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CODING



# CYBERWAVE

Foundations of Information & Communication Technology



**COVERS**  
**INFOBITS**  
**EXERCISES**  
**LAB ACTIVITY**  
**PROJECT WORKS**

Updated to  
**Windows 10**  
**MS Office**  
**2010**

**Powerpoint**  
**&**  
**Q Basic**

**7**  
**LEVEL**



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# ***CYBERWAVE***

Foundations of Information & Communication Technology



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computer education

## **CYBERWAVE : Level - 7**

*(Foundations of Information & Communication Technology)*

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# Preface

We are living in a world powered by computers. Today, computers are present in all sectors of our society. Thus, knowledge of Computer Science is increasingly becoming an essential skill for staying competitive in the future.

**Cyber wave Computers** is a series of 10 books for classes 1 to 10. The series introduces concepts in a step-by-step manner using simple language. The content provides the latest facts and figures. The screenshots included in the series are of **Windows 7**, updated to **windows 10** and **Microsoft Office 2010** version.

In Books 1 and 2, the basics of computers, including its various parts, have been introduced. MS Paint software, which will help students to acquire skills for using mouse and keyboard, has been introduced. In Books 3 to 10, **programming language** software, **animation software** and **coding** have been introduced in respective classes.

Most of the topics/chapters have been covered in a child-friendly manner along with sufficient definitions, diagrams and tables.

Activities are designed to bring out the joy of learning by discovering. Exercises, Worksheets, lab questions have been developed keeping in mind the learning ability of the students.

We sincerely welcome constructive feedback and suggestions to improve the series which will be incorporated in further publication.

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*With regards  
Informatix & Team*

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# 1

## Glimpse on E~mail

An electronic mail or e-mail is the most popular feature of the Internet. It is an easy, fast, inexpensive and time saving media of receiving and sending messages to people around the world through computers. Some e-mail messages can be sent to more than one person at a time.

### E-mail Address

When you write a letter, you write your own postal address as well as that of the recipient on the envelope. Similarly, to use e-mail service you need to have your own e-mail address and that of the person to whom you want to send the e-mail. An e-mail address which is also known as mailing address or mail box is owned by individuals on the Internet. It is used to send any message file including text, graphics, sound, audio and video etc. An e-mail address consists of two parts i.e., the user name and the domain name joined by @ (at) sign. It does not allow blank spaces in the mailing address.

For example : [informatixsrinivas@gmail.com](mailto:informatixsrinivas@gmail.com)



username



domain name

### How to use E-mail ?

We can use this service free of cost by registering with one of the e-mail service provider to get our e-mail account. There are many service providers who gives this service to users like rediffmail, gmail, yahoo, hotmail, etc.

The service provider issues a username and a password to the account holder which can be used to connect with the service provider for using this service.

