

ANSWER KEY

1. The Computer—An Overview

One Touch Learn

- A. 1. (a) 2. (b) 3. (a)
- B. 1. impact
2. Web camera
3. joystick
4. Pixels
5. Microprocessors
- C. 1. False 2. False 3. True 4. False

Let's Do It

- A. 1. A computer is an electronic machine that accepts data given by user, process the data as per given instructions and produces results.
2. A touch screen is a screen that is sensitive to touch and helps us to interact with computers by touching the areas on the screen.
- B. 1. Input
Process
Output
2. Limitations of a Computer are:
- Lack of decision making ability
 - Lack of intelligence
 - Lack of feelings or emotions

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- A. 1. Input
2. Output
3. Input
4. Input

5. Output

6. Input

- B.**
1. Plotters
 2. Joystick
 3. Speakers
 4. Microphone



Do yourself.

2. Computer Memory



- A.**
1. A. RAM
 2. C. CD-ROM
 3. B. Byte
 4. A. Hard disk
- B.**
1. Random Access Memory
 2. Read only memory
 3. GB
 4. USB
- C.**
1. Memory Card
 2. Hard disk
 3. Flash drive
 4. DVD
 5. RAM



- A.**
1. Hard disk is a secondary storage device that is used to store data permanently.
 2. A memory card is a multimedia memory card that is used in mobiles and digital cameras to store data.
 3. Type of CD's are: CD ROM, CD-RW, CD-R
- B.**
1. There are two types of RAM
Static RAM
Dynamic RAM
 2. Type of Memory
Primary Memory- It is the main memory of the computer that can be accessed by the CPU directly. It is fixed on the motherboard. There are two types of Primary memory. RAM and ROM

Secondary memory- It is the permanent memory that is not directly accessed by the CPU. It allows users to store data that may be easily retrieved. The secondary memory devices are Hard disk, CD's , DVD's and Pen drives.

3. Name the following Parts.

1. Hard disk
2. Memory card
3. Blu-ray disc
4. Pen drive

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1. Hard disk
2. Pen drive
3. DVD
4. CD

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3. Windows 7

One Touch Learn



- A.** 1. (A) 2. (B) 3. (A) 4. (C)
- B.** 1. Downloads
2. Folder
3. Sub folder
4. Windows Explorer
- C.** 1. T 2. T 3. F 4. T
- D.** 1. B
2. D
3. E
4. A
5. C

Let's Do It



- A.** 1. Common folders provided by windows 7:



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TouchPad Version 1.0 – V (Answer Key)

- Documents
 - Pictures
 - Music
 - Videos
 - Downloads
2. Organised files and folders help us to find the right files to use when we run a program.
 3. When we copy a file then the file remains at its original location and also appear in the new location. When we move a file, it is removed from its original location to a new location.
 4. Renaming a file means changing the name of the file or folder as your own choice and change the default name of the file or folder.

- B.**
1. Difference between a folder and file.
 - A folder is collection of various files and sub folders whereas a file is a collection of related information.
 2. Steps to delete a file or folder.
Steps to delete a file or folder.
Step 1 Open the file or folder you want to delete.
Step 2 Click on File or folder
Step 3 Click on Organize
Step 4 Click on Delete
Step 5 Click on Yes
Step 6 The file or folder will be deleted.

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1. Desktop
2. Jump list
3. Windows Mobile
4. File
5. Recycle bin



Do yourself.

Periodic Assessment-1

(Based on chapters 1 to 3)

- A.**
- Left side- Back, Toolbar, Navigatonpane
Top side- Forward, Addressbar, Search box
Right side- File list pane, Status bar
- B.**
1. C.

