

ANSWER KEY

Touchpad MODULAR Ver 1.1

Class-4

1. The Computer—An Overview

EXERCISE



- A.** 1. (c) 2. (b) 3. (a) 4. (c)
- B.** 1. (F) 2. (T) 3. (F) 4. (T)
- C.** 1. Output 2. Input 3. Input 4. Output
- D.** 1. The parts of a computer that we can see and touch are called Hardware.
2. A printer is an output device that allows to print the work done on the computer on a sheet of paper.
- E.** 1. Input devices give instructions in the form of numbers, text, sound or graphics to a computer. Keyboard and mouse are the types of input device.
2. CPU does all the calculations, and runs all the programs. It manages all the operations and carries out the basic instructions which operate a computer.

IN THE LAB

SUBJECT ENRICHMENT



Do yourself.

2. Computer Memory

EXERCISE



- A.** 1. (a) 2. (b) 3. (b) 4. (a)
- B.** 1. Random Access Memory 2. Read Only Memory 3. GB 4. USB
- C.** 1. Primary storage device 2. Primary storage device 3. Secondary storage device
4. Secondary storage device



- D.** 1. Hard disk is a type of secondary storage device. It is permanently fixed in the CPU box.
2. A byte is basic unit for measuring the memory of a computer.
- E.** 1. Primary memory is the main memory of the computer. CPU can directly access this memory. RAM is a temporary memory. The information stored in this memory is lost when the computer is turned OFF.
ROM is permanent in nature, i.e., it holds the data even if the system is switched OFF. It holds the starting instructions that are required to start a computer.
2. Flash drive is a small portable data storage device integrated with a USB (Universal Serial Bus) connector.
Example of Flash drive is Pen drive that can store a large amount of data. It can be carried in your pocket easily.

IN THE LAB

SUBJECT ENRICHMENT



Do yourself.

Periodic Assessment-1

(Based on chapters 1 & 2)

- | | | | |
|------------------------------------|-------------|-------------|---------------|
| A. 1. Laser Printer | 2. Joystick | 3. Speakers | 4. Microphone |
| B. 1. (F) 2. (F) | 3. (T) | 4. (T) | |
| C. ① ③ | ④ | ② | |
| D. External hard disk | | | |

3. Personalizing Windows 7

EXERCISE



- | |
|--|
| A. 1. (b) 2. (c) 3. (a) 4. (c) |
| B. 1. (F) 2. (T) 3. (T) 4. (F) |
| C. 1. SHOW DESKTOP BUTTON 2. RECYCLE BIN 3. START BUTTON |
| 4. FOLDER |
| D. 1. Icons and Taskbar |
| 2. Shortcut menu is a pop-up or sub menu that is used to save the time to access the commands. |
| 3. Taskbar is a long horizontal bar. It helps to manage various currently active programs, opened in different windows. We can switch between these programs by clicking their buttons on the taskbar. |



- E.** 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 Microsoft Word Document 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 content of the folder will be displayed.

IN THE LAB

SUBJECT ENRICHMENT



Do yourself.

4. Introduction to MS Word 2010

EXERCISE



- A.** 1. (c) 2. (a) 3. (c) 4. (c)
- B.** 1. (F) 2. (T) 3. (T) 4. (T)
- C.** 1. cut 2. Zoom In 3. Paste
- D.** 1. MS Word can be used to type letters, stories, reports, etc., in a simple way.
2. Quick Access Toolbar, Ribbon and Zoom Slider
- E.** 1. Steps to create a new file:
Step 1 Click on File tab.
Step 2 Click on New option.
Step 3 Click on Blank document option from the Available Templates.
Step 4 Click on Create button.
2. In MS Word, spelling mistakes are shown by red wavy line and grammatical mistakes by green wavy line.

IN THE LAB

SUBJECT ENRICHMENT



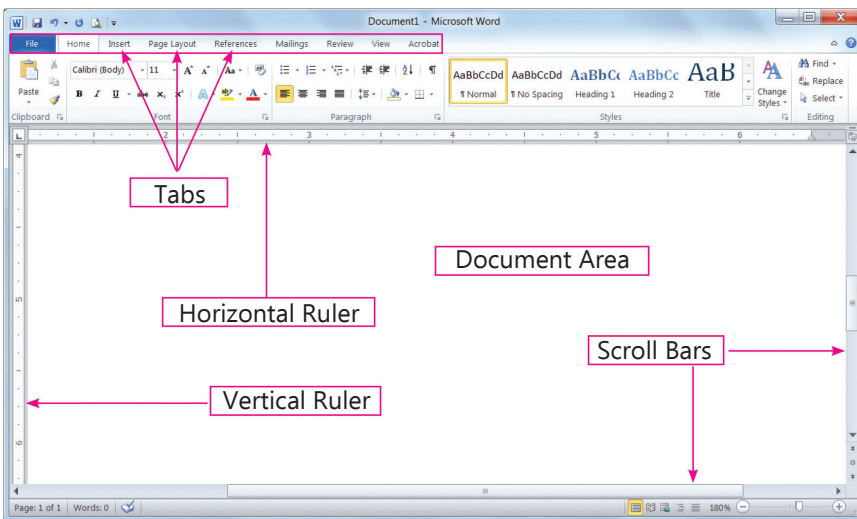
Do yourself.

