Chapter-1

Input and Output Devices

A. 1. a

   2. b

   3. c

   4. a

   5. c

B. 1. Soft copy

   2. Scroll wheel

   3. Hardware

   4. Output

   5. Control Unit

C. 1. False

   2. True

   3. True

   4. False

   5. True

D. 1. The devices which are used to enter data and instructions (Input) into the computer are known as input devices. Keyboard and mouse are the most commonly used input devices.

   2. The devices which are used to display the data that we enter into the computer and get the results are called Output devices. Monitor, Speakers are the most commonly used output devices.

   3. An Inkjet printer sprays tiny dots on the paper to produce text and images on the paper. A Laser printer uses a laser beam and dry ink to print text and image on a paper.

4. The CPU is the processing device of a computer. A CPU is made up of three main parts or units, Arithmetic Logic Unit (ALU), Control Unit (CU), Memory Unit (MU).

5. a. Central Processing Unit   d. Cathode Ray Tube

   b. Light Emitting Diode   e. Liquid Crystal Display

   c. Arithmetic Logic Unit   f. Control Unit

ACTIVITY TIME

A. Mouse - Input, Moniter- Output, Scanner - Input, Light Pen - Input, Headphones - Output, Printer - Output, Web Cam - Input, Touchpad - Input

Chapter-2

Computer Memory

A. 1. c

    2. b

    3. c

    4. b

    5. b

B. 1. Character

    2. Primary

    3. Boot up

    4. Directly

    5. Hard Disk Drive

    6. Pen drive

C. 1. True

    2. False

    3. True

    4. False

    5. False

    6. True

D. 1. Primary memory (also called the main memory) is the built-in memory of a computer. Secondary memory is the external and permanent memory of a computer.

    2. a. 8 bits/ 1 byte b. 6 bits/1 byte

    3. a. RAM – It holds only those data and instructions on which the computer is currently working.

b. ROM – This is a memory location that stores boot up instructions which are required to prepare computer to work properly.

4. Flash drive, popularly known as pen drive, is a small, portable and most popular data backup device.

5. a. DVD stands for digital versatile Disc. It is also a type of optical media. It looks similar to CD, but has a larger storage capacity.

b. Blu-ray disc – this optical disc can store data up to 50GB of data, which is much more than that of a DVD.

c. CD- a compact disc is a small plastic disc on which text graphic sounds, images and videos can be recorded. It can also be used to store information which can be read by a computer.

ACTIVITY TIME

A. 1. Pen Drive   2. DVD   3. CD   4. Hard Disc
5. Memory card   6. Blue-ray disc

B. 1. Primary Memory

2. RAM (Random Access Memory)

3. Pen Drive

4. Rom

5. Binary

6. Blu-ray disk

Chapter-3

Files and folders in Windows 10

A. 1. c

    2. c

    3. b

    4. c

    5. c

B. 1. Double click

    2. F2

    3. Subfolder

    4. Ctrl+A

    5. Clipboard

C. 1. True

    2. True

    3. True

    4. True

    5. False

    6. True

D. 1. Window 10 is a personal computer operating system, which is developed and released by Microsoft on july 29,2015. Interface and graphics & Taskbar are the features.

    2. Desktop, Documents, Downloads, Music & Pictures.

    3. Click the first file or folder, and then press and hold the ctrl key, while holding down the ctrl key, click each of the other files or folder you went to select.

4. A Filename extension enables you to know the type of a file and accordingly, the file icon is displayed. For example, The file named computer.txt shows an icon of the notepad program.

5. Right-click on the folder that you want to rename. A shortcut menu appears, click the rename option, type new name for the folder and then press enter key.

6. To access a file or a folder frequently, easily and quickly you can create its shortcut. To create a short cut follow these steps: Open the this PC window locate the desired file or folder, right click on it and point to sent to option from the shortcut menu that appears.

ACTIVITY TIME

A. 1. Ctrl+A   2. Filename   3. Delete   4. Recycle bin
5.Paste   6. File   7. Sub folder

B. 1. Right click anywhere in the blank area of the desktop. A shortcut menu appear, Point to New option and then click folder from the list to create folder.

2. Right click on the selection and click cut/copy from the shortcut menu that appears, go to the location where you want to move the folder, right click on the blank area of the window and then click paste.

Chapter-4

Editing in MS Word 2016

TESTING TIME

A. 1. b

    2. c

    3. a

    4. b

    5. b

B. 1. Editing

    2. Quick access

    3. Red

    4. Double click

    5. Triple-Click

C. 1. (e)

    2. (f)

    3. (b)

    4. (c)

    5. (a)

    6. (d)

D. 1. True

    2. false

    3. false

    4. True

    5. True

E. 1. Help you format the text and insert pictures in your document, help you to correct the spelling and grammar mistakes, if any.

2. MS word provides undo and redo buttons on the quick access Toolbar on the left side of the title bar. Undo button is used to cancel the last change made in the document, Redo button is used to cancel the effect of the undo option.

