

# TECHNOFUN

COMPUTER LITERACY CLASS IV



तत् त्वं पूषन् अपावृणु  
केन्द्रीय विद्यालय संगठन

## **A Note from Deputy Commissioner, KVS Delhi Region**

It is an established fact that the computer education in school plays an important role in overall development of students. Computer with an internet access is the most powerful weapon, which opens the doorway of all information, knowledge and skill available in this universe. However, there was a definite syllabus but in the absence of any study material transaction of the computer literacy as a subject was limited to the imagination of the teacher.

With the advent of new era of artificial intelligence, it is need of the time to introduce technology and coding at an early stage to students, in a uniformed and standard way. In our endeavour to help students become better equipped and confident, we have taken the initiative to develop syllabi and textbooks which touch all the paradigm of teaching ICT in well directed manner.

This book series for class 3 to 8 has been developed with efforts of many teachers and contributions from academicians of KVS Delhi Region. It is based on detailed computer literacy syllabus as per CCE(RTE) and all applications taught are based on free and open source software.

The lesson is based on interaction between two students from primary classes to encourage auto didacticism and to teach them how to think and improve problem solving. We have focused on content and skills to lay a strong foundation for learning computers.

The accomplishment of this venture depends on the cooperation of all principals and teachers who will encourage children, guide them and help them at different steps and give them infrastructure and proper guidance to use this Book.

Comments on the book and suggestions for next edition are most welcome and may be sent to [support@kvsrodelhi.in](mailto:support@kvsrodelhi.in).



**(Nagendra Goyal)**  
**Deputy Commissioner**

## ACKNOWLEDGEMENT

I hereby acknowledge the contribution and counsel of *Smt. Poonam Mallik*, Assistant Commissioner (KVS Delhi Region) as Chief Coordinator with Content Development Team and *Sh. Sanjit Kumar*, Assistant Commissioner (KVS Delhi Region), *Smt. Shilbala Singh*, Assistant Commissioner (KVS Delhi Region) for their regular support and inputs during various meetings.

I also acknowledge the efforts of *Mr. Pravin Kumar*, Administrative Officer (KVS Delhi Region) and *Ms. Shivani Suneja*, Finance Officer (KVS Delhi Region) for helping in Printing and Publishing.

I gratefully acknowledge the contribution and determination of *Ms Monika Batra*, Vice Principal, Kendriya Vidyalaya Janakpuri as Regional Coordinator and co-author and the authors - *Ms. Ashu Aneja*, PGT CS, KV Paschim Vihar, *Ms. Khushboo Aggarwal*, PGT CS, KV AGCR, *Ms. Kanchan Khurana*, PGT CS, KV Sainik Vihar, *Mr. Narender Kumar*, PGT CS Sec 8 R K Puram, *Ms. Kanika Aggarwal*, PGT CS KV Vigyan Vihar, *Ms. Dimple*, PGT CS, Pragati Vihar in content development.

The contributions of *Mr Rajnish* (VP), Kendriya Vidyalaya Delhi Cantt No 1 and *Ms Kavita Parashar*, PRT, KV Janakpuri are acknowledged for reviewing the manuscript of the series.

The untiring efforts of *Ms Monika Batra*, (VP), Kendriya Vidyalaya Janakpuri, *Mr. Avdhesh Kumar Lawania*, PRT, KV JNU, NCERT Br. for formatting, editing, compilation and final review is highly acknowledged.

Finally, with great pleasure, I acknowledge the contribution of *Master Ansh Kumar*, Class XII B (Session - 2020-21), KV Janak Puri for book cover and graphics (Gowri and Aryan).



**(Nagendra Goyal)**  
**Deputy Commissioner**

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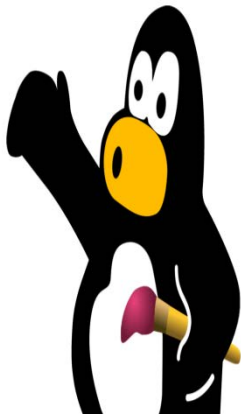


## 1. TUX PAINT



Tux  
Paint

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Version: 0.9.24 - 2020-10-18



1.1 More on Stamp tool

1.2 Additional stamps

1.3 More Drawing tools

1.3.1 Text

1.3.2 Label

1.3.3 Fill

1.4 Magic Tool

1.4.1 Bricks

1.4.2 Blur

1.4.3 Flower

1.4.4 Grass

1.4.5 Foam

1.4.6 Rail

1.5 More Magic Effect

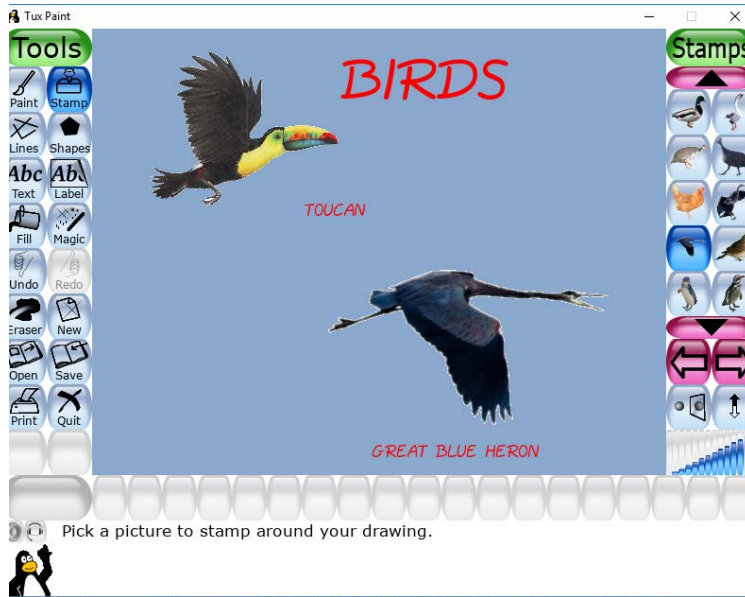
- Calligraphy
- Mosaic Effect
- Kaleidoscope Effect
- Emboss Effect

1.6 Deleting a Drawing

1.7 Slide show

### 1.1 More on Stamp tool

**Gowri:** - Hey Aryan, Check out my digital drawing in tux paint.



**Aryan:** - This is so good. Did you paint these birds yourself?

**Gowri :-** No Aryan, We have some inbuilt stamps in Tux Paint.

**Aryan :-** Is it, please tell me more about it.

**Gowri :-** Stamp tool is a simple tool that is used to put a stamp and add images in your drawing. Tux Paint already has some in-built stamps. Funny sound effects are also played when we select any tool. Let me tell you the steps for it.

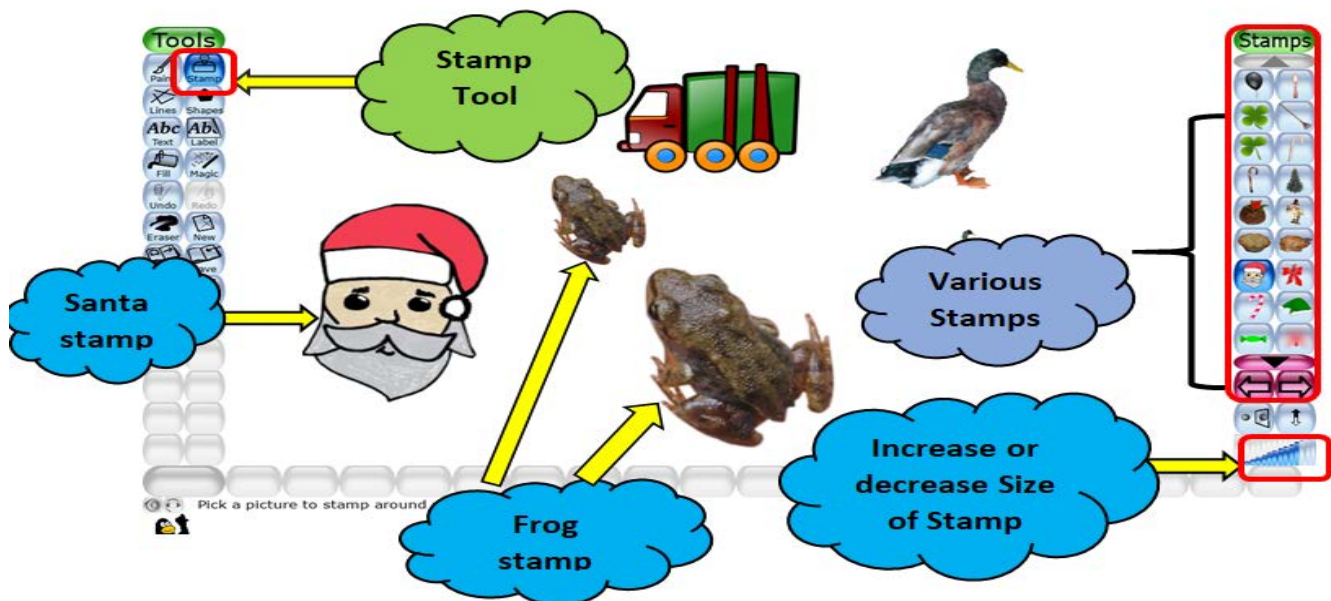


Fig. 1.1: Using stamp Tool

## 1.2 Additional stamps can be downloaded from the following website

Step 1: Select the Stamp from the Tools

Step 2: Select a particular stamp from the stamps option available in right side

Step 3: Resize your stamp by using the resize button

Step 4: Then click on the Work area, you will get your stamp in your drawing.

## 1.3 More Drawing tools

**Gowri:** - We have already studied the paint, stamp, lines and shapes tool in previous class. Let's study about more tools.

**Aryan:** - Yes please, I would like to know how you have labelled your drawing.



### 1.3.1 Text Tool



**Gowri:** - For this I have used Text tool. This tool is used to write text in your drawing using keyboard.

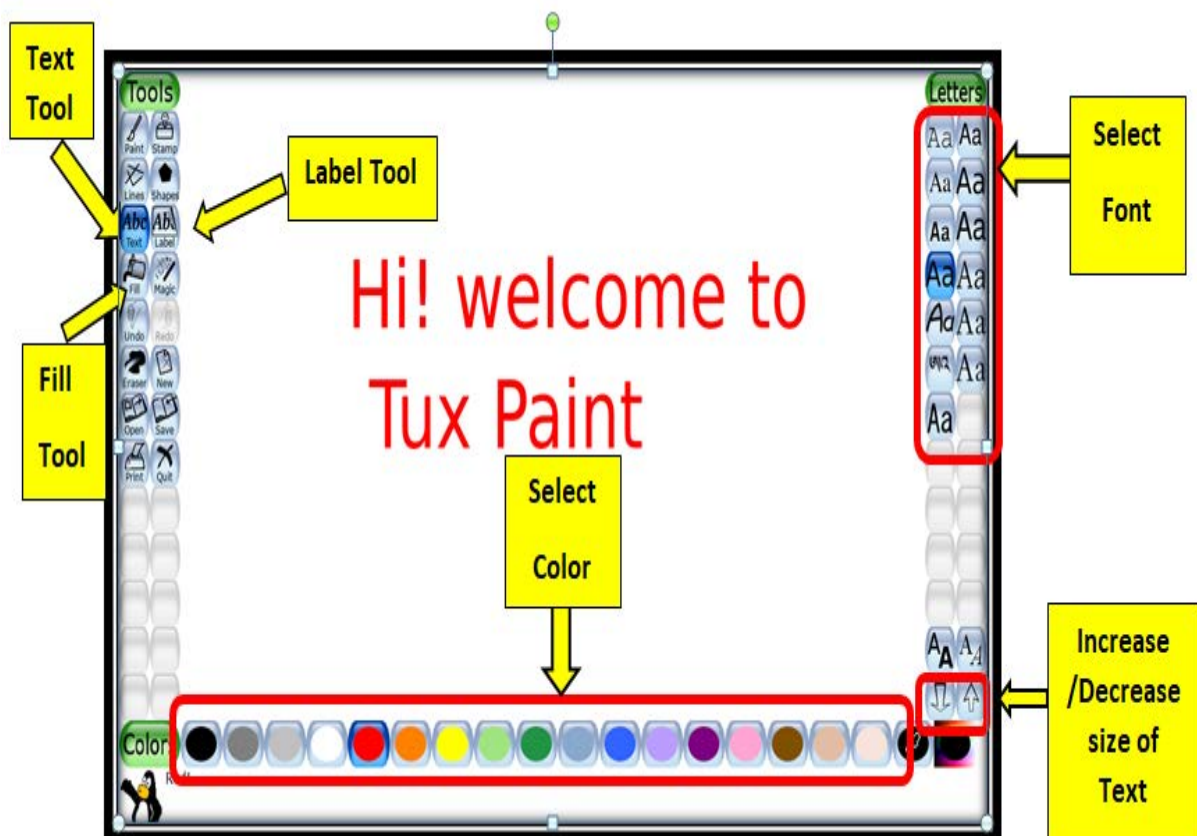


Fig. 1.2: Using Text/Label Tool

**Step 1:** Select Text from tools

**Step 2:** Select a particular font

**Step 3:** Select a particular color

**Step 4:** Then type the text

**Step 5:** Press enter to write new text

### 1.3.2 Label Tool

This tool is the same as the text tool for writing the text in our drawing.

### 1.3.3 Fill Tool

This tool is used to fill a flood-colour to your drawing.

**Step 1:** Select the Fill tool

**Step 2:** Select a particular colour from colour palette

**Step 3:** Click the area where you want to fill that colour. Like I have filled in grey colour as background.

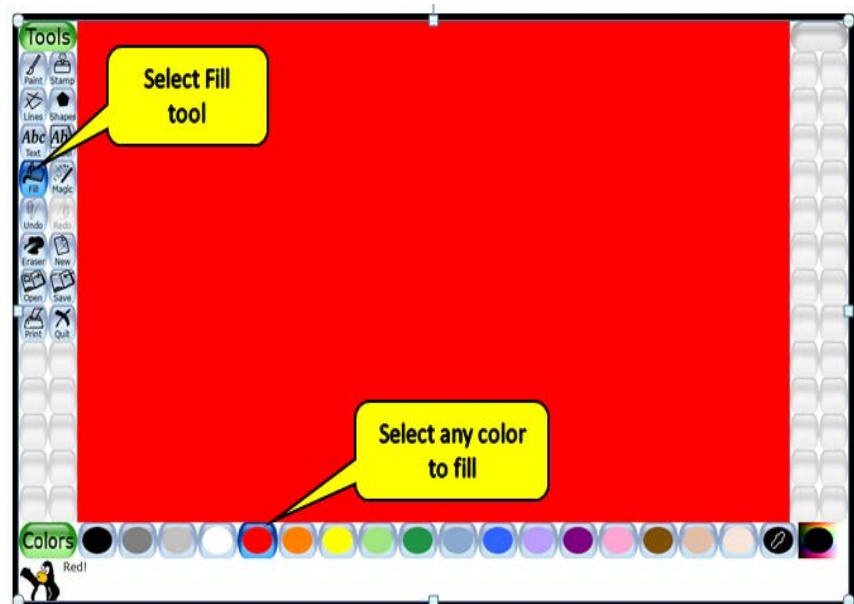


Fig. 1.3: Using Fill Tool

### 1.4 Magic tools

The most special feature of Tux paint is the Magic tool. It gives amazing effects to our drawing. Let's explore some magic tools

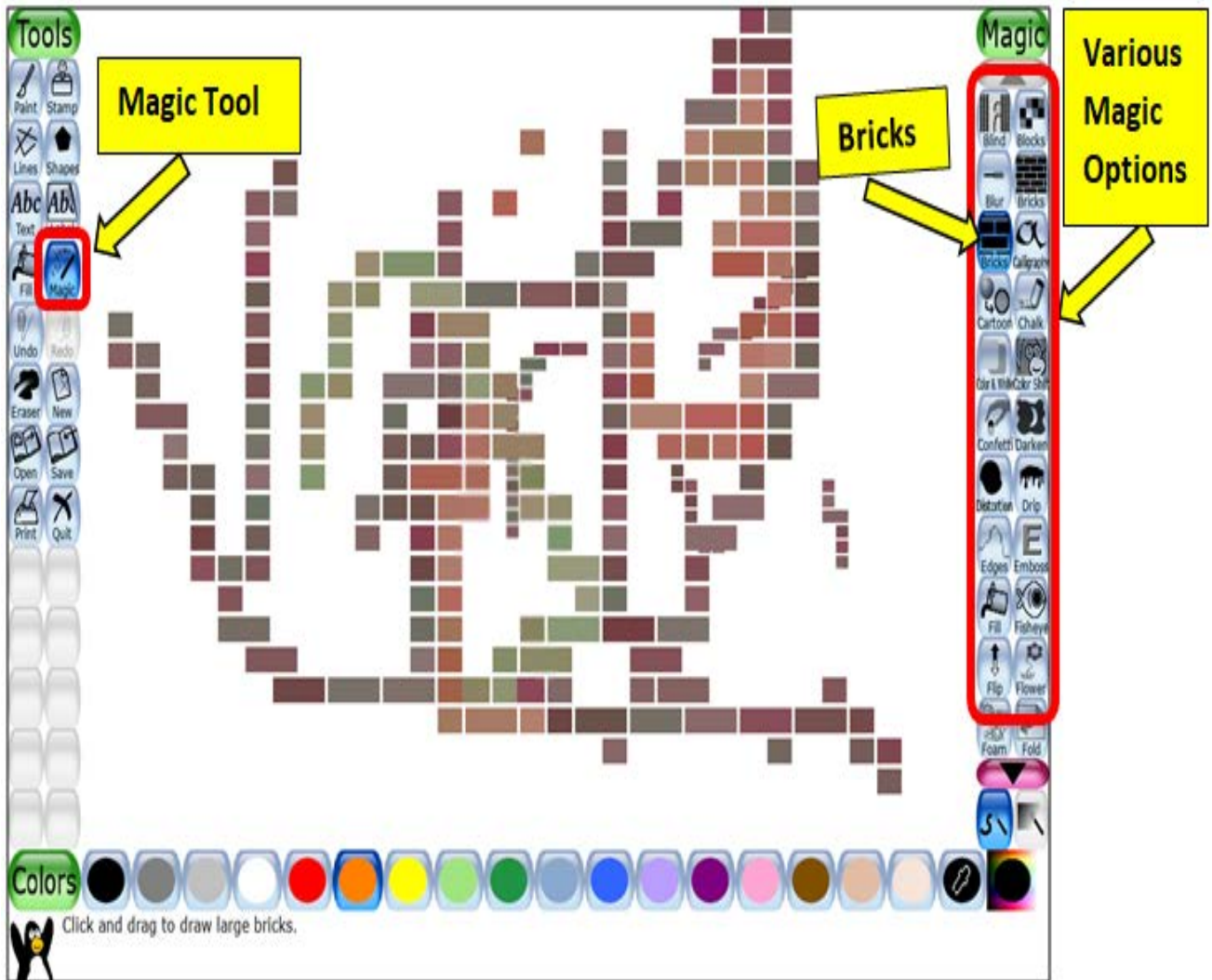


Fig. 1.4: Using Magic Tool

#### 1.4.1. Bricks

It fills bricks into the pictures as shown in figure.

**Step 1:** Select the magic tool

**Step 2:** Select brick from the selector

**Step 3:** Click & move the mouse pointer on the work area

Like this we can apply other magic tool in our drawing as explained below

#### 1.4.2. Blur Magic

It is used to blur the area of drawing.

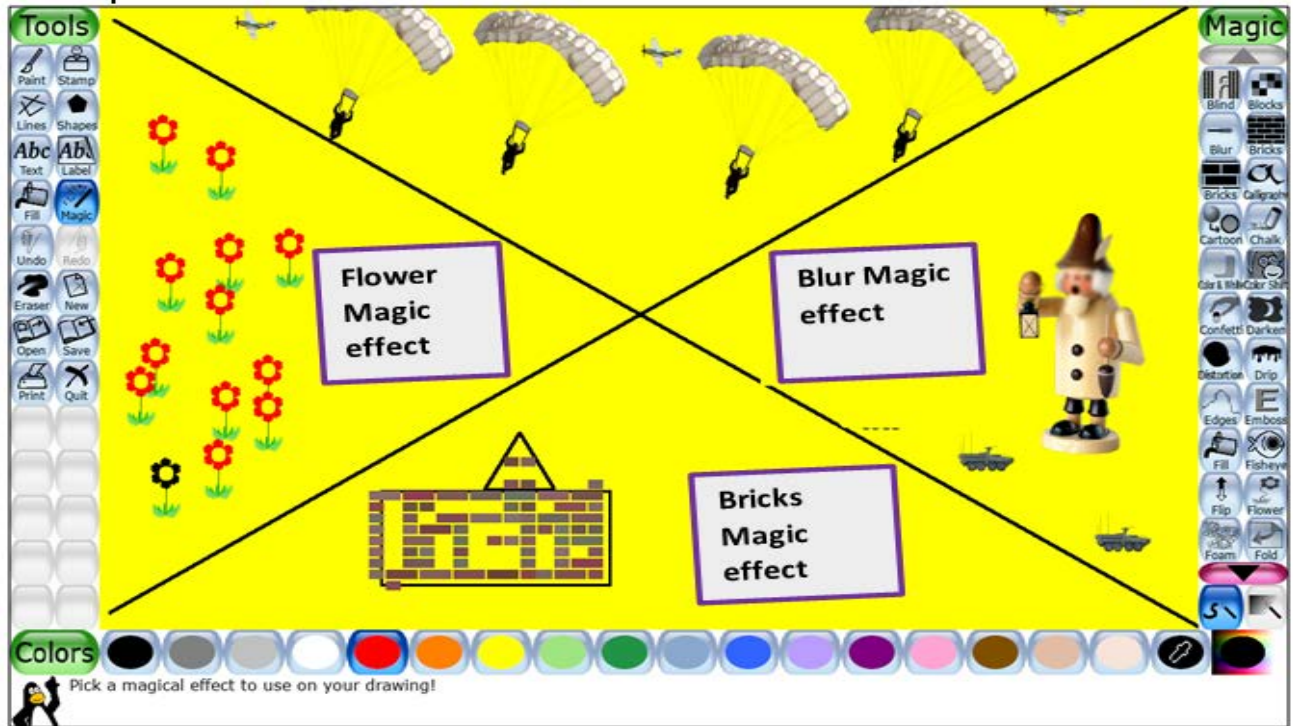


Fig. 1.5: Using Flower/Bricks/ Blur Magic options

1.4.3. Flower Magic 

It is used to draw the flower in your drawing

1.4.4. Grass Magic

This draws grass in your drawing as shown in figure. You can make a garden using this tool.

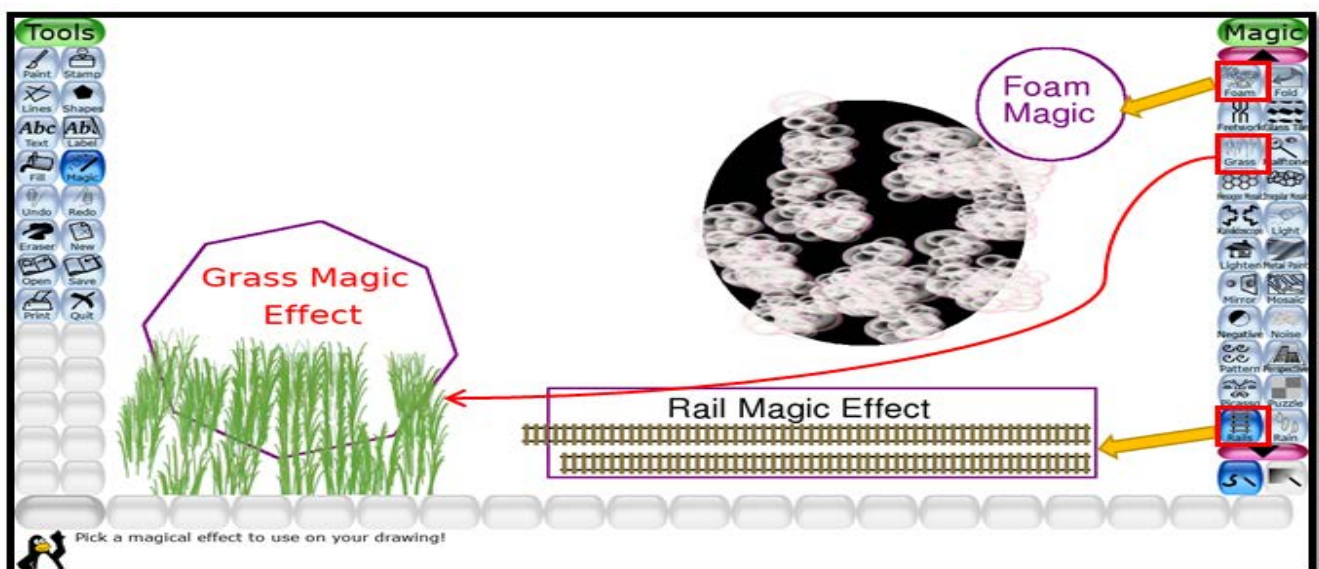


Fig. 1.6: Using Grass/Rail/Foam Magic options

### 1.4.5. Foam Magic

This option draws foamy bubbles in your drawing as shown in figure.

### 1.4.6. Rail Magic

This option draws connecting train tracks in your drawing as shown in figure.

## 1.5. More Magic Effect

We can apply more magic effects to draw various patterns in a drawing by selecting from the selector like Calligraphy, Mosaic, Kaleidoscope and Emboss Effect.

### 1.5.1. Calligraphy

This effect adds a smooth brush that changes thickness depending on how quickly you stroke.

### 1.5.2 Mosaic Effect

This tool is used to apply a pattern of many small coloured bubbles on the canvas.

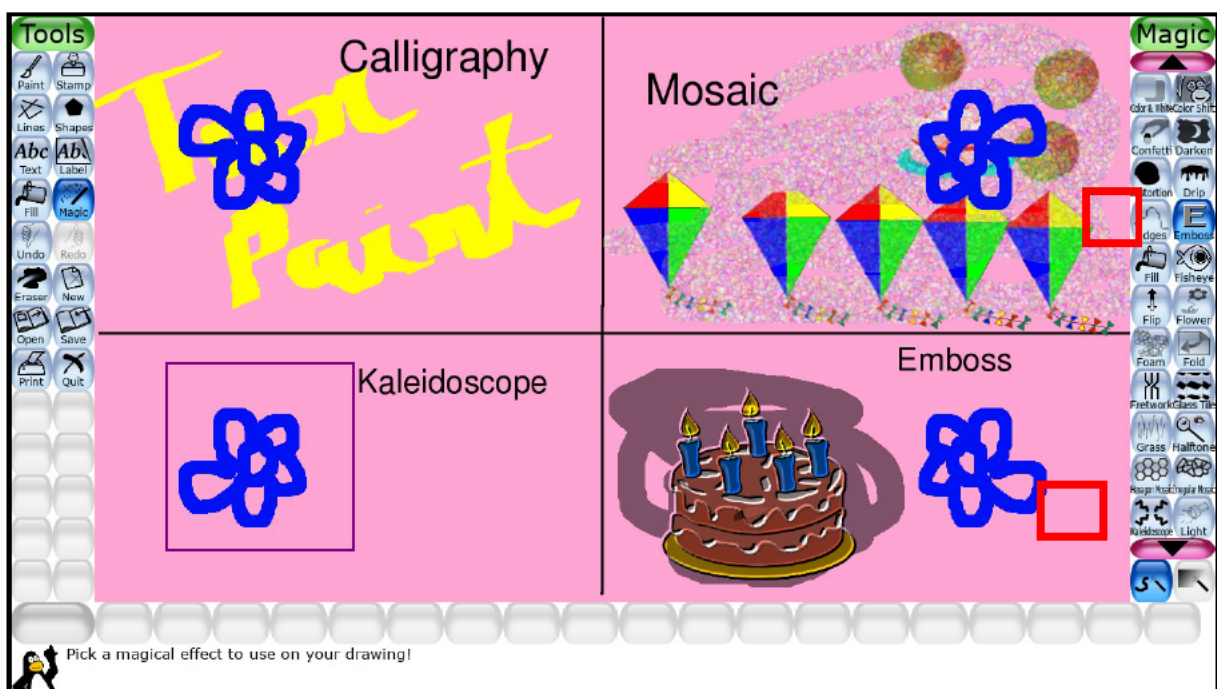


Fig. 1.7: Using Calligraphy/Mosaic/Kaleidoscope/Emboss Magic effect

### 1.5.3 Kaleidoscope Effect

This tool is used to create a freehand pattern. When you select this tool and move the magic wand then it will draw in four directions automatically.

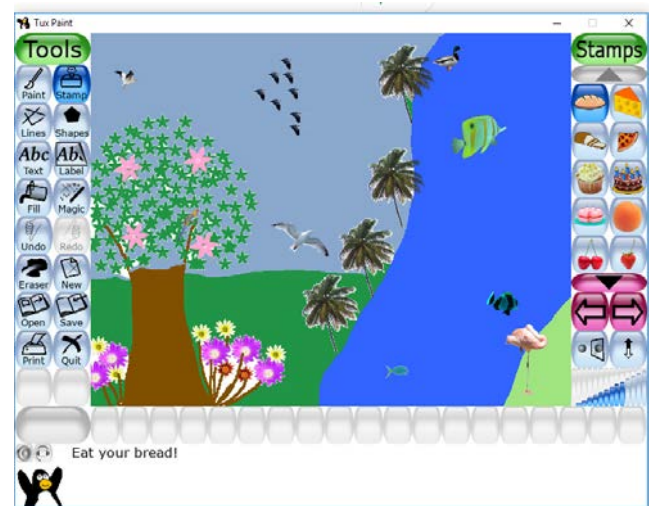
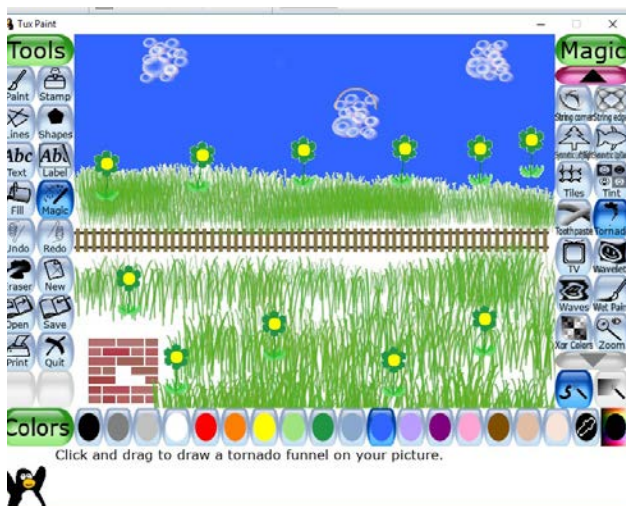
### 1.5.4 Emboss Effect

This tool increases the effect to an object from the surface of your drawing. Like this we can apply a number of magic options from magic selector and to make our drawing interactive.

**Gowri:-** I have tried some digital drawing using all these. Can you try these.




**Aryan :-** Yes, sure I will try.



## 1.6 Deleting a Drawing

Deleting means to permanently remove a drawing from your computer. Please carefully delete the drawing which you want to delete.

**Step 1:** Select on the open Tool  you will see all the saved drawing thumbnails on the screen

**Step 2:** Select the drawing which you want to delete

**Step 3:** Click on the Erase  button present at the right bottom of the screen.

**Step 4:** Then click on Yes, Erase it!



After this your selected drawing will be erased from the system.

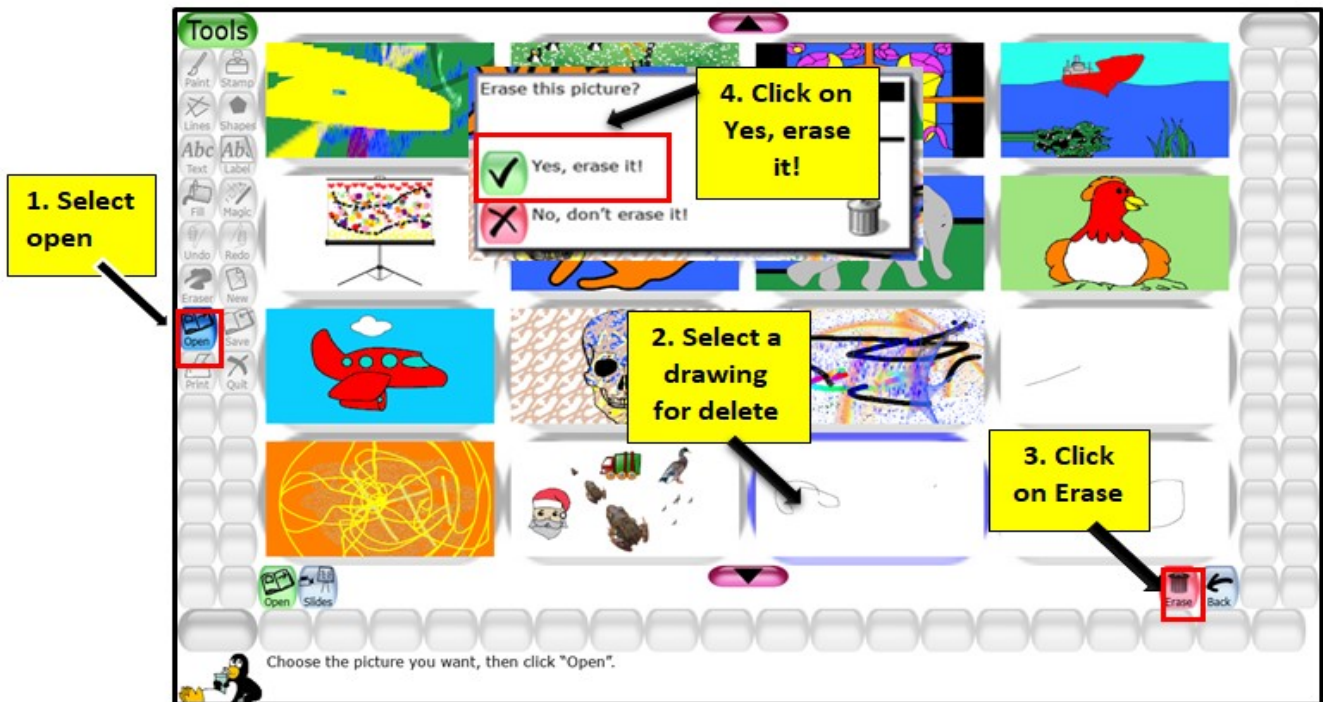


Fig. 1.8: Using delete a drawing

### 1.7 Slide show

**Gowri:** - Do you know you can show different drawings in your file as a sequence, which will give little animated or movie effect. This is called as slide show.

**Aryan:** - Really, please show me how it is done.

**Gowri:** - Let me tell you step wise.

**Step 1:** Select on the open  you will see all the saved drawing thumbnails on the screen.

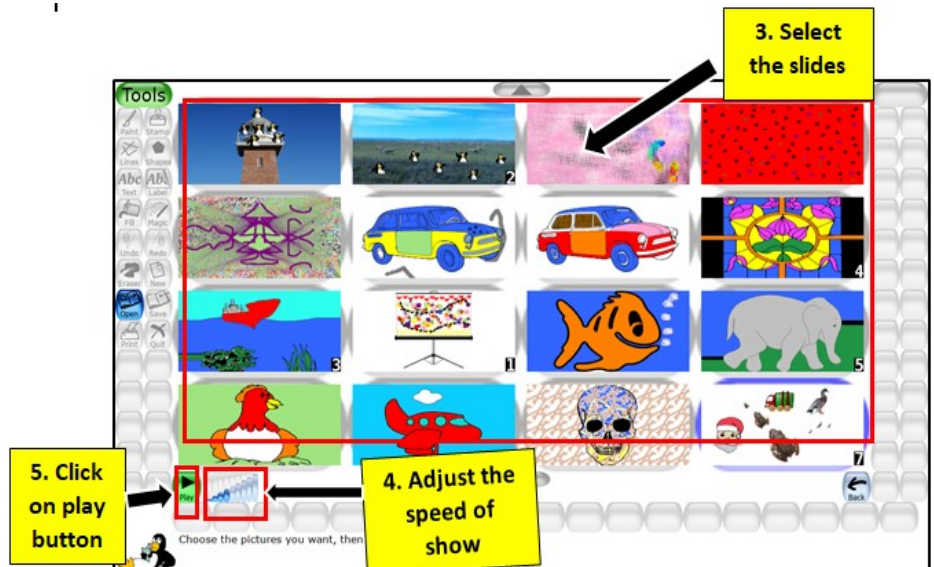


Fig. 1.9: Using Slide Show

**Step 2:** Click on the Slides  options

**Step 3:** Select the drawing which you want to display in your slide show

**Step 4:** Each picture get a number which you select, you can reorder the pictures



**Step 5:** Adjust the speed of the slides by selecting the sliding scale.

Fig. 1.10: Slide Show Play

**Step 6:** Click on the play  button to begin the slide show

**Step 7:** Press spacebar, Enter, Right arrow key, or next button to move the next slides

**Step 8:** Press Esc key to come out from the slide show.

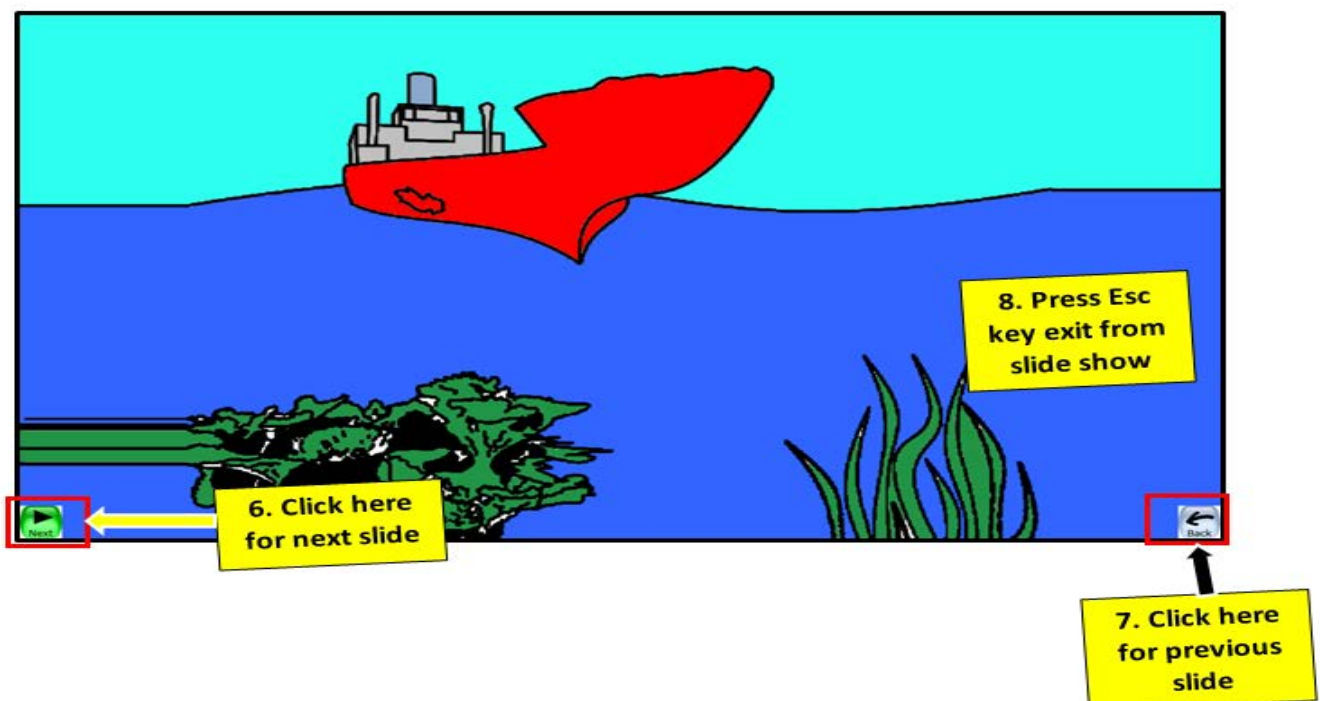


Fig. 1.11: SlideShow



**Aryan:** - This slide show is amazing. But I have noticed that many a times it gets difficult to click on menu options for different commands. I wish I had some easy way for that.

