IT @ SCHOOL

Computer Science - Book 3

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This is the first version of the book and could contain not only omissions, but also areas of improvement. We request the reader to excuse us for the omissions, but please do bring to our notice any feedback for correction and improvement in subsequent versions. We will remain grateful to you for your support and feedback. You can write to **'Tamil Nadu Arya Samaj Educational Society'** 212-213, Avvai Shanmugam Salai, Gopalapuram, Chennai – 600 086 or email to publications@davchennai.org. You may also write to us to seek permission to print all or only certain chapters of the book.

MRP ₹ 200/-

❧ PREFACE ❧

Computers play a vital role in the modern world, and even the most basic jobs today involve technology. Therefore, computer education becomes essential in any student's development. Expertise in computing enables children think critically, be more creative and innovative, giving space for collaborative work and individual effort.

The series of books (Class III – IX) aim to holistically develop digital skills, keeping pace with the dynamically changing industry requirements.

IT education has no boundaries and irrespective of the field of work, each one is expected to have the following digital skills:

➢ MS Office (MS Word, MS Excel, MS PowerPoint)

➢ Photo / Image Editing

➢ Programming

➢ Website development

The enriched curriculum therefore covers a wide variety of topics across various classes: *TUXPAINT; MS Word 2007 (Level I, II & III) ; MS Excel 2007 (Level I, II & III); MS PowerPoint 2007 (Level I & II); Image / Photo editing software using GIMP 2.8; Scratch Programming; HTML Programming; Web creation tool using WordPress.*

The curriculum uses only open source software (freely available on the Internet) installed in Windows 7 Operating system.

A brief description of every concept and its application / purpose is provided in every lesson with colorful screen shots. This not only attracts the readers but also gives them an experience of self-learning. **'Activity Based Learning'** exercises have been included as part of the curriculum.

We hope this text book finds its place in the readers' library for future references.

INDEX

TERM I

MS PowerPoint

INTRODUCTION TO MS POWERPOINT & NAVIGATION OF THE POWERPOINT WINDOW

INTRODUCTION

Welcome to Microsoft PowerPoint!!!

PowerPoint (PPT) is a powerful, easy-to-use presentation software program which allows to create a professional-looking electronic slide shows. PPT is used to present information in an organized manner to an individual or group.

PowerPoint was created by **Robert Gaskins** and **Dennis Austin** at a software company named **Forethought**. It was released on April 20, 1987, initially for Macintosh computers only. Microsoft company acquired PowerPoint and set up a new business unit for PowerPoint.

Microsoft PowerPoint offers users many ways to display information from simple presentations to complex multimedia presentations.

A PowerPoint presentation is a collection of slides. A slide is a frame or a page in a presentation that represents data. Presentations can contain text to display information or multimedia effects to make it impressive and interactive. PowerPoint presentations are commonly used in business meetings and for training and educational purposes. Presentation files are saved with .pptx extension.

The salient features of PowerPoint are:
- Quick, easy and high impact of visuals.
- Availability of templates.
- Can apply animations and sound effects.
- Can embed existing text and graphics from other Microsoft Office applications.
- Presentations can be linked for online users.
- Projector Wizard automatically sets the correct screen resolution for the projector system.

DID YOU KNOW?

The first version of Powerpoint was named "PRESENTER".
It was invented by Robert Gaskins, later sold to Microsoft for $14 Million
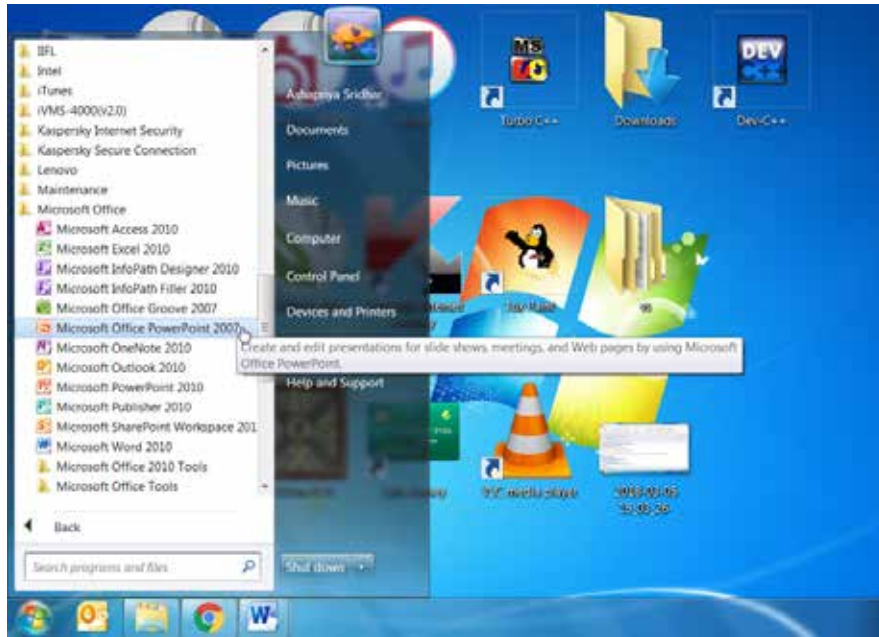
How to load MS PowerPoint window?

Step 1 : Go to Start button

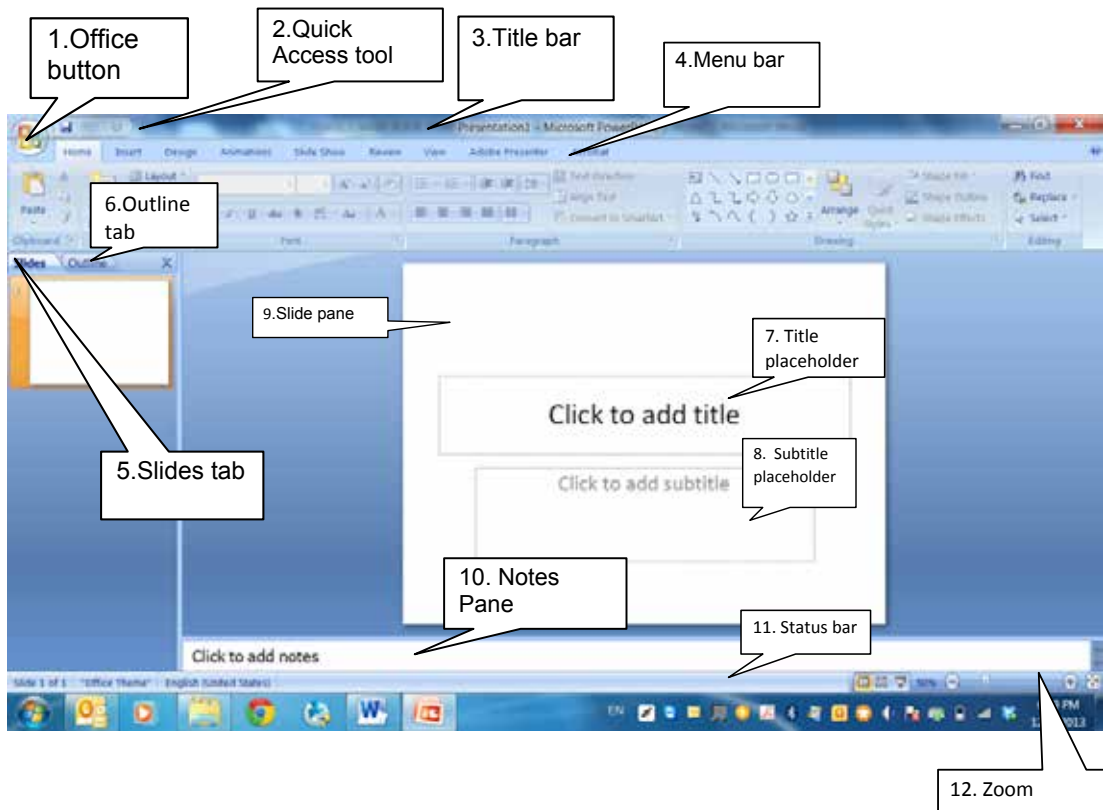**Step 2 :** Click on Microsoft Office

Step 3 : Click on Microsoft PowerPoint

Step 4 : Create a blank presentation

Now let us learn the components of the PowerPoint window.

Write down the components and the inference you made while navigating through the PowerPoint window.

More than 500 Million people use PowerPoint worldwide.

LAB ACTIVITY

Open the presentation Solar_System.pptx

a.   Click on the cursor to the different locations (from 1 to 5) in the document as shown below.

2. scroll up this button repeatedly till you reach the first slide.

3. Click on any slide to see that slide.

1. scroll down this button repeatedly to see all the sides, one after the other, till you reach the last slide.

b.   Close the PowerPoint window (File→Exit).

FILL IN THE BLANKS

1. A PowerPoint presentation is a _____ of slides.

2. Presentation files are saved with _____ extension.

3. With PowerPoint, we can have simple presentations and complex _____ presentations also.

4. PowerPoint was created by _____ and _____.

5. A _____ is a frame or a page in a presentation that represents data.

6. The three features of PowerPoint representation is _____, _____ _____, _____.

7. A Slide is a _____.

Teacher's Signature

SLIDES AND SLIDE LAYOUTS

Now, in this Chapter we will see how to create a new presentation and to save it. Also we would introduce you to slides and different types of layouts available in MS PowerPoint.

Open PowerPoint from the Start menu on your desktop. You will have a new blank presentation with one slide which appears by default.

PowerPoint offers three ways to create a presentation: **Blank presentation,** from **Design Template,** or from **Auto Content Wizard.**

The Blank presentation option is one of the more commonly used methods. It offers several blank slides, with layouts for text and graphics.

TO CREATE A BLANK PRESENTATION

*   Open PowerPoint.
*   A slide featuring a place for a title and subtitle appears by default. You can start your presentation with this slide or choose a different slide layout.

We can also create a new presentation while PowerPoint is already open.

 Create a new blank presentation by using the following commands.

(File → New → Blank presentation → Create).

Click to add title

Click to add subtitle
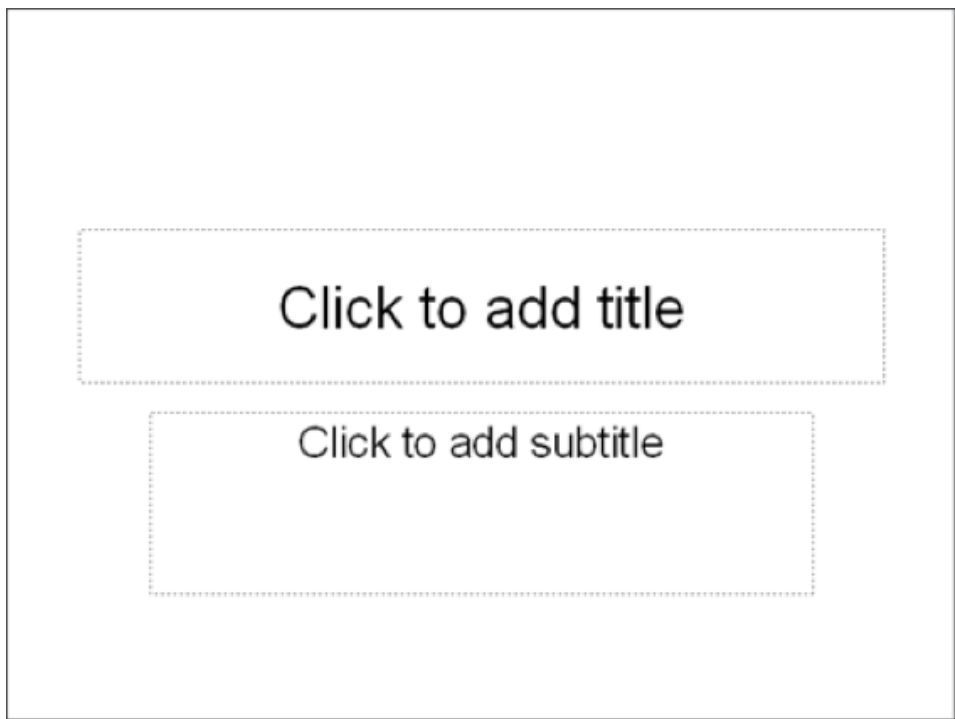
Step 1: Click in the title placeholder and type *"Caring for Pet Animals"*.

Step 2: In the subtitle placeholder type *"Life span, special needs etc."*

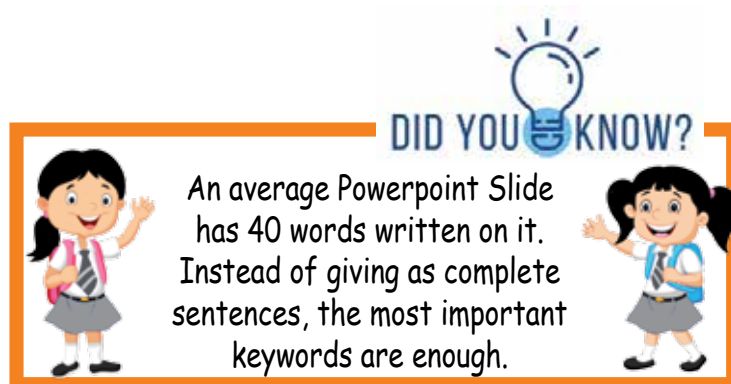**Step 3:** Save the presentation with the name *Pet-Animals.pptx (File → Save).*

Step 4: Close the presentation *(File → Close).*

SLIDE LAYOUT

Layout is the method of placing things or objects on a slide in a specific order. A layout consists of placeholders or boxes with dotted borders which hold titles, body text, bulleted lists, etc.

TYPES OF SLIDE LAYOUT

- ✧ Title slide
- ✧ Section header
- ✧ Comparison
- ✧ Blank
- ✧ Title and content
- ✧ Two content
- ✧ Title only
- ✧ Content with caption
- ✧ Picture with caption

DID YOU KNOW?

An average Powerpoint Slide has 40 words written on it. Instead of giving as complete sentences, the most important keywords are enough.

To insert text into a placeholder:

- Click inside the placeholder. The placeholder text will disappear, and the insertion point will appear.
- Type your text once the insertion point is visible.
- Click outside the placeholder when you have entered all of your text into the placeholder.

When you enter text or use the icons to insert items, the placeholder text and/or icons disappear as soon as you start typing.

To insert a new slide

• Click the New Slide command in the Slides group on the Home tab. A menu will appear with your slide layout options.

• Click the slide you want to insert. A new slide with the chosen layout will appear in the center of the Power-Point window and in the pane on the left.

TRY THIS OUT IN THE LAB

Create a new presentation using the theme Concourse bacd.

Hint: (File → New → installed themes → Concourse → Create)
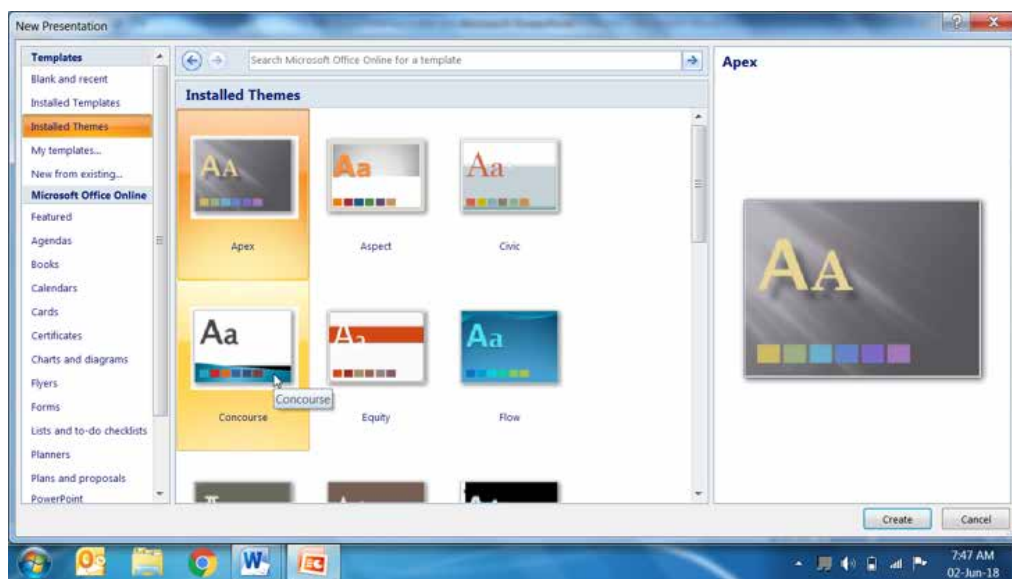
The presentation should look like this.

