CLASS-IX SUBJECT- COMPUTER

TERM-2 SYLLABUS

Chapter – 6

Microsoft Power Point

Short Answer Question:-

Q1. What is the command to start the slide show?

Ans.

To Start the Slide show	Command
Start a **presentation** from the beginning.	F5
Start a **presentation** from the current **slide**.	Shift+F5
Perform the next animation or advance to the next **slide**.	N Enter Page Down Right arrow key Down arrow key Spacebar

Q2. What is the style of changing slides called?

Ans. Custom Animations are the movements we put on text, pictures, objects on an individual **slide**. **Slide** transitions apply to **slides** themselves. Custom Animations are applied to objects on a **slide**.

Q3. What is the best view for setting Animation effects?

Ans. Following view are the best views to use when setting transition effects for all slides in a presentation

- A. Slide sorter **view**.

- Notes page **view**.

- Slide **view**.

- Outline **view**.

Q4. What keys can be pressed to advance slides in a slide show?

Ans.

To advance slides in a Slide show	Command
Perform the next animation or advance to the next slide.	N Enter Page Down Right **arrow key** Down **arrow key Spacebar**

Q5. What keys can you press to go to the previous slide during the slide show?

Ans.

To do this	Press
Go to the previous slide.	P

Q6. If you want to stop the slide show before the end, what key will you press?

Ans. To stop or end a slide show: We can also press the **Esc** key at the top left of our keyboard to end the show.

Q7. What is the command to change the layout of a slide?

Ans. File menu provides the command to change the layout of our slide. In Microsoft PowerPoint, If we navigate through Home>Layout, you will get the option to change the layout of the slides. Changing the layout means just changing the slide format or design you can say.

Long Answer Question:-

Q1. **Describe all the views in PowerPoint.**

Ans. Word documents have normal view and page layout view. Database tables have design view and datasheet view. It only seems fair that PowerPoint documents have their own views. In PowerPoint you can work with presentations in five different views:

1. Slide
2. Outline
3. Slide Sorter
4. Notes Page
5. Slide Show

Each view is optimized for a specific purpose. (In the lower left-hand corner of the images below, notice how the view icons change for each view. You can quickly switch between views by clicking on the view icons.)

Slide View shows one slide at a time Slide view is optimized for editing. We can edit not only the text of a slide but also any graphics, sounds, and animations that might be included on the slide. This is usually the best view when you are working with an individual slide.

Outline View shows the contents of our presentation in outline format. This view is optimized for organizing and arranging the content of our presentation. Because the contents of all slides (that will fit on the page) are shown at once, We can easily view and change the

order of topics and subtopics. This view is also probably the most efficient for entering the contents of our presentation.

Slide Sorter View shows a thumbnail image of each slide in the presentation. This view is best when We want to rearrange the order of our slides or just want to see each slide in our presentation with the formats and colors We have chosen. In Slide Sorter View you can't edit the contents of a slide, but you can quickly switch to Slide View were you can edit the contents.

Notes Page View shows one slide at a time with speaker's notes. This view is best when We are entering or reviewing the notes We made for slides.
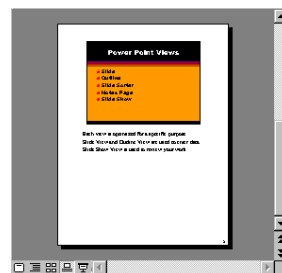
Slide Show View shows our presentation as it will look to the audience when we run it. This view displays one slide at a time in full-screen mode.
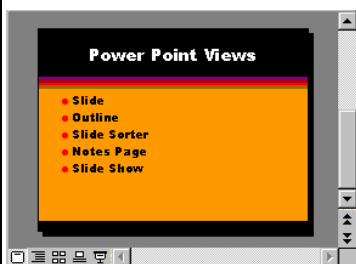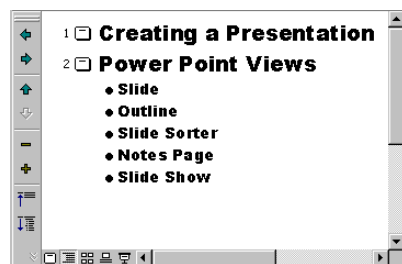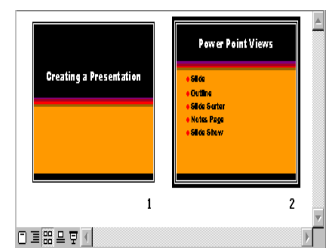

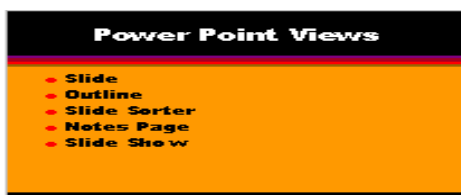|			
Slide view	**Outline View**	**Notes Page View**	**Slide Sorter View**

Slide Show View

Q2. List the basic components of a slide.

