

ANSWER KEY

Touchpad PLUS Ver 1.0

Class-4

1. Evolution of Computers

One Touch Learn 

- A.** 1. (a) 2. (c) 3. (c) 4. (a) 5. (c)
- B.** 1. Charles Babbage 2. Lady Ada Lovelace
3. John Mauchly 4. IBM 5. ENIAC
- C.** 1. F 2. F 3. F 4. F 5. F
- D.** 1. (b) 2. (c) 3. (d) 4. (a)

Let's Do It 

- A.** 1. The people used to calculate or count with the help of fingers, toes, pebbles, stones, sticks and bones.
2. Fourth generation of computer used microprocessors.
3. Gottfried Wilhelm Leibniz invented digital mechanical calculator called Step Reckoner.
- B.** 1. The full form of ENIAC is Electronic Numerical Integrator and Computer. It was the first general purpose electronic general computer built by John Mauchly and Presper Eckert in 1946. It contained 18000 vacuum tubes and was 1000 times faster than Mark-I. It consumed almost 200 kw of power.
2. The first-generation computers were made up of vacuum tubes whereas, second generation computers were made up of transistors.
3. Third generation computers used IC's (Integrated Circuits) which are more affordable and dependable.
4. The fifth-generation computers use artificial intelligence. Size, cost, speed and performance of computers is improved as compared to fourth generation of computers.

Crack The Code 

- A.** 1. Analytical Engine 2. ENIAC and UNIVAC
3. Pascaline 4. Tabulating machine 5. Step Reckoner



- B. 1. 1642 2. 1946 3. 1944 4. 1985



Do yourself.

2. Personalizing Windows 7



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



- A. 1. Icons and Taskbar are the two components of Windows 7 desktop.
2. Gadgets are mini tools provided by Windows 7 that gives the quick access to the information and can be kept on the desktop.
3. Small graphical representation of various files/folders, programs or applications are known as icons.
- B. 1. Screen saver is the moving patterns or animation that appear on the screen. They are used when the computer is switched on but is not used by the user for some time.
2. **Step 1** Right click anywhere on the desktop.
Step 2 Click on personalize option.
Step 3 Click on the desktop background.
Step 4 Click on the down arrow picture location.
Step 5 Choose the background gallery
Step 6 Click on the browse button to choose pictures from a saved file
Step 7 Click on the clear all option
Step 8 Click on the image that you want to set as background
Step 9 Click on save changes
Step 10 Click on Close button.
3. To change window's color scheme, follow these steps:
Step 1 Open the Personalization window.
Step 2 Click on Window Color.
The Window Color and Appearance window appears.



Step 3 Click on the colour you want to use.

Step 4 Click (tick) the Enable transparency option to have transparent glass effect on the borders, etc.

Step 5 To set the colour intensity, click and drag the Color intensity slider.
Windows changes the transparency and intensity of the window border.

Step 6 Click on Save changes.



- | | | |
|--------------|-----------------|-----------------|
| 1. Icons | 2. Transparency | 3. Start button |
| 4. Wallpaper | 5. Gadgets | 6. Screen Saver |

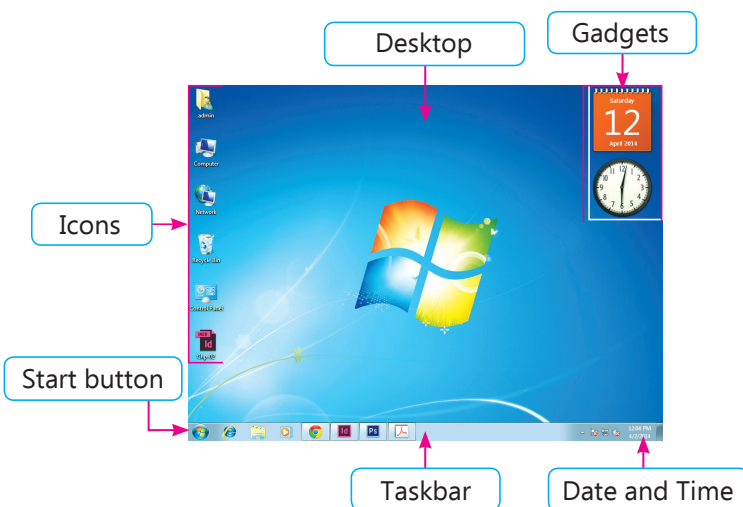


Do yourself.

