

1. Evolution of Computers

LET'S PLUG-IN  (Page no. 7)

Do it yourself

LET'S CATCH UP  (Page no. 14)

- | | | | |
|-----------|-----------|--------------|---------------------|
| 1. Laptop | 2. Abacus | 3. Pascaline | 4. Desktop computer |
|-----------|-----------|--------------|---------------------|

TEST YOUR SKILLS 

- | | | | | |
|------------------|----------|-----------|-----------|----------|
| 1. a. (iii) | b. (iii) | c. (i) | d. (iii) | e. (iii) |
| 2. a. Tabulating | b. ENIAC | c. UNIVAC | d. Second | e. Third |
| 3. a. F | b. T | c. F | d. T | e. F |
| 4. a. iii | b. iv | c. ii | d. v | e. i |
5. a. Step Reckoner was the first calculator that could perform all four arithmetic operations. It was invented by Gottfried Wilhelm Leibniz in 1672.
- b. In 1944, Prof. Howard Aikens built the first electro-mechanical computer named Mark-I.
- c. The two features of third generation computers are as follows:
- These computers were made of ICs.
 - The use of the ICs reduced the size and increased the speed of the computers.
- d. In 1980's, Very Large Scale Integration (VLSI) came into existence in which thousands of transistors were placed on a single chip called microprocessor.
- e. The two features of fifth generation computers are as follows:
1. Improved size, cost, speed and performance.
 2. New versions of GUI operating systems are developed.

FUN ZONE



LET'S SOLVE

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



LET'S EXPLORE

Do it yourself.

2. Advanced Features of Word 2016

LET'S PLUG-IN

(Page no. 18)

Do it yourself



LET'S CATCH UP

(Page no. 22)

1. SPELLING
2. GRAMMAR
3. THESAURUS
4. REPLACE

TEST YOUR SKILLS



1. a. (i) b. (iii) c. (i) d. (ii) e. (iii)
2. a. Spell check b. Thesaurus c. Replace all d. Orientation
- e. Centimeter



Touchpad PLUS (Version 2.1)-V (Answer Key)

3. a. F b. T c. T d. T e. T
4. a. To use thesaurus tool, follow the given steps:
Step 1: Select the word.
Step 2: Click on Review tab.
Step 3: Click on the Thesaurus tool under Proofing group.
The Thesaurus pane opens on the left side of the window. It displays a list of synonyms for the selected word.
Step 4: Click the down arrow and select Insert or Copy.
- b. To use the replace tool, follow these steps:
Step 1: Click on Home tab.
Step 2: Click on Replace tool in Editing group. A Find and Replace dialog box opens. The Replace tab is selected by default.
Step 3: Type the word/words to be searched and replaced in the Find what box.
Step 4: Type the word/words to replace it with the Replace with box.
Step 5: Click on Find Next button. Word searches for the word or text. If the word is in the text, it gets highlighted. You can replace the word/words by clicking on Replace button or Replace All button.
Repeat the above steps till all the words have been replaced in the document. A message box appears showing that words are replaced and asking whether you want to search more or not.
Step 6: Click Yes if you want to search more and No if you don't want to search.
Step 7: Click on Close button to close the Find and Replace dialog box.
- c. Orientation of a paper means the direction in which the text or image appears on a page.
Word has two types of page orientations—Landscape and Portrait.
- d. To change line spacing for a single paragraph, follow the given steps:
Step 1: Place the cursor anywhere in the text without selecting it.
Step 2: Click on Home tab.
Step 3: Click on Line and Paragraph Spacing tool in Paragraph group.
Step 4: Hover your mouse pointer on the various line spacing options.
The paragraph will show the preview of the line spacing. Choose the line spacing you want.
- e. The Mail Merge feature in Word provides you with a tool to create and send multiple letters and invitations to many people at the same time. Each letter or invite is addressed to different people but has the same text.

FUN ZONE



LET'S SOLVE

1. Alt + F7 2. Shift + F7 3. Ctrl + F 4. Ctrl + H 5. Ctrl + Enter



LET'S EXPLORE

Do it yourself.

Periodic Assessment-1

(Based on chapters 1 & 2)

A.



1. Spell Check 2. Thesaurus 3. Find 4. Replace

B.

1. Analytical Engine 2. ENIAC, UNIVAC 3. Pascaline adding machine
4. Tabulating Machine 5. Step Reckoner

C.

