

Class-3

- ## Rapid Fire

- ## Evaluation Time

- ## Activity Time

- [illegible]



In The Lab

Do yourself.

2. Hardware and Software



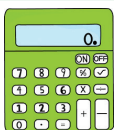
1. Printer

2. Speakers

3. Headphones

4. Web Camera



Machine	Input	Process	Output
 Calculator	Pressing Numbers and Symbols	Calculator is being done	Calculated Answer
 Washing machine	Dirty Clothes	Washing Clothes	Clean clothes

Rapid Fire

- (i)
 - (ii)
 - (ii)
 - (i)
- Mouse
 - Joystick
 - Web Camera
 - Keyboard
 - Printer

Evaluation Time

- Devices
 - Joystick
 - Speakers
 - Operating System
 - ALU
- The parts of a computer that we can see and touch are called Hardware.
 - CPU is also called the "brain" of a computer as it is responsible for all the work done.
 - The result we get on the monitor screen is called soft copy and the result are get on a paper is called hard copy.
 - Printer is an output device. It is used to print the result of work done by the computer on paper. The different types of printer are Laser printer and Inkjet printer.



Activity Time

1. Printer 2. Applications 3. Software 4. Keyboard



In The Lab

Do yourself.

Periodic Assessment 1

(Based on chapters 1 & 2)

- A.** 1. Mouse 2. Keyboard 3. Light Pen 4. CPU 5. Monitor
6. Headphones 7. Projector
- B.** 1. Touchscreen 2. Pen drive 3. Smart Board 4. Monitor
5. Joystick 6. Printer 7. Compact Disc 8. Web Camera
- C.** 1. T 2. T 3. F 4. F

3. Exploring the World of Windows 10



1. Desktop 2. Icon 3. Start Button 4. Start Menu

Rapid Fire

1. a. (ii) b. (i) c. (iii) d. (iii)
2. a. F b. F c. F d. T

Evaluation Time

1. a. Windows 10 b. Minimize c. Task View d. Desktop
2. a. Notification Area shows different types of notifications for your computer such as, your Internet connection, or the volume level.
- b. To change the background, follow the given steps:
- Step 1: Right-click on the background and choose Personalize.
- Step 2: Click on Background in the left pane.
- Step 3: Click on arrow located below the Background option in the right pane. Select Picture option.
- Step 4: Select any picture.

- c. An icon is a picture or graphic representation of an application or a file.
- d. Task View allows you to quickly move within your open windows and applications.

Activity Time

- a. TASKBAR b. DESKTOP c. BACKGROUND d. ICONS



In The Lab

Do yourself.

4. Fun with Paint



- 1. Pencil tool 2. Eraser tool 3. Fill with color tool
- 4. Text tool

Rapid Fire

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

Evaluation Time

- 1. a. Paint program is used to draw and colour new pictures.
- b. File tab, Ribbon and Drawing Area.
- c. Color picker tool is used to pick a colour from an existing object and reuse in other object within the same drawing area.
- d. Skew command is used to stretch the image from one end while other end remains fixed.
- 2. a. Copy and paste command is used to make a duplicate image of drawing on another place. Whereas, Cut and Paste command is used to delete the image from its original place and paste it to another place.
- b. To resize an image, follow these steps:
 - Step 1: Click on Home tab.
 - Step 2: Click on Select command.
 - Step 3: Select the image by dragging the mouse over it.
 - Step 4: Click on Resize command.
 - Step 5: Select the Maintain aspect ratio check box.



Step 6: Enter the Horizontal value (width) or Vertical value (height).

Step 7: Click OK.

- c. Rectangular selection is used to select the drawing in rectangular form as per need.
Free-Form selection is used to select the drawing in free form as per need.

- d. To save a file in JPEG formats, follow these steps:

Step 1: Click on File tab.

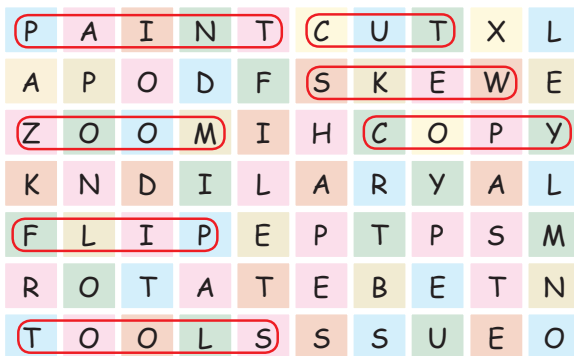
Step 2: Click on Save as option.

