Class 4

ANSWER KEY

Touchpad PLUS Ver 2.1

1. Data Storage and Memory

Let's Plug-in (Page no. 7)

Test Your Skills

1. a. (iii) b. (i) c. (ii) d. (iii) e. (i)
2. a. USB b. Byte c. Optical disk d. Zettabyte
3. a. Primary memory is the main memory of a computer.
   b. The basic unit for measuring the memory of a computer is a byte. A byte consists of a group of eight bits.
   c. RAM is a temporary memory. The information stored in this memory is lost when the computer is turned off, Whereas information stored in ROM is permanent in nature.
   d. Blu-ray disc is an optical disc. It is used for storing a large amount of data and playing videos.

Fun Zone

Let's Solve

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

Let's Explore

Do it yourself.

IMPRINT 1

2. Managing Files and Folders in Windows 10

Let's Plug-in (Page no. 14)

1. This PC
2. Folder
3. Start Button
4. Recycle Button

Let's Catch Up (Page no. 18)

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

Test Your Skills

1. a. (ii) b. (i) c. (iii) d. (i)
2. a. Live b. This PC c. Two d. Thumbnail
3. a. (F) b. (T) c. (T) d. (T)
4. 1. Excel file 2. PowerPoint file 3. Music file 4. Video file
5. a. The Start menu has two panes. The left pane displays an alphabetical list of all the programs installed on your computer. The right pane contains tiles.
   b. Pinning an application to the taskbar helps you to access that application easily.
   c. Recycle bin is a location where the deleted files and folders are stored before they are removed permanently.
   d. To create a folder on the desktop, follow the given steps:
      Step 1: Right click at a blank spot on the desktop. A pop-up menu appears.
      Step 2: Move the mouse pointer to the New option. A submenu appears.
      Step 3: Click on the Folder option. A new folder icon with the name New Folder appears on the desktop.
   e. A file is a collection of data and information, stored on a storage device such as hard disk, pen drive, CD, DVD.
      To move a file or folder, follow the given steps:
      Step 1: Browse the location of the file or folder, we want to move.
      Step 2: Select the file or the folder to be moved.
      Step 3: Click on Home tab.
      Step 4: Click on Cut command in the Clipboard group.
      Step 5: Select the destination location or folder where we want to move the file or folder.
      Step 6: Click on Paste command in the Clipboard group. The file or folder is moved to the new location.

Fun Zone

Let's Solve

a. Win key + E b. Ctrl + F c. Ctrl + N d. Select file/folder+F2
e. Ctrl + C, Ctrl + V f. Ctrl + X, Ctrl + V

Let's Explore

Do it yourself.

Periodic Assessment–1

(Based on chapters 1 & 2)

A. 1. MEMORY 2. FOLDER 3. FILE EXPLORER 4. COMPACT DISC
5. RECYCLE BIN 6. STATIC RAM 7. HARD DISK 8. LIVE TILES 9. FILE

B. 1. Recycle Bin 2. CD 3. Word File 4. RAM
5. Folder Icon 6. ROM 7. Memory Card

C. 1. File 2. Start Menu 3. File Explorer 4. Recycle Bin 5. Folder

3. More on MS Word 2016

Let's Plug-in (Page no. 28)

Do it yourself

Let's Catch Up (Page no. 36)

1. a. (ii) b. (iii) c. (iv) d. (i)

Test Your Skills

1. a. (ii) b. (iii) c. (i) d. (iii) e. (ii)
2. a. Column b. Pictures c. Insert d. Merging cells
3. a. (T) b. (T) c. (T) d. (F) e. (F)
4. a. A table is an arrangement of data in vertical columns and horizontal rows forming a cell where they join together. Tables can be inserted using the Graphic Grid method or the Insert table command.

b. The Shapes command contains several categories of shapes, like lines, basic shapes, flow chart elements, stars and banners, and callouts. You can also insert text in the shape. To do so, follow these steps:

Step 1: Right-click inside the shape. A sub-menu appears.

Step 2: Select Add Text option. The cursor will appear inside the shape.

Step 3: Type the text and then click anywhere on the screen outside the shape. The text appears in the shape.

c. To insert online pictures, follow these steps:

Step 1: Place the cursor where you want to insert the picture. Click on Insert tab.

Step 2: Click on Pictures command in the Illustration group. A sub menu appears.

Step 3: Click on the Online Pictures option.

Step 4: The Insert Pictures dialog box appears. Type a word in Bing Image Search box.

