**GREENWOOD PUBLIC SCHOOL, ADITYAPURAM**

**OUR MOTTO-DEVELOPMENT WITH DELIGHT**

**CLASS-IX SUBJECT- COMPUTER**

**TERM-1 SYLLABUS**

**Chapter – 3**

**Microsoft Windows**

**Short Answers:-**

1. **What are command buttons in a Window?**

Ans. A **command button** is a clickable image object used with graphical operating systems. For example, in Microsoft **Windows**, when clicking the close **button.**

1. **Write the names of some commonly found icons on the desktop.**

Ans. The shortcut **icon** appears on our **desktop**. **Common desktop icons** include Computer, your personal folder, Network, the Recycle Bin, Internet Explorer, and Control Panel.

1. **How are shortcuts useful for us?**

Ans. A **shortcut** is **useful** for accessing software programs or files more easily. ... A **shortcut** also makes it quicker to open a file and not have to dig through folders on the computer to find a file.

**Long Answers**

1. **How can you remove a file or folder?**

Ans.

1. Locate the **file or folder** by using Windows Explorer. To do so, right-click Start and choose Open Windows Explorer and then browse to locate the **file** we want to **delete**.
2. In Windows Explorer, right-click the **file or folder** that we want to **delete** and then choose **Delete**. ...
3. Click Yes to **delete** the **file**.
4. **Write the steps for creating a shortcut of a program on the desktop.**

Ans. **To create a desktop icon or shortcut, do the following:**

1. Browse to the file on your hard disk for which we want **to create a shortcut**. ...
2. Right-click the file for which we want **to create a shortcut**.
3. Select **Create Shortcut** from the menu. ...
4. Drag the **shortcut** to the **desktop** or any other folder.
5. Rename the **shortcut**.
6. **How will you explore contents of a folder in window7?**

Ans.

1. Open a **folder** in which we want to search.
2. Click the search bar in the upper-right corner.
3. Type "content" followed by your search word or phrase.
4. Review the results.
5. **How do you change the font and size of letters in a WordPad document?**

Ans. **The procedure is as follows:**

1. Launch WordPad.
2. Click at the top of the document.
3. Select a font, font size, font color,...
4. Click on the File menu > "Save As".
5. Save the file on your desktop and name it as "WordPad".
6. **How do you change the size of a window using its control buttons?**

Ans. There are many ways of changing the size of a window. The easiest way to do so is to use Minimize and Maximize/ Restore buttons.

We can also resize a window by dragging its side and corners.

1. **How will you create a new empty folder in a folder?**

Ans.

1. Navigate to the location where we want to **create** the **folder**. ...
2. Hold down the Ctrl, Shift, and N keys at the same time. ...
3. Enter your desired **folder** name. ...
4. Navigate to the location where we want to **create** the **folder**.
5. Right-click on a **blank** space in the **folder** location
6. **Describe the process of shutting down windows.**

Ans. **Shutting down** allows the **computer** to correctly close all running programs and update the registry as well as any other data files or caches attached to the program.

**Step** 1: Click the '**Windows**' button at the bottom left-hand corner of our screen.

**Step** 2: Click **Shut down**.

**Step** 3: If we have left any programs running or documents open, we will get a message similar to this:Done!

**Chapter – 4**

**Microsoft – Word**

**Short Answers:-**

1. **Name any four tabs of ribbon of MS-Word.**

Ans. Home tab, Insert tab, Page Layout tab, Mailing tab etc.

1. **What is Format Painter?**

Ans. Format Painter is a facility by which we can copy any text and paragraph formatting from one text and apply the same.

1. **Name any four groups of Home tab.**

Ans. The **home tab** has five **groups**: Clipboard, Font, Paragraph (circled below), Styles, and Editing.

1. **Write names of different types of tabs in Word which are used to make lists.**

Ans. There are two **types** of common **lists** you **can create** in **Word**: bulleted **lists** and numbered **lists**..

1. **How can you insert a page break in a Word document?**

Ans. Steps are a follows.

1. Click or tap in the **document** where we want to **insert a page break**.
2. Go to Layout > **Page** Setup, select **Break**, and then choose **Page**.
3. **What are two keyboard modes for typing the data?**

Ans Two keyboard modes are:- 1. text-entering **modes** on a personal computer (PC) or word processor

:-2. overtype **mode**, in which the cursor, when **typing**,.

1. **Name four alignments of word?**

Ans. The **four** primary types of text **alignment** include left aligned, right aligned, centered, and justified.

1. **What is a text box?**

Ans. A **text box** is an object that we can add to our **Word**  document to emphasize or set off our **text**..

1. **What is the difference between cut and delete?**

Ans. The **difference between Cut and Delete** is that **Cut** removes text or other content from the document and save it **in the** clipboard while **Delete** removes text or other content completely from the document.

1. **How can you make text both Bold and Underline?**

Ans. **Bold & Underline –**

* + - 1. First of all, select the word/phrase/sentence to be **made bold** & **underlined**.
      2. Now, choose the 'Home' tab.
      3. Press Ctrl+B (for **bold**). Press Ctrl+U (for **underline**) ...
      4. Click anywhere in the **text** area for removing the highlighting.