Step 3: Select the required format.

Step 4: In the File name: box, type the file name.

Step 5: Click on the Save button.

Activity Time



In The Lab

Do yourself.

Periodic Assessment 2

(Based on chapters 3 & 4)

- A.** 1. Notification Area 2. Window Control Buttons 3. Folder
4. Color picker tool 5. Pencil Tool 6. Brush Tool
- B.** 1. g. 2. d. 3. b. 4. c. 5. f.
6. h. 7. e. 8. a. 9. j. 10. i.
- C.** Resize option.

Test Sheet 1

(Based on chapters 1 to 4)

Section A

- A.** 1. (ii) 2. (i) 3. (iii) 4. (ii) 5. (iii)
6. (ii) 7. (ii) 8. (iii)
- B.** 1. Black 2. ALU 3. Storage 4. Restore 5. Desktop
- C.** 1. F 2. T 3. T 4. F 5. T
- D.** 1. b. 2. d. 3. e. 4. c. 5. a.

Section B

- A.** 1. Windows 10 2. 1. Rotate right 90°, 2. Rotate left 90°, 3. Rotate 180°
3. Icon 4. Plotter 5. Public place
- B.** 1. To skew an image, follow these steps:
Step 1: Click on Home tab.
Step 2: Click on Select command.
Step 3: Select the image by dragging the mouse over it.
Step 4: Click on Resize command.
Step 5: In the Skew section, enter the value between 0 and 89 either in the Horizontal or Vertical boxes.
Step 6: Click OK.
2. A projector projects or displays data of computer screen on a large screen or surface for audience.
3. Notification Area shows different types of notifications for your computer such as, your Internet connection, or the volume level.
4. The software that are designed to perform some specific type of jobs on a computer are called Application Software.



5. Introduction to Word 2016



1. L

2. C

3. R

Rapid Fire

1. a. (iii) b. (i) c. (ii) d. (iii)
2. a. iii. b. i. c. iv. d. ii.

Evaluation Time

1. a. Ribbon b. Vertical c. Font d. Left
2. a. Type letters, stories and reports, quickly and easily.
Add pictures to your documents, stories and poem.
- b. To create a new document, follow these steps:
Step 1: Click on File tab.
Step 2: Select New option from the left pane.
Step 3: Click on the Blank document option in the right pane.
- c. To apply an artistic border, follow these steps:
Step 1: Select the text.
Step 2: Click on Home tab.
Step 3: Click on the drop-down arrow on the Border option in Paragraph group.
Step 4: Click on Page Border tab in the Borders and Shading dialog box.
Step 5: Click on the drop-down arrow below the Art box.
- d. The position of the text or the way the text appears with respect to the margins in a document is called alignment. There are four alignment options available in Word. They are: left, right, center and justify.

Activity Time

- a. CTRL + N b. CTRL + S c. CTRL + O d. CTRL + W



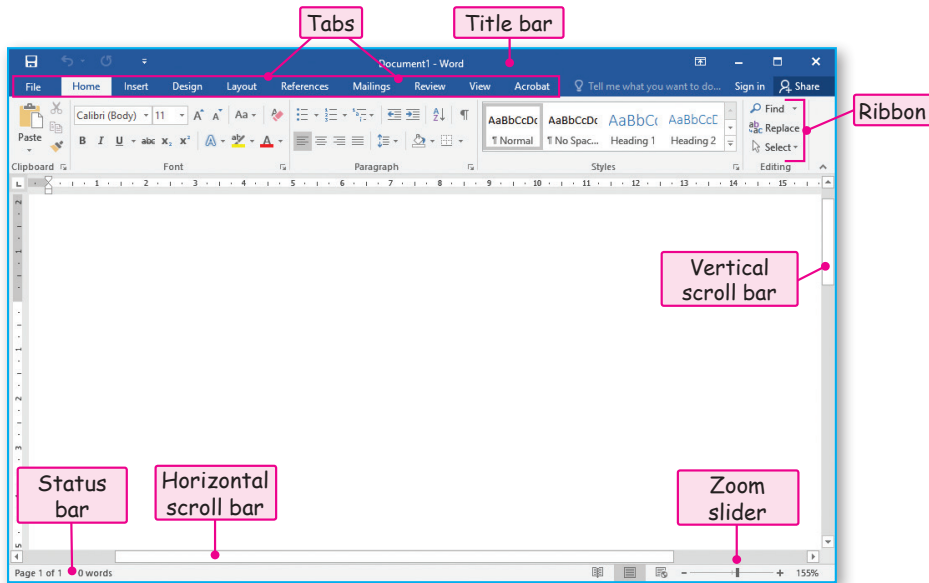
In The Lab

Do yourself.