1. F 2. T 3. F 4. F 5. T

D. Layout Tab and Page Setup Group.

3. Formatting a Presentation

LET'S PLUG-IN

(Page no. 34)

Do it yourself.



LET'S CATCH UP

(Page no. 37)

1. F 2. T 3. F 4. F



LET'S CATCH UP

(Page no. 41)

1. ENTRANCE 2. EMPHASIS 3. EXIT 4. MOTION PATH



Touchpad PLUS (Version 2.1)-V (Answer Key)

TEST YOUR SKILLS

1. a. (ii) b. (i) c. (iii) d. (iii)
e. (ii) f. (iii) g. (iii)
2. a. Theme b. Insert c. Format d. Animation
e. Three f. SmartArt g. Emphasis
3. a. Themes are an in-built feature which offer you a quick way of changing the layout and design of the presentation that you have created.
b. Slide Master in PowerPoint is used to create the default layout and appearance of the slides in the presentation.
Steps to change background of the slides:
Step 1: Click on Design tab.
Step 2: Select Format Background command in Customize group. A Format Background task pane opens.
Step 3: Click on the radio button of the fill option you want. The fill options are- Solid Fill, Gradient Fill, Picture or Texture fill and Pattern fill.
c. The different type of animation effects are : Entrance, Emphasis and Exit.
d. To insert a SmartArt in your slide, follow the given steps:
Step 1: Click on Insert tab.
Step 2: Select SmartArt in Illustration group. A Choose a SmartArt Graphic dialog box appears.
Step 3: Choose a category from the left section. Here we have chosen Cycle. Then choose a graphic layout from the middle section. As you click on a graphic layout option, a preview of the layout with its details appear in the right section.
Step 4: Click OK button. The SmartArt is inserted on the current slide.
Step 5: Click on [Text] in each individual shape and type the desired text.
e. To remove an animation effect from the Animation Pane, just click on an effect and press the Delete key. The animation effect is removed.
4. a. T b. T c. F d. F

FUN ZONE



LET'S SOLVE

- a. Themes b. Themes group c. Pattern fill d. Variants group



LET'S EXPLORE

Do it yourself.

4. Introduction to Excel 2016

LET'S PLUG-IN  (Page no. 47)

Do it yourself.

LET'S CATCH UP  (Page no. 50)

1. c. 2. d. 3. e. 4. a. 5. b.

TEST YOUR SKILLS 

1. a. (i) b. (i) c. (iii) d. (i)
2. a. Spreadsheet b. Cancel c. Ctrl + S d. Formula bar
3. a. T b. F c. F d. F

4. a. The two features of excel are as follows:

When we make a change at one place in a worksheet, the entire spreadsheet is automatically recalculated. It is very easy to search and replace figures in a spreadsheet with just one command.

- b. Title bar and sheet tab are two components of the Excel window.

To save workbook, follow these steps:

Step 1: Click on the File tab.

Step 2: If we are saving the workbook for the first time or saving the workbook we are currently working on, click on Save command. If we want to save the current workbook with a new name, click Save As. The Save As pane appears in the Backstage View.

Step 3: Select location and click on Browse option.

Step 4: Navigate to the folder where we want to save our workbook.

Step 5: Type a name for your file in the File name box. Click on Save button.

- c. A worksheet is a spreadsheet with rows and columns where we can type and store data, and perform various operations on the data. To create a new workbook, follow the given steps:

Step 1: Click on File tab. A backstage view appears.

Step 2: Click on New in the left pane.

Step 3: A new pane appears on the backstage view. Click on Blank workbook.

- d. Active cell is the cell that is currently active or selected. It can be recognized by its green outline. You can type data into an active cell only.

Steps to rename a worksheet:

Step 1: Right-click on the sheet tab you want to rename. A pop-up menu will open.

Step 2: Select the Rename option. Write a new name for the sheet and press enter.



FUN ZONE



Let's SOLVE

- | | | | |
|-------|-------|-------|-------|
| 1. A5 | 2. C3 | 3. A1 | 4. B5 |
| 5. B2 | 6. D6 | 7. C4 | 8. B7 |



Let's EXPLORE

Do it yourself.

5. Editing Cell Contents in Excel 2016

Let's PLUG-IN

 (Page no. 59)

Do it yourself.



