

# Solved Assignment Of Unit-2nd

- SUBJECT:COMPUTER
- CLASS:6TH

# CHAPTER:02

- (COMPUTER MEMORY)

**1. Tick [✓] the correct answer.**

- |        |        |        |         |       |
|--------|--------|--------|---------|-------|
| a. ii. | b. i.  | c. ii. | d. iii. | e. i. |
| f. i   | g. ii. | h. ii. |         |       |

**2. Write 'T' for True and 'F' for False statements.**

- |      |      |      |      |      |
|------|------|------|------|------|
| a. F | b. T | c. F | d. T | e. T |
| f. F | g. T |      |      |      |

**3. Fill in the blanks.**

- |        |                       |              |        |
|--------|-----------------------|--------------|--------|
| a. RAM | b. Primary, Secondary | c. processor | d. RAM |
| e. 168 |                       |              |        |

**4. Give the full form of the following.**

- |   |                     |
|---|---------------------|
| a. Random Access Memory                   | b. Read Only Memory |
| c. Erasable Programmable Read Only Memory |                     |
| d. Dynamic Random Access Memory           |                     |
| e. Magnetoresistive Random Access Memory  |                     |

**5. Complete the following.**

- |      |         |             |         |
|------|---------|-------------|---------|
| a. 1 | b. 1024 | c. Gigabyte | d. 1024 |
|------|---------|-------------|---------|

**6. Who am I?**

- |                     |          |
|---------------------|----------|
| a. Secondary memory | b. Cache |
| c. MRAM             | d. RAM   |

**7. Answer the following questions.**

- Memory plays a very important role in a computer. It is the basic unit where data and instructions are stored temporarily. Memory holds both the data that needs to be processed as well as the data that has already been processed.
- Cache is a temporary storage area for instructions and data that enhances the CPU speed. Memory cache improves the processing speed of the computer because it stores frequently used instructions and data.
- The amount of RAM on the computer determines the amount of programs and data a computer can handle at one time, which affects the overall performance. A computer can only manipulate data that

is in its main memory. More the RAM, faster the computer will respond.

- d. i. Primary memory: The primary memory is the main memory of the computer which resides in the computer. The data which is in the main memory is only processed by the computer. RAM and ROM are the types of primary memory.

Secondary memory: Secondary memory is also called an external memory. It can store the data permanently and data can be edited any time, if required. The different types of secondary memory such as Hard disk, Floppy disk, CD/DVD-ROM, Pen drive, etc., are used in the computer.

ii. RAM:

- RAM is a type of primary memory that can be read from and written to by the processor and other devices.
- RAM is called volatile memory. Its contents get lost when computer is switched off.

ROM:

- ROM is another type of primary memory used for storing the data that can be read only and cannot be written or changed.
- ROM is a non-volatile memory. Its contents do not get lost even when the computer is switched OFF.

iii. PROM:

- Programmable Read-Only Memory
- A PROM chip is a blank ROM chip on which we place items permanently.

EPROM:

- Erasable Programmable Read-Only Memory
- An EPROM is another type of ROM, the contents of which are erased by ultra-violet light.

e. These are various types of RAM:-

- i. Dynamic RAM (DRAM) is inexpensive and the most popular type of main memory used in computers. Many variants of DRAM chips exist; most of which are faster than the basic DRAM.
- ii. Static RAM (SRAM) is efficient and fast, but is very expensive. SRAM is used in small amounts as cache memory in a computer.
- iii. Magnetoresistive RAM (MRAM) is a newer type of RAM which

stores data using magnetic charges instead of electrical charges. MRAM has greater storage capacity, consumes less power, and has faster access time than other RAMs. Also, MRAM retains its contents after the computer is switched off, which could prevent loss of data for users.

- f. A memory module is a circuit board that holds memory chips. RAM is a type of memory chip that makes up the main memory in many computer systems.

Two types of memory modules are SIMMs and DIMMs.

