ANSWER KEY

Touchpad PRIME Ver 2.1
Class-4

1. Computer Memory

Rapid Fire

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

2. a. STORAGE b. PEN DRIVE c. MEMORY CARD d. BYTE e. HARD DISK

Evaluation Time

1. a. USB b. Byte c. Optical Disc d. Zettabyte

2. a. Primary memory is the main memory of a computer. CPU can directly access this memory.

b. The basic unit for measuring the memory of a computer is byte. A byte consists of a group of eight bits.

c. RAM is a temporary memory whereas, ROM is a permanent memory.

d. Blu-Ray disc is an optical disc. It is used for storing a large amount of data and playing videos.

Activity Time

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

2. a. MEMORY b. COMPACT DISC

c. STATIC RAM d. HARD DISK

In The Lab

Do yourself.

2. More About Windows 10

Rapid Fire

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

2. a. F b. T c. T

IMPRINT 1

Evaluation Time

1. a. Live b. This PC c. Restore

2. a. Start menu displays a list of all the application installed in the computer. It also displays the live tiles.

b. Pinning an application to the Taskbar helps us to access it quickly.

c. Recycle bin is a place in the memory where all the deleted files are stored temporarily before being deleted permanently.

d. To move a tile, click on the tile and drag it to the desired place.

Activity Time

1. a. Window + E keys b. CTRL + F keys

2. a. Operating System b. This PC c. Taskbar d. Recycle Bin

In The Lab

Do 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. Pen drive 2. Compact Disc 3. Hard Disk
4. RAM 5. Memory Card 6. ROM

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

3. Tables in Word 2016

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

Rapid Fire

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

2. a. T b. F c. T d. F e. F

Evaluation Time

1. a. Columns b. Rows c. Quick Tables d. Merging Cells

2. a. A table is an arrangement of data in columns and rows forming a cell where they join together. Two ways to insert a table are: 1. Graphic Grid and 2. Insert Table

b. To insert a quick table, follow these steps:

Step 1: Click on Insert tab.

Step 2: Click on Table drop-down arrow in Tables group.

Step 3: Select Quick Tables.

Step 4: Select the table template according to your choice.

c. To merge cells of a table, follow these steps:

Step 1: Select the cells that you want to merge.

Step 2: Click on Layout tab under Table Tools.

Step 3: Click on Merge Cell command in the Merge group.

d. To apply a table style, follow the given steps:

Step 1: Click anywhere in the table.

Step 2: Click on Design tab under Table Tools.

Step 3: Click on the desired style in the Table Styles group.

Step 4: Click on More button to see more styles.

Step 5: Click on the style.

e. To delete rows, columns or cells from a table, follow these steps:

Step 1: Select the rows, 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: Click on Delete columns option.

Activity Time

1. a. table b. layout, table tools

c. delete, drop-down menu d. delete table, deleted

In The Lab

Do yourself.

4. Shapes, Graphics and Pictures in Word 2016

Rapid Fire

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

2. a. T b. F c. T d. F

Evaluation Time

1. a. Text Outline b. Pictures c. Insert d. Format

2. a. WordArt is the special effect in Word to change the appearance of the text.

To add effect to the text, follow these steps:

Step 1: In the WordArt Styles group, click on the Text Fill command.

Step 2: Select the color or gradient effect for the WordArt text.

b. The Shapes command contains several categories of shapes, like lines, basic shapes, flow chart elements, stars and banners, and callouts. To add text in a shape, follow these shapes:

Step 1: Right-click inside the shape.

Step 2: Select Add Text option.

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

c. To insert an online picture, follow these steps:

Step 1: Click on Insert tab.

Step 2: Click on Pictures command in the Illustration group.

Step 3: Click on the Online Pictures option.

Step 4: Type a word in Bing Image Search box.

Step 5: Select the picture, you want to insert. Click on the Insert (1) button.

Activity Time

a. Shapes b. Reflection c. WordArt d. Text Color

Find Out

Do yourself.

Do yourself.

