



District Public School & College, Kasur
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COMPUTER EDUCATION
NOTES FOR SECOND TERM
Class: 6th

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Chapter No 03

Commonly Used Software

Question No 01: Define the following.

- i. **Text Editing** ; Adding, removing, and re-arranging text in the document is called **Text Editing**.
- ii. **Ribbon** ; **The Ribbon** is the panel below the title bar. It presents commands organized into a set of tabs called **Ribbon Tabs**.
- iii. **Toolbox** ; **Toolbox** contains tools to create, fill, and edit objects. Paint has plenty of tools for drawing and painting a picture.
- iv. **Playback Controls**; The buttons which are used to control an audio/video file are known as **Playback Controls**..
- v. **Text Alignment** ; **Alignment** is the way in which text is placed between the margin of a page. We can enhance the appearance of the document by changing the position and layout of the text on the page.

Q No 02 : Differentiate between the following.

i. **Brush Tool and Pencil Tool :**

Brush Tool	Pencil Tool
Brush Tool is used to make a different types of brush strokes.	Pencil tool is used to draw freehand. However, we cannot adjust the thickness of the line.

ii. **Delete Key And Backspace Key :**

Delete Key	Backspace Key
Delete key is use to remove a character from the right of a cursor.	Backspace key is use to remove a character from the left of the cursor

III. **Foreground And Background Color Boxes:**

Foreground Color Box	Background Color Box
The foreground color is used for lines, borders of shapes and text.	The Background color is used to fill the inside of enclosed shapes and the background of the text frames.
You can change this color at any time by clicking a color in the color box.	You can change this color at any time by right-clicking a color in the color box.

IV. **Pause Button And Stop Button :**

Pause Button	Stop Button
This button is used to play or pause any audio/video file.	Stop button is use to stop any file in media player.
When a file is plying, it turns into pause button and when a user pause a file it turns into play button.	A user can play it again by clicking on the play button. The file will start from beginning.



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v. Cut Text and Copy Text :

Cut Text	Copy Text
Cut Text command is used move text from one position to another in a document.	The Copy command creates a duplicate of the selected text, leaving the original text Unchanged.
Ctrl+X shortcut key is use to cut the text in a document.	Ctrl+C shortcut key is use to copy the text in a document.

Q No 03 : Give the brief answer of the following answers.

i. What are the uses of paint?

ANS : Paint is a graphic software. It is one of the commonly used software for beginners. It is used to draw and edit pictures and graphics on a computer. A user can also use Paint to view scanned photos.

ii. How can a user draw freehand drawing in paint ?

ANS : **Pencil Tool** is used to draw freehand . However, We cannot adjust the thickness of the line.

iii. Explain the importance of home keys in typing.

ANS : A user should always start from the home keys and always return to them. In this way fingers never lose their place. In first few lessons typing tutor will help the user to practice home row.

A S D F G H J K L ;

During the lesson typing tutor will show the speed, errors and timing of the typing.

iv. Write the steps to create new Word document.

ANS : The following steps are used to create the new word document :

- Click the **Office Button**.
- Click **New** or press **Ctrl+N**.
- Click **Blank Document**.
- Click **Create**.
- A new blank document appears on the screen.

v. Write the names of different case options in Word 2007.

ANS : There are FIVE case option in the **Word 2007**.

- ✓ **Sentence case** : First character in the sentence is in uppercase and rest are in lowercase.
- ✓ **lower case** : All the characters are in lowercase (small letters).
- ✓ **UPPERCASE** : All characters are in uppercase (capital letters).
- ✓ **Title Case** : First character of each word is capital and the rest are small.
- ✓ **TOGGLE CASE** : First character of each word is small and the rest are capital.

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vi. Define the font and write the names of three famous fonts.

ANS : Font is a set of letters, numbers and symbols of a specific design that may be displayed or printed. Fonts make the appearance of a document beautiful and attractive. Fonts have names such as :

- Arial
- Times New Roman
- Magneto
- **Impact**

vii. Explain Text Alignment and its different types.

ANS : Alignment is the way in which text is placed between the margin of a page. We can enhance the appearance of the document by changing the position and layout of the text on the page.

Left Align Alignment text at the left margin. This is the default setting. Left alignment of text is found in most documents.	Centre The text is centralized on a line. It can be Used in a card, on an envelope and in a listing.
Right Align Align text at the right margin. This can be used for addresses.	Full Justification The text is justified on both sides. It can be seen in books, newspapers, magazines and reports.

viii. Write down the steps to access Media player in the window.

ANS : Following are the steps to open media player in windows :

- Click **Start**.
- Point to **All Programs** ⇒ **Accessories** ⇒ **Entertainment**.
- Click **Window Media Player**.

ix. Write the names of tools used to draw curves .

ANS : **Curve Tool** is used to draw curved lines of different colors and thickness.

x. How can we draw a circle in paint?

ANS : Ellipse tool lets you make ellipses and circles. To draw a perfect circle, hold the shift key while dragging .



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Q No. 04 : Match column A with column B and Write matching pairs in C.

Column A	Column B	Column C
i. A S D F J K L ;	a) Fill the closed shape	Home Keys
ii. Brush Tool	b) Spray	Brush Strokes
iii. Text Tool	c) Brush Strokes	Text frame
iv. Line tool	d) Home Keys	Straight line
v. J K L ;	e) Right hand keys	Right hand keys
vi. Fill with color	f) Text frame	Fill the closed shape
vii. Eraser tool	g) Straight line	Erase a picture
viii. Airbrush tool	h) Erase a picture	Spray
ix.	i) Left hand keys	
x.	j) Typing speed	

Q No. 05 : Match column A with column B and Write matching pairs in C.

Column A	Column B	Column C
i. Word processing	a) Ctrl+X	MS Word
ii. Media Player	b) Times New Roman	Windows Media Player
iii. Increase playback speed	c) Turn Off volume	Fast Forward
iv. New Document	d) Ctrl+P	Ctrl+N
v. Font	e) Fast Forward	Times New Roman
vi. Cut Text	f) Windows Media Player	Ctrl+X
vii. Print	g) Ctrl+N	Ctrl+P
viii. Font Style	h) Italic	Italic
ix. Mute	i) MS Word	Turn Off volume
x.	j) Ctrl+C	

.....THE END.....