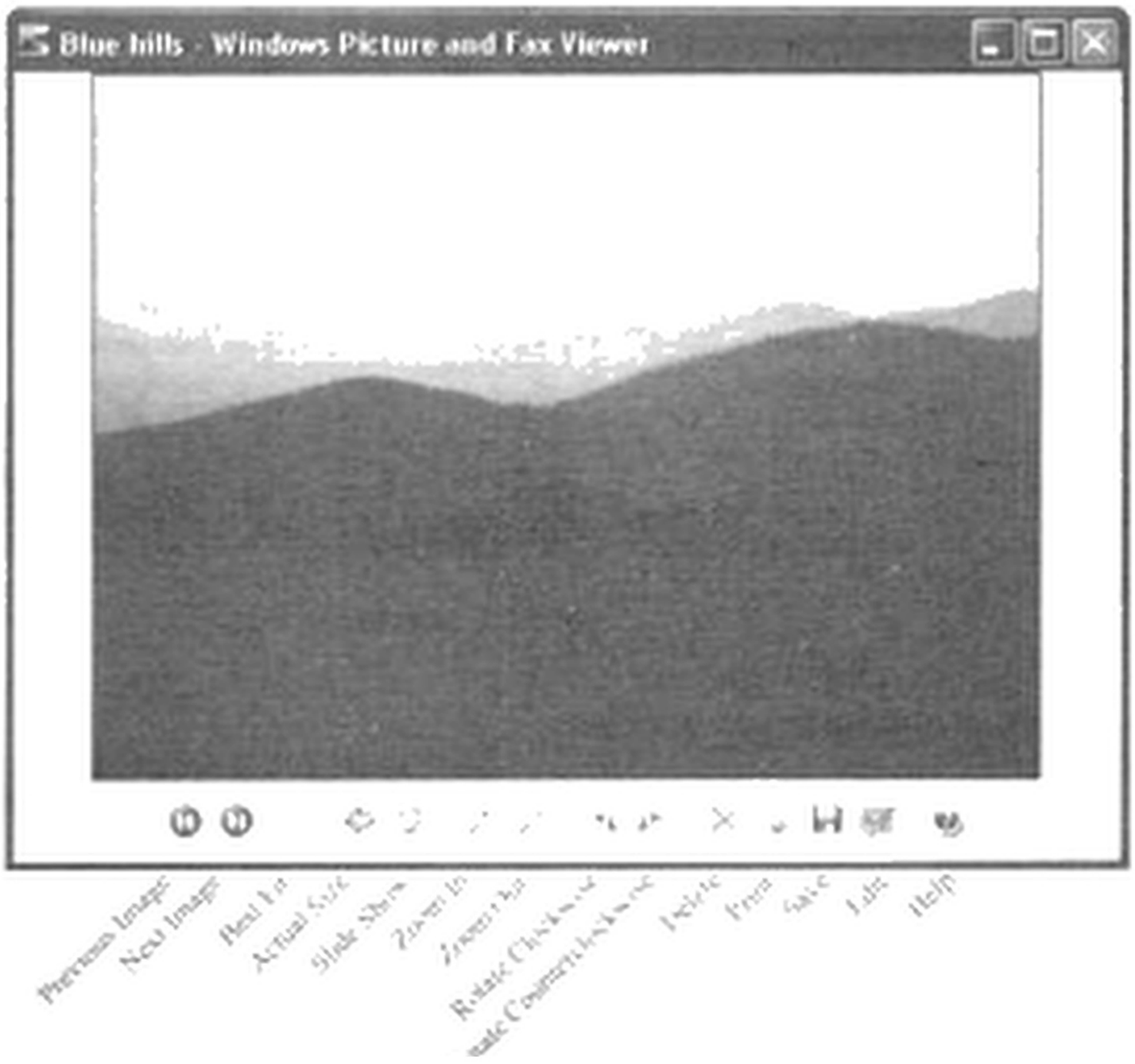
System Software

Unit - 2



Fig. 2.1.3e Sample Pictures folder

- Double click any picture
- Picture opens in *Windows Picture and Fax Viewer.*



Unit - 2

Disk Scanner

Disk Scanner utility is used to detect physical and logical problems of a disk. It checks the disk and resolves the errors. It also searches the disk and removes unnecessary files. In *Windows, Disk Cleanup* utility program searches the disk for unnecessary files and allows a user to delete them safely.

Using Disk Cleanup

- Click *Start button.*
- Point to *All Programs* ➡ *Accessories* ➡ *System Tools*
- Click *Disk Cleanup.*

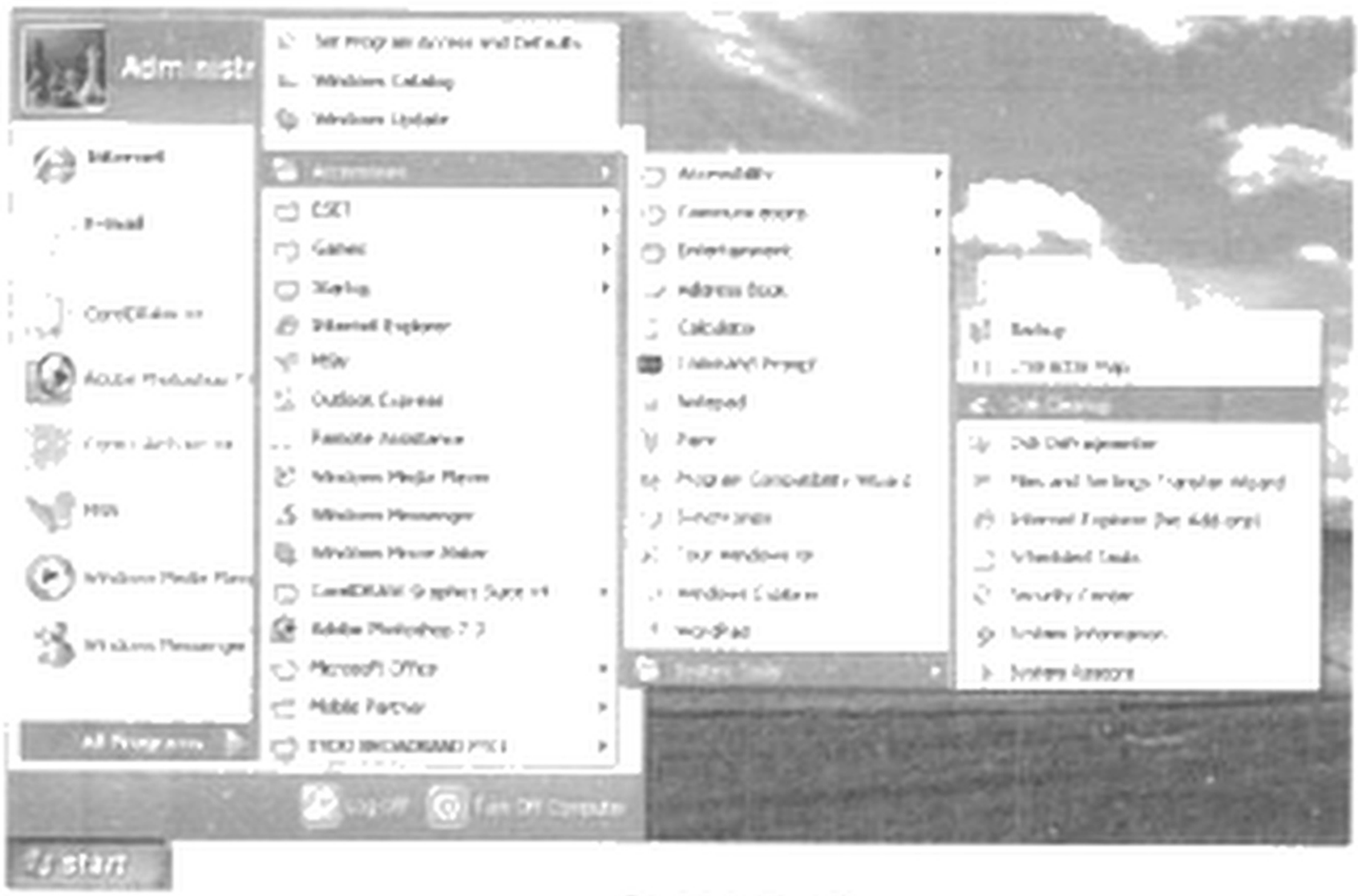


Fig. 2.3.3g Start Menu

- *Disk Cleanup dialogue* box appears.



- Select the drive which you want to cleanup.

- *Disk Cleanup dialogue* window appears.

- Click the files which you want to delete.

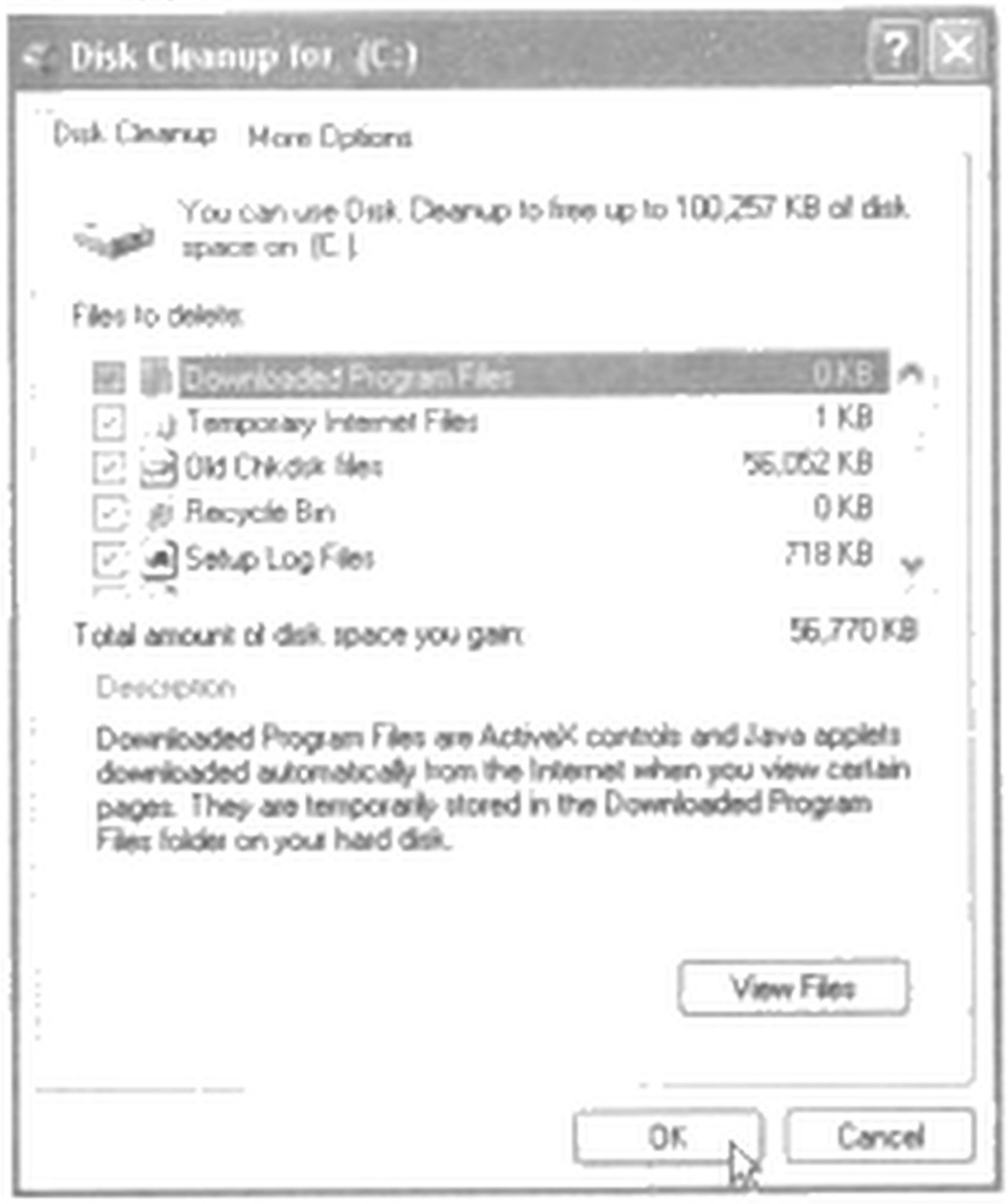


Fig. 2.1.3b Disk Cleanup Dialogue Window

- Click *OK*.

- It deletes all the unnecessary files from the drive.

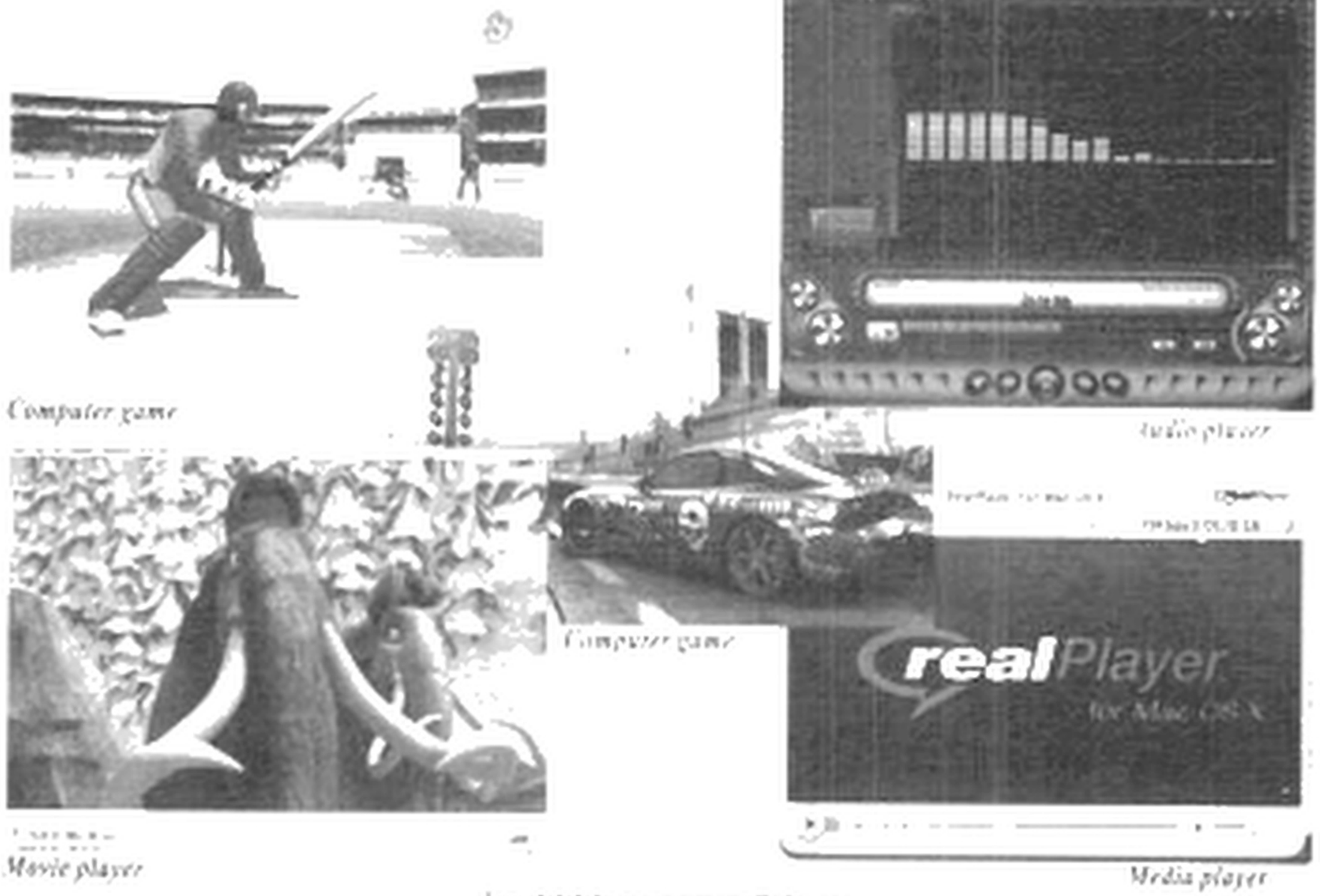
2.2 Application Software

Application software is a set of computer programs that enables/helps users to do a specific work on the computer. Application software helps a user to produce documents, create graphics, perform calculations, play games, compose music, play movies and so on. There are vast varieties of application software. Some of them are discussed below.

2.2.1 Entertainment Software

Entertainment software are developed to entertain users. Computer games are the most popular type of entertainment software. A user can play cricket, fly a jet, battle with monsters, run favourite music and videos while using these software.

Windows Media Player, Real Player, EA Sports, Need For Speed etc are some examples



Computer game

Audio player

Computer game

Movie player

Media player

Fig. 2.2.3 Entertainment Software

2.2.2 Productivity Software

Productivity software helps users to work more effectively and efficiently to solve their problems. Some of the popular types of productivity software are given below.

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



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



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



Multimedia Software are used to create visual presentations. A user can also insert audio and video clips in his/her presentation. MS PowerPoint and Adobe Flash are some examples of Multimedia software.

Fig. 2.2.2b Graphics and Multimedia Software

2.2.3 Educational and Reference Software

Educational software help a user to learn a particular skill. These software are used for help and guidance in different subjects such as Mathematics, English, Science, Arabic, etc.



Fig. 2.2.3a Educational Software

Reference software provide information on a multitude of topics. Such software contain large amounts of data and its examples include dictionaries, encyclopedias, maps software, etc.



Fig. 2.2.3b Reference Software

Unit - 2

Exam Preparation software are also available for standardized tests such as *SAT, GMAT, GRE, etc.*
Moreover typing tutor helps to improve the typing skills.



Fig. 2.2.5: Exam Preparation Software

Summary

- *Software* is the set of instructions given to the computer to perform a specific task.
- *System Software* are used to control and direct the operations of a computer hardware.
- *Operating System* is a system software. It is just like the soul of a computer. It is a collection of programs that supervises and controls overall functions of a computer.
- *A Device Driver* tells the operating system how to communicate with a device.
- *Utility Program* allows a user to analyze, configure and maintain the computer.
- *File Management Utility* helps user to manage a stored file on the hard disk.
- *Image Viewer* provides an environment to view and manage images within the same folder.
- *Disk Scanner* utility is used to detect physical and logical problems of a disk.
- *Application Software* is a set of computer programs that enables/helps a user to do a specific work on the computer.
- *Entertainment Software* are developed to entertain the users.
- *Educational Software* helps a user to learn a particular skill.
- *Reference Software* provides a collection of information on any topic.
- *Productivity Software* helps the users to work more effectively and efficiently to solve their problems.
- *Word Processing Software* are used to produce documents such as letters, reports, papers and memos etc.
- *Spreadsheet software* are used to work with numbers and formulae.
- *Graphic Software* are used to draw pictures, 3D images and animations.
- *Multimedia Software* are used to create visual presentations. A user can also insert



Exercise

Q.1 Tick the correct choice.

i) _____ is the set of instructions given to the computer to perform a specific task.

a) Monitor b) Hardware c) Software d) Printer

ii) _____ creates a link between a user and the computer.

a) Device Driver b) Utilities c) Operating System d) Image Viewer

iii) _____ is the most famous type of Operating System for personal computer.

a) Linux b) Unix c) Microsoft Windows d) Mac OS

iv) A system software that helps Operating System to communicate with a device is called _____.

a) Operating System b) Device Driver c) Utility d) Graphics software

v) _____is a program that allows a user to analyze and maintain a computer.

a) Utility b) Device Drivers c) Windows XP d) MS Office

vi) Windows explorer serves as a _____.

a) System Manager b) File Manager c) Web Browser d) Device Manager

vii) _____is a utility program that provides a facility to view and manage images.

a) Image Viewer b) Text Viewer c) System Viewer d) File Viewer

viii) Disk scanner in Windows is known as _____.

a) Disk Cleanout b) Disk Cleanup c) Disk Cleaning d) Disk Defragmenter

ix) A computer software that helps users to do a specific task on a computer is known as _____.

a) System Software b) MS Office Software

x) _____ software are used to learn a particular skill.

a) Graphics b) Multimedia c) Ecucational d) Reference

xi) Computer game is an example of _____ software.

a) Entertainment b) Exam preparation c) Reference d) System

xii) Encyclopedia is an example of _____ software.

a) Entertainment b) Educational c) Productivity d) Reference

xiii) _____ is a world renowned composing software.

a)MS PowerPoint b) MS Word c) Typing Tutor d) Adobe Photoshop

xiv) _____ software are used to create visual presentations.

a) Graphics b) Multimedia c) MS Paint d) MS Excel

xv) When a computer starts, operating system checks all the _____ and loads their drivers so a user can work properly.

a) Programs b) Devices c) Drivers d) Network

Q.2 Define the following.

i) Software ii) Utility Program iii) File Manager

vi) Disk Scanner v) Device Drivers

Q.3 Differentiate between the following.

I) File Manager and Image Viewer

ii) Application Software and System Software

iii) Entertainment Software and Educational Software

iv) Word Processing and Spreadsheet

v) Device drivers and Utilities

Q.4 Give brief answers to the following questions.

I) What is an operating system?

iii) What are the Utility Programs?

iv) Write down basic operations of the Operating System.

v) Can a device work without Device Driver?

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

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

viii) List any three Productivity Software.

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

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

a) Word Processing b) Spreadsheet

c) Graphics d) Multimedia

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

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

Software Basics

Unit - 2

Lab Activity (Device Driver)

Follow the steps to view the Devices installed on your computer.

➡ On the desktop, *Right Click* on *My Computer* and select *Properties*.

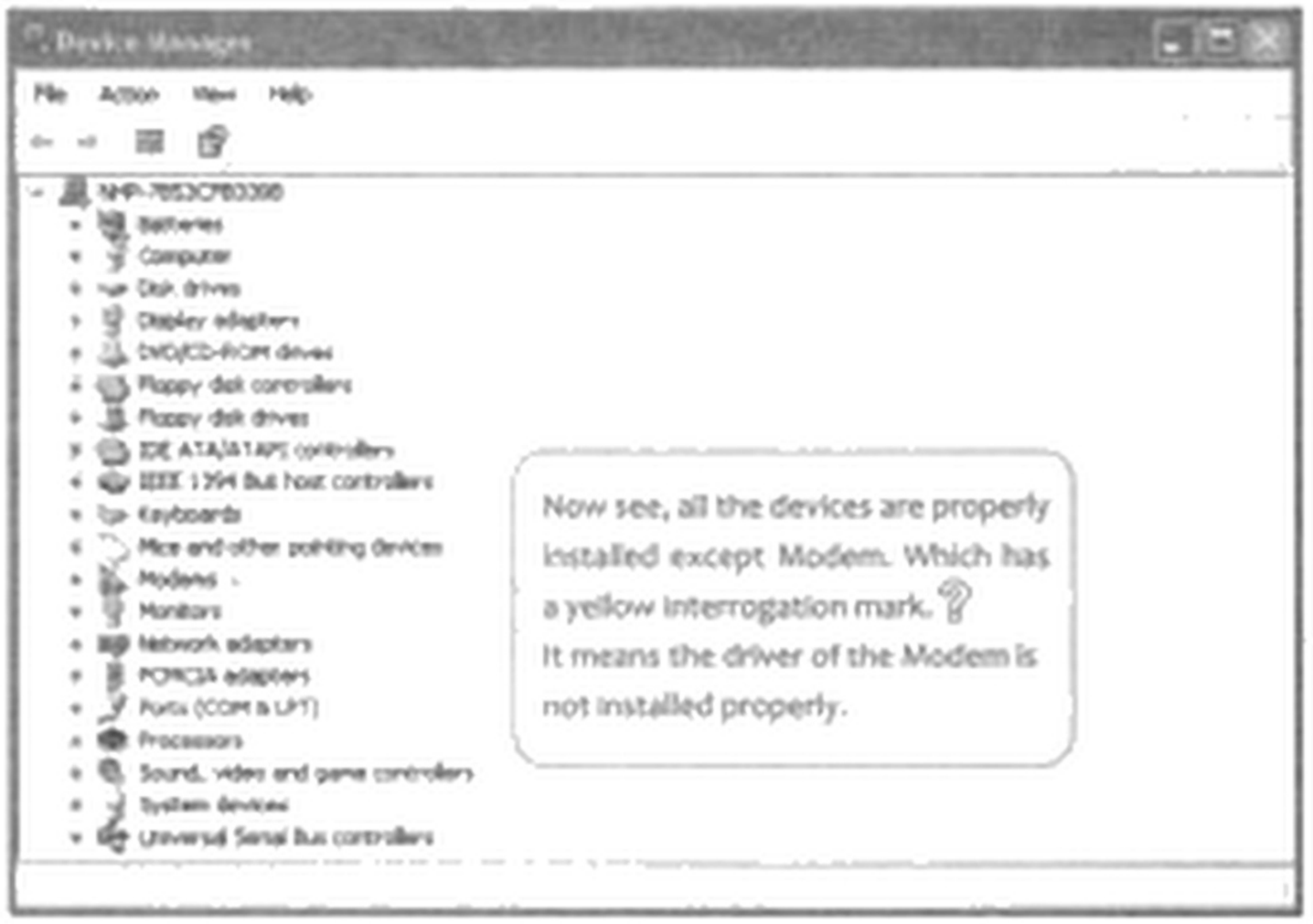
➡ *System properties* window opens.

➡ Click *Hardware*

➡ Click *Device Manager*



➡ *Device Manager* window appears.



Lab Activity (Recognizing Utility Programs)

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



This unit provides knowledge about Word processing and will enable students to change display of the document, edit and format text, format paragraph and pages. Students will also learn how to print a Word document.

Learning Outcomes :

After completing this unit, students will be able to:

- change the view of a document.
- increase/decrease zoom settings.
- split a document into sections.
- insert/delete text in the document.
- move or copy text to a new location.
- undo/redo last edited changes in the document.
- insert current date and time in a document.
- count the number of words in a document.
- find and replace a word or phrase in a document.
- use thesaurus.
- insert symbols and add a comment to text in the document.
- change Font, Style and Color of the text.
- highlight text in the document.
- create a bulleted or numbered list.
- indent text in a paragraph.
- use tabs to line up information in a document.
- add border and shading to text in the document.
- insert a page break and section breaks in the document.
- add page numbers, header and footer in the document.
- add footnotes or endnotes in the document.
- change the margins in the document.
- center vertically the text on a page.
- change the orientation of page.
- add a water mark in the document.
- create newspaper columns.
- preview a document before printing.
- use different print options to print a

Unit - 3

Introduction to Word 2007

Word 2007 is one of the most popular Word processing software in the market. It is used to produce a variety of good-looking documents such as letters, reports, messages, notes and other documents.

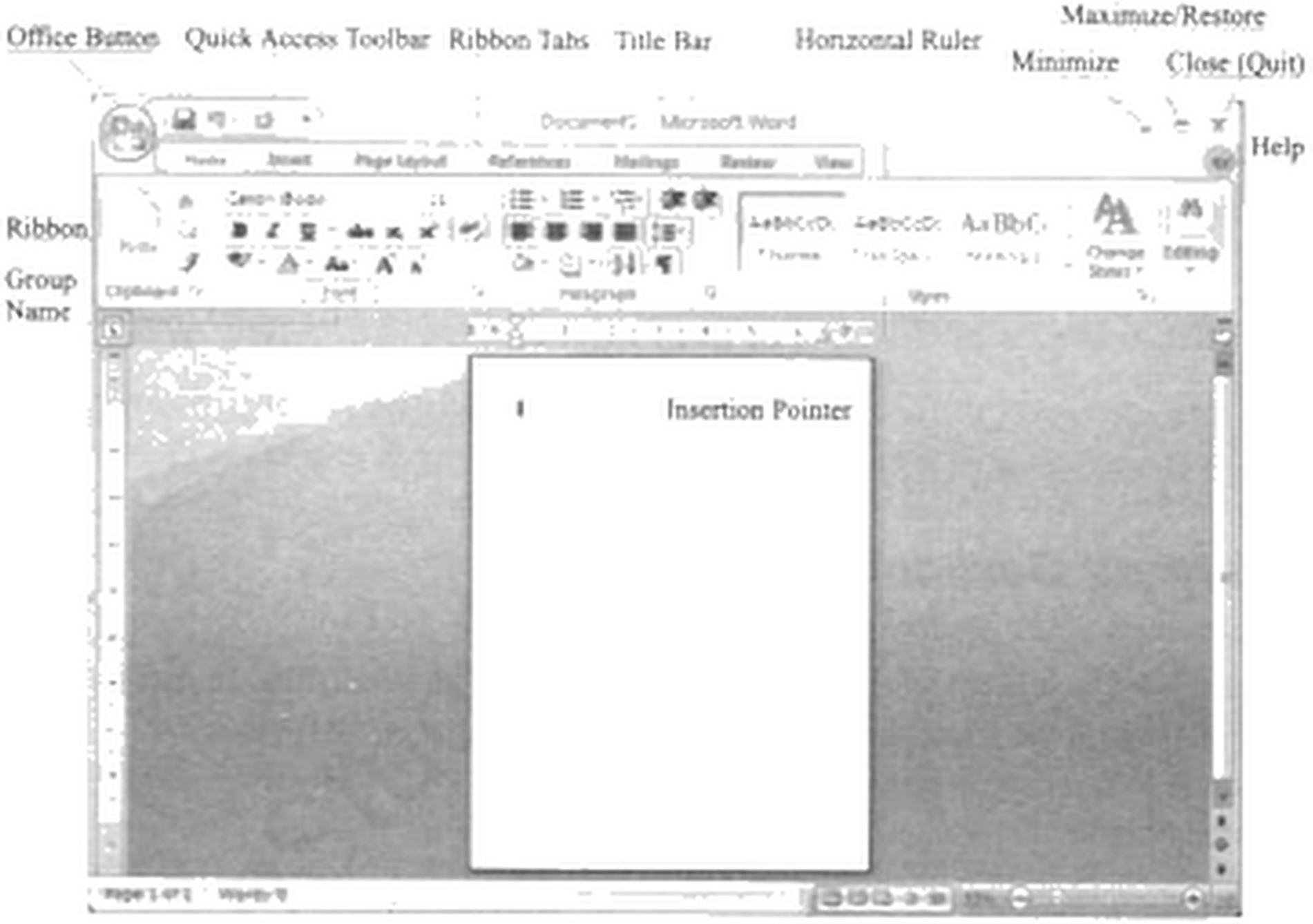


Fig. 3a Word User Interface

Office Button

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

Quick Access Toolbar

Quick Access Toolbar is located next to the office button. It holds the

Ribbon

The *Ribbon* is the panel below the Title Bar. It presents commands organized into a set of tabs called Ribbon Tabs.



Fig. 3b Ribbon

The Ribbon is divided into seven tabs and each tab is a collection of several groups that shows related items together.

- *Tab* is a collection of several groups of related commands.
- *Groups* show similar commands together.
- *Dialogue Box Launcher* gives access to additional commands via a dialogue box.
- *Command Buttons* are used to issue commands or to access menus and dialogue boxes.

3.1 Changing Display of a Document

Word allows a user to view a document in one of the five views: *Print Layout, Draft, Outline, Full Screen Reading and Web Layout.*

Print Layout View

The print layout view is used when a user wants to see how the document will appear on a printed page. This is the best way to see the work.



Fig. 3.1a Print Layout View

Changing Display of a Document

Unit - 3

Draft View



Fig. 3.1b Draft View

The draft view simplifies the page layout so a user can quickly type and edit the document. This view does not display top or bottom margins, headers, footers and page numbers.

Outline View



Fig. 3.1c Outline View

The outline view is used when a user wants to review and work with the structure of a long document.

Full Screen Reading View



Fig. 3.1d Full Screen Reading View

The full screen reading view is used when a user is reading a document on the screen. This view hides all other screen elements to make it easy to read on the screen.

Web Layout View



Fig. 3.1e Web Layout View

The web layout view is used when a user is creating a web page.

Changing the View of a Document

➡ Open a blank document.

Changing Display of Document

Unit - 3

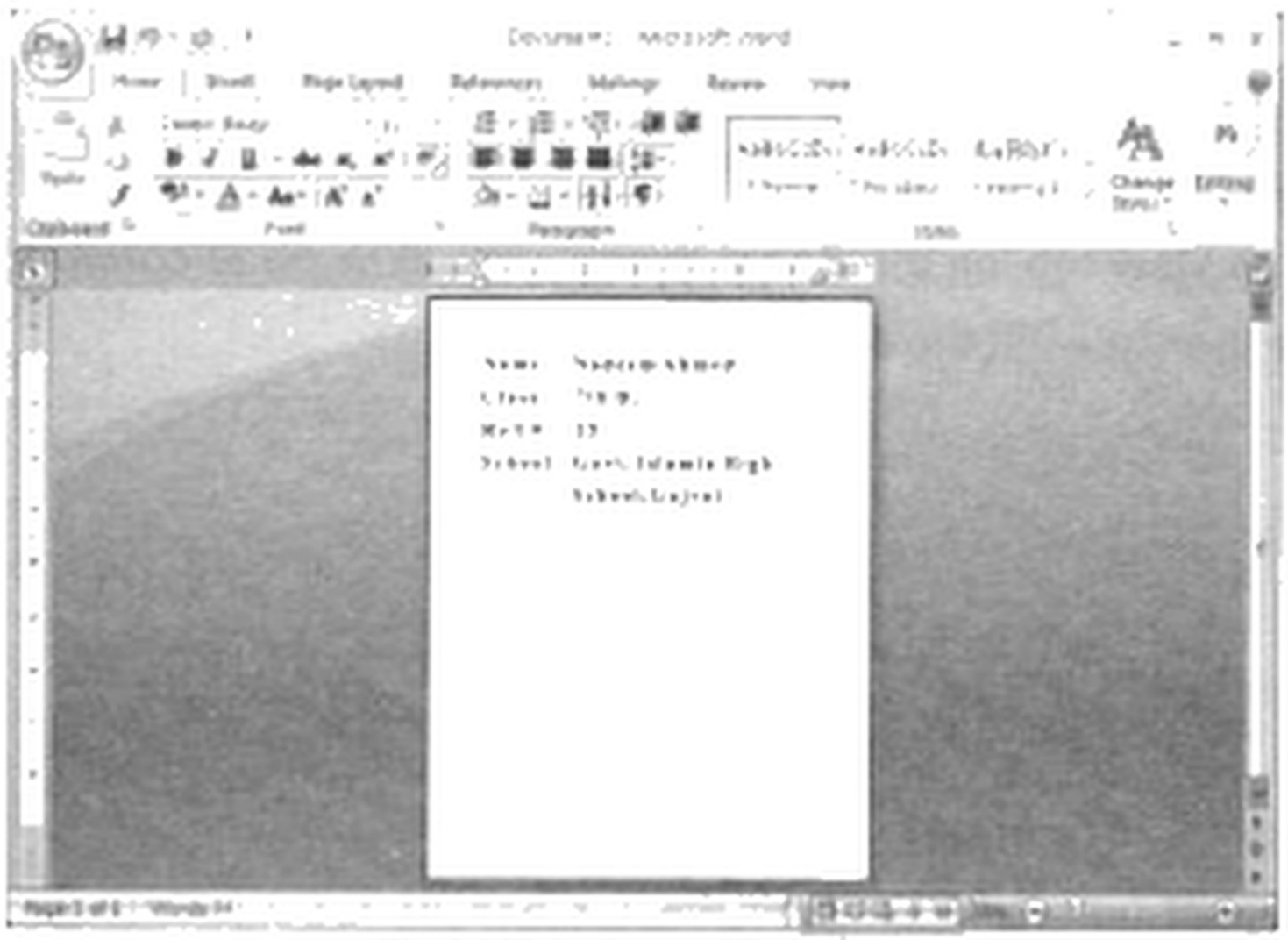


Fig. 3.1f Print Layout View

➡ On the status bar, click one of the ***view buttons*** to change the view of the document.

Print Layout View *Web Layout View* *Outline View*

Draft View *Full Screen Reading View*

3.1.1 Zoom in/Zoom out of a Document

A user can ***zoom in*** to get a close-up view of a document or ***zoom out*** to see more of the page at a reduced size. There are two ways to do this.

① *Quickly zoom in or zoom out of a document*

➡ On the ***Status bar,*** click the ***Zoom slider.***



② *Choose a particular zoom setting*

➡ On the ***View tab,*** in the ***Zoom group,*** click ***Zoom 100%***



Changing Digital Data Format

Unit - 3

Zoom in and out of a Document

- Open a blank document.
- Type your name, class, roll number and school's name as follows.
- In the *View tab*, on the *Zoom group*, click *100% page command.*

The user can edit the document as desired.

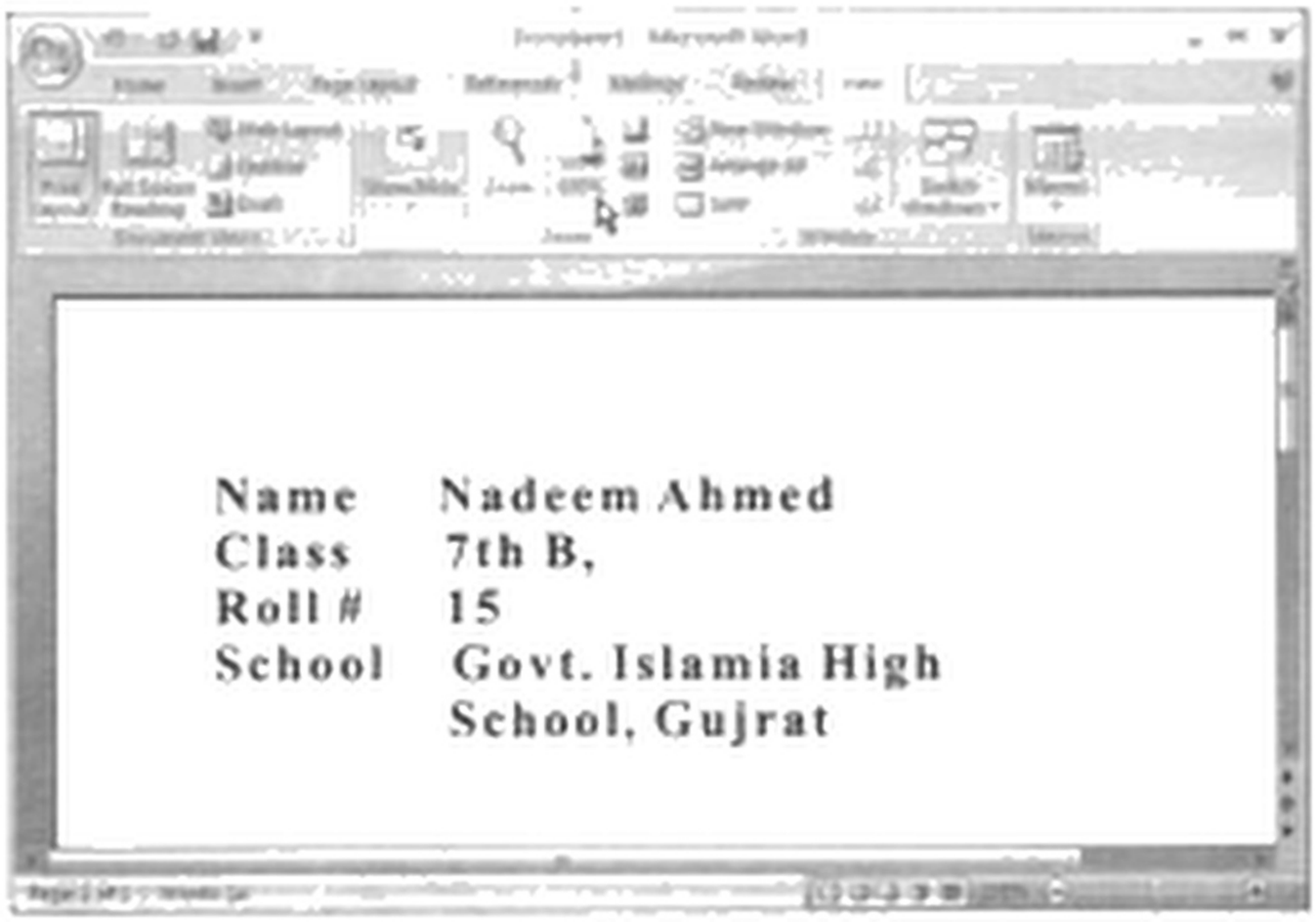


Fig. 3.1.1a Zoom in of a document

- *Zoom out* by dragging the *zoom slider to 33%.*



Fig. 3.1.1b Zoom out of a document

3.1.2 Split a Document into Sections

It is easy to split a document into separate sections. Each section of a split document contains a copy of the entire document. In this way a user can display different areas of a long document at the same time.

Splitting a Document

- Open a saved document.
- On the View tab, in the Window group, click Split.

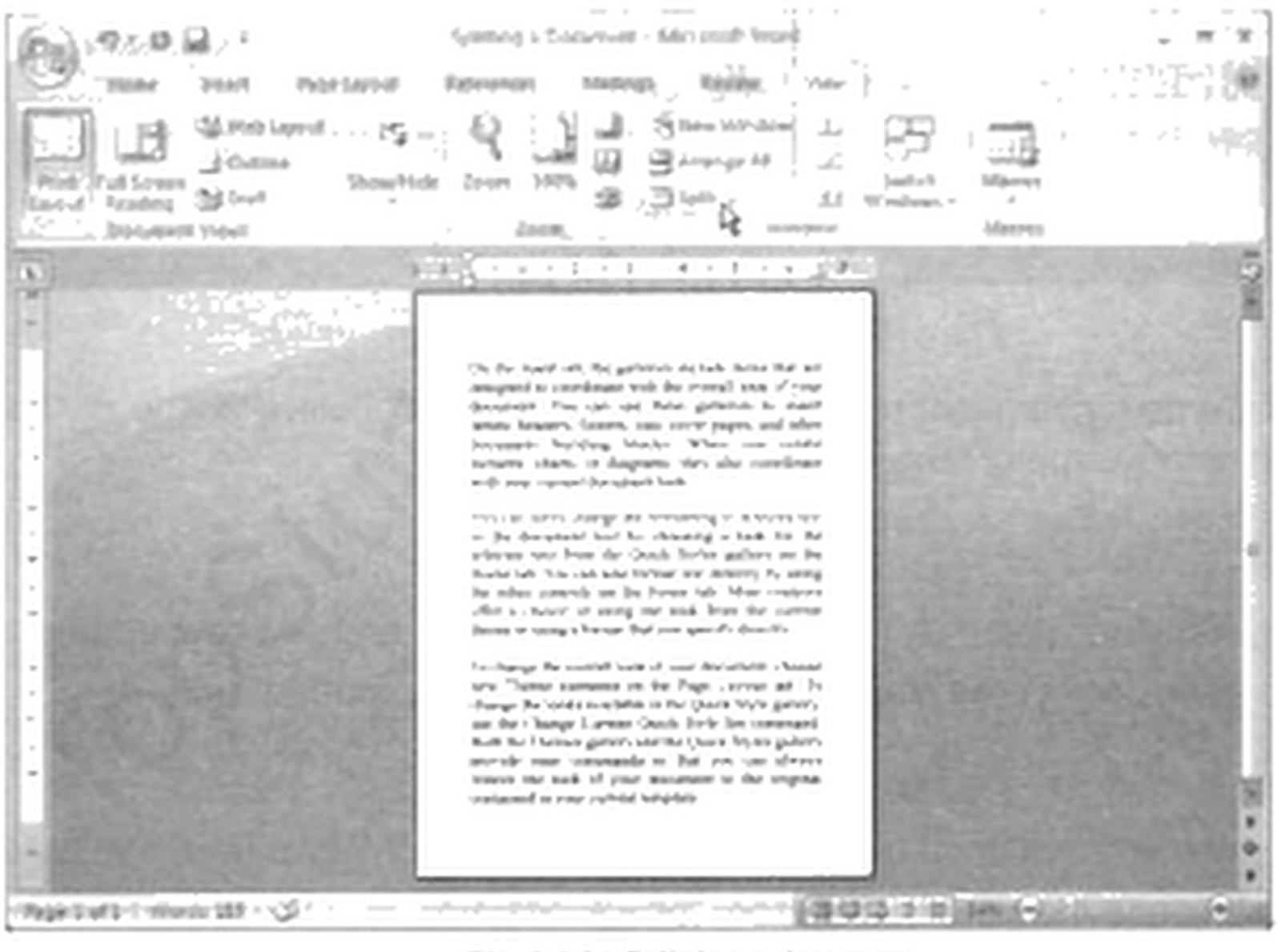


Fig. 3.1.2a Splitting a document

- Mouse changes to ✛ .
- Click the mouse ✛ down to the place where we want to split the document.
- The document splits into two sections.
- Now select the Zoom setting to 100% in both sections.

Changing Display of a Document

Unit - 3

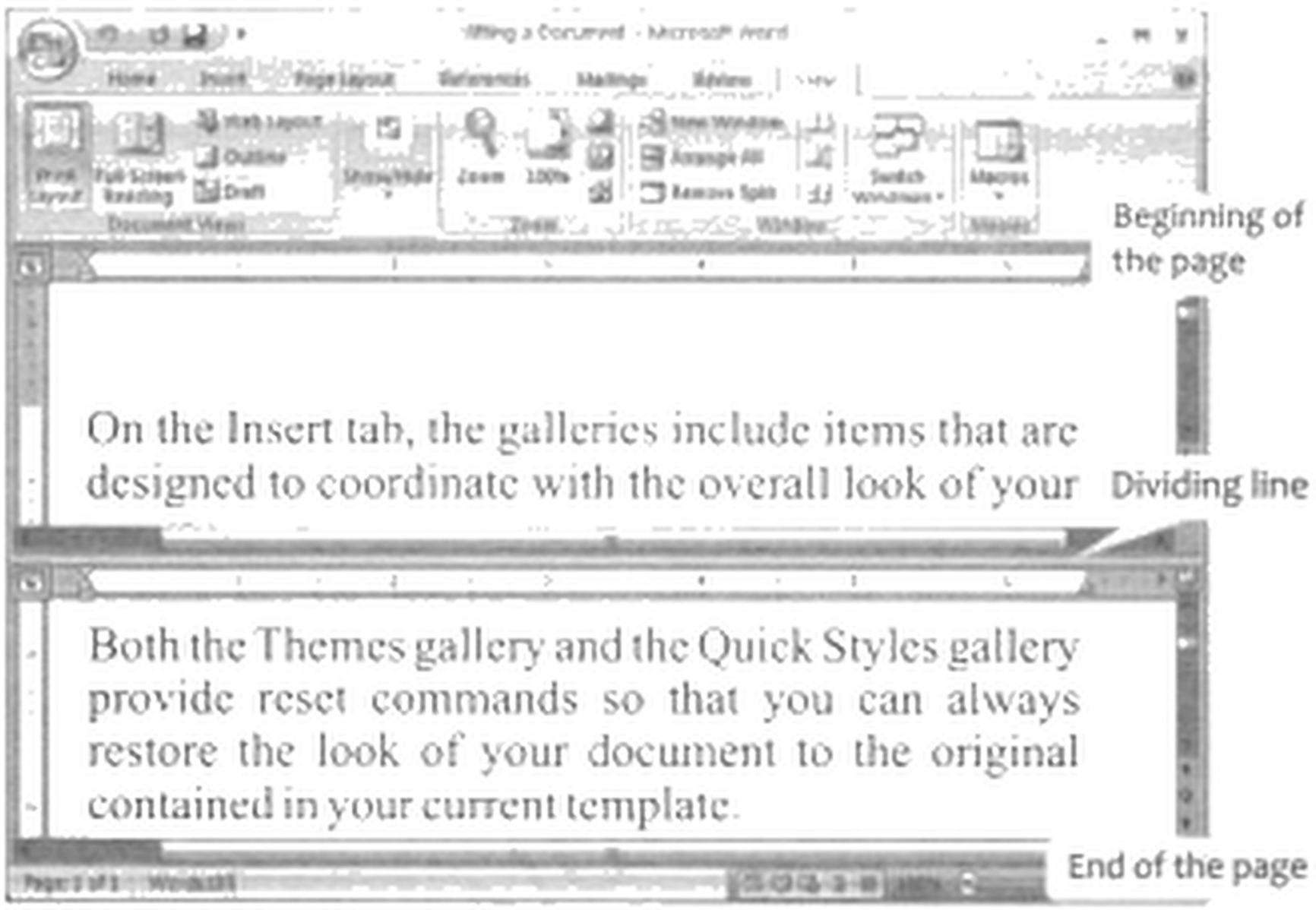


Fig. 3.1.26 Split Document with 100% Zoom Setting

➡ If we no longer want to split the document, just double-click the ***dividing line*** to remove the dividing line from the document.

3.2 Editing Text

Adding, removing and re-arranging text in a document is called ***text editing.*** A user should always select the text before performing any operation on it.

3.2.1 Inserting and Deleting Text

Adding new text in a document is called *inserting text.* When a user inserts new text, the existing text moves to make room for the new text.

Removing text from the document is called ***deleting***. A user can easily delete a character, a word or a block of text in Microsoft Word. When text is deleted, the remaining text moves to fill the empty space.

- *To delete a single character,*
  click to the right of the character and then press the Backspace *key.*
- *To delete a word or a block of text,*

Editing Text

Unit - 3

Inserting and Deleting Text

- Open a blank document.
- Type the following sentence.
- Place the cursor after letter 'a'.

If you type a wrong letter, tap the Backspace key.



Fig. 3.2.1a Placing the Cursor

- Press Spacebar to give space.
- Type 'beautiful'.



Fig. 3.2.1b Inserting a New Word

➡ Now select the word 'car'.



Fig. 3.2.1c Deleting a Word

➡ Press the Delete key. The word 'car' will be deleted from the sentence.

➡ Now insert a word 'doll '.



Fig. 3.2.1d Inserting a Word

3.2.2 Moving Text

Word provides two ways to move text from one place to the other.

- Drag and Drop

Dragging and Dropping Text

With *drag and drop*, a user selects the text and drags it to a new location and then releases the mouse button.

Order of Events

- Open a blank document.
- List what you did yesterday.



Fig. 3.2.2a List of Events

- Select what you did first.
- Drag it to the appropriate place.
- Repeat until the list is ordered correctly.



Editing Text

Unit - 3

Cutting and Pasting Text

Cut means to remove text from the document and place it on the *office clipboard*.
Paste means to transfer a copy of the text from the ***clipboard*** in the document at the insertion point.

1. Select the text and click the cut button or press *Ctrl + X* on the keyboard.
2. Move the cursor where the text to be placed and click the paste button or press *Ctrl + V* on the keyboard.

Clipboard is a temporary area in the computer's memory for storing text and graphics that a user wants to reuse. It stores up to 24 items at a time.

Arranging Names

➡ Type four names of your friends.



Fig. 3.2.2c List of Friends

➡ Cut and paste their names so that your best friend's name is at the top.

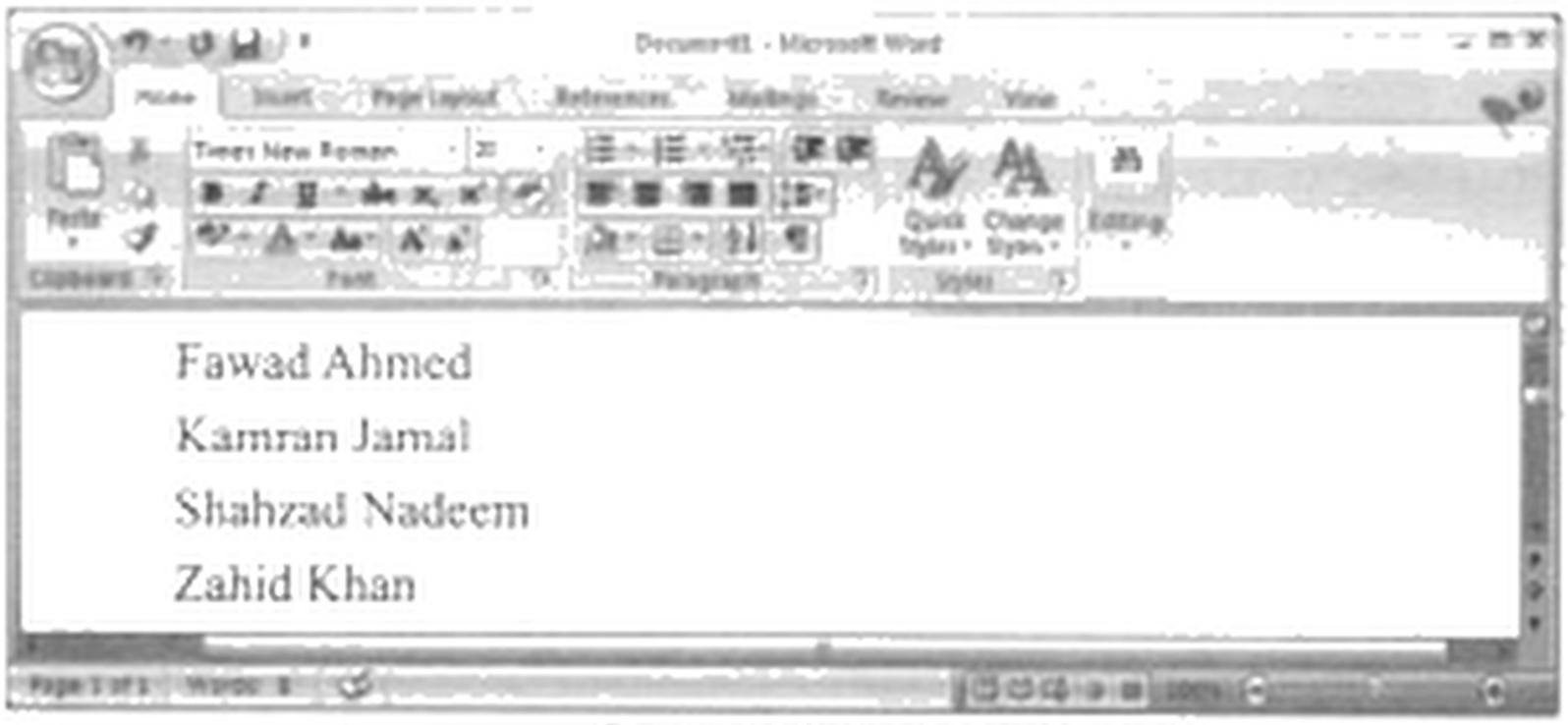


Fig. 3.2.2d Ordered List of Friends

3.2.3 Copying and Pasting Text

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

1. Select the text and click the copy button or press *Ctrl* + *C* on the keyboard.
2. Move the cursor where text to be placed and click the paste button or press *Ctrl* + *V* on the keyboard.

Birthday Poem

- Type the following text.

Happy Birthday to you

- Copy and paste it four times.
- Make changes in the third line as required.



Fig. 3.2.3 Copying and Pasting Text

3.2.4 Undo/Redo Changes

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

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

Editing Text

Unit - 3

Undo and Redo Actions

Customize ***Quick Access Toolbar***, if Undo or Redo buttons are not there.

- Open a blank document
- Type four names of your friends.
- Suppose you have deleted your best friend's name from the list.



Fig. 3.2.4a List of Friends

- Click *Undo* button on the *Quick Access Toolbar* or press *Ctrl + Z*.
  This will discard the mistake and deleted name will reappear in the list.

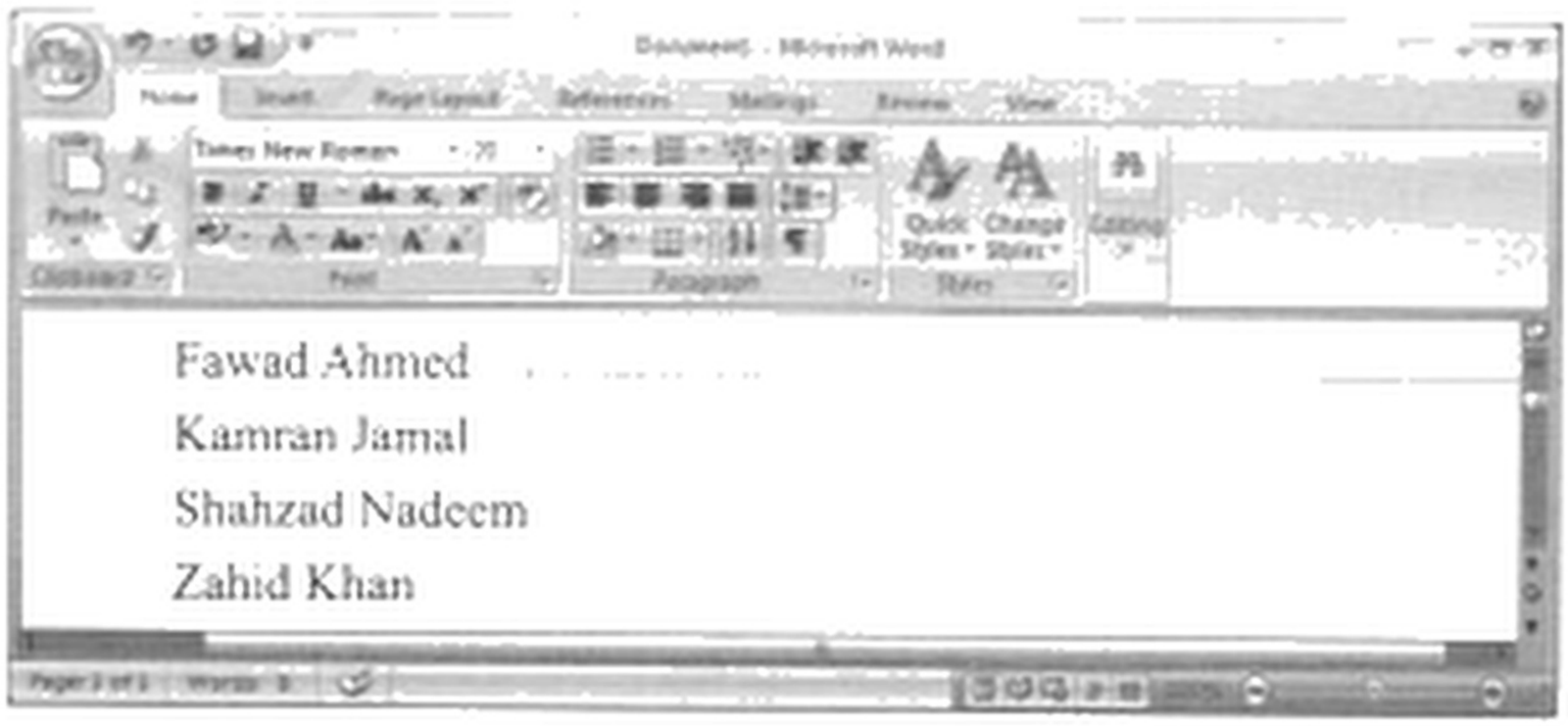


Fig 3.2.4b Complete List of Friends

- Click *Redo* button on the *Quick Access Toolbar* or press *Ctrl + Y*.
  This will reverse the undo action and name will be disappeared from the list.

3.2.5 Insert Current Date and Time

A user can insert current date and time into a document. *Word* can automatically update the date and time each time we open or take print of the document.

Using Date and Time Feature

- Open a saved document.
- Set the zoom setting to 100%.
- Click the place where the date and time should appear in the document.



Fig. 3.2.5a Inserting Current Date and Time

- On the *Insert Tab,* in the *Text group* click *Date and Time.*
- The *Date and Time dialogue* box will appears.
- Click the *Date and Time* format.



Fig. 3.2.5b Date and Time Dialogue box

Turn this option on ☑. This option allows **Word** to automatically update the date and time each time we open or print the document.

- Click OK to confirm the selections.

➡ The selected date and time format appears in the document.



Fig. 3.2.5c Inserting Current Date and Time

3.2.6 Count Words in a Document

When a user types in a document, *Word 2007* automatically counts the number of pages and words in the document and displays them on the status bar at the bottom of the workspace.

