SOLVED ASSIGNMENT OF FA-1

CLASS: 6ᵀᴴ

Chapter-1 "COMPUTER SYSTEM"

Page 9-Practice Zone

1. Keyboard

2. Biometrics Device

3. Barcode reader

4. MICR

5. OMR

6. Graphics Tablet

Page 12-Practice Zone

1. LCD Projectors

2. Plotter

3. Laser printers

4. Inkjet printers

Assessment Zone

A. 1. a) OMR

2. b) Biometric Device

3. c) RAM stores a special piece of software called BIOS.

4. a) LCD Projectors

B. 1. False 2. True 3. False 4. True 5. False 6. False

C. 1. Scanner 2. Touchpad 3. MICR 4. Dot-matrix, laser 5. ROM 6. Digital camera

D. Ans1. OMR: OMR stands for Optical Mark Recognition. An OMR is a device used to recognise marks on specially printed forms and sheets. It reads predefined positions and records where marks are made on the form.

MICR: MICR stands for Magnetic Ink Character Recognition. An MICR reader is a device used to read the information given on cheques. The MICR line on a cheque contains details such as the branch code and cheque number.

Ans2. RAM is a read/write memory. The amount of RAM installed in a computer decides the number and size of programs that the system can run simultaneously. ROM is used for storing a special piece of software known as BIOS (Basic Input/Output System). It helps in loading the operating system when the computer is switched on.

Ans3. A graphic tablet is used to draw images and pictures on the computer screen. It consists of a flat surface on which the user can draw using a pen-like drawing device called stylus.

Ans4. The difference between Primary memory and secondary memory is:

Primary memory	Secondary memory
The data stored in it can be directly accessed by the CPU.	The data stored in it is not directly accessed by the CPU.
It has a smaller storage capacity than the secondary memory	It has much larger storage capacity than the primary memory.
There are two types of memory: RAM (Random Access Memory) and ROM (Read Only Memory).	Some commonly used devices for secondary storage are Hard Disk, CD, DVD, Bluray disc, Pen Drive, Memory Card

Ans5. Biometric devices are the devices which are capable of identifying a person's identity on the basis of their distinctive physical characteristics. Following are some of the places where biometric devices are being used.

1. At workplaces, for marking attendance.

2. A t airports, for enabling quick recognition of passengers. 3. At banks, for accessing safe vaults and locker.

Ans6. L ED monitors enjoy certain advantages over other types of monitors. They produce images with higher contrast, produce less heat, have a very thin design and are environment friendly.

Ans7. A QR code is a two-dimensional code that consists of an array of black and white squares. QR code is short form for Quick Response code.

Page 17_Hots 1. RAM 2. LCD Projector 3. OMR 4. Laser printer 5. Plotter

Chapter 2 "WORKING IN WINDOWS 10"

Page 25-Practice Zone

1. True 2. False 3. False 4. True 5. True 6. True

Assessment Zone

A. 1. a) Database Management

   2. d) Personalize option to set the desktop background

   3. b)

   4. d) All of these

B. 1. Task View

2. Live

3. Icons

4. Operating system

5. Notification Area

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

D. Ans1. The functions of operating systems are:

a. Resource Allocator: A computer system has many resources such as CPU time, memory space, file storage space, I/O devices and so on.

b. Program Execution: The Operating System is responsible for executing various programs whether user or system program.

c. Main Memory Management: For a program to be executed, it has to be loaded in main memory.

d. File Management and Secondary Storage Management: Operating system looks into various aspects like creation and deletion of files and folders, free space management and so on.

Ans2. The various sections are:

Start Button: When you click this button, a list of options or programs appears.

Search Box: We can use the Search box to search for any file or folder or app on the computer. It can also be used to search for information on the Internet.

Task view Button: We can use the Task View button to view thumbnail icons of all running application windows.

Notification Area: It displays a clock and a group of small icons that tells the status of certain programs running on the computer.

Peek Button: Clicking this button minimizes all open windows and displays the desktop.

Ans3. I n Windows 10, the left part of the Start menu is similar to that in Windows 7 but it has been extended on the right to include tiles. We can click and drag tiles to rearrange them according to our preference.

Ans4. The steps to pin a program to the task bar are:

Step 1. Click on the Start button.

Step 2. Click on the All apps option.

Step 3. Find the desired app and right-click on it.

Step 4. Click the More option and choose the Pin to task bar option.

Page 32-Hots

1. Search Box: It is used to search for any file, folder or app on the computer. It can also be used to search for information on the Internet.

2. You can personalise the desktop settings such as Wallpaper using this option

3. Recycle bin: It stores the deleted files and folders.

4. Notification area

5. E is the Start button and F is the Task View button

Chapter 3   "ADVANCED FEATURES OF MICROSOFT WORD 2013"

Page 38-Practice Zone

1. B   2. E   3. D 4. A   5. C

Page 48-Practice Zone

1. Tables

2. Design and Layout

3. Merging cells

4. Properties

Assessment Zone

A. 1. c) Data Source 2. a) Merge Cells 3. d) Header and Footer   4. b)   5.b) Insert

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

C. 1. Mail merge 2. Spilt cells 3. Cell 4. Design

D. Ans1. The Header and Footer option lets you insert text or graphics at the top or bottom of each page in your document. This option is very useful for inserting chapter names, logos or pictures, page numbers, date and time and so on across all the pages.

Ans2. Merge Cells, Split Cells, Delete Rows, Delete Columns, Insert Above, Insert Below etc.

Ans 3. The steps to apply borders are as follows.

Step 1 Position the cursor in any cell of a table to apply table border or select the cells to put border across them.

Step 2 Click on the Design tab.

Step 3 Click on the arrow under the Borders option in the Borders group. A drop-down list appears.

Step 4 Click on the Borders and Shading option. The Borders and Shading dialog box appears.

 Step 5 Use the various options on the Borders tab and select the desired setting, style, colour and width for the border. You can check the result of the settings applied by you in the Preview area.

Ans4. You can resize the row height or the column width by using the mouse pointer or by using the option available on the Layout tab.

Method 1: Using the mouse pointer: The row height or the column width can be quickly changed by using the mouse pointer.

Method 2: Using the Layout tab: The row height or a column width can be changed to a specific height or width using the Properties option on the Layout tab.

Ans5. The three main stages during the mail merge process are:

- Create the Data Source (Stage1): Data source contains the information that will vary or differ.
- Create the Main Document (Stage2): The main document contains the common text and the merge fields. Merge field is a placeholder that will receive information from the data source during the merging process.
- Mail Merge (Stage3): Merge the data source and the main document.