

ANSWER KEY




Touchpad iPRIME Ver 2.0

Class-3

1. A Computer System

One Touch Learn



- A.** 1. a. 2. c. 3. b. 4. a. 5. a.
- B.** 1. CU 2. Joystick 3. CPU 4. Monitor 5. input devices
- C.** 1. T 2. F 3. F 4. F 5. T 6. F
- D.** 1.  2.  3. 

Let's Do It



- A.** 1. A computer is an electronic machine which is made up of various devices.
2. Supercomputer is the largest and fastest of all types of computers. It can process very large amount of data quickly.
3. Paint and MS Word are two examples of application software.
- B.** 1. IPO (Input-Process-Output) cycle means computer takes the input, process it and gives us the output.
2. A computer accepts data and instructions through input devices whereas a computer displays the results of the processed data through the output devices.
3. CPU does all the calculations, runs all the programs and manages all the operations.

Crack The Code



1. Printer 2. Mouse 3. Speakers 4. Microphone

FUN in LAB



Do yourself.



2. GUI Operating System—An Introduction

One Touch Learn

- A.** 1. b. 2. b. 3. b. 4. b. 5. a.
- B.** 1. Microsoft 2. icons 3. Desktop 4. I Beam
- C.** 1. d. 2. e. 3. b. 4. a. 5. f. 6. c.
- D.** 1. T 2. F 3. T 4. F

Let's Do It

- A.** 1. Icons and Taskbar are two components of Windows 10 desktop.
2. Busy shape of a mouse pointer shows that the computer is busy and wants us to wait.
3. When the computer remains switched ON for a specified time without any use, a moving pattern or animation is called screen saver.
- B.** 1. To shutdown a computer, follow these steps:
Step 1 Click on Start button.
Step 2 Select Shut Down.
Step 3 Switch off the monitor button.
Step 4 Switch off UPS button.
Step 5 Turn off the main power supply button.
2. Taskbar is a long bar located at the bottom of the desktop. It helps to manage various currently active programs, opened in different windows.
3. To sort desktop icons, follow these steps:
Step 1 Right-click on any blank area of the desktop. From the shortcut menu or pop-up menu that appears click on Sort by options.
Step 2 Click from the choices to arrange the icons in that order.

Crack The Code

1. COMPUTER 2. RECYCLE BIN 3. START BUTTON 4. FOLDER

FUN in LAB

Do yourself.



3. Word Processor—An Introduction

One Touch Learn

- A.** 1. c. 2. c. 3. a. 4. c.
- B.** 1. F 2. T 3. T 4. T 5. T
- C.** 1. delete 2. fill tab 3. Status bar 4. Window control buttons 5. Zoom slider

Let's Do It

- A.** 1. MS Word is used to type letters, stories, reports, etc., in a simple way.
2. Ribbon, Tabs and Title bar.
3. Inserting text refers to add text in the document whereas, deleting text refers to remove text in the document.
- B.** 1. Steps to create new document in Word 2016 are::
Step 1 Click on File tab.
Step 2 Click New option.
Step 3 Click on Blank document option from the available Templates.
Step 4 Click Create button.
2. Steps to open a saved document in Word 2016 are:
Step 1 Click on File tab.
Step 2 Click Open option.
Step 3 Find the file to be opened and click the Open button.
3. Steps to save a file in Word 2016 are:
Step 1 Click on File tab.
Step 2 Select Save or Save As option.
Step 3 Give your file a name in the File name box.
Step 4 Click the Save button.