Let's CATCH UP

(Page no. 61)

- | | | |
|-------------|----------|---------|
| 1. Ctrl + A | 2. Shift | 3. Ctrl |
|-------------|----------|---------|

TEST YOUR SKILLS



1. a. (i) b. (i) c. (iii) d. (iii) e. (iii)
2. a. Cells b Column c. Number d. Delete e. Editing
3. a. F b. F c. T d. T e. T
4. a. Redo command is used to redo the last Undo action. To select an entire column, click on the column header.
- b. A range is a rectangular section of cells which are next to each other and at least one side of their border is common. To select a range using the mouse, click on the top left cell and drag the mouse while holding the left mouse button till the bottom right cell is selected. The range will be selected.
- c. To copy data, follow the given steps:
Step 1: Select the cells you want to copy.
Step 2: Click on the Home tab.
Step 3: Select Copy button from Clipboard group.
Step 4: Click on the cell where you want to copy the selected range.
Step 5: Select Paste button in clipboard group.

d. The AutoFill feature in Excel is used to automatically fill series of data in rows and columns based on the values of other cells.

To use the AutoFill feature in a series, follow the given steps:

Step 1: Type the first number in a series.

Step 2: Select the cell and the cells that we want to AutoFill.

Step 3: Click on Home tab.

Step 4: Click on Fill button in Editing group.

Step 5: Click on Series from the Fill drop-down menu. A Series dialog box opens. Enter the step value. We can also change or select other values.

Step 6: Click OK. The cells are filled with the series.

e. To insert date or time, follow these steps:

Step 1: Select the cell where we want to edit the date or time.

Step 2: Click on Home tab.

Step 3: Click on the Number format dialog box launcher.

Step 4: A Format Cells dialog box appears. Select date option in the Category section. A list of formats is displayed.

Step 5: Choose the format we want.

Step 6: Click OK button.

FUN ZONE



LET'S SOLVE

1. a. Do it yourself.
2. a. F2 b. Shift+Spacebar c. Ctrl+ Spacebar
d. F8 e. Ctrl+Shift+@



LET'S EXPLORE

Do it yourself.

Periodic Assessment-2

(Based on chapters 3 to 5)

A.



1. Zoom



2. Swivel

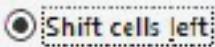
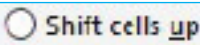
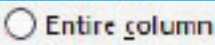


3. Bounce



4. Random Bars



- B.** 1.  Deletes selected cells and shift the cells on the right to left.
2.  Deletes selected cells and the cells below shift up.
3.  Deletes selected row and the row below shifts up.
4.  Deletes selected column and the column shifts from right to left.

- C.** 1. Maximize button 2. Excel 3. Delete key
4. Undo 5. Close button

D. Home Tab → Cells Group → Insert

Test Sheet-1

(Based on chapters 1 to 5)

Section A

- A.** 1. (iii) 2. (i) 3. (ii) 4. (i) 5. (i)
6. (ii) 7. (iii) 8. (i) 9. (i) 10. (i)
11. (iii)
- B.** 1. Second 2. Third 3. Orientation 4. Insert 5. Column
- C.** 1. T 2. T 3. T 4. T 5. F
- D.** 1. Laptop → a. Shortcut for Find
2. Fade → b. Fifth generation
3. Mail Merge → c. Transition
4. Ctrl+H → d. Mailing tab
5. Ctrl+F → e. Replace text shortcut

Section B

- A.** 1. Page size 2. Pascaline Adding Machine 3. Animation
4. SmartArt 5. Slide Master
- B.** 1. Slide Master is used to create the default layout and appearance of the slides in the presentation.
2. To remove an animation, click on the number to remove.
The number box gets highlighted. Press the Delete key.
3. In this step, you have to select the recipients of your invitation.
To do so, follow the given steps:
Step 1: Click on Mailings tab.
Step 2: Select 'Select Recipients' from the Start Mail Merge group.
Step 3: Select Type a New List from the drop-down menu. A New Address List box appears.

Step 4: Add the details of the recipients. If you want to add another select New Entry or want to delete select Delete Entry.

Step 5: After entering the details, Click OK button.

A Save Address List box appears where you can save your address list for future use.

Step 6: In File name box, type the name of the list to save.

Step 7: Click on the Save button.

You will observe that <<AddressBlock>> appears in your document.

You can also edit the list of contacts you have entered from the option Edit Recipient List from Start Mail Merge group. A box appears to edit and select contacts.

