

MEHRAN
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COMPUTER UPDATE 7

Computer Made Friendly

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Chapter

باب 1

INTRODUCTION TO COMPUTER

کمپیوٹر کا تعارف

EXERCISES**1. Answer the following questions:**

- (a) What do you understand by "Hardware" and "Software"?

Ans: **Hardware:**

Computer performs some operations to solve problems. For this the various units of computer system must perform and co-ordinate all operations.

Software:

Software relates to set of programs. The software controls the computer hardware parts and make them operational. In other words, it governs the operations of a computer system.

- (b) What is the relationship between computer hardware and software.

Ans: **Relationship between hardware and software:**

The hardware and software together make a computer system.

Both are essential components of a computer system.

Hardware is the physical components of a computer system and software are the instructions or commands that make the hardware components operational. The software is the driving force of a computer.

- (c) What is hierarchy?

Ans: **Data Hierarchy:**

Data refers to raw facts and figures, and consists of alphabets, numbers, sounds, pictures, image etc. A computer system processes data and gives information that is used for various purpose. The data is stored in the form of bits and bytes in a

computer data base.

- (d) What will you do if the computer does not turn on?

Ans: **Computer not Turning On:**

Check to see the power cords is properly attached or not.

There are three connections that carry power supply from main to UPS, from the UPS to the CPU and from the CPU to the monitor. Check all these connections one by one. If the supply plugs are loose, electricity may not flow to the system. Make sure that the monitor switch is On.

- (e) What will you do if the display is not proper?

Ans: **Display is not proper.****Perform the following steps:**

Step.1: Right click at the desktop. A pop up menu appears.

Step.2: Click the properties. The window appears.

Step.3: Click the setting tab.

Step.4: Click the dropdown list box in colours and choose and choose 16 bit or 24 bit true colour. Change the screen area to 800x600 or higher by dragging the slider.

Step.5: Click the OK button to apply it.

2. Write short notes on the following:**(a) Hardware:**

Computer performs some operations to solve problems. For this the various units of computer system must perform and co-ordinate all operations.

(b) Software:

System software performs the basic functions that are necessary to operate a computer system. It controls the resources of a computer system.

© Computer Memory:

MU (Memory Unit) is an important part of the computer system. The storage device of a computer system is known as memory. Memory unit can receive data, hold it and deliver according to the instructions from the control unit. There are two types of memory.

(d) Application Software:

Application software consists of programs that are designed to perform public related specific tasks. Such as payroll inventory, word processing, graphics, spreadsheets, desktop publishing, etc. There are two types of application software.

General purpose software

Application Dedicated software

(e) System Software

System software performs the basic functions that are necessary to operate a computer system. It controls the resources of a computer system. It consists of three types.

System Control Software

System Support Software

System Development Software

Data Hierarchy:

Data refers to raw facts and figures, and consists of alphabets, numbers, sounds, pictures, images etc. A computer system processes data and gives information that is used for various purpose. The data is stored in the form of bits and bytes in a computer database.

**3. Fill in the blanks:**

- A computer is an **electronic** machine that helps you to **Process**.
- You can **install** and **configure** hardware.
- Monitor, pointer** and **Speakers** are the most common output devices.
- The storage device of a computer system is referred to as **memory**.
- Software are sets of **programs**.

4. Write True (T) or False (F) against the statements given below:

- A computer has two main parts: Hardware and Software.
- Data are entered into a computer using output device.
- CPU is the brain of the computer.
- Secondary memory is used to store data for long term use.
- Data are stored in a computer in the form of words and letters.

ACTIVITY

01. Visit your computer centre / lab and draw up a list of different kinds of hardware being used there.
02. Visit your computer lab / centre and make a list of different kinds of software installed in the computer.
03. Make a poster showing some of the common computer problems, and their remedies.
04. Collect picture of different types of microprocessors and arrange them in order of speed, data etc. Make a poster of these microprocessors.

Chapter

باب 2

OPERATING SYSTEM CONCEPT

آپریٹنگ سسٹم کا نظریہ آپریٹنگ سسٹم جو نظریہ

EXERCISES**1. Answer the following questions:**

(a) What is an operating system? What are the uses of an operating system.

Ans: **Operating System:**

An operating system is an interface between the user and the computer hardware.

An operating system is a software that manages the computer hardware and software and provides common services for computer programs. It can act as an intermediary between users and the computer hardware.

Uses of an operating system:

- (I) It manages CPU, memory, disk drives and input/output devices.
- (II) It organizes, stores, retrieves and manages data on storage devices.
- (III) It ensures fair and efficient use of hardware resources.
- (IV) It supports file system and access permissions.
- (V) It handles the creation, scheduling and terminations of processes (programs execution).
- (VI) It protects system data and uses data from unauthorized access.

(b) Write down any three functions of an operating system.

Ans: **Three functions of an operating system:**

- (1) An operating system manages computer resources.
- (2) An operating system performs different functions.
- (3) An operating system is responsible for process management, file management etc.

(c) What do you mean by multi-user and multi-processing operating system?

Ans: **Multi-user operating system:**

A multi-user operating system is an operating system that allows multiple users to access and use the computer's resources simultaneously or at different times. It manages and separates each user's processes, data and system access to ensure that activities from one user do not interfere with others.