**Gowri:** - There is one. We have some Shortcut keys for New, Open, Save, and Undo & Redo options. You can use them to do fast work in Tux Paint.

<b>New:</b>	<b>Press -&gt;</b>	<b>Ctrl + N</b>
<b>Open:</b>	<b>Press-&gt;</b>	<b>Ctrl + O</b>
<b>Save:</b>	<b>Press-&gt;</b>	<b>Ctrl + S</b>
<b>Undo:</b>	<b>Press -&gt;</b>	<b>Ctrl + Z</b>
<b>Redo:</b>	<b>Press -&gt;</b>	<b>Ctrl + R</b>

Why don't you give it a try? And make a project. I will guide you how to start it.



**Project:** Make a slide show of Fox and crow story as shown in fig. 1.12



**Fig. 1.12: Fox & Crow Story**

**Steps 1:** Draw a tree and color it

**Step 2:** Select the flower stamp and grass stamp and draw the flowers and grass

**Step 3:** Select the stamp tool and select crow and fox stamp  
And draw one crow and a fox.

**Steps 4:** Select the cheese stamp and draw in crow's mouth

**Steps 5:** Select Text stamp and write the text of the story

**Steps 6:** Make like this 3 or 4 slides as per fox and crow story

**Step 7:** Save and play slideshow of your drawing.

## Something To Know Exercise





### A. Answer the following questions.

1. What is a Stamp Tool? Write the name of any two stamps of Tux paint.
2. Why do we use shortcut keys?
3. What is Magic Tool? Write the name of any two magic options.
4. Write down the steps to delete a saved drawing?
5. How to make a slideshow in Tux paint?

### B. Fill in the Blanks

1. \_\_\_\_\_ is the tool to type text on your drawing.
2. We should click on \_\_\_\_\_ button for the slideshow.
3. \_\_\_\_\_ is the magic tool which draws in four directions.
4. \_\_\_\_\_ is the shortcut key for the New Drawing.
5. To make a track we use \_\_\_\_\_ magic effect.

### C. Match the Following:

1. Emboss effect	a) Ctrl + Z
2. Stamp tool	b) 
3. Kaleidoscope effect	c) 
4. Mosaic effect	d) 
5. Shortcut for Undo	e) 

**D. Select the correct answer for each question :**

1. Shortcut keys for Redo is  
(a) Ctrl + Del (b) Ctrl + O (c) Ctrl + R (d) Ctrl + Z
2. Which is not the Magic tool options from the following :  
(a) Mosaic effect (b) Color effect (c) Emboss effect (d) Rail effect
3. To exit from the slide show, we should press the following key  
(a) Del (b) Insert (c) Esc (d) Shift
4. Which of the following tools is used to create the freehand pattern?  
(a) Mosaic effect (b) Kaleidoscope effect (c) Emboss effect (d) Rail effect
5. Which of the following magic tools is used to draw bubbles?  
(a) Foam effect (b) Brick effect (c) Emboss effect (d) Rail effect

**QUESTIONS BASED ON CCT****E. State True or False (Give Reasons)**

1. Mosaic effect lightens the color of an object.
2. You can draw flowers with the help of flower magic tools.
3. Fill tool is used to fill the color to an area.
4. Shortcut for saving a drawing is Ctrl + P.
5. Pictures in a Slideshow are marked P, Q, R and so on.

**SOMETHING TO DO**

1. Create an interactive drawing using various stamps
2. Create a slideshow to show a story.

## 2. SCRATCH REVISION

**Gowri:** As discussed in the previous class, we have learnt about you so many blocks of the sprite. Have you remembered that?



**Aryan:** Yes dear, I remember learning so many blocks of scratch in previous class. Can we revise them one by one?


**Gowri:** Sure! Sure! Ok tell me from where we can download the scratch software?

**Aryan:** Yes, I know this. [www.scratch.mit.edu](http://www.scratch.mit.edu) website is used to download the scratch software.

**Gowri:** Yes dear, you are very much correct.



Please tell me how to open it?

**Aryan:** Yes, we can open the scratch software by double clicking icon  on desktop or click on the "start" button and then open scratch software. Am I right dear?

**Gowri:** Yes **Aryan**, you are absolutely right. Following screen will appear when you open the scratch software (figure 2.1)

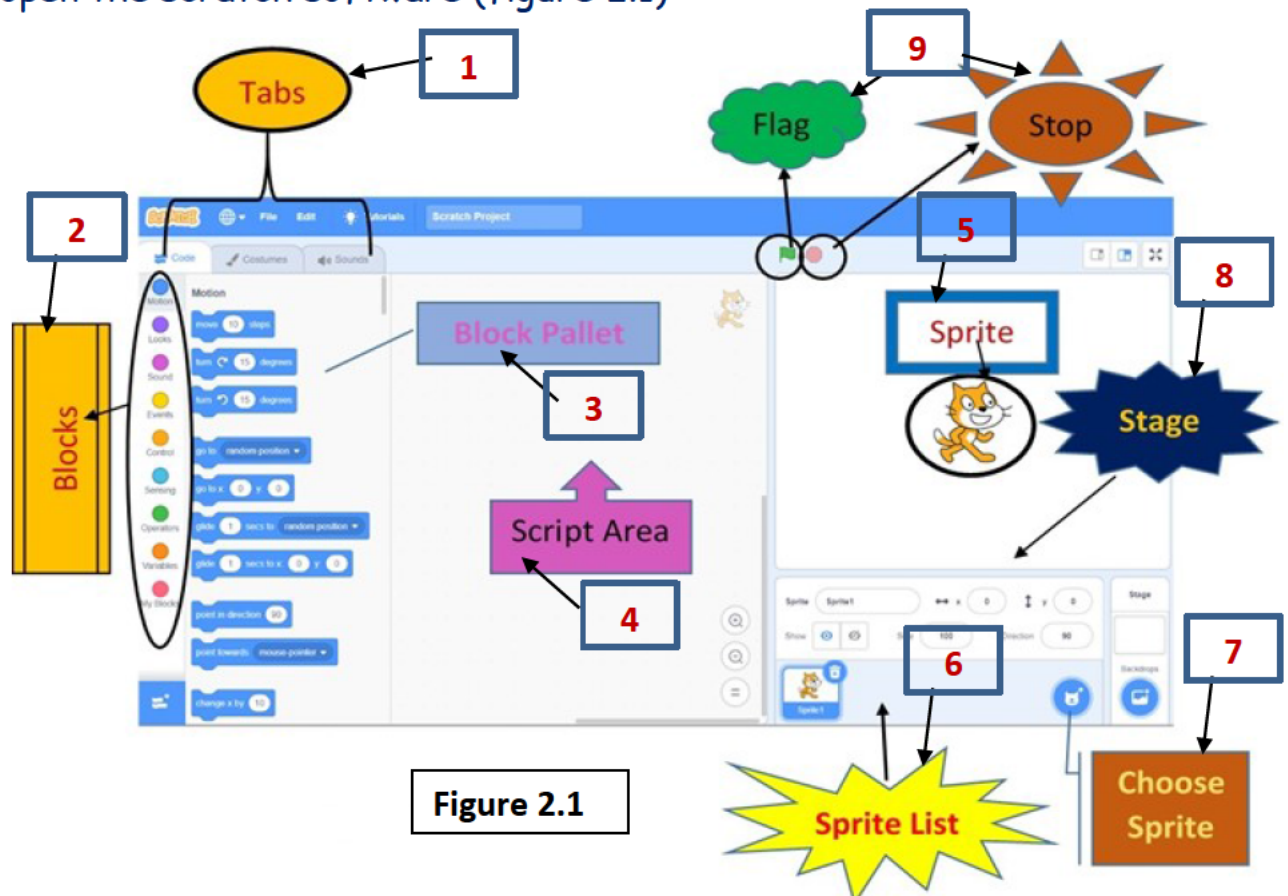


Figure 2.1



**Aryan:** Thanks, **Gowri**, for showing labels also in this scratch window. Yes, all these are the components of the scratch software. Could you give the definitions of these components also?

**Gowri:** Yes **Aryan**, sure. Following are the components of "Scratch Desktop window": -

1. **Tabs:** - There are three tabs in Scratch: - 1. Codes 2. Costumes 3. Sounds
2. **Blocks:** - There are 9 round buttons of different colors known as blocks, they are as follow: -Motion, Looks, Sound, Events, Control, Sensing, Operators, Variables, My Blocks.
3. **Block Palette:** - This is a place where we have blocks of instructions to perform some specific task by the sprite under different rounded blocks.
4. **Scripts Area:** We can write code or script here by dragging and dropping the blocks from blocks palette and join them together to perform the tasks in a sequence.
5. **Sprite:** - An object which can perform any task like, move, turn, fly, jump etc.
6. **Sprite List:** - We can see a list of selected sprites of our project here and we can also remove them from here using the delete button given on top of the sprite.
7. **Choose a sprite:** -We can add, upload and draw sprites of our own choice using this icon.
8. **The Stage:** We can see our sprites moving here and interact here.
9. **Flag/Stop:** -When Flag is clicked then code runs, and when stop is clicked the code is stopped.



**Aryan:** Thanks, **Gowri**, for explaining these components.

**Gowri:** Yes **Aryan**, now tell me please, can we do the coding for more than one sprite simultaneously?



**Aryan:** Yes **Gowri**, we can add any number of sprites in our project and we can do coding on more than one sprite simultaneously. We can also draw and upload the sprites of our own choice also.



**Try it by Yourself 2.1** → Add any number of sprites in your project and also use "paint" and "upload sprite" options also to add new sprites.

**Gowri:** Yes, right **Aryan**, tell me, can we move, turn and fly the sprites. Remind me the names of the blocks to perform these tasks.

**Aryan:** Yes, I know this **Gowri**,

1. "move ... steps" block is used to move the sprite forward or in backward direction and
2. "turn.... degrees" block is used to turn the sprite in the left or right direction to an angle given by us.
3. "glide..." block is used to fly or float the sprite to a random position or to a particular (x,y) direction.



**Gowri:** Yes, you are right **Aryan**. You also know that sprites can also say a message and switch its costume as well. Please tell me the names of the blocks to perform these tasks.

**Aryan:** Yes, I know this also **Gowri**, these blocks are: -

1. "switch costume to" or "next costume" block is used to change the costume of a sprite.
2. "Say..." or "Say... for ... seconds" block is used to say any message by the sprite in a bubble pulled out.
3. "think..." or "think... for ... seconds" block is used to say any thinking message by the sprite in a thinking bubble pulled out.

**Gowri:** Yes, you are right **Aryan**. But do you know what is the difference between "switch costume to" and "next costume" block?



**Aryan:** Yes, I know this also **Gowri**, but I have doubts about this topic. So, please tell me this also to clear this topic more.



**Gowri:** Ok! Sure **Aryan**. "switch costume to" block has a drop-down menu and is used to choose the costume from the list given in the drop-down as per our choice. But by "next costume" block scratch automatically chooses the next



costume from the list. We can't choose the costume-name from our own choice.

**Aryan:** Thanks, **Gowri**, for explaining this to me.

**Try it by Yourself 2.2** → Add any number of sprites in your project and make a story by changing its costumes one by one. Sprite will also display the text messages in bubbles, before changing the costume.

**Gowri:** Ok! **Aryan**. Now please tell me how you can make your project more interesting?

**Aryan:** **Gowri**, yes, I have made very interesting projects in last class by making it more colorful. I have also changed the background of my project. So, we can also choose any number of backgrounds by choosing it from the "choose a Backdrop" icon on the right bottom corner.



**Gowri:** Yes, you are right **Aryan**. But do you know, could we choose more than backgrounds for one project and which block will be used to change the background from time to time by writing a code.

**Aryan:** Yes **Gowri**, I have chosen so many backgrounds for one project. I have also used the following blocks to change the background from time to time. These blocks are: -

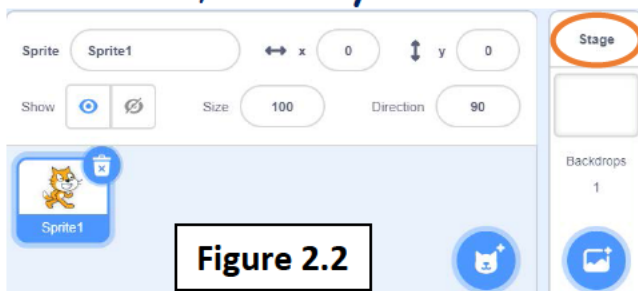
1. "switch backdrop to" or "next backdrop" block is used to change the background in a project.

**Gowri:** Yes, you are right **Aryan**. Same difference is between these two blocks as we have discussed for "switch costume to" or "next costume". As you know, we can choose any number of backdrops from the "choose a backdrop" icon, but do you know how you can remove or change the selected list of backdrops?



**Aryan:** Gowri, could you please explain it to me? As I don't know this now.

**Gowri:** Yes, sure Aryan. Let's discuss it now.

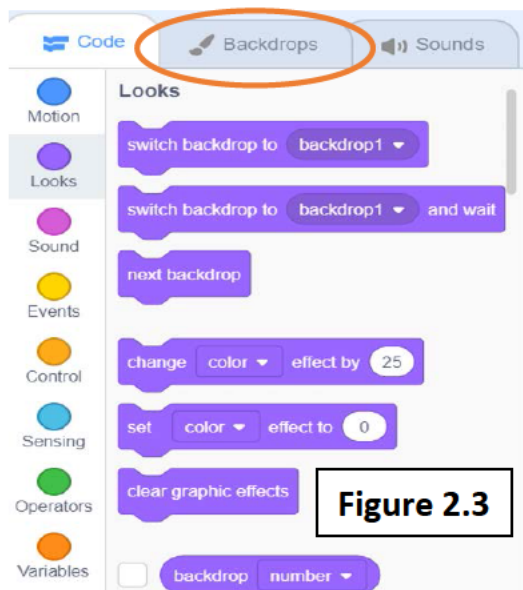


→ **STEP-01**

Choose as many



backdrops as you want from the "choose a backdrop" icon and but the selected backgrounds list is not visible to us.



→ **STEP-02**

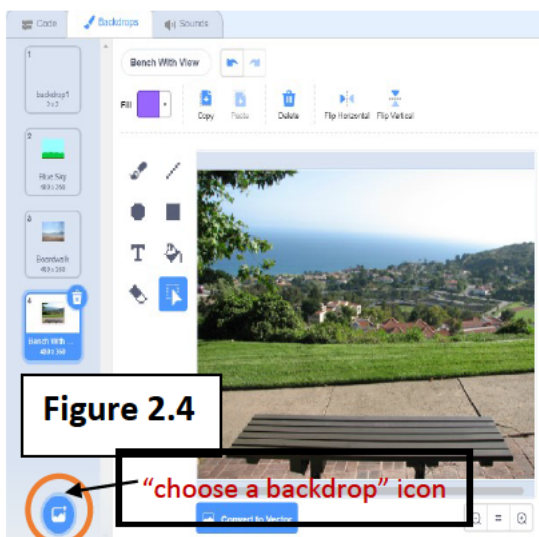
To see the selected list of backdrops, selected by us, click on the "stage" option, as shown in figure 2.2. "Costumes" tab (shown in figure 2.1) is converted to the "Backdrops" tab now (shown in figure 2.3). Click on the "Backdrops" tab

→ **STEP-03**

All the backdrops or backgrounds, chosen by us, are shown here now. Shown in figure 2.4.

→ **STEP-04**

You can delete any backdrop, if not required from the delete icon given on selected backdrop. You can also modify the backdrop by rotating it or horizontally or by vertically flipping the background. (figure 2.4). you can also choose another backdrop from the "choose backdrop" icon given on the left-hand side. (marked in figure 2.4). After modifying and choosing the backdrops list, click on sprite, then we will come back to "Costumes" tab and then click on "code" tab.



**Figure 2.4**

"choose a backdrop" icon

in making projects attractive.

**Gowri:** Yes, you are right Aryan. Now tell me do you know how to change the color and size of the sprite also.



**Aryan:** Yes, **Gowri**, it's possible dear in scratch. I have made so many scratch projects where, sprite is changing its size and color. I like these blocks very much. One more block that I have liked very much is "forever block".

**Gowri:** Very Good, why do you like this block very much?

**Aryan:** Yes, **Gowri**, this is my favorite block, as I don't have to write the statements again and again. It will repeat the blocks written inside it, infinite times, automatically. But my project has no sound till now. It's not feeling good to me. What should I do dear?

**Gowri:** Yes, **Aryan** you are saying right. Scratch also has the "Sound" block. That we will learn in the next chapter. Till then goodbye! Have a nice day.

**Aryan:** Yes, **Gowri**, thanks dear, I am very much eager to learn this. Good bye, and Have a nice day.

## Something To Know Exercise

### A. Answer the Questions given below:

**Q: -1** You have seen so many blocks in the scratch now. Write their names to do the following tasks.

Action	Name of Block
a. To float the sprite to a random position	_____
b. To display a message and then wait for 3 seconds	_____
c. To turn the sprite right side by 50 degrees.	_____
d. To move the sprite by 5 steps backward.	_____
e. To change the costume of the sprite automatically one by one.	_____
f. To increase the size of the sprite by 20 values.	_____

**Q: -2** Under which block "change color effect by..." block is available in scratch?

**Q: -3** What is the meaning of "glide to..." block?

**Q: -4** What is the meaning of "hat" block?

**Q: -5** "move -20 steps" block is used for \_\_\_\_\_.

**Q: -6** Explain "when backdrop switches to" block.

**B. Fill in the blanks given below: -**

1. \_\_\_\_\_ block, is used to turn the sprite left side.
2. "turn..." block is under the \_\_\_\_\_ block.
3. \_\_\_\_\_ icon is used to draw the sprite, when it is required.
4. \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ are the tabs available in scratch.
5. All the selected sprites will appear in \_\_\_\_\_ list.
6. \_\_\_\_\_ tab is replaced with \_\_\_\_\_ tab when we will choose, stage option from scratch.

**C. Write the name of "type of block" for the following blocks. Also write the name of block under which this block exists: -**

Name of the block	Type of Block	Name of Block
1. "switch costume to..."	_____	_____
2. "wait ... seconds"	_____	_____
3. "say... wait for ... seconds"	_____	_____
4. "when backdrop switches to"	_____	_____
5. "when flag clicked"	_____	_____

**Task to do/something to do: -**

- Create scratch project having more than one sprite in it. These sprites are talking with each other also using "say" block.
- Create a story in scratch of your own.
- Create a story of birthday party having different food items and also balloons moving here and there.

## 3. SCRATCH



### 3.1. Playing with sounds—"Sound" Block

- 3.1.1. "play sound... until done..." block
- 3.1.2. "start sound" block
- 3.1.3. "change volume by..." block
- 3.1.4. "set volume to..." block
- 3.1.5. "change... effect by..." block
- 3.1.6. "set... effect to..." block
- 3.1.7. "stop all sounds" block
- 3.1.8. "clear sound effects" block

### 3.2. Adding an extension—"Text to speech".

### 3.3. Looping—"Control" block.

- 3.3.1 "repeat..." block
- 3.3.2 "repeat until..." block

### 3.4. "Touching?" block —"Sensing" block

- 3.4.1. "touching mouse-pointer?" block
- 3.4.2. "touching color?" block
- 3.4.3. "color is touching?" block

### 3.5. If block —"Control" block.

- 3.5.1. "if...condition?...Then" block
- 3.5.2. "if...condition?...Then...else" block

### 3.6. "wait until..." block

### 3.7. Stop block —"Control" block

- 3.7.1. "stop all" block
- 3.7.2. "stop this sprite" block
- 3.7.3. "stop other scripts in sprite" block



**Aryan:** - I was thinking that what if I want my sprite to make some sound for effects.

**Gowri:** Yes, I told you that sprites can also play some sounds. But every sprite has few fixed sounds in scratch. You can choose the

sound from the option given already.

**Aryan:** OK! Then please tell me how to do this now.



**Gowri:** Sure! Sure! There is one block, named "sound", which has 8 different blocks and also there are extensions in scratch for sound. First, let me tell you about Sound block and later I will tell you about extensions of the scratch for sounds.

**3.1. Playing with sounds— "Sound" Block:** - All these 8 blocks are stack blocks.

Sprites can play different sounds through sound block. Sounds of the sprites are built-in, meaning it's fixed, we can choose any sound from these lists by using any one of the blocks, given below.

**3.1.1 "play sound... until done..." block:** - This block chooses the sound and plays the selected sound and finishes it before moving to the next script. It pauses the script till it ends.

**3.1.2 "start sound" block:** - This block also chooses the sound and then play it, but not stops the next script. It plays the sound with the next script but sound will overlap with next sound, so, we have to use the "wait for 1 seconds" block from the control block if we want to play the next sound.



**Aryan:** OK! Wow, It means sprite can play the sounds now. But could we increase or decrease the volume of the sound also.

**Gowri:** Yes, dear! We can also change the intensity or volume of the sound also, as we did in our Laptops or in TVs. Let's learn it now with the following 2 options:



**3.1.3 "change volume by..." block:** - This block is used to increase or decrease the volume of sound by a particular value. If value is a +ve number then sound will increase and when value is a -ve number then sound will decrease.

**3.1.4 "set volume to..." block:** - This block is used to set the volume of sound to a particular value.

**Aryan:** OK! But could we increase or decrease the speed of the sound also.

**Gowri:** Yes, dear! We can also change the speed of the sound also, as we did in some videos. Let's learn it now with the help of following 2 options:-

**3.1.5 "change...effect by..." block:** - This block has a drop-down menu; we can choose one option out of two options:→ pitch and pan Left/Right.

**3.1.5.1 "change pitch effect by..." block (means when pitch is selected),** It means speed or pitch of the sound changes by a value which we will give. If the value is +ve means, pitch of the sound is increasing and

if the value is -ve means pitch of the sound is decreasing. (max. value for pitch can be 360 and minimum can be -360).

**3.1.5.2 "change pan Left/Right effect by..." block** (means when pan Left/Right is selected), This option is used to play the sound in earphones. It will change the ear from where sound is played. If the value is +ve, it means the sound will play more from right ear. If the value is -ve, it means the sound will play more from left ear. If the value is 0, it means the sound will play normal. If the value is -100, it means the sound plays completely in the left ear and if value is 100, it means the sound plays completely in the right ear in headphones.

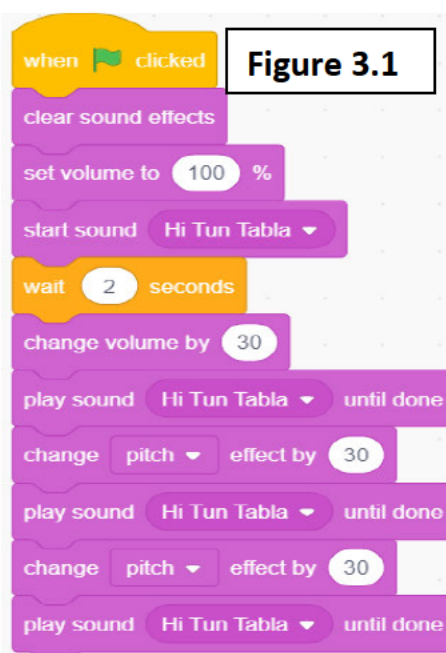
**3.1.6 "set...effect to..." block:** - This block is used to set the pitch effects of sounds to a particular value.

**Gowri:** We can also stop the sound when we want and also remove all effects added above with the following 2 options:-

**3.1.7 "stop all sounds" block:** - This block is used to remove or stop all the sounds.

**3.1.8 "clear sound effects" block:** - This block is used to remove all the sound effects added in the sound by changing its pitch.

**Activity -3.1:→** Add a "Tabla" sprite in your project and then it will play sounds when we click on the Flag and increase volume or pitch (any one) of the sound by 30 every time. Repeat the process 4 times.



**Ans: → STEP-01**

Add a sprite Tabla (from music tab) in scratch and click on "Events" block, and drag "when flag clicked" block in the script area.

**→ STEP-02**

➤ From the sound block we will drag the "start sound" block in the script area, which is used to start a sound. Then choose any sound of tabla. (e.g. Hi Tun Tabla).

➤ Drag "wait..sec" block in the script area, which is used to wait for no. of seconds after playing

sound. Change value 1 to any number (e.g. 2 in Figure 3.1)

- Drag "Change volume by -10" block in the script area, which is used to increase or decrease the sound of Tabla. Minus symbol is used to decrease the sound. So, change its value to 30 to increase the sound by 30.
- Then drag "play sound ... until done" block in the script area, to play a sound completely. Now choose any sound of tabla. (e.g. Hi Tun Tabla). So, there is no need for a "wait" block, as it finishes the sound completely before moving to the next script.

→ **STEP-03**

- Drag "Change pitch effect by 10" block in the script area, which is used to change the speed of the sound of table sprite. Now change its value from 10 to 30. (For increasing its speed).
- Then drag "play sound... until done" block in the script area, to play a sound completely. Choose any sound of tabla. (e.g. Hi Tun Tabla). So, no need of wait block now.

→ **STEP-04** Repeat the step-03 again. (See script/code in figure 3.1)

→ **STEP-05** When we click on the "flag" now, the sprite "tabla" plays the sound four times, but when we next click the flag, speed of the sound increases every time. To remove all these effects, do the following more steps: -

i) Drag the blocks "clear sound effects" and "set volume to 100%" and drop these blocks one by one under "when flag clicked" block.

ii) So, every time when we click on the "flag", the sound starts from initial "volume and speed" of the sound and this will remove all the previous effects from sound.



## Something To Know Exercise

Q: -1 you have seen so many sound effects in scratch now. Write their names to do the following tasks.

Action	Name of Block
a. Change the pitch of the sound of sprite	_____
b. Increase the volume of the sound of sprite	_____
c. Decrease the speed of the sound of sprite	_____
d. Remove all the sound effects	_____
e. To set the pitch of the sound of sprite to a specific value	_____
f. To stop any kind of sound of sprite	_____

Q: -2 Under which block "clear sound effects" block of instructions available in scratch?

Q: -3 What is the meaning of "set pitch effect to..." block?

Q: -4 What is the meaning of "change pan Left/Right effect by..." block?

Q: -5 "change volume by..." block is used for \_\_\_\_\_.

### Task to do/something to do

1. Add a sprite in your project from "music" tab. And play sounds and also it changes their sound pitch effects after every 1 seconds, when we click on Flag.
2. Write the script for showing a birthday party scene with different sounds and dance movements. (Hint: change the costume and sounds of sprites.)

**Aryan:** Wow! I can create stories now with sounds also, But please tell me could sprites speak also in my story.

**Gowri:** Yes! Dear **Aryan**, It's possible with an Extension in scratch named "Text to Speech", which is not already added, you have to add it by your own in scratch.

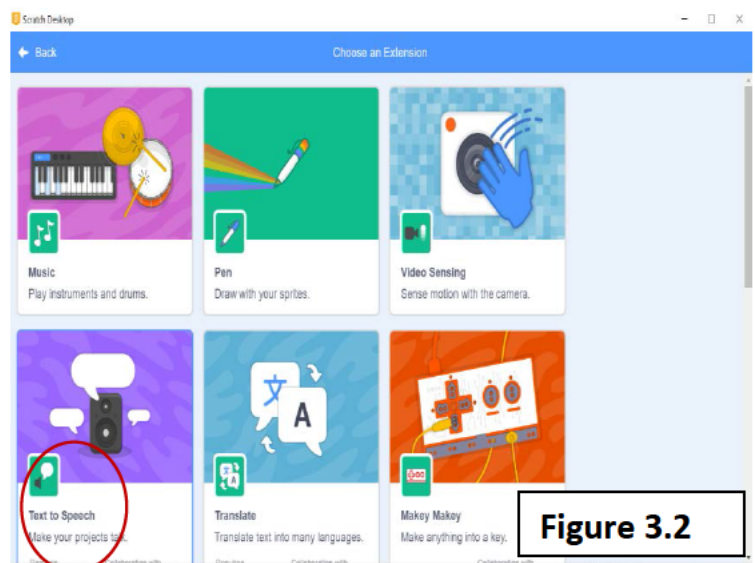
**Aryan:** Ok, please help me to add this extension in my project.

### 3.2. Adding an extension— "Text to speech": -

**Gowri:** Sure **Aryan**! I will tell you, no problem. It's very simple dear. See the steps:-

→ **STEP-01** Click on the "Add Extension" icon on the left bottom corner of the scratch window.

Then a window named "Choose an Extension" appears as shown in Figure(3.2)



**Figure 3.2**

→ **STEP-02** Choose "Text to Speech" extension, marked in Figure(3.2).

→ **STEP-03** "Text to Speech" extension, with three block of instructions will be added to your project now. (As shown in Figure 3.3)

→ **STEP-04** Now you can use this extension in this project for speaking of sprite, whichever you want. Let's understand this with an activity now.



**Figure 3.3**

**Activity -3.2:** → Add a sprite "Cat" in your project and then it will speak as well as say some message, when we click on "Flag".

**Ans:-** → **STEP-01:** - Start scratch, "cat" sprite is already added.

→ **STEP-02:** - Drag "when flag clicked" block from "Events" block in the script area.

→ **STEP-03:** - Add extension "Text to Speech" from "Choose an extension" window.

→ **STEP-04:** - Do the following coding under "when flag clicked" block in the script area. (Shown in Figure 3.4).

→ **STEP-05:** - When we click on the "flag", then cat speaks as well as displays the message in bubble also. (as shown in Figure 3.5)

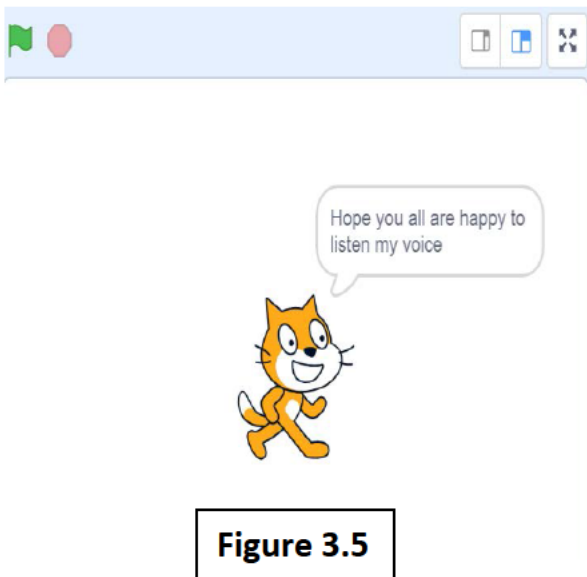


Figure 3.5

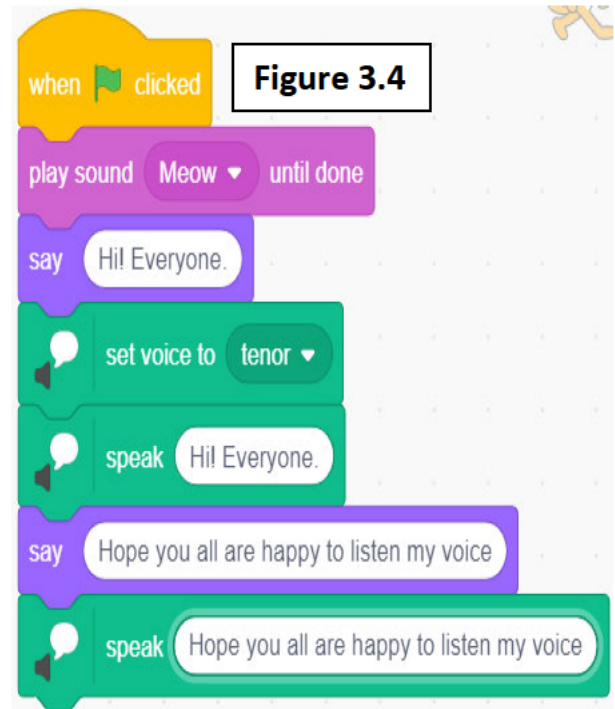


Figure 3.4

**Aryan:** Wow!!! That's so interesting dear. Now we can make stories, dramas with sounds also. In the above activity 3.1, you have changed the volume or pitch of the sound of the sprite 4 times by writing the same code 4 times again and again. What if I want to do it 50 times. Will I have to write it 50 times?



**Gowri:** No dear, there are blocks which can repeat the script written inside it any number of times you want. Let's learn it today.



### 3.3. Looping—"Control" block: -

**3.3.1 "Repeat 10..." block:** - This is also known as "c-block", which is used to repeat the blocks of instructions for some specific number of times.

**3.3.2 "Repeat until..." block:** - This is also known as "c-block", which is used to repeat the blocks of instructions till some condition is false. If the condition becomes true, then it runs the next instructions written after the "repeat" block.

**Aryan:** What is this "c-block"? Please explain it.



**Gowri:** Sure dear! "c-block" means these blocks are in the shape of "c character" of English alphabets. These blocks can have any number of statements written inside it.

**Aryan:** Ok, dear, now could you please explain me, what is the "condition"?

**Gowri:** Sure dear! Ok, please tell me the answers to some questions I am asking to you.



1. Is  $4+5=9$ ?
2. Are you studying in class 4?
3. Are you going to school daily?

**Aryan:** "Yes", is the answer of all these questions. But why are you asking these questions to me?

**Gowri:** Yes, because all these questions are having some answers and based on those answers, I will make decisions. So, all these questions will become conditions. And answers to these questions are in the form of "yes" or "no" only. If I want to make some decisions based on a question, then the question becomes condition.



**Aryan:** Oh! I come to understand now, what are the "conditions"? Thanks, dear **Gowri**, for explaining this to me.

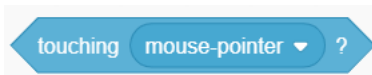
**Gowri:** Let's learn "repeat until..." in detail with the help of an activity.

**Activity -3.3:**→ Take the same example of fish we studied in previous class, add a fish sprite in your project with an underwater background. Create the same sprite in duplicate form and float both the fishes in random positions till these fishes do not touch each other. Means if these fishes touch each other then it will play sound and stop floating.

**Gowri:** Before moving to the solution, one more block is to be learned now, which is given below: -

**3.4. "touching?" block – "Sensing" block:** - All these are "Boolean" blocks.

**3.4.1 "touching mouse-pointer?" block:** - This is known as "Boolean"



block, as this has hexagonal like shape. This block has a "?" question mark means it is asking a question and an answer needs to be returned as true or false. And this block also has drop-down menu so has three options, which are: -

**3.4.1.1 "touching mouse-pointer?" block :->** This block is used to ask whether the sprite is touching the mouse pointer or not.

**3.4.1.2 "touching edge?" block :->** This block is used to ask whether the sprite is touching the edge of the stage or not.

**3.4.1.3 "touching sprite?" block :->** This block is used to ask whether the sprite is touching another sprite (name of sprite appears automatically) or not.

**3.4.2 "touching color?" block -** This is also a "Boolean" block, and asks whether the sprite is touching a color or not. You can choose a color of your own choice which you want to compare.

**3.4.3 "color is touching?" block -** This is also a Boolean block, and ask whether the color specified on the left side in stage is touching the color given on the right side or not. You can choose a color of your own choice which you want to compare.

**Aryan:** Ok! Thanks, dear, for telling this, I get it, we will use these blocks to check whether fish is touching another fish or not.