Periodic Assessment-1

(Based on chapters 1 & 2)

A.



- B.** 1. Vacuum tube 2. Microprocessor 3. IC's 4. Transistors
- C.** Third Generation

3. Know About Computer Viruses

One Touch Learn

- A. 1. (a) 2. (c) 3. (a) 4. (c)
- B. 1. virus 2. crash 3. open 4. antivirus
- C. 1. antivirus 2. virus 3. antivirus 4. antivirus 5. virus

Let's Do It

- A. 1. Three sources through which our computer can get infected by a virus are:
- By using infected CD's and Pendrives
 - Opening infected emails
 - Downloading infected programs from Internet
2. Norton, McAfee, Quick Heal are the three antivirus software.
- B. 1. Two harms caused by Virus are:
- Crash hard disk and destroy some or all of the data
 - Reduces the speed of the computer
2. Computer virus is a program that can infect the system and quickly duplicates itself. For example Code Red, Mellisa etc.
3. Two ways to prevent computer from getting infected by a virus:
- By downloading legal software
 - By installing anti-virus software in the computer

Crack The Code

- A. 1. Computer 2. increase 3. antivirus 4. unknown

B.

C	Q	U	I	C	K	H	E	A	L
O	M	Y	D	O	O	M	E	W	N
D	C	O	M	I	H	C	O	P	O
E	A	D	I	L	A	M	Y	A	R
R	F	I	P	E	P	F	P	S	T
E	E	T	A	T	E	N	E	T	O
D	E	M	E	L	I	S	S	A	N



Do yourself.

4. Editing in MS Word 2010

One Touch Learn

- | | | | | | |
|-----------|-------------------------|----------|-----------|--------|--------|
| A. | 1. (a) | 2. (b) | 3. (c) | 4. (a) | 5. (c) |
| B. | 1. T | 2. T | 3. F | | |
| C. | 1. Select and backspace | 2. Green | 3. Double | | |
| D. | 1. (b) | 2. (e) | 3. (a) | 4. (c) | 5. (d) |

Let's Do It

- A.**
1. Ctrl+Z is used for Undo, Ctrl+Y is used for Redo commands.
 2. First we need to click to the right of the cursor and then press Backspace key.
- B.**
1. Copy command copy the text from the original place and creates a duplicate of the that text that can be moved or pasted to a new locations whereas Cut command removes the text from the original place and move it to some other place.
 2. We can identify the spelling and grammar errors by green and red wavy lines. Green lines indicates there is some grammar mistake whereas red wavy line indicates that the spelling is wrong.

Crack The Code

- Step 1** Select
- Step 2** Home
- Step 3** Copy and clipboard
- Step 4** Paste

Do yourself.

5. Formatting in MS Word 2010



- A.** 1. (c) 2. (a) 3.(a) 4. (a) 5. (b)
B. 1. bold 2. right 3. enter 4. formatting 5. bullet



- A.** 1. The process of changing the appearance and arrangement of the text is called formatting the text.
2. Font is the look of the alphabets on the screen. It makes the text look more presentable. Name of two fonts are Calibri and Cambria.
3. Left, right, center and justify are the different types of alignments.
4. Highlighting the text is used to mark the text important and place a coloured rectangle over it.
- B.** 1. (i) Bold makes the text highlighted than the normal text. Whereas, Underline the text inserts a line under the text.
(ii) Left align makes the text aligned up at the left margin whereas, Right align makes the text aligned up at the right margin.
2. To apply text effects, follow these steps:
Step 1 Select the text.
Step 2 Go to Home tab.
Step 3 Click on the Text Effects buttons on font group.
Step 4 Choose the effect.
3. To apply an artistic border to a page, follow these steps:
Step 1 Click on Page border tab on the borders and shading box.
Step 2 Click on page border tab.
Step 3 Click on Art.
Step 4 Click on drop-down arrow.
Step 5 Choose border style.
Step 6 Click on OK.



