

ITL PUBLIC SCHOOL

COMPUTER APPLICATIONS · CLASS IV

REVISION POINTER — Computer Memory | Introduction to PowerPoint

Chapter 1: Computer Memory

1. Bits and Bytes

- Bit is the smallest piece of information a computer understands — it is either a 0 or a 1.
- Byte is the basic unit of information that a computer can process.
- **8 Bits = 1 Byte**

★ **Remember:** Computer memory is measured in Bytes, KB, MB, GB and TB.

2. Memory Size Chart — Convert Easily

Smaller Unit		Bigger Unit
8 Bits	=	1 Byte
1024 Bytes	=	1 KB (Kilobyte)
1024 KB	=	1 MB (Megabyte)
1024 MB	=	1 GB (Gigabyte)
1024 GB	=	1 TB (Terabyte)

★ **Remember:** Each unit is 1024 times bigger than the one before it — Byte → KB → MB → GB → TB.

3. Types of Memory

- Computer memory is of two types: Primary Memory and Secondary Memory.

3.1 Primary Memory

- It is the main area where programs, data and instructions are stored while the computer works.
- Primary memory has two parts — RAM and ROM.

Memory	Meaning	Key Points
RAM (Random Access Memory)	Stores data TEMPORARILY.	Volatile memory — data is erased when the computer is switched off. We CAN change/edit this data.
ROM (Read Only Memory)	Stores data PERMANENTLY.	Non-volatile memory — data stays even when computer is off. It stores instructions from the manufacturer that run when the computer starts. Data CANNOT be changed.

3.2 Secondary Memory

- Secondary memory is used to overcome the limitations of primary memory — it stores data permanently and in large amounts.

Secondary Storage Device	What it does
Hard Disk	Made up of hard platters of metal; fixed inside the computer; stores a large amount of data.
Pen Drive	A portable storage device. It is small, fast and reliable — that's why it is commonly used.
Memory Card	Commonly used in cameras and mobile phones to store photos and data.
DVD / CD	A disk used to store data, songs, videos, or software.

★ **Remember:** Pen Drive and Memory Card are examples of portable storage devices — easy to carry from one place to another.

Book's back exercise work

Q1. Choose the correct option.

- (1) It is the main area where programs, data and instructions are stored.
 (a) ☒ Primary memory (b) Compact disk
 (c) Pen drive (d) ☒ Secondary memory [both correct]
- (2) It is used to store data and instructions that are currently being processed by the CPU.
 (a) Hard disk (b) ROM
 (c) ☒ RAM (d) Secondary memory
- (3) It is the memory of the computer where information is stored permanently.
 (a) Main memory (b) ☒ ROM
 (c) RAM (d) Secondary memory
- (4) It is used to store the software that runs when the computer is switched on.
 (a) Main memory (b) ☒ ROM
 (c) RAM (d) Secondary memory

Q2. Fill in the blanks.

- (1) A computer stores data and information in its memory.
- (2) Bit is the basic unit of data storage in the computer memory.
- (3) All the data and instructions are stored in a computer in the form of bytes.
- (4) RAM is the main memory of a computer that stores data and instructions temporarily in the computer.
- (5) The data in the ROM cannot be changed and is stored permanently.

Q3. Arrange by numbering the following memory units in increasing order of storage capacity:

Kilobyte 3 Megabyte 4 Terabyte 6
Byte 2 Bit 1 Gigabyte 5

Q4. Complete the following table.

1 GB =	1024 MB
1 MB =	1024 KB
1 BYTE =	8 bits
1 KB =	1024 bytes
1 TB =	1024 GB

Q5. Answer the following questions.

- (1) James has bought a new computer. Which part of the memory will have the content created by the manufacturer?

Ans: ROM (Read Only Memory) will have the content created by the manufacturer.

- (2) Anita wants to store large amounts of data in her computer. How can she check the total memory available on her computer?

Ans: 1. Click in Search box and search "Control Panel"
2. Click on 'System and Security'.
3. Click on the 'System' option and check details.

- (3) Why is a computer known as a digital device?

Ans: Computer is known as a digital device because it works on Bit - 0 and 1.

(4) What is the use of computer memory?

Ans: Computer memory is used to store data, instructions, and information.

(5) Which unit is used to measure the memory of a computer?

Ans: Memory is measured in bytes.

[Larger units are - KB, MB, GB, TB]

(6) What is primary memory?

Ans: Primary memory is the main memory of a computer that stores data and instructions currently being used by the CPU.

(7) What is the difference between RAM and ROM?

Ans: RAM

ROM

- | | |
|--|--|
| 1. It stores data temporarily | 1. It stores data permanently. |
| 2. RAM - Random access memory | 2. ROM - Read only memory |
| 3. The data is lost when the computer is switched off. | 3. The data is not lost when the computer is switched off. |

(8) Why do we need secondary memory?

Ans: To store files, photos, videos, and programs permanently.

(9) Define 'Bit' and 'Byte'.

Ans: Bit - is the smallest unit of data in a computer. It can be 0 or 1.

Byte - is a group of 8 bits. It is used to store one character, such as a letter or number.

(10) Write short notes on Hard disk and Pen drive.

Ans: Hard Disk - 1) is a secondary storage device.

2. It stores a large amount of data permanently.

3. It is fixed inside the computer.

Pen Drive - 1) is a small, portable storage device.

2) It is used to store and transfer files from one device to another.

3) It can be carried easily in a pocket or bag.

Chapter 3: Introduction to PowerPoint

1. What is MS PowerPoint?

- MS PowerPoint is an application software used to create presentations on the computer.
- A PowerPoint presentation is saved with the file extension .pptx
- A slide is a single page in a PowerPoint presentation.
- A slideshow means displaying/running the slides one after another, usually in full-screen mode.