**Gowri:** Yes dear, we will use this block for checking, whether both sprites are touching each other or not, in the next steps, given below:



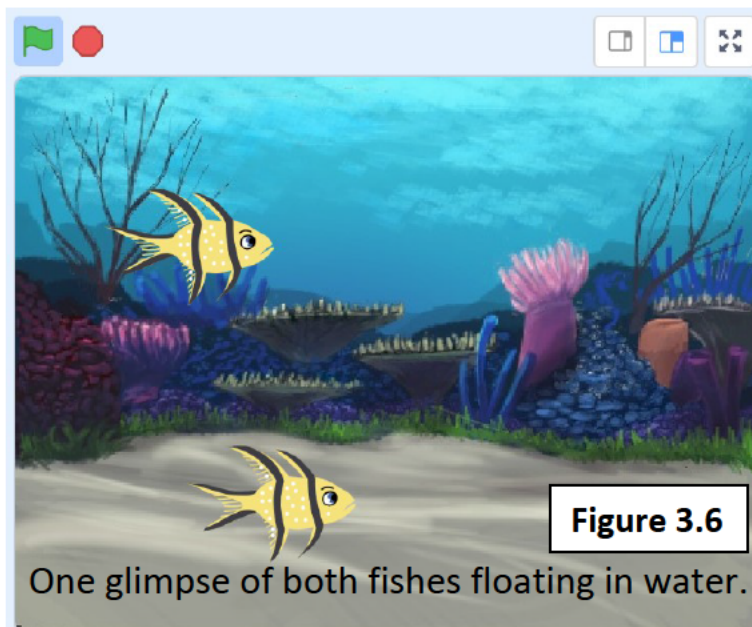
**Ans:** → **STEP-01** Add a sprite fish (from "animals" tab) in scratch named as "Fish" and remove the already added sprite "cat" from the "delete" icon.

→ **STEP-02** Choose a background by "choosing a backdrop" icon from an "underwater" tab (e.g. under water-2).

→ **STEP-03** Click on "Events" block, and drag "when flag clicked" block in the script area.

→ **STEP-04** From "Looks" block, choose "switch costume to..."

block in the script area. And choose value to fish-c. (You can choose any other fish).



→ **STEP-05**

Right click on the sprite, choose the "duplicate" option from the pull-down menu. Both the sprite and script are duplicated and new sprite created named as Fish2. (Shown in figure 3.6)

→ **STEP-06**

Select the first sprite "Fish and drag block choose "repeat until..." block in the script area from the

"Control" block, to repeat the steps of floating of the fish until it touches the second fish.

→ **STEP-07**

Drag "touching mouse-pointer?" block from the "Sensing" block inside "repeat" block after "until" for checking whether the sprite "fish1" is touching the sprite "fish2" or not. Then choose "Fish2" from the dropdown of mouse-pointer.

→ **STEP-08**

From "Motion" block choose "glide... secs to random position" block in the script area. And change the value 1 to any other number (say 10) to float the fish very much slowly and naturally in water to a random position.

→ **STEP-09**

Drag "play sound... until done" block from "Sound" block and drop it after "repeat" block means playing the sound after touching this first sprite with second sprite (Fish2). Then drag and drag "stop all" block from "Control" block to stop every code running either on both the sprites.

→ **STEP-10**

Select the sprite "Fish2" now and then drag and drop "forever" block from "Control" block and then drag "glide... secs to random position" block of "Motion" block in the script area. Then change the value 1 to any other number (say 10) to float the fish slowly to a random position. There is no need for a "repeat" block in this sprite as, this sprite will automatically stop floating when first sprite touches with this sprite due to "stop all" block.

→ **STEP-11**

As we click on the "flag" now, both fishes float continuously but when they touch each other, a sound plays and both stop floating. (See coding in Figure 3.7 and 3.8).

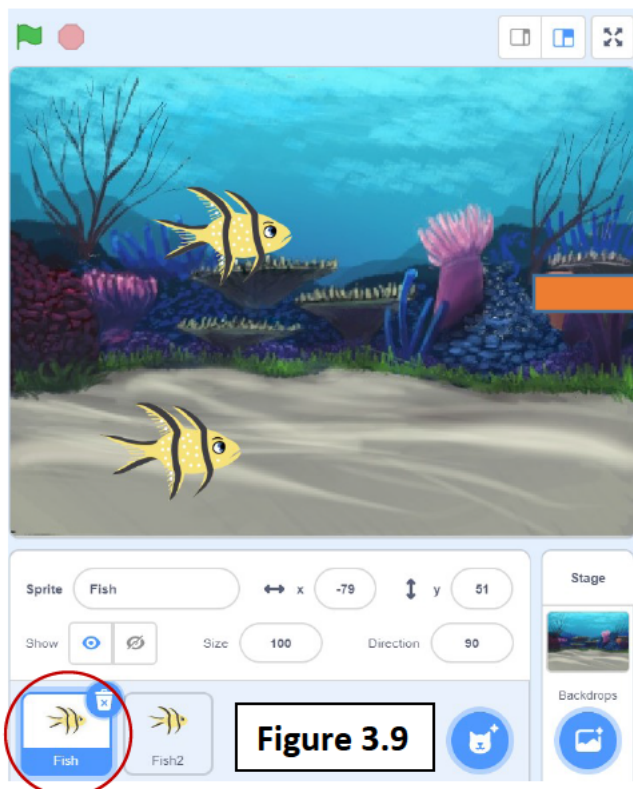


Figure 3.9

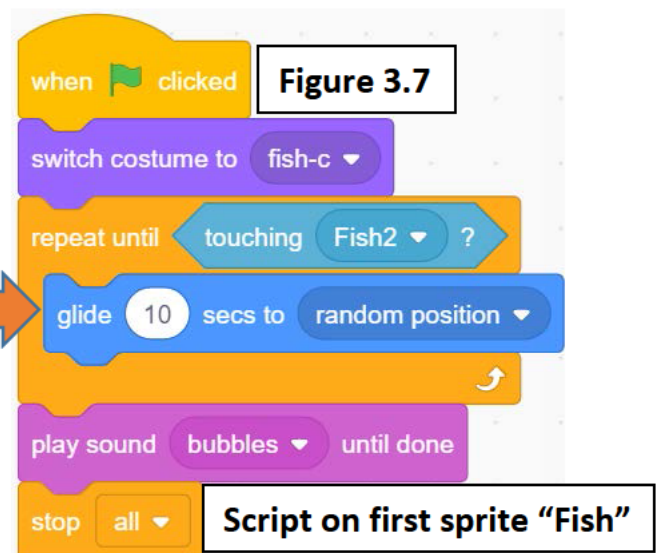
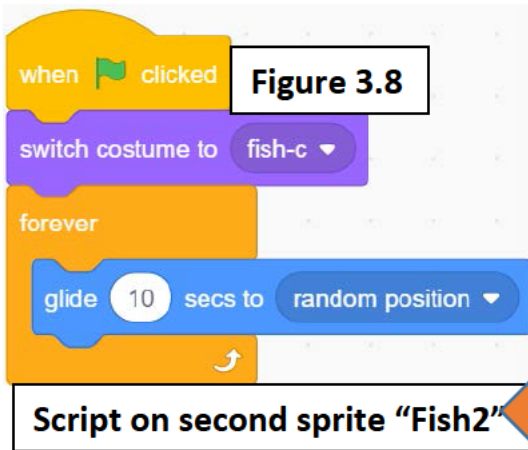


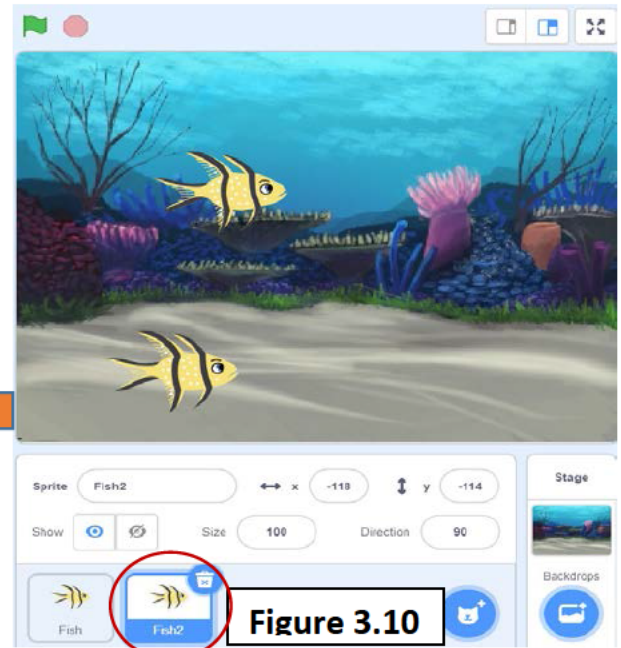
Figure 3.7

Script on first sprite "Fish"



**Figure 3.8**

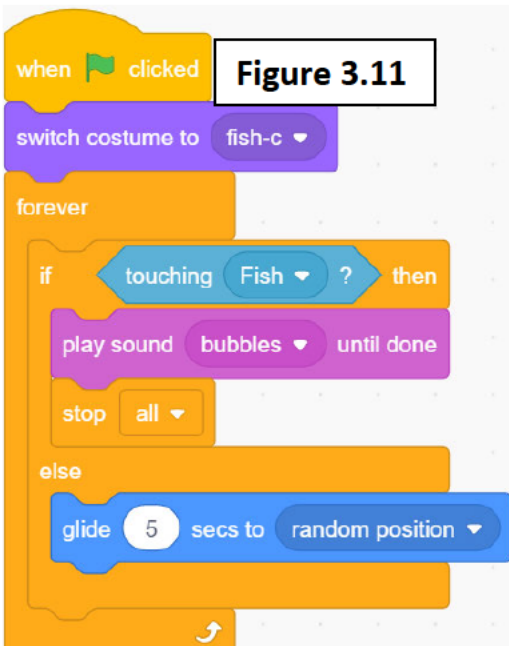
Script on second sprite "Fish2"



**Figure 3.10**

### Task to do/something to do

1. Create a project having two flying sprites. Fly them continuously until both touches each other.
2. Create a project in scratch showing a cat walk 10 times, when flag is clicked.



**Figure 3.11**

Script on first sprite "Fish"

(Fish) and code on second (Fish2).

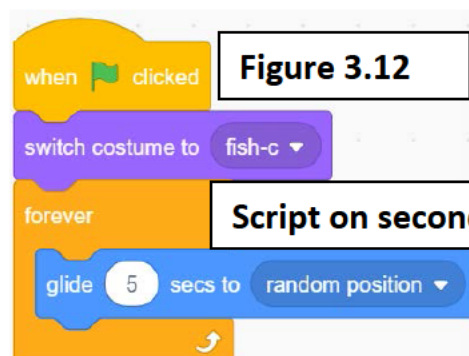
**Gowri:** Dear Aryan, there is one more way to write the same codes, using "if..then..else" block with "forever" block rather than "repeat until" block.

**Aryan:** Please tell me dear how, I could write this code.

**Gowri:** Let's learn it also dear. See figures 3.11 and 3.12 to see another



method to write the same above code on First sprite



**Figure 3.12**

Script on second sprite



**Aryan:** Oh Yes! Same coding with two different methods. So, it means "if...then...else" block is also used for conditions. Please tell me something about this.



**Gowri:** Yes, dear **Aryan!** This block is used to check conditions and to take decisions based on that condition. This block has different options and their meanings. Let's understand this now: -

**3.5. If block— "Control" block:** - These blocks are also known as "c-block".

**3.5.1 "If condition? Then" block:** - This block, is used for asking the questions and returning the answer in true or false. If the condition is true, then the blocks written inside this c-block will be executed, otherwise not.

**3.5.2 "If condition? Then...else" block:** - This block, is used for asking the questions and returning the answer in true or false. If condition is true, then the blocks written inside this c-block will be executed, otherwise the blocks written inside the "else" block will be executed.

**3.6. "wait until..." block —"Control" block:** - Like "if" block, condition is also written in this block and here it will wait till the condition is false. When the condition becomes true, then the next block of instructions will be executed. This is also known as "c-block".



**Aryan:** Ok dear! Thanks, for explaining this block. Now please tell me what is this "stop all" block?

**Gowri:** yes, sure dear, this block is a "cap" block and has a drop down also.

**Aryan:** What is this "cap" block? I have heard about "stack" block, "hat" block, "c-block", "boolean" block but what is this "cap" block now?

**Gowri:** Yes dear, "cap" block is the block which ends the script here, means no more block can be added after that block. We can also say it as the reverse of "hat" block. "Hat" block is the start of the script and "cap" block is the end of the script.



**3.7. Stop block— "Control" block:** - This is a "cap" block.

**Gowri:** Let's understand this now that this block has three options in dropdown which are:-

- 3.7.1. "stop all" block:** - This means, it will stop "all" the scripts running in scratch project, either on this sprite or any other sprite.
- 3.7.2. "stop this script" block:** - This means; it will stop all the running scripts of this "sprite" only in scratch project.
- 3.7.3. "stop other scripts in sprite" block:** - This means; it will stop all the running scripts of this sprite, written under any "hat" block.



**ARYAN:** OK! Thanks, dear **Gowri**, today I have learnt so many interesting blocks of scratch. With these blocks, I could make so many games etc. But I wish, sprites can create so many copies of themselves and also destroy them automatically.

**GOWRI:** Yes dear, it's definitely possible that copies of the sprite can be created automatically, as and when required and can also destroy itself when required. But we will learn these blocks in the next class.



**Aryan:** Ok Dear **Gowri**, I am very much excited to learn these blocks also. Thanks, dear, for these blocks that you have taught me in this class.

## Something To Know Exercise

### A. Answer the questions given below: -

1. What is the meaning of "repeat until..." block?
2. Under which block "repeat until..." block is available in scratch?
3. Write difference between "repeat" block and "forever" block?
4. What is the meaning of "if...Then... else" block?
5. What is the meaning of "stop all" block?
6. What is the meaning of "play sound... until done"?
7. What is a "cap" block?
8. How many blocks are available under extension "Text to Speech"?

### B. Fill in the blanks given below: -

1. \_\_\_\_\_ block, ends the script.
2. "touching mouse-pointer?" block is present under \_\_\_\_\_ block.
3. \_\_\_\_\_ block is used to stop all the codes of only the sprite where it is written.
4. "touching sprite2?" block is used for \_\_\_\_\_.
5. "repeat until" block is a \_\_\_\_\_ block.
6. \_\_\_\_\_ Extension has blocks which helps the sprites to speak.

## Task to do/something to do

1. Create a game of your own choice using different sprites and conditions.
2. Create a project in scratch showing fruits moving here and there and snake is eating it and finishing it.
3. Create a story of birthday party having different food items and also having music and fun like balloons moving here and there.

## 4- LIBREOFFICE WRITER



4.1 working with design and layout of a document

4.2 Paragraph settings- indentation, background color, Line Spacing

4.3 Inserting page break

4.4 Inserting image, shape

### 4.1 Working with Design and Layout of a Document

The teacher shows an interesting picture on the screen as soon as the student enters the class.

The students were very happy and were very excited for the class.



**Aryan** cheerfully asked the teacher, what we are going to learn today. It must be something to do with colors.

The teacher replies yes, dear we are going to work with

colors and images in LibreOffice Writer to make some colorful documents. The teacher asks students to carefully see the image on the screen and tell what did they observe.

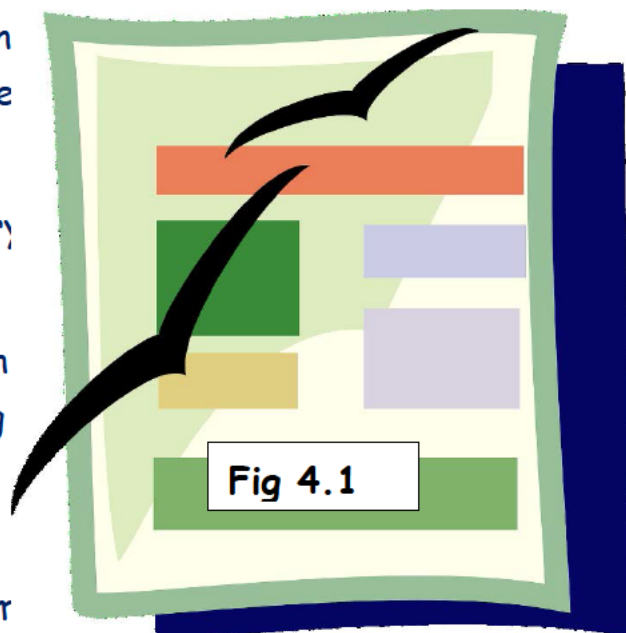
**Gowri** - I can see birds

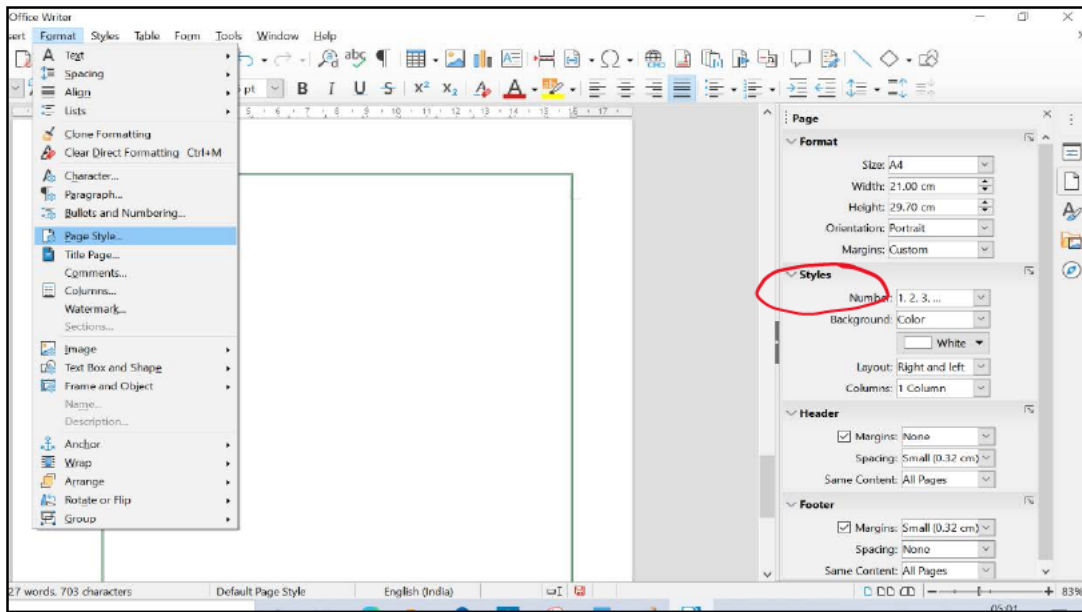
**Aryan** - A colorful page

Well-done children, the teacher appreciates the students.

Let's Begin with some page settings

To apply page settings, we need to open the page tab on the side bar or we can go with page style option under format menu as shown below.





### 4.1.1 PAGE COLOR

Do you like color pages? Yes, we like color pages student replied.

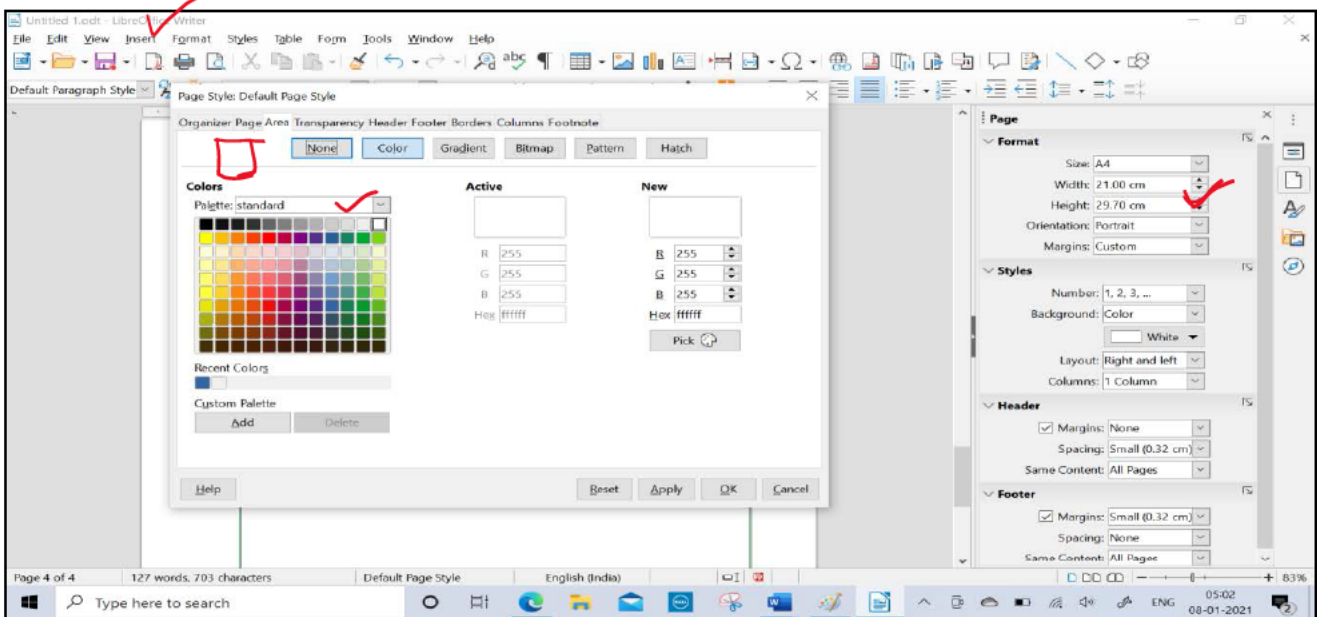
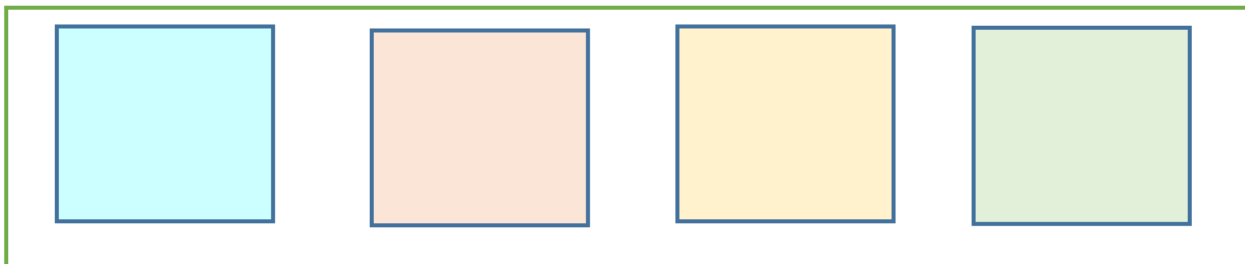
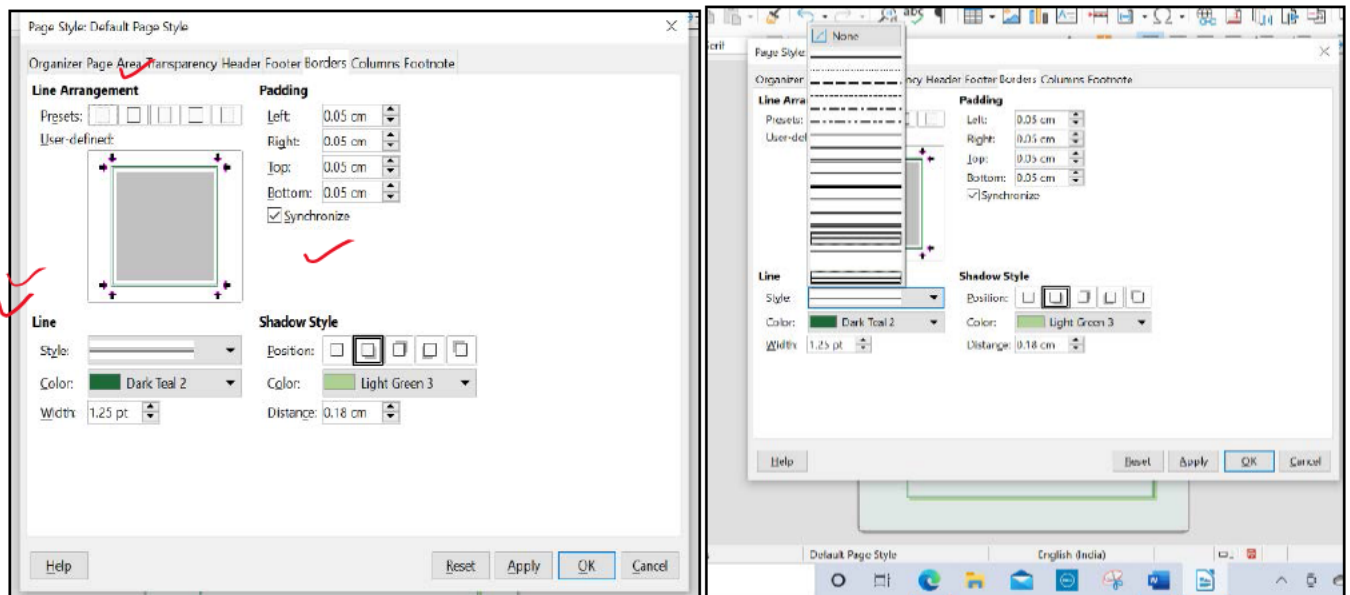


Fig 4.2

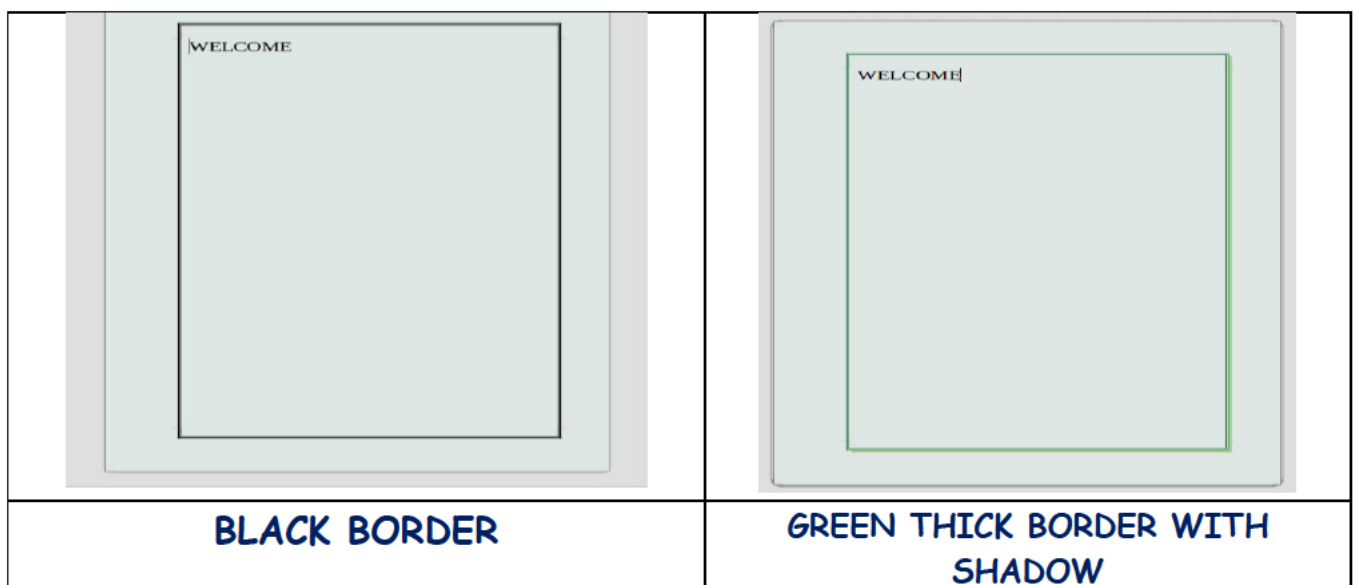
The teacher then explains you can choose page color in Writer by selecting the background color under Styles in the sidebar. Or choose Color in Area Tab of Page Style Dialog Box opened from the format menu.

### 4.1.2 PAGE BORDER

Writer allows to put a border around all type of graphic items like pages, images and textboxes. You can choose borders tab in the page style dialog box and choose the line style and line color for the border to apply. Line settings can be applied to any the four sides, or to all the sides by selecting line arrangement.



**Fig 4.3**



**Fig 4.4**

### 4.1.3 PAGE BACKGROUND

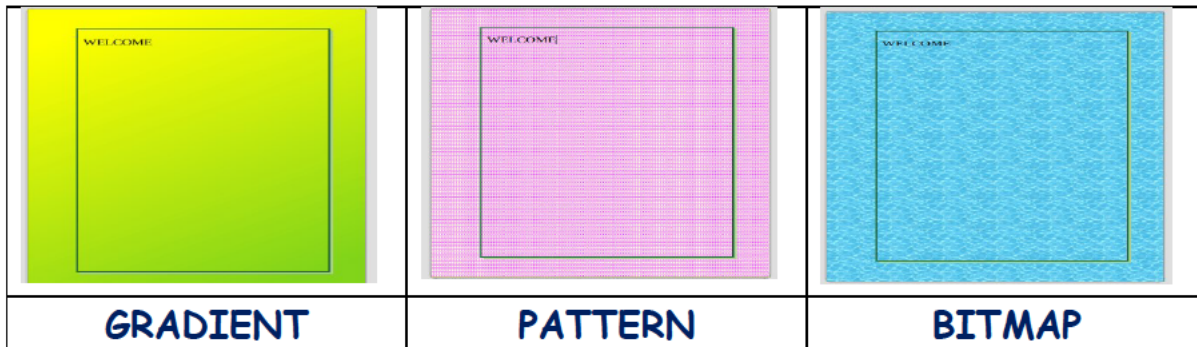


Fig 4.5

Instead of simply changing the page color we can get some interesting page backgrounds by using gradient, pattern and bitmap option in Area tab of page style dialog box.

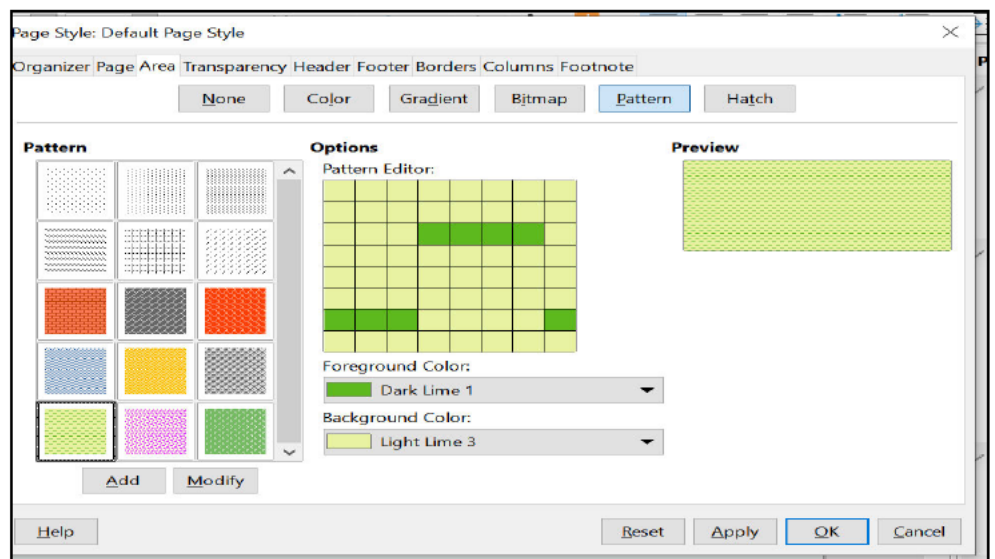


Fig 4.6

BITMAP option is used to insert images at the page background

### 4.1.4 PAGE MARGINS

The area between the actual page content and the edges is said to be the Margin. We can set all four top, bottom, left and right margins to ensure where the content starts and where it must end.

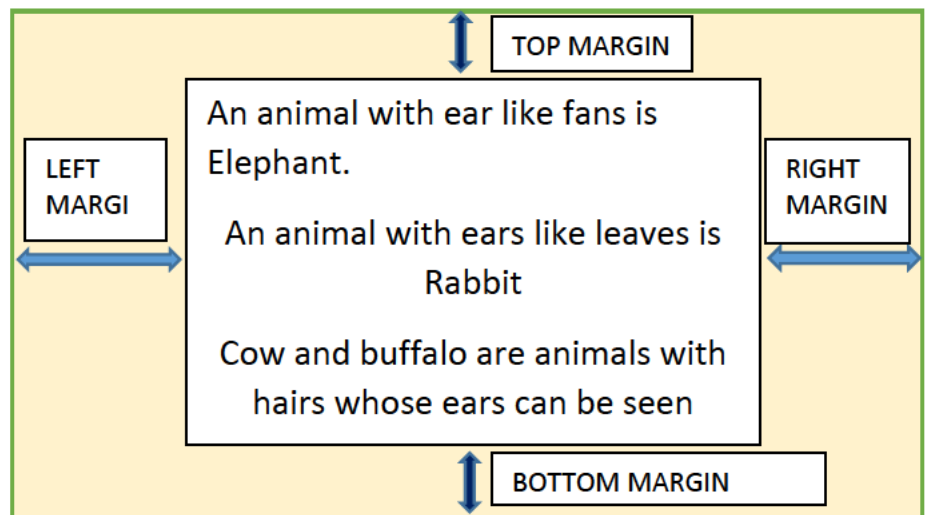


Fig 4.7

Margins can be set in the page tab of the page style dialog box

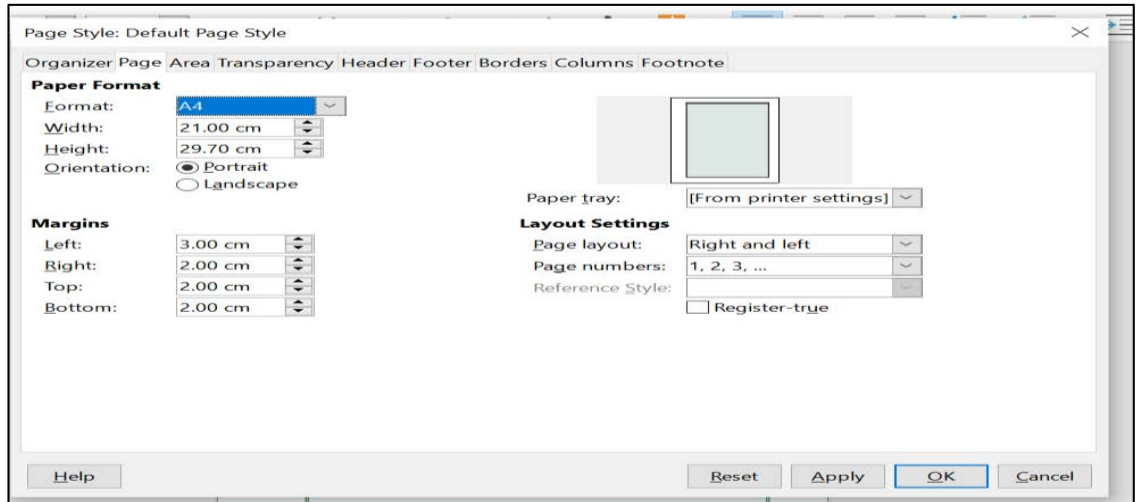


Fig 4.8

### 4.1.5 PAGE SIZE

Papers are available in different sizes for printing. We must define the page size for a document so that it fits onto the page well when we take a print out of our document.

The diagram illustrates the relationship between different paper sizes. It shows a large A1 box containing an A2 box, which contains an A3 box, which contains an A4 box, which contains an A5 box, which contains an A6 box. Below these are boxes for DL Size, Post Cards Card, and Bookmark. Each box is labeled with its name and dimensions (Bleed and Trim).

## PAPER SIZES

### A0,A1,A2,A3,A4,A5,A6,A7

SIZE	WIDTH (mm)	HEIGHT (mm)	WIDTH (in.)	HEIGHT(in.)
A0	841 mm	1,189 mm	33.11 in.	46.81 in.
A1	594 mm	841 mm	23.39 in.	33.11 in.
A2	420 mm	594 mm	16.54 in.	23.39 in.
A3	297 mm	420 mm	11.69 in.	16.54 in.
A4	210 mm	297 mm	8.27 in.	11.69 in.
A5	148 mm	210 mm	5.83 in.	8.27 in.
A6	105 mm	148 mm	4.13 in.	5.83 in.
A7	74 mm	105 mm	2.91 in.	4.13 in.
B0	1,028 mm	1,456 mm	40.48 in.	57.32 in.
B1	707 mm	1,000 mm	28.66 in.	40.48 in.
B2	514 mm	728 mm	20.24 in.	28.66 in.
B3	364 mm	514 mm	14.33 in.	20.24 in.
B4	257 mm	364 mm	10.12 in.	14.33 in.
B5	182 mm	257 mm	7.17 in.	10.12 in.
B6	128 mm	182 mm	5.04 in.	7.17 in.

Fig 4.9



We can select an appropriate paper size from Paper Format option available in Page tab.