Periodic Assessment 2

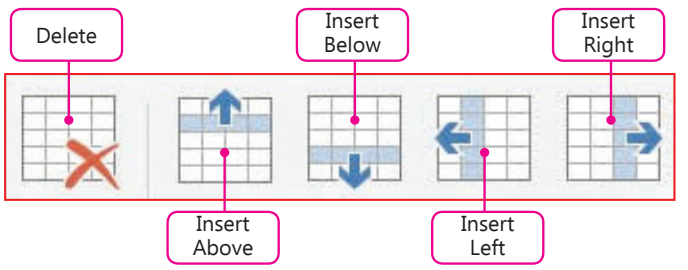
(Based on chapters 3 & 4)

A. 1. Glow 2. Reflection

B.

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

C.



D. 1. T 2. T 3. T 4. F 5. T 6. F 7. F

Test Sheet 1

(Based on chapters 1 to 4)

Section A

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

B. 1. Magnetic Disk 2. Format 3. Rows 4. Taskbar 5. Byte

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

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

Section B

A. 1. 700 MB is the storage capacity of a CD.
2. The shortcut to open Window Explorer is Window + E keys.
3. WordArt option is found under Insert tab.
4. Cell is the intersection of a row and a column.
5. The full form of USB is Universal Serial Bus.

B. 1. To resize a tile, follow the given steps:
Step 1: Right-click on the tile.
Step 2: Select the Resize option.
Step 3: Select the size of your choice.

2. WordArt is the special effect in Word to change the appearance of the text.
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. The basic unit for measuring the memory of a computer is byte. A byte consists of a group of eight bits, for example, 10001011, i.e., 1 byte equals to 8 bits.
5. The hard disk consists of one or more magnetic disks. Each disk in the pack has top and bottom surfaces on which data is recorded using magnetic head. It is permanently fixed in the system unit.

5. Introduction to PowerPoint 2016

1. Zoom slider
2. Placeholder
3. Speaker's Notes pane
4. Ribbon

Rapid Fire

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

2. a. F b. F c. T d. F

Evaluation Time

1. a. Backstage b. Title Bar c. Slide d. Close

2. a. PowerPoint 2016 is a program that allows you to create interesting and exciting presentations.

b. A single page of the presentation is called a slide. Whenever you start your 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.

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

d. To save a presentation, follow these steps:

   Step 1: Click on File tab.

   Step 2: Select Save or Save As command.

   Step 3: Select This PC option and click on Browse option.

   Step 4: Select the location of the file.

   Step 5: Click in the File name: box and type a name for the file.

   Step 6: Click on Save button.

Activity Time

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

Do yourself.

6. More on PowerPoint 2016

1. Title and Content slide layout
2. Title slide layout
3. Two Content slide layout
4. Comparison slide layout

Rapid Fire

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

2. a. iii. b. v. c. iv. d. i. e. ii

3. a. F b. F c. F d. T

Evaluation Time

1. a. Slide Show View b. Outline View c. Notes Pane d. Slide Sorter View

2. a. Slide layout is the formatting and positioning of the placeholder boxes for the content that appears on a slide. PowerPoint 2016 includes nine in-built slide layouts.

b. Slide sorter view shows the miniature version of all slides whereas, reading view shows the window view of the slide that make the presentation easy to review.

c. To insert WordArt, follow the given steps:

Step 1: Click on Insert tab.

Step 2: Click on WordArt command in the Text group.

Step 3: Select the desired WordArt Style.

Step 4: A text box appears on the slide with the text "Your Text Here".

d. To insert a picture from a file, follow the given steps:

Step 1: Click on Pictures option from the placeholder.

Step 2: Browse to the location where you have saved your picture file. Select the desired picture file.

Step 3: Click Insert button.

Activity Time

1. a. Slide Show b. Nine c. Reading View d. Slide Area

2. a. PRESENTATION b. POWERPOINT

c. PLACEHOLDER d. TITLE SLIDE e. OUTLINE PANE

Find Out

Do yourself.