Periodic Assessment-2

(Based on chapters 3 & 4)

- A.** 1. (b) 2. (e) 3. (a) 4. (c) 5. (d)

B.



- C. 1. File 2. Windows 7 3. Folder 4. Start button

Test Sheet-1

(Based on chapters 1 to 4)

Section A

- A. 1. (ii) 2. (i) 3. (i) 4. (iii) 5. (i) 6. (iii)
 7. (ii) 8. (iii) 9. (i)
- B. 1. Laser 2. Webcam 3. Icons 4. Thesaurus 5. Status Bar
 6. Random Access Memory
- C. 1. (F) 2. (T) 3. (T) 4. (T) 5. (T) 6. (F)

Section B

- A. 1. The parts of a computer that we can see and touch are called Hardware.
 2. Hard disk is a type of secondary storage device. It is permanently fixed in the CPU box.
 3. Shortcut menu is a pop-up or sub menu that is used to save the time to access the commands.
 4. Quick Access Toolbar, Ribbon and Zoom Slider
- B. 1. Input devices give instructions in the form of numbers, text, sound or graphics to a computer. Keyboard and mouse are the types of input device.
 2. Primary memory is the main memory of the computer. CPU can directly access this memory, whereas RAM is a temporary memory. The information stored in this memory is lost when the computer is turned OFF.
 3. 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 Microsoft Word Document option.

4. In MS Word, spelling mistakes are shown by red wavy line and grammatical mistakes by green wavy line.

5. Formatting in MS Word 2010

EXERCISE



- A.** 1. (c) 2. (a) 3. (a) 4. (a)
- B.** 1. Bold 2. Right 3. Enter 4. Formatting
- C.** 1. Font is the look of the alphabet on the screen. Name of two fonts are Calibri and Arial.
2. Different types of alignment are left, center, right and justify.
- D.** 1. Bold command is used to make text darker whereas Underline command is used to place a line under text.
2. Steps to insert bullets in a document:
Step 1 Click on the Home tab.
Step 2 Click on the drop-down arrow next to the Bullets in the Paragraph group.
Step 3 Select the type of bullet you want to use. Type the first item of the list. Press Enter key. The next bullet will appear on its own.

IN THE LAB

SUBJECT ENRICHMENT



Do yourself.

6. Graphics and Tables in MS Word

EXERCISE



- A.** 1. (a) 2. (c) 3. (c) 4. (c)
- B.** 1. (F) 2. (F) 3. (T) 4. (T)
- C.** 1. Table Styles is used to format the entire table quickly.
2. Shape Effects command is used to apply Reflection effect to a shape.
- D.** 1. Steps to add a row in a table:
Step 1 Select the row of the table where you want to add another row.
Step 2 Click on the Layout tab.
Step 3 Select the desired command Insert Above or Insert Below.
2. WordArt allows you to create text effects that are not possible through text formatting. The ClipArt gallery includes a wide variety of readymade pictures.

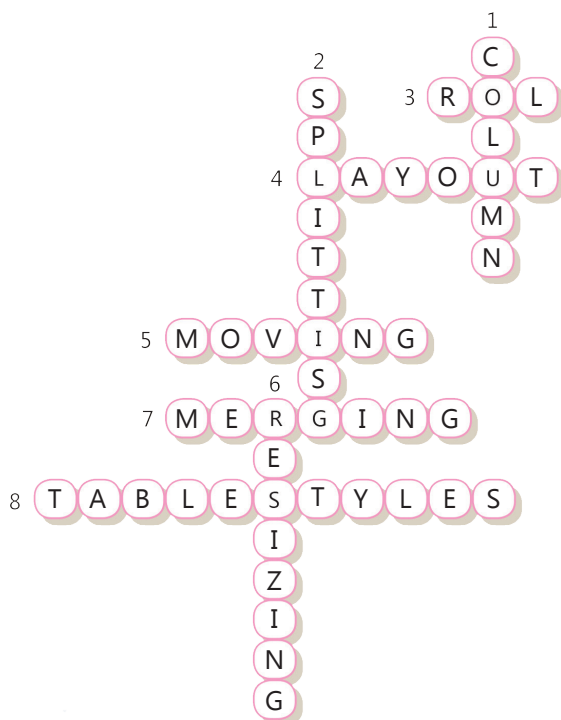


Do yourself.