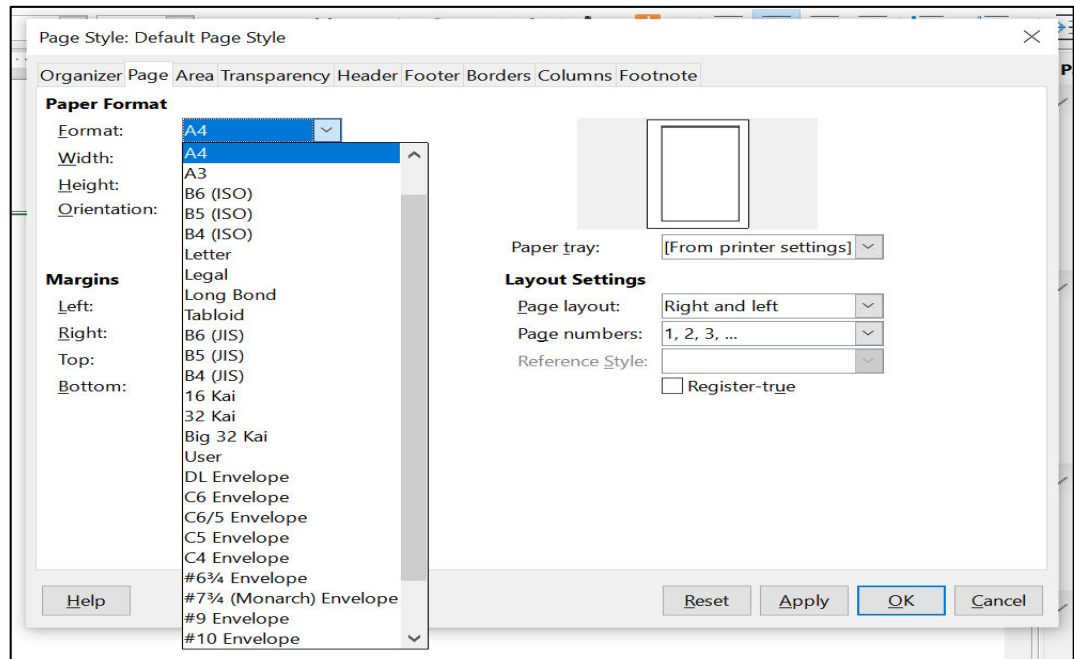


Fig 4.10

## 4.2 PARAGRAPH SETTINGS

Consider the paragraph in the image below for learning all the paragraph settings

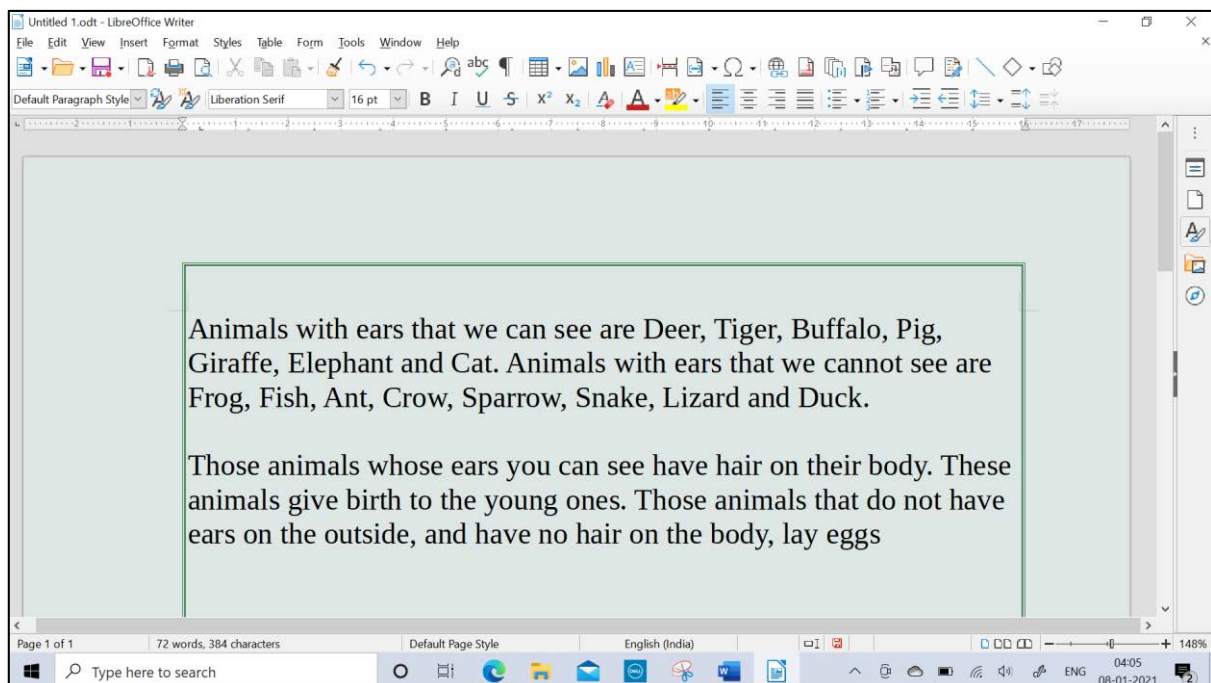


Fig 4.11

We can do all type of paragraph settings from the paragraph menu item in the format menu as shown below.

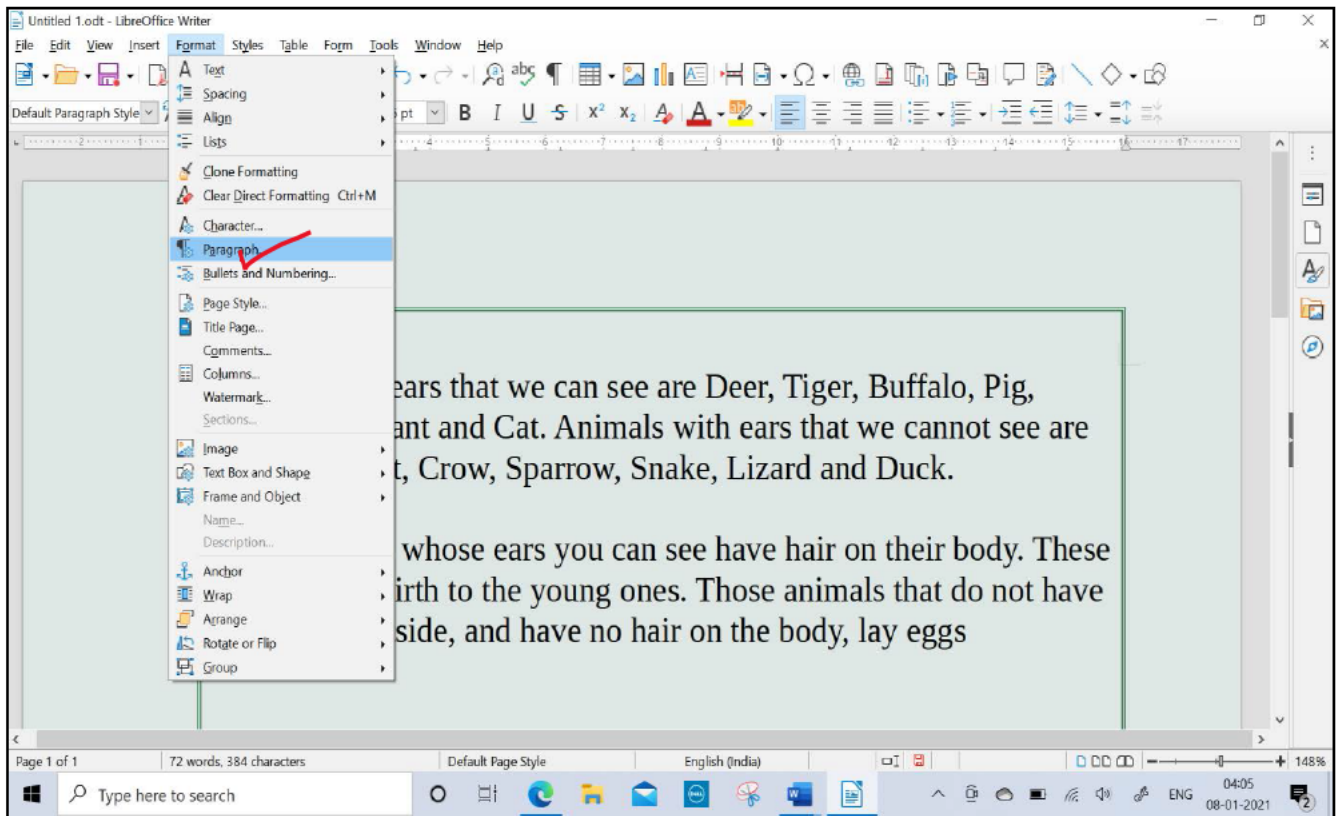


Fig 4.12

### 4.2.1

## INDENTATION

Indent is the space we leave before a line. Use the indent option of paragraph dialog box and set First Line indent to 0.30 Or 0.40 and see the change in the first line of the paragraph.

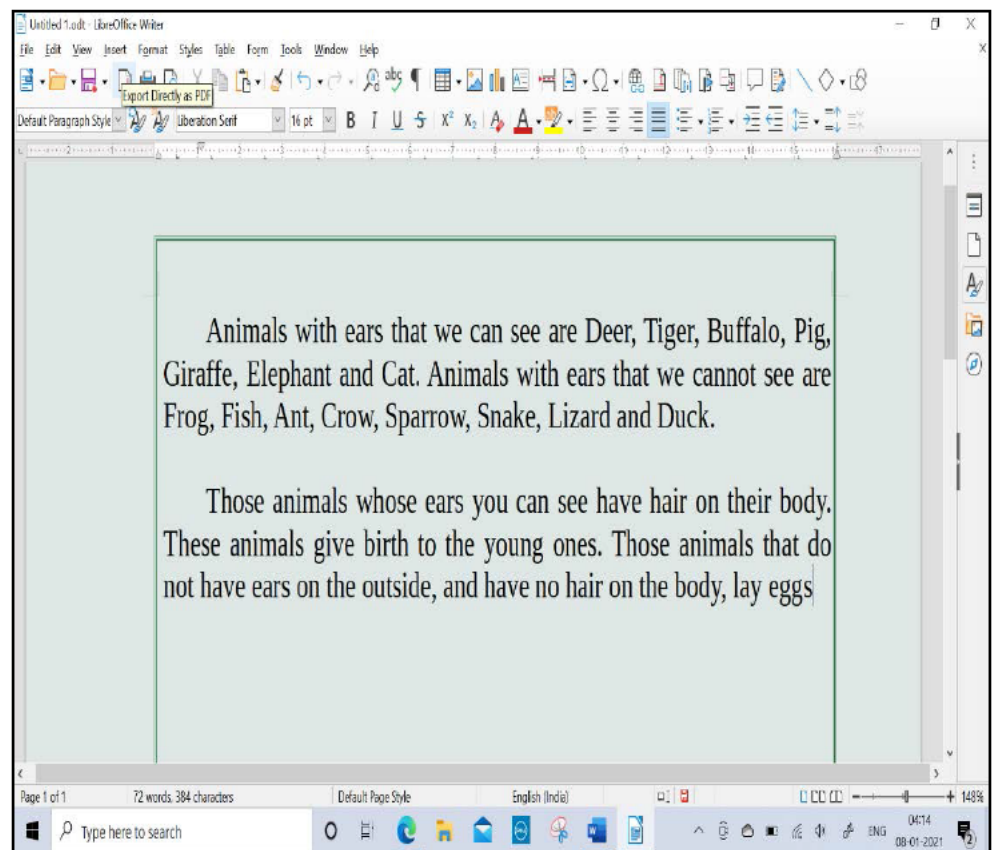


Fig 4.13

### 4.2.2 LINE SPACING

We can increase or decrease spacing between two lines by using line spacing option.

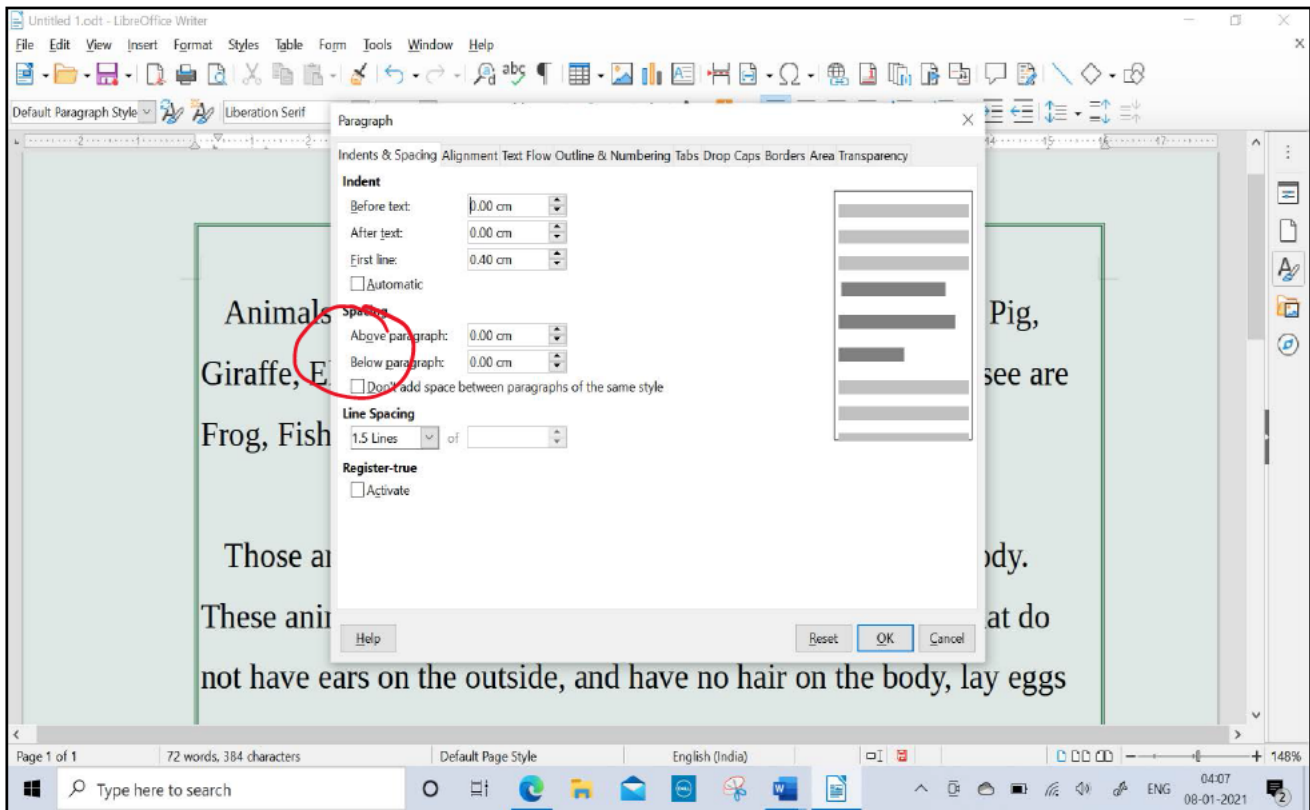


Fig 4.14

Choose the Line spacing from the available options single, double, 1.5 or at least as per choice

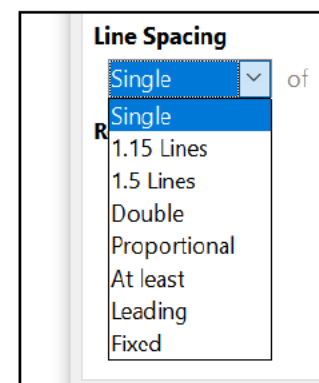


Fig 4.15

### 4.2.3 BACKGROUND

As we can also change the paragraph background and paragraph border as we can do with the page. Refer fig 4.16.

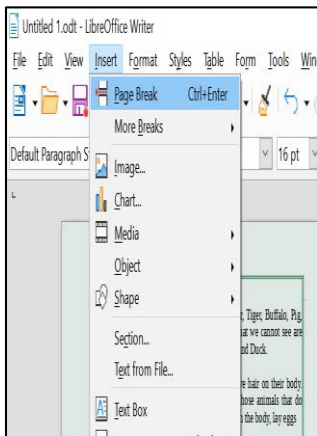
<p>Animals with ears that we can see are Deer, Tiger, Buffalo, Pig, Giraffe, Elephant and Cat. Animals with ears that we cannot see are Frog, Fish, Ant, Crow, Sparrow, Snake, Lizard and Duck.</p> <p>Those animals whose ears you can see have hair on their body. These animals give birth to the young ones. Those animals that do not have ears on the outside, and have no hair on the body, lay eggs</p>	<p>Animals with ears that we can see are Deer, Tiger, Buffalo, Pig, Giraffe, Elephant and Cat. Animals with ears that we cannot see are Frog, Fish, Ant, Crow, Sparrow, Snake, Lizard and Duck.</p> <p>Those animals whose ears you can see have hair on their body. These animals give birth to the young ones. Those animals that do not have ears on the outside, and have no hair on the body, lay eggs</p>
<p>Animals with ears that we can see are Deer, Tiger, Buffalo, Pig, Giraffe, Elephant and Cat. Animals with ears that we cannot see are Frog, Fish, Ant, Crow, Sparrow, Snake, Lizard and Duck.</p> <p>Those animals whose ears you can see have hair on their body. These animals give birth to the young ones. Those animals that do not have ears on the outside, and have no hair on the body, lay eggs</p>	<p>Animals with ears that we can see are Deer, Tiger, Buffalo, Pig, Giraffe, Elephant and Cat. Animals with ears that we cannot see are Frog, Fish, Ant, Crow, Sparrow, Snake, Lizard and Duck.</p> <p>Those animals whose ears you can see have hair on their body. These animals give birth to the young ones. Those animals that do not have ears on the outside, and have no hair on the body, lay eggs</p>
<p>Animals with ears that we can see are Deer, Tiger, Buffalo, Pig, Giraffe, Elephant and Cat. Animals with ears that we cannot see are Frog, Fish, Ant, Crow, Sparrow, Snake, Lizard and Duck.</p> <p>Those animals whose ears you can see have hair on their body. These animals give birth to the young ones. Those animals that do not have ears on the outside, and have no hair on the body, lay eggs</p>	<p>Animals with ears that we can see are Deer, Tiger, Buffalo, Pig, Giraffe, Elephant and Cat. Animals with ears that we cannot see are Frog, Fish, Ant, Crow, Sparrow, Snake, Lizard and Duck.</p> <p>Those animals whose ears you can see have hair on their body. These animals give birth to the young ones. Those animals that do not have ears on the outside, and have no hair on the body, lay eggs</p>

Fig 4.16

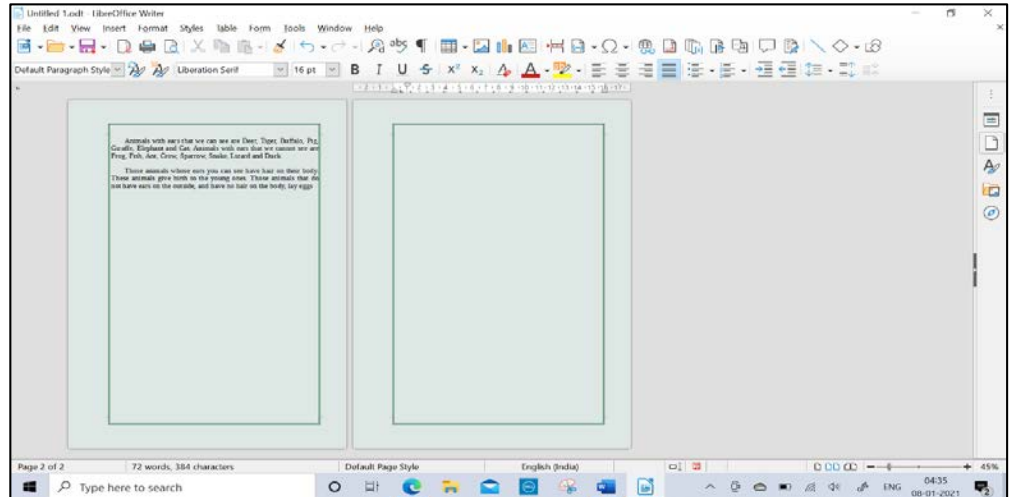
### 4.3 INSERTING PAGE BREAK

When we keep entering text into a page, the control automatically gets shifted to new page when the current page gets filled. But if we want to leave space for some special purpose and want to move to a next page or wants to begin a new paragraph on the successive page, we can use a page break option after placing the cursor at a point from where we want a new page to begun.

Or we can use Ctrl+ Enter to insert a page break.

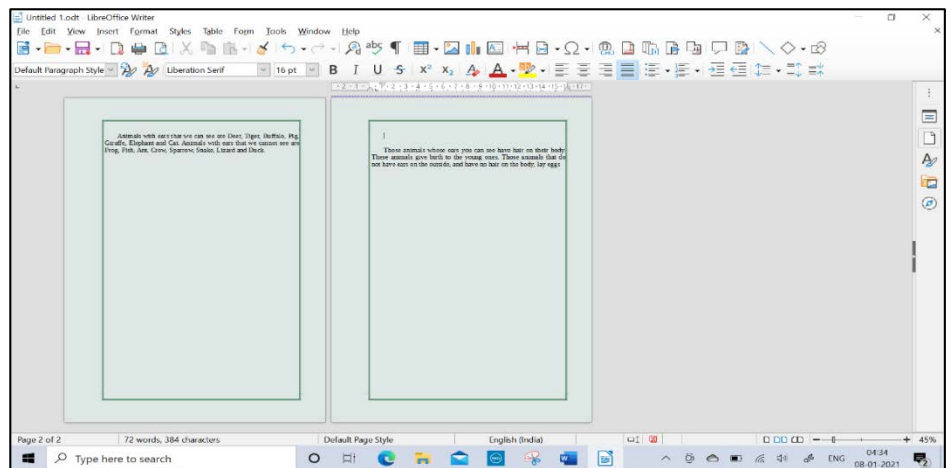


**Fig 4.17**



**Fig 4.18**

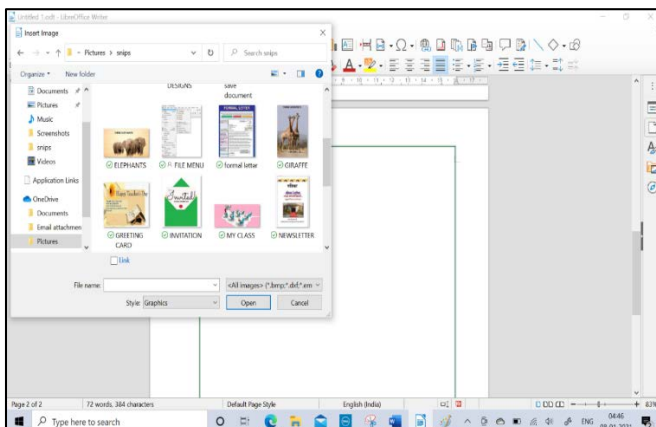
**Images before (Fig 4.18) and after (Fig 4.19) a Page Break**



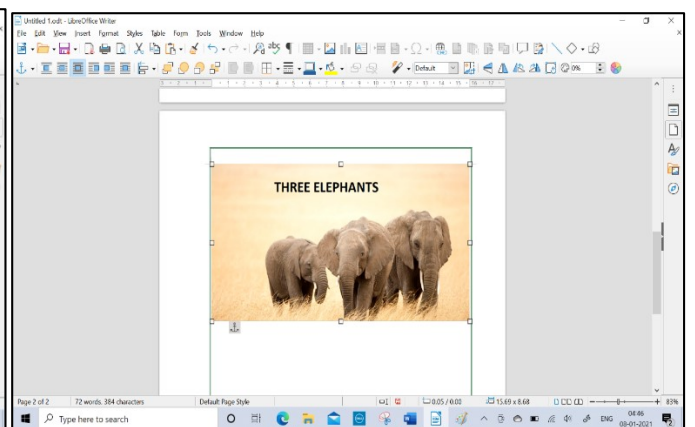
**Fig 4.19**

## **4.4 INSERTING IMAGES AND SHAPES**

We can quickly add images to our document by using image menu item in insert menu and then selecting a saved image from the computer as shown below.

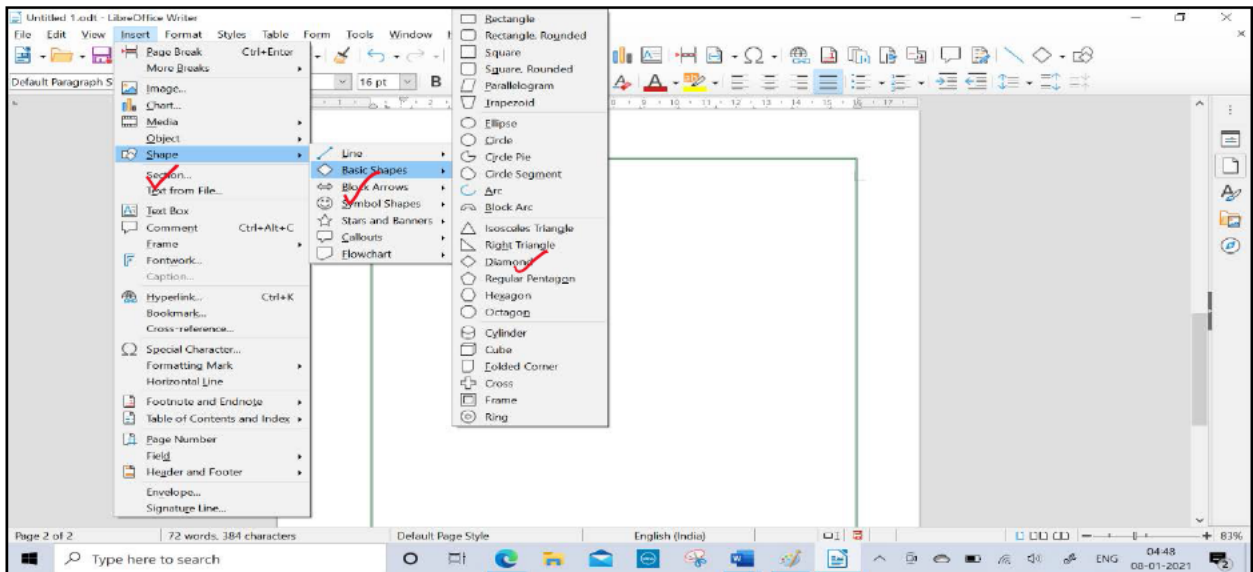


**Fig 4.20**

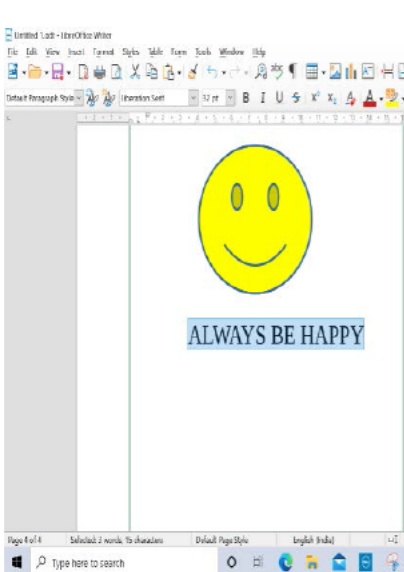


**Fig 4.21**

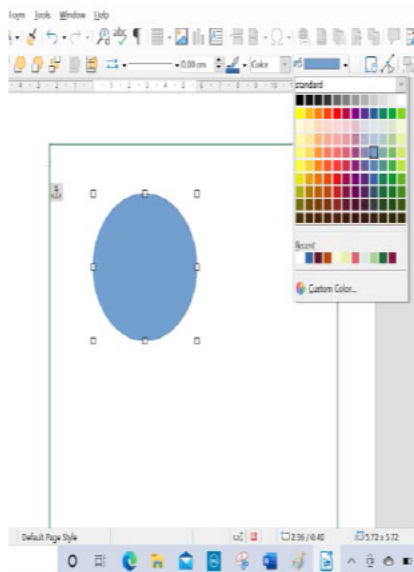
We can also add different shapes to create interesting drawings, flowcharts from basic shapes sub menu item as shown below.



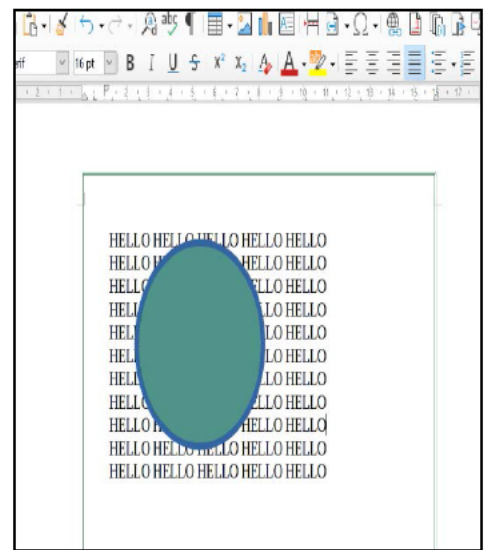
**Fig 4.22**



**Fig 4.23**

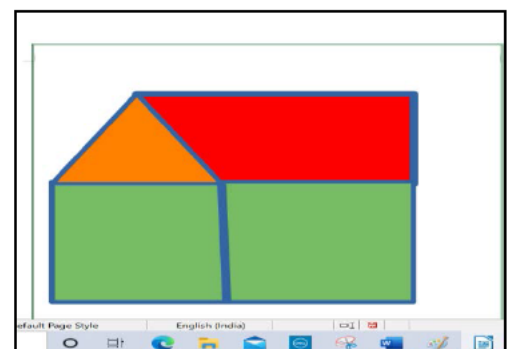


**Fig 4.24**



**Fig 4.25**

At the end of the class teachers asks the students to create a hut like figure using triangles, rectangles, square and line. Filled with overjoy the students completes the activity and shows to the teacher as in fig 4.26.



**Fig 4.26**

### Let us revise we have learnt:

- Page settings can be done from page style menu option under format menu
- We have a separate page tab in the side bar to quickly do all types of page settings
- We can apply borders on a page
- We can change the colour and background of the page
- We can do paragraph settings from paragraph option in the format menu
- We can use indents indicate the beginning of a paragraphs
- We can use border and background for a paragraph also.
- We must do the paper settings properly to get a better printed document

### Exercise Something To Know

#### A. Answer the following questions.

1. How the pattern option is different from bitmap option?
2. Lalit wants to insert the school logo in his document. How can he achieve this?
3. What are margins?
4. What are the dimensions of an A4 paper in inches?
5. Write the steps to insert a page break in a document

#### B. Fill in the Blanks.

- i. To apply page settings, we need to open the \_\_\_\_\_ on the side bar
- ii. We can \_\_\_\_\_ spacing between two lines by using line spacing option.
- iii. BITMAP option is used to insert image at the \_\_\_\_\_ background.
- iv. \_\_\_\_\_ is the space we leave before a line.
- v. We can select an appropriate paper size from \_\_\_\_\_ option available in Page tab.

#### C. Match the following

a) page break	p) single, double, 1.5, proportional
b) flowcharts are part of	q) to move to a new page
c) page style in	r) indentation

d) line spacing	s) shapes
e) spacing before lines	t) format menu

#### D. Select the right option

i. Page border can be applied over \_\_\_\_\_ of page

a. sides	b. image
c. centre	d. All of these

ii. \_\_\_\_\_ is not a valid page size.

a. A3	Business card
c. C3	Book mark

iii. Block arrows, stars and banners are available in \_\_\_\_\_

a. section	b. Shape
c. Image	d. Media

iv. Background can be changed of \_\_\_\_\_ object.

a. paragraph	b. page
c. shape	d. All of these

v. We can set \_\_\_\_\_ Margin of a document.

a. Middle	b. Bottom
c. Half	d. None of these

#### E. state whether following statements are true or false:

- Circle can be drawn from image option.
- We can use indents indicate the beginning of a paragraphs
- We can not insert the pictures clicked from a camera in our document.
- Indentation is the space we leave before a line.
- we can use Ctrl+ Enter to insert a page break.



## Something to do in Lab

1. type the following paragraph with all formatting applied on the paragraph.

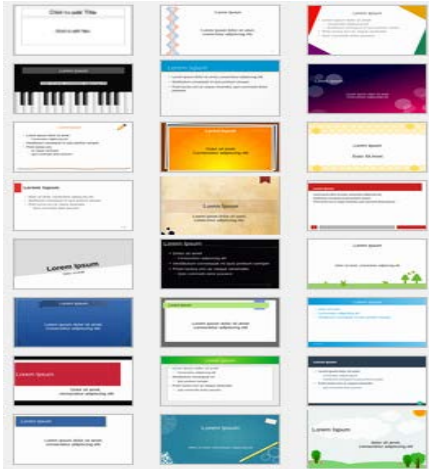
The **Word completion** facility is little different than **Auto Correct** facility. While typing as and when you type two-three characters, Writer tries to guess which word you are typing and offers to complete the word for you. To accept the suggestion, press Enter. Otherwise, continue typing.

Note that this facility is available only for those words which are already typed in the same document that is the word completion facility is available for a word getting typed at least for second time.

2. Click a picture of school garden and set it as background of your document.

3. Add all available page sizes names on the document prepared in point 2. Using page break, add another page and add all available line spacing.

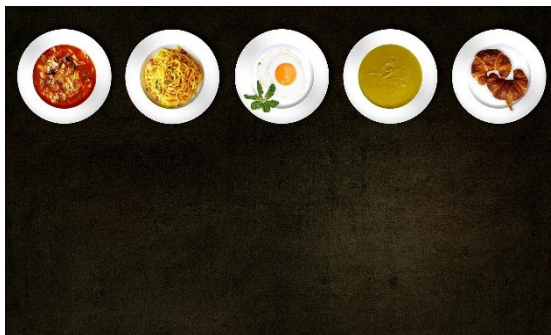
## 5. INTRODUCTION TO DIGITAL PRESENTATION- IMPRESS



- 5.1 Introduction to Digital Presentation
- 5.2 Getting started with LibreOffice Impress
- 5.3 Main Impress Window
- 5.4 Close LibreOffice Impress
- 5.5 Close a Presentation
- 5.6 Creating Presentation
- 5.7 Slide Layout
- 5.8 Save a Presentation
- 5.9 Contents in Slide
- 5.10 Formatting Toolbar
- 5.11 Adding Images in Slide
- 5.12 Formatting images
- 5.13 Slide Show

### 5.1 INTRODUCTION TO DIGITAL PRESENTATION

**Gowri** has prepared one of her favorite chapter of EVS named as "Foods we eat" in digital form. For this she used Writer options which she has learnt till now. She went to her teacher and requested to represent it to all her classmates.



While all were appreciating her efforts, her classmate



**Aryan** asked their teacher -Madam yesterday I saw my brother preparing his science project report on the system. That was very impressive. Each page of the report was moving itself and the text and images in the page were also moving in different ways.

Madam, can we prepare **Gowri's** document as my brother has prepared for himself?

"YES, Of course **Aryan**." Teacher replied. Your brother was working on a presentation software in which we prepare contents as digital presentations.

Oh, that seems very interesting mam, please talk more about digital presentation - **Aryan** asked.

All students get excited to know more about this new way of representation. Many students start asking simultaneously.

Ok, Ok. Just sit quietly and have patience students. Let us learn together the digital presentation software.

### Teacher describe definition as:

Digital Presentation is a way of presenting thoughts or messages (simple or difficult) using Digital Tools. Each page is known as slide.

Teacher gave some widely used presentation software names

- ❖ Microsoft Power Point Presentation
- ❖ Google Slides
- ❖ Libre Office Impress

**Aryan** curiously asks to teacher which one we are going to learn to make our topic presentable.

Teacher replied - all can be used. Here we will continue with Libre Office Impress.



**Try Now-** Search for Presentation software other than given here with the help of your teacher and note them.

## 5.2 GETTING STARTED WITH LIBRE OFFICE IMPRESS

**Gowri** asked mam, "please tell how to open it? Is it same as we are doing with Writer?"

Teacher starts demonstrating it step by step.

Impress is one of the applications in Libre Office suite which is a digital presentation software to make impressive presentations.

## To open Libre Office Impress

see fig 5.2

- ✓ either click on shortcut on desktop (if available)
- ✓ or write impress in search box
- ✓ or click window button and scroll for impress

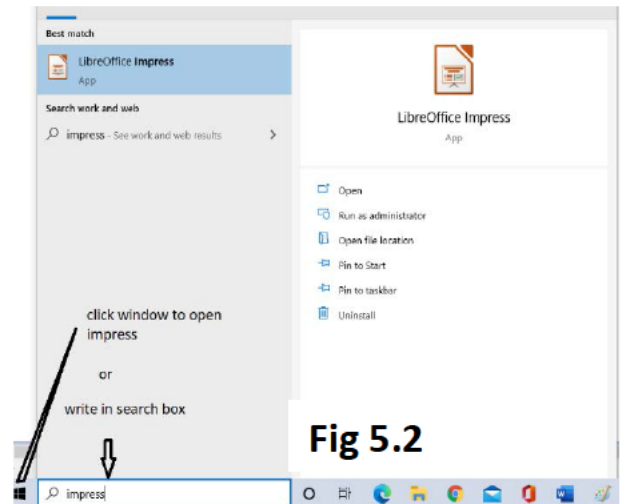


Fig 5.2

## 5.3 MAIN IMPRESS WINDOW

All the students were ready in the computer lab to explore Impress. They all started their system and opened Impress as per steps shown in Fig 5.2. All were very excited to see first Window of Impress. (Fig 5.3)



**Aryan** surprisingly said - "Hey **Gowri**, look, isn't this impress window much like that of Writer. Are both these applications same in working?"

