

Q1/ Computers work through an interaction of hardware and software. what are mean that and What is Computer? define it. What can do with computers?

solution:

Computers are machines that perform tasks or calculations according to a set of instructions, or programs. The first fully electronic computers, introduced in the 1940s, were huge machines that required teams of people to operate. Compared to those early machines, today's computers are amazing. Not only are they thousands of times faster, they can fit on your desk, on your lap, or even in your pocket. Computers work through an interaction of hardware and software. Hardware refers to the parts of a computer that you can see and touch, including the case and everything inside it. The most important piece of hardware is a tiny rectangular chip inside your computer called the Central Processing Unit (CPU), or microprocessor. It's the "brain" of your computer—the part that translates instructions and performs calculations. Hardware items such as your monitor, keyboard, mouse, printer, and other components are often called hardware devices, or devices.

Software refers to the instructions, or programs, that tell the hardware what to do. A word processing program that you can use to write letters on your computer is a type of software. The operating system (OS) is software that manages the computer and the devices connected to it. Windows is a well-known operating system.

What can do with computers?

In the workplace, many people use computers to keep records, analyze data, do research, and manage projects. At home, you can use computers to find information, store pictures and music, track finances, play games, and communicate with others—and those are just a few of the possibilities. You can also use your computer to connect to the Internet, a network that links computers around the world. Internet access is available for a monthly fee in most urban areas, and increasingly, in less populated areas. With Internet access, you can communicate with people all over the world and find a vast amount of information. Here are some of the most popular things to do with computers: the web, E-mail, Instant messaging, Pictures, music, movies, and gaming.

Q2/ What is input / output devices? Describe one input device and one output device in detail.

Input / Output Units

- **Mouse**

A mouse is a small device used to point to and select items on your computer screen. Although mice come in many shapes, the typical mouse does look a bit like an actual mouse. It's small, oblong, and connected to the system unit by a long wire that resembles a tail. Some newer mice are wireless.

A mouse usually has two buttons: A primary button (usually the left button) and a secondary button. Many mice also have a wheel between the two buttons, which allows you to scroll smoothly through screens of information.

When you move the mouse with your hand, a pointer on your screen moves in the same direction. (The pointer's appearance might change depending on where it's positioned on your screen.) When you want to select an item, you point to the item and then click (press and release) the primary button. Pointing and clicking with your mouse is the main way to interact with your computer.



- **Keyboard**

A keyboard is used mainly for typing text into your computer. Like the keyboard on a typewriter, it has keys for letters and numbers, but it also has special keys:

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-
- The function keys, found on the top row, perform different functions depending on where they are used.
 - The numeric keypad, located on the right side of most keyboards, allows you to enter numbers quickly.
 - The navigation keys, such as the arrow keys, allow you to move your position within a document or webpage.

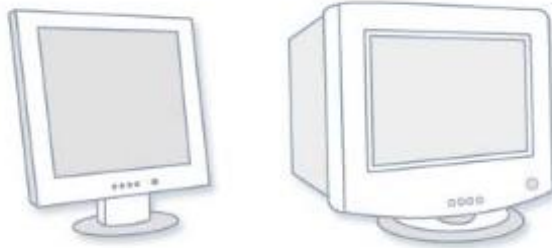
You can also use your keyboard to perform many of the same tasks you can perform with a mouse.



- **Monitor**

A monitor displays information in visual form, using text and graphics. The portion of the monitor that displays the information is called the screen. Like a television screen, a computer screen can show still or moving pictures.

There are two basic types of monitors: CRT (cathode ray tube) monitors and the newer LCD (liquid crystal display) monitors. Both types produce sharp images, but LCD monitors have the advantage of being much thinner and lighter.



LCD monitor (left); CRT monitor (right)

- **Printer**

A printer transfers data from a computer onto paper. You don't need a printer to use your computer, but having one allows you to print e-mail, cards, invitations, announcements, and other material. Many people also like being able to print their own photos at home.

The two main types of printers are inkjet printers and laser printers. Inkjet printers are the most popular printers for the home. They can print in black and white or in full color and

can produce high-quality photographs when used with special paper. Laser printers are faster and generally better able to handle heavy use.



