ANSWER KEY

Touchpad PLUS Ver 3.0
Class-4

1. Evolution of Computers

Checkpoint

A. 1. a.   2. c.   3. c.   4. a   5. b.

B. 1. Charles Babbage   2. Lady Ada Lovelace   3. John Mauchly   4. IBM

C. 1. F   2. F   3. F   4. F   5. F

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

E. 1. Early people tied knots in rope and carved marks on clay to keep the records.

2. Fourth generation Computers were used microprocessar.

3. Gottfried Wilhelm Leibniz

F. 1. Electronic Numerical Integrator And Computer, was the first electronic general purpose digital computer built in 1946 by John Mauchly and Presper Eckert.

2. First generation computers were made up of vacuum tubes but Second generation computers were made up of transistors.

3. Two features of fifth-generation computers are:

(i) The use of the ICs reduced the size and increased the speed of the computers.

(ii) They were more affordable and dependable.

4. Two features of fifth-generation computers are:

(i) Will use artificial intelligence

(ii) Improved size, cost, speed and performance

Mind Boggler

A. 1. Analytical Engine   2. UNIVAC   3. Pascaline adding

4. Tabulating Machine   5. Step Reckoner

B. 1. 1642   2. 1946   3. 1833   4. 1985

Lab Session   SUBJECT ENRICHMENT

Do yourself

2. Personalizing Linux/Ubuntu
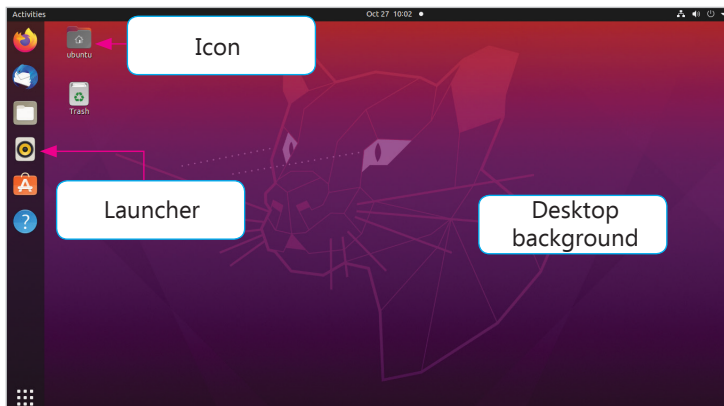
A. 1. b.   2. a.   3. a.   4. c.

B. 1. Launcher   2. Status Menu   3. Search   4. GUI

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

D. 1. Icons and Launcher are the components of Ubuntu desktop.

     2. Icons are small pictures that represent some files, folders or Apps.

     3. Status menu is located at the right side of the Title bar. It has various control options.

E. 1. To rearrange the icons, follow these steps:

     Step 1: Select any icon from the Launcher.

     Step 2: Drag and drop the icon to place at new location.

     2. To select an icon, click on it.

     3. To set volume of speakers, hold the slider and drag it left to right or vice versa.

Mind Boggler

A.

B. Add to favorites

Lab Session   SUBJECT ENRICHMENT

Do yourself

Periodic Assessment-1
(Based on chapters 1 & 2)

A. 1. (d)   2. (c)   3. (a)   4. (b)

B   1. Vacuum tube   2. Microprocessor   3. Integrated circuits   4. Transistor

C   1. Third generation computers   2. status menu

3. Know about Computer Viruses

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

D.   1. (i) Using virus infected CDs/Pen Drives.

(ii) Opening an infected e-mail attachment.

(iii) Downloading an infected program from Internet, Pen Drives, CDs or DVDs.

2. Name of three antivirus software are AVG, Norton, McAfee.

E.   1. Computer viruses can cause name as:

(i) They can crash your hard disk.

(ii) They can destroy all or some of your data.

2. A computer virus is a program. This program can infect a system and quickly duplicate itself. The user of a computer may not even realise that the computer is affected. Example of a virus is My Doom.

