

ANSWER KEY

Touchpad PLUS Ver 2.0

Class-5

1. Evolution of Computers

LET'S PLUG-IN

Do it yourself

LET'S CATCH UP

- | | | | |
|-----------|-----------|--------------|---------------------|
| 1. Laptop | 2. Abacus | 3. Pascaline | 4. Desktop computer |
|-----------|-----------|--------------|---------------------|

TEST YOUR SKILLS

- | | | | | | |
|----|---------------|----------|-----------|-----------|----------|
| 1. | a. (iii) | b. (iii) | c. (i) | d. (iii) | e. (iii) |
| 2. | a. Tabulating | b. ENIAC | c. UNIVAC | d. Second | e. Third |
| 3. | a. F | b. T | c. F | d. F | e. F |
| 4. | a. iii | b. iv | c. ii | d. v | e. i |
- 5.
- a. Step Reckoner was the first calculator that could perform all four arithmetic operations. It was invented by Gottfried Wilhelm Leibniz in 1672.
 - b. In 1944, Prof. Howard Aikens built the first electro-mechanical computer named Mark-I. It used punched cards and a typewriter for input and output.
 - c. The two features of third generation computers are as follows: VLSI, called microprocessors were invented. They were small in size and could be placed on an office table.
 - d. In 1980's, Very Large Scale Integration (VLSI) came into existence in which thousands of transistors were placed on a single chip called microprocessor.
 - e. The two features of fifth generation computers are as follows:
 - 1. Improved size, cost, speed and performance.
 - 2. New versions of GUI operating systems are developed





LET'S SOLVE

1.

C	A	R	D	F	E	E	D	E	R
P	D	E	N	I	A	C	E	R	V
A	O	E	U	T	R	W	W	U	L
S	O	N	J	T	O	R	Y	N	S
C	V	D	K	C	X	Z	Z	I	I
A	A	B	A	C	U	S	K	V	E
L	N	I	A	K	L	I	O	A	R
I	D	V	E	G	H	T	E	C	L
N	M	A	R	K	I	A	R	D	I
E	C	O	M	P	U	T	E	R	O

2.
 - a. International Business Machine
 - b. Universal Automatic Computer
 - c. Electronic Numerical Integrator And Calculator
 - d. Very Large Scale Integration
 - e. Integrated Circuits



LET'S EXPLORE

Do it yourself.

2. Advanced Features of Word 2016

LET'S PLUG-IN



Do it yourself



LET'S CATCH UP

1. SPELLING
2. GRAMMAR
3. THESAURUS
4. REPLACE



2

Touchpad PLUS (Version 2.0)-V (Answer Key)

TEST YOUR SKILLS

1. a. (i) b. (iii) c. (i) d. (ii) e. (i)
2. a. Spell check b. Thesaurus c. Replace all d. Orientation
e. Centimeter
3. a. T b. T c. T d. T e. T
4. a. To use thesaurus tool, follow the given steps:
Step 1: Select the word.
Step 2: Click on Review tab.
Step 3: Click on the Thesaurus tool under Proofing group.
The Thesaurus pane opens on the left side of the window. It displays a list of synonyms for the selected word.
Step 4: Click the down arrow and select Insert or Copy.
- b. To use the replace tool, follow these steps:
Step 1: Click on Home tab.
Step 2: Click on Replace tool in Editing group. A Find and Replace dialog box opens. The Replace tab is selected by default.
Step 3: Type the word/words to be searched and replaced in the Find what box.
Step 4: Type the word/words to replace it with in the Replace with box.
Step 5: Click on Find Next button. Word searches for the word or text. If the word is in the text, it gets highlighted. You can replace the word/words by clicking on Replace button or Replace All button.
Repeat the above steps till all the words have been replaced in the document. A message box appears showing that words are replaced and asking whether you want to search more or not.
Step 6: Click Yes if you want to search more and No if you don't want to search.
Step 7: Click on Close button to close the Find and Replace dialog box.
- c. Orientation of a paper means the direction in which the text or image appears on a page.
Word has two types of page orientations—Landscape and Portrait.
- d. To change line spacing for a single paragraph, follow the given steps:
Step 1: Place the cursor anywhere in the text without selecting it.
Step 2: Click on Home tab.
Step 3: Click on Line and Paragraph Spacing tool in Paragraph group.
Step 4: Hover your mouse pointer on the various line spacing options.
The paragraph will show the preview of the line spacing. Choose the line spacing you want.
- e. The Mail Merge feature in Word provides you with a tool to create and send multiple letters and invitations to many people at the same time. Each letter or invite is addressed to different people but has the same text.