Periodic Assessment-3

(Based on chapters 5 & 6)

- A. 1. 1 3 4 2
- B. 1. Font 2. Text Effects 3. Bullets 4. 11
- C.



7. Page Formatting and Mail Merge in MS Word

EXERCISE



- A. 1. (a) 2. (b) 3. (a) 4. (a) 5. (a)
- B. 1. Indentation 2. Bottom 3. Tabs 4. Breaks
- C. 1. main Document, Data source and merged documents.
2. Portrait and landscape
- D. 1. Steps to insert header in a document:
Step 1 Click on Insert tab.



Step 2 Click on the Header or Footer command.

Step 3 Select header/footer templates or choose Blank option to enter text of your choice.

2. Steps for merging two cells:

Step 1 Select the cells to be merged.

Step 2 Click on the Layout tab.

Step 3 Click on the Merge Cells command. The selected cells are merged as one cell.

IN THE LAB

SUBJECT ENRICHMENT



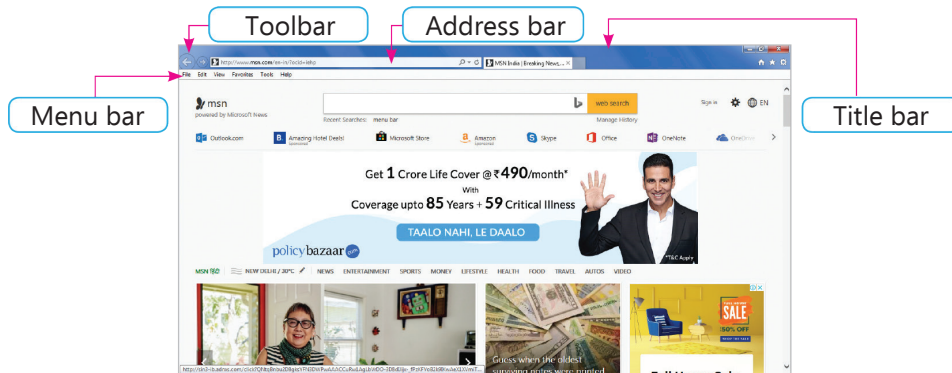
Do yourself.

8. Introduction to Internet

EXERCISE



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



- D. 1. Website is a collection of related web pages that provide information. It is like a book that contains many pages.
2. Web browser is a special software. It is used to get information from different websites.
- E. 1. Internet is a network in which millions of computers are connected to one another to share information.
Internet is used to search information on any topic and send or 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.
Main Parts of Internet Explorer are Title Bar, menu Bar and Address Bar.

IN THE LAB

SUBJECT ENRICHMENT



Do yourself.



Periodic Assessment-4

(Based on chapters 7 & 8)

- A.** 1. (e) 2. (d) 3. (a) 4. (b) 5. (c)
- B.** 1. World Wide Web 2. Address bar 3. Website
4. Internet
- C.** 1. Internet is a network of computers connected all over the world.
2. The Mail Merge feature in MS Word is used to create personalised letters to be sent to many persons.

Test Sheet-2

(Based on chapters 5 to 8)

Section A

- A.** 1. (i) 2. (i) 3. (ii) 4. (iii) 5. (i) 6. (ii)
7. (ii) 8. (iii)
- B.** 1. Right 2. Enter 3. Formatting 4. Bold 5. Portrait 6. Breaks
- C.** 1. (T) 2. (T) 3. (T) 4. (F) 5. (F) 6. (F)
7. (F) 8. (T)

Section B

- A.** 1. Font is the look of the alphabet on the screen. Name of two fonts are Calibri and Arial.
2. Different types of alignment are left, center, right and justify.
3. Column break means to divide a page into more than one column.
- B.** 1. To apply text effects, follow the given steps:
Step 1 Select the text.
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. Steps to insert bullets in a document:
Step 1 Click on the Home tab.
Step 2 Click on the drop-down arrow next to the Bullets in the Paragraph group.
Step 3 Select the type of bullet you want to use. Type the first item of the list. Press Enter key. The next bullet will appear on its own.
3. Address bar is used to open a website or web page.
4. WordArt allows you to create text effects that are not possible through text formatting. The ClipArt gallery includes a wide variety of readymade pictures.

