

# ANSWER KEY

Touchpad PLAY Ver 1.0

Class-4

## 1. The Computer—An Overview

One Touch Learn 

- A. 1. (b)      2. (b)      3. (a)      4. (b)
- B. 1. webcam    2. joystick    3. pixels      4. microprocessor
- C. 1. Output device      2. Input device      3. Input device      4. Output device

Let's Do It 

- A. 1. Laser Printer is a non-impact printer. This printer uses a laser beam to print on the paper.  
2. Memory Unit, Control Unit and Arithmetic Logic Unit
- B. 1. The basic functions of a computer are input, process, output and storage.  
2. Limitations of a computer:  
(i) Lack of decision-making ability      (ii) Lack of intelligence  
(iii) Lack of feelings and emotions      (iv) Time taken in planning and programming

FUN in LAB 

Do yourself.

## 2. Computer Memory

One Touch Learn 

- A. 1. (a)      2. (c)      3.(b)      4. (a)
- B. 1. Random Access Memory    2. Read Only Memory      3. GB      4. USB
- C. 1. c      2. a      3. d      4. b





- A.**
1. Hard disk is secondary memory storage device. It is permanently fixed in the system unit.
  2. The basic unit for measuring the memory of a computer is byte. A byte consists of a group of eight bits.
  3. Types of CDs: CD-ROM, CD-R and CD-RW.
- B.**
1. Primary memory is the main memory of the computer. CPU can directly access this memory. It is fixed on the motherboard of the computer.  
RAM is a temporary memory. The information stored in this memory is lost when the computer is turned off.  
Information stored in ROM is permanent in nature, i.e., it holds the data even if the system is switched off.
  2. The Flash Drive is a small portable data storage device integrated with a USB (Universal Serial Bus) connector. Example of Flash Drive are Pen drive and Memory card.



Do yourself.

## Periodic Assessment-1

(Based on chapters 1 & 2)

- A.** 1. Plotters      2. Joystick      3. Speakers      4. Microphone
- B.** 1. F              2. F              3. T              4. T

**C.**



1



3



4



2

**D.** CD.

## 3. Personalizing Windows 7



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



Touchpad PLAY (Version 1.0)-IV (Answer Key)

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



- A. 1. Icons and Taskbar  
 2. Shortcut menu is a pop-up menu that saves your time to access the commands.  
 3. Taskbar helps to manage various currently active programs, opened in different windows.
- B. 1. A file is a document that contains the collection of related information.  
 Steps to create a file:  
**Step 1** Click on drive, open the folder in which you want to create a new file.  
**Step 2** Right-click in an empty section of the folder. Click on New option.  
**Step 3** Click on the File option.
2. Steps to open a folder:  
**Step 1** Open the drive in which you have your file/folder.  
**Step 2** Double-click on the folder icon you want to view the files.
3. Computer icon is useful for finding, organising and storing files in your computer system.



Do yourself.

## 4. Fun with Paint



- A. 1. (c)                      2. (c)                      3. (a)                      4. (c)  
 B. 1. Ctrl + X                      2. Ctrl + S                      3. Ctrl + P                      4. Ctrl + C  
 C. 1. T                      2. T                      3. F                      4. T  
 D. 1. Cut                      2. Zoom In                      3. Zoom Out                      4. Copy



- A.**
1. Paint program is used to draw and colour the pictures.
  2. Zoom tool is used to get the closer and bigger look of the drawing.
  3. Rotate command is used to rotate the drawing in different angles.
- B.**
1. Copy and Paste command gives the duplicate image of a drawing.  
Cut and Paste command deletes the image from one place and pastes it to another place.
  2. Steps to resize an image:  
**Step 1** Click on Home tab.  
**Step 2** Click on Select.  
**Step 3** Click on Rectangular Selection.  
**Step 4** Click on Resize.  
**Step 5** Select the Maintain aspect ratio check box.  
**Step 6** Enter the Horizontal value (width) or Vertical value (height).  
**Step 7** Click on OK button.