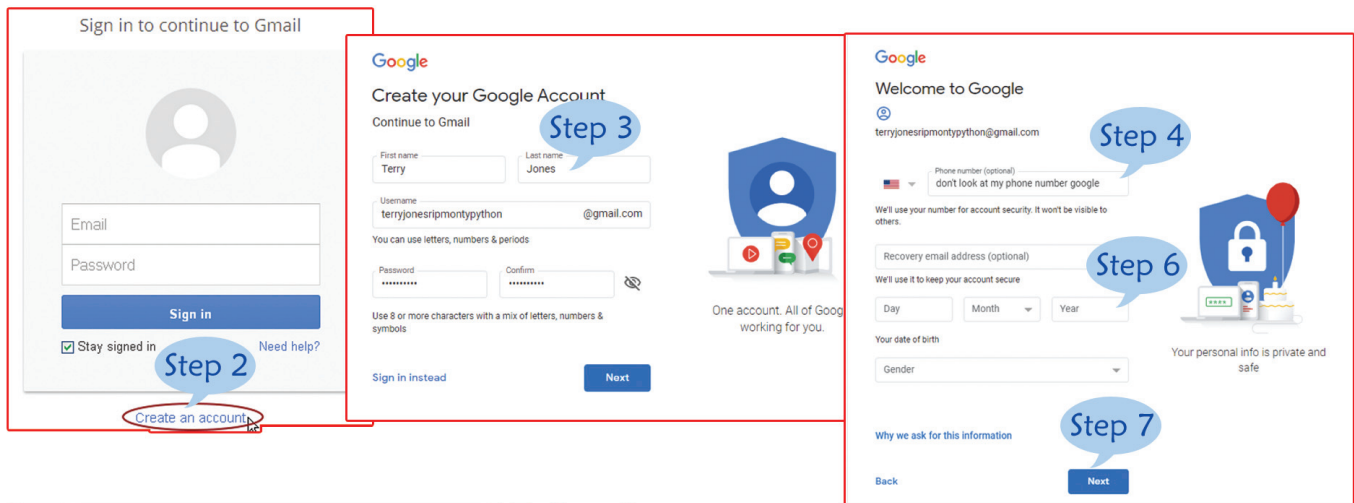
### Creating an E-mail Account

**Step 1** : First things first, you need to head over to gmail.com.

**Step 2** : Click on the button that says "Create Account."

**Step 3** : After that, the sign-up form will appear. You'll need to fill in all the details it requests: first name, last name, a new username, and a new password.

- Step 4 :** Next, you'll be asked to enter a phone number to verify your account. This is because Google uses a two-step verification process to boost security. You can find out more about two-step verification here.
- Step 5 :** You should now receive a text message with a verification code from Google. If this hasn't been delivered within a few minutes, you can use the automated call system instead.
- Step 6 :** Once you've verified your account, you will see a form that asks for some personal information. This includes a recovery email, your birthday, and your gender. If you're not comfortable giving these or want to find out why Google is asking for this information, there is plenty of information on offer during the sign up.
- Step 7 :** You now need to accept Google's Terms of Service and their Privacy Policy. It's highly recommended that you review both of these in detail before clicking on "I Agree."
- Step 8 :** You should now have your new Gmail account.

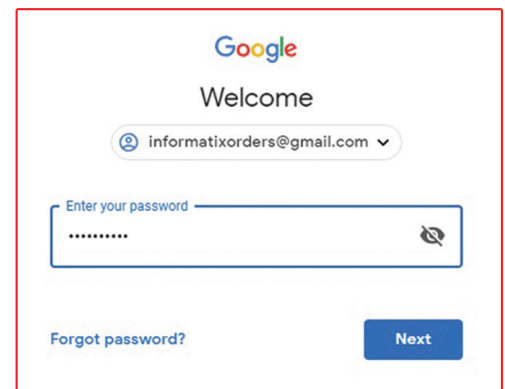


## Using the E-mail Service

After creating your e-mail account, you can use it to send or receive e-mails to your account