Type the title and subtitle as shown here. You can replace it with your name and Class.

Save the presentation with the name firstaid.pptx. (File → Save)

Close the presentation.

Open the presentation firstaid.pptx. (File → Open → firstaid.pptx).

In the title box add the words "For Beginners".

1. Save the presentation in another name for example, firstaidbeginners.pptx.

   Hint: (File → Save As)

2. Close the presentation.

❧ BRAIN DEVELOPER ❧

I)   FILL IN THE BLANKS:

1.   _____ is the method of placing things or objects on a slide in a specific order.

2.   To insert a new slide, _____ command in the Slides group on the _____ tab should be clicked.

3.   When we insert text into a placeholder, _____ will disappear, and _____ will appear.

4.   When you enter text or use the icons to insert items, the placeholder text and/or icons _____ as soon as you start typing.

5.   A layout in a presentation is _____.

6.   _____ is the change we notice when a text is typed in a placeholder.

7.   _____, _____, _____ and _____ are some of the slide layouts we have in PowerPoint.

Teacher's Signature

INSERTING PICTURES AND CLIPART – RESIZING AND CROPPING THE PICTURES

Adding images to your presentations makes them more interesting and engaging. Pictures, clip art, and screen-shots can be inserted into PowerPoint to help you effectively communicate your ideas to the audience.

Adding clip art and pictures to your presentation can be a great way to illustrate and add decorative accents to the existing text. You can insert images from your computer, or add a screenshot of your own. Once an image has been inserted, you can resize, crop and move it to the location you want.

To insert an image from a file:

1. Select the Insert tab.
2. Click the Picture command in the Images group. The Insert Picture dialog box appears.
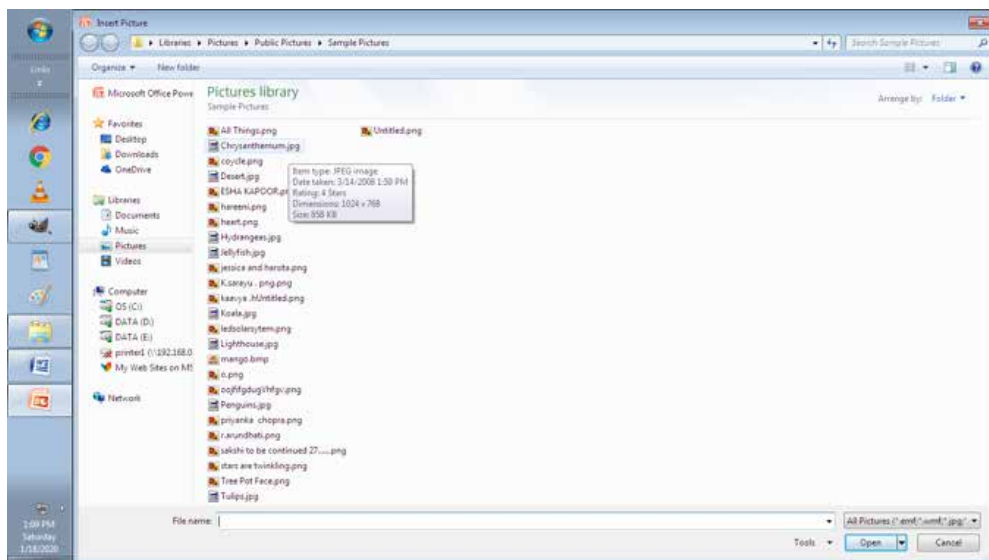
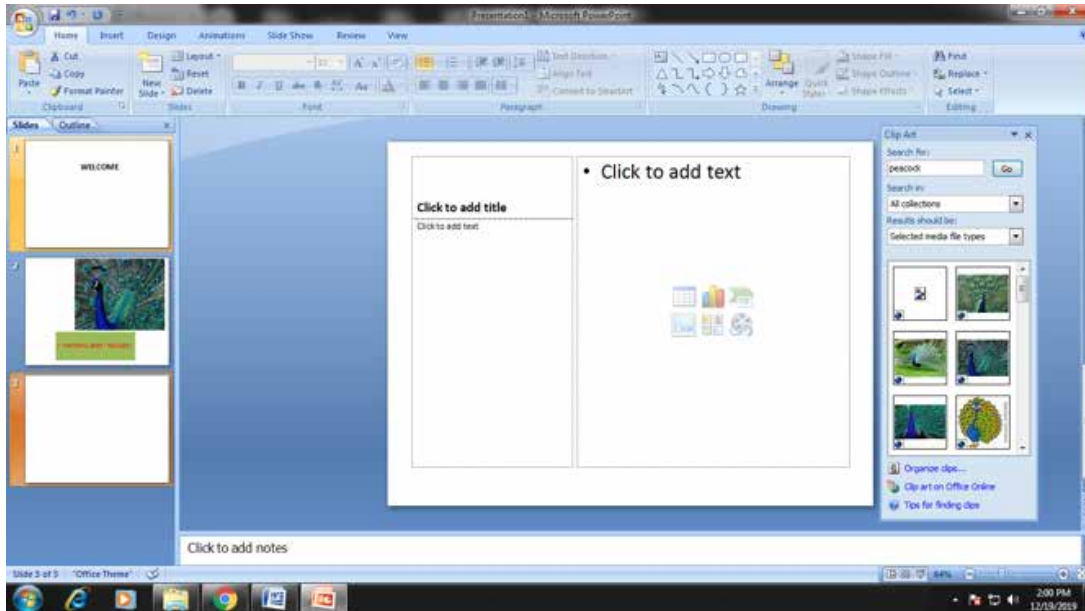3. Select the desired image file, and then click open.
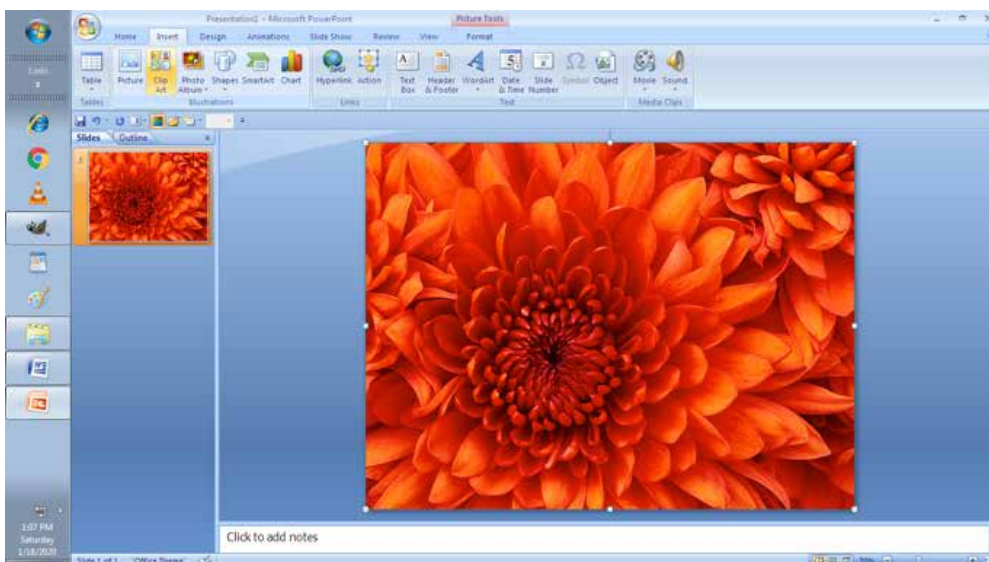
4. The picture will appear in your slide.

You can also select the Insert Picture from File command in a placeholder to insert images.

To insert clip art:

1. Review the results from a clip art search in the Clip Art pane.
2. Select the desired image and drag the image into the placeholder.
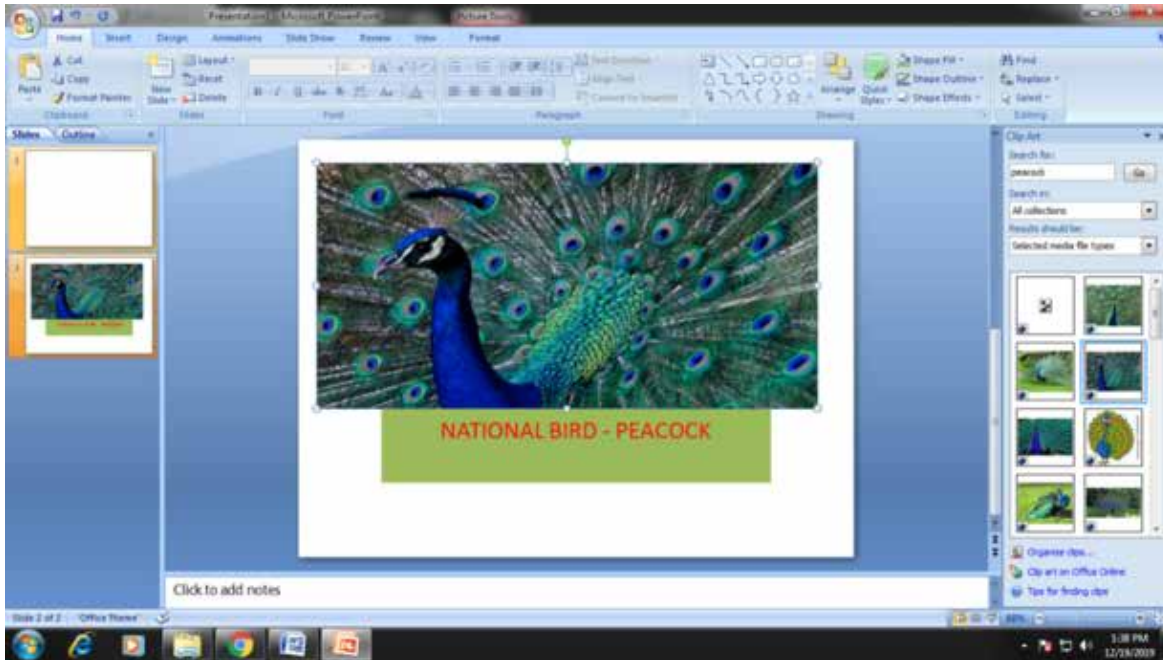

3. The clip art will appear in your slide.
   You can also select the Insert Clip Art from File command in a placeholder to insert clip art.
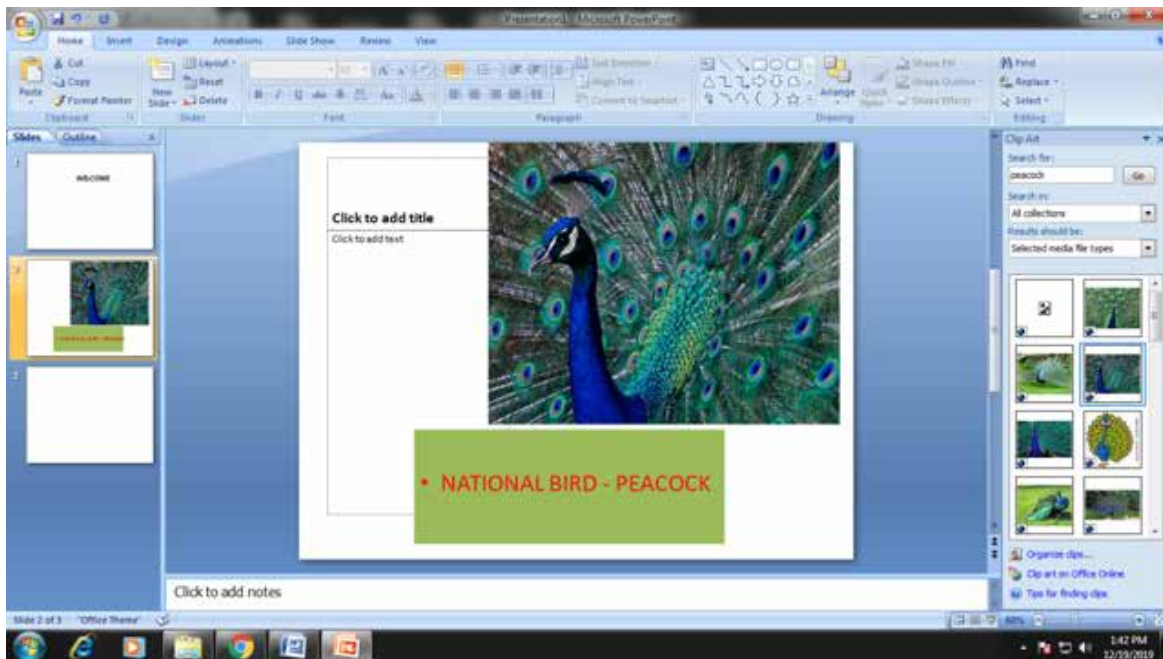
HANDS-ON EXERCISE

1. Create a new blank presentation of at least 3 slides with blank layout.
2. Insert a ClipArt picture of national bird in slide 2 and national flower in slide 3.
3. Resize and crop the pictures as shown below.

4. Change the layout of the slide 1 with **"title only".**
5. Type **"WELCOME"** in slide 1. Change the slides 2 and 3 with content with caption.

6. Write any 2 sentences about the national bird and arrange the sentences in bullet format.
7. Close and save the presentation as "National symbols.pptx".

LAB ACTIVITY

Create a blank presentation of 5 slides.

1. Change the layout of the first slide to "Title only" option. Key in "Traffic Rules" in the subtitle placeholder.
2. In the second and third slides, paste pictures of traffic signals and directions.
3. Change the layout of the fourth slide to "Comparison". Key in the do's and don'ts while you are on the road in the given two columns to compare with.

4. Key in "Thank You" with your name, standard and section in the fifth slide.

5. Close and save the presentation as "Traffic rules.pptx."

TRY THIS OUT IN THE LAB
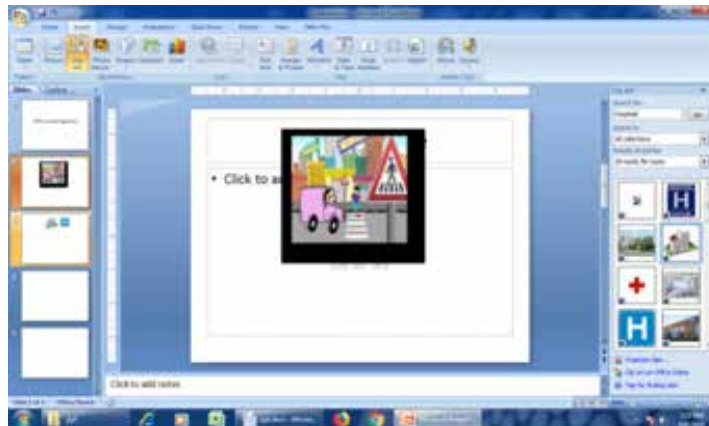
A. Type in the subtitle that you understand from the above slide.
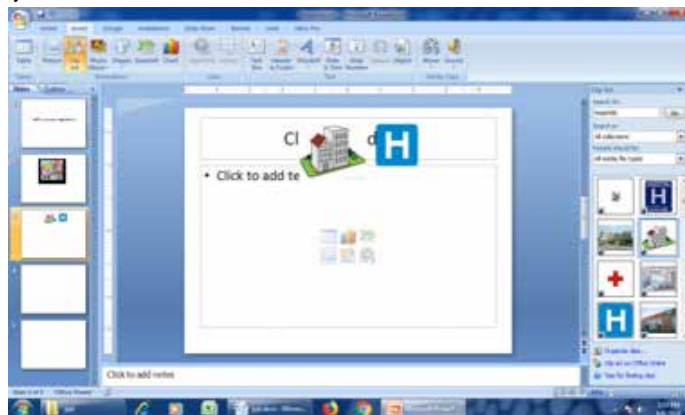
B. What does this slide indicate? Type in the rules we must follow when we come across this in the subtitle placeholder of the slide.

