

Ch-1

Introduction to MSW Logo

Hard words

1. terminology

2. components

3. programs

4. screen

5. restore

6. vertical

7. horizontal

8. primitives

9. execute

1. It is a process of removing instances

Comlin	Page
Date	/ /

Answer the following questions

Q1 What do you understand by MSW Logo?

Ans MSW Logo is a software that uses the programming language named LOGO to draw shapes on the computer.

Q2 What is the shape of MSW Logo turtle?

Ans The shape of MSW Logo turtle is triangle.

Q3 How is the MSW Logo turtle different from the turtle in the stories?

Ans 'MSW Logo turtle' is an imaginary pen that is given drawing commands whereas the turtle in the stories is a animal.

Q4 List the components of Main Screen and Commander Window.

Ans Components of Main Screen are

1. Title Bar

2. Menu Bar

3. Drawing Area

4. Scroll Bars

Components of Commander Window

1. Title Bar

2. Recall List Box

3. Command Input Box

4. ~~es~~ Control Buttons.

Q5 Write the two ways to exit MSWLogo.

Ans Ways to exit MSWLogo are

1 Step 1: Click the file menu.

Step 2: Select Exit.

2 Step 1 Type Bye in the Input Box.

Step 2: Press Enter key.

Evaluate

A. Fill in the blanks with the help of the given words.

Main Screen Recall List Box Commander Window 5 Title Bar

1. The Main Screen contains a small triangle at the centre called turtle.
2. When you close the MSWLogo screen, it also closes the Commander Window.
3. Recall List Box is just below the Title Bar of Commander Window.
4. Title Bar is positioned at the top of the Main Screen.
5. There are 5 menus in the Menu Bar.



B. Tick (✓) the correct option.

- It is a process of removing mistakes from the commands given.
 Debugging Executing Delete Backspace
- The pointed top of the turtle is called _____.
 Tail Point Top Head
- MSWLogo commands are also known as:
 Primitives Recall Buttons Main Screen
- It is like a playground for turtle.
 Commander Window Drawing Area
 Main Screen Recall List Box
- To exit MSWLogo, type _____ in the Command Input Box.
 Good Day Bye Bye Bye Byes

C. Match the following.

1. Drawing Area <i>d</i>	a. It finds the errors in the program.
2. Command Input Box <i>e</i>	b. It clears the Main Screen and places the turtle back in the centre of the screen.
3. Trace Button <i>a</i>	c. It executes the command typed in the Command Input box.
4. Reset Button <i>b</i>	d. It is the place where turtle is seen.
5. Execute Button <i>c</i>	e. All the commands are typed here.

Evaluate

Ch-2

1. Fill in the blanks with the help of the given words.

SETH PENPAINT SHOWTURTLE HIDE TURTLE
CLEARSCREEN SETPENSIZ

1. The SETH command is used to turn the turtle in clockwise direction from the home position.
2. The SETPENSIZ command is used to change the size of the pen.
3. The HIDE TURTLE command is used to hide the MSWLogo turtle.
4. The CLEARSCREEN command is used to erase all drawings from the screen.
5. The hidden MSWLogo turtle can be brought back by using the SHOW TURTLE command.
6. The PENPAINT command is used to bring the turtle back to non-erasing mode from the PENERASE mode.

2. Guess the MSWLogo commands.

1. It changes screen colour.
2. It changes pen mode to draw invisible lines.
3. It changes pen mode from invisible to visible.
4. It changes pen size.
5. It changes pen colour.
6. It erases drawings and background.

