

Unit 4: Advanced features of Word 2013

1. Answer the following questions.

- i. **What type of information can the header at the top of a Word document contain?**

Ans. The header at the top of a word document may contain the document name, chapter name, page number and date.

- ii. **Why is the header an important feature of Word documents?**

Ans. Header is an important feature because it tells us about the contents of each document.

- iii. **Do you think it is better to give the meaning of a word in the footer rather than including it in the text?**

Ans. It is better to give the meanings of words in **footnotes** because they are easier to find.

- iv. **Explain why an author would prefer to use endnotes rather than footnotes when writing a historical novel.**

Ans. An author of a historical novel would prefer endnotes because the use of **endnotes** creates a cleaner look and easier to print.

- v. **Define endnote.**

Ans. It is a note that appears at the ends of a document that links to text in the document.

2. Long Question.

- i. **Define watermark. What are the main steps to add a text watermark?**

Ans. A **watermark** is a text or picture placed behind the document text. The steps to add a text watermark are:

- i. Click the **DESIGN** tab.
- ii. In the **page background** group, click the **Watermark** option.
- iii. Select **Custom Watermark**.
- iv. The **Printed watermark** dialog box appears.
- v. Select the text watermark option.
- vi. Type in the text and click **OK**.

3. Fill in the blanks with correct words.

- i. By default, headers are printed 0.5 inches from the top of the page.
- ii. A note at the end of a document of a document that links to text in the document is called endnote.
- iii. Header is a text that is repeated at the top margin of each page.
- iv. A footnote or endnote consists of a note reference mark and the note text.
- v. A watermark is a text or picture placed behind the document text.

4. True or False.

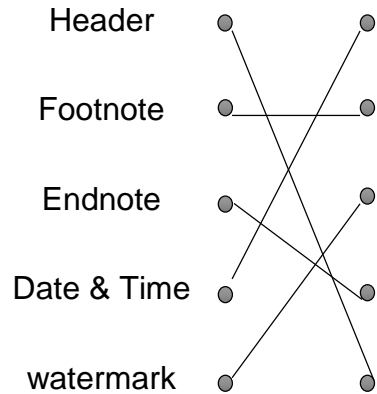
- i. Footnotes and endnotes provide explanations, comments for the text in a document. True
- ii. Footers are placed at the end of the documents. False
- iii. To change the color of the page, click **page Color** option. True
- iv. A watermark may be a picture or text. True
- v. Header is present at the bottom margin of each page. False

6. Choose the correct answer.

1. Which option is available on the DESIGN tab?			
a) Page Border	b) Watermark	c) Page color	d) All of these
2. Which of the following can be used as watermark?			
a) Picture	b) Text	c) Both a and b	d) None of these
3. _____ are placed at the end of a document.			
a) Footers	b) Footnotes	c) Endnotes	d) None of these
4. A _____ usually contains detailed comments about something in the text.			
a) Footer	b) Footnote	c) Header	d) None of these
5. The Footnote option is available on this tab.			
a) HOME	b) INSERT	c) REFERENCES	d) none of these

7. Match the columns.

Column A



Column B

- Insert group
- At the bottom of the page
- Text or picture
- At the end of a document
- At the top margin of the page

8. Jumbled words.

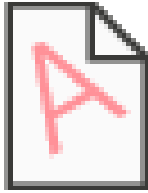
- a) SINGED **DESIGN**
- b) NIGRAM **MARGIN**
- c) TOOREF **FOOTER**
- d) SERTIN **INSERT**
- e) TONEEDN **ENDNOTE**

9. Word Search.

Header	Footer	Endnote	Design	Layout
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D	G	N	A	Y	E	L	Q	F	Z
F	L	A	Y	O	U	T	S	O	X
T	N	B	S	D	D	K	D	O	C
H	E	A	D	E	R	J	C	T	V
U	Q	V	F	S	C	H	V	E	B
N	W	C	G	I	G	G	H	R	N
W	T	X	H	G	N	X	K	W	M
H	E	Z	E	N	D	N	O	T	E