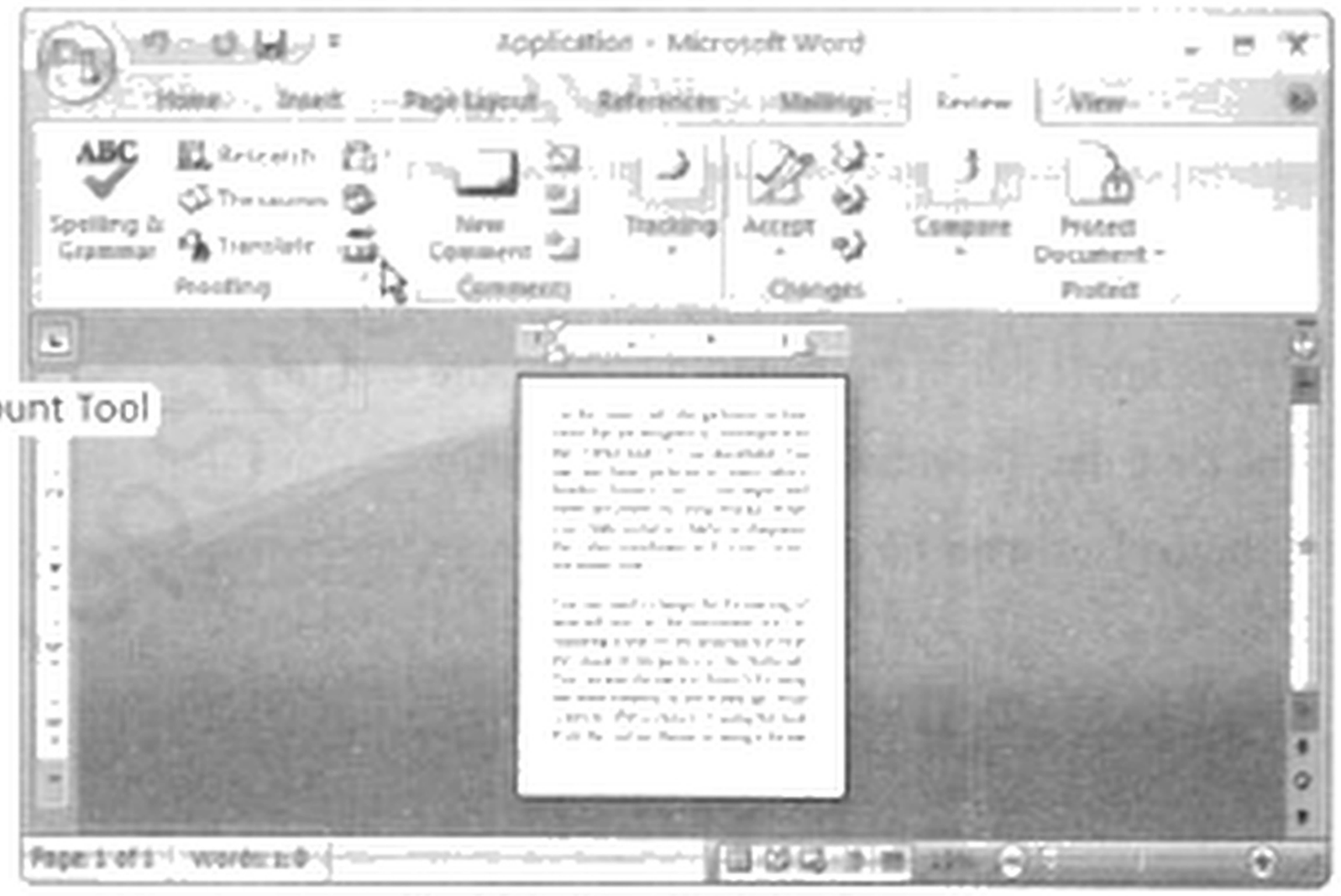


Fig. 3.2.6a Count Words in a Document

Word also counts the number of pages, characters, paragraphs and lines in the document.

Counting Words

➡ Open a saved document.

➡ Set the Zoom setting to 100%.

➡ The *Word Count dialogue box* appears. This dialogue box displays the total number of pages, words, characters, paragraphs and lines in the document.

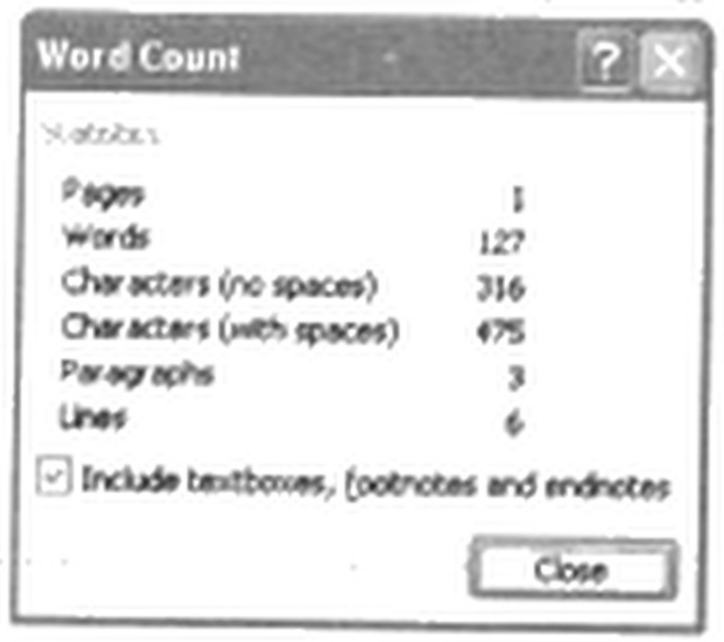


Fig. 3.2.6b Word count dialogue box

➡ Click *Close button* to close the Word Count dialogue box.

3.2.7 Find Text

When a user works with a longer document, the quickest and the easiest way to find a particular word or phrase is to use the *Find* command.

Finding Text

Type the following paragraph and save it as Jinnah.docx

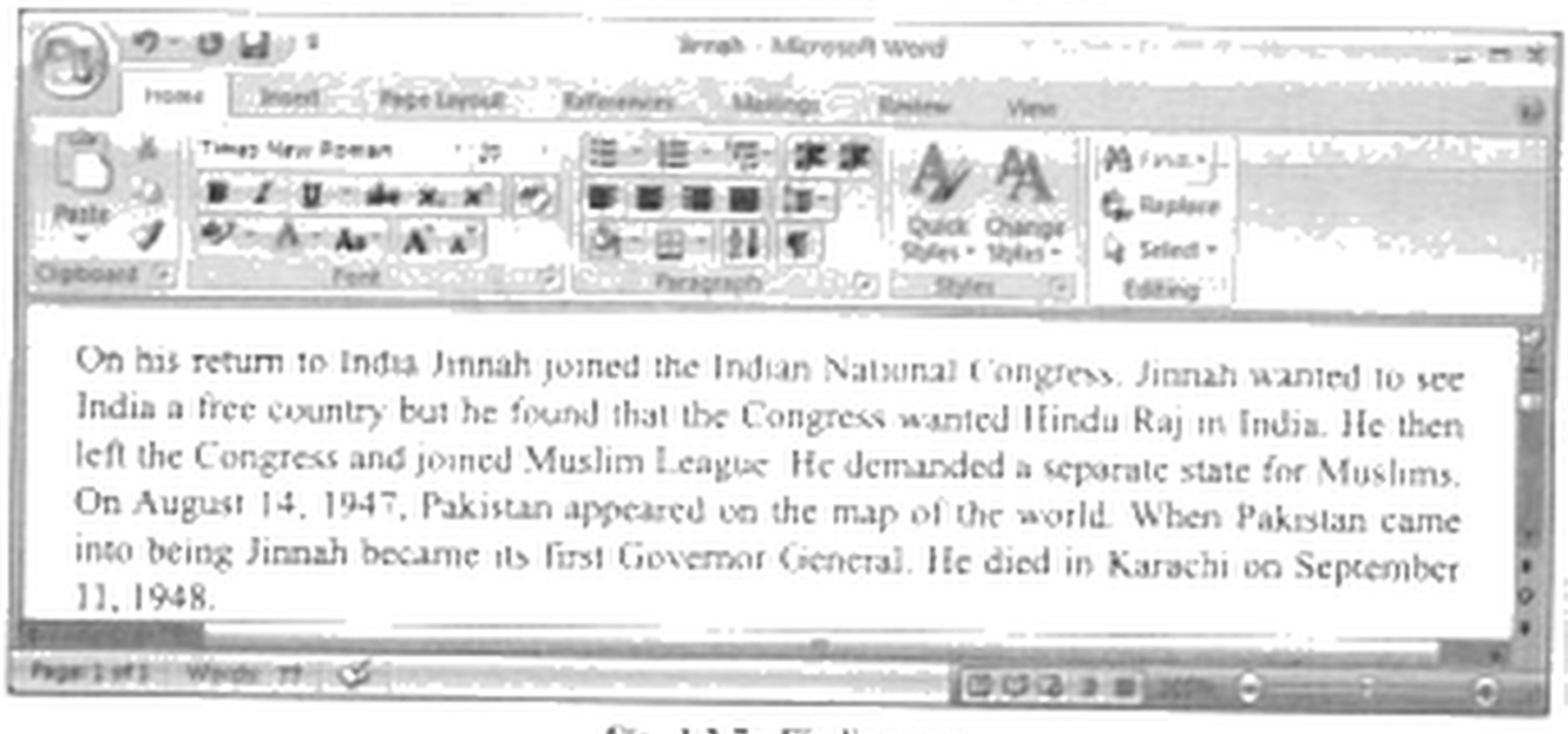
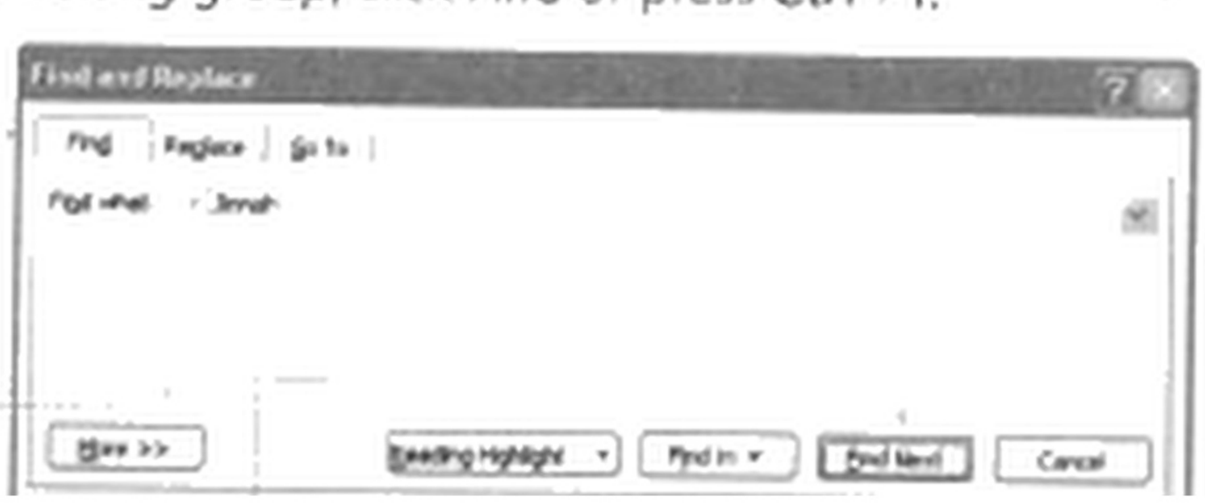


Fig. 3.2.7a Finding text

➡ On the *Home Tab*, in the *Editing group*, click *Find* or press Ctrl + F.

➡ *Find and Replace dialogue box* appears.

➡ In the *Find what* box, Type ' Jinnah '.



➡ *Word* highlights the first matching word it finds.

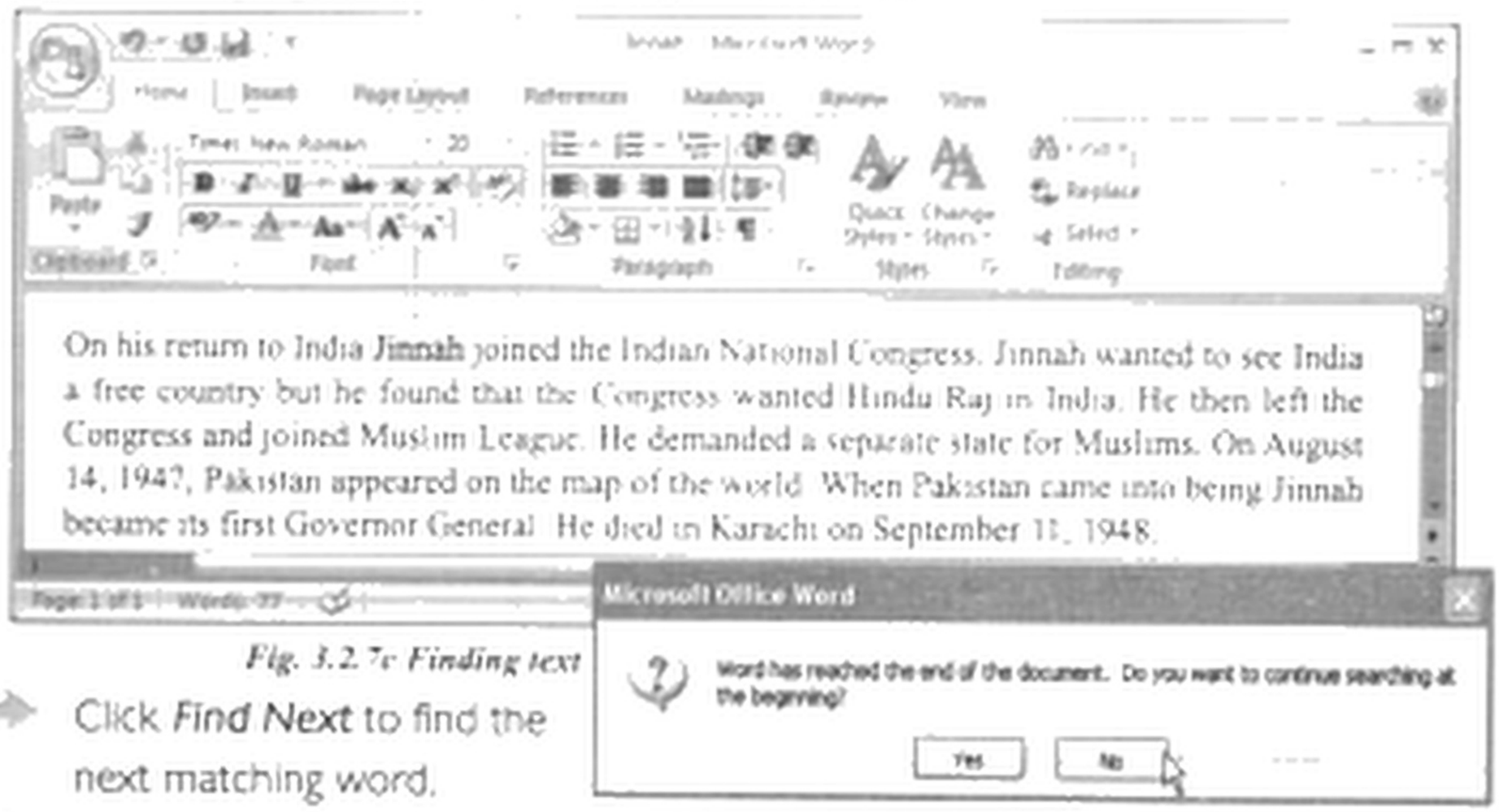


Fig. 3.2.7c Finding text

➡ Click *Find Next* to find the next matching word.

➡ Repeat until a dialogue box appears, telling that search is complete.

➡ Click *No* to close the dialogue box.

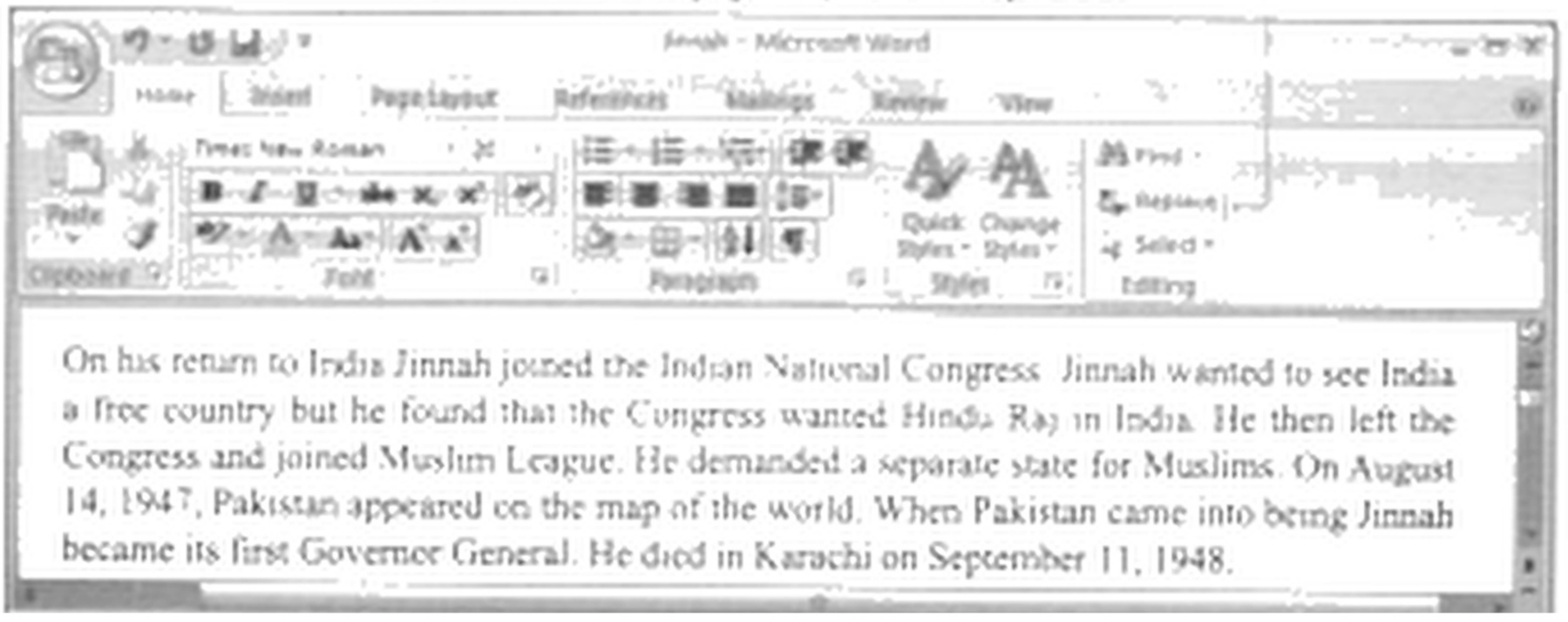
3.2.8 Find and Replace Text

Replace command is used when a user wants to replace a word or phrase with some other word or phrase. This feature can be used to make several changes with a single click.

Replacing Text

Retrieve the document: jinnah.docx

➡ On the *Home Tab*, in the *Editing group* click *Replace*.



➡ *Find and Replace dialogue box* appears.

➡ In the *Find what* box, Type ' Jinnah '.

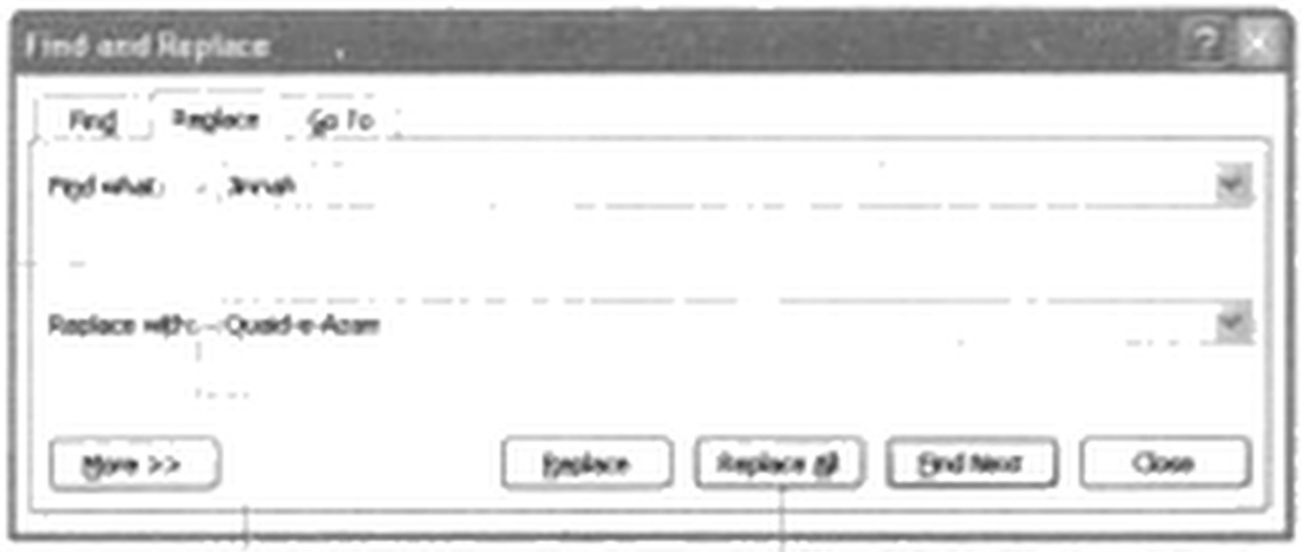


Fig. 3.2.8b Find and Replace dialogue box

➡ In the *Replace with* box, Type ' Quaid-e-Azam '.

➡ Click *Replace All.*

This will replace the word 'Jinnah' with 'Quaid-e-Azam' in the whole document.

➡ Click *OK* to close the message.

Replaced text



Fig. 3.2.8c Replaced text

3.2.9 Using the Thesaurus

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

Using the Thesaurus

Editing Text

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➡ Select the word we want to replace with another word

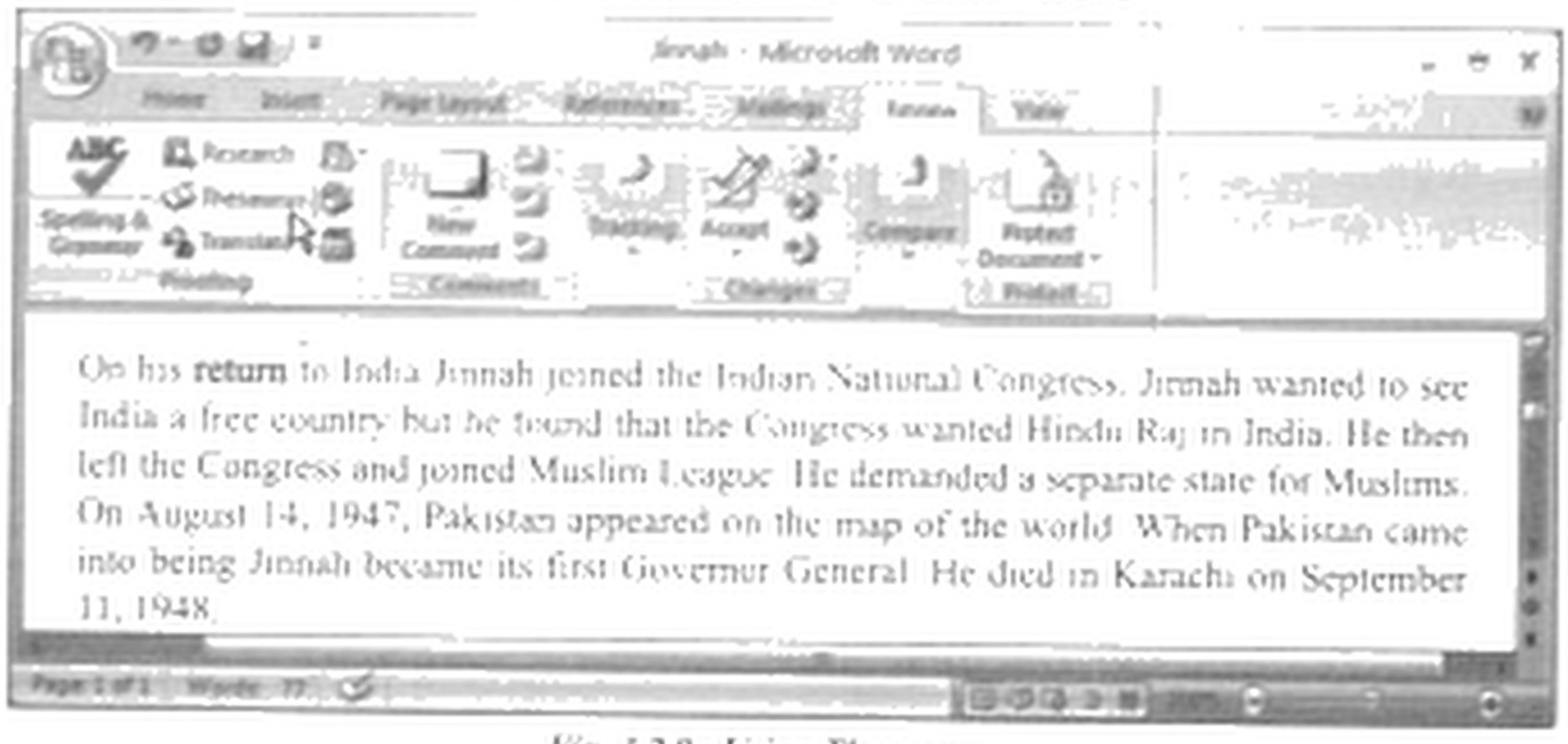


Fig. 3.2.9a Using Thesaurus

➡ On the *Review tab*, in the *Proofing group*, click the *Thesaurus*.

➡ The *Research* task pane appears.

➡ The selected word appears here.

➡ Click *Thesaurus*.

➡ Position the mouse over the word we want to use in the document.

➡ Click the arrow ( ) beside the word we want to use.

➡ Click *Insert* to replace the word in the document.



Click ➡ to find words with similar meanings.

Click this area to display a list of resources we can use to search for information.

Each word that appears in **bold** in this area has a **similar meaning** to the word in the document.

Each word below a **bold** word offers a **synonym** for the bold word.

Replaced text

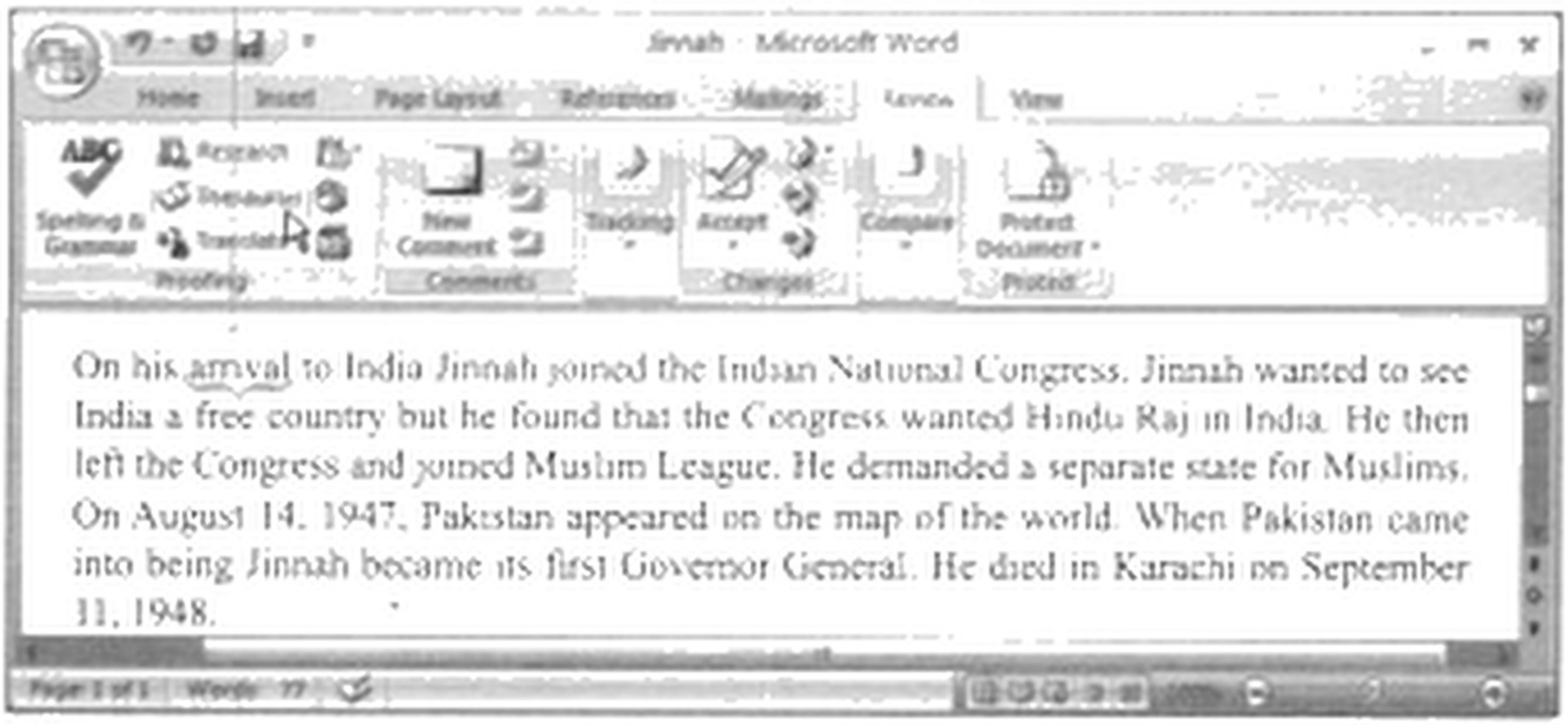


Fig. 3.2.9c Using Thesaurus

3.2.10 Inserting Symbols

A user can insert *symbols* in the document such as copyright symbols, trademark symbols, paragraph marks, etc. which are not on the keyboard.

Inserting Symbol

- Open a blank document.
- Type the following text.

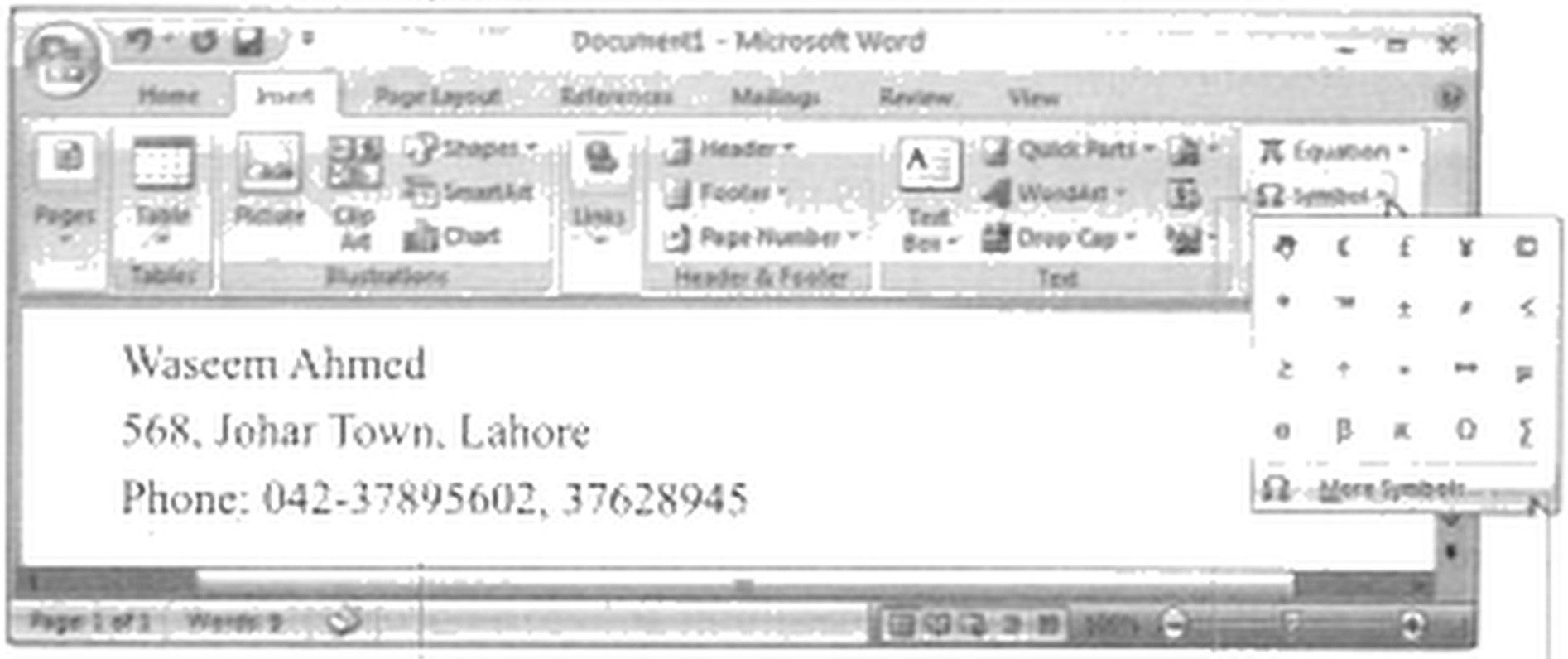


Fig. 3.2.10a Inserting Symbols

Suppose we want to use symbol of phone ☎ here.

- Click *symbols* in the *Insert tab.*

  Most recently used symbols appear in a box.

➡ The *Symbol dialogue box* appears displaying the symbols for the current font.

➡ Select *symbol* for the visiting card.

➡ Click *Insert*.

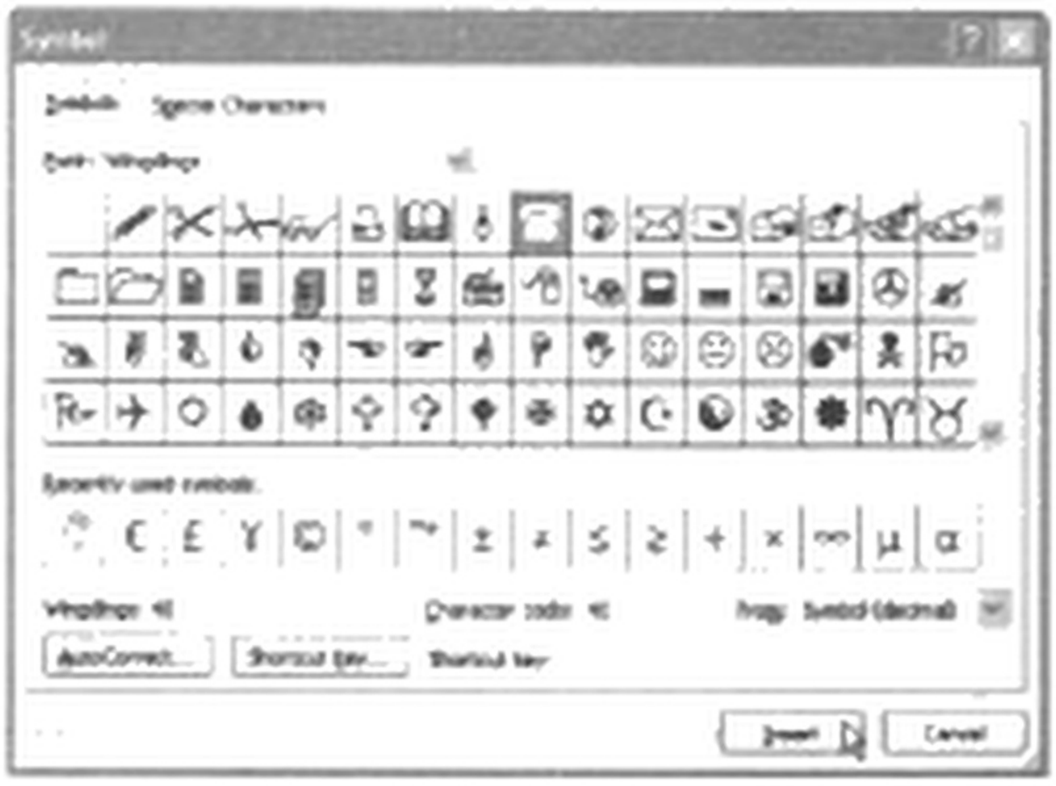


Fig. 3.2.10b Symbol dialogue box

➡ Selected symbol will be inserted.



Fig. 3.2.10c Inserting Symbol

3.2.11 Adding a Comment

A ***comment*** about a selected text can be added in the document. A ***comment*** can be a note, explanation or reminder that a user adds to a document.

Word displays the comment in a balloon in the margin of the document or in the *Reviewing Pane*.

Adding a Comment

- Select the *Web Layout View* or *Print Layout View.*
- Select the text we want to add a comment to. For example "Jinnah".

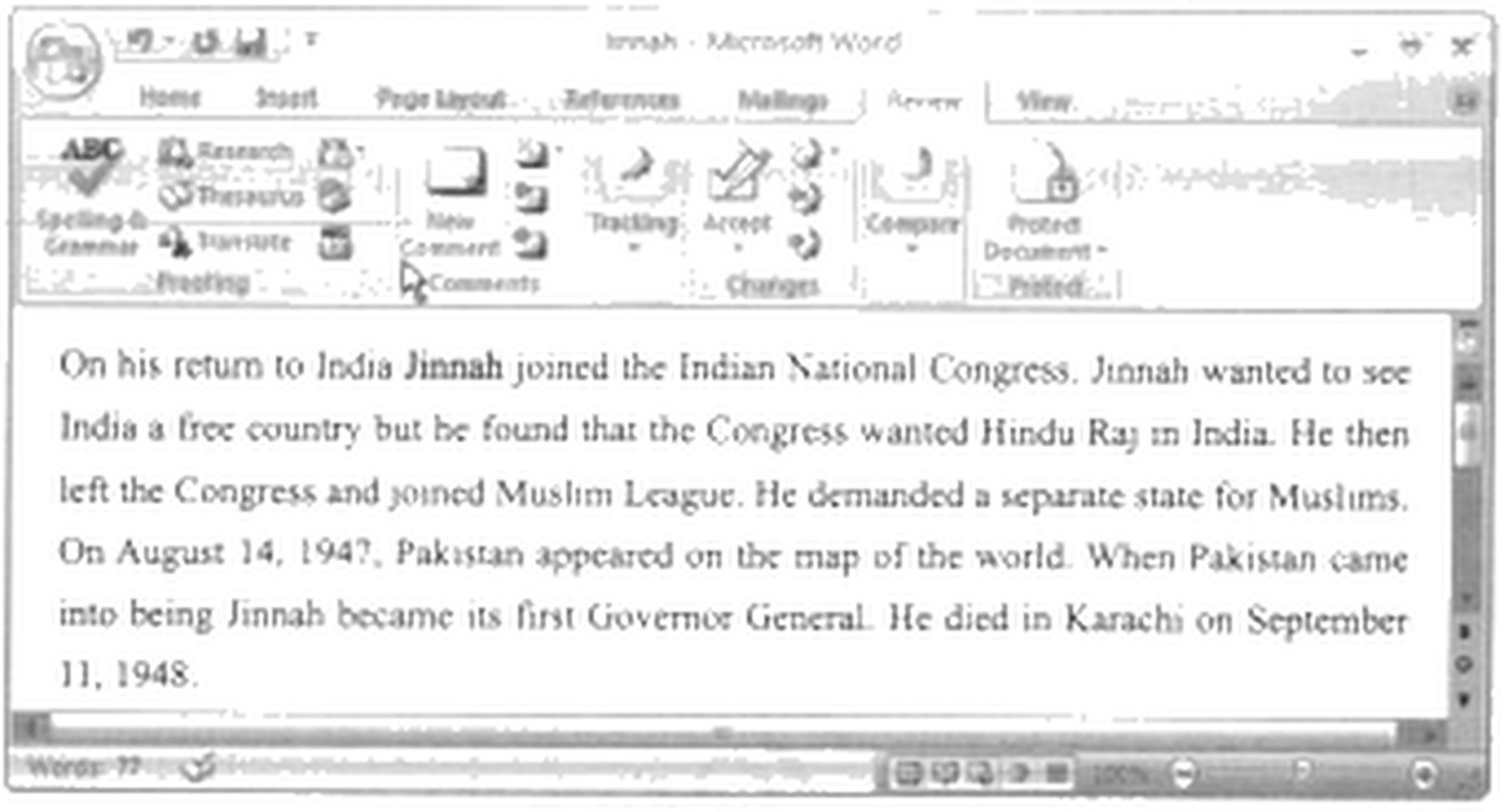


Fig. 3.2.11a Adding a comment

- In the *Review Tab*, Click *New Comment* in the *Comments group.*
- A *Comment balloon* appears in the right margin of the document.

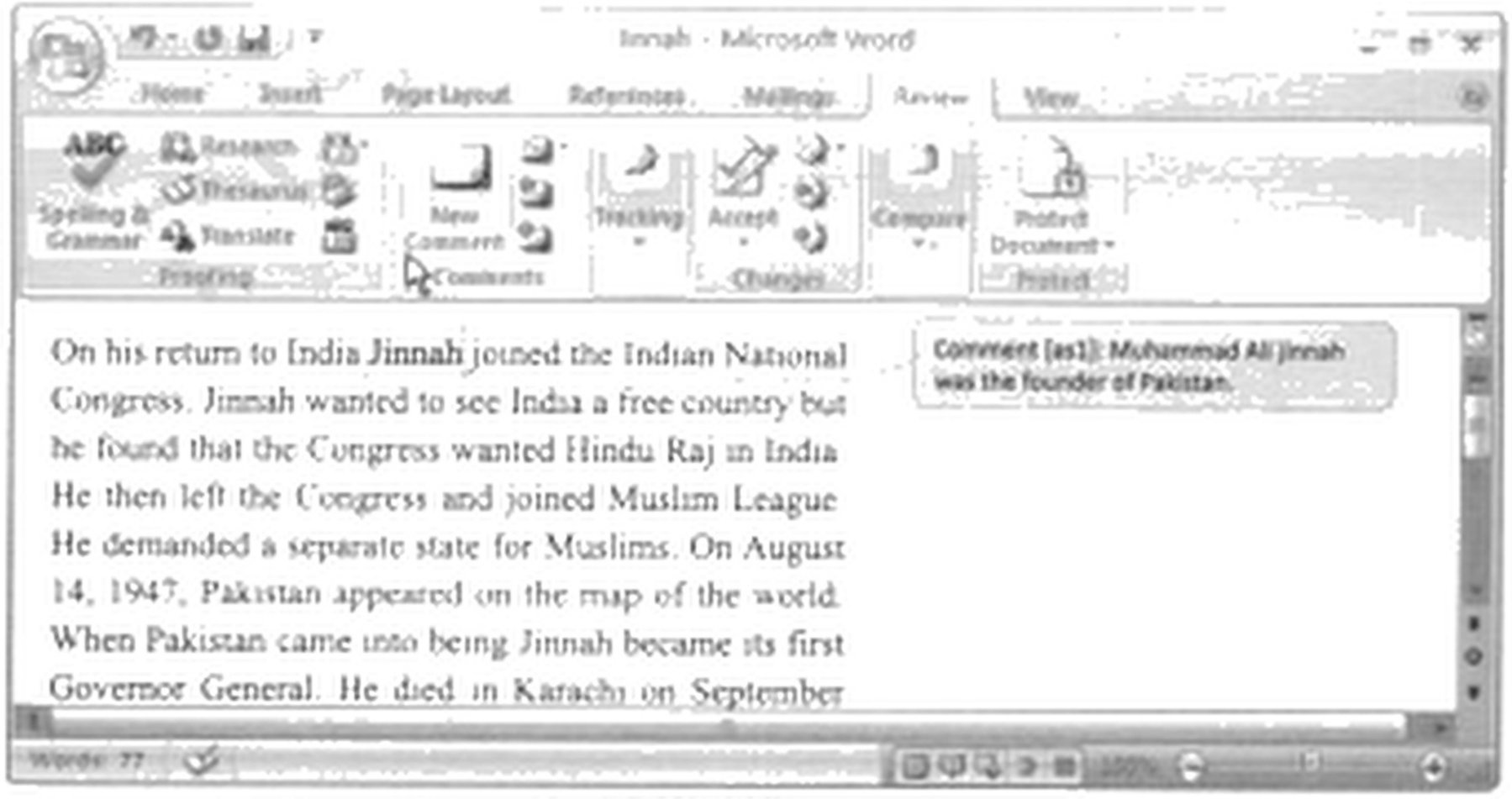


Fig. 3.2.11b Adding a comment

- Type the comment

Deleting a Comment

A user can delete the comment and remove the colour highlight and brackets from the text in the document.

- Click the ***comment balloon*** containing the comment.
- In the *Review Tab*, in the *Comments group*, click ***Delete Comment*** button.

3.3 Formatting Text

Formatting text can enhance the appearance of the document. A user can use various fonts, styles and colours to emphasize important text. A user can also adjust the spacing between lines of text and change the alignment of text.

3.3.1 Fonts

A ***font*** is a set of characters (i.e letters, numbers and symbols) with a specific design. Fonts are used to enhance the appearance of the document. Fonts have names such as Time New Roman, Arial, Verdana, etc.

Methods to Change Fonts

There are three methods of changing fonts.

(i) Changing Fonts using Ribbon

- Open a new blank document.
- Type your name and school's name as follows.

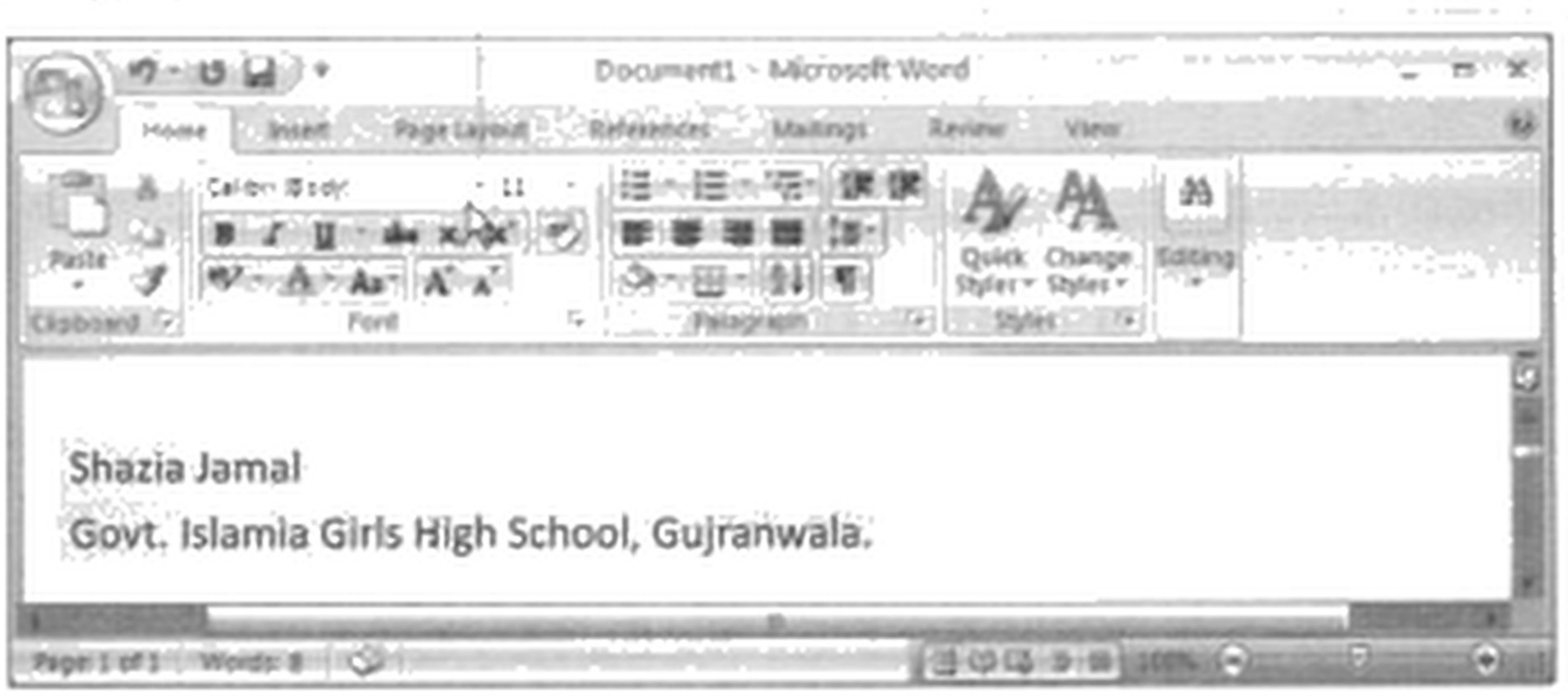


Fig. 3.3.1a Changing fonts using Ribbon

- Select the text

➡ A *drop-down list of fonts* appears.



➡ Choose a new font.

➡ Font of your name and school's name will be changed.

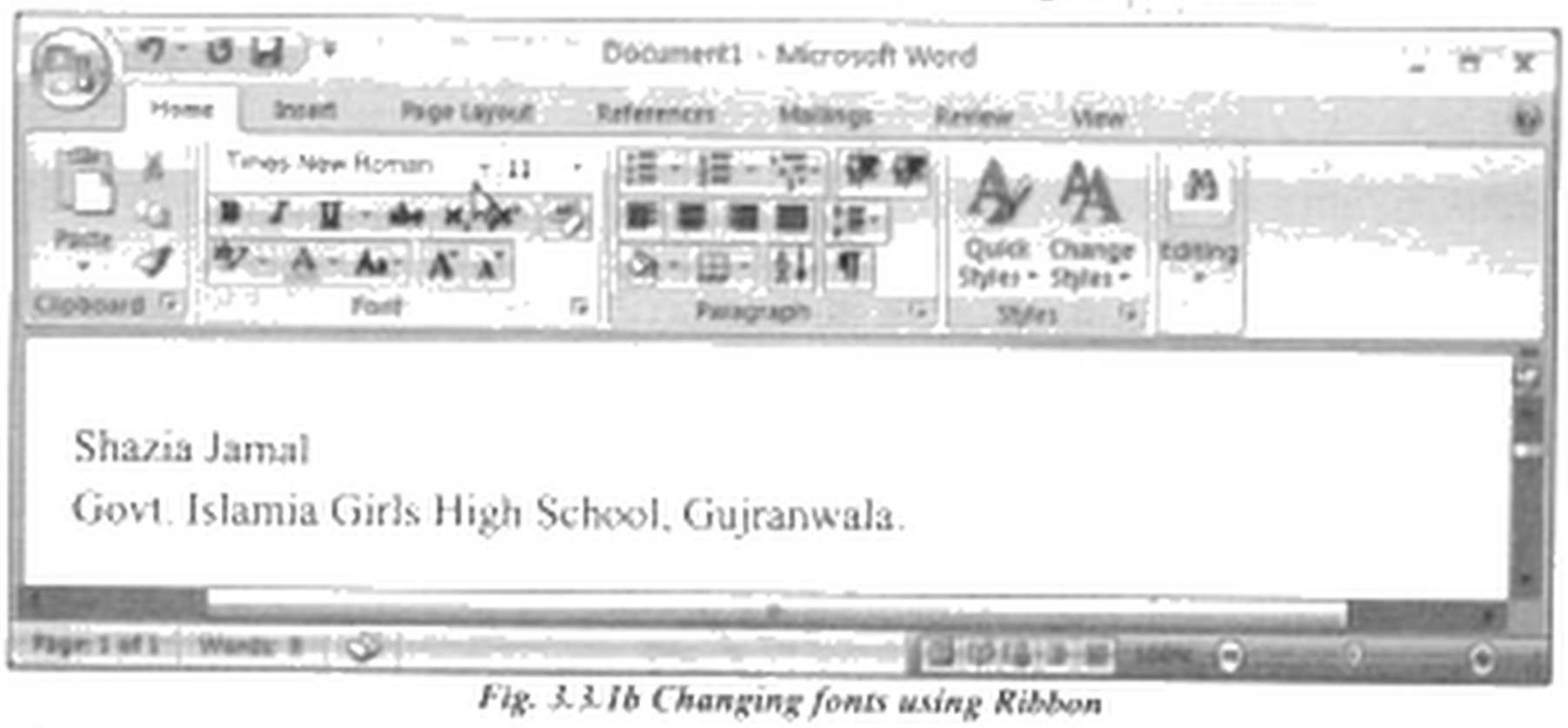


Fig. 3.3.1b Changing fonts using Ribbon

(ii) Changing Fonts using Mini Toolbar

➡ Open a new blank document.

➡ Type your name and school's name as follows

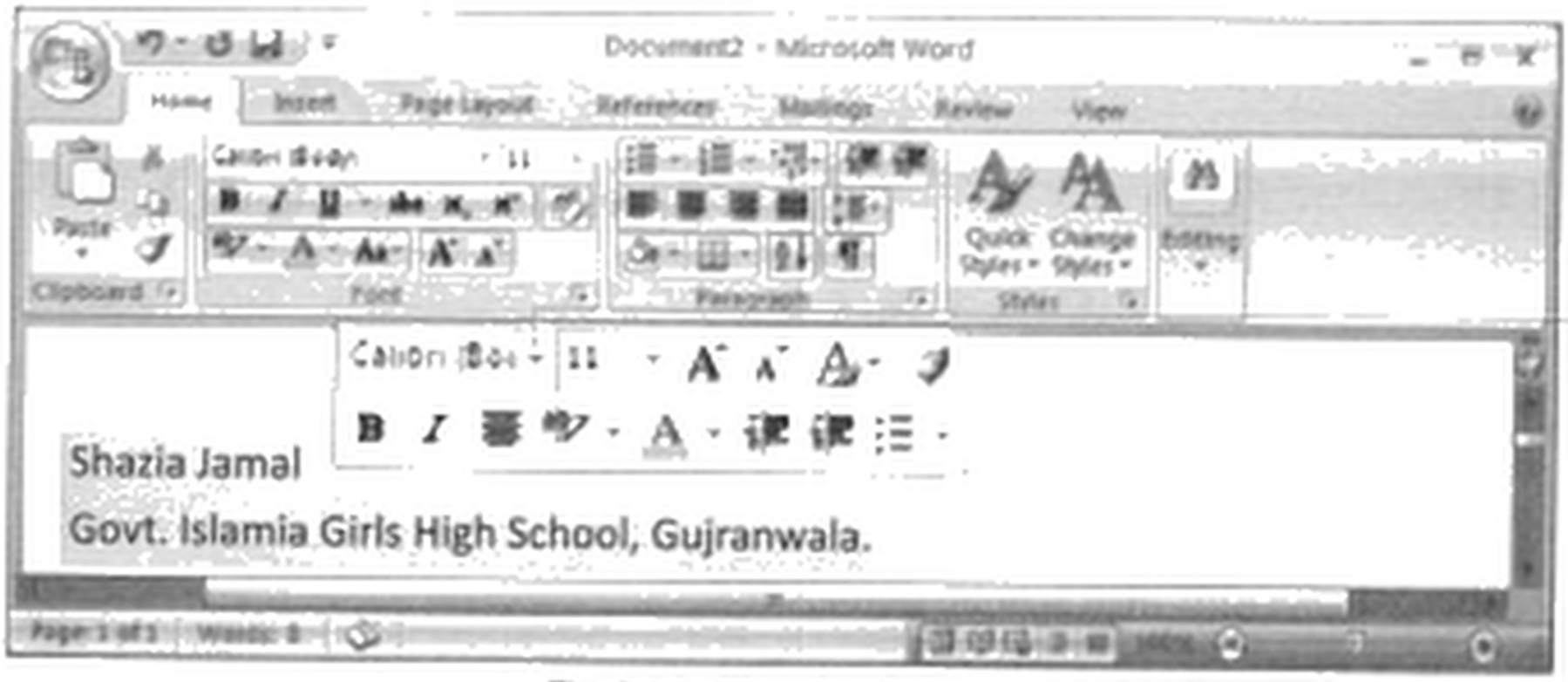
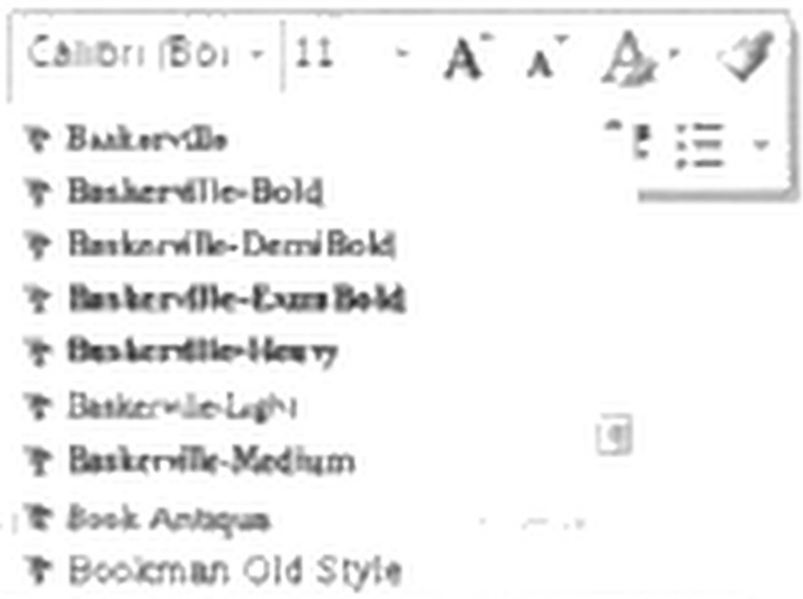


Fig. 3.3.1c Changing fonts using mini toolbar

➡ Select the text.

➡ The *Mini Toolbar* appears automatically.

➡ A drop-down list of fonts appears



➡ Choose a new font.

➡ Font of your name and school's name will be changed.

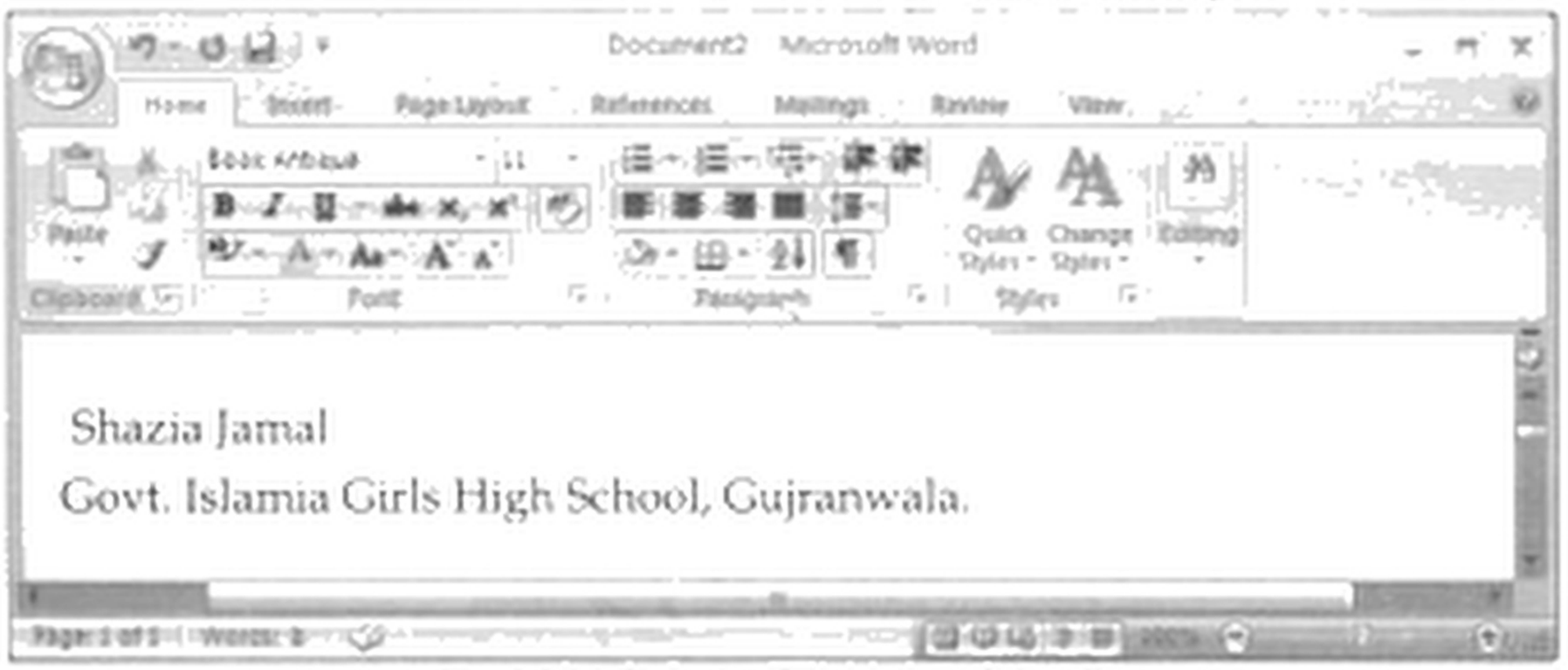


Fig. 3.3.1d Changing fonts using mini toolbar

(iii) Changing Fonts using Font Dialogue Box

➡ Open a new blank document.

➡ Type your name and school's name as follows.



Fig. 3.3.1e Changing fonts using font dialogue box

➡ Select the text.

- *Font dialogue box* appears.
- Choose a new font.
- Click OK.
- Font of your name and school's name will be changed.