3. To prevent your computer from getting infected by a virus:

(i) Download only legal software.

(ii) Don't open any unknown mail.

(iii) Don't open any e-mail attachment from unknown sources.

(iv) Don't download music, program or games from unknown sources on the Internet.

(v) Install an antivirus program in your system.

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

Lab Session .... **SUBJECT ENRICHMENT**

Do yourself

4. Editing Text in LibreOffice Writer

<div align="center">◄──── **Checkpoint** ──── ✔</div>

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

B.   1. (T)   2. (T)   3. (F)   4. (F)

C.   1. Two features of LibreOffice Writer are:

       (i) The Find and Replace feature is used to quickly find a word or sentence and replace it with another word or sentence.

       (ii) The Thesaurus feature give us facility to pick up better words with the help of inbuilt dictionary of Writer.

   2. To delete text using backspace key, place the cursor on the right of the text and press backspace key.

   3. Thesaurus is inbuilt feature of LibreOffice Writer that displays list of words which have same meaning for the selected word.

D.   1. Copying the text means the selected text will remain at its original location. On other hand, moving the text means the selected text will delete form its original location.

   2. In libreOffice write spelling mistakes are underlined with red line and grammatical mistakes are underlined with green lines.

   3. 1. Selecting text: To make changes in the existing text, we need to select it.

       2. Inserting text: To enter the text, place the pointer at the required position where you want to enter the text and click.

<div align="center">◄──── **Mind Boggler** ──── 👁</div>

1. Select one word at a time towards right
2. Select are character at a time towards right
3. Select one word at a time towards left
4. Select entire document
5. Select a line above the cursor

Lab Session .... **SUBJECT ENRICHMENT**

Do yourself

Periodic Assessment-2
(Based on chapters 3 & 4)

A. 1. Antivirus 2. Norton 3. sentence case 4. Tools

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

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

D. Thesaurus

Test Sheet-1
(Based on chapters 1 to 4)

Section A

A. 1. (ii) 2. (i) 3. (i) 4. (ii) 5. (iii) 6. (ii)

B. 1. Leibniz 2. second 3. Ctrl + 4 4. 1983 5. Title bar 6. Show Application
7. Antivirus

C. 1. (F) 2. (F) 3. (F) 4. (T) 5. (T) 6. (T)

Section B

A. 1. Components of Ubuntu desktop are Icons, Launcher, Status menu and Desktop background.
2. Tabulating machine 3. Norton, AvG, McAfee

B. 1. To rearrange the icons, follow these steps:
Step 1: Select any icon from the Launcher.
Step 2: Drag and drop the icon to place at new location.
2. Sentence case, UPPERCASE, lowercase, Capitalize Each word and tOGGLE cASE
(i) To capitalize the first letter of a sentence and leave all other letters as lowercase, click Sentence case.
(ii) To exclude capital letters from your text, click lowercase.
3. Features of Fifth Generation Computer:
(i) Use artificial intelligence
(ii) Improved size, cost, speed and performance

5. Formatting in LibreOffice Writer

Checkpoint

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

B. 1. Bold 2. Enter 3. Font face 4. Highlighting 5. Bullet

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

D. 1. Formatting feature of LibreOffice Writer is Changing font style.
2. Clone Formatting is used to copy the applied format to another text.
3. A bullet is a symbol that appears in the beginning of any list.

4. Font refers to the look of the alphabets on the screen. Algerian, Comic Sans MS.

E. 1. Superscript places text slightly above the baseline where as subscript places text slightly below the baseline.

2. To highlight the text, follow these steps:

   Step 1: Select the text.

   Step 2: Click on the drop-down arrow next to the Highlight button.

   Step 3: Choose any colour from the colour palette.

3. To apply watermark, follow these steps:

   Step 1: Select text and click on Format menu.

   Step 2: Click on Watermark option.

   Step 3: Type the text in Text box, you want.