LET'S SOLVE

1. Alt + F7
2. Shift + F7
3. Ctrl + F
4. Ctrl + H
5. Ctrl + Enter



LET'S EXPLORE

Do it yourself.

Periodic Assessment–1

(Based on chapters 1 & 2)

A.



1. Spell Check
2. Thesaurus
3. Find
4. Replace

B.

1. Analytical Engine
2. ENIAC
3. Pascaline
4. Tabulating Machine
5. Step Reckoner

C.

1. F
2. T
3. F
4. F
5. T

D.

Insert tab and Pages Group.

3. Formatting a Presentation

LET'S PLUG-IN



Do it yourself.



LET'S CATCH UP

1. F
2. T
3. T
4. F

TEST YOUR SKILLS



1. a. (ii)
- b. (i)
- c. (iii)
- d. (ii)



2. a. Theme b. Gradient c. Insert d. Format
3. a. Themes are an in-built feature which offer you a quick way of changing the layout and design of the presentation that you have created. To apply new theme effects, follow the given steps:
Step 1: Click on Design tab.
Step 2: Click on the More drop-down arrow in the Variants group.
Step 3: Select the Effects from the option. A menu opens with various effects option.
Step 4: Select the effect you want to apply to your presentation.
The effects are applied to your presentation.
- b. Slide Master in PowerPoint is used to create the default layout and appearance of the slides in the presentation.
- c. (i) Solid fill is used to add one solid color background to your slide. Whereas, Gradient can be defined as a combination of two or more colors mixing into each other.
(ii) Picture fill allows you to add a picture or a texture to the slide background. Whereas, pattern fill allows you to fill the slide background with a pattern of two colours.
- d. To insert a SmartArt in your slide, follow the given steps:
Step 1: Click on Insert tab.
Step 2: Select SmartArt in Illustration group. A Choose a SmartArt Graphic dialog box appears.
Step 3: Choose a category from the left section. Here we have chosen Cycle. Then choose a graphic layout from the middle section. As you click on a graphic layout option, a preview of the layout with its details appear in the right section.
Step 4: Click OK button. The SmartArt is inserted on the current slide.
Step 5: Click on [Text] in each individual shape and type the desired text.

FUN ZONE



Let's SOLVE

- a. Slide layout
- b. Variants group
- c. Pattern fill
- d. Themes



Let's EXPLORE

Do it yourself.

4. Animation and Transition in PowerPoint 2016

Let's PLUG-IN



Do it yourself.

LET'S CATCH UP

1. ENTRANCE

2. EMPHASIS

3. EXIT

4. MOTION PATH

TEST YOUR SKILLS

1. a. (iii) b. (ii) c. (iii) d. (iii)
2. a. Animation b. Three c. SmartArt d. Emphasis
3. a. T b. F c. F d. F
4. a. The different type of animation effects are : Entrance, Emphasis and Exit.
b. The way one slide follows the other on the screen in a presentation is called transition.
c. To apply a transition, follow the given steps:
Step 1: Select the slide from the Slide Navigation pane on which you want to apply the transition.
Step 2: Click on Transitions tab.
Step 3: Click on More button in the Transition to This Slide group.
Step 4: 4 Click a transition to apply to the selected slide. A preview of the transition effect appears in the slide area.
d. To remove an animation, click on the number to remove. The number box gets highlighted. Press the Delete key.

FUN ZONE



LET'S SOLVE

1. c.
2. b
3. a
4. d



LET'S EXPLORE

Do it yourself.

Periodic Assessment–2

(Based on chapters 3 & 4)

A.



1. Appear



2. Swivel







3. Bounce



4. Random Bars



B.

- | | | |
|----|---|----------|
| 1. |  | a. Wipe |
| 2. |  | b. Split |
| 3. |  | c. Cut |
| 4. |  | d. Fade |

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

D. Tab- Layout and Group- Paragraph

Test Sheet-1

(Based on chapters 1 to 4)

- A.** 1. (iii) 2. (i) 3. (ii) 4. (i) 5. (iii)
6. (i) 7. (iii) 8. (i)
- B.** 1. Second 2. Third 3. Orientation 4. Insert 5. Gradient
- C.** 1. T 2. T 3. T 4. T 5. T
- D.** 1. Laptop a. Shortcut for Find
2. Fade b. Fifth generation
3. Mail Merge c. Transition
4. Ctrl+H d. Mailing tab
5. Ctrl+F e. Replace text shortcut
- E.** 1. Page size 2. Pascaline Adding Machine 3. Animation
4. F2 key 5. Slide Master
- F.** 1. Slide Master is used to create the default layout and appearance of the slides in the presentation.
2. In the File Explorer, browse to the location of the file or folder you want to delete. To delete a file or folder, follow the given steps:
Step 1: In the File Explorer, browse to the location of the file or folder you want to delete.
Step 2: Click on Home tab.
Step 3: Select the file you want to delete.
Step 4: Click on Delete command in the Organize group. The Delete file dialog box will appear.
Step 5: Click on Yes. The file will disappear from the folder.
3. In this step, you have to select the recipients of your invitation.
To do so, follow the given steps:
Step 1: Click on Mailings tab.