**Gowri** - No **Aryan**. Though many options are exactly same in both Writer and Impress but the way of working is

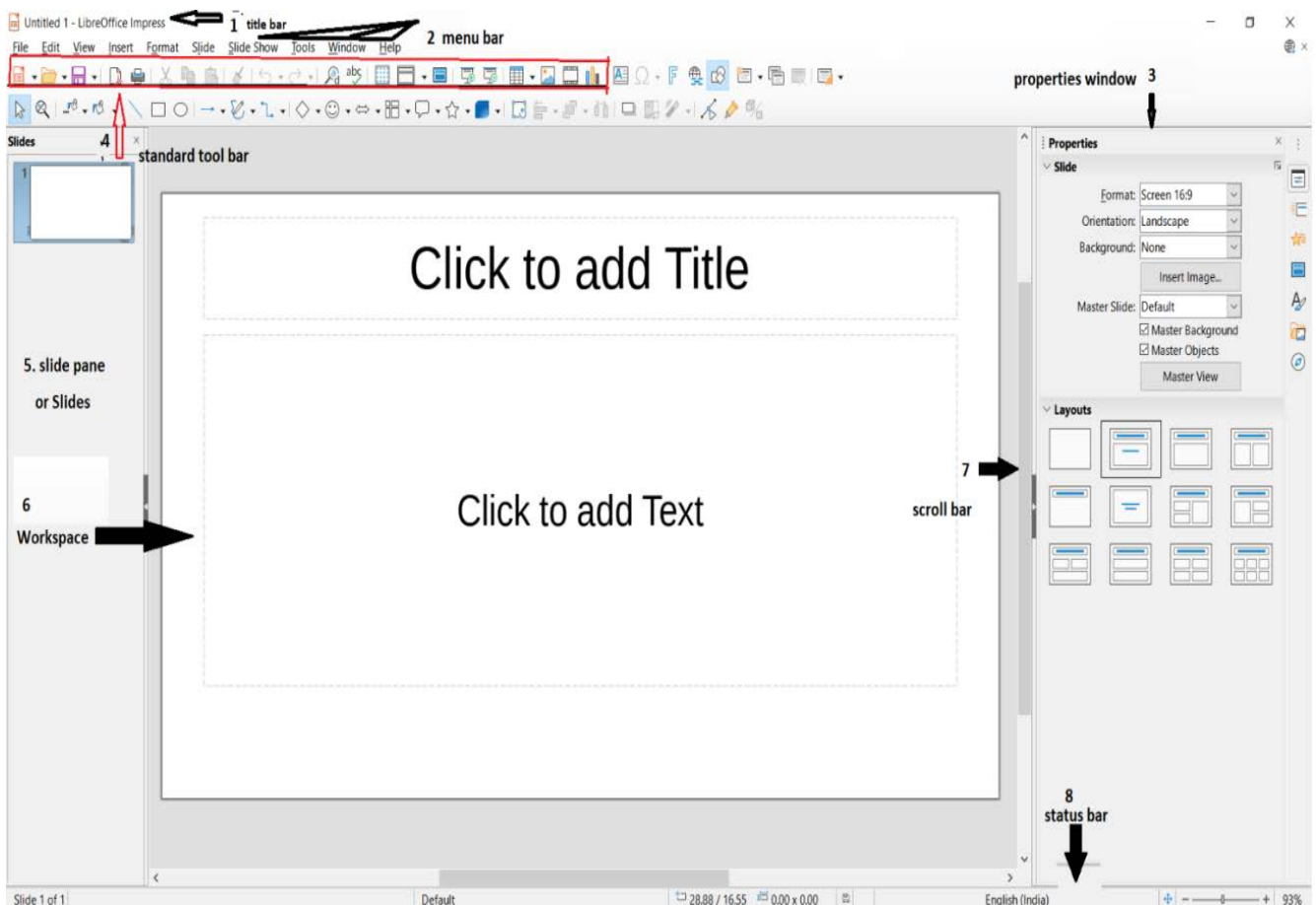


totally different. Let us see together what are the different parts of Impress window:

**1. Title Bar, 2. Menu Bar, 4. Standard Toolbar, 7. Scrollbars:** These are exactly the same as you have studied in other applications like scratch, Tux paint, Writer.

**3. Properties Window / Task Pane:** Shows the properties of selected objects. E.g. if slide is selected then it shows slide related properties, if content is selected then it displays font related properties.

**5. Slide Pane/Slides:** It is a vertical space by default at left side which contains included slides in your presentation in small size. We can move easily to any slide by selecting slide from this pane.



**Fig 5.3**

**6. Workspace:** This is the area on presentation window where we actually make slides and add contents.

**8. Status Bar:** As name suggests it gives the information about current status of presentation like slide number, language, zoom slider.

First impression of Impress was good over the students as they were about to enter in presentation world.

**Try Now-** Type word "Libre Office" in search box near to window button on desktop. Now noted down Liber office applications other than Writer and Impress.

5.4 CLOSE LIBREOFFICE IMPRESS

5.5 CLOSE A PRESENTATION

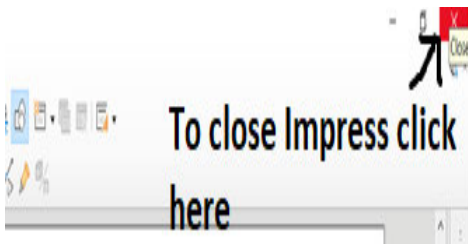


Fig 5.4

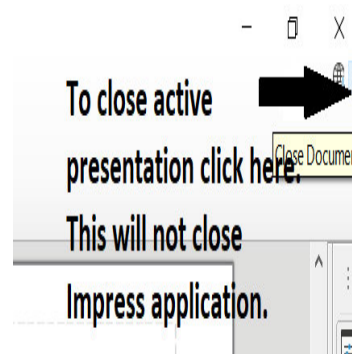
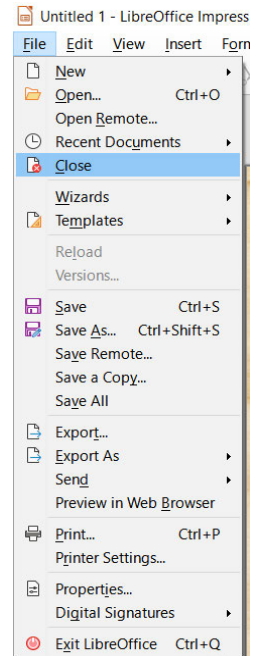


Fig 5.5



Aryan tried to close the active file and wanted to take new so that he can try by herself. He tried this same way as he learnt in writer. And he successfully did it. Class gave a round applause for him. Yes, closing is exactly same as in writer.

File in Impress is saved with extension .odp

5.6 CREATING PRESENTATION

Gowri is very excited after getting first success. She asked her teacher to allow her to explain how to take a new file.

5.6.1 Using New option: Gowri opens new file in the same way as was in Writer using

- 1. Select File -> New
- 2. Click on new icon
- 3. Press Ctrl + N

5.6.2 Using Template:

Teacher:-Well, done Gowri. Do you remember Template?



Gowri:-Yes, we create documents in writer with the help of template.

Can we use the same way here and create new file using template?

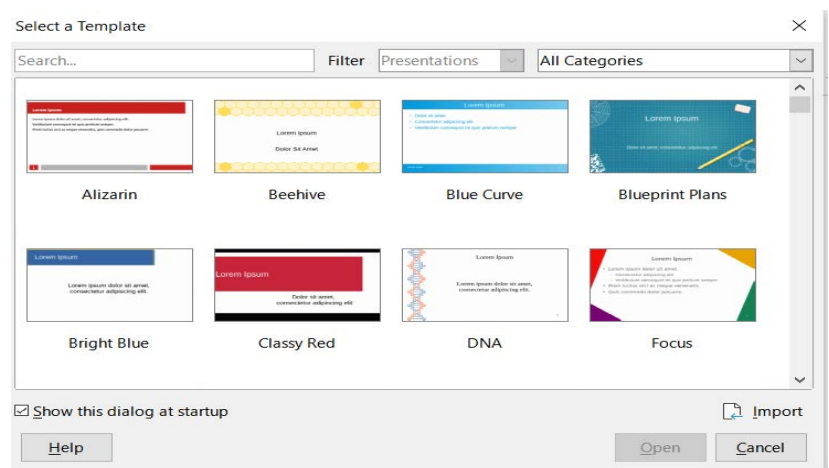


Fig 5.6

**Aryan** :- Yes, See whenever we go for a new file in impress a template window appears as shown in fig 5.6. Choose the desired template and start working.

**Try now-** Find out applications in which saving, creating a new file, closing of file and application is same as in Impress.

## 5.7 SLIDE LAYOUT

This is new concept to be introduced to the students. Hence, teacher assigned a task to students to perform on new file opened in front of them.

All the students have to make two slides, one to type a paragraph about their last day routine. Second slide to prepare two lists on same page for fruits and vegetables

- |               |                   |
|---------------|-------------------|
| • Fruits name | • Vegetables name |
| • Apple       | • Pumpkin         |
| • Banana      | • Cabbage         |
| • Mango       | • Lady finger     |
| • Water melon | • potato          |

Fig 5.7

Students started typing paragraph on the first slide. And successfully completed first slide. But while trying for 2<sup>nd</sup> they found it difficult to prepare two list on same page as gap between two points was not up to mark.



**Aryan** got disappointed and asked teacher - mam we have done but not as you have shown in fig 5.7. Is it possible to get this neatness?

Then teacher helped the students to choose the right slide layout and showed them how convenient is it to make lists like Fig 5.7.

To make an effective presentation impress provides different styles of slides which are known as slide layout. These layouts help us to write our content according to need.

Let us learn slide layouts and the way to use it.

**5.7.1 Selecting a new Layout:** Students, every time you open a new file, first slide by default is Title Slide. You can select the layout of the slide as per your choice.



Aryan discussed with his friends - to make slides as mam assigned, we will first take a title slide and then a title and 2 content slides. They were very happy to see that each slide layout has its own name.

Steps to select layout are:-

1. Take a new slide using Ctrl + M or from slide option on Menu Bar.
2. Choose the required layout from slide -> layout.

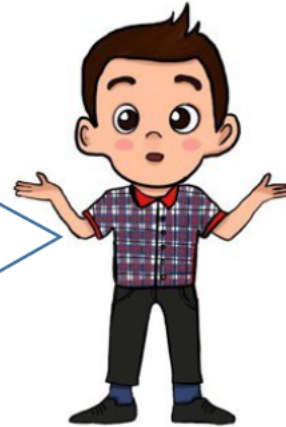


Fig 5.8

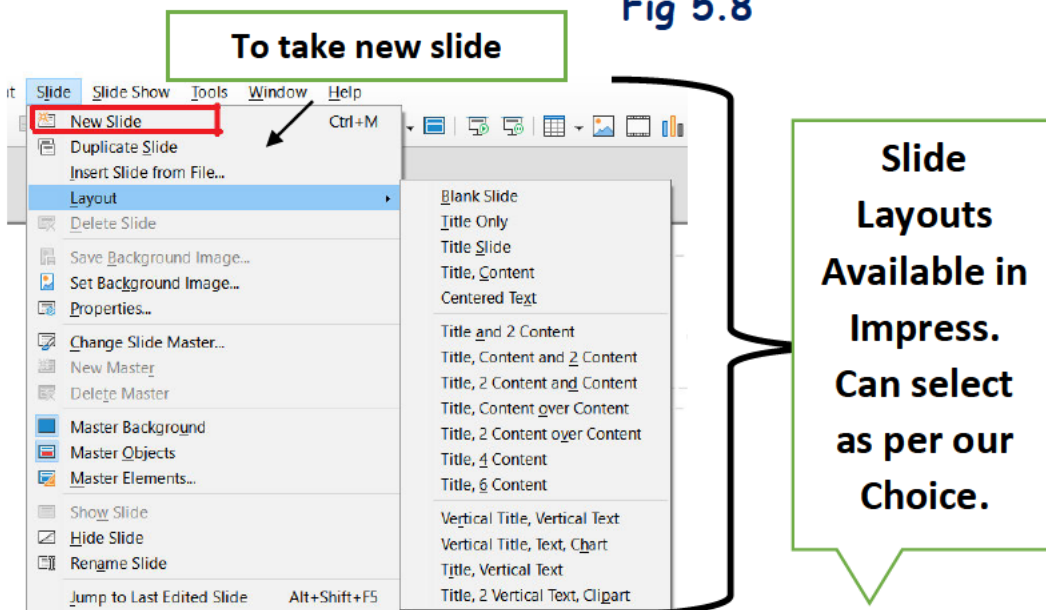


Fig 5.9



We can change layout of any slide. And it will not change any content except formatting.

### 5.7.2 Changing Layout of Current Slide:

Mam is explaining properties in task pane to select Slide Layout as shown in Fig 5.10



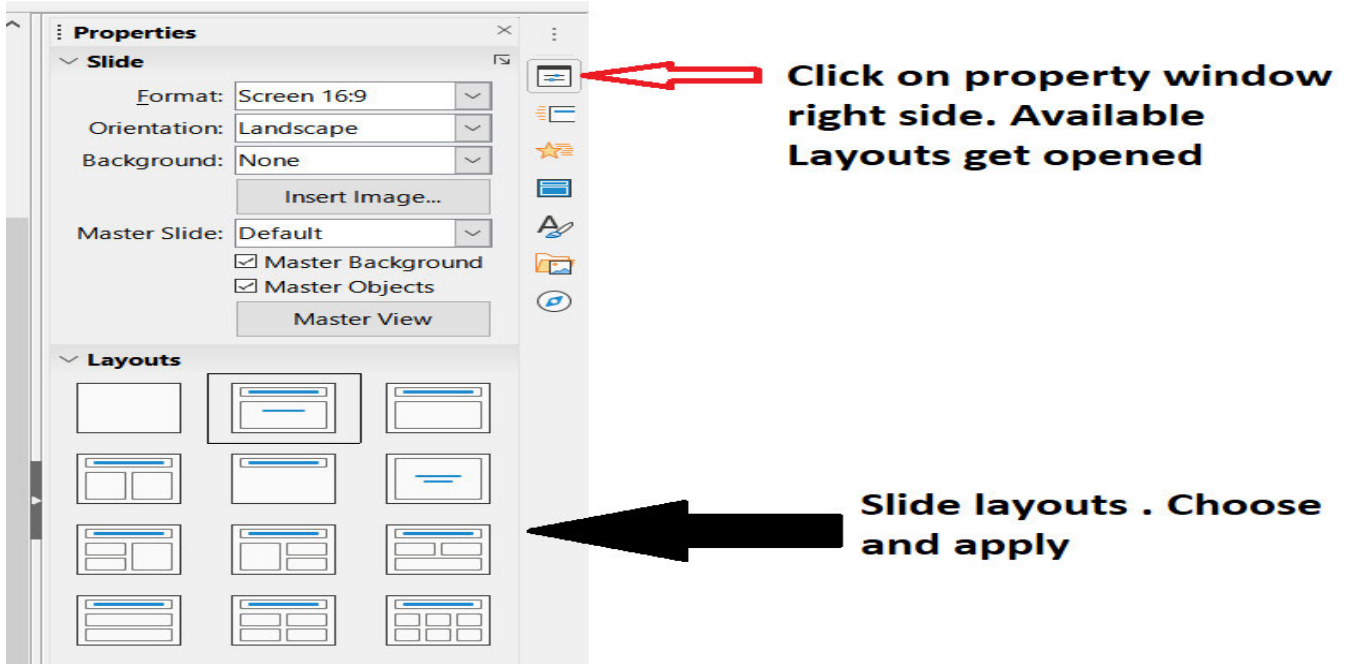


Fig 5.10

Try now- First take a new slide. Select title and 3 content layout. Now try to change this slide layout to blank slide. Could you?

### 5.8 SAVE A PRESENTATION

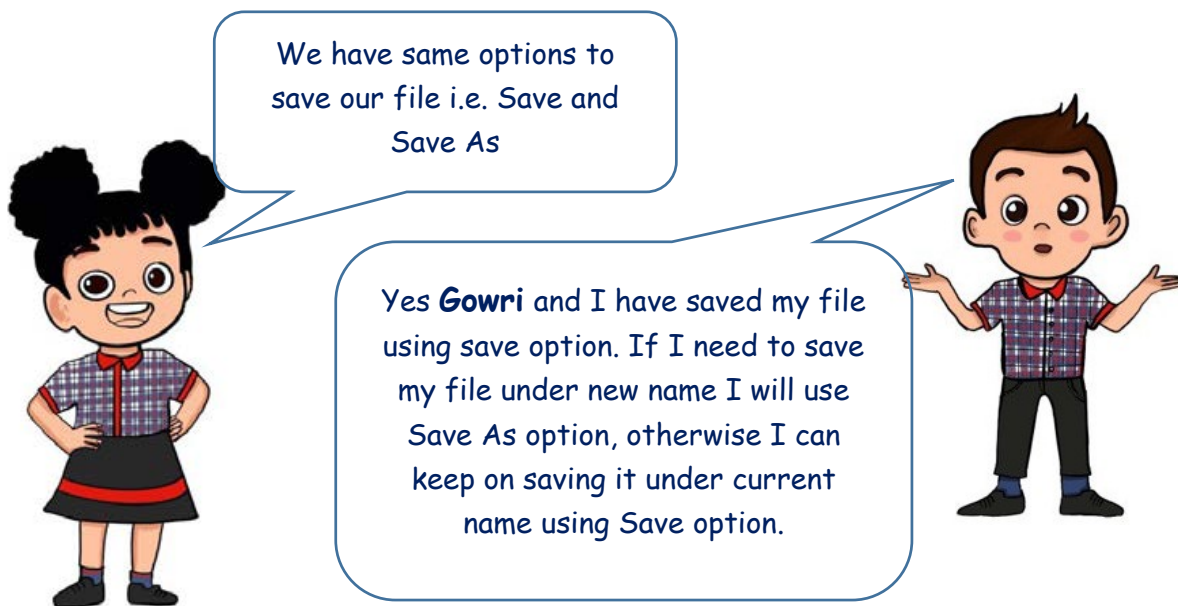
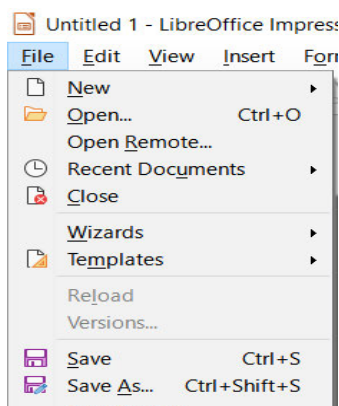


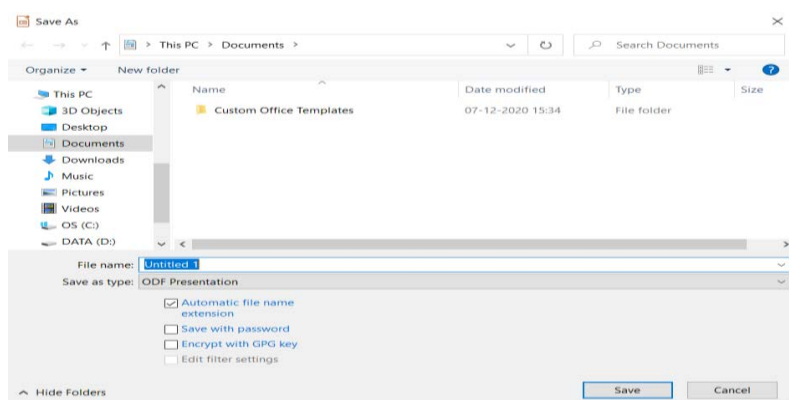
Fig 5.11

**5.8.1 Save:** Ctrl+S (see fig 5.12, fig 5.13).

**5.8.2 Save as:** Ctrl + Shift + S (see fig 5.12, fig 5.13).



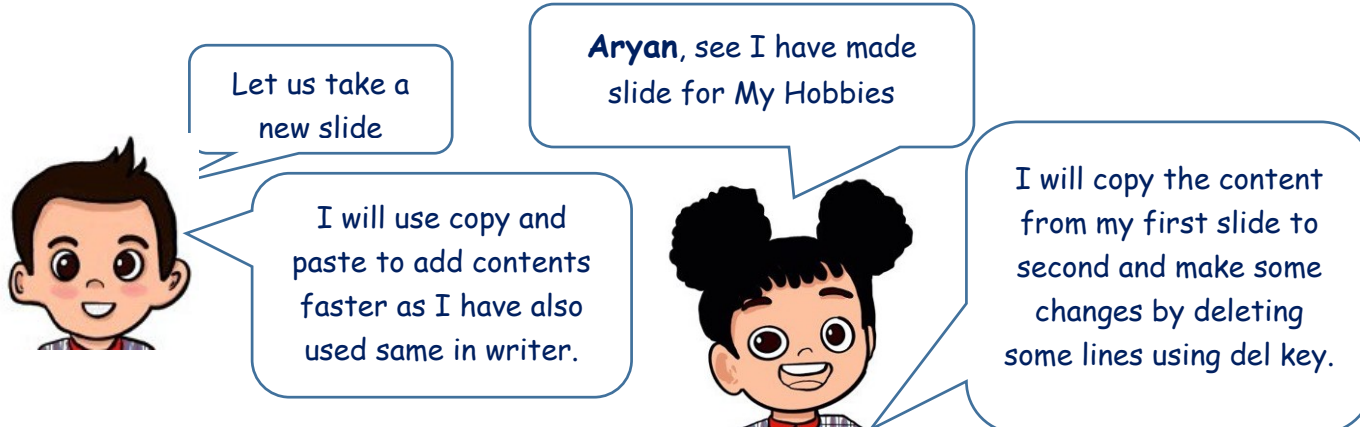
**Fig 5.12**



**Fig 5.13**

**Try now-** Did you observe save as dialogue box opened only once when you save file with save option but opened every time when you use save as option?

## 5.9 Contents in Slide



I hope till this point you are ready with your two slides. Now let us take next step to add contents in the slide to convey your thoughts. - Teacher continues.

### 5.9.1 Add Content: They used

- ✓ Keyboard keypad
- ✓ Copy Ctrl+C or by right click on selected content and choose copy.
- ✓ Cut Ctrl+X or by right click on selected content and choose cut.
- ✓ Paste Ctrl+V or by right click on selected content and choose paste.

### 5.9.2 Delete Content: To delete the content they used

- ✓ Right click by mouse and choose delete.
- ✓ Press delete / backspace key from keyboard.

Aryan and Gowri used their experience from Writer to add and delete the contents. They easily created a new slide and updated contents as they wanted.

## 5.10 FORMATTING TOOLBAR

To open formatting toolbar

Click View -> Toolbars -> Text Formatting.  
Following bar will get displayed.

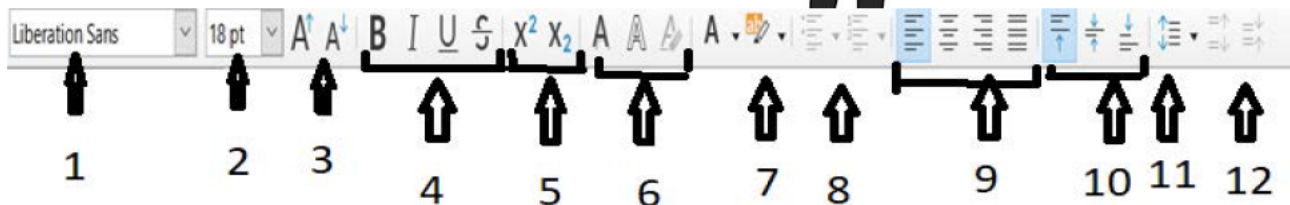





Fig 5.14

### 5.10.1 Text Formatting:



1. Font Name
2. Font Size
3. Increment and Decrement Font Size
4. Bold Italic Underline Strikethrough
5. Superscript Subscript
6. Toggle Shadow, Outline, and Clear Direct Formatting: these options are to apply shadow effect, outline effect and to remove all effects respectively.

Assume the word "VIDYALAYA"

- a) VIDYALAYA  a shadow displays around text if not available before. Comes in normal shape if shadow present before.
- b) **VIDYALAYA**  text converts to outline format
- c)  It clears all applied formatting styles in one click On selected text and brings that to normal.




7. Font Colour Highlight Colour:

**5.10.2 Paragraph Formatting:**

- Bulleted List & Numbered List
- Alignment
- Vertical Alignment: These alignments are used to position the text vertically in a proper space. These are of three types.

We are already familiar with list preparation and alignments in



Align Top 	Centre Vertically 	Align Bottom 
Text aligned at top side of the space	Text aligned in the middle of the space.	Text aligned at bottom side of the space

- Set Line Spacing
- Increase decrease line spacing

You remember how we give spacing between lines in writer. Just repeat that. So easy



**FOODS WE EAT**

Class 4<sup>th</sup>  
Subject - EVS

School - Kendriya Vidyalaya Sangathan

**Fruits and Vegetables**

- I like
- Mango
- Banana
- Orange
- Pineapple
- Green Vegetables
- Spinach
- Fenugreek (Methi)
- Coriander
- Chenopodium album (Bahua)

**Taste of Foods**

• Imli very sour	• Mango is sweet	• Orange is Sweet and sour
• Karela have bitter taste	• Lemon is sour	• Litchi is very sweet

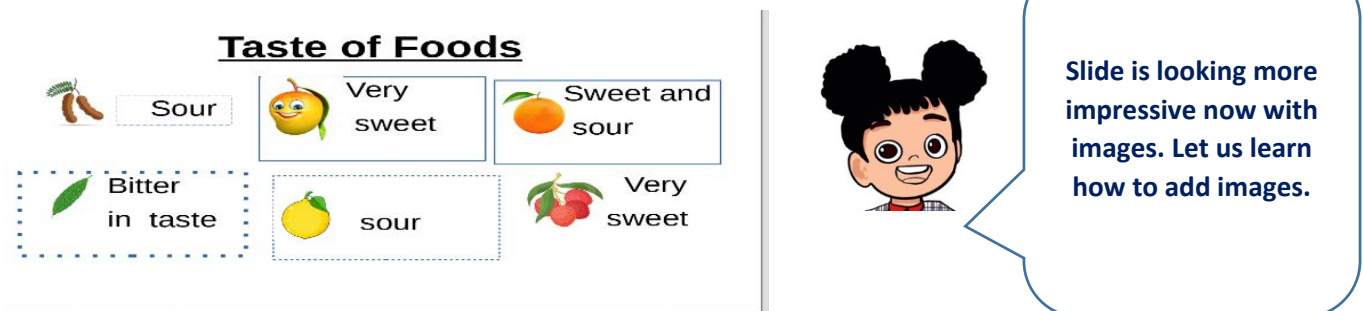
**Fig 5.15**

Check out, I have made 3 slides using different layouts.



## 5.11 ADDING IMAGES IN SLIDE

Well done **Aryan!!** You did a good job. Let me allow to do some changes in your slide 3. See in fig 5.16



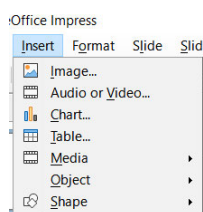
**Fig 5.16**

You can make your slides more presentable with the help of Images and pictures as they are the best way to express thoughts and feelings in a simpler manner. It is always easy to understand and memorize things through visuals. Hence adding images to presentation makes it effective.



Lets try to add image as we did in write. See we have both options  
Insert -> Media -> Gallery and Insert -> image option.

**5.11.1 From File:** Click on insert->image or click on insert image icon on standard toolbar



**Fig 5.17**



**Fig 5.18**

**5.11.2 From Gallery:** Gallery contains images inbuilt in Impress just exactly the same way as in writer. Click on Insert -> Media -> Gallery or Click on Gallery icon on Task Pane

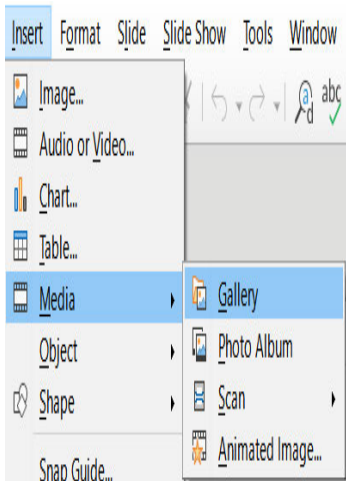


Fig 5.19

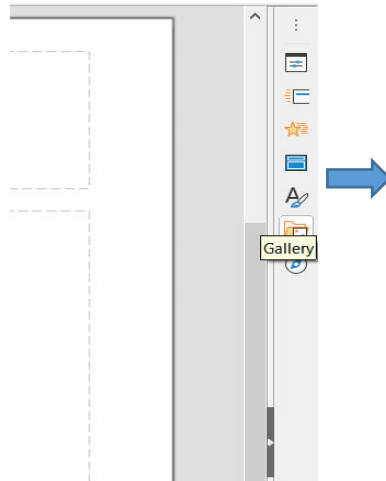


Fig 5.20

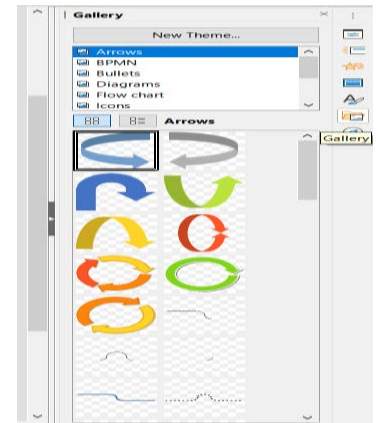


Fig 5.21

Did you observe File helps you to insert your own image in presentation while from gallery you will get the pre-stored shapes of presentation?

## 5.12 FORMATTING IMAGES



Aryan is eager to try following image operations besides Cut, Copy, and Paste.

- ✓ Move
- ✓ Resize
- ✓ Rotate

Let us discuss them briefly. Take the picture of a field.

**5.12.1 Move:** To move the image from one position to other. Follow the following steps.

- Select the image. Mouse cursor get changed to .
- Press left mouse button and drag the image to its desired position. (Fig 5.22)
- Leave the mouse button. (see fig 5.23)



Fig 5.22



Fig 5.23

**5.12.2 Resize:** Let us change the size.

- Select the image by clicking on it. Selection handles appears on the boundary of image.

- Position the cursor over one of the Selection Handles. Mouse cursor changes to bidirectional shape according to position you place the cursor over selection handles.
- Click and drag the image to resize it.
- Leave the mouse button when satisfied with new size.



(Fig 5.24)

**5.12.3 Rotate:** Let us rotate the image in desired direction. Follow the following steps.

- Select the image by clicking on it. Selection handles will appear on the boundary of image.
- As you select the image, line and filling toolbar will appear below the standard tool bar.

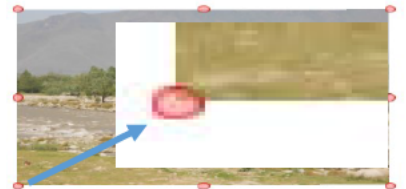




Fig 5.25

- Click on Rotate  icon. Selection handles will change to round circles as shown in fig 5.25.
- Position the cursor over one of the Selection Handles. Mouse cursor now get changed to round shape .
- Rotate the image in your desired direction by pressing left mouse button. (see fig 5.26)
- Leave the mouse button when satisfied with new rotated image.

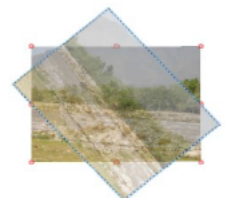


Fig 5.26

In every application which support images will surely support move, resize and rotate of image.

## 5.13 SLIDE SHOW

You all have done a fantastic job. Your beautiful presentation is ready now.

**Teacher:** - Gowri do you remember your brother's presentation in which pages or slides were moving by themselves on full screen? It is the time to show your slides presentation.

Do you know this moving of slides is known as Slide Show? Slide show can be done from

- ✓ First slide
- ✓ Current slide

**5.13.1 From First Slide:** To start your slide show from beginning that is from first slide of your presentation

Click on Slide show -> Start from First Slide on Menu bar.

Or press F5.

**5.13.2 From Current Slide:** To start your slide show from the current slide on which you are working presently of your presentation

Click on Slide show -> Start from Current Slide on Menu bar.

Or press Shift+F5.

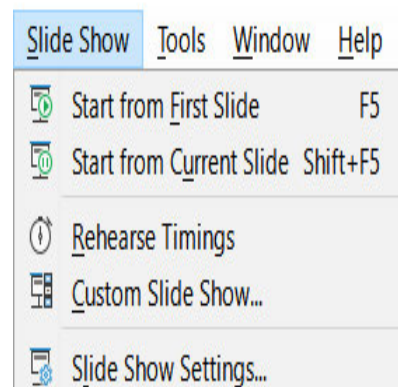


Fig 5.27

See my slide show. It is so beautiful. Just press Shift +F5.



**Try now-** Take a pic of yours and insert in slide. Now take one more pic of yours but with different pose and insert in next slide to previous one. Now start slide show from first slide and observe.

Following points should be considered to make a good quality presentation:

- ❖ Try to include 6 to 8 lines in a page
- ❖ Font size must be in such a way that audience can easily read.
- ❖ Combination of colours should suit the surroundings.
- ❖ Always make presentation according to the audience.
- ❖ Use correct grammar and spelling in contents writing.

**Let us revise we have learnt:**


- Libre Office Impress is used to make presentations.
- Impress files have extension .odp
- Contents written over slides.
- Templates can be used to create new file.
- Slide Layout is used to select the required format of slide according to contents.



- Formatting toolbar contains all options as of writer.
- Images can be inserted in to a slide from a file or from a gallery.
- An image can be resized, moved, Rotated.
- Slide show presents each slide one after another.
- Slide show can be from Current slide or from the first slide.

### Exercise Something To Know

#### A. Answer the following questions.

1. What is the difference between Align Centre and Centre Vertically Alignment?
2. Mahima was assigned to make a slide. She was asked to write 3-4 lines about herself. She wants to write her name, her address, her hobbies and school name in a slide. Help her to choose the best suitable option to write content.
3. Write the purpose  of the option.
4. Ajay took a picture of his house and saved it in his system. He wants to use this house picture in his presentation. Suggest him the steps to use this picture in his presentation.
5. Name any three options available in Task Pane.

#### B. Fill in the Blanks.

- i. Rotate icon is present on the \_\_\_\_\_ toolbar.
- ii. Shift + F5 key combination is used to see slideshow from \_\_\_\_\_ slide.
- iii. Bulleted list is used to prepare \_\_\_\_\_ kind of list. (Ordered / Unordered)
- iv. Presentation are always prepared according to \_\_\_\_\_ . (audience / presenter)
- v. New slide can be taken from the \_\_\_\_\_ option.

## C. Match the following

a) Impress File	p) a picture, image
b) Slides comes one after another in	q) Gallery
c) Resize can be applied over	r) Ctrl + Shift + M
d) Insert - > Media ->	s) Saves as file. Odp
e) to clear Direct formatting	t) Slide Show

## D. Select the right option

i. An image can be

a. Resized		b. Rotated	
c. Moved		d. All of these	

ii. A presentation becomes more effective by using

a. Images		b. Expensive stars	
c. High capacity hard disk		d. None of these	

iii. option  $X_2$  is known as

a. Toggle Shadow		b. Superscript	
c. Font Colour		d. Subscript	

iv. Ctrl + X is used to

a. Cut		b. Copy	
c. Paste		d. Outline	

v. Template can be used to

a. Change look of slide		b. Create new file	
c. Both of above		d. None of above	

E. State whether following statements are true or false.

- Libre Office Impress is used to make documents.
- We cannot change the position of an image once inserted in a slide.
- Whenever we open a new file template, the dialogue box always opens.
- Background colour and text colour must be the same.
- Outline option is used to convert text in outline view.

### Something To Do In Lab

- Observe any five similarities between Writer and Impress. Make a slide in Impress and write similarities there.
- Insert a picture in Writer. Rotate it clockwise. Then copy this rotated image. Now open Impress and paste that picture in slide. Now observe following
  - Is the image copied?
  - Is the image in its original shape or in rotated shape?
- Take at least five pictures and insert in presentation one picture in the one slide like insert in the next slide to the previous one. Now start slide show from the first slide and enjoy. Hope you like it.

## 6. LIBREOFFICE CALC



- 6.1. What is Calc
- 6.2. How to start LibreOffice Calc
- 6.3. Parts of Calc Window
- 6.4. Title Bar
- 6.5. Menu Bar
- 6.6. Toolbars
- 6.7. Status Bar
- 6.8. File Menu
  - 6.8.1. Creating a new spreadsheet
  - 6.8.2. Opening an existing spreadsheet
  - 6.8.3. Saving a spreadsheet
  - 6.8.4. Closing a spreadsheet
  - 6.8.5. Print Previewing a spreadsheet
  - 6.8.6. Printing a spreadsheet
- 6.9. Edit menu
  - 6.9.1. Undo
  - 6.9.2. Redo
  - 6.9.3. Cut & Paste
  - 6.9.4. Copy and Paste
  - 6.9.5. Find
  - 6.9.6. Find and Replace

### 6.1 What is Calc

**Gowri** went with her elder brother to a fruit shop to purchase oranges and apples as her mother told that they are good for health. She went to the shop and found that apples were Rs 80 per kg and oranges were Rs 50 per kg. Her brother purchased 2 kg apples and 3 kg oranges. She saw that the shopkeeper did the calculation on computer and told **Gowri's** Brother to pay Rs 310 giving him computer printed bill. **Gowri** was very surprised to see it. She even asked her



brother about it. Her brother told that there are many soft wares which are used for doing calculations and making bills.

Next day, **Gowri** asked her teacher about such type of software. Her teacher told that there are spreadsheet soft wares, which can be used for performing calculations. Few spreadsheet soft wares are:

- MS Excel
- OpenOffice Calc
- LibreOffice Calc

LibreOffice Calc is spreadsheet software of LibreOffice Suit. Data is entered in a spreadsheet and then data is manipulated and calculated in a spreadsheet. LibreOffice Calc is similar to MS Excel. In Calc, there are various functions which can be used to create formulas which perform various calculations. A spreadsheet is a grid of rows and columns which interactively manages and organizes data in rows and columns. It is also known as Electronic Spreadsheet.

## 6.2 How to start LibreOffice Calc

The teacher started explaining to the students the method to open LibreOffice Calc. The students were excited to know about it.