C. Change the layout of this slide to "two content." Type the rules indicated by each colour in the second column.

⚛ BRAIN DEVELOPER ⚛

I) FILL IN THE BLANKS

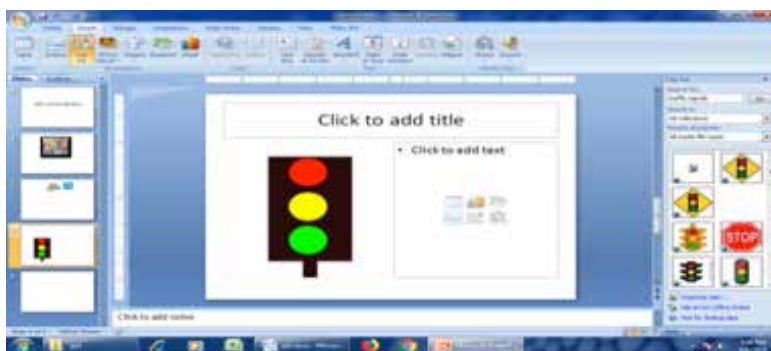1. _____, _____, and _____ can be inserted into a presentation to communicate effectively.

2. You can select the _____ from File command in a placeholder to insert images.

3. You can also select the Insert Clip Art from _____ command in a placeholder to insert clip art.

II) STATE WHETHER THE FOLLOWING STATEMENTS ARE TRUE OR FALSE

1. We can crop or edit a picture or text after copying in a slide.

2. The slide layout once selected cannot be changed at all.

3. Adding clip art and pictures will add decorative accents to the presentation.

4. The title only layout contains two columns to compare with.

5. The blank layout has placeholders to type title and subtitle in it.

Teacher's Signature

DID YOU KNOW

Use high-quality graphics including photographs.
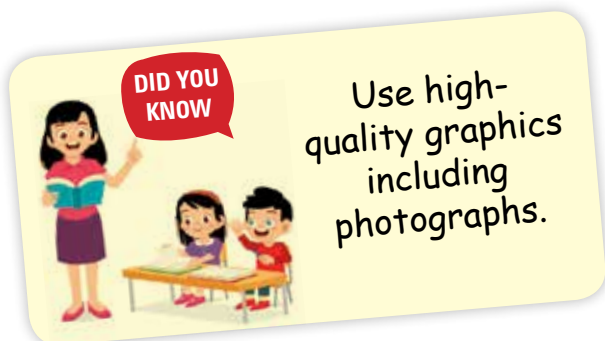
DIFFERENT VIEWS OF POWERPOINT

Microsoft PowerPoint contains different views, which help us in getting a better understanding of the presentation. The five views in PowerPoint are: Normal View, Slide view, Outline view, Slide sorter view and Slide Show view.

Normal view: In Normal view, we can add text, pictures and create notes. Two options in Normal view are outline view and slides view.

Outline view: The outline view enables us to work with the text. With this view we can create summary slides.

Slides view: Each slide can be viewed in detail one at a time. We can edit the pictures, text, etc. in this view.

Slide sorter view: Slide sorter view allows us to see all the slides in the presentation at the same time, but would be displayed in miniature size. We cannot edit the text or pictures.

Slide show view: We use slide show view to give a full screen presentation. This view would not allow us to edit the text or pictures.

We can also have a full screen presentation by pressing the key F5.

USING THE KEY BOARD

The following are the shortcut keys to navigate through slides using the keyboard.

Page Up: Takes you one slide back.

Page Down: Takes you one slide forward

Ctrl+Home: Takes you to the beginning of the presentation.

Ctrl+End: Takes you to the end of the presentation.

Open solar system.pptx

Identify the view given above and view the presentation.

View the solar system.pptx in outline view. Add speaker notes.

View the solar system.pptx in various views of PowerPoint presentation.
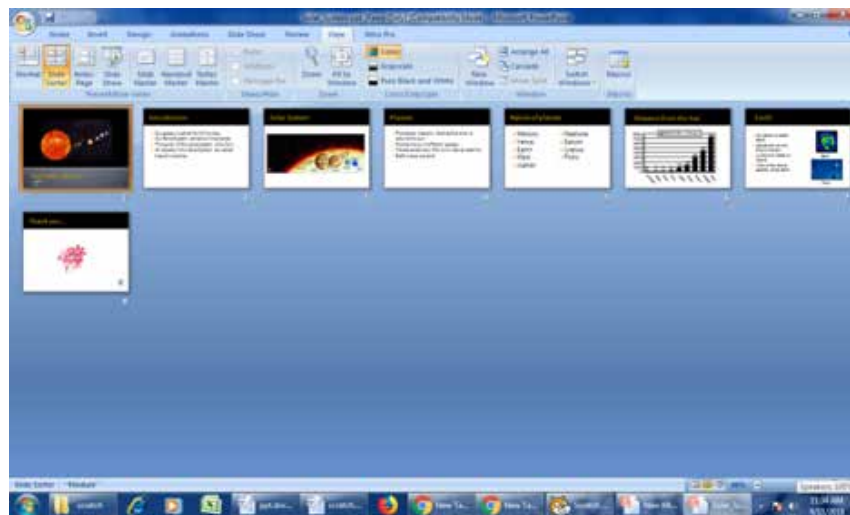
View the slide sorter view and try to add speaker notes. Does it allow to add?
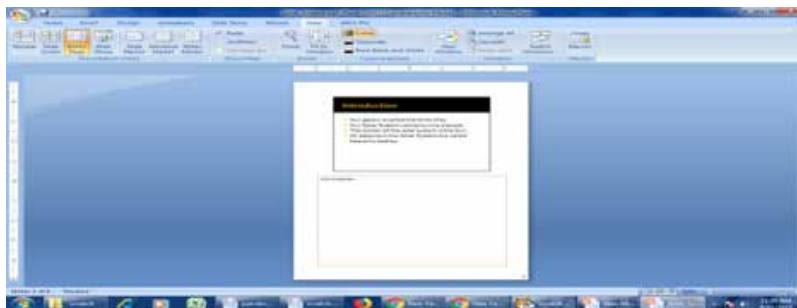
View the presentation in Note pages view and add speaker notes.

Solar System
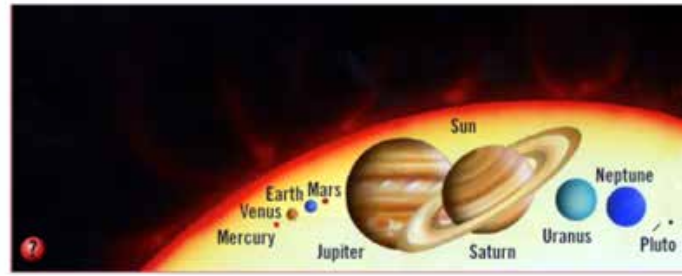
Press F5 and view the solar system in slide show presentation.

LAB ACTIVITY

Create a blank presentation with five slides.

Enter the features and parts of a computer in the slides.
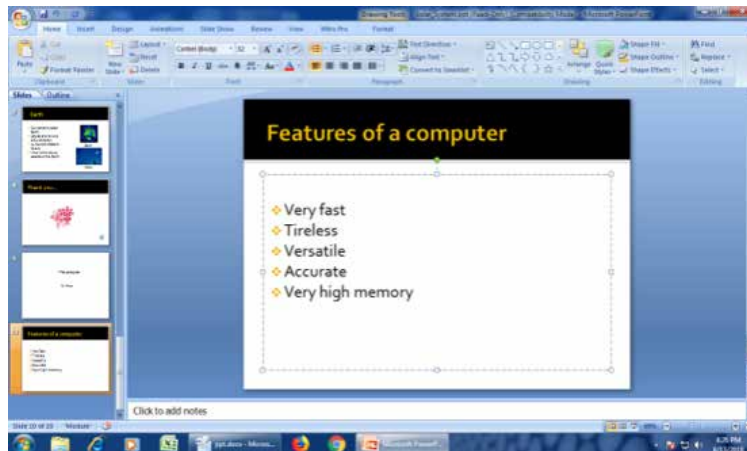
In the 3rd slide insert a picture of a monitor and write two sentences about it.

In the 4th slide insert a picture of CPU and write one or two sentences about it.

Save the presentation as computer.pptx.

View the presentation in slide show view and outline view and note down the differences in them.

❧ BRAIN DEVELOPER ❧

I) MATCH THE FOLLOWING

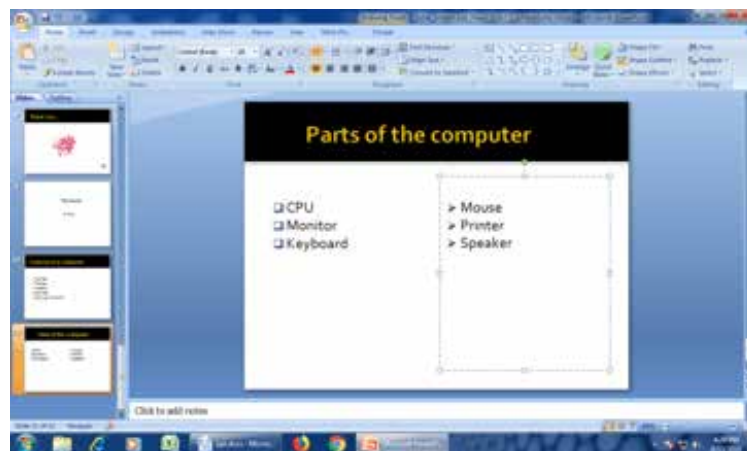|		
1.	Page Up	Takes you to the end of the presentation
2.	Page Down	Takes you to the beginning of the presentation
3.	Ctrl+Home	Takes you one slide forward
4.	Ctrl+End	Takes you one slide back

II) FILL IN THE BLANKS

1. _____, _____, _____, _____, and _____ are the five views available in PowerPoint to view a presentation.

2. _____and _____are the views that allow us to edit the text or pictures.

3. _____ is the special feature of slide sorter view.

4. _____ is the shortcut key for presenting a PPT in full screen.

5. _____ is the view that helps us to create summary slides.

6. Normal view has _____ and _____ options.

Teacher's Signature
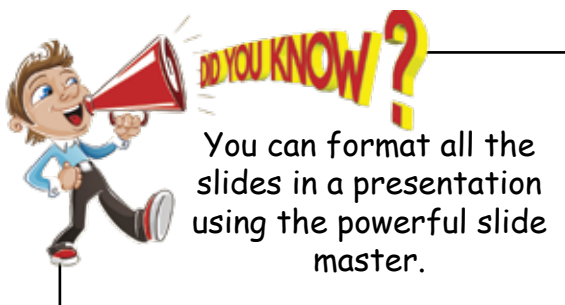
APPLYING TEMPLATES AND DESIGNS

Templates are predefined designs and layouts with custom formatting where the user can include his/her own color schemes, slide styles and designs.

There are four categories of the templates:
➢ Blank Templates
➢ Design templates
➢ Content templates or presentations
➢ Web pages

PPT templates are easy to edit with high-quality slides, created by top designers around the world. Each free presentation is unique, which is why there are so many uniquely designed presentation templates to express each person's creativity and style. All the installed templates are multi-purpose, which means that they can be used for any presentation project, whether it be for school projects, company report, lectures, exhibitions, etc.

You can use the templates to design your slides and presentations.
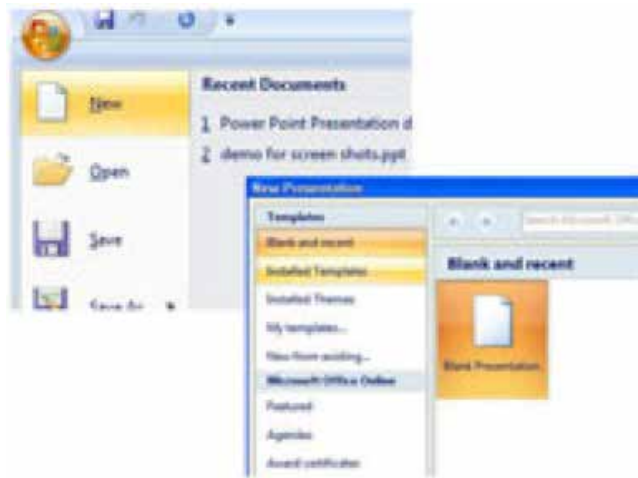
Open the New Presentation dialog box.

Click the Office button and choose New. You can choose your template using any of the following methods.

Use an installed template.

Click Installed Templates in the upper-left corner. Templates loaded on your computer when you installed PowerPoint appear in the dialog box. Double-click a template to create a presentation.

Search online

Make sure your computer is connected to the Internet, enter a search term in the Search box, and click the Start Searching button. Templates appear in the dialog box. Click a template to examine it. Double-click a template to download and use it to create a presentation.

Use a template you created

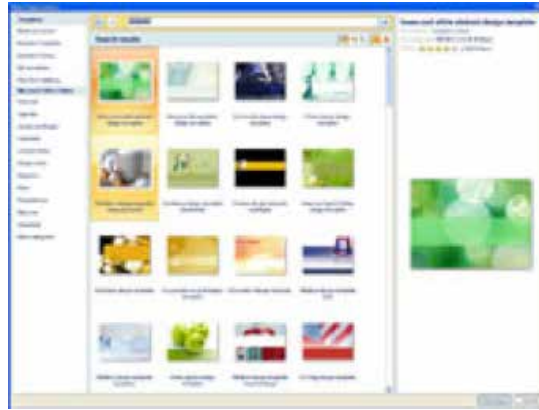Double-click the My Templates button. The New Presentation dialog box appears. Select a template and click OK

TO APPLY A SLIDE DESIGN TO A SLIDE

Step 1: Select the slide to which you want to apply the design.

Step 2: On the Design tab, right-click the design in the Themes group, and then click Apply.

When you are applying a slide design to a slide, all of the slides in your presentation are formatted with the selected slide design. You are not given the choice of whether to apply the slide design to the entire presentation or only the currently selected slide.

This occurs when you select the Slides view in the left-most pane (the slide navigation pane) in Normal view, or when the slide navigation pane has been closed.

To apply a slide design only to the currently selected slide, follow these steps:

1. In the Slide Design task pane, browse to the slide design that you want. (If the Slide Design task pane is not visible, click Slide Design on the Format menu.)
2. When you rest the mouse pointer over your selected design in the Slide Design task pane, a grey option button with an arrow appears. Click this button.
3. Click Apply to Selected Slides in the options button list.

Create a new presentation from the template named Quiz show.

(File → New → Installed templates → Quiz show → Create).

DID YOU KNOW?

At the start of the presentation, hit CTRL + H to make the cursor disappear. Hitting the "A" key will bring it back if you need it!
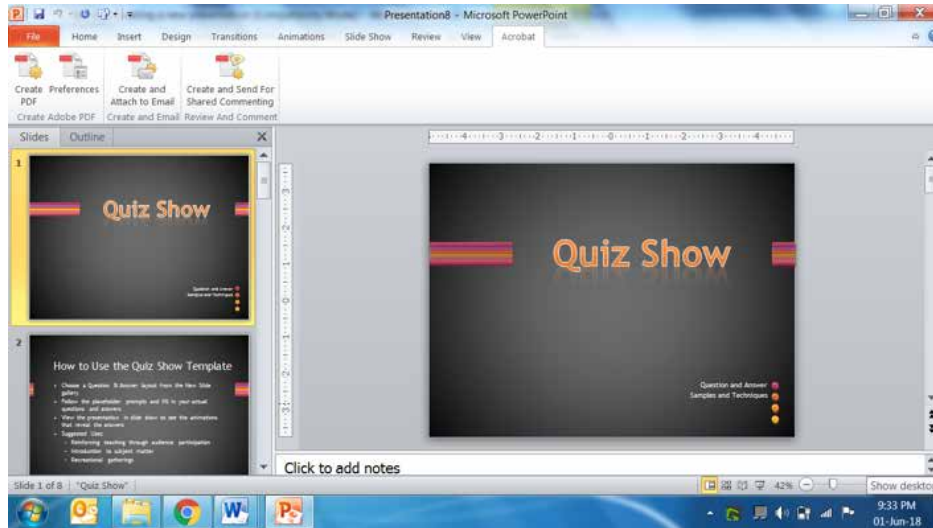
Click the scroll down button to see the various slides with pre-designed quiz questions. Close the presentation.