**Long Answers:-**

1. **How can you change the font and style of selected text?**

Ans. **Changing the Font**

1. Click the Home tab and then **select** the **text** we want to **change**.
2. Click the **Font** list box. A list of available **fonts** on our computer appears.
3. Move the mouse pointer over each **font**. Word temporarily changes our **selected text** so we can see how the currently **highlighted font** will look.
4. Click the **font** that we want to use.
5. **Write any four advantages of Word processing.**

Ans. **Advantages of word processors**

1. It is faster and easier than **writing** by hand.
2. We can store documents on our computer, which we cannot do on **a** typewriter. ...
3. There are more formatting choices with **a word processor** (**the** spelling, grammar and language tools).
4. We can print copies of your documents
5. **What do you understand by page setup? What are Margins?**

Ans. The **page setup are** the parameters defined by the user that help determine how a printed **page** appear. Those parameters **can** include everything from the size, margins, **page** orientation, to quality of print.

A **margin** is the space between the text and the edge of our document. By default, a new document's **margins** are set to Normal, which means it has a one-inch space between the text and each edge. Depending on our needs, **Word** allows us to change our document's  **margin** size.

1. **What is Mail Merge?**

Ans.

* Prepare the List of Recipients. The list of recipients is simply a table of names and addresses. ...
* Prepare the Letter Document. You can use almost any document in Mail Merge. ...
* Start the Mail Merge. ...
* Choose the Document Type. ...
* Choose the Document. ...
* Choose a Recipient List. ...
* Write the Letter. ...
* Preview the Letters.

1. **What is Ribbon of word? How is this useful?**

Ans. When referring to Microsoft Office programs such as Microsoft  **Word** and Excel, the **Ribbon** is a feature that replaces the traditional file menu. As can be seen in the image, the  **Ribbon**  dynamically changes based on what the user is currently doing.

In this example, the **Ribbon** for "Write" is being displayed

1. **What is WordArt? How do you use it?**

Ans. **WordArt** is a text modifying feature in Microsoft Word, a popular word processing program. It includes effects such as shadows, outlines, colors, gradients, and 3D effects that can be added to a word or phrase.

**WordArt** can also bend, stretch, skew, or otherwise modify the shape of the text.

1. **How can you merge cells of a table?**

Ans. Merge**cells**

1. Click in a **cell**, or select multiple **cells** that we want to merge.
2. Under **Table** Tools, on the Layout tab, in the **Merge** group, click Merge **Cells**.
3. Select **columns** or **rows** that we want to Merge.
4. **Describe Borders and Shading feature of MS Word.**

Ans. **Borders and shading** add visual interest to our **document**. Word allows us to place a **border** around a page, or add a **shaded** background to a page. **Borders and shading** styles to add to selected text, paragraphs, etc. Select the paragraph(s), cells, graphics, etc, to which we want to add **borders**. On the Format menu, click **Borders and Shading**.

1. **How to Rotate an object in Word?**

Ans.

1. Click the **object** that we want to **rotate**.
2. Under Drawing Tools (or Picture Tools if you're **rotating** a picture), on the Format tab, in the Arrange group, click **Rotate**, and then: To **rotate** the **object** 90 degrees to the right, click **Rotate** Right 90°.

**Chapter – 5**

**Microsoft (Advanced) Word**

**Short Answers:-**

1. **Define Auto Format.**

Ans. **Word** includes a feature Auto formats as type it. We can take many of these automatic **formatting** (**AutoFormat**) adjustments for granted. **Word** does things like changing your quotes to Smart Quotes, automatically creating bulleted and numbered lists, and changing the indentation of paragraphs.

1. **What are Subscript and Superscript?**

Ans. **Subscript** is the text which a small letter/number is written after a particular letter/number. ... **Superscript** is the small letter / number above a particular letter / number. An example of **superscript** is 25.

An example of **subscript** is 25.

1. **What is the facility of tracking changes in Word?**

Ans. The **Track Changes** function in **Word** allows us to keep a record of amendments made to a document. We can then choose to accept or reject the amendments. It is a useful tool for managing **changes** made by several reviewers to the same document.

1. **How will you draw a complete circle?**

Ans.

1. On the Insert tab, click Shapes. Under Basic Shapes, click Oval.
2. Click where we want to start, and drag to **draw** the shape.
3. To **draw** a **circle**, press Shift while you drag.

**Long Answers:-**

1. **Illustrate uses of Auto Format feature in Word.**

Ans. Steps are as follows:-

1. Load the document. Which we want to format.
2. Choose Auto Format from the Format Menu. Than Auto Format dialog box will appear.
3. Use radio buttons to Auto Formation with document.
4. Then click on OK.
5. **How will you prepare a Mail Merge project?**

Ans.

1. Creating a Main Document and the Template.
2. Creating a Data Source.
3. Defining the **Merge** Fields in the main document.
4. **Merging** the Data with the main document.
5. Saving/Exporting.
6. **Illustrate calculation of Column totals and Row totals in a table in Word.**

Ans. **Sum a column or row of numbers in a table**

1. Click the **table** cell where we want to appear result.
2. On the Layout tab (under **Table** Tools), click **Formula**.
3. In the **Formula** box, check the text between the parentheses to make sure **Word** includes the cells we want to **sum**, and click OK. =**SUM**(ABOVE) adds the numbers in the **column** above the cell.