Multi-processing operating system:

A multi-processing operating system is an operating system that supports the use of two or more processors (CPUs) within a single computer system. These systems are designed to improve performance by allowing multiple processes to be executed simultaneously.

It is capable of running multiple processes at the same time by leveraging multiple processors (CPUs).

(d) What is time sharing operating system?

Ans: **Time Sharing operating system:**

A time-sharing operating system is a type of operating system that allows multiple users or multiple processes to share system resources simultaneously. The operating system achieves this by rapidly switching between tasks, giving each user or process a small time slice of the CPU. This switching happens so quickly that users feel like they have dedicated access to the system.

A time-sharing operating system is a type of operating system

(e) What is time sharing operating system?

Ans: **Types of operating system program:**

An operating system usually contains hundreds of programs. These programs can be classified into the following categories.

- | | |
|--------------------------------|----------------------|
| (1) Boot loader | (2) Diagnostic tests |
| (3) Operating System Executive | (4) BIOS |
| (5) Utility Program | (6) File maintenance |

(1) Boot loader:

A boot loader is a small program that starts when a computer is powered on and is responsible for loading the operating system into memory.

(2) Diagnostic test:

A diagnostic test in computer refers to a procedure or tool used to detect hardware or software issue in a system. These tests help identify, isolate and sometimes fix problems with a computer's components or software environment.

(3) Operating system Executive:

The operating system executive (often simply called the executive) is a central part of the operating system. It manages core system functions and acts as a interface between the low-level hardware controls and the high-level user or application services.

(4) BIOS

BIOS stands for basic input/output system. The bios program controls many activities of the computer system, such as reading a character from the key-board, writing a character to video display and printer etc. It is usually stored in rom.

(5) Utility Programs:

Utility programs control several functions of the computer system. For example, formatting a disk, copying the contents of one disk to another, determining free disk space, creating backup and many more.

(6) File Maintenance:

File maintenance programs are used to maintain files on the various secondary memory devices attached to the computer system. They allow user programs to create, read and write files.

2. Write short notes on the following operating systems:**(a) DOS (Disk Operating System)**

DOS is a command-line based operating system developed by Microsoft in the early 1980s.

It was widely used before graphical user interfaces became popular. Common versions include MS-DOS and PC-DOS.

It supports only one user and one task at a time (single-user single-tasking).

Commands are typed manually, and it has a simple file system (FAT).

(b) Window 95

Released by Microsoft in 1995, introduced a graphical user interface with a start menu and taskbar.

It combined MS-DOS and Window-based GUI into one standalone system.

It supported plug and play hardware and long file names.

Marked the beginning of 32-bit operating systems for consumers.

(c) Window 98

Released in 1998 as an upgrade to Window 95.

Improved hardware compatibility, USB support, and system performance.

(d) Window XP

Launched in 2001, combining features of Window 2000 and Window ME.

Known for its improved stability, performance, and user-friendly interface.

Introduced features like Remote Desktop, better networking, and a redesigned GUI.

It has long-term popularity due to its reliability.

(e) Window 2000

A business-oriented OS released in 2000, based on window NT architecture.

Known for its stability, security, support for NTFS file system.

Included built-in support for networking, mobile computing, and internet services.

Used primarily in professional and enterprise environments.

(f) UNIX

A powerful, multiuser, multitasking operating system developed in this 1970s.

Known for its stability, security, and portability.

Basis for many modern OSec like Linux and macOS.

Commonly used in servers, workstations, and academic environments.

(g) Linux

An open-source, Unix-like operating system developed by Linus that users feel Torvalds in 1991.

Available in many distributions (e.g., Ubuntu, Fedora, Red Hat).

Known for stability, security, and flexibility.

Widely used in servers, embedded systems, and increasingly in desktop environments.

(h) Mac OS

A proprietary OS developed by Apple Inc. For Macintosh computers.

Known for its sleek graphical interface, stability, and integration with Apple hardware.

Built on a Unix-based core (Darwin) since Mac OS X.

Popular in creative industries like design, music, and video production.

3. Fill in the blanks:

-  An operating system is an _____ between _____ user and computer _____.
-  _____ are loaded first in the computer system.
-  An operating system _____ the different computer resources.
-  An operating system manages _____, _____ and _____ memory.
-  DOS stands for _____.
-  Linux is a _____ like operating system.

4. Write True (T) or False (F) against the statements given below:

-  An operating system is not responsible for the functioning of a computer.
-  Various programs runs in the computer system.
-  The program in a running state is called a file.
-  There is only one type of operating system.
-  The Windows operating system was developed by Microsoft.
-  Mac OS was developed by IBM.

ACTIVITY

01. Visit some places where different types of operating systems are used. Write down briefly the uses of the operating systems in these places.
02. Collect the names of as many operating system with their versions as possible. Make a chart stating the names of these operating system with their types.

**Chapter 3****MORE ON WINDOWS**

مزید ونڈوز کے بارے میں ونڈوز جی باری پروٹیک جان

EXERCISES**1. Answer the following questions:**

- (a) What is Window Explorer?

Ans: **Window Explorer:**

Window Explorer on the other hand, is program that is more efficient for viewing folders on windows. It is suitable for viewing folders in a hierarchical order.