Step 2: Select Select Recipients from the Start Mail Merge group.

Step 3: Select Type a New List from the drop-down menu. A New Address List box appears

Step 4: Add the details of the recipients. If you want to add another select New Entry or want to delete select Delete Entry.

Step 5: After entering the details, Click OK button.

A Save Address List box appears where you can save your address list for future use.

Step 6: In File name box, type the name of the list to save.

Step 7: Click on the Save button.

You will observe that <<AddressBlock>> appears in your document.

You can also edit the list of contacts you have entered from the option Edit Recipient List from Start Mail Merge group. A box appears to edit and select contacts.

4.
 - VLSI called microprocessors invented.
 - Small in size and could be placed on an office table.
 - Hard disk to store data.
 - Introduction of GUI operating system.

5. Introduction to Excel 2016

LET'S PLUG-IN

Do it yourself.

LET'S CATCH UP

- | | | | | |
|-------|-------|-------|-------|-------|
| 1. c. | 2. d. | 3. e. | 4. a. | 5. b. |
|-------|-------|-------|-------|-------|

TEST YOUR SKILLS

- | | | | |
|---|-----------|-------------|----------------|
| 1. a. (i) | b. (i) | c. (iii) | d. (i) |
| 2. a. Spreadsheet | b. Cancel | c. Ctrl + S | d. Formula bar |
| 3. a. T | b. F | c. F | d. T |
| 4. a. The two features of excel are as follows: | | | |

When we make a change at one place in a worksheet, the entire spreadsheet is automatically recalculated. It is very easy to search and replace figures in a spreadsheet with just one command.

- b. Title bar and sheet tab are two components of the excel window.

Step 1: Click on the File tab.

Step 2: If you are saving the workbook for the first time or saving the workbook you are currently working on, click on Save command Save. If you want to save the current workbook with a new name, click Save As. The Save As pane appears in the Backstage View.



Step 3: Select location and click on Browse option.

Step 4: Navigate to the folder where you want to save your workbook.

Step 5: Type a name for your file in the File name box. Click on Save button.

- c. A worksheet is a spreadsheet with rows and columns where you can type and store data, and perform various operations on the data. To create a new workbook, follow the given steps:

Step 1: Click on File tab. A backstage view appears.

Step 2: Click on New in the left pane.

Step 3: A new pane appears on the backstage view. Click on Blank workbook.

- d. Active cell is the cell that is currently active or selected.

FUN ZONE



LET'S SOLVE

- | | | | |
|-------|-------|-------|-------|
| 1. A5 | 2. C3 | 3. A1 | 4. B5 |
| 5. B2 | 6. D6 | 7. C4 | 8. B7 |



LET'S EXPLORE

Do it yourself.

6. Editing Cell Contents in Excel 2016

LET'S PLUG-IN



Do it yourself.



LET'S CATCH UP

- | | | |
|-------------|----------|---------|
| 1. Ctrl + A | 2. Shift | 3. Ctrl |
|-------------|----------|---------|

TEST YOUR SKILLS



- | | | | | |
|-------------|-----------|-----------|-----------|------------|
| 1. a. (i) | b. (i) | c. (ii) | d. (iii) | e. (iii) |
| 2. a. Cells | b. Column | c. Number | d. Delete | e. Editing |
| 3. a. F | b. F | c. T | d. T | e. T |

4. a. Redo command is used to redo the last Undo action. To select an entire column, click on the column header.
- b. A range is a rectangular section of cells which are next to each other and at least one side of their border is common. To select a range using the mouse, click on the first cell and drag the mouse while holding the left mouse button. The range will be selected.
- c. To copy data, follow the given steps:
Step 1: Select the cells you want to copy.
Step 2: Click on the Home tab.
Step 3: Select Copy button from Clipboard group.
Step 4: Click on the cell where you want to copy the selected range.
Step 5: Select Paste button in clipboard group.
- d. The AutoFill feature in Excel is used to automatically fill series of data in rows and columns based on the values of other cells.
To use the AutoFill feature in a series, follow the given steps:
Step 1: Type the first number in a series.
Step 2: Select the cell and the cells that you want to AutoFill.
Step 3: Click on Home tab.
Step 4: Click on Fill button in Editing group.
Step 5: Click on Series from the Fill drop-down menu. A Series dialog box opens. Enter the step value. You can also change or select other values.
Step 6: Click Ok. The cells are filled with the series.
- e. To insert date or time, follow these steps:
Step 1: Select the cell where you want to edit the date or time.
Step 2: Click on Home tab.
Step 3: Click on the Number format dialog box launcher.
Step 4: A Format Cells dialog box appears. Select date option in the Category section. A list of formats is displayed.
Step 5: Choose the format you want.
Step 6: Click OK button.