Inkjet printer (left); laser printer (right)

- **Speakers**

Speakers are used to play sound. They can be built into the system unit or connected with cables. Speakers allow you to listen to music and hear sound effects from your computer.



Computer speakers

- **Modem**

To connect your computer to the Internet, you need a modem. A modem is a device that sends and receives computer information over a telephone line or high-speed cable. Modems are sometimes built into the system unit, but higher-speed modems are usually separate components.

Q3/ What is the difference between RAM and ROM?

Difference between RAM and ROM RAM is Random Access Memory,

while ROM stands for Read Only Memory. RAM is volatile and is erased when the computer is switched off. ... RAM is used for both read and write while ROM is used only for reading. RAM needs electricity to flow to retain information while ROM is permanent.

Q4/ How we can insert table in word document?

Click the New File icon to create a new document if necessary. To Create a table:

- 1) Select the Table Menu
- 2) Select Insert
- 3) Choose Table
- 4) Select 3 for the number of columns and 2 for the number of rows
- 5) Click OK

Q5/ Describe list table ways to navigate in an active document using keyboard to move the insertion point:

To move the insertion point	Press....
Left one character	Left Arrow
Right one character	Right Arrow
Down one line	Down Arrow
Up one line	Up Arrow
Left one word	CTRL + Left Arrow
Right one word	CTRL + Right Arrow
To the beginning of the current line	Home
To the end of the current line	End
To the beginning of the document	CTRL + Home
To the end of the document	CTRL + End
To the beginning of the previous page	CTRL + Page Up
To the beginning of the next page	CTRL + Page Down
Up one screen	Page Up
Down one screen	Page Down

Q6/ What are the main parts of MS power point window? How can working with different views in PowerPoint?

Overview Pane- appears on the right side of the program windows and has to tabs

Notes Pane: appears below the slide pane and provides a place for entering notes about the current slides (e.g, speaker notes)

These notes do not appear on the screen when the slides are shown in full screen mode

You can print notes along with your slides to create a set of notes pages to which you can refer during your presentation.

Slide tape

- Main section in PowerPoint program
- Shows the current slide as it will appear in a presentation
- Displays a large image of the active slide in PowerPoint
- In this section you can edit the slide constants
- Display one slide at a time

Working in Different Views

- Normal View-Default View-you can add graphics to your slides as well as type, edit and format text. Add Animation; Edit Objects
- Slide Sorter-Displays Multiple Slides-you can perform tasks such as reordering slides and adding builds, transitions, and slide timings for electronic presentations. -Slide Transitions; Hide slides.
- Notes Pages View-You can create pages to print and use as a guide during your presentation.
- Reading View-In this new view, the status bar contains the Next and Previous buttons, which are used to navigate quickly throughout the presentation, and the Menu button, which is used to print, copy, and edit slides. You can change your views under the View tab, in the Presentation Views group.

Q7/ What do you mean by cell address? How can you wrap the text within a cell?

The cell address of an Excel sheet refers to the address that is obtained by the combination of the Row number and the Column alphabet. Each cell of an MS Excel sheet will have a distinct cell address. You must select the text you want to wrap, and then click wrap text from the home tab and you can wrap the text within a cell.

Q8/ how can Working with Sheets tab

A worksheet is a collection of cells where you keep and manipulate the data. By default, each Excel workbook contains three worksheets.

Select a Worksheet

When you open Excel, Excel automatically selects Sheet1 for you. The name of the worksheet appears on its sheet tab at the bottom of the document window.

To select one of the other two worksheets, simply click on the sheet tab of Sheet2 or Sheet3.

Rename a Worksheet

By default, the worksheets are named Sheet1, Sheet2 and Sheet3. To give a worksheet a more specific name, execute the following steps .

1. Right click on the sheet tab of Sheet1.
2. Choose Rename.
3. For example, type Sales 2013

Insert a Worksheet

You can insert as many worksheets as you want. To quickly insert a new worksheet ,click the Insert Worksheet tab at the bottom of the document window.

Move a Worksheet

To move a worksheet, click on the sheet tab of the worksheet you want to move and drag it into the new position .

