

⊙ **ATOMIC ENERGY CENTRAL SCHOOL** ⊙



CLASS - 5

COMPUTER STUDY MATERIAL



ATOMIC ENERGY EDUCATION SOCIETY**STUDY MATERIAL FOR COMPUTER****CLASS-V**

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I	April to June	1, 2
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UNIT 1

TABLE CREATION IN WORD

1.1 Inserting Tables

A table is a grid of rows and columns that intersect to form cells.

1.1.1 Selecting no. of rows and Columns

Steps to insert table

- Click on *Insert Menu*
- Click on *Table* button in Tables Group
- Click on *Insert Table* Option
- *Insert Table* dialog box appears as shown below,

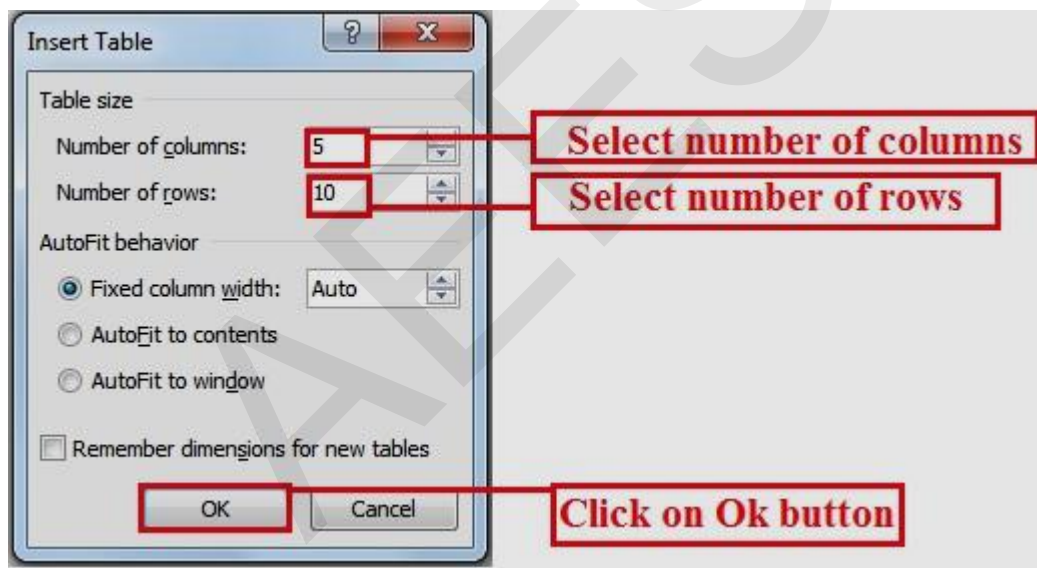


Figure 1. 1 : *Insert Table* dialog box

- Select the Number of columns and Number of rows
- Click on *OK* button
- Table appears as shown below with the specified number of columns and rows

10 rows

5 columns

Figure 1.2 : A Table – Intersection of row and columns

1.1.2 Inserting new row and column

Steps to insert new row and column in the table

- Right click on a row on which a new row needs to be inserted above or below.
- Click on the **Insert** option in the menu as shown in figure 1.3.
- Click on the **Insert Row Above** option in the submenu, a new row will be inserted above the selected row.

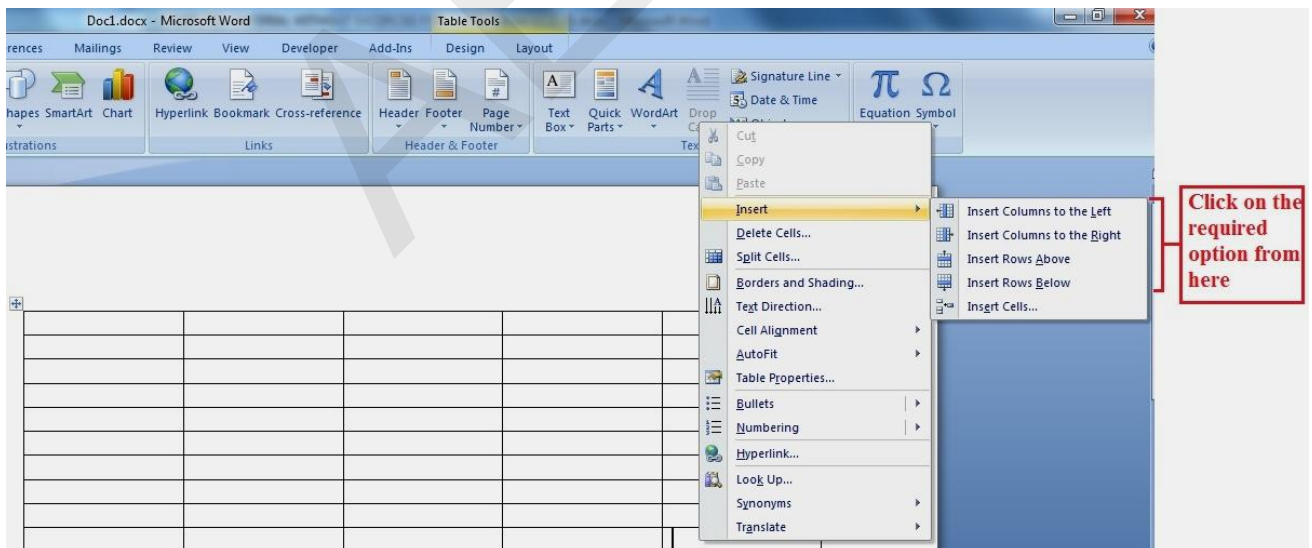


Figure 1.3 : Screen shot of Inserting a new row

Note: Click on **Insert Column to the Left** option to insert a new column to the left of the selected column

1.1.3 Merging the cells

Steps to merge the cells in the table

- Select the cells to be merged.
- Click on *Merge Cells* in the menu as shown in the figure 1.4



Figure: 1.4 : Merge Cells option in the Menu

- The selected cells will be combined (merged) as a single cell.

1.1.4 Filling the color in the cells

Steps to fill color in the cells

- Select the cells to be colored and right click
- Click on *Table Properties* option
- A *Table Properties* dialog box appears as shown in figure 1.5.
- Click on *Borders and Shading* button
- A *Borders and Shading* dialog box appears as shown in figure 1.5.
- Click on *Shading Tab*
- Select the color to be filled with from *Fill*
- Click on *Ok* Button

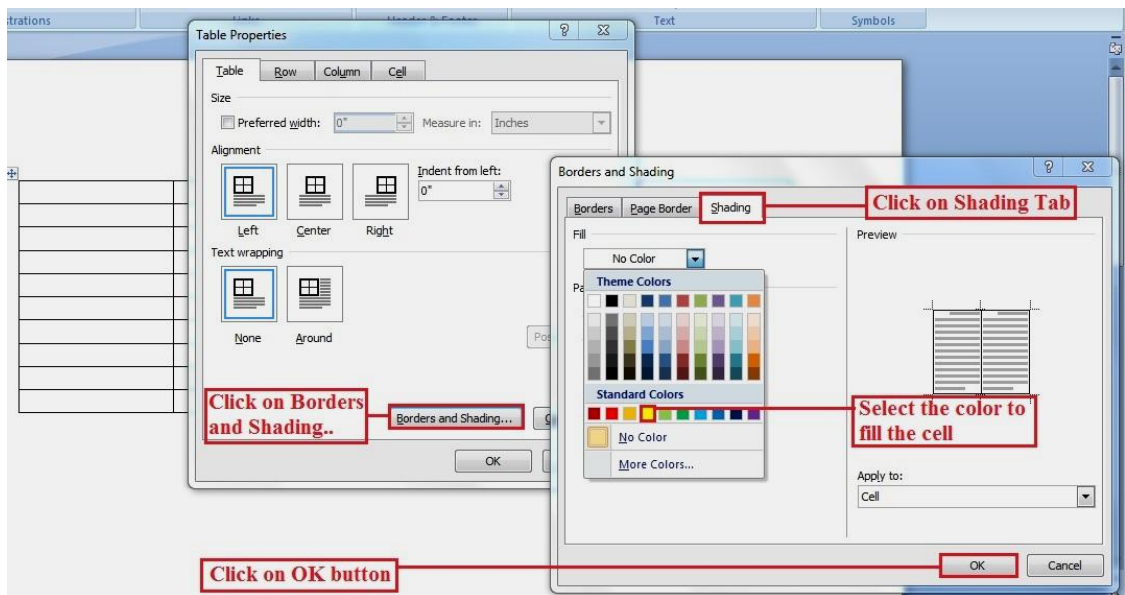


Figure 1.5: Filling color in cells screen shot

1.1.5 Alignment in the table (vertical and horizontal)

Steps to Align the table

- Select the rows to be aligned and right click on the selection.

S.No	Name of the Student	Class
1	Sri Ram	V
2	Shravan	VI

Figure 1.6 : Selected rows in a table

- Click on **Cell Alignment** option from the menu
- Different formatting options appear as shown below,

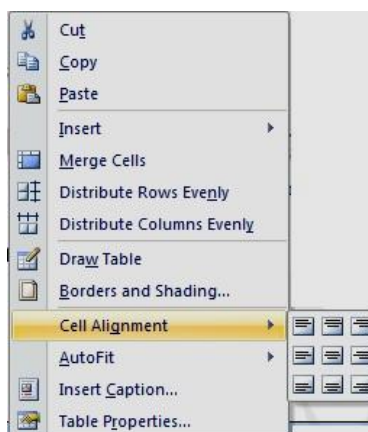


Figure 1.7 Cell Alignment option in the menu

- Select the desired option from the patterns appearing in the submenu.
- The selected rows will be aligned as per the selected pattern.

1.1.6 Table borders

Steps to apply Table Styles, border and border color

- Select the cells/rows/column for which the border style has to be changed.
- Click on **Design** Menu. The Table Tools Design tab appears as shown below,

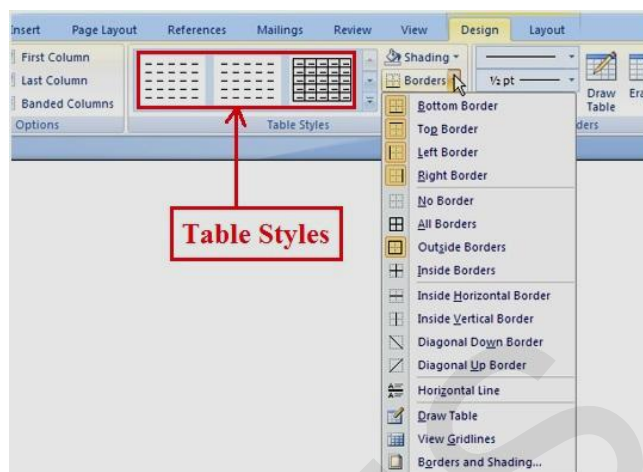


Figure 1. 8: Table Styles and borders menu

- Click on any one of the Table Style patterns in the **Table Style** group to change the appearance of the table.
- Click on the **down headed arrow** on the **Borders** button in the **Table Styles** group. A drop-down menu appears, from which you can choose the required border pattern.
- Click on the **down headed arrow** on the **Pen Color** button in the **Draw Borders** group, to set the line color.

1.2 Draw Table

Steps to Draw table

- Click on **Insert** Menu
- Click on **Table** button in the **Tables** group.
- Click on **Draw Table** option in the dropdown menu.
- The cursor appear as a pencil, using which lines can be drawn.
- Click on the place where the table needs to be drawn. Drag and drop the cursor.
- . A row appears, put lines horizontally and vertically, as many as the number of rows and columns are required in the table.

EXERCISES

I. STATE TRUE OR FALSE

1. We cannot Insert a new row in between two existing rows in a table in MS word.
2. We can merge all the cells in a column.
3. A table is an intersection of rows and column.

PRACTICAL EXERCISES

1. (i). Create a table in Microsoft Word to store 10 students personal details Roll No., Name, Fathers name, Address, Boy/Girl and enter some random data.
(ii). A student with Roll No. 5 took TC, delete the row corresponding to the student from the table.
(iii). A new student has joined in the class, insert a new row and fill his details. Assign his roll no. as 11.
(iv). Save the file with the name “StudentsPer” and Close the file.
2. (i). Open the existing file “StudentsPer” and add one more field S.No. as the first column and fill the serial number.
(ii). Color the first row with yellow color.
(iii). Apply all borders and make the outside border thickness as 1 pt.
3. Create a table in MS Word as shown below,

Registration form	
Name	
Roll No.	
Class/Sec.	
Date of Birth	
Address	
Contact No.	

UNIT II

MORE IN WORD

2.1 Manipulating Paragraph

Paragraphs can be manipulated using the Paragraph formatting option that lets you control the appearance of individual paragraphs

2.1.1 Selecting

Select the paragraph, which needs to be aligned. Right click and select **Paragraph** option.



Figure 2.1 :Paragraph Dialog box

There are two tabs in the paragraph dialog box.

- i. Indents and Spacing
- ii. Line and Page Breaks

Indents and Spacing

- Line space is the amount of vertical space between lines of text in a paragraph. Single-spacing is Word's default setting.

- Paragraph space is the amount of space above or below a paragraph. Instead of pressing **Enter Key** multiple times to increase space between paragraphs, you can set a specific amount of space before or after paragraphs.

2.1.2 Moving

Steps to move the paragraph

- Select the text you want to move.
- Press **Ctrl + X** to cut the text.
- Position the cursor where you want the text to be.
- Right click and click on **Paste** or Press **Ctrl + V**.

2.1.3 Copying

- Select the text you want to copy.
- Press **Ctrl + C** to copy the text to the Clipboard.
- Position the cursor where you want the text to be.
- Right click and click on **Paste** or Press **Ctrl + V**.