SETSCREENCOLOUR
PENUP
PENDOWN
SETPENSIZ
SETPENCOLOUR
CLEAR SCREEN

3. Describe the relationship between the following commands.

1. PU and PD
2. HT and ST

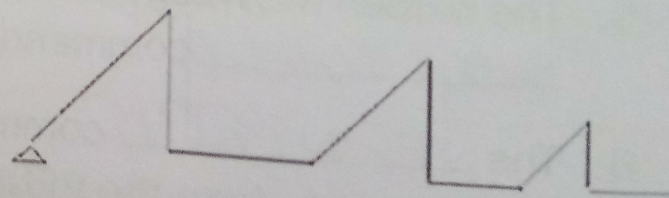
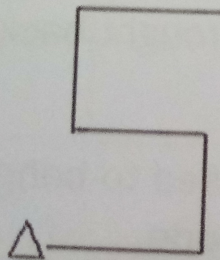
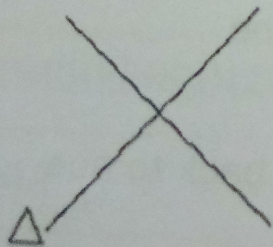
Ch-2

D. Match the following.

- | | | |
|-------------------|---|--|
| 1. SETSCREENCOLOR | d | a. changes the size of pen |
| 2. FORWARD | e | b. brings the turtle to the centre of the screen |
| 3. SETPENSIZE | a | c. erases text in the Recall List Box |
| 4. CLEANTEXT | c | d. changes background colour of the screen |
| 5. SETH | f | e. moves the turtle forward |
| 6. HOME | b | f. turns the turtle clockwise |

Apply

Using MSWLogo commands, draw the following figures.



Ch-3

Introduction to Microsoft Word 2010

Hard words

1. backstage

2. ribbon

3. ruler

4. cursor

5. vertical

6. horizontal

7. status

8. slider

Answer the following questions

Q! Briefly explain the components of Microsoft Word 2010 window.

Ans Components of Microsoft Word 2010 window are :-

1. Title Bar :- It displays the name of the active document.

2. Ribbon :- It is divided into tabs such as Home, Insert, and so on.

3. Ruler :- It measures length and width

4. Scroll Bars :- They are used to move the screen up and down or left and right.
5. Work Area :- It is the area where we type text.
6. Status Bar :- It shows detailed information about our document.
7. View Tabs :- There are five view tabs.
8. Zoom Slider :- It is used to zoom the document view.

Evaluate

Comlin	Page
Date	/ /

Q2 What is a cursor?

Ans The vertical line that we see in the Work Area is called the cursor.

Q3 What information does the Status Bar give?

Ans The Status Bar gives information about our document such as the current page number the word count, and so on.

Q4 How do you save and open an existing document in Microsoft Word 2010?

Ans To save a document, we follow these steps -

Step 1 = Click the File tab.

Step 2 Select the Save As option.

Step 3 Type a File name.

Step 4 Click Save.

To open a document, we follow

these steps :-

Step 1 = Click the File tab.

Step 2:- Select the Open option.

Step 3 Select the file name.

Step 4 Click the Open button.

Q 5 How do you print a document in Microsoft Word 2010?

Ans We print a document by follow these steps :-

Step 1 -- Click the File tab.

Step 2:- Select the Print option.

Step 3 - Select the page range and the number of copies to be

A. Fill in the blanks with the help of the given words.

Camlin	Page
Date	/ /

printed.

Step 4 - Click Print button to print
the document.

Evaluate

Fill in the blanks with the help of the given words.

File

Quick Access Toolbar

Work Area

Title Bar

Save As

1. To get to Backstage view, click the File tab.
2. Title Bar displays the name of the active document.
3. Quick Access Toolbar contains buttons for the commonly used options such as Save, Undo and Redo.
4. To save a document, click the File tab, select the Save As option in the drop-down list.
5. Work Area is the area where you type text.

Tick (✓) the correct option.

1. How many Scroll bars are there in Microsoft Word 2010 document?
 One Three Two Four
2. Which of the following keys will you press to save a document?
 Ctrl + O Ctrl + S Ctrl + P Ctrl + A
3. Which of the following keys will you press to print a document?
 Ctrl + P Ctrl + O Ctrl + N Ctrl + D
4. How many View buttons are there in a Microsoft Word 2010 document?
 Three Two Five Four
5. The small vertical line that appears on the screen is called a/an _____.
 pointer arrow mark cursor

Answer the following questions.

Briefly explain the components of Microsoft Word 2010 window.

What is a cursor? 3/5

What information does the Status Bar give? 3/4

How do you save and open an existing document in Microsoft Word 2010? 3/3

How do you print a document in Microsoft Word 2010? 3/8