- 1 . For example, click on the sheet tab of Sheet4 and drag it before Sheet2.

Delete a Worksheet

To delete a worksheet, right click on a sheet tab and choose Delete.

1. For example, delete Sheet4, Sheet2 and Sheet3.

Copy a Worksheet

Imagine, you have got the sales for 2013 ready and want to create the exact same sheet for 2011, but with different data. You can recreate the worksheet, but this is time-consuming. It's a lot easier to copy the entire worksheet and only change the numbers.

1. Right click on the sheet tab of Sales 2013.
2. Choose Move or Copy...
3. Select (move to end) and check Create a copy.
4. Click OK.

Q9/ Computers range in size and capability. Describe the various kinds of personal computers (explain one of them in detail).

answer:

Desktop computers

Desktop computers are designed for use at a desk or table. They are typically larger and more powerful than other types of personal computers. Desktop computers are made up of separate components. The main component, called the system unit, is usually a rectangular case that sits on or underneath a desk. Other components, such as the monitor, mouse, and keyboard, connect to the system unit.

Laptop computers and small notebook PCs

Laptop computers are lightweight mobile PCs with a thin screen. Laptops can operate on batteries, so you can take them anywhere. Unlike desktops, laptops combine the CPU, screen, and keyboard in a single case. The screen folds down onto the keyboard when not in use. Small notebook PCs (often referred to as mini-notebooks), are small, affordable laptops that are designed to perform a limited number of tasks. They're usually less powerful than a laptop, so they're used mainly to browse the web and check e-mail.

Smart phones

Smart phones are mobile phones that have some of the same capabilities as a computer. You can use a smart phone to make telephone calls, access the Internet, organize contact information, send e-mail and text messages, play games, and take pictures. Smart phones usually have a keyboard and a large screen.

Handheld computers

Handheld computers, also called personal digital assistants (PDAs), are battery-powered computers small enough to carry almost anywhere. Although not as powerful as desktops or laptops, handheld computers are useful for scheduling appointments, storing addresses and phone numbers, and playing games. Some have more advanced capabilities, such as making telephone calls or accessing the Internet. Instead of keyboards, handheld computers have touch screens that you use with your finger or a stylus (a pen-shaped pointing tool).

Tablet PCs

Tablet PCs are mobile PCs that combine features of laptops and handheld computers. Like laptops, they're powerful and have a built-in screen. Like handheld computers, they allow you to write notes or draw pictures on the screen, usually with a [tablet pen](#) (the pen that come with table and is used to interact with items in the screen) instead of a stylus. They can also convert your handwriting into typed text. Some Tablet PCs are “convertibles” with a screen that swivels and unfolds to reveal a keyboard underneath.

Q10/ What mean Central Processing Unit. explain its units in detail.

Central Processing Unit (CPU): the main circuit chip in computer, it performs most of the calculations necessary to run computer. **CPU** speed measured by account of instructions that can execute in one secant, usually measured in (**MHz**). CPU contents two units:

1. **Control Unit (CU).**
2. **Arithmetic and Logic Unit (ALU).**

1. Control Unit (CU).

This unit control or supervised to all parts of computers such as:

- Control operation of transfers data and instruction from input unit to memory and from memory to output unit.
- Control operation of account executable instructions on ALU.

- Basic work of CU is interpret the instructions that is mean data oriented to specific location on ALU. for example: if the instruction is (B+C) the B,C values transfers to (Adder) part, if the instruction is (BxC) the B,C values transfers to (Multiplier) part,

2. Arithmetic and Logic Unit (ALU).

This unit execute the following operations:

- Mathematical operations such as: add (+), abstract (-), multiplier (\times), divide (\div).
- Logical operations: this is basic to account comparisons to choose true or false specific case, such as $>$, $<$, \geq , \leq , $<>$, $=$ as a result of these comparisons specific instructions may be executable.
- Merge number of simple comparisons by specific tools such as: AND, OR, NOT.

Q11/ Computer has one or more disk drives: devices that store information on a metal or plastic disk. The disk preserves the information even when your computer is turned off. Describe Storage Unit.

Storage Units

Your computer has one or more disk drives—devices that store information on a metal or plastic disk. The disk preserves the information even when your computer is turned off.

