ANSWER KEY

Touchpad PLUS Ver 2.0
Class-4

1. Data Storage and Memory

LET'S PLUG-IN

| ✗ | ✓ | ✗ | ✓ |

TEST YOUR SKILLS

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

2. a. USB   b. Byte   c. Optical disk   d. Zettabyte

3. a. Primary memory is the main memory of a computer.

   b. The basic unit for measuring the memory of a computer is a byte. A byte consists of a group of eight bits.

   c. 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.

   d. Blu-ray disc is an optical disc. It is used for storing a large amount of data and playing videos.

FUN ZONE

LET'S SOLVE

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

LET'S EXPLORE

Do it yourself.

2. Managing Files and Folders in Windows 10

1.   This PC   2. Folder   3. Start Button   4. Recycle Button

LET'S CATCH UP

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

TEST YOUR SKILLS

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:   Browse the location of the file or folder, we 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 we 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

LET'S SOLVE

LET'S EXPLORE

Do it yourself.

Periodic Assessment–1

(Based on chapters 1 & 2)

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

3. Shapes, Graphics and Pictures in Word 2016
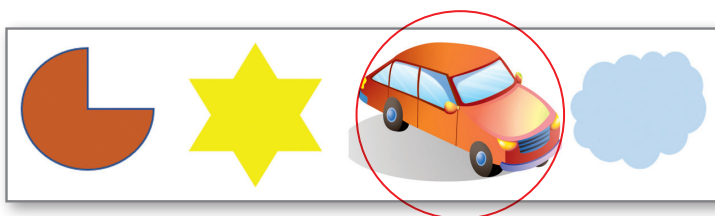
LET'S PLUG-IN

Do it yourself

LET'S CATCH UP

TEST YOUR SKILLS

1.   a. (i)   b. (ii)   c. (iii)   d. (ii)
2.   a. Text outline   b. Pictures   c. Insert   d. Format
3.   a. (T)   b. (F)   c. (T)   d. (F)
4.   a. WordArt is the special effect in Word to change the appearance of the text. To apply a text effect, follow these steps after selecting the text:

   Step 1:   In the WordArt Styles group, click on the Text Effects command. A drop-down menu will appear.

Step 2: Choose a category from the given effects: Shadow, Reflection, Glow, Bevel, 3-D Rotation and Transform.

Step 3: Select the desired effect. The effect is applied to your text.

b. The Shapes command contains several categories of shapes, like lines, basic shapes, flow chart elements, stars and banners, and callouts. You can also insert text in the shape. To do so, follow these steps:

Step 1: Right-click inside the shape. A sub-menu appears.

Step 2: Select Add Text option. The cursor will appear inside the shape.

Step 3: Type the text and then click anywhere on the screen outside the shape. The text appears in the shape.

c. To insert online pictures, follow these steps:

Step 1: Place the cursor where you want to insert the picture. Click on Insert tab.

Step 2: Click on Pictures command in the Illustration group. A sub menu appears.

Step 3: Click on the Online Pictures option.

FUN ZONE

LET'S SOLVE

a. Shapes   b. Text Effects   c. WordArt   d. Shape Fill

LET'S EXPLORE

Do it yourself.

4. Tables in Word 2016

LET'S PLUG-IN

Do it yourself

LET'S CATCH UP

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

TEST YOUR SKILLS

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

2. a. Column   b. Row   c. Quick tables   d. Merging cells

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

4. a. A table is an arrangement of data in vertical columns and horizontal rows forming a cell where they join together. Tables can be inserted using the Graphic table method or the Insert table command.

   b. To insert a quick table, follow these steps:

   Step 1:   Click on Insert tab.

   Step 2:   Click on Table drop-down arrow in Tables group.

   Step 3:   Select Quick Tables from drop-down menu.

   Step 4:   Select the table template according to your choice. The table appears in your document.

   c. To merge cells of a table, follow these steps:

   Step 1:   Select the cells that you want to merge.

   Step 2:   Click on Layout tab under Table Tools.

   Step 3:   Click on Merge Cell command in the Merge group.

   d. To apply a table style, follow the given steps:

   Step 1:   Click anywhere in the table.

   Step 2:   Click on Design tab, under Table Tools.

   Step 3:   Click on the desired style in the Table Styles group.

   e. Step 1:   Select the columns or cells which you want to delete from the table.

   Step 2:   Click on Layout tab under the Table Tools.

   Step 3:   In the Rows & Columns group, click on Delete command.

   Step 4:   A drop-down menu appears. Select desired option. If you choose Delete Cells option, a Delete Cells dialog box appears. Select desired option.