LAB ACTIVITY

1. Create a presentation of 5 slides about a computer.
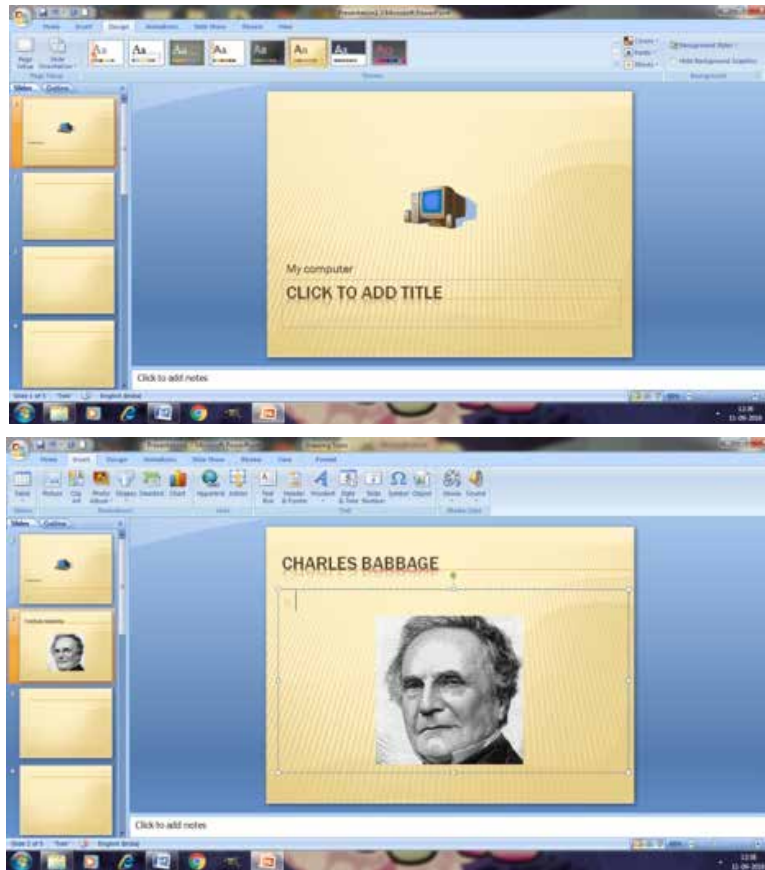
2. Create the second slide and include the picture of Charles Babbage.

3. Insert two more slides with pictures of computer and its components and type any two sentences about the input unit, output unit and processing unit.

1. Insert the 5th slide with your name, class and section. Change the design of the presentation to **"trek"**.
2. Change the design of the presentation to **"paper"** and see what happens.
3. Change the design to **"Oriel"** to any one of the slide and save the presentation.

❧ BRAIN DEVELOPER ❧

FILL IN THE BLANKS:

1. _____ are predefined designs and layouts with custom formatting.

2. The slide design is on the _____ menu.

3. To apply the design, right click the design in the _____ group and click apply.

4. _____, _____, _____ and _____ are the four types of templates.

5. To apply a slide design to the current slide, from the _____ pane, browse to the slide design that you want.

Teacher's Signature

LEARNING AND APPLYING BASIC ANIMATIONS AND TRANSITIONS

Slide transition is the animation that occurs when you advance from slide to slide within the presentation. You have many options for controlling the effects of the slide transition animation in PowerPoint. For example, you can often set the speed and direction of many transition animations. You can also add sound effects to complement the slide transition animation in PowerPoint, if desired.

You can add slide transition animation in PowerPoint to a single slide or to all slides at once. To do this, select the slide or slides to which you want to apply slide transition animation from the Slides pane. This pane appears at the left side of the Normal view. Then click the Transitions tab in the Ribbon. Then use the buttons and options in the "Transition to This Slide" button group to apply slide transition animation.

Click any of the available transition effects in the Transition to This Slide group. Then click the Preview button in the "Preview" button group to see the transition effect previewed in the slide window. After selecting a transition effect, set the properties of the transition using the "Effect Options" button within this button group.

You can change the transition effect speed. To do this, enter the amount of time to play the transition animation into the "Duration" spinner box. This spinner box appears in the "Timing" button group.

APPLYING TRANSITION TO ONE SLIDE:
➢ Select the slide you want to modify. By default, no transition is applied to each slide.
➢ Select the Animations tab.
➢ Locate the transition to the slide and apply to this slide.
➢ Click drop-down arrow to display all available transition effects.

APPLYING A SLIDE TRANSITION TO ALL SLIDES IN A PRESENTATION:
● Select the slide you want to modify. By default, no transition is applied to each slide.
● Select the Animations tab.
● Locate the transition to the slide and click apply to all.

An **animation effect** is a special visual or sound effect added to a text or an object on a slide or chart. It is also possible to animate the text and the other objects using the buttons on the animation effects toolbar. Click on the effects tab and choose the animation you want to use.

Custom animation is a set of effects which can be applied to objects in PowerPoint (available by default) so that they will animate in the Slide Show.

PowerPoint provides four types of animations. They are:
❖ **Entrance animation:** An entrance animation determines the manner in which an object appears on a slide or move onto a slide.

❖ **Emphasis animation:** An emphasis animation does something to draw the attention of the audience towards the object. For example, the object is enlarged.

❖ **Exit animation:** An exit animation determines the manner in which an object leaves a slide.

❖ **Motion paths animation:** This type of animation determines how an object moves around in a slide.

How will you apply animation to an object in a slide?

Step 1: On your slide, select the text or image to be animated.

Step 2: Animations--->Custom animation. The custom animation pane appears.

Step 3: Click Add Effect and choose from the drop-down menu.

Step 4: Click the effect you want to apply to your object. Click OK . Your newly added effect is reflected on the slide show.

Transition and animation effects provide visual impact and grab the audience's attention while presenting a presentation.

Transitions control how your presentation moves from one slide to the next. Animations control how objects in a particular slide move onto, off of, and around your slides.

A balanced use of animations and slide transitions can lead to an effective presentation.

How to add sound to each slide that has a transition?

Step 1: Press and hold the Ctrl key while you select the transition slides that you want to add a sound to.

Step 2: Click Transitions > Sound. Choose the sound from the drop-down.

Step 3: Click Transitions > Preview to hear the sound while the transition plays.

LAB ACTIVITY

Create a presentation about pet animals with five slides. Type two sentences about the pet animals in each slide and use numbering format.

Save it as "My Pet animals. pptx".

1. Open "My pet animals.pptx" presentation.

2. Open Animations tab and use custom animation. Use any animation of your choice for the cat slide
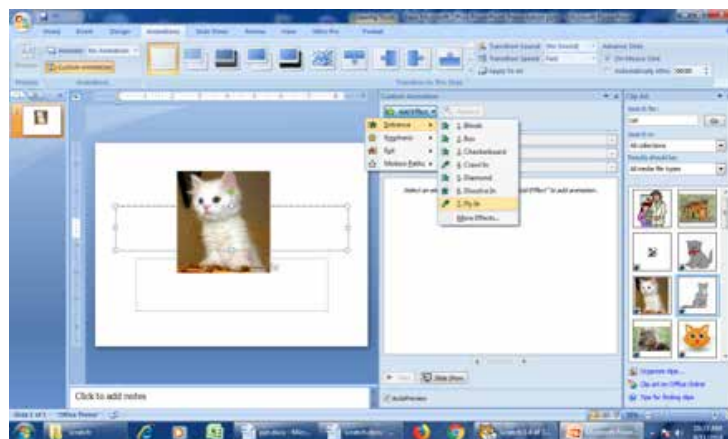
3. Use the entrance animation for the dog slide.
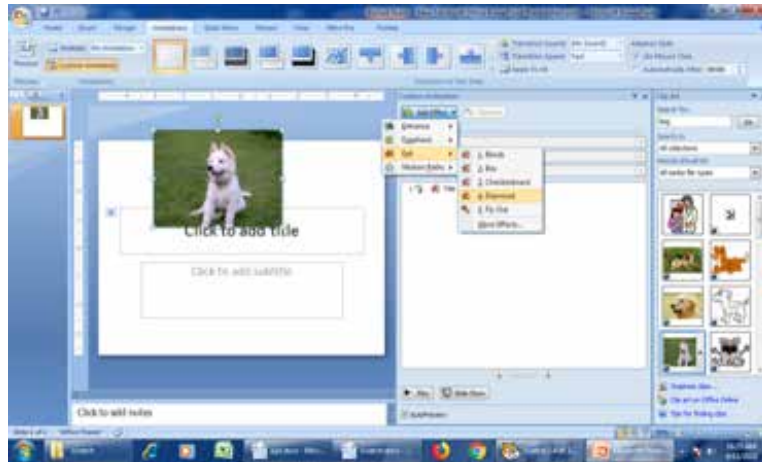
4. Add grow/shrink to the picture in slide No.3.
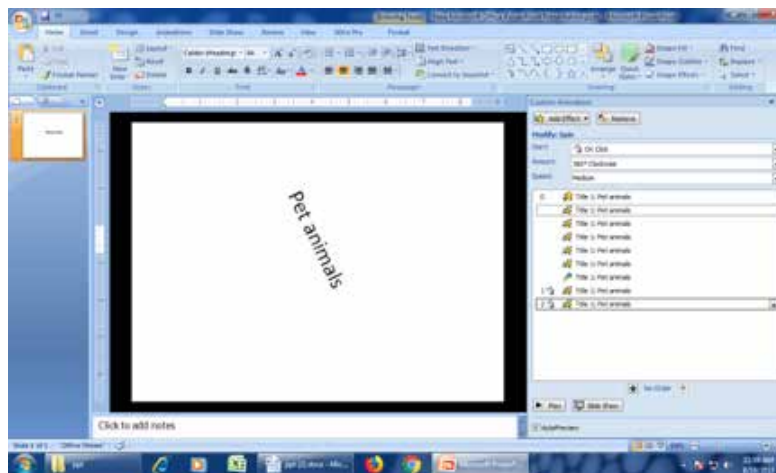
5. Apply 'boomerang' to one of the slide as above.
6. Try this animation to the rabbit picture.
7. Apply exit animation for the fourth slide.
8. Close and save the presentation.
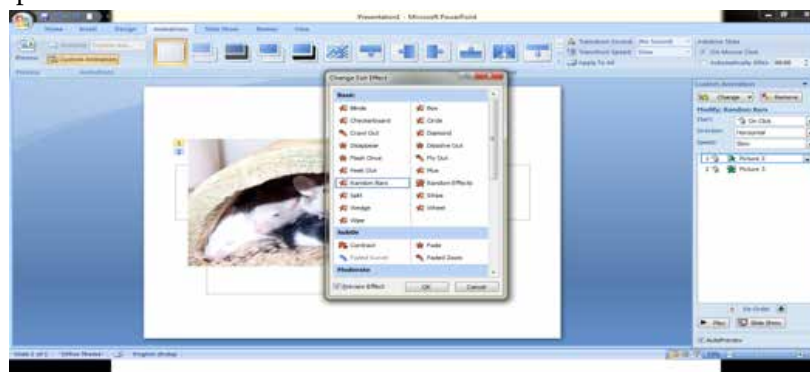
TRY THESE EXERCISES IN THE LAB

1. Create a presentation about computer with the heading "Modern calculating machine-computer".
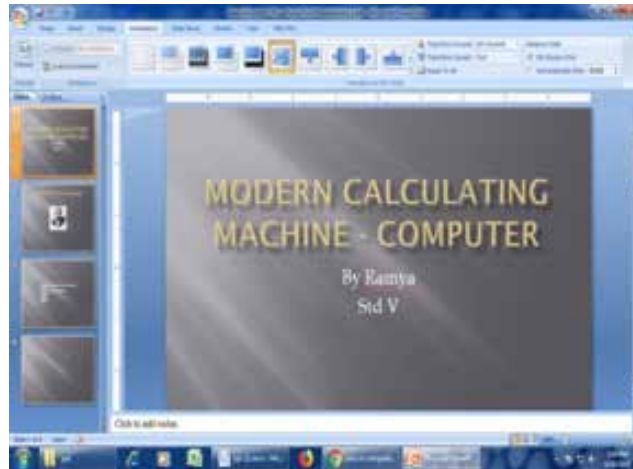
2. Apply the any design and transition in the animations tab and save the presentation as "Computer.pptx".

3. Insert the image of Charles Babbage and type "Father of the Computer" as title. Change the transition to **"wheel clockwise"** and change the transition speed to **slow.** Now change the transition of the slide to Wheel counterclockwise and speed to "fast" and see what happens.

4. Bullet format and change the transition of the letters to Boomerang.

5. In the fourth slide include a picture of a CPU and make the transition to this slide **"uncover Right down"**. Change the transition speed to medium and note down the difference.

6. Add a transition sound to **"applause"** on Mouse click.

7. Add two more slides to the presentation with the layout "picture with caption."

8. Copy and paste pictures of various types of computers. Give the transition to the added slides **"Wipe up and Wedge"** respectively, automatically after 3 seconds with a transition sound of Chime. Save the presentation with the name "Computer.pptx"

9. Create a presentation about "Our National Flag". Insert a picture of our national flag in slide 2 and write 2 sentences about our flag.

10. In the consecutive slides type in the information about the ratio of the width and length of the Indian national flag, designer of the flag, the values symbolized by the three colours of the flag, etc.
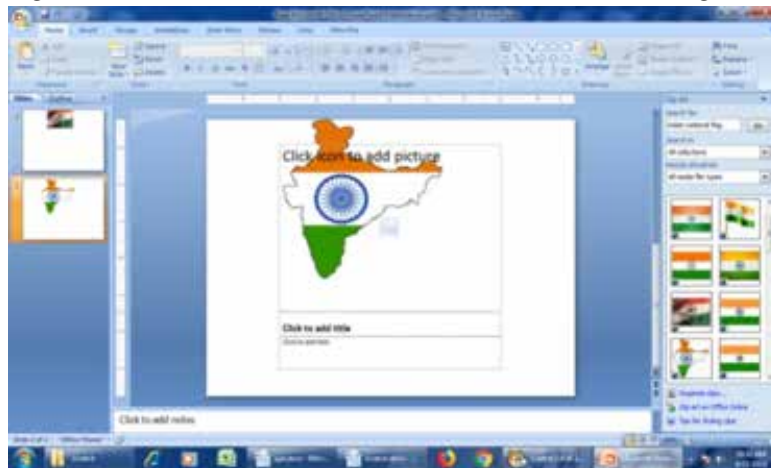
11. Present a slide show and animate the pictures in the slides as per your choice and save the presentation.

I) FILL IN THE BLANKS

1.   _____ and animation effects provide _____ and grab the audience's attention while presenting a presentation.

2.   _____ controls how your presentation moves from one slide to the next.

3.   _____ controls how objects in a particular slide move onto, off of, and around your slides.

4.   An _____ animation does something to draw the attention of the audience towards the object.

5.   _____ and _____ effects provide visual impact and grab the audience's attention while presenting a presentation.

6.   A balanced use of _____ can lead to an effective presentation.

Teacher's Signature

Only the most important snippets of information in the presentation must be animated.
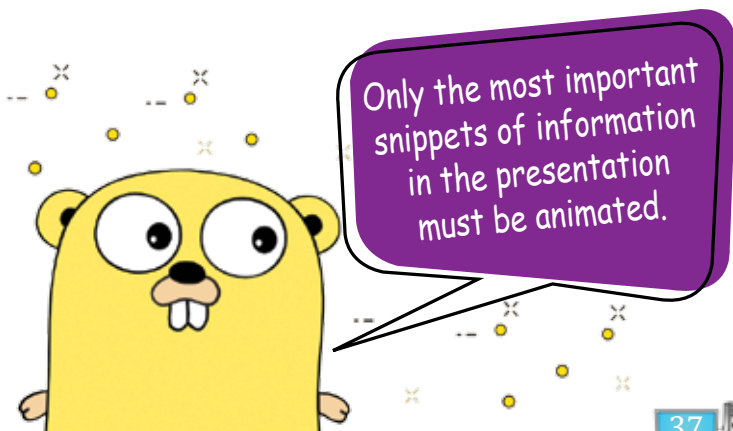
HTML

HTML-An Introduction

In today's world, the largest open network is the Internet, a worldwide computer network that provides access to different websites on World Wide Web (www).

You can download any information or documents containing text, sound, graphics or video from the Internet with the help of a web browser. In fact, web browser is software that enables a computer to display the documents located on computer's network. The documents on network are called hypertext (if the media is text only) and hypermedia (if it includes text as well as graphics).

Have you ever thought how these documents are displayed on the Internet? If your answer is no, then let us learn the procedure to view the information on computer screen.

The information appears page by page on the screen and these pages are referred as web pages. These contain text as well as graphics. These web documents are written in a special language called HTML.(Hyper Text Markup Language).

Hyper Text Markup Language (HTML) is a language to design and display web pages on the Internet with the help of web browsers. It includes texts as well as graphics. It also provides the means to link the pages on the Internet.

BASIC STRUCTURE OF AN HTML DOCUMENT

An HTML basically comprises of text. The contents of the document are written using tags which are enclosed in angle brackets. These tags are understood by the web browser to display the contents of the document on the web page. However, tags don't appear on the web page.