Fig. 3.3.1f Font dialogue box

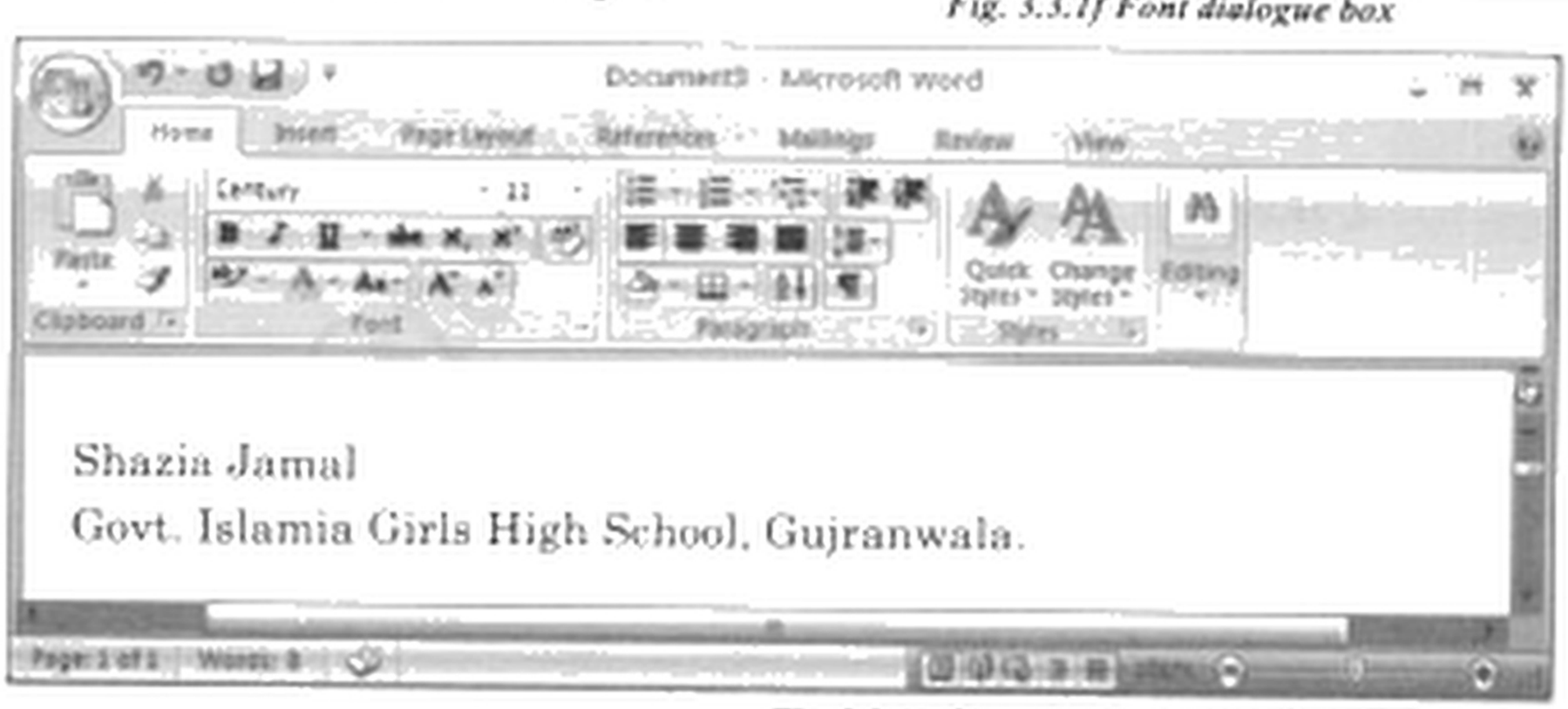


Fig. 3.3.1g Changing fonts using font dialogue box

3.3.2 Font Style

To emphasize information in the document, a user can make the text **bold**, *italic* or underlined. These formatting commands can be activated easily by clicking any of these buttons **B** *I* U respectively.

B **Bold** take our attention

I *Italic* is stylish

U Underline highlights something important.

Changing Font Styles

Do you remember last match between Pakistan and India

➡ Type the following text

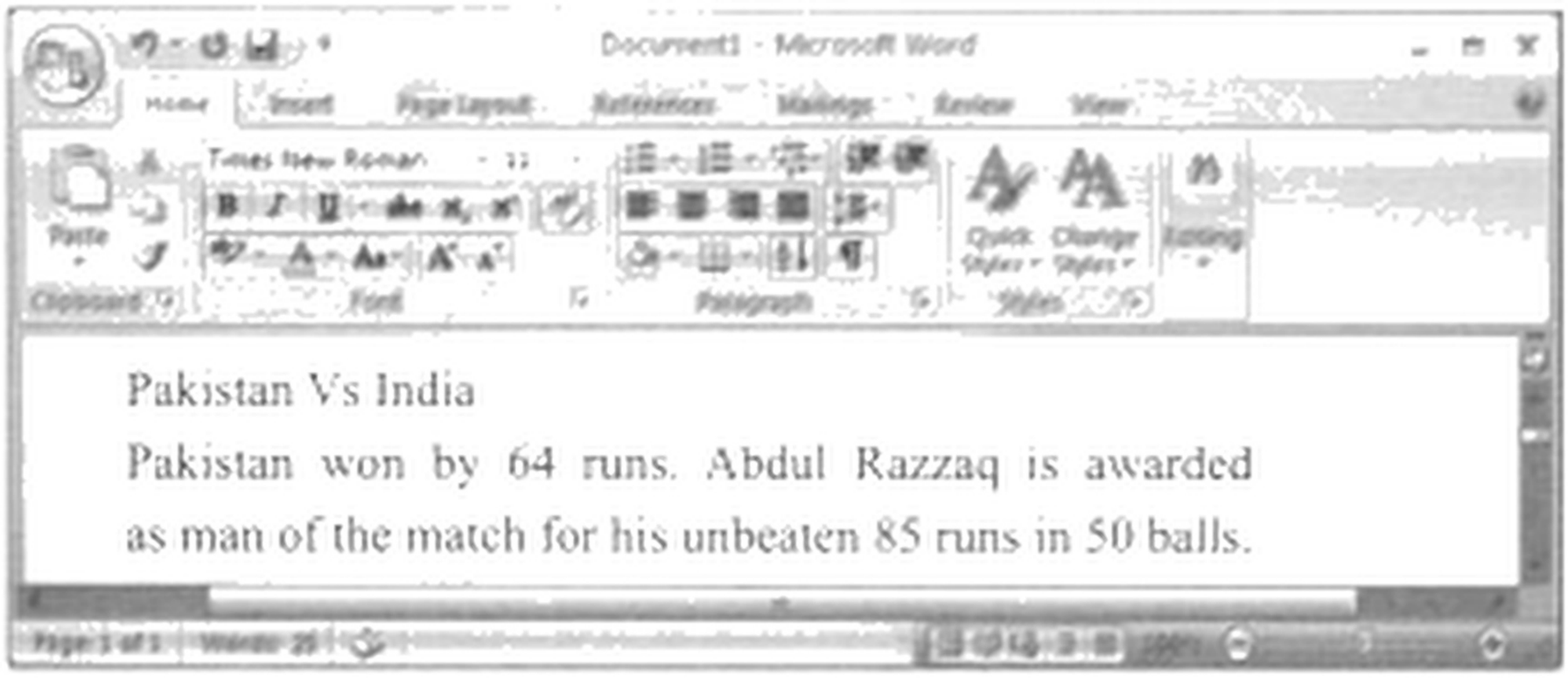


Fig. 3.3.2a Changing font style

➡ Select the first line

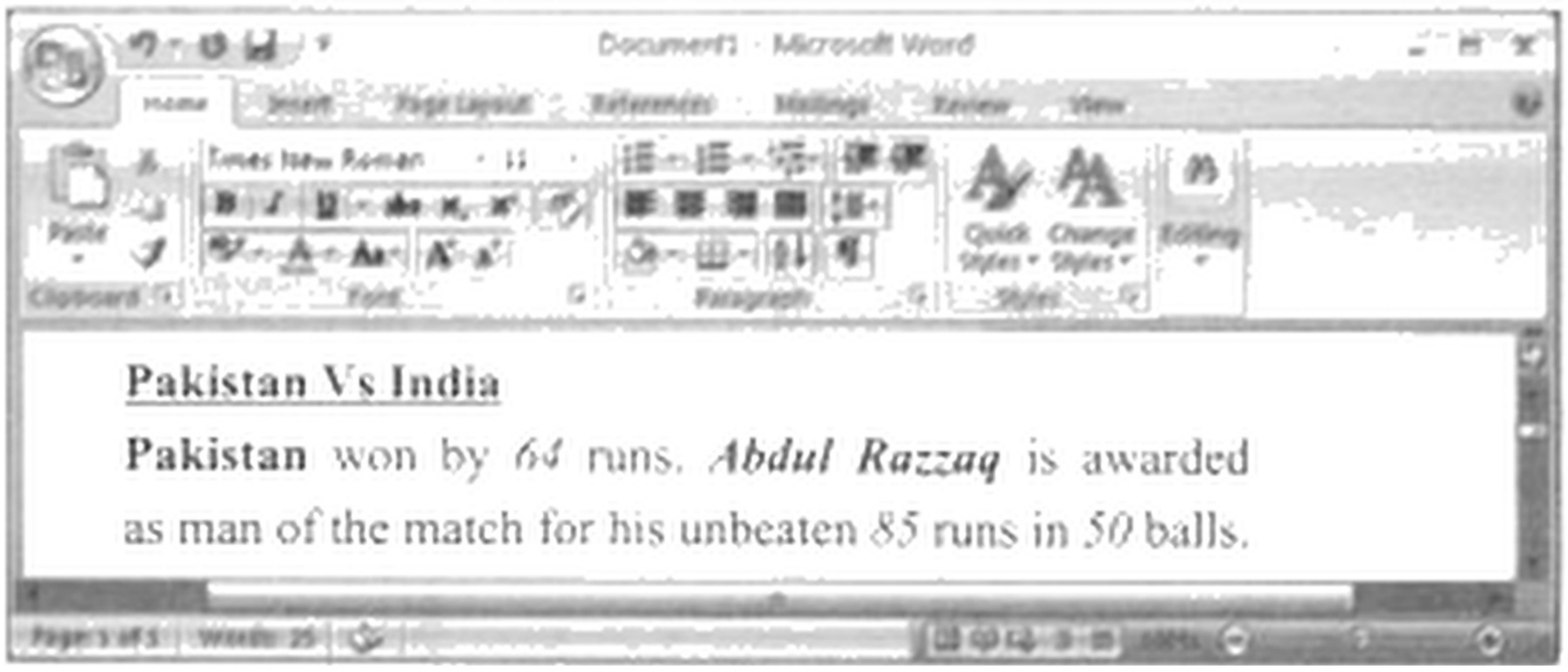
➡ On the *Home Tab*, in *Font group*, click this **B** button or press *Ctrl + B* to make it bold and **U** underlined or press *Ctrl + U*.

Pakistan Vs India

➡ In next line, select the word *"Pakistan"* and make it ***bold*** too.

➡ Select all the figures like *64, 85 and 50* make them *italic* or press *Ctrl + I*.

➡ Select the name *"Abdul Razzaq"* and make it ***bold and italic.***



3.3.3 Text Colour

A user can change the colour of text to make the document more attractive and beautiful.

Changing Text Colour

- Open previous file.
- Colour it as given below.

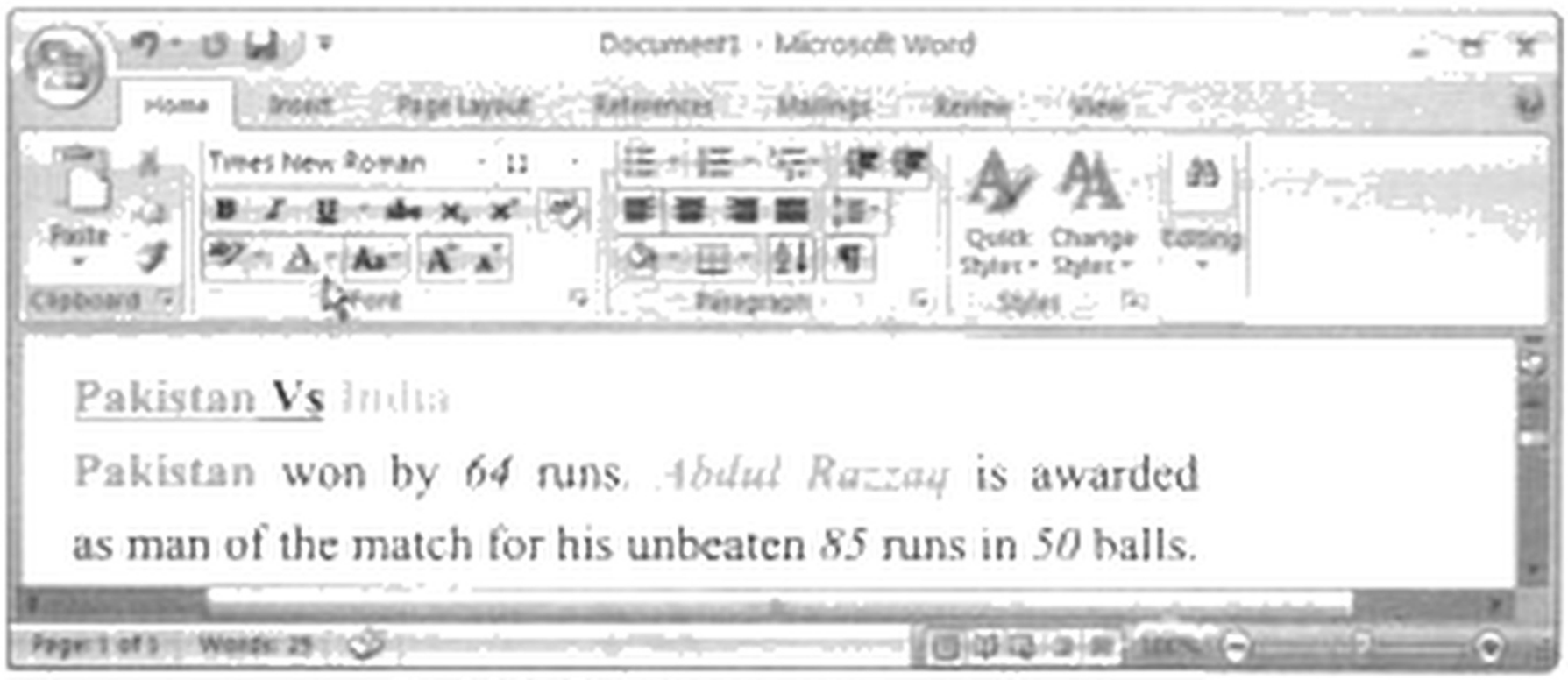


Fig. 3.3.3a Changing text colour

- It can be done by selecting a word and clicking here, on the *Home Tab* and in *Font group*.
- A list of colours appears
- Select the required colour.



Fig. 3.3.3b Theme colors

3.3.4 Highlight Text

Highlighting tool is used to mark and find important text in the document.

Highlighting the Important Text

Retrieve the document *finnish.docx*.

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➡ Suppose we want to highlight important dates in the following paragraph.

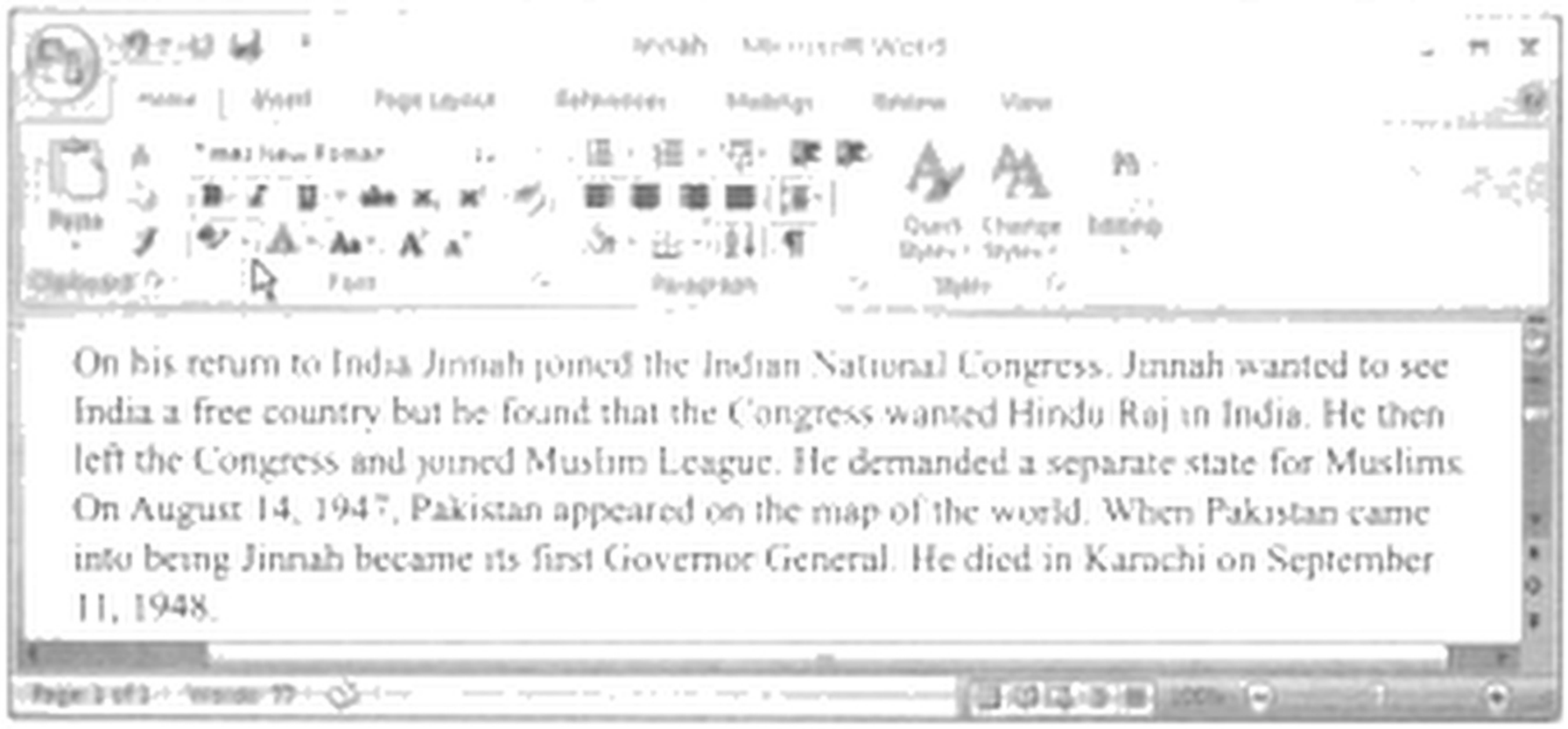


Fig. 3.3.4a Highlight the text

➡ On the *Home Tab*, in *Font group*,
click this button
to display available highlight colours.

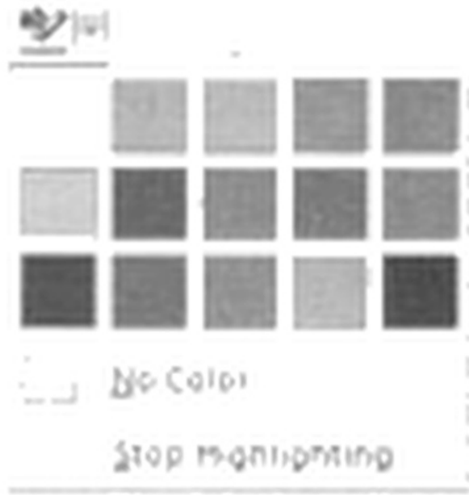


Fig. 3.3.4b Available highlight colours

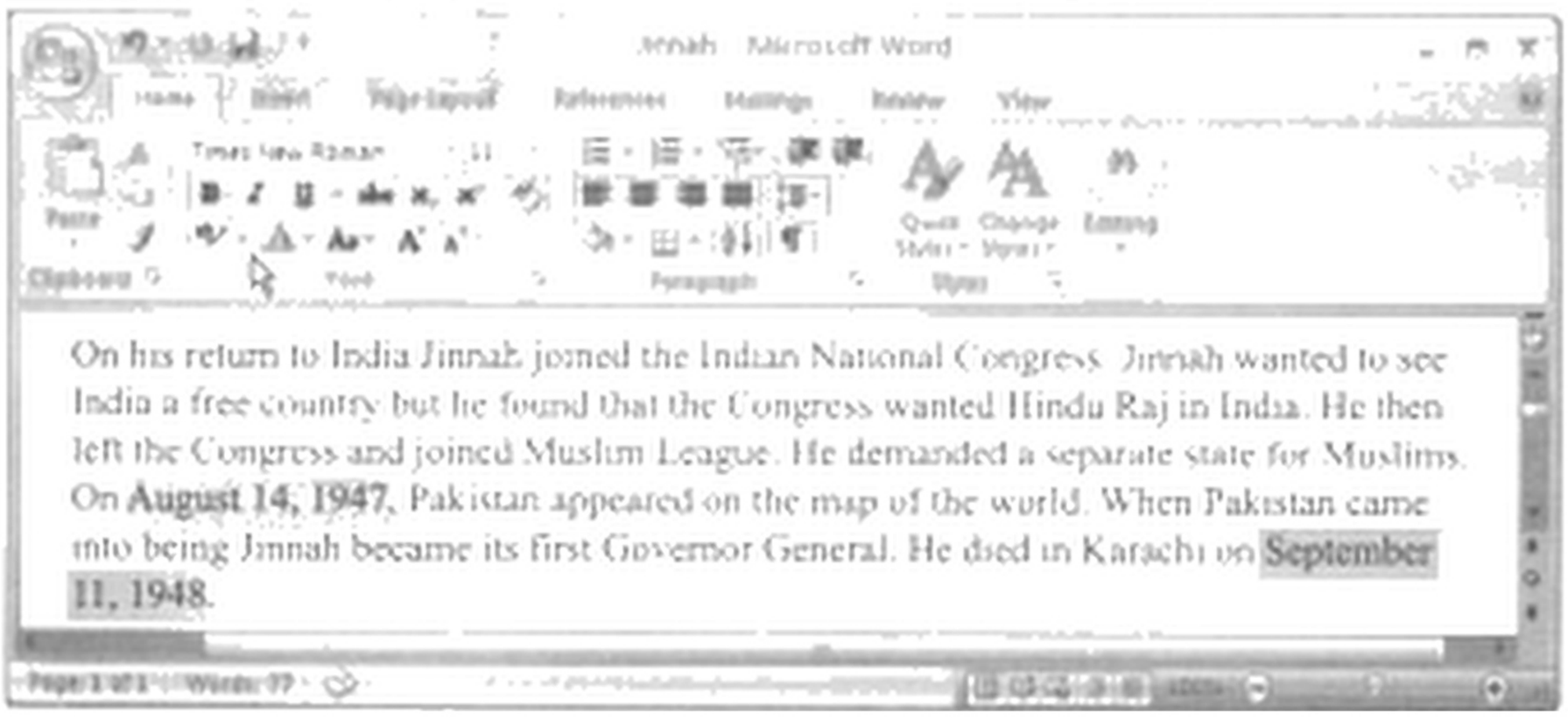
➡ Click highlight colour we want to use.

➡ The mouse I changes to when it is over the document.

➡ Select each area of text by dragging the mouse.

➡ The selected text appears highlighted.

➡ After finishing highlight text, click this button again or press Esc.



3.3.5 Alignment of Text

Alignment is the way in which text is placed between margins of the page. Text can be lined up at the left, center or right side of the page.

Left Align

Aligns text at the left margin. This is the default setting. Left alignment of text is found in most documents.

Center

The text is centralized on a line. It can be used in a card, on an envelope and in a listing.

Right Align

Aligns text at the right margin. This can be used for addresses.

Full Justification

The text is justified on both sides. It can be seen in books, newspapers, magazines and reports.

Alignment of Text

➡ Type a short poem.

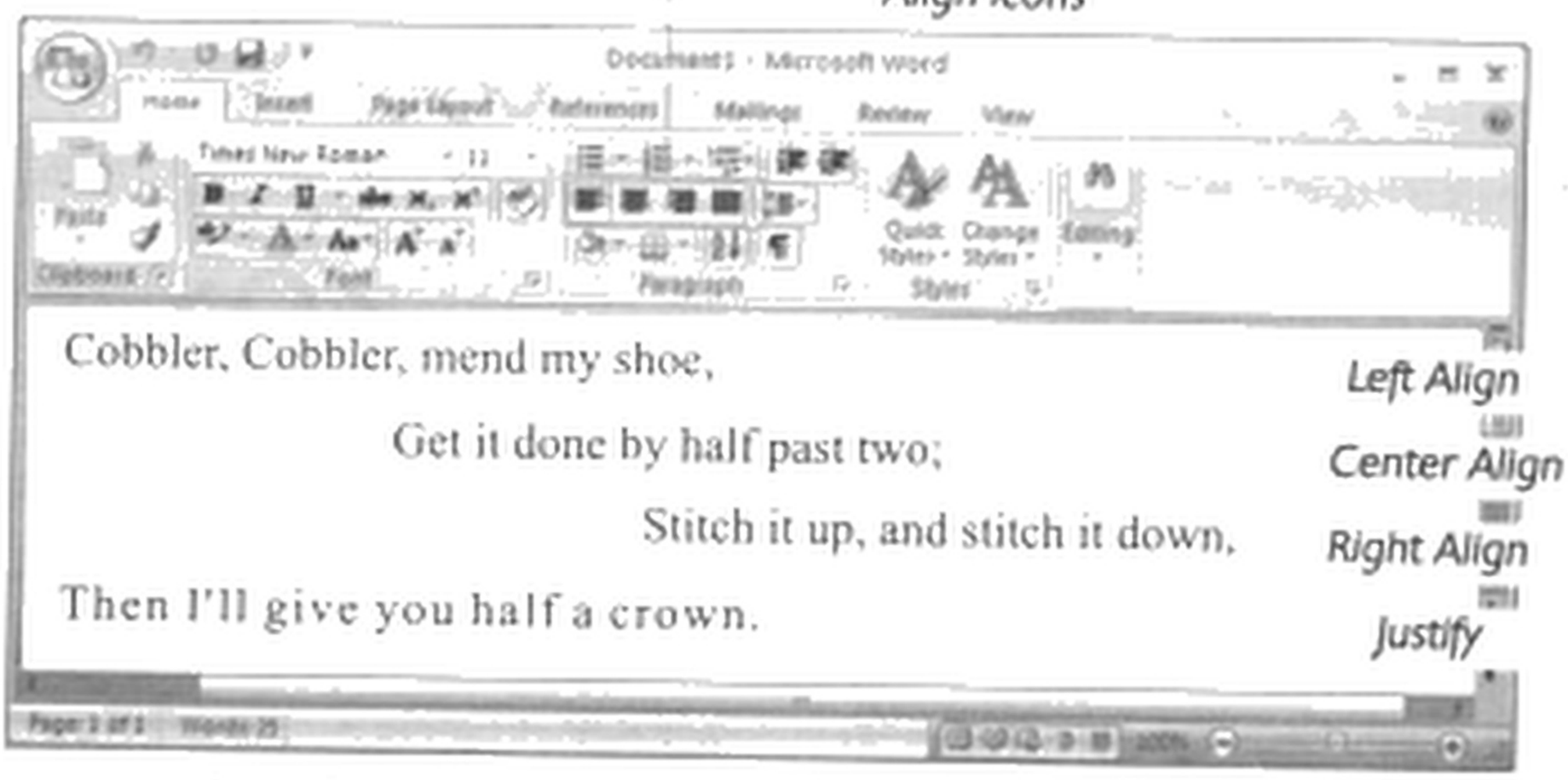


Fig. 3.3.5 Alignment of text

➡ Hold Ctrl and press A to select it all.

➡ On the *Home Tab*, in the *Paragraph group*,

3.3.6 Change Line Spacing

Line spacing determines the amount of vertical space between lines of the text in a paragraph. By default, lines are single-spaced.

Changing Line Spacing

Retrieve the document *Jinnah.docx*.

Line Spacing Button

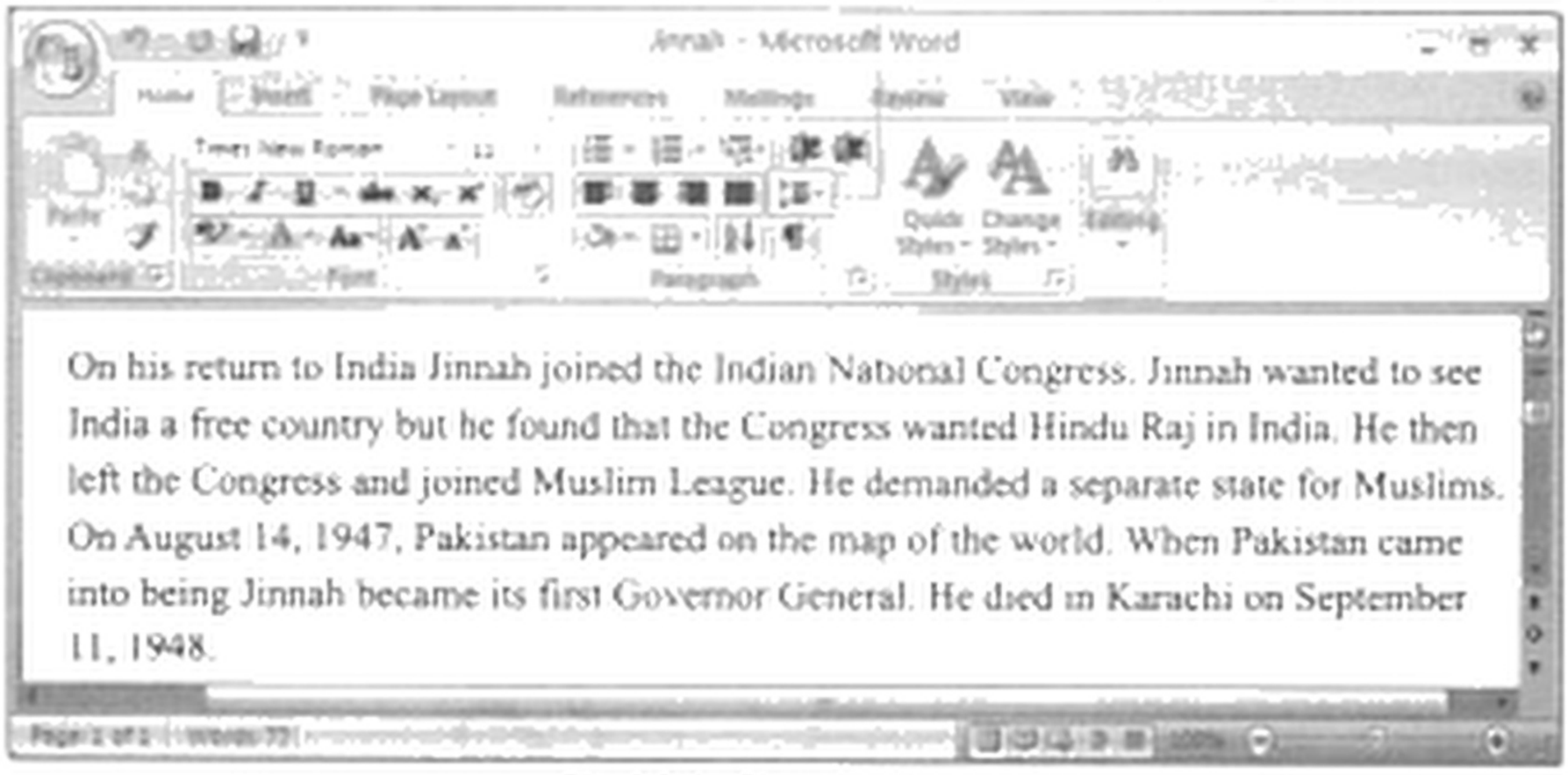


Fig. 3.3.6a Changing line spacing

➡ Hold Ctrl and press A to select it all.

➡ On the *Home Tab*,
in the *Paragraph group*,
click *Line Spacing button*
to display the available *Line Spacing options*.



➡ Click the required *Line Spacing option*.

➡ Click each *Line Spacing option* one by one to see new layouts.

3.4 Formatting Paragraphs

A user can organize ideas and add structure to a document by creating a bulleted or numbered lists. A user can increase or decrease the indentation of a paragraph or group of paragraphs. Borders can also be used in the document to draw attention to important information.

3.4.1 Bulleted or Numbered List

To organize text and make it easy to read, a user can use numbers and bullets.
A ***bullet*** is a small symbol such as a circle or square etc. that marks an important line of information (list).
When someone wants to show items in a sequence, numbers are used to mark lists.

Adding Bullets (A Shopping List)

- Open a new blank document.
- Type the following shopping list



Fig. 3.4.1a Adding bullets

- Select this shopping list except heading.
- On the *Home Tab*, in the *Paragraph group*, click this button to add bullets.

➡ The *bullets dialogue box* appears.



Fig. 3.4.1b Symbol bullets dialogue box

➡ Click the style we want to use.

➡ Click *OK* to confirm the selection.

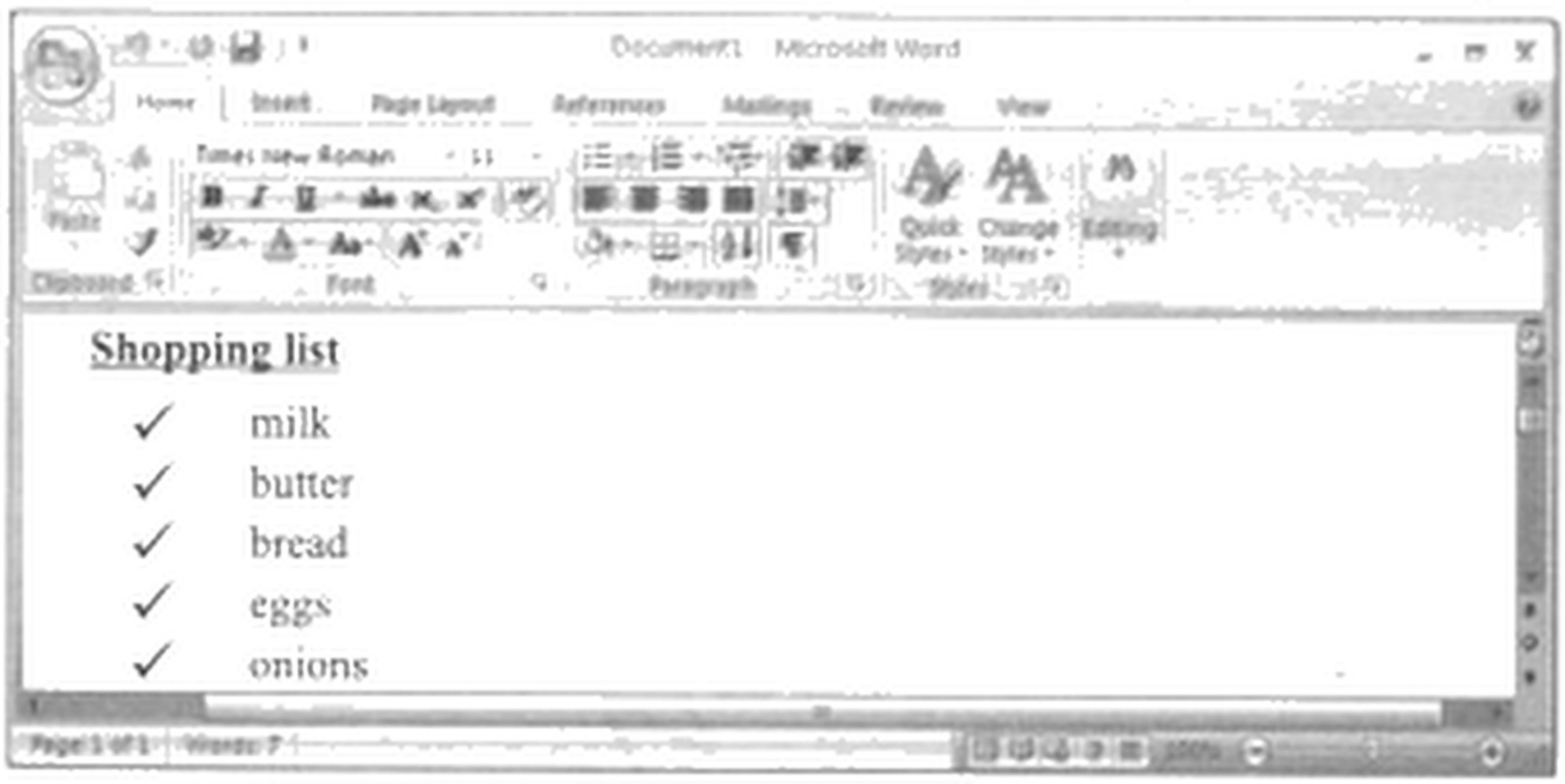
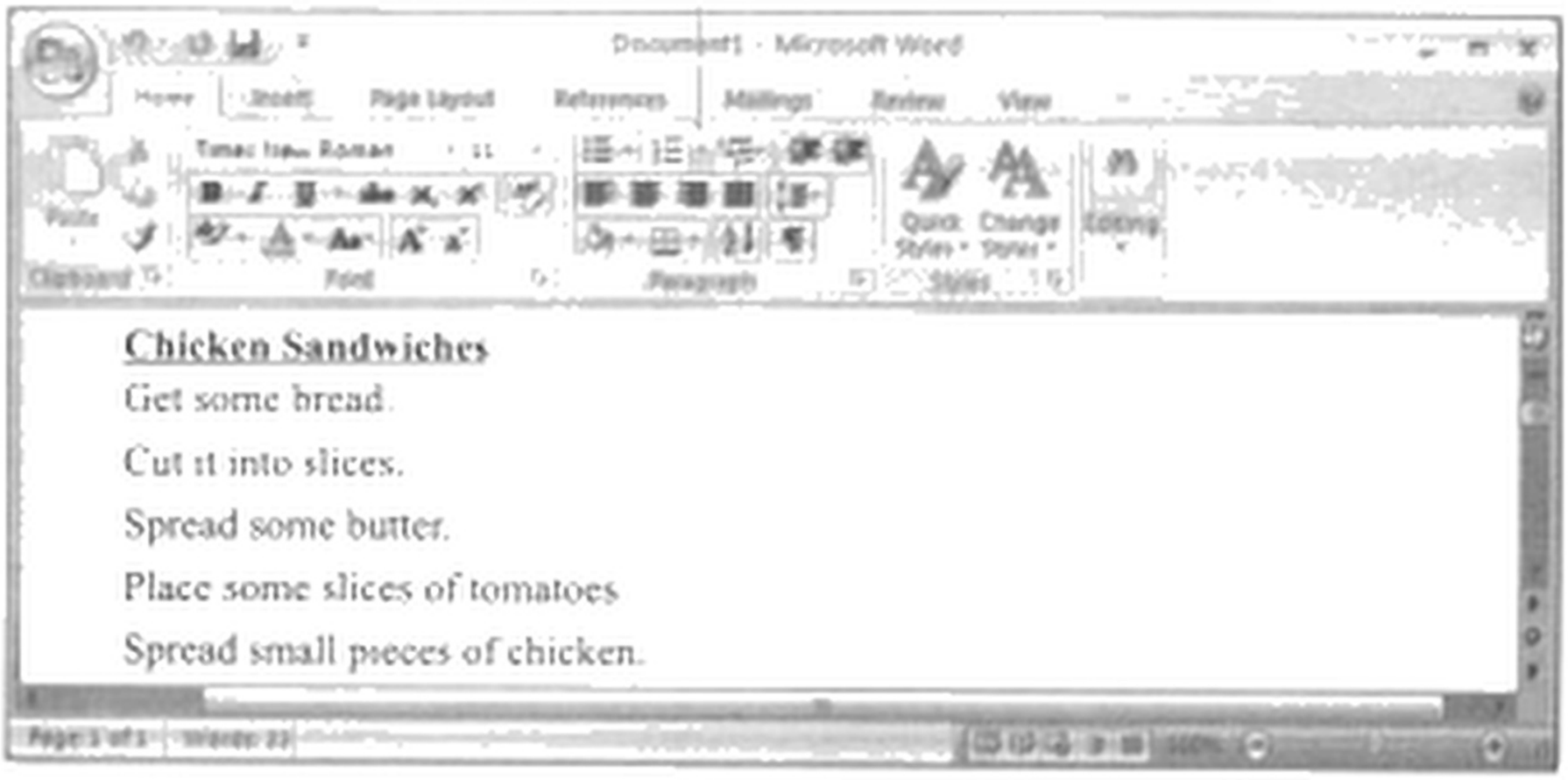


Fig. 3.4.1c Adding bullets

➡ To remove bullets from a list, select *None.*

A Number List (Sandwich Recipe)

➡ Type the following recipe.



➡ Select this recipe except heading.

Fig. 3.4.1d Adding number list

➡ A *dialogue box* appears.



Fig. 3.4.1e Number bullets dialogue box

➡ Click the style we want to use.

➡ Click **OK** to confirm the selection.

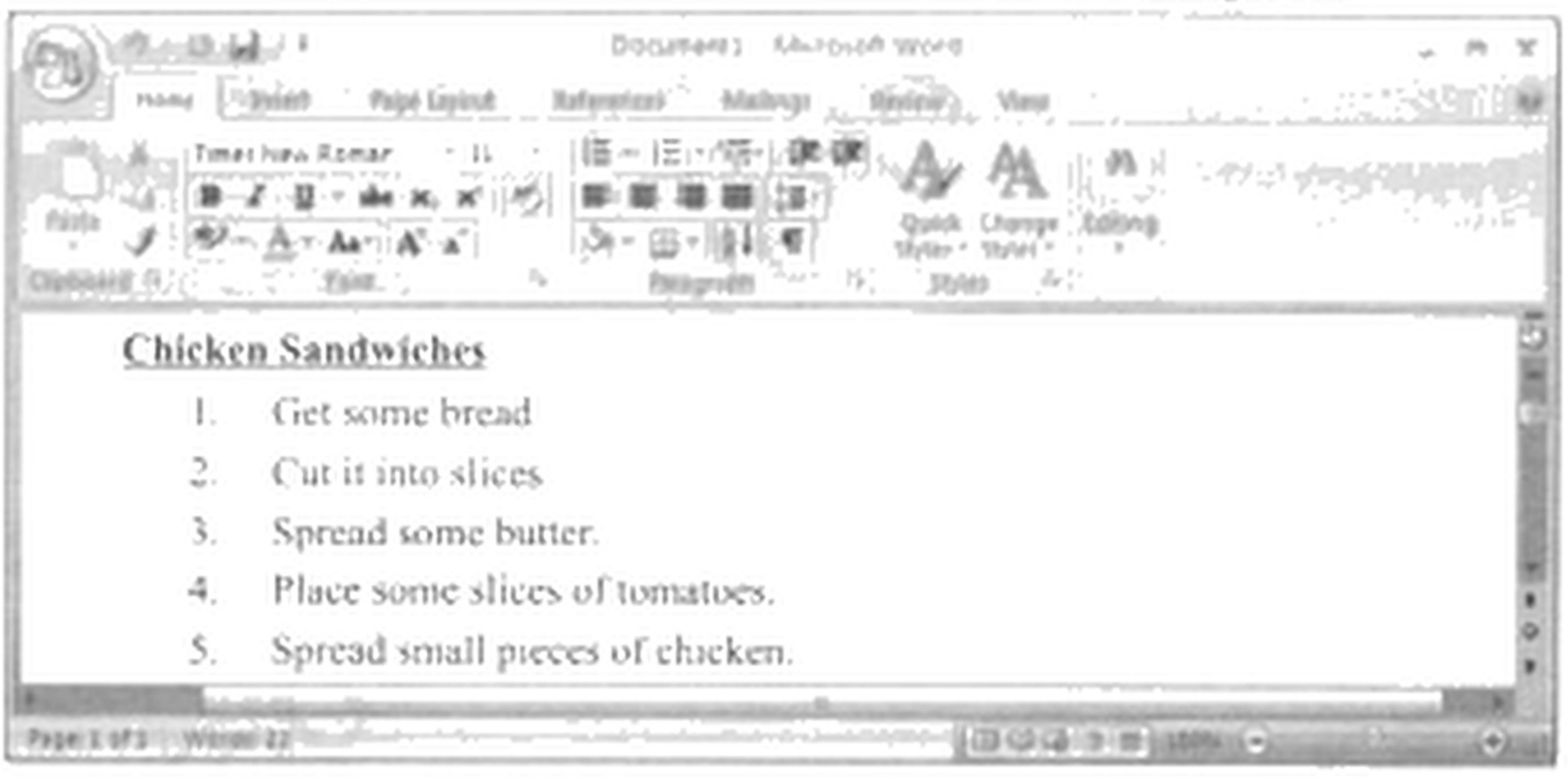


Fig. 3.4.1f Adding number list

➡ To remove bullets from a list, select **None**.

You can create a bulleted or numbered list as you type.

1. Type * to create a bulleted list or type **1.** to create a numbered list. Then press the spacebar.
2. Type the first item in the list and then press ↵ key. Word automatically adds a bullet or number for the next item.

➡ To finish the list, press the ↵ key twice.

3.4.2 Indent Paragraphs

An *indent* is the space between text and the margin. Indentation determines the width of lines in the paragraph. Within the margins, a user can increase or decrease the indentation of a paragraph or group of paragraphs. *Word* offers several indent options.

First Line Indent



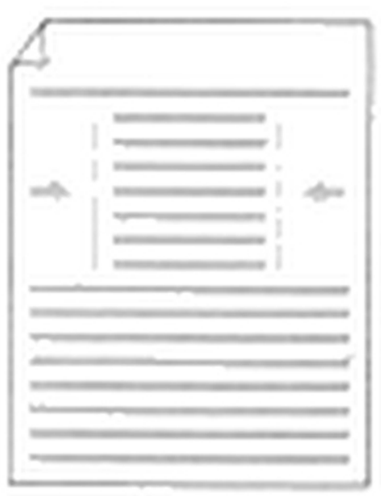
Indents only first line of a paragraph.

Hanging Indent



Indents all but first line of a paragraph.

Indent Both Sides



Indents both left and right sides of a paragraph.

➡ A user can move these symbols ⧖ ⌂ on the Horizontal Ruler to indent paragraphs in a document.



- These symbols indent the left edge of a paragraph.

- This symbol (⌂) indents the right edge of a paragraph.

➡ First Line Indent

➡ Hanging Indent

➡ Right Indent

➡ Left Indent

To indent text with extra precision, select one of the following on the Home Tab, in Paragraph group...	
 Click *Increase Indent button.* Text moves 1/2 inch from the left margin.	 Click *Decrease Indent button.* Text moves 1/2 inch to the left margin.

First Line Indent

Retrieve the document Jinnah.docx.

➡ Divide it into two paragraphs. For this press ↵ key in the beginning of fourth line.

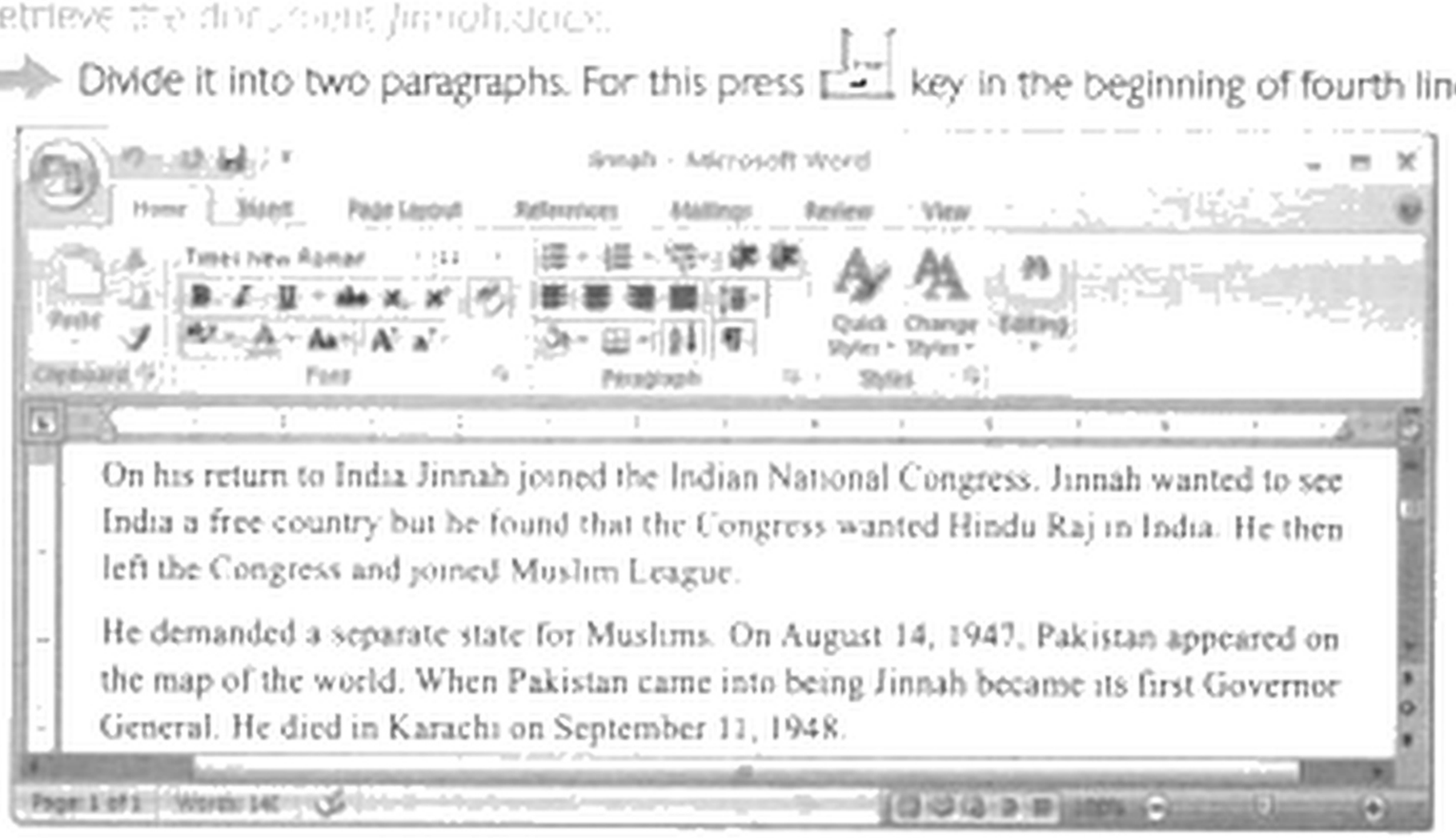


Fig. 3.4.2a First line indent

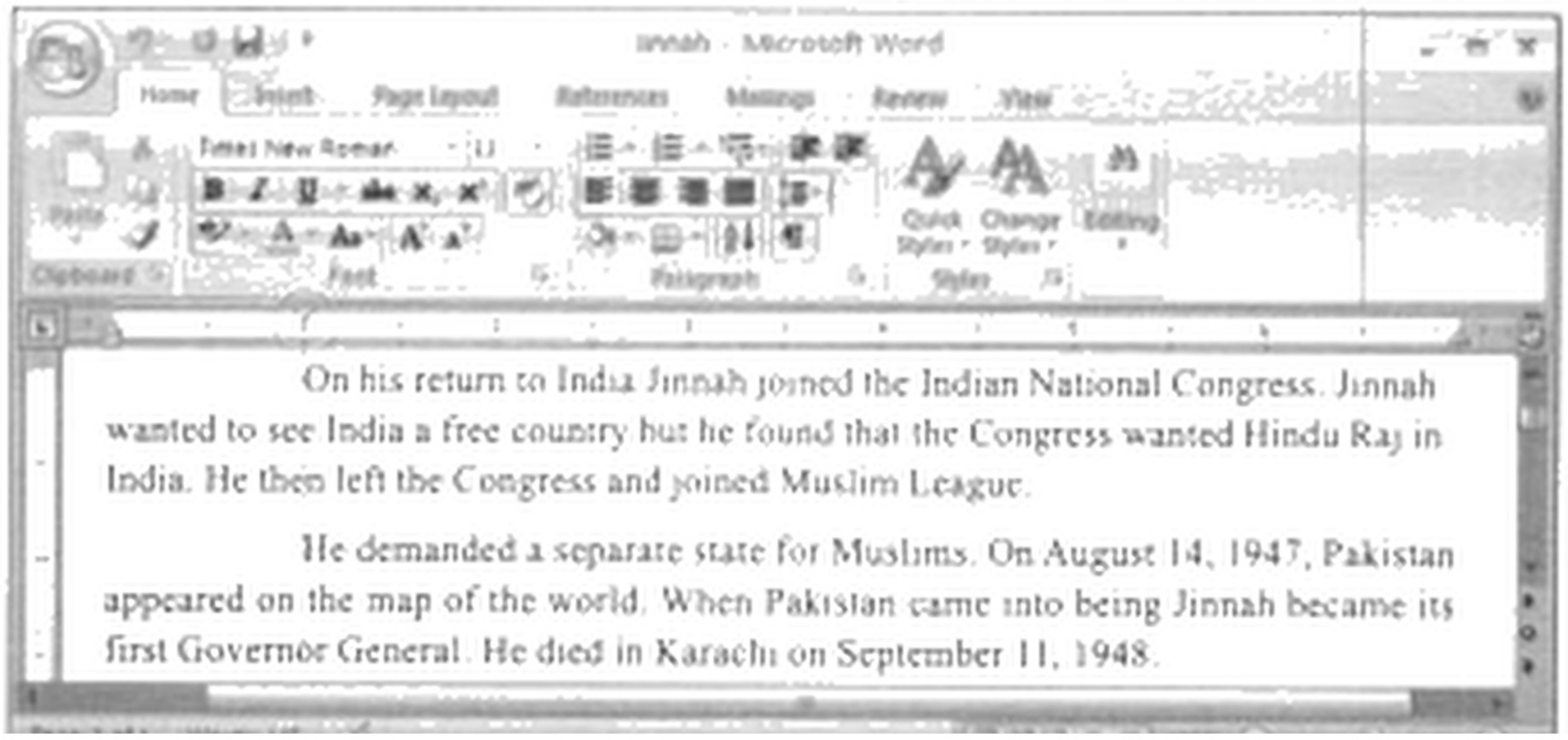
➡ Click any where in the first paragraph.

➡ Move this symbol (▽) at 1 on the horizontal ruler .
This will indent first line of the first paragraph.

➡ Click any where in the second paragraph.

➡ Move this symbol (▽) at 1 on the ruler .
This will indent first line of the second paragraph.

First Line Indent



Hanging Indent

Retrieve the document jinnah.docx

➡ Divide it into two paragraphs. For this, press ↵ key in the beginning of fourth line.

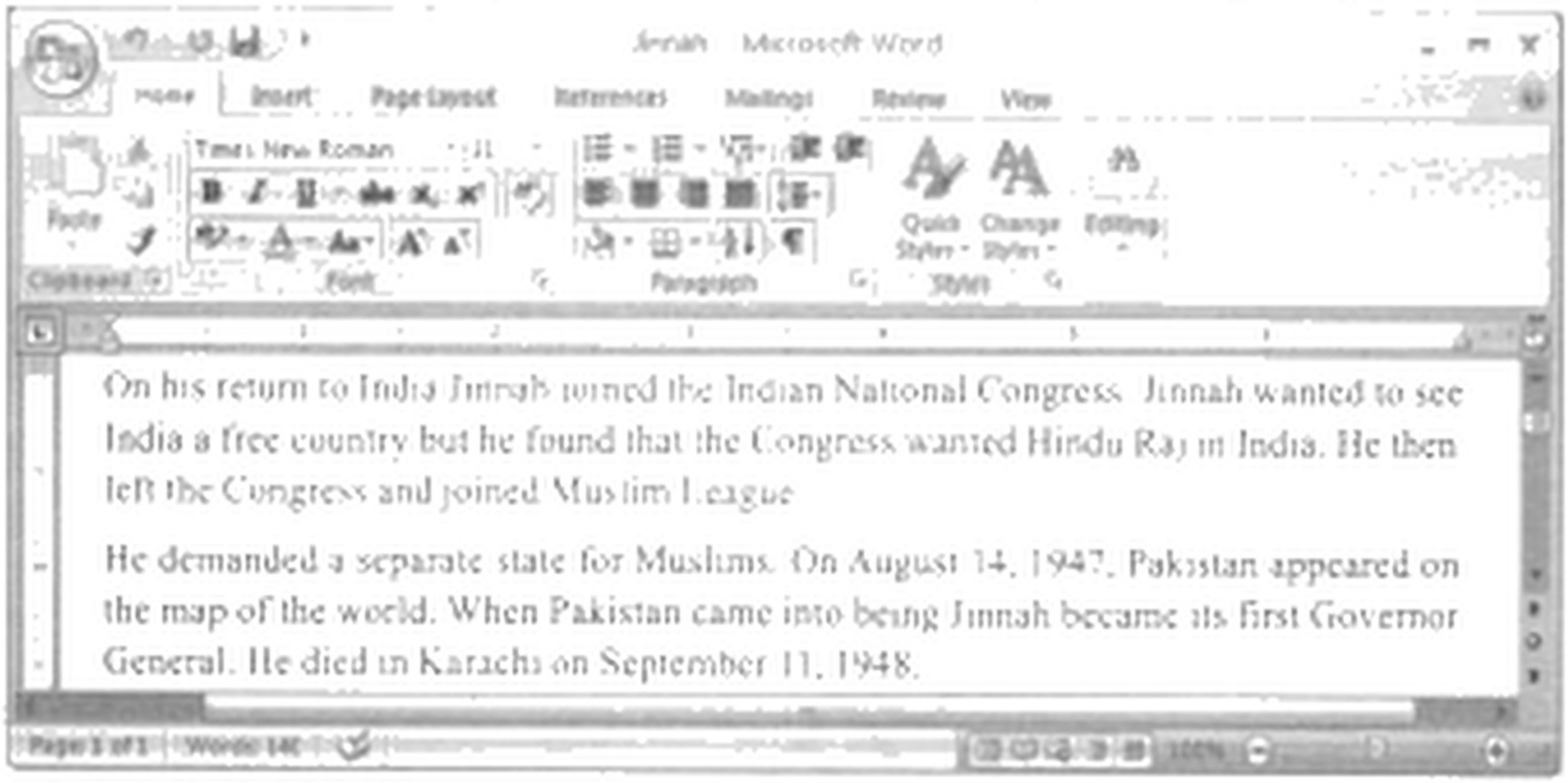


Fig. 3.4.2c Hanging indent

➡ Click anywhere in the first paragraph.

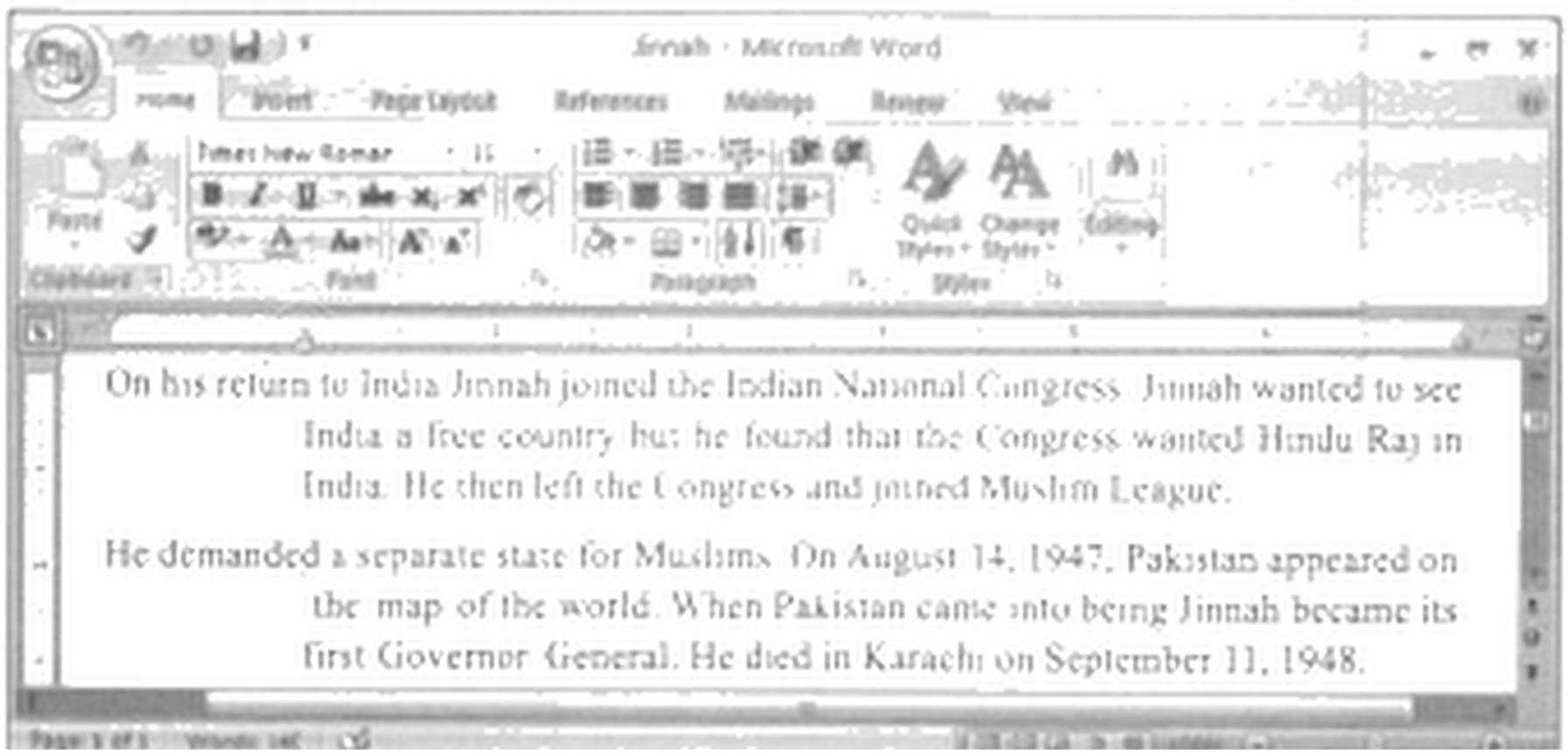
➡ Move this symbol (⬠) at 1 on the horizontal ruler. This will indent first paragraph except first line.