1. L 2. C 3. R



Do yourself.



Periodic Assessment-2

(Based on chapters 3 to 5)

- A.** 1. backspace 2. Norton 3. sentence case 4. Review 5. Calibri
B. 1. Font 2. Text effects 3. Bullets 4. 11
C. 1. T 2. T 3. T 4. F
D. Aarav will use Page Border tab and Border and shading group.

Test Sheet-1

(Based on chapters 1 to 5)

Section A

- A.** 1. (i) 2. (iii) 3. (i) 4. (i) 5. (ii)
6. (iii) 7. (ii)
B. 1. Gottfried Wilhelm Leibniz 2. Second 3. Ctrl+A
4. 1983 5. Screensaver
C. 1. F 2. F 3. F 4. F
D. 1. d 2. e 3. b 4. c 5. a

Section B

- A.** 1. GUI
2. Tabulating machine used punched cards and a typewriter for input and output.
3. Blaise Pascal invented first mechanical calculator of the world.
B. 1. Steps to add Gadgets on the desktop are:
 Step 1 Right click on the desktop.
 Step 2 Click on gadgets in the pop up menu.
 Step 3 Double click on the gadgets to add.
 Step 4 The selected gadget will be added to the desktop.
 Step 5 Click on close button.
2. There are five change case options available in the word. Two of them are:
 (i) tOGGLEcASE—This option make the first letter of each word capital and rest of the letters small.
 (ii) Sentence Case—This option makes the first letter of the sentence capital.

6. Introduction to MS PowerPoint 2010



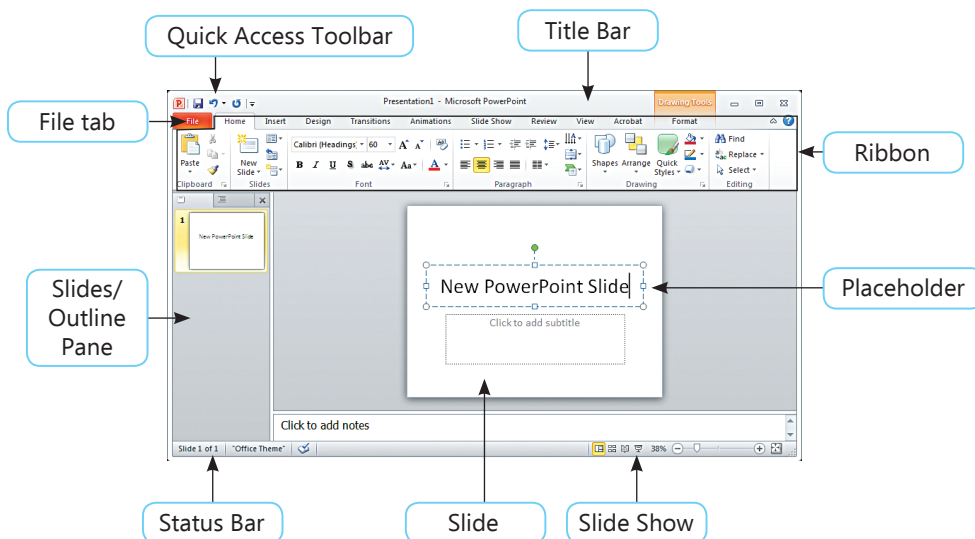
- A.** 1. (c) 2. (c) 3. (b) 4. (b)



- B.** 1. F 2. F 3. T 4. T 5. T
- C.** 1. MS Office 2. Title bar 3. Slide 4. Presentation 5. Status bar
- D.** 1. (D) 2. (C) 3.(A) 4.(B)