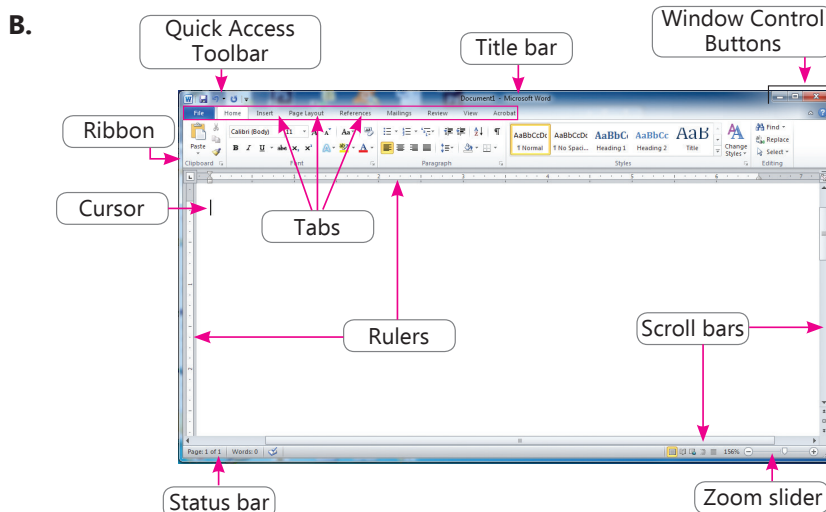
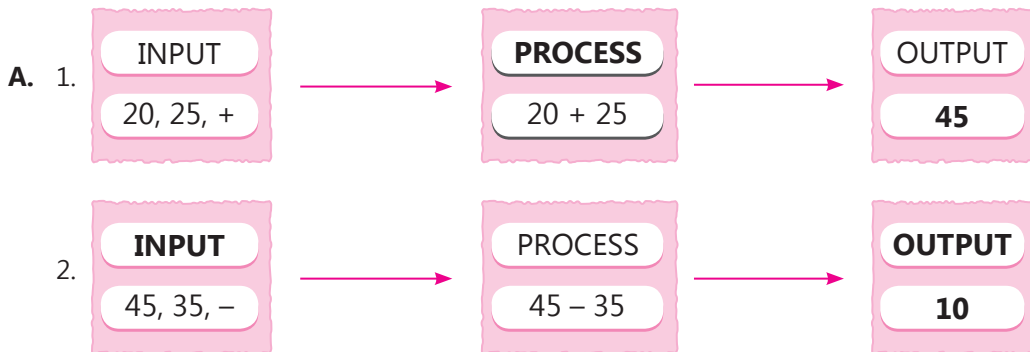
Crack The Code

- A.** Ctrl + S Ctrl + O
Ctrl + P Alt + F4
Ctrl + N
- B.** 1. Title bar 2. Title bar 3. Quick Access Toolbar 4. Status bar

Do yourself.

Worksheet-1

(Based on chapters 1 to 3)



- C.** 1. Start Button 2. CPU 3. Taskbar 4. Windows 7

Test Sheet–1

(Based on chapters 1 to 3)

Section A

- A.** 1. (ii) 2. (iii) 3. (iii)
- B.** 1. T 2. F 3. T
- C.** 1. CPU 2. file tab 3. I Beam

Section B

- A.** 1. A computer is an electronic machine which is made up of various devices.
2. Busy shapes of a mouse pointer shows that the computer is busy and wants you to wait.
3. MS Word is used to type letters, stories, reports, etc., in a simple way.
- B.** 1. Steps to open a saved document:
Step 1 Click on File tab.
Step 2 Click Open option.
Step 3 Find the file to be opened and click the Open button.
2. A computer accepts data and instructions through input devices whereas a computer displays the results of the processed data through the output device.

4. The Internet—An Introduction



- A.** 1. a. 2. c. 3. c. 4. c. 5. c.
- B.** 1. F 2. T 3. F 4. T 5. F
- C.** 1. World Wide Web 2. Google drive 3. Home Page 4. Internet 5. Web Browser
- D.** 1. c. 2. a. 3. d. 4. b.



- A.** 1. Internet is a network of computers connected all over the world.
2. Website is a collection of Web pages under one website address.
3. Uniform Resource Locator (URL) is a unique address of every web page. URLs are the key to navigate the web.
- B.** 1. Copying the data from the client computer (user's computer) to the host computer (server) is known as Uploading whereas, Getting the data from the host computer (server) to the client computer (user's computer) is known as Downloading.
2. The disadvantages of Internet are:
(i) Internet can be potential source of online threats and malware attacks.
(ii) Internet is addictive and can lead to wastage of time.
3. (i) **Google Digital Citizen:** Digital citizen know the rules and limitation of the Internet. Digital citizen also helps to protect others on Internet.
(ii) **Online Shopping:** Online Shopping is buying and selling of products all over the world through the Internet.

- A.** 1. Internet 2. Website 3. E-mail 4. Flipkart 5. URL 6. www
B. 1. Title bar 2. Title bar 3. Quick Access Toolbar 4. Status bar

Do yourself.

5. Fun with Paint

- A.** 1. a. 2. c. 3. c. 4. a.
B. 1. F 2. T 3. T 4. F
C. 1. b. 2. a. 3. d. 4. c.