To move the hanging indent drag it by using the upper portion. ⬠

➡ Click any where in the second paragraph.

➡ Move this symbol (⬠) at 1 on the ruler .
This will indent second paragraph except first line.

Hanging Indent



Indent Both Sides

Retrieve the document Jinnah.docx

➡ Divide it into two paragraphs. For this press ↵ key in the beginning of fourth line.

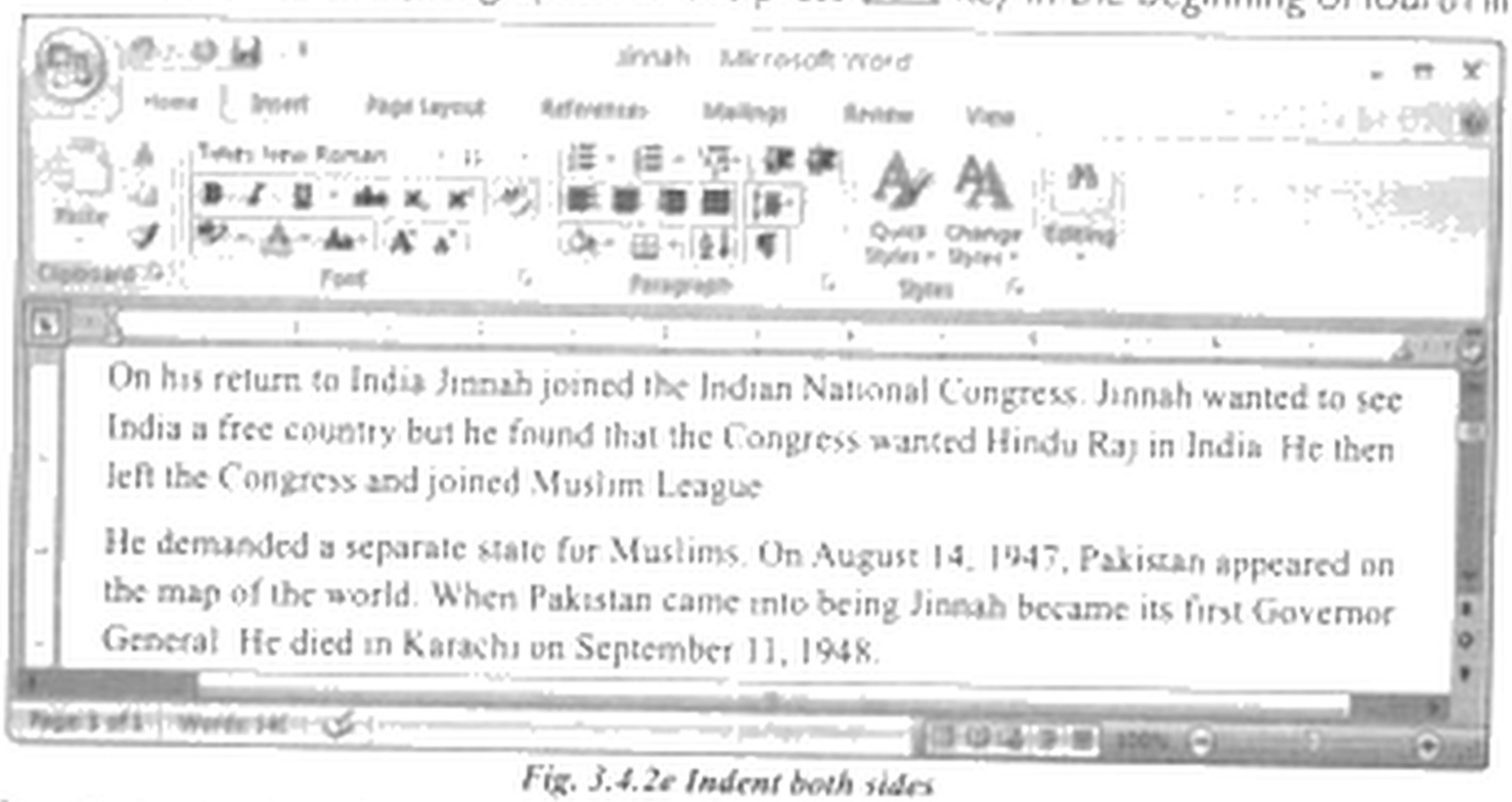


Fig. 3.4.2e Indent both sides

➡ Click anywhere in the second paragraph.

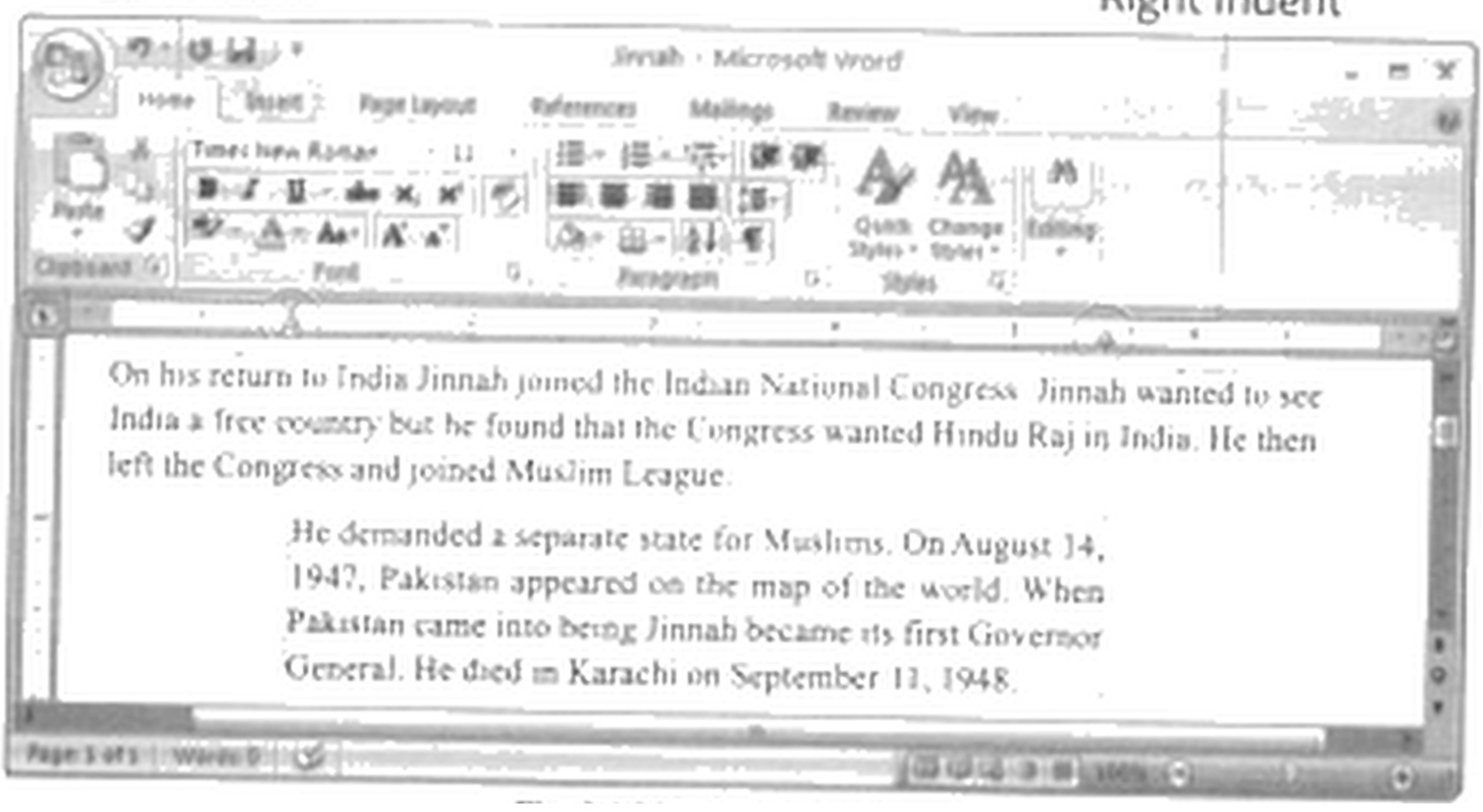
➡ Move this symbol (⧖) at 1 on the horizontal ruler.

To move the left indent drag it by using the rectangle ⧖

➡ Move this symbol (⏢) at 5.5 on horizontal ruler from the right side.

Left Indent

Right Indent



3.4.3 Aligning Text with Tabs

A tab is used to position text at a specific location in the document. A user should use tabs rather than the spacebar to vertically align the text because tabs are more accurate and faster to change.

Aligning Text with Tabs

- Change the font size to 18.
- Type names of your three friends and press Enter.
- Type three more names and press Enter.
- Continue this for three or four lines.

Amir Naeem Babar
Raheem Fawad Badar
Kamran Imran Qamar
Jameel Zeshan Irfan

- Click between the names and press Tab to put them in columns.

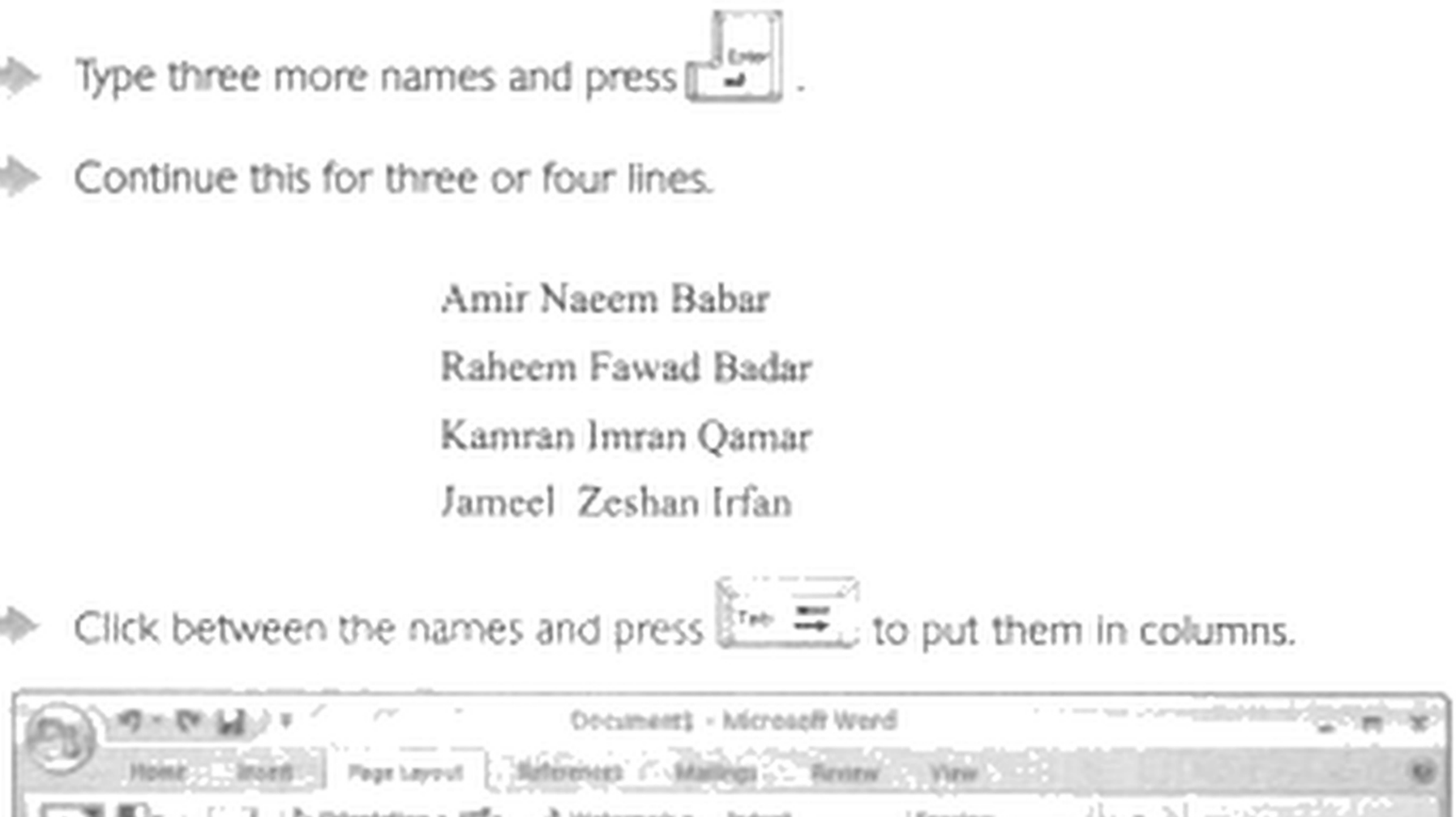
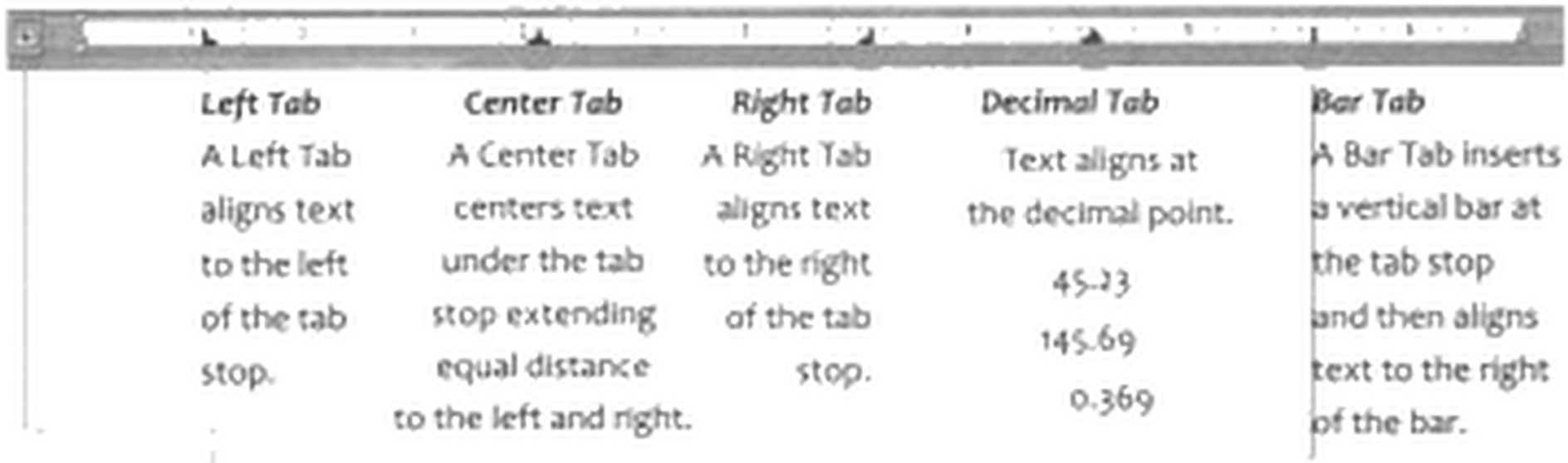


Fig. 3.4.3 Aligning text with tabs

- We can press Tab ... but on these lines if the names are long

3.4.4 Tab Stop

A ***tab stop*** is the location where text moves when someone presses the *Tab* key. By default, tab stops are located at every 1/2 "(0.5 inch) from the left margin, but a user can modify tab stops. ***Word*** provides five tab-stop alignment styles.



We can quickly set tabs by clicking the **tab selector** at the left end of the horizontal ruler until it displays the type of tab that we want and then clicking the ruler at the location we want.

Setting Tab Stops

➡ Type your name and school's name as follows.

Left align tab

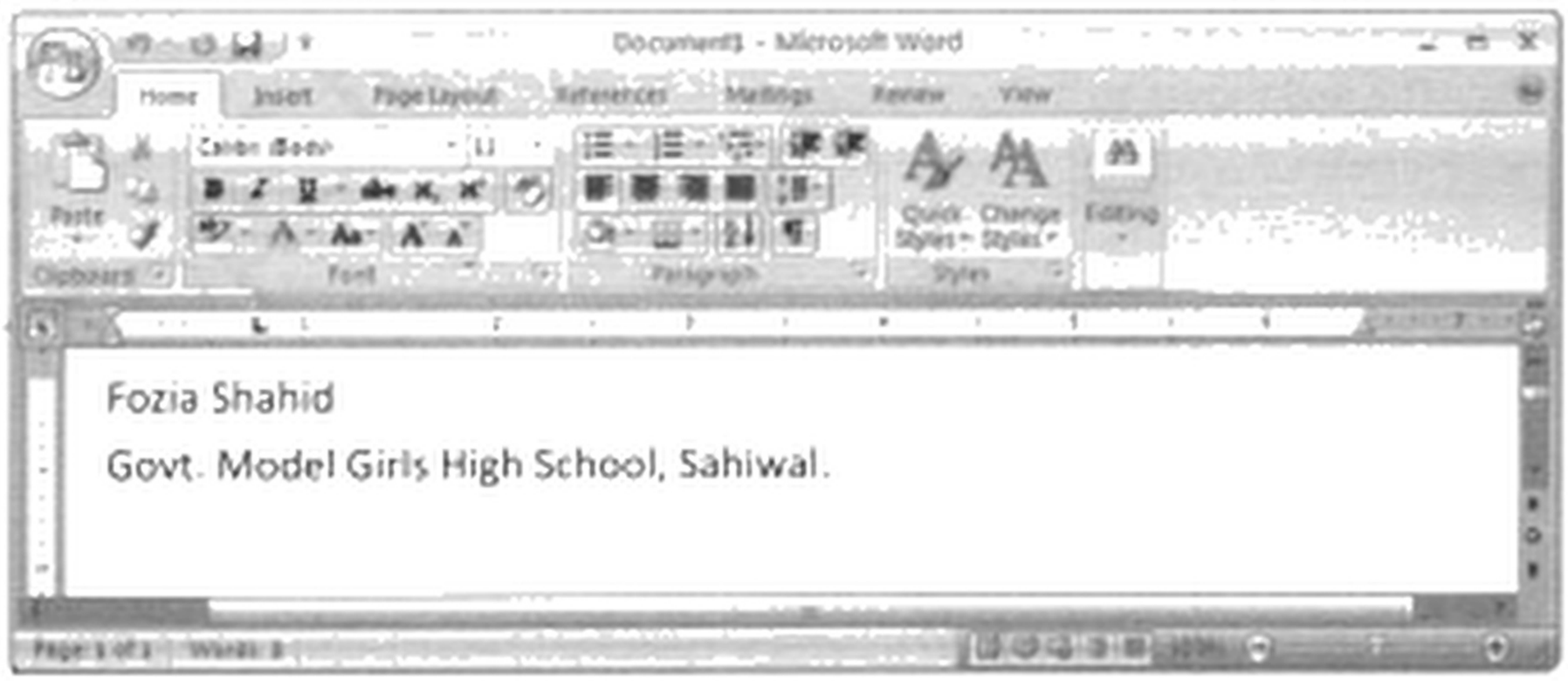


Fig. 3.4.4a Setting tab stops

➡ Select the text.

➡ Click the ***tab selector*** on the far left of the horizontal ruler until the required type of tab appears.



➡ Click before first name and press Tab key



Fig. 3.4.4b Setting tab stops

➡ Now one by one use all five *tab-stop alignment styles.*

We can also move the tab.

➡ Select the text that uses the tab.

➡ Drag the tab to a new location on the horizontal ruler.

➡ The text moves to the new location.



Fozia Shahid
Govt. Model Girls High School, Sahiwal.

We can also remove a tab.

Position the mouse over the tab and then drag the tab towards left of the horizontal ruler:



3.4.5 Add a Border

Borders are lines that a user can add to the top, bottom or sides of the paragraphs. Borders are used in the document to draw attention to important information.

Adding Borders

Retrieve the document *Jinnah.docx*.

➡ Divide it into two paragraphs. For this press Enter in the beginning of fourth line.

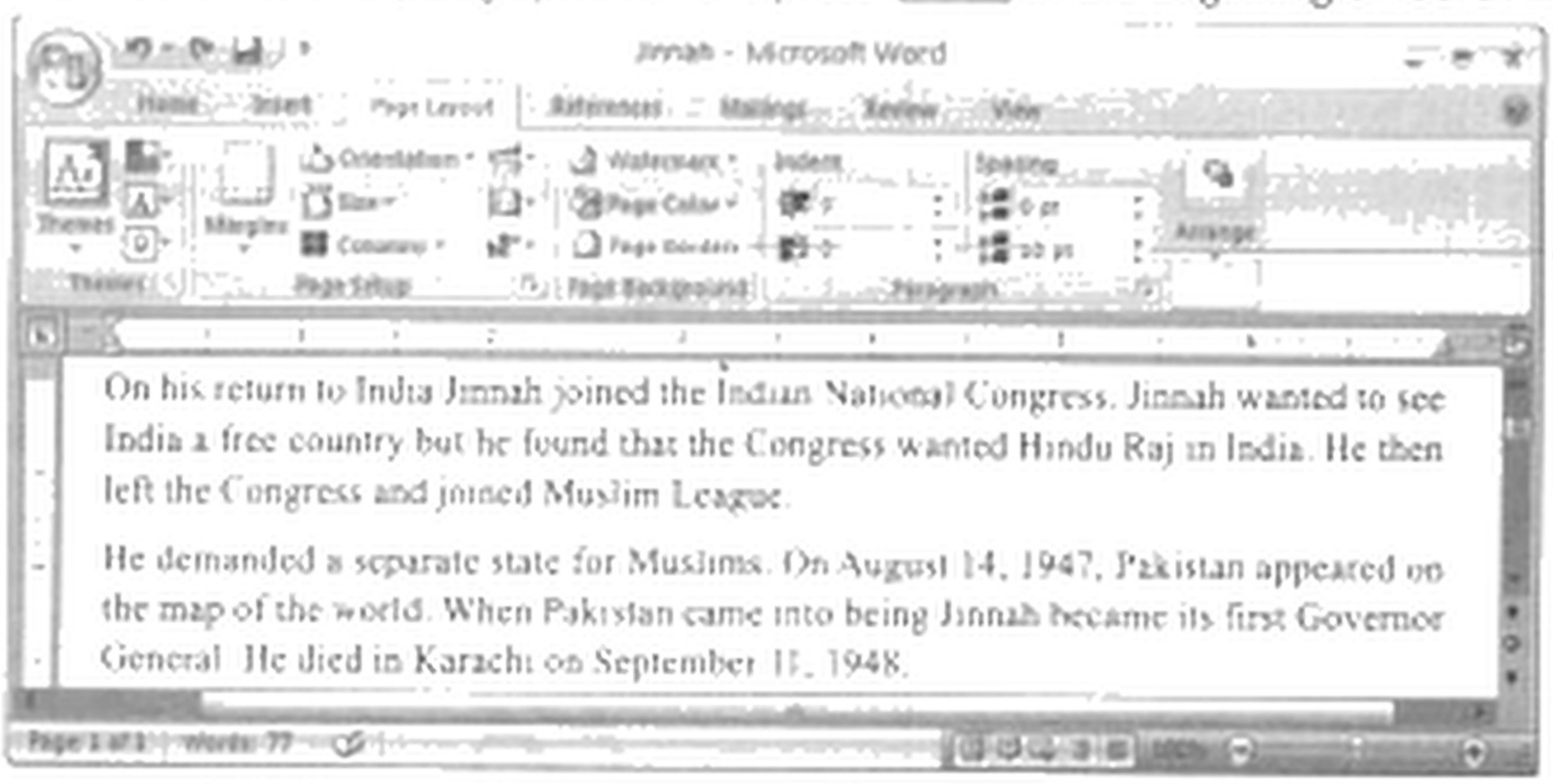


Fig. 3.4.5a Adding borders

➡ Select the second paragraph.

➡ On the *Page Layout tab*, in the *Page Background group*, click *Page Borders.*

➡ In the *Borders and Shading dialogue box*, click the *Borders tab* and then click one of the *border options* under *Settings.*



➡ Click OK to add the border to the document.

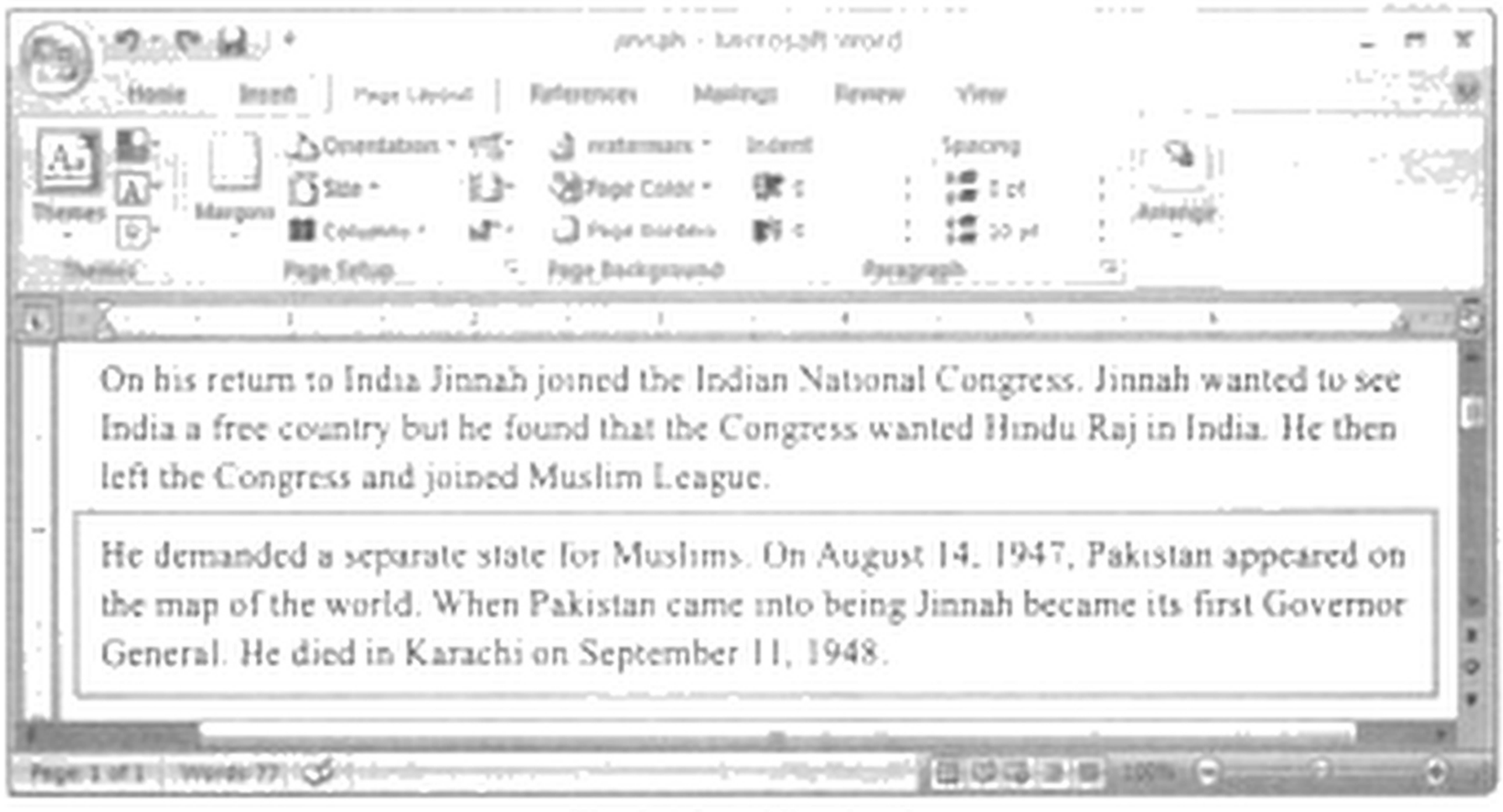


Fig. 3.4.5c Adding borders

➡ The selected text displays the border.

To Remove a Border:

➡ Select the text that displays border.

➡ Select *None*, in the *Border and Shading* dialogue box.

➡ Click OK to remove the border to the document.

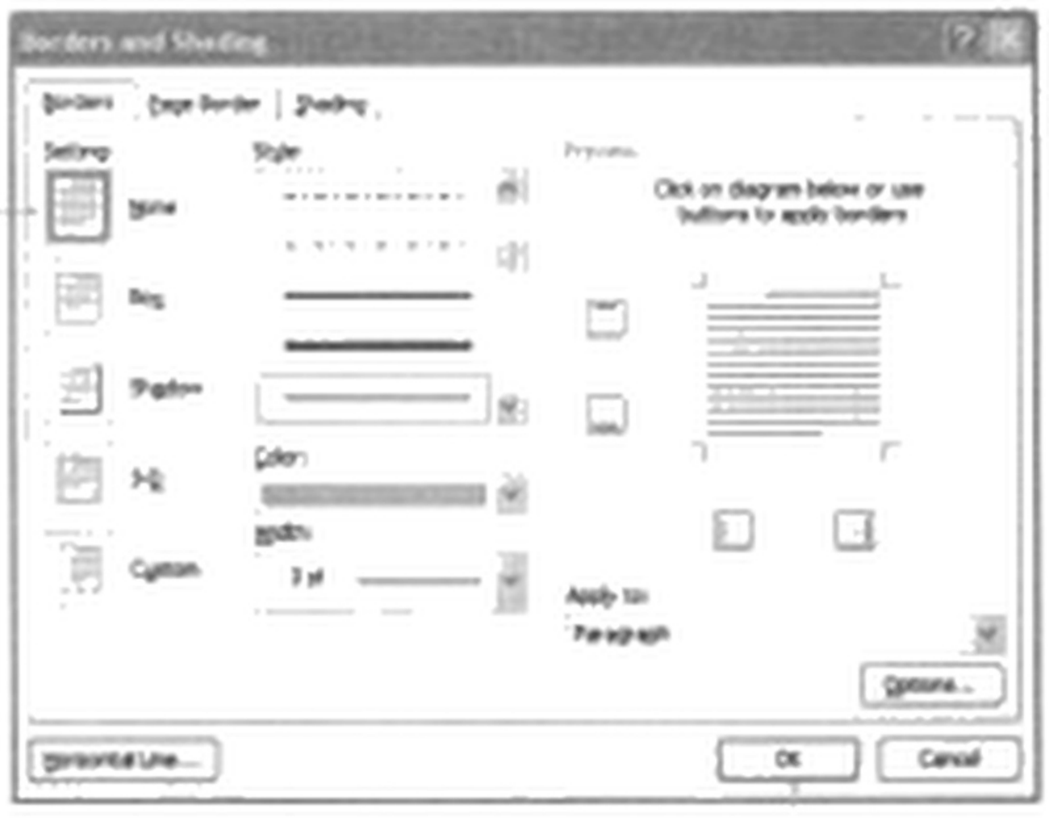


Fig. 3.4.5d Borders and shading dialogue box

3.4.6 Add Shading

Shading is a transparent colour or pattern applied to a paragraph. Shading is used in the document to emphasize an area of text.

Add Shading

Retrieve the document *Jinnah.docx*.

➡ Divide it into two paragraphs. For this press Enter in the beginning of fourth line.

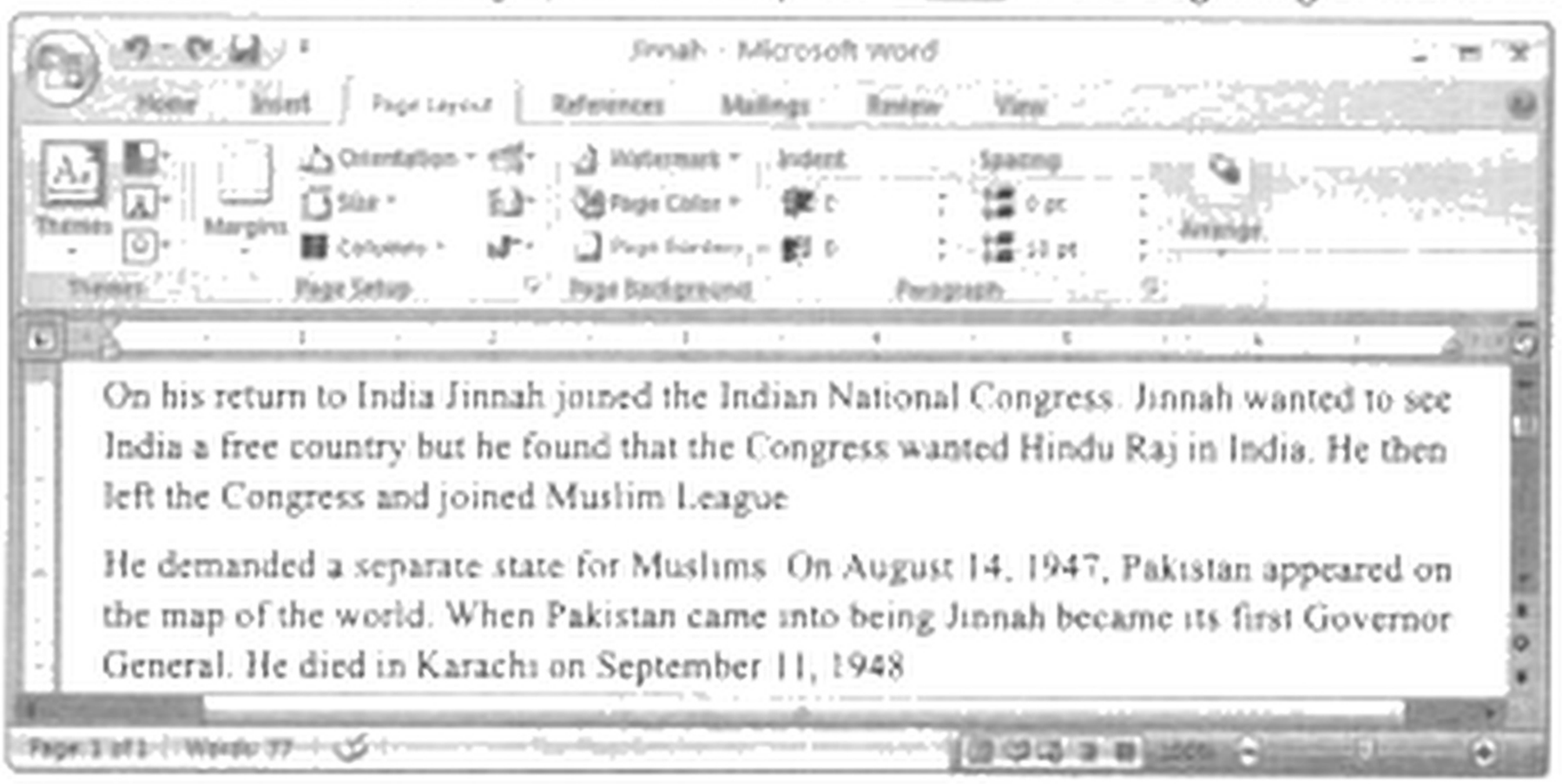
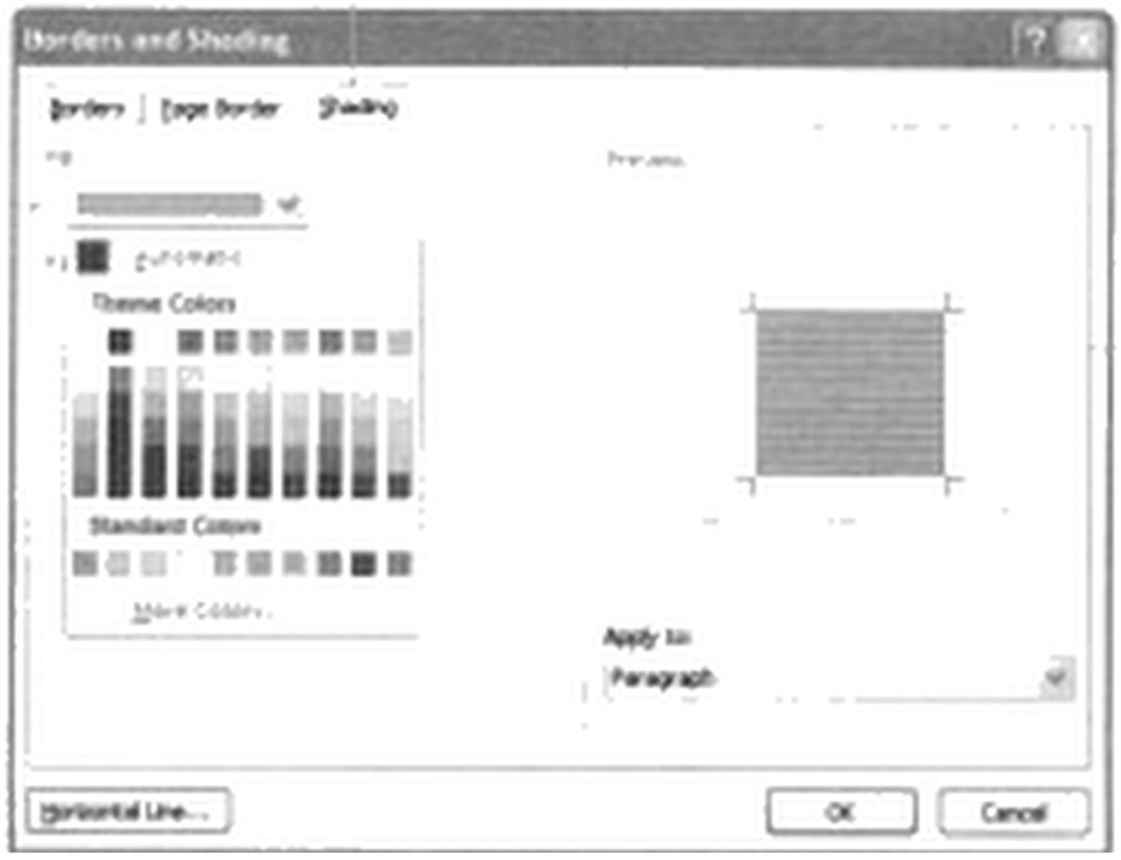


Fig. 3.4.6a Add shading

➡ Select the first paragraph.

➡ On the *Page Layout tab*, in the *Page Background group*, click *Page Borders*.

➡ In the *Borders and Shading dialogue box*, click the *Shading tab*.



Click here to select a colour for the shading.

This area displays the preview of the selected shading.

➡ Click OK to add the shading to the document.

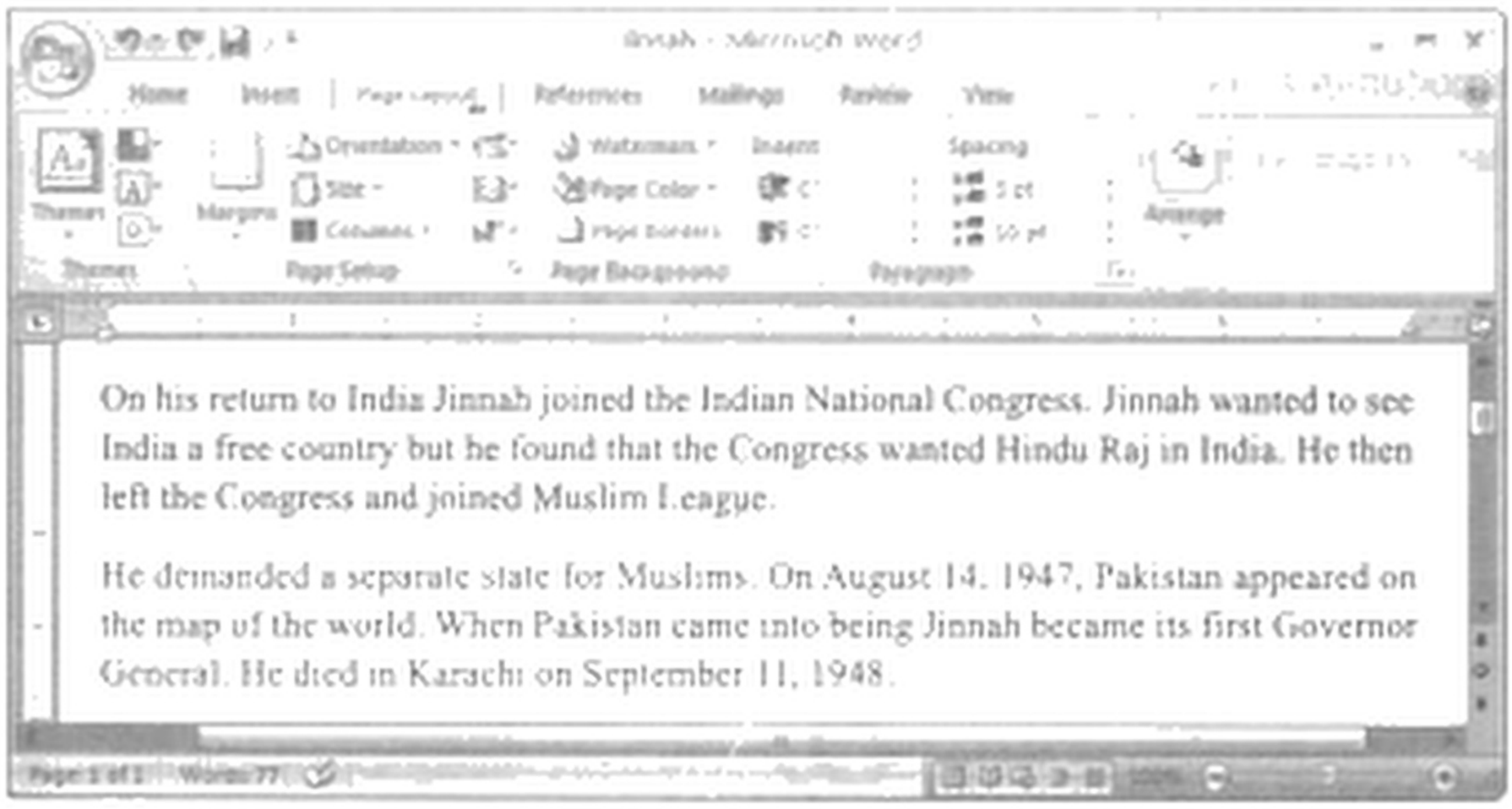


Fig. 3.4.6c Add shading

➡ The selected text displays the shading.

➡ Now similarly give shading to the second paragraph.

To Remove a Shading.

➡ Select the text that displays shading.

➡ Select *No Colour*, in the *Border and Shading* dialogue box.

➡ Click OK to remove the shading to the document.

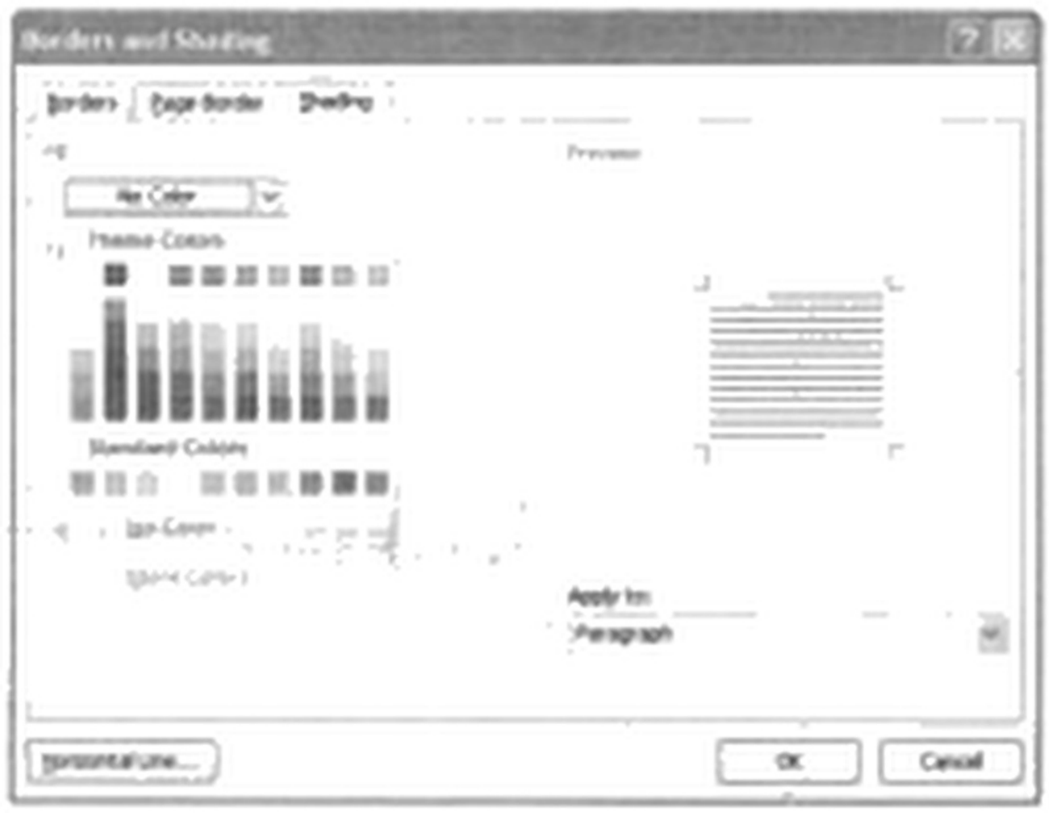


Fig. 3.4.6d Borders and Shading dialogue box

Unit - 3

3.5 Formatting Pages

Just like formatting text and paragraphs, a user can format the pages of the document. Page formatting includes setting the document margins as well as determining the size and orientation of the paper. A user can also create headers, footers, add page numbers, insert page breaks and arrange text in columns.

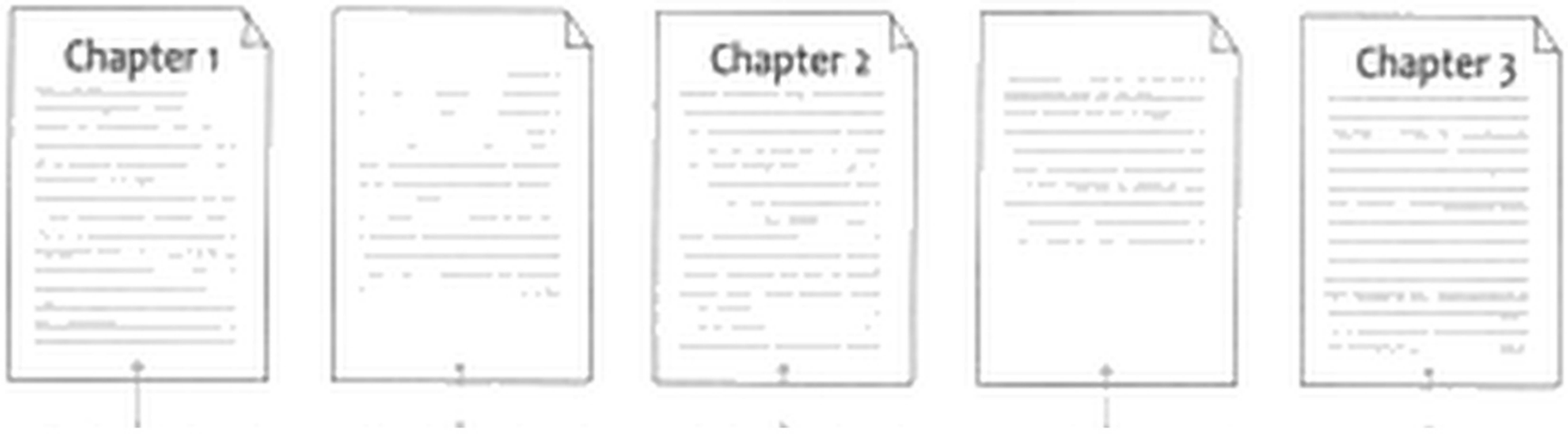
3.5.1 Page Breaks

Word automatically divide the long document into pages with page breaks. This type of page break is called ***soft page break*** or ***automatic page break.***

A user can also insert page breaks at specific location in the document. The page break that a user insertes is called a ***hard page break*** or ***manual page break.***



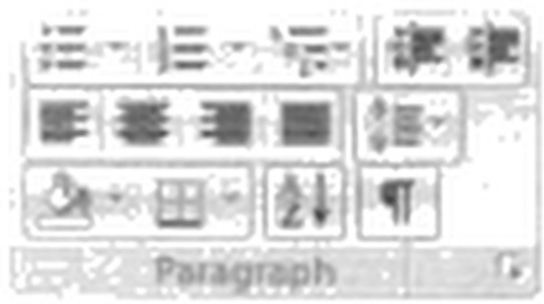
A ***page break*** is a point where the current page ends and a new page begins. Inserting a ***page break*** is useful when we want a heading to appear at the top of a new page.



Formatting Pages

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Page Break



➡ Open a saved document.

➡ On the *Home tab*, in the *Paragraph group*, click *Show/Hide button*

This will show paragraph marks and other hidden formatting symbols.

➡ Click the place where new page will start.

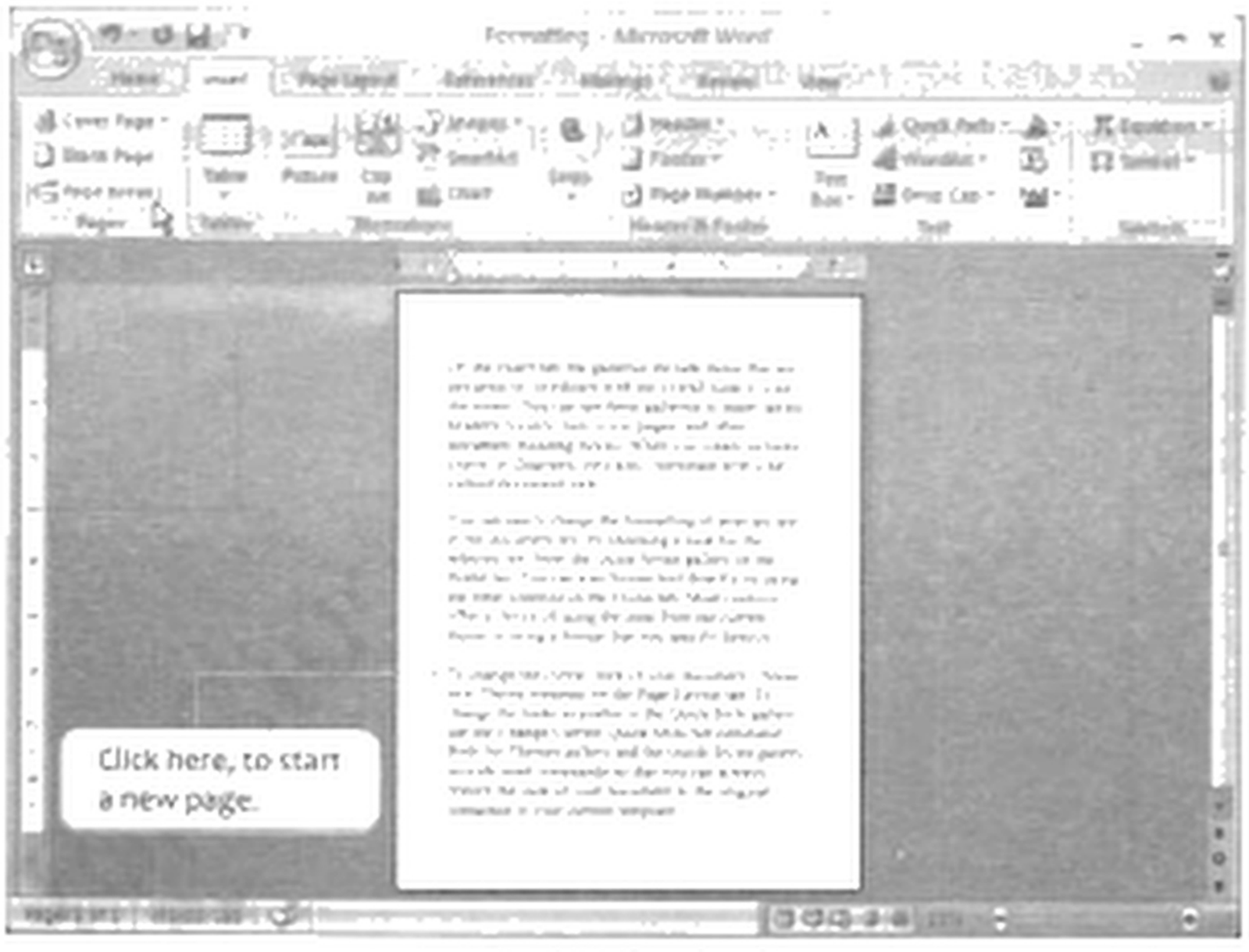


Fig. 3.5.1 Page break

➡ On the *Insert tab*, in the *Pages group*, click *Page Break*.

➡ *Word* adds the page break to the document.

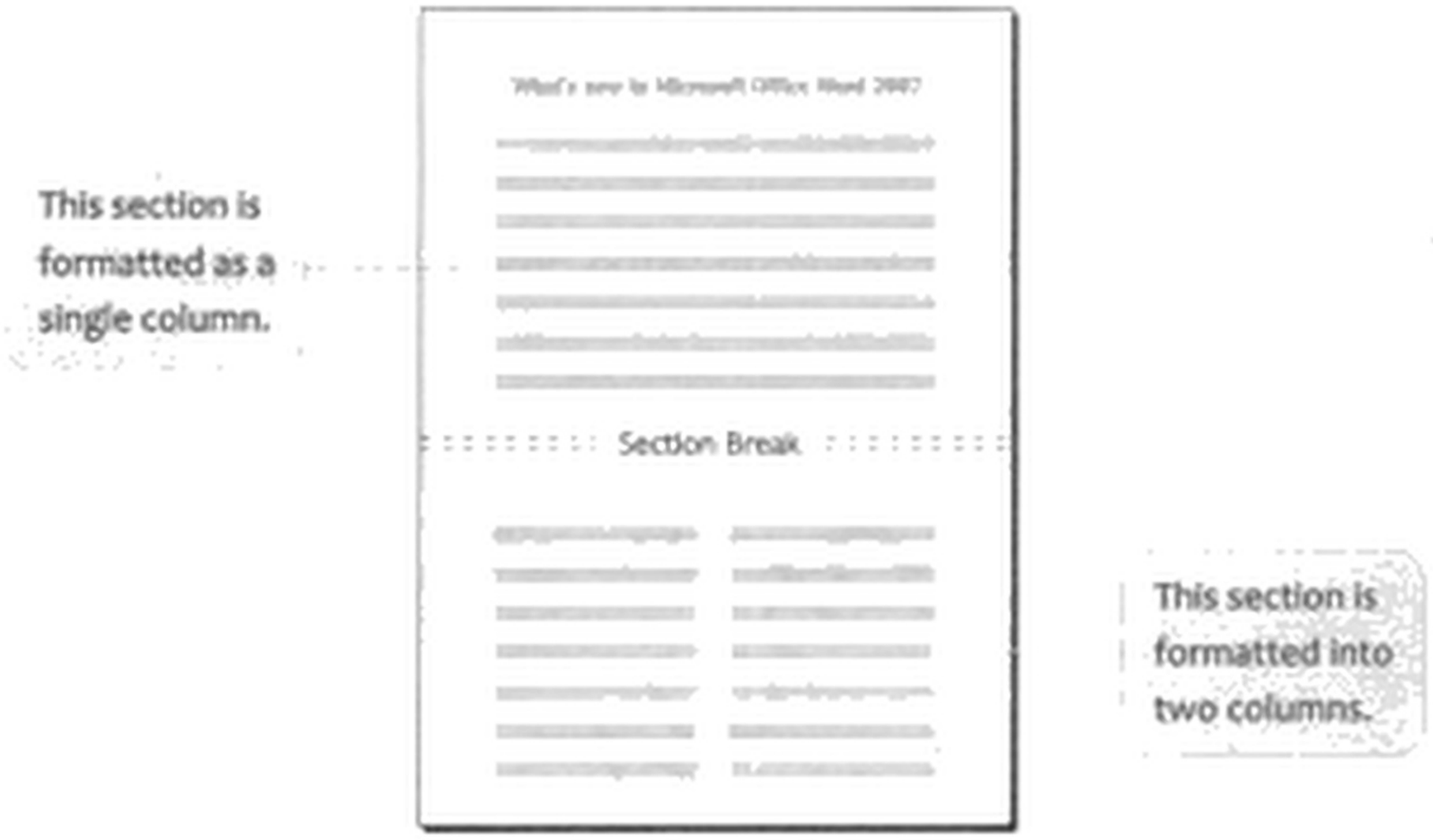
To Delete a Page Break

➡ Click the *Page Break* line.

➡ Press the  key to remove the Page Break

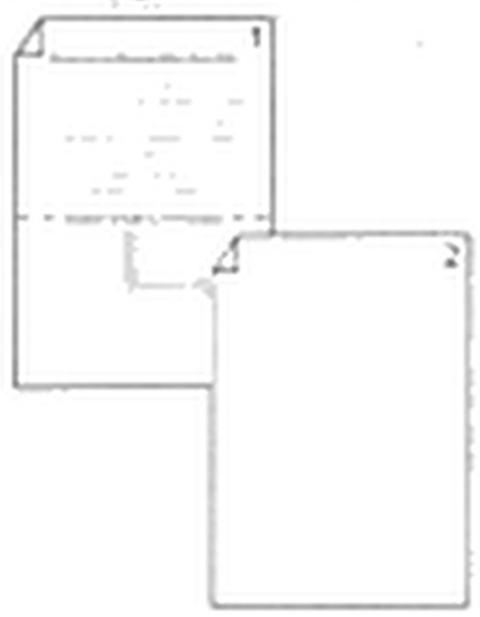
3.5.2 Section Break

By default, each new document is one section. But a user can easily divide a document into more than one sections. Dividing a document into sections allows a user to apply different formats to individual sections of the document.



A section is a part of a document that is separated from the rest of the document by section breaks. Following are the types of section breaks.

Next Page Command



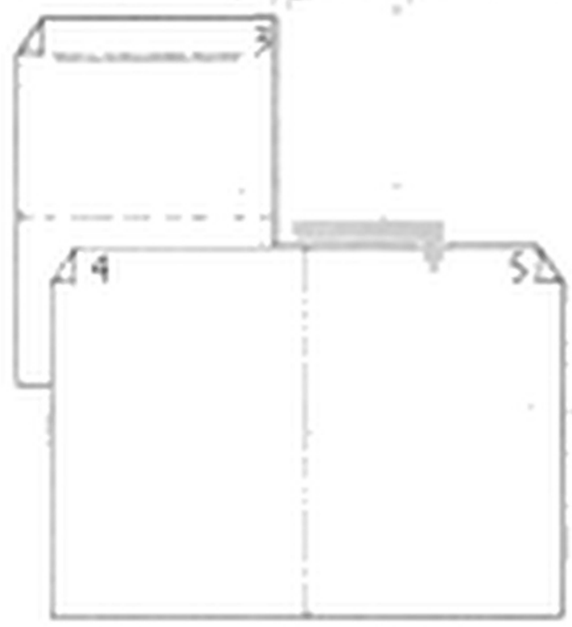
The Next Page command inserts a section break and starts the new section on the next page.

Continuous Command



The Continuous command inserts a section break and starts the new section on the same page.