Step 5: Online Pictures dialog box appears. Select the picture you want to insert, Click on the Insert (1) button.

d. To delete a column, follow the given steps:

Step 1: Select the columns or cells which you want to delete from the table.

Step 2: Click on Layout tab under the Table Tools.

Step 3: In the Rows & Columns group, click on Delete command.

Step 4: A drop-down menu appears. Select desired option. If you choose Delete Cells option, a Delete Cells dialog box appears. Select desired option.

Fun Zone

Let's Solve

a. table b. layout, Table Tools c. Delete, drop-down menu

d. delete Table, deleted

Let's Explore

Do it yourself.

4. PowerPoint 2016

Let's Plug-in

(Page no. 41)

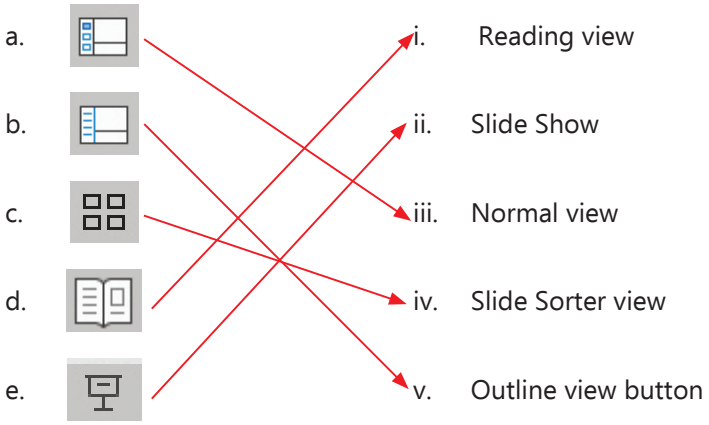
Do it yourself

Let's Catch Up (Page no. 46)

1. Maximize
2. Placeholder
3. Speaker's note Pane
4. Ribbon
5. Status bar

Test Your Skills

1. a. (i) b. (iii) c. (ii) d. (ii) e. (ii)
2. a. Backstage b. Title bar c. Slide show d. Slide area
3.



4. a. (F) b. (T) c. (F) d. (T) e. (F)
5. a. A single page of the presentation is called a slide.

   Creating the Title Slide:
   Whenever you start presentation, the first slide which opens up is a Title slide by default. A title slide displays the text placeholder, where the text is to be typed.
   You can enter text in this placeholder by clicking on the title text placeholder box.

   b. A placeholder is a dotted box on a slide which may contain text, pictures, video, etc.

   c. Slide layout is the formatting and positioning of the placeholder boxes for the content that appears on a slide. There are 9 types of slide layouts available in PowerPoint.

   d. The slide sorter view shows the miniature version of all slides. Here, we can easily change the order of the slides. We can see slides on the screen, whereas Reading view is used when you want to view a presentation not in full screen but in a window with simple controls that make the presentation easy to review. The slides/outline pane are not visible.

Fun Zone

Let's Solve

a. SLIDE b. PRESENTATION c. BACKSTAGE d. PLACEHOLDER
e. POWERPOINT

Let's Explore

Do it yourself.

Periodic Assessment–2

(Based on chapters 3 & 4)

A. 1. Glow 2. Reflection

B.

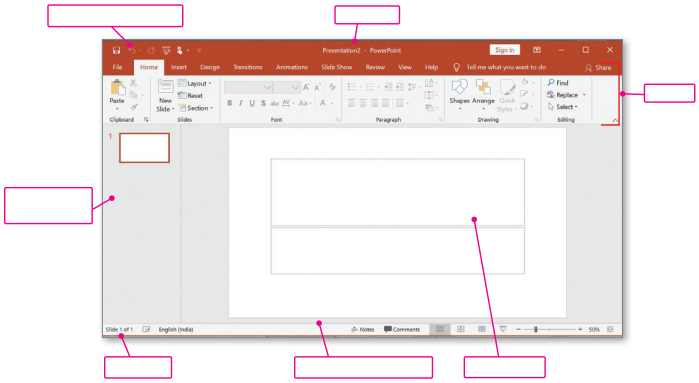
January	February	March
April	May	June
July	August	September
October	November	December