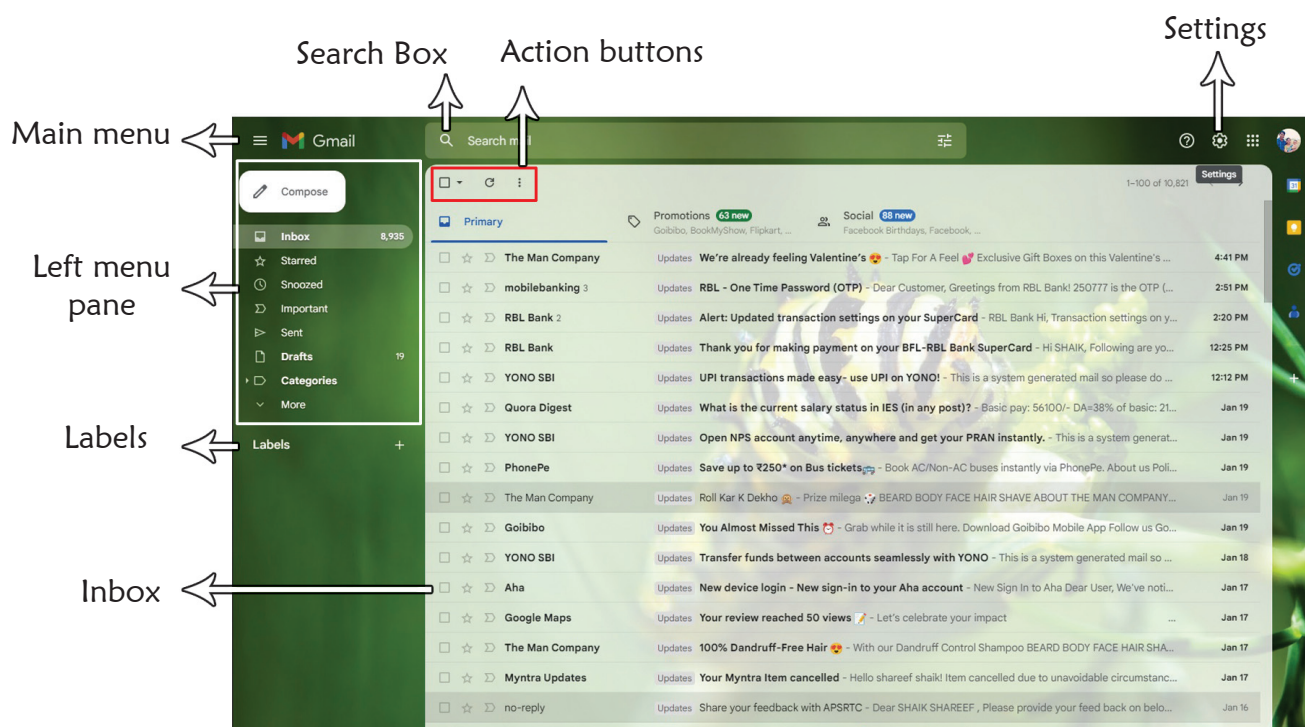
### To sign in

You need to go to [www.gmail.com](http://www.gmail.com). Type your username and password, and then click 'Sign in'. Your mail account has following components in it.



## Receiving E-mails

All the received mails are stored in the Inbox. They are arranged in chronological order, on the basis of time, when they are received. The Inbox displays the newer emails followed by the older ones. To open any email in Inbox, simply click on it. A separate window is displayed in place of Inbox. The received email may contain attachments. If you want to perform any action on email(s) without opening it, then select the checkbox next to an email in the Inbox. As you select the checkbox, Gmail activates a toolbar with various options on top of the email list.



## Inbox

It is the first screen which appears after logging into the e-mail account it shows a list of mails received by you. You can see the senders name, subject, date and time of each mail in a new line. To read the mail, click on the one you want to read. The mail will open in the window.

## Left menu pane

The left menu pane allows you to compose a new email, navigate to your mail. View your sent mail. Manage your labels and more.

## Labels

Labels allows you to organize the messages in your inbox.



## Action Buttons

The action buttons are located just above the inbox. When a message is selected, several options like Archive, Report spam and delete will appear to help organize our messages.

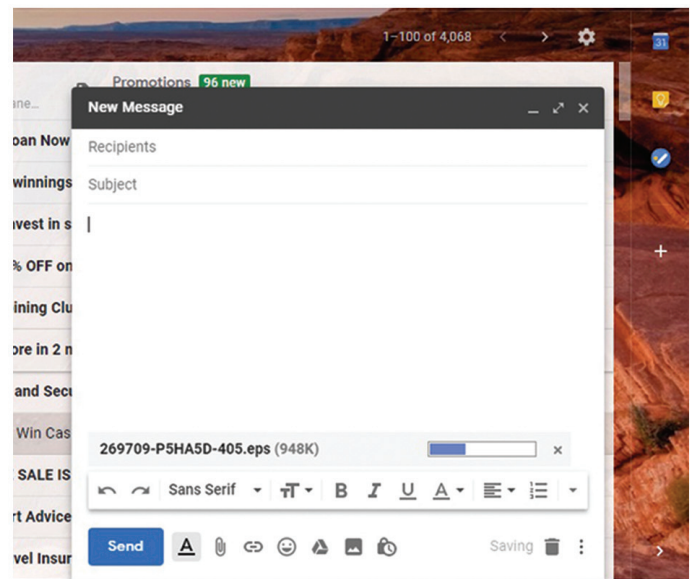
## Settings

Whenever you want to change your settings, simply click the gear icon and select settings. We can also select help, if we have trouble in Gmail.

## Writing the Mail

For sending an e-mail, you can click the Compose button in your mail box window to open the New Message window as shown in the figure.

- Enter the e-mail address of the receiver in the To box.
- Enter the subject of your mail in the subject line.
- Type your message in the big empty box then click on Send button.
- You can also attach your photos, documents or other files as an attachment with the message.
- Click the attach files (📎) button in the New message window to select and attach the required files using File upload dialog box.