10. Label the diagrams.



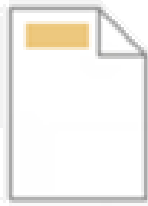
Watermark



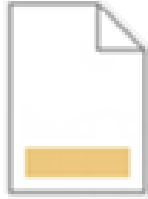
Page Borders



Page Color



Header



Footer

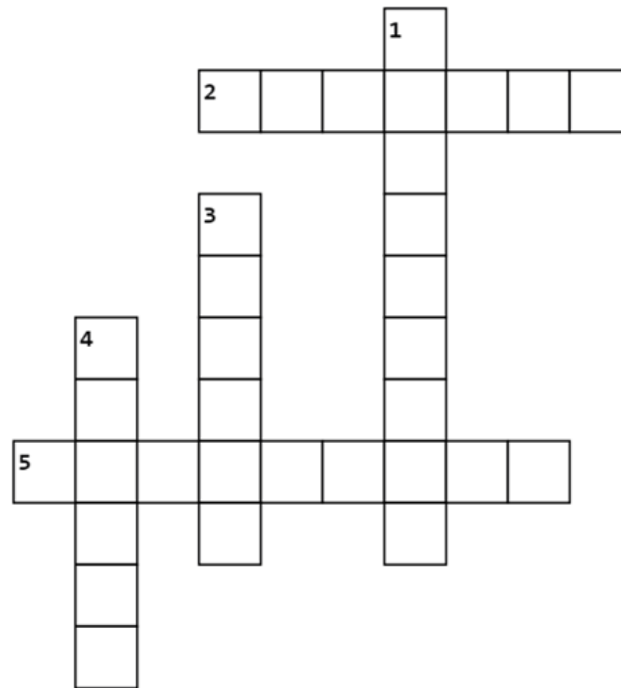


Page Number

11. Write the keyboard shortcuts.

Commands	Keyboard shortcuts
Insert footnote	Ctrl + Alt + F
Insert endnote	Ctrl + Alt + D
To justify the text	Ctrl + J
To left align the text	Ctrl + L
To undo the task	Ctrl + Z

12. Crosswords



Across	Down
2. at the end of the document	1.date and time
5.picture or text	3.at the end of the page
	4. at the top of the page

13. Comprehension

Read the paragraph carefully and answer the following questions.

I am Omer. My class teacher gave me an assignment to create a document about my school in MS Word. First of all, I inserted header and footer. In the header, I typed my document name "My school" and also inserted my school logo. In the footer, I inserted page number and my name. I also added a watermark which is a picture of my school logo. In the main content, I wrote about my school, its location, structure, teachers etc. I save my document in Local Disk (D:) in new folder with file extension .doc.

1. In which disk Omer saved his document?

Ans. In Local Disk (D:)

2. What is the name of Omer's document?

Ans. "My School"

3. Which things Omer added in the footer?

Ans. Page Number and his Name

4. What is the file extension of MS Word?

Ans. It's file extension is .doc

5. Who gave assignment to Omer?

Ans. His Class teacher

Unit 5: Kturtle loops and Learns!

1. Answer the following Questions.

i. What is For command?

Ans. The For command, also called the **counting loop**, is the command that keeps the count for the loop. After every loop, the number is increased by 1 by default.

ii. Do you think loop is effective in programming?

Ans. Yes, it is effective especially when we want to write or listen to something repeatedly or watch something many times.

iii. Give an example of how loops are used in programming.

Ans. Loops are used in programming when we want the computer to run a set of commands repeatedly till a certain condition is met.

iv. The Boolean values are very simple. What is the advantage of using these values?

Ans. The advantage of using Boolean **value** is that they show whether the given values are true or false. The system checks whether the relationship of a statement to the truth is **Yes** or **No**.

v. Differentiate between the Repeat loop and the While loop?

Repeat loop	While loop
The Repeat loop is repeated as many as the given number.	The while loop is repeated till the Boolean value is true.

vi. When will you use the exit command instead of the break command?

Ans. The **Exit** command is used when we want to finish executing the program while **break** command is used to get out of the loop.

