**1. MANAGING FILES AND FOLDERS**

**1.Fill in the blanks.**

(1) The part of computer that indicates the file type is called extension.

(2) A folder with in a folder is called a sub folder.

(3) The Restore command is used to return a deleted file from Recycle Bin to its original location.

(4) The Empty Recycle Bin command deletes all the files and folders from the Recycle Bin.

(5) Software’s used to protect against viruses and spywares while using the internet are called antivirus program.

**2.State whether the following statements are true or false:**

(1) You can see all the drives, folders and files in the My Computer window.True.

(2) A folder may contain many files with the same name.False.

(3) You can use the character , ? and \*, in a file name.False.

(4) The windows operating system shows the file extension along with the file name.False.

(5) Arranging files and in folders and subfolders helps in better file organization.True.

(6) My computers makes the management of files and folders very easy.True.

(7) There is no advantage in purchasing an antivirus program.False.

**2.Answer the questions in one sentence each**

(1) In Windows OS, What are the limitations on the primary name of a file?

Ans.The maximum length of the filename should be 255 characters and we cannot use /, \, |, <, >, ?, \*, :, ;, ,.

(2) State any four file types that you have used their extension.

Ans.M/S word - .doc, M/S PowerPoint - .ppt, M/S Excel - .xls, Bitmap Image - .bmp.

(3) Which command you will use to restore a deleted file?

Ans,The restore command in the recycle bin used to restore a deleted file.

(4) How will you delete all the files and folders from the Recycle Bin?

Ans.We can delete all the files and folders from recycle bin using the command Empty Recycle Bin.

(5)Where will a file, which is deleted from a folder, be stored?

Ans.The file which is deleted from a folder is stored in Recycle Bin.

(6) Name any four antivirus programs.

Ans.Norton, AVG, Avast, Kaspersky.

4. Match the following.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Column A |  | Column B |
| 1 | (C:) | 1 | Hard Disk Drive |
| 2 | https://encrypted-tbn2.gstatic.com/images?q=tbn:ANd9GcTxnqy1L4yOCkildGQI5TkIF8HLwynLpwwbQjbi9twFWjm_yM_T6Q | 2 | Copy |
| 3 | https://encrypted-tbn0.gstatic.com/images?q=tbn:ANd9GcRwz0IW-uZBXSX5QpmOUt5-5L9q2gJ_trMWyUyYp7pe1Vdc7nro | 3 | Word Document |
| 4 | https://encrypted-tbn1.gstatic.com/images?q=tbn:ANd9GcQhPEiKZClB8866AMGbI9sqwROm6PEqg6_-Kcx12aUa1E0vx9-J5w | 4 | Recycle Bin |
| 5 | https://encrypted-tbn1.gstatic.com/images?q=tbn:ANd9GcR5GUyy4ZDPSJEoQWF5OSEKIKHltMuZC2fmjsSTe4zgogQirGG_ | 5 | Move |

**5. How will you perform the following task?**

(1) Delete s file in the My Computer window.

Ans. Select the fie to be deleted and click delete button on the standard toolbar or select delete either from File Menu or from Right click menu.

(2) Copy a file in the My Computer window.

Ans. Select the file to be copied and click copy button on the standard toolbar or click copy from right click menu.

(3)Create a folder in My Computer window.

Ans.Click File drop down menu then select new folder or select new folder from Right click menu

(4) Move a file.

Ans.Select the file to be moved, click move button on standard toolbar and select the target folder then press move.

**6. Answer the following questions in brief?**

(1) What is the use of Recycle Bin?

Ans. The deleted files store in Recycle Bin. If there is need then we can recall these files from recycle bin. And we can clear the Recycle Bin using Empty Recycle Bin command.

(2)What are computer viruses? How can you protect your computer from viruses?

Ans.Computer viruses are small program which can trouble the computer. It may change the data in a file, delete a file or send back information to somewhere. We can install antivirus program in our computer and scan our computers to find out and remove viruses.

**INTRODUCTION TO MICROSOFT EXCEL (IT STD 8 CH 2)**

**1.Fill in the blanks.**

(1) Excel is a electronic spreadsheet program in the Microsoft Office suit.

(2) The intersection of a column and row is called a cell.

(3) A selected cell is called a/an Active cell.

(4) The Name Box displays the address of the active cell.

(5) The data entered in a cell is also displayed in the Formula Bar.

(6) By default, a number is displayed Right aligned in a cell.

(7) By default, text data type in a cell is Left aligned.

(8) A worksheet in excel can have a maximum of 65536 rows.

(9) Excel adds the extension .xls to every workbook file.

(10) A Chart is a graphical representation of spread sheet data.

**2.State whether the following statements are true or false:**

(1) You can press CTRL + N key combination on the keyboard to create a new blank workbook in excel True.

(2) The Menu bar in Excel has a main menu item data.True

(3) In Excel, by default, data Type Date is left aligned in a cell True.

(4) The address of active cell can be seen in Formula Bar True.

(5) To select all cells in a workbook column, you can double click on any cell of that column False.

(6) You can give meaningful name to a worksheet in excel True.

