

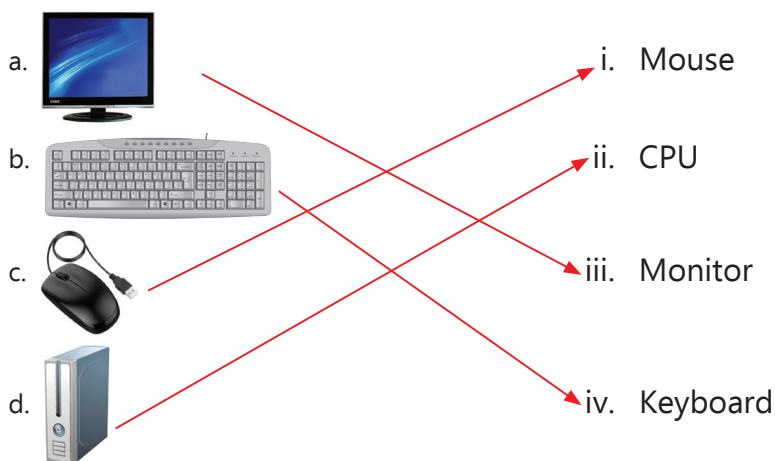
# ANSWER KEY

Touchpad PLUS Ver 2.0

Class-3

## 1. Computer System

LET'S PLUG-IN 



LET'S CATCH UP

Input

Process

Output

TEST YOUR SKILLS 

- (i)
  - (ii)
  - (ii)
  - (i)
- Devices
  - Hardware
  - Application Software
  - Operating system
  - ALU
- The parts of a computer that we can see and touch are called hardware.
  - The CPU (Central Processing Unit) is the processing device that works on input and sends the result to the output devices.
  - A computer works on the IPO (Input-Process-Output) cycle. It receives input from the user through input devices, processes it using the CPU and gives back the output using output devices.
  - System software controls and manages all the activities of a computer system whereas Application software can perform some specific types of jobs on computer.





LET'S SOLVE

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



LET'S EXPLORE

Do it yourself.

## 2. Input and Output Devices

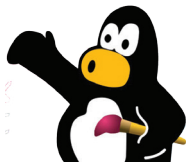
LET'S PLUG-IN

1.



H

2.



S

3.



S

4.



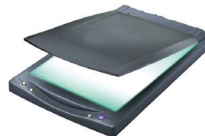
H

5.



S

6.



H



2

## LET'S CATCH UP

1. Printer      2. Speakers      3. Headphones      4. Web Camera

## TEST YOUR SKILLS

1. a. (i)      b. (i)      c. (i)      d. (iii)
2. a. (T)      b. (F)      c. (F)      d. (T)
3. a. A Keyboard is an input device used to give orders to the computer by pressing its keys.  
b. A joystick is an input device used to play games on a computer.  
c. A touchscreen is an input device used to enter data by simply touching the screen.  
d. When we take a printout of the output, it is known as hard copy. When the output is displayed on the monitor, it is called soft copy.  
e. A printer is an output device which is used to take printout on a paper. Its types are Laser Printer and Inkjet Printer.

## FUN ZONE



### LET'S SOLVE

- A. MOUSE      B. JOYSTICK      C. WEBCAM      D. KEYBOARD      E. PLOTTER



### LET'S EXPLORE

Do it yourself.

## Periodic Assessment-1

(Based on chapters 1 & 2)

- |           |                              |                                 |                                 |            |             |
|-----------|------------------------------|---------------------------------|---------------------------------|------------|-------------|
| <b>A.</b> | 1. Mouse<br>6. Headphones    | 2. Keyboard<br>7. Projector     | 3. Light pen                    | 4. CPU     | 5. Monitor  |
| <b>B.</b> | 1. Touchscreen<br>6. Printer | 2. Pen drive<br>7. Compact Disc | 3. Smart board<br>8. Web Camera | 4. Monitor | 5. Joystick |
| <b>C.</b> | 1. (T)                       | 2. (T)                          | 3. (F)                          | 4. (F)     |             |

## 3. Windows 10

### LET'S PLUG-IN

Do it yourself.

## LET'S CATCH UP

1. Desktop

2. Icon

3. Start button

4. Start menu

## TEST YOUR SKILLS

1. a. (ii)                      b. (i)                      c. (iii)                      d. (iii)
2. a. (F)                      b. (T)                      c. (F)                      d. (F)                      e. (T)
3. a. Windows 10              b. Minimize              c. Task view              d. Desktop              e. Live tiles
4. a. It 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. A Settings dialog box appears.  
 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 from the drop down list. Step 4: Select any picture from the display.  
 Step 5: A preview of the desktop with the selected picture appears in the window. After choosing a picture, the Background will change automatically.  
 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.