- (b) What is the purpose of the left and right side in Windows Explorer?

Ans: **Left Part and Right Part:**

The window explorer is divided vertically into two parts. The left part displays the disk drives and folders and the right part displays folders and files in the select disk and folder of the left part windows explorer is very helpful for managing files and folders that are stored in the different disk drives of a computer.

- (c) What is difference between the class style and web style setting?

Ans: **Classic Style:**

The classic style is the normal look. You use the mouse pointer in normal mode (arrow head) Click once to just select and double click to open a file folder.

Web Style

The web style is the look that allows view the content of a folder in webpage style. you have a single click to open a file/folder. The arrow head pointer takes the shape of hand when moved over an icon.

(d) Write down the different view option available for viewing the contents a folder/drive.

Ans: **View Menu:**

The view menu contains the following options. Some of the option are discussed below:

Tool Bars:

This options contains various toolbars. You can select and unselect these options.

As web page:

This option is used to view the contents of any folder/drive as a web page with hyperlinks.

Large Icons:

This option is used to view the contents of any folder/drive as large icons.

Small Icons:

This option is used to view the contents of any folder/drive as small icons.

List:

This option is used view content of any folder/drive arranged in columns and small icons.

Detail:

This option is used to view the contents of any folder/drive in details with the size, date of creation, modification etc.

(d) What are “+” and “_” sign on the left side in a window explorer indicate?

Ans: A plus + sign indicates that the folder contains subfolders.

If you click on the + sign, it shows the subfolders inside, and at the same time the + sign changes to _ sign. This process is called Expanding of a folder. If you click on the _ sign which is in front of a folder, the expanded subfolders collapse back.



2. Write short notes on the following:

New Option

This option is used a new file or folder in the currently selected folder or drive.

(1) **AI-Powered Tools:** Automation, data analysis, decision-making

(2) **Sustainable energy:** Renewable sources, eco-friendly products.

(3) **Virtual experiences:** VR, online learning, telemedicine.

(4) **Personalized solutions:** Tailored medicine, education, products.

(5) **Digital platform:** Online Learning, remote work, e-commerce.

Folder Option:

It contains an option to setup the style and appearance any folder as classic, web style, and many more.

Classic Style:

The classic style is the normal look. You use the mouse pointer in normal mode (arrow head). click one to just select and double click to open a file/folder.

Web style:

The web style is the look that allows view the contents of a folder in webpage style, you have a single click to open a file/folder

The arrow headpointer tasks the shape of hand when moved over in icon.

Find Option:

This option is used to find files, folders, and other things such as a computer in network system, people etc. The find/folders perform these steps.

Step.1: Click the find option in Tool Menu. The find dialog box appears.

Step.2: Enter name of the files/folder, that you want to find in

the name box. You can also specify the folder/drive where the files/folder is to be searched in the look in box.

Step.3: Click on Find New Button.

Pasting Shortcut option:

Shortcuts are convenient way to open any file without opening the actual location of the file. You can create shortcut of may file at may location, inside a folder, in desktop, etc.

3. Fill in the blanks:

- The left side displays the disk drives and folder in a hierarchical orders.
- You can open a file in a new window.
- To send a file / folder to My Documents, click on Edit menu option.
- The cut option is used to move file folder.
- The large icon option in the view menu is used to view the content of a folder as drive.

4. Write True (T) or False (F) against the statements given below:

- Windows Explorer is divided into three sides. F
- Windows Explorer is used to manage file / folder in windows. T
- You cannot undo deleted files / folders. F
- Web style is the classic style look of a folder. F



ACTIVITY



01. Open Windows Explorer. Create a new folder and name it "World". Create two MS Word document files and name them "continent.doc" and "Country.doc". Web style. Create a shortcut to the World folder on the desktop.
02. Arrange the items in "My Computer" as "Large Icons" view.
03. Arrange the items in "My Documents" as "Small Icons" view.
04. Arrange the items in "C:/drive" as "List" view.
05. Arrange the items in "C:/Windows" folder as "Detail" view.



Chapter

باب 4

INTRODUCTION TO MS EXCEL

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EXERCISES**1. Answer the following questions:**

- (a) What is a spreadsheet? Explain its uses.

Ans: **Spread Sheets:**

A spreadsheet is defined as large sheet which data and information arranged in rows and columns it is also known as a worksheet. It is very easy way to organized data in rows and columns. This allows data to be analyzed and interpreted easily.

Spreadsheets are useful in various fields. They are in business they are used by engineers and scientists for performing complex calculations a spreadsheet process numbers.

A computer spreadsheet is used for analyzing and manipulating sets of numbers through a computer spreadsheet you can boxes created by the intersection of rows and columns are called cells.

- (b) What is a worksheet?

Ans: **WorkSheet:**

An Excel document is called a workbook. The blank worksheet is a part of the workbook. Each work book contains many worksheets. The worksheet in use is displayed in the documents window.

- (c) What are rows, columns and cell?

Ans: **Row:**

Rows are horizontal lines of boxes. These are labelled using numbers from 1,2,3,..... and so on. They appear to the left of each row. The last row is labelled as 65536.

Column:

Columns are vertical of boxes. These are labelled from A to Z. After Z, labelling again starts from AA, AB in etc. These labels appears at the top of each column. The last column is labelled as IV.