2.1.4 Page Layout Menu

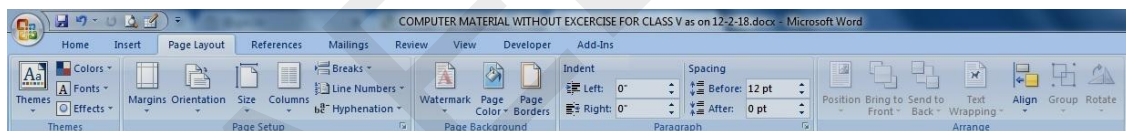


Figure 2.2: Page Layout Menu

The *Page Layout Menu* allows the user to control the look of the document. Page Layout Menu allows to change the document orientation, page size, margins, indentation, line spacing and paragraph settings.

2.1.5 Margins Setting

- Click on the **Page Layout** menu.
- Click on the **Margins** button in the Page Setup group.

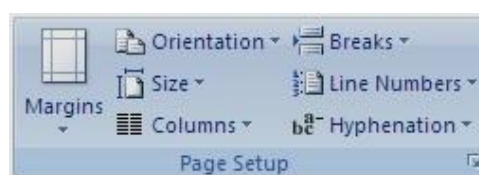


Figure 2.3: Margin button

- Click on the required margin type from the drop down options. The entire document automatically changes to the margin type that has been selected.

Or

- To specify some specific margin size, click **Custom Margins** option from the drop down menu.

2.1.6 Orientation

The term *portrait* refers to the vertical orientation (long).

The term *landscape* refers to the horizontal orientation (wide). A page with landscape orientation is wider than it is tall.

The default orientation of a document is portrait.

Steps to change the Page Orientation from Portrait to Landscape

- Click on **Page Layout** Menu
- Click on **Orientation** in the Page Setup group
- Click on **Landscape** option

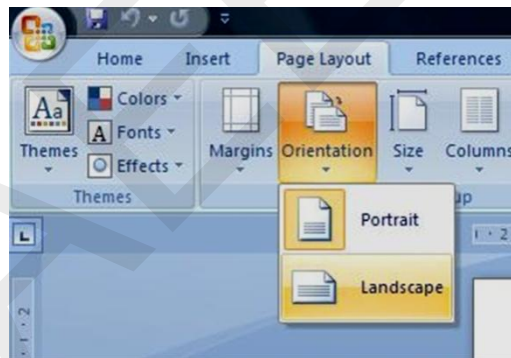


Figure 2.4: Landscape orientation

2.1.7 Paper Size (Legal & A4)

Steps to change the paper size of the document.

- Click on **Page Layout** Menu
- Click on **Size** in the Page Setup group.
- Select the required Paper size Legal or A4

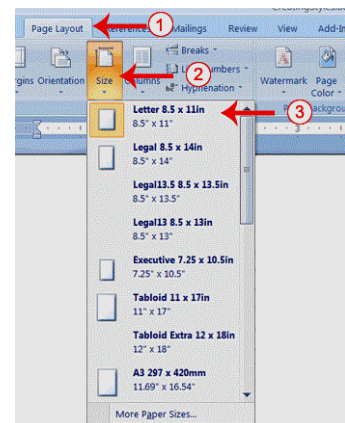


Figure 2.5: Paper size

2.1.8 Page Borders

Steps to change Page Border

- Click on **Page Layout** Menu
- Click on **Page Borders** button in Page Background group
- Borders and Shadings dialog box appears
- Select the border type from the **settings** tab
- Select the border style
- Click on **ok** button
- The selected border will be applied for the document

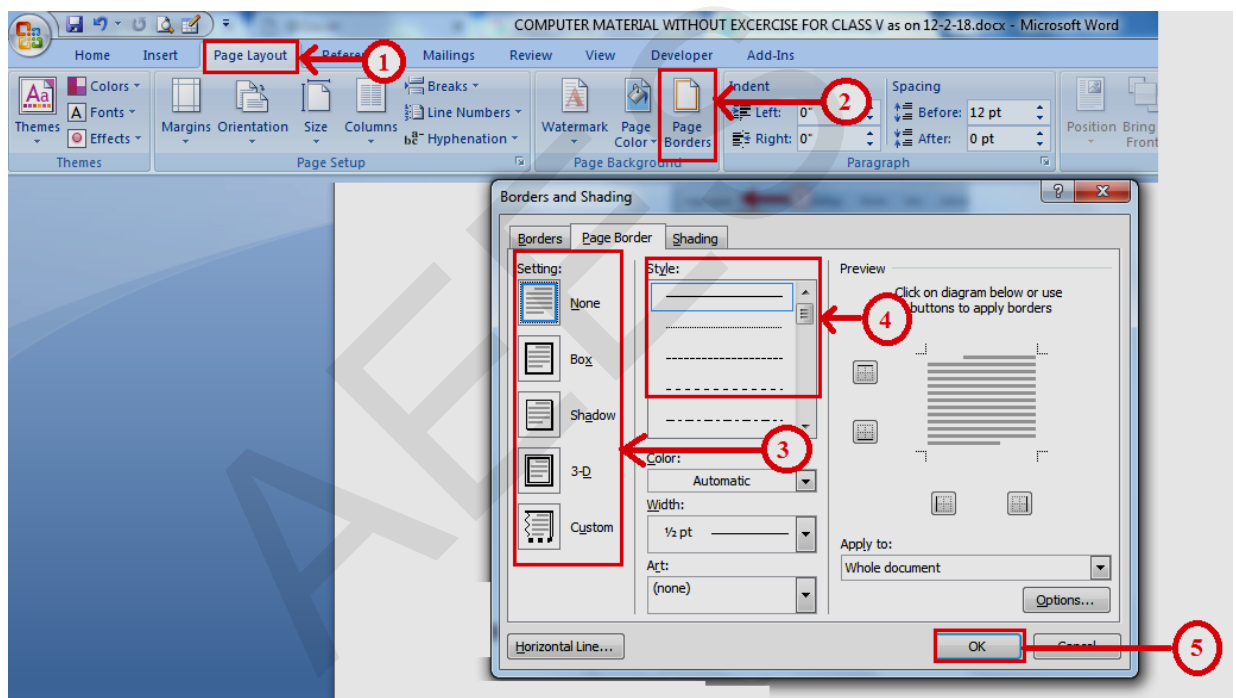



Figure 2.6 :Borders and Shading dialog box

2.2. Indentation

Indent is used to describe the distance, or number of blank spaces used to separate a paragraph from the left or right margins.

Steps to apply indentation to a paragraph

- Select the text for which indent needs to be applied.

- Click on the **Home tab** in the toolbar.
- Click on the **Increase Indent** button  in the **Paragraph group**.

2.3. Wrap Text/Positioning Image

Text wrap is used to arrange a picture or diagram with text. The text wraps around the graphic.

Steps to Wrap text around a picture

- Select the Picture
- Click on **Format** tab
- Click on **Text Wrapping** in the Arrange group
- Click **More Layout Options**.
- An Advanced Layout Window appears as shown below,

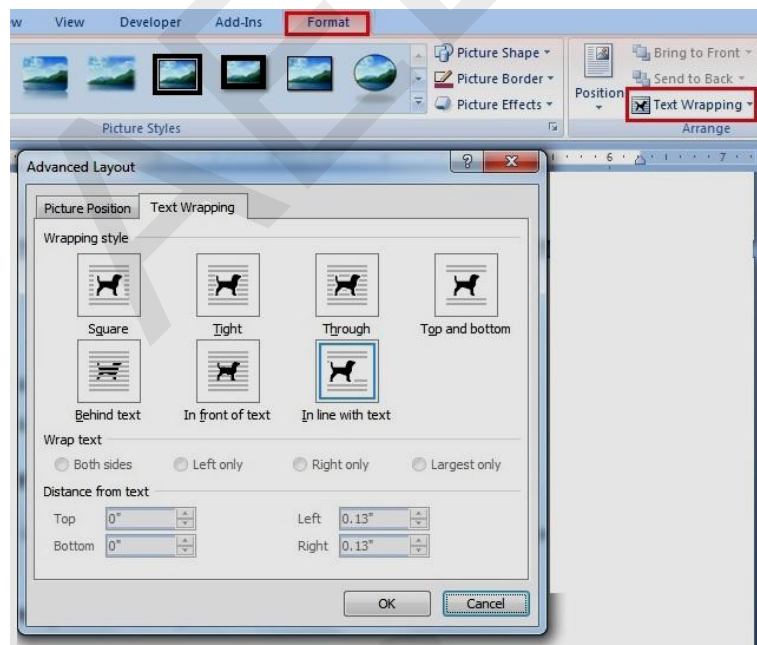


Figure 2.7: Advanced Layout Window

- Choose the required text wrapping pattern from the options displayed.

EXERCISES

I. STATE TRUE OR FALSE

1. By default the page orientation is Portrait.
2. We cannot change the space above the paragraph.
3. Wrap text is used to arrange a picture with text.
4. Landscape refers to horizontal orientation.
5. Double spacing is Word's default setting.

PRACTICAL EXERCISES

1. (i). Create a word file on the topic "Sports". Write 2 paragraphs about Sports and its importance.
(ii). Make the line space as Double.
(iii). Save the file with the name "Sports" and Close the file.
2. (i). Open the existing file named "Sports"
(ii). Set the margin sizes as given below.
 - a. Left: 1,5 inches
 - b. Right: 1 inch
 - c. Top: 1 inch
 - d. Bottom: 1 inch
(iii). Set the page orientation as Landscape.
(iv). Set the paper size as A4.
(v). Draw page border in the document.

UNIT- III

WORKING IN EXCEL

3.1 Working with Sheets

- A worksheet is a collection of cells, where data can be entered and manipulated.
- A cell is an intersection of a row and a column.
- Rows are named with Arabic numbers.
- Columns are named with Alphabets.
- By default the workbook consists of three worksheets.

3.1.1 Creating/ Deleting Sheets

Steps to Insert a new worksheet in front of an existing worksheet

- Click on the **Home** tab.
- Click on **Insert** in the Cells group.
- Click on **Insert Sheet** from the drop down menu.

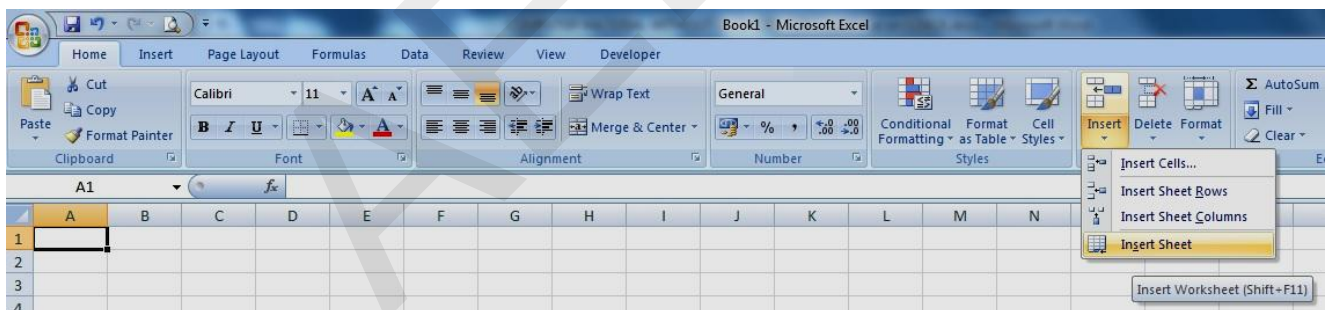


Figure 3.1: Insert a new worksheet in front of an existing worksheet

Or

Alternative steps to Insert a new worksheet

- Right-click on the tab of an existing worksheet
- Click on **Insert**.

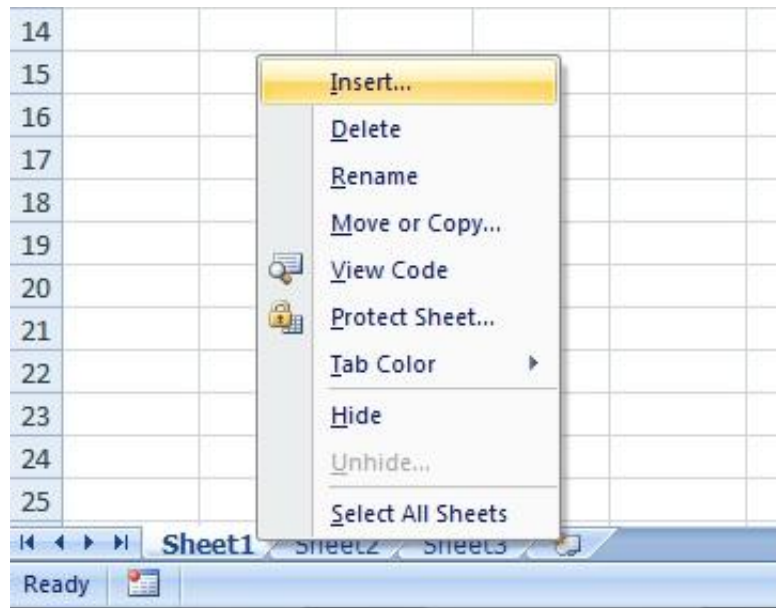


Figure 3.2: Insert option in the Menu

- Insert Window appears as shown below,
- Click on **Worksheet** from the General tab.
- Click on **OK** button.