Row

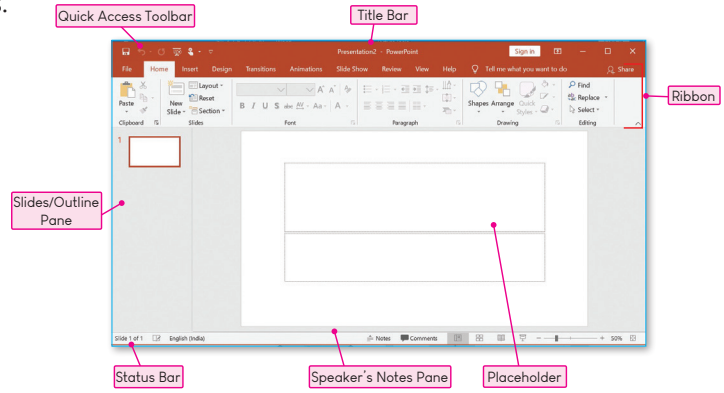
Column

C. (This question was printed incorrectly in the book, please correct this question in your textbook)

Question: Label the components of PowerPoint window.



Ans.



D. (This question was printed incorrectly in the book, please correct this question in your textbook)

Question: Write 'T' for true and 'F' for false.

1. You cannot change the font type of the text in slides.

2. In Word 2016, you can insert online pictures in the document.
3. WordArt is used to change the appearance of the text.
4. Quick Access Toolbar is located at the top right corner of the taskbar.

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

Test Sheet–1

(Based on chapters 1 to 4)

Section A

A. 1. (iii) 2. (i) 3. (ii) 4. (iii)
5. (ii) 6. (iii) 7. (i) 8. (iii)

B. 1. Magnetic disk 2. Column 3. Status bar 4. Down 5. Pictures
6. Slide area

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

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

Section B

A. 1. A collection of files is known as a folder.
2. All the files and folders that we delete are moved to the Recycle Bin.
3. WordArt option is present in the Insert tab.
4. Intersection of a row and a column is called Cell.
5. A single page of the presentation is called a slide.
6. A placeholder is a dotted box on a slide which may contain text, pictures, video, etc.

B. 1. To rename a folder, follow the given steps:

Step 1: Select the folder to be renamed.

Step 2: Click on **Home** tab.

Step 3: Click on the **Rename** command in the **Organize** group.

Step 4: The name of the folder gets highlighted. Type the new name and press the **Enter** key.

2. **WordArt** is the special effect in Word to change the appearance of the text. You can create **shadowed**, **skewed** and **stretched** text that has been fitted to shapes.

3. To change the row height, follow the given steps:

Step 1: Select the row or number of rows. Click on Layout tab under Table Tools.

Step 2: Go to Table Row Height option in the Cell Size group.

Step 3: Change the height of row or rows in Height Scroll box. You will observe the change in selected row height.

4. Computer's memory is measured in terms of bytes. 1 byte is equal to 8 bits. There are other units like, kilobyte, megabyte, gigabyte, terabyte, etc.

5. The slide sorter view shows the miniature version of all slides. Here, we can easily change the order of the slides. We can see slides on the screen, whereas Reading view is used when you

want to view a presentation not in full screen but in a window with simple controls that make the presentation easy to review. The slides/outline pane are not visible.

6. Slide layout is the formatting and positioning of the placeholder boxes for the content that appears on a slide. There are 9 types of slide layouts available in PowerPoint.

5. More about the Internet

Let's Plug-in (Page no. 60)

Do it yourself

Let's Catch Up (Page no. 62)

Do it yourself

Test Your Skills

1. a. (i) b. (ii) c. (iii) d. (ii) e. (iii)
2. a. Internet b. WWW c. Home page
   d. Refresh e. Web browser
3. a. (T) b. (F) c. (F) d. (F) e. (F)
4. a. It is a network of computers was called the Advanced Research Projects Agency Network or ARPANET.
   b. ISP is a company that provides you the Internet connection and services for an annual or monthly fee. Some popular ISPs in India are BSNL, MTNL, Airtel, Reliance Communications, etc.
   c. Getting the data from the host computer (server) to the client computer (user's computer) is known as downloading. Whereas copying the data from the client's computer (user's computer) to the host computer (server) is known as uploading.
   d. Microsoft Edge is the default web browser in the Windows 10 operating system. The three parts of Microsoft Edge are Current Tab, Back/forward, New tab.