The general format of an HTML document is given below:

```
<HTML>
        <HEAD>
        <TITLE> ............................................................
        </TITLE>
        </HEAD>

</HTML>

        <BODY> ............................................................
        ............................................................
        The body of the document to be written in this part.
        </BODY>
```
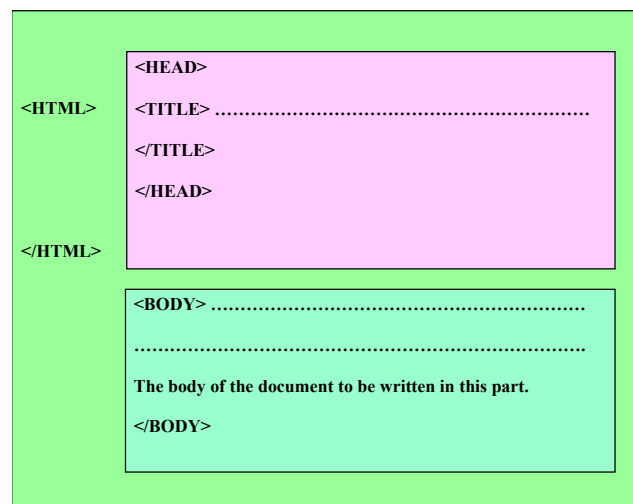
HTML Tags

Every HTML document includes some tags which are enclosed in angle brackets, ie.,< >.

Anything which is not in angle brackets is taken as simple text by the web browser and is displayed on the web page.

HTML tags basically are of two types:

- **Container tags**

- **Empty tags**

Container tags: These tags in an HTML document are in pairs (ie., Start and end tags) along with angle brackets (<>). They are also known as ON tag and OFF tag respectively. ON tag uses angle brackets whereas OFF tag is used with forward slash (/) after the opening of angle bracket (<) .	<HTML> ……………………………… ……………………………… ……………………………… ……………………………… ……………………………… ……………………………… ……………… ……………………………… ……………………………… ……………………………… ……………………………… ……………………………… ……………………………… ……</HTML
Empty tags: Empty tags do not require a closing tag in an HTML document. It means, an empty tag has ON tag only in the document which is understood by the web browser…………………Eg., tag is used to leave a blank line between the two paragraphs.	<HTML> ………………………………… ………………………………… ………………………………… …….. CLASS :V D.A.V. GROUP OF SCHOOLS </HTML>

Did you Know

On August 6, 1991, the first website http://info.cern.ch went online.

HEAD Tag and BODY Tag:

Every HTML document consists of <HEAD> and the <BODY>

```
<HTML> document
```

<HEAD>

<BODY>

<HEAD>:

The heading of the document is generally written in this portion. However, <HEAD> tag includes another tag, called <TITLE> tag.

```
<HTML>
<HEAD>
<TITLE>CLASS V </TITLE>
</HEAD>
</HTML>
```

<BODY>:

The <BODY> tag is the actual text of an HTML document which appears on the web page. The <BODY> tag starts just below </HEAD> tag which indicates the beginning of the HTML text. The </BODY> indicates the end of text.

```
<HTML>
<HEAD>
<TITLE>CLASS V</TITLE>
</HEAD>
<BODY>
AN INTRODUCTION TO
HTML
</BODY>
</HTML>
```
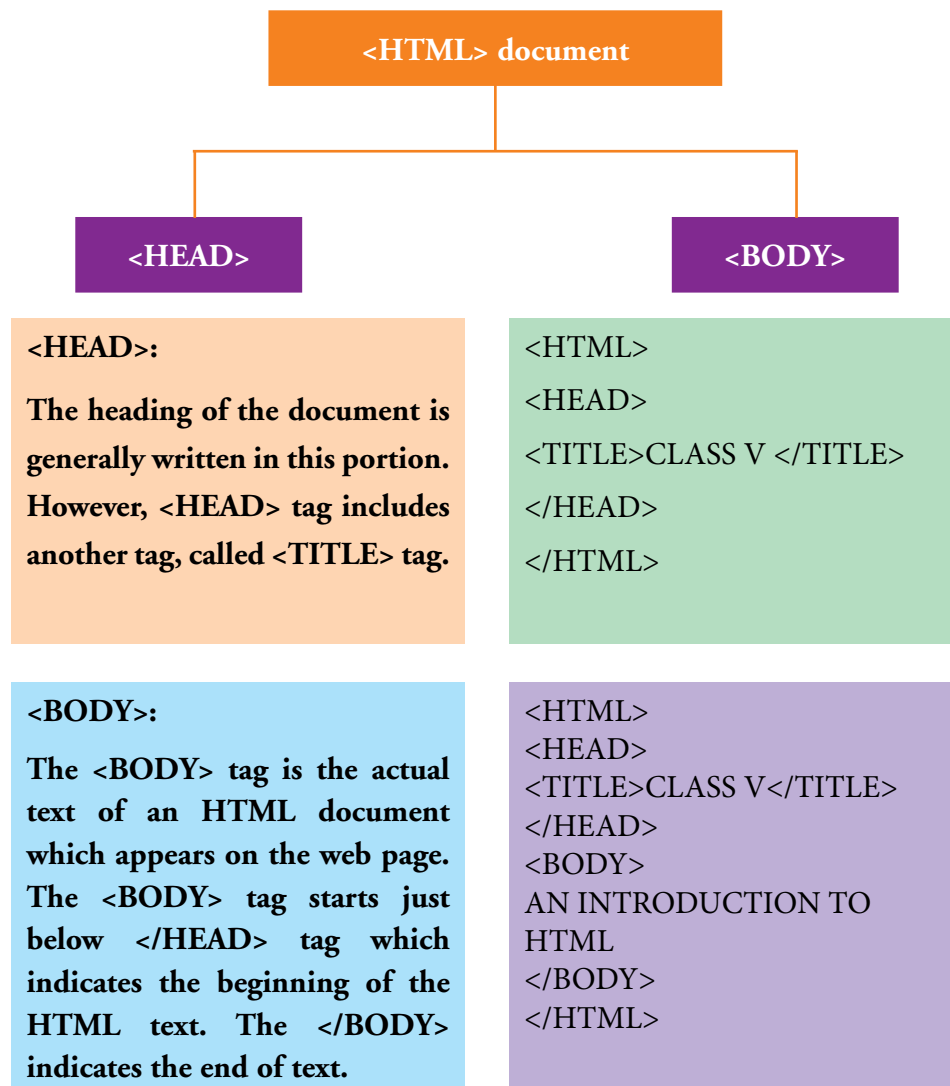
CREATION OF A WEBPAGE

STEP 1: Open a text editor.

Start ⟶ All programs ⟶ Accessories ⟶ Notepad

STEP 2: In the appearing Notepad, type the HTML document.

```
<HTML>
<HEAD>
<TITLE> FIRST WEBPAGE </TITLE>
</HEAD>
<BODY>
WELCOME TO HTML
</BODY>
</HTML>
```

STEP 3: Save the file as .html or .htm

Click File ⟶ Save (or) Press Ctrl + S

In the "File name" text box, type a file name with .htm or .html extension.

For Example, type "First.htm"

Click the "Save" Button.

TO VIEW THE WEBPAGE IN THE BROWSER:

STEP 1: Open a browser (Internet Explorer or Google Chrome or any browser)

STEP 2: File ⟶ Open (Internet Explorer) or press Ctrl+O (In Google Chrome)

STEP 3: From the "Open" Dialog box, browse the folder in which the

HTML document is saved. Choose the file name and click "Open" button.

Now, your webpage is displayed in the browser as given below:
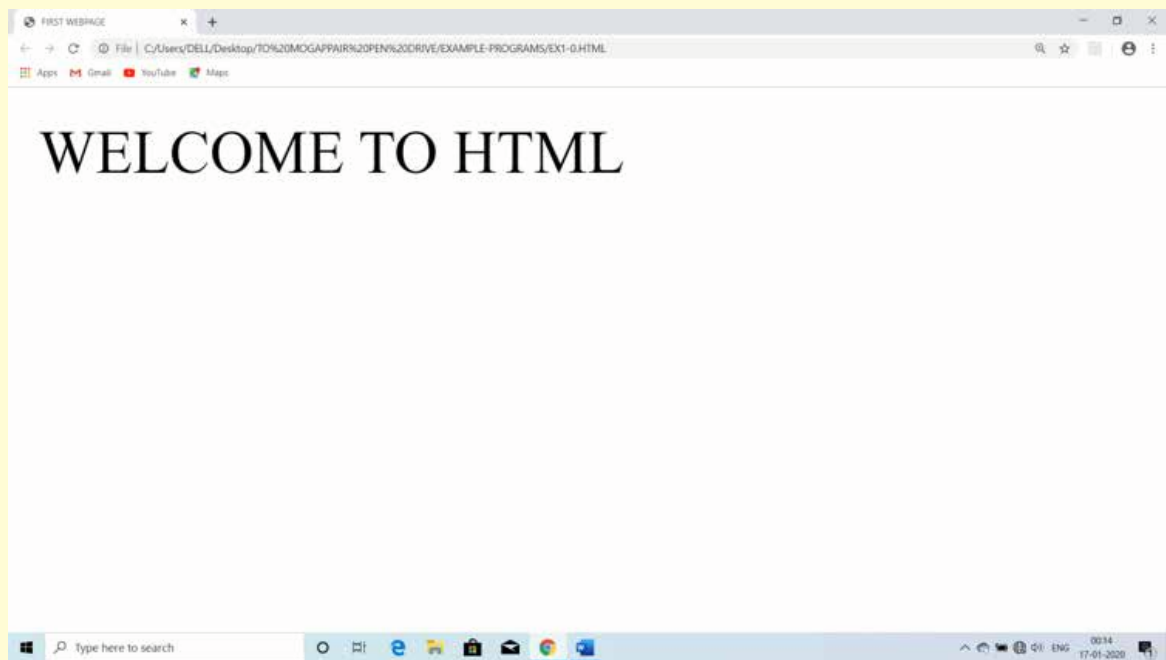
Output: 1.0

LAB ACTIVITIES:

1. **Create different webpages to perform the following:**

   a. To print your school name on the screen.

   b. To print the number from 1 to 10 on the screen.

   c. To set the title of the page to "MY FIRST WEBPAGE" and display the body message as "WELCOME TO HTML WEB DESIGNING".

   d. To display your friend's name on the screen; do not include a head section in the code.

   e. Repeat (d) by including a head section in the code.

2. **Rearrange the below format of HTML code to be understood by the browser**

   </HEAD>

   <HTML>
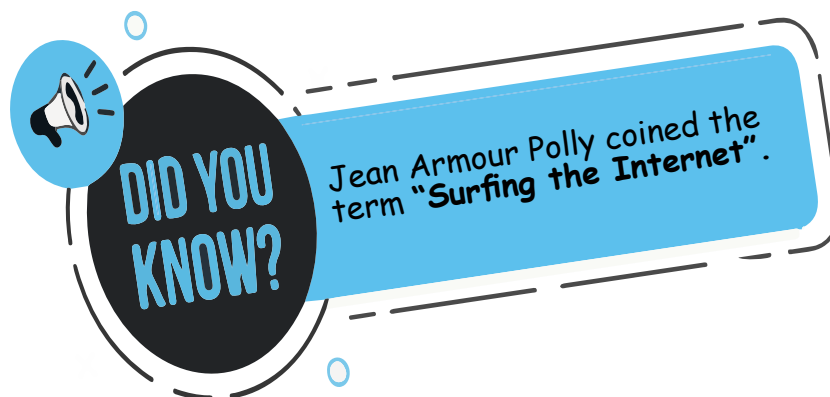
   </TITLE>

   SAY NO TO POLYBAGS

   <TITLE>

   </BODY>

   Government has banned the use and manufacturing of recycled polybags. This will definitely help in reducing pollution and other health hazards.

   <BODY>

   <HEAD>

   </HTML>

DID YOU KNOW?

Jean Armour Polly coined the term "**Surfing the Internet**".

I) FILL IN THE BLANKS:

1. HTML means ………………………………………………… .

2. The text documents on internet are called ……………………… .

3. Every HTML document begins with …………… and ends with ………… tags.

4. An HTML document is saved with an extension ……………….. .

5. The tags which comprise start and end tags, are called ………………… .

II) MULTIPLE CHOICE QUESTIONS:

1. HTML stands for
   (a) Hyper Text Makeup Language   (b) Hyper Text Markup Language
   (c) Hyper Text Machine Language   (d) Heavy Text Making Language

2. HTML documents include
   (a) Text   (b) Graphics   (c) Sound   (d) animation effects
   (e) all of the given

3. A coded HTML command that indicates how part of a web page is displayed is called
   (a) Attribute   (b) Tag   (c) Style   (d) all of the given

4. HTML file can be edited with
   (a) Windows notepad   (b) MS-Word   (c) Word Perfect   (d) all of the given

Teacher's Signature

PARAGRAPH TAG AND LINE BREAK TAG

PARAGRAPH TAG

Browser applications are having some special rules for displaying text. They do not recognize returns, tabs or even more than one space between words.

If you create an HTML document with more paragraphs, the browser will display the entire document as a single paragraph.

However, it is necessary for the paragraphs to appear in the same fashion as they are indicated in the original HTML document.

To perform the above task, HTML provides the<P> tag at the beginning of each paragraph and </P> at the end of each paragraph which are referred as Paragraph Tags.

Let us consider an example to enter your details using paragraph tag as illustrated:

```
<HTML>
<HEAD>
<TITLE> MY DETAILS </TITLE>
<BODY>
<P> ABOUT ME</P>
<P> NAME: RAGHAV </P>
<P> CLASS: V </P>
<P> SUBJECT: COMPUTER SCIENCE </P>
</BODY>
</HTML>
```

Example 2.0

The above document, when viewed as a webpage is shown below:

ABOUT ME

NAME: RAGHAV
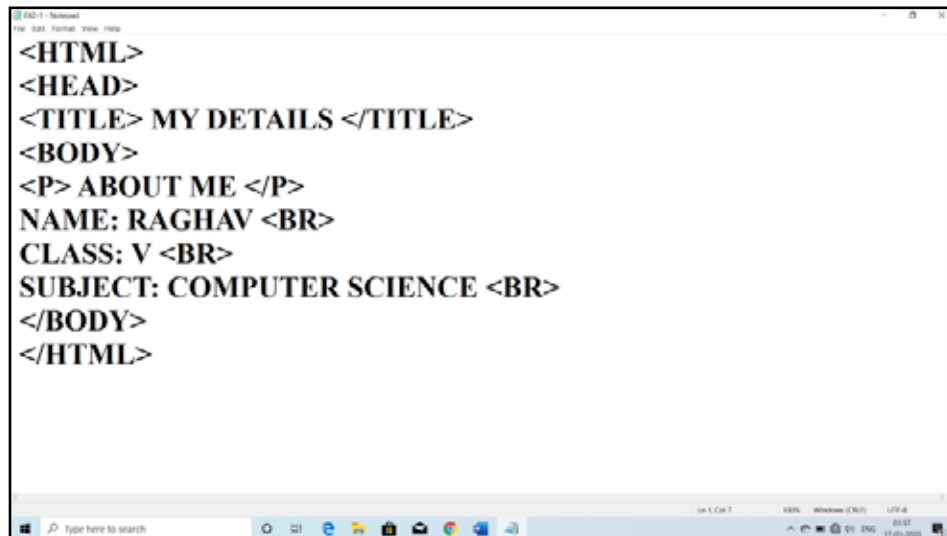
CLASS: V

SUBJECT: COMPUTER SCIENCE
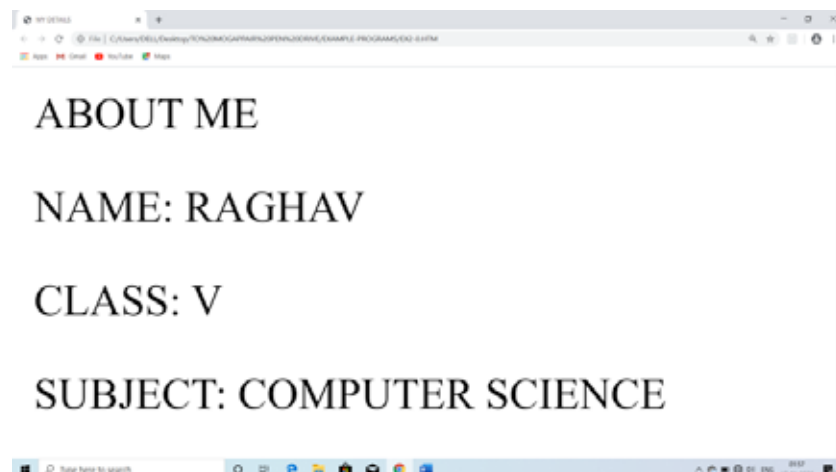
LINE BREAK TAG

You might have realized that the presentation of the above HTML document on the web page is not to your satisfaction. The carriage has returned more than one time between the lines.