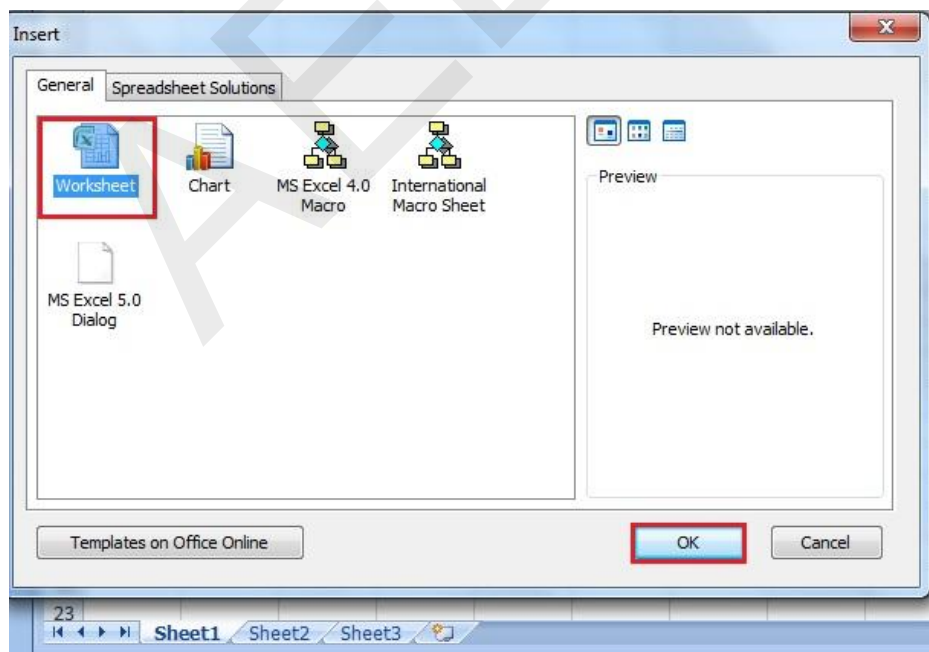


Figure 3.3: Insert window

Steps to Delete a worksheet

- Right-click on the sheet which needs to be deleted.
- Click on Delete from the menu.

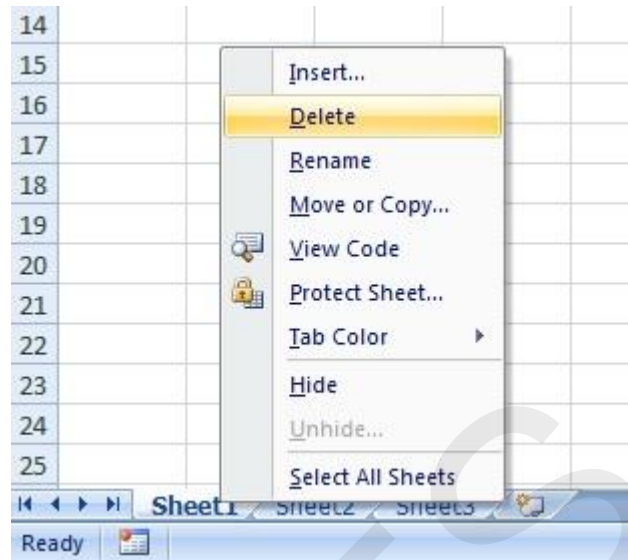


Figure 3.4: Delete option in the Menu

3.1.2 Renaming Sheets

Steps to Rename a worksheet

- Right-click on the sheet tab that needs to be renamed.
- Click **Rename** option.
- Select the current name, and then type the new name.
- The sheet will be renamed.

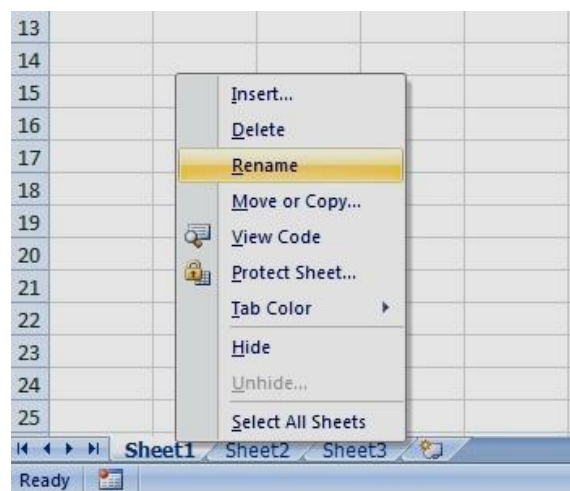


Figure 3.5: Rename in the Menu

3.1.3 Copying / Moving Sheets

- Click on the **Home** tab.
- Click on **Format** in the Cells group
- Click on **Move or Copy Sheet**

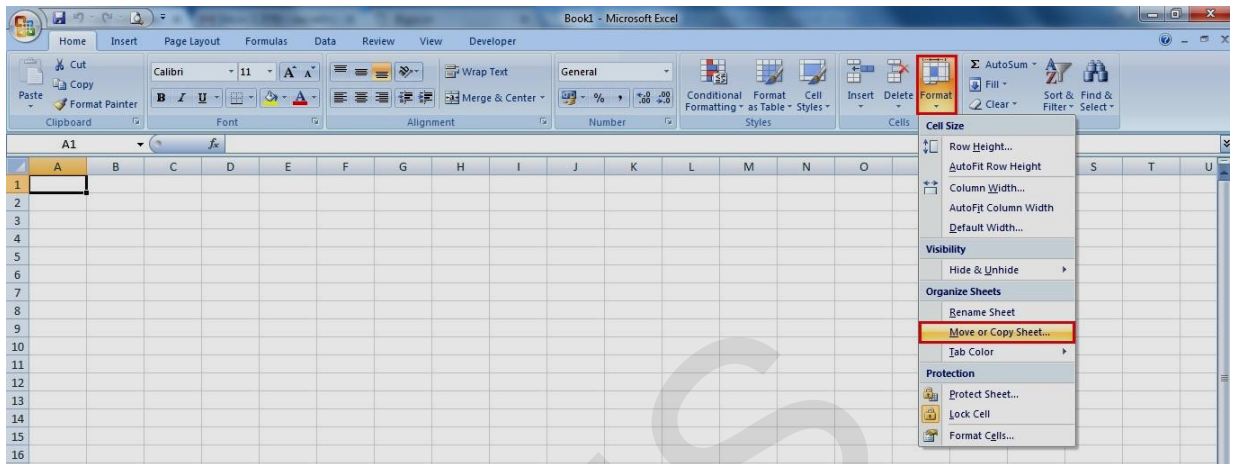


Figure 3.6 : Move or Copy worksheet

Or

Alternative steps to Move or Copy Worksheet

- Right-click the Worksheet tab which needs to be Moved/Copied.
- Click on **Move or Copy** option.\ from the Menu.

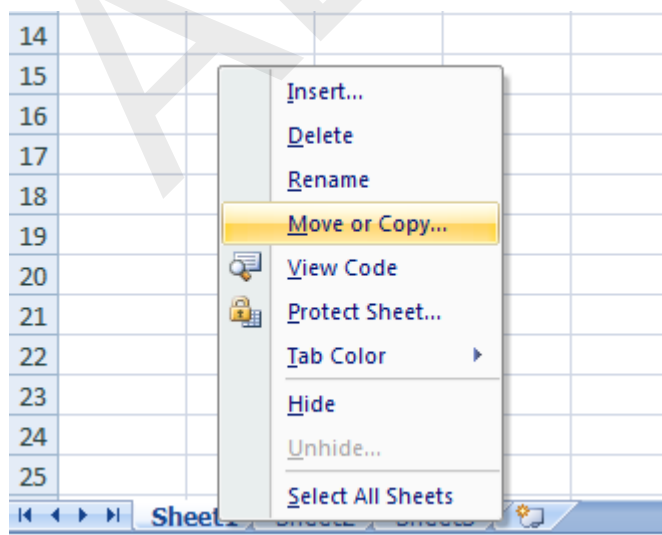


Figure 3.7: Move or copy Sheets

- Move or Copy dialog box appears as shown below,

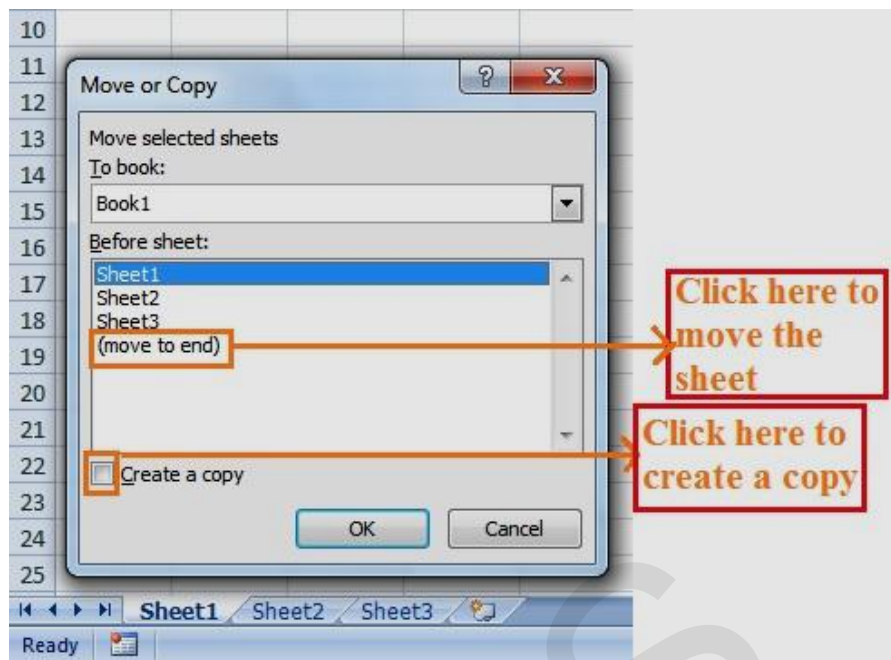


Figure 3.8: Move or Copy dialog box

- Click on the **move to end** option for moving the sheet to the end of the workbook.
- Click on the **Create a copy option** to create a copy of the sheet in the same workbook.
- To create a copy of the worksheet in another work book, click on the drop down button given below the 'To book' .
 - Select name of the other excel workbook to which the sheet has to be copied.
- Click **OK** button.

3.2 Inserting new row and column

To add new data within an existing worksheet, you can insert new rows or columns.

Steps to insert new rows or columns

- Select the cells, rows, or columns where you want the new, blank cells to appear.
- Click on the **Home** tab, Click on **Insert** command button in the Cells group.
- Click **Insert Cells** on the drop-down menu.

The Insert dialog box opens with the following option buttons:

- **Shift Cells Right:** Select this option to shift existing cells to the right to make room for the blank cells you want to insert.
- **Shift Cells Down:** Use this default option to instruct the program to shift existing cells.
- **Entire Row:** Select this option to insert complete rows in the cell range. You can also select the row number on the frame before you choose the Insert command.
- **Entire Column:** Select this option to insert complete columns in the cell range. You can also select the column letter on the frame before you choose the Insert command.

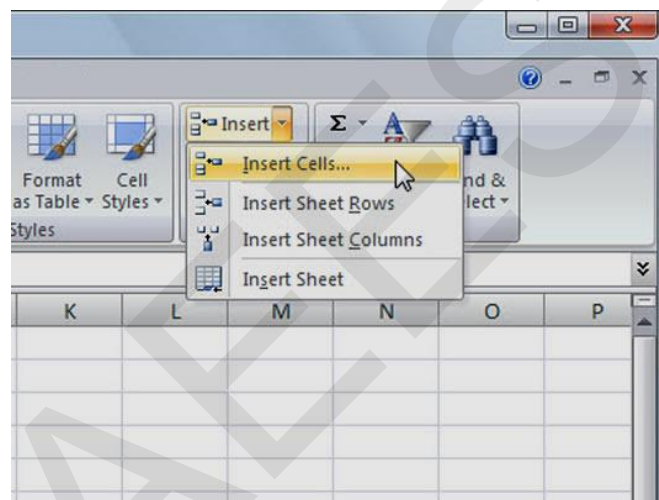


Figure 3.9: Insert new row and column

3.3 Deleting/ Hiding the rows and columns

Steps to delete rows or columns

- Select the cells, rows, or columns that you want to delete.
- Click on the **Home** menu.
- Click the arrow next to **Delete** in the **Cells** group and then do one of the following:
 - To delete selected cells, click **Delete Cells**.
 - To delete selected rows, click **Delete Sheet Rows**.
 - To delete selected columns, click **Delete Sheet Columns**.

Or

#Alternative Steps to delete rows or columns

- Select the cells, rows or columns to be deleted.
- Right-click on the selection.
- Click **Delete**.
- If you are deleting a cell or a range of cells, in the **Delete** dialog box, click **Shift cells left**, **Shift cells up**, **Entire row**, or **Entire column**.
- If you are deleting rows or columns, other rows or columns automatically shift up or to the left.

Steps to hide rows or columns

- Select the rows, or columns that you want to hide.
- Click on the **Home** tab
- Click on **Format** in the **Cells** group.
- Click on **Hide & Unhide** option in the **Visibility** tab.
- Click on **Hide Rows** or **Hide column** according to the requirement.
- Selected rows or columns will be hidden.

Or

#Alternative Steps to hide rows or columns

- Select the rows or columns that you want to hide.
- Right-click on the selection.
- Click on **Hide**.
- Selected rows or columns will be hidden.

3.4 Changing the width and height of the column and row

Steps to change the width and height of the column and row

- Select the columns or rows for which width or height has to be changed.
- Click on the **Home** tab.
- Click **Format** in the **Cells** group.
- Click on **Column Width** or **Row Height** as required.

- In the **Column width** box or **Row Height** box, type the value.
- Click on **OK**.
- The Width or Height of the column or row will be changed as mentioned.