2. Fill in the blanks with correct words.

- i. The **exit** command finishes the execution of program.
- ii. The For loop is **counting** a loop.
- iii. The result of a comparison operator is a **Boolean value.**
- iv. The **break** command stops the current loop.
- v. The curly braces are used to **group** a set of statements.

3. True or False

- i. The Learn command is used to create new commands. **True**
- ii. There are six comparing operators used in K Turtle. **True**
- iii. There are three Boolean values ---- true, false and cancel. **False**
- iv. The step size in a loop allows to add, subtract by the specified number. **True**
- v. Comments are the lines that start with a star symbol (*). **False**

4. Who am I?

- i. I am a sentence which explains the logic of a program, in a program.

Comment

- ii. I am the operator which checks if two values are same.

Equals

- iii. I have only two values--- true and false.

Boolean

- iv. I am a set of statements that continues to execute till a condition is true.

Loop

- v. I am also called as counting loop.

For loop

5. Choose the correct answer

1. The command to get out of the loop.			
a) exit	b) break	c) comment	d) for
2. The command to get out of the program.			
a) break	b) exit	c) repeat	d) while
3. Which one is not a looping command?			
a) while	b) for	c) repeat	d) if
4. The command repeated by giving a number after its name.			
a) if	b) while	c) repeat	d) for
5. Which one is not a comparison operator?			
a) and	b) <	c) >	d) <=

6. Rearrange the jumbled words.

- | | |
|-----------|--------------|
| i. EPTS | <u>STEP</u> |
| ii. KEBAR | <u>BREAK</u> |
| iii. TIEX | <u>EXIT</u> |
| iv. NLRAE | <u>LEARN</u> |
| v. TPNRI | <u>PRINT</u> |

7. Match the columns.

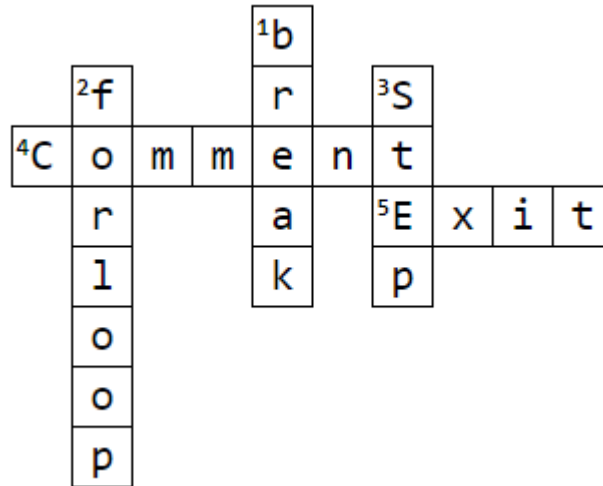
Column A		Column B
Default step in for loop		Hash
!=		1
#		Not equal
fw		Get out of the program
exit		forward

8. Word Search.

Boolean	Variables	Repeat	Comment	loop
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B	Q	U	L	O	O	P	Q	W	C
O	S	T	O	P	M	Q	T	K	O
O	V	F	R	E	N	E	C	U	M
L	Y	S	R	E	P	E	A	T	M
E	R	N	J	W	F	W	A	N	E
A	N	M	Q	V	E	T	C	M	N
N	M	Y	N	N	O	U	T	L	T
V	A	R	I	A	B	L	E	S	Z

9. Crosswords.



Across

- 4. a line starts with # symbol
- 5. command that finishes the execution of program

Down

- 1. command that stops the current loop
- 2. loop in which number is increased by 1 by default
- 3. the computer increases the value of a variable

10. Comprehension.

Read the paragraph carefully and answer the following questions.

KTurtle makes programming easy and approachable. The programming language used in KTurtle is loosely based on Logo. KTurtle is named after ‘the turtle’ that plays a central role in the programming environment. Comments are sentences that explain the logic for using a certain command or describe what a command does. Comments are not executed, KTurtle simply ignores them when executing your program. Everything that follows on a # symbol is considered a comment in TurtleScript. There are only two boolean values: true and false named after **Gazni Boole**. These are called truth values. Sometimes they are also called: ‘on’ and ‘off’, ‘yes’ and ‘no’, ‘one’ and ‘zero’. But in TurtleScript we call them, always, true and false.

