** GREENWOOD PUBLIC SCHOOL, DD NAGAR, GWALIOR**

 **OUR MOTTO - DEVELOPMENT WITH DELIGHT**

 **Session (2020-2021)**

 **Class-6**

**Chapter-1**

**Computer languages**

* **Keyword words:-**
1. **Compiler**: A program that converts instructions into a machine-code or lower-level form so that they can be read and executed by a computer.
2. **Interpreter**: A program that can analyse and execute a program line by line.
3. **Assembler**: An **assembler** is a type of computer program that interprets **software** programs written in **assembly** language into machine language.
4. **Debugging**: The process of identifying and removing errors from computer hardware or software.
5. **Program:** A **program** is a specific set of ordered operations for a **computer** to perform.
* **Answer the following questions:-**

**Q-1 What are the two categories of computer languages?**

Ans: There are two Basic types of Computer Languages are:

1. **Low-Level Languages:** A language that corresponds directly to a specific machine.
2. **High-Level Languages:** Any language that is independent of the machine.

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 **Q-2 What do you understand by low-level language?**

Ans: A low-level language is a type of [programming Assembly language uses ‘mnemonics ’language](https://techterms.com/definition/programming_language)

 contains basic instructions recognized by a computer. Writing programs in low level languages is

 very difficult.

**Q-3 How will you differentiate between an assembly language & machine language?**

**Ans:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Basics of comparisons** | **Assembly Language** | **Machine Language** |
| **1.** | **LEVEL OF PROGRAMMING LANGUAGE** | Assembly language is a programming Computer language. | Machine language is the fundamentalLanguage. |
| **2.** | **USAGE OF MNEMONICS** | Assembly language uses ‘mnemonics’ | Machine language uses binary codes. |
| **3.** | **COMPILER** | Compiler is necessary for executing commands**.** | A compiler, also known as an assembler, is needed for the proper execution of assembly language commands. |
| **4.** | **EASE OF COMPREHENSION** | Assembly language programs cannot be executed directly by a computer.   | Machine language programs perform very fast as be executed directly by a computer.  |

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 **Q-4 Difference between compiler and interpreter.**

 Ans:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BASIS FOR COMPARISON** | **COMPILER** | **INTERPRETER** |
| 1. | **Input** | It takes an entire program at a time. | It takes a single line of code or instruction at a time. |
| 2. | **Output** | It generates intermediate object code. | It does not produce any intermediate object code. |
| 3. | **Working mechanism** | The compilation is done before execution | Compilation and execution take place simultaneously. |
| 4. | **Speed** | Comparatively faster | Slower |

 **Q-5 Write a short note on 4G-language.**

 Ans: 4-G language- fourth generation language are close to human beings than third generation (high level languages).They are known as high productivity languages. They are designed in a way that they reduce

 the effort and overall time required for the development of a software.

 **Q.6 What are the features of high-level language?**

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 Ans: These are the features of High level languages:-

1. Easy to understand.
2. Easy to debug.



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 **Chapter-2**

 **The Mail merge**

* **Keyword words:**
1. **Data source**: It is the location where **data** that is being used come from.
2. **Merging**: Mergin**g** is the process of taking two or more groups of data and combining them into a single unified.
3. **Main document**: Contains the text that to be sent to the recipients.
4. **Recipients:** The list of **recipients** Shows all the records that will be used in our mail merge.

* **Answer the following questions:-**

**Q-1 What do you understand by mail merge?**

Ans: Mail merge is a feature of Ms-word that allows to create and send the letter information to

 different people.

 **Q-2 What do you mean by the main document?**

Ans: Main document contains the text that is to be sent to the recipients.

 **Q-3 What is a data source?**

Ans: Data source is the location where **data** that is being used come from, like address, telephone number, etc.

 **Q-4 Write the various types of documents that can be created using mail merge.**

Ans: Letter, envelopes, Name tags, etc

 **Q-5 What are the three ways to create a list of recipients?**

Ans: 1. Type a new list

 2. Use an existing list.

 3. Choose from outlook contacts.

 **Q.6 What are the main steps involved in using the Mail Merge option?**

Ans:These are the main steps involved in using the Mail Merge option are **:**

1. **Inserting merging fields:-**
2. Click on the mailing tab.
3. Click insert merge field in the right & insert fields group.
4. After selecting the desired fields, save the document with a name.
5. **Creating a data source:-**
6. Click on the mailing tab.
7. In the start mail merge group, click on select recipients button. A drop down list with different options will appear.
8. A list of recipients will be created.
9. **Finishing the merging process:-**
10. In mailing tab under the finish group, click on the finish and merge button.
11. A drop down menu will appear, choose one of the following option from the menu-
12. Edit individual letter
13. Print document
14. Send email messages
15. After selecting the desired option, click on ok.



**PROCESS OF MAIL MERGE IN MS-WORD**