- A.** 1. Microsoft PowerPoint is a program that allows you to create presentations.
2. A placeholder is as dotted box on a slide which may contain text, pictures or videos.
3. Text placeholders and Sub title placeholders are the two components of the title slide.
- B.** 1. To start PowerPoint, follow these steps:
 Step 1 Click on Start.
 Step 2 Click on All Programs.
 Step 3 Click on Microsoft Office.
 Step 4 Microsoft PowerPoint 2010.
2. To add new slide, follow these steps:
 Step 1 Click on Home tab.
 Step 2 Click on new slide button.
 Step 3 Choose type of slide.
 Step 4 A new slide will be inserted or Right click on the slide pane.
 Step 5 New slide option.
3. To exit from MS PowerPoint window, follow these steps:
 Step 1 Click on File tab. Backstage view will appear.
 Step 2 Click on the Exit button.



Do yourself.

7. LOGO Commands

One Touch Learn

- | | | | | | |
|-----------|-----------|--------|----------|-----------|-------------|
| A. | 1. (c) | 2. (b) | 3. (a) | 4. (c) | |
| B. | 1. REPEAT | 2. 6 | 3. PRINT | 4. square | 5. PENERASE |
| C. | 1. T | 2. F | 3. F | 4. T | |

Let's Do It

- | | | | | | |
|-----------|------------|-------------|---------------|--------------|-----------|
| A. | 1. Forward | 2. Backward | 3. Right turn | 4. Left turn | 5. Pen up |
|-----------|------------|-------------|---------------|--------------|-----------|
- B.** 1. Print command is used to display the output on the Logo Screen.
2. Repeat 360[FD 1 RT 1] is used to draw a circle using a REPEAT command.
- C.** 1. We can draw a polygon by deciding the degree of turns which can be calculated 360/number of sides.
2. PU command lifts the pen up and lets the turtle move without drawing anything on the logo screen whereas, Pen down command put the turtle's pen down and let it move by drawing a line.
3. Repeat 6[FD 40 RT 60] is used to draw a hexagon with each side equal to 40 turtle steps.

Crack The Code

- | | | |
|-----------|---|--|
| A. | 1. Print 20+40 and press enter key | |
| | 2. Print 81*8 and press enter key | |
| B. | 1. REPEAT 4 [FD 200 RT 90]
PU
RT 90
FD 10
LT 90
FD 10
PD
REPEAT 4 [FD 180 RT 90] | 2. REPEAT 180 [FD 1 RT 1]
RT 90
REPEAT 180 [FD 1 RT 1]
RT 90
REPEAT 180 [FD 1 RT 1]
RT 90
REPEAT 180 [FD 1 RT 1]
HT |

Do yourself.

Periodic Assessment-3

(Based on chapters 6 & 7)

- A.** 1. top 2. PD 3. Ctrl + M 4. Status 5. PE 6. Shift+F5
- B.** 1. F 2. T 3. F 4. F 5. F 6. T
- C.** Samaira will get Heptagon as result.

8. Introduction to Scratch



- A.** 1. (b) 2. (a) 3. (a)
- B.** 1. F 2. F 3. F 4. F
- C.** 1. backdrop 2. stage 3. brown 4. Scratch 5. blocks



- A.** 1. Sprite is an object that we see in the scratch stage. The default sprite is a Cat.
2. Events Block is used to sense events.
3. Sprite area is the area where we pick and drop the blocks from the Blocks Palette to create a script/program.
4. Grow is used to make the sprite bigger in size. Whereas, Shrink is used to make the sprite smaller.
- B.** 1. Feature of Scratch are:
- Easy to understand and learn.
 - It has tools for creating interactive stories and games.
 - It has its own paint editor and sound editor.
2. To save the project, follow these steps:
- Step 1** Click on the File menu.
- Step 2** Click on Save option.
- Step 3** Choose the location to save the file and save it.
3. To choose a Sprite, follow these steps:
- Step 1** Click on Choose Sprite from library button to open the library.
- Step 2** Select a Sprite you want to use.
- Step 3** Click on OK.



1. Stage 2. Shrink 3. Green flag 4. Grow 5. Scratch



Do yourself.