Fun Zone

Let's Solve

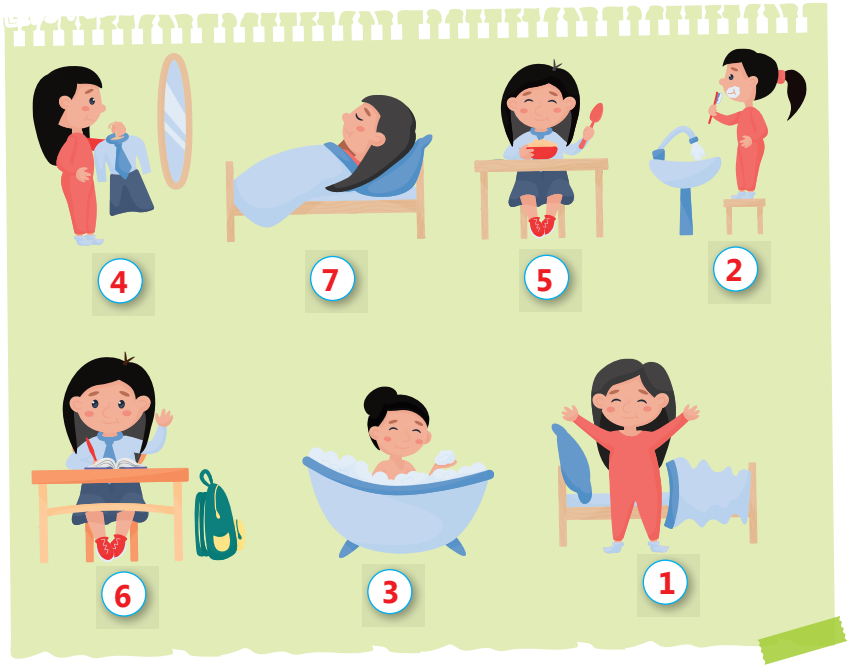
a. ARPANET b. MICROSOFT EDGE c. HYPERLINK d. INTERNET
e. SEARCH ENGINE

Let's Explore

Do it yourself.

6. Visual Processing

Let's Plug-in (Page no. 70)



Let's Catch Up (Page no. 72)

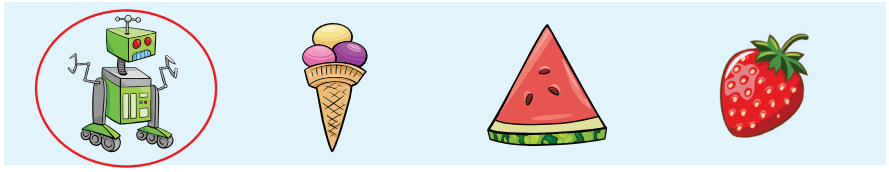
Do it yourself

Let's Catch Up (Page no. 74)

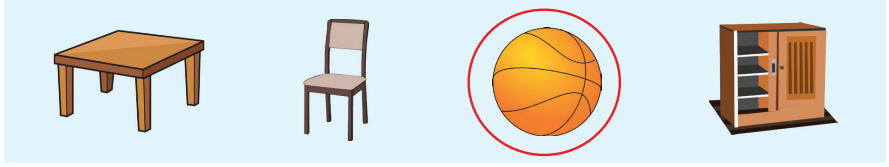
Test Your Skills

1. a. (i) b. (ii) c. (i) d. (i)

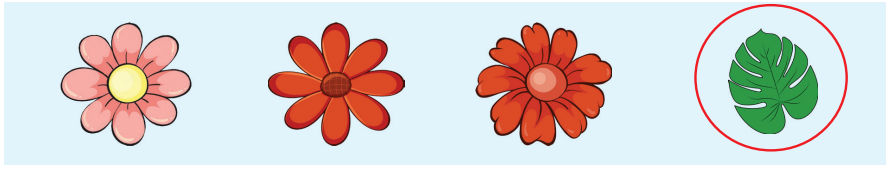
2. a.



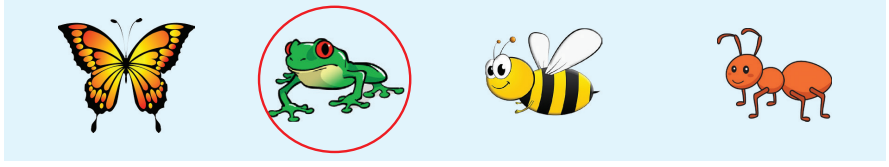
b.



