ANSWER KEY

Touchpad PRIME Ver 2.0
Class-5

1. Progression of Computers

Warm Up!

1. Laptop   2. Abacus   3. Pascaline   4. Desktop

Rapid Fire

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

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

3. a. F   b. T   c. F   d. T   e. T

Evaluation Time

1. a. Tabulating   b. ENIAC   c. UNIVAC   d. Second   e. Third

2. a. Step Reckoner was the first calculator that could perform all four arithmetic operations i.e., addition, subtraction, multiplication and division.

    b. Mark-I was invented by Howard Aikens in 1944.

    c. 1. These computers were made of ICs.

       2. They were more affordable and dependable.

    d. In 1980's, Very Large Scale Integration (VLSI) came into existence in which thousands of transistors were placed on a single chip called a microprocessor.

    e. 1. Will use artificial intelligence.

       2. Improved size, cost, speed and performance.

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

In The Lab

Do yourself.

2. Building on Files & Folders

Warm Up!

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

Rapid Fire

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

2. a. F   b. T   c. T   d. T

3. a. Operating System   b. Icons   c. Directory   d. Recycle Bin

Evaluation Time

1. a. Rename   b. This PC   c. Two   d. Thumbnail

2. a. A file is a collection of data and information, stored on a storage device.

   b. To create a folder, follow the given steps:

   Step 1: Right-click at a blank spot on the desktop.

Step 2: Move the mouse pointer to the New option.

Step 3: Click on the Folder option.

c. 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.

Step 5: Click on Yes. The file will disappear from the folder.

d. Search Box is an easy way to search a file or folder. We can use the Search Box when we are looking for common file types or when we remember the name of the file and folder. We can also identify a file/folder with the help of the date we had modified it.

Activity Time

a. Excel File   b. PowerPoint File   c. Music File   d. Video File

In The Lab

Do yourself.

Periodic Assessment 1
(Based on chapters 1 & 2)

A. 1. Recycle Bin   2. Word   3. Folder   4. Memory Card 5. Compact Disc

B. 1. Analytical Engine   2. ENIAC   3. Pascaline Adding Machine

4. Tabulating Machine   5. Step Reckoner

C. 1. File   2. Start Menu   3. This PC   4. Recycle Bin   5. Folder

3. Advanced Features of Word 2016

Warm Up!

1. Spelling   2. Grammar   3. Thesaurus   4. Replace

Rapid Fire

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

2. a. F   b. F   c. T   d. T

1. a. Spell check   b. Thesaurus   c. Replace all   d. Orientation

2. 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.

Step 4: Click the down arrow and select Insert or Copy.

b. To find a specific word/words in a document and replace it with other word/words, follow the given steps:

Step 1: Click on Home tab.

Step 2: Click on Replace tool in Editing group.

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.

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

c. 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.

d. 1. It is used to create envelopes or labels in bulk.

2. It is used to create and send multiple letters to many people at the same time.

3. It allows to change in individual letter in the merged document.

Activity Time

a. F7   b. Shift + F7   c. Ctrl + F   d. Ctrl + H

In The Lab

Do yourself.

4. Innovation in PowerPoint

1. Entrance   2. Emphasis   3. Exit   4. Motion Path

Rapid Fire

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

Evaluation Time

1. a. Format   b. Theme   c. Insert   d. SmallArt

2. 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.

    Step 4: Select the effect you want to apply to your presentation.

    b. The Slide Master is used to create the default layout and appearance of the slides in the presentation.

    To change the background of the slides, follow the given steps:

    Step 1: Click on Design tab.

    Step 2: Select Format Background command in Customize group.

    Step 3: Click on the radio button of the fill option you want.

    c. Entrance, Emphasis, Exit and Motion Paths.

    d. The way one slide follows the other on the screen in a presentation is called transition.

    e. 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: Click a transition to apply to the selected slide.

1. a. Title Layout   b. Content Layout   c. Two Content Layout

2. a. Slide Master   b. Variants   c. Pattern Fill   d. Design

In The Lab

Do yourself.

