ANSWER KEY

Touchpad MODULAR Ver 1.1
Class-3

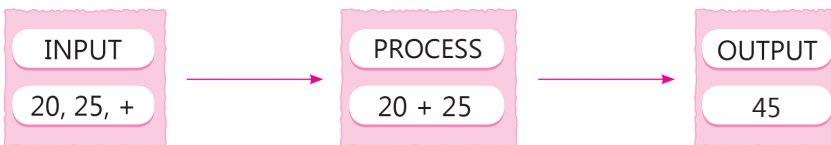# 1. A Computer System

EXERCISE

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

B. 1. Microphone   2. CPU   3. Monitor   4. Input devices

C. 1. Scanner   2. Tablet   3. Speakers   4. CPU

D.

INPUT		PROCESS		OUTPUT
20, 25, +	→	20 + 25	→	45

E. 1. CPU is the processor that does all the calculations, runs all the programs and manages all the operations.

2. A computer works on the IPO cycle (Input-Process-Output).

F. 1. Application software is used to perform a specific task.
Example of application software is Paint.

2. All the physical components of a computer system are called hardware. These are the parts which we can see or touch. Example of hardware are keyboard and printer.

IN THE LAB   SUBJECT ENRICHMENT

Do yourself.

2. Keyboard and Mouse

EXERCISE

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

B. 1. caps lock   2. drag and drop   3. double   4. I Beam

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

D. 1. @   2. &   3. A

E. 1. Caps lock key is used to type capital letters.

2. Right-click function of mouse helps us to see the properties of an item.

F. 1. Symbol keys have special signs and symbols. These are used to type symbols.
Examples of symbol keys are !, @, #, $, %, *, etc.

2. Drag means to move the mouse while keeping the left button pressed. It is used to move an item to another location on the computer.
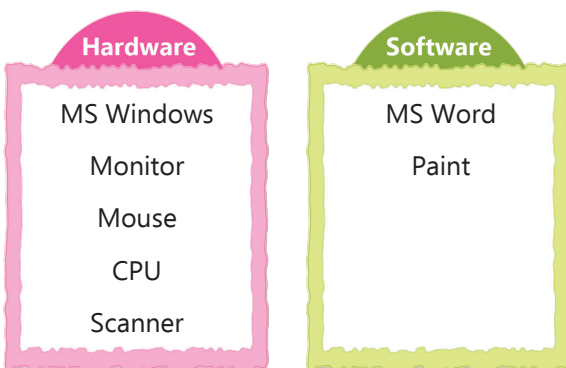
IN THE LAB   SUBJECT ENRICHMENT

Do yourself.

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

A.

Hardware	Software
MS Windows	MS Word
Monitor	Paint
Mouse	
CPU	
Scanner	

B. 1. Backspace key is used to erase typed letters, number, symbols and words from its left side.

2. Shift key is used with other keys for different purposes.

3. Arrow key is used to move the cursor in up direction.

C. 1. Click   2. Double-click   3. Right-click   4. Scroll

D. 1. Printer   2. Joystick   3. Headphones   4. Microphone

3. Let's Know About Windows 7

EXERCISE

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

B. 1. Microsoft   2. Desktop   3. Windows 7   4. Icons

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

D. 1. COMPUTER   2. RECYCLE BIN   3. START BUTTON   4. FOLDER

E. 1. Icons and taskbar

2. Windows 7 allows you to run several programs at the same time.

3. It is a long horizontal bar located at the bottom of the desktop. It helps to manage various currently active programs.

F. 1. Desktop is a first screen that appears from where you can start working.
To change the desktop background, follow these steps:
Step 1 Right-click anywhere on the desktop. Click on Personalize option.
Step 2 Click on Desktop Background.
Step 3 Select any picture from the displayed list.
Step 4 Click on Save Changes button and close the window.

2. To sort the icons, follow the given steps:
Step 1 Right-click on any blank area of the desktop. Click on Sort by option.
Step 2 Click on any one option to arrange the icons in that order.

IN THE LAB   SUBJECT ENRICHMENT

Do yourself.