Fun Zone

Let's Solve

   a. table   b. layout, Table Tools
   c. Delete, drop-down menu   d. delete Table, deleted

Let's Explore

Do it yourself.

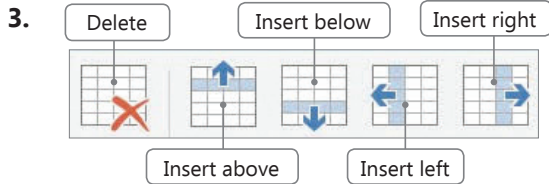# Periodic Assessment–2

(Based on chapters 3 & 4)

1. a. Glow   b. Reflection

2.

January	February	March
April	May	June
July	August	September
October	November	December

3.

4. a. (T)   b. (T)   c. (F)   d. (F)

e. (T)   f. (T)   g. (F)   h. (F)

Test Sheet–1

(Based on chapters 1 to 4)

Section A

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

B. 1. Magnetic disk   2. Repeat   3. Status bar   4. Down   5. Byte

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

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

Section B

A. 1. A collection of files is known as a folder.

2. All the files and folders that we delete are moved to the Recycle Bin.

3. WordArt option is present in the Insert tab.

4. Intersection of a row and a column is called Cell.

B. 1. To rename a folder, follow the given steps:

Step 1:   Select the folder to be renamed.

Step 2:   Click on **Home** tab.

Step 3:   Click on the **Rename** command in the **Organize** group.

Step 4:   The name of the folder gets highlighted. Type the new name and press the **Enter** key.

2. **WordArt** is the special effect in Word to change the appearance of the text. You can create **shadowed**, **skewed** and **stretched** text that has been fitted to shapes.

3. To change the row height, follow the given steps:

Step 1: Select the row or number of rows. Click on Layout tab under Table Tools.

Step 2: Go to Table Row Height option in the Cell Size group.

Step 3: Change the height of row or rows in Height Scroll box. You will observe the change in selected row height.

4. Computer's memory is measured in terms of bytes. 1 byte is equal to 8 bits. There are other units like, kilobyte, megabyte, gigabyte, terabyte, etc.

5. PowerPoint 2016

LET'S PLUG-IN

Do it yourself

◎ LET'S CATCH UP

1. Zoom   2. Placeholder   3. Speaker's note   4. Ribbon   5. Status bar

TEST YOUR SKILLS

1. a. (i)   b. (iii)   c. (ii)   d. (ii)   e. (i)
2. a. Backstage   b. Title bar   c. Slide   d. Close
3. a. (F)   b. (F)   c. (T)   d. (F)   e. (T)
4. a. PowerPoint is an application program that allows you to create and show slides to support a presentation.

b. To enter the text in a title text placeholder, follow these steps:

Step 1: Click on the title text placeholder box.

Step 2: Type your text in text placeholder box. For example, in the image the text entered is GREEN CITY CLEAN CITY.

c. A placeholder is a dotted box on a slide which may contain text, pictures, video, etc.

d. To save a presentation, follow these steps:

Step 1: Click on File tab.

Step 2: Select Save or Save As command from the left pane.

Step 3: You can also click the Save command on the Quick Access toolbar to save the file. Select This PC from the center pane and click on Browse option.

Step 4: The Save As dialog box opens. Select the location of the file.

LET'S SOLVE

a. SLIDES   b. PRESENTATION   c. PLACEHOLDER   d. POWERPOINT

LET'S EXPLORE

Do it yourself.

6. More on PowerPoint 2016

LET'S PLUG-IN ~~🔌

1. PRESENTATION   2. POWERPOINT   3. STATUS BAR
4. PLACEHOLDER   5. TITLE SLIDE   6. OUTLINE PANE

⊚ LET'S CATCH UP

1. Title and content   2. Title layout
3. Two content   4. Comparision

TEST YOUR SKILLS 🖱

1. a. (i)   b. (i)   c. (ii)   d. (ii)   e. (ii)
2. a. Slide show   b. Nine   c. Slide area   d. Reading view

3. a.   i.   Reading view

    b.   ii.   Slide Show

    c.   iii. Normal view

    d.   iv.   Slide Sorter view

    e.   v.   Outline view button

4. a. (T)   b. (F)   c. (F)   d. (T)

5. a. Slide layout is the formatting and positioning of the placeholder boxes for the content that appears on a slide. There are 9 types of slide layouts available in PowerPoint.

    b. The slide sorter view shows the miniature version of all slides. Here, we can easily change the order of the slides. Whereas, Reading view is used when you want to view a presentation not in full screen but in a window with simple controls that make the presentation easy to review.

    c. To insert WordArt, follow the given steps:

       Step 1:   Click on Insert tab.