Even/Odd page Command



The Even Page or Odd Page command inserts a section break and starts the new section on the next even-numbered or odd-numbered

Formatting Pages

Unit - 3

Section Break



- Open a saved document.
- On the *Home tab*, in the *Paragraph group*, click *Show/Hide button*

  This will show paragraph marks and other hidden formatting symbols.
- Click the place where new section will start.
- On the *Page Layout tab*, in the *Page Setup group*, click *Breaks*.

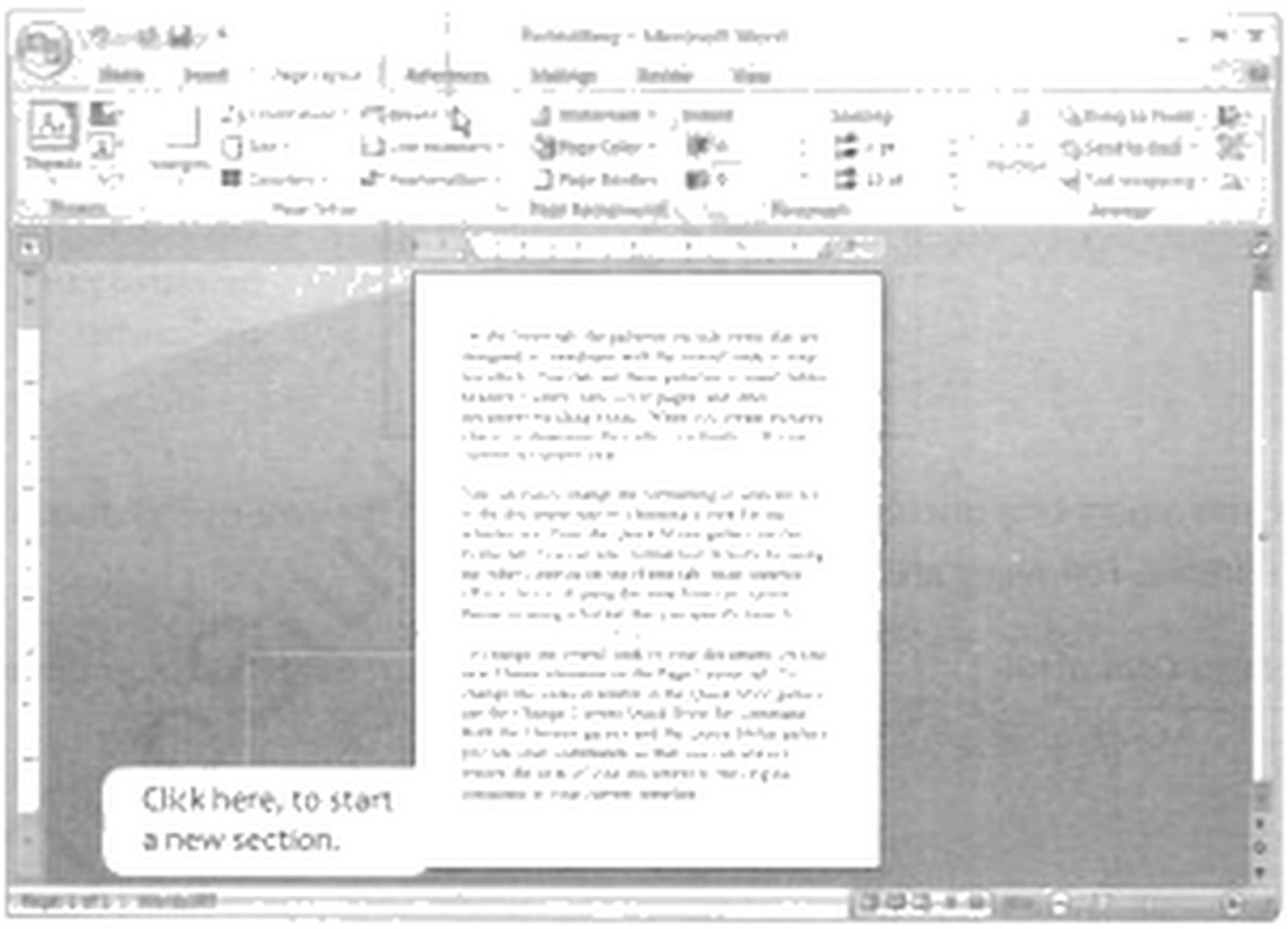


Fig. 3.5.2a Section break

- The *Break dialogue box* appears.
- Click the type of section break we want to add.
- *Word* adds the *section break* to the document.



Fig.3.5.2b Section breaks Dialogue box

3.5.3 Inserting Page Numbers

Word can number the pages automatically for a user. Numbering pages can help to make a long document easier to organize when printed.

Inserting Page Numbers

➡ Open a saved document.

➡ On the *Insert tab*, in the *Header & Footer group*, click *Page Number*.

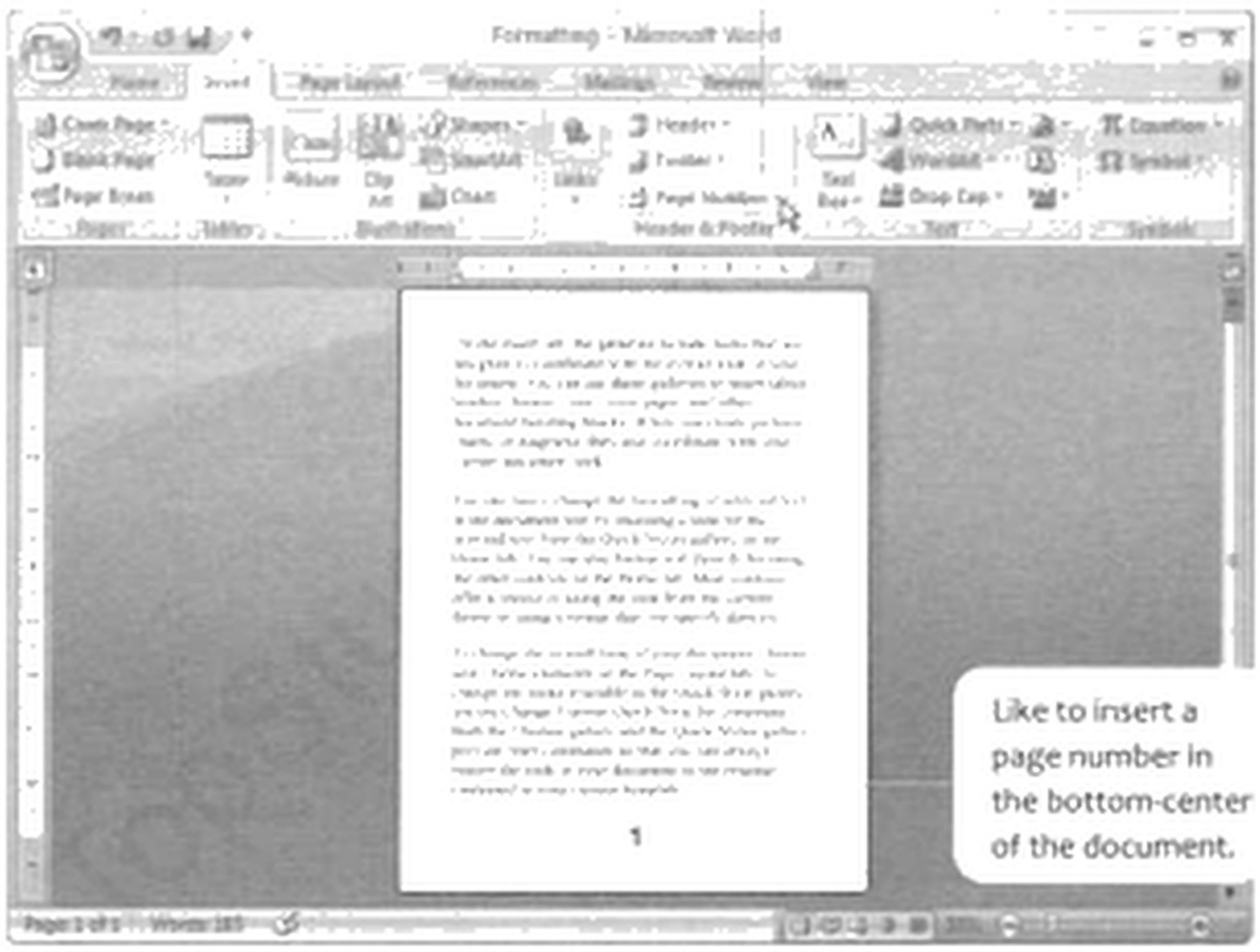


Fig. 3.5.3a Inserting Page number

➡ Click *Top of Page*, *Bottom of Page* or *Page Margins* depending on where we want page numbers to appear in the document.

➡ Choose a page numbering design from the gallery of designs. The gallery includes Page X of Y options.



Fig. 3.5.3b Page number design gallery

3.5.4 Inserting Headers and Footers

Headers and footers are used to display information on each page of a document. For example, a user can add page numbers, Date and Time, a company logo, the document title or file name or the author's name. *Headers* display information at the top of each page. *Footers* display information at the bottom of each page.

Inserting Headers and Footers

➡ Open a blank document.

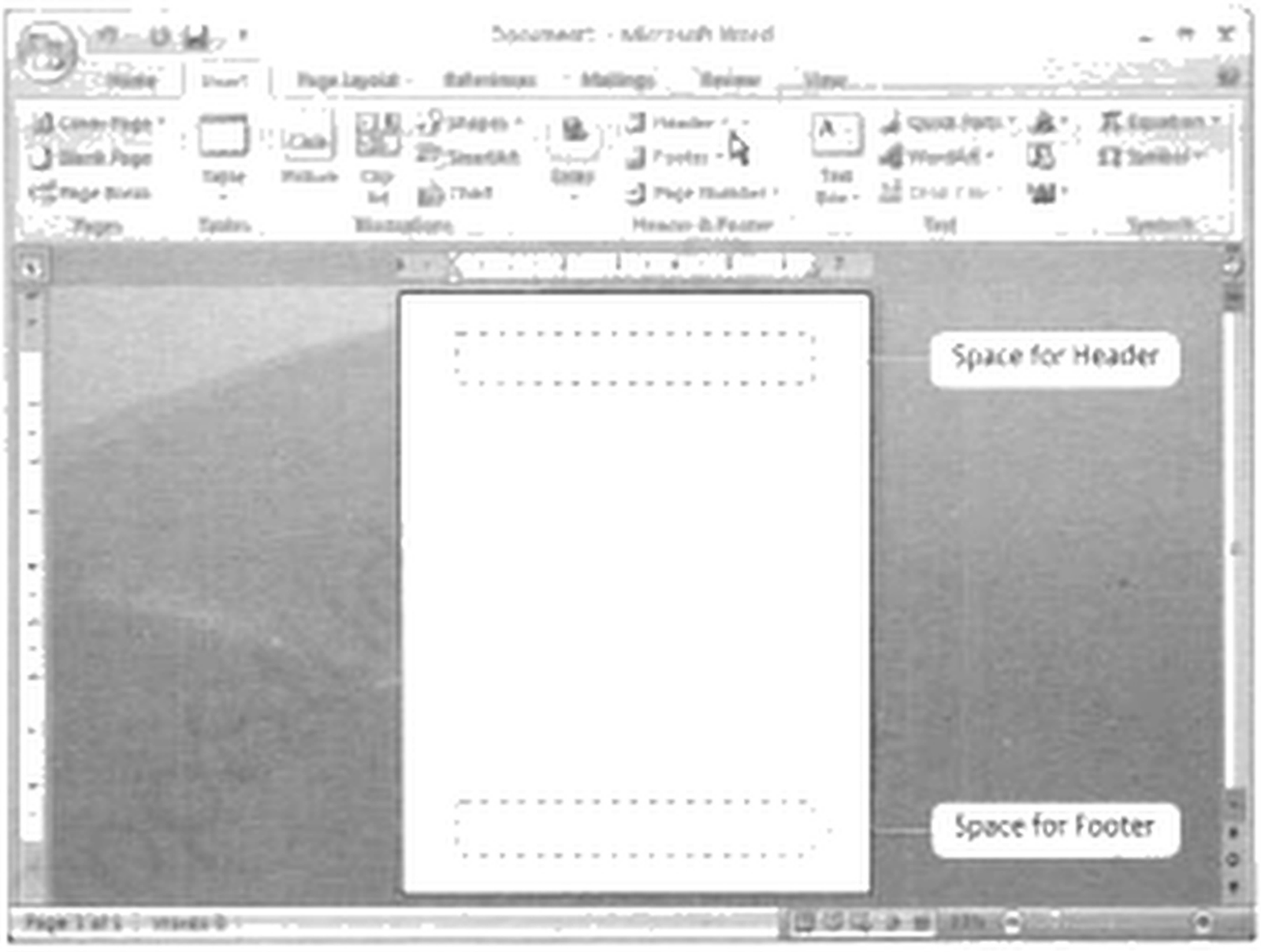


Fig. 3.5.4a Inserting headers and footers

➡ In a *View tab*, click the *One page*.

➡ Word can display headers and footers only in the *Print Layout* view.

➡ On the *Insert tab*, in the *Header & Footer group*, click *Header* and select *Blank Header*.

➡ Type ***"Computer Applications"*** , align it right and colour it gray

➡ Now select *Footer* and select *Alphabet* footer.

➡ On the left area type ***"By Einstein"*** and colour them gray.

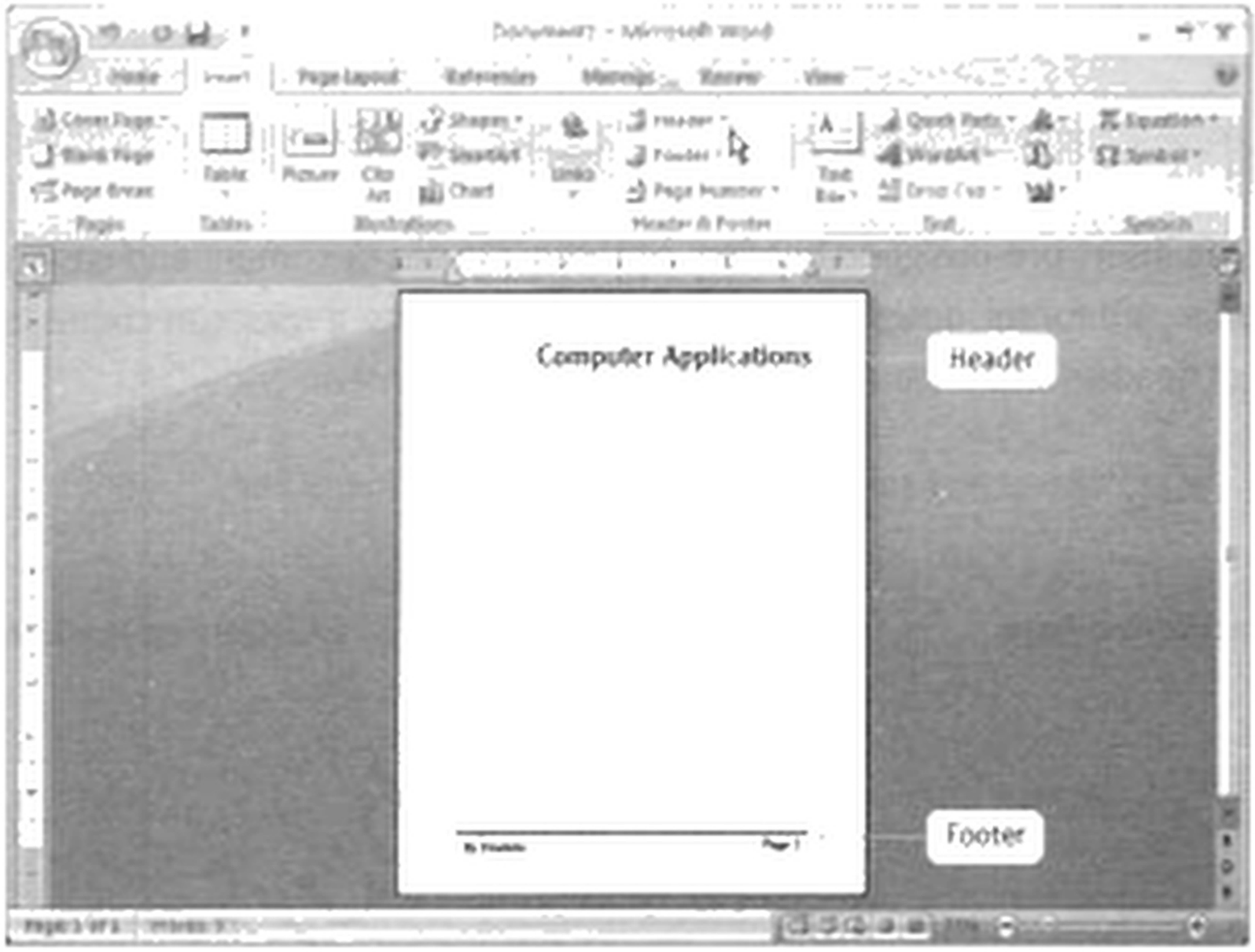


Fig. 3.5.4b Inserting headers and footers

➡ Click *Close Header and Footer* ...
or double click the document area.

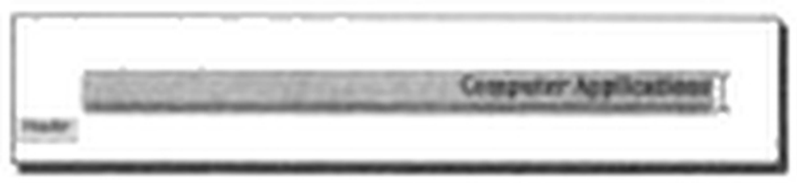


Deleting Header or Footer from your Document.

➡ Double click the dimmed text for the header or footer we want to remove.



➡ Drag the mouse over the header or footer text until all the text is highlighted.



➡ Then press the Delete key to remove the header or footer from the document.



➡ Click *Close Header and Footer* or double click the document area.



Creating Headers and Footers for Specific Pages.

A user can insert pre-designed headers or footers in the document and easily change the header and footer designs. By using following options, a user can create different setting of headers and footers on the pages of the document.

☑ Different first page ☑ Different odd and even pages

All Except First Page



Sometimes we do not want headers and footers to appear on the first page of a document for example a title page.

Different First Page



Alternatively we may want to include different information in the header or footer for the first page.

Even/Odd Page Header & Footer



You may also want to display header and footer on odd-numbered pages and a different header and footer on even-numbered pages.

3.5.5 Inserting Footnotes or Endnotes

Footnotes or endnotes are used to provide additional information about text in the document. Footnotes and endnotes provide information such as an explanation, comment, reference, etc.



Difference between footnotes and endnotes.

Footnotes



- In a document footnotes are represented by numbers, for example 1, 2, 3.
- The text for a footnote appears on the bottom of the page.

Endnotes



- In a document endnotes are represented by lowercase roman numerals, for example i, ii, iii.
- The text for all the endnotes in a document appears at the end of the document.

Footnotes

Retrieve the document *Jinnah.docx*.

➡ In *Print Layout view*, click the location in the document where we want the number for the footnote to appear (on the first line after the word "Jinnah").

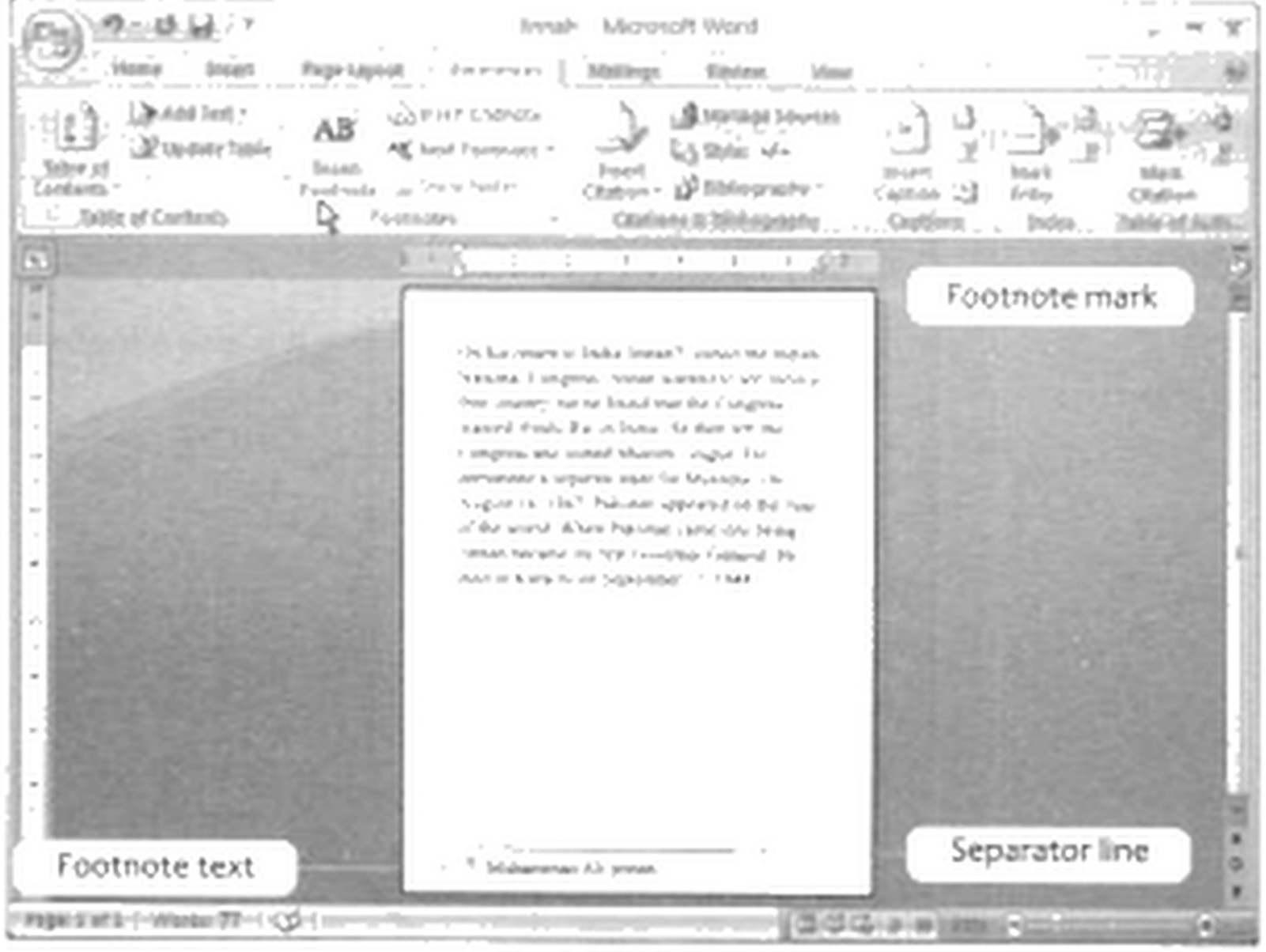


Fig. 3.5.5a Footnotes

➡ On the *References tab*, in the *Footnotes group*, click *Insert Footnote*.

➡ *Word* inserts the note number and places the insertion point next to the note number on the bottom of the page.

➡ Type the note text (Muhammad Ali Jinnah).

Endnotes

Retrieve the document *Jinnah.docx*.

➡ In *Print Layout view*, click the location in the document where we want the number for the endnote to appear (on the first line after the word "Congress").

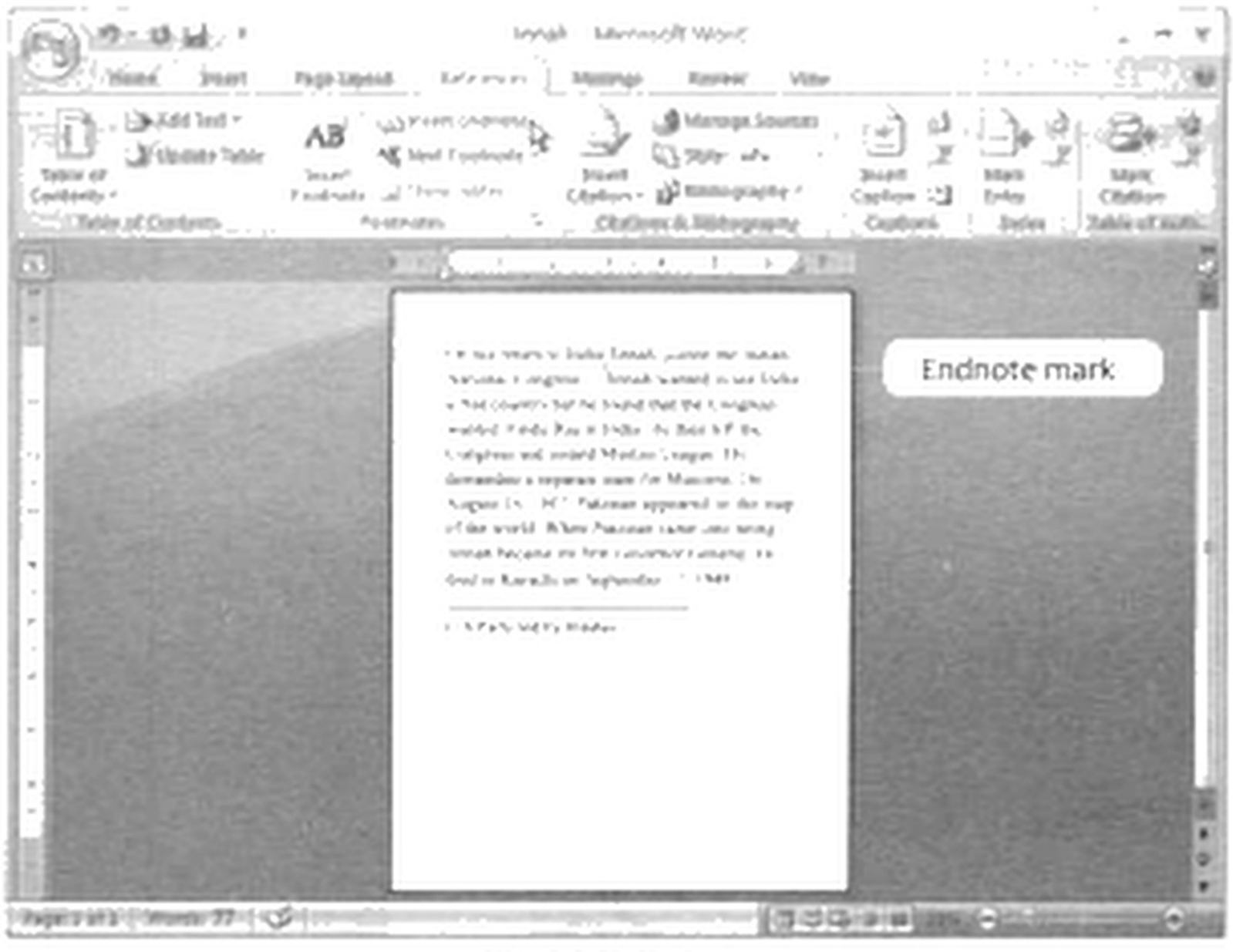


Fig. 3.5.5b Endnotes

➡ On the *References tab*, in the *Footnotes group*, click *Insert Endnote*.

➡ *Word* inserts the endnote mark and places the insertion point next to the endnote mark at the end of the document.

➡ Type the note text (A Party led by Hindus).

3.5.6 Changing Margins

A *margin* is the amount of space between the text and the edges of the paper. A page has four margins or boundaries *top* and *bottom*, *left* and *right*. Usually, the words start at the left margin and keep going until they reach the right margin. When a user starts a new document, *Word* automatically sets the margins to a certain width called the default margin setting. A user can later change the margins in the document to suit his/her needs.

Formatting Pages

Unit - 3

Changing Margins

Retrieve the document from work

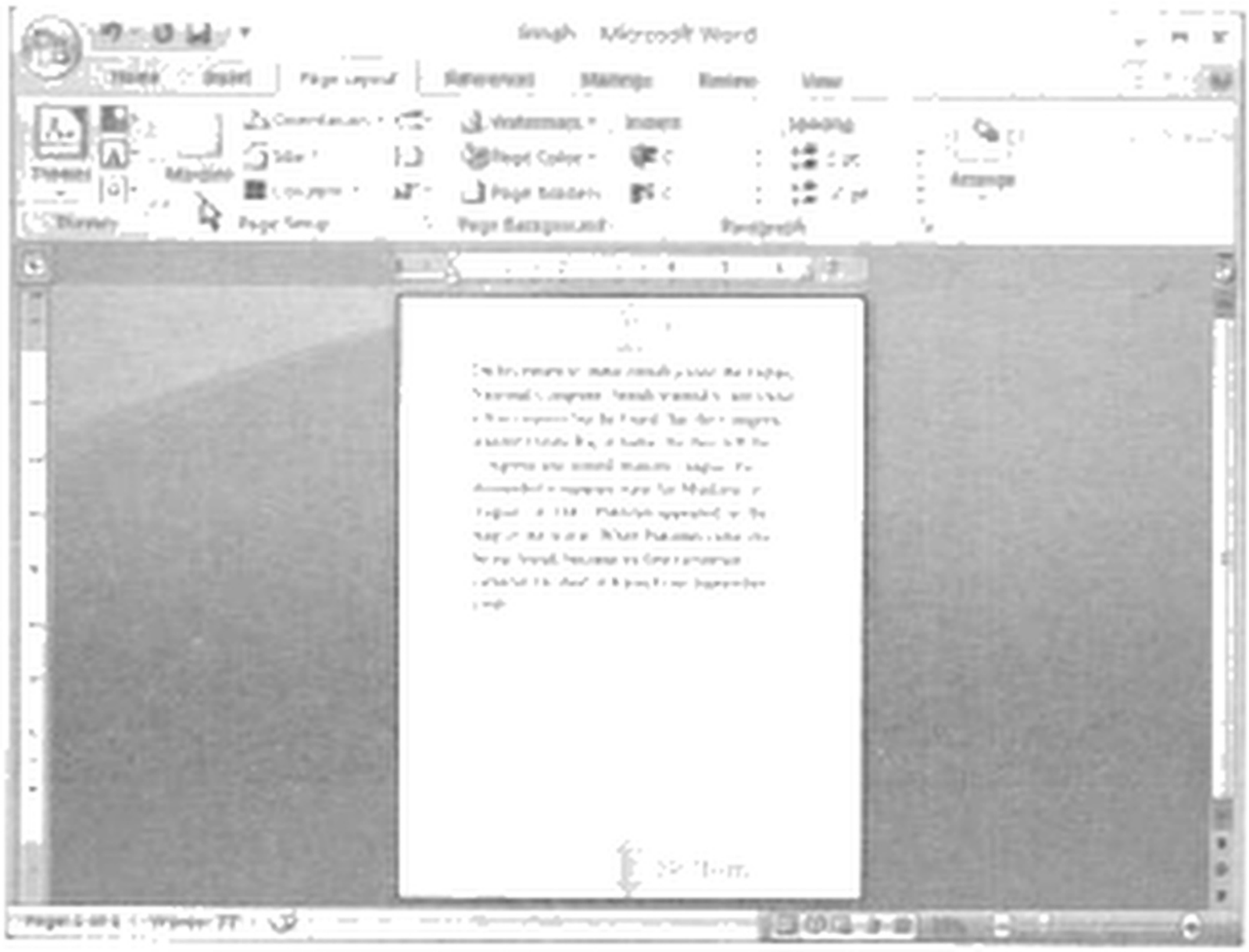


Fig. 3.5.6a Changing margins

- In *Print Layout view*, select all the text by pressing *Ctrl + A*.
- Change the font size 20 by using Mini toolbar.
- On the *Page Layout tab*, in the *Page Setup group*, click *Margins*.
- Click *Custom Margins*.

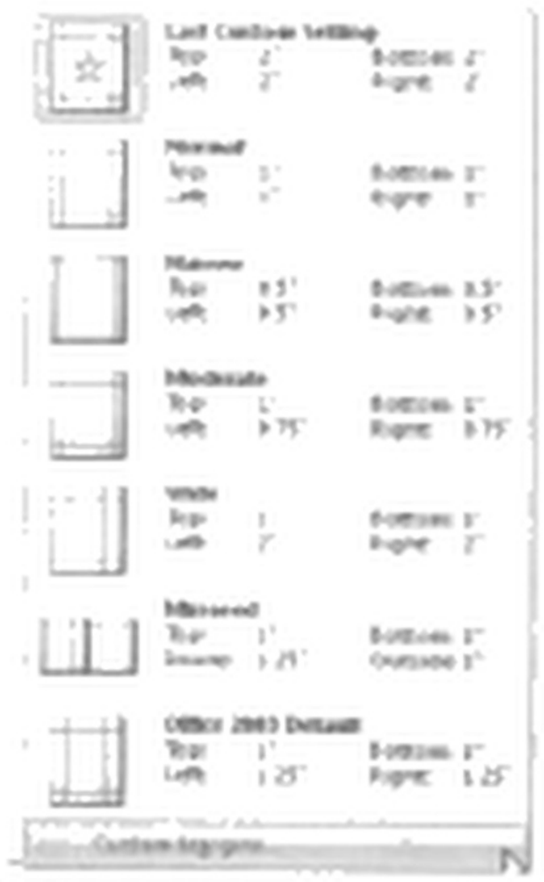


Fig. 3.5.6b Page margins design gallery

➡ The *Page Setup dialogue box* appears.

This area displays the current margins for the document.



Margins are measured in inches.

Fig. 3.5.6c Page setup dialogue box

➡ In the *Top, Bottom, Left,* and *Right boxes,* enter new values for the margins.

➡ Click *OK* to confirm the changes.

3.5.7 Center Text on a Page

A user can ***center align the text*** between the top and bottom margins (vertically) on the page. Centering the text vertically on a page is most often used to create a cover page for a document.

Center text on a page

➡ Open a blank document.

➡ Type some text.

➡ In *Print Layout view*, select the text that we want to center between the top and bottom margins.

➡ On the *Page Layout tab*, click the *Page Setup Dialogue box Launcher*.

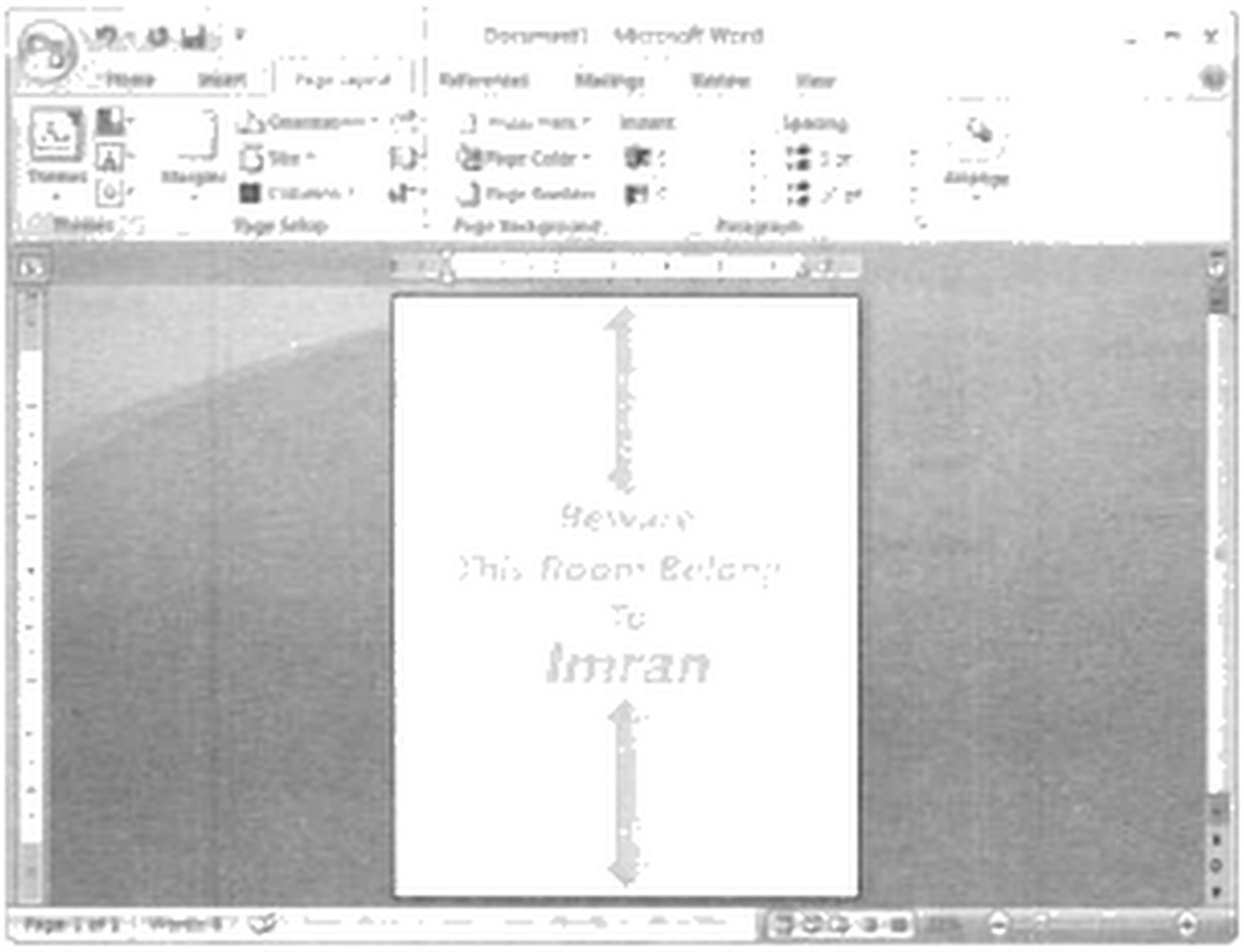


Fig. 3.5.7a Center text vertically

➡ *Page Setup Dialogue box appears.*

➡ Click the *Layout tab*.



➡ In the *Vertical alignment box*, click *Center*.

➡ Click *OK* to confirm the change.

Fig. 3.5.7b Page setup dialogue box

3.5.8 Changing Page Orientation

Page Orientation refers to whether the page is laid out vertically (portrait) or horizontally (landscape). Mainly, there are two types of page orientations.

Portrait means paper is taller than it is wide. It is the standard page orientation and is used to print letters, memos and reports.



Landscape means paper is wider than it is tall. It is used to print certificates and tables.



Page Orientation

- Open a saved document.
- In a *View tab*, click the *One page*.
- On the *Page Layout tab*, click the *Page Setup Dialogue box Launcher*.

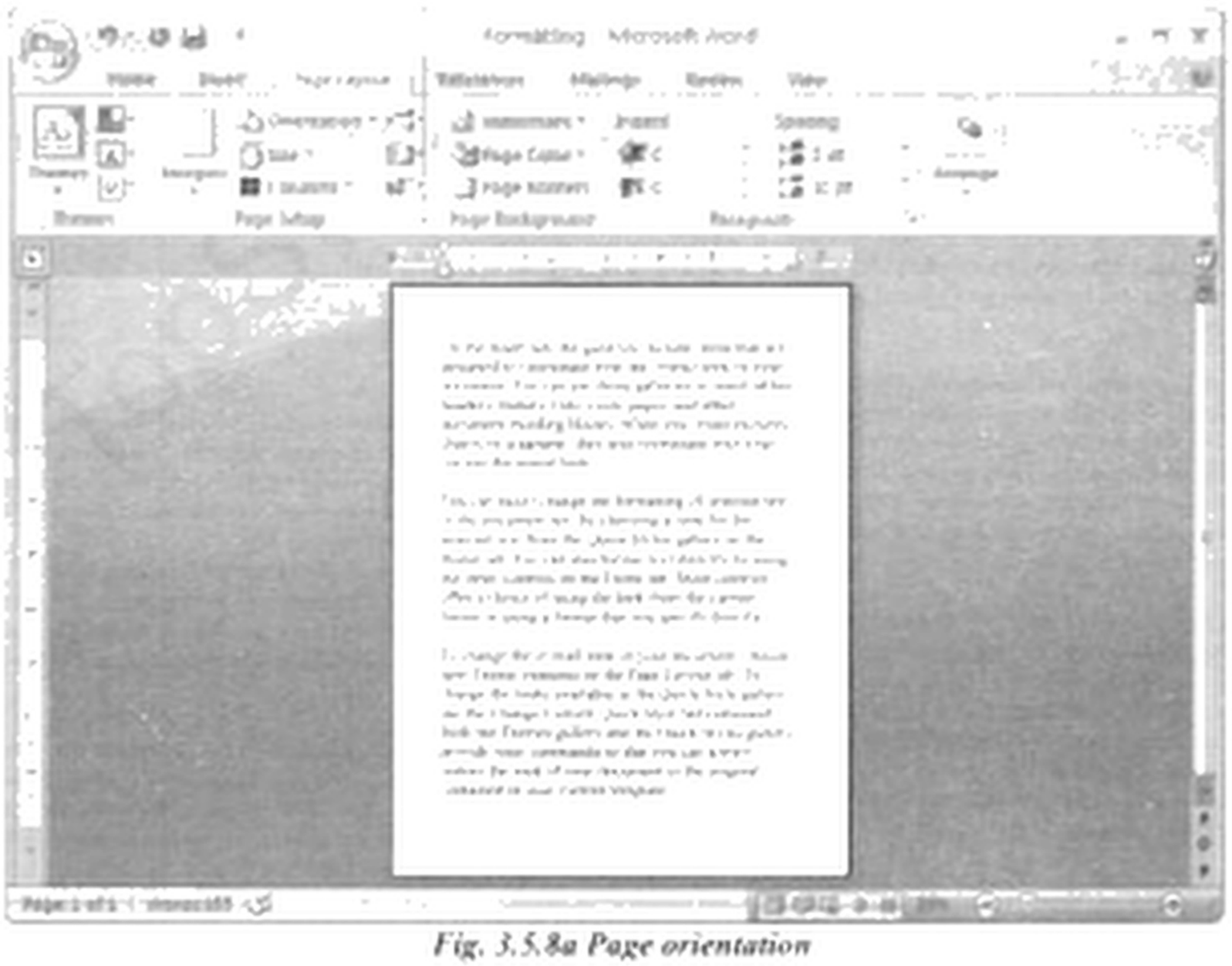
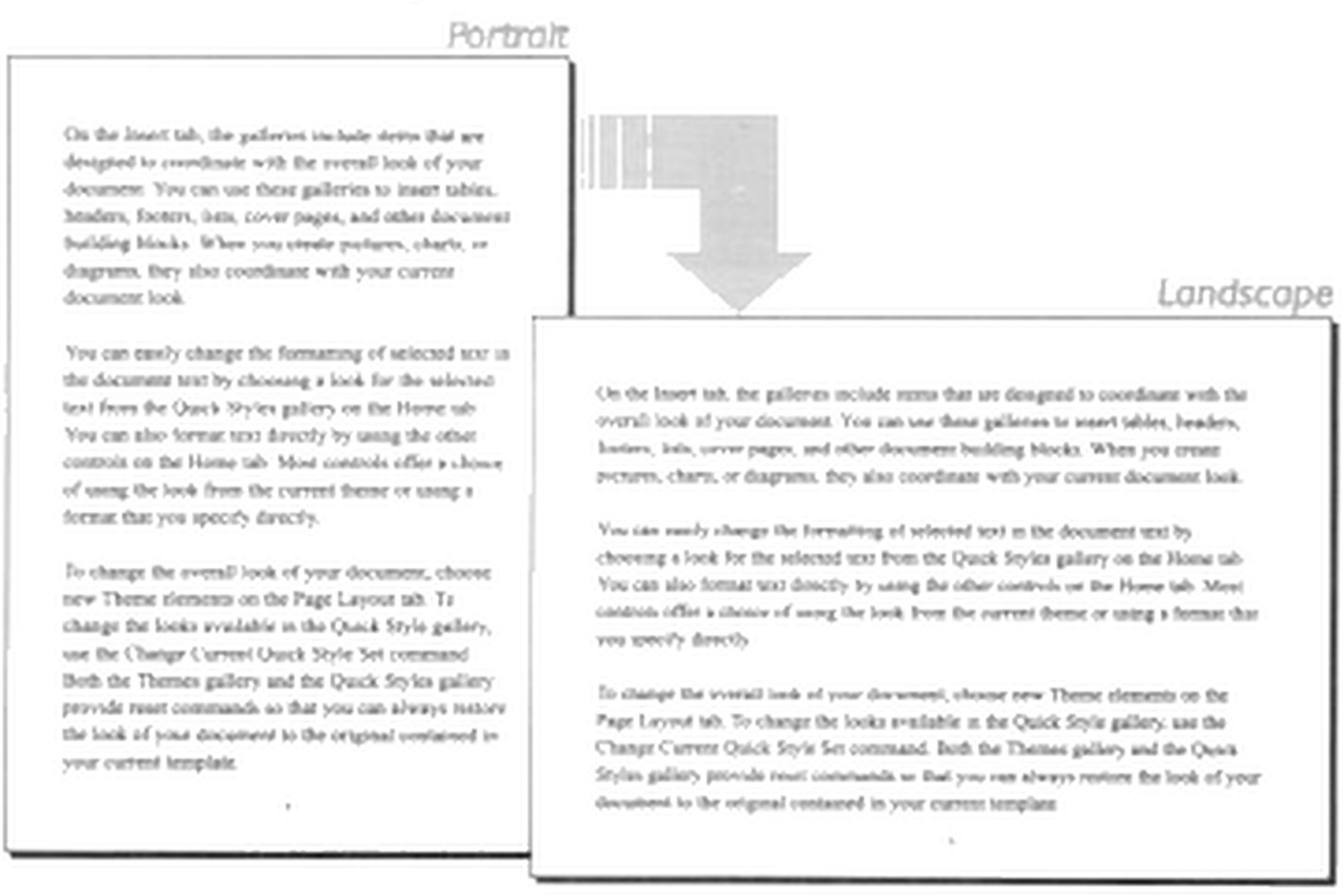


Fig. 3.5.8a Page orientation

- Page Setup Dialogue box appears.
- Click the *Margins* tab.
- Click *Landscape* page orientation.
- This area displays a preview of how the document will appear.
- Click *OK* to confirm the change.



Fig. 3.5.8b Page setup dialogue box



3.5.9 Inserting a Watermark

Watermarks are text or pictures that appear behind the document text. A watermark can add interest or identify the status of a document.

Inserting a Watermark

- Open a saved document.
- In a *View tab*, click the *One page*.

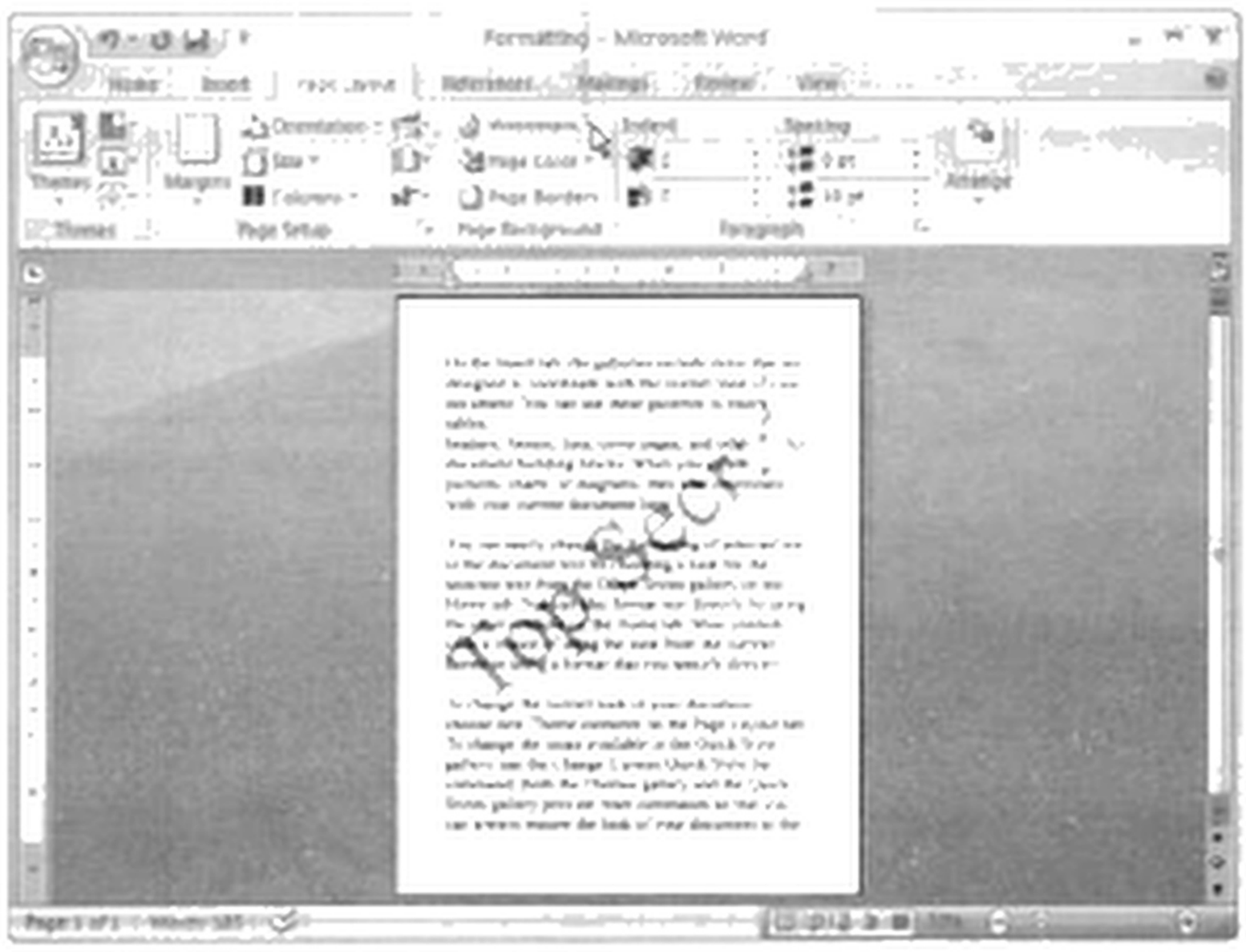


Fig. 3.5.9a Inserting a watermark

- On the *Page Layout tab*, in the *Page Background* group, click *Watermark*.
- A *pre-designed gallery of watermarks* appears.
- Click *Custom Watermark*.



Fig. 3.5.9b Gallery of watermarks

➡ A *Printed Watermark* dialogue box appears.

➡ Click *Text watermark.*

➡ *Select or type* the text that we want.

➡ We can also format the text.



Fig. 3.5.9c Printed Watermark dialogue box

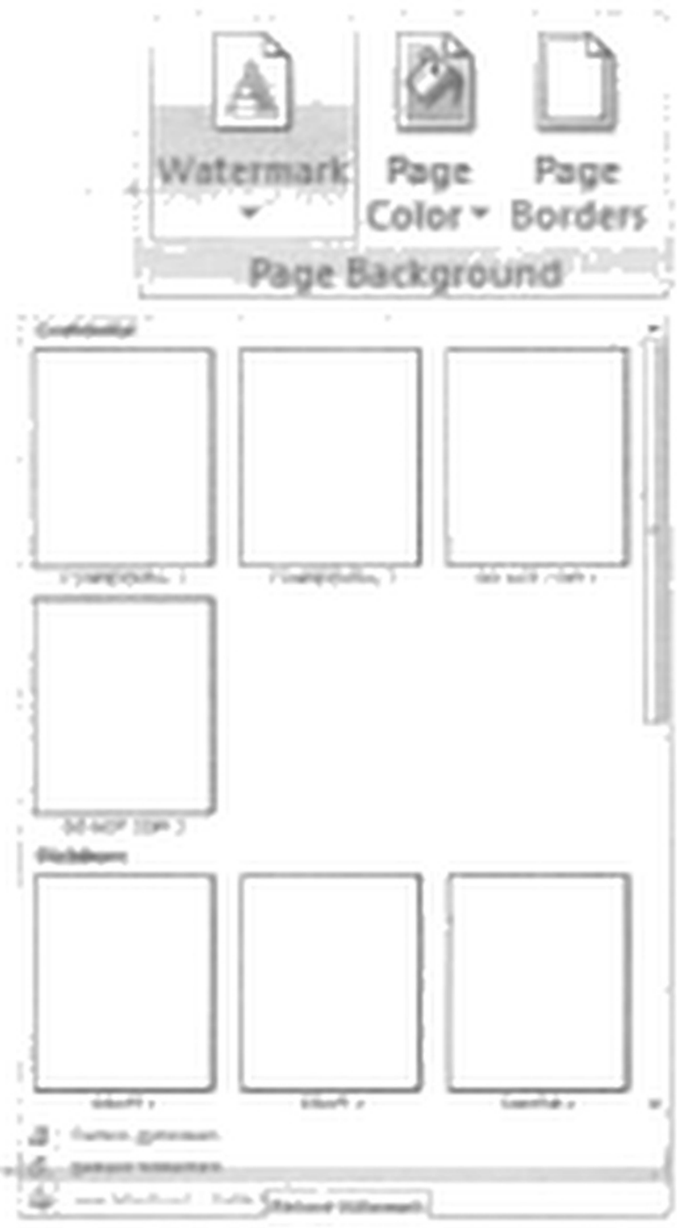
➡ Click **OK** to confirm the change.

➡ A document with a watermark appears (Fig. 3.5.9a).

Removing a Watermark

➡ On the *Page Layout tab,* in the *Page Background* group, click *Watermark.*

➡ A pre-designed gallery of watermarks appears.



➡ Click *Remove Watermark.*

➡ Preset watermark will be removed.

Fig. 3.5.9d Gallery of watermarks

3.5.10 Creating Columns

In a new *Word* document, text is arranged in one column (single-column) that spans the width of the page but a user can create any number of columns (multi-columns). Single-column layouts are commonly used in letter writing or reports. Multi-column layouts are most often used in newspapers and magazines.

Creating Columns

- Open a saved document.
- In a *View tab*, click the *One page*.

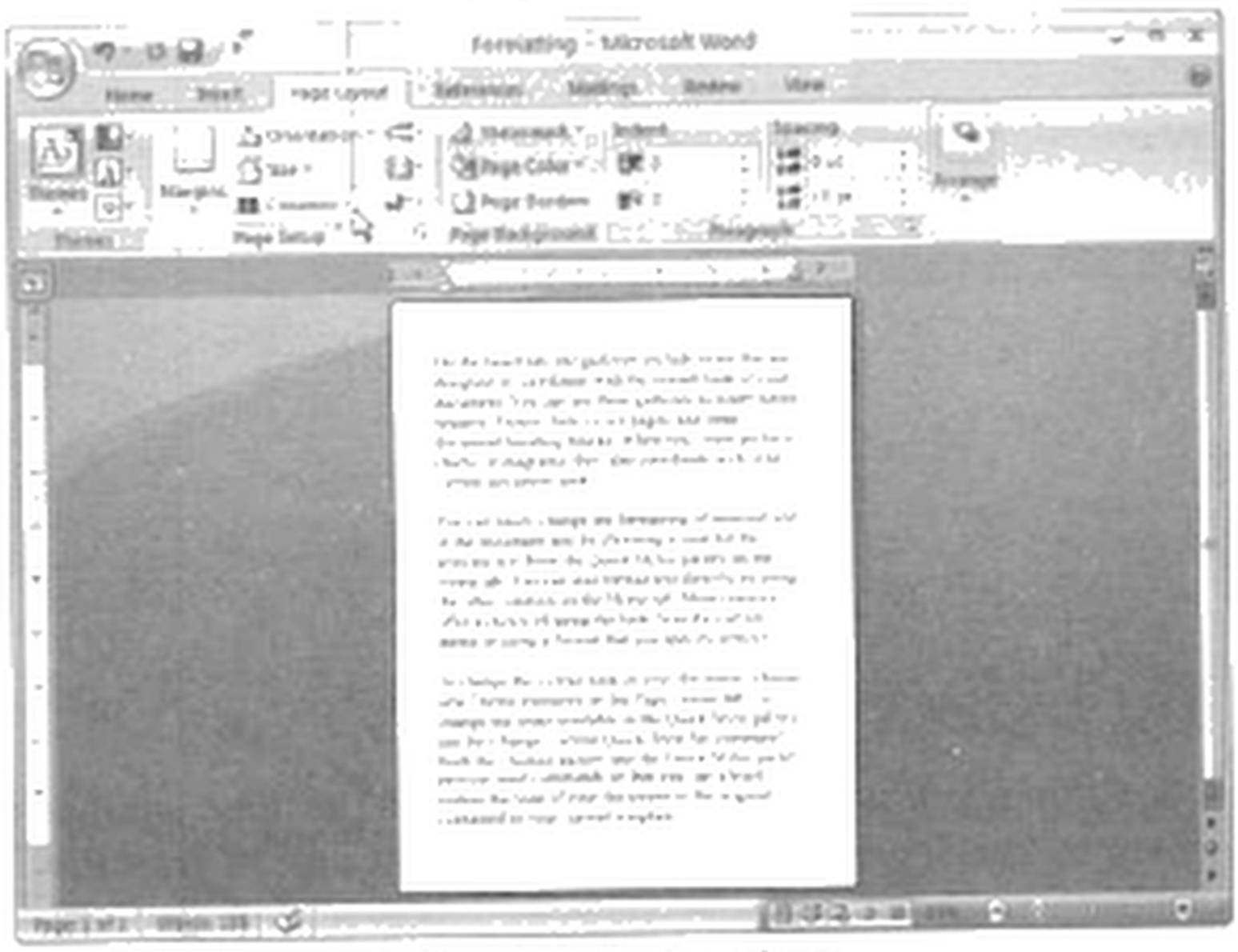


Fig. 3.5.10a Creating columns

- On the *Page Layout tab*, in the *Page Setup* group, click *Columns*.
- A pre-designed gallery of columns appears.
- Select the two columns layout.



➡ A two columns document appears.

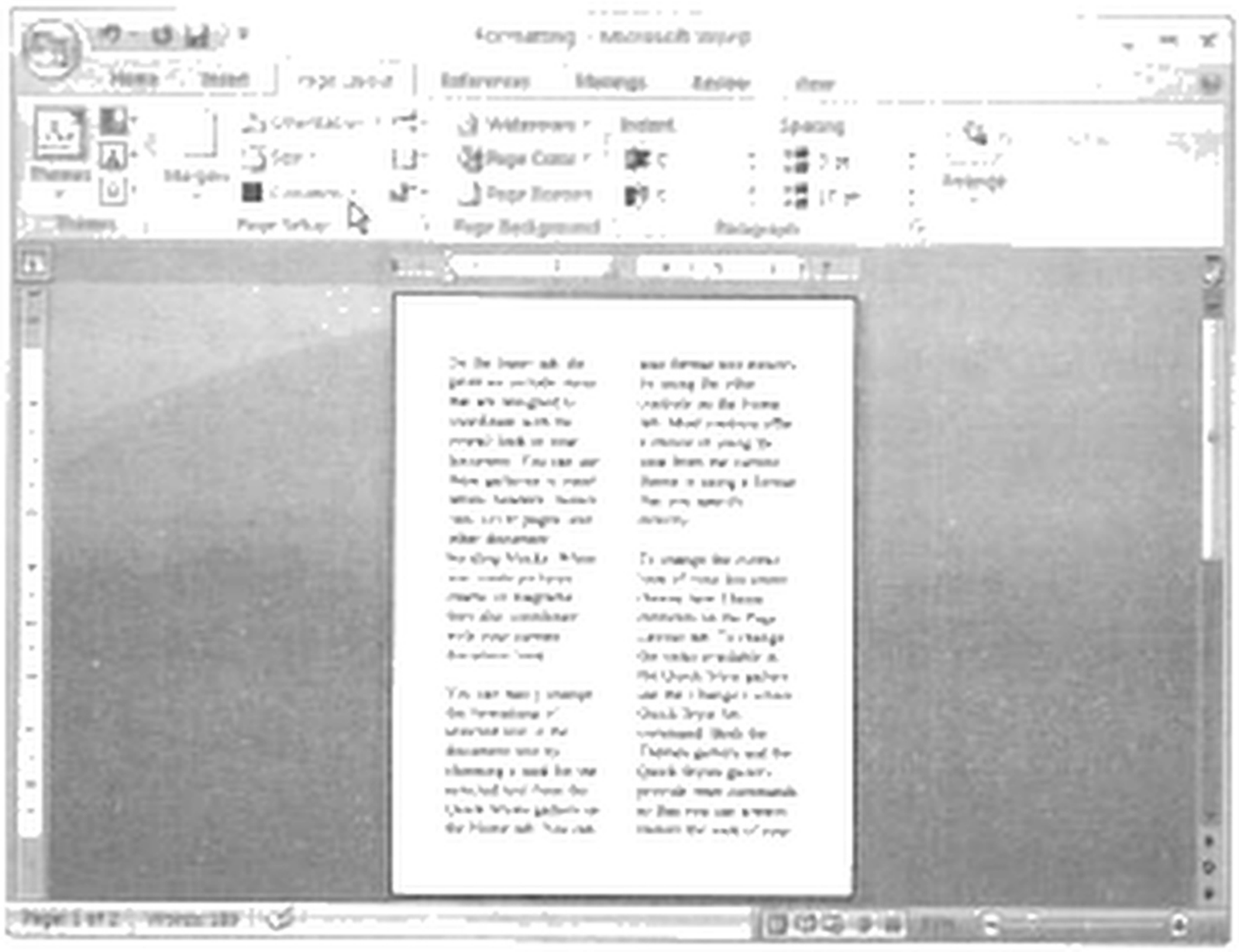


Fig. 5.5.100 Creating columns

3.6 Printing a Document

Printing a document is a simple process. A user can produce a paper copy of the document by clicking on the printer icon or just press ***Ctrl + P***.