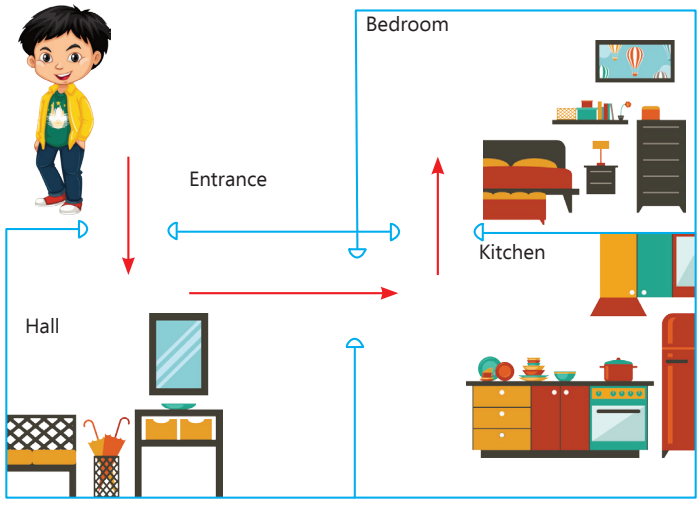
c.



d.



Fun Zone



Periodic Assessment–3

(Based on chapters 5 & 6)

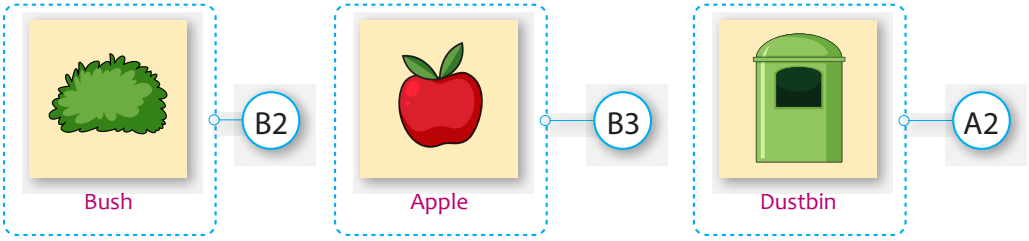
A. 1. World Wide Web refers to the largest collection of information available over the Internet.

2. A Web page is the basic unit of every website.

3. The first page of a website is called a home page.

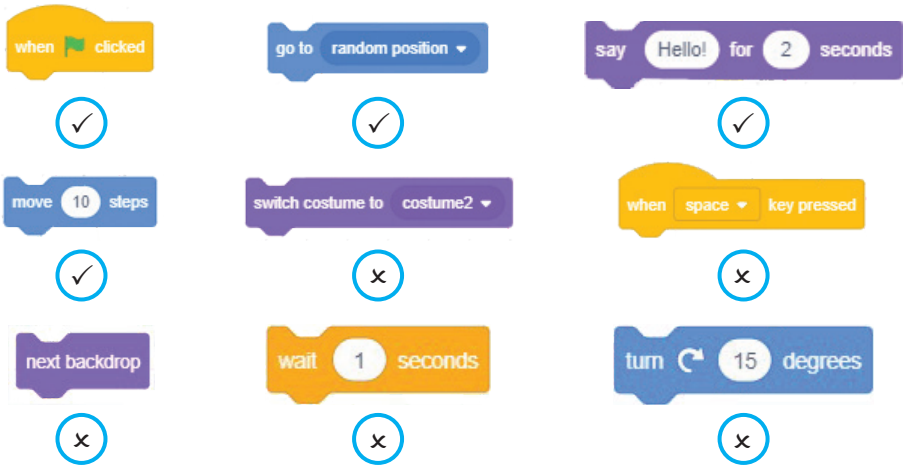
4. ISP is a company that provides you the Internet connection and services for an annual or monthly fee.

B.



7. More Blocks in Scratch

Let's Plug-in (Page no. 79)



Let's Catch Up (Page no. 82)

5	think Hmm... for 2 seconds
3	say Who. for 2 seconds
4	say You can speak owl language? for 2 seconds
1	say Knock knock! for 2 seconds
2	say Who's there? for 2 seconds

Test Your Skills

1. a. (i) b. (ii) c. (i) d. (iii)
2. a. Say b. Go to c. Sound d. Move
3. a. Turns the sprite clockwise by 15 degrees.
   b. Used to set the volume of the sprite.
   c. Used to say something for a given time.
   d. Used to repeat a set of blocks for fixed number of times.
4. a. (T) b. (T) c. (F) d. (F)
5. a. Say block
   b. Motion blocks are used to move the sprite on the stage.
   c. Wait block stops all activities for a given amount of time.
   d. They have looping blocks which are used when the same blocks have to be repeated for a number of times. Repeat block and Forever block are two types of control blocks.