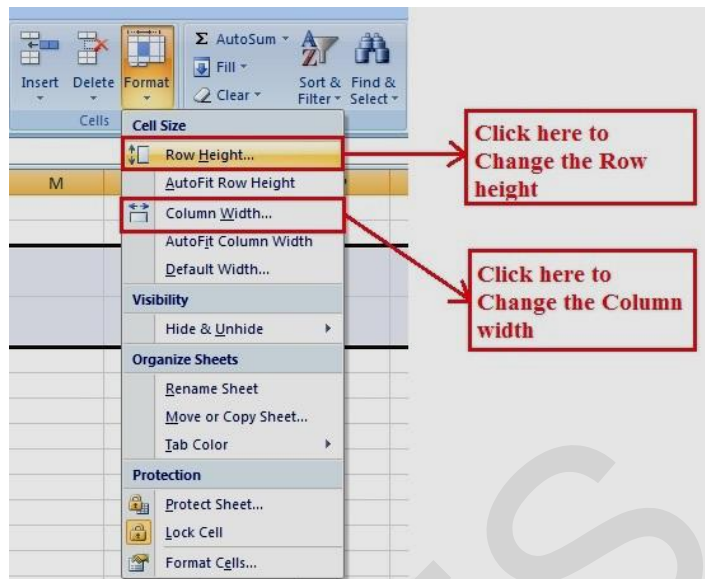


Figure 3.10 : Row height and Column width

3.5 Find and Select the data in a given range

Steps to find and Select the data in a given range

- Select the range of cells in which you need to find a data
- From the **home** menu, Click on **Find & Select** button in the Editing group
- Click on **Find** option.
- **Find and Replace** dialog box appears as shown below,

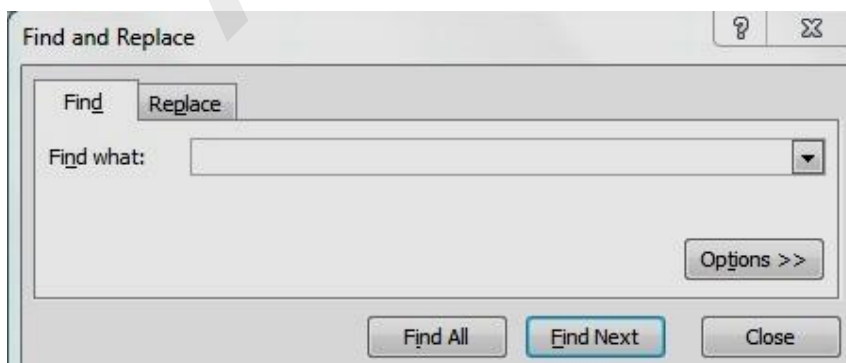


Figure 3.11: Find and Replace dialog box

- Type the data you want to find the **Find What** box

3.6 View Menu

3.6.1 Gridlines

Gridlines are the light gray lines that divide each of the cells, rows, and columns in a spreadsheet.



Figure 3.12: Gridlines in Excel

Gridlines appear by default in the excel sheet.

Steps to remove the grid lines

- Click on the **View** menu.
- Clear the **Gridlines** check box in the Show/Hide group.
- The gridlines will be removed and a plain sheet will be displayed.



Figure 3.11: Gridlines in View menu

3.6.2 Freeze Panes

Freeze panes option is used to keep the first row and first column visible while scrolling down.

- Click on the **View** tab.
- Click on the **Freeze Panes** button in the **Window** group.
- Click on the **Freeze Panes** option in the popup menu.
- When you scroll, row 1 and column A will be seen.

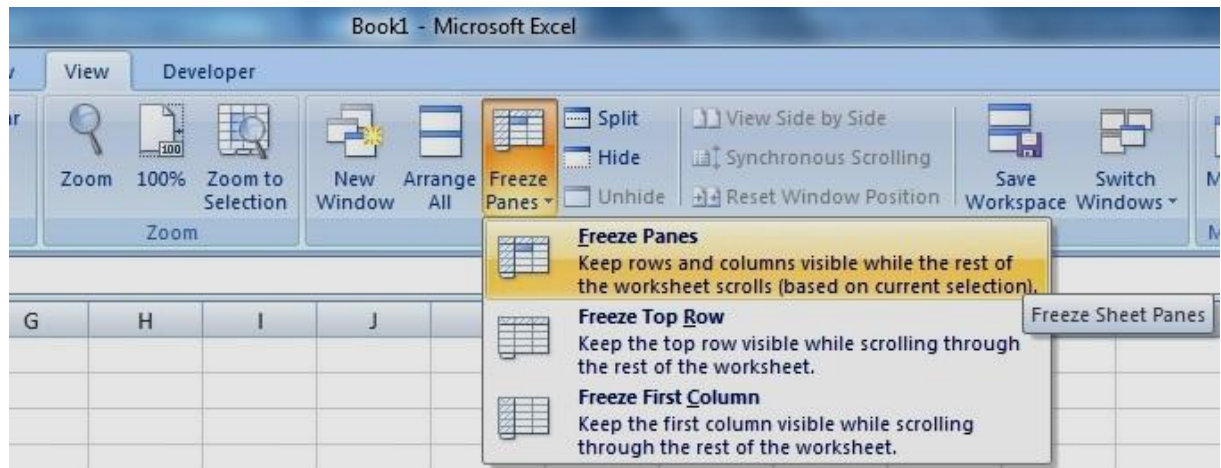


Figure 3.12: Freeze Pane

3.6.3 View side by side

This feature allows the user to view two different workbooks at the same time or view two different spreadsheets of the same Excel book at once.

Steps to view two worksheets in the same work book side by side

- Click on the **View** menu.
- Click on **New Window** button in the Window group.
- Click 'n' number of times on **New Window** to display 'n' worksheets at a time side by side.
- Click **Arrange All** in the in the Window group.
- **Arrange window** dialog box appears.
- Click on the required arrangement option.
- Click on **OK**.

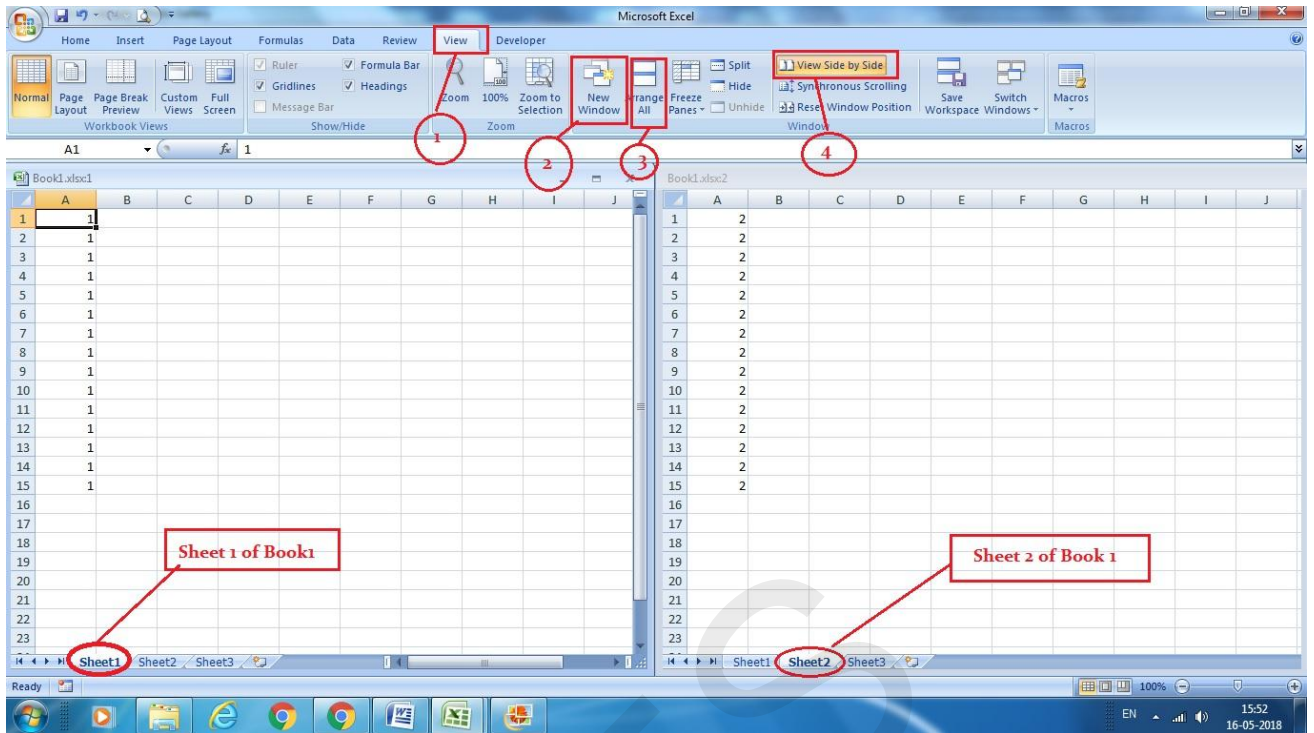


Figure 3.13: Screen shot of viewing two worksheets of same work book side by side

Steps to view two worksheets in different work book side by side

- Click on the **View** menu.
- Click on **View Side by Side** button in the Window group.

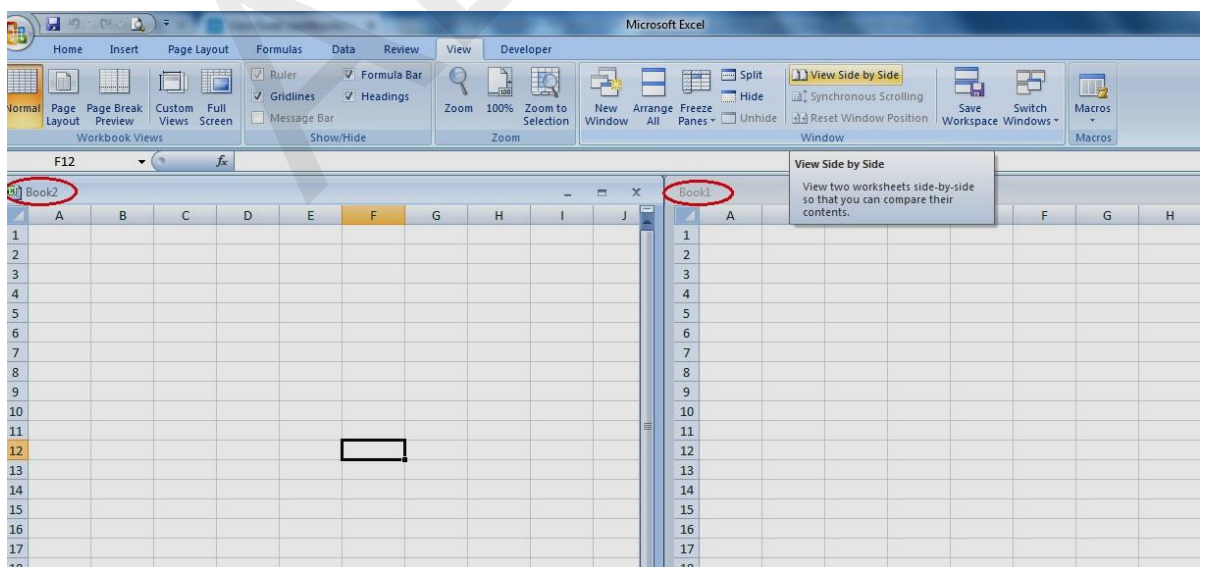


Figure 3.14: Screen shot of viewing two workbooks side by side

3.6.4 Synchronous Scrolling

Synchronous Scrolling is used to scroll down both spreadsheets at the same time and compare the differences.

Steps to activate Synchronous Scrolling

- Click on **View** menu
- Click on **Synchronous Scrolling**.
- While scrolling both the windows will scroll together.

Note: This option can be enabled when **View Side by Side** feature is enabled.

AEES

EXERCISES

I. Fill in the blanks with the correct answer by using the words given below in the box.

Freeze Panes, View side by side, Synchronuos Scrolling, worksheets, Alphabet and Arabic Numbers

1. _____ is used to view two workbooks at a time on the screen.
2. _____ is used to scroll down both spreadsheets at a time.
3. _____ is used to keep the first row or some selected rows visible while scrolling down.
4. In excel a cell is named with the combination of _____
_____.
5. By default a workbook has three _____.

PRACTICAL EXERCISES

1. (i). Create a table in the sheet1 of a new workbook using Microsoft excel. Enter 10 Students mark details with the fields S. No., R.No., Name, English marks, Hindi marks, maths marks and EVS marks.
 - (ii). Delete sheet2 and Sheet 3 from the workbook.
 - (iii). Rename sheet1 as marks.
 - (iv). Insert a new column named class/sec after the Name column.
 - (v). Change the width of the Name column as 25.
 - (vi). Change the Row width as 10 for all the rows.
 - (vii). Save the excel file with the name “**Marklist**”.

2. (i). Open the workbook named “Marklist” .
(ii). Freeze the first row. Save the file and close it.
3. (i). Create a table named “**CCA_PrizeList**” with the fields **S.No., R.No., Name and No. of CCA prizes won** in a new workbook for the same set of students whose marks are entered in “Marklist” workbook.
(ii). View the “Marklist” workbook and “CCA_PrizeList” workbook side by side and scroll down synchronously.

AEES

UNIT- IV

INTRODUCTION TO MULTIMEDIA

4.1 Introduction to Multimedia

4.1.1 Definition

Multimedia is a combination of different content forms such as text, audio, images, animations and video.