4. Fun with Tux Paint

EXERCISE

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

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

C. 1. Drawing Canvas   2. Stamp   3. Help Area

D. 1. Selector is used to select the desired options.

2. Toolbar and Help Area

E. 1. Stamp tool is used to paste the ready-made pictures on the drawing canvas.

2. Steps to type text:
Step 1 Click on Text tool.
Step 2 Select text style from the Selector.
Step 3 Select any colour from the Colors Palette.
Step 4 Click on the Drawing Canvas to get the cursor. Now, type your text. Press Enter key to finish.
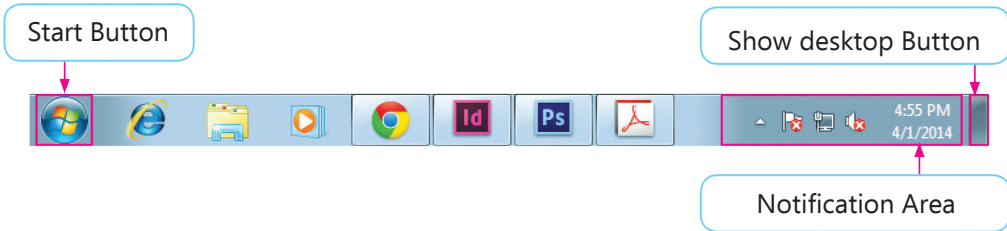
IN THE LAB   SUBJECT ENRICHMENT

Do yourself.

Periodic Assessment-2

(Based on chapters 3 & 4)

A.

Start Button → (Windows Start Button icon)

Show desktop Button → (far right button)

Notification Area → (system tray: 4:55 PM 4/1/2014)

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

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

Test Sheet-1

(Based on chapters 1 to 4)

Section A

A. 1. (ii)   2. (ii)   3. (iii)   4. (ii)

B. 1. CPU   2. Drag   3. Icon   4. Text

Section B

A. 1. Paint and MS word

2. Caps lock key is used to type capital letters.

3. Icons and taskbar

4. Stamp tool

B. 1. All the physical components of a computer system are called hardware. These are the parts which we can see or touch.

2. To sort the icons, follow the given steps:
Step 1 Right-click on any blank area of the desktop. Click on Sort by option.
Step 2 Click on any one option to arrange the icons in that order.

3. Steps to type text:
Step 1 Click on Text tool.
Step 2 Select text style from the Selector.
Step 3 Select any colour from the Colors Palette.
Step 4 Click on the Drawing Canvas to get the cursor. Now, type your text. Press Enter key to finish.

5. More on Tux Paint

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

B. 1. Foam   2. Slide Show 3. Colors Palette   4. Mosaic

C. 1. SMUDGE   2. MOSAIC   3. FOAM   4. REAL RAINBOW

D. 1. Foam effect, Smudge effect and Mosaic effect.

2. Foam effect is used to give a bubble effect in Tux Paint.

3. Undo tool is used to reverse the last drawing action.

E. 1. Steps to add magic effects:
   Step 1 Click on Magic tool.
   Step 2 Choose a magic effect from the Selector.
   Step 3 Click or drag to see the magic effect on your drawing.

2. Steps to run a slide show:
   Step 1 Click on the Open tool.
   Step 2 Click on the Slides button.
   Step 3 Click on the drawings in the order in which you want to display them as slides.
   Step 4 Adjust the speed of the slide show by clicking on the slide scale present at the bottom left corner of the screen next to the Play button.
   Step 5 Click the Play button to begin the slide show.

IN THE LAB   Subject Enrichment

Do yourself.

Periodic Assessment-3
(Based on chapter 5)

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

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

C. 1. [2]   [3]   [1]

D Undo tool is used to reverse the last drawing action and Redo tool is used to reverse the action.

6. Drawing Shapes in Paint

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

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

C. 1. Oval Fill with color 2. Line Oval heart 3. Triangle Fill with color

D. 1. Color picker tool is used to pick a colour from an existing object and reuse in other object within the same drawing area.

2. Ribbon is located at below the title bar. It contains various tabs and groups.

E. 1. Steps to draw a callout:
Step 1 Click on Home tab.
Step 2 Select a callout shape from Shapes group.
Step 3 Click and drag the mouse in the drawing area to draw a callout.

