

TEACHER'S HANDBOOK

Galaxy of  
**TECHNOLOGY**  
Books (5)

**KEYS**

PRIME TIME

# Galaxy of TECHNOLOGY

## PART - 5

### Ch-1 (Generations of computers)

A. Fill in the Blanks

1. Abacus
2. Charles Babbage
3. Analytical Engine
4. Five
5. Integrated Circuits

B. Write 'T' for True statements and 'F' for False statements

1. True
2. True
3. True
4. True
5. False

C. Answer in one word.

1. RAM Read Only Memory
2. Digital Versatile Disc – DVD
3. Pen Drive
4. ROM Random Access Memory

D. Write the following in expanded form.

1. ROM Random Access Memory
2. Read Only Memory
3. Compact disc read-only memory (CD-ROM)
4. Digital versatile disc
5. Very Large Scale Integration

E. Answer the following questions

1.



2. The main electronic component – is the transistor.  
Memory – magnetic core and magnetic tape/disk.  
Programming language – assembly language.  
Power and size – low power consumption, generated less heat, and smaller in size (in comparison with the first generation computers).
3. The third generation of computers was produced between 1965 and 1971, and the fourth generation was produced between 1971 and 1980. While fourth-generation computers used VLSI technology or very large-scale integrated (VLSI) circuits, third-generation computers used integrated circuits (ICs).
4. The part of the computer's primary storage usually referred to as main memory, stores data, programs, and instructions that are now being used. On the motherboard is where the primary storage is. Data can be read from and written to primary storage very quickly as a result.



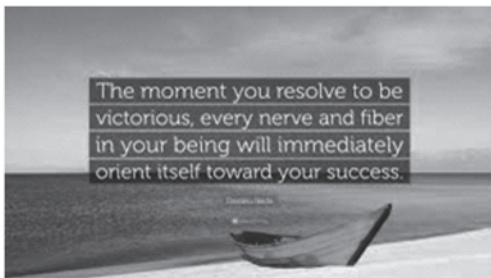
2. **Control Panel:** Allows users to view and change basic system settings and controls, such as adding hardware, adding and removing software, controlling user accounts, and changing accessibility options  
**Device Manager:** Allows the user to display and control the hardware attached to the computer, and control what device drivers are used
3. Change your desktop background image by  
 Selecting Start > Settings > Personalization > Background.  
 In the list next to Personalize your background, select Picture, Solid color, or Slideshow. Change Wallpaper with pictures given on the desktop or download pictures online.
4. A screensaver is a computer software that may be set to start when the user is inactive for a certain amount of time (when you leave your computer). It was originally intended to protect older monitors from harm, but it is now being employed to stop users from accessing desktop material while they are away.
5. For accessing the file systems, it offers a graphical user interface. It is also the part of the operating system that displays the taskbar and other user interface elements on the screen.

### Critical Thinking

A. Start Button

- B. 1. Universal App      2. Live Tiles      3. Desktop  
 4. TaskBar      5. Icons

### Team Work



### Ch-3 (Advance Features of MS Word)

A. Fill in the Blanks

- |                              |                          |
|------------------------------|--------------------------|
| 1. Microsoft Corporation     | 2. Character             |
| 3. Paragraphs and Characters | 4. Ordered and Unordered |
| 5. Below                     |                          |

B. Answer in one word.

- |                         |                             |
|-------------------------|-----------------------------|
| 1. M.S Word Style       | 2. superscript or subscript |
| 3. Symbols and Shapes   | 4. Ctrl + Z                 |
| 5. Quick Assess Toolbar |                             |

- C. Write 'T' for True statements and 'F' for False statements
1. False
  2. True
  3. False
  4. True
  5. False
- D. Tick the correct answer.
1. Thesaurus
  2. Shapes
  3. Layout
  - Footer
- E. Answer the following questions
1. Choose the text that needs formatting. The style is applied to the entire paragraph if you place your cursor within one. To sample a style on the Home tab, point to it. Click the More option if you don't see the style you're looking for. Choose a style.
  2. A header is the top margin and a footer is the bottom margin of each page and is helpful to separate sections from the main document. A footer is text that is positioned at the bottom of a page, while a header is a text that is positioned at the top of a page. Usually, details about the document, such as the title, chapter heading, page numbers, and creation date, are inserted in these spaces.
  3. A huge capital letter known as a drop cap (sometimes known as a dropped capital) is used as a decorative element at the start of a paragraph or section. A drop cap is often two or more lines in length.
  4. A subscript is an integer that identifies a specific array element. Abbreviations related to computers, fonts, programming, subscripts, superscripts, typography, and word processors. Eg. CO<sub>2</sub>
  5. On the Page Layout tab, in the Page Setup group, click Margins.  
Click the margin type. For the most common margin width, click Normal.  
You can specify your own custom margin settings.

### Critical Thinking

- B. Write the firm name in a document with the formatting you want it to have.  
Choose the business name. Press Alt + F3.  
Change the text in the Name field to a brief mnemonic for your business name, such as the initials of the organization. Pick AutoText from the Gallery drop-down menu.