Ans. On a slide we can place many elements, which are mainly text or graphics. Each element on a slide is independent of others and may be placed anywhere on a slide.

A Text:- may be in any font, size and colour. It is either a simple text or a bulleted or numbered text. We may place any number of text elements on a slide at any place independently.

A Graphic may be in any size or colour or type. PowerPoint has the facility to accept and place graphics prepared by almost all programs.

Q3. What is the significance of notes page view?

Ans. Notes Page View shows one slide at a time with speaker's notes. This view is best when we are entering or reviewing the notes we made for slides.

Notes Page view enables you to **view** your speaker **notes** in a **page view** (**see** Figure). Each slide created contains its own **Notes Page**. we can print these **pages** out to use as a reference while delivering the presentation. These **notes** do not show on the screen during Slide Show **view**.

<div align="center">
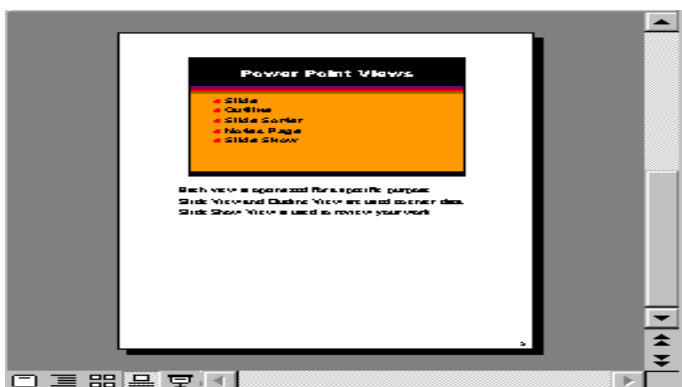
Chapter – 7

Microsoft Excel

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Short Answer Question:-

Q1. What is a worksheet?

Ans. A spreadsheet, which is known as worksheet, is an array of many cells, which are arrangerd in row and columns.

Q2. What is cell address?

Ans. A **cell** reference, or **cell address**, is an alphanumeric value used to identify a specific **cell** in a spreadsheet. Each **cell** reference contains one or more letters followed by a number. The letter or letters identify the column and the number represents the row.

Q3. How are columns of a worksheet numbered?

Ans. Excel uses the A1 reference style, which refers to **columns** as letters (A through IV, for a total of 256 **columns**), and refers to rows as **numbers** (1 through 65,536). These letters and **numbers** are called row and **column** headings. To refer to a cell, type the **column** letter followed by the row **number**.

Q4. How are the rows of a worksheet numbered?

Ans. Rows run horizontally across the **worksheet** and ranges from 1 to 1048576. A **row** is identified by the **number** that is on left side of the **row**, from where the **row** originates. Columns run vertically downward across the **worksheet** and ranges from A to XFD

Q5. What are main components of a chart?

Ans. Excel chart components

- Chart area.

- Chart **title**.

- **Legend**.

- Axis **title**.

- Axis lines/**values**.

- Tick marks.

- **Plot** area.

- Chart series.

Q6. Write names of four main built-in functions of Excel?

Ans.

- The SUM **Function**. The sum **function** is the most used **function** when it comes to computing data on **Excel**. ...

- The TEXT **Function**. ...

- The AVERAGE **Function**. ...

- The CONCATENATE **Function**.

Q7. Give examples of a relative cell reference and an absolute cell reference.

Ans. Absolute references are noted by a dollar sign in front of the **cell reference**. So a **relative cell reference** might look like =A1+A2 but an **absolute reference** might look like =$A$1+$A$2. (Actually, the **formula** can also look like =$A1+$A2 or =A$1+A$2, but let's not get ahead of ourselves.)

Long Answer Question:-

Q1. **Differentiate between a column chart and a bar chart.**

Ans.Column Chart

A simple column chart uses vertical bars to display data. Column charts are used to compare values across categories and can be used to show change over a period of time. In the case of showing change over a period of time, a column chart can also be displayed as a line chart. In a column chart the Y axis typically displays a discrete value whilst the X axis displays the category.