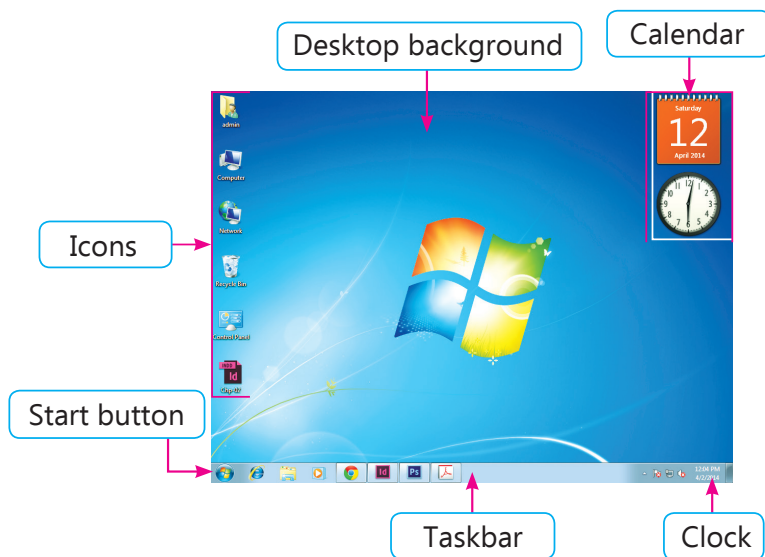


Do yourself.

## Periodic Assessment-2

(Based on chapters 3 & 4)

**A.**



B.

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

## Test Sheet-1

(Based on chapters 1 to 4)

### Section A

- A.** 1. (ii) 2. (i) 3. (i) 4. (iii) 5. (iii)  
6. (iii) 7. (ii) 8. (i) 9. (i)
- B.** 1. Impact 2. Webcam 3. Icons 4. Resize 5. Read Only Memory
- C.** 1. F 2. T 3. T 4. T

### Section B

- A.** 1. Types of CDs: CD-ROM, CD-R and CD-RW.  
2. Paint program is used to draw and colour the pictures.  
3. Taskbar helps to manage various currently active programs, opened in different windows.  
4. A touchscreen is a screen sensitive to touch. We can interact with a computer by touching areas on the screen.
- B.** 1. Primary memory is the main memory of the computer. CPU can directly access this memory. It is fixed on the motherboard of the computer.  
RAM is a temporary memory. The information stored in this memory is lost when the computer is turned off.  
Information stored in ROM is permanent in nature, i.e., it holds the data even if the system is switched off.
2. To skew an image, follow these steps:  
**Step 1** Click on **Home** tab.  
**Step 2** Click on **Select** 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 will appear.

**Step 5** In the **Skew** section, enter the value between 0 and 89 either in the **Horizontal** or **Vertical** boxes.

**Step 6** Click on **OK** button.

3. A folder is like a file cabinet in which you can keep your files.

To create a folder, follow these steps:

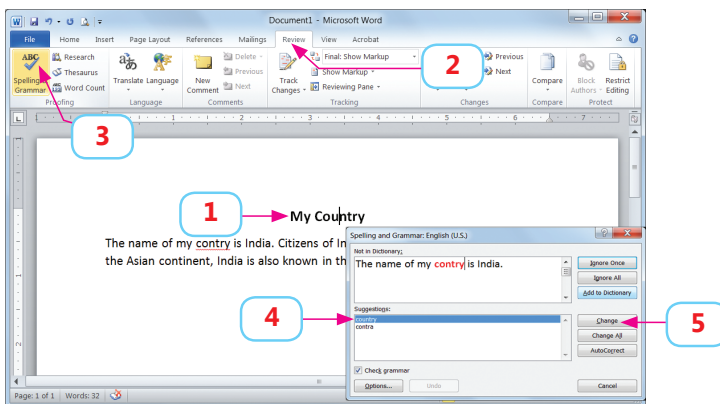
**Step 1** Right-click at any blank area of the desktop. Click on the **New** option.

**Step 2** Click on the **Folder** option. A Folder will appear on the desktop with default name **New Folder**.

## 5. Editing in MS Word 2010

### One Touch Learn

- A. 1. (a)      2. (a)      3.(c)      4. (c)  
B. 1. T      2. F      3. F      4. T  
C.