Cell:

Cell are the boxes created by the intersection of rows and columns Information in a worksheet is stored in cells. Each cell has its own address for reference. The address consists of a column Letter followed by the row number.

- (d) What do you mean by active cell?

Ans: **Active Cell:**

The cell with a dark boundary around it is called the active cell. It is also called the selected cell or the current cell. The boundary is also called the cell pointer. TI indicated the current cell active cell.

- (e) How will you select or deselect cell?

Ans: **Selecting or deselecting cell:**

Most work in Excel are performed within a cell. For this, you must select or deselect cells. There are different options in excel for selecting cells. You can use either the mouse or the keyboard to select cells.

Step.1: Point your mouse to the first cell of the range to be selected.

Step.2: Hold down the left mouse button and drag it diagonally unit at the required cells are selected.

- (f) Write the steps to modify cell contents partially?

Ans: **Modify cell contents partially:**

Minor errors in the contents of a cell, can be corrected by partial

modification. To modify, performs the following steps:

Step.1: Select the cell

Step.2: To modify either click at the formula bar or press the F2 key or double click on the cell itself.

Step.3: Modify the contents and press the enter key or click the enter button.

(g) What is range of cell?

Ans: **Range of Cell:**

A range is written by specifying the addresses of the first and last cell of the range.

For Example:

A range C3:D6 starts from the cell C3 and extends till cell D6.

(h) How will you create a custom list?

Ans: To create a custom list, you can follow these general steps:

1. Determine the purpose of the list (e.g., to do list, shopping list, etc).
2. Choose a tool or platform (e.g., spreadsheet, note-taking app, etc).
3. Define the categories or fields for your list (e.g., name, description, priority, etc).
4. Add items to your list's appearance and functionality as needed.

(g) What is formatting?

Ans: Format can refer to different things depending on the context

1. Data storage: Formatting a storage device (like hard drive or USB drive) prepares it for use by erasing data and setting up a file system.
2. Document for file: A file format (like PDF, DOCX, or JPEG) determines how data is structured and displayed.

3. Event or structure: A format can describe the organization or layout of an event, document, or presentation.

2. Fill in the blanks:

- A **DASE** processes number.
- A computer worksheet also known as an **Electric Spreadsheet**.
- An Excel document is called a **Workbook**.
- A worksheet is made up of the **column, and rows, representing cell**.
- A cell is the **smallest** unit of worksheet.

3. Match the following statements on the left side with those on right:

- | | | |
|----------------------|---|---|
| (1) Worksheet | → | (1) is an excel document. |
| (2) Cell | → | (2) is used to enter pre-defined series of data such as text or number. |
| (3) Excel | → | (3) is the intersection of a row and a column. |
| (4) Workbook | → | (4) is a part of MS-Office package. |
| (5) Range of cells | → | (5) is a part of a workbook. |
| (6) Auto Fill option | → | (6) collection of selected adjacent cells. |

ACTIVITY



1. Create the following worksheet in Excel.

Serial Number	Name
1.	Safdar
2.	Ali
3.	Muzammil
4.	Perwaiz

Save it with name.xls

2. Create the following worksheet

S. No:	A	B	C	D	E
1.	10	20	3	40	10
2.	20	15	30	25	36
3.	40	46	19	16	20
4.	40	30	20	11	15

* Delete the cells under E column.

* Copy the contents of B to E.

* Move C after E.

3. Create a worksheet in the pattern of your annual marksheet / grade card in excel. Take a print out after applying format.

Chapter

باب 5

INTRODUCTION TO DATABASE

ڈیٹابیس کا تعارف ویتابیس جو تعارف

EXERCISES

1. Answer the following questions:

- (a) What do you mean by data processing? Explain various data processing activities.

Ans: **Data Processing:**

A computer is an electronic machine or device that processes data to give information. People use computers to process data. Data itself has no meaning. Data simply refers to raw facts and figures. These may be in the form of numbers, alphabets, images, sounds or combination of all these. Data needs processing to make it meaningful and useful.

Data Processing involves the following operations.

Data capture Data manipulation Information Management

Data Capture:

Data capture is the process of collecting or capturing data from a site or a source. There are many methods of capturing data from a source. You can visit the source of data to collect it or you can prepare various kinds of forms to be completed by data providers.

Data Manipulation:

Captured data need manipulation to produce information. Data can be manipulated in the following ways:

Classification Sorting Calculated

Classification:

Captured data are classified into different categories such as alphabetic, numeric or alpha numeric.

Sorting:

Capture data are arranged in a particular order ascending, descending, or other predefined orders. Arranging data into orders is called sorting.

Calculations:

Calculation are performed on data to manipulate it according to same predefined criteria.

Information Management:

Information management is a very important of data processing. Data, when processed produce information.

Information is very useful. It is also stored for future use. So, management of this information is extremely important.

- (b) Explain data processing system?

Ans: **Data Processing System**

There are many methods of data processing. The various data processing methods are:

Batch Processing**Online Processing****Time Sharing****Remote job entry****Batch Processing:**

It is a widely used technique. In batch processing data is collected for a predetermined period of time, after which it is processed. The time period varies for different organizations.