Bar Chart

Bar charts use horizontal bars to display data and are used to compare values across categories. The lengths of the bars are proportional to the values they represent. For a bar chart the Y axis typically displays a category such as top grossing movies of 2019 in the example below, whilst the X axis displays a discrete value.

Q2. What are two axes of a chart? How are they used?

Ans. A coordinate grid has two perpendicular lines, or **axes**, labeled like number lines. ... The horizontal **axis** is called the x-**axis**. The vertical **axis** is called the y-**axis**. The point where the x-**axis** and y-**axis** intersect is called the origin.

1. Select the cells containing the data you want to graph

2. Select Insert -> Chart

3. Select graph style you want

4. Next

5. In the "Chart Source Data" dialog, select the "Series" tab

6. Remove the X axis data column. Series 1 is the leftmost column, so in your example, you'd remove Series 2

7. Enter Names(legends) for the other Series(lines) -- in your example, you'd enter "Value"

8. Select the spreadsheet icon at the right side of the "Category (X) axis labels" text box -- this will minimize the wizard and bring up the spreadsheet

9. Select the X axis data from spreadsheet -- in your example, the data in the "Year" column

10. Click the X at the upper right of the minimized wizard -- this will maximize the wizard, not close it

11. Next

12. Change/add chart, X, and Y titles

13. Make any other format changes

14. Select Finish

Q3. How will you change the format of a text filled in range B3:C8?

Ans. Steps are given below:

- Click cell B3 to make the active cell.

- Bring the mouse pointer to its Fill handle, where it changes to a back cross.

- Press the left mouse button and keeping it pressed drag fill handle download to cover cell C8.

- Release the mouse button. By this the contents of cell B3 will be copied to range B4:C8.

Q4. How will you print a worksheet?

Ans. Select the **worksheets** that we want to **print**. Click File > **Print**, or press CTRL+P. Click the **Print** button or adjust Settings before we click the **Print** button.

For print a worksheet follow these steps:

- Setting margins

- Setting page in worksheet

- Setting print area

- Printing the data.

Q5. What is the formula bar? How it is helpful for you?

Ans. The **Formula Bar** is where data or **formulas** we enter into a worksheet appear for the active cell. The **Formula Bar** can also be used to edit data or **formula** in the active cell. The active cell displays the results of its **formula** while we see the **formula** itself in the **Formula Bar**.

In Excel we have the option of entering data directly into a cell or by entering into the **formula bar**. It might be easier when initially entering straight data to enter it into the cell. But the **formula bar** makes it **helpful** when entering a **formula** (equation) or a function.

**Q6. How will you change the width of a column?**

Ans. Set a column to a specific width

1. Select the **column** or **columns** that we want to **change**.
2. On the Home tab, in the **Cells** group, click Format.
3. Under Cell Size, click **Column Width**.
4. In the **Column width** box, type the value that you want.
5. Click OK.

Q7. How will you change the height of a row?

Ans. Set a **row** to a specific **height**

Select the **row** or **rows** that we want to **change**. On the Home tab, in the **Cells** group, click Format. Under Cell **Size**, click **Row Height**. In the **Row height** box, type the value that we want, and then click OK.
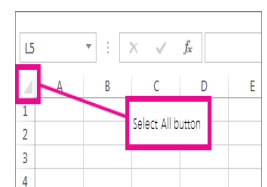
Chapter – 8, 9

Network Security

Security Threats and Safety Measures

Short Answer Question:-

Q1. Differentiate between a workstation license and a site license?

Ans. A **workstation license** is a **license** that can be used on a **workstation** computer (master computer), where the host application (3ds Max, Cinema 4D, ...) is running in "full" mode - with its graphical user interface, material editor, and all other features enabled.

A **site license** is a type of software **license** that allows the user to install a software package in several computers simultaneously, such as at a particular **site** (facility) or across a corporation.

Q2. Write short note on your understanding of 'cracking' a software?

Ans. **Cracking a software** means to copy commercial **software** illegally by breaking **the** various copy-protection and registration techniques being used. Crackers also modify or disable features of a **software** application. They usually mean to harm **the software**, **the** hardware using this **software** or **the** end user of **the software**.

Q3. What are the categories of Cybercrime? Explain them?

Ans. These crimes include cyber harassment and stalking, distribution of **child pornography**, credit card fraud, **human trafficking**, spoofing, identity theft, and online libel or slander. Some online crimes occur against property, such as a computer or server.