9. Introduction to Internet



- A.** 1. (c) 2. (b) 3.(c) 4. (b)
B. 1. F 2. T 3. F
C. 1. World 2. Collection 3. Main page 4. Stop 5. Internet
D. 1. c 2. a 3. b



- A.** 1. Internet is a network in which millions of computers are connected one another to share information.
2. A website is a collection of related web pages that provide information.
3. It is a special software that helps us to open various websites.
4. It is a page on the website that contain text, audio, videos and animations.
- B.** 1. Uses of Internet are:
- We can buy and sell goods online.
 - We can search information on any topic.
2. An address bar used to open a website through its web address.



1. WWW 2. Address bar 3. Website 4. Internet

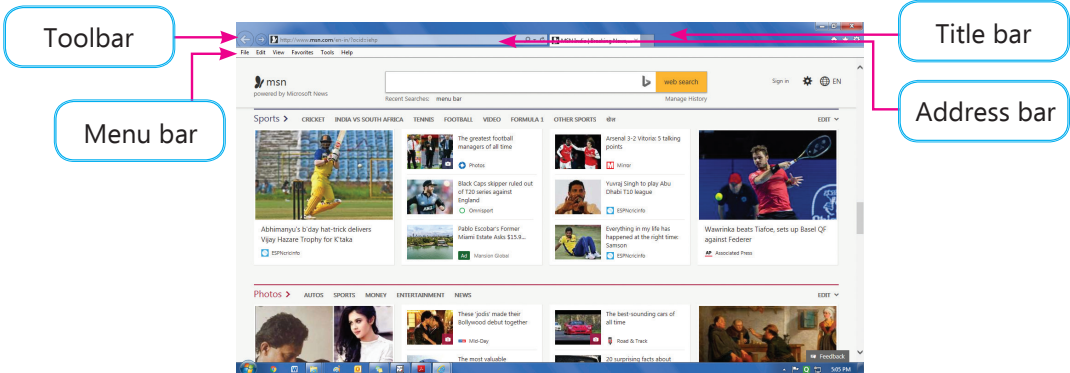


Do yourself.

Periodic Assessment-4

(Based on chapters 8 & 9)

- A.** 1. Repeat 4 [FD 50 RT 90] and press enter key
2. Repeat 5 [FD 70 RT 72] and press enter key
3. Repeat 180 [FD 1 RT 1] and press enter key
- B.** 1. c 2. d 3. a 4. b
- C.**



- D.** Mozilla Firefox and Google chrome can be used to search information on the Internet.

Test Sheet-2

(Based on chapters 5 to 9)

Section A

- A.** 1. (iii) 2. (ii) 3. (ii) 4. (iii) 5. (i)
- B.** 1. Slide 2. 72 3. Blocks 4. Website 5. Green flag 6. Status bar
- C.** 1. F 2. T 3. T 4. T
- D.** 1. E 2. D 3. A 4. C 5. B

Section-B

- A.** 1. Repeat 6 [FD 40 RT 60] is used to draw a hexagon with each side equal to 40 turtle steps.
2. Uses of Internet are:
 (i) Search of information on any topic
 (ii) Send and receive messages through internet
3. Sound block is used to control sounds in Scratch.
4. PD is used to put the turtle is pen down.
- B.** 1. To search information, follow these steps:
 Step 1 Double-click on the web browser.
 Step 2 Type the address of the website on the address bar.
 Step 3 Press enter key.



2. To add a new slide, follow these steps:

Step 1 Click on Home tab.

Step 2 Click on new slide button.

Step 3 Choose type of slide.

Step 4 A new slide will be inserted or Right click on the slide pane.

Step 5 New slide option.

3. Feature of Scratch:

- Easy to understand and learn
- It has tools for creating interactive stories and games
- It has its own paint editor and sound editor.

4. To save a presentation, follow these steps:

Step 1 File tab.

Step 2 Click on Save option or Save As button.

Step 3 Save As dialogue box will appear.

Step 4 Go to location where you want to save file.

Step 5 Type a name of the presentation in the file name dialogue box.

Step 6 Click on Save.