• Hard disk drive

Your computer's hard disk drive stores information on a hard disk—a rigid platter or stack of platters with a magnetic surface. Because hard disks can hold massive amounts of information, they usually serve as your computer's primary means of storage, holding almost all of your programs and files. The hard disk drive is normally located inside the system unit.

• CD and DVD drives

Nearly all computers today come equipped with a CD or DVD drive, usually located on the front of the system unit. CD drives use lasers to read (retrieve) data from a CD; many CD drives can also write (record) data onto CDs. If you have a recordable disk drive, you can store copies of your files on blank CDs. You can also use a CD drive to play music CDs on your computer. CD storage capacity less than 1GB.

DVD drives (Digital Video Disk) can do everything that CD drives can, plus read DVDs. If you have a DVD drive, you can watch movies on your computer. Many DVD drives can record data onto blank DVDs. DVD storage capacity may be 17 GB.

• Floppy disk drive

Floppy disk drives store information on floppy disks, also called floppies or diskettes. Compared to CDs and DVDs, floppy disks can store only a small amount of data. They also retrieve information more slowly and are more prone to damage. For these reasons, floppy disk drives are less popular than they used to be, although some computers still include them. Why are these disks called "floppy" disks? The outside is made of hard plastic, but that's just the

sleeve. The disk inside is made of a thin, flexible vinyl material. Floppy disk storage capacity between 360 KB and 1.44 MB.

Q12/ Describe Screen Element in MS Word in detail. (**Word**)

Screen Element in MS Word

1. **File Tab:** The File tab will bring you into the **Backstage View**. The Backstage View is where you manage your files and the data about them – creating, opening, printing, saving, inspecting for hidden metadata or personal information, and setting options.
2. **Ribbon:** An area across the top of the screen that makes almost all the capabilities of Word available in a single area.
3. **Tags:** An area on the Ribbon that contains buttons that are organized in groups. The default tabs are Home, Insert, Design, Page Layout, References, Mailings, Review, View and EndNote X7.
4. **Title Bar:** A horizontal bar at the top of an active document. This bar displays the name of the document and application. At the right end of the Title Bar is the Minimize, Maximize and Close buttons.
5. **Groups:** A group of buttons on a tab that are exposed and easily accessible.
6. **Dialog Box Launcher:** A button in the corner of a group that launches a dialog box containing all the options within that group.
7. **Status Bar:** A horizontal bar at the bottom of an active window that gives details about the document.
8. **View Toolbar:** A toolbar that enables, adjusts, and displays different views of a document.
9. **Zoom Button:** A button that magnifies or reduces the contents in the document window.
10. **Quick Access Toolbar:** A customizable toolbar at the top of an active document. By default the Quick Access Toolbar displays the Save, Undo, and Repeat buttons and is used for easy access to frequently used commands. To customize this toolbar, click on the dropdown arrow and select the commands you want to add.

Q13/ What the action from the following commands: (New, Different Views, deleting text, Formatting a Paragraph, Previewing and Printing a Document) (**Word**)

To Create a New Word Document:

- 1) Click the **File** tab
- 2) Click **New**
- 3) Click **Blank Document**

To Display Different Views:

- 1) Click the **View** tab
- 2) Click on the desired view

View Options:

- Read Mode:** Displays as much of the content of the document as will fit in the screen
- Print Layout View:** Shows a document as it appears on a printed page
- Web Layout View:** Shows a document as it appears in a web browser
- Outline View:** Shows the structure of a document, which consist of heading and body text
- Draft View:** Displays the content of a document with a basic layout

Deleting Text

When deleting text in your document you can either use the **Delete** key or the **Backspace** key. The **Delete** key deletes text to the right of your cursor while the **Backspace** key deletes text to the left of your cursor.

Formatting a Paragraph

A paragraph is a select group of text that can have its own formatting characteristics, such as alignment, spacing and styles.