4.
 - VLSI called microprocessors were invented.
 - Small in size and could be placed on an office table.
 - Hard disk to store data.
 - Introduction of GUI operating system.
5. Active cell is the cell that is currently active or selected. It can be recognized by its green outline. You can type data into an active cell only.

Steps to rename a worksheet:

Step 1: Right-click on the sheet tab you want to rename. A pop-up menu will open.

Step 2: Select the Rename option. Write a new name for the sheet and press enter.

6. A range is a rectangular section of cells which are next to each other and at least one side of their border is common. To select a range using the mouse, click on the top left cell and drag the mouse while holding the left mouse button till the bottom right cell is selected. The range will be selected.

6. Internet and E-mail

LET'S PLUG-IN  (Page no. 75)

Do it yourself

LET'S CATCH UP (Page no. 78)

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

TEST YOUR SKILLS 

- | | | | | |
|-------------|---------|--------|---------------|------------|
| 1. a. (iii) | b. (ii) | c. (i) | d. (i) | e. (ii) |
| 2. a. BCC | b. To | c. CC | d. Attachment | e. Website |
| 3. a. F | b. T | c. F | d. F | |



4. a. Dial-up connection requires users to link their phone line to a computer to access the Internet.
- b. Wireless provides great speed as it uses radio frequency to connect to the internet. Wireless connections are possible through modem. Whereas, mobile Internet provides user to access internet using a smartphone and network provided by service provider.
- c. An Electronic mail or e-mail can be defined as the process of exchanging messages electronically through a communication network by using computer. Advantages of email are: an e-mail can be sent anytime and from anywhere in the world. An e-mail can be sent to many people at a time.
- d. To open a web page, follow these steps:
Step 1: Type the URL browser's Address bar.
Step 2: Press the Enter key from the keyboard.
- e. Follow the given steps to send an e-mail:
Step 1: Click on Compose button on the top left corner of your Web browser window, to create and type a new E-mail.
Step 2: This will open the New Message window on the screen.
Step 3: The New Message window has many fields: To, CC, BCC, Subject. Fill the desired one. The e-mail is typed in the main white body of the New Message window.
Step 4: After completing the text of the e-mail, click on Send button to finally send the e-mail to your friend.

FUN ZONE



LET'S SOLVE

Do it yourself.



LET'S EXPLORE

Do it yourself.

7. Data Processing

LET'S PLUG-IN

 (Page no. 87)

Do it yourself.



LET'S CATCH UP

(Page no. 90)

a. COMPUTER

b. DATA

c. INFORMATION

TEST YOUR SKILLS

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

2.

Subject	Marks Obtained
English	40
Hindi	56
Computer	68
Science	75
Social studies	89
Maths	90

Subject	Marks Obtained
Maths	90
Social studies	89
Science	75
Computer	68
Hindi	56
English	40

3. a. Data refers to the raw input.
 b. Decoding is the process of converting a coded message into understandable language.
 c. Some of the ways in which we can represent information are:
- We can represent information in the form of tables.
 - We can represent information in the form of pictures, drawing and so on.
 - We can represent information in the form of maps.
 - We can represent information in the form of pictograms.

FUN ZONE



LET'S SOLVE

1. No Parking 2. Veg. & No. Veg. 3. Zebra Crossing 4. No U turn



LET'S EXPLORE

Do it yourself.

Periodic Assessment-3

(Based on chapters 6 & 7)

- A.** 1. ORANGE 2. EDUCATION 3. BOOKS 4. SCHOOL
B. 1. ii 2. i 3. iv 4. iii
C. 1. Pictures 2. Maps 3. Tables 4. Pictograms
D. She can send an e-mail using Bcc field.



8. Conditional Blocks in Scratch

Let's PLUG-IN  (Page no. 94)

Do it yourself.

Let's CATCH UP  (Page no. 97)

1. Ask and wait
2. Motion block
3. Wrap Blocks
4. Sound blocks

TEST YOUR SKILLS

1. a. (iii) b. (ii) c. (i) d. (ii)
2. a. Hat b. Sensing c. Variables d. Ask
3. a. F b. T c. F d. F
4. a. Scratch blocks can be divided into six types of shapes. They are: Hat, Stack, Boolean, Reporter, C and Cap.
b. The sensing blocks in Scratch sense the input from the keyboard or the mouse at the time of execution of a script.
c. We store data in the computer memory so that we can get information from it later. This data is stored in variables.
d. If...then and if....then....else block.