Online Processing:

Unlike batch processing online processing is used when delay in data handling is not applicable. For example:

In banking system, data is processed as soon it comes to the computer.

Time Sharing:

It is a form of online data processing where a computer is used by many users at the same time. School and college computer labs often use this technique. It allows many students to concurrently access the same computer. It is an interactive process.

© What is data basic? what are the components of a data base?

Ans: **Data Base:**

Data base is a collection of interrelated data. The data remains an organized order in a data base. A simple example of a data base is the attendance register for your class, maintained by your teacher. It contains the name of each student of your class, roll numbers, etc. A personal telephone directory is also an example of a simple database.

Components of a Data Base:

In a data base, are stored in a database file. Data may be arranged in Tables related to one another. To find and retrieve data, queries are made Tables contain various fields and records.

Data Base and Components of Data Base:

(i) Field (ii) Record (iii) Text field (iv) Numeric field (v) Currency Field (vi) Data/Time field (vii) Memo Field (viii) Logical Field (ix) Data Base

(d) What is a table? Explain some data types and field types.

Ans: Tables:

A collection of related records from a table. A table is made up of rows and columns.

Data types and Field types:

This is an important activity. The tables structure indicates what kind of table has to be created. A table structure identifies the name, size and type of various field. A table stores

various types of data.

A text field contains letters, numbers and symbols. The numbers in a text field are considered as text and cannot be used for calculation. The length of text field varies.

(e) What are some of the advantages of maintaining databases using computer?

Ans: **Advantages of maintaining data base using:**

In database, data is kept at once place. Data base are very useful in maintaining data. Some advantages of data base are:

Easy retrieval of data Reduction of data redundancy

Reduction of data inconsistency Easy sharing of data

Easy manipulation of data Data security

(f) What is RDBMS?

Ans: **Relation Database Management System (RDBMS):**

RDBMS stands for Relation Database Management System. A relational database is a collection of data items organized as a set of formally described tables from which data can be accessed or reassembled in many different ways without having to reorganize the database tables. The relational database was invented by E.F code at IBM in 1970.

2. Fill in the blanks:

- People use computers to process **data**.
- Data is raw **unprocessed** and **unorganized**.
- Data capture is the process of **collection** or **converting** data from source.
- A database is a **collection** of **inter related** data.
- Online processing is used when **handling** in data handling is not possible.

3. Write True (T) or False (F) against the statements given below:

-  A computer is an electronic machine that processes data. T
-  Batch processing is not used for data processing nowadays. F
-  Data is a database is stored in a database field. T
-  Arranging data in some kind of order is called sorting. T



1. Prepare a database chart to store the name, age, class, address and phone number of the students of your class.
2. Prepare a database chart to store the name, gender, address, phone number, class assigned, subjects taught by the teachers of your school.

Chapter**باب 6****INTRODUCTION TO MS ACCESS**

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EXERCISES**1. Answer the following questions:**

- (a) Explain the following Terms:

Record Query Form Primary Kes

Ans: **Record:**

A collection of related fields form a record. Data entered in related fields are grouped together to from a record.

For Example, all the fields of name, age, address, telephone number together from the record of a particular student.

Query:

A query is used to extract information from a database. It is a record or group or records that fulfills a certain condition.

Forms:

Most people find it easier to create a special on screen from to enter data. A form resembles a fill in the blanks sheet that you would completely by hand, such as a job application.

Primary Key:

Every table should have at least one field that has a unique value for each record. For instance, in school data base the Roll number of each student uniquely Identifies you might have the same name but you will never have the same roll number as your friend. So in the school data base. The field will be the primary key.

(b) Mention the different ways to create a data base.

Ans: **Creating a database using the data wizard:**

When Microsoft Access first stands up a dialog box is automatically displayed with option to create a new data basic or open an existing one. To create a database using the wizard, perform the following steps:

Step.1: One opening the dialog box click at Access Database wizard pages, and project and then click the OK button.

Step.2: One the Database tab, double click the icon for the kind of database you want to create.

Step.3: Specially a name and location for the database.

Step.4: Click Create to start defining you new database.

© What is a database wizard?

Ans: Access comes with a lot of wizard. These are simply programs that interview you about your needs, like table name, fied names and create the database structure for you.

(d) Why do we create relationships between tables?

Ans: The first step in this process is to define relationship between the tables, after you have done that, you can create queries, forms and reports to display information from several tables at once.

A relationship works by matching dat in the fields usually a field with the same name is both tables, which provides a unique indentifier for each record, and a foreign key in the other table. For Example, teachers can be associated with the students they are responsible for, by creating relation ship between the teacher's and the students table using the Teacher ID field.



(e) Explain the creation of design view of form.

Ans: Create a table in the table design view having following fields types:

Field Name	Date Type
Name	Text
Address	Text
City	Text
State	Text
Pin	Text

(f) Write the steps to create a table structure.

Ans: **Creating a table using Design view:**

To create a table in the table Design view, perform the following steps:

Step.1: In the Database window, double click at create table in Design view. The table design view opens up.

Step.2: Type a field name on the first empty line of the field name column. These press tab to move to the Data type column.

Step.3: When you move to the Data Type column, an arrow appears for a drop down list. Open the Data Type drop down list and select a field types.

Step.4: Press Tab to move to the description column and type a description of the field.