       Step 2:   Click on WordArt command in the Text group.

       Step 3:   The WordArt styles drop-down menu will appear.

       Step 4:   Select the desired WordArt Style. A text box appears on the slide with the text "Your Text Here".

    d. To insert a picture from a file, follow the given steps:

       Step 1:   Click on Pictures option from the placeholder. The Insert Picture dialog box appears.

       Step 2:   Browse to the location where you have saved your picture file. Select the desired picture file. Click Insert button.

       Step 3:   The selected picture gets inserted in the slide.

    e. To delete a slide, follow the given steps:
       Step 1:   Right-click on the slide in the Outline Pane.
       Step 2:   From the pop-up, choose Delete Slide option. The selected slide will be deleted.

Fun Zone

Let's Solve

    a. Reading view   b. Outline view   c. Normal view   d. Slide sorter view
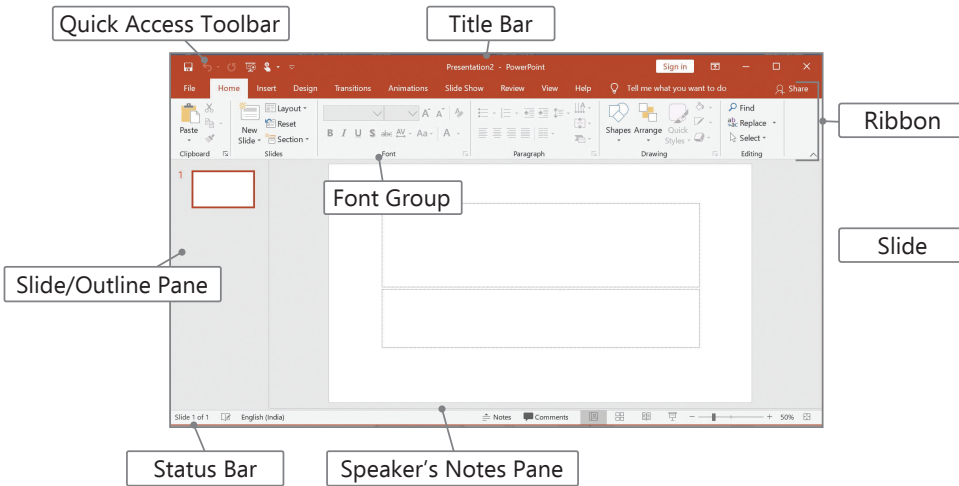
Let's Explore

Do it yourself.

Periodic Assessment–3

(Based on chapters 5 & 6)

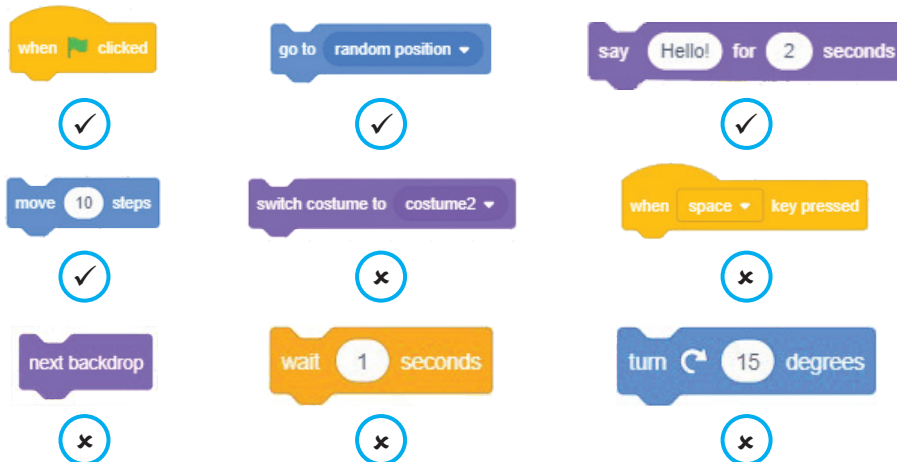1. a. (T)   b. (T)   c. (F)   d. (T)
    e. (F)   f. (F)

2.

Quick Access Toolbar — Title Bar — Ribbon — Font Group — Slide — Slide/Outline Pane — Status Bar — Speaker's Notes Pane

3. Presentation view

LET'S EXPLORE

Do it yourself.