**Extension of Calc is .ods.**

In Windows, double click on the shortcut of LibreOffice Calc on Start Menu or on desktop to start LibreOffice Calc. Here you can create a new spreadsheet by the following command as shown in Fig **Create -> Calc Spreadsheet**

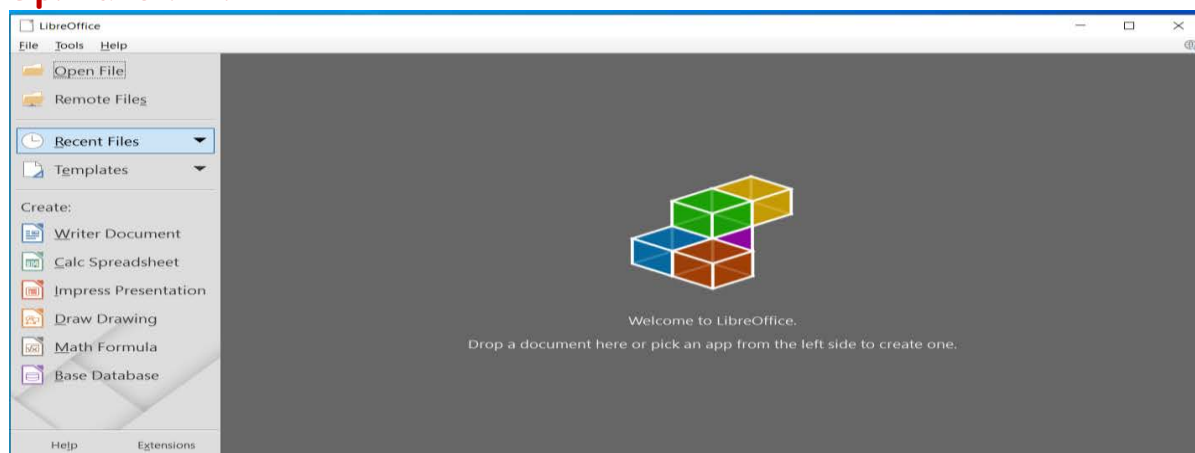


Fig 6.1

## 6.3 Parts of Calc Window

The students were curious to know about various parts of Calc window. The teacher explained about various parts of Calc window.

## 6.4 Title Bar

The Title bar is located at the top of the spreadsheet as shown in Fig 6.2. It is topmost bar of spreadsheet. When a new spreadsheet is created, it takes name as Untitled 1 and so on.

**Gowri** :- Mam it is same as in writer and impress.

**Aryan**: - Yes, we had title bar in Impress and Writer too.

Teacher: - Yes, find out the default names of the file in them.

Help **Gowri** and **Aryan** to find out default names of files in writer and Impress.

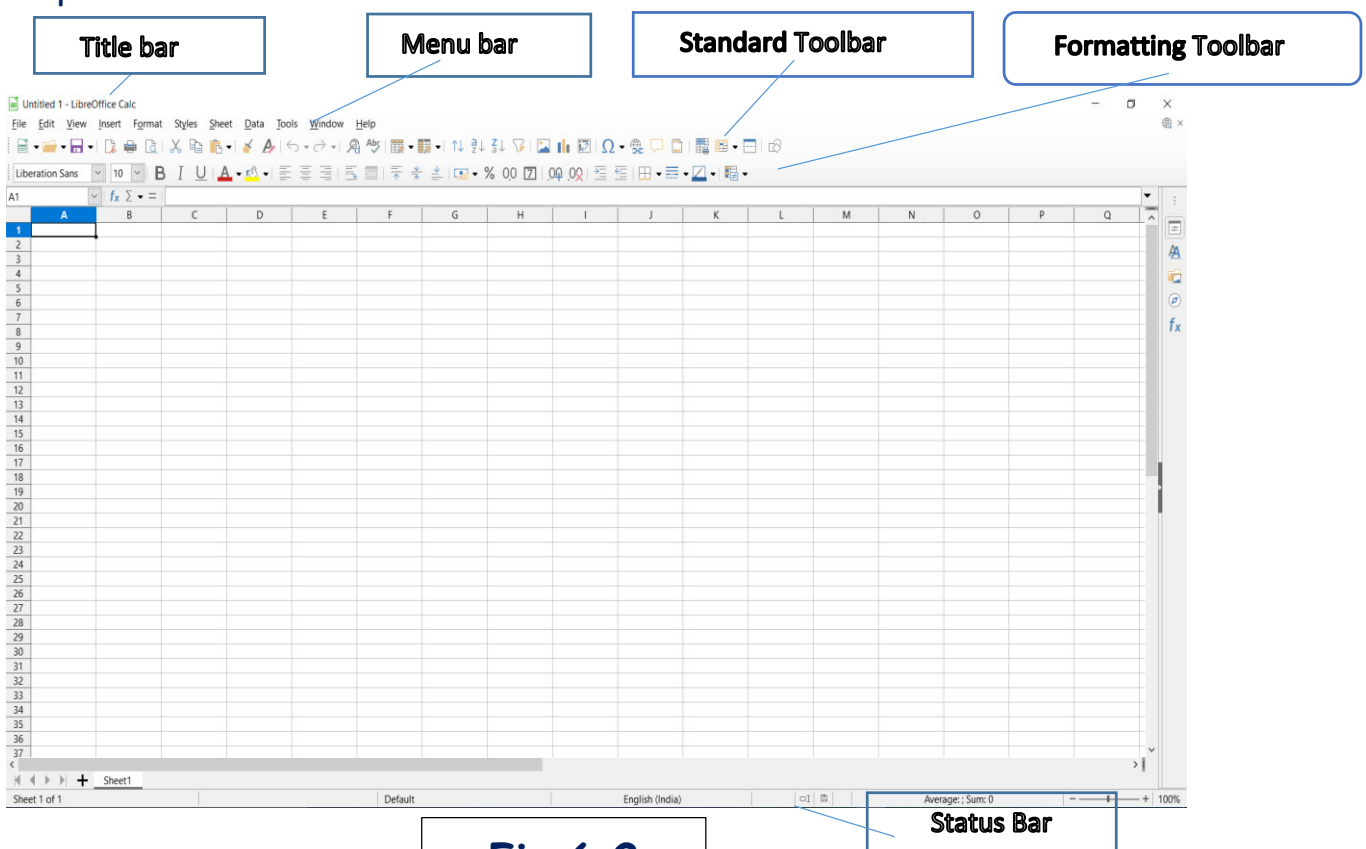


Fig 6.2

## 6.5 Menu Bar

The Menu bar is located just below Title bar as shown in Fig 6.2. It has various menus which perform different tasks. Each menu item has a submenu located with it, also known as pull-down menu.



**Aryan**: - I can see menus like File, Edit, View, Insert, Format, Styles, Sheet, Data, Tools, Window and Help on the screen. Some similar menu options were there in Writer and Impress too.

File Edit View Insert Format Styles Sheet Data Tools Window Help

Fig 6.3

**Gowri:** - Yes, but there is some difference as each application is meant for different work so menu and options are different. Only common options are those which are used in all applications.



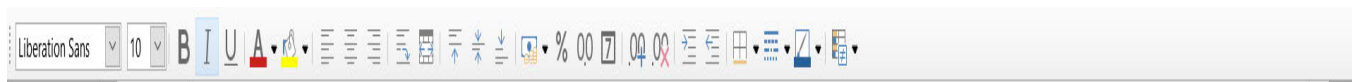
## 6.6 Toolbars

By default, the Standard and Formatting toolbar are displayed under Menu Bar. You can view various toolbars.



### Standard Toolbar

Fig 6.4



### Formatting Toolbar

Fig 6.5

## 6.7 Status Bar

The status bar is situated at the bottom of the window.



### Status Bar

Fig 6.6

## 6.8 File Menu

### 6.8.1 Creating a new spreadsheet

In File menu, the teacher showed the students the option to create new spreadsheet. **Aryan** asked **Gowri** to help him create a new spreadsheet.

**Gowri:** - When we open any application, there is always a new file which opens by default with the default file name. Let me show you the steps to create a new spreadsheet are as follows:



1. Go to File Menu
2. Select the Submenu New
3. File-> New
4. The shortcut to create a new spreadsheet is Ctrl+N

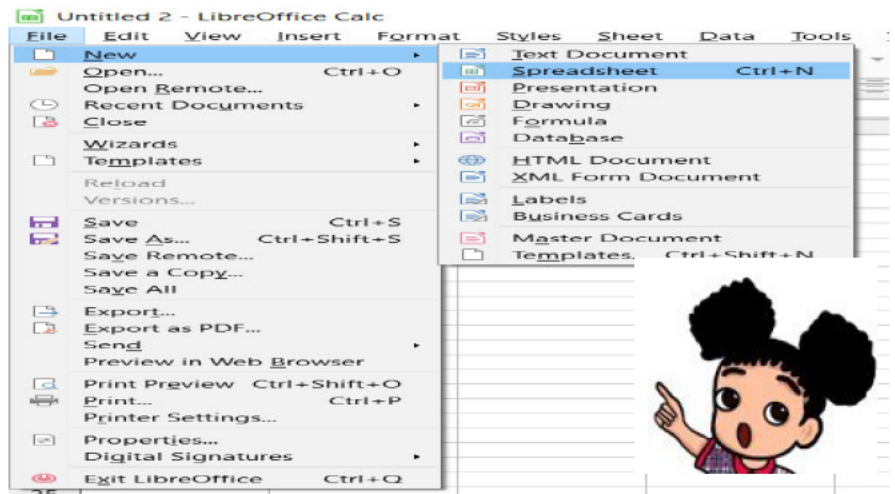


Fig 6.7

5. It can also be done by clicking button on Standard Toolbar.

She then created a list of various food liked by students of the class.

	A	B	C	D
1				
2			CLASS IV A	
3				
4		<u>SNQ</u>	<u>NAME</u>	<u>LIKED FOOD ITEMS</u>
5		1	<u>AMITA</u>	<u>RAJMA RICE</u>
6		2	<u>ANANYA</u>	<u>CHHOLE BHATURE</u>
7		3	<u>AAKRITI</u>	<u>PIZZA</u>
8		4	<u>BHAVYA</u>	<u>PASTA</u>
9		5	<u>RITU</u>	<u>SAMBHAR VADA</u>
10		6	<u>SNEHA</u>	<u>MANCHURIAN WITH NOODLES</u>
11				

Fig 6.8

### 6.8.2 Opening an existing spreadsheet

The teacher then explained the students about the steps to open an existing spreadsheet. The steps to open an existing spreadsheet are:



1. Go to File Menu
2. Select the Submenu Open
3. File-> Open
4. The shortcut to open an existing spreadsheet is Ctrl+O.
5. It can also be done by clicking button on the Standard Toolbar.

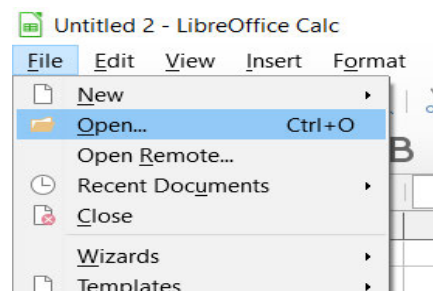


Fig 6.9

### 6.8.3 Saving a spreadsheet

Aryan wanted to save the spreadsheet created by him. He asked the teacher about how to save the spreadsheet. The teacher then told the steps to save a spreadsheet. They are as follows:



1. Go to File Menu
2. Select the Submenu Save
3. File-> Save
4. The shortcut to save a spreadsheet is Ctrl+S
5. It can also be done by clicking button on the Standard Toolbar.

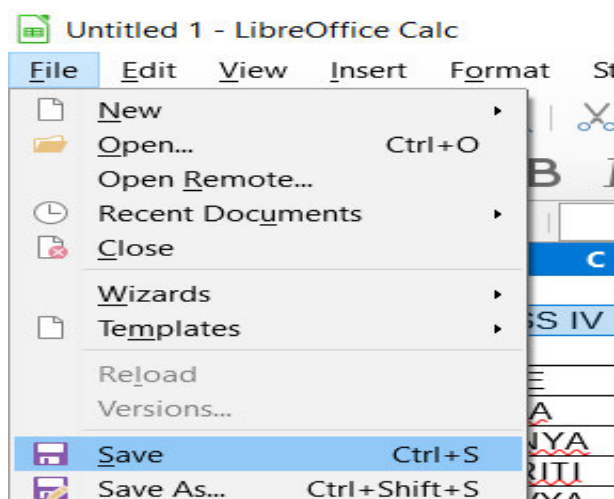


Fig 6.10

### 6.8.4 Closing a spreadsheet

After the work was over, Aryan asked the teacher the way to close the spreadsheet. The teacher told the steps to close a spreadsheet. They are as follows:

1. Go to File Menu
2. Select the Submenu Close
3. File-> Close.
4. The shortcut to close a spreadsheet is Alt-F+C

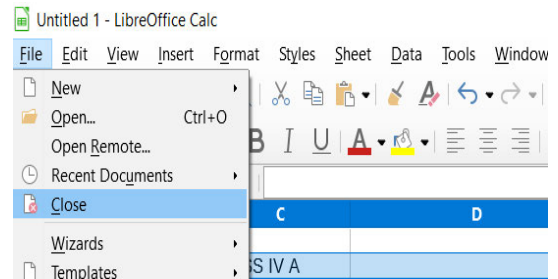


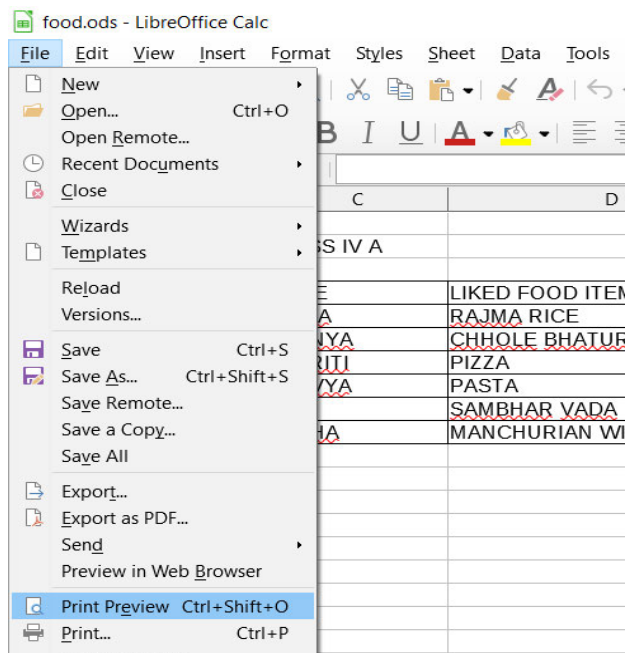
Fig 6.11

### 6.8.5 Print previewing a spreadsheet



Aryan asked the teacher how it looked on paper? The teacher showed her the print preview of the spreadsheet prepared by her. The print preview shows what a spreadsheet will look like if printed. All the students of the class were excited to see print preview. The steps are as follows:

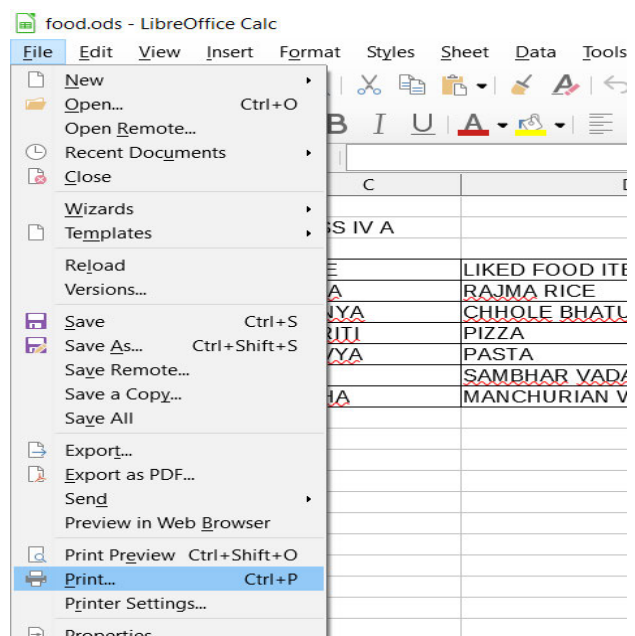
1. Go to File Menu
2. Select the Submenu Print Preview
3. File-> Print Preview
4. The shortcut to print preview a spreadsheet is **Ctrl+Shift+O**.
5. It can also be done by clicking the button on the Standard Toolbar.



### 6.8.6 Printing a spreadsheet

The teacher took the print out of the spreadsheet and showed to students. The students were really excited to see it. Some of them wanted to show it to their parents. The print out is hard copy of the document. The steps to take print are as follows:

1. Go to File Menu
2. Select the Submenu Print
3. File-> Print



4. The shortcut to print a spreadsheet is **Ctrl+P**.

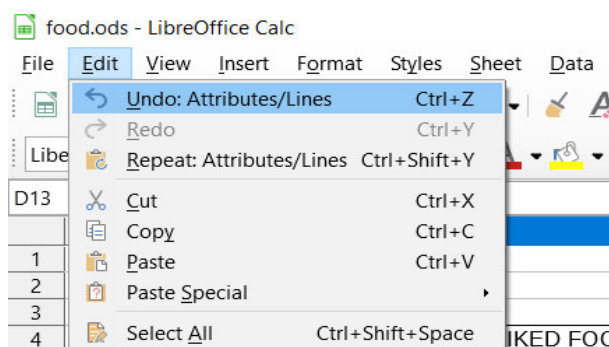
5. It can also be done by clicking the button on the Standard Toolbar.

## 6.9 Edit menu

### 6.9.1 Undo

Gowri started crying as she deleted her work by mistake. The teacher told her to stop crying as she told the command to undo the changes. Gowri was happy, as all of her work was retrieved back. The steps to undo are as follows:

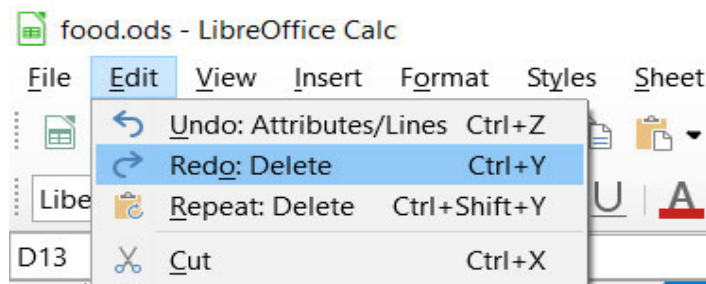
1. Go to Edit Menu
2. Select the Submenu Undo:
3. Edit-> Undo:
4. The shortcut to undo the changes in a spreadsheet is **Ctrl+Z**.
5. It can also be done by clicking the button on the Standard Toolbar.



### 6.9.2 Redo

Gowri has also undo some formatting done by her on text, but she realized the text with formatting was better. Now she again wanted to make those changes. She asked the teacher about it. The teacher told her Redo the changes. After following the instructions given by her teacher, she was able to again format the text. The steps she followed are given below

1. Go to Edit Menu
2. Select the Submenu Redo
3. Edit-> Redo
4. The shortcut to redo the changes in a spreadsheet is **Ctrl+Y**.



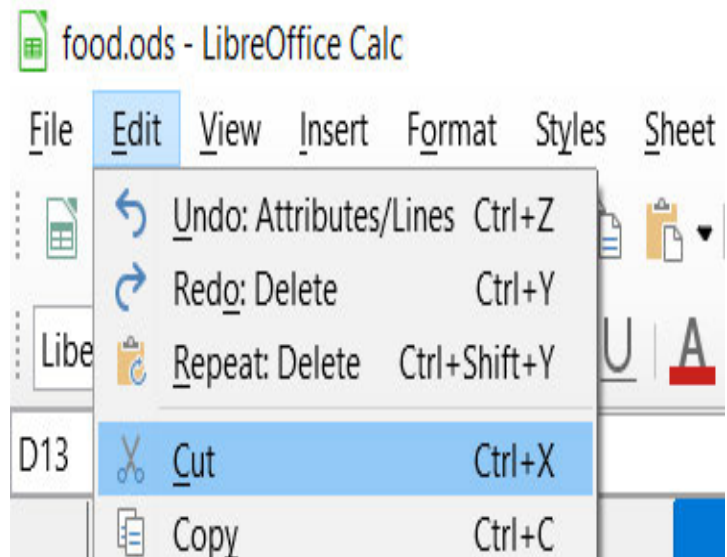
5. It can also be done by clicking the button on the Standard Toolbar.

### 6.9.3 Cut & Paste

Aryan had made a list in LibreOffice Calc. Now he wants to remove the list from one cell in the sheet to another cell in the same sheet. So he asked the

teacher whether he has to retype it or do we have similar option of cut and paste as in Writer and Impress. The teacher explained that we have similar option here and there is no need to retype it. The steps are as follows:

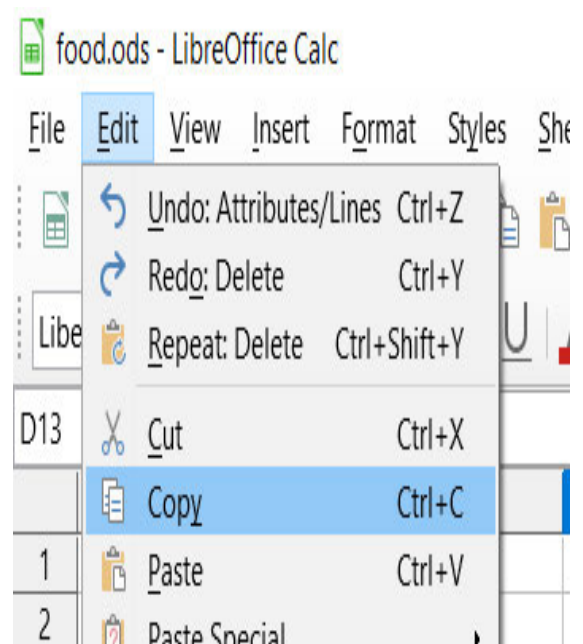
1. Go to Edit Menu
2. Select the Submenu Cut
3. Edit-> Cut
4. The shortcut to cut in a spreadsheet is **Ctrl+X**.
5. After cutting, the data is to be pasted.
6. Edit-> Paste
7. The shortcut to Paste in a spreadsheet is **Ctrl+V**.
8. It can also be done by clicking the button on the Standard Toolbar.



#### 6.9.4 Copy and Paste

Gowri had made a list in LibreOffice Calc. She tried to copy and paste the list from her experience in writer and Impress. The steps she followed are:

1. Go to Edit Menu
2. Select the Submenu Copy
3. Edit-> Copy
4. The shortcut to cut in a spreadsheet is **Ctrl+C**.
5. After copying, the data is to be pasted.
6. Edit-> Paste
7. The shortcut to Paste in a spreadsheet is **Ctrl+V**.
8. It can also be done by clicking the button on the Standard Toolbar.



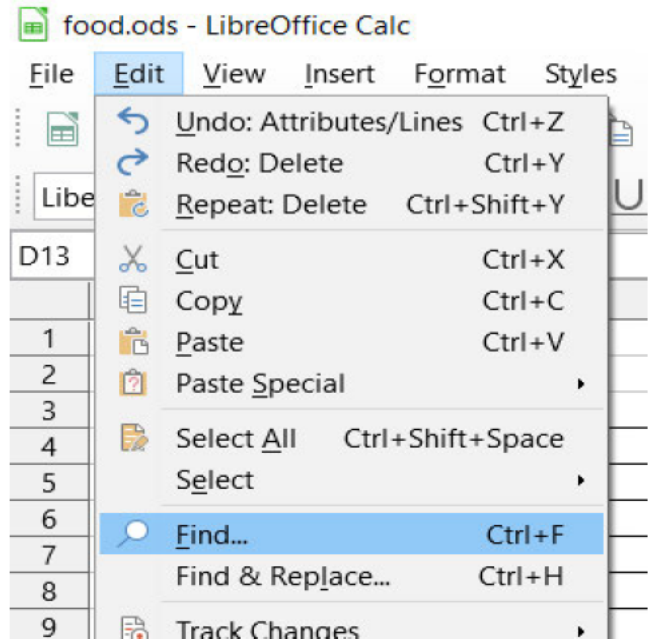
### 6.9.5 Find

Gowri wanted to see her name in the list made by her. So she started reading each and every name from the beginning of sheet. She asked teacher what if the list is long for example for 50 students, is there a shorter way to search name.

The teacher told to search her name by using Find option in the sheet.

The steps Gowri followed to see her marks are given below :

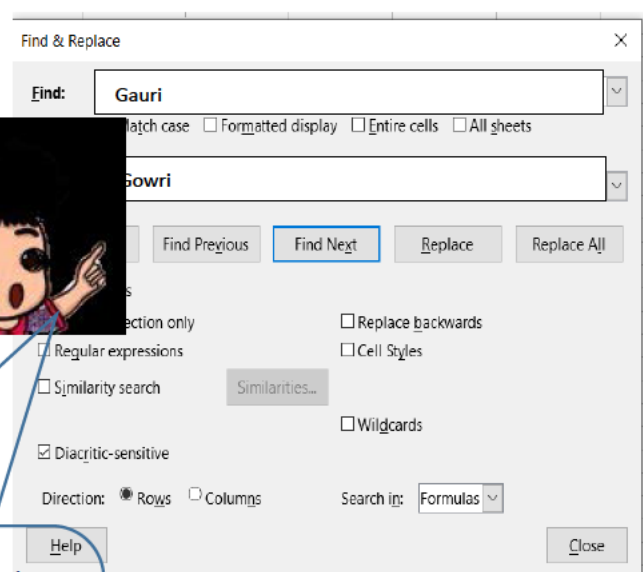
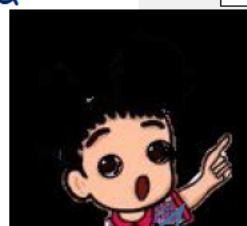
1. Go to Edit Menu
2. Select the Submenu Find
3. The shortcut to find in a spreadsheet is **Ctrl+F**
4. Enter the value you need to search in the textbox.



### 6.9.6 Find and Replace

Gowri realized that, Aryan has written wrong spelling of her name in sheet. She told him to find her name and replace it with correct spelling. The steps are as follows:

1. Go to Edit Menu.
2. Select the Submenu Find & Replace.
3. The shortcut to find & replace in a spreadsheet is **Ctrl+H**.
4. It can also be done by clicking the button on the Standard Toolbar.



Write the word that needs to be searched in Find and new value (with which you want to change it) in Replace box.

## Exercise Something To Know

Q I. State True or false:-

1. The Cut option is in the File menu.
2. The Print option is in the View menu.
3. The shortcut for open is Ctrl+P.
4. The Undo option is in the Edit Menu.
5. The print preview shows what a spreadsheet will look like if printed.

Q II. Match the following:-

Column A	Column B
1. Cut	Ctrl+V
2. Print	Ctrl+Z
3. Undo	Ctrl+Y
4. Redo	Ctrl+X
5. Paste	Ctrl+P

Q III. Fill in the blanks:-

1. The shortcut for creating new spreadsheet is \_\_\_\_\_.
2. The \_\_\_\_\_ feature is used to search a specific word.
3. The shortcut to print preview a spreadsheet is \_\_\_\_\_.
4. The shortcut for \_\_\_\_\_ is Ctrl+C.
5. The \_\_\_\_\_ is the topmost bar of LibreOffice Calc.

QIV. Answer the questions based on CCT: -

1. Shivani wants to move the data from one cell of spreadsheet to another cell in the spreadsheet. Which feature of LibreOffice Calc is required to do this task?
2. Vaibhav wants to search a word 'male' in a spreadsheet and then change it to a word 'boy'. Which feature of LibreOffice Calc will be used by him?

3. Geetika wants to remove all the changes made by her. Which feature of LibreOffice Calc will be used by her to remove all the changes?
4. Vihaan wants to open an existing spreadsheet. Write the shortcut to open it?
5. Name the bar which has different menus present on it.

## 7. EXPLORING WINDOWS 10

- 7.1 WHAT IS WINDOWS 10
- 7.2 FILE EXPLORER
- 7.3 DIFFERENT WAYS TO OPEN FILE EXPLORER
- 7.4 COMPONENTS OF FILE EXPLORER
- 7.5 PANES OF FILE EXPLORER
- 7.6 MANAGING FILES AND FOLDERS

### 7.1 WHAT IS WINDOWS 10?



**Aryan:** - I was wondering, that whenever I switch on the computer, it shows windows 10 then comes to the desktop. Can you please tell me about Windows?

**Gowri:** Yes, why not. Windows is the operating system designed by The Microsoft and Operating system is what allows you to use the computer. There are different versions of windows like Windows NT, Windows95, Windows7, Windows10 and others also. We are going to learn about Windows 10.



Fig. 7.1 windows 10



## 7.2 FILE EXPLORER

**Aryan :** I also have one more question. Our teacher one day told us to open a file explorer and arrange our files. What is a file explorer?

**Gowri :** It is the file management application used to browse folders and files. It provides a graphical interface for the user to navigate and access the files stored in the computer.

Before Windows 7 it was known as Window Explorer.

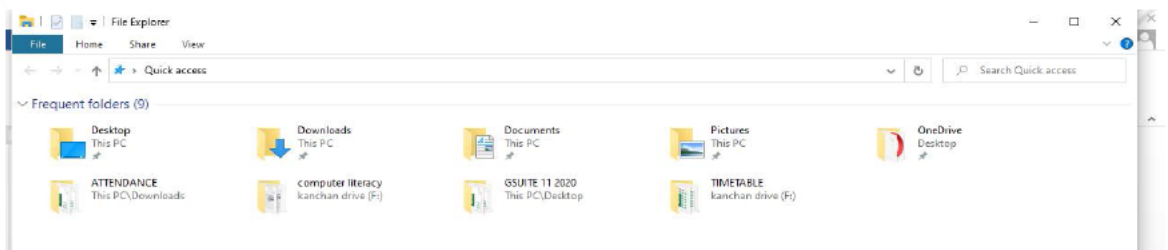


Fig. 7.2 File Explorer

## 7.3 DIFFERENT WAYS TO OPEN FILE EXPLORER

**Aryan:** How can I open File Explorer?

**Gowri:** I will tell you 2 methods to open it

### Method 1:

To open File Explorer, click on the File Explorer icon located in the taskbar.



Fig 7.3

### Method 2:

Press the start button on the left corner and then click on the windows system and then click file explorer, then the file explorer window will open as shown in fig.

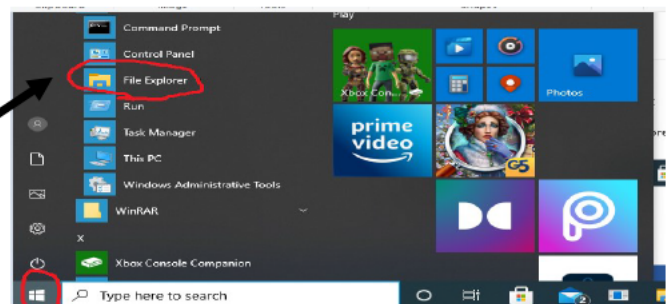


Fig 7.4

There can be many other methods to open File Explorer. You try to find other Methods. There is also a shortcut key to open it

## 7.4 Components of File Explorer

**Aryan :** Now please explain the components of file explorer.

**Gowri:** Please see the picture carefully, I have marked the points

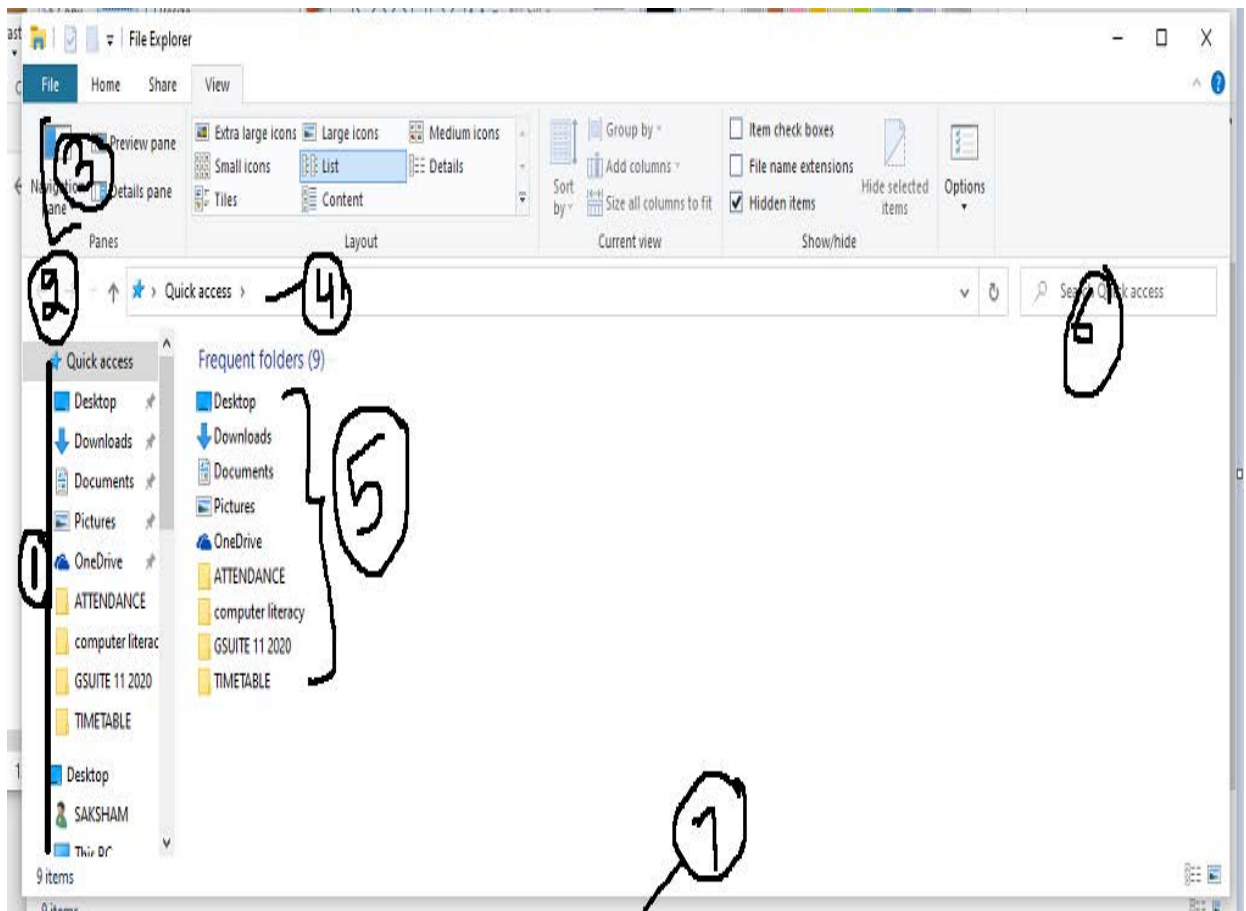


Fig 7.5

1) **Left pane** - It is used to get to all kinds of locations and drives.

2) **Back, forward and up buttons** - These are used to navigate through locations or files.

3) **Ribbon** - The Ribbon can be used for copying, moving, creating new folders, e-mailings, zipping items, changing views etc.

4) **Address bar** - It is used for entering or selecting a location.

5) **File list** - This is where the contents of the current folders are displayed.

6) **Search Box** - It is used to enter a word or a phrase to look for an item in the current folder.

7) **Status Bar** - It can be used to view the total number of items in a location, or the number of selected items and their total size.