Step.5: In the button half to the dialog box, you see field properties for the field type you have selected.

Step.6: In you have more fields to enter, repeat step 2 through 5 and close the table specifying a name for the table.

2. Fill in the blanks:

- A **table** is made up of rows and columns.
- The **rows** in a table are referred to as records.
- A **database** is a collection of data related to each other.
- Records are automatically **saved** when you move the pointer to the next column or row.
- Forms** are used to input information in a more user-friendly way than tables.
- In Access all objects of a database are stored in a single file and the file name has a **access** extension.
- A **primary key** is a field which uniquely identifies every record in a table.
- Data is entered in **Data** views.

3. Write True (T) or False (F) against the statements given below:

- MS Access is a RDBMS. **T**
- While using Database Wizard, one can even change the field name. **T**
- The rows of a table correspond to fields. **F**
- Reports and Forms are the only objects in a Access database. **T**
- Primary key is used to present the entry of duplicate records. **F**

**ACTIVITY**

Create a database which has two tables:

Table 1: It contains the information of all the cricketers of the Pakistani Cricket team. The table should contain the following fields:

Field Name	Data Type	Validation Rule
Cricketer ID	Text	Like "C # # #"
Cricket Name	Text	
Age	Number	
Category	Text	Batsman or bowler or all-rounders
Strong Point	Text	
Weak Points	Text	
Average	Number	

Set the cricketer ID as the primary key. The table should be saved as Cricketer register.

Table 2: It should allow the user to enter the details of the current matches for each cricketer like number of runs scored in a particular match, number of wickets taken in a particular match etc. The table should contain the following fields:

Field Name	Data Type	Validation Rule
Match ID	Text	Like "M # # #"
Cricketer ID	Text	Like "C # # #"
Runs Scored	Number	
Wickets-Taken	Number	
Catches	Number	

Save the table as profile.

- Set a relationship between the two tables and enforce relational integrity between the cricketer-ID of the cricketer register and cricketer-ID profile table.
- Create form for the two tables. Cricketer Register and profile. Add ten records to each of the table.
- Create a report which will show the name of each cricketer and highest run scored by that cricketer.
- Visit a business establishment that makes use of a database. See how they make use of database and write a short note of 200 words on your findings.
- Imaging you are running a fast food restaurant. Describe what kind of database would you like to develop regarding the consumption and sales of various items. How can you expect to benefit from this database.

Chapter

باب 7

MORE ON INTERNET

مزید انٹرنیٹ کے بارے میں انٹرنیٹ جی باری پروڈیک جان

EXERCISES**1. Answer the following questions:**

(a) What is Internet? How are it developed?

Ans: The Internet refers to a collection of computer networks. Many individual networks join together the from the Internet. Millions of computers are connected to the Internet in this fashion. The internet has a fascinating history It developed from a network called ARPANET developed in the 1906s by the US department of defense. Over time, it expanded and became the global network we know today, with key milestones including:

1. TCP/IP Protocol: Enabled different networks to communicate.
2. World WideWeb: Invented by TimBerners-Lee in 1989.
3. Internet Service Providers (ISPs): Mode internet access widely available. The internet has revolutionized communicate, information shoring, and global connectivity.

(b) What is essential equipments do you need to connect to the Internet?

Ans: Before using the Internet you have its access to it through one of various kinds of connections. If you will need the followings:

A computer system

A Modern

A telephone or cable collection

An Internet Service Provide (ISP) connection

Internet Software

Internet Application

© What producer would you follow to connect to the Internet?

Ans: You can connect using dial-up networking or the special cable connection of your ISP. To connect using Dial-up networking perform the following steps:

Step.1: Connect the telephone line to your modem. Switch ON the power supply to the modem, if it is an external modem.

Step.2: click the My computer icon.

Step.3: Click the Dial-up Networking option.

Step.4: Double click the My connection icon. The connect to dialog box appears.

Step.5: Type user name, password, phone number in their

Step.6: Click the connect button. You can hear the dialtone.

(d) Write the name of the different Internet management bodies.

Ans: Internet Activities Board

Internet Architectural Board

Internet Research Task Force

Internet Engineering Task Force

2. Write short notes on the following:**Modem:**

A modem is a device that connects different computer system to the internet using telephone or cableline. Every thing you sent or receive on your computer to from the Internet must pass through it.

Internet Access Software

Internet access software is necessary to setup and control the connection form your computer to the Internet. They have two main components:

Dialer Softwer TCP/IP Network Software**Internet Service Providers (ISP)**

Internet service provides or ISP, are generally companies or agencies that provide Internet access to the users.

They have powerful computers called services. Servers are Special computers connected to the Internet through statelite or other communication channels The companies that have such servers provide Internet connections to different users. They provide the required software user name and password. Users generally pay a monthly change for Internet services provided by ISPs.

Dial-up Networking:

A TCP/IP network software allows programs on your computer to communicate over internet after the connection has been established. The internet access software may be different for different ISPs. The MS window has a built in Internet access software called Dial-up networking.