### Let's Do It

- A. 1. Undo is used to cancel the command. Redo is used to reverse the action of Undo command.  
2. To delete text, click to the right of the cursor and press Backspace key.
- B. 1. Copying the text means the text will remain at its original location as well as the place where it is pasted.  
Cutting the text means text will disappear from its original location and will appear at another location where it is pasted.
2. In MS Word spelling mistakes are shown by red wavy line and grammatical mistakes by green wavy line.

Steps to check spelling and grammar:



**Step 1** If you see red wavy or green wavy line under a word right click on it.

**Step 2** Choose and click the correct spelling or word from the suggestions to replace the incorrect word.



Do yourself.

## 6. Formatting in MS Word 2010



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



- A.** 1. Changing the appearance and arrangement of the text is called formatting the text.
2. Calibri and Ebrima
3. Left, Center, Right and Justify
- B.** 1. Bold means darker text whereas, Underline means a line under text.
2. Steps to apply Text Effects:
- Step 1** Select the text you want to apply the effect to.
- Step 2** Click on the Home tab.
- Step 3** Click on the Text Effects button from the Font group.
- Step 4** From the effects that appear, select the effect you want to apply.
3. Steps to put bullets:
- Step 1** Click on the Home tab.
- Step 2** Click on Bullets icon in the Paragraph group.
- Step 3** Select the type of bullet you want to use.
- Step 4** Type the first item of the list. Press the Enter key.



Do yourself.

# Periodic Assessment-3

(Based on chapters 5 & 6)

- A.** 1. Font      2. Text Effects      3. Bullet      4. Calibri
- B.** 1. b.      2. d.      3. a.      4. c.      5. e.
- C.** 1. Left Align      2. Center Align      3. Right Align      4. Justify

## 7. More on Scratch



- A.** 1. (c)      2. (a)      3. (c)
- B.** 1. F      2. F      3. F      4. F
- C.** 1. Control      2. Looks      3. Motion      4. Events



- A.** 1. To open Scratch:  
Click on the **Start** → All Programs → Scratch 2
2. Stage, Menu bar, Scripts area and Sprite.
3. Blocks palette contains various predefined blocks that are used to perform specific tasks. These blocks are used to create scripts in Scratch.
- B.** 1. Four methods to choose a sprite:
- (i) Painting a new Sprite, New      (ii) Sprite from Camera, Choosing a
  - (iii) Sprite from Library and Uploading      (iv) Sprite from a file.
2. Blocks are puzzle piece shapes that are used to give instructions to the computer.  
Motion blocks are used to place your sprites on the stage or move them.  
Sensing blocks identify what's happening at a given point and make your sprites or background respond to user actions.



Do yourself.





## 8. Programming in Scratch



- A.** 1. (b)                      2. (a)                      3. (b)                      4. (b)
- B.** 1. Pen                      2. 360°                      3. regular                      4. stamp



- A.** 1. A regular polygon is a closed figure with all sides of equal length and all angles of equal size.  
2. Pen blocks is used to draw shapes and plot coloured pixels on the screen. These blocks are colour-coded as dark green and are used to draw the footprints of the Sprite.  
3. To draw a pattern, we use Stamp block from the Pen blocks menu.
- B.** 1. Turn block is used to change the direction of the Sprite. The block will turn the Sprite in clockwise direction by the specified number of degrees. The block will turn the Sprite in anti-clockwise direction by the specified number of degrees.  
2. Steps to draw polygons:  
**Step 1** Drag the Repeat block from Control blocks menu.  
**Step 2** Drag the motion block: move 52 steps and turn 32.7 degrees.  
**Step 3** Drag wait block set value 1 secs.  
**Step 4** Change the Repeat value and Turn value accordingly.  
**Step 5** Set Pen size to value 1 and add blocks: pen down & clear.  
**Step 6** Run the Sprite.