Fun Zone

Let's Solve

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	S	M	U	F	L	C	P	L	C	D
C	O	N	T	R	O	L	G	L	D	A	T	A

Let's Explore

Do it yourself.

8. Creating Shapes in Scratch

Let's Plug-in (Page no. 88)

Do it yourself

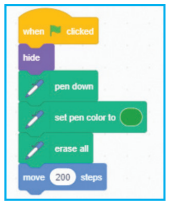
Let's Catch Up (Page no. 91)

1. Heptagon
2. Triangle
3. Pentagon
4. Nonagon
5. Hexagon
6. Octagon

Test Your Skills

1. a. (ii) b. (ii) c. (i)
2. a. Polygon b. 360 c. Go d. Hexagon
3. a. (F) b. (F) c. (T) d. (T)
4. a. The pen blocks draw a trail as the Sprite moves on the stage.

   b.



   c. Polygons are 2D shapes with 3 or more straight lines and angles. Examples are Triangle, Square and Rectangle.

   d. To draw a square we can keep the value of the move block same but to draw a rectangle there will be 2 different values for the move block since there are two different values for sides of rectangle i.e length and breadth.

Fun Zone

Let's Solve

a. 0 sides, 360 degree
b. 3 sides, 120 degree
c. 4 sides, 90 degree
d. 4 sides, 90 degree
e. 5 sides, 72 degree
f. 6 sides, 60 degree
g. 7 sides, 51 degree

Let's Explore

Do it yourself.

9. Evolution of AI

Let's Plug-in (Page no. 97)

Do it yourself

Let's Catch Up (Page no. 102)

Do it yourself

Test Your Skills

1. a. (i) b. (ii) c.(iii) d. (ii)
2. a. v. b. i. c. ii. d. iii. e. iv.
3. a. F b. F c. F d. F
4. a. Artificial Intelligence is the ability of a machine to think and learn.
   b. Alan Turing created Bombe, a machine that could decode the encoded messages.
   c. In 2016, David Hanson created a humanoid named Sophia. She can copy human gestures and facial expressions.
   d. In 2002, i-Robot released Roomba, an autonomous robot vacuum cleaner that cleans and is able to avoid crashing into obstacles.

Fun Zone

Let's Solve

a. Alan Turing b. Wabot c. Roomba d. Sophia e. Cortana

Periodic Assessment–4

(Based on chapters 7 to 9)

A.

B. 1. (iii) 2. (i) 3. (v) 4. (ii) 5. (iv)

Test Sheet–2

(Based on chapters 5 to 9)

Section A

A.	1. (i)	2. (i)	3. (i)	4. (i)	5. (i)
	6. (i)	7. (iii)	8. (i)	9. (ii)	10. (i)
B.	1. John McCarthy	2. Polygons	3. 360	4. ISP	5. Bombe
C.	1. (F)	2. (T)	3. (F)	4. (F)	5. (F)
D.	1. (c)	2. (a)	3. (e)	4. (d)	5. (b)

Section B

A. 1. Internet Service Provider

2. Artificial Intelligence is the ability of a machine to think and learn

3. Alan Turing created Bombe, a machine that could decode the encoded messages.

4. There are four main directions— North, East, West and South.

5. Control

6. The pen blocks draw a trail as the Sprite moves on the stage.

B. 1. (This question was printed incorrectly in the book, please correct this question in your textbook)

Q. What is the difference between drawing a square and a rectangle in Scratch?

Ans. To draw a square we can keep the value of the move block same but to draw a rectangle there will be 2 different values for the move block since there are two different values for sides of rectangle i.e length and breadth.

2. Control blocks have looping blocks which are used when the same blocks have to be repeated for a number of times

3. When a client copies data from the server using the Internet it is called downloading. Whereas, if the client sends data to the server then it is known as uploading

4. The first chatbot ELIZA was created in MIT Artificial Intelligence Laboratory by Joseph Weizenbaum, in 1966.

5. They have looping blocks which are used when the same blocks have to be repeated for a number of times. Repeat block and Forever block are two types of control blocks.

6. Microsoft Edge is the default web browser in the Windows 10 operating system. The three parts of Microsoft Edge are Current Tab, Back/forward, New tab.