

# ANSWER KEY

Touchpad iPRIME Ver 1.0

Class-4

## 1. Computers—Storage and Memory Device

One Touch Learn 

- A.** 1. a.      2. c.      3. b.      4. a.
- B.** 1. Random Access Memory      2. Read Only Memory      3. Gigabyte      4. USB
- C.** 1. MEMORY CARD      2. HARD DISK      3. FLASH DRIVE  
4. MAGNETIC DISK      5. COMPACT DISC

Let's Do It 

- A.** 1. Hard disk is a secondary storage device. It is used to store data.  
2. Memory Card is very small in size usually 1–1.5 inches. These are used in mobile phones and digital cameras.  
3. 1. CD-ROM      2. CD-R      3. CD-RW
- B.** 1. 1. Dynamic RAM (DRAM): It requires continuous power to refresh the data stored.  
2. Static RAM (SRAM): It also requires constant power to hold on to data, but it doesn't need to be continually refreshed the way DRAM does.  
2. Primary Memory is the main memory of the computer. CPU can directly access this memory. Secondary Memory is permanent in nature and is not directly accessed by the CPU. It allows users to store data that may be easily retrieved.  
3. a. Pen drive is used to store data upto 1 TB.  
b. Optical disc is used to store data that can be read and write using a low powered laser beam.
- C.** 1. Hard disk      2. Memory card      3. Blu-Ray disc      4. Pen drive

Crack The Code 

1. 2      2. 3      3. 4      4. 1

FUN in LAB 

Do yourself.

## 2. GUI Operating System—Desktop Management



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



- A. 1. Desktop background      2. Taskbar  
2. Small graphical representation of various file/folder, program or application is known as icons.  
3. The quick launch bar is located on the taskbar. It contains the shortcuts to open various programs.  
4. Shortcut menu appears when you right-click on an icon. It provides various options related to item.
- B. 1. To change the position of the taskbar, follow these steps:  
**Step 1** Right-click on the taskbar and uncheck the 'Lock the taskbar' option by clicking on it.  
**Step 2** Now, point to the taskbar and drag it to any side of the screen.
2. To change desktop background, follow steps:  
**Step 1** Right-click on the desktop. Choose Personalize option.  
**Step 2** In the window that opens, click on Desktop Background.  
**Step 3** Click on the down arrow of the Picture location option.  
**Step 4** Choose the background gallery you want to use.  
**Step 5** Click on Save changes.
3. Windows 7 provides a new feature called Aero peek through which you can instantly minimize your entire screen to view the desktop.



1. Window Color      2. Desktop Background  
3. Quick Access Toolbar      4. Start Button



Do yourself.



### 3. Editing in MS Word 2010

One Touch Learn



- A.** 1. a.      2. a.      3. c.      4. b.  
**B.** 1. T      2. T      3. F      4. F  
**C.** 1. select, delete      2. green      3. Thesaurus      4. backspace  
**D.** 1. b      2. e      3. a      4. c      5. d

Let's Do It



- A.** 1. Two features of MS Word 2010 are:  
(i) copy and move the text wherever required.  
(ii) To save document for future use.  
2. To delete the text using Backspace key, click to the right of the cursor and press Backspace key.  
3. Thesaurus is a tool used to find the most appropriate word for your document.  
4. Undo is used to cancel a command. Redo is used to reverse the action of undo command.
- B.** 1. Cutting the text means the selected text will disappear from its original location and will appear at another location where it is pasted. Copying the text means the selected text will remain at its original location as well as the place where it is pasted.  
2. In MS Word, spelling mistakes are shown by red wavy line and grammatical mistakes by green wavy line.  
3. a. To make changes in the existing text, we need to select it.  
We can selecting Text using a Keyboard and Mouse.  
b. To insert the text, place the pointer at the required position where you want to insert the text and click.

Crack The Code



**Step 1**      Select  
**Step 2**      home

**Step 3**      copy, clipboard  
**Step 4**      paste

FUN in LAB



Do yourself.