3.6.1 Preview a Document Before Printing

A user should always ***preview*** a document before printing. By doing this, he/she can correct problems without wasting paper, ink and time.

Preview of a Document Before Printing

➡ Open a saved document.

➡ Click the *Microsoft Office Button* .

Printing a Document

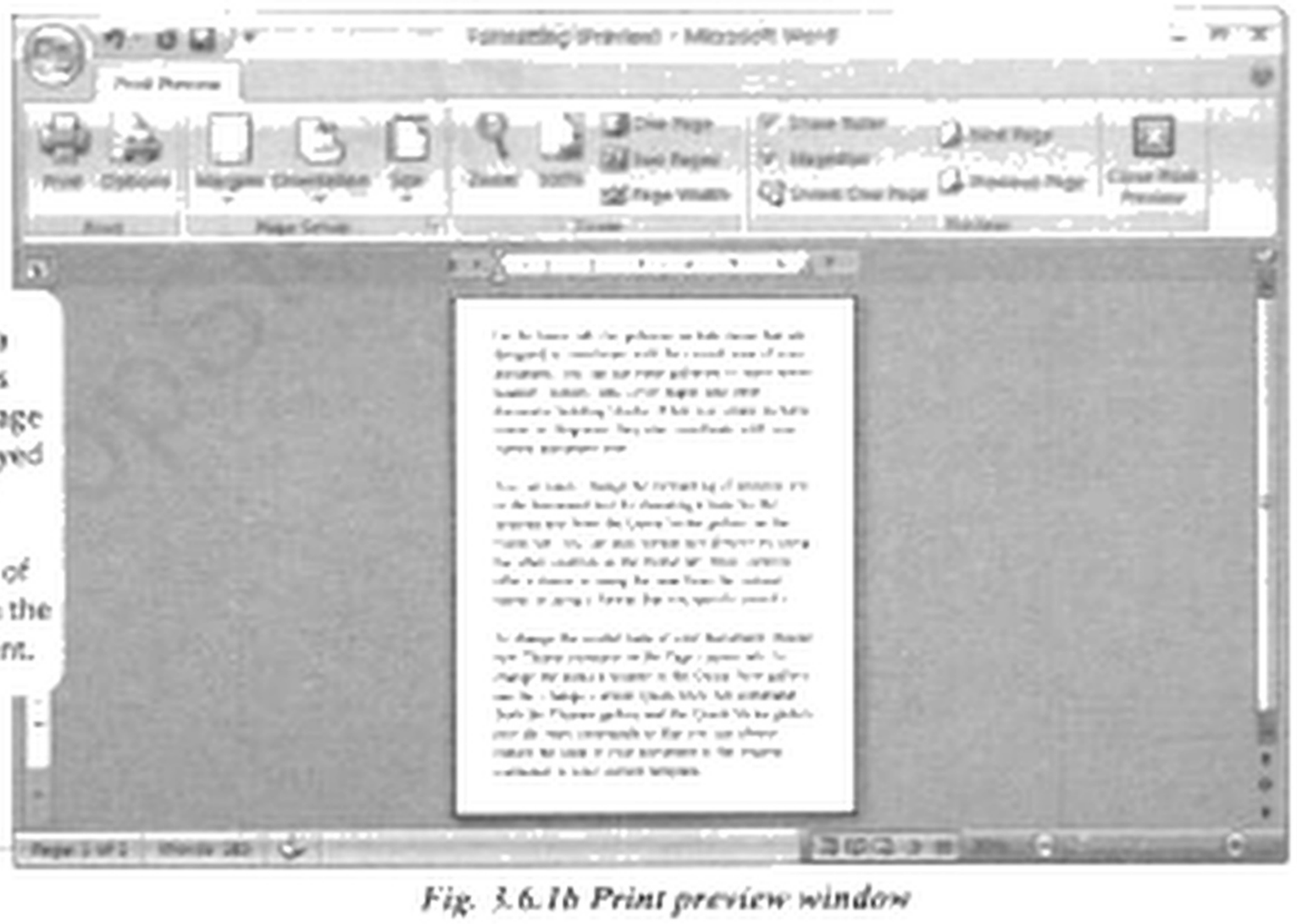
Unit - 3

- *Office drop-down menu* appears.
- Point to the arrow next to *Print.*



Fig. 3.6.1a Office drop-down menu

- Click *Print Preview.*
- The *Print Preview window* appears.



This area indicates which page is displayed and the total number of pages in the document.

Fig. 3.6.1b Print preview window

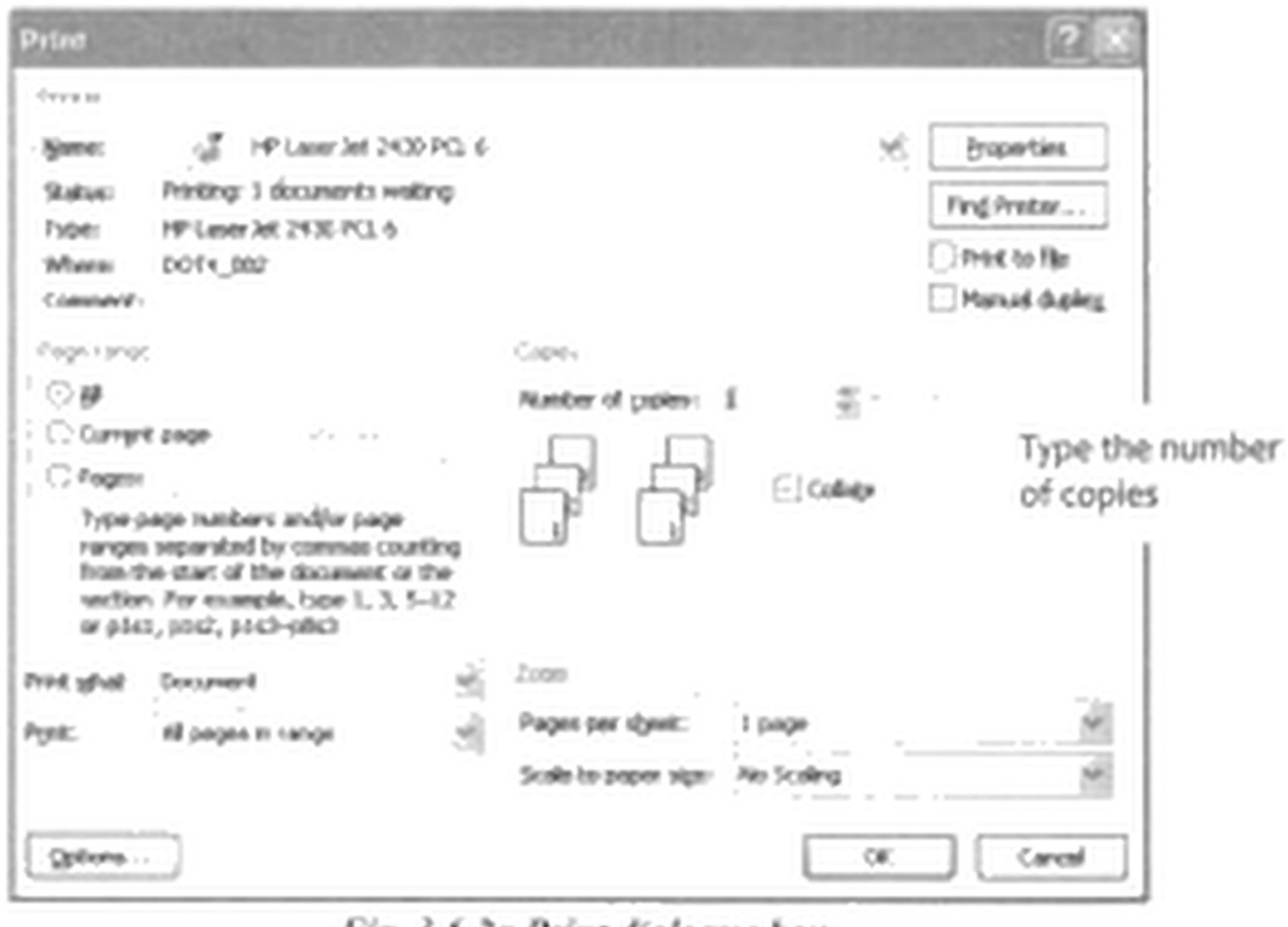
- Now make some changes before print.
- When you finish previewing the document, click **Close** to close the print preview window.

3.6.2 Printing Options

Printing is usually done through the *Print dialogue* box where a user can use the following options.

This area displays the printer that will print the document. We can select a different printer.

Select the print range option.



Type the number of copies

Fig. 3.6.2a Print dialogue box

Print Range Options

All	Current page	Pages	Selection
			
This option prints all pages in the document.	This option prints the page containing the insertion point.	This option prints the selected pages. (example: 1,3,5 or 2-5).	This option prints the selected text.

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Paper Size

We use different standard paper sizes for our document, some of them are listed below:

Paper	Size (inches)	Applications
Letter	8.50 x 11.00	Letters, magazines, catalogues
Legal	8.50 x 14.00	Forms, registers, answer sheets
A4	8.27 x 11.69	Letters, magazines, forms, catalogues
A5	5.83 x 8.27	Birthday cards
A6	4.13 x 5.83	Postcards, Eid cards, invitation cards
A7	2.91 x 4.13	Notepads

To Print a Document

- Open a document to be printed.
- Click the *Microsoft Office Button*, point to the arrow next to *Print* and then click *Print* or just press *Ctrl + P*.
- The *Print dialogue box* appears.

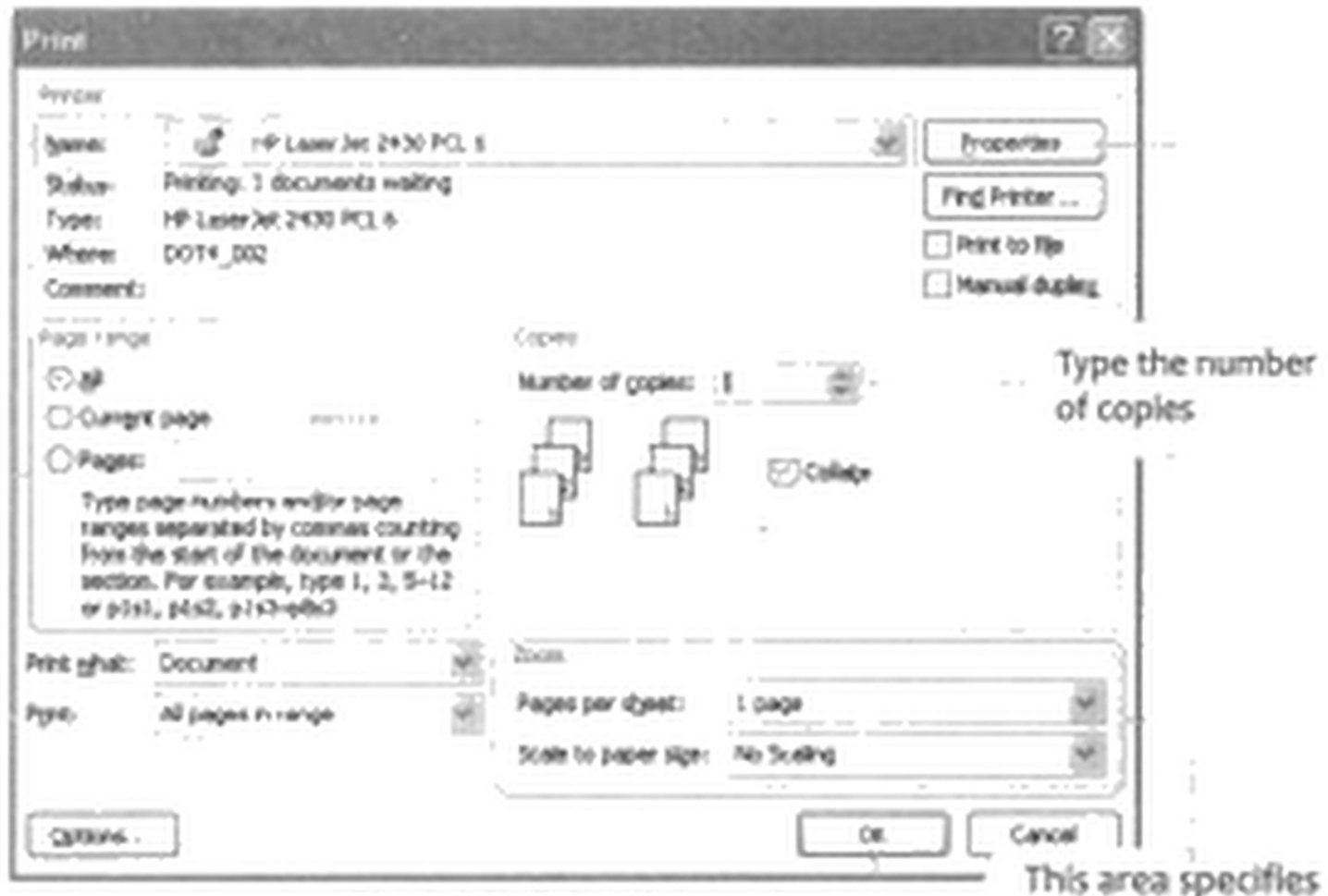


Fig. 3.6.2b Print dialogue box

- Make necessary selections in print dialogue box.
- Click OK.

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3.6.3 Changing Paper Size and Source

By default, *Word* uses letter size paper in the document. If a user wants to use a different paper size then he/she can change the settings.

Paper source is the location from where *Word* looks for the paper to print the document. The available paper source options depend on the printer.

Paper Size and Source

- Open a saved document.
- In a *View tab*, click the *One page*.
- On the *Page Layout* tab,
  in the *Page Setup* group,
  click the *Page Setup Dialogue Box Launcher*.

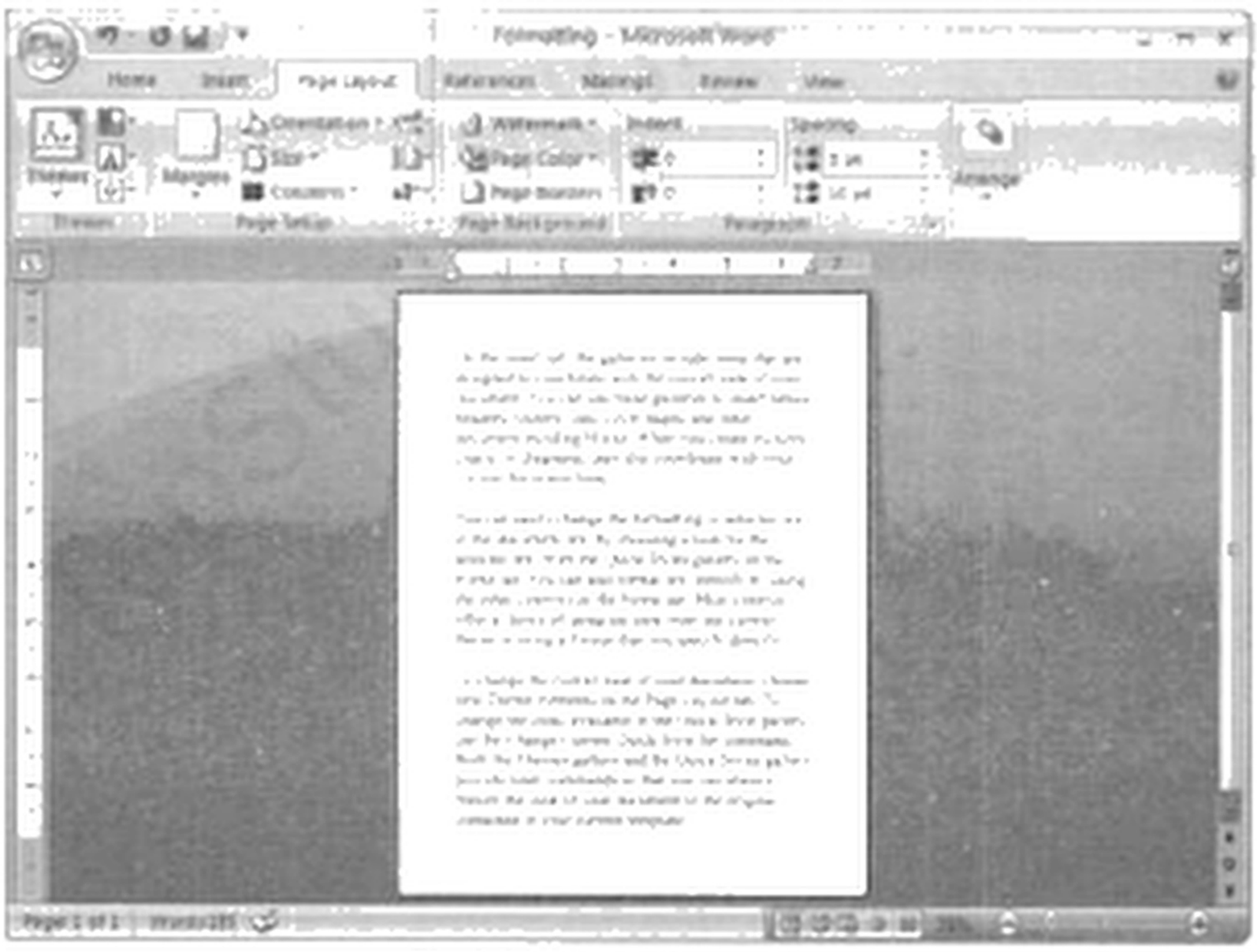


Fig. 3.6.3a Paper size and source

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➡ In the *Page Setup dialogue* box, click the *Paper* tab.

This area displays the width and height of the paper size.



Click the location of the paper for the first page of the document.

Click the location of the paper for other pages of the document.

Fig. 3.6.3b Page setup dialogue box

➡ Click the *paper size*.

➡ Under *Paper source*, click the paper source.

➡ Click *OK* to confirm the changes.

Summary

- *Print layout view* is used to see how the document will appear on a printed page.
- *Draft view* simplifies the page layout so a user can quickly type and edit the document.
- *Outline view* is used to review and work with the structure of a long document.
- *Full screen reading view* is used when a user is reading a document on full screen.
- *Web layout view* is used when a user is creating a web page.
- *zoom in* is used to get a close-up view of a document.
- *zoom out* is used to see more of the page at a reduced size.
- *Editing text* means adding and removing words.
- *Inserting text* means adding new text in the document.
- *Deleting text* means removing text from the document.
- *Drag and Drop:* Drag the selected text to a new location.

Customizing a Word Document

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- *Clipboard* is a temporary area in the memory for storing text and graphics.
- *Cut* means to remove text from the document and place it on the *clipboard*.
- *Paste* means to transfer a copy of the text from the clipboard to the document.
- *Copy and Paste* means to repeat information in the document without retyping it.
- *Undo* feature is used to discard last changes that have been made in the document.
- *Redo* feature is used to reverse the undo action.
- *Count words* option is used to automatically count the number of pages and words.
- *Find and Replace* command replaces a word or phrase with some other word or phrase.
- *Thesaurus* suggests other words with a similar meanings to the selected word.
- *Formatting text* can enhance the appearance of the document.
- *Fonts* are different styles of writing or typing.
- *Text colour* is used to make the document more attractive and beautiful.
- *Highlighting tool* is used to mark and find important text in the document.
- *Alignment* is the way in which text is placed between the margins of a page.
- *Line spacing* determines the amount of vertical space between the lines of text.
- *Formatting paragraphs* is the way to organize ideas and adds structure to a document.
- **Bullet and Number** list are small symbols that mark an important line of information (list).
- *Tab* is used to position the text at a specific location in the document.
- *Tab stop* is the location where text moves when someone presses the *Tab key*.
- *Borders* are lines a user can add to the top, bottom or sides of paragraphs.
- *Shading* is a transparent colour or pattern applied to a paragraph.
- *Page break* divides the long document into pages with page breaks.
- *Section break* divides a document into more than one sections.
- *Inserting page numbers* can number the pages automatically for a user.
- *Headers and Footers* are used to display information on each page of a document.
- *Footnotes or Endnotes* provide additional information about text in the document.
- *Margin* is the amount of space between the text and the edges of the paper.
- *Center Text* can center align the text between the top and bottom margins on the page.
- *Page orientation* is layout of the page. It can be vertical or horizontal.
- *Portrait* means paper is taller than it is wide.
- *Landscape* means paper is wider than it is tall.
- *Watermarks* are text or pictures that appear behind document text.
- *Creating columns* can create any number of columns in a document.
- *Print preview* is used to preview a document before printing.
- *Printing a document* prints a paper copy of the document.

Customizing a Word Document

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Exercise

Q.1 Tick the correct choice.

i) Word is a type of _____ software.

a) System b) Application c) Utility d) Device Driver

ii) _____view is the best way to see the work in Word.

a) Outline b) Draft c) Print Layout d) Full Screen Reading

iii) A user can view different areas of a long document by_____ a document.

a) Clipping b) Breaking c) Splitting d) Cutting

iv) Delete key deletes letters from the_____side .

a) Right b) Up c) Down d) Left

v) Undo feature is used to _____last change made in the document.

a) Discard b) Store c) Update d) Save

vi) Word shows the document information (total pages, words) on the _____bar.

a) Drawing b) Status c) Scroll d) Progress

vii) Changing the width of the lines in a paragraph is known as _____.

a) Formatting b) Spacing c) Indentation d) Alignment

viii)_____ is used to position the text on a specific location.

a) Space b) Backspace c) Arrow keys d) Tab

xi) _____ break is a point where current page ends and a new page begins.

a) Paragraph b) Page c) Section d) Line

x) A user can separate part of a document by using _____ break.

a) Page b) Paragraph c) Section d) Line

xi) _____is amount of spaces between the text and edges of your paper.

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

xii) Soft page break is also known as _____ page break.

a) Hard b) Long c) Short d) Automatic

xiii) _____ are text or pictures that appear behind the document text.

a) Page Numbers b) Fonts c) Columns d) Watermarks

xiv) Always _____ a document before printing.

a) Preview b) View c) Write d) Read

xv) _____ is the way in which text is placed between the margins of a page.

a) Numbering b) Pasting c) Watermark d) Alignment

Q.2 Fill in the blanks.

i) _____ key is used to start a new line in Word.

ii) Ctrl + Z is the short key to _____ the operation.

iii) _____ is the shortcut key to apply Cut option.

iv) Paste means to transfer a copy of the text from the _____ in the document at the insertion point .

v) _____ alignment is used in the newspapers, magazines and novels etc.

vi) _____ is a transparent colour or pattern that a user applies to a paragraph.

vii) The print out of the document is known as _____ copy.

viii) The break of the page inserted by a user is known as _____ page break.

ix) By default lines of a document are _____ spaced.

x) Word allows a user to view a document in _____ views.

Q.3 Define the following.

i) Bullets

ii) Indentation

iii) Draft View

iv) Dialogue Box

v) Page Border

vi) Drag and Drop

vii) Shading

viii) Section Break

ix) Copy and Paste

Q.4 Differentiate between the following.

i) Print Layout View and Web Layout View

ii) Header and Footer

iii) Zoom In and Zoom Out

iv) Page Break and Section Break

v) Cut and Copy

vi) Tab and Space

vii) Undo and Redo

viii) Alignment and Indentation

Q.5 Give brief answers to the following questions.

i) Describe different document views in Word.

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

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

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

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

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

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

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

ix) How many page breaks are there in Word ?

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

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

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

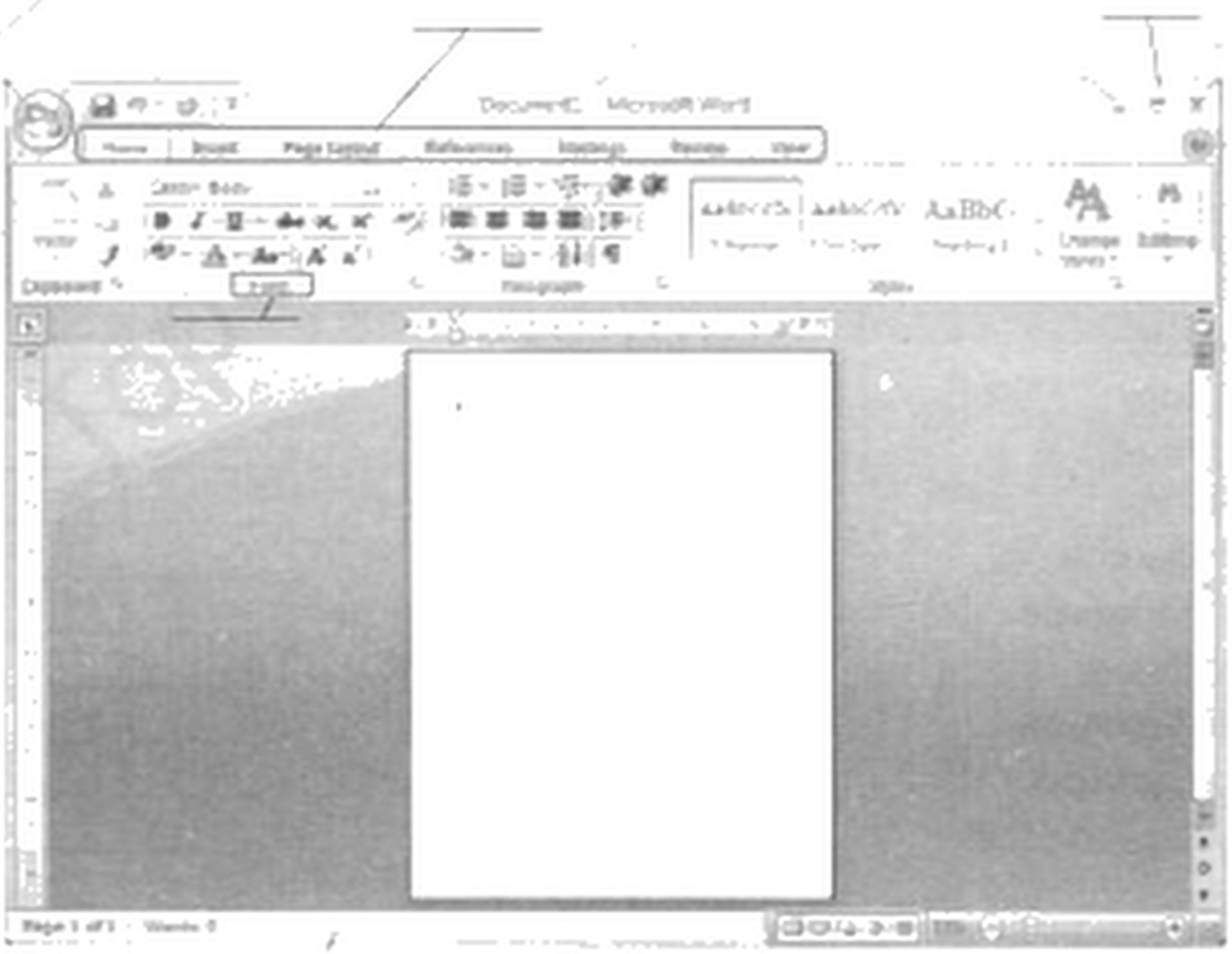
Customizing a Word Document

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

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

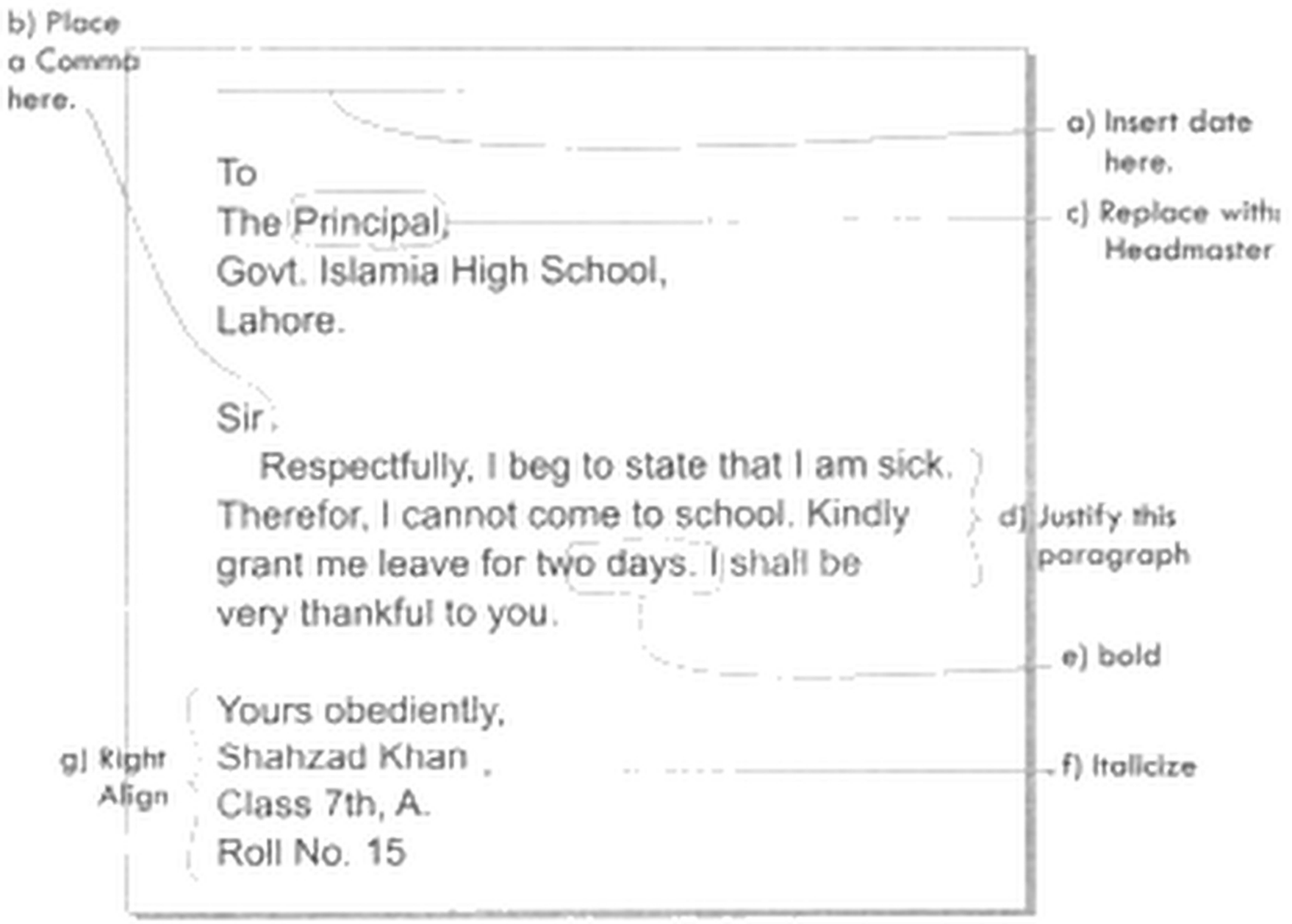
Q.8 Label the following diagram.



Customizing a Word Document **Unit - 3**

Lab Activity (Editing)

- Open a new document and save it as "Application".
- Type the following text.
- Use the Arial font.
- Perform the editing and formatting as shown.



Lab Activity (Time Table)

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

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

Customizing Word Document

Unit - 3

Lab Activity (Designing a Poster)

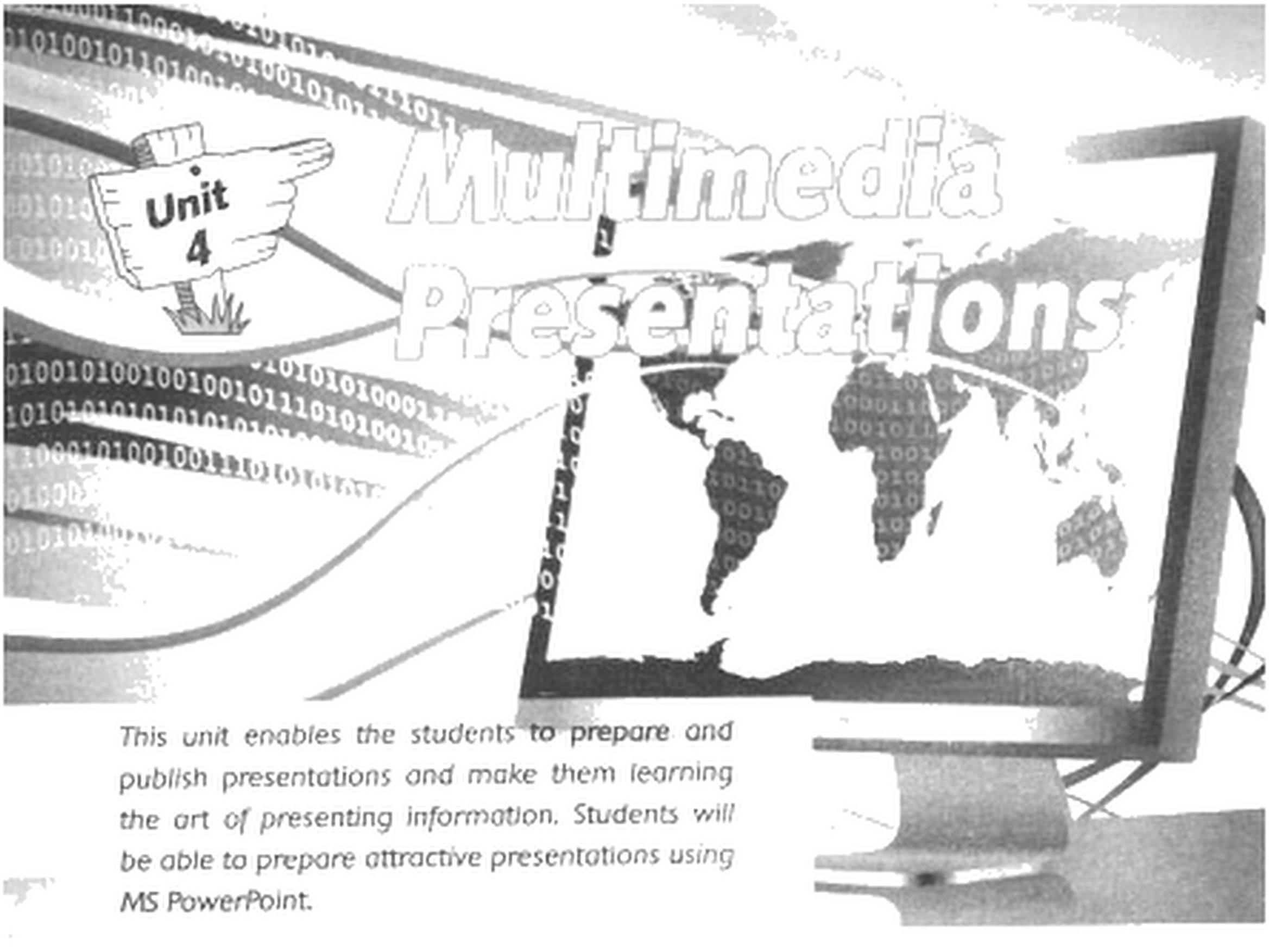
- Open a new document and save it as "Football Match".
- Add header and footer to this page.
- In the header type ***"Football Match"***.
- In the footer type your name.
- Create two Columns.
- Insert the clipart.
- Now type a text below the clipart.
- Align it left.
- Type ***"Pak Vs India"*** in the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



Lab Activity (Cricket Match)

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





This unit enables the students to prepare and publish presentations and make them learning the art of presenting information. Students will be able to prepare attractive presentations using MS PowerPoint.

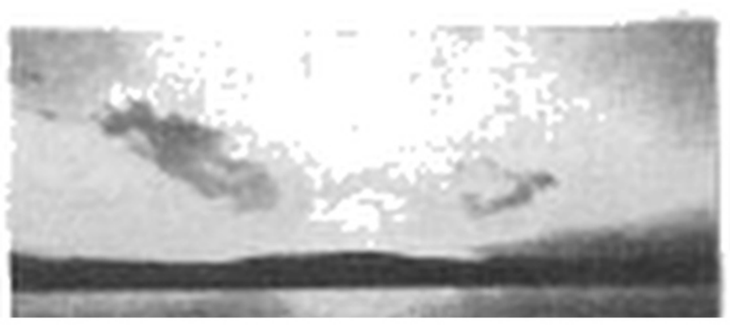
Learning Outcomes:

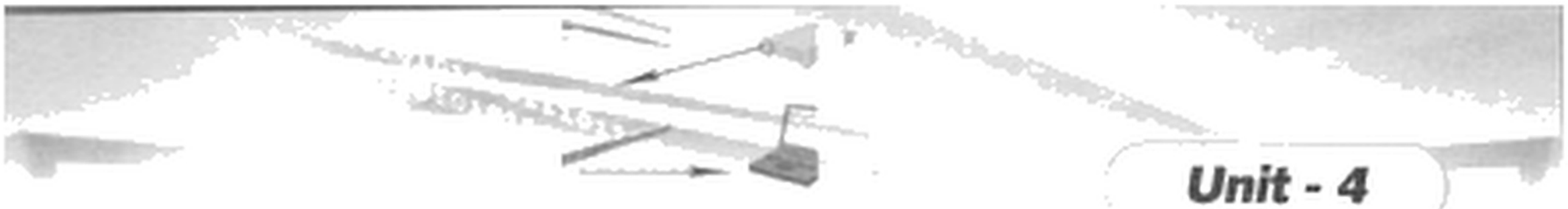
After completing this unit, students will be able to:





- define multimedia presentation and media elements.
- define slide and slide show.
- create a new presentation.
- know the types of templates.
- use the installed templates.
- use text and graphics in the presentation.
- use gradient, texture, pattern and picture as a background fill effect.
- use an appropriate slide layout.
- add text, clipart and drawing to the placeholders in the presentation.
- apply slide transition effect to the presentation.
- apply custom animation effects to the presentation.





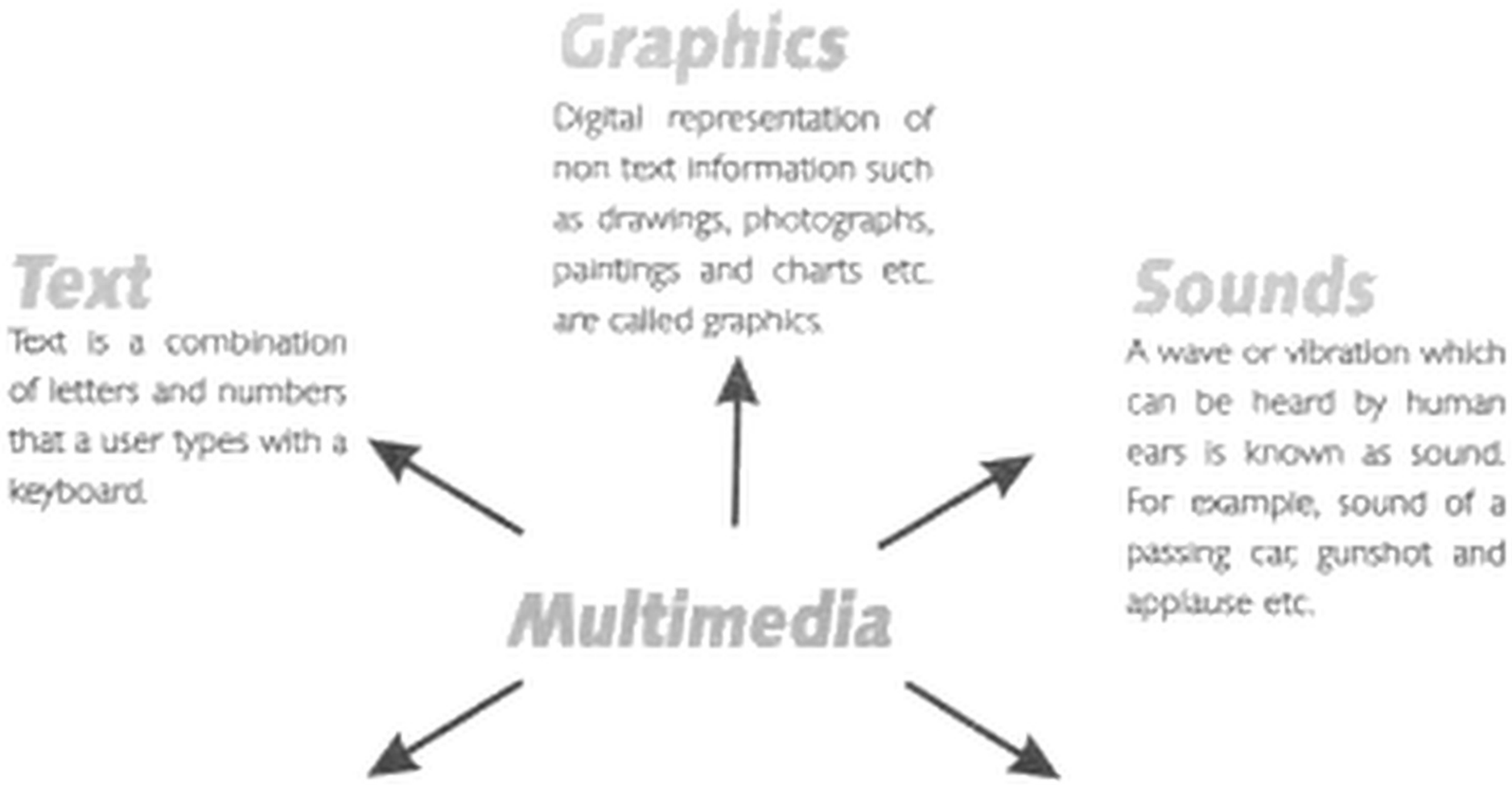
Unit - 4

Introduction to Multimedia Presentations

Multimedia presentations help users to present information visually in an interactive way. They can use different media elements in their presentations to make an impact on the audience.

Multimedia

Multimedia is a combination of all or some of the media elements. The elements of multimedia include text, graphics, audio/video and animation.



4.1 Creating a PowerPoint Presentation

Microsoft PowerPoint is a software that helps a user to create attractive multimedia

presentations using different media elements, such as text, graphics, sound, video and animation. When we start *PowerPoint*, a new blank presentation begins automatically with one slide.

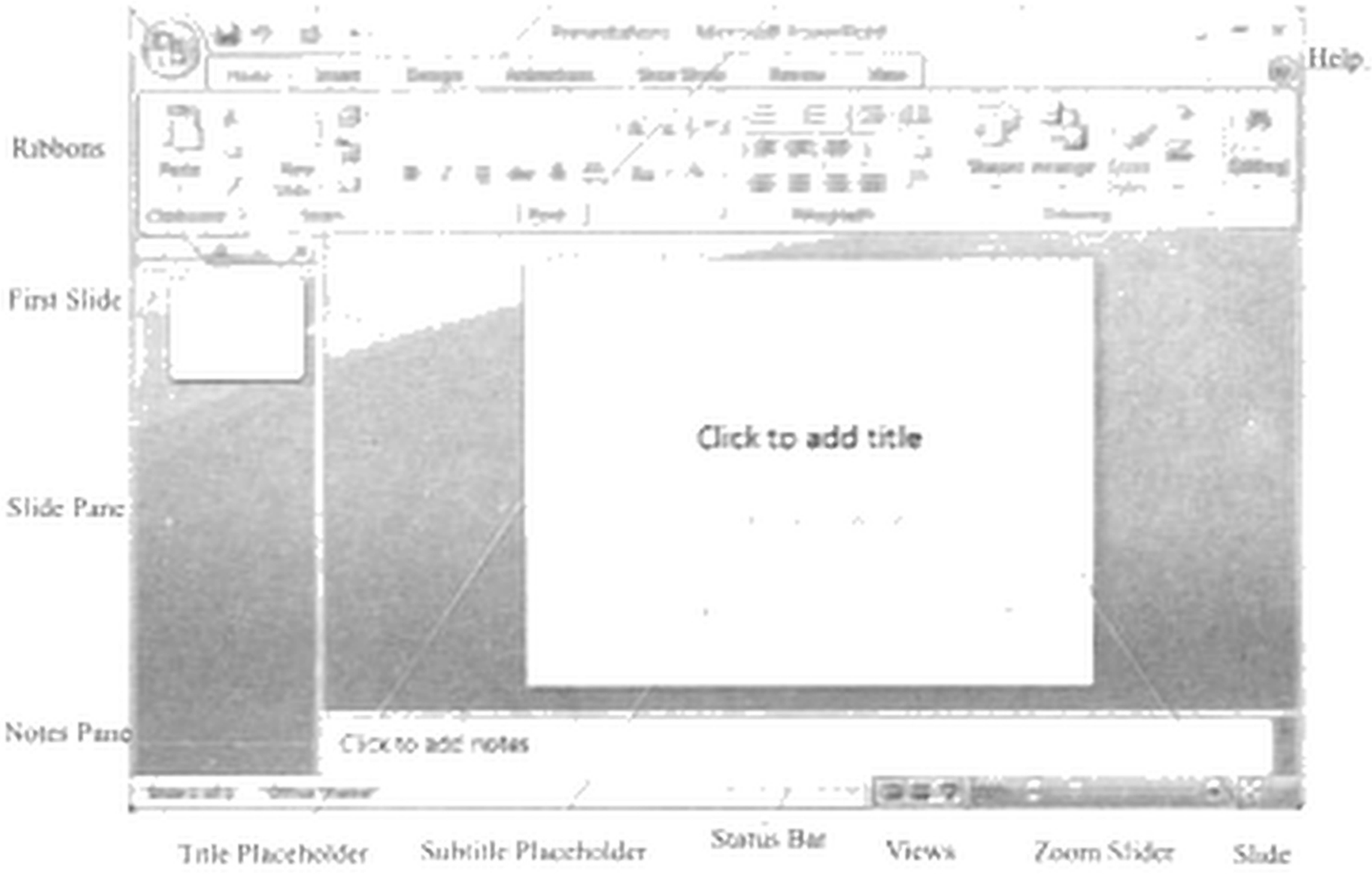


Fig. 4.1 PowerPoint window

➡ To exit *PowerPoint*, click close button ☒ appearing in the top right-hand corner.

4.1.1 Multimedia Presentation

An orderly display of information using different media elements such as audio, video, animation, text and graphics is known as ***multimedia presentation.***

Multimedia presentations are used to present information to a group of people. It is the most comprehensive way to present information. *PowerPoint* and *Adobe Flash* are some examples of multimedia presentation software.

4.1.2 Slide and Slide Show

A single page of presentation created in PowerPoint is called ***slide***. All the information in the form of media elements such as text, graphics and sound etc. is presented on the slide. The presentation of all the slides, created in PowerPoint shown one after another is known as ***slide show***. In the slide show, presentation is shown in the full screen mode. In the slide show all the graphics, timings, animated effects and transition effects are shown.

Opening PowerPoint

→ Click *Start button.*
Point to *All programs* → *Microsoft Office*

→ Click *Microsoft Office PowerPoint 2007.*

→ *PowerPoint 2007* opens.

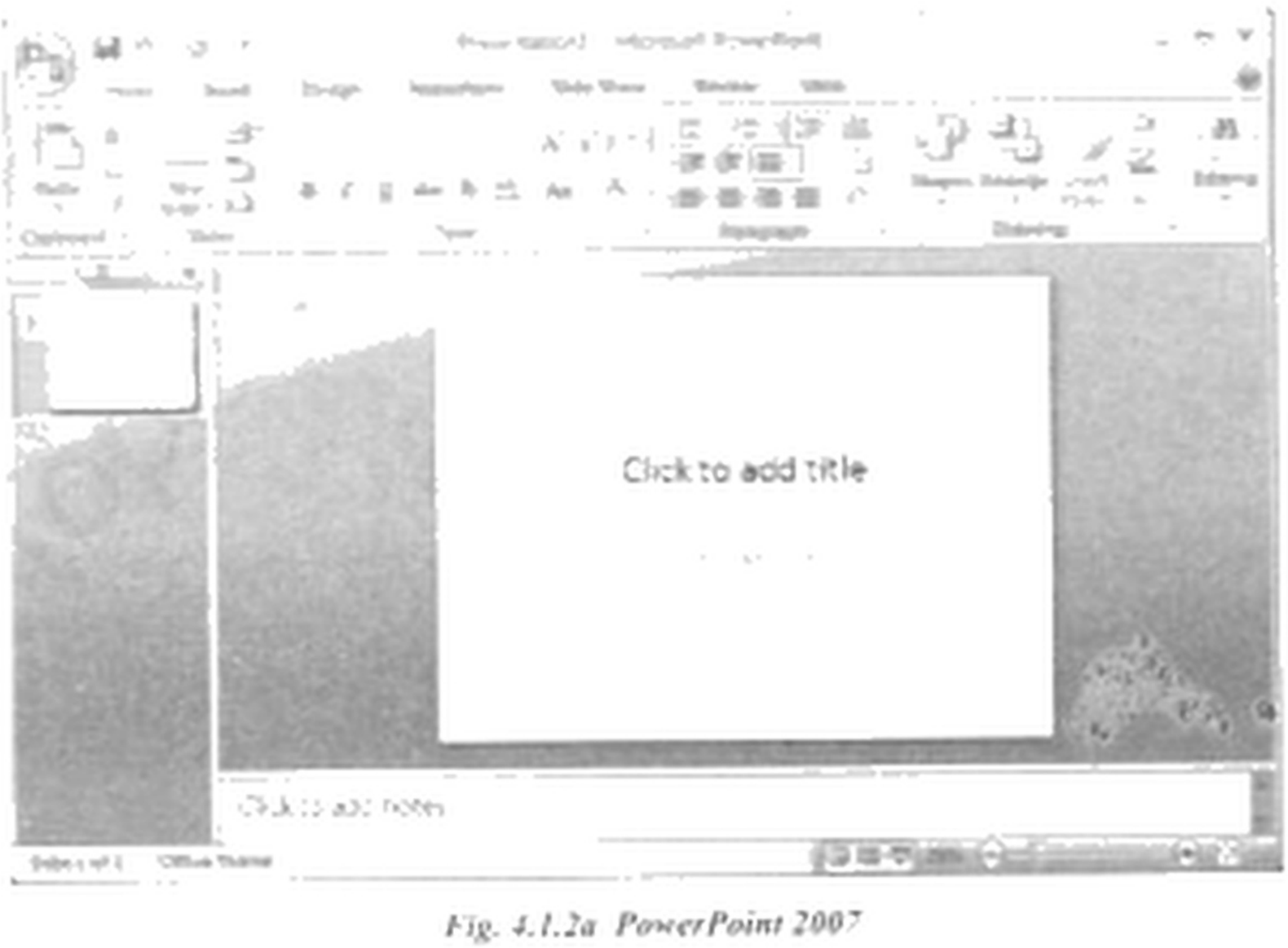


Fig. 4.1.2a PowerPoint 2007

→ Click on the *title placeholder* and type "My First Presentation".

→ Now click on the *subtitle placeholder* and type your name, class and section,

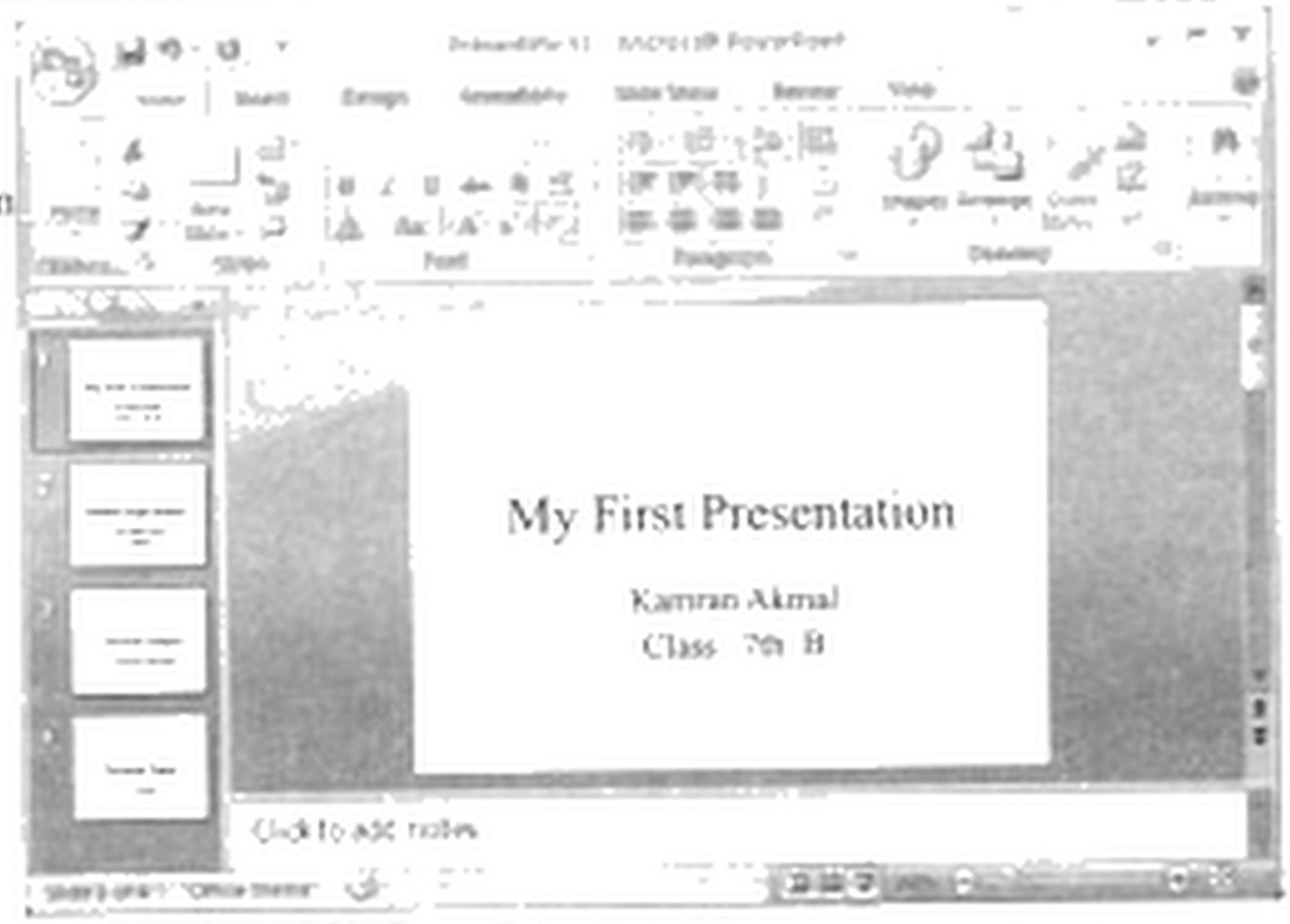


Fig. 4.1.2b PowerPoint first slide

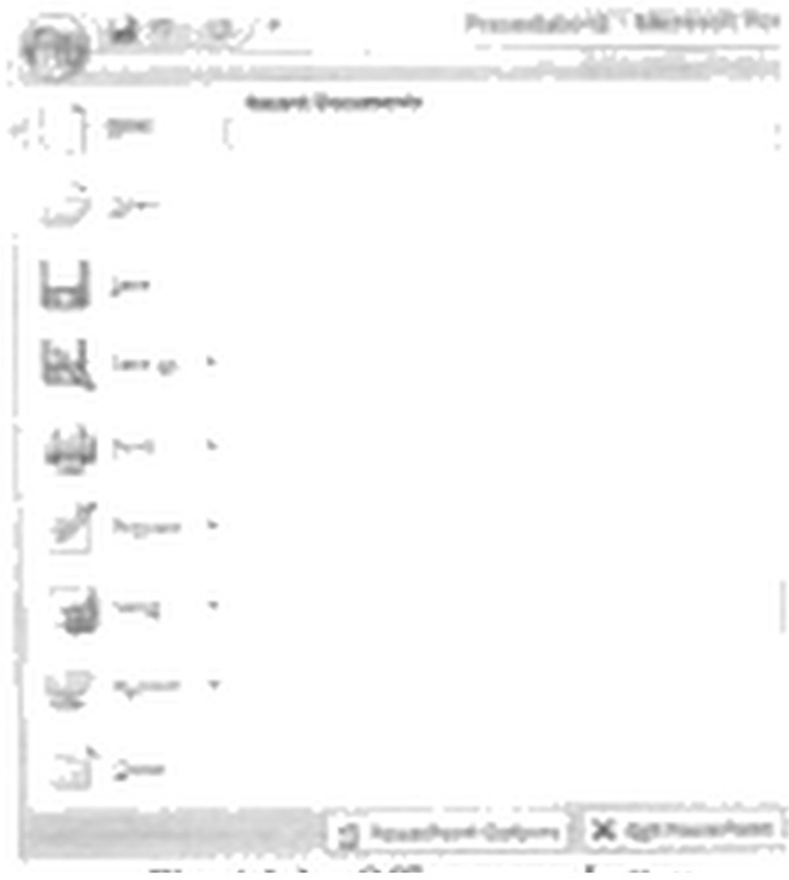
- Click on ***new slide*** button to add few more slides.
- Now click the ***slide show*** button to run the slide show of your presentation or press *F5* key on the keyboard.
- The presentation will run in full screen mode.
- Save it in *My documents* folder with the name of "My First Presentation".

4.1.3 Blank Presentation

When a user starts PowerPoint, a new blank presentation begins automatically with one slide. If the user needs to start another blank presentation, follow these steps.

Creating Blank Presentation

- Click *office button* and
  select *New*
  or Press *Ctrl + N.*



→ The *New Presentation* dialogue box opens.

→ *Blank Presentation* is selected by default.

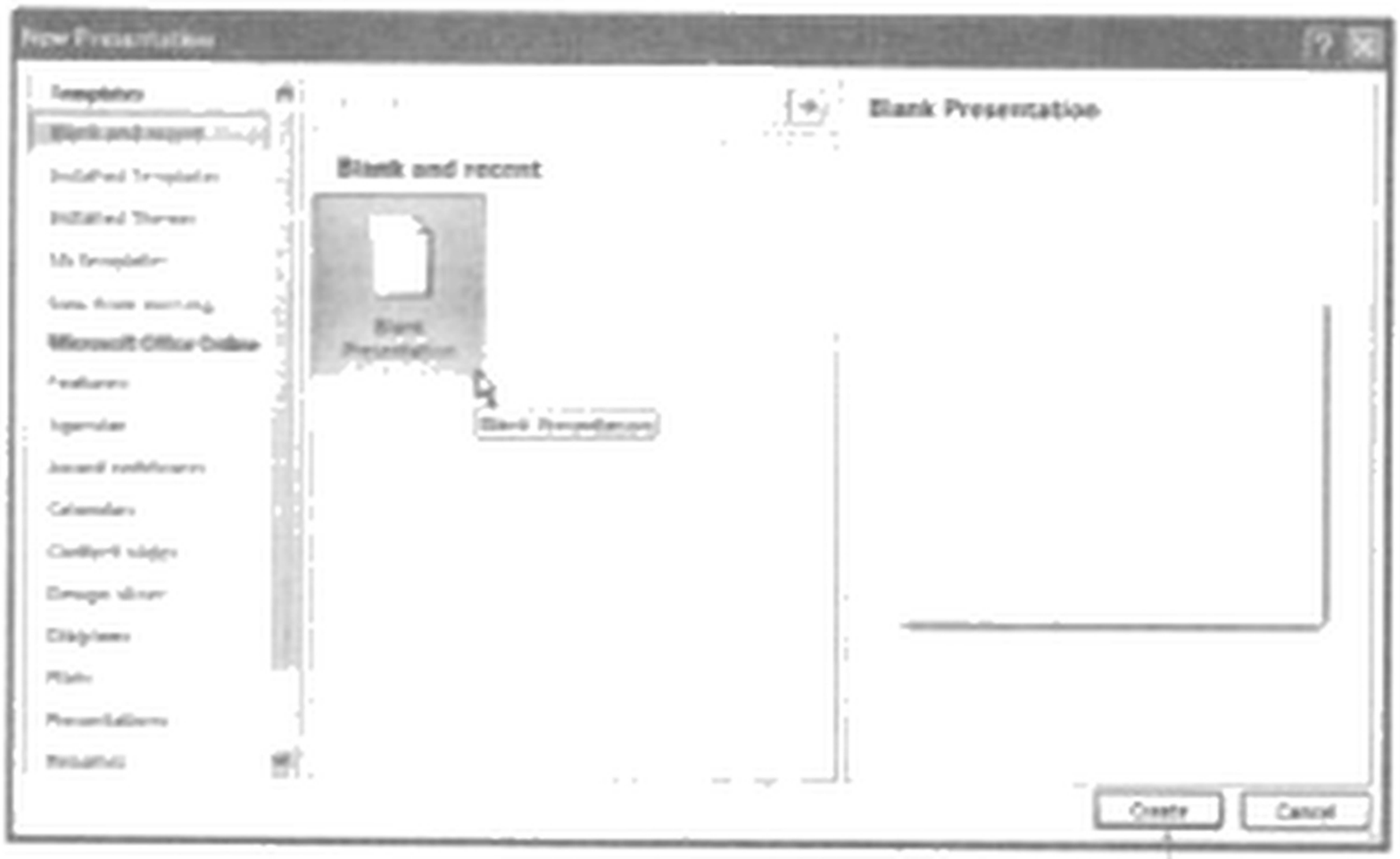


Fig. 4.1.3b New presentation dialogue box

→ Click *Create button.*

→ A new blank presentation will be created.