## 7.5 PANES OF FILE EXPLORER

**Aryan:** When I opened the File Explorer, I saw names of different panes. What are these panes?

**Gowri:** On clicking the View menu you can see the various panes available as shown below these panes are:

- i) **Preview Pane:** provides a preview of the selected item, such as a picture.
- ii) **Details Pane:** It displays information about the selected item, such as the file name, type, date modified, dimensions, size, and date created.
- iii) **Navigation Pane:** The Navigation pane provides a tree structure to navigate folders and drives on your computer

See the difference between three views by analyzing the following pictures:

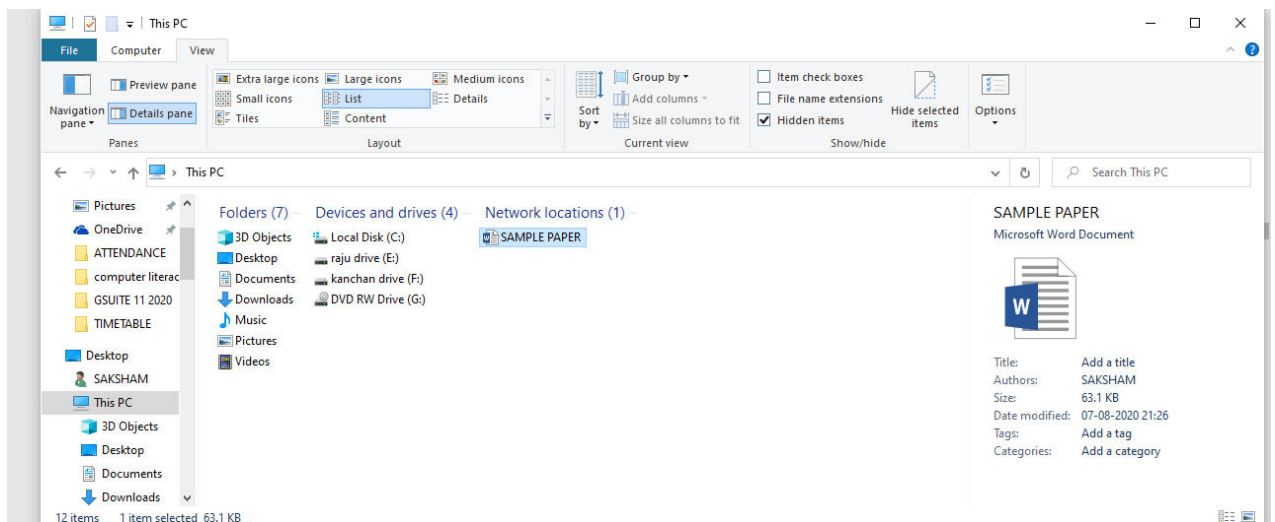


Fig 7.6 Detail Pane

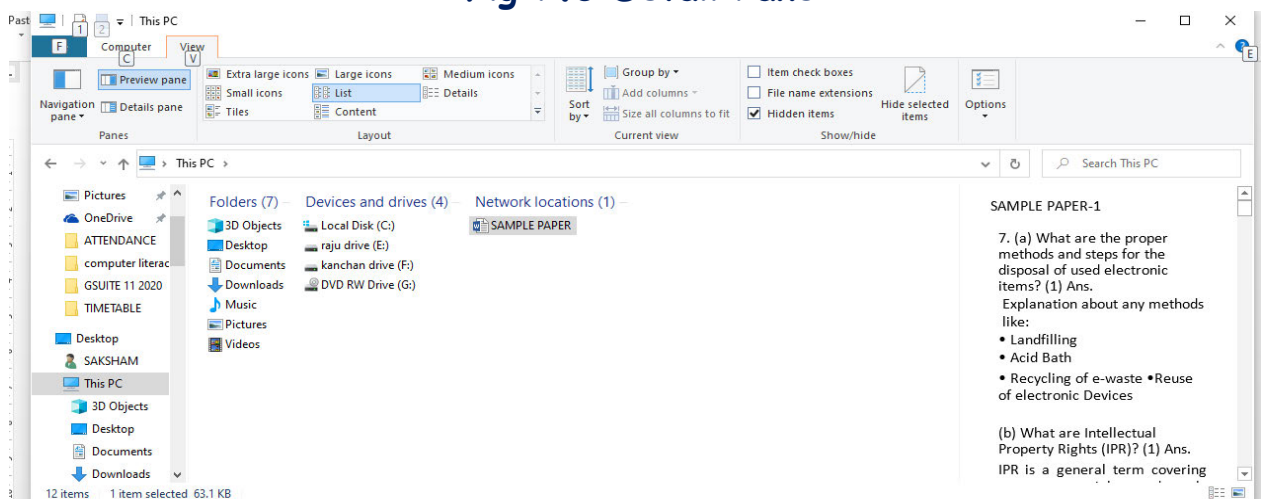


Fig 7.7 Preview Pane

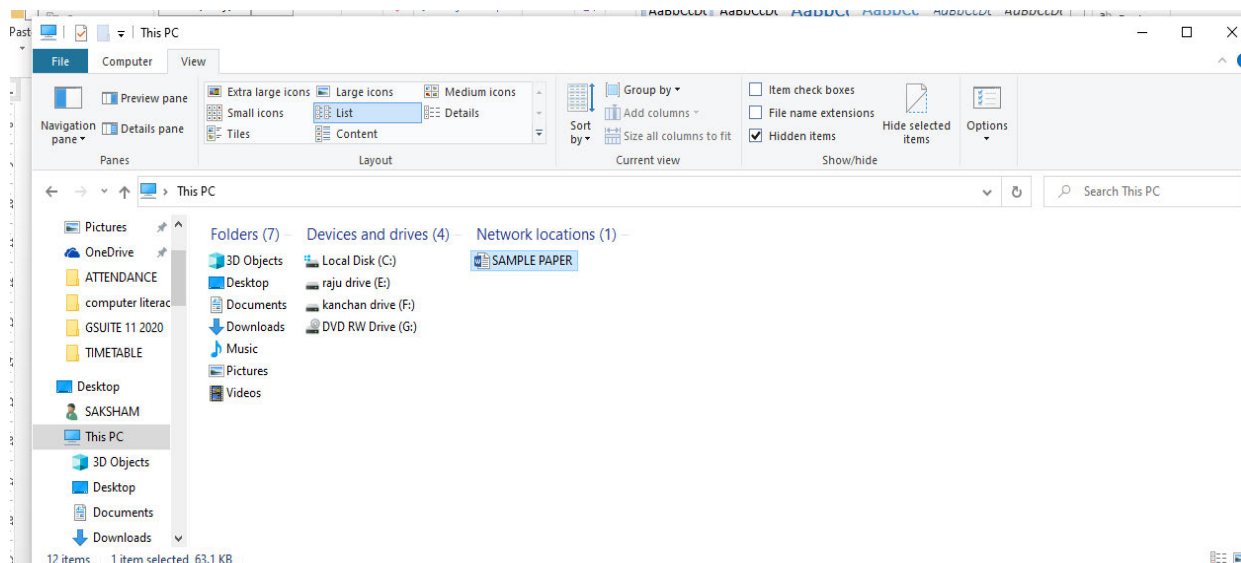


Fig. 7.8 Navigation pane

**Aryan:** How can I see subfolders of any folder?

**Gowri:** Left Pane contains list of drives, folders in the computer.



➤ Then on clicking a window/folder like Desktop, Downloads, Recent Places etc. you can get the content of the window/folder on the Right Pane of the Windows Explorer.

➤ And on selecting and clicking a disk drive, you can get the files and folders of that particular drive on the Right Pane of the windows explorer and all the folders of that drive on Left Pane of the windows explorer.

## 7.6 MANAGING FILES AND FOLDERS

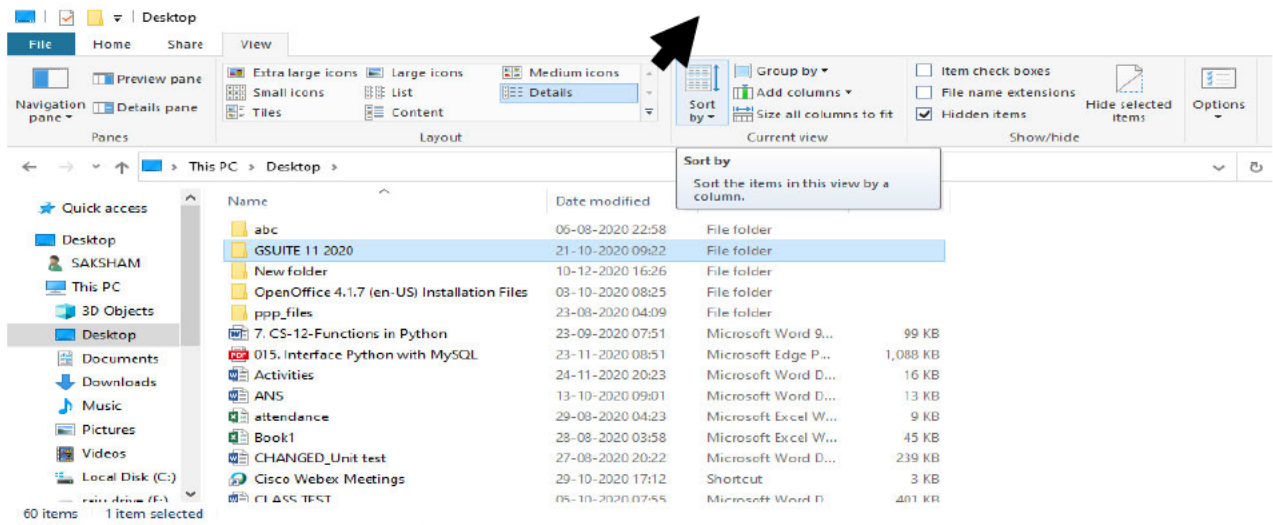
**Aryan:** Ok, now please tell me how can I manage files and folders in File Explorer?

**Gowri:** There are different ways to manage Files and folders:

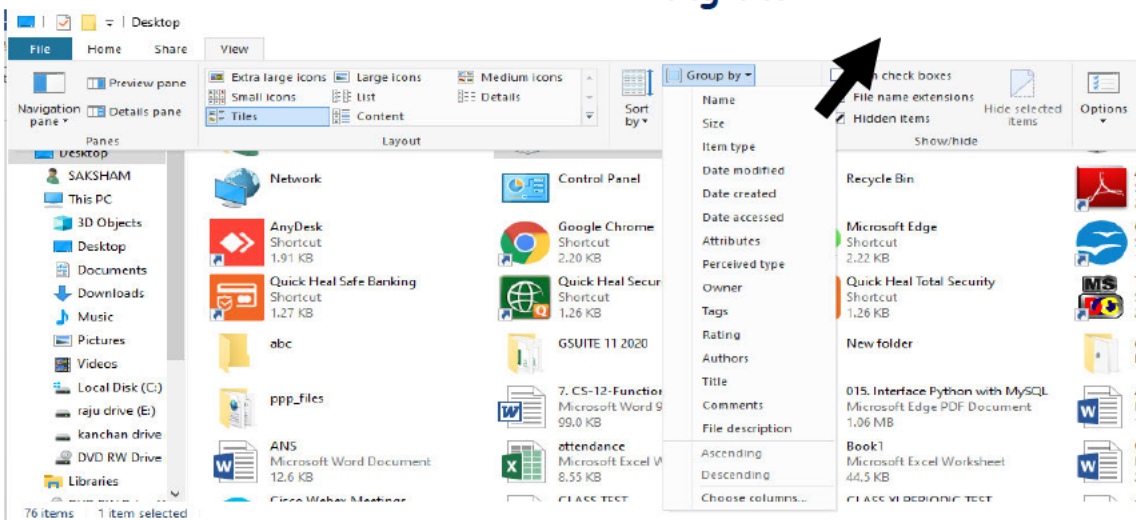
- As I told you the Left Pane contains a list of drives and folders and when you select a folder from the left pane, its subfolders will be displayed in the right pane.
- You can even directly drag and drop file(s) or folder(s) from one location to another location same as copy and paste.



- Depending on the folder, you may also want to **sort** your files. For example, you can sort files by size, name, date created, date modified, file type, and much more.
  - Select the **View** tab, click the **Sort by** button, and then choose your preference from the drop-down menu.(fig 7.9)
- You can also group similar items depending on different criteria like Date modified, name and so on by selecting **Group By** in view tab (see fig 7.10)



**Fig 7.9**



**Fig 7.10**

**Aryan:** Thanks Gowri Now I have understood the whole process step by step, Ok, I will try it now.

**Gowri:** Yes, try to move subfolders and sort the documents. You will get many option on the basis of which you can sort the data. You will definitely enjoy it.



## Exercise Something to Know

### A. Answer the following questions.

- What is Windows?
- What do you mean by file explorer?
- Write the names of different panes in file explorer?
- Is the window explorer same as the file explorer?
- Write any two basis on which you can sort the files and folders?

### Fill in the Blanks

1. Sort by button is available under \_\_\_\_\_ tab.
2. \_\_\_\_\_ Pane contains list of drives, folders in the computer
3. \_\_\_\_\_ is used for entering or selecting a location.
4. The pane that shows the size and author of file or folder is \_\_\_\_\_.
5. \_\_\_\_\_ is the operating system designed by Microsoft

### B. Match the Following.

1. Copy & paste	a) used for copying, moving, creating new folders
2. Operating system	b) View tab
3. Preview pane	c) Window NT
4. Ribbon .	d) Content of file or folder
5. Group by	e) Drag & Drop

### C. Answer in one word.

1. Window explorer in windows 10 is known as \_\_\_\_\_
2. Pane which displays the subfolders of the folder selected in left pane \_\_\_\_\_
3. It can be used to view the total number of items in a location, or the number of selected items and their total size. \_\_\_\_\_

4. It provides a graphical interface for the user to navigate and access the files stored in the computer \_\_\_\_\_
5. Which menu contains Design, Navigation and Detail panes  
\_\_\_\_\_

### **Something to Do**

1. Find out the different versions of Windows and write in your notebook
2. Open file explorer and see the drives and folders on your system
3. Note down the size of any file created by you.
4. Try to view the files by selecting all the three panes.

## 8. CLASSIFICATION OF COMPUTERS

- 8.1. CLASSIFICATION OF COMPUTERS
- 8.2. ANALOG
- 8.3. DIGITAL
  - 8.3.1. SIZE AND PERFORMANCE
  - 8.3.2. SUPER COMPUTER
  - 8.3.3. MAIN FRAME
  - 8.3.4. MINI COMPUTER
  - 8.3.5. MICRO COMPUTER
  - 8.3.6. EMBEDDED
  - 8.3.7. PURPOSE WISE
- 8.4. GENERAL PURPOSE
- 8.5. SPECIAL PURPOSE
- 8.6. HYBRID

### 8.1 The Classification of Computers

**Aryan:** Hey, yesterday I have seen in T.V that the computers we are using is one kind of computer. There are different types of computer. Can you please explain?

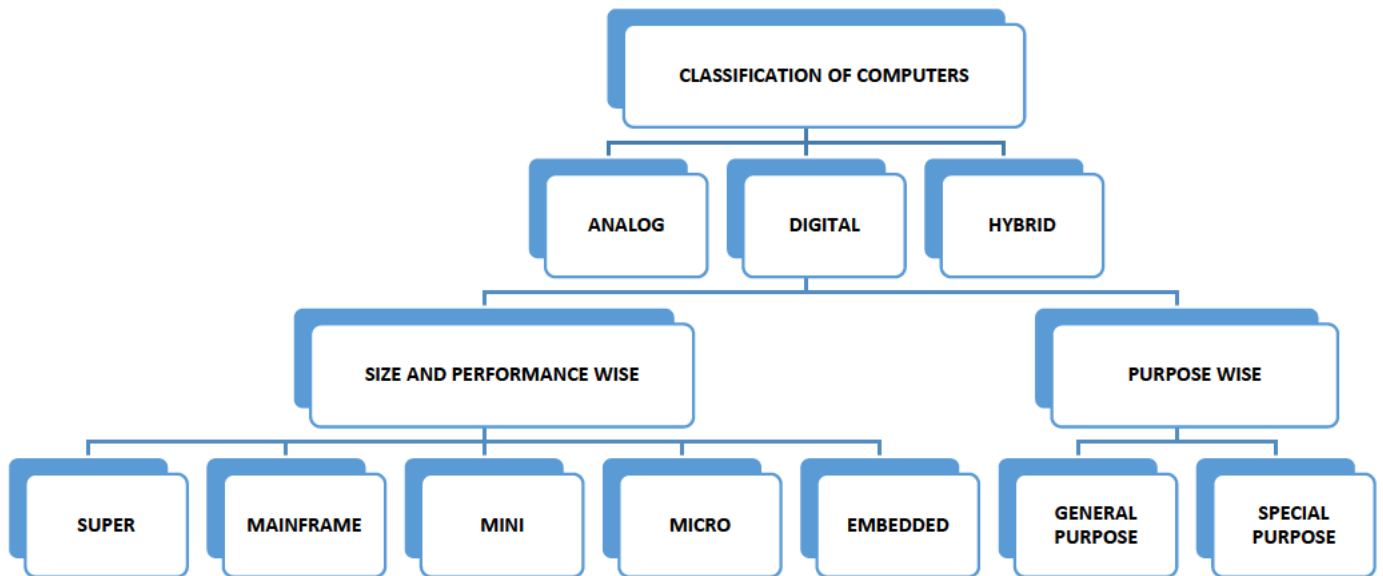
**Gowri:** Yes, why not. Today I will tell you about "The Classification of Computers". And you will be surprised to know that there are different categories on the basis of which computers are classified.

**Aryan:** Really, please tell me in detail.





**Gowri:** First of all I am going to show you diagrammatically.



**Fig. 8.1**

**Aryan:** Now please tell me in detail?

**Gowri :** Sure.

**Types of computers according to the data they handle or process**

1. **Analog Computers** are those computers in which data is represented in the form of continuously varying physical quantities such as pressure, temperature, voltage, current etc. Analog computers measure things.



**Fig 8.2**

**Uses of Analog computers:** Speedometer of a car, Thermometer etc.

2. **Digital Computers** are those computers that work on discrete data (numeric data). Digital computers count things.

Uses of Digital computers are: home, educational institutions, office, scientific fields, business etc.



**Fig 8.3**

3. **Hybrid Computers:** are analog computers controlled by digital computers instead of human beings. **Uses of Hybrid computers** are : Hospitals, Meteorology Department etc1.



**Fig. 8.4**

Types of Digital computers according to the purpose they are used for

1. **Special purpose computers:** They are designed to do single specific task.

**For Example** - computer for military application or purpose, computers at billing counters in malls etc.



Fig. 8.5

2. **General purpose computers:** They are designed to solve wide variety of problems having different sets of inputs. For Example - computers for banking, sales analysis etc.

Types of Digital computers according to size and performance

1. **Super computers** : These computers are designed to be used for doing extremely complicated computations , that also in minimum possible time. They are best used in Weather forecasting, Nuclear Science, Aerodynamic modeling etc. These are of very big size.



Fig 8.6



Fig 8.8

2. **Mainframe computers:** are designed to handle large volumes of data and size is smaller than super computer.

3. **Mini computers:** Minicomputers are used for scientific and engineering computations, business-transaction processing etc.



Fig 8.8

4. **Microcomputers:** These are designed to be used by single users for performing basic operations like educational activities, playing games. These are mainly used in homes, offices, shops, school etc.

5. **Embedded computers:** These computers are designed to be used within the circuit of other appliances such as television, washing machine, smart watches, car etc.



Fig 8.9

**Aryan:** Thank you so much, you have explained everything in detail

**Gowri:** Welcome, but I want to tell you one more thing about Super computers. The super computers produced by India.

**Aryan:** Wow, tell me.

**Gowri:** PARAM series

PARAM series by CDAC (Centre for Development of Advanced Computing) and PACE (Processor for Aerodynamic Computation and Evaluation) by ANURAG (Hyderabad based Advanced Numerical Research and Analysis Group) are supercomputers produced by India

## EXERCISE SOMETHING TO KNOW

A. Answer the following questions.

- What are the types of computer on the basis of data they can handle?
- Name the type of computer used in smartwatches?
- Give one example of Special purpose computer?
- Name two supercomputers made by INDIA?

- Write basic difference between Analog and Digital computers?

**B. Fill in the Blanks**

1. Full form of CDAC \_\_\_\_\_
2. \_\_\_\_\_ are used for scientific and engineering computations
3. \_\_\_\_\_ are analog computers controlled by digital computers instead of human beings.
4. Micro computers are bigger in size than \_\_\_\_\_ computers.
5. The category of computers we use at home \_\_\_\_\_

**D. True/False**

1. General Purpose computers are designed to do single specific task.
2. Digital computers work on discrete data.
3. Super computers are used in weather forecasting.
4. In hospitals hybrid computers are used.
5. PARAM is first minicomputer.

## 9. WINDOWS ACCESSORIES

9.1 MODES OF VIEW

9.2 FILE NAMING CONVENTION

9.3 SEARCHING FILES

9.4 CREATING SHORTCUTS

9.5 CALCULATOR

9.6 ONSCREEN KEYBOARD

9.7 MAGNIFIER

9.8 TASK VIEW

### 9.1 MODES OF VIEW



**Aryan:** Hello, I tried the different options learnt in previous chapter. I saw some options like large icons, small icons. What are these options?

**Gowri:** OK, let us start learning these options' these are known as MODES OF VIEW.

**Aryan:** MODES OF VIEW? Please explain.

**Gowri:** Yes, why not. You can change how your folder and file icons look, as well as display

different information about them.

**Note:** Changes you make will apply to the contents of the current folder only.

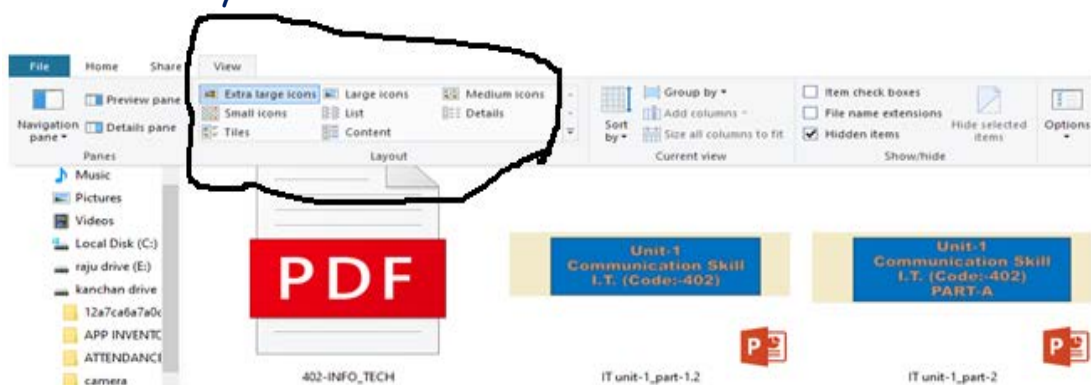
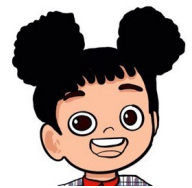


Fig. 9.1



Different options available are:

- Extra Large Icons
- Large Icons
- Medium Icons
- Small Icons
- List
- Details
- Tiles
- Contents.

## 9.2 FILE NAMING CONVENTION

**Aryan:** Ok, But when I was working with different modes on files, I saw names of different files. Is there some convention to be followed while naming the files?



**Gowri:** All the file systems follow the same general naming conventions for an individual file: "a base file name and an optional extension, separated by a period".

**Aryan:** Extension is what defines which application the file belongs too. For example we had done calc and extension for cal file was .odt.

**Gowri:** - Some of the basic rules followed while naming files in Windows are listed below:

→ Use a period to separate the base file name from the extension in

The name of a directory or file.

→ Use a backslash (\) to separate the components of a path.

→ Use a backslash as required as part of volume names, for example, the "C:\\" in "C:\path\file".

→ Do not assume case sensitivity. For example, WINDOWS and windows should be treated equal.

→ Use any character in the current code page for a name, including Unicode characters and characters in the extended character set (128-255) except for the following reserved characters:

- ❖ > (greater than)
- ❖ : (colon)
- ❖ " (double quote)
- ❖ / (forward slash)
- ❖ \ (backslash)



- ❖ | (vertical bar or pipe)
- ❖ ? (question mark)
- ❖ \*(asterisk)

### 9.3 SEARCHING FILES



**Aryan:** Thank you, one more thing I want to know that yesterday I created a file, but I forgot the place where I have saved the file. Please help me to search the file created by me.

**Gowri:** OK, I will tell you how you can search files.

- ❖ Searching for a file can be done based on either its name or its file extension.
- ❖ Select the folder in left pane in which you want to search
- ❖ If you forgot the folder, select this PC from left pane

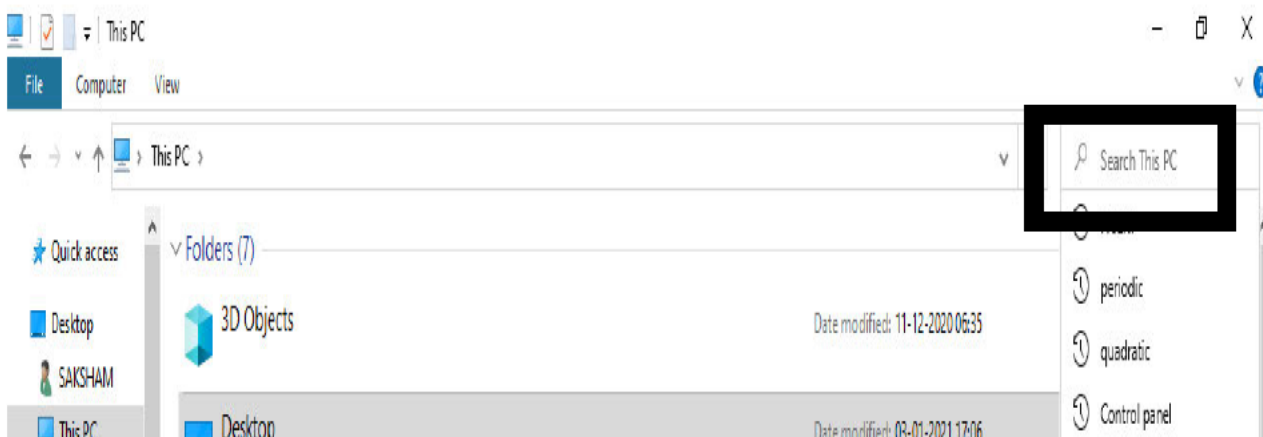
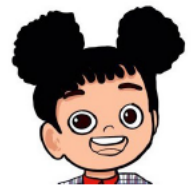


Fig 9.2

- ❖ When you type inside search box, Windows displays a **Search Tools** ribbon (shown below), which provides numerous options you can select for your search.

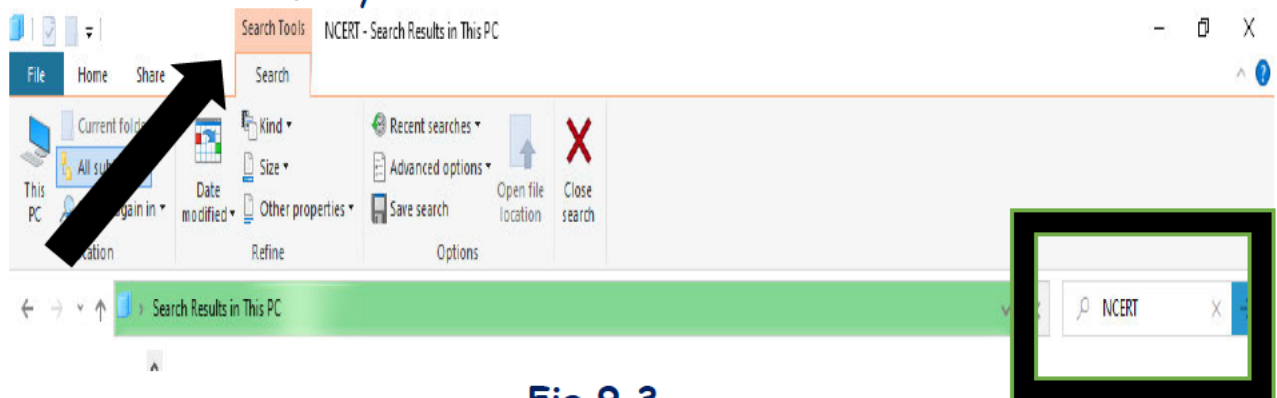


Fig 9.3

- ❖ Choose the desired search criteria from the Search Tools ribbon. Windows automatically displays in the file and folder list area any items that match your search criteria.
- ❖ The Address bar will also display Search results in [current folder name], in the example above, **Search results in This PC** is displayed in the Address bar.
- ❖ If you want to save search criteria for a future search, you can save that search by clicking on the Save search.

## 9.4 CREATING SHORTCUTS



**Aryan :** Wonderful! I have understood completely. Now I want to know about shortcuts. How can we create shortcuts?

**Gowri:** Firstly I tell you, what are shortcuts?.

A shortcut is a link to an item (such as a file, folder, or program) on our computer. You can create shortcuts and then place them in a convenient location of our use.



**Aryan :** Then how can we distinguish the shortcut from the original file?

**Gowri:** Shortcuts can be distinguished from the original file by the arrow that appears on the icon.

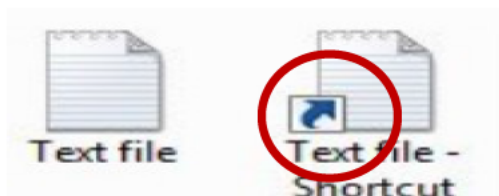


Fig 9.4

**Aryan:** Ok, Now tell me how can I create shortcut?

**Gowri:** Steps To create a shortcut

1. Open the location containing the item that you want to create a shortcut
2. Right-click the item and then click Create shortcut.
3. The new shortcut appears in the same location as the original item.
4. Drag the new shortcut to the desired location.

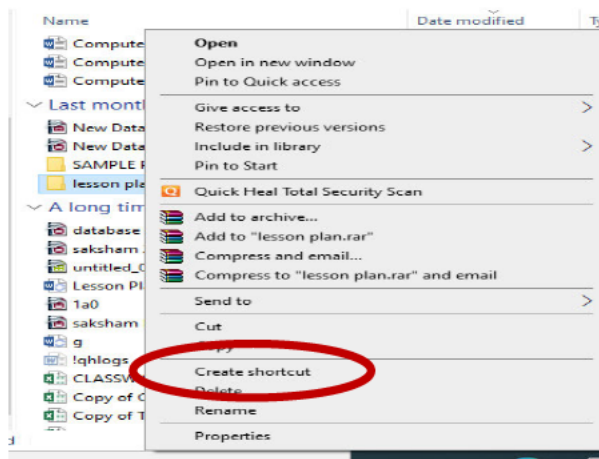


Fig. 9.5



## 9.5 CALCULATOR

**Aryan:** I have learnt very well about the shortcuts, is there any way to do calculations in Windows10?

**Gowri:** Yes, there is calculator in Windows to do calculation. It can be from the Start Menu. Tap the lower-left Start button to show the Start Menu, select all apps and click Calculator.

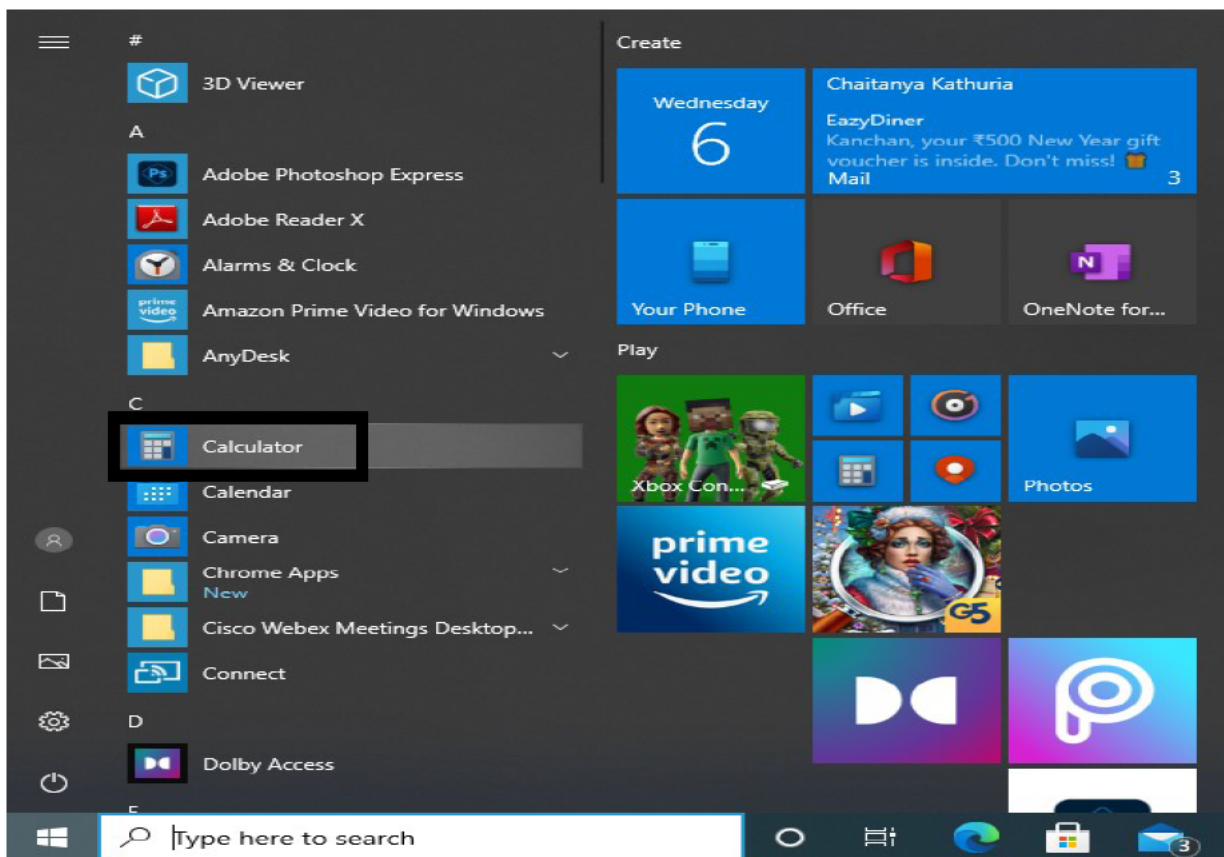
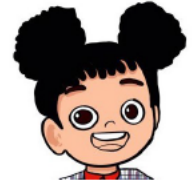


Fig. 9.6

## 9.6 ONSCREEN KEYBOARD

**Aryan:** So interesting, tell me something more about such useful applications.

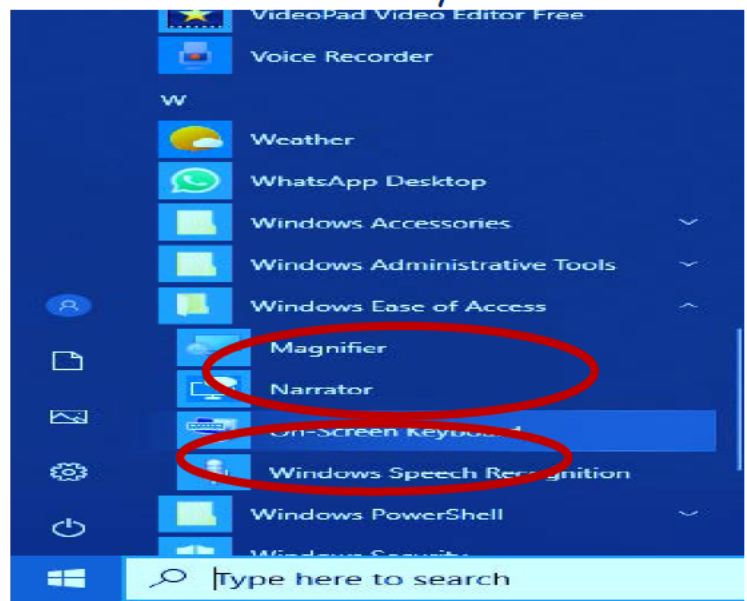
**Gowri:** I will tell you about Onscreen Keyboard, Magnifier and one more new Task view.

**Aryan:** Oh, I am so excited to know about these.



**Gowri:** First, I will tell you about the Onscreen Keyboard. It is a keyboard that can be used to type even if we don't have physical keyboard. The keyboard will remain on the screen until you close it.

And to open it, click on the start button. Then open Windows Ease of Access, here you will find the option of On Screen keyboard.



On clicking, you will get keyboard on your screen. **Fig. 9.7**

## 9.7 MAGNIFIER

By following same steps as above, you will get magnifier option.

Magnifier is a screen magnifier app intended to magnify the content of the screen.

Another way to quickly turn on **Magnifier** is:

Press the Windows logo key + Plus sign (+).

And to turn off **Magnifier** is: press the Windows logo key + Esc.



**Aryan :** Wow, I have learnt many new things. You were saying something about Task View. What is this? Do I find it in the same way as I got onscreen keyboard and magnifier?

**Gowri:** No. It is not available in the start menu, you can get it from taskbar in Windows10. And if it is not visible, right-click the taskbar, then click Show Task View Button.



Task View  
**Fig. 9.8**

## 9.8 TASK VIEW

**Aryan:** OK, What is the use of Task View?

**Gowri:** Actually **Task View** is a task switcher and virtual desktop system. Task View allows a user to quickly locate an open window, quickly hide all windows and show the desktop, and to manage windows across multiple monitors or virtual desktops.

It is among the first features new to **Windows 10**.

You will get the following screen when you click this option in taskbar.

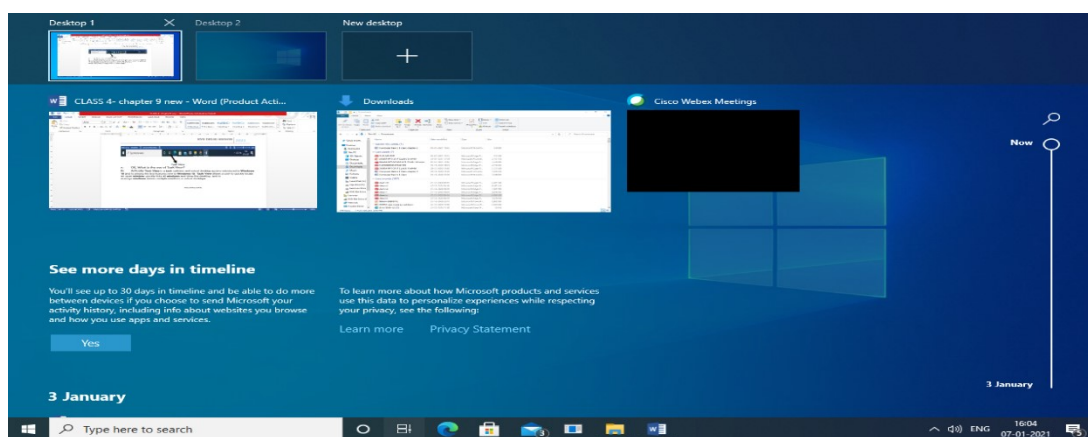


Fig. 9.9

## EXERCISE SOMETHING TO KNOW

C. Answer the following questions.

1. Write any four options in which we can view our folders?
2. What is the use of Magnifier?
3. Write the steps to open calculator?
4. What is the use of creating shortcuts?
5. How shortcuts can be distinguished from Original file?

E. Fill in the Blanks

1. When you type inside search box, Windows displays a \_\_\_\_\_ ribbon which provides numerous options you can select for your search.
2. \_\_\_\_\_ is a task switcher.

3. Use a \_\_\_\_\_ to separate the base file name from the extension in the name of a directory or file.
4. \_\_\_\_\_ is a keyboard that can be used to move around the screen.
5. Way to quickly turn on Magnifier is: \_\_\_\_\_

### F. Match the Following.

1. New feature in windows 10	f) calculator
2. start button	g) Tiles
3. < (less than)	h) Task View
4. Modes of view	i) Reserved character

### True/ False.

1. Task view is available in start menu. \_\_\_\_\_
2. Save search is used to save the search criteria for a future search. \_\_\_\_\_
3. Colon( : ) is used to separate the components of a path. \_\_\_\_\_
4. Large icons, Tiles can change how your folder and file icons look. \_\_\_\_\_
5. On screen keyboard is available from start menu. \_\_\_\_\_

### SOMETHING TO DO

1. Open the file explorer and change the view to extra-large, medium, tiles to see the effects.
2. Find the shortcut to open Onscreen keyboard and Task view and write in your notebook
3. Open on Screen keyboard and type the name of your friends.