To rectify this problem, <BR> tag is used. The <BR> tag is an empty tag and thus it does not require closing tag. This tag is written at the end of the line.
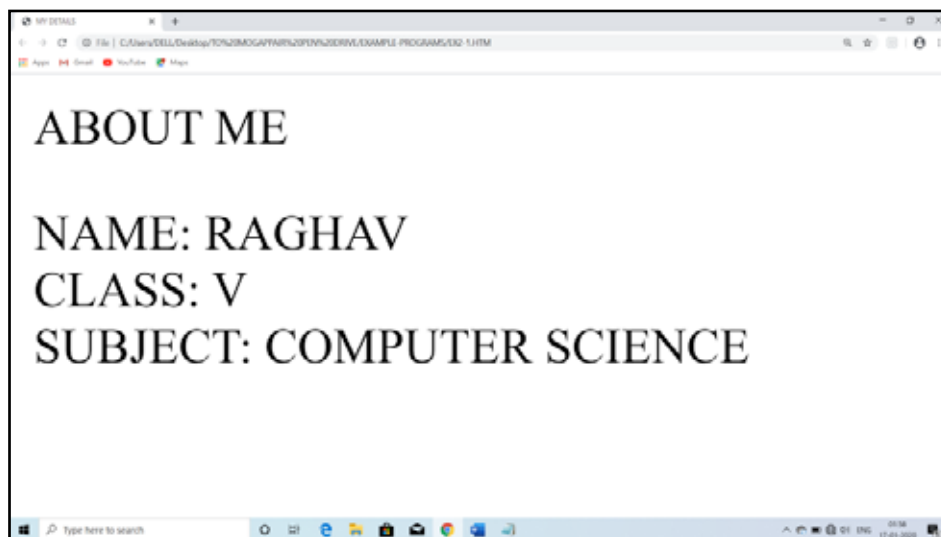
Let us re-write the previous HTML document using <BR> tag.

Now, you can view the above document on a web page, which is as per your requirement.

Output: 2.1

The <hr> element is most often displayed as a horizontal rule that is used to separate content (or define a change) in an HTML page.

LAB ACTIVITIES

1. Write an HTML coding to display a webpage as given below using the line break and paragraph break wherever applicable:

> Make a list,
> From one to twenty,
> You can have more,
> If you want to have plenty.
>
>
> Your bucket list,
> Will hold your dreams.
> That one day,
> Won't be a dream.
>
>
> Setting goals,
> Is good to do,
> To make your dreams
> Come true for you.

2. Createa a webpage which includes the following information of your school, using paragraph tags for the spaces in between the lines.

NAME OF THE SCHOOL   :

NAME OF THE PRINCIPAL   :

LOCATION   :

CITY   :

PINCODE   :

3. Using the line break tag, format the following into four different lines with two lines spacing in between the lines.

OM BHUR BHUVAH SWAH; TAT SAVITUR VARENYAM; BHARGO DEVASYA DHEEMAHI; DHIYO YO NAH PRACHODAYAT.

ᘓᘓ BRAIN DEVELOPER ᘓᘓ

I) TRUE OR FALSE :

1.   The <BR> tag resets the paragraph alignment to the default left alignment ………….. .

2.   The <P> tag is used to break text into paragraphs ……………. .

3.
 is a container tag ……………… .

4.   When HTML page is displayed by a web browser, it does not take care of carriage returns ……………… .

5.   Line break tag is an empty tag …………… .

II) PREDICT THE OUTPUT FOR THE GIVEN HTML CODE:

<HTML>

<BODY>

<P> PREDICT THE OUTPUT </P>

THIS IS
AN EXAMPLE TO EXPLAIN
PARAGRAPH TAG
 WITH LINE BREAKS

</BODY>

</HTML>

Teacher's Signature

SGML stands for Standard
Generalized Markup Language.

DID YOU KNOW

50

FORMATTING FEATURES

The <FONT> tag lets you change the face, size and colour of the text. It is generally used for changing the appearance of a short segment of text. Let us learn how we can use <FONT> tag for these purposes.

Changing the Font Face: FACE Attribute

The face attribute changes the font face of the text that is displayed. Eg., <FONT face=Arial> Happy </FONT>

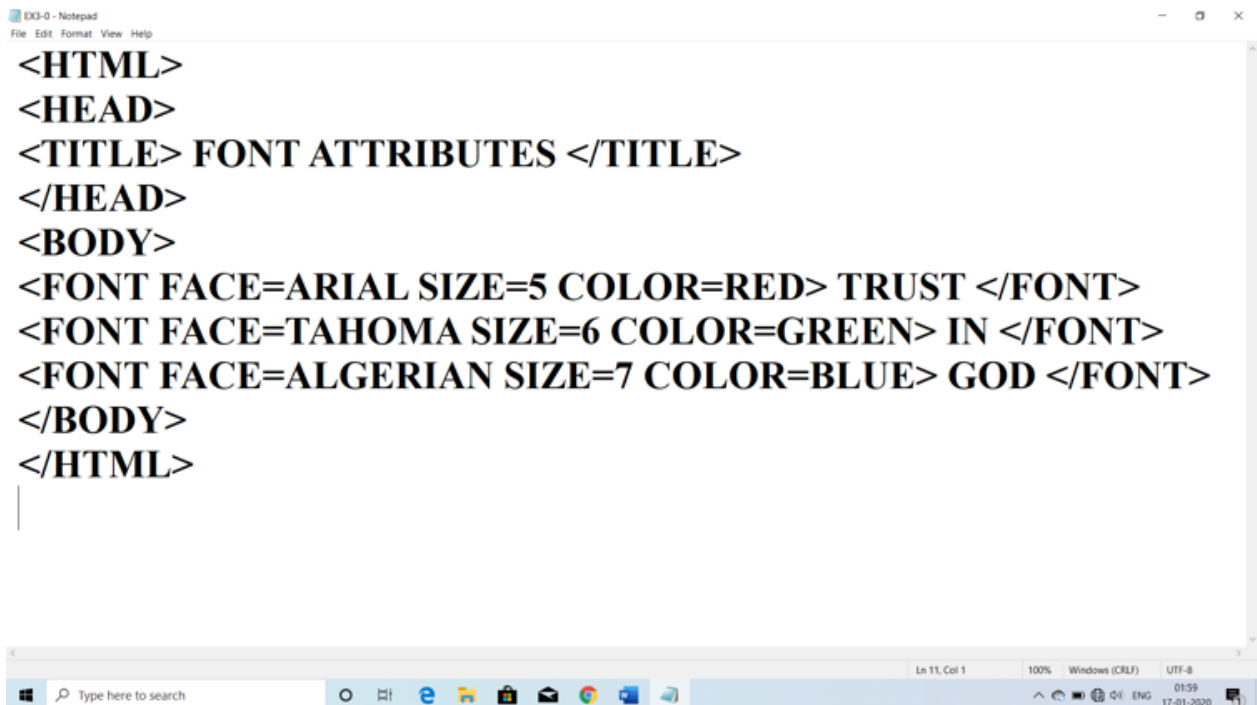Changing the Font Size: SIZE Attribute

The size attribute is used to change the size of the text. The value of the size attribute of <FONT> tag must be one of the virtual font sizes(1-7). The default size is 3.Eg., <FONT size=5> M </FONT>y First Page

Changing the Font Colour: COLOR Attribute

The color attribute changes the colour of the text that will appear on the screen. Values can be given either as RGB components (##RRGGBB) number or with colour names. Eg., Red, Blue, Green etc. This colour appears only to the text surrounded by the <FONT> tags.

Eg.,<FONT color=red> This appears in red colour </FONT>

The following example, illustrates the use of face, size and color attributes of the <FONT> tag.

```
EX3-0 - Notepad
File  Edit  Format  View  Help
<HTML>
<HEAD>
<TITLE> FONT ATTRIBUTES </TITLE>
</HEAD>
<BODY>
<FONT FACE=ARIAL SIZE=5 COLOR=RED> TRUST </FONT>
<FONT FACE=TAHOMA SIZE=6 COLOR=GREEN> IN </FONT>
<FONT FACE=ALGERIAN SIZE=7 COLOR=BLUE> GOD </FONT>
</BODY>
</HTML>
```

Example 3.0

The output of the above program is as follows:

Output: 3.0

There are also container tags in HTML as shown below:

OPENING TAG	CLOSING TAG	DESCRIPTION
<B>	</B>	The text will be **bold**
<I>	</I>	The text will be *italicized*
<U>	</U>	The text will be underlined
<STRIKE>	</STRIKE>	The text will have a ~~line over it~~
[	]	The text will be superscripted
_		The text will be subscripted

Bold Face :

The container tag <B></B> lets the text enclosed in it appear as bold face.

Eg., <B> Bold Text </B>

Italics:

For italicized text, you can use <I>and</I> tags to enclose the text. For the text to be bold and italics use both the tags as given below:

Eg.,<B><I> This is both bold and italics </I></B>

Underlined text:

The container tag<U></U> lets the text enclosed in it underlined.

Eg.,<U> This is an underlined text </U>

Strikethrough:

The container tag <STRIKE></STRIKE>is used to draw a strikethrough on a section of a text.

Eg.,<STRIKE>Enemity</STRIKE>

Subscript:

This container tag makes the enclosed text appear as subscript. For eg.,to display the chemical formula H2O, you can write it as follows:
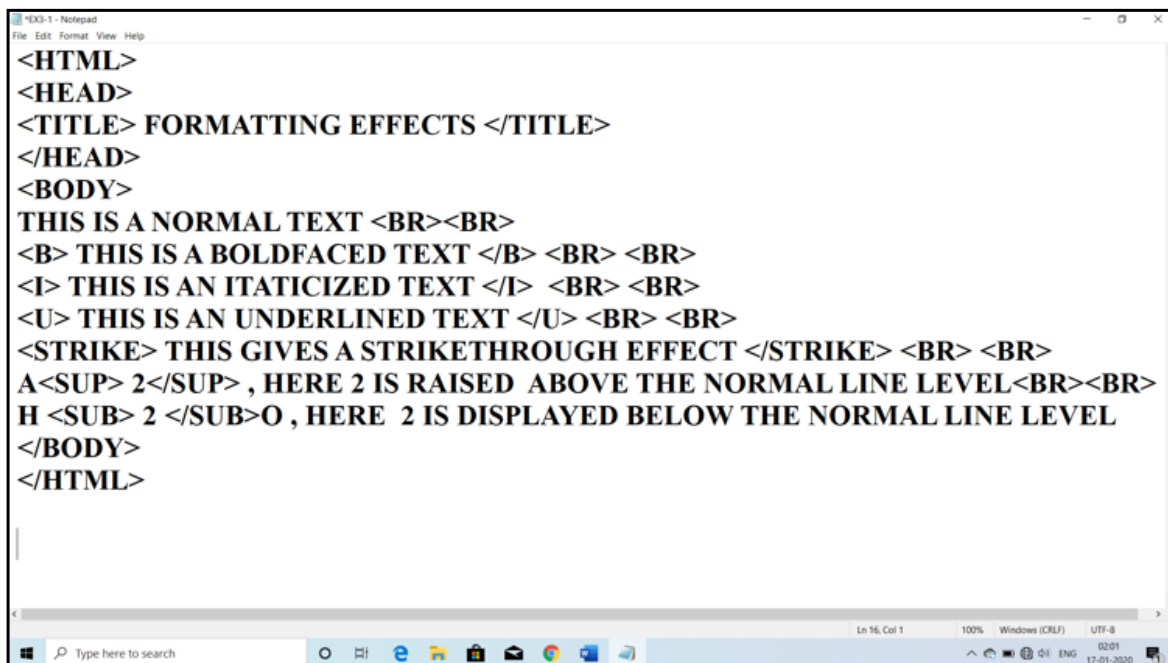
Eg., H ₂ O

Superscript:

This container tag lets the text enclosed in it appear as superscript as compared to the rest of the text.

Eg., To display X2, it is written as follows:

X ²

The following coding illustrates the few of the container tags in formatting.

*EX3-1 - Notepad
File Edit Format View Help

```
<HTML>
<HEAD>
<TITLE> FORMATTING EFFECTS </TITLE>
</HEAD>
<BODY>
THIS IS A NORMAL TEXT <BR><BR>
<B> THIS IS A BOLDFACED TEXT </B> <BR> <BR>
<I> THIS IS AN ITATICIZED TEXT </I>  <BR> <BR>
<U> THIS IS AN UNDERLINED TEXT </U> <BR> <BR>
<STRIKE> THIS GIVES A STRIKETHROUGH EFFECT </STRIKE> <BR> <BR>
A<SUP> 2</SUP> , HERE 2 IS RAISED  ABOVE THE NORMAL LINE LEVEL<BR><BR>
H <SUB> 2 </SUB>O , HERE  2 IS DISPLAYED BELOW THE NORMAL LINE LEVEL
</BODY>
</HTML>
```

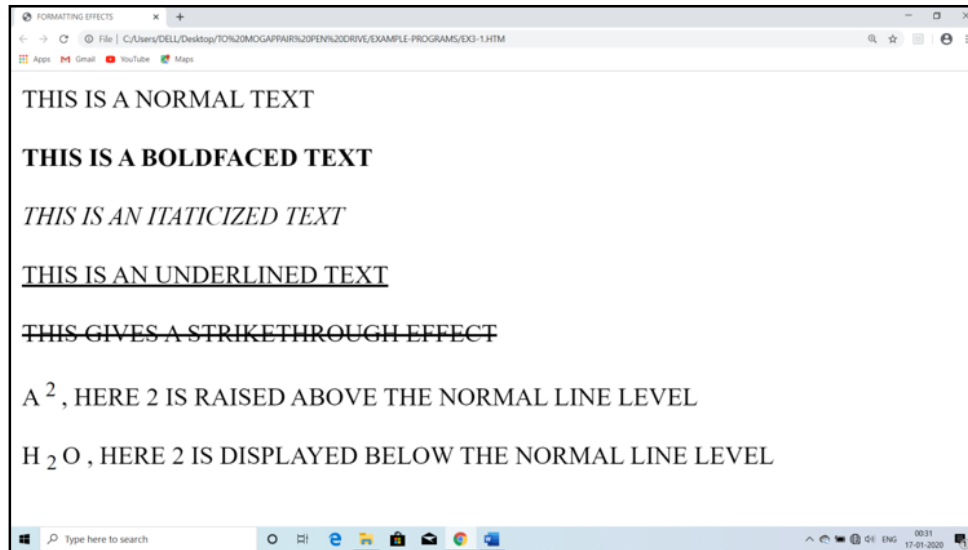Ln 16, Col 1   100%   Windows (CRLF)   UTF-8

Example 3.1

DID YOU KNOW?

HTML supports 140 standard colour names like Tomato, Orange, SlateBlue, DodgerBlue, Gray, Violet, MediumSeaGreen, LightGray etc.,

The output for the above coding is as follows:

Output: 3.1

LAB ACTIVITIES:

1. Create different web pages to perform the following:

    a. To display a paragraph to describe any two of your hobbies.

    i) Underline the hobby names; ii) Italicize and Boldface the description of your hobbies.

    b. To display in the following format:

    12=1

    22=4

    32=9

    42=16

    52=25

    c. To display any three names and each name should have a number as a subscript to make the list alphabetized.

    For example,

    Steve Jobs$_2$

    Bill Gates$_1$

    Sundar Pichai$_3$

2. Create a webpage to display the following super heroes, each with the specified font style, size and colour.

    THOR   -   COMIC SANS MS, 7, RED

    CAPTAIN AMERICA   -   ARIAL, 5, BLUE

    HULK   -   ALGERIAN, 7, GREEN

3. Repeat the given line 5 times, each time in a different font style, size and colour.

IT ALWAYS SEEMS IMPOSSIBLE UNTIL IT IS DONE.