4.1.4 Templates

A ***template*** is a file that contains pre-defined settings on which a user can base new presentations. Templates are easy to use. They also save much time in beautifying the slides.

There are three types of templates.

- *Installed Templates:* These templates are provided with the PowerPoint.
- *My Templates:* Templates that a user has created and saved.
- *Office Online Templates:* Templates that a user downloads from Office website.

Using Installed Templates

→ Open *PowerPoint* (a new blank presentation appears).

→ Choose *office button* and select *New*

➡ The *New Presentation* dialogue box opens.

➡ In the *Templates list*, Click *Installed Templates*.

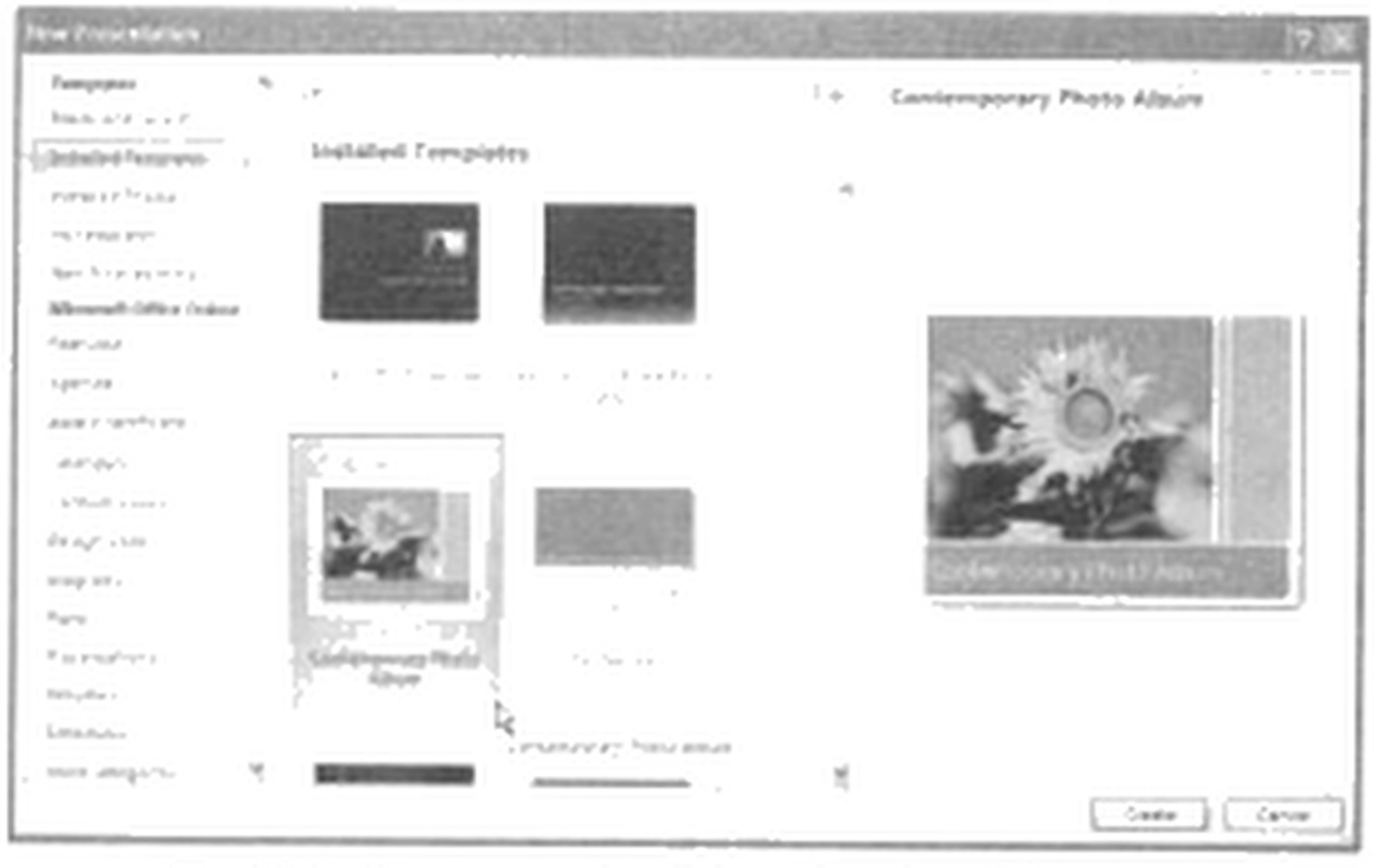
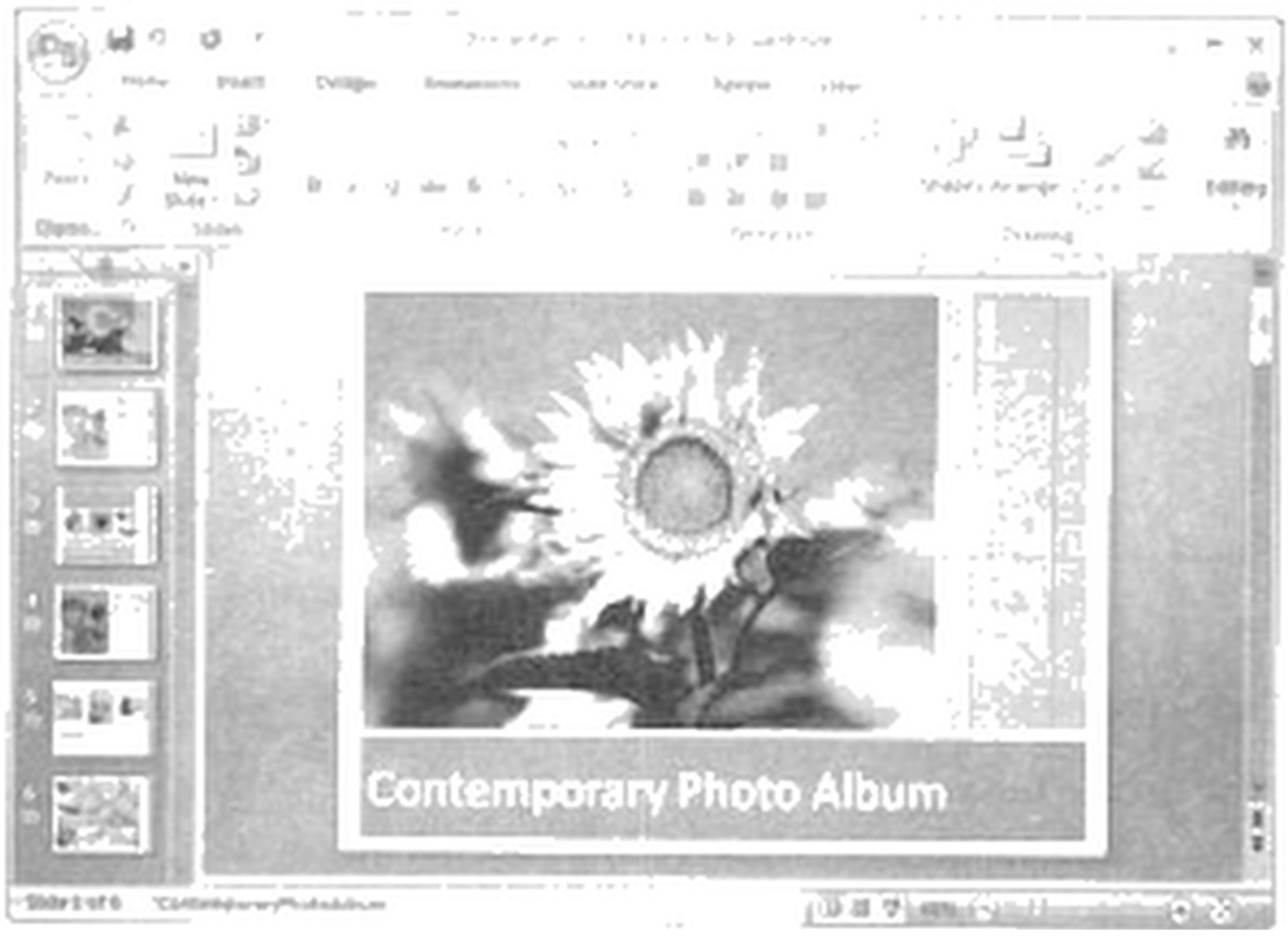


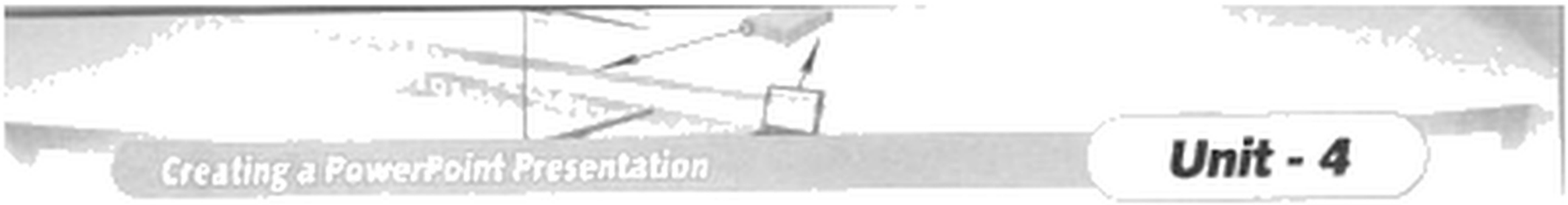
Fig. 4.1.4a New presentation dialogue box (Installed templates)

➡ Click a template to see a preview of it.

➡ *Click Create button.*

A new presentation opens based on that selected template.





4.1.5 Themes

A user can open a new presentation using a theme. A **theme** contains pre-defined settings of fonts, colours and effects. A user can also customize a theme by making changes in fonts and other settings.

Using Themes

- Open *PowerPoint* (a new blank presentation appears).
- Choose *office button* and select *New*.
- The *New Presentation* dialogue box opens.
- In the *Templates list*, Click *Installed Themes*.

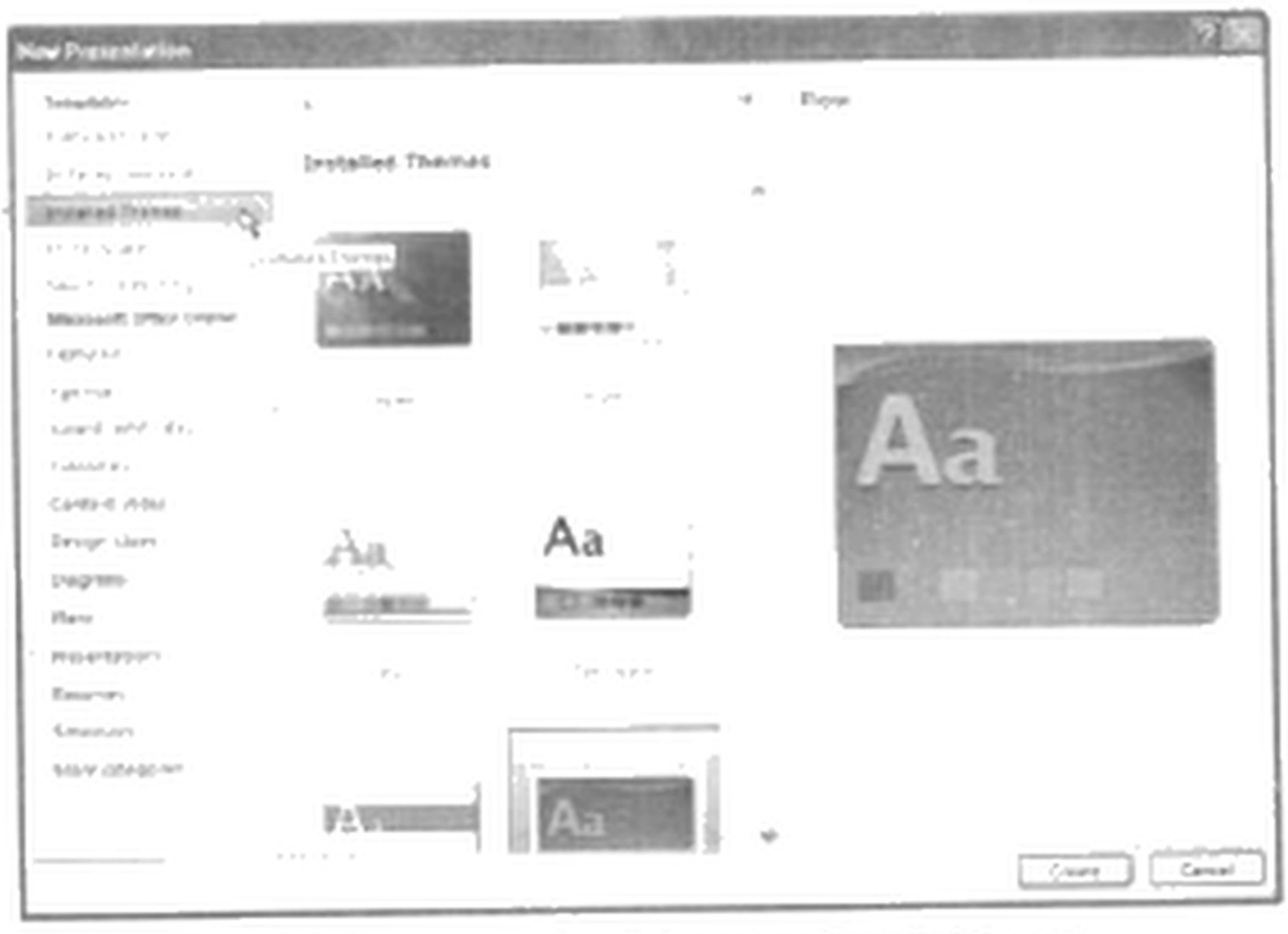


Fig. 4.1.5 New presentation dialogue box (Installed themes)

- Click a theme to see a preview of it.
- Click **Create button.**
- A new presentation opens based on the selected theme.



4.1.6 Collecting Contents for Presentation

Contents for presentation can be collected in the form of text, images, audio and video clips. The presenter can search books and Internet for the best available material. Suppose a user wants to create a presentation on Quaid-e-Azam Muhammad Ali Jinnah.

The user should collect the following material to make an attractive presentation.

- Textual data (birthday, a brief life history and quotes etc.)
- Images of Quaid-e-Azam
- Sound clips from his speeches
- Video clips of Quaid-e Azam

4.1.7 Adding Background Fill Effect

The background of a slide is the area behind the text and graphics. The background colour and appearance of the slide can easily be modified with the following effects.

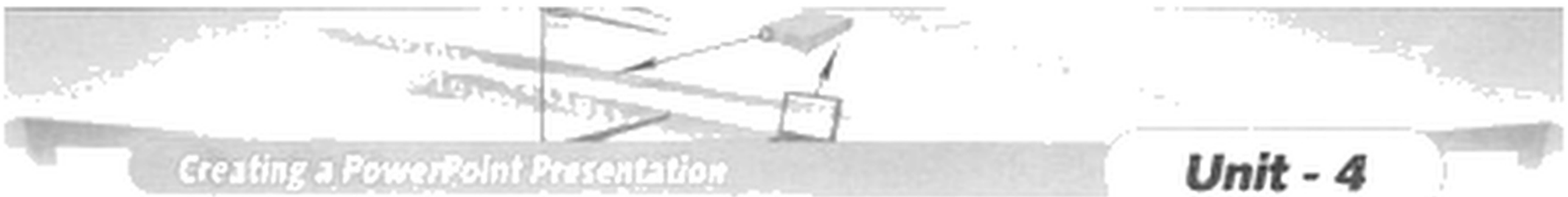
- *Gradient fill:* A gradual progression of colours and shades, usually from one colour to another colour, or from one shade to another shade of the same colour.
- *Texture fill:* The feel of a surface or a fabric is called texture. There are different textures available in PowerPoint to set as background.
- *Picture fills:* A visual representation of an object or scene or person produced on a surface is known as picture. For example, paintings, drawings and photographs etc.

Adding Gradient Fill

→ Open *PowerPoint* (a new blank presentation appears).

→ Type the following quotation.

" AS YOU SOW, SO SHALL YOU REAP "



- On the *Design tab*, in the *Background group*, click *Background dialogue box launcher.*



- The *Format Background dialogue box* appears.

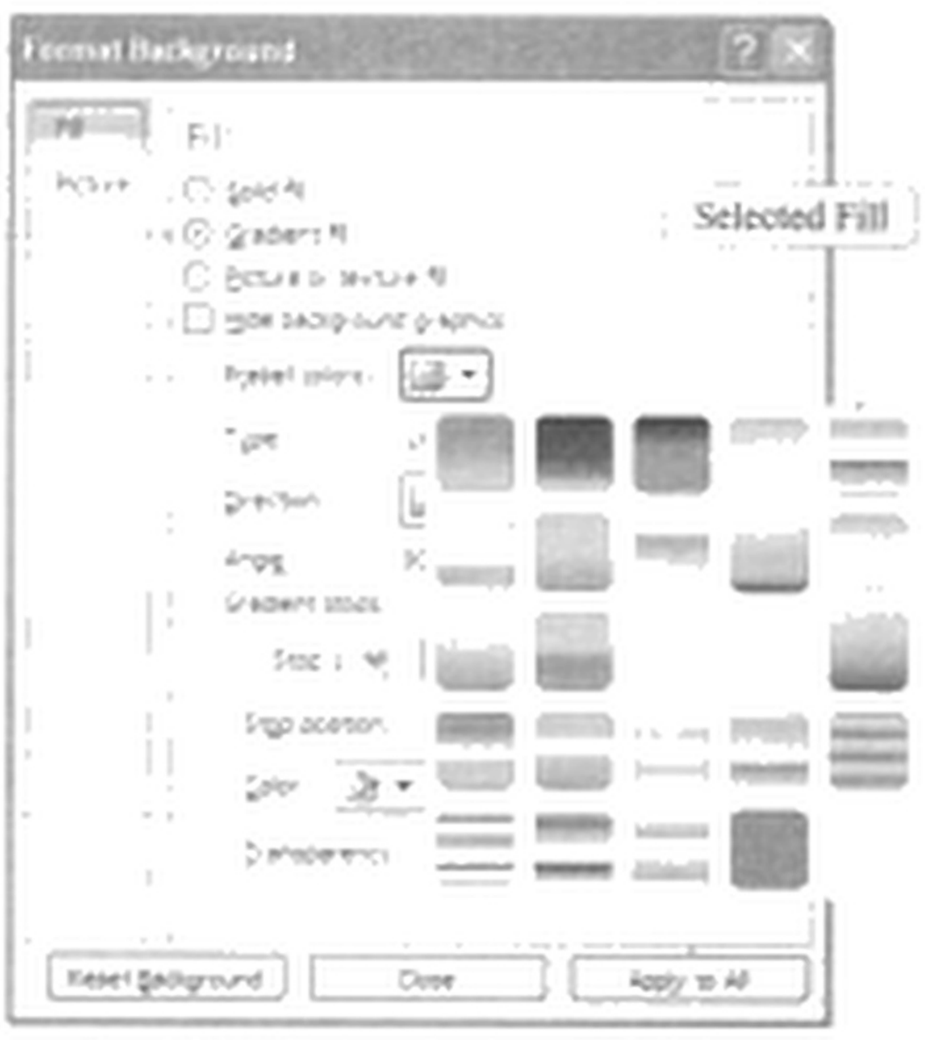


Fig. 4.1.7a Format background dialogue box

- Click *Gradient fill.*
- Click *Preset colours* and select one of the preset colour styles.
- Click *Apply to All,* the colour of the background of the slide changes.
- Click *Close.*
- The background of the slide changes.



Adding Texture Fill

- Open *PowerPoint* (a new blank presentation appears).
- Type the following quotation.

"Do good have good"



- Right Click on the background of the slide.
- Select the *Format Background*.
- The Format Background dialogue box opens.

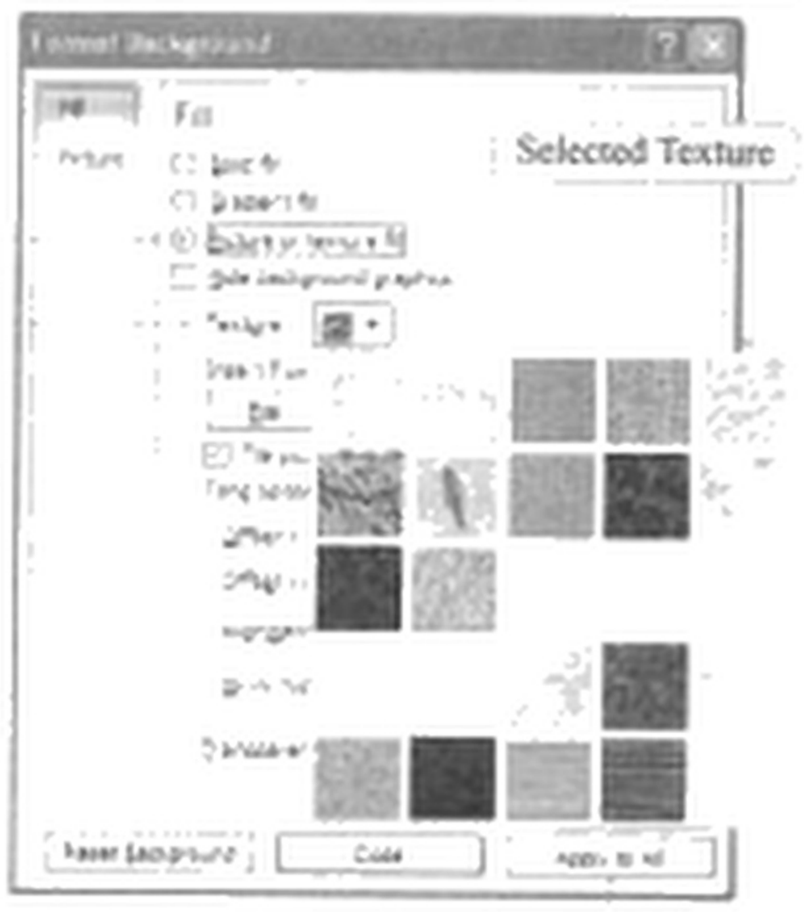


Fig. 4.1.7c Format background dialogue box

- Click *Picture or texture fill.*
- Click *Texture* button and then select the required texture.
- *Background* of the slide is filled with the selected texture.
- Click *Apply to All.*
- Click *Close.*

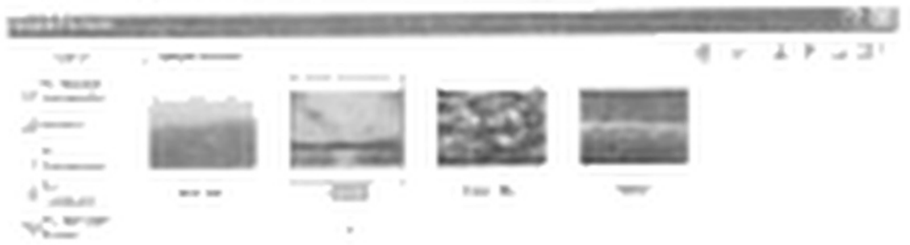


Adding Picture as Background Fill

- Open *PowerPoint* (a new blank presentation appears).
- Type the quotation " THE SUN SETS IN THE WEST ".
- Open the *Format Background dialogue box.*
- Click *Picture or texture fill.*
- Click *File* button to choose a picture.
- Set the path of the appropriate picture which you want to set as *background.*
- Click *Apply to All.*
- Now the picture has been set as a *background.*



Fig. 4.1.7e Format background dialogue box



Selected Picture

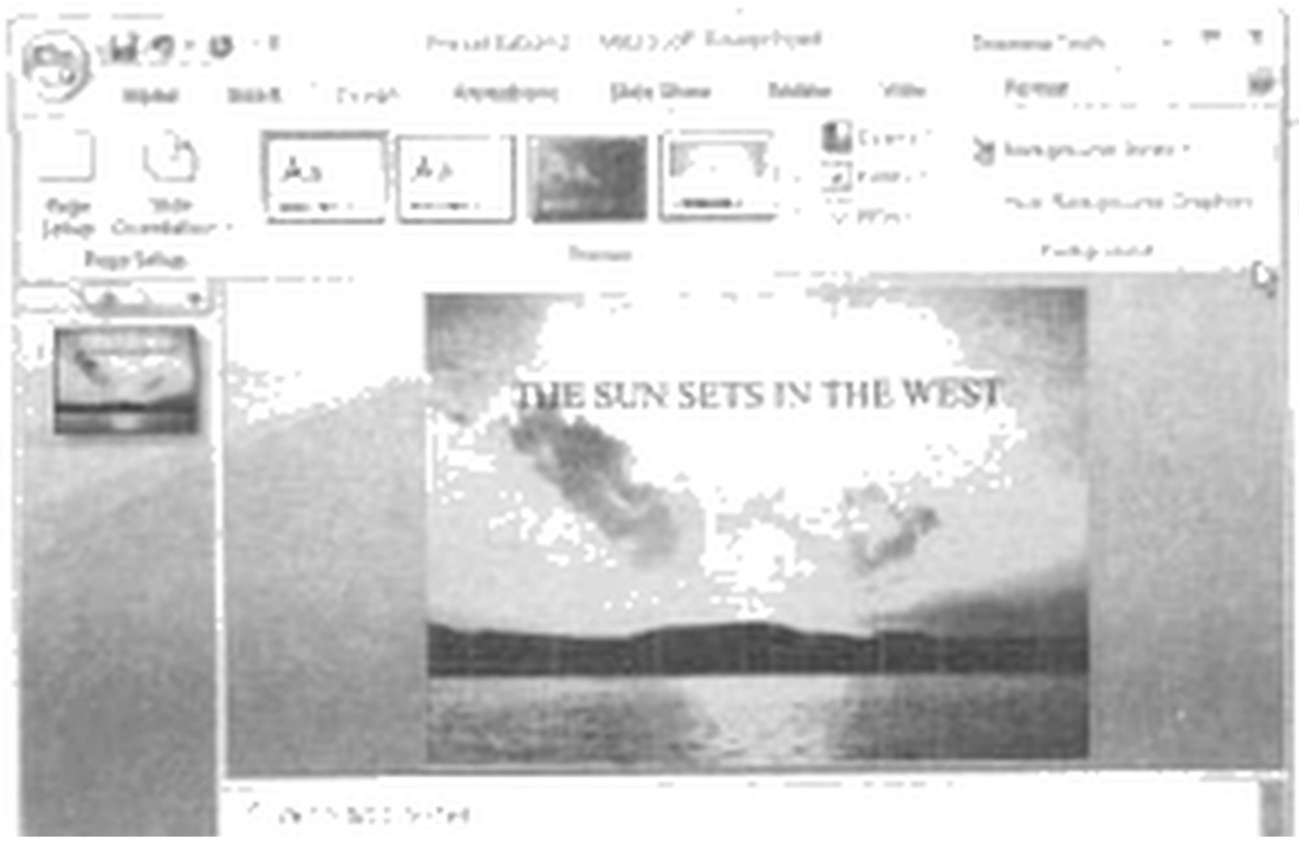


Fig. 4.1.7f Sample picture folder

4.1.8 Slide Layout and Placeholders

Layout refers to the way things are arranged on a slide. A *slide layout* is a ready-made or pre-defined design of a slide available in *Microsoft PowerPoint.*

All slide layouts contain boxes with dotted borders called *placeholders.* These boxes hold title and body text or objects such as *SmartArt* graphics, charts, tables, and pictures.

There are different slide layouts available in the *PowerPoint.* A user can select the appropriate slide layout for the presentation.

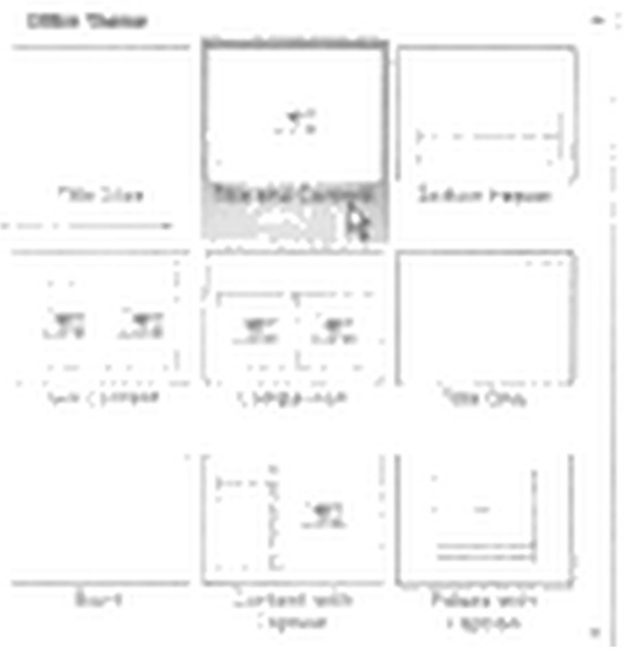
Using Slide Layout and Placeholders

- Open a new blank *PowerPoint presentation.*
- In the *Home tab*, on the *Slides group*, Click *Layout.*



Fig. 4.1.8a A blank presentation

- A menu of layouts appears.
- Click the desired layout.



Creating a P.I.

Unit - 4



Fig. 4.1.8c Title and content layout

- In the *title placeholder* type "My House".
- In the *content placeholder*, Click Insert *Clip Art* button.
- A *Clip Art pane* appears.
- Type "Home" in the *Search For* text box.
- Click *Go*. The matching *Clip Arts* appear.
- Click the *Clip Art* that you want to insert.
- The selected clip art appears on the slide.



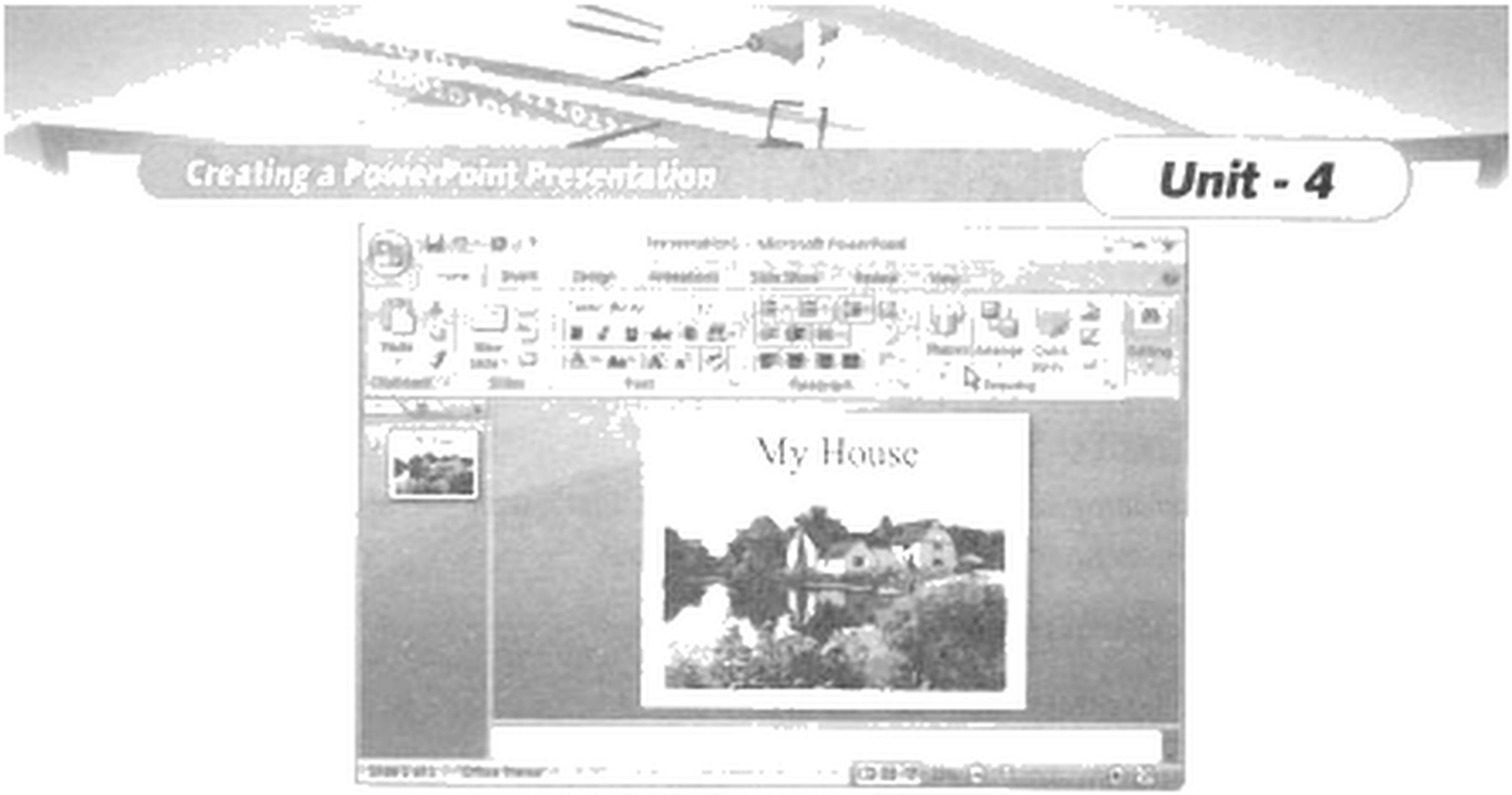


Fig. 4.1.8e Adding text and drawing

- In the *Home tab*, on the Drawing *group*, click *Shapes*.
- A menu of shapes appears.
- Click the *shape* that you want to insert.

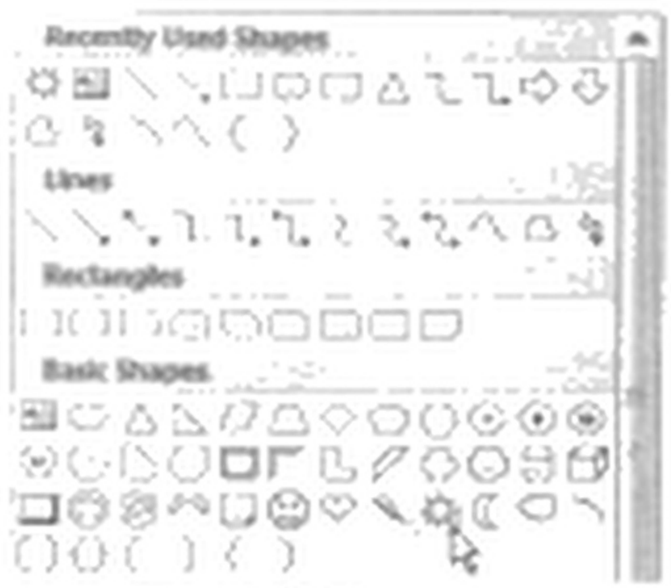


Fig 4.1.8f Shape menu

- Edit the *shape*, for example by resizing or moving it as needed.



4.2 Adding Animations

A user can add animations in a presentation using slide transition and custom animation effects. These effects help to animate a slide and its objects.

4.2.1 Custom Animation

Custom animation is the list of animated effects that a user can apply to different selected objects on the slide during the slide show.

Using Custom Animation

- Open the presentation "My House".
- Select the image.
- In the *Animation tab*, Click *Custom Animation*.



Fig 4.2.1a Custom animation menu

- *Custom Animation task pane* appears.
- Click *Add Effect* ➡ *Entrance* ➡ *Checkerboard.*
- Select the *Slide Show* button

Adding Animations

Unit - 4

We can modify the animation effects on your slide.

➡ In *Custom Animation Pane*, under *Modify task*, we can modify three settings of animation effect.

Start - how to start animation.

Direction - direction of animation.

Speed - speed of animation.

➡ We can also remove the *animation effect* from the slide by clicking the *Remove button.*



Fig. 4.2.1b Custom animation menu

4.2.2 Slide Transition

Slide transition is the movement from one slide to another in the slide show. A user can add sounds, select the speed and style to the transition effects.

Activity (My House)

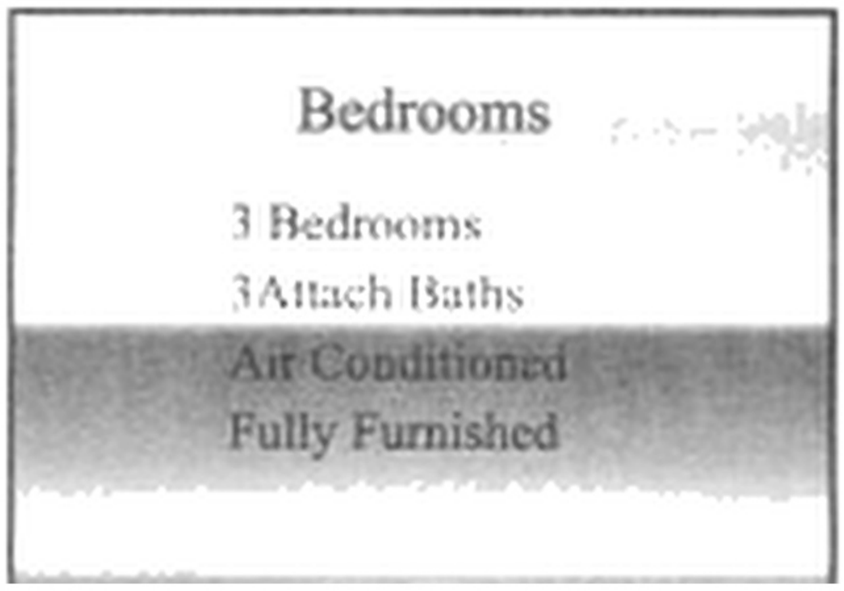
➡ Open the presentation "My House".

➡ Add a new slide and type the number of bedrooms, bathrooms and facilities they have.

Slide 1



Slide 2



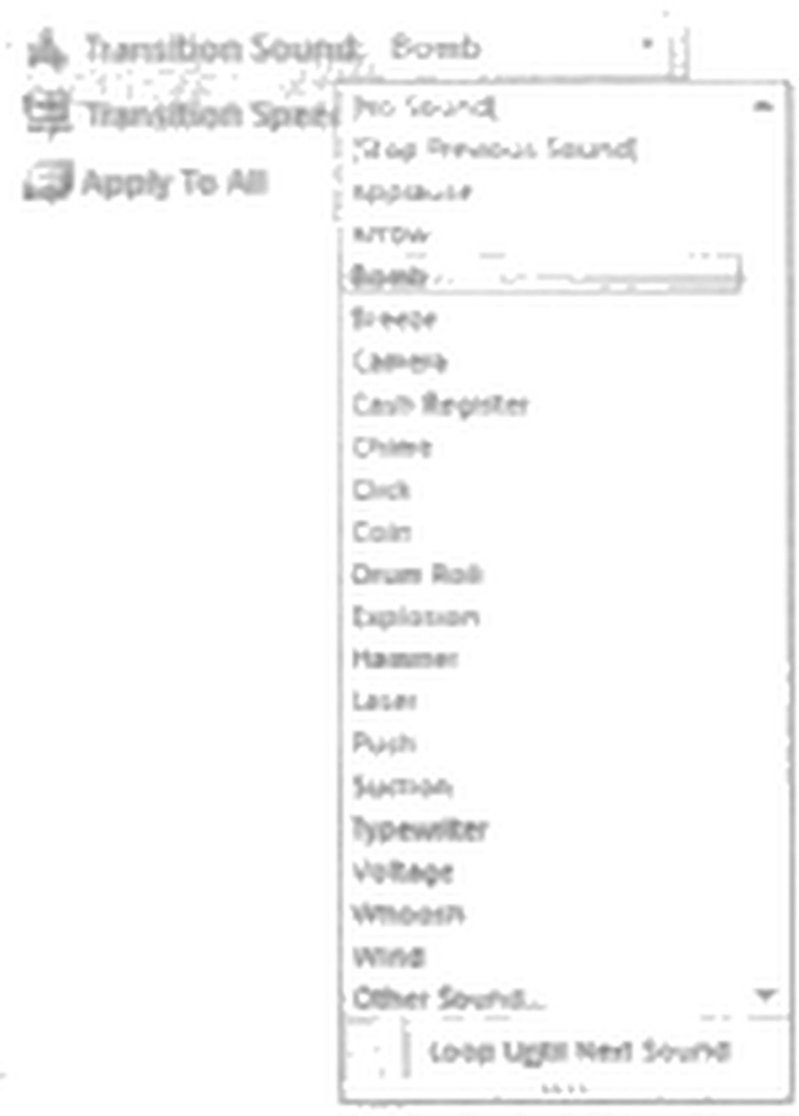
- Select the first slide
- On the *Animations tab*, in the *Transition To This Slide* group, Click a slide ***transition effect button*** to apply the slide transition effect.

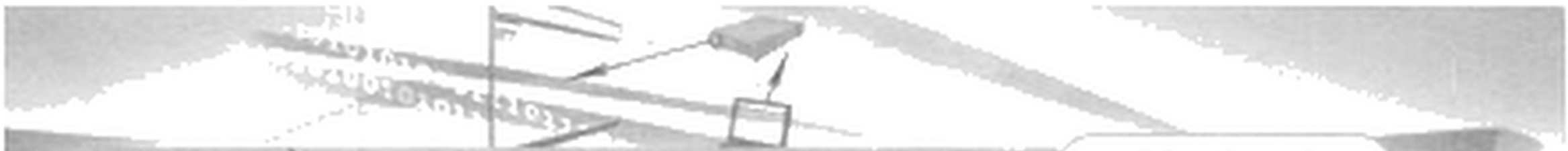


Fig. 4.2.2a Slide transition

Applying sound effects.

- On the *Animations tab*, In the *Transition To This Slide* group, Click *Transition Sound.*
- *Transition Sound drop-down* list appears.
- Select a *transition sound.*





Setting speed of the slide transitions.

➡ On the *Animations tab,*
In the *Transition To This Slide* group,
Click *Transition Speed.*



➡ Select a *transition speed*
from *Transition speed drop-down list.*

4.2.3 Run a Slide Show

The presentation of all the slides created in PowerPoint one after another is known as ***slide show***. In the slide show, presentation is shown in the full screen mode.

Slide Show

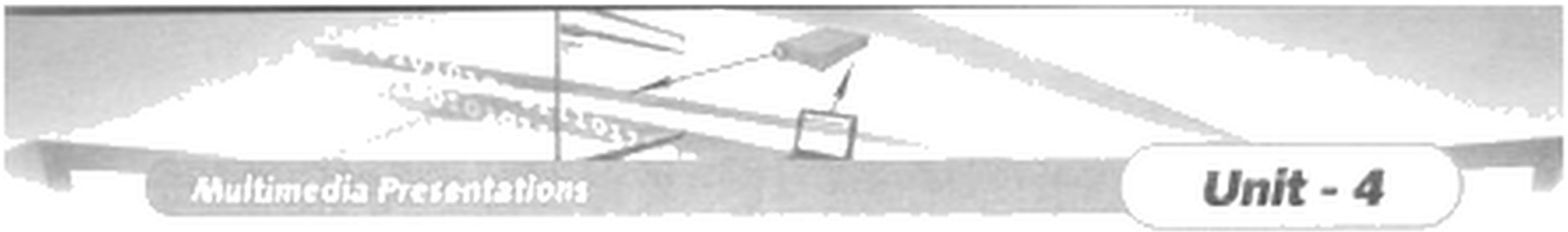


➡ On the *Slide Show tab,*
In the *Start Slide Show* group,
Click *From Beginning.*

➡ Slide show starts from the first slide.

Summary

- *Multimedia* is a combination of all or some of the media elements.
- *Text* is a combination of letters and numbers that a user types with a keyboard.
- *Graphics* is the digital representation of non text information
- *Sound* is a wave or vibration which can be heard by human ears.
- *Animation* is a technique used to create movement in objects.
- *Video clip* is a short segment of a video. It is used to support information.
- *Multimedia presentation* is an orderly display of information.
- A single page of presentation created in PowerPoint is called a *slide.*
- *Slide show* is the presentation of all the slides one after another.
- *Template* is a file that contains pre-defined settings on which user can base new presentations.
- A *theme* contains pre-defined settings of fonts, colours and effects.
- *Gradient fill* is a gradual progression of colours usually from one colour to another.
- *Background* is the area behind the text and graphics.
- *Texture fill* is a feel of a surface or a fabric.



- *Slide transition* is the movement from one slide to another in the slide show.
- *Custom animation* is the list of animated effects that a user can apply to different selected objects on the slide during the slide show.

Exercise

Q.1 Tick the correct choice.

i) A single page of presentation created in PowerPoint is called _____ .

a) Slide b) Media c) Text d) Slide Show

ii) There are _____ elements of multimedia.

a) Four b) Three c) Two d) Five

iii) The combination of letters and numbers is known as_____ .

a) Alphabets b)Numbers c)Symbols d)Text

iv) Cartoon movies are the example of_____ .

a) Painting b) Animation c) Drawing d) Photograph

v) The digital representation of nontext information is called_____ .

a) Sound b) Video c) Graphics d) Animation

vi) The movement of an object is created by using _____ technique.

a) Animation b) Presentation c) Motion d) Execution

vii) The name of the PowerPoint file is seen on the _____ bar.

a) Menu b) Title c) Scroll d) Status

viii) _____ is the Keyboard shortcut key to create a new file in the PowerPoint.

a) Ctrl+N b) Ctrl+V c) Ctrl+ C d) Ctrl+P

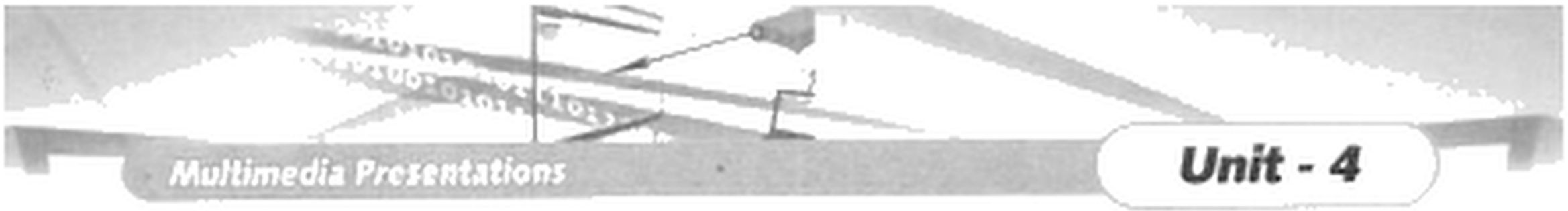
ix) All slide layouts contain boxes with dotted borders called _____

a) Titleholder b) Placeholder c) Box holder d) Text holder

x) The presentation of all slides created in PowerPoint is called _____ .

a) Slide Design b) Slide View c) Slide Show d) Laser Show

xi) Slide_____ are the effects that determine how a slide moves in and out of the view in the SlideShow.



xii) In which Tab a user can find Slide Transition?

a) Home Tab b) Animation Tab c) Review Tab d) Design Tab

xiii) The list of animated effects that a user can apply to selected object on the slide is called _____ .

a) Smooth Animation b) Long Animation c) Slide Transition d) Custom Animation

xiv) An orderly display of information using different media elements is known as _____ .

a) Multimedia Presentation b) Animation c) Transition d) Layout

xv) The arrangement of the objects on the slide is known as Slide_____ .

a) Transition b) Show c) Design d) Layout

Q.2 Fill in the blanks.

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

ii) Picture is an example of _____ .

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

iv) A _____ is a ready-made or pre-defined design of a slide.

v) Placeholders are the boxes with _____ borders.

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

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

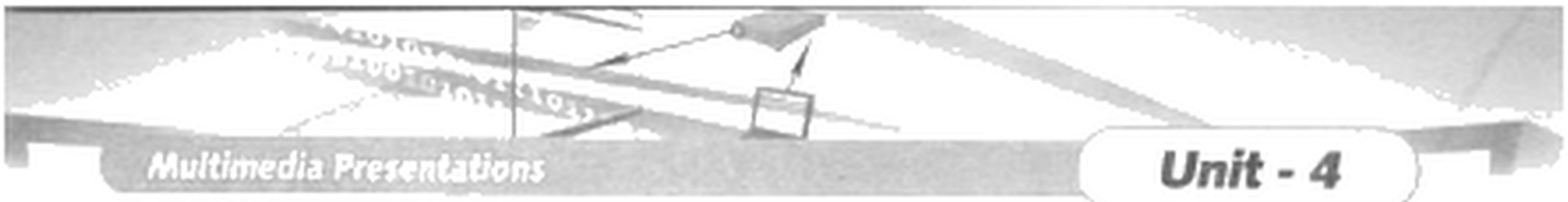
viii) A _____ page of presentation created in PowerPoint is called slide.

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

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

Q.3 Define the following.

i) Multimedia ii) Placeholder iii) Text



Multimedia Presentations

Unit - 4

Q.4 Differentiate between the following.

i) Gradient and Texture background Fill

ii) Graphics and Animation

iii) Video Clip and Animation

iv) Installed and My Templates

v) Custom Animation and Slide Transition

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

i) What is multimedia? Explain its element.

ii) Define Slide and Slide Show.

iii) How can we fill background with different ways?

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

v) What is Slide Transition?

vi) Describe Custom Animation.

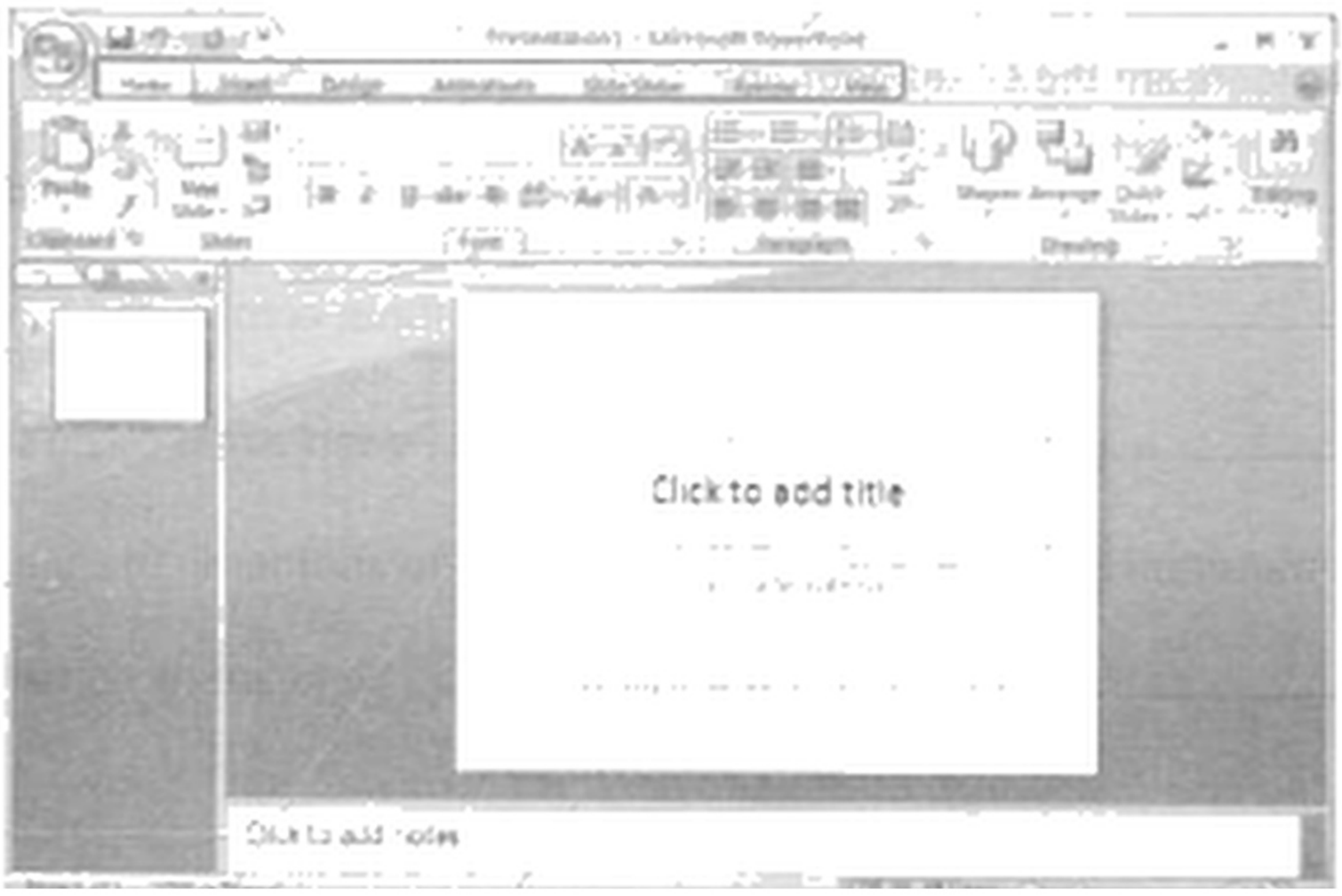
vii) What is meant by collecting contents? Explain with an example.

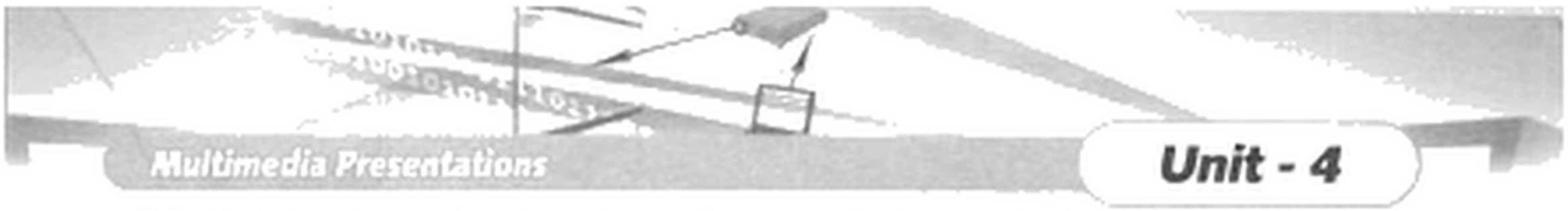
viii) Write the steps to fill background with a picture.

ix) Write the types of the templates.

x) What is a Slide Show?

Q.6 Label the following diagram.





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

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

Lab Activity (Backgrounds)

- Open a new presentation.
- Select an appropriate layout for the presentation.
- Add two more slides in your presentation.
- Select different background fill for each slide.
- In slide1, type your name, class and school name.
- In slide2, type your hobbies.
- In slide3, type the names of your friends.
- Run the Slide Show.

Slide 1



Slide 2



Slide 3



Lab Activity (My Self)

- Open a new presentation.
- Select an appropriate layout for the presentation.

Multimedia Presentations

Unit - 4

- Select different background fill for each slide.
- In slide I, type your name, class and school name.
- In slide2, type your hobbies.
- In slide3, type the names of your friends.
- Using custom animation task pane, select animation effects for the title and subtitle text.
- Apply transition effect from quick style list on the slides.
- Run the Slide Show.

Slide 1



Slide 2



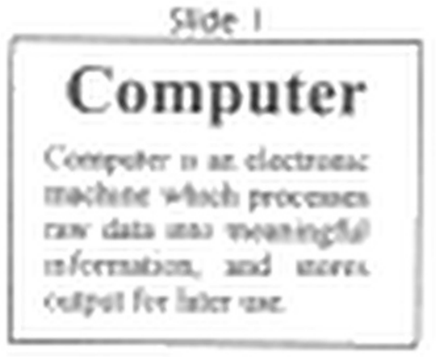
Slide 3



Lab Activity (Computer Basics)

- Open a new presentation.
- Select an appropriate layout for the presentation.
- Add three more slides in your presentation.
- Select different background fill for each slide.
- In slide1, type the definition of computer.
- In slide2, type the definition of hardware and software.
- In slide3, type the names of five different hardware.
- In slide4, type the names of five different software.
- Using custom animation task pane, select animation effects for the title and subtitle text.
- Apply transition effect from quick style list on the slides.

Slide 1



Slide 2

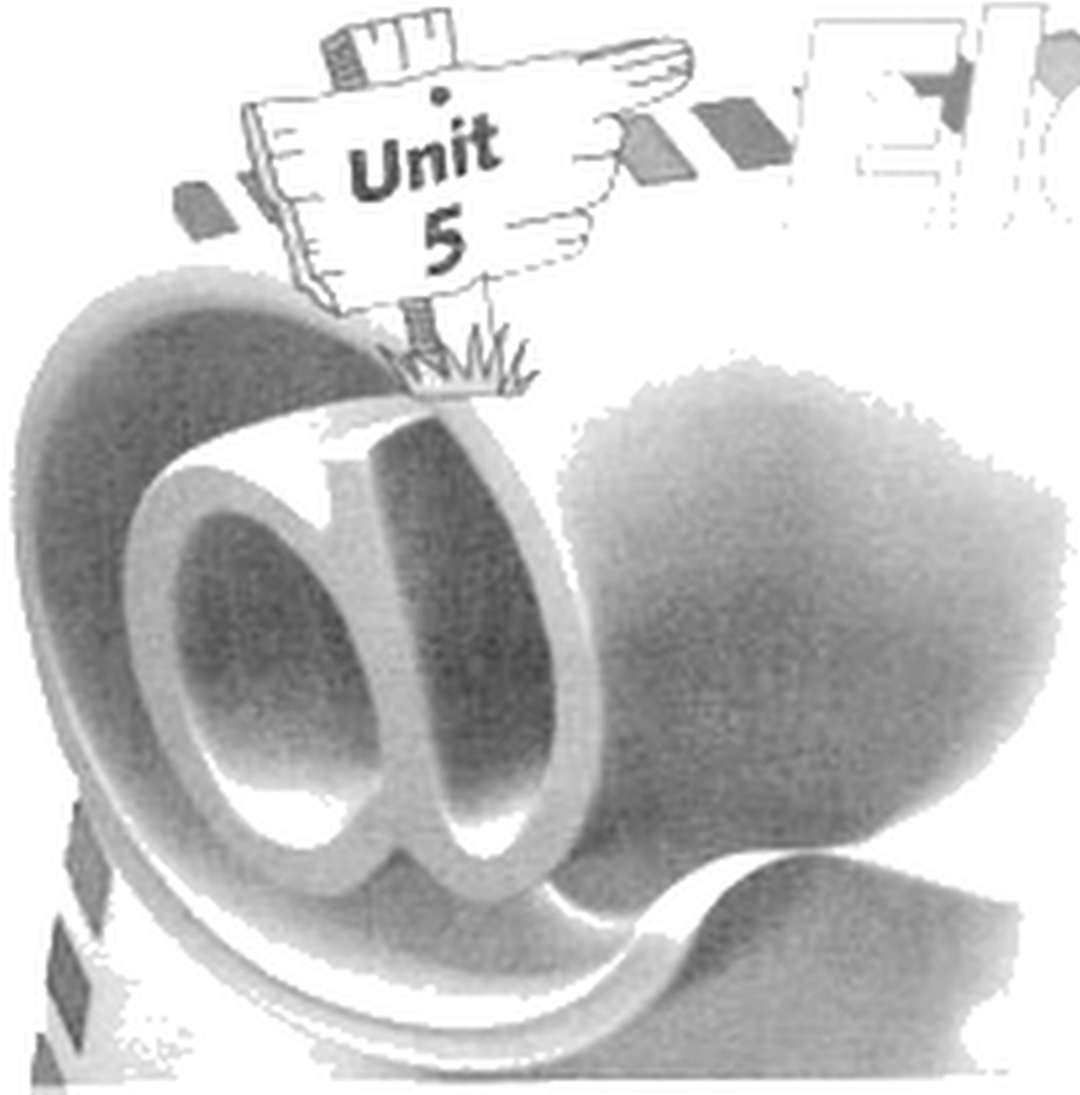


Slide 3



Slide 4





Electronic Mail

One of the reasons that many people around the world use Internet is e-mail. It has become the most popular form of communication. This unit enables the students to create and sign-in an e-mail account. They will be able to check, compose, reply and send an e-mail. They will also be able to recognize different parts of an e-mail message.