## Appendix I

### ANSWERS

#### Chapter 1

A:1. Ans. Stamps tool is used to insert various inbuilt picture in your drawing.  
Two name of stamp: frog, Santa, flower etc.  
2. Ans. We use shortcut keys for doing fast work on computer.

3. Ans. Magic tool is used to draw and give amazing effects to a pictures  
e.g. Bricks , Foam, Emboss etc.

4. We can delete a drawing by following steps :


Step 1: Select on the open Tool you will see all the saved drawing thumbnails on the screen

Step 2: Select the drawing which you want to delete

Step 3: Click on the Erase button present at the right bottom of the screen.

Step 4: Then click on Yes, Erase it!

5.

Step 1: Select on the open  you will see all the saved drawing thumbnails on the screen.

Step 2: Click on the Slides  options

Step 3: Select the drawing which you want to display in your slide show

Step 4: Each picture get a number which you select, you can reorder the pictures

Step 5: Adjust the speed of the slides by selecting the sliding scale.

Step 6: Click on the play  button to begin the slide show

#### B. Fill in the Blanks

1. Text or Label
2. Play
3. Kaleidoscope effect
4. Ctrl + N
5. Rail

#### C. Match the Following.

- 1 ---- b
- 2 ---- c
- 3 ---- e
- 4 ---- d
- 5 ---- a

D. Select the correct answer for each question.

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

E. State True or False

1. False
2. True
3. True
4. False


## 5. False ANSWERS

### Chapter 2- Scratch (Revision)

A. Answer the questions given below:

Q: -1 You have seen so many blocks in the scratch now. Write their names to do following tasks.

Name of Block

- a. "glide... secs to random position".
- b. "say.... for... Secs"
- c. "Turn  50 degrees"
- d. "move -5 steps"
- e. next costume"
- f. "change size by..." (+ve value)

Q: -2 Ans: - "Looks" block


Q: -3 Ans: - This block is used to fly the sprite to a particular position which is also known as (x, y) position or to a random position or to a mouse pointer location.

Q: -4 Ans: - This block is a top block in every script, as it can join more blocks in downward side only and also it has "hat" shape from top side and is the start of the script.

**Q: -5 Ans:** - This block is used to move the sprite 20 steps in a backward direction.

**Q: -6 Ans:** - This block is a "hat" block and used to do specific tasks, when particular background changes. This block has a drop-down list, from there you can choose a particular background from the given list of backgrounds chosen by us.

**B. Fill in the blanks given below: -**

1. "Turn  50 degrees" block, is used to turn the sprite left side.
2. "turn" block is under "Motion" block.
3. "Paint" icon is used to draw the sprite, when it is required.
4. Code, Costumes and Sounds are the tabs available in scratch.
5. All the selected sprites will appear in the Sprite list.
6. "Costumes" tab is replaced with "Backdrops" tab when we will choose, stage option in scratch.

**C. Write the name of "type of block" for the following blocks. Also write the name of block under which this block exists: -**

Name of the block	Type of Block	Name of Block
1. "switch costume to..."	Stack block	"Looks" block
2. "wait ... seconds"	Stack block	"Control" block
3. "say... wait for ... seconds"	Stack block	"Looks" block
4. "when backdrop switches to"	Hat block	"Looks" block
5. "when flag clicked"	Hat block	"Events" block

## ANSWERS

### Chapter 3 - Scratch

**Q: -1** You have seen so many sound effects in scratch now. Write their names to do the following tasks.

**Name of Block**

- a. "Change.... effect by..."
- b. "Change volume by..." (+ve value)
- c. "Change pitch effect by..." (-ve value)
- d. "Clear sound effects"
- e. "set pitch effect to 100"

f. "stop all sounds"

**Q: -2 Ans:** - "Sounds" block.

**Q: -3 Ans:** - This block is used to set the pitch effects of sounds to a particular value.

**Q: -4 Ans:** - This block is used to play the sound in earphones. It will change the ear from where sound is played. If value is +ve, it means sound will play more from Right ear. If value is -ve, it means sound will play more from Left ear. If the value is 0, means sound will play normal. which we will give. So, -100 means sound plays completely in left ear and +100 means sound plays completely in right ear in headphones.

**Q: -5 Ans:** - This block is used to increase or decrease the volume of sound by a particular value. If value is a +ve number then sound will increase and when the value is a -ve number then sound will decrease.

**A. Answer the questions given below: -**

- 1. Ans:** - This block is known as c-block, which is used to repeat the blocks of instructions till some condition is false. If the condition becomes true, then it stops the blocks written inside this block rather runs the next instructions written after the repeat block.
- 2. Ans:** - "Control" block
- 3. Ans:** - "repeat" block will run the blocks of instructions written under it until the condition becomes false, while "forever" block will run the blocks of instructions written under it infinite times.
- 4. Ans:** - "if...then... else" block is also known as "c-block", which is used for asking the questions and returning the answer in True or false. If condition is true, then the blocks written inside this c-block will be executed once, otherwise the blocks written inside the "else" block will be executed once.
- 5. Ans:** - "stop all" block is a "cap" block, it will stop **all** the scripts running in scratch project, either on this sprite or any other sprite.
- 6. Ans:** - "play sound until done" block is a stack block and this block chooses the sound and play it and finishes it before moving to the next script means pause the script till it ends.
- 7. Ans:** - "cap" block is the block which ends the script here, means no more block can be added after that block. We can also say it as the reverse of "hat" block. "Hat" block is the start of the script and while "cap" block is the end of the script.
- 8. Ans:** - 3 blocks are available under extension "Text to Speech".



**B. Fill in the blanks given below: -**

1. "cap" block, ends the script.
2. "touching mouse-pointer" block is under the "Sensing" block.
3. "stop this script" block is used to stop all the codes of only the sprite where it is written.
4. "touching sprite2?" block is used for checking whether the sprite2 is touching the sprite under which code is written.
5. "repeat until" block is a "C-block" block.
6. "Text to Speech" Extension has blocks which helps the sprites to speak.

**ANSWERS****Chapter 4 - LibreOffice Writer****A. Answer the following questions**

1. Pattern option gives background to page whereas bitmap used to give image in background to page.
2. Using Insert->image
3. The area between the actual page content and the edges is said to be the Margin.
4. 8.27, 11.69
5. insert->page break or press Ctr+Enter

**B. Fill in the Blanks**

1. Page tab, 2. increase or decrease, 3. page, 4. indent, 5. page size

**C. Match the following**

a) page break	q) to move to a new page
b) flowcharts are part of	s) shapes
c) page style in	t) format menu
d) line spacing	p) single, double, 1.5, proportional
e) spacing before lines	r) indentation

D. Select the right option

i. a ii. c iii. b iv. d v. b

E. True/False

a) False, b) True, c) False, d) True, e) True

## ANSWERS

### Chapter 5 - Impress

A. Answer the following questions

1. Centre align move the text at center of space horizontally but Vertical Centre place the text exactly at Centre vertically

2. Bulleted list in Title and content slide

3. To rotate an image

4. Insert->File-> choose picture

5. Properties, Gallery, Styles, or any three

B. Fill in the Blanks

i. Line and filling toolbar, ii. Current, iii. Unordered, iv. Audience, v. Slide

C. Match the following

a) Impress File	s) Saves as file.odp
b) Slides comes one after another in	t) Slide Show
c) Resize can be applied over	p) a picture, image
d) Insert - > Media ->	q) Gallery
e) to clear Direct formatting	r) Ctrl + Shift + M

D. Select the right option

i. d ii. a iii. d iv. a v. c

E. True/False

a) False, b) False, c) True, d) False, e) True

## Answers

### Chapter :- 6

I 1. False

2. False

3. False

4. True

5. True

II. Cut - Ctrl+X

Print- Ctrl+P

Undo - Ctrl+Z

Redo - Ctrl+Y

Paste - Ctrl+V

III 1. Ctrl+N

2. Find

3. Ctrl+Shift+O

4. Copy

5. Title bar

IV 1. Cut & Paste

2. Find & Replace

3. Undo

4. Ctrl+O

5. Menu bar

## ANSWERS:

### Chapter 7

#### A. Answer the following questions.

1. Windows is the operating system designed by Microsoft.
2. It is the file management application used to browse folders and files. It provides a graphical interface for the user to navigate and access the files stored in the computer.
3. The panes in file explorer are:
  - i) Preview Pane
  - ii) Details Pane
  - iii) Navigation Pane
4. Yes, from windows 7 window explorer is known as file explorer.
5. Date modified, name (any other you can write of your choice)

#### B. Fill in the Blanks

1. View
2. Left Pane
3. Address Bar
4. Design Pane
5. Windows

**C. Match the Following.**

1-e, 2-c, 3-d, 4-a, 5-b

**D.****E. Answer in one word.**

1. File explorer
2. Right pane
3. Status bar
4. File explorer
5. View menu

**ANSWERS**  
**Chapter 8****A. Answer the following questions.**

1. There are three types of computers on the basis of Data they can handle
  - a. Analog
  - b. Digital
  - c. Hybrid
2. Embedded computers
3. Banking, ATM (any other you know)
4. PARAM, PACE
5. Analog computers are those computers in which data is represented in the form of continuously varying physical quantities

Digital computers works on discrete data.

**D. Fill in the Blanks**

1. Centre for Development of Advanced Computing
2. Mini computers
3. Hybrid Computers
4. Embedded
5. Micro computers

**C. True/False**

False, true, true, true, false

**ANSWERS:****Chapter 9****A. Answer the following questions.**

1. Extra Large Icons, Large Icons, Medium Icons, Small Icons, List, Details, Tiles, Contents.(WRITE ANY FOUR)
2. Magnifier is a screen **magnifier** app intended to magnify the content of the screen
3. Click Start Menu.  
Tap the lower-left Start button to show the Start Menu  
Select all apps and click **Calculator**.
4. Shortcuts are created to access the files from the convenient location of our use.
5. Shortcuts can be distinguished from the original file by the arrow that appears on the icon.

**E. Fill in the Blanks**

1. Search tools
2. Task View
3. Period
4. Onscreen keyboard
5. Windows logo key + Plus sign (+)

**F. Match the Following.**

1-c, 2-a, 3-d, 4-b

**G. True/ False.**

False, true, false, true, true

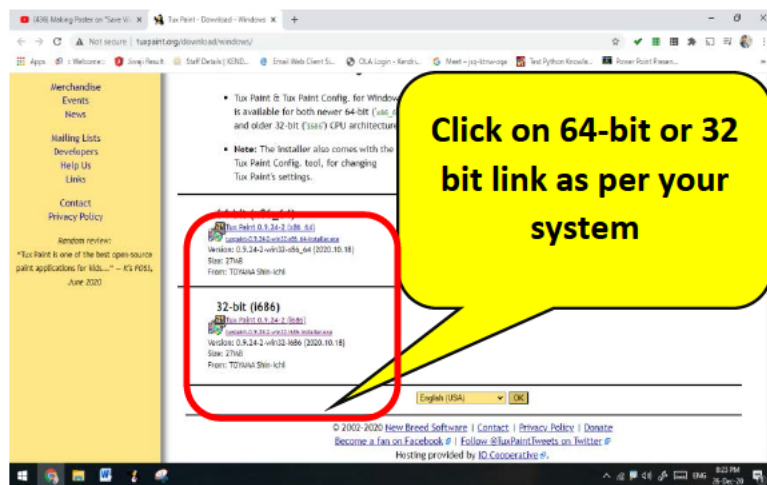
## Appendix - II

### How to Install Tux Paint in your computer System

**Step 1:** Click on the following link to download from internet:

<http://www.tuxpaint.org/download/windows/>

**Step 2:**



**Step 3:** It will take 5 minutes in downloading (27 MB Software)

**Step 4:** Open downloaded file and Run it.

**Step 5:** Select English Language and click on OK.

**Step 6:** Select "I accept" option then click on the Next Button

**Step 7:** Select "all user" then click on Next

**Step 8:** Select Create shortcut on Desktop and click on Next

**Step 9:** Click on install button, It will install Tux Paint in your system

In addition to this software we have to install the stamps which we have to download separately following the link and install the stamps after download.

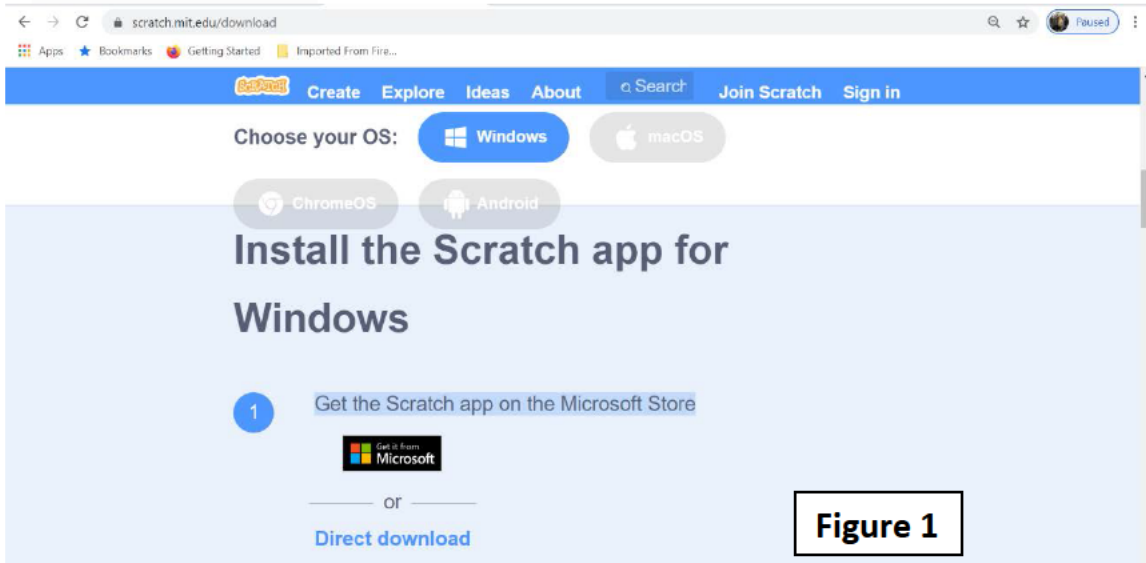
<https://excellmedia.dl.sourceforge.net/project/tuxpaint/tuxpaint-stamps/2020-05-29/tuxpaint-stamps-2020-05-29-win32-installer.exe>

## How to Install Scratch in your computer System?

**Offline installation of scratch: -**

**Step-01**→

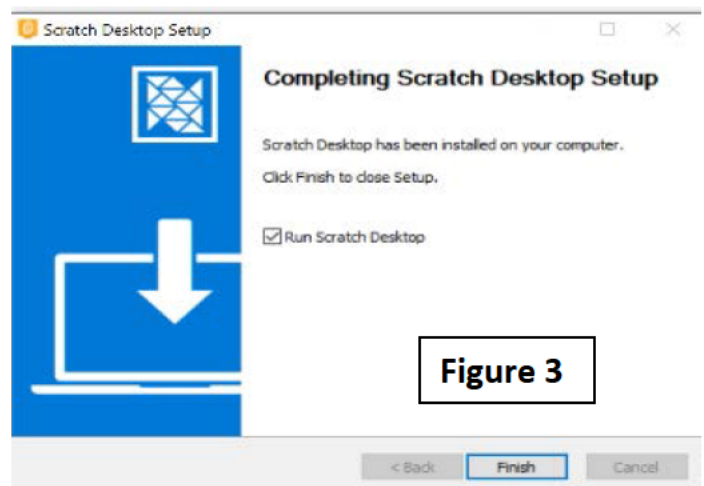
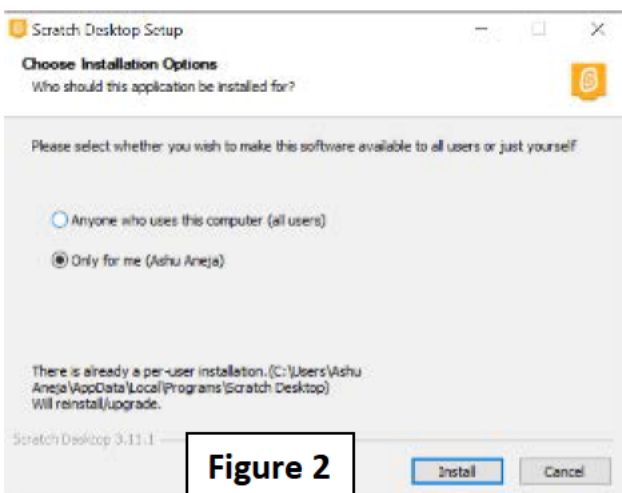
By opening URL <http://scratch.mit.edu/download>, Following window appear (shown in figure 1)



**Step-02**→ Click on Direct download. A file will be downloaded in download folder.

**Step-03**→ Open the file by double clicking on it.

**Step-04**→ Run the .exe file. (Scratch Desktop Setup 3.11.1), a window appears (shown in figure 2)



**Step-05**→ Click on only for me and then Install button. Then scratch will be downloaded automatically, a window appears shows in (Figure 3).

**Step-06**→ Click on Finish, as shown in Figure 3.

**Step-07**→ Installation finishes now and

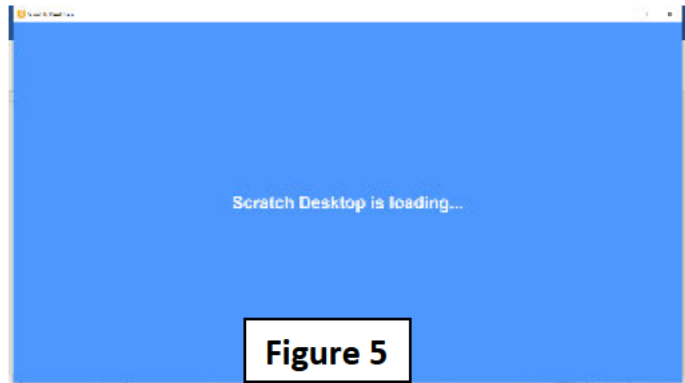


Figure 5

scratch Desktop software can be opened from start icon or double click the icon appears on desktop. (Shown in Figure 4)

**Step-08**→ When we open the scratch Desktop software, following figure (figure 5) appears and then after that figure 6 will appear known as "scratch window" and also their different components are marked in figure 6 also.

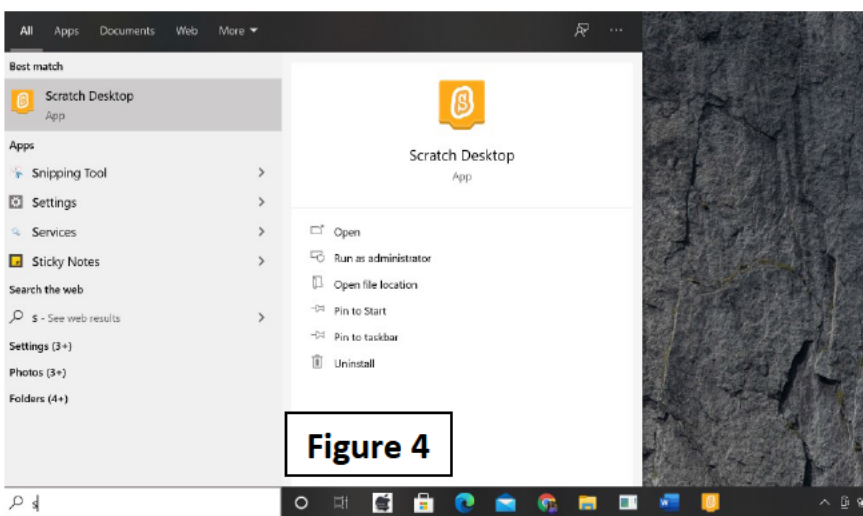


Figure 4

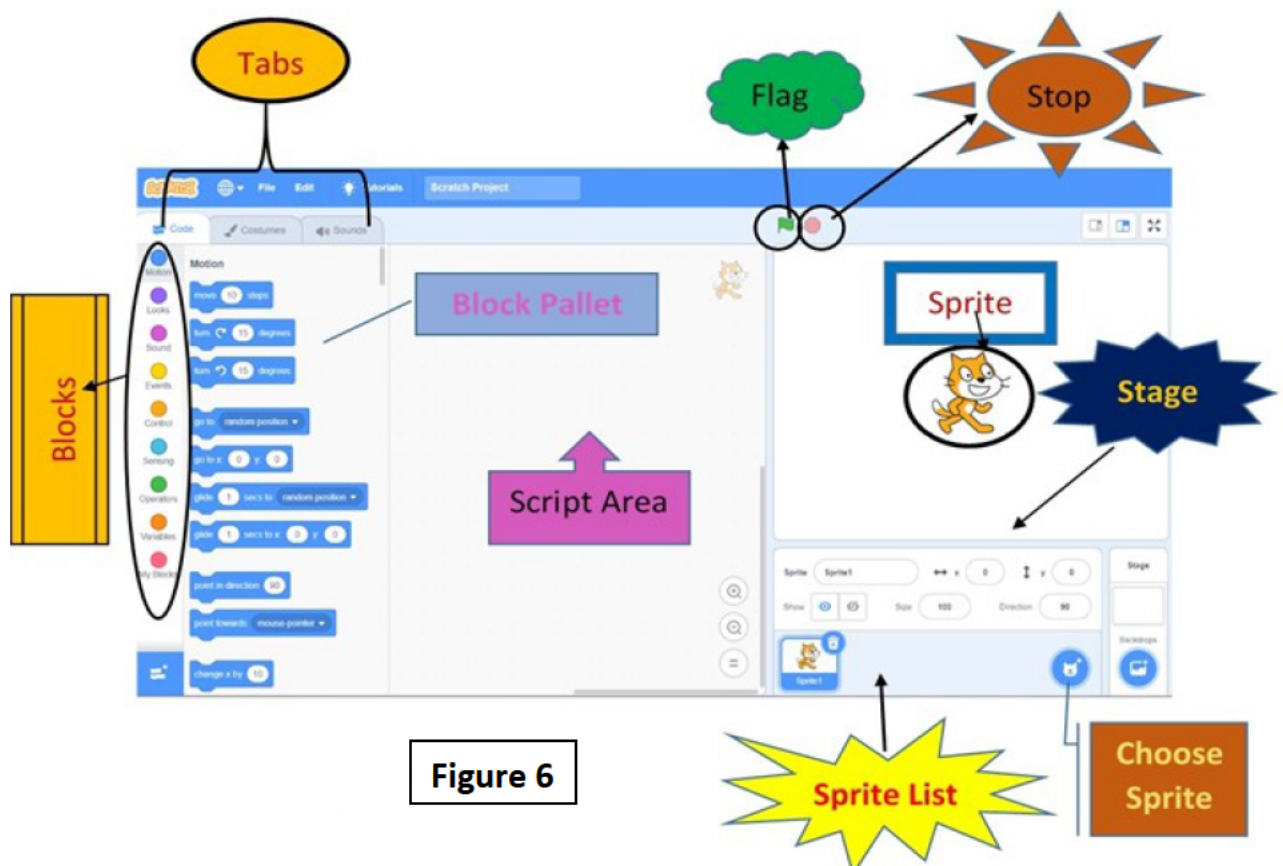
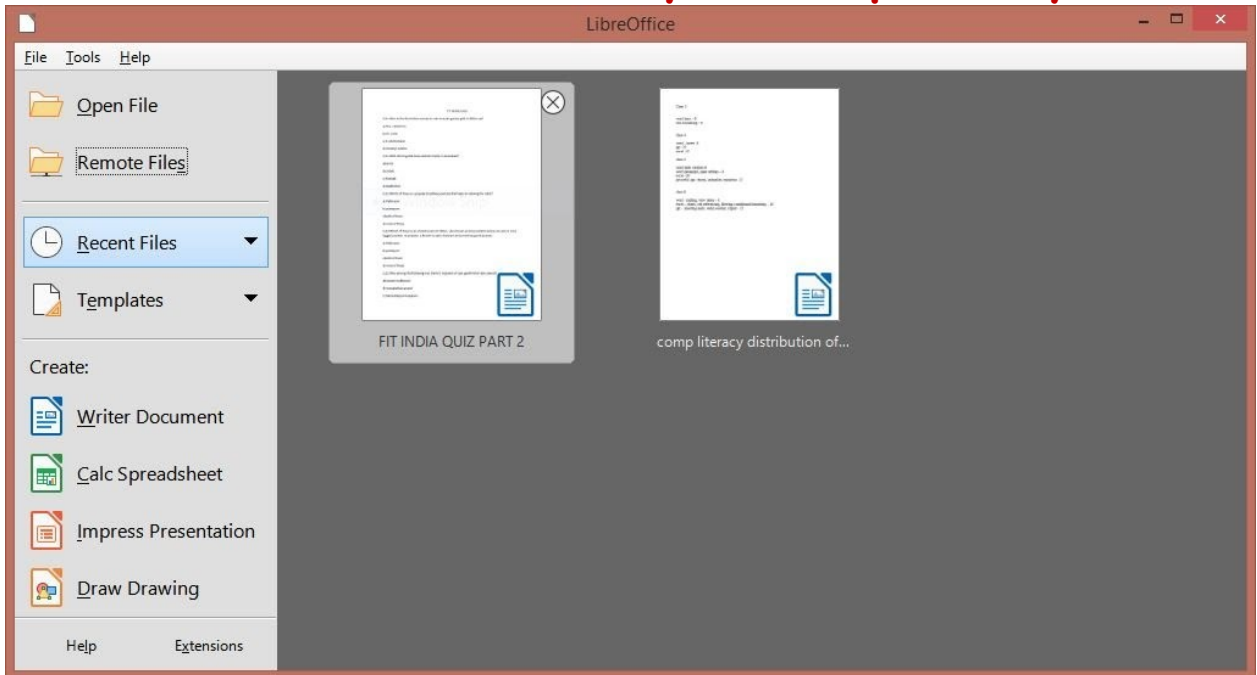


Figure 6



## How to Install Libreoffice in your computer System?



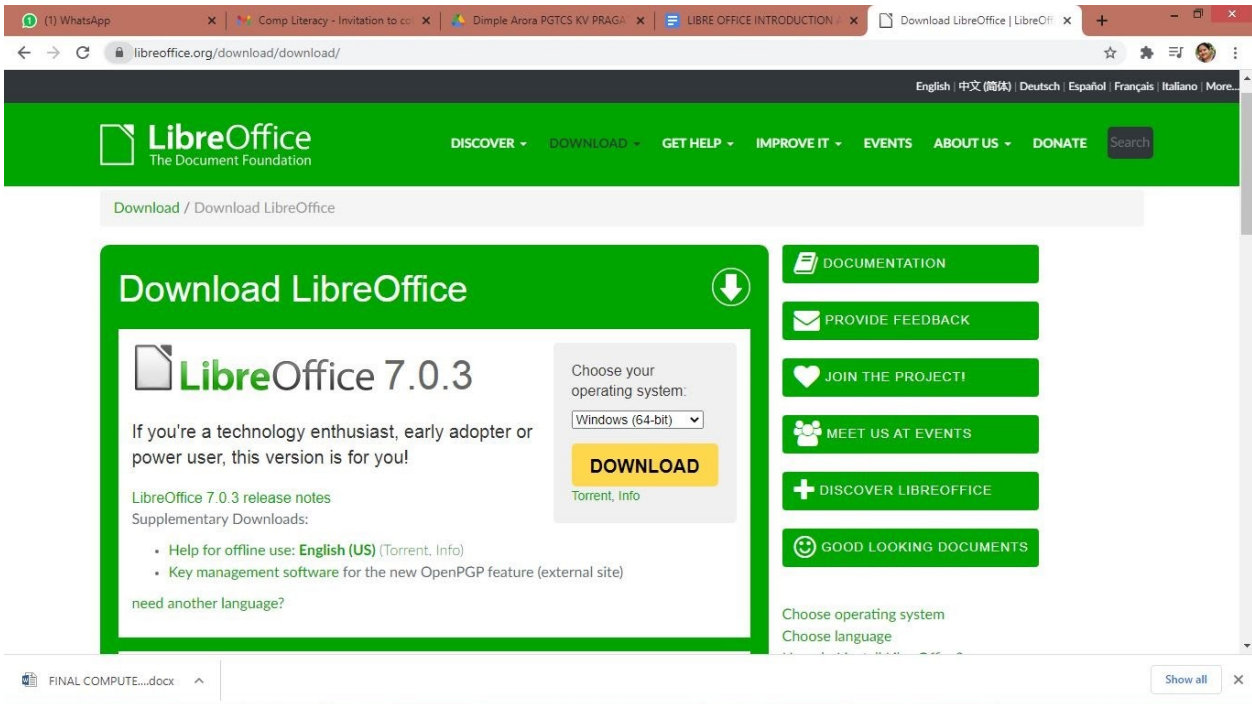
Four major components of software libreoffice are

1. Writer Document - A word processing component used to create letters, brochures, books, newsletters, biodata, project reports, documents to store quick references to useful information.
2. Calc Spreadsheet - A tool for analysing data, creating charts and used for decision making.
3. Impress Presentation - A tool which provides multiple features to create effective multimedia presentations quickly.
4. Draw Drawing - Software enjoyed by kids to show their creativity and draw beautiful paintings.

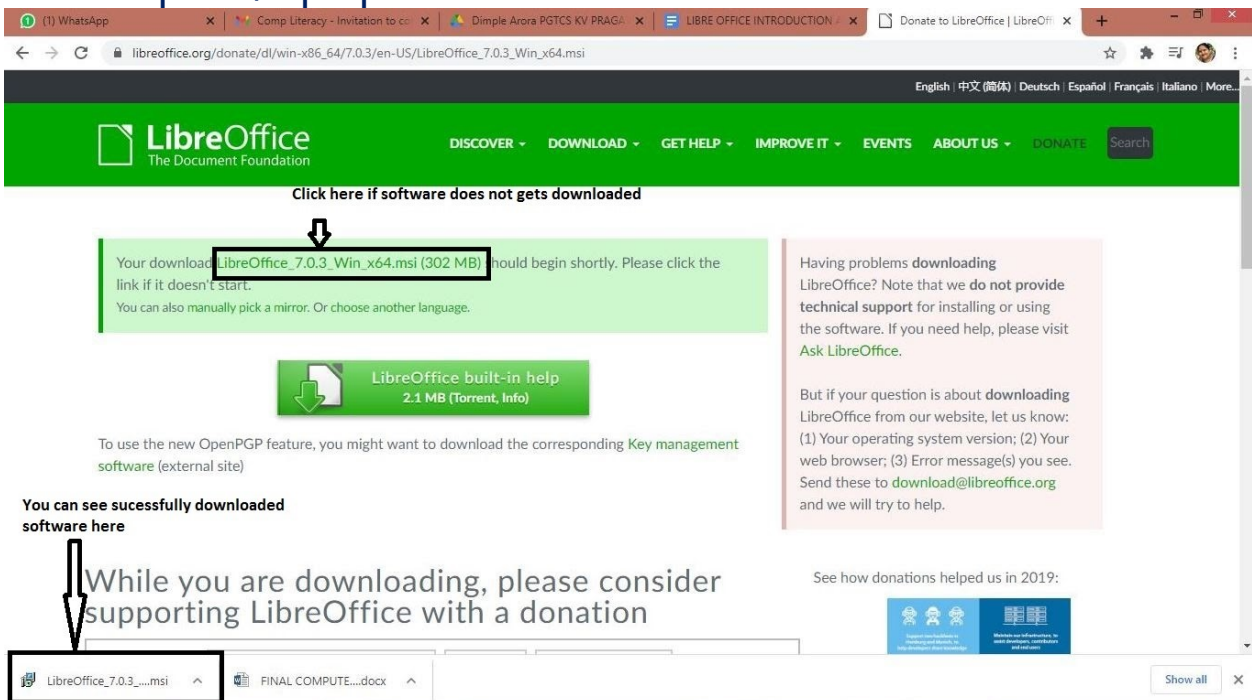
## INSTALLING LIBREOFFICE

Step1- open the website using this link

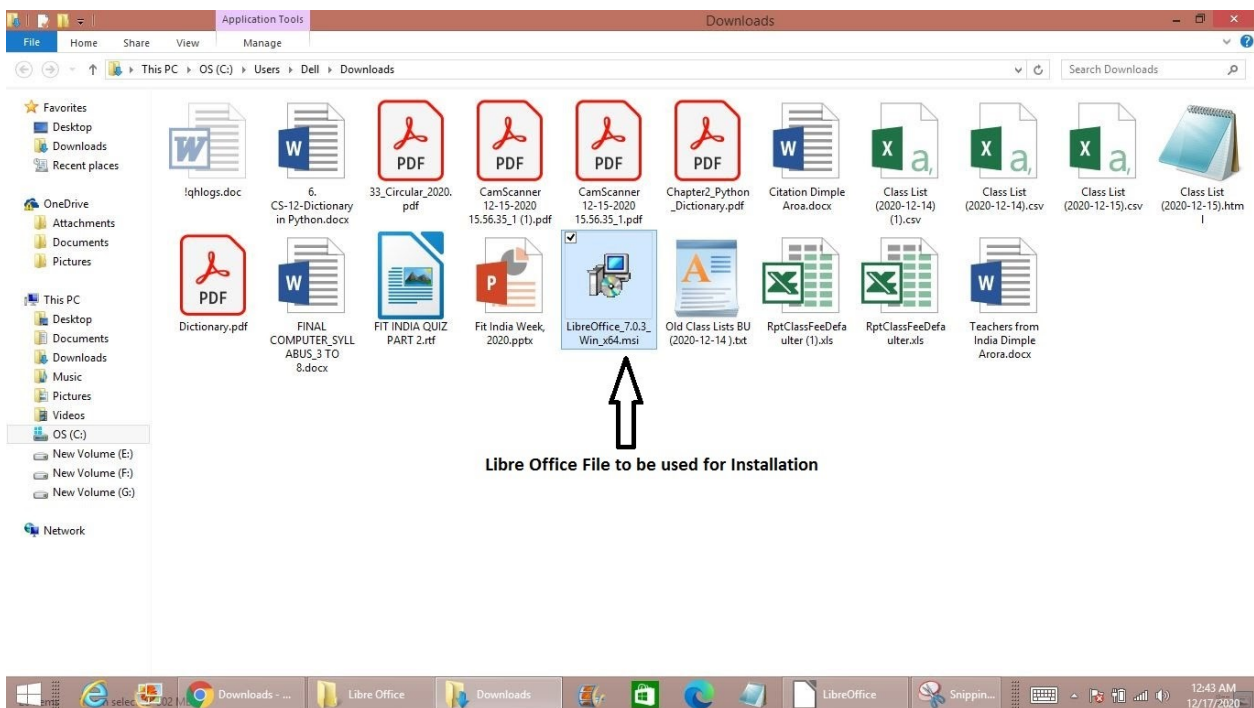
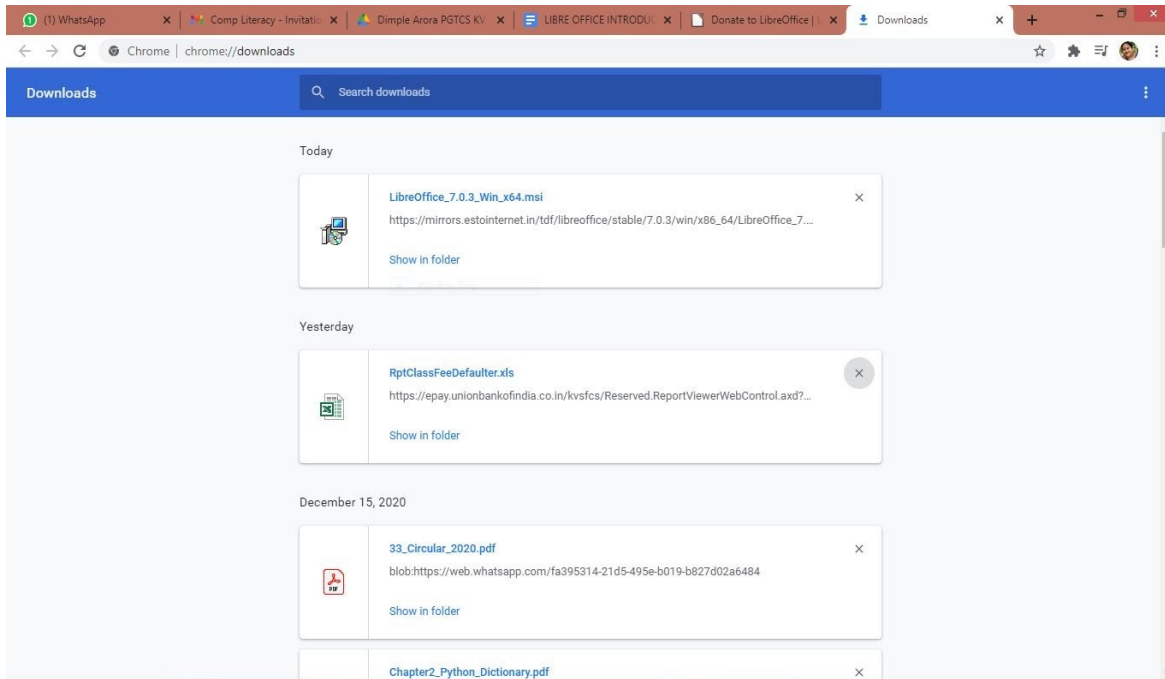
<https://www.libreoffice.org/download/download/>



Step2 - You can see the latest version of the libreoffice suite. From this page we can select our operating system from the drop down menu and press the yellow **DOWNLOAD** button. Software starts downloading to our computer/laptop.



Step3 - Click on file downloaded or open the file LibreOffice\_7.0.3...msi from downloads



Step 4- Libreoffice installation begins. Keep pressing the next button and follow instructions to install the software





तत् त्वं पूषन् अपावृणु  
केन्द्रीय विद्यालय संगठन

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