Internet Managing body

The internet as a whole has on governing body. It has its own standardization mechanisms. When the ARPANET was setup DoD, U.S created on informal committee to over, see it. The committee was named Internet Activities Board or IAB in 1983. It later began to be called the Internet Architectural Board in 1989, the IAB was reorganized again due to the large size of the Internet. Another subsidiary of the IAB was formed as the Internet Research Task force or IRTF along with the Internet Engineering Task Force.

**Internet Application Software:**

These are also known as Internet Browsing software or simply **Browsers**. These are special softwares that allow you to access and browse through different websites and webpages on the Internet. You can view information on the World Wide Web (WWW) using these browsers.

Write ful form of the follwing:

IAB: Internet Activities Board

IRTF: Internet Research Task Force

ISO: Internet Service Provider

IETF: Internet Engineering Task Force

3. Fill in the blanks:

- In **ARPANET** apparent had been overtaken by newer networks.
- ISPs provide **Internet** connection to users.
- A Computer should have **a few 100** of MB free hard disks space for internet use.
- Internet access software has two components **browser** and **modem**.

4. Write True (T) or False (F) against the statements given below:

- Internet is the collection of computer networks. **T**
- You can connect to Internet without modem. **F**
- A Computer should have 1512 MB of RAM to connect to the internet. **F**
- Internet now contains millions of host computers. **T**
- Modem connects different computers. **T**

ACTIVITY

1. Make a poster explaining the steps required to connect to the Internet.
2. With the help of your elders or teacher, install and run an Internet access software.



Chapter

8

INTRODUCTION TO HTML

ایچ ٹی ایم ایل کا تعارف

EXERCISES**1. Answer the following questions:**

(a) What is Server?

Ans: The individuals computers are connected to some powerful computers called Servers.

These Servers stores files and information. They store files in the form of website, which can be accessed by different users any where from the world using Internet connection.

(b) What is a website and web page?

Ans: Websites contain different pages called web pages. The collection of all the websites, on the Internet is called the World Wide Web or www. Webpages are text documents having HTML commands and with an extension html or .html.

© What is HTML? Write some features of HTML?

Ans: **Features of HTML**

The means features of HTML are as follows:

It is makeup language and is different from conventional programming languages.

It defines a set of common styles for webpages.

It does not say anything about the look of webpages.

It is a cross-platform language and HTML document can be viewed on any type of computer platform.

There is no need of compiling or anything else like in case of other programming languages.

HTML document are simple text files. Web browsers act as HTML formatters.

(d) What is HTML tag?

Ans: HTML tag determines the way, the browser would display the text. The tag are always enclosed within a pair of Angle brackets (and) and text are written after tags. For example (title)

(e) How HTML document and viewed in Web browsers?

Ans: You have created document, you can view it in any web browser.

For example MS Internet Explorer, Netscape Navigator, Mozilla etc. To view HTML documents (Webpages), perform the following step:

Step.1: Open you browser software, say Internet explorer.

Step.2: Click on Open option in the file menu. The open dialog box appears.

Step.3: Type the complete part of the file and its name in the box other wise, if forgot click on Browse button. Another dialog box appears.

Step.4: Select you file from appropriate folder and click the Open button. The name of the file appears in the box.

2. Write short notes on the following:**Markup Languages:**

The markup languages are the subset of th General Markup Language or GML).

The burners lee, the creator of WWW and his colleges used the standard Generalized Markup Language or SGML in 1990 to describe the rules for Hypertext Markup Language to

build the first version of HTML level O HTML.

DHTML

DHTML stands for Dynamic Hyper Text Markup Language

It is a combination of technologies to create dynamic context on Web pages. It can draw on HTML 4.0 version and can include cascading style sheets and a scripting language called Jave Script.

XML:

HTML is part of more powerful SGML. Combing the simplicity of HTML and the powerful features of SGML, W3C developed Extensible Markup Language or XML. XML can be used to create your own markup language, Specifically suited to your topic.

2. Fill in the blanks:

- Internet is the network of computer networks with millions.
- Individual computers are connected to some powerful computer called source.
- Websites contain different pages called webpages.
- Hypertext was coined by TedNelson in 1960s.
- The original HTML standard was developed by CERN.
- The latest version of HTML is version 4.0.

2. Write True (T) or False (F) against the statements given below:

- Internet had 10 millions of computers in 2003.
- Server stores files in the form of Websites.
- Collection of all Website on Internet is called www.
- HTML is a markup language.
- DHTML stands for Extensible markup language.
- HTML is not a cross platform language.

F
T
T
T
F
F

ACTIVITY



01. Collect the name of different Web browser and paste their pictures in your notebook.
02. Collect the name of as many text editors as possible and paste their pictures in your notebook.
03. Collect the picture of home pages and some of your favourite websites and paste them in your notebook.

Chapter

باب 9

INTRODUCTION TO PHOTOSHOP 7.0

فوٹوشاپ 7.0 کا تعارف فوٹوشاپ 7.0 جوتعارف

EXERCISES**1. Answer the following questions:**

- (a) Describe the procedure of starting Photoshop.

Ans: **Starting Photoshop:**

To start Photoshop, Perform the following steps:

Step.1: Click the Start Button. The start menu will appears.

Step.2: Click at programs.

Step.3: Click the Adobe submenu.

Step.4: Click at Photoshop 7.0

The Photoshop software will open up on you computer screen.

The Photoshop window consists of many part. The upper portion consists of Tittle bar and Menu Bar.