(7) The formula, =A5+D5, will return the sum of the numbers in the rage of A5 to D5.False.

(8) The formula =MEAN(A5:D5), will return the arithmetic mean of the numbers in the rage A5 to D5.True.

(9) The formula =POWER(4,-2), is a valid formula. False.

(10) You can hide or close the Task pane in Excel from the View menu. True.

**3.Answer the questions in one or two sentences each:**

(1) What is mean by spreadsheet?

**Ans.**A spread sheet contains rows and columns to record and compare financial or numerical data.

(2)Name any two spreadsheet programs.

**Ans.**Mark sheet of class, Payroll sheet for employees.

(3) What are the different types of data that can be entered   in a worksheet cell?

**Ans.**Numbers with symbols, Text, Formula and date and time can be entered in a worksheet cell.

(4) What is the use of the Formula bar in Excel?

**Ans.**Formula bar displays the content of a cell which is active. It help us to edit the formula or content of active cell.

**4. Which menu command or tool will you use to perform each of the following functions:**

(1) Create a new workbook.

**Ans.**Select file menu and click on new.

(2)Delete a sheet from a workbook.

**Ans.**Select edit menu and click on delete sheet.

(3) Insert new worksheet in workbook.

**Ans.**Select insert menu and click on worksheet.

(4) Adjust the area of worksheet that will be printed on page.

**Ans.**Select file menu and click on Print Area.

**3. INTERNET : USING THE WORLD WIDE WEB**

**1. Fill in the blanks:**

(1)***WWW*** is the one of the most used services, second only to e-mail, available on internet.

(2)A search engine complies its database using ***spide***r.

(3)***Guruji*** is the first crawler-based search engine developed completely in India.

(4)The fraction of the web covered or crawled by the spiders of a search is called its crawling ***reach and frequency****.*

(5)A search engine which searches the databases of other crawler-based search engine is called a ***Metasearch Engines.***

(6)Key word or phrase with which you search a topic in a search engine is called ***Query***.

(7)***Downloading*** is the transmission of a file from a web server to the client computer.

**2. State whether the following statements are true or false.**

(1) You can search the web using two types of search service.***True***

(2) A Search engine is entirely automated.***True***

(3) The search service engine involves three processes.***True.***

(4) A crawler of a search engine is also called an ant.***True.***

(5) All search engines are same and return the same resources link for the same query.***False.***

(6) A Meta search engine is a crawler based search-engine.***False.***

(7) Google search engine does not allow Boolean operator.***False***.

(8) You can not use more than one key word as search query***.False.***

(9) Your ISP charges for your time to brows the web.***True.***

(10) It is perfectly ethical to use a shareware non-commercially with out paying for it.***False.***

**3. Answer the following questions in one or two sentences each:**

(1) Name the three process involved in the search service of a search engine.

**Ans.**Crawling, indexing and processing.

(2)What is spider or web crawler?

**Ans.**Crawler is a small computer program which help the search engine to maintain the data.

(3). What is indexing?

**Ans.**The URL of the webpage along with the keywords found are recorded in the database of search engine.

(4)Name any two search engines that allow you to search for information from Indian sites.

**Ans.**Yahoo and google.

(5) State the two distinguishing characteristics of different search engine.

**Ans.**Crawling reach and frequency, relevancy determining algorithm.

(6)What is a meta search engine?

**Ans.**A search engine which searches the database of another search engines.

(7)What is the advantage of a meta search engine?

**Ans.**We can get information from various search engines.

(8)What is downloading?

**Ans.**Dowloading is the transmission of a file from web servers to client computer.

(9)What is a freeware?

**Ans.**The software which can download from internet with out paying is called freeware.

(10)What is share ware?

**Ans.**The software which are freely distributed with an expectation that somebody will pay for that.

**4. Match the following.**

|  |  |
| --- | --- |
| **[1] Column A** | **Column B** |
| 1) Indexing | (a) Database. |
| 2) Crawler | (b) Spider. |
| 3) Search engine | (c) Guruji. |
| 4) Meta search engine | (d) Horbot. |

**4. INTERNET: E-MAIL**

**1. Fill in the blanks:**

(1)***WWW*** is the most used services on internet.

(2)E-mail messaging service uses a ***Mailbox*** system.

(3)***MIME*** stands for ***Multipurpose Internet Mail Extension***.

(4) In an e-mail address, the symbol ***@*** separates the user name from the domain name.

(5)A mailbox for e-mails has ***password*** protection against access by others.

**2. State whether the following statements are true or false.**

(1) MIME allows file attachments to e-mail messages. ***True***

(2) E-mails are sent using the Simple Mail Transfer Protocol. ***True***

(3) The user name for your e-mail account can start with a number. ***False.***

(4) Messages deleted from the inbox folder of your mail box are stored in the Recycle Bin. ***False.***

(5) Deleting unwanted e-mails is called forwarding. ***False.***

(6) You can use the Forward feature of an e-mail service to send an e-mail message that you have received to one or more individuals***. True.***

(7) Mailbox passwords must be frequently changed. ***True.***

**3. Answer the following questions in one or two sentences each:**

(1) What is e-mail?

