

ST. JOSEPH'S COLLEGE, NAINITAL

TIME 11am to 12 noon and 2pm-3 pm

PERSONAL MEETING ID 4112840435

Dear student (Class 3 and B)

Your computer science online classes will be on 27 May at 11 am and 2pm. Please try to come online 15 minutes before the class. Network may be slow.

SUBJECT : COMPUTER SCIENCE, TOPIC 'First Step to Internet' CHAPTER 4

You are to prepare for the class

1. Read the chapter 'Introduction to MS Word ' CHAPTER 3 Read pages 45, 46, 47 and 48
2. Go through these link

<https://www.youtube.com/watch?v=V5PEjrVQgpg>

<https://www.youtube.com/watch?v=JXHbcPW-tV>

<https://www.youtube.com/watch?v=g1jM99v5hRk>

After going through the lesson and link you should be able to answer these questions:-

- a) What is Internet?
- b) Uses of Inernet
- c) Advantages of Internet .

TEACHER :- SANTOSH KUMAR SAH

Personal Meeting ID :- 4112840435

Password sem123

Assignment

After the class prepare for the next class read Pages 36 to 39 of Introduction to MS Word ' CHAPTER 3

Do the following Question/Answers in your Text Book (only fill in the blanks, True or False and Choose the correct option, Descriptive answers in computer note book)

Answers of Chapter 3

Page 41/42

- A) Fill in the blanks
 - 1) Left
 - 2) Title
 - 3) Three
 - 4) status

5) Horizontal

B) Write True or False

1) True

2) True

3) False

4) False

5) True

C) Choose the correct option

1) All of these

2) Ribbon

3) Vertical Scroll bar

4) All of these

5) .docx

Descriptive Answers 42/43 (Do in your computer note book)

1) The Vertical ruler is located to the left of the document window and is used to set top and bottom margins.

2) To the right of the title bar, we can see three buttons ; Mimimize, Restore Down/Maximize and Close button.

3) To change the font size and colour we click on Home tab and then on Font group.

4) The horizontal ruler is located at the top of the document window and is used to set the left margin, right margin, indents and tabs.

5) The horizontal Scroll bar is located at the bottom document window just above the status bar. It is used to move a document left or right.