## FUN ZONE

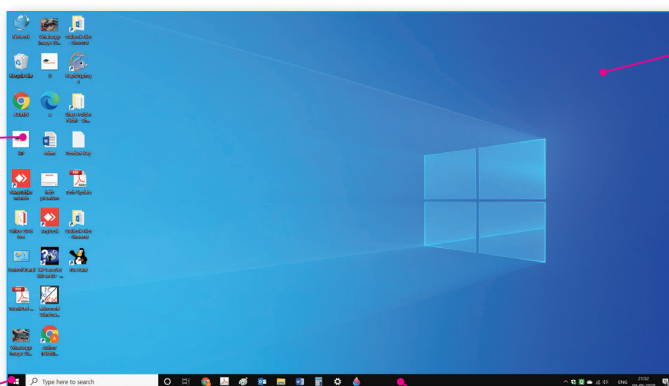


### Let's SOLVE

1.

Icons

Start button



Desktop Background

Taskbar

2. a. TASKBAR

b. DESKTOP

c. BACKGROUND

d. ICONS





Do it yourself.

## 4. Let's Learn Paint 3D

### LET'S PLUG-IN

Do it yourself.

### LET'S CATCH UP

1. Brushes tool
2. Names toggle tool
3. 2D shapes tool
4. 3D shapes tool

### TEST YOUR SKILLS

1. a. (iii)                      b. (iii)                      c. (ii)                      d. (iii)                      e. (ii)
2. a. Title bar                      b. Canvas                      c. Brushes                      d. Color Palette                      e. Shapes
3. a. (T)                      b. (F)                      c. (F)                      d. (F)
4. a. Title bar, Menu and Canvas

b. To add 2D text, follow the given steps:

Step 1: Click on Text tool on toolbar. It replaces the right side panel with text options.

Step 2: Click 2D text option.

Step 3: Choose the font style, colour, size and alignment you want for your text.

Step 4: Click on the Canvas where you want to type. A text box appears. Type the text.

c. To create 3D Shapes, follow the given steps:

Step 1: Click on the 3D shapes tool in the Toolbar. It will replace the brushes options on the side panel.

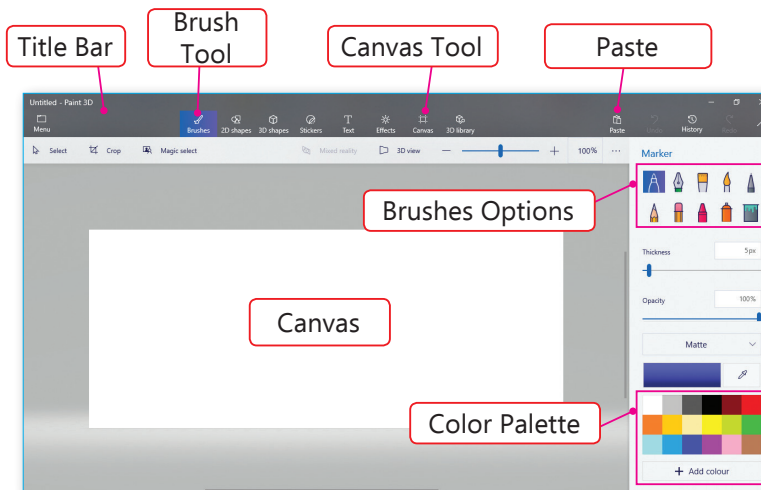
Step 2: Click on shape you want to draw in 3D objects option.

Step 3: Move the mouse pointer to the Canvas. Click and drag the pointer to draw the shape.

Step 4: You see a 2D shape drawn with four handles around the shape. Rotate the shape using the Rotation handles to see the 3D effect.



LET'S SOLVE



LET'S EXPLORE

Do it yourself.

## Periodic Assessment-2

(Based on chapters 3 & 4)

- |           |                      |                    |                 |        |         |
|-----------|----------------------|--------------------|-----------------|--------|---------|
| <b>A.</b> | 1. Notification area | 2. Control buttons | 3. Folder icon  |        |         |
|           | 4. 2D shapes         | 5. Text            | 6. Brushes Tool |        |         |
| <b>B.</b> | 1. (g)               | 2. (d)             | 3. (b)          | 4. (c) | 5. (f)  |
|           | 6. (h)               | 7. (e)             | 8. (a)          | 9. (j) | 10. (i) |
| <b>C.</b> | 3D Shapes Tool.      |                    |                 |        |         |

## Test Sheet-1

(Based on chapters 1 to 4)

### Section A

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

### Section B

- |           |               |           |         |            |         |
|-----------|---------------|-----------|---------|------------|---------|
| <b>A.</b> | 1. Windows 10 | 2. Canvas | 3. Icon | 4. Plotter | 5. Head |
|-----------|---------------|-----------|---------|------------|---------|



- B.**
1. To select a shape just click on it. The panel changes and displays tool options to edit the shapes drawn.
  2. A projector projects or displays data of computer screen on a large screen or surface for audience.
  3. The Notification Area is located at the right side of the Taskbar. It 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. Using Word 2016

### LET'S PLUG-IN

Do it yourself.