## 4. Formatting in MS Word 2010

### One Touch Learn



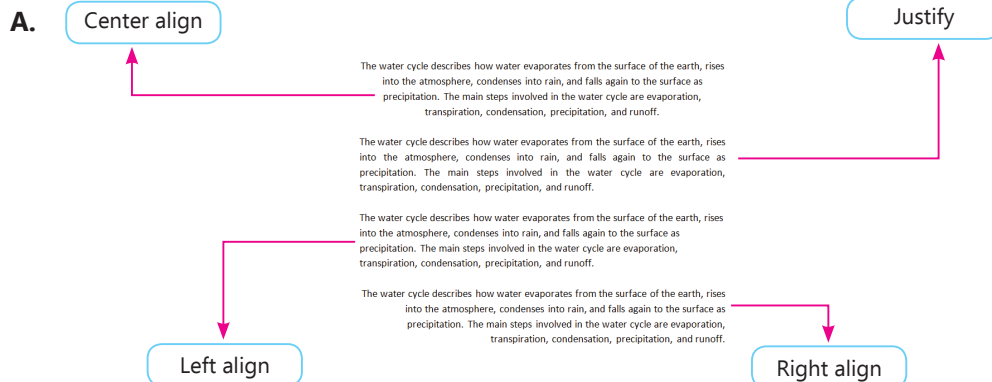
- A. 1. c.      2. c.      3. c.      4. b.
- B. 1. Bold    2. right    3. enter    4. formatting    5. bullet
- C. 1. f.      2. d.      3. e.      4. a.      5. g.      6. h.      7. c.      8. b.

### Let's Do It



- A. 1. Font is the look of the alphabet on the screen. Cambria and Calibri are the types of fonts.  
2. Left, Right, Center and Justify  
3. A bullet is a small symbol used to mark each item in a list.
- B. 1. (a) Bold means darker text. Italics means slanted text, Underline means a line under text.  
(b) Editing is used to make changes in documents by using editing tools. Formatting is used to improve appearance of text into a document by using formatting tools.
2. Line spacing is the blank space between two lines in paragraph. Steps to change line spacing:
- Step 1 Select the text.
  - Step 2 Click on the Home tab.
  - Step 3 Click on the Line and Paragraph Spacing in the Paragraph group.
  - Step 4 Choose any option from the drop-down menu.
3. Steps to highlight the text:
- Step 1 Select the text you want to highlight.
  - Step 2 Click on Home tab.
  - Step 3 Click on the drop-down list arrow to the right of the Text Highlight color button in the Font group.
  - Step 4 Choose the colour of your choice to apply.

### Crack The Code



- B. 1. Shortcut keys    2. Text effects    3. Changing Font Color    4. Formatting    5. Bullet

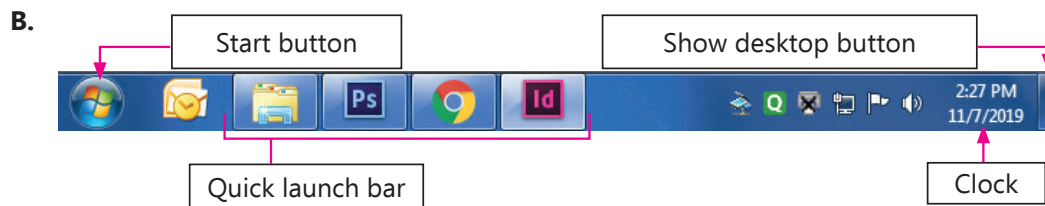


Do yourself.

## Worksheet-1

(Based on chapters 1 to 4)

- A. 1. External hard disk    2. CD-Drive  
3. Windows    4. Redo  
5. Paste    6. Center align



- C. 1. Text Effects    2. bullet    3. DVD    4. Icon    5. Byte  
D. Tab: Home    Group: Font

## Test Sheet-1

(Based on chapters 1 to 4)

### Section A

- A. 1. (iii)    2. (iii)    3. (i)  
B. 1. T    2. T    3. T  
C. 1. Gigabyte    2. green    3. bullet

### Section B

- A. 1. Memory card is very small in size usually 1–1.5 inches. These are used in mobile phones and digital cameras.  
2. While creating a document you might require a word with similar meaning. You can use Thesaurus to find a synonym for a word in your document.  
3. Left, Right, Center and Justify.
- B. 1. 1. Dynamic RAM (DRAM): It requires continuous power to refresh the data stored.  
2. Static RAM (SRAM): It also required constant power to hold  
2. To change the position of the taskbar, follow these steps:  
**Step 1** Right-click on the taskbar and uncheck the 'Lock the taskbar' option by clicking on it.  
**Step 2** Now, point to the taskbar and drag it to any side of the screen.

