

Dear Students!!

In this e-book of [9th class](#), study material of computer science is being sent to you as per new syllabus (2023-24). You can easily prepare your test / papers by reading these notes and watching the video lectures given below. Following are the links of the video lectures in blue colour. Watch these video lectures by clicking on the relevant link of chapter to have better understanding of various concepts.



9th Class - Computer Science Syllabus & Video Lecture Links (Pbi)

Video Lecture's Playlist Link of Computer Science for 9th Class:

https://youtube.com/playlist?list=PLja3EaJFAjmYwpD9b_D9520GLE9BwEHsZ

Chapter-wise Links of Video Lectures:

Chapter -1 Networking <https://youtu.be/U1LCLGC0Kc8>

Chapter -2 Internet Applications <https://youtu.be/4zjjeo4HCRs>

Chapter -3,4,5,6 Video Lectures for MS Excel

Part-1 <https://youtu.be/AvSCtIOzSx0>

Part-2 https://youtu.be/eaaz65WrF_U

Video Lectures for Excel Practical:

Part-1 <https://youtu.be/8ioY-a6i5MY>

Part-2 <https://youtu.be/7gAz1jELgmo>

Chapter -7 E-Governance <https://youtu.be/U4Zah7au2Es>

Chapter -8 Intro to Database <https://youtu.be/sWCvejbp0hl>

PLEASE DO NOT FORGET TO LIKE, SHARE AND SUBSCRIBE OUR YOUTUBE CHANNEL

 **YouTube** <http://youtube.com/c/computersciencepunjab>

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Please use the following link to download the study material/e-books/e-contents for 6th to 12th classes:

<http://cspunjab.nirmancampus.co.in/study.php>

Que:1 Fill in the blanks:

- Which option belongs to Page Layout Tab?
 A. Page Orientation B. Paper Size C. Print Area **D. All of these**
- Which one is not a view in MS Excel?
A. Formula View B. Normal View C. Page Layout View D. Page Break Preview
- _____ is the empty space between the worksheet data and the edges of the printed page.
 A. Paper Size B. Print Area **C. Margin** D. Print Preview
- _____ appears on the top of each page in print preview and printed sheets.
 A. Footer **B. Header** C. Bottom Margin D. None of These
- We can lock our cells from being accidentally changed with the help of ___ Option.
 A. Save As B. Save C. Print Area **D. Protect Sheet**

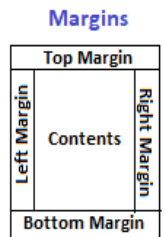
Que:2 Write True or False:

- Workbook cannot be protected in MS Excel. **False**
- We cannot remove Page Break once inserted. **False**
- Page Orientations are of two types: Portrait and Landscape. **True**
- Margins can be on top, bottom, left, right header and footer of a page. **True**
- We can use Print Area option to print a specific part of a Worksheet. **True**

Que:3 Short Answer Type Questions:

Q:1 What do you mean by Margin?

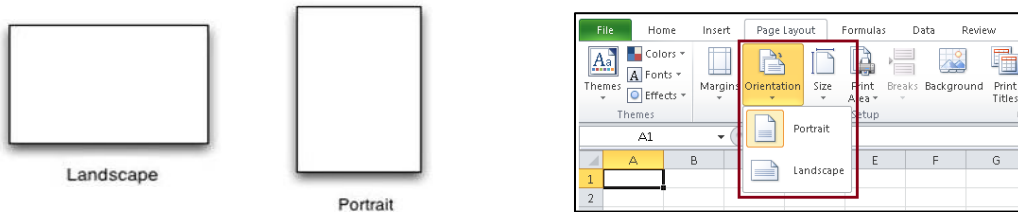
Ans: A margin is the space between the main content of a page and its edges. We can set margin in all four directions of a page, i.e. Top Margin, Bottom Margin, Left Margin and Right Margin. The margin helps to define where a line of text begins and ends. Commonly, document’s margin-size is set to one inch. Margin size can also be adjusted as per our requirement.



Q:2 Write a short note on Page Orientation.

Ans: Page orientation refers to the direction of document in which it is displayed or printed. We can use our page either in horizontal or vertical direction. We can change the orientation of document using **Page Layout** tab. Therefore, there are two basic types of page orientation:

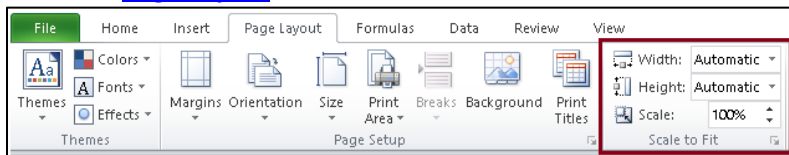
- Portrait Orientation:** This orientation defines the document in vertical direction.