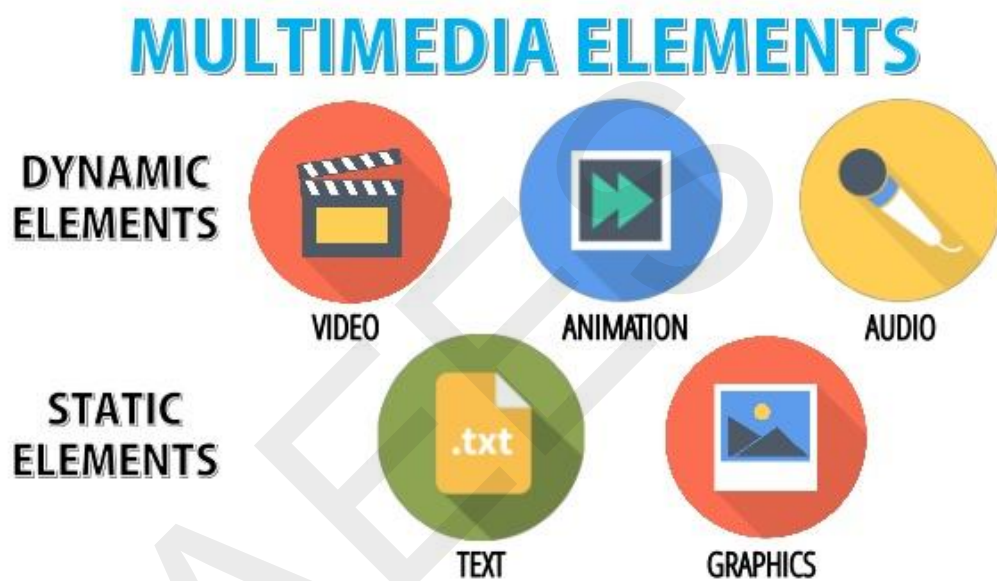


Figure 4.1: Multimedia elements

4.1.2 Uses of Multimedia

Multimedia is used in almost all the fields.

- **Advertisement** - Prints or electronic advertisements are prepared on the computer using multimedia
- **Education** - Multimedia is broadly used in the field of education and training. Audio, video and animation plays important role in Educational CDs.
- **Mass Media** - It is used by the journalists for preparing magazines and newspapers.
- **Gaming Industry** - Video Gaming is an exciting application of multimedia.

- **Medical field** - Multimedia is also used by the surgeons as they can use images created from imaging scans of human body to practice complicated procedures such as brain removal and reconstructive surgery.
- **Fine Arts** - Multimedia artists use different media that incorporates interaction with the viewer.
- **Engineering** - Software engineers often use multimedia in simulations.
- **Research** - Multimedia is used for modelling and simulation for research.

4.1.3 Hardware and Software required

Multimedia Hardware Requirements

- A Computer System (CPU, Monitor, Keyboard, Mouse).
- Sound Card
- Video Capture Card
- Graphics Card

Multimedia Software Requirements

- Painting and drawing tools. Example: Corel Draw.
- 3-D Modeling tools. Example: 3D Studio Max.
- Image editing tools. Example: Adobe Photoshop & PaintShop pro
- Sound editing tools. Example: Cool Edit
- Animation, video and digital movies editing tools. Example: Adobe Premiere and MediaShop Pro.

4.2 Media Player

A **media player** is a computer program for playing multimedia files like videos, movies and music. Media players commonly display standard media control icons.

4.2.1 How to open and use

Steps to Open Media Player

- Click on **start** button.
- Click on **All Programs**.
- Click on **Windows Media Player**.
- The windows media player window appears as shown in figure 4.2

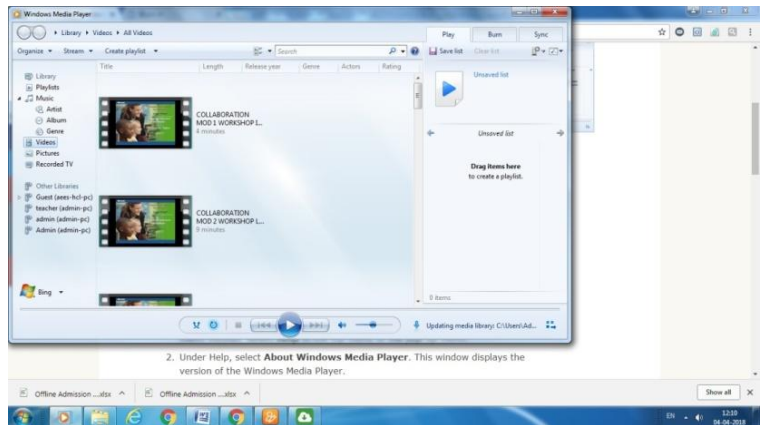


Figure 4.2: Windows Media Player window

Steps to Use Media Player

- **Steps to play a CD or DVD**
 - Insert the disc you want to play into the drive.
 - The disc starts playing automatically. If it doesn't play, open Windows Media Player, and then, in the Player Library, select the disc name in the navigation pane.
- **Steps to play a video saved in the computer**
 - Open Windows media player.
 - Select the disc name, in the Library.
 - Click on the **play symbol**.



Figure 4.3: Play button

4.3. Sound Recorder

- Sound Recorder application in Windows 7 is used to record sounds.
- A sound card and a microphone plugged in, or a webcam with a microphone built in is required for recording the sound.



Figure 4.4: Sound recorder option in the menu

- Recordings are saved as Windows Media Audio files and can be played by any media player.

4.3.1. How to open and use Sound recorder

Steps to open and use Sound recorder

- Click on **Start** button
- Click on **All programs**
- Click on **Accessories**
- Click on **Sound Recorder**

Alternative steps to open and use Sound recorder

- Type the word *sound* in the **Start Menu** search box.
- In the **Programs** list of search results, click **Sound Recorder**.

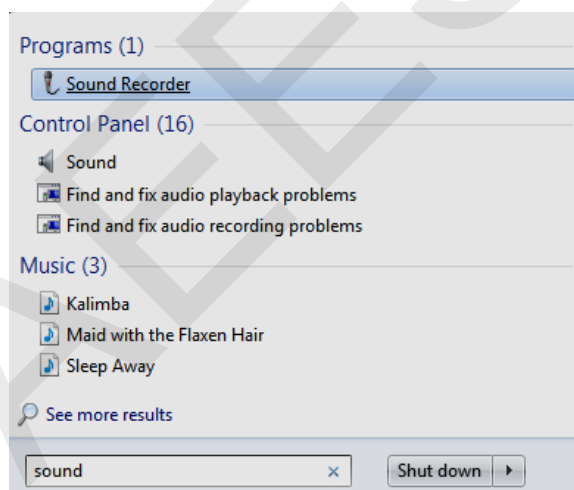


Figure 4.5: search result for sound recorder

- The **Sound Recorder** window appears as shown below,

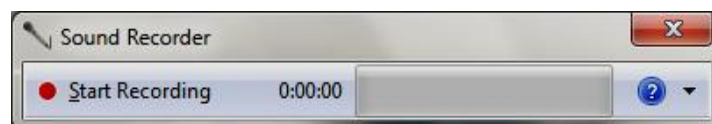
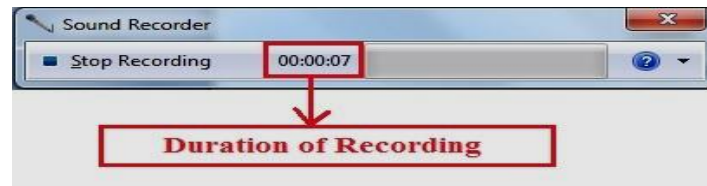


Figure 4.6: Sound Recorder window

- Click on **Start Recording**
- The duration of the recording being displayed by the timer



- Click on **Stop Recording** to complete recording.
- Save as window appears, Choose a location and enter the file name.
- The default file extension is *wma* and the file type is *Windows Media Audio*.

Note: Other file extensions are not supported by this program. If you want your recordings stored as *mp3* files, you will have to convert them with another program.

4.4. Movie Maker

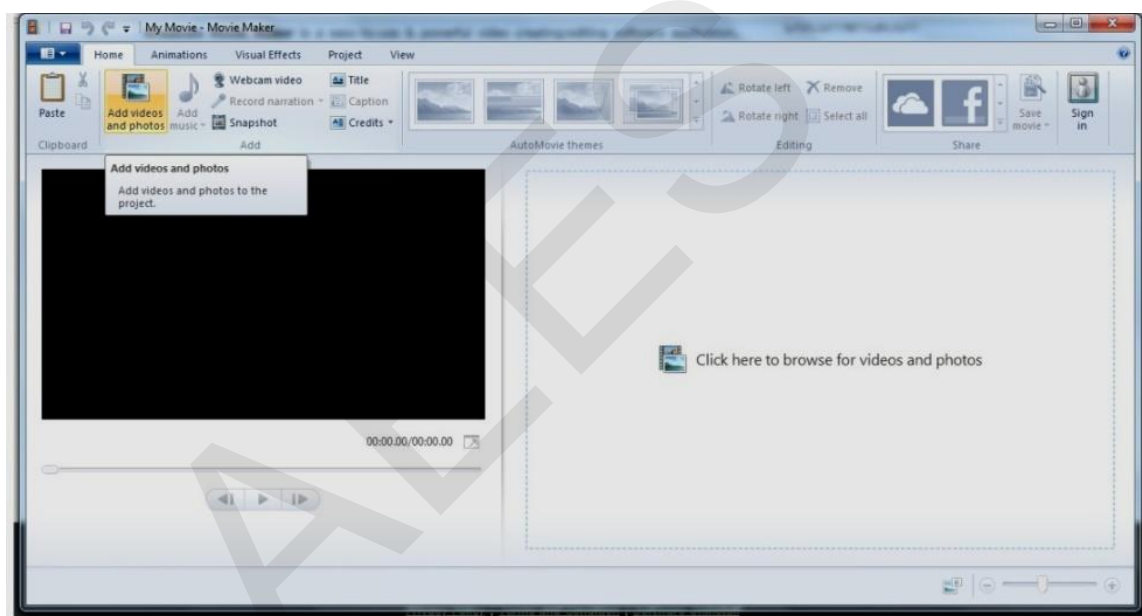


Figure 4.7: Movie maker window

Windows MovieMaker is an easy-to-use, video creating and editing software useful for film making.

4.4.1 Inserting image

Steps to Insert image

- Click on the **Add videos and photos** button shown in figure 4.6.
- Add Videos and Photos window appears as shown below,



Figure 4.8: Add videos and Photos window

- Select the image file location and click on the images that needs to be inserted in the movie.

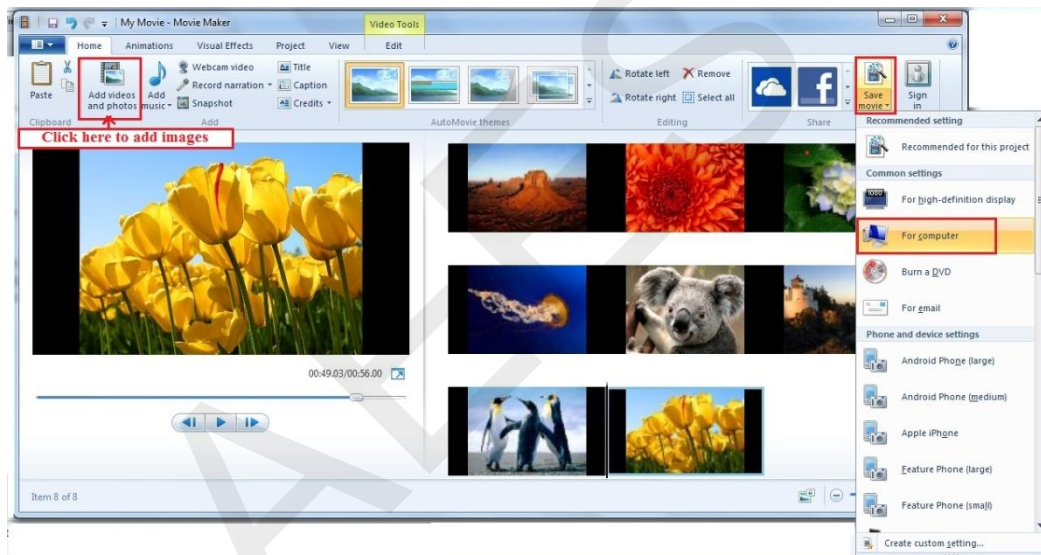


Figure 4.9: Adding more images – screen shot

- After inserting all the images that needs to be placed in the movie, Click on **Save movie** button
- Save Movie window appears, select the location to save the movie and type the name for movie.
- Click on **Title** button in the Add group.
- Using Title, Caption or Credits under **Home** menu text can also be added on the images.
- To move the photos choose the animation pattern from “**Pan and zoom**” options under the Animations menu.

4.4.2 Setting timeline

Steps to Set timeline

- By default, each image duration is 7 seconds.
- To change the duration, click on **Edit** menu and give desired value in the duration field.

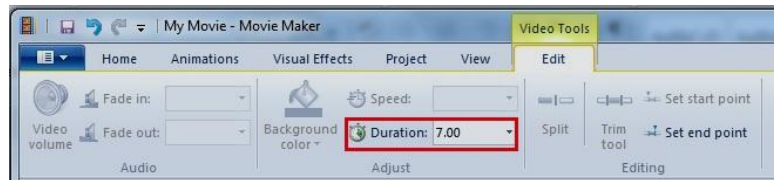



Figure 4.10: Screenshot changing the duration

4.4.3 Publishing movie

Steps to Publish movie

- Click on File. 
- Click on **Publish movie**
- From the **Publish movie on the web** sub menu choose the option on which the movie has to be published.