FUN ZONE



LET'S SOLVE

1. a. (i)
(ii)
2. a. F2 b. Shift+Spacebar c. Shift+Spacebar (thrice)
d. F8 e. Ctrl+Shift+@

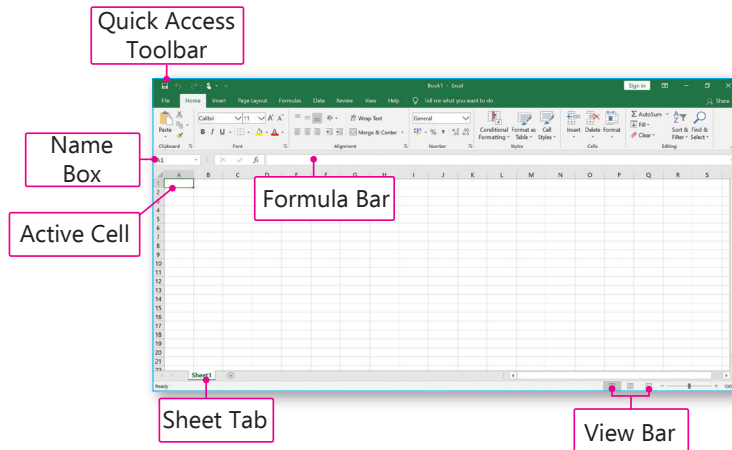


Do it yourself.

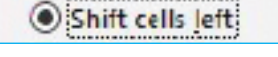
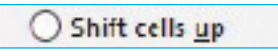
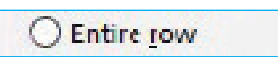
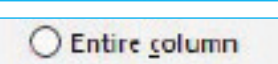
Periodic Assessment–3

(Based on chapters 5 & 6)

A.



B.

1.  Deletes selected cells and shift the cells on the right side.
2.  Deletes selected cells and the cells below shifts up.
3.  Deletes selected row and the row below shifts up.
4.  Deletes selected column and the column shifts from right to left.

C.

1. Maximize button
2. Excel
3. Delete key
4. Undo
5. Close button

D. Home Tab → Cells Group → Insert

7. Stepwise Thinking

LET'S PLUG-IN 

Do it yourself.

LET'S CATCH UP

1. Ask and wait 2. Motion blocks 3. Control blocks 4. Sound blocks

TEST YOUR SKILLS

1. a. (iii) b. (ii) c. (i) d. (ii)
2. a. Hat b. Sensing c. Variables d. Ask
3. a. T b. T c. F d. F
4. a. Scratch blocks can be divided into six types of shapes. They are: Hat, Stack, Boolean, Reporter, C and Cap.
 b. The sensing blocks in Scratch sense the input from the keyboard or the mouse at the time of execution of a script.
 c. We store data in the computer memory so that we can get information from it later. This data is stored in variables.
 d. If...then and if....then....else block.

FUN ZONE



LET'S SOLVE

Do it yourself.



LET'S EXPLORE

Do it yourself.

8. Computer Virus

LET'S PLUG-IN

Do it yourself.

LET'S CATCH UP

1. a. 2. c. 3. d. 4. b.



TEST YOUR SKILLS

1. a. (ii) b. (iii) c. (i) d. (ii) e. (iii)
2. a. Malware b. Antivirus c. Firewall d. Trojan horse
3. a. F b. F c. F d. T e. T
4. a. A computer virus is a piece of code or program developed to corrupt the data or program files stored on the computer system.
b. Melissa and Stonned
c. A malware is a type of malicious program designed to damage or carry out other unwanted actions on a computer system.
d. A set of programs that identify and remove malware are known as antivirus software.