❧ BRAIN DEVELOPER ❧

··

I) FILL IN THE BLANKS

1. The format for colour specification in HTML is-------------------
      a. * rgbrgb   b. #rrggbb   c./rrggbb   d. rrggbb

2. The ----------- tag displays an underline effect for the text.
      a. <I>   b. <U>   c. <B>   d.<SUB>

3. In an HTML document, size of the font may vary from ------------
      a. 1 to 5   b. 1 to 7   c.1 to 3   d. None of the above

4. ---------tag is used to make the text appear boldfaced than the rest of the text
      a. <I>   b. <U>   c. <B>

5. ------------ attribute is used to change the size of the text
      a. COLOR   b. SIZE   c. FACE

II) TRUE OR FALSE

1. The FONT tag has three major attributes: SIZE, COLOR AND FACE ....

2. The colour can be changed either by using one of the hexadecimal values or colour names. ....

3. The default size of the font is 5 ....

4. The <STRIKETHROUGH> tag is used to strike over the text ……… .

5. The <SUP> tag displays certain portion of the text, a little above the normal line level ……… .

Did You Know?

<STRONG> tag defines strong text, with semantic "strong" importance.

Teacher's Signature

CHAPTER 4

HEADING STYLES

Headings break up large areas of text; announce topics to follow and information of all ranges according to a logical hierarchy. HTML provides six levels of headings. <H1> is the highest level and the largest of all headings and <H6> is the lowest and the smallest level of heading. The heading styles result in automatic line break. The various heading tags are:
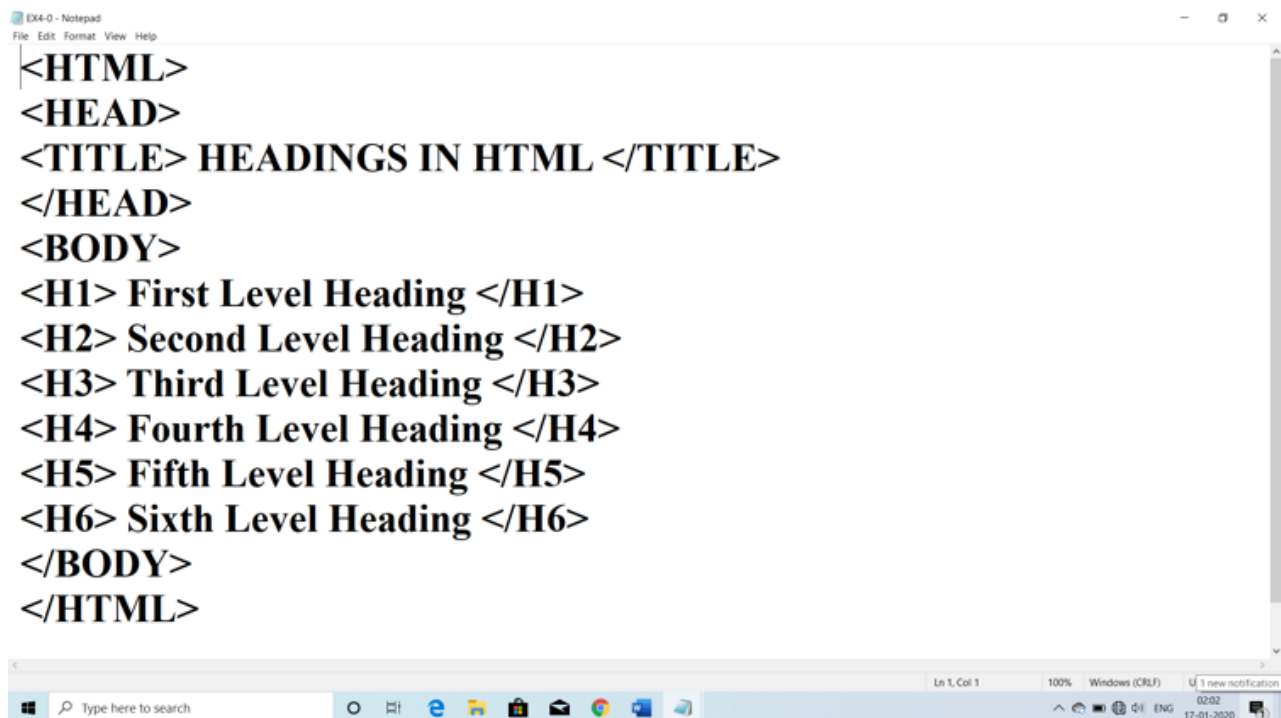
<H1> … </H1>

<H2> … </H2>

<H3>… </H3>

<H4> … </H4>

<H5> … </H5>

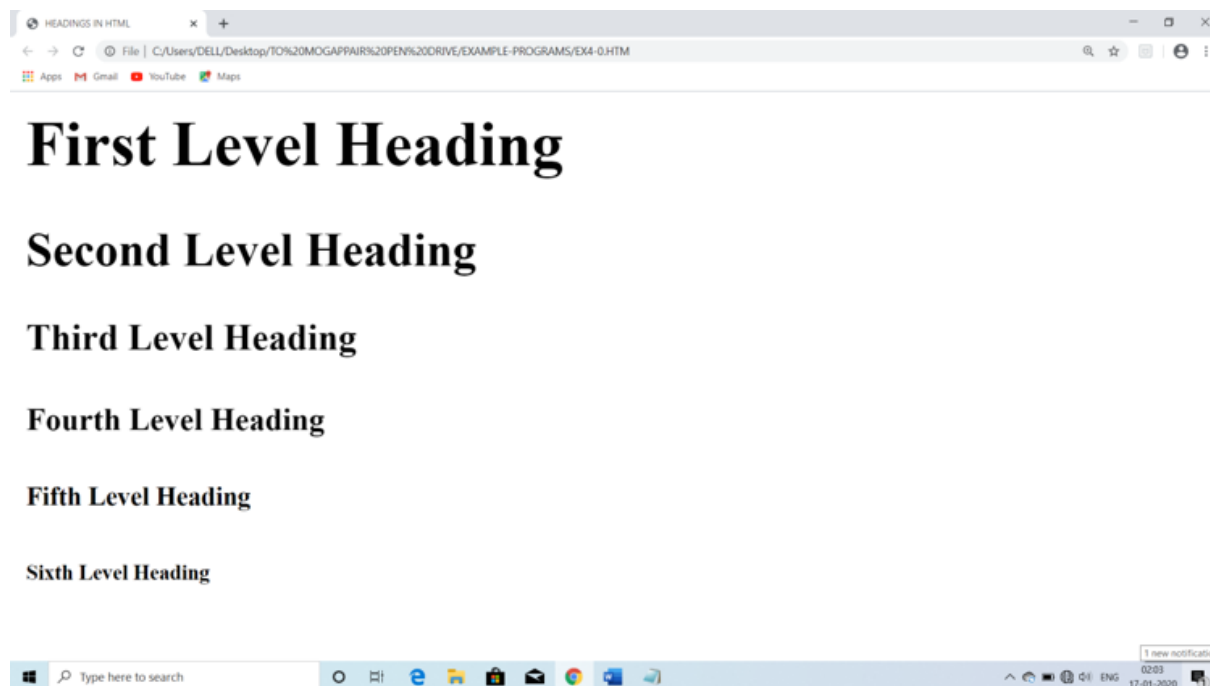<H6> … </H6>

The following code illustrates the use of heading element:

```
EX4-0 - Notepad
File  Edit  Format  View  Help
<HTML>
<HEAD>
<TITLE> HEADINGS IN HTML </TITLE>
</HEAD>
<BODY>
<H1> First Level Heading </H1>
<H2> Second Level Heading </H2>
<H3> Third Level Heading </H3>
<H4> Fourth Level Heading </H4>
<H5> Fifth Level Heading </H5>
<H6> Sixth Level Heading </H6>
</BODY>
</HTML>
```

Example 4.0

The output of the above code is shown as follows:

Output: 4.0

By default, all browsers align headings on the left. Most browsers however support alignment attributes, which also allow you to right align with centre headings.

The following table shows the alignment attributes:

HEADING ATTRIBUTES	EFFECT
ALIGN=LEFT	Aligns the heading to the left
ALIGN=RIGHT	Aligns the heading to the right
ALIGN=CENTER	Aligns the heading in the centre
ALIGN=JUSTIFY	Aligns the heading between the two margins

<H1 ALIGN=LEFT>	**Left-Aligned Heading**	</H1>
<H1 ALIGN=CENTER>	**Centered Heading**	</H1>
<H1 ALIGN=RIGHT>	**Right-aligned Heading**	</H1>
<H1 ALIGN=JUSTIFY>	**Justified Heading**	</H1>

To use the alignment attributes, include them in the initial heading tag, like this.

LAB ACTIVITIES

1. Create different web pages to perform the following:

    a. Introduce an<H1> level heading and name it as"MY FAVOURITE SPORT", and type three lines of description on that heading, each line with different heading size and alignment.

    b. To print your favourite cricketer's name on the screen with every letter being a different heading style on different lines.

    c. To type your family members name, each in a different heading style.

    d. Perform the following to display:

        i.   Our country using <H1> tag.

        ii. Any five states in the decreasing order of heading levels.

❧❧ BRAIN DEVELOPER ❧❧

....

I) FILL IN THE BLANKS

1. HTML provides the heading ranging from ……… to ………. .

2. …….. is the highest level of heading.

3. ……… is the lowest level of heading.

4. The most important headings in HTML document are given using the tag ……….. .

5. The alignment options in heading styles are ……………… , …………… ,……………….. and ……………..

II) WRITE HTML CODE TO DISPLAY THE FOLLOWING OUTPUT

Heading 1

Heading 2

Heading 3

Heading 4

Heading 5

Heading 6

Teacher's Signature

CHAPTER 5
LISTS-ORDERED LISTS AND UNORDERED LISTS

Making information more accessible is the single most important quality of HTML. Beyond embellishing your text with specialized text tags, HTML also provides a rich set of tools that help you organize content into formatted lists.

HTML lists are basically of three types:

i)   Unordered List

ii)   Ordered List

iii)   Description List

UNORDERED LIST

Each item of unordered list has a special bullet symbol in front of it. The whole list is enclosed in <UL> and </UL> tags. Each item of the list should be enclosed in <LI> and </LI> tags.

Unordered Lists – Bullet Styles

The following code illustrates the use of heading element:

Type value	Numbering style
Disc	• A solid circle
Square	▪ A solid square
Circle	o An unfilled circle

THE TYPE ATTRIBUTE

The "TYPE" attribute is used to customize the bullet style for the list of elements. This attribute may have a value of disc, circle or square. The default bullet is a disc ie.. solid circle.
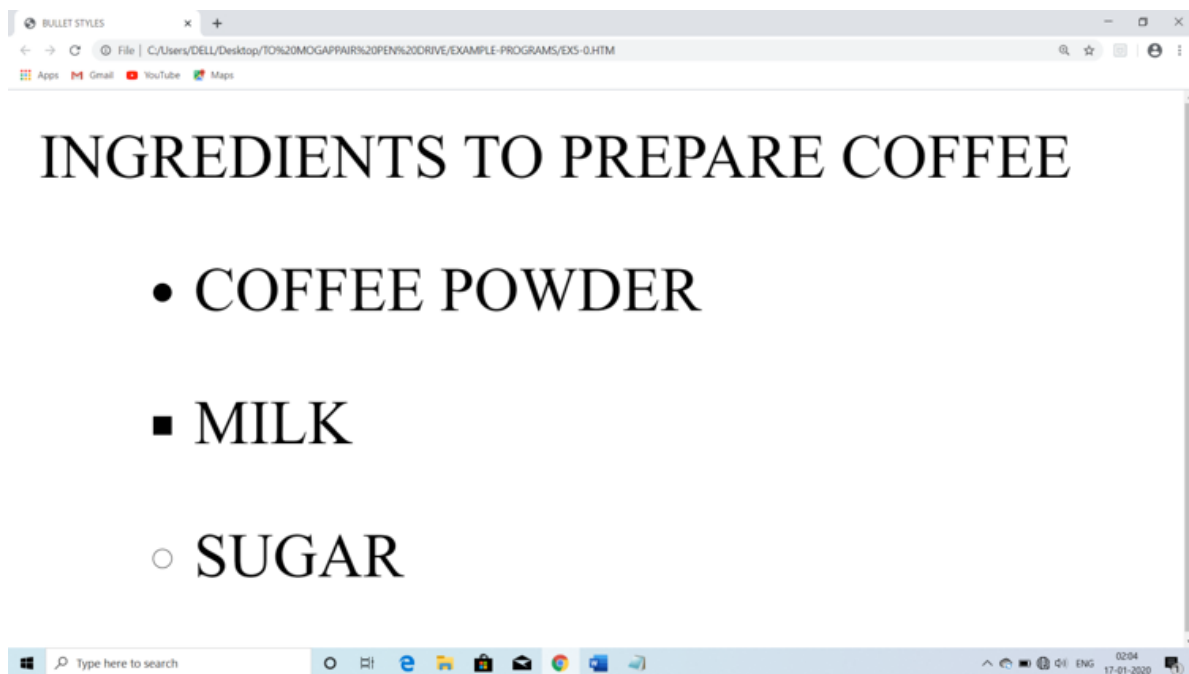
DID YOU KNOW?

Description list is used to list the items with a description for each item.

The following code describes the various bullet types.

Example 5.0

The output of the above program is as follows:

Output: 5.0

ORDERED LISTS

The numbered list is created within the <OL> …. </OL>. The tag <LI> is used to present the item list. The ordered list displays the items in a numerical or alphabetical order. Both <OL> and <LI> tags are container tags. The "TYPE" attribute is used to change the number style. The default numbering style is the Standard ArabicNumerals1,2,3,4….

The "START" attribute is used to specify the start value of the first list item in the ordered list. The default starting point is one.

Ordered list- numbering styles

Type value	Numbering style
1	Standard Arabic Numerals 1,2,3,4,………………
a	Lowercase letters a, b, c, d, …………
A	Uppercase letters A, B, C, D ………..

The following coding illustrates the numeral list.
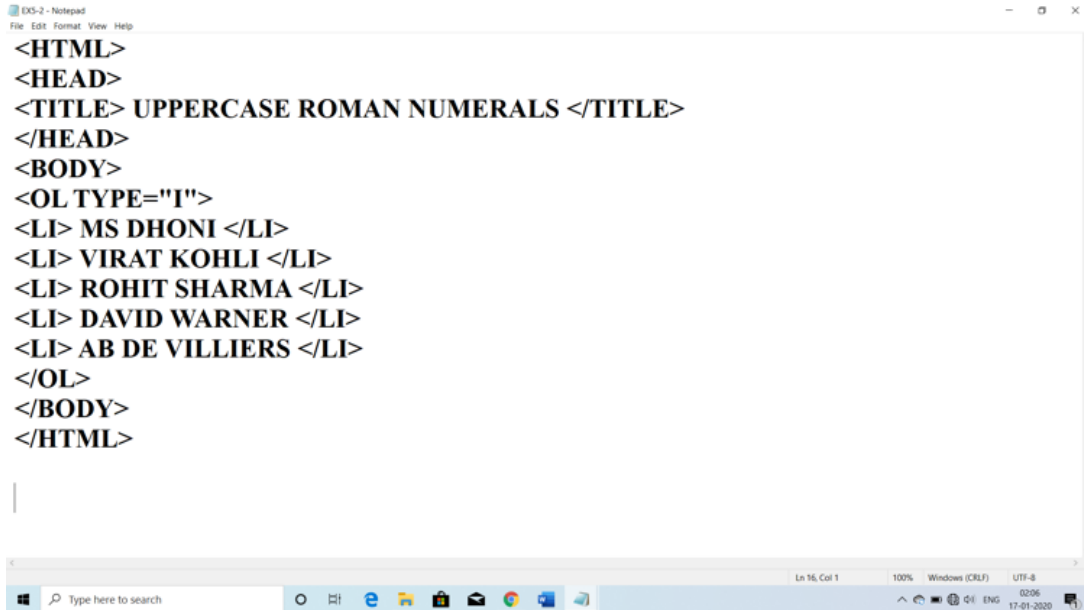

Example 5.1

The output of the above coding is as follows:
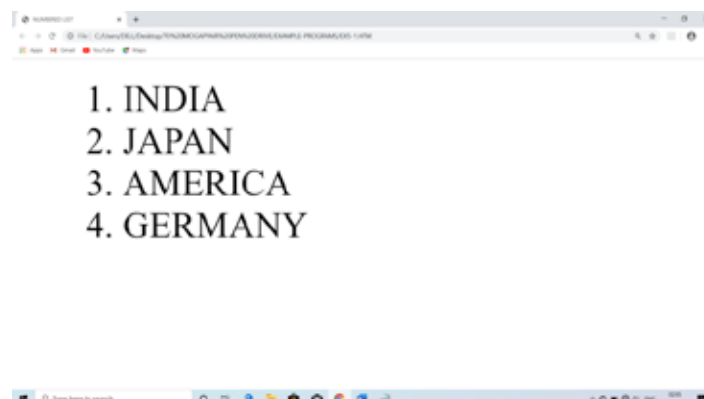
Output: 5.1

The following code displays the names of cricket players in Uppercase roman numerals.