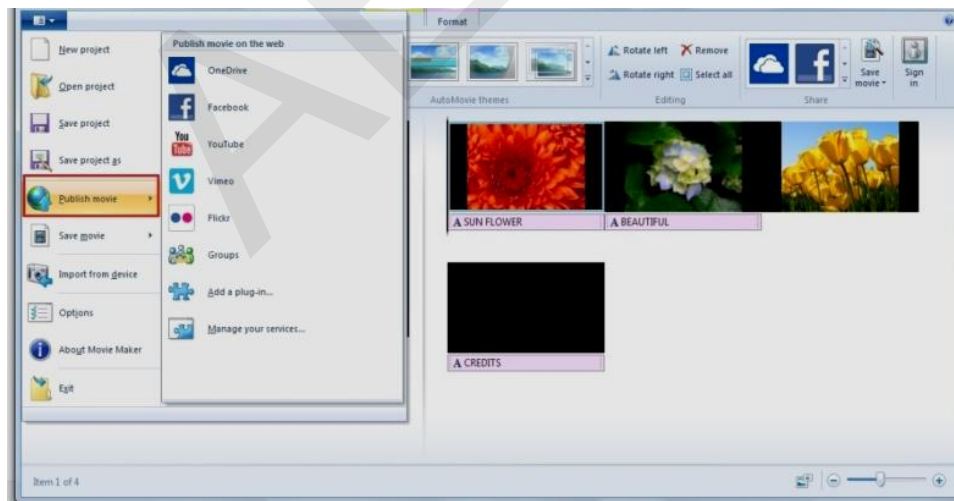


Figure 4.11: Publish movie option in the menu

EXERCISE

I. Answer the following

1. Define - Multimedia.
2. Write down any 4 fields where Multimedia is used.
3. How is multimedia used in Advertisement and Gaming field.
4. Write down the Hardware requirements of Multimedia.
5. Write down the Software requirements of Multimedia.

PRACTICAL EXERCISE

1. Open sound recorder, record the steps to open and use sound recorder.
2. i. Insert 10 images (of flowers, animals and birds) and make a video using movie maker.
ii. Set the duration of each image as 20 seconds.

UNIT- V

MAKING A POWERFUL PRESENTATION

5.1 Design Menu

Design menu allows to add a theme, color scheme or format the slide background.

5.1.1 Slide Designs

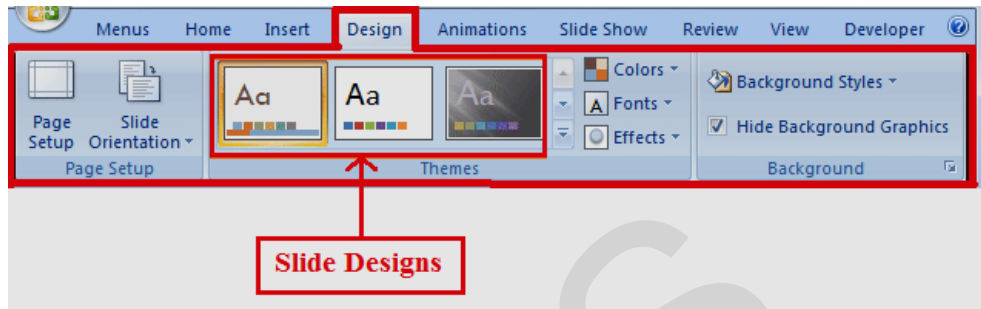


Figure 5.1: Slide designs in the Design menu

Steps to apply slide design

- Click on the Design Menu
- From the themes group, select a theme and click on it .
- The selected theme will be applied to all the slides.

5.2 Transition Menu

Transition menu is used to change the Set up (appearance) when the slides change from one to the next.

5.2.1 Different Effects on slides

Steps to apply a transition to one slide

- Select the **slide** for which transition needs to be applied.
- Click on the **Animations** tab.
- Click the **More** drop-down arrow to display all available transition effects.

Different transition effect patterns will appear as shown in figure 5.2.

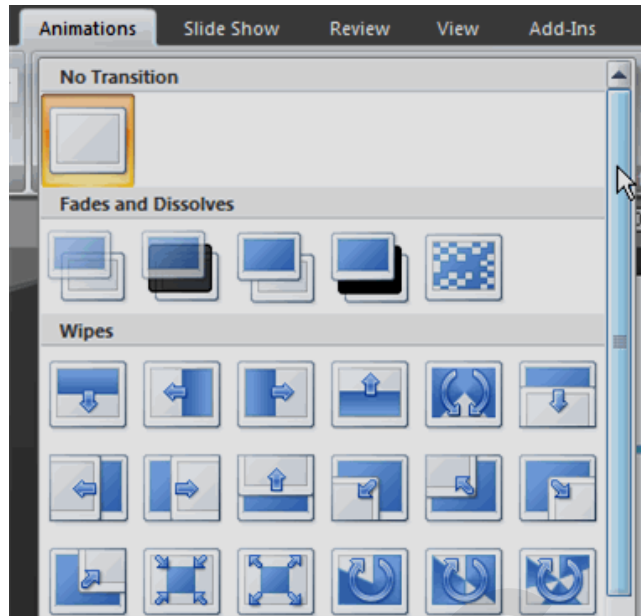


Figure 5.2 : Transition effects

- Select and Click a **slide transition effect** to apply from **Transition to This Slide** group.


To apply a slide transition to all slides

- Select the **Animations** tab.
- Select and Click a **slide transition effect** to apply from **Transition to This Slide** group.
- Click **Apply To All** to apply the transition effect to all slides in the presentation.



Figure 5.3: Transition effects

5.3 Animation Menu

Animations menu is used to choreograph the movement of things on your slides. Note that you can see many possible animations in the gallery in the Animation group, and see more of them by clicking **More**  .

5.3.1 Different effects on object

Steps to apply animation

- Click on **Animation** Menu
- Click on **Custom Animation** button in the Animations Menu
- Custom Animation window appears as shown below,

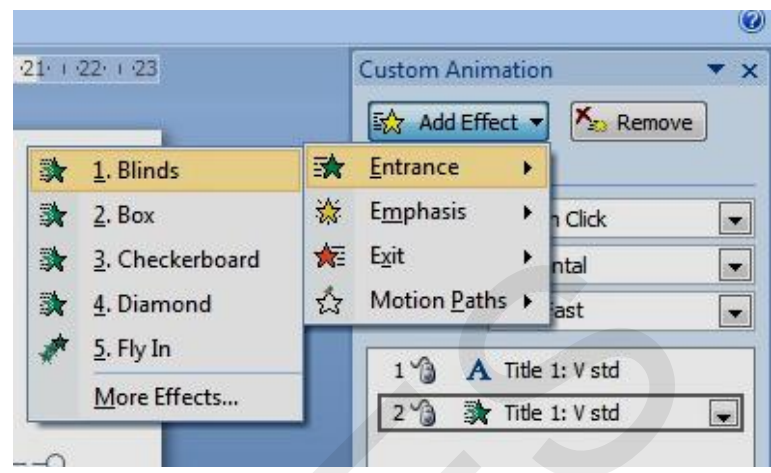


Figure 5.4: Custom Animation

- Select the required Animation pattern
- The preview of the Animated slide will appear.

5.4 Viewing Presentation in Different Ways

Different views allow you to manage different aspects of your presentation.

Power point presents the following different views.

- Normal View
- Slide Sorter View
- Notes Page
- Slide Show View

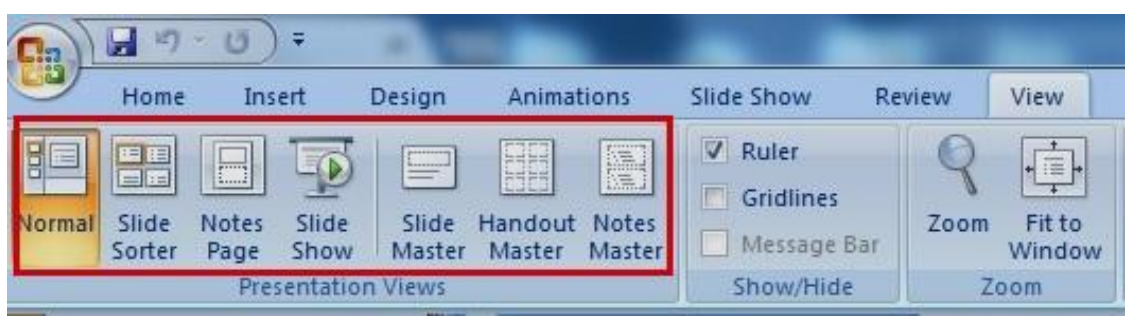


Figure 5.5: Presentation view

Normal View: By default power point uses Normal view with three frames.

- The larger frame on the right shows the Current Slide.
- The left frame has two tabs:
 - Slides tab - displays the slides as thumbnails
 - Outline tab - displays a written outline for each slide of your presentation.
- The bottom frame is for writing notes about the slide.

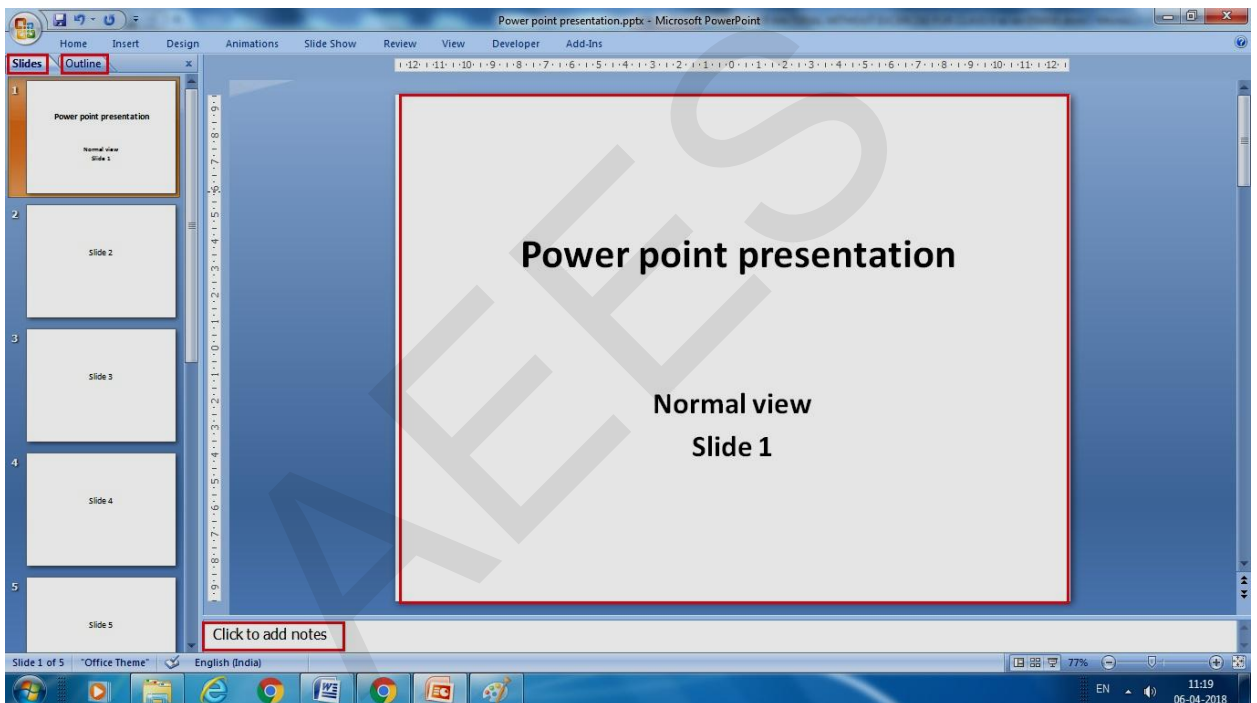


Figure 5.6 : Normal view

5.4.1 Managing Slides in the Slide Sorter View

Slide Sorter View - Thumbnails of all the slides in the presentation will be displayed.

Allows you to sort, move, add and delete slides easily.

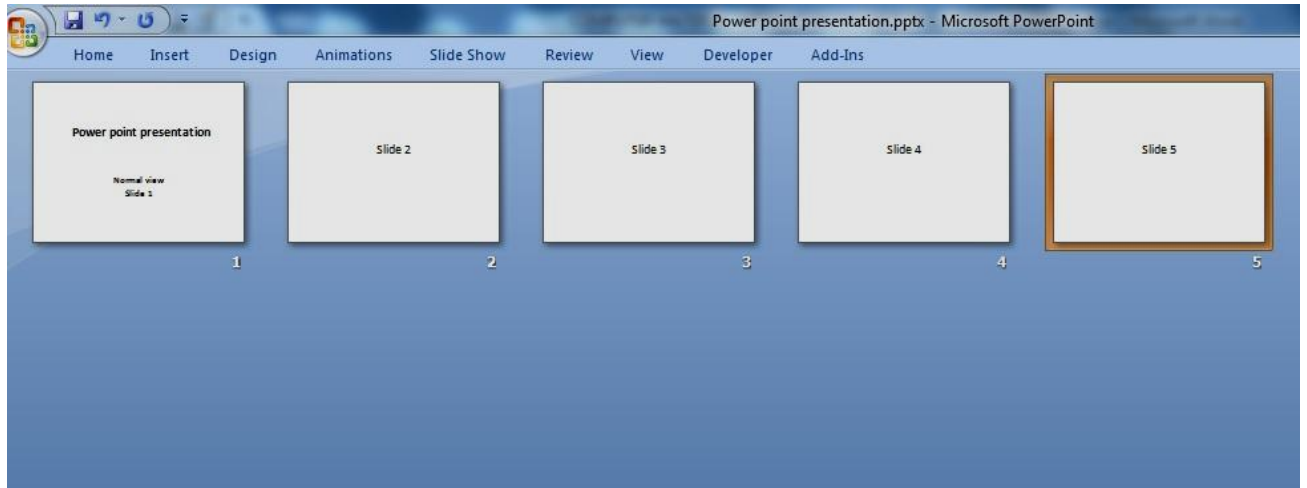


Figure 5.7: Slide Sorter View

5.4.2 Running a Presentation in the Slide Show View

Slide Show View plays the presentation from the beginning with animation.