7. More Blocks in Scratch

LET'S PLUG-IN

when ⚑ clicked ✓

go to random position ▾ ✓

say Hello! for 2 seconds ✓

move 10 steps ✓

switch costume to costume2 ▾ ✗

when space ▾ key pressed ✗

next backdrop ✗

wait 1 seconds ✗

turn ↻ 15 degrees ✗

LET'S CATCH UP

5	think Hmm... for 2 seconds
3	say Who. for 2 seconds
4	say You can speak owl language? for 2 seconds
1	say Knock knock! for 2 seconds
2	say Who's there? for 2 seconds

TEST YOUR SKILLS

1. a. (i)   b. (ii)   c. (i)   d. (iii)
2. a. Say   b. Go to   c. Sound   d. Move
3. a. Turns the sprite clockwise.

   b. Used to set the volume of the sprite.

   c. Used to say something for a given time.

   d. Used to repeat a set of blocks a fixed number of times.
4. a. (T)   b. (T)   c. (F)   d. (F)
5. a. Say block

   b. Motion blocks are use to move the sprite on the stage.

   c. Wait block stops all activities for a given amount of time.

   d. They have looping blocks which are used when the same blocks have to be repeated for a number of times. Repeat block and Forever block are two types of control blocks.

FUN ZONE

LET'S SOLVE

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

8. Creating Shapes in Scratch

LET'S PLUG-IN

Do it yourself

LET'S CATCH UP

1. Heptagon
2. Triangle
3. Pentagon
4. Nonagon
5. Hexagon
6. Octagon

TEST YOUR SKILLS

1. a. (ii)　　　　b. (ii)　　　　c. (i)
2. a. Polygon　　b. 360　　　　c. Go　　　　d. Hexagon
3. a. (F)　　　　b. (F)　　　　c. (T)　　　　d. (T)
4. a. The pen blocks draw a trail as the Sprite moves on the stage.

   b. Polygons are 2D shapes with 3 or more straight lines and angles.

   c. Polygons are 2D shapes with 3 or more straight lines and angles.

   d. To draw a square we can keep the value of the move block same but to draw a rectangle we have to change the value of move block 2 times in the loops.

FUN ZONE

LET'S SOLVE

a. 0 sides, 360 degree　　　b. 3 sides, 180 degree　　　c. 4 sides, 360 degree

d. 4 sides, 360 degree　　　e. 5 sides, 360 degree　　　f. 6 sides, 360 degree

g. 7 sides, 360 degree

LET'S EXPLORE

Do it yourself.

9. More about the Internet

Do it yourself

LET'S CATCH UP

Do it yourself

TEST YOUR SKILLS

1. a. (i)   b. (ii)   c. (iii)   d. (iii)
2. a. Internet   b. WWW   c. Home page
   d. Refresh   e. Web browser
3. a. (F)   b. (F)   c. (F)   d. (F)   e. (F)
4. a. It is a network of computers was called the Advanced Research Projects Agency Network or ARPANET.

   b. ISP is a company that provides you the Internet connection and services for an annual or monthly fee. Some popular ISPs in India are BSNL, MTNL, Airtel, Reliance Communications, etc.

   c. Getting the data from the host computer (server) to the client computer (user's computer) is known as downloading. Whereas send in data to the host computer is known as uploading.

   d. Microsoft Edge is the default web browser in the Windows 10 operating system. The three parts of Microsoft Edge are Current Tab, Back/forward, New tab.

FUN ZONE

LET'S SOLVE

   a. ARPANET   b. MICROSOFT EDGE   c. HYPERLINK   d. INTERNET
   e. SEARCH ENGINE

LET'S EXPLORE

Do it yourself.

Periodic Assessment–4

(Based on chapters 7 to 9)

1.

2. a. World Wide Web refers to the largest collection information on the internet.

b. A Web page is the most basic unit of every webpage.

c. The first page of a website is called a home page.

d. Copying data from the client computer to host computer is known as uploading.

e. ISP is an organization that provides you the Internet connection and services for a cost.

f. Event blocks control events and the starting of scripts.

g. Control blocks control the way the script runs in a project.

Test Sheet–2

(Based on chapters 5 to 9)

Section A

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

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

B. 1. Slide 2. Polygons 3. 360 4. ISP 5. Slideshow

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

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

Section B

A. 1. Internet Service Provider 2. Ctrl + C 3. Ribbon 4. Control

B. 1. To enter text in the new slide, follow these steps:

Step 1: Click on the title text placeholder box and type your text.

Step 2: Click on the subtitle text placeholder box and type your text. When you press the Enter key a new bullet appears in the next line. Type the remaining text.

2. To use the outline view, click on the View tab and then click on the Outline view command in the Presentation Views group. Outline view displays the text of each slide on the left pane. You can edit the text directly from here.

3. Control block have have looping blocks which are used when the same blocks have to be repeated for a number of times.

4. When a client copies data from the server using the Internet it is called downloading. Whereas, if the client sends data to the server then it is known as uploading.