   Step 4: Click on OK button.

Mind Boggler

1. Numbered list   2.   Page Borders

Lab Session .... SUBJECT ENRICHMENT

Do yourself

6. Introduction to LibreOffice Impress

Checkpoint

A. 1. (b)   2. (b)   3. (b)   4. (b)
B. 1. Impress   2. Title bar   3. Untiltle1   4. Status bar
C. 1. (F)   2. (F)   3. (F)   4. (T)   5. (T)
D. 1. A presentation is used to convey idea or views to an audience.
   2. A slide is an individual page of some information.
   3. Two components of LibreOffice Impress window are Status bar, Title bar.
   4. A Slide Show view is a full screen view of a presentation.
E. 1. To open LibreOffice Impress, follow these steps:

   Step 1: Click on Show Applications icon.

   Step 2: Type Impress in the search bar.

   Step 3: Impress App icon is displayed in the search area. Click the Impress icon to open the App.

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

   Step 1: Click on Slide menu.

   Step 2: Click on New Slide option.

3. To save a presentation, follow these steps:

Step 1: Click on File menu.

Step 2: Select Save or Save As option.

Step 3: Navigate to the folder or location and click in the Name: box and type a name for the file.
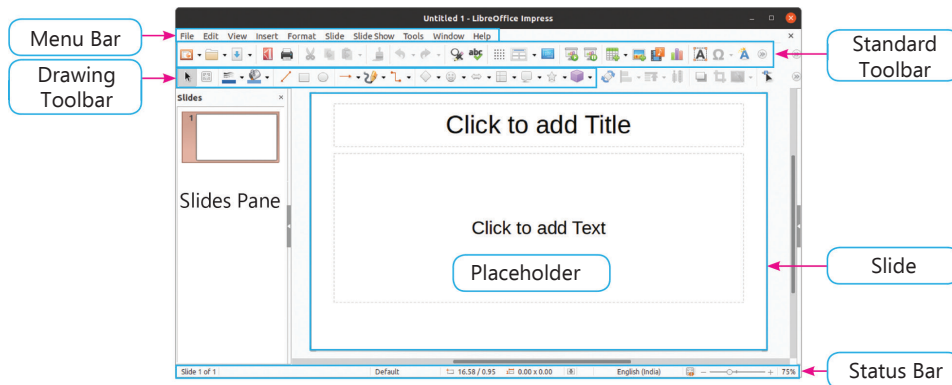
Step 4: Click on Save button.

Mind Boggler

A. LibueOffice Impress

B.

Menu Bar

Drawing Toolbar

Slides Pane

Click to add Title

Click to add Text

Placeholder

Standard Toolbar

Slide

Status Bar

Lab Session .... **SUBJECT ENRICHMENT**

Do yourself

Periodic Assessment-3

(Based on chapters 5 & 6)

A. 1. top   2. Superscript   3. Slide   4. status   5. Impress   6. Format

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

C. 1. Font face   2. Italic   3. Bullet   4. 16pt   5. Highlight

7. More on Scratch

Checkpoint

A. 1. (c)   2. (a)   3. (c)

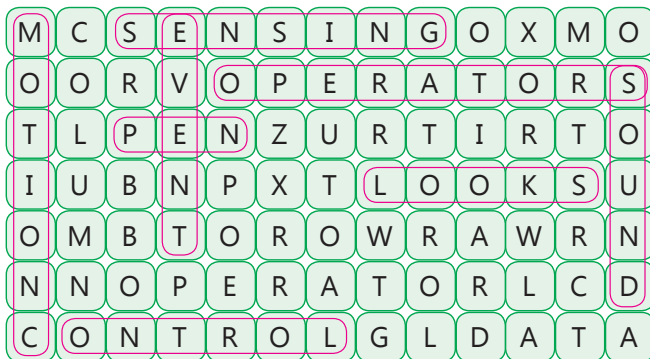**B.** 1. (F)   2. (F)   3. (T)   4. (T)

C. 1. Pen   2. regular   3. backdrop   4. stage

D. 1. You can instruct a computer through programming Languages.

    2. Components of scratch window are Menu bar, Title bar, Script Area, Stage.

    3. Blocks palette contains various predefined blocks that are used to perform specific tasks. These blocks are used to create scripts in Scratch.