1. Give an example of comment in Kturtle.

Ans. # This is a comment.

2. What is the base of programming language that is used in Kturtle?

Ans. It is based on logo.

3. What are the different names of two values true and false?

Ans. “yes” and “no” “on” and “off” “one” and “zero”

4. What is another name for Boolean values?

Ans. These are also called **Truth values**.

5. Are the comments executed while running a program?

Ans. No, comments are not executed.

11. Drag and drop.

Write the symbol and name of comparing operator used in Kturtle programming in relevant column.

!=	>=	<	==	>
smaller than	Equals	Greater than or Equals	Not Equals	Greater than

Comparing operator	Symbol
Smaller than	<
Equals	==
Greater than or Equals	>=
Not Equals	!=
Greater than	>

Unit 6: Making presentations interesting

- i. **You are going to create a presentation for Earth Day. Which is the quickest way to do this?**

Ans. The quickest way to create a presentation is with the **Themes** feature which provides the user with a set of colors, fonts etc.

- ii. **Is the quickest way always the best way to create a presentation?**

Ans. The quickest way is not always the best way as it may not give us the necessary time to put in details and personal touch.

- iii. **Which Smart Art graphic can you use to create a family tree?**

Ans. We can use **Hierarchy** which is a Smart graphic to create a family tree.

- iv. **What feature can you use if you do not want to copy the addresses and phone numbers down from a website?**

Ans. To avoid copying the addresses and phone numbers from a website, the feature we can use is **Screenshot** in the **Images** group

- v. **Write the four types of print layouts.**

Ans. The four types of print layouts are:

1. Full Page Slides
2. Notes Pages
3. Outline
4. Handouts

2. Fill in the blanks.

- i. A single page in a presentation is slide.
- ii. The main editing view used to create and design a presentation is normal view.
- iii. An image or a picture of the display on your screen is called a screenshot.
- iv. Outline layout prints the overall text of the entire presentation.
- v. The exit effect is for the object to leave the slide.

3. True or False.

- i. Entrance effect is for how the object will enter the slide.
True
- ii. Volume sign changes the volume of the audio.
True
- iii. If you want to see how transition will look in the slide show, click the start button.
False
- iv. The Outline view is the default view of the presentation.
False
- v. There are three types of print layouts.
False

4. Match the columns.

Column A		Column B
Default view	●	Ctrl + D
Duplicate a slide	●	Set of colors
Theme	●	Normal view
Special effects	●	Display photographs
Photo album	●	Animation

5. Jumble words.

- | | |
|-------------------|---------------------|
| i. RESTIN | <u>INSERT</u> |
| ii. NEDGIS | <u>DESIGN</u> |
| iii. ALERNOITPHIS | <u>RELATIONSHIP</u> |
| iv. TREES | <u>RESET</u> |
| v. LUMEVO | <u>VOLUME</u> |

6. Word search.

MATRIX	CYCLE	PROCESS	LIST	PYRAMID
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P	Y	R	A	M	I	D	T	M
X	R	E	P	E	A	T	X	A
P	R	O	C	E	S	S	S	T
T	A	S	W	H	I	L	E	R
S	H	L	I	S	T	G	N	I
R	L	E	A	R	N	E	R	X
E	M	B	R	E	A	K	E	R
P	E	C	Y	C	L	E	E	W

7. Long Question.

How can we insert a video from internet in a presentation?

Ans.

The steps to add video to the presentation are:

1. Click the **video option in the** Media group on the **Insert** tab. A menu opens.
2. Select and insert a video file from the internet and click insert.
3. The video will be added to the slide. Click **Play/Pause** button below the video. The video will play.
4. The **playback** tab has the **video Options** group which has commands to control how the video will play.