- 2. D
- 3. A
- 4. B
- C. Pen drive

4. Graphics in MS Word 2010

One Touch Learn

- A. 1. (B) 2. (B) 3. (C) 4. (C)
- B. 1. Shapes
2. Insert
3. Add text
4. Clip art
5. Word Art
6. 3D
- C. 1. Shapes
2. Word Art
3. Pictures
4. Symbol
- D. 1. T 2. F 3. F 4. T 5. F 6. F

Let's Do It

- A. 1. Click on Insert Tab- Shapes- Choose Shape- Drag in the text area
2. By clicking on the Fill command in the shape style group in Format tab.
3. Symbols are punctuation or special characters generally not found on keyboard.
- B. 1. Click on Shapes present in Format tab- Click on shape outline in shape style group- Choose colour from the drop down box of colours.
To change the thickness- Click on Format tab- Shape effect command in shape style group- Bevel option- Select desired bevel effect.
2. WordArt allows us to create text effects that can not be inserted through text formatting. ClipArt helps us to insert pre-designed pictures to make our document look professional.
3. Place the cursor where you want to insert pictures- Click on Insert tab- Insert picture from illustrations group- Choose the desired picture- Click on Insert button and the picture will be inserted.

Crack The Code

- A. WordArt
- B. 1. Click on format tab



2. Click on Shapes effect from shape styles group
3. Hover the mouse over #d Rotation option from the drop down list
4. Select the desired rotation effect from the sub menu



Do yourself.

5. Tables in MS Word



- A.** 1. (B) 2. (B) 3. (C) 4. (A)
- B.** 1. F 2. T 3. T 4. F
- C.** 1. Resizing
2. Merge cells
3. Layout
4. Design



- A.** 1. It is the intersection of rows and columns.
2. Table style is a collection of in built table styles.
- B.** 1. To add a row, follow these steps:
Step 1: Select the row where you want to add another row.
Step 2: Click on the layout tab.
Step 3: Click on Insert Above or Insert Below command. A row will be added.
1. Select the row where you want to add a new row- Click on Layout tab- Choose insert above or insert below command- A blank row will be added at the required place.
2. Click on Insert tab- Click on Table command in table group- Click on Insert Table option- Enter required no. of rows and columns- Click on OK
3. Select the cells to be merged- Click on Layout tab- Click on Merged cells columns- The selected cells will be merged.



- A.** 1. Insert above
2. Insert below
3. Delete

4. Merge cells
5. Split cells

B. Down

1. Column
2. Splitting
6. Resizing

Across

3. Row
4. Layout
5. Moving
7. Merge cells
8. Table styles



Do yourself.

Periodic Assessment–2

(Based on chapters 4 & 5)

- A.**
1. Shape outline
 2. Insert tab
 3. Design
 4. Cell

- B.**
1. Insert
 2. Clipart
 3. rows
 4. Symbols

- C.**
1. True
 2. False
 3. True
 4. False

- D.** 1. (D) 2. (A) 3. (B) 4. (C)

- E.** Table

Test Sheet–1

(Based on chapters 1 to 5)

- A.** 1. (ii) 2. (ii) 3. (i) 4. (iii) 5. (ii) 6. (ii)

- B.** 1. Pixels



2. Platters
3. Sub folder
4. Format

C. 1. F 2. F 3. T

D. 1. D
2. C
3. A
4. B

- A.**
1. It allows us to insert various readymade shapes in the word document.
 2. It is the main memory of the computer. CPU can directly access this memory. It is fixed on the Motherboard.
 3. Renaming a file means to change the default name of the file and give it a new name as per your choice
 4. Flatbed, Handheld, sheetfed.

B. Long answer type questions.

1. Limitation of computers

- Lack of decision making ability
- Lack of intelligence
- Lack of feelings or emotions

2. Different types of printers.

1. Dot-matrix printer- It works like a typewriter. The printer head strikes the paper and ink ribbon to print a character. It is an impact printer.
2. Inkjet printer- These are non impact printers. It prints line by line by spraying ink on a sheet of paper. These printers are much faster than dot matrix printer. These are expensive and consume more ink.
3. Laser printer- These are also non impact printers. IT uses a laser beam to print on the paper. These re much faster than the inkjet printer and print quality of these printer is superior.