E. 1. The three ways to choose a sprite are:

    (i) Paint a new sprite

    (ii) Choose a new sprite from a file

    (iii) Get a surprise sprite

    2. Blocks are puzzle piece shapes that are used to give instructions to the computer. A collection of inter-locked blocks, called script make a code in Scratch.

    (i) Control blocks: These blocks control the blocks within your scripts, inserting conditional statements, loops, repeats and pauses.

    (ii) Sensing blocks: These blocks identify what's happening at a given point and make your sprites or background respond to user actions.

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1.

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	P	E	R	A	T	O	R	L	C	D
C	O	N	T	R	O	L	G	L	D	A	T	A

2. Control   2. Looks   3. Motion   4. Events

Lab Session ·· SUBJECT ENRICHMENT

Do yourself

8. Introduction to Internet

Checkpoint

A. 1. (b)   2. (a)   3. (c)   4. (a)

B. 1. world   2. collection   3. main page   4. stop   5. internet

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

D. 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. Web Browser is a program to access web pages.

4. Web pages are the digital pages containing information.

E. 1. Internet can be used to search for any topic and to chat online.

2. Address bar is used to open a website. To open a website, type the website address and press Enter Key.

Mind Boggler

1. WWW   2. address bar   3. Website   4. Internet
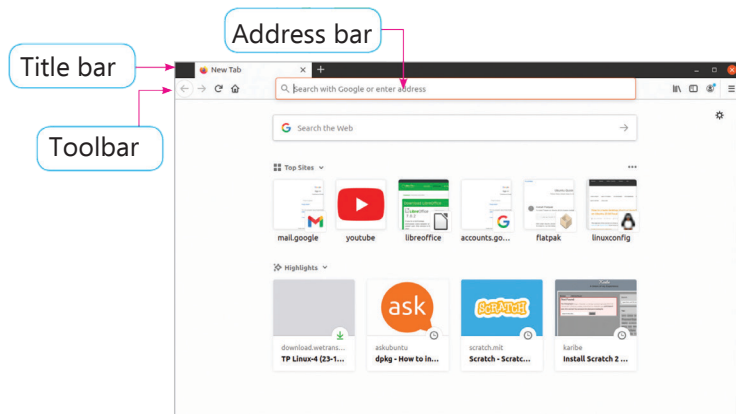
Lab Session .... **SUBJECT ENRICHMENT**

Do yourself

Periodic Assessment-4
(Based on chapters 7 & 8)

A. 1. (c)   2. (d)   3. (a)   4. (b)

B.

C. MOZILLA FIREFOX   2. INTERNET   3. SPRITE   4. STAGE

Test Sheet-2
(Based on chapters 5 to 8)

Section A

A. 1. (ii)   2. (i)   3. (iii)   4. (i)   5. (iii)   6. (ii)   7. (iii)

B. 1. slide   2. Enter   3. Blocks   4. website   5. Green Flag   6. Status bar

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

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

Section B

A. 1. LibreOffice Impress is used to create attractive Presentations

2. To search in formation on any topic, chatting and video conferencing.

3. Looks block is used to control sounds in Scratch.

B. 1. Superscript places text slightly above the baseline where as subscript places text slightly below the baseline.

2. Scratch is an easy to learn language, it is based on blocks and can be used to create animated stories.

3. To save a presentation, follow these steps:

Step 1: Click on File menu.

Step 2: Select Save or Save As option.

Step 3: Navigate to the folder or location and click in the Name: box and type a name for the file.

Step 4: Click on Save button.