Learning Outcomes:

After completing this unit, students will be able to:

- define e-mail.
- define e-mail account and e-mail address.
- define User name and Password.
- know that Yahoo mail and Hotmail offers web based e-mail services.
- create an e-mail account.
- sign-in an e-mail account.
- recognize the different parts of an e-mail message.
- compose an e-mail message.
- attach a file to the e-mail.
- send the e-mail.
- use Inbox, Sent and Trash folders.



Unit - 5

5.1 Introduction to E-mail

Sending and receiving messages and files electronically is known as *e-mail*. A user can send messages from computer to anyone in the world who has an e-mail account. People can also attach pictures, programs and sounds with an e-mail.

5.1.1 E-mail Account

Storage area or "mailbox" supplied by an email service provider is called an ***e-mail account***. Each e-mail account has a unique address. E-mail account can be obtained by registering with ISPs (Internet Service Providers) or e-mail service providers such as *Hotmail, Yahoo* and *Gmail* etc.



Fig 5.1.1 The Mailbox

5.1.2 E-mail Address

A unique address of an e-mail account is called an ***e-mail address***. An e-mail address consists of two parts:

1) User name or ID.

2) Domain (The name of the computer that stores the e-mail messages).

For example:



5.1.3 Username

Username is the unique name which a user chooses while creating an e-mail account. It can be the name of the person or company. It is the first part of an e-mail address. For example, Ali@hotmail.com. In this e-mail address, Ali is the username.

5.1.4 Password

A password is a secret word, numbers or both that a user chooses while creating an e-mail account. A password ensures that only the authentic user can sign-in the e-mail account. A user can choose his/her birthday, hobby, favourite food or anything that he/she can remember as a password.

5.1.5 Yahoo mail and Hotmail

The Internet companies or organizations which provide the facility of e-mail are known as e-mail service providers. There are several e-mail service providers who provide their services free of cost. ***Yahoo mail*** and ***Hotmail*** are some of the most popular and reliable web-based e-mail service providers.

We can access their e-mail services by creating an e-mail account. The web addresses of Yahoo mail and Hotmail are given below.

www.yahoomail.com
www.hotmail.com



Fig. 5.1.5a Yahoo mail home page

Fig. 5.1.5b Hotmail home page

5.2 Sending and Receiving E-mail

Sending an e-mail to family and friends is a quick and convenient way to write a message or letter. Let's explore how to create, compose and send an e-mail.

5.2.1 Creating a Hotmail Account

A user can easily create an e-mail account as several internet companies provide these services free of charge. Such as Hotmail, Yahoo and Google etc.

- Click on *Internet Explorer* icon .
- Type *www.hotmail.com* in the *address bar.*
- The *Hotmail* home page appears as follows.

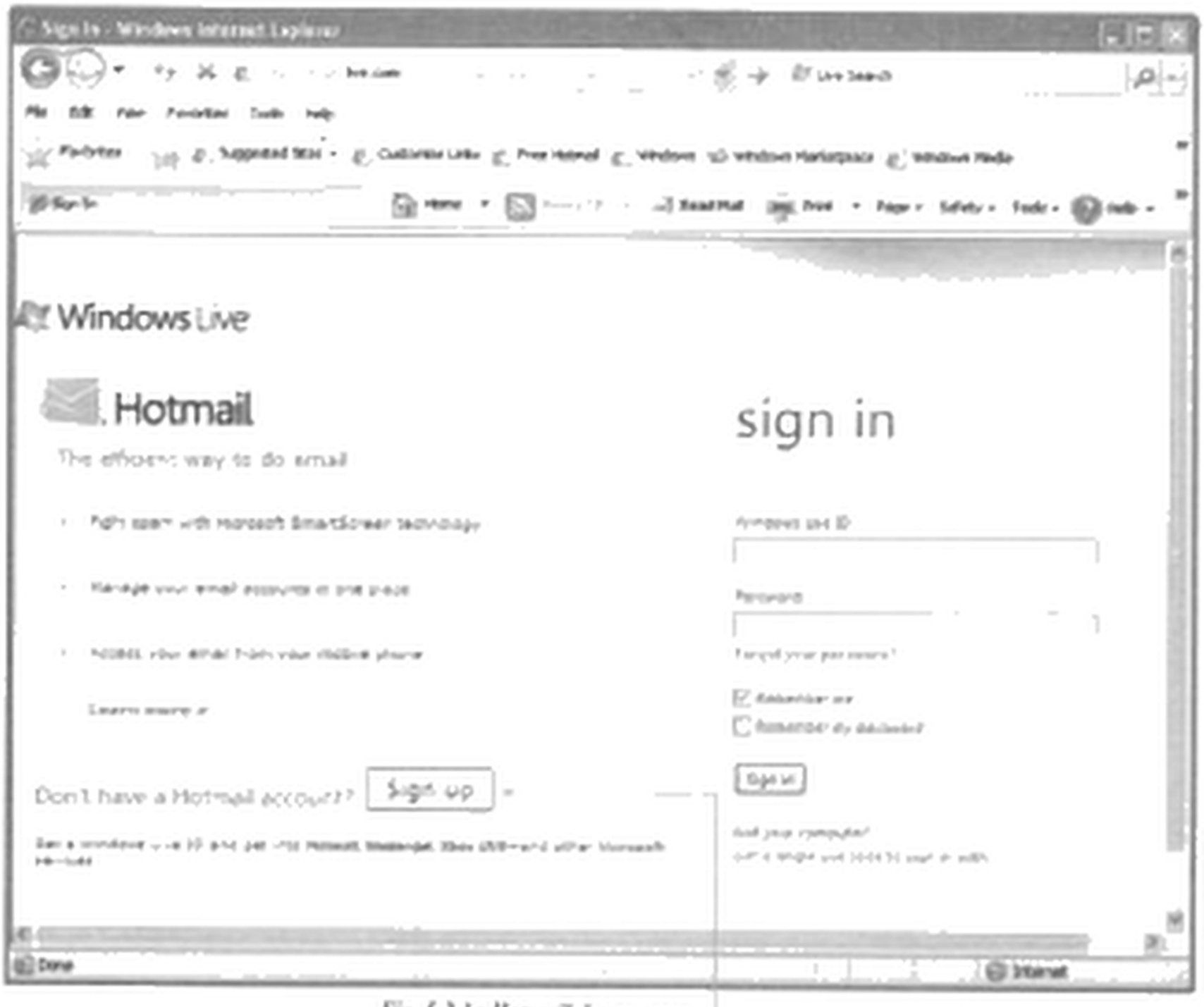


Fig. 5.2.1a Hotmail home page

- For creating a new account click on Sign up

➡ A *User Registration* form appears.

Create your Windows Live ID

It gets you into all Window Live services and other places you see

All information is required

Username: Choose a username you would like to have your e-mail addressed to. You can use your name, birthdate, favourite hobby, combination of items and etc.

Some usernames may already be taken so it is important to be more unique. For example, instead of **Imran@hotmail.com** you could use **Imran510@hotmail.com.** It may take a few tries before you create a name that is not in use.

Windows Live ID @ live.com

Check availability

Create a Password:

6-character minimum; case sensitive

Password: Make the password something you can remember. An address, birthdate, hobby, colour or object that you will remember.

Retype Password:

Alternate e-mail address:

Or chose a security question for password reset

Secret Question: If you forget your password, you will be asked the secret question of your choice.
Secret Answer: Select a question you will always know the answer to.

First name:

Last name:

Country/region:

State :

Zip code:

ZIP Code: Write Postal Code of your area here.

Gender: Male Female

Birth year:

QHCH7BKG

Registration Check: Type in the letters and/or numbers you see in the box. This step prevents companies from e-mailing unwanted solicitations to hotmail account holders.

Characters:

Enter the 8 characters you see

Clicking I accept means that you agree to the Microsoft service agreement and privacy statement. You also agree to receive e-mail from Window Live, Bing and MSN with service updates, special offers and survey invitations. You can unsubscribe at any time.

I accept

Agree to Terms of Service: Agree to follow the terms of service by clicking on the box.

Fig. 5.2 Hotmail user registration form

- Finally the following page appears which confirms your e-mail account.
- You will receive one message welcoming you to *Hotmail*.



Fig. 5.2.1c Inbox

- Click on the message to read it.
- *Hotmail welcoming* page appears as follows.

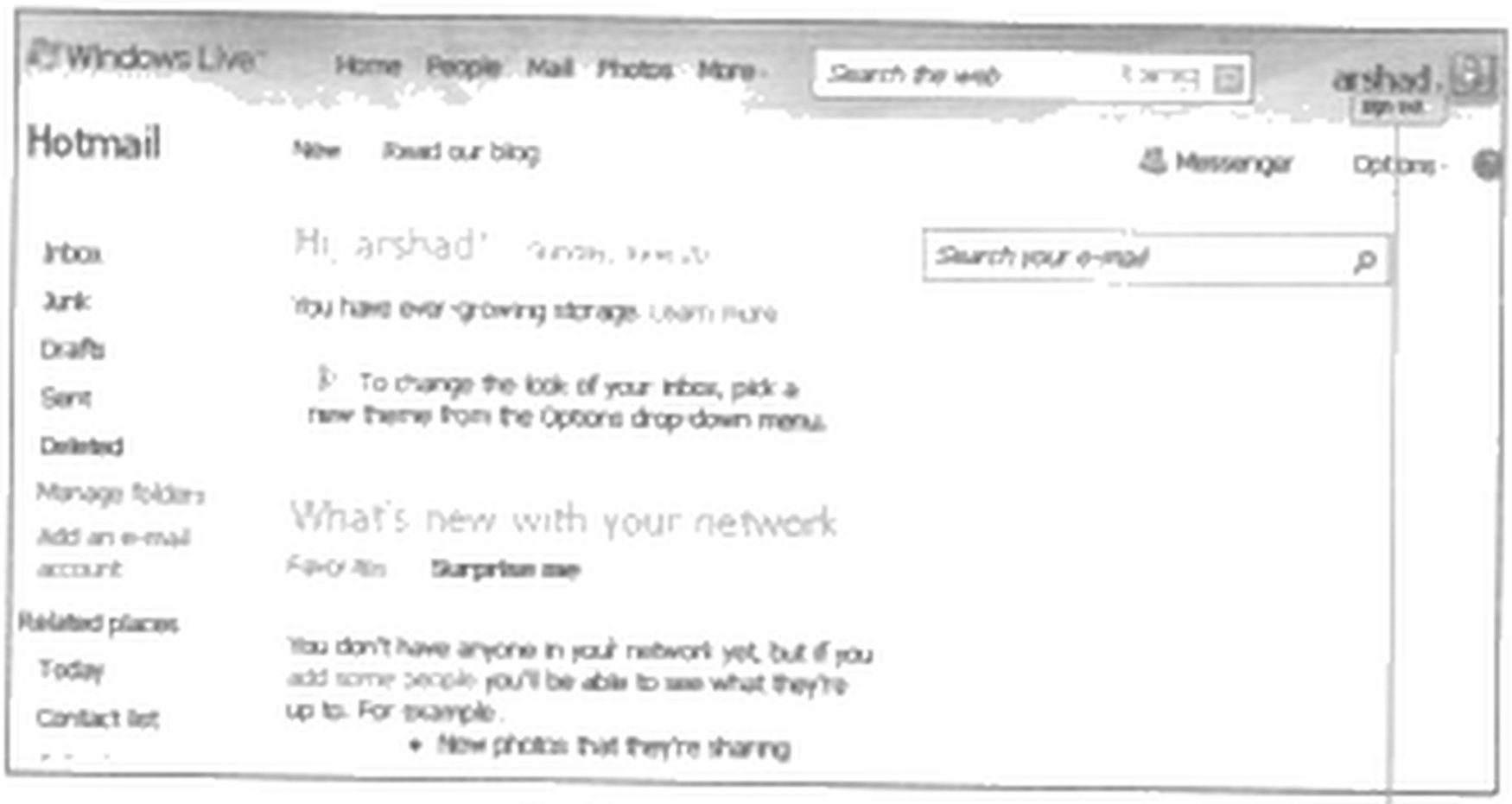


Fig. 5.2.1d Hotmail welcoming page

- To *Sign out* or *log out* of *Hotmail*.

  Click on the *Sign out* button.

Sending and Receiving E-mail

Unit - 5

5.2.2 Parts of E-mail Message

A person with an e-mail account can send and receive e-mail messages in minutes. Different parts of an e-mail message are given below.

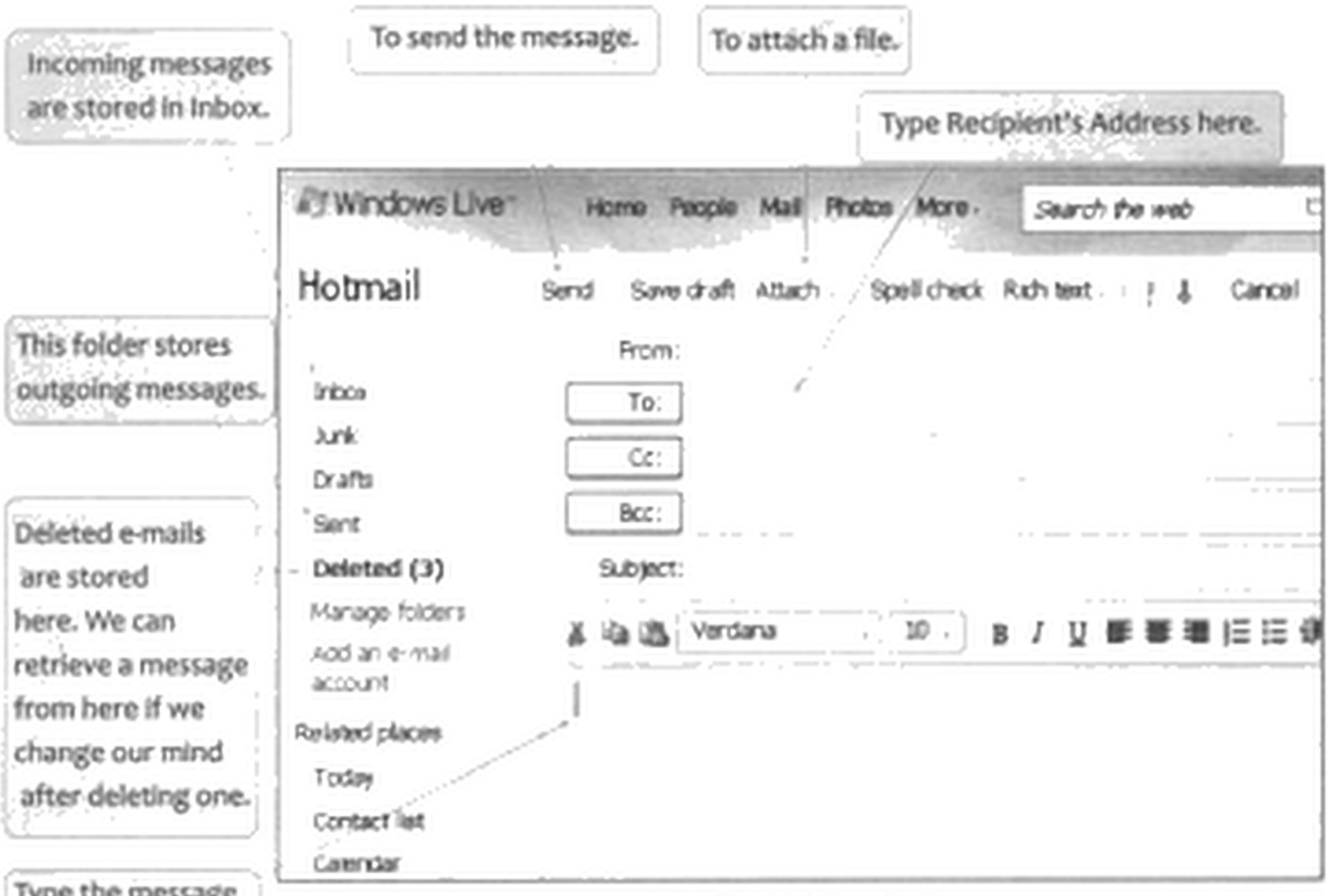


Fig. 5.2.2 E-mail editor

To: In this line, a user type the e-mail address of the person who will receive this e-mail.

Cc: means carbon copy. A carbon copy sends a copy of an e-mail to another person. This feature is useful when a user wants to send an e-mail to several people at once.

Bcc: means "blind carbon copy." This is similar to the Cc: feature, except that "Bcc:" recipients are invisible to all of the other recipients of the message.

Subject: In this line, a user writes a description of the message. A user may leave this line empty but often people do not read e-mails with non-descriptive or missing subject lines. Examples of descriptive subject lines are "Happy Birthday, Thank you and Wishing you well".

Attach files: A user can attach files and photos in an e-mail by clicking on the attach

5.2.3 Compose an E-mail

Compose an e-mail means to write a message. A user can compose a new e-mail in Windows Live Mail by clicking on **New** button or by pressing **Ctrl+N** from the keyboard.

To compose a new message, click here.



Fig. 5.2.3 Windows live mail

5.2.4 Attach a File

Attaching a file allows a user to include a file/photo with an e-mail. A user can attach Word documents, photos, animations and other type of files with an e-mail.

5.2.5 Send the E-mail

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

To attach a file and photo, click here.

To send a message, click here.



Compose, Attach and Send an E-mail

➡ Open a *Hotmail* home page.

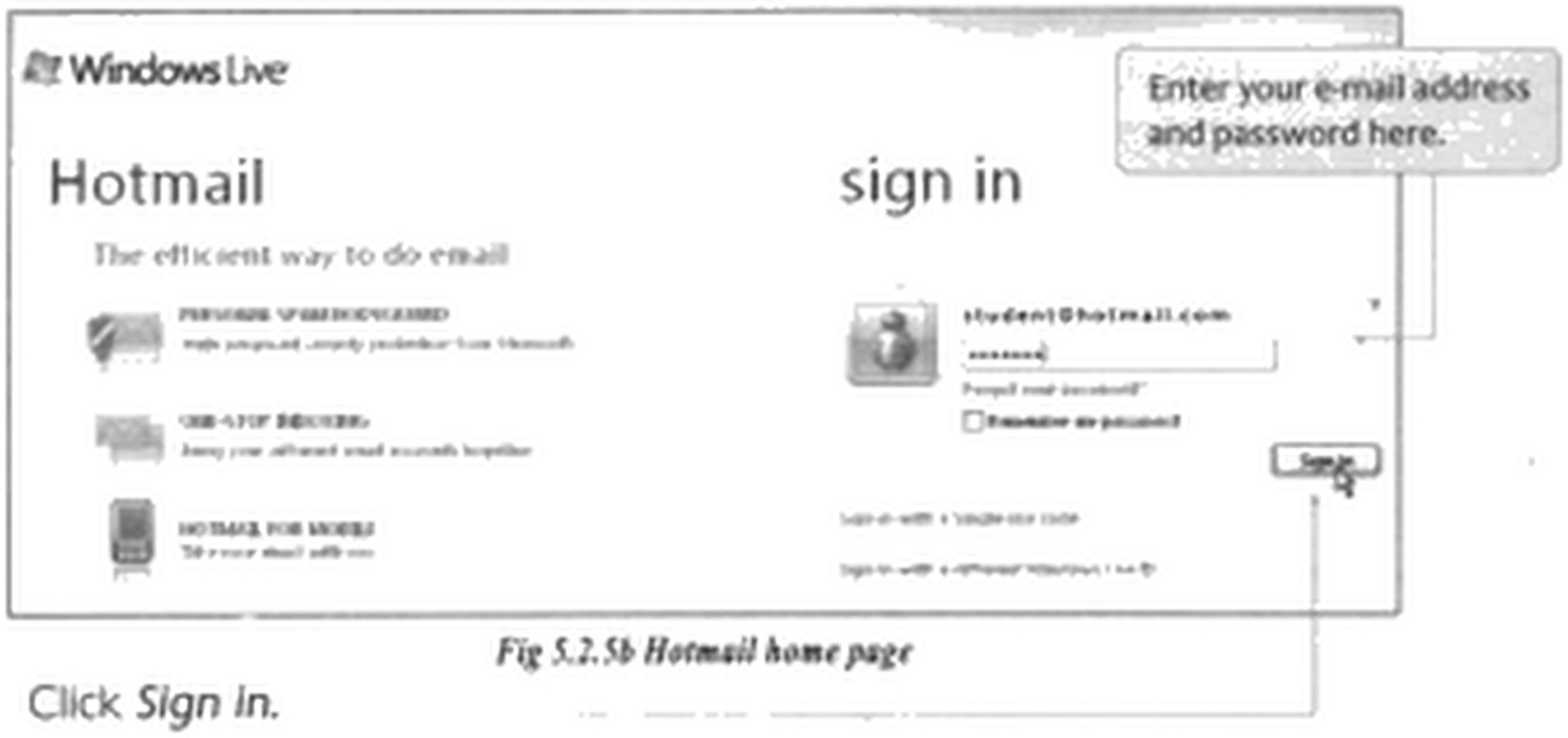


Fig 5.2.5b Hotmail home page

➡ Click *Sign in.*

➡ Hotmail shows you the *Today screen.*

➡ To compose a new e-mail message in Windows Live Mail, click on the *New or Ctrl + N.*



Fig. 5.2.5c Windows Live mail

- *Hotmail's e-mail editor* appears.
- Type the receivers e-mail address in the *To:* text box and if required type the second e-mail address in the *Cc:* text box.
- Type the subject in the *Subject* text box.
- Type your message.



Fig. 5.2.5d E-mail editor

- Now type a letter in *MS Notepad* and save it in the folder *My Documents* with the name of *Letter.txt*.
- Click *Attach* button, and select *File*.



➡ Which opens a *Choose file window*, where you will select the location of your file.

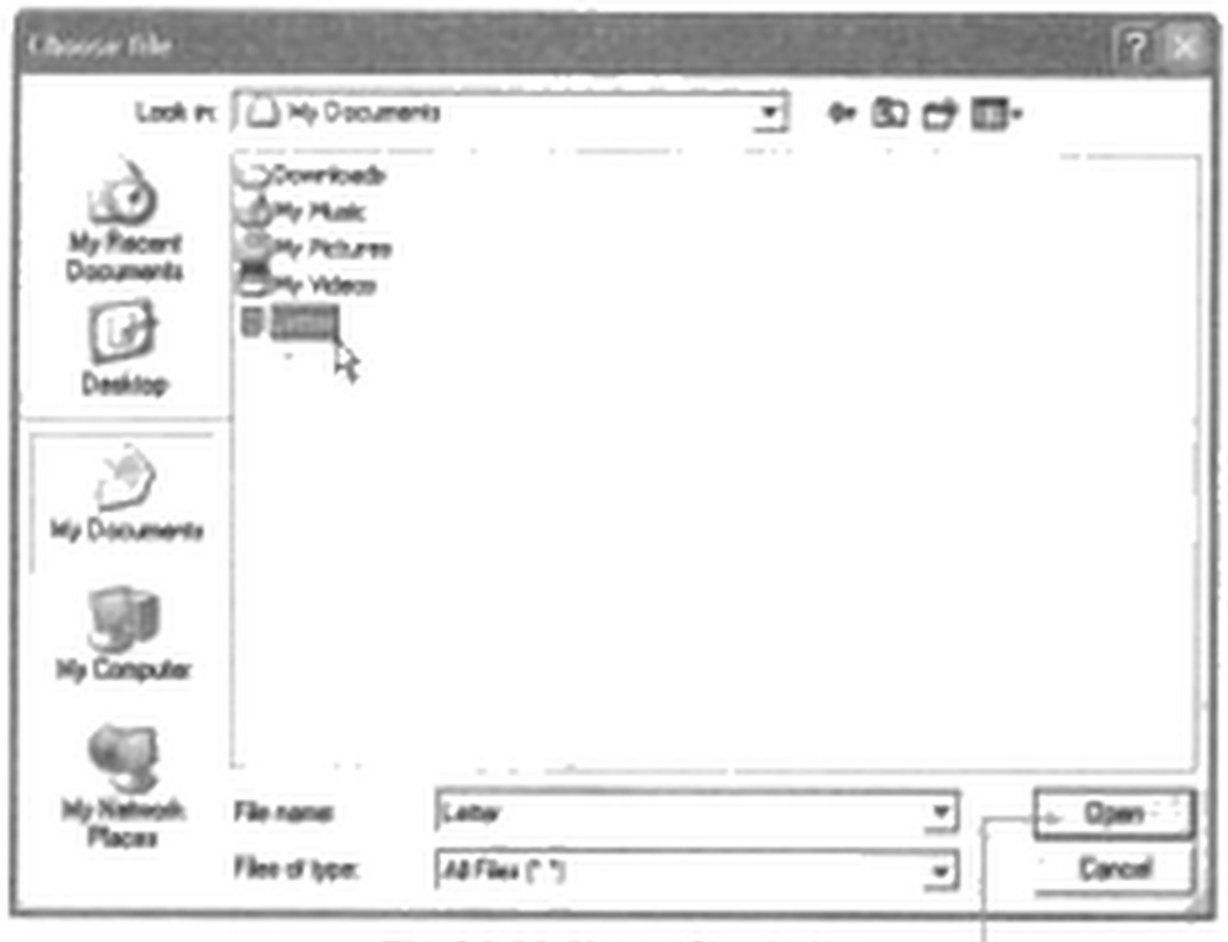


Fig. 5.2.5f Choose file window

➡ Now select *My Documents* folder and click your file (Letter.txt)

➡ Click *Open*.

➡ Below the *Subject*, you will see the filename in the attachment box.



Fig. 5.2.5g E-mail editor (Sending an e-mail)

➡ Click *Send*.

➡ After clicking the send button, you will receive a message stating that the e-mail has been sent to the recipient.

5.2.6 Inbox

Inbox is a folder which contains all incoming messages. E-mails are arranged with respect to Date and Time.

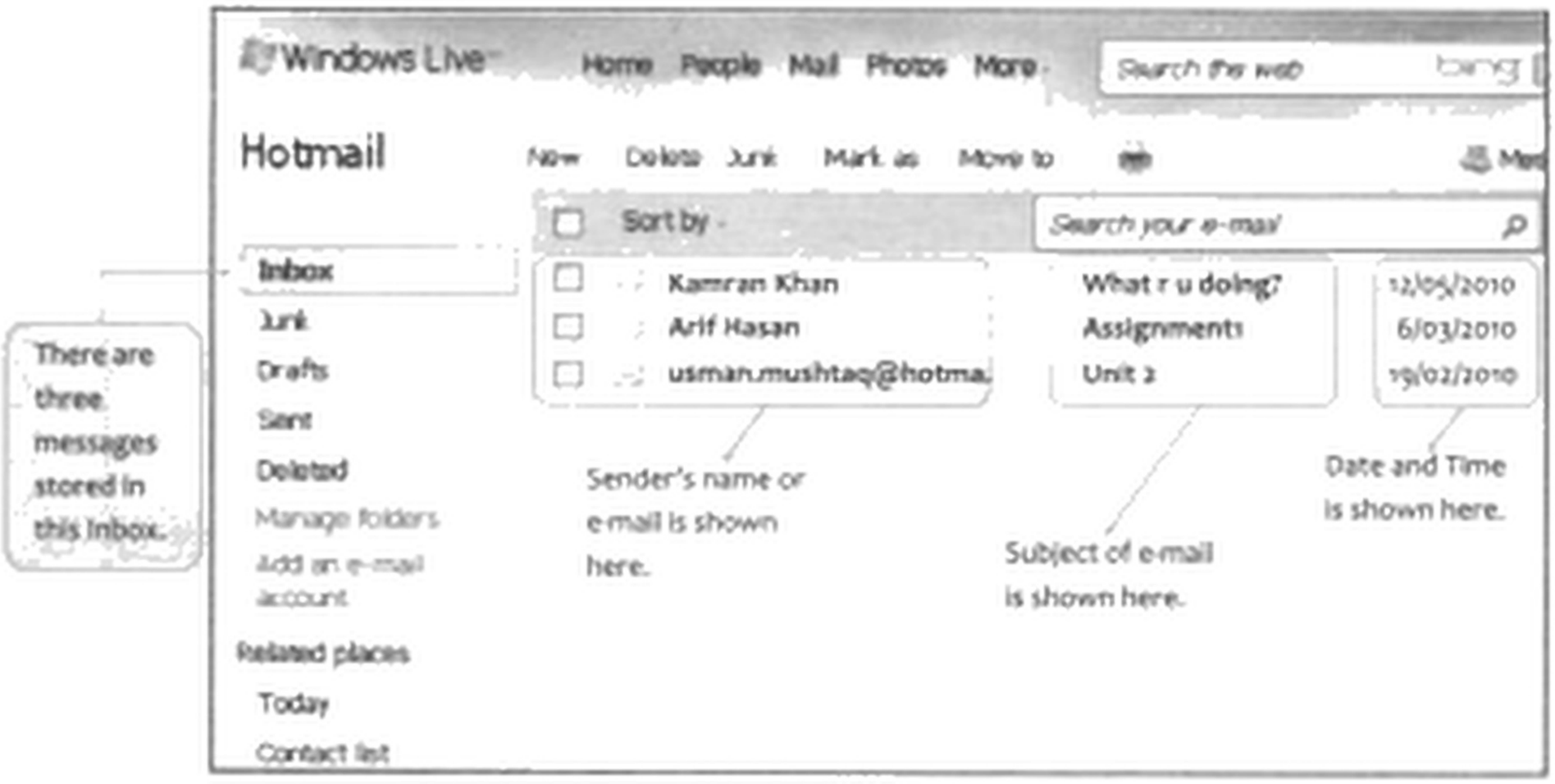
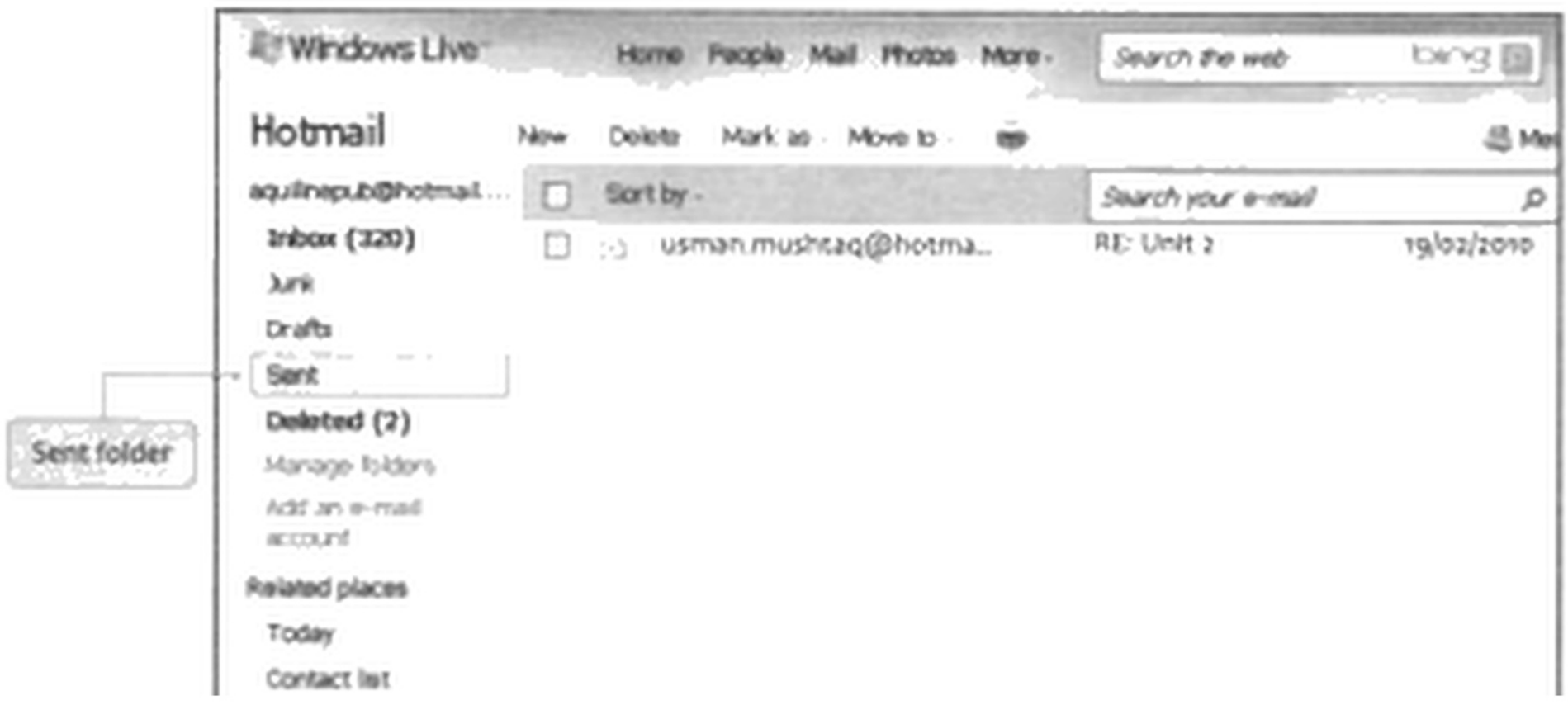


Fig. 5.2.6 Inbox folder

5.2.7 Sent

Sent is a folder which contains all outgoing/sent messages. It maintains the record of all e-mails that a user sends to different persons.



5.2.8 Deleted or Trash

Deleted e-mails are stored in the Trash/Deleted folder. A user can retrieve a message from here in case he/she wants to restore it. Following steps are required:

- Open your *Inbox* as one is given in Fig 5.2.8a



Fig. 5.2.8a Inbox

- *Check* the e-mails, you want to delete.
- Click *Delete*.
- Deleted e-mails are stored in *Deleted folder.*



Fig. 5.2.8b Deleted/Trash folder

5.2.9 Check an E-mail

Check an e-mail means to read the e-mail from the inbox folder. All the received e-mails are stored in the inbox. A user can check any e-mail from there.

Checking an E-mail

- Sign in an *e-mail* account.
- Click *Inbox.*

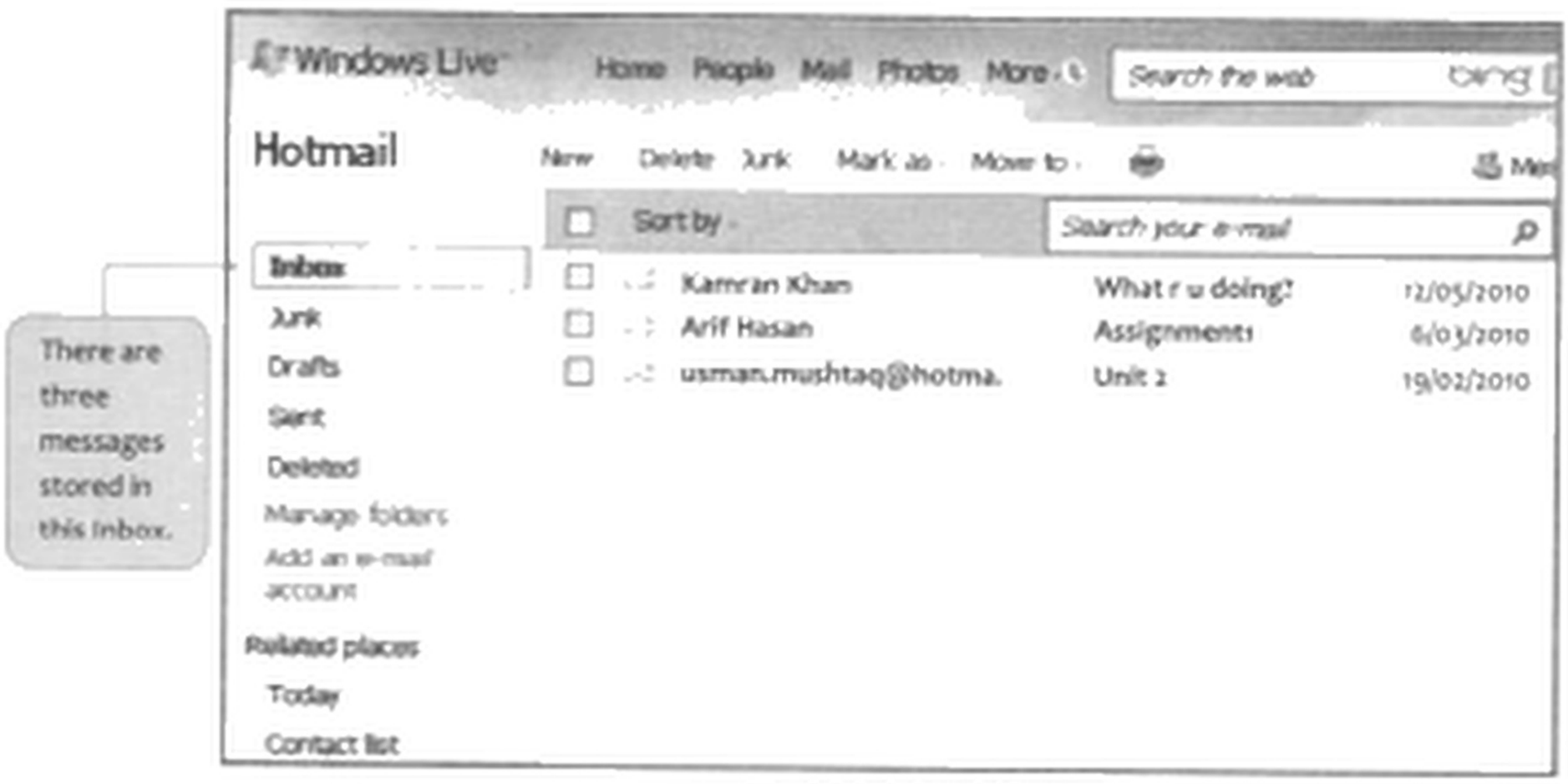


Fig. 5.2.9 Inbox folder

- Double click an e-mail to read it

5.2.10 Reply an E-mail

Reply an e-mail means to answer a received e-mail. When a user clicks reply button, an e-mail editor appears with the e-mail address and subject of the sender. The user can type message and reply the e-mail by clicking send button.

Replying an E-mail

- Read an *e-mail* from your *Inbox.*

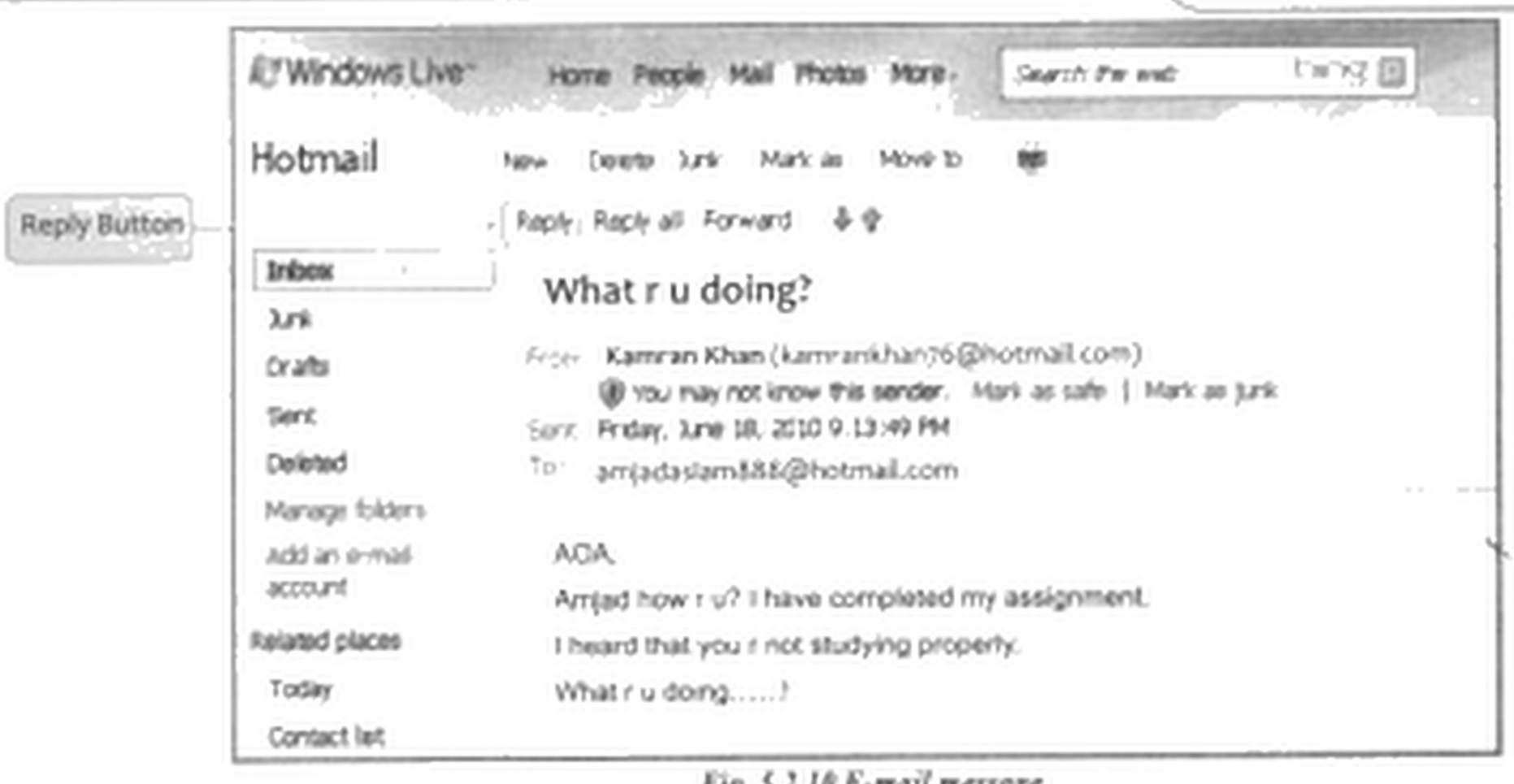


Fig. 5.2.10 E-mail message

- Click *Reply*.
- A *Reply window* opens, type the reply message.
- Click *Send*. The e-mail is replied.

5.2.11 Sign out an E-mail Account

Sign out means to close an e-mail account. A user can sign out the e-mail account by clicking the *sign out* button.



Fig. 5.2.11 Sign out of hotmail

- To Sign out or log out of Hotmail. Click on the Sign out button

Sending and Receiving E-mail

Unit - 5

Summary

- Sending and receiving messages and files electronically is known as **e-mail**.
- ***E-mail Account*** is a storage area or "mailbox" supplied by an email service provider.
- ***E-mail Address*** is a unique address of an e-mail account.
- ***Username*** is a unique name which a user chooses while creating an e-mail account.
- ***Password*** is a secret word, numbers or both.
- ***Yahoo mail and Hotmail*** are popular and reliable web based e-mail service providers.
- ***Cc:*** means carbon copy. A carbon copy sends a copy of an e-mail to another person.
- ***Bcc:*** means "blind carbon copy."
- In ***Subject,*** a user writes a description of the message.
- ***Attaching a file*** allows a user to include a file/photo with the e-mail.
- ***Inbox*** is a folder which contains all incoming messages.
- ***Sent*** is a folder which contains all outgoing/sent messages.
- Deleted e-mails are stored in the ***Trash/Deleted*** folder.
- ***Check an e-mail*** means to read an e-mail from the inbox.
- ***Reply on e-mail*** means to answer a received e-mail.
- ***Sign out an e-mail*** means to close an e-mail account.

Exercise

Q.1 Tick the correct choice.

i) Sending and receiving messages and files electronically is known as _____ .

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

ii) Storage area or "mailbox" supplied by an e-mail service provider is called_____.

a) Inbox b) Bank account c) E-mail account d) Commercial account

iii)_____ is a unique name chosen by a user while creating an e-mail.

a) Login b) Password c) Subject d) Username

iv) The name of the e-mail service provider comes after_____sign.

a) $ b) @ c) ' d) #

v) Can two friends have same e-mail address ?

a) Yes b) No c) May be d) No idea

vi) A user has to click on the _____ button to create a new e-mail account.

a) Sign on b) Sign out c) Sign in d) Sign up

vii) Cc: stands for

viii) Incoming messages are stored in a folder known as _____.

a) Outbox b) Inbox c) Post Box d) Mail Box

ix) E-mails are arranged in inbox with respect to _____.

a) Names b) Date and Time c) Client and Server d) Subject

x) All replied and sent e-mails are stored in a _____ folder.

a) Drafts b) Inbox c) Sent d) Trash/Deleted

xi) _____ folder is used to store the deleted e-mails.

a) Drafts b) Trash c) Sent d) Junk

xii) All outgoing messages are stored in_____folder.

a) Inbox b) Deleted c) Sent d) Drafts

xiii) _____means to close an e-mail account.

a) Sign up b) Delete c) Sign in d) Sign out

xiv) To answer a received e-mail is called_____ an e-mail.

a) Read b) Reply c) Write d) Compose

xv) _____ is a Keyboard short cut key to compose an e-mail.

a) Ctrl + P b) Ctrl + C c) Ctrl + N d) Ctrl + X

Q.2 Fill in the blanks.

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

ii) A_____is a secret word, number or both.

iii) An e-mail address consists of username and_____ .

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

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

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

vii) To open an e-mail account is known as_____ .

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

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

Electronic Mail

Unit - 5

Q.3 Define the following.

i) E-mail Account ii) E-mail Address iii) E-mail Service Provider

iv) Sign In v) Trash/Deleted folder

Q.4 Differentiate between the following.

i) Sender and Receiver ii) Attach and Remove iii) Username and Password

iv) Sign in and Sign out v) E-mail address and E-mail account

Q.5 Give brief answer of the following.

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

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

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

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

v) What is Hotmail and Yahoo mail?

vi) How an e-mail is replied?

vii) What is the function of Cc: feature?

viii) Write the steps to delete an e-mail.

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

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

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

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

Electronic Mail

Unit - 5

Lab Activity

- Draw a best wishes card in Paint and save it.
- Sign in your e-mail account.



- Compose a new e-mail.
- Type best wishes message in the e-mail.
- Attach best wishes card with the e-mail.
- Type your best friend's e-mail address in the " *To:* " text box.



- Type "Best Wishes" in the *Subject* text box.
- Send this e-mail with carbon copy of this e-mail to all other friends.

Answers

Unit 1 Hardware Basics

Q.1

i. (b) Hardware
ii. (d) System unit
iii. (c) Motherboard
iv. (a) Two
v. (c) Brain
vi. (a) CPU
vii. (b) ALU
viii. (b) CU
ix. (b) Random Access Memory
x. (a) Permanently
xi. (b) AGP
xii. (a) Graphics
xiii. (b) Input
xiv. (a) Fingerprint Reader
xv. (d) Robots

Q.2

i. ALU , CU
ii. Temporary
iii. Non volatile
iv. Expansion
v. Electronic
vi. PCI
vii. ISA
viii. Laser
ix. Fingerprint reader
x. Control Unit

Q.6

i d, ii g, iii a, iv j, v b, vi c, vii i, viii e, ix f, x h

Unit 2 Software Basics

Q.1

i. (c) Software
ii. (c) Operating System
iii. (c) Microsoft Windows
iv. (b) Device Driver
v. (a) Utility
vi. (b) File Manager
vii. (a) Image Viewer
viii. (b) Disk Cleanup
ix. (d) Application Software
x. (c) Educational
xi. (a) Entertainment
xii. (d) Reference
xiii. (b) MS Word
xiv. (b) Multimedia
xv. (b) Devices

Q.5

i f, ii d, iii e, iv b, v a, vi c, vii i, viii g, ix h, x j

Unit 3 Customizing a Word Document

Q.1

i. (b) Application
ii. (c) Print Layout
iii. (c) Splitting
iv. (a) Right
v. (a) Discard
vi. (b) Status
vii. (c) Indentation
viii. (d) Tab
ix. (b) Page
x. (c) Section
xi. (a) Margin
xii. (d) Automatic
xiii. (d) Watermarks
xiv. (a) Preview
xv. (d) Alignment

Q.2

i. Enter
ii. Undo
iii. Ctrl+X

vii. Hard viii. Manual ix. Single

x. Five

Q.6

i b, ii j, iii e, iv h, v i, vi d, vii g, viii f, ix c, x a

Q.7

i f, ii g, iii i, iv j, v d, vi b, vii h, viii e, ix c, x a

Unit 4 Multimedia Presentations

Q.1

i. (a) Slide ii. (d) Five iii. (d) Text

iv. (b) Animation v. (c) Graphics vi. (a) Animation

vii. (b) Title viii. (a) Ctrl + N ix. (b) Placeholder

x. (c) Slide Show xi. (b) Transition xii. (d) Design Tab

xiii. (d) Custom Animation xiv. (a) Multimedia Presentation xv. (d) Layout

Q.2

i. Multimedia ii. Graphics iii. Texture

iv. Layout v. Dotted vi. Gradient

vii. Theme viii. Single ix. Slide show

x. Sound

Q.7

i c, ii f, iii g, iv i, v b, vi h, vii d, viii j, ix e, x a

Unit 5 Electronic Mail

Q.1

i. (a) E-mail ii. (c) E-mail Account iii. (d) Username

4. (b) @ v . (b) No vi. (d) Sign up

vii. (b) Carbon Copy viii. (b) Inbox ix. (b) Date and Time

x. (c) Sent xi. (b) Trash/Deleted xii. (c) Sent

xiii. (d) Sign out xiv. (b) Reply xv. (c) Ctrl + N

Q.2

i. Web ii. Password iii. Domain

iv. Attach v. To vi. Subject

vii Sign in viii. Username ix Ten

x. Double

Q.6

i e, ii i, iii b, iv a, v g, vi c, vii f, viii d, ix h, x j

Glossary

Add a Comment: A comment can be a note, explanation or reminder that an author adds to a document.

Alignment is the way in which text is placed between the margins of a page.

Animation is a technique used to create movement in objects.

Application software is a set of computer programs that enables/helps users to do a specific work on the computer

Arithmetic and Logic Unit: this component of processor solves the mathematical and logical problems.

Arithmetic Unit is a part of ALU. It performs addition, subtraction, multiplication and division.

Attaching a file allows a user to include a file or picture with an e-mail.

Background is the area behind the text and graphics.

Barcode Reader is an input device. It gathers information by reading barcode.

Borders are lines which a user can add to the top, bottom or sides of paragraphs.

Bullet: A bullet is a small symbol such as a circle or square that marks an important line of information.

Cc: means carbon copy. A carbon copy sends a copy of an e-mail to another person.

Center Text on a Page: A user can center the text between the top and bottom margins (vertically) on the page.

Check an e-mail means to read an e-mail form the inbox.

Clipboard is a temporary area in the computer's memory for storing text and graphics to reuse.

Copy and Paste means to repeat information in a document without retyping it.

Control unit fetches the instructions, interprets them and directs the ALU to perform action. It also maintains the sequence of instructions to be processed.

Custom animation is the list of animated effects that a user can apply to different selected objects on the slide during the slide show.

Cut means to remove text from the document and place it on the office clipboard.

Cutting Edge Technology: the latest or the most advanced stage in the development of the computer technology

Deleting Text means removing text from the document

Device driver is a system software program that tells the operating system how to communicate with a device.

Disk Scanner is used to resolve physical and logical errors of the disk. It also create some free space on the hard disk.

Draft view simplifies the page layout so a user can quickly type and edit the document.

Drag and Drop: drag the selected text to a new location and then release the mouse button.

Editing text means adding and removing words.

Educational software helps a user to learn a particular skill. People use these software for help and guidance in different subjects.

E-mail: Sending messages and files electronically is known as **e-mail**.

E-mail Account: Storage area or "mailbox" supplied by an e-mail service provider is called an e-mail account.

E-mail Address: A unique address of an e-mail account is called e-mail address.

Entertainment software are developed to entertain users.

Expansion card is a small circuit board. It enhances the capabilities of the computer

Expansion slot is a long narrow socket on the motherboard into which different expansion cards can be plugged.

File manager is used to locate, rename, delete, copy and cut a file /folder.

Find and Replace command is used when a user wants to replace a word or phrase with something else.

Fingerprint Reader is a device that captures a fingerprint and translates it into a digital code.

Font Styles: To emphasize information in a document, a user can make the text **bold**, *italicize* or underline.

Fonts: Font is a set of characters (i.e letters, numbers and symbols) with a specific design.

Footnotes or Endnotes provide

the document.

Formatting paragraphs: In paragraph formatting a user can organize ideas and add structure in a document.

Formatting text enhances the appearance of the document.

Full screen reading view is used when a user is reading a document on screen.

Gradient fill: A gradual progression of colours, usually from one colour to another.

Graphics: The pictures/images displayed by a computer is called graphics.

Graphics software is used to draw pictures, 3D images and animations.

Headers and Footers are used to display information on each page of a document.

Highlighting text is useful for marking information that a user wants to review.

Image viewer is a utility program that provides an environment to view and manage images in a same folder or location.

Indent Paragraph: Indentation determines the width of the lines in the paragraph.

Inserting Page Numbers: Word can number the pages automatically for you.

Insert Symbols: A user can easily insert symbols into a document that are not on the keyboard.

Inserting Text means adding new text in the document.

Landscape means paper is wider than it is tall.

Layout refers to the way things are

Line Spacing determines the amount of vertical space between the lines of text in a paragraph.

Logic Unit is a part of ALU which compares two quantities and give answer in the form of true or false.

Margin is the amount of space between the text and the edges of the paper.

Memory consists of electronic chips it stores instructions and data so that CPU can process them.

Motherboard is a main circuit board. All the computer components are plugged or connected with it.

MS Word is a word processing software.

Multimedia is a combination of all or some of the media elements such as text, graphics, sounds, videos and animation.

Multimedia Presentation: An orderly display of information using different media elements.

Multimedia Software helps a user to create visual presentations.

Operating System is a collection of programs that supervises and controls overall functions of a computer.

Outline view is used to review and work with the structure of a long document.

Page Break: Word automatically divides the long document into pages with page breaks.

Page Formatting includes setting the document margins as well as determining the size and orientation of the paper.

Page Orientation: A user can choose either portrait or landscape orientation for all or part of the

Paste means to transfer a copy of the text from the clipboard into the document at the insertion point.

Picture: A visual representation of an object or scene or person produced on a surface is known as picture.

Portrait means paper is taller than it is wide.

Printing a document: A user can produce a paper copy of the document.

Print layout view is used when a user wants to see how the document will appear on a printed page.

Print Preview: A user should always preview a document before printing.

Processor is the brain of the computer. It carries out set of instructions and processes the data efficiently and accurately.

Productivity software helps a user to work more effectively and efficiently.

RAM is a temporary storage area for data before and after it is processed.

Redo feature is used to reverse the undo action.

Reference software provides a collection of information on any topic. This type of software contains large amount of data.

Robot is a machine which is controlled by a computer software stored in chips.

ROM contains start up instructions of the computer and information about its hardware devices.

Section Break means dividing a document into different sections.

Sent is a folder which contains all outgoing/sent messages.

Shading is a transparent colour or pattern that a user applies to a paragraph.

Sign out an e-mail: To close or log out from an e-mail account is called sign out an email.

Slide is a single page of presentation created in Powerfoint.

Slide Show is the presentation of all the slides created, in PowerPoint one after another.

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

Software is the set of instructions given to a computer to perform a specific task.

Sound is the wave or vibration which can be heard by human ear.

Split a document into sections: A user can easily split a document into separate sections and each section of a split document contains a copy of the entire document.

Spreadsheet software helps a user to work with numbers.

System software is programs that control and direct the operations of a computer hardware.

System unit is a case where processing takes place. It protects the other internal parts of the computer.

Tab is used to position text in a specific location in the document.

Tab stop is the location where text moves when you press the Tab key.

Template is a file that contains pre-defined settings on which a user can base new presentations.

Text is a combination of letters and numbers that a user types with the keyboard.

Text colour: A user can change the colour of text to make a document more attractive and beautiful.

Theme contains predefined settings of fonts, colours and effects.

Thesaurus suggests other words with a similar meaning to the word that a user has selected.

Trash: Deleted e-mails are stored in the Trash/Deleted folder.

Undo feature is used to discard last changes that a user has made in the document.

Utilities: Utility program is a system software which is used to analyze and maintain a computer.

Video: A series of pictures that are displayed one after another along with sound is called video.

Watermarks are text or pictures that appear behind document text.

Web layout view is used when a user is creating a Web page.

Word processing software helps a user to produce documents such as letters, reports, papers and memos.

Zoom in is used to get a close-up view of the document.

Zoom out is used to see more of the page at a reduced size.

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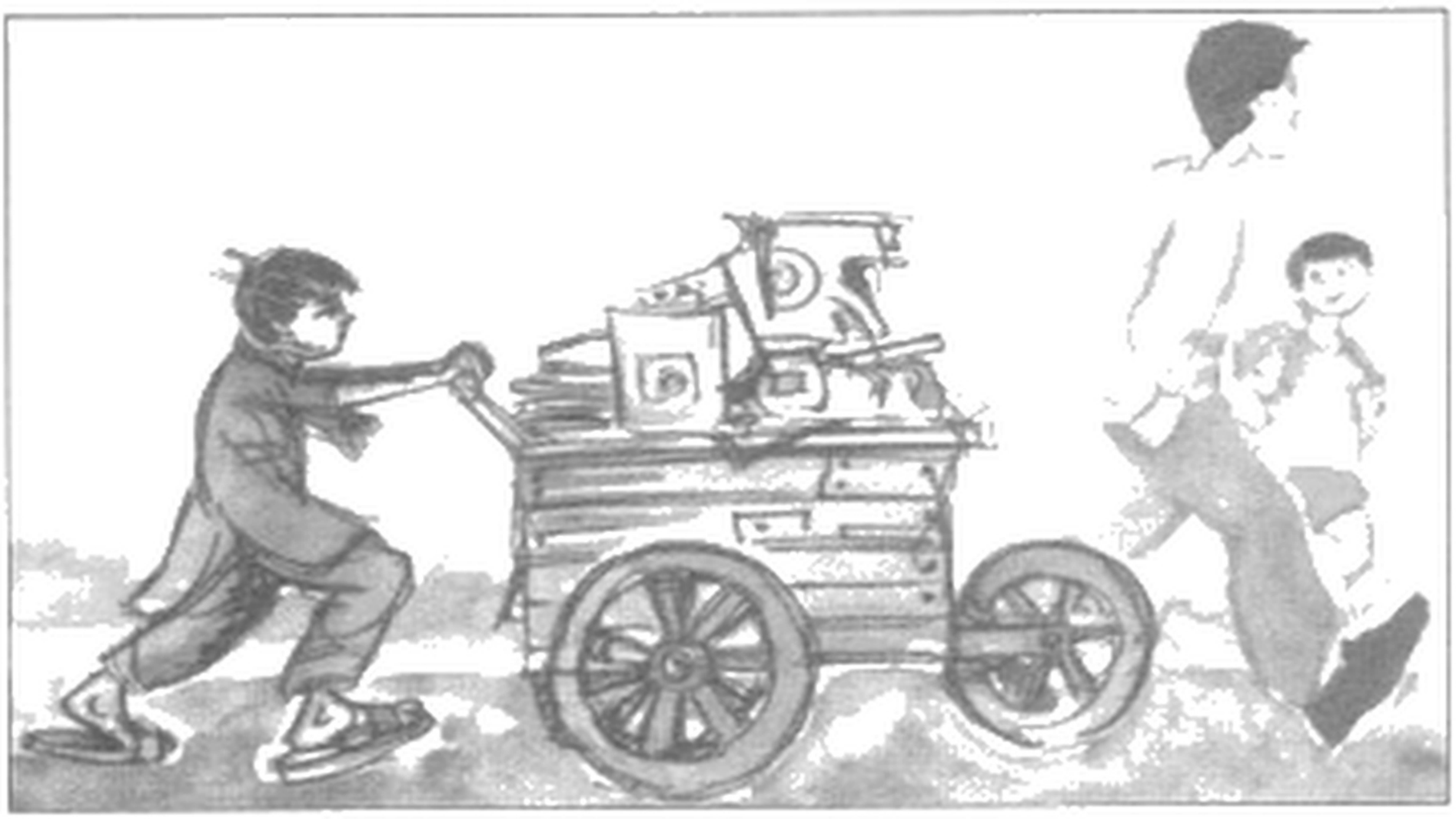
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