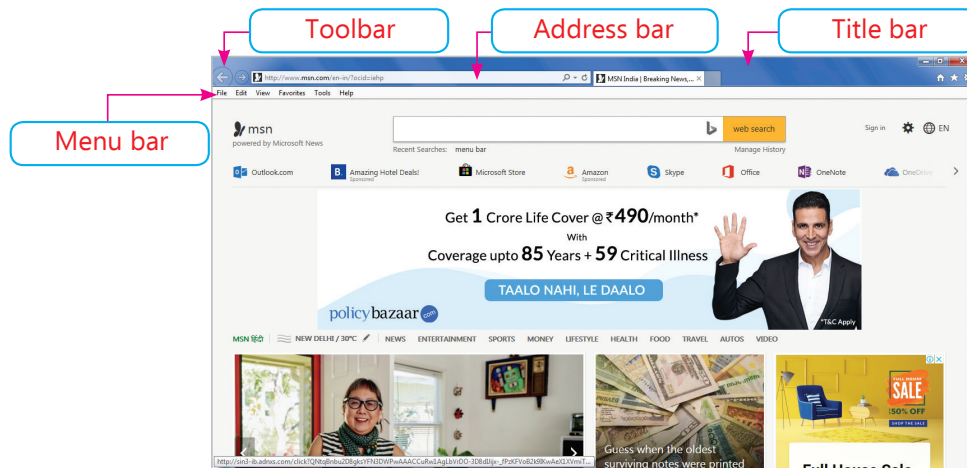
Do yourself.

## 9. Introduction to Internet



- A.** 1. (c)                      2. (b)                      3.(b)
- B.** 1. world                      2. collection                      3. web pages                      4. stop                      5. Internet
- C.** 1. T                      2. T                      3. F                      4. T

D.



- A.**
1. A website is a collection of related web pages that provide information.
  2. Web browser is special software which is used to get information from different websites.
  3. It is a page on the website that contain text, audio, videos and animations.
- B.**
1. Internet is a network in which millions of computers are connected to one another to share information.  
Uses of Internet
    - (i) search information on any topic
    - (ii) send and receive e-mail messages
  2. Internet Explorer is the most common web browser available almost on every computer as it comes with all new editions of Windows.  
Parts of Internet Explorer are Title bar, Toolbar and Address bar.



Do yourself.

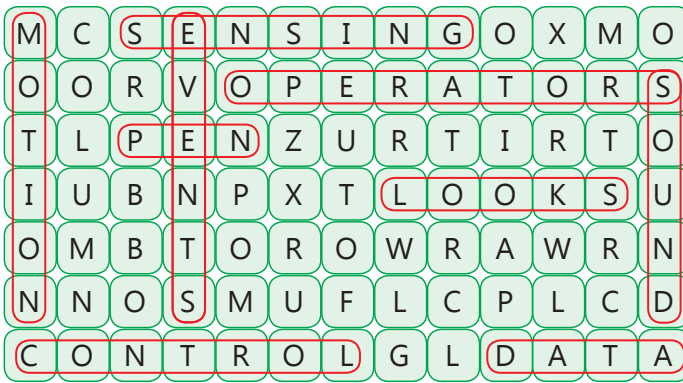
## Periodic Assessment-4

(Based on chapters 7 to 9)

- A.**
- 1.
  - 2.
  - 3.
  - 4.



B.



- C. 1. World Wide Web 2. Address bar 3. Website 4. Internet

## Test Sheet-2

(Based on chapters 5 to 9)

### Section A

- A. 1. (i) 2. (i) 3. (iii) 4. (ii) 5. (i)  
6. (iii) 7. (ii) 8. (ii) 9. (iii)
- B. 1. Right 2. Enter 3. formatting 4. pen 5. collection 6. A Regular
- C. 1. T 2. F 3. F 4. F 5. T 6. F 7. F

### Section-B

- A . 1. Font is the look of the characters on the screen. Calibri and Ebrima  
2. To delete text, click to the right of the cursor and press Backspace key.  
3. Stage, Menu bar, Scripts area and Sprite  
4. Pen blocks is used to draw shapes and plot coloured pixels on the screen. These blocks are colour-coded as dark green and are used to draw the footprints of the Sprite.
- B. 1. Steps to apply Text Effects:  
**Step 1** Select the text you want to apply the effect to.  
**Step 2** Click on the Home tab.  
**Step 3** Click on the Text Effects button from the Font group.  
**Step 4** From the effects that appear, select the effect you want to apply.
2. Turn block is used to change the direction of the Sprite. The block will turn the Sprite in clockwise direction by the specified number of degrees. The block will turn the Sprite in anti-clockwise direction by the specified number of degrees.
3. To open a website, type the website address on address bar and press Enter key.