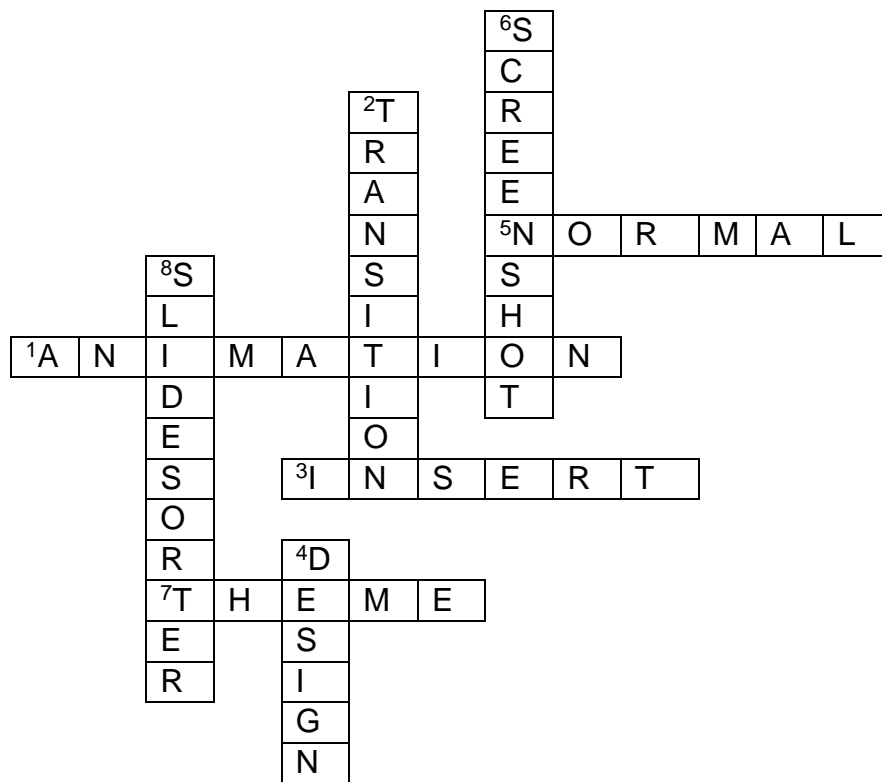
8. Crossword

Across

1. A special sound or visual effects on a slide.
3. The tab used to add pictures, video, audio, text box to slide.
5. The main editing view used to create and design a presentation.
7. A set of colors, fonts and special effects that you can use for the slides of a presentation.

Down

2. A special effect that appears when you move from one slide to the next.
4. The tab from where you can use theme.
6. An image or a picture of the display on your screen.
8. The view used to see all slides of a presentation in miniature form on the screen.



9. Who am I?

- i. I am text printed at the top of each page in a document.
Header
- ii. I am the tab which has options for inserting endnotes and footnotes.
INSERT
- iii. I am a command in K Turtle used to get out of the loop.
Break command
- iv. I am text that is printed at the bottom of each page.
Footer
- v. I am a page in a presentation.
Slide

10. Complete the following program.

```
learn square $a {
repeat 4 { forward $a turnright 90} }
```

Also write the statements for the following:

- a) **Change the pen width to 5.**
penwidth 5
- b) **Statement to draw a square of size 50 and size 90.**
square 50; square 90

11. Drag and Drop

From current slide	From beginning	Notes pages	Full page slides	Outline
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It prints a full page for each slides in the presentation.	Full page slides
It prints each slides along with any speaker notes for the slide.	Notes pages
It prints the overall text of the entire presentation.	Outline
It start the slide show from the first slide.	From beginning
It start the slide show from the current slide.	From current slide

12. Comprehension

The program was created in a software company named Forethought, Inc. by Robert Gaskins and Dennis Austin. It was released on April 20, 1987, and after 3 months of its creation, it was acquired by Microsoft. The first version of this program, when introduced by Microsoft was MS PowerPoint 2.0 (1990). It is a presentation-based program that uses graphics, videos, etc. to make a presentation more interactive and interesting. The file extension of a saved PowerPoint presentation is “.ppt”. A PowerPoint presentation comprising slides and other features is also known as PPT.

1. What is the file extension of PowerPoint presentation?

Ans. its file extension is .ppt.

2. When was the PowerPoint released?

Ans. It was released on April, 1987.

3. When was the first version of PowerPoint introduced? Write its name.

Ans. The first version of this program, when introduced by Microsoft was MS PowerPoint 2.0 (1990).