- A.** 1. Paint program is used to draw and colour the pictures.
 2. The three component of Paint window are drawing area, ribbon and tittle bar.
 3. The color picker tool is used to pick a colour from an existing object and reuse in other object within the same drawing area.
 4. Skew Command is used to stretch the image from one end while other end remains fixed.
- B.** 1. Copy and Paste command gives the duplicate image of a drawing whereas, Cut and Paste command deletes the image from one place and pastes it to another place.
 2. Steps to Resize an image are:
 Step 1 Click on Home tab.
 Step 2 Click on Select command and then click on Rectangular Selection.
 Step 3 Select the image by dragging the mouse over it.
 Step 4 Click on Resize. Resize and skew dialog box appears.
 Step 5 Select the Maintain aspect ratio check box.
 Step 6 Enter the Horizontal value (width) or vertical value (height).
 Step 7 Click OK.
 3. Rectangular Selection is used to select the drawing in rectangular form as per need.
 Whereas, Free form Selection is used to select the drawing in free as per need.

4. Steps to save a file in JPEG format are:

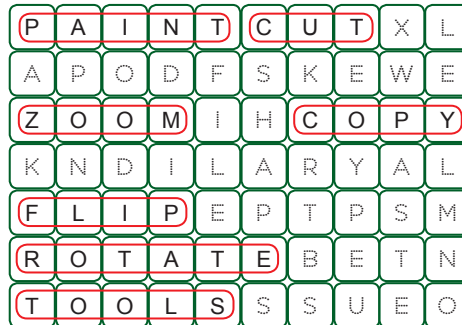
Step 1 Click on Paint button.

Step 2 Click on Save as button.

Step 3 In the File Name box, type the file name.

Step 4 Click on the Save as type drop down menu and select the required format.

Step 5 Click on Save button.



Do yourself.

6. File Management—Organisation of Folders



- A.** 1. a. 2. b. 3. c. 4. c. 5. a.
B. 1. T 2. F 3. T 4. T
C. 1. b. 2. d. 3. e. 4. c. 5. a



- A.** 1. A file is a collection of related information.
2. The purpose of saving a file is that it can prevent our work from getting lost.
3. A folder within a folder is called a subfolder.

B. 1. Steps to save a file are:

Step 1 Click on the Save option from the File tab.

Step 2 Type a name in the File name: text box.

Step 3 Select the location where you want to save your file.

Step 4 Click on the Save button.

2. Steps to create a folder on desktop are:

Step 1 Right-click at any blank area of the desktop. Click on the New option.

Step 2 Click on the Folder option.

3. Steps to delete a file are:

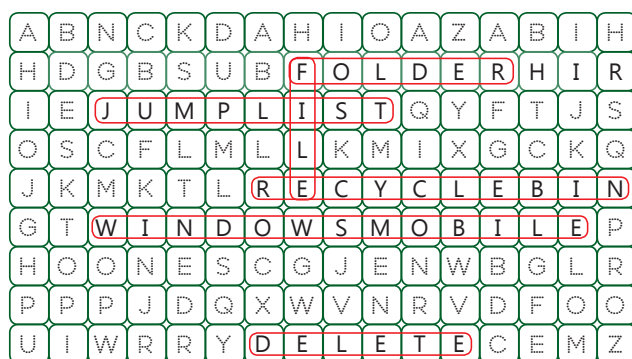
Step 1 Open the folder that contains the file you want to delete.

Step 2 Click on the file you want to delete.

Step 3 Click on Organize.

Step 4 Click on delete.

Step 5 Click on Yes.



Do yourself.

Worksheet-2

(Based on chapters 4 to 6)

- A.** 1. Internet Explorer 2. Polygon 3. Eraser
4. Spreadsheet File 5. Folder 6. Brush tool
- B.** 1. INTERNET 2. PENCIL TOOL 3. MOZILLA FIREFOX
4. DOCUMENT FILE 5. RECYCLE BIN



- C.** 1. World Wide Web
2. Joint Photographic Experts Group
3. Uniform Resource Locator
4. Portable Network Graphics

- D.** 1. Ctrl + S 2. Ctrl + C 3. Ctrl + W 4. Ctrl + V 5. Ctrl + X 6. Ctrl + D

Test Sheet–2

(Based on chapters 4 to 6)

Section A

- A.** 1. (iii) 2. (iii) 3. (i)
- B.** 1. T 2. T 3. T
- C.** 1. Website 2. icon 3. Internet

Section B

- A.** 1. Uniform Resource Locator (URL) is a unique address of every web page. URLs are the key to navigate the web.
2. Rotate command is used to change the position of the drawing at different angles.
- B.** 1. A file contains a collection of related information whereas, a folder is like a file cabinet in which we can keep your files.
2. Copy and Paste command gives the duplicate image of a drawing whereas, Cut and Paste command deletes the image from one place and pastes it to another place.