### LET'S CATCH UP

- |           |                |              |             |             |
|-----------|----------------|--------------|-------------|-------------|
| 1. RIBBON | 2. ZOOM SLIDER | 3. TITLE BAR | 4. FILE TAB | 5. MINIMIZE |
|-----------|----------------|--------------|-------------|-------------|

### TEST YOUR SKILLS

1. a. (iii)                      b. (iii)                      c. (i)                      d. (iii)
2. a. Typing                      b. Ribbon                      c. Vertical
3. a. (T)                      b. (F)                      c. (F)                      d. (T)
4. a. Word helps us to type letters, stories, reports, quickly and easily and present our text beautifully.  
b. To create a new document, follow these steps:  
    Step 1: Click on File tab The Backstage view appears.  
    Step 2: Select New option from the left pane.  
    Step 3: Click on the Blank document option in the right pane.  
c. In Word 2016, the toolbars and menus are replaced with the ribbon. It contains all the Tabs and Groups.  
d. To save your document in Word, follow these steps:  
    Step 1: Click on File tab. An Info screen appears.  
    Step 2: Select Save or Save As from the left pane.  
    Step 3: Select This PC option from the center pane. Then click on Browse option.  
    Step 4: The Save As dialog box opens. Select the location of the file. Type a name for your file in the File name box.  
    Step 5: Click on Save button.



### LET'S SOLVE

- a. Ctrl+N                      b. Ctrl + S                      c. Ctrl + O                      d. Alt +F4



### LET'S EXPLORE

Do it yourself.

## 6. Editing and Formatting in Word 2016

### LET'S PLUG-IN

Do it yourself.



### LET'S CATCH UP

1. L, Underline                      2. C, Bold                      3. R, Font Color

### TEST YOUR SKILLS



1.    a. (ii)                      b. (ii)                      c. (ii)                      d. (iii)                      e. (ii)
2.    a. Ctrl+A                      b. Font                      c. Left                      d. Enter
3.    a. iii.                      b. v.                      c. iv.                      d. ii.                      e. i.
4.    a. To select specific text in a document, follow these steps:
  - Step 1: Place your cursor in front of the first letter of the word, sentence, or paragraphs you want to select.
  - Step 2: Press and hold Shift key while you drag your cursor to select the text you want.
- b. Changing the appearance and arrangement of the text is called formatting the text.
- c. To apply an artistic border, follow these steps:
  - Step 1: Click on Page Border tab in the Borders and Shading dialog box. On the Page Border tab, at the bottom, you will see a box called Art.
  - Step 2: Click on the drop-down arrow below the Art box.
  - Step 3: Select a border style.
  - Step 4: Click on OK.
- d. A bullet is a small symbol used to mark each item in a list.
- e. 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.







### LET'S SOLVE

1. Paragraph group      2. Font group      3. Paragraph group      4. Font group



### LET'S EXPLORE

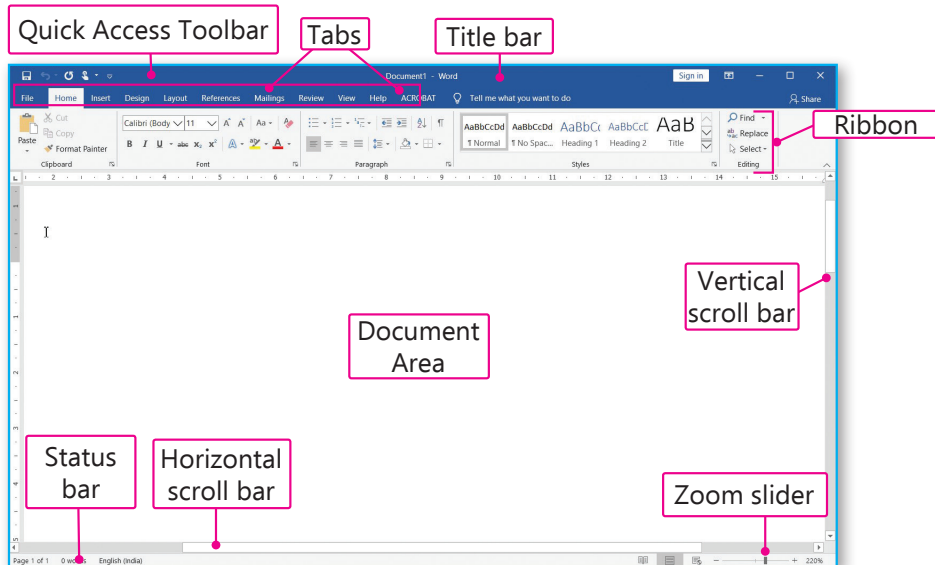
Do it yourself.