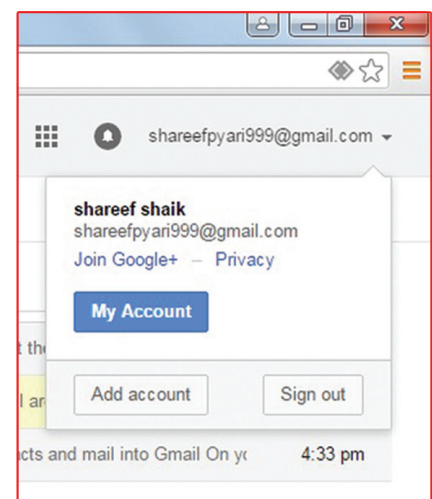


## Closing the Mail Box

Once finished working with your mail account, it's important to logout from your account to avoid its misuse by anyone else. Click the Sign out option in your mail box window to close your account and get back to the Gmail home page.

## Sign out

To sign out your Gmail account, in the top-right corner of the page, click on email address and select Sign out.



## Let us Practice

### I. Answer the following questions.

1. What is E-mail and write down how to use E-mail ?

---

2. Write the steps in creating G-mail ?

---

3. Write about sign in and sign out ?

---

4. Write the steps in writing on G-mail ?

---

### II. Fill in the blanks.

1. \_\_\_\_\_ is a first screen which appears after logging into gmail.

2. For sending an e-mail, we can click \_\_\_\_\_ button.

3. Once finished working with gmail account, it is important to \_\_\_\_\_ from our account.

4. \_\_\_\_\_ buttons are located just above the inbox..

### III. Write true (T) for a correct statement and false (F) for an incorrect statement.

1. An E-mail address also known as mailing address or mail box.

2. An E-mail address consists of four parts.

3. For sending an E-mail we can click the sent mail button.

4. To close the mail box we have to click on signout option.

5. We can not attach photos while writing the mail.

## Activity Zone

I. Create an e-mail account on your own with the help of your teacher. Send and receive mails from your friends together.

## 2

# Introduction to Powerpoint

A Good Presentation with audio and visual effects are needed in all fields be it corporate or educational. Creating a presentation which leaves an impression on the viewer is easy with advanced packages like MS PowerPoint, which is a user friendly presentation software with which you can make lively presentations. It is tailored to ensure maximum communicative ability in minimum time.

## Presentation and its uses

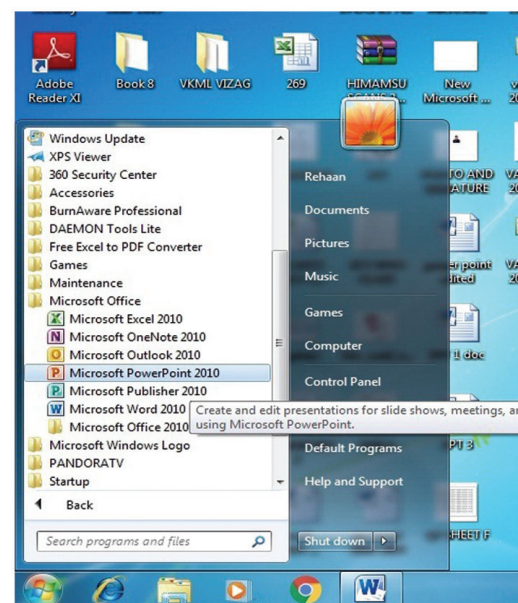
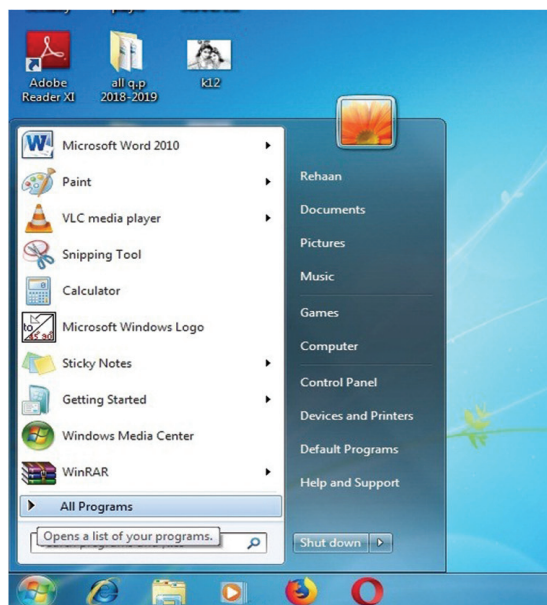