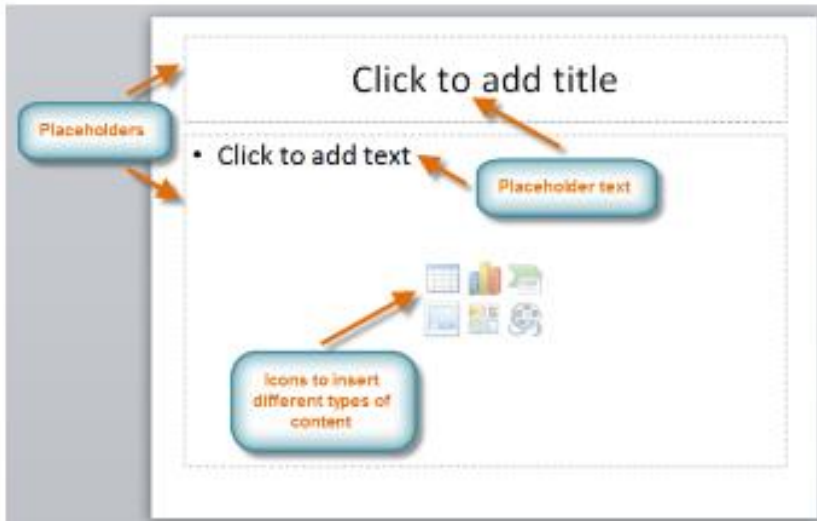
- 1) Select the desired paragraph(s) that you want to format
- 2) Choose commands from the **Paragraph** group on the **Home** tab
- 3) For additional formatting options, click on the **Dialog Box Launcher** in the lower-right corner of the group to launch the **Paragraph** dialog box
- 4) You can also use the **MiniToolbar**

Previewing and Printing a Document

- 1) Click the **File** tab
- 2) Click **Print**

Q14/ What are the main Placeholders in MS power point window? (**Power Point**)

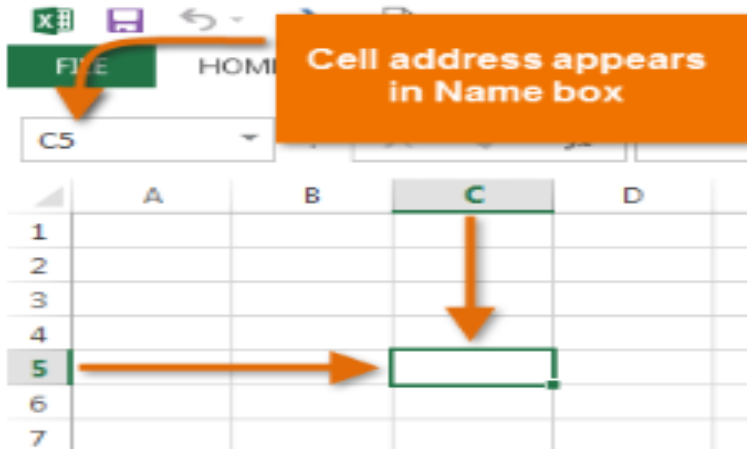
Slides contain **placeholders** ,which are areas on the slide that are enclosed by dotted borders. Placeholders can contain many different items, including text, pictures, and charts. Some placeholders have **placeholder text** ,or text that you can replace. They also have **thumbnail-sized icons** that represent specific commands such as Insert Picture, Insert Chart, and Insert ClipArt. In PowerPoint, however each icon to see the type of content you can insert in a placeholder.



Q15/ What mean by **the selected cell is called Active Cell**? Explain that (Excel)

Note: the selected cell is called Active Cell

Each cell has its own **name**, or **cell address**, based on its column and row. In this example, the selected cell intersects **column C** and **row 5**, so the cell address is **C5**. The cell address will also appear in the **Name box**. Note that a cell's **column** and **row headings** are **highlighted** when the cell is selected.