### Team Work

Students will do it themselves

### Ch-4 (Mail Merge)

- A. Fill in the Blanks
1. Mail Merge
  2. Main Document and Data Source
  3. Data Source
  4. Mailing Tabs
  5. Right Side
- B. Answer in one word.
1. Mailing Tab
  2. The main document, The data source, and The merged document.
  3. Ok
  4. Insert Merge
  5. Preview Result Buttons
- C. Write 'T' for True statements and 'F' for False statements
1. True
  2. False
  3. True
  4. True
  5. False

- D. Identify and Label the following buttons.
1. Mailing Tabs
  2. File Tab
  3. Mailing Merge
- E. Answer the following questions
1. You can use mail merge to customize a batch of documents for each recipient. One way to personalize a form letter is to address each recipient by name. A data source is connected to the document, such as a list, spreadsheet, or database.
  2. Click Start Mail Merge and Step-by-Step Mail Merge Tab on the MAILINGS tab. Click Next after selecting the type of document to which you wish to add mail merging. Here, you can create a new document using an existing one or a template.
  3. Simply said, a data source is where the data came from. A live data feed, a specific database on a DBMS, or simply a file can be used. The data may be on the same machine as the software or on a different machine connected to a network.
  4. A document, spreadsheet, or database serving as the data source holds personally identifiable data such as names, addresses, and phone numbers. A form letter, labels, an email, or a directory could all be considered the main document.
  5. Navigate to File > New > Blank Document. Select Recipients > Type a New List from the menu. Enter the necessary recipient information in each column of the New Address List dialogue box. See Edit Data Source for more details on how to use the dialogue box.

### Critical Thinking

Students will do it themselves

### Team Work

Students will do it themselves

## Ch-5 (Upgrading Presentation)

- A. Fill in the Blanks
1. Presentation
  2. Placeholder
  3. Smart Art Graphic or Info Graphics
  4. Animation Effect
  5. Transition Effect
- B. Identify the following options in MS Powerpoint.
1. Inserting Shapes
  2. Format Tab
  3. Applying Smart Art
  4. Animation Effect
- C. Answer in one word.
1. Three
  2. Format Tab
  3. Transition
  4. Transition
  5. Illustration Group
- D. Write 'T' for True statements and 'F' for False statements
1. True
  2. False
  3. False
  4. True
  5. True
- E. Answer the following questions
1. When you switch from one slide to the next during a presentation, a slide transition takes place. The pace, the sound, and the appearance of transition effects are all customizable.
  2. Click SmartArt under the Illustrations group on the Insert tab.

Choose the type and arrangement you want by clicking them in the Choose a SmartArt Graphic dialogue box.

Choose one of the following methods to enter your text: Type your text by clicking [Text] in the Text pane.

3. Press Ctrl and select the objects you want. Select Format > Group > Group to group the objects together. Select Animations and choose an animation.
4. You can flip, rotate, or resize PowerPoint objects including text boxes, shapes, and images. The item you want to rotate is tapped. Choose the rotation handle at the object's top, then move it in the desired direction. Choose Arrange > Rotate > Flip Vertical or Flip Horizontal to flip an object.

### Critical Thinking

Students will do it themselves

### Team Work

Students will do it themselves

## Ch-6 (Programming In Scratch)

- A. Fill in the Blanks
- |                     |           |
|---------------------|-----------|
| 1. Light Blue Color | 2. Purple |
| 3. Sensing Blocks   | 4. Stage  |
| 5. Operator Block   |           |
- B. Write 'T' for True statements and 'F' for False statements
- |         |         |          |         |          |
|---------|---------|----------|---------|----------|
| 1. True | 2. True | 3. False | 4. True | 5. False |
|---------|---------|----------|---------|----------|
- C. Match the following.
- |                            |   |
|----------------------------|---|
| 1. Sensing Blocks          | Light Blue                                  |
| 2. Operator Blocks         | Light Green                                 |
| 3. When Flag Clicked Block | In Events Blocks                            |
| 4. Wait Block              | Script Execution Stops for a specified time |
- D. Answer the following questions
1. User-defined variable: Click the "Create a variable" button in the variable palette if the user wants to create his or her own variable with a different name. A form will show on the screen following the click of the "create a variable block" button.
  2. Conditional statements in Scratch decide whether a programmer-supplied is true or false. They give you the ability to test a variable against a value or compare it to another variable.
  3. Sensing blocks are used to recognize and quantify the interactions between items in a project or to track specific mouse and keyboard motions. It is color-coded blue and is one of the nine blocks.
  4. Variables are containers that are used to store data or information in programming languages like Scratch or other programming languages. We can save distinct values using variables. It could be a name, a number, or any other kind of data.
  5. Sensing blocks are used to recognize and quantify the interactions between items in a project or to track specific mouse and keyboard motions. It is color-coded blue and is one of the nine blocks.

### Critical Thinking

Students will do it themselves

### Team Work

Students will do it themselves

### Ch-7 (Introducing MS Excel 2016)

- A. Fill in the Blanks
1. Spreadsheet
  2. Calculations
  3. Rows and columns
  4. 1,048,576 and 16,384 columns
  5. Active cell
- B. Students will do it themselves
- C. Write 'T' for True statements and 'F' for False statements
1. 1. T 2.F 3.F 4.T 5.F
- D. Answer the following questions
1. The three features of MS Excel 2016 are:
    - a. Easy data entry and sorting of data.
    - b. Searching and replacing data can be quick.
    - c. Excel has built-in formulas and functions to do calculations.
  2. The components of a worksheet are:
    1. **Address Bar**- It shows the address of the active cell.
    2. **Formula Bar**: The contents of the active cell are shown here. Dates or formulas can be typed or edited in the formula bar.
    3. **Status Bar**: It is present at the bottom of the Excel window. It displays the name of the selected command or status information.
  3. We can enter three types of data in a Microsoft Excel worksheet: numbers, texts, and Formulae.
  4. Follow the steps to save a workbook:
    - Click on the File tab.
    - Select the option Save or Save As.
  5. A cell is an intersection of rows and columns. It is the smallest unit in a worksheet and text, as well as numbers, can be written in it.

### Critical Thinking

Students will do it themselves

### Team Work

Students will do it themselves