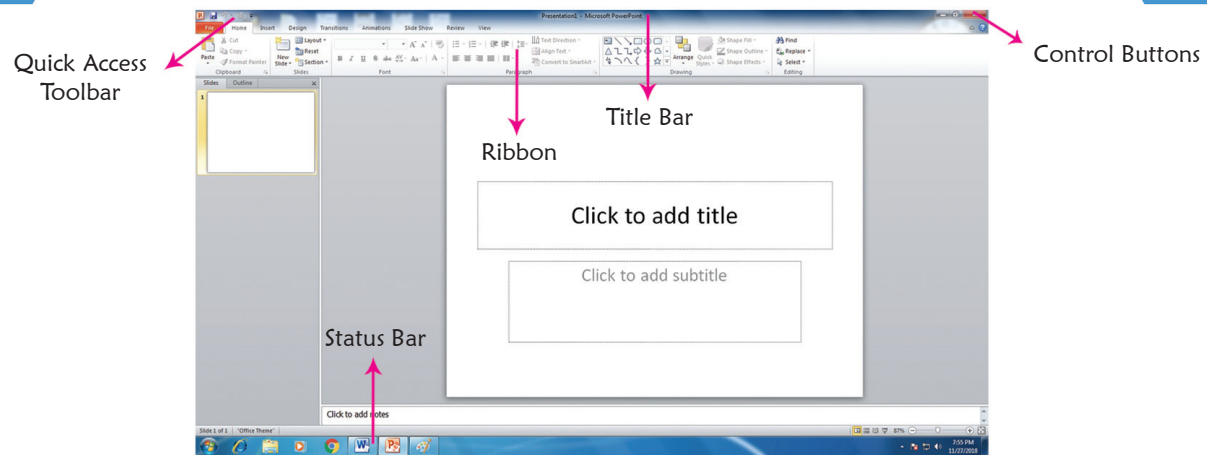
With the advent of MS PowerPoint, presentations are not restricted to corporate meetings only, but they are also used for educational purpose, advertisement, broadcasting etc. Students also use it for class room projects and seminars. A well-developed presentation is a useful tool for effective communication and conveying of ideas or even for demonstration of a product. It is also used in the field of teaching, advertisement and other media too.

## Steps to open Power Point



- Click on the Start button.
- Click on All Prog
- Select Microsoft Office.
- Click on Microsoft Office Power Point 2010.





The Powerpoint Screen

## Slides and presentation



As a book contains many pages, a presentation contains many slides. In PowerPoint a slide is a blank work area where we can type and insert pictures. A Presentation is a collection of several slides with colorful text, sound and pictures.

## Components of a presentation



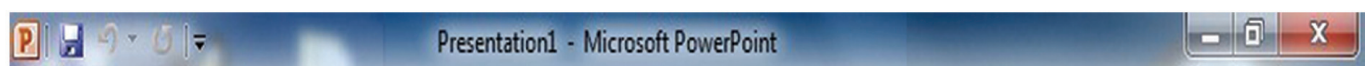
Ideally a good PowerPoint presentation should have both text and graphics. "A picture is worth a thousand words", but pictures cannot replace all words. Thus, every slide should contain both text and graphical objects such as pictures, tables and Smart Art graphics etc. These objects play an important role in PowerPoint presentation.

## Components of power point screen



### The title bar

The Title bar is located at the top of the screen. The Title bar contains three buttons at its right side they are Minimize, Maximize/Restore and Close. The Title bar contains name of the opened file. If a new file is opened it displays Microsoft PowerPoint [Presentation1]



### The tabs:

The Tabs are located below the Title bar. It is a part of the Ribbon.