## 5. The Internet—Web Browser

One Touch Learn



- A. 1. c.      2. b.      3. c.      4. a.
- B. 1. www    2. web pages    3. Home page    4. Internet    5. Refresh
- C. 1. F      2. T      3. F      4. T

Let's Do It



- A. 1. Web browser is a software program which helps the user in opening and displaying the different web pages.
2. ISP is a company that provides Internet access on payment of a monthly fee.
3. When the user works on a system with the internet connection then it is called online. When the user works on a system without the Internet connection then it is called offline.
- B. 1. Internet is a network in which millions of computers are connected to one another to share information. Internet is used to search information on any topic and share information with others.
2. Title bar, Menu bar, New tab and Toolbar.
3. Steps to use a search engine:
- Step 1** Open a web browser.
- Step 2** Open a search engine, for example, type [www.google.com](http://www.google.com).
- Step 3** In the search box, type the keyword related to the information you are looking for. For example, type "APJ Abdul Kalam".
- Step 4** Press Enter key or click Search button. A list of related websites will be displayed.
- Step 5** Click on the link you find most relevant and read the information.

Crack The Code



- A. 1. MODEM      2. TELEPHONE LINE      3. COMPUTER SYSTEM      4. WEB BROWSER

FUN in LAB



Do yourself.



## 6. Introduction to MS PowerPoint 2010

### One Touch Learn

- A.** 1. c.      2. c.      3. b.      4. b.
- B.** 1. MS Office    2. Title bar    3. slide    4. presentation    5. status bar
- C.** 1. d.      2. c.      3. a.      4. e.      5. b.
- D.** 1. F      2. T      3. T      4. T      5. T

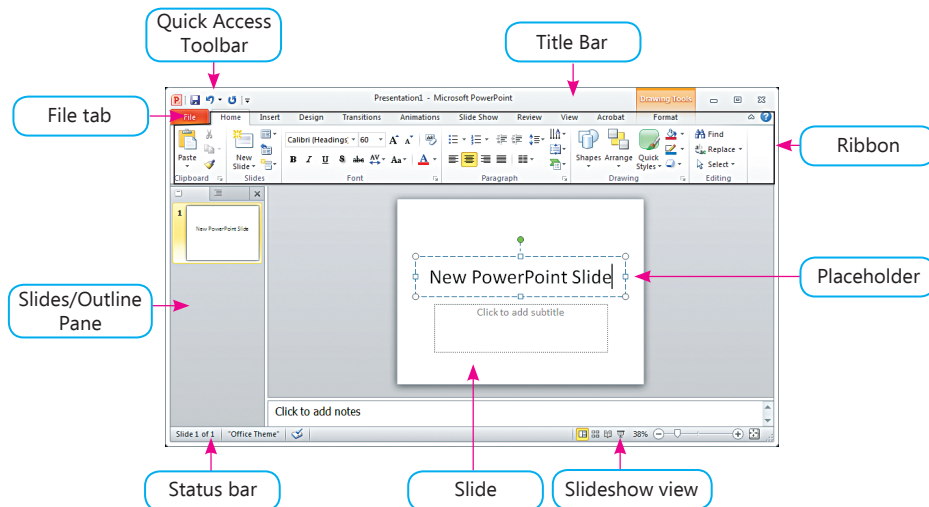
### Let's Do It

- A.**
1. Ms PowerPoint is a program that allows you to create presentations.
  2. A placeholder is a dotted box on a slide which may contain text, picture, video, etc.
  3. File tab, Status bar and Slide.
  4. Slide Show view is the full screen view of presentation.
- B.**
1. Steps to start Ms PowerPoint:  
**Step 1** Click on Start button.  
**Step 2** Click on All Programs.  
**Step 3** Click Microsoft Office.  
**Step 4** Click on Microsoft PowerPoint 2010.
  2. Steps to add a new slide:  
**Step 1** Click on Home tab.  
**Step 2** Click on the New Slide button.  
**Step 3** Select the slide, you want.
  3. Steps to save a presentation:  
**Step 1** Click on File tab.  
**Step 2** Click on the Save or Save As button.  
**Step 3** Navigate to the folder or location in which you want to save the file.  
**Step 4** Click on the File name text box and type a name for the file.  
**Step 5** Click on Save.

4. Steps to exit PowerPoint:

**Step 1** Click on File tab.

**Step 2** Click on the Exit button.



Do yourself.

## 7. Stepwise Thinking



- A. 1. b.      2. a.      3. a.      4. a.
- B. 1. Stepwise Thinking      2. Case study      3. Reasoning      4. Problem Solving
- C. 1. F      2. T      3. F      4. T
- D. 1. 4, 3, 2, 1      2. 3, 4, 1, 2



- A. 1. The process of completing one step and going onto the other is known as Stepwise Thinking.