2. Parts of the PowerPoint Window

Part	What it does
Title Bar	Shows the name of the program and the name of the document we are working on.
Ribbon	The panel at the top of the window that has tabs, groups and commands.
Quick Access Toolbar	A small toolbar with frequently used commands, like Undo and Redo.

★ **Remember:** In the PowerPoint window, each tab in the Ribbon is divided into groups (e.g. Home tab has Font Group and Paragraph Group).

3. Important Tabs and What They Do

Tab	What it does
Home Tab	Has groups such as Font Group and Paragraph Group for formatting text.
Insert Tab	Used to add pictures, shapes and screenshots to a slide.
Design Tab	Used to apply Themes to the slides.
View Tab	Used to change how we view our slides.

4. Key PowerPoint Terms

- **Theme:** Theme
 - A ready-made design for slides with matching colours and fonts. Applied using the Design tab.
- **Slide Layout:** Slide Layout
 - A plan or arrangement of text, images and other objects (placeholders) on a slide that best suits the information.
- **Placeholder:** Placeholder
 - A box on the slide where we can add text, pictures or videos.

5. Useful Keyboard Shortcuts

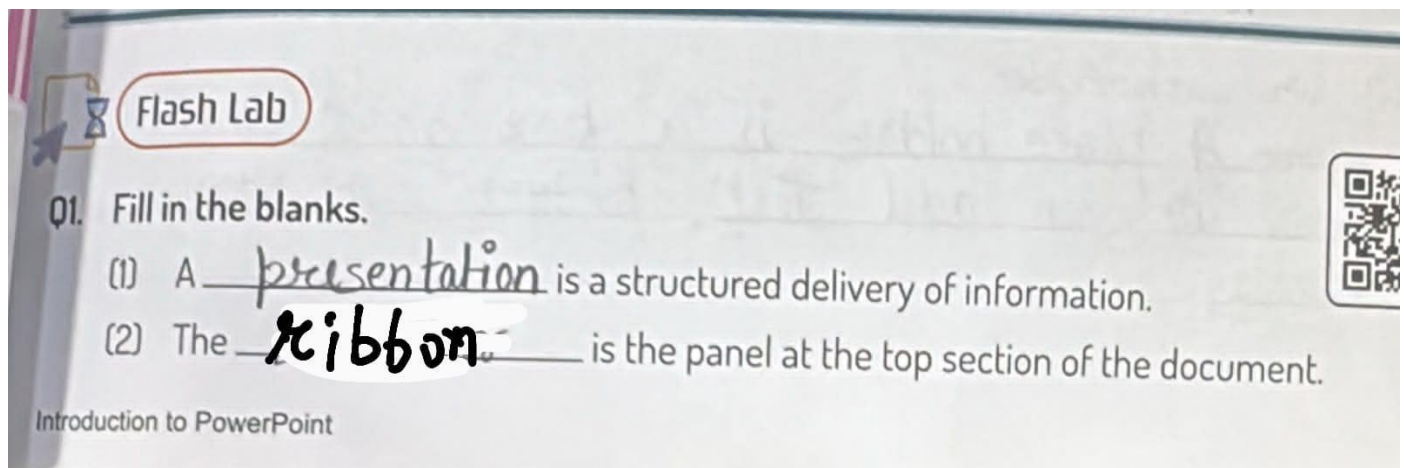
Shortcut	Action
Ctrl + M	Add a new slide
Ctrl + C	Copy a slide
Ctrl + V	Paste a slide
F5	Start the slide show from the beginning (full-screen)

★ **Remember:** F5 is used to START the slideshow — it is NOT used to save or copy a slide. Saving is done using Ctrl + S, not Ctrl + P (Ctrl + P is for printing).

Quick Recap — Don't Get Confused!

- 8 Bits = 1 Byte | 1024 Bytes = 1 KB | 1024 KB = 1 MB | 1024 MB = 1 GB | 1024 GB = 1 TB
- RAM = temporary memory, volatile, can be changed
- ROM = permanent memory, non-volatile, cannot be changed
- Secondary memory (Hard Disk, Pen Drive, Memory Card) stores data permanently in large amounts
- PowerPoint file extension = .pptx
- Design tab = Themes | Insert tab = Pictures & Shapes | Title Bar = shows document name
- Ctrl + M = new slide | Ctrl + C / Ctrl + V = copy/paste slide | F5 = start slideshow

Book's back exercise work



(5) Give the steps to insert an online picture to the slide in your PowerPoint presentation.

Ans: 1) Click on Insert tab.
2) Click Online Pictures.
3) Type the picture name in the search box.
4) Select the picture.
5) Click Insert.

(6) Explain what you mean by slide layout.

Ans: A slide layout is the arrangement of placeholders for text, pictures and other objects on a slide.

(7) What do you mean by a slide show?

Ans: A slide show is the display of all the slides of a presentation one by one on the screen.

- (3) The keyboard shortcut key for adding more slides is Ctrl + M
(4) Each tab is divided into groups
(5) A slide show is an electronic presentation displayed on a computer screen.
(6) A PowerPoint presentation is saved with the extension .pptx
(7) The keyboard shortcuts for copying and pasting a slide are Ctrl + C and Ctrl + V respectively.

Q2. Answer the following in brief.

(1) What is MS PowerPoint?

Ans: MS PowerPoint is a presentation software used to create and show slides.

(2) What are the features of MS PowerPoint?

Ans: 1) Create slides.
2) Add text, pictures, shapes and videos.
3) Insert audio as well.
4) Add animations and slide transitions.

(3) What is a slide?

Ans: A slide is a single page of a presentation.

(4) What is a placeholder?

Ans: A placeholder is a box on a slide where we can add text, pictures, or other objects.