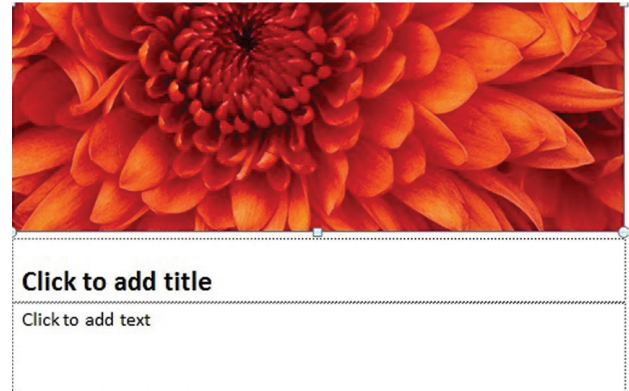
## The status bar:

The Status bar displays the present active slide number out of total number of slides and status of the presentation file.



## The slide:

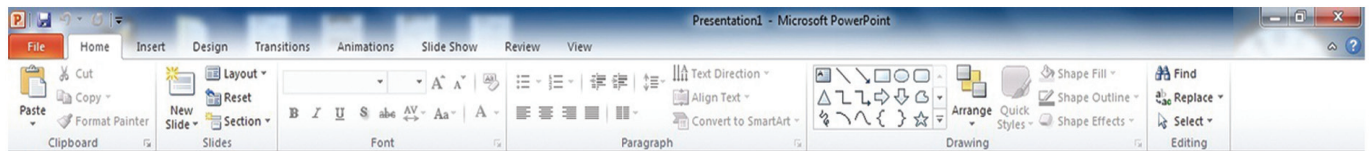
The Slide is an empty rectangular area where the data and the drawings are to be entered.



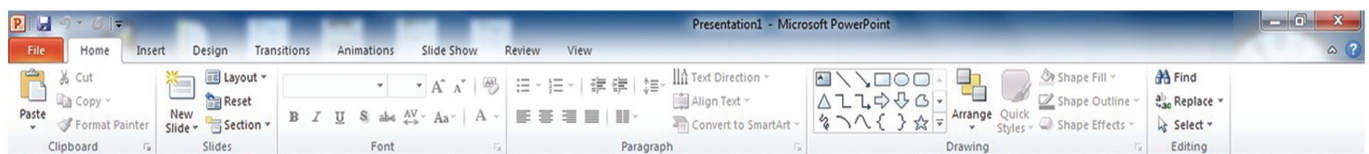
## The ribbon:

The ribbon is the panel at the top portion of the document. It has nine tabs: File, Home, Insert, Design, Transitions, Animations, Slide Show, Review and View. Each tab is divided into groups. The groups are logical collections of features designed to perform function that you will utilize in developing or editing your PowerPoint slides.

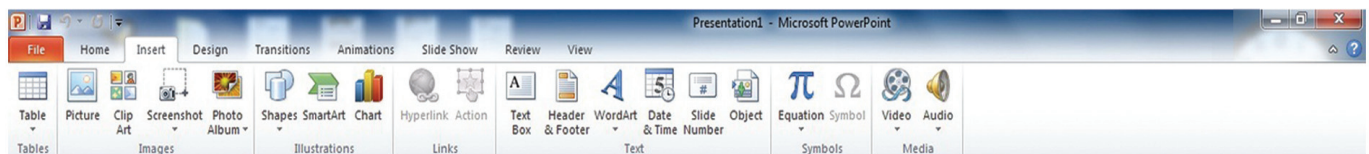
Commonly utilized features are displayed on the Ribbon. To view additional features with each group, click the arrow at the bottom right corner of each group. The File tab contains the backstage view of the document. It has no groups.



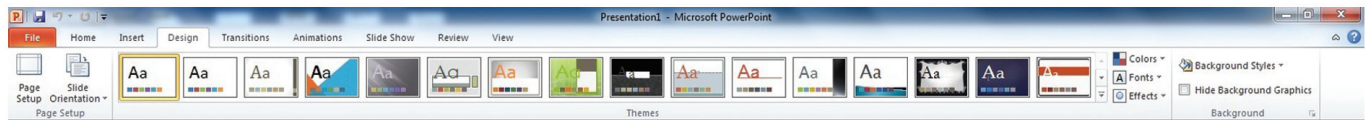
**Home :** Clipboard, Slides, Font, Paragraph, Drawing and Editing.