FUN ZONE



LET'S SOLVE

A	I	I	B	A	C	K	D	O	O	R	I
T	L	K	A	R	O	K	L	W	U	B	T
O	I	E	T	O	N	T	R	O	J	A	N
A	R	O	O	T	K	I	T	R	N	B	H
I	M	T	C	T	T	E	K	M	N	I	E
W	S	P	Y	W	A	R	E	M	Y	T	R
E	L	O	A	I	L	M	I	A	R	W	S



LET'S EXPLORE

Do it yourself.

9. Internet and E-mail

LET'S PLUG-IN

Do it yourself

LET'S CATCH UP

1. d.
2. a.
3. b.
4. c.

TEST YOUR SKILLS

1. a. (iii) b. (ii) c. (i) d. (i) e. (ii)
2. a. BCC b. To c. CC d. Attachment e. Website
3. a. F b. T c. F d. F
4. a. Dial-up connection is where you access internet using phone lines.
b. Wireless provides great speed as it uses radio frequency to connect to the internet. Whereas, mobile Internet provides user to access internet using a smartphone and network provided by service provider.
c. An Electronic mail or e-mail can be defined as the process of exchanging messages electronically through a communications network by using computer. Advantages of email are: an e-mail can be sent anytime and from anywhere in the world. An e-mail can be sent to many people at a time.
d. To open a web page, follow these steps:
 Step 1: Type the URL browser's Address bar.
 Step 2: Press the Enter key from the keyboard.
e. Follow the given steps to send an e-mail:
 Step 1: Click on Compose button on the top left corner of your Web browser window, to create and type a new E-mail.
 Step 2: This will open the New Message window on the screen.
 Step 3: The New Message window has many fields: To, CC, BCC, Subject. Fill the desired one. The e-mail is typed in the main white body of the New Message window.
 Step 4: After completing the text of the e-mail, click on Send button to finally send the e-mail to your friend.

FUN ZONE



LET'S SOLVE

Do it yourself.



LET'S EXPLORE

Do it yourself.

Periodic Assessment-4

(Based on chapters 7, 8 & 9)

- | | | | | | |
|-----------|------------|--------------|-------------------|------|------|
| A. | 1. C block | 2. Hat block | 3. Reporter block | | |
| B. | 1. b | 2. e | 3. a | 4. c | 5. d |



- C.** 1. Hat blocks always come at the top of a script.
 2. A Script is made by many blocks.
 3. A Antivirus is developed to scan the data that is stored on the computer system.
 4. An infected computer shows unusual messages on the screen.
 5. Norton informs the user about the presence of the malware.
- D.** Antivirus software.

Test Sheet–2

(Based on chapters 5 to 9)

- A.** 1. (i) 2. (i) 3. (i) 4. (iii) 5. (ii)
 6. (i) 7. (i) 8. (iii)
- B.** 1. Ctrl+S 2. Cells 3. BCC 4. Antivirus 5. Ask
- C.** 1. F 2. T 3. F 4. F 5. F
- D.** 1. Formula Bar → a. hexagonal shape
 2. Hotspot → b. displays content of active cell
 3. Rootkit → c. opens GoTo dialog option
 4. Ctrl+G → d. Malware
 5. Boolean Block → e. type of internet connection
- E.** 1. Hypertext Transfer Protocol 2. Antivirus 3. Cell
 4. Control block
- F.** 1. a. Malware is a type of malicious program designed to damage or carryout other unwanted actions on a computer system.
 b. A set of programs that identify and remove malware are known as antivirus software.
2. To enter data in a worksheet, follow the given steps:
 Step 1: Click on the cell where you want to enter the data.
 Step 2: Start typing your text or numbers.
 Step 3: Press Enter key.
 The text or numbers appear in the cell.
3. A worksheet is a spreadsheet with rows and columns where you can type and store data, and perform various operations on the data.
 An Excel file is called a workbook. It consists of many worksheets. By default, the file name of a new workbook is Book1. A new workbook has only 1 worksheet called Sheet1.
4. The basics steps involved in creating an e-mail account are:
 Step 1: Connect to the Internet.
 Step 2: Double-click on the Web browser icon on the desktop of your computer, like Microsoft Edge.

Step 3: In the address bar, type the URL, www.gmail.com and then press Enter key. The home page of Gmail opens.

Step 4: Click on the Create an account button on the Web page. This will open a screen asking for various details.

Step 5: Click on Next button to continue. The next screen asks for Phone number, Birth date and Gender.

Step 6: Click on Next button to continue.

In the next screen, enter the verification code received on the mobile number and click on Verify button.

Step 7: Click on Next button. You can simply skip the next screen. Google then displays a list of terms and conditions applicable to all users of Gmail.

Step 8: Click on I agree button to continue.

5. Sensing blocks in Scratch sense the input from the keyboard or the mouse at the time of execution of a script.