Q16/What do you mean by cell address? how can Working with Sheets tab (Excel)

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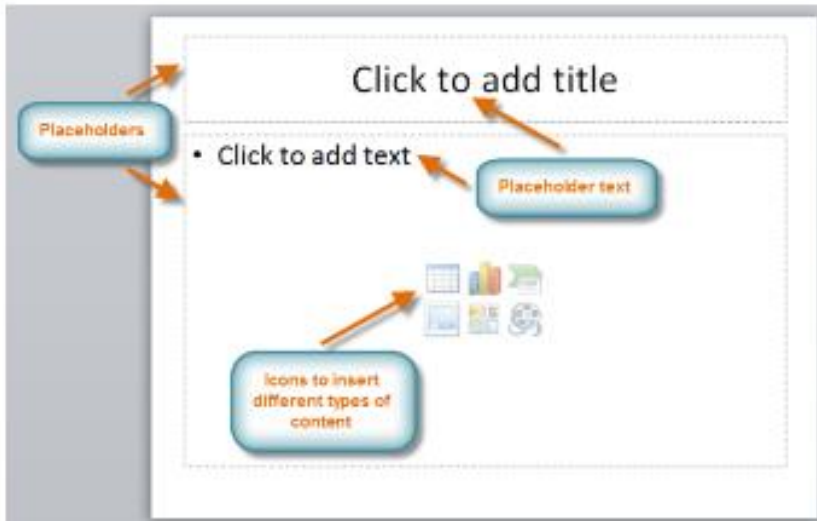
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Q17/ What are the main Placeholders in MS power point window? (Power Point)

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Q18/What are the main parts of MS power point window? How can working with different views in PowerPoint? (power point)

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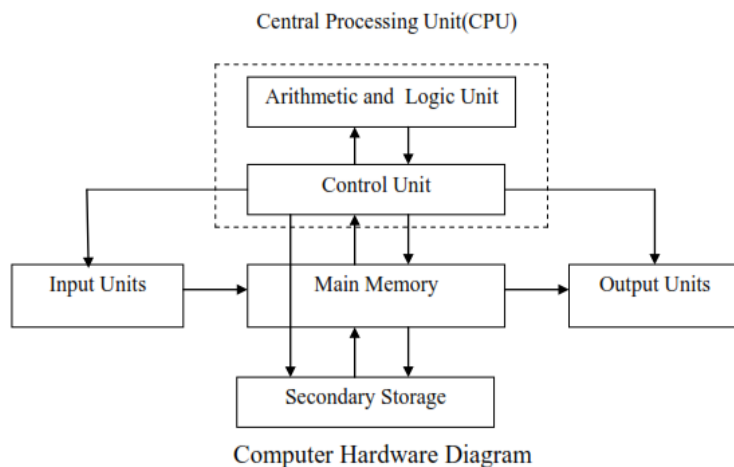
Q19/ Explain **Computers Operations**

(13 Marks)

Computers Operations

All computers execute three basic operations:

1. Input data and instruction by input unit.
2. Save and process data and instruction by memory unit and central processing unit.
3. Output results and instruction by output unit.



Q20/ What is the screen elements of Microsoft Word? explain it

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Q21/ What the steps of the following:

- Selecting Text (in the many way)

- a) **Select a word:** Click and drag or double-click on the word
- b) **Select a sentence:** Click and drag or click in the sentence while holding down the CTRL key
- c) **Select a paragraph:** Click and drag or triple-click in the paragraph or double-click in the selection area to the left of the paragraph
- d) **Select a block of text:** Click and drag or click to the left of the first word, hold down the SHIFT key, and then immediately click to the right of the last word
- e) **Select a line:** Click and drag or click in the selection to the left of the line
- f) **Select an entire document:** Triple-click in the selection area or hit the CTRL + A keys
- g) **Undo an action:** On the **Quick Access Toolbar** click the **Undo** key

- Font Changes

- 1) Select the desired text that you want to format
- 2) Choose commands from the **Font** group on the **Home** tab
- 3) For additional formatting options, click on the **Dialog Box Launcher** in the lower-right corner of the group to launch the **Font** dialog box

- Saving and Closing a New Document

To Save a New Document

- 1) On the **Quick Access Toolbar**, click the **Save** button
~OR~

- 2) Click the **File** tab
- 3) Click **Save As**, the Save As dialog box will appear
- 4) In the **File Name** field, type the name of the document
- 5) Click **Save**

To Close a Document

- 1) Click the **File** tab, and then click **Close**
- 2) If a Microsoft Office Word dialog box appears displaying a “*Do you want to save...?*” message
- 3) Click **Save** to save, **Don't Save** to discard changes, or **Cancel** to close the dialog box