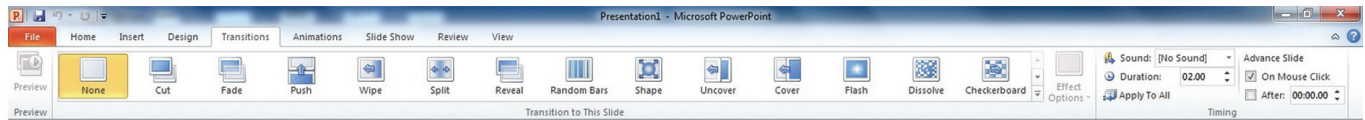
**Insert :** Tables, Images, Illustrations, Links, Text, Symbols and Media Clips



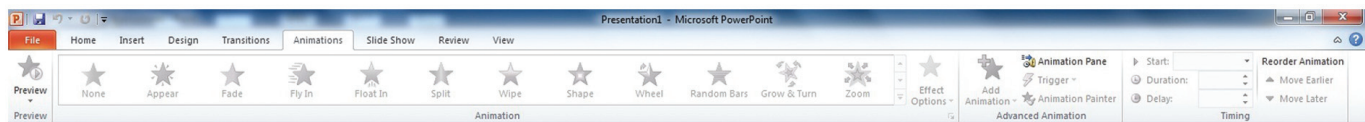
## Design : Page Setup, Themes, Background



## Transitions : Preview, Transition to This Slide, Timing.



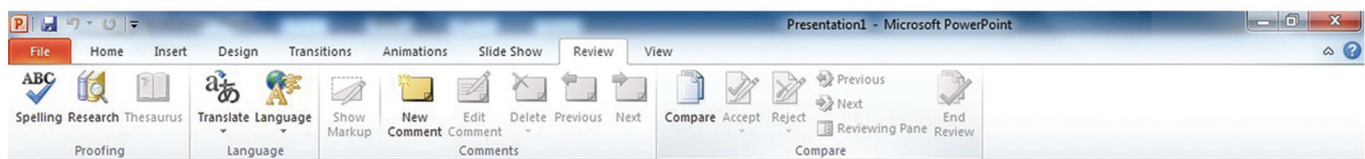
## Animations : Preview, Animations, Advanced Animation, Timing.



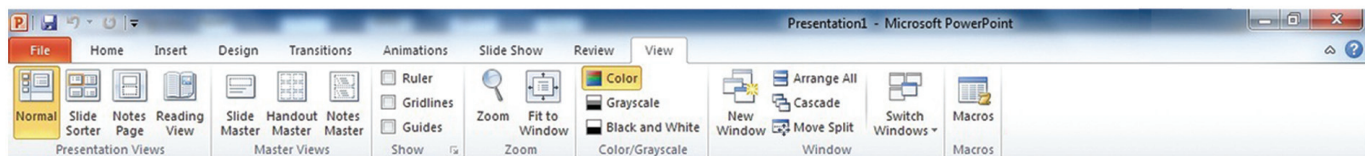
## Slide Show : Start Slide Show, Set Up, Monitors.



## Review : Proofing, Language, Comments, Compare.



## View : Presentation Views, Master Views, Show, Zoom, Window, Macros



### Info Bits

- *Ms PowerPoint is user friendly presentation software with which you can make lively presentations.*
- *A presentation is a collection of several slides with colorful text, sound and pictures.*
- *Quick access tool bar helps us to access the frequently used commands.*

## Let us Practice

### I. Answer the following questions.

1. Write the Steps to open PowerPoint

---

2. Draw the PowerPoint screen neatly and mention its parts.

---

3. Write short notes about the ribbon in the PowerPoint screen.

---

4. Where is the title bar in the PowerPoint screen ?

---

5. What is slide and presentation ?

---

### II. Fill in the blanks.

1. PowerPoint is a \_\_\_\_\_ software of MS Office package.

2. The Title bar is at the \_\_\_\_\_ of the PowerPoint screen.

3. The Tabs are located at \_\_\_\_\_ the Title bar.

4. \_\_\_\_\_ is an empty rectangular area where the data and the drawings are to be entered.

5. \_\_\_\_\_ is a tool for effective communication.