- (b) Describe the various tables available under the toolbar.

Ans: **Section Tools:**

At the top of the toolbox is a group of tools called Section Tools. They are used to select all or part of a picture painting tools.

The painting tools set comprise of the following tools.

The Brush Tool The Pencil Tool The Rubber Stamp Tool

These all apply "paint" to the screen in one way or another.

Path, Type and Shape Tools:

The path tools, represented by a pen icon, draw paths, which are a means of drawing a liner or shape. Path tools can be used as both section tools and as painting tools.

Viewing Tools:

There are two viewing tools in Photoshop:

The Zoom Tool**The Hand Tool**

The Zoom tool is shaped like an old-fashioned magnifying glass. It lets you Zoom in by clicking the tool on the canvas to see a magnified view of your picture.

Describe the various tools available for painting under tool box.

Ans: The painting tools set comprises of the following tools:

The Brush Tool The Pencil Tool The Rubber Stamp Tool

These all apply "paint" to the screen in one way or another, just like the real tools they imitate. The pencil and Brush can change width and angle. The pencil tool and Brush tool share common space in the tool box.

The Rubber stamp tool picks up and copies a brush-shaped piece of the background and "Stamps" it wherever you click.

- (d) Describe the various options of type tool.

Ans: **Path, Type and Shape Tools:**

These tools are not as easy to classify as the painting tools or the selection tools. They do different, useful things. The Letter T represents the Type tool, which puts type on you picture.

- (e) What are foreground and background colours?

Ans: You can easily create or modify and image in Photoshop. You can change the foreground or background colour, and some new object or text, or drop shadows in the pictures.

- (f) How do you zoom in for a closer look at the page?

Ans: The zoom in for a closer look, you can try the following methods depending on the device or application you're using:

1. Keyboard Shortcuts: Press ctrl+(window) or cmd+ +(mac) to zoom in.

2. Mouse Wheel: Use you mouse wheel to scroll in white holding the ctrl key (window) or cmd key (Mac).

3. Browser zoom: Use the browser's but-in zoom feature (usually in the top right corner or under settings).

(g) How do you zoom out to see the whole page?

Ans: The zoom tool is shaped like an old-fashioned magnifying glass. It lets you zoom in by clicking the tool an the canvas to see a magnified view of you picture or zoom out by pressing at as click the image. You can also click and drag the zoom tool to enlarge a specific part of the image.

(h) What is Dropshadow? Hot is it created?

Ans: Now modify an image using the Drop-Shadow tool. This tool is present on the effect submenu in layers menu. You can also use other tools such as Glow, Bevel and Emboss present there to beautify you image/object.

To create a drop-shadow, perform in the following steps:

Step.1: Create a New Photoshop document with a White background.

Step.2: Select the Tool and enter some words.

Step.3: Click at layers menu. Choose Layer style submenu and click at Drop-Shadow option. The drop-shadow dialog box appears.

Step.4: Set the mode to either Normal, Multiply, or Darken.

Step.5: Click colour the change the colour.

Step.6: Adjust the Opacity and Shadow Angle as desired.

Step.7: Click OK to see the find result.



2. Explain the working of the following tools:

1. Marquee:

The Marquee tool in Photoshop is a versatile section tool used for making rectangular, elliptical, or single row/colun selections.

2. Lasoo:

The Lasoo in image editing software allows users to make freehand selections around objects, shapes, or areas of an image.

3. Magic wand:

The Magic wand tool in image editing software like Photoshop and GIMP is selection tool that allows users to quickly select areas of an image based on colour similarity.

4. Brush:

The brush tools is used for filling colours in the picture. A user can select the colour from the colour box and fill the colour in the picture on the drawing sheet.

5. Pencil:

Pencil, Slender rod of a solid marking substance, such as graphite enclosed in a cylinder of word, metal, or plastic, used as an implement for writing, drawing, or marking.

6. Eraser:

Eraser tools in both physical and digital context, work by removing marking from a surface.

7. Path:

The Path tool, in various software like GIMP and Toonsquid, is used to create vector shapes and selections by drawing curves and lines.

8. Type:

The type tool in design software like Photoshop or Illustrator is used to add text to a document.

9. Pen:

The pen tool in software like Photoshop and Illustrator works by creating paths through anchor points, allowing users to draw both straight lines and curves with precise control.

10. Note:

A “not tool” is a versatile tool used for adding annotations or notes to various digital content, such as images, document, or even online content. It allows users to create text-based notes, often displayed as icons or annotations, to highlight specific areas or provide comments.

11. Hand:

Hand tools are manually operated implements used for tasks like fastening, shaping, measuring, cutting and more.

12. Zoom:

The Zoom tool, typically represented by a magnifying glass, allows you to magnify or reduce your view of an image or document.



01.

Open a new page and try some of these tools.

- * Click the Brush and draw some squiggles and lines.
- * Click an eraser and erase part of them.
- * Select a piece of Line with one of the selection tools and move it to another part of the page.
- * Explore it. You are not going to break anything.

02.

If you have an Internet Connection, click the Adobe logo at the top of the toolbar. Visit Adobe online and see what is there.

03.

Open one of your own digital photos or art files and save it in different formats. See how the format affect the file size.