Steps to View Presentation in Slide Show view

- Click on the “**Slide Show**” menu in the Ribbon.
- Click the “**From Beginning**” button in the “Start Slide Show” group to start the slide show from the first slide or click the “From Current Slide” button to start the slide show from the currently selected slide.
- The Slide show view begins and the slide will be displayed as shown below,



Figure 5. 8: Slide Show View

- Use the arrow keys on the keyboard to move to the next slide in the presentation. (Up or left arrow key to go back, right or down arrow key to go forward).
- Click on the Esc key on keyboard to go back to Normal view.

5.5 Previewing and Printing a Presentation

Preview of the Presentation

- Click the **Microsoft Office Button** 
- Point to the arrow next to **Print**, and then click **Print Preview**.

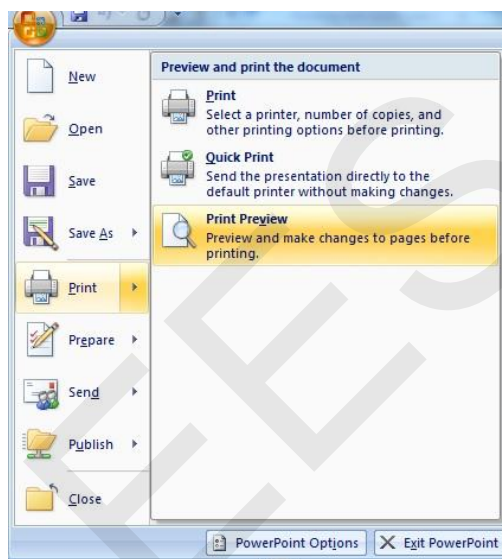


Figure 5.9: Print Preview option in the menu

- The Preview of the Slides appears.
- To print more than one slide in a page, click on **Print what** down arrow in the **page Setup** group.

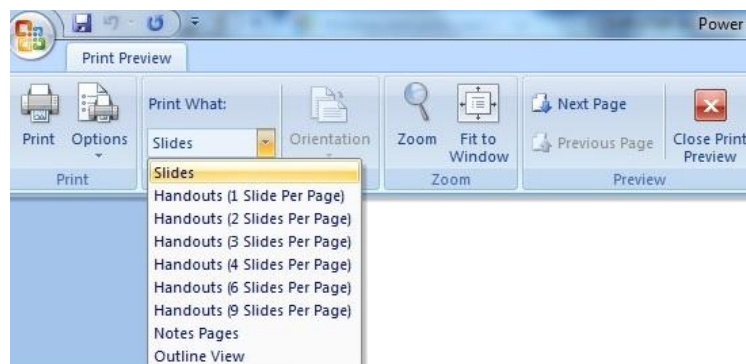


Figure 5.10: Handouts option

- Click on any one of the available option from the menu.

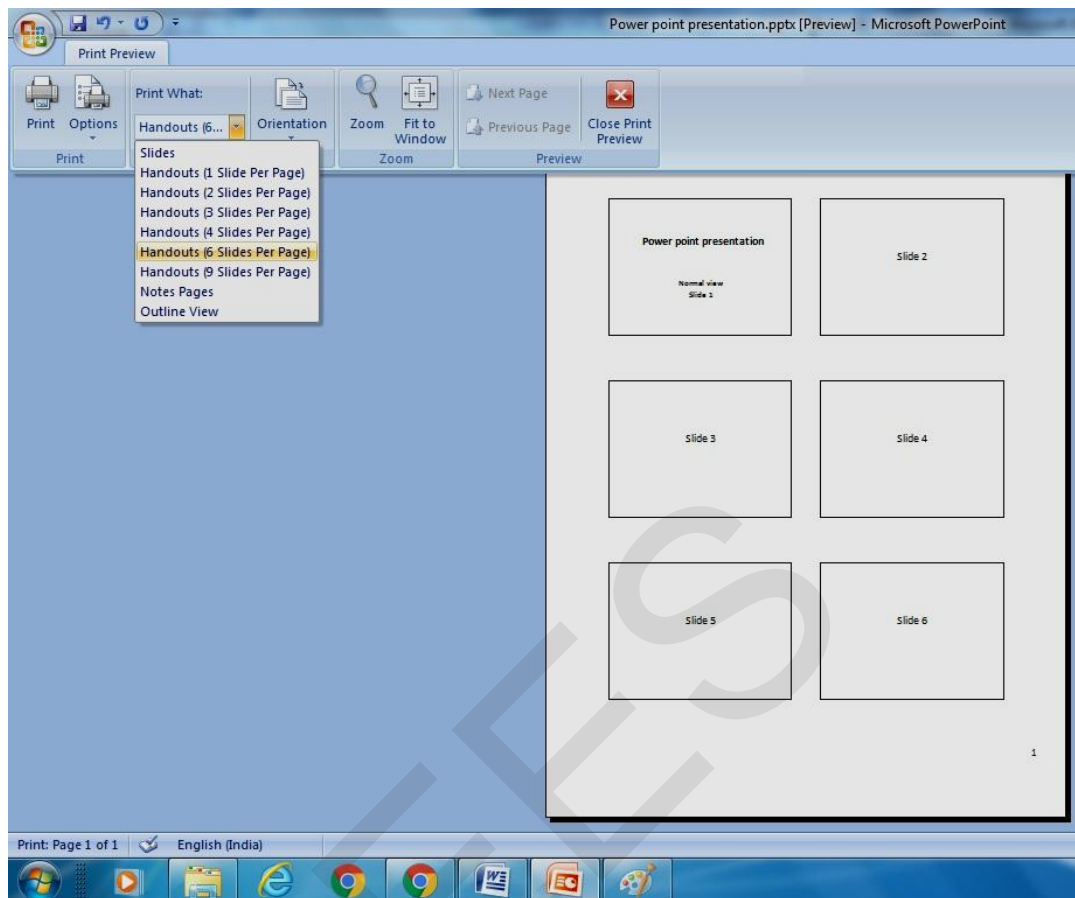


Figure 5.11: Screen shot of 6 Handouts per page

5.5.1 Selecting Page Setup Options

Selecting Page Setup Options

- Click on the Print Preview menu
- Click on the Orientation button in the Page Setup group
- Select the Landscape option to take print in Landscape.

5.5.2 Printing a Presentation

Printing the Presentation

- Click on the **Print** button in the Print group.
- Print dialog box appears as shown below,

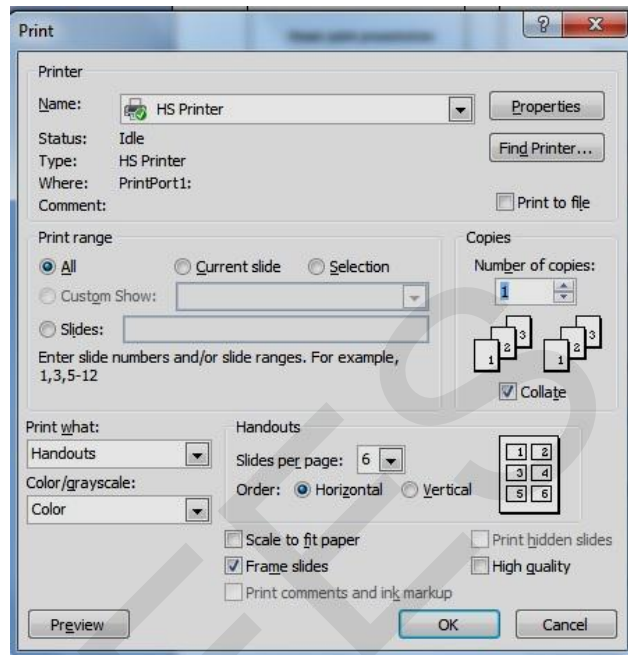


Figure 5.12: Print dialog box

- Click on OK button

5.6 Showing Presentation using Projector

- Click on **Slide Show** menu.
- Click on **Set Up Slide Show** button in the Set Up group.

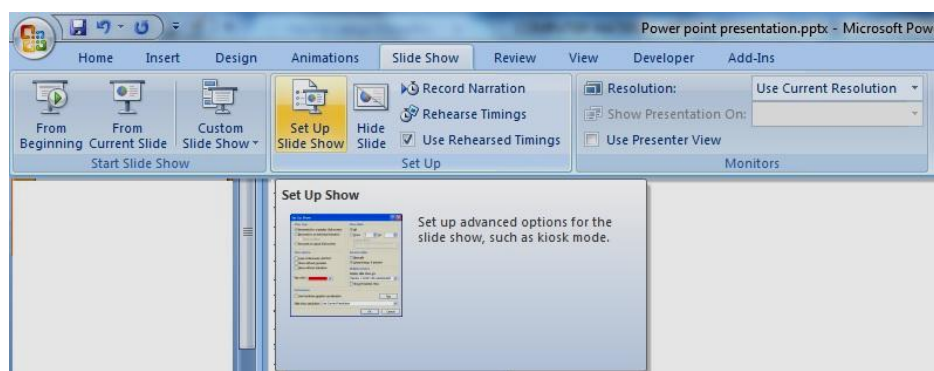


Figure 5.13: Set Up Slide Show button

- In the **Set Up Show** window, select the second monitor choice under **Display slide show on**, i.e. anything besides *Primary Monitor*.
- Now select the check box for **Show Presenter View**. This will enable the presenter mode on the monitor that is selected.

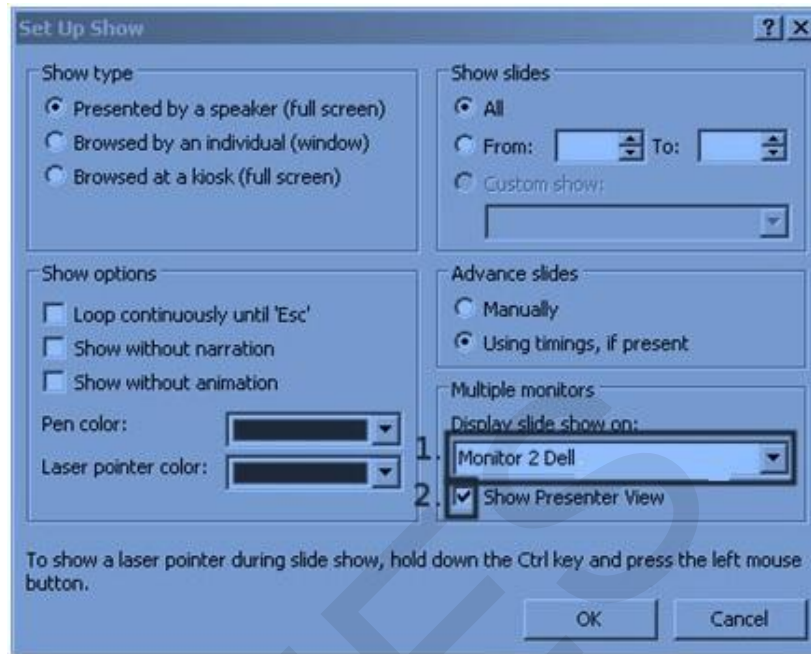


Figure 5.14: Set up Show window

- Run the presentation, the presentation will be displayed on monitor and on the projector.

EXERCISES

I. Answer the following.

1. Write the different views present in MS Power point.
2. What is the purpose of Design menu in MS power point?
3. What is the purpose of Transition menu in MS power point?
4. What is the purpose of Animation menu in power point presentation?
5. How will be the slides shown in the Slide sorter view?

PRACTICAL EXERCISES

1. (i). Create a power point presentation with minimum 5 slides on the topic “Every Drop Counts”. Save it.
(ii). Apply a slide design.
(iii). Apply animations.
(iv). Close the ppt.
2. (i) Open the ppt. named “Every Drop Counts”.
(ii) View in the Slide Show view.
(iii) Change the page setup as Landscape.
(iv) View the print preview with 6 slides per page.

UNIT- VI

INTERNET

6.1 Review of Internet

6.1.1 Introduction to Internet

- Internet was evolved in 1969, under the project named ARPANET (Advanced Research Projects Agency Network).
- ARPANET was used to connect computers at different universities and U.S. defence.
- Soon after the people from different backgrounds such as engineers, scientists, students and researchers started using the network for exchanging information and messages.
- In 1990s the internetworking of ARPANET, NSFnet and other private networks resulted into Internet.
- Internet is a '**global network of computer networks**'. It comprises of millions of computing devices that carry and transfer volumes of information from one device to the other.

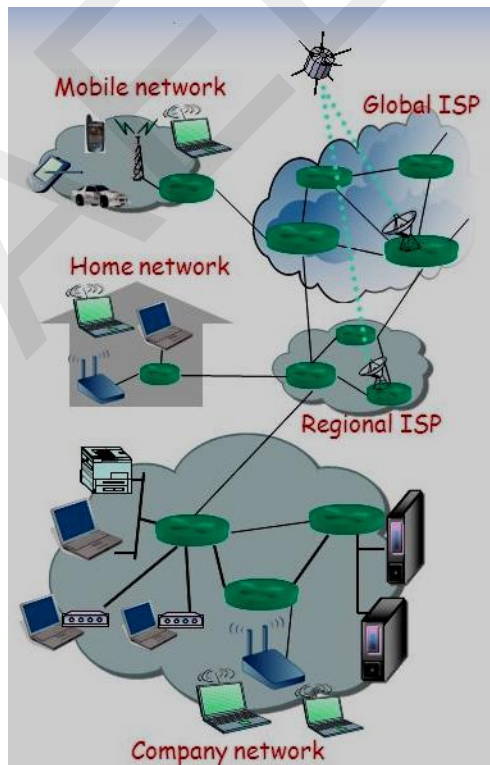








Figure 6.1: Internet

6.1.2 Web Browser

- A browser is a software that is useful to view web pages, graphics and the online content.
- Browser software is specifically designed to convert HTML (Hyper Text Markup Language) and XML (eXtended Markup Language) into readable documents.