**Ans.**The exchange of messages in electronic format with other internet users across the world.

(2)What are the default folders in your mailbox?

**Ans.**Inbox, Drafts, Sent, Spam and Trash are the default folders in your mailbox.

(3)Name any two popular web sites which provide e-mail service.

**Ans.**Yahoo Mail and Gmail.

(4)What information about received e-mails can you see in the message list of the inbox?

**Ans.**The senders name subject and the date on which the email was sent**.**

**5. INTERNET : CHATTING.**

**1. Fill in the blanks:**

(1)Online chat is any type of real time communication over the **internet**.

(2)An online virtual environment where many participants chat over a selected topic is called a **Chat room.**

(3) Online chat began with Internet **Relay** chat.

**2. State whether the following statements are true or false.**

(1) MIME allows file attachments to e-mail messages.***True.***

(2) IRC is used for group or community chat.***True.***

(3)When Chat or IM participants “talk” they usually create a dialogue using text messages.T***rue.***

(4) In a chat room, discussions are usually kept with in the confines of a specific topic.***True.***

(5) A chat nickname is created from your first name and date of birth.***False.***

(6) Online chat has no real benefit as an educational medium***. False.***

**3. Answer the following questions in one or two sentences each:**

(1) What is online chat?

**Ans.**Online chat is a form of real time communication on the**internet** between two or more computer.

(2)What is a chat room?

**Ans.**The virtual online room where chat is taken place is called chat room.

(3)Name the different types of online chat services.

**Ans.**Internet Relay Chat (IRC), instant messaging and web based chat.

(4)What is a channel in online chat?

**Ans.**The virtual online room or chat room is also called channel.

**6. INTRODUCTION TO C PROGRAMMING.**

**Fill in the blanks:**

(1)C is a High level language.

(2)A C program must be compilebefore it can be executed**.**

(3) A named area in memory that stores a character or numeric value is called Variable.

(4) In C, a number containing a decimal point of type float***.***

(5) The memory size of a floating point number is usually 4 bytes.

(6)The equality checking operator in C is ==.

(7) “%**C**” is the standard function to read a single character from keyboard.

**2. State whether the following statements are true or false.**

(1) C is a interpreted language.***False.***

(2) In C , an user must define the meaning of keyword used.***False.***

(3) The type of variable determines what kind of values it may take on.***True.***

(4) A variable name can be begin with underscore.***False.***

(5) A variable declaration tells the name and type of a variable.***False.***

(6) “34.5” is a numeric constant***. False.***

(7) The keyword int is used to declare a constant.***False.***

(8) The expression 4+5\*6 will evaluate to 54.***False.***

(9) The expression 4 ^ 2 to find the square of 4 is valid in C. ***False***.

(10) The standard C functions are grouped into header files. ***True.***

(11) The standard C function to find  the absolute value of a number x is abs(x).***False.***

(12) The format specifier for an integer in a printf statement in C is \n.***False***

(13)Explanatory comments in C are given with the REM keyword.***False***

**3. Give the purpose of each of the following in a C program.**

(1) float : float is a data type to store a floating point number. E.g. : 3.14

(2) char : char is a data type to store a character. E.g. : ‘a’

(3) getchar( ) : The function input a simple character from the keyboard.

(4) scanf :  The function performs formatted input.  E.g. scanf(“%d”, & a);

(5) stdio.h : stdio.h is a header file which predefined standard input and output function.

(6) math.h : math.h is a header file which predefined mathematical function

(7) \t : It is an escape sequence which is used in print.

**4. Answer the following questions in one or two sentences each:**

(1) What are the primary data types in C?

**Ans.**.int (integer), char (Character), float (floating point number) and double are the primary data type in C.

(2)What is a numeric constant?

**Ans.**. Numeric constant is a number. E.g. 2,3.142.

(3)What does the modulus operator do in c.

**Ans.**Modulus operator returns the mode of a division. E.g. 4 % 3 = 1.

(4)What is the deference between the operators =  and ==?

**Ans.=**is a assignment operator eg. a=2.== is evaluating 2 numbers to find out the big one.

(5)What is a header file?

**Ans.**Header file is a predefined function which can be used in our program.

(6)State the parts of a C program?

**Ans.**Heading, inclusion, function main( ) with statements and optional user defined functions.

(7)What is the purpose of the inclusion statements in a C program??

**Ans.**To include predefined user function to user program.

**5. Write the C expression for.**

(1)raising 2 to the power 5**:*pow(2,5);***

(2)a3- 7b +1.**:*pow(a,3)- (7\*b)+1***

(3)(5(f-32))/9**: (5 \* (f-32))/9**

**6. Identify the valid variable name in C:**m, N, 7N,-avg, %d.

**Ans.**m, N.

**7. The following statement block in C is supposed to calculate (a+b)3, but there are errors. Find out the errors and rewrite the statement block.**

int a ==5, b=6,ans

ans=(a+b)^3;

printf(The answer is, ans);

**Ans.**int a=5,b=6,ans;

ans=(a+b) \* 3;

printf(“The answer is %d “, ans);