- Landscape Orientation:** This orientation defines the document in horizontal direction.

Q:3 What do you mean by Scaling?

Ans: Scaling is the process of compressing or expanding the contents of a page so that it can be adjusted on a specific page/pages. This option is very useful when we have to work on a large worksheet. Using this option, we can adjust all the contents of a worksheet on a single page. Similarly, a small content can also be expanded over multiple pages. Scaling options are available on the **Page Layout** tab in Excel.



Q:4 Give names of views in MS Excel.

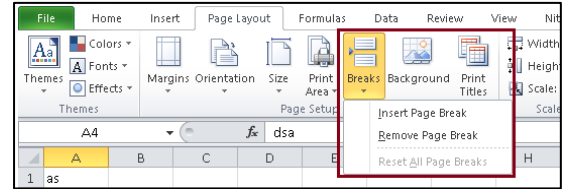
Ans: There are five different types of views available in MS excel.

- Normal View (Default View)
- Page Layout View
- Page Break Preview
- Custom Views
- Full Screen View



Q:5 What is the use of Page Break?

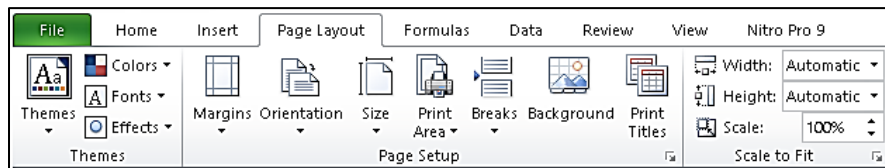
Ans: Page break is an important option of Excel. It is a special marker that will end the current page and start a new one. This is very useful option if we want our contents to be printed among different pages. This option is available on the Page Layout Tab. Page break is always inserted at top left corner of active cell.



Que:4 Long Answer Type Questions:

Q:1 What do you mean by Page Layout? Explain three Page Layout options.

Ans: Page layout refers to the arrangement of text, images, and other objects on a page. In Excel, Page Layout options are mainly concerned with printing of our worksheet. [Page Layout](#) tab provides commands to change the layout of our page:

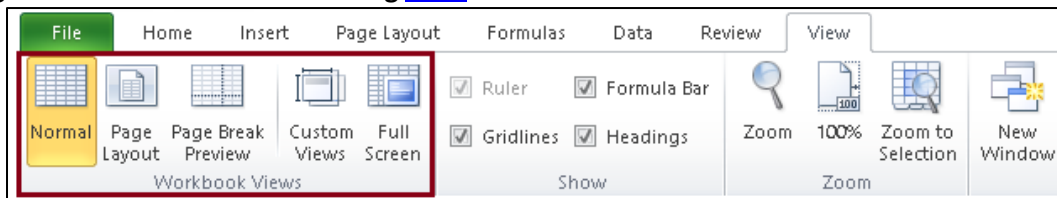


- **Orientation:** Page orientation refers to the direction of document in which it is displayed or printed. We can use our page either in horizontal (Landscape) or vertical (Portrait) direction.
- **Margin:** A margin is the space between the main content of a page and its edges. We can set margin in all four directions of a page, i.e. Top Margin, Bottom Margin, Left Margin and Right Margin.
- **Scaling:** Scaling is the process of compressing or expanding the contents of a page so that it can be adjusted on a specific page/pages. This option is very useful when we have to work on a large worksheet.

Q:2 Explain any two Views of MS Excel in detail.

Ans: There are five views available in MS Excel. Commonly used views are explained below:

- **Normal View:** This is a default view of MS Excel. When we open MS Excel, our file automatically displayed in Normal View. This view is the easiest view to use for managing data, creating formulas and formatting rows and columns. We can change our view to Normal view using [View](#) Tab.



- **Page Break Preview:** This view of MS Excel is mainly concerned with Printing of our worksheet. This View is a very powerful print preview. It allows us to manually move page breaks and reorganize a worksheet into pages for printing. We can change our view to Page Break Preview using [View](#) Tab.

Q:3 What is Header and Footer? How will you apply Header and Footer in Excel?

Ans: Headers and footers are the important elements of a worksheet. Headers and footers are lines of text that print at the top (header) and bottom (footer) of each page. This option is very useful to add any important information like page number, file name or any other custom message. Steps to apply header and footer are given below:

1. Click on the [Page Layout](#) tab.
2. Open [Page Setup](#) dialog box by clicking the launcher icon in the [Page Setup](#) group.
3. In this dialog box, Click on [Header/Footer](#) Tab.
4. Set the Header and Footer details using appropriate options.
5. Click on [OK](#) button.