Periodic Assessment 2
(Based on chapters 3 & 4)

A. 1. Appear   2. Swivel   3. Bounce   4. Random Bars

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

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

D. Tab – Layout, Group – Paragraph

Test Sheet 1
(Based on chapters 1 to 4)

Section A

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

     6. (i)   7. (iii)   8. (iii)

B. 1. Second   2. Third   3. Orientation   4. This PC   5. Gradient

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

D. 1. b.   2. c.   3. d.   4. e.   5. a.

Section B

E. 1. Page size   2. Pascaline adding machine   3. Text Effects

     4. F2   5. Slide Master

F. 1. The Slide Master is used to create the default layout and appearance of the slides in the presentation.

     2. 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.

     Step 5: Click on Yes. The file will disappear from the folder.

3. To create data source, 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.

Step 4: Add the details of the recipients.

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

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

Step 7: Click on the Save button.

4. 1. VLSI called microprocessors invented.

2. Small in size and could be placed on an office table.

3. Hard disk to store data.

4. Introduction of GUI operating system.

5. Introduction to Excel 2016

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

Rapid Fire

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

2. a. T   b. F   c. F   d. T

Evaluation Time

1. a. Spreadsheet   b. Cancel   c. Column   d. Formula Bar

2. a. 1. It is very easy to search and replace figures in a spreadsheet with just one command.

2. If some data is in series, it can be quickly filled in the row or column using AutoFill feature.

b. Components of Excel Window are File tab and Sheet tab.

To save workbook, follow these steps:

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.

Step 3: Select location an click on Browse option.

Step 4: Type a name for your file in the File name box.

Step 5: Click on Save button.

c. To rename a worksheet, follow the given steps:

Step 1: Right-click on the sheet tab you want to rename.

Step 2: Select the Rename option.

Step 3: Double-click on the sheet tab you want to rename.

Step 4: Type a new name and press Enter key.

d. To change the format of date or time you entered, 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: Select time option in the Category section.

Step 5: Choose the format you want.

Step 6: Click OK button.

Activity Time

a. A5   b. C3   c. A1   d. B5   e. B2

In The Lab

Do yourself.

6. Creating Shapes in Scratch

Warm Up!   1. Heptagon   2. Triangle   3. Pentagon   4. Octagon

Rapid Fire

1. a. (ii)   b. (ii)   c. (i)

2. a. F   b. F   c. T

Evaluation Time

1. a. Polygon   b. 360   c. Go

2. a. Pen block is sued to draw a trail as Sprite move on stage.

b.

c. Polygons are 2D shapes with three or more straight lines and angles. Examples of polygons are triangle, square and rectangle.

Activity Time

1. a. Sides - 0; Degree - 360
   b. Sides - 3; Degree - 120
   c. Sides - 4; Degree - 90
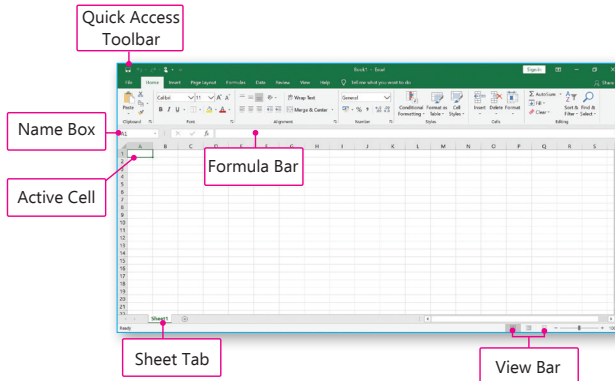   d. Sides - 4; Degree - 90
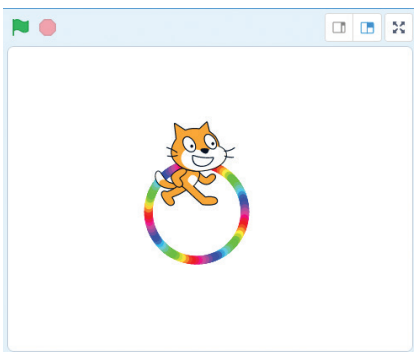
In The Lab

Do yourself.

Periodic Assessment 3

(Based on chapter 5 & 6)

A.