In The Lab

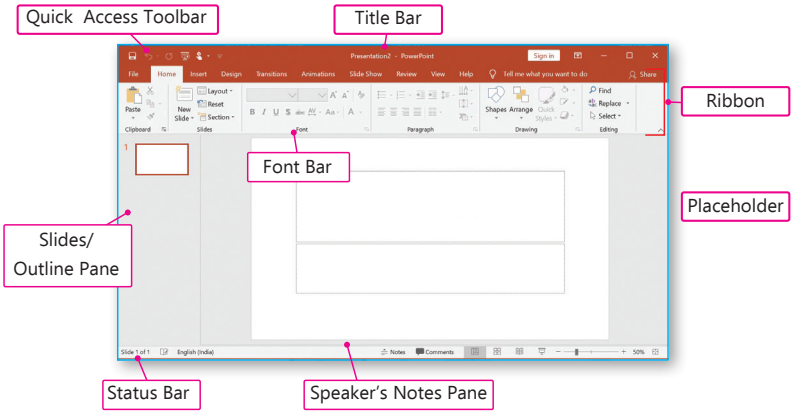
Do yourself.

Periodic Assessment 3

(Based on chapter 5 & 6)

A. 1. T 2. T 3. F 4. T 5. F 6. F

B.



C. Slide Sorter View

7. More Blocks in Scratch

5 3 4 1 2

Rapid Fire

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

2. a. Rotate the sprite 15 degrees b. Set volume of the sprite to 100%
c. Display the message for 2 seconds d. Repeats the blocks for 10 times

3. a. T b. T c. F d. F

Evaluation Time

1. a. Say b. Go To c. Sound d. Move

2. a. Looks block is used to add a speech bubble to the script for few seconds.
b. Events blocks control how the blocks in a script will start to run if a particular action is done.
c. Sound blocks are used to add music to our Scratch project.
d. Control blocks have looping blocks which are used when the same blocks have to be repeated for a number of times. The most commonly used control blocks are Wait and Repeat.

Find Out

Do yourself.

Activity Time

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

In The Lab

Do yourself.

8. More About Internet

Do yourself.

Rapid Fire

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

2. a. T b. F c. F d. F e. F

Evaluation Time

1. a. Internet b. Web Browser c. Home Page d. Refresh e. www

2. a. ARPA set up a network of computers between different offices of defence department to exchange and share important information. This 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. BSNL and MTNL are the examples of ISPs.

c. Getting the data from the host computer (server) to the client computer (user's computer) is known as downloading. Copying the data from the client 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. Current tabs, Address bar and Refresh are the parts of Microsoft Edge.

Activity Time

a. ARPANET b. MICROSOFT EDGE

c. HYPERLINK d. INTERNET e. SEARCH ENGINE

Find Out

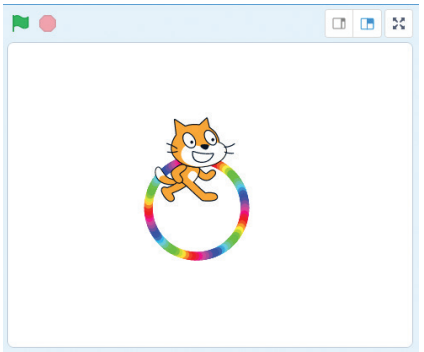
Do yourself.

Do yourself.

Periodic Assessment 4

(Based on chapter 7 & 8)

A.



B.

1. World Wide Web
2. Search Engine is a web tool which allows user to search or look up for desired information of the Internet.
3. Home Page is the first page of a website.
4. Getting the data from the host computer to client's computer is know as downloading.
5. Uniform Resource Locator is the full form of URL.
6. Events blocks control events and starting of scripts.
7. Sounds blocks is used to add music to the Scratch projects.
8. Motion blocks is used for rotating the Sprite.

Test Sheet 2

(Based on chapters 5 to 8)

Section A

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

B. 1. Slides 2. Polygons 3. 360º 4. ISP 5. Slide Show

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. Ctrl + C is the shortcut to copy text.
3. Ribbon is the combination of tabs and groups.
4. Control blocks controls the way the script runs in a project.

B. 1. To add text in a slide, follow these steps:

Step 1: Click on the title text placeholder and type your text.

Step 2: Click on the subtitle text placeholder and type your text. When you press Enter key, a new bullet appears in the next line. Type the remaining text.

2. To use Outline View, follow these steps:

Step 1: Click on View tab.

Step 2: Select Outline View in the presentation views group.

3. Events blocks control how the blocks in a script will start to run if a particular action is done.

4. 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 computer (user's computer) to the host computer (server) is known as Uploading.