6. More on MS PowerPoint 2010

One Touch Learn 

A. 1. (C) 2. (A) 3. (B) 4. (C)

B.

1. Slides
2. Slide layout
3. Reading
4. Saved images
5. Slide show

C. 1. (F) 2. (F) 3. (T) 4. (T)

Let's Do It



- A.**
1. A slide layout is the arrangement of text, images, clipart and charts etc. on a particular slide.
 2. Normal view
 3. List, process and cycle
- B.**
1. Insert tab- Illustration group- Smart art command- Choose a graphic type from the left section of dialogue box- choose design and click OK.
 2. Normal view- This view is the default view of presentation. It shows current slide, outline and notespane.
Outline view- This view displays the slide in outline format.
Slide Sorter view- This view shows the miniatures of the slides and allows to change the order of the slides.
Reader View- This view shows the presentation not in full screen but with simple controls to review the presentation.

Crack The Code



- A.**
1. Slide show
 2. Word Art/ Text box
 3. Notes pane
 4. Reading view
- B.**
1. Normal view
 2. Slide sorter
 3. Notes page
 4. Reading
 5. Word Art

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in

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Do yourself.

7. Introduction to MS Excel 2010

One Touch Learn



- A.**
1. (C)
 2. (C)
 3. (B)
 4. (B)
- B.**
1. Name box



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TouchPad Version 1.0 – V (Answer Key)

2. Title
3. Quick Access
4. Formula
5. Worksheet

C. 1. (F) 2. (T) 3. (F) 4. (F) 5. (F)

Let's Do It



- A.**
1. Cell range- It is a collection of two or more cells.
 2. Ribbon is a bar that has tabs with groups of related commands displayed in it.
 3. This is the currently selected cell that appeared highlights with a dark border.
- B.**
1. It is used to edit and enter formulas. It is also used for entering and editing the cell contents.
 2. A workbook is a collection of different worksheets. By default a worksheet contain 3 sheets. A worksheet is a single page in excel.
 3. Title bar- It is located on top of the window and shows name of the current worksheet.
Ribbon- It has tabs with group of related commands displayed.

Crack The Code



- A.**
1. D3
 2. D5
 3. E4
 4. C4
 5. A4
 6. G4
- B.** Chart
Worksheet
Formula
Function
Cell
Row
Autofill
Column
Ribbon

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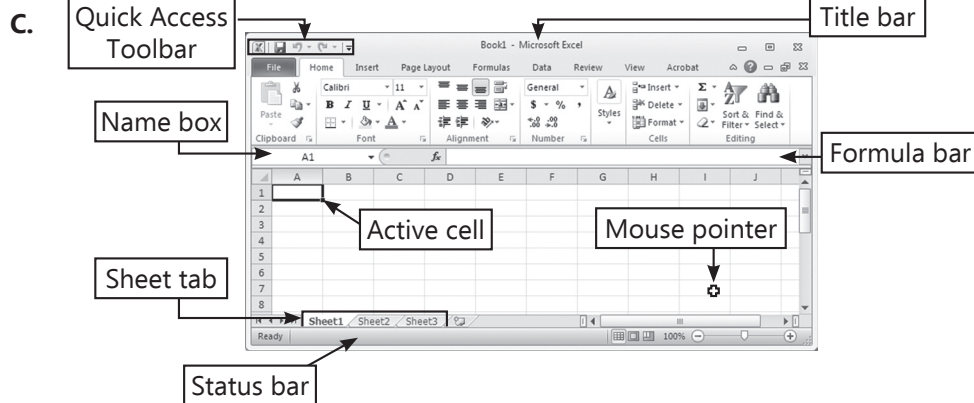


Do yourself.

