

ANSWER KEY

1. Data Storage and Memory

Let's Plug-in (Pg 7)



Test Your Skills (Pg 12)

- (ii)
 - (i)
 - (ii)
 - (iii)
 - (i)
- USB
 - Byte
 - Optical disk
 - Zettabyte
- Primary memory the main memory of a computer.
 - The basic unit for measuring the memory of a computer is a byte. A byte consists of a group of eight bits.
 - RAM is a temporary memory. The information stored in this memory is lost when the computer is turned off. Whereas, information stored in ROM is permanent in nature.
 - Blu-ray disc is an optical disc. It is used for storing a large amount of data and playing videos.

Fun Zone (Pg 13)

Let's Solve

- 1.
- 4
- 3
- 2

Let's Explore

Do it yourself.

2. Managing Files and Folders in Windows 10

Let's Plug-in (Pg 14)

- This PC
- Folder
- Start button
- Recycle bin

Let's Catch Up (Pg 18)

- b.
- c.
- a.
- d.

Test Your Skills (Pg 24)

1. a. (ii) b. (i) c. (iii) d. (i)
2. a. Live b. This Pc c. Two d. Thumbnail
3. a. (F) b. (T) c. (T) d. (T)
4. 1. Excel file 2. PowerPoint file 3. Music file 4. Video file
5. a. The Start menu has two panes. The left pane displays an alphabetical list of all the programs installed on your computer.
b. Pinning an application to the taskbar helps you to access that application easily.
c. Recycle bin is a location where the deleted files are stored before they are removed permanently.
d. To create a folder on the desktop, follow the given steps:
 Step 1: Right click at a blank spot on the desktop. A pop-up menu appears.
 Step 2: Move the mouse pointer to the New option. A submenu appears.
 Step 3: Click on the Folder option. A new folder icon with the name New Folder appears on the desktop.
e. A file is a collection of data and information, stored on a storage device such as hard disk, pen drive, CD/ DVD.
To move a file or folder, follow the given steps:
 Step 1: In the browse to the location of the file or folder you want to move.
 Step 2: Select the file or the folder to be moved.
 Step 3: Click on Home tab.
 Step 4: Click on Cut command in the Clipboard group.
 Step 5: Select the destination location or folder where you want to move the file or folder.
 Step 6: Click on Paste command in the Clipboard group. The file or folder is moved to the new location.

Fun Zone (Pg 25)

Let's Solve

- | | | |
|----------------|-----------------------|-----------------------|
| a. Win key + E | b. F1 | c. Ctrl + N |
| d. F2 | e. Ctrl + C, Ctrl + V | f. Ctrl + X, Ctrl + V |

Let's Explore

Do it yourself

Periodic Assessment-1

(Based on chapters 1 & 2)

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|-------------------|---------------|------------------|-----------------|-----------|
| 1. a. Memory | b. Folder | c. File explorer | d. Compact disc | |
| e. Recycle bin | f. Static RAM | g. Hard disk | h. Live tiles | i. File |
| 2. a. Recycle bin | b. CD | c. Document file | d. RAM | |
| e. Folder icon | f. ROM | g. Memory card | | |
| 3. a. File | b. Start menu | c. File explorer | d. Recycle bin | e. Folder |