2. Computational thinking means 'thinking like a computer'.
- B.** 1. Reasoning is the process of thinking about 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 difficult task.
2. Steps to organise a birthday party:
- Step 1** Make a list of family members and friends to be invited.
  - Step 2** Decide the date, 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** Make necessary arrangements like setting, eating and entertainment.
  - Step 5** Greet the guest with love and warmth.
  - Step 6** Start and enjoy the party.
  - Step 7** Farewell to the guests.
3. Write steps to plan to play badminton:
- Step 1** Get ready.
  - Step 2** Carry badminton.
  - Step 3** Carry money (if required).
  - Step 4** Avail the transport (if required).
  - Step 5** Go to the playground.



**A.** Do yourself.

**B.**



Do yourself.

## 8. Features of File Management

One Touch Learn



- A. 1. b.      2. a.      3. b.      4. c.  
B. 1. T      2. F      3. F      4. T  
C. 1. downloads      2. selected      3. subfolder      4. picture

Let's Do It



- A. 1. This helps you computer system to find the right files to use when running a program.  
2. Download folder is used to store the files that are downloaded from the Internet.  
3. Opening other's files and making any changes in it without allowing file owner called tampering.
- B. 1. A folder is like a container in which you can store files. A file contains a collection of related information.  
2. Steps to move a file/folder:  
**Step 1** Open the folder containing the file you want to move.  
**Step 2** Select the file. Click on Organize.  
**Step 3** Click on Cut.  
**Step 4** Open the new location where you want to paste your file.  
**Step 5** Click on Organize.  
**Step 6** Click on Paste.  
3. Steps to restore a deleted file/folder:  
**Step 1** Double-click the Recycle Bin icon on the desktop. The Recycle Bin window will appear, displaying all the files you have deleted.  
**Step 2** Right-click on the file/folder you want to restore.  
**Step 3** Click on Restore option.

Crack The Code



1. Ctrl + C      2. Ctrl + X      3. Ctrl + V      4. F2      5. Ctrl + Shift + N

FUN in LAB



Do yourself.

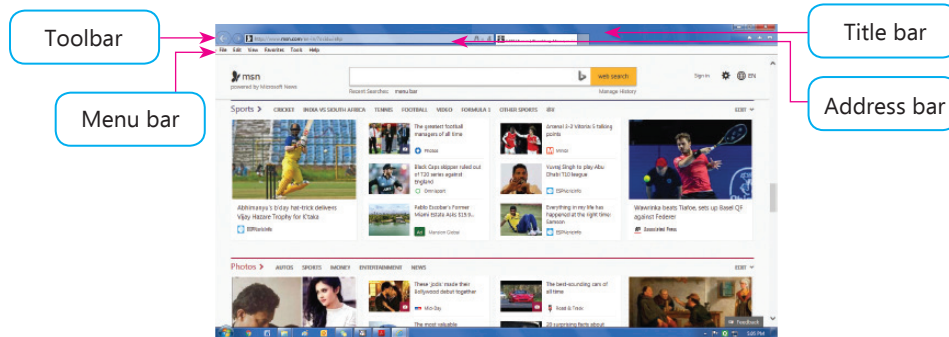


## Worksheet-2

(Based on chapters 5 to 8)

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

B.



- C. 1. Problem solving is the process of finding solutions to difficult task.  
 2. Case study refers to a task which is based on real life situation.  
 3. Folder is like a file cabinet in which you can keep your files.  
 4. Copy command is present under the organize group.

## Test Sheet-2

(Based on chapters 5 to 8)

### Section A

- A. 1. (iii)      2. (ii)      3. (iii)  
 B. 1. T      2. T      3. T  
 C. 1. Website      2. Slide      3. Downloads

### Section-B

- A. 1. ISP is a company that provides Internet access on payment of a monthly fee.  
 2. A placeholder is a dotted box on a slide which may contain text, picture, video, etc.  
 3. This helps you computer system to find the right files to use when running a program.
- B. 1. Steps to use a search engine:
- Step 1** Open a web browser.
  - Step 2** Open a search engine, for example, type www.google.com.
  - Step 3** In the search box, type the keyword related to the information you are looking for.
  - Step 4** Press Enter key or click Search button. A list of related websites will be displayed.
  - Step 5** Click on the link you find most relevant and read the information.
2. A folder is like a container in which you can store files. A file contains a collection of related information.