## Periodic Assessment-3

(Based on chapters 5 & 6)

- A. 1. Groups      2. Status      3. Vertical      4. Justify  
5. Font      6. Ctrl+A      7. Formatting      8. Enter

B.



- C. Artistic Border option.

## 7. Stepwise Thinking

### LET'S PLUG-IN

Do it yourself.



## LET'S CATCH UP

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

## TEST YOUR SKILLS

1. a. (iii)                      b. (ii)                      c. (i)
2. a. (F)                      b. (F)                      c. (T)                      d. (T)
3. 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 whereas, Problem Solving is the process of finding solutions to a difficult task.  
c. A case study refers to a task which is based on real life situations  
d. Step 1: Make a list of family members and friends to be invited.  
Step 2: Decide the time and place for the party.  
Step 3: Inform family members and friends about the party place through phone calls or e-mail.  
Step 4: Greet the guest with love and warmth.  
Step 5: Start and enjoy the party.

## FUN ZONE



### LET'S SOLVE

- a. (ii)
- b. Do it yourself.



### LET'S EXPLORE

Do it yourself.

## 8. Let's Learn Scratch

### LET'S PLUG-IN

Do it yourself.



## LET'S CATCH UP

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

## TEST YOUR SKILLS

1. a. (i)                      b. (ii)                      c. (ii)                      d. (ii)                      e. (ii)
2. a. (T)                      b. (F)                      c. (F)                      d. (F)                      e. (T)
3. a. (i)                      b. (ii)                      c. (iv)                      d. (v)                      e. (iii)
4. a. It is the actor who acts on the stage. Sprite is an object in Scratch that performs the function on stage area.  
b. Title Bar, Menu Bar, Stage Area  
c. The blocks that are used to control the movement of a Sprite are known as Motion blocks.  
d. To change the appearance of a sprite, follow these steps:  
    Step 1: Click on the Costumes tab. An image of the selected sprite appears in the tab. Here the selected sprite is cat.  
    Step 2: Click on the image of the sprite. Drag the selection blue border to select the cat. A border appears around it.  
    Step 3: Click on Fill and Outline options to change the colors of the cat and the outline.

## FUN ZONE



### LET'S SOLVE

Do it yourself.



### LET'S EXPLORE

Do it yourself.

## 9. Internet

### LET'S PLUG-IN

Do it yourself.

## LET'S CATCH UP

1. Internet      2. Homepage      3. WWW

## TEST YOUR SKILLS

1. a. (iii)                      b. (ii)                      c. (iii)                      d. (i)
2. a. Internet                      b. URL                      c. Website  
d. World Wide Web                      e. Web Browser
3. a. (F)                      b. (T)                      c. (F)                      d. (F)
4. a. Internet is the technology by which millions of computers in the world are connected to one another to share information. Using the Internet, you can search for information on any topic and send and receive e-mail messages.  
b. It wastes our time and makes us lazy.  
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.

## FUN ZONE

### Let's SOLVE

a. (ii)

b. Do it yourself.

### Let's EXPLORE

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

### Let's EXPLORE

Do it yourself.

## Periodic Assessment-4

(Based on chapters 7 to 9)

- A.** 1. (a)                      2. (d)                      3. (b)                      4. (c)
- B.** 1. Sprite                      2. Homepage                      3. URL                      4. Go button                      5. Flipkart
6. World Wide Web
- C.** Google Chrome, Mozilla Firefox.

## Test Sheet-2

(Based on chapters 5 to 9)

### Section A

- A.** 1. (iii)                      2. (ii)                      3. (iii)                      4. (i)
5. (iii)                      6. (ii)                      7. (i)                      8. (i)
- B.** 1. Text Effects                      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
3. Ctrl + B                      4. Two, Reasoning and Problem solving
- B.** 1. To change the alignment of the selected text, follow these steps:
- Step 1: Select the text.
- Step 2: Click on Home tab.
- Step 3: Click on the justify button from the Paragraph group. The text will be justified from left and right margins.
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)