Periodic Assessment-3

(Based on chapters 6 & 7)

- A. 1. Placeholders 2. Slide Sorter View 3. Slides 4. Workbook
5. Columns 6. Name bar
- B. 1. F 2. T 3. F 4. F 5. T



- D. MS Excel 2010

8. More on Internet

One Touch Learn

- A. 1. (A) 2. (C) 3. (B) 4. (A)
- B. 1. Information
2. Search engine
3. Downloading
4. Uploading
- C. 1. F 2. T 3. T 4. F
- D. 1. C 2. A 3. D 4. B
- E. 1. Goggle chrome 2. Internet Explorer 3. Mozilla Firefox

Let's Do It

- A. 1. Internet is a network in which millions of computers are connected one another to share information.
2. Facebook, Twitter and Instagram
3. Getting data from the host computer to the client computer is called as downloading.



- B.**
1. Uses of internet
 - We can buy and sell goods online.
 - We can search information on any topic.
 - WE can send and receive messages from all over the world.
 2. It is a company that provides internet access to people on payment of a monthly fees like Airtel, Vodafone etc.
 3. Telephone lines and cables, Modem, Computer System, web browser and ISP.

Crack The Code



1. URL
2. Surfing
3. Telephone and Cable lines
4. Internet/Web browser

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in

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Do yourself.

9. Programming in Scratch

One Touch Learn



- A.** 1. (C) 2. (B) 3. (B) 4. (B)
- B.** 1. Looks 2. Forever 3. Relational 4. String
- C.** 1. T 2. F 3. T 4. T 5. T

Let's Do It



- A.**
1. Variable blocks are used to hold values and strings.
 2. Pen up and Pen down
- B.**
1. Arithmetic, Logical and Relational
 2. Stamp- It duplicates sprites image on to the stage.
Hide- Makes sprite disappear from the stage
Show- Makes sprite appear on the stage.
Pen up- Puts up sprite's pen p so that it won't draw as it moves on the screen.
Pen down- Put sprite's pen down so that it will draw as it moves on the screen.
 3. Write the difference between the following:
 - a. Forever block is a control block that runs the script continuously until stopped. If then else checks the given condition . If the condition is true the then code inside the first space is activated0 else the code inside0 the second space is activated.
 - b. Looks block controls sprite's appearance whereas the Pen block allows sprite to draw shapes and plot colored pixels on the screen.



1. Pen block 2. Control block 3. Operator block 4. Looks block
5. Variable block 6. Operator block 7. Pen block



Do yourself.

Periodic Assessment-4

(Based on chapters 8 and 9)

- A.** 1. Looks 2. Looks 3. Pen 4. Operator 5. If then else 6. Forever
- B.** 1. D 2. A 3. B 4. C
- C.** 1. Information 2. Downloading 3. Online chat 4. Uploading
- D.** 1. Arithmetic operator 2. Relational Operator 3. Logical Operator

Test Sheet-2

(Based on chapters 6 to 9)

Section A

- A.** 1. (A) 2. (B) 3. (C) 4. (A) 5. (A)
- B.** 1. Slides 2. Slide Show 3. Worksheet 4. String
- C.** 1. (T) 2. (F) 3. (F) 4. (T) 5. (F) 6. (T)
- D.** 1. (C) 2. (D) 3. (A) 4. (E) 5. (B)

Section-B

- A.** 1. It is cell which have dark black border around it.
2. It is an application software that helps us to access internet.
3. Title bar, Ribbon, Name box, Quick Access toolbar, Formula bar, Cell, Rows and columns, sheet tabs, Scroll bars, Active cell,
4. Slide layout refers to the way of arranging objects on a slide.
5. Internet can be used to buy and sell thing online and send and receive messages.
- B.** 1. Normal view- This view is the default view of presentation. It shows current slide, outline and notespane.
Outline view- This view displays the slide in outline format.
Slide Sorter view- This view shows the miniatures of the slides and allows to change the order of the slides.
Reader View- This view shows the presentation not in full screen but with simple controls to review the presentation.
2. Stamp block duplicates the sprite's image on the stage.
3. Computer system, Telephone and cable lines, Web browser, ISP and Modem.