B.

C. 1. Restore Down   2.   Excel   3.   Delete   4.   Script Area   5.   Stage

D. Insert Before

7. Conditional Blocks in Scratch

Warm Up!   1. Ask blocks   2. Pen blocks   3. Wrap blocks   4. Stack blocks

Rapid Fire

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

2. a. F   b. T   c. F   d. F

Evaluation Time

1. a. Hat   b. Ask   c. variables   d. sensing

2. a. 1. Hat blocks   2.   Stack blocks   3.   Boolean blocks   4 Reporter block

　　　　5. C blocks   6.   Cap blocks

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

　　c. Variable is used to store data. It is called variable because it does not have a fixed value, its value changes.

　　d. 1. If...then block: In this block if the condition is true, the blocks inside conditional block will run. If the condition is false, the blocks inside conditional block will not run. Only the blocks outside the conditional block will run.

　　　　2. If...then.....else block: In this block if the condition is true, the blocks inside then condition will run. If the condition is false, the blocks inside else condition will run.

Activity Time

1. C blocks and Motion blocks,   **2.** C blocks and Motion blocks

In The Lab

Do yourself.

8. Computer Virus

Rapid Fire

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

2. a. F   b. F   c. F   d. T

Evaluation Time

1. a. Malware   b. Antivirus   c. Firewall   d. Trojaz Horse

2. 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. The first widespread computer virus was BRAIN, created in 1986 in Pakistan.

   c. A malware is a type of malicious program designed to damage or carryout other unwanted actions on a computer system.

   d. A set of programs that identify and remove malware are known as antivirus software. You must have an antivirus software installed on your computer.

Activity Time

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

Find Out

Do yourself.

In The Lab

Do yourself.

9. Internet and E-Mail

Rapid Fire

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

Evaluation Time

1. a. Bcc   b. Cc   c. To   d. Attachment   e. Website

2. a. Dial-up is a type of Internet connection. It requires users to link their phone line to a computer in order to access the Internet. It doesn't allow users to make or receive phone calls through phone service while using the Internet.

   b. Wireless is "always on" connection with a higher internet speed whereas mobile internet provides speed depending on the network coverage area.

   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 e-mail:

      1. An e-mail can be sent anytime and from anywhere in the world.

      2. An e-mail can be sent to many people at a time.

      3. An e-mail can be easily forwarded to anyone without typing it again.

      4. Sending an e-mail is fast in comparison to traditional mails.

   d. To open a web page, follow these steps:

      Step 1: Type the URL in the browser Address bar.

      Step 2: Press the Enter key from the keyboard.

      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.

      Step 4: After completing the text of the e-mail, click on Send button to finally send the e-mail to your friend.

Activity Time

✓ search information   ◯ take a bath

✓ find a recipie   ✓ download an image

◯ pack your bag   ✓ do shopping

Find Out

Do yourself.

In The Lab

Do yourself.

Periodic Assessment 4
(Based on chapter 7 & 9)

A. 1. b   2. e   3. a   4. c   5. d

B. 1. Control Block, Repeat Block   2. Event Block, Hat Block

     3. Operators Block, Length & Operator Block

C. 1. Hat blocks always come at the top of the script.

     2. A Script is made by various blocks of Scratch.

     3. A computer antivirus is developed to scan the data that is stored on the computer system.

     4. An infected computer show unusual messages on the screen.

     5. Norton always inform to user about the presence of the malware.

D. Antivirus.

Test Sheet 2
(Based on chapters 5 to 9)

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

     6. (i)   7. (iii)   8. (iii)

B. 1. Ctrl + S   2. font   3. Bcc   4. Firewall   5. Control

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

D. 1. b   2. e   3. d   4. c   5. a

E. 1. Hyper text transfer protocol   2. Antivirus software

     2. Cell   4. Control blocks

F. 1. a. 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. You must have an antivirus software installed on your computer.

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.

3. A worksheet is a collection of rows and columns whereas, a workbook is a collection of worksheets.

A worksheet can be a part of workbook whereas, a workbook cannot be a part of worksheet.

4. 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.

Step 5: Click on Next 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.