- i. A Single In-Line Memory Module (SIMM) is the most common type of memory module. SIMMs can have either 30 or 72 pins, but the 72-pin module is more common in new computers.
- ii. A Dual In-Line Memory Module (DIMM) is used in computers with a Pentium or compatible CPU. A DIMM is similar to a SIMM, but has 168 pins.

# CHAPTER:04

- (Advance features in MS-WORD)

**1. Tick [✓] the correct answer.**

- a. ii.                      b. iii.                      c. i.                      d. iii.                      e. i.

**2. Write 'T' for True and 'F' for False statements.**

- a. T                      b. F                      c. F                      d. F                      e. F                      f. T  
g. T                      h. F                      i. T

**3. Fill in the blanks.**

- a. processing                      b. Web Layout                      c. right, left  
d. Quick Access                      e. View                      f. PDF file  
g. red , green                      h. Insertion point                      i. .docx  
j. vertical bar                      k. strike through

**4. Write the shortcut key of the following.**

- a. Alt + Ctrl + P  
b. Alt + Ctrl + O  
c. Alt + Ctrl + N  
d. Alt + w + q  
e. Ctrl + Scroll button of mouse

**5. Define the following.**

- a. **AutoCorrect:** As you type words, the AutoCorrect feature corrects common spelling errors. For example, if you type the word *adn*, the word processing software automatically changes it to the correct word *and*.
- b. **Newspaper column:** Most word processing software programs can arrange text in two or more columns like a newspaper or magazine. The text from the bottom of one column automatically flows to the top of the next column.
- c. **AutoFormat:** The AutoFormat feature automatically applies formatting to our text. It also automatically creates symbols, fractions, and ordinal numbers.
- d. **PDF format:** The PDF format is a universal format that any computer user can open using a PDF reader program. The most well-known one is free Adobe Acrobat Reader.

- e. **Digital Signature:** Digital signature is used to provide assurance that we are the source of the document.
- f. **Comments:** Comments are much like footnotes. They are references in the text, but aren't part of the text themselves. Instead, they are like meta text and tell about the text itself.

**6. Answer in 1-2 sentences.**

- a. We can use Track Changes feature to track the editing and formatting changes made to our document. This is important when more than one person works on a document in Word.
- b. On our screen, we can enlarge or reduce the display of text. We can increase the zoom setting to view an area of our document in more detail or decrease the zoom setting to view more of our document at once.
- c. We can open a PDF file by using free Adobe Acrobat Reader. We can open XPS files by using Microsoft XPS viewer.
- d. A macro is a time saving feature. It is a series of commands and instructions that you group together as a single command to accomplish a task automatically.
- e. Using a keyboard shortcut can be faster and more efficient than clicking a button on the Ribbon or the QAT because we can keep our hands on our keyboard, maintaining typing speed and efficiency.
- f. If we don't want anyone else to intentionally or accidentally modify our document, we can protect our document by assigning a password to it. It will limit the changes others can make to our document.

**7. Answer Briefly.**

- a. Some functions of MS-Word are:
  - i. **Creating:** We can create a document by entering text or numbers and inserting graphical images.
  - ii. **Editing:** After creating a document, we can edit the document by making changes to the existing content of the document.
  - iii. **Formatting:** We can change the appearance of a document by changing font, font size and font style.
  - iv. **Printing:** Once we have created a document, we can print it many times, with each copy looking just like the first.
- b. Word offers five different views that we can use to display our

document. These are mentioned below:

- i. Print Layout view shows margins, headers and footers.
  - ii. Outline view shows the outline levels in a document.
  - iii. Web Layout view displays a web page preview of our document.
  - iv. Read Mode optimizes our document for easier reading.
  - v. Draft view shows the draft version of our document, i.e., without graphics.
- c. We can use the Mail Merge feature to produce a personalized letter for each person on our mailing list. Performing a mail merge is useful if we want to send the same document, such as an announcement or greetings card, to many people.
- d. We insert an equation to input various symbols in our document and delete it if we no longer use it. We can also save our written equation for our future use. After saving, our equation will appear on the Equation Gallery list.