3. Thesaurus can be used to look up for the synonyms and antonyms of a desired word. Thesaurus button present in review tab and proofing group.

4. Click at the start of the block of text, hold down the shift key, and check at the end of the block to select the portion of text and finally press either the backspace key or the delete key.

5. When you move the text, it is removed from its original location; whereas, while copying, the copy of the same text appears to the new location.

F. 1. Grammatical Mistakes

2. Ctrl+A

ACTIVITY TIME

A. See page No-40

Chapter-5

Formatting Text in MS Word 2016

A. 1. c

2. c

3. a

4. c

5. c

B. 1. Attractive

2. Alignment

3. Bullet

4. Centre

5. Paragraph

C. 1. True

2. True

3. True

4. false

5. false

D. 1. There are 5 types of case options. Sentence case, Lowercase, Uppercase, Capitalize each word, Toggle Case.

2. In MS Word, there are four options to align the text, these are Left alignment, Right alignment, Centre alignment, Justified alignment.

3. Bullets is a small graphic symbol that can be used to show different items in a list and a Number list is generally used to show a sequence of events.

4. Go to design page borders, make selections for how you want the border to look, to adjust the distance between the border and the edge of the page, select Options. Make your changes and select Ok.

5. Format painter tool lets you copy the formatting attributes (Such as font, font colour, font size, etc.) of a certain text and apply them to another piece of text.

6. a. Text alignment is the placement of the text with respect to the left and right margins (grey area around the document area).

b. Changing the appearance of a document is known as Formatting. Formatting makes the text and images look attractive.

c. A bullet is a small graphic symbol that can be used to show different items in a list.

ACTIVITY TIME

A. 1. Formatting
   2. Border
   3. Change case
   4. Shading
   5. Justify

B. a. Ctrl+L
   b. Ctrl+E
   c. Ctrl+F7
   d. Ctrl+R
   e. Ctrl+J

Chapter-6

Working with Objects and Tables

TESTING TIME

A. 1. b

2. c

3. c

4. b

5. c

B. 1. Blue

2. Insert

3. Resizing

4. Design

5. Organised

C. 1. True

2. True

3. false

4. false

5. false

D. 1. WordArt is a quick way to make text stand out with special effects. To insert WordArt in document click the WordArt button in the text group on the Insert tab select the style of your choice.

2. Right click anywhere in your shape and click the Add Text command. This places an insertion point in the shape where you can type your text.

3. To insert a picture file stored in the hard disk of your computer, you can also insert pictures from the internet.

4. A Text box is a placeholder where you can enter text. A text box can be created and moved to any place in the document.

5. A Table is a small arrangement of data in the form of rows and columns, which intersect to form cells. To move to the next cell of the table, press the Tab key.

6. To Insert a new blank row or a column in a table, simply click the plus sign that appears when you place the mouse pointer on the edge of the row or column.

ACTIVITY TIME

Icons	Name	Group	Tab
A. 1.	Table	Tables	Insert
2.	WordArt	Text	Insert
3.	Picture	Illustration	Insert
4.	Shapes	Illustration	Insert

Chapter-7

Microsoft PowerPoint 2016

<u>**TESTING TIME**</u>

A. 1. b

    2. c

    3. c

    4. c

    5. b

B. 1. Power Point

    2. File

    3. Presentation

    4. Title

    5. Slide area

    6. Resizing handles

C. 1. True

    2. False

    3. True

    4. false

    5. false

D. 1. A Presentation is the editable format where slides are added to. A slide show is a shareable format that contains one or more presentation.

2. To Insert a new slide in a presentation, click the arrow below the new slide button in the slides group on the home tab. Select the desired slide layout from the options in the drop-down menu.

3. A software package used to create and display information in the form of a slide show is called a presentation program. Microsoft PowerPoint is a

software application developed by Microsoft that allows you to create presentations.

4. Slide layout contain formatting, positioning, and placeholders for all the content that appears on a slide.

5. Slide area is the middle section of the power point window where you can work directly on individual slides and the slides pane is a strip present on the left side of the PowerPoint window.

E. 1. In the slide thumbnails pane on the lift, click the slide that you went your new slide to follow. On the home tab, click new slide in the new slide dialog box, select the layout that you went for your new slide select add slide.

2. On the slide show tab click, set up show, under show type, pick one of the following to present your slide show in a window.

3. Blank Layout

ACTIVITY TIME

A. 1. Pictures
2. New slide
3. Two Content
4. Title bar
5. Home
6. Slides Pane
7. Delete

B. 1. F5
2. Ctrl+M
3. Ctrl+End
4. Ctrl+Q
5. Shift+F5
6. Ctrl+O

Chapter-8

Working with Sprite in Scratch

A. 1. a

  2. a

  3. c

  4. a

  5. a

B. 1. Backdrop

  2. Animate

  3. Sprites

  4. Sprite Info

  5. Stop

C. 1. False

  2. False

  3. True

  4. True

  5. False

D. 1. A backdrop is one out of many backgrounds available for the stage in scratch.

  2. To change the Backdrop of the stage, Click the choose a backdrop icon on the bottom-right corner of the window. Click on the desired backdrop, the new backdrop will be added to the stage.