FUN ZONE



Let's SOLVE

Do it yourself.



Let's EXPLORE

Do it yourself.

9. Concept of Smart Living

Let's PLUG-IN  (Page no. 106)

Do it yourself.

TEST YOUR SKILLS

1. a. (ii) b. (ii) c. (ii) d. (i)
2. a. Light b. Smart homes c. AI d. Smart smoke detectors
3. a. T b. T c. F d. T e. T
4. a. Smart Homes are homes that use internet connected devices to empower remote monitoring and management of appliances and devices such as for lighting and heating.

The following are the benefits of smart homes:

- Smart Homes are great in saving power. For example, people often forget to switch off their lights when they go to sleep. Smart Homes can detect when the user is asleep and accordingly switch off the lights.
 - They are installed with smart security devices which helps in protecting the home and its belongings.
 - They are connected to multiple devices and all of those devices can be accessed easily all at once with the help of a smartphone.
 - They are installed with gadgets which can be accessed remotely and can control various functions. For example, a person can control the temperature of the Smart Home.
- b. Smart TV, Video Doorbells, Smart Lighting
 - c. This device sounds an alarm when smoke is detected. It can warn you if there is fire in your home.
 - d. Smart TV allows its users play music, movies, or change channels using Internet.

FUN ZONE



- a. Video Doorbell b. Smart Speaker c. Smart TV

Periodic Assessment-4

(Based on chapters 8 & 9)

- A.** 1. C-Blocks, Control blocks 2. Hat Blocks, Event Blocks
3. Reporter Blocks, Operator Blocks
- B.** 1. Smart Speakers 2. Smart Smoke Detectors 3. Video Doorbells

- C.** 1. Hat blocks always comes on the top.
 2. A Script is made up of number of blocks.
 3. When it comes to home security, smart cameras are the most important devices.
 4. Smart homes are great in saving energy.
 5. In scratch, a program is called a Script.
- D.** She can use Smart Cameras.

Test Sheet–2

(Based on chapters 6 to 9)

Section A

- A.** 1. (ii) 2. (ii) 3. (i) 4. (iii) 5. (ii)
 6. (i) 7. (i) 8. (i)
- B.** 1. AI 2. Tables 3. Bcc 4. Smart Homes
 5. Ask & Wait
- C.** 1. T 2. F 3. F 4. F 5. T
- D.** 1. c. 2. e. 3. d. 4. b. 5. a.

Section B

- A.** 1. Hyper Text Markup Language.
 2. We store data in the computer memory so that we can get information from it later. This data is stored in variables.
 3. An Electronic mail or e-mail can be defined as the process of exchanging messages electronically through a communication network by using computer. Advantages of email are: an e-mail can be sent anytime and from anywhere in the world. An e-mail can be sent to many people at a time.
 4. Events blocks
 5. Dial-up connection requires users to link their phone line to a computer to access the Internet.
 6. Data refers to the raw input. When this data is processed, the outcome received is known as information.
 7. Smart camera is a home security device, that is used to monitor indoor and outdoor activities.
- B.** 1. Wireless provides great speed as it uses radio frequency to connect to the internet. Wireless connections are possible through modem. Whereas, mobile Internet provides user to access internet using a smartphone and network provided by service provider.
 2. To open a web page, follow these steps:
 Step 1: Type the URL browser's Address bar.
 Step 2: Press the Enter key from the keyboard.

3. Follow the given steps to send an e-mail:

Step 1: Click on Compose button on the top left corner of your Web browser window, to create and type a new E-mail.

Step 2: This will open the New Message window on the screen.

Step 3: The New Message window has many fields: To, CC, BCC, Subject. Fill the desired one. The e-mail is typed in the main white body of the New Message window.

Step 4: After completing the text of the e-mail, click on Send button to finally send the e-mail to your friend.

4. If...then and if....then....else block.

5. The sensing blocks in Scratch sense the input from the keyboard or the mouse at the time of execution of a script.

6. Smart Homes are homes that use internet connected devices to empower remote monitoring and management of appliances and devices such as for lighting and heating.

The following are the benefits of smart homes:

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- They are connected to multiple devices and all of those devices can be accessed easily all at once with the help of a smartphone.
- They are installed with gadgets which can be accessed remotely and can control various functions. For example, a person can control the temperature of the Smart Home.

7. Smart TV allows its users play music, movies, or change channels using Internet.