### III. Write true (T) for a correct statement and false (F) for an incorrect statement.

1. The PowerPoint screen has fifteen parts.

2. The PowerPoint is developed by Microsoft Inc.

3. The Status bar displays the present active slide number.

4. By default the Slide is an empty rectangular area.

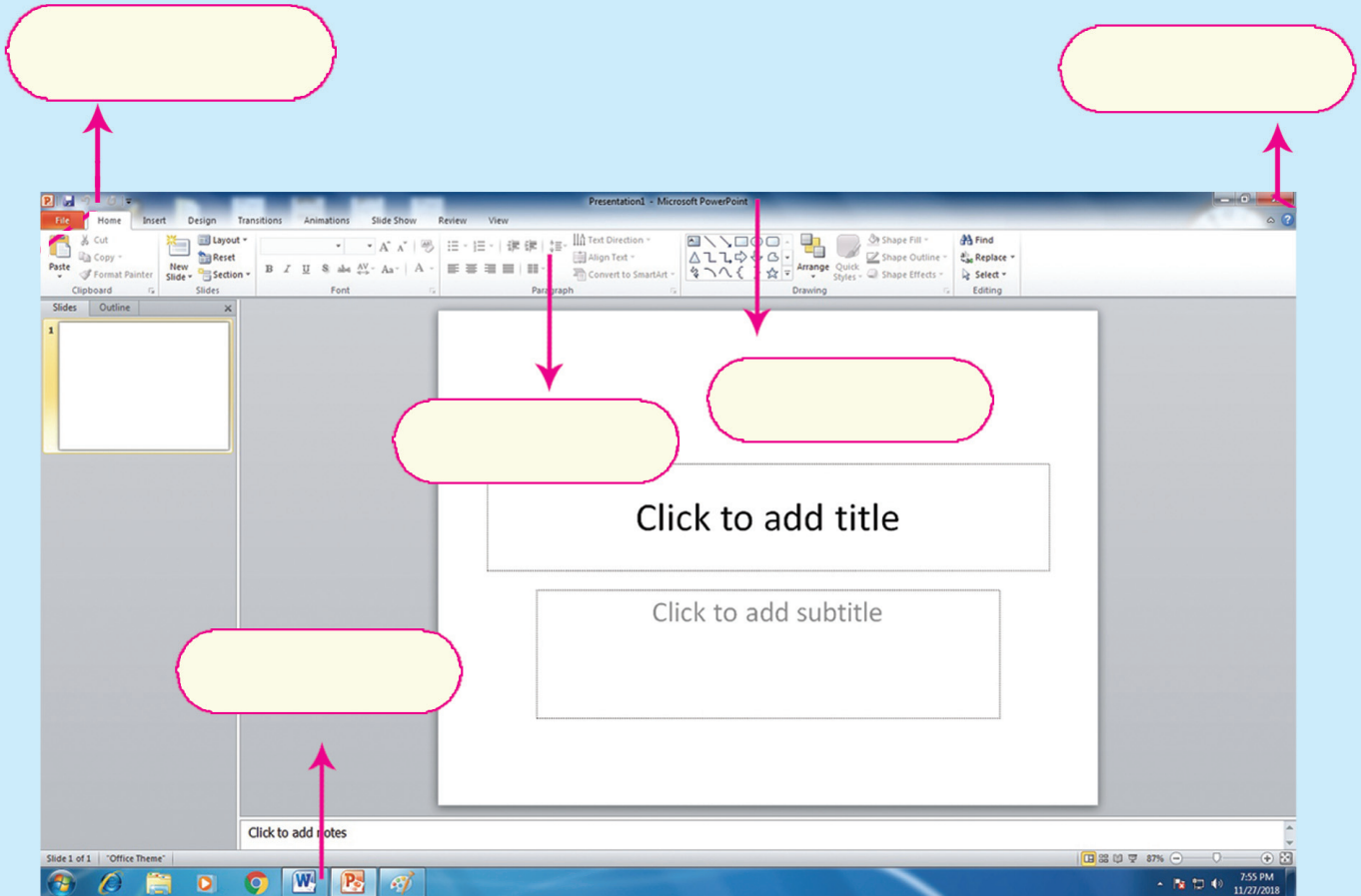
#### IV. Match the following.

1. Start
2. Undo
3. Redo
4. Powerpoint



## Activity Zone

#### I. Label the components of power point window by using the given hints.



Status Bar, Quick Access Toolbar, Control Buttons, Ribbon, Titlebar

#### II. Open PowerPoint in your lab and click on the sizing buttons on the right top of the window and note the change in the size of the screen after clicking each button.