Periodic Assessment 3

(Based on chapter 5)

- A. 1. groups 2. Title 3. vertical 4. justify 5. font
- B.



- C. Group – Font and Paragraph
Command – Border. Font color and shading

6. Stepwise Thinking & Scratch Programming



- 3 Press the main power button.
- 2 Switch on the UPS.
- 1 Press power button on the CPU.
- 4 Switch on the monitor.



1. Go button
2. Stop button
3. Events block



Rapid Fire

1. a. (iii) b. (ii) c. (ii) d. (ii) e. (ii)
2. a. F b. F c. F d. F e. T

Evaluation Time

1. a. The process of completing one step and going onto the other is known as stepwise thinking.
b. Reasoning is the process of thinking about the task in a logical or sensible way. It helps you to choose a correct option in the available options.
 Problem Solving is the process of finding solutions to a difficult task.
c. Sprite is the actor who acts on the stage. Sprite is an object in Scratch that performs the function on stage area.
d. The components of Scratch desktop are Title bar, Tabs and Script.
e. The blocks that are used to control the movement of a Sprite are known as Motion blocks.
2. a. Sprite b. Go button c. Backdrop

Activity Time

1. Do yourself.
2. a. Sprite will be more 10 steps. b. Sprite will be turn 15 degrees.
 c. Sprite will be say Hello!



In The Lab

Do yourself.

7. Internet



1. Internet

2. Home Page

3. WWW

Rapid Fire

1. a. (iii) b. (ii) c. (iii) d. (i)
2. a. F b. T c. F d. F

Evaluation Time

1. a. Internet b. URL c. Website d. World Wide Web
e. Web Browsers
2. a. Internet is a network of many computers across the world.
Uses of Internets are:
 1. search information on any topic
 2. send and receive e-mail messages
- b. Internet affects focus and patience.
- c. A website is a collection of related web pages that provide information about a topic.
- d. World Wide Web (WWW) is the largest collection of information in the form of websites on the Internet.
- e. Every website on Internet has a unique address. This address of a website is called as Uniform Resource Locator or URL.

Activity Time

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

Find Out

Do yourself.



In The Lab

Do yourself.



Periodic Assessment 4

(Based on chapter 6 & 7)

- A.** 1. c. 2. d. 3. b. 4. a.
- B.** 1. Sprite 2. Home Page 3. URL
4. Go Button 5. Amazon 6. WWW
- C.** Microsoft Edge and Google Chrome

Test Sheet 2

(Based on chapters 5 to 7)

Section A

- A.** 1. (iii) 2. (ii) 3. (iii) 4. (i)
5. (iii) 6. (ii) 7. (i) 8. (iii)
- B.** 1. Text effect 2. Stepwise 3. Internet 4. Stop 5. Backdrop
- C.** 1. T 2. F 3. F 4. T 5. T
- D.** 1. c. 2. e. 3. d 4. a. 5. b.

Section B

- A.** 1. Uniform Resource Locator 2. Looks block
3. Ctrl + B 4. Three
- B.** 1. The position of the text or the way the text appears with respect to the margins in a document is called alignment. There are four alignment options available in Word. They are: left, right, center and justify.
2. To change the backdrop, follow the given steps:
- Step 1: Click on the Choose a Backdrop tool in the Sprites Info Pane.
- A Choose a Backdrop window opens. It shows the thumbnails of the available backdrops.
- Step 2: Click on a backdrop to add it to your project.
3. Changing the appearance and arrangement of the text is called formatting the text.
4. Problem Solving is the process of finding solutions to a difficult task.
5. To connect your computer to the Internet, you need the following things:
- A computer or a device
 - A telephone or cable line
 - A modem or a network card
 - A company providing Internet connection
 - Software (Web browser)