  3. Sprite is a small graphic character that performs actions on the stage scratch provides a number of built-in sprites. Sprites area it displays the thumbnails of the sprites used in a project.

4. To add two sprites on the stage, Hide the cat sprite by clicking the hide icon in the sprite info pane. Add two sprites from the library, change the backdrop to bedroom-1.

5. To rotate and move the sprite clockwise using the ***turn right 15 degrees*** block, and anticlockwise using the ***turn left 15 degrees.***

 E. 1. Looks Blocks

  2. Click the choose a backdrop icon on the bottom-right corner of the window, Click on the desired backdrop, the new backdrop will be added to the stage.

ACTIVITY TIME

Description

1. Slides the sprite to the location, taking as long as the specified amount of time.
2. A Loop that will never end unless the stop sign is pressed.
3. Turns the sprite clockwise the specified amount
4. Turn the sprite counter-clockwise the specified amount
5. Moves the sprite to the mouse-pointer, a random position, or another sprite.

Chapter-9

Introduction to Internet

A. 1. c

2. c

3. c

4. a

5. c

B. 1. Information

2. Home page

3. Search engines

4. Hyperlink

5. Address

C. 1. True

2. False

3. True

4. False

5. False

D. 1. Internet, commonly known as the Net, is a worldwide system of computer networks; it is the global network that connects millions of computers worldwide.

2. You can send and receive messages from any part of the world using electronic mail, Internet can be used to know latest news about politics, sports, entertainment, science, business and many other field you can also make a video call.

3. Uploading means data is being sent from your computer to the internet. Downloading means your computer is receiving data from the internet.

4. The internet contains millions of web pages. To access these pages , you should know their address. Each web page has a unique address called a URL.

5. A Web browser is a software application or mobile app that allows you to view the web pages, graphics, and most of the online content. The most popular web browser is Google chrome and Microsoft edge.

6. a. A search engine is software that is designed to search any information on the internet even if you do not know the exact address of the website.

b. The First web page of any website is called the home page. It is the main or index page of a website.

c. World wide web or WWW, also called the web, is a collection of information, resources, images or multimedia on the internet that are connected to each other.

E. 1. With the help of search engine they can find the exact address of the website.

2. Amazon & Flipkart

ACTIVITY TIME

A. Add to favourites or reading list
Back
Zoom In

Work Sheet-1

(Chapters 1 to 5)

1. Tick the correct option.

a. ii

b. iii

c. i

d. ii

e. iii

2. Fill in the blanks.

a. Electronic

b. Keyboard

c. Character

d. Grammatical

e. Subfolder

f. Left

3. True/False.

a. False

b. False

c. False

d. False

e. True

4. Application based questions.

a. Pen Drive

b. Click the review tab and then select thesaurus button.

c. Ctrl+Shift+Home

d. because the file is not saved.

5. Answers the following questions.

a. Data is collection of facts. Information is how you understand these facts in context.

b. Ram which stands for random access memory, Rom which stands for read only memory.

c. Start menu & Task bar.

d. Secondary memory refers to storage devices, such as hard drives and solid state drive, hard disk CD & DVD are storage device.

e. In a paragraph group , click the dialog box launcher, and select the alignment drop-down menu to set your justify text.

f. Blue ray disk has a higher maximum disc capacity than HD DVD.

Work Sheet-2

(Chapters 6 to 9)

1. Tick the correct option.

a. ii

b. iii

c. iii

d. ii

e. i

2. Fill in the blanks.

a. Anywhere

b. Sprite

c. Middle

d. Script

e. Web pages

3. True/False.

a. True

b. False

c. True

d. True

e. False

4. Application based questions.

a. A homepage is the front page for a website, and a web page is any page on the internet which links to other pages.

b. Title and Content layout.

c. Insert tab is the second tab in the Ribbon in Tables group.

d. Click a choose a sprite icon in the sprites area.

5. Answers the following questions.

a. A Presentation is the process of showing or explaining a topic to large numbers of audience usually on a big screen.

b. Homepage is the front page for a website.

c. Internet commonly known as the Net is a worldwide system of computer networks.

d. Slides pane contains the current slide in your presentation you can use the vertical scroll bar to view other slides in the presentation.

e. Two content this layout is used to add text content along with a graphic content. Comparison Layout is similar to the two content layout but it also includes a heading text box over each type of content.

f. WordArt, Pictures, Symbols & Tables.

g. Under table tools, on the layout tab, do one of the following to add a row above the cell, click insert above in the rows and column group. To add a row below the cell click insert below in the rows and column group.