Q4. Read about ethical hacking and write a short note on your understanding of the topic.

Ans. Ethical Hacking is an authorized practice of bypassing system security to identify potential data breaches and threats in a network. ... **Ethical hackers** aim to investigate the system or network for weak points that malicious **hackers** can exploit or destroy.

Q5. **Why cyber security should be taken care by the user while working on internet?**

Ans. Cyber security protects the data and integrity of computing assets belonging to or connecting to an organization's network. Its purpose is to defend those assets against all threat actors throughout the entire life cycle of a **cyber-attack**.

Q6. **What is Denial of service attack? How it affect the systems performance?**

Ans. A **denial-of-service** condition is accomplished by flooding the targeted host or network with traffic until the target cannot respond or simply crashes, preventing access for legitimate users. **denial-of-service attacks** can cost an organization both time and money while their resources and services are inaccessible.

Q7. **What is the difference between Shareware and Freeware software?**

Ans. Shareware differs from **freeware**, which is **software** distributed at no cost to the user but without source code being made available; and open-source **software**, in which the source code is freely available for anyone to inspect and alter.

Q8. **Mention the list of the licenses used by the users.**

Ans. What are the different types of software licenses?

- Public domain. This is the most permissive type of software **license**. ...

- Permissive. Permissive **licenses** are also known as "Apache style" or "BSD style." They contain minimal requirements about how the software can be modified or redistributed. ...

- LGPL. ...

- Copy left. ...

- Proprietary.

Q9. Define following terms: a) Spyware   b) Malware   c) Virus   d) Worms

e) Macro virus   f) Trojan horse

Ans. a) Spyware is unwanted software that infiltrates our **computing** device, stealing your internet usage data and sensitive information. **Spyware** is classified as a type of malware — malicious

b) Malware" is short form for "**malicious** software" - computer programs designed to infiltrate and damage computers without the users consent. "**Malware**" is the general term covering all the different types of threats to the computer safety such as viruses, spyware, worms, trojans, rootkits.

c) *computer virus* is a type of *computer* program that, when executed, replicates itself.

d) A **computer worm** is a malicious, self-replicating software program (popularly termed as 'malware') which affects the functions of software and hardware programs.

e) A **macro virus** is a computer **virus** written in the same **macro** language that is used for software applications, such as word processing programs.

f) Trojan, is a type of malicious code or software that looks legitimate but can take control of your computer. A **Trojan** is designed to damage, disrupt, steal, or in general inflict some other harmful action on your data or network.

Q10. What is a computer virus?

Ans.A **computer virus** is a type of malicious code or program written to alter the way a **computer** operates and is designed to spread from one **computer** to another.

A **virus** operates by inserting or attaching itself to a legitimate program or document that supports macros in order to execute its code.

Long Answer Question:-

Q1. **Differentiate between Hacker and cracker.**

Ans.

Hackers:	Crackers:
Hackers are interested in gaining knowledge about computer systems.	These are the malicious programmers who break into secure systems
These can be for good or bad purposes	These are only for bad purposes
Hackers are mostly the ones who break into a system to get their required data	Crackers are the ones who penetrate into a system for bad intentions.
They aren't always bad or have bad intentions. Many of them are white hat hackers.	They crack security codes for morally ill deeds.They are more dangerous than Hackers

Q2. **Besides virus, what are other types of destructive programs?**

Ans. There are many types of destructive programs that affect computer systems. We hear a lot about computer viruses yet, there are thousands of viruses not every destructive program is a virus.

A Trojan Horse is a destructive program that masquerades as a benign application; Unlike viruses, Trojan horses do not replicate themselves but they can be just as destructive. A

Trojan horse may claim to rid your computer of viruses but instead introduces viruses onto the computer.

Worms are programs that spread through networks and computer operating systems quickly, without any direct action by any program or user. A worm does not require that a user attempt a boot from a floppy disk, run an infected program, or open an infected file before propogation may take place as in the case of a virus.

Q3. Differentiate between spyware and malware.

Ans.

Malware

The majority of malware lives up to its name by causing errors in a computer's programming and slowing down performance. Unchecked malware can eventually destroy a computer's integrity and render the machine inoperable.

Spyware

Spyware, on the other hand, tracks a user's online movements for any number of reasons. Some types of spyware will keep a log of what websites the user visits in order collect valuable marketing data.