2. Steps to save your drawing:
Step 1 Click on Paint button.
Step 2 Click on Save or Save As option.
Step 3 Type a name for the file in the File name: box.
Step 4 Click on Save button.

IN THE LAB SUBJECT ENRICHMENT

Do yourself.

7. More on Paint

EXERCISE

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

B. 1. Ctrl + X 2. Ctrl + S 3. Ctrl + P 4. Ctrl + C

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

D. 1. Cut 2. Zoom In 3. Zoom Out 4. Copy
5. Rotate 6. Free form selection

E. 1. Zoom tool is used to get the closer and bigger look of the drawing.

2. Rotate command is used to rotate the drawing in different angles.

F. 1. Copy and Paste commands give the duplicate image of a drawing.
Cut and Paste commands delete the image from one place and paste it to another place.

2. Steps to Flip an image:
Step 1 Click on Home tab.
Step 2 Click on Select command and then click on Rectangular selection.
Step 3 Select the image by dragging the mouse over it.
Step 4 Click on Rotate command.
Step 5 Click on Flip horizontal or Flip vertical.

3. Steps to select an image in rectangular form:

Step 1 Click on Home tab.

Step 2 Click on the down arrow, under Select command.
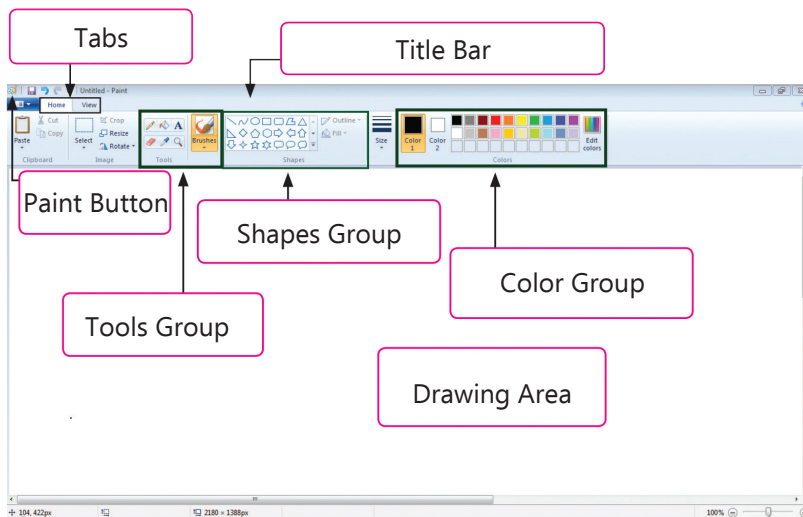
Step 3 Click on Rectangular selection.

Step 4 Hold the left button of the mouse and drag over the drawing to select it. Release the left button of the mouse.

IN THE LAB   SUBJECT ENRICHMENT

Do yourself.

Periodic Assessment-4
(Based on chapters 6 & 7)

A. 1.

Tabs

Title Bar

Paint Button

Shapes Group

Color Group

Tools Group

Drawing Area

B. 1. Cut   2. Color picker   3. Free-form selection   4. Zome In

5. Rotate

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

Test Sheet-2
(Based on chapters 5 to 7)

Section A

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

B. 1. Foam   2. Home   3. Clipboard   4. Foreground

Section B

A. 1. Foam effect, Smudge effect and Mosaic effect

2. Ribbon is located at below the title bar. It contains various tabs and groups.

3. Zoom tool is used to get the closer and bigger look of the drawing.

B. 1. Steps to run a slide show:
Step 1 Click on the Open tool.
Step 2 Click on the Slides button.
Step 3 Click on the drawings in the order in which you want to display them as slides.
Step 4 Adjust the speed of the slide show by clicking on the slide scale present at the bottom left corner of the screen next to the Play button.
Step 5 Click the Play button to begin the slide show.

2. Steps to save your drawing:
Step 1 Click on Paint button.
Step 2 Click on Save or Save As option.
Step 3 Type a name for the file in the File name: box.
Step 4 Click on Save button.

3. Flip command is used to get the mirror image of a drawing.
Rotate command is used to rotate the drawing in different angles.