Some popular web browsers are,

Web Browser	Icon
Google Chrome	
Firefox	
Internet Explorer	
Safari	
Opera	
UC Browser	







6.1.3 Web Sites

- A Web site is a collection of related Web pages.
- Each Web site contains a home page and contains other additional pages.
- Each Web site is owned and updated by an individual, company, or an organization.

6.1.4 Search Engines

- Search engines are the programs which are needed to extract the information from the internet.

Some examples for search engines are,

Search Engines	Icons
KidzSearch	
Kiddle.co	
Ask Kids	
Google	
Bing	
AOL.com	

Children can use the search engines like Kiddle for safe search.

6.2 Exploring the different websites

Steps to visit any website

- Click on Start button
- Click on All programs
- Click on a web browser such as Internet Explorer, Google Chrome etc.
- Type the website address in the address bar or if you don't know the website address find it using the search engine.

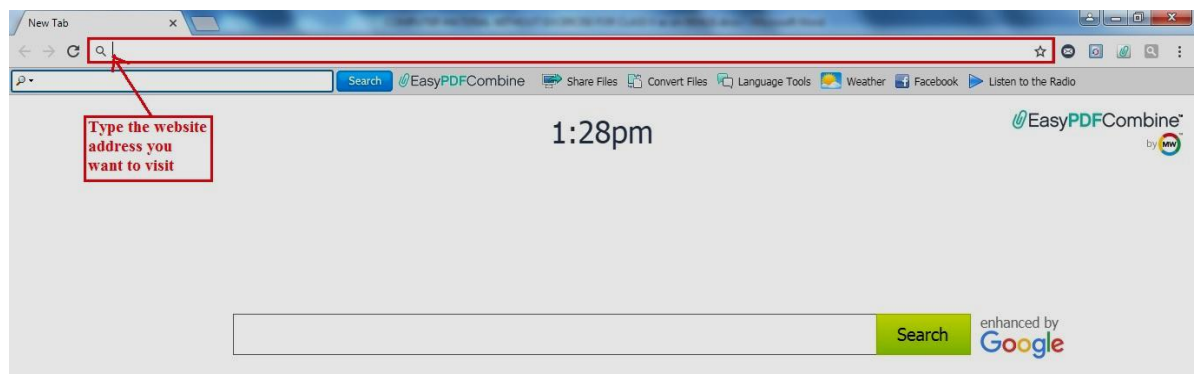


Figure 6.2 : Web browser

For example, type the website address www.cbse.nic.in in the address bar.

- Click on Enter key on the keyboard.
- The website opens as shown below,

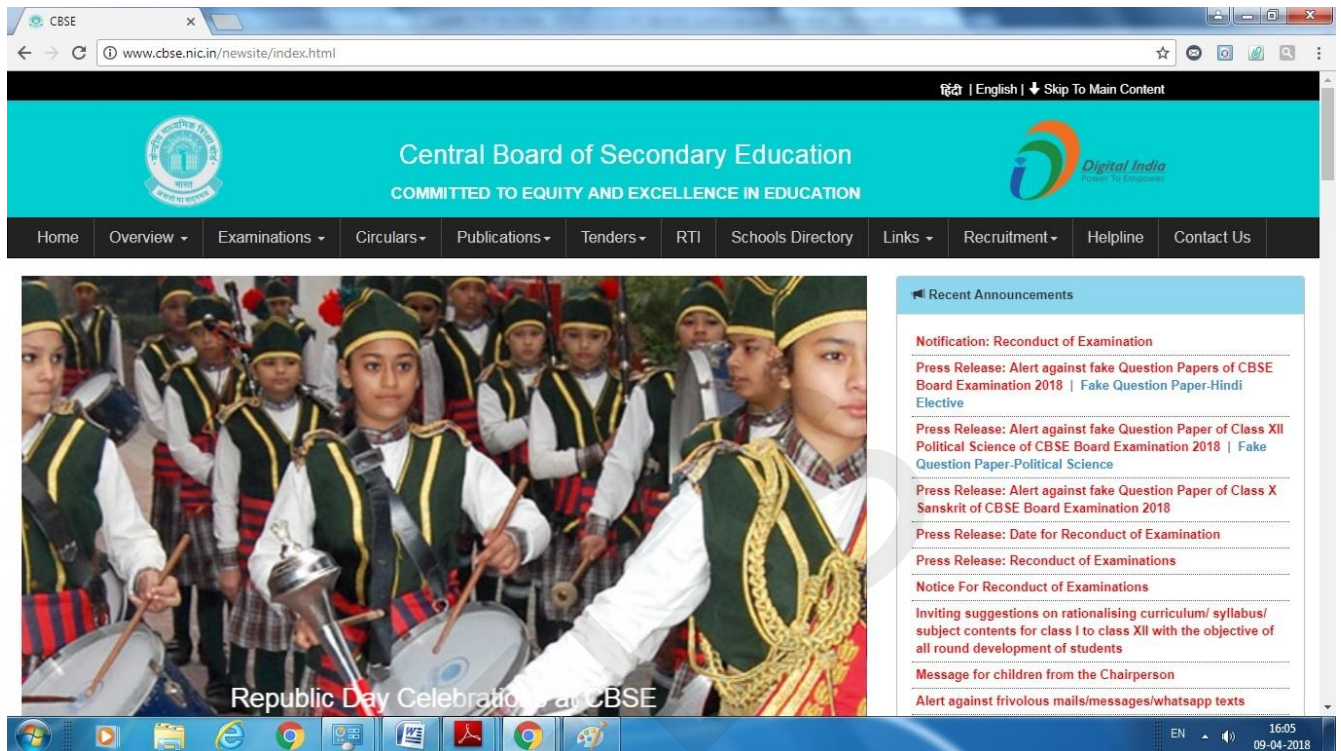


Figure 6.3: CBSE website screenshot

- Click on the required tab to view the content under the tab
- The corresponding webpage will be opened.

6.2.1 AEES website

Atomic Energy Education Society website provides information about the AEES schools.

To open AEES website type website address www.aees.gov.in in the address bar of the web browser.

The website home pages shown in figure 6.4.

Click on the different tabs to get more details.

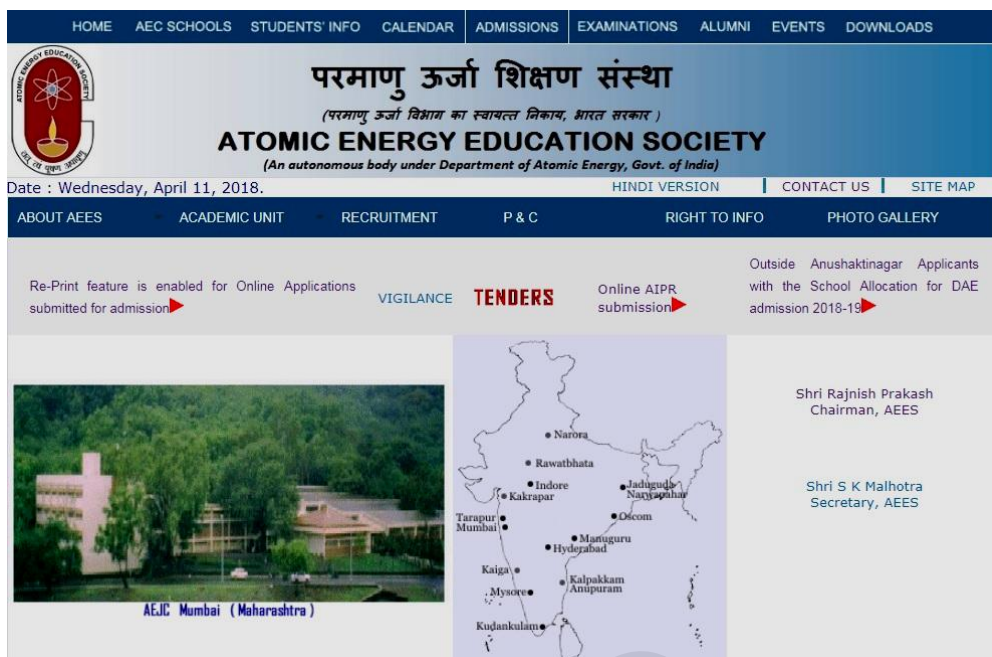


Figure 6.4: Screen shot of AEES website home page

6.2.2 Vidyalaya's Website

All the AEC Schools have a website. Open your school website and visit the website.

6.2.3 Wikipedia

- **Wikipedia** is a multilingual, web-based, free-content encyclopedia project supported by the Wikimedia Foundation and based on a model of openly editable content.
- Wikipedia is the largest and most popular general reference work on the Internet, and is named as one of the most popular websites.
- Website address of Wikipedia is https://en.wikipedia.org/wiki/Main_Page.



Figure 6.5: Wikipedia logo

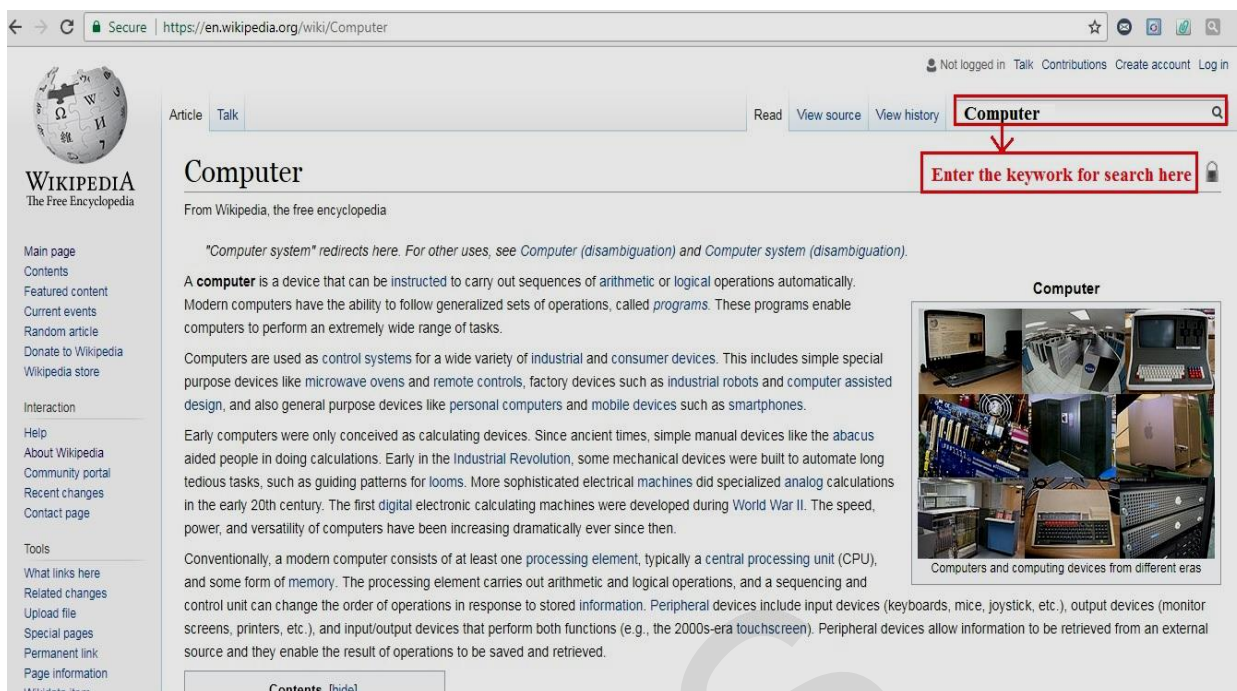


Figure 6.6: Wikipedia Screen shot

6.2.4 Edustrokes

- Edustrokes is an educational website which provides interactive study material for Science and Mathematics.
- This is an innovative and unique program makes you learn important concepts in Mathematics and Science easily by using the medium of Sports.
- You can open the following web links to use the content of edustrokes website:-

<http://www.edustrokes.com>

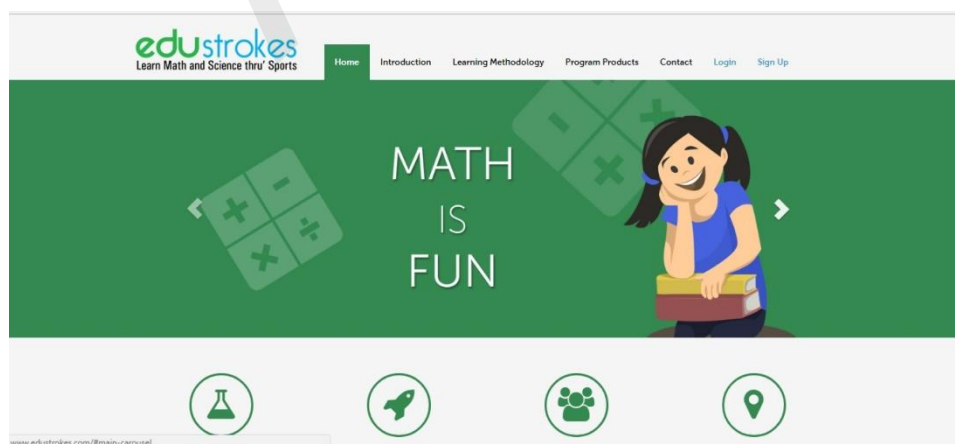


Figure 6.7: Edustrokes website home page- screenshot

EXERCISES

I. Fill in the blanks .

1. ARPANET stands for _____
_____.
2. Network of Networks is called _____.
3. _____ is a collection of webpages.
4. _____ are the program which are needed to extract information from the internet.
5. _____ is free-content encyclopedia.

PRACTICAL EXERCISES

1. Open Google chrome, search the contents related to ARPANET using Wikipedia.
2. Open your school website and view all the webpages.
3. Visit the website of CBSE and view all the webpages.