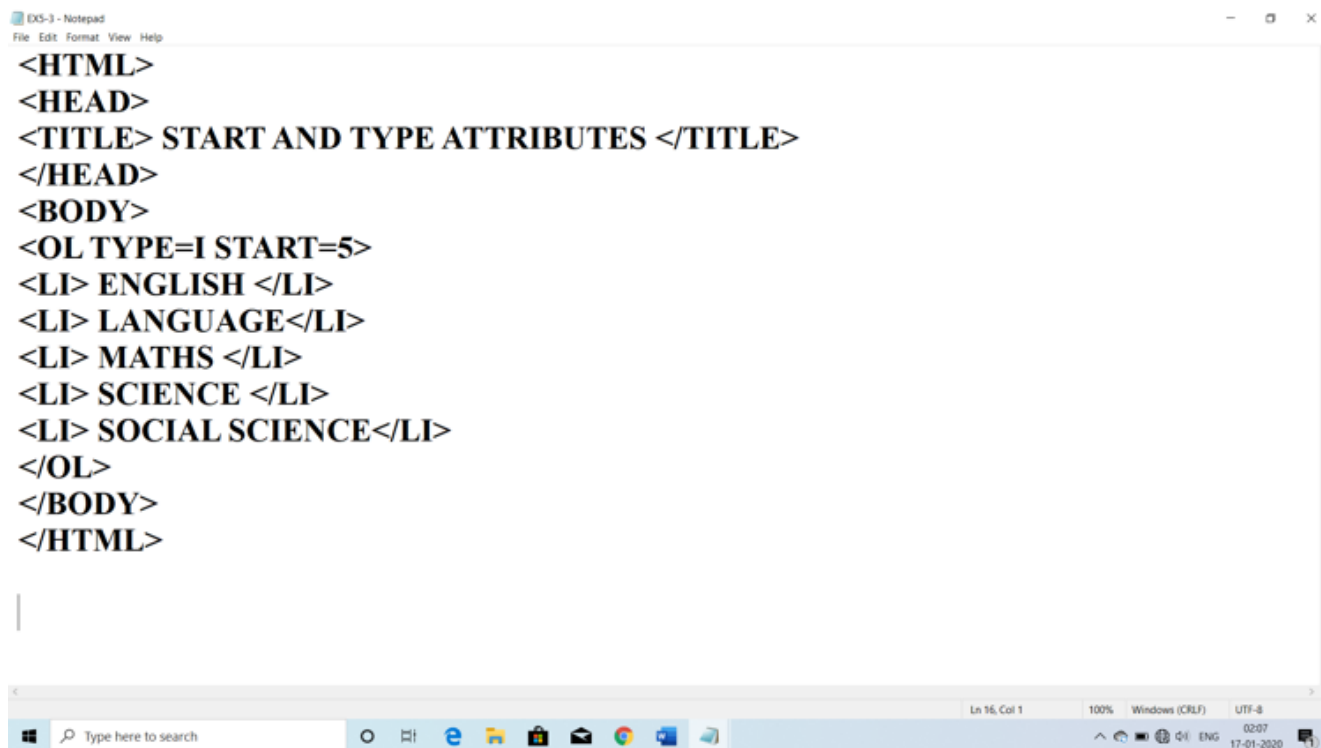**Example 5.2**

The output of the above coding is as follows:

Output: 5.2

The following code illustrates the usage of the type and start attribute

Example 5.3

The output of the above program is as follows:
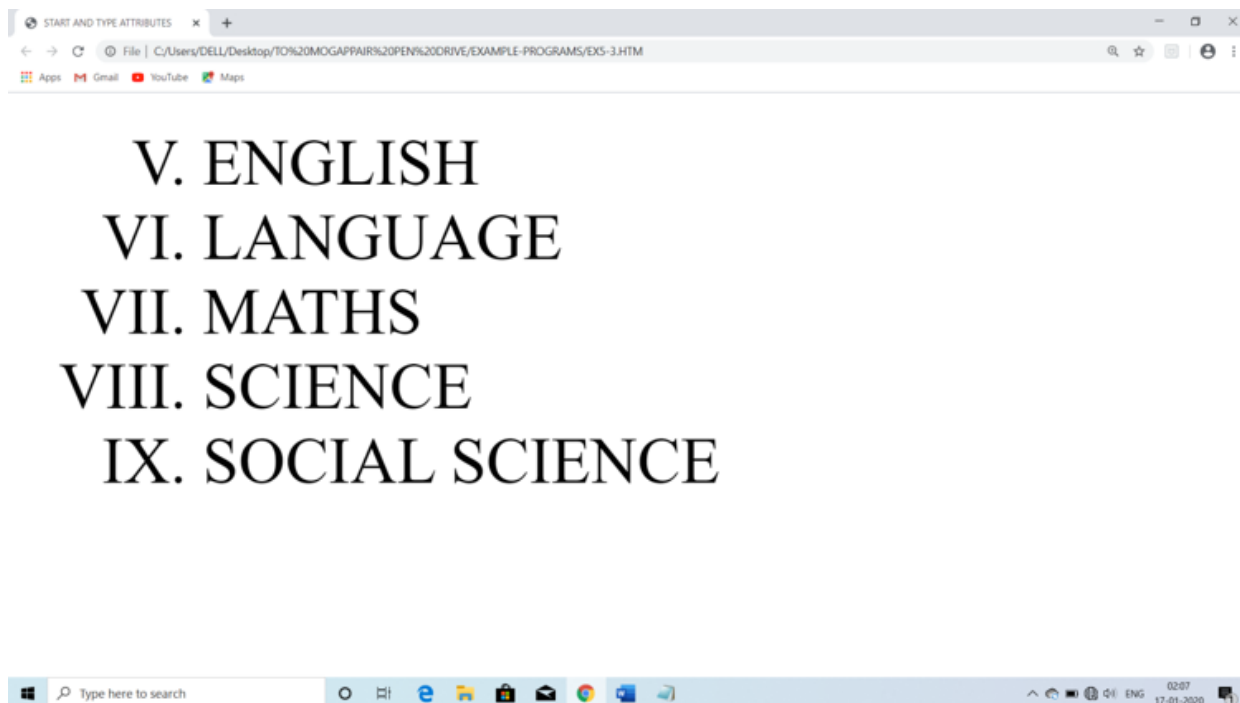
Output: 5.3

LAB ACTIVITIES

1. Create different web pages to perform the following:

   a. To display any five national leaders using numbering format. Change the format of the ordered list for each national leader.

   b. To display the following:

       I. METALS

           a. Gold

           b. Silver

           c. Iron

           d. Copper

       II NON-METALS

           i. Oxygen

           ii. Sulphur

           iii. Nitrogen

2. Create a webpage to apply different shapes of bullets for the below:

   HEALTH HAZARDS OF JUNK FOODS

   • Obesity

   ▪ Headache

   o Addiction

3. Create a coding using unordered list to display the following output:

   Five Moral Values for Children:

   • Respect everyone

   • Be honest

   • Never hurt anyone

   • Develop helping mentality

   • Cultivate good behaviours

DID YOU KNOW?
HTML supports nested list or a sub list i.e., a list within a list.

❧ BRAIN DEVELOPER ❧

I) FILL IN THE BLANKS

1.   HTML lists are basically of ……………. and ………………types.

2.   <LI> tag in an ……………. list will display sequence numbers.

3.   <LI> tag in an ……………….. list will display bullets.

4.   …………. is the default shape of bullet in unordered lists.

5.   The ……….. attribute is used to change the numbering style or the bullet style.

II) TRUE OR FALSE

1.   By default, the numbering in an ordered list starts with 1.

2.   The shapes of bullets are disc, square and ellipse.

3.   The <LI> represents the list of items in the ordered and unordered lists.

4.   The unordered list has numbers or alphabets in front of each element instead of bullets.

5.   The START attribute can be started from any number even other than one.

Teacher's Signature

CREATIVE ZONE

Mehul is fond of creating more colourful webpages. With the help of the following background colours and codes, join with Mehul to see more colourfulwebpages.

Given below are the colour codes. Enjoy creating colourful webpages.

Colour Name	Hexadecimal value	Colour Name	Hexadecimal value
Red	#FF0000	Olive	#808000
Blue	#0000FF	White	#FFFFFF
Green	#008000	Black	#000000
Yellow	#FFFF00	Maroon	#800000
Lime	#00FF00	Grey	#808080
Purple	#800080	Aqua	#00FFFF
Silver	#C0C0C0	Brown	#A52A2A

Teacher's Signature

User Skill
Typing Tutor

TYPING TUTOR INTRODUCTION

➢ The knowledge of touch typing has become inevitable today in the use of computers.

➢ With typing tutor, you can learn touch typing in an easier and simple way.

➢ It is very similar to you that there are 26 letters in English alphabet. All these 26 letters are presented in the computer keyboard too.

➢ But, 26 letters are not arranged in an alphabetical order.

➢ The letters in the keyboard is arranged in QWERTY order.
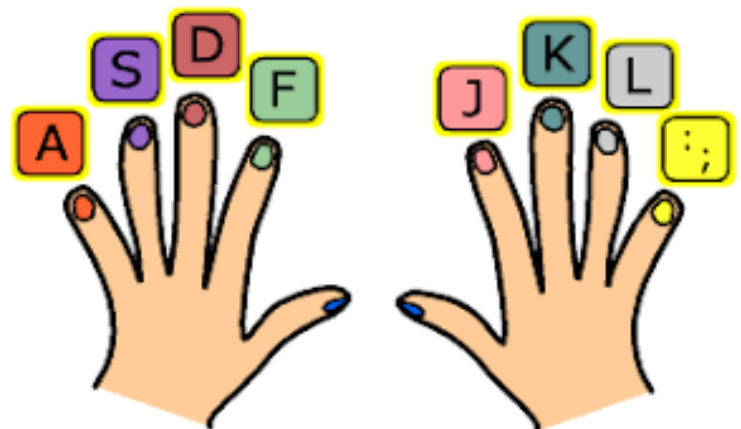

TYPING STEPS

Follow the steps below:-

**Step 1:** First of all place your hand on the keyboard.

Step 2: Place your

➢ Little finger of your left hand gently on the 'A'

➢ Ring finger on ' S '

➢ Middle finger on ' D '

➢ Index finger for both ' F ' and ' G '

Step 3: Place your

➢ Little finger of your right hand gently on the key semicolon ' ; '

➢ Ring finger on ' L '

➢ Middle finger on ' K '
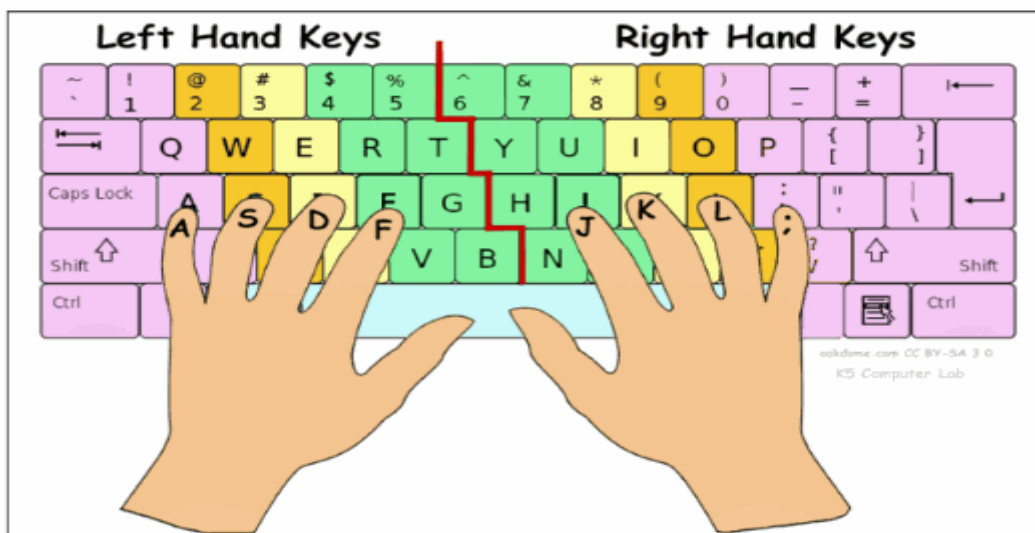
➢ Index finger for both ' H ' and ' J '

FINGER POSITION ON THE KEYBOARD

EVERY FINGER HAS A JOB!

FOLLOW THIS GUIDE
ONLY LET THESE FINGERS
TYPE ON THESE KEYS
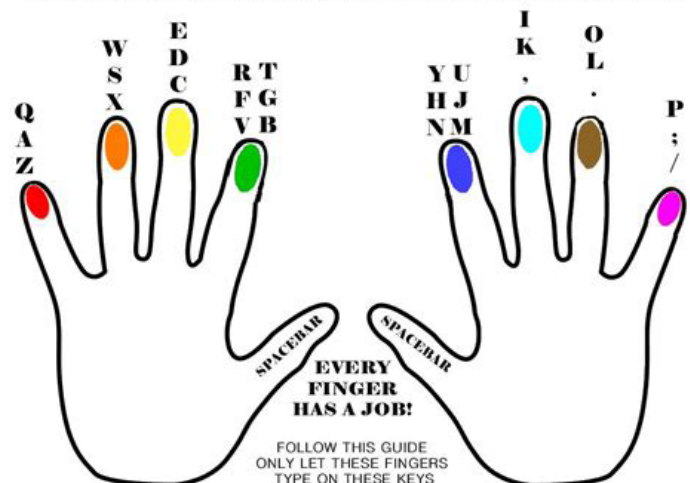
Step 4: Place both your left and right thumbs on the spacebar key.

Proper Finger Placement on the Keyboard

Lets start typing. Whatever it may be letter or numbers all most all the keys you can see around your fingers.

LEFT HAND FINGER

Name of the Finger	Keys on the Keyboard
Little Finger	A
Ring Finger	S
Middle Finger	D
Index Finger	F,G
Thumb	Spacebar

RIGHT HAND FINGER

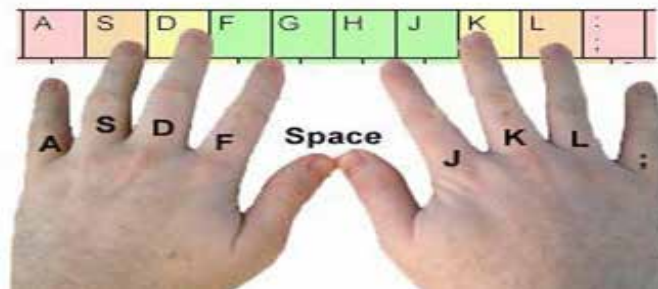| Name of the Finger	Keys on the Keyboard
Little Finger	;
Ring Finger	L
Middle Finger	K
Index Finger	J,H
Thumb	Spacebar

THE QWERTY LAYOUT

The keys on the keyboard is arranged in QWERTY layout. The layout is referred to us as "QWERTY" because of the arrangement of the keys in the upper row is QWERTY.

HOME ROW

The finger of an experienced typist never "rest" However, if we could ask the fingers where they spend most of their time, it is over the home row.

When you are still learning to access keyboard, be careful to keep at least one finger of each hand anchored over the home row.

UPPER ROW / QWERTY ROW

QWERTY Row is located just above the Home row. It contains many number of characters.

LOWER ROW

Lower Row is located just below the home row, contains limited number of keys.

NUMBERS ROW

Numbers Row is located above the upper row, number keys are also available in a separate place at the right side of the keyboard.

ANCHORING

Anchoring means to keep a finger in very light contact with its home row key.

During the early stages of learning keyboard, this is necessary for the brain to develop a sense of position for the hands and fingers.

As you become a more skilled typist, your fingers will automatically move to the correct position of the keys.