

1. Computers—Storage and Memory Device

One

Touch

Learn



- A. 1. a. 2. c. 3. b. 4. a.
- B. 1. Random Access Memory 2. Read Only Memory 3. Gigabyte 4. USB

Let's

Do

It



- A. 1. Hard disk is a secondary storage device. Which is used to store data.
2. Memory card is very small in size usually 1–1.15 inches. These are used in mobile phones and digital cameras.
3. The types of CD are:
(i) CD-ROM (ii) CD-R (iii) CD-RW
- B. 1. The types of RAM are:
- a. **Dynamic RAM (DRAM):** It requires continuous power to refresh the data stored.
- b. **Static RAM (SRAM):** It also requires constant power to hold on to data, but it doesn't need to be continually refreshed the way DRAM does.
2. There are two types of computer memory:
- a. **Primary Memory:** This is the main memory of the computer. CPU can directly access this memory.
- b. **Secondary Memory:** This memory is permanent in nature and is not directly accessed by the CPU. It allows users to store data that may be easily retrieved.
3. a. Pen drive is used to store data upto 1TB.
- b. Optical disc is used to store data that can be read and write using a low powered laser beam.

Crack

The

Code



1. MEMORY CARD 2. HARD DISK 3. FLASH DRIVE 4. MAGNETIC DISK

Do yourself.

2. GUI Operating System—Desktop Management

One Touch Learn

- A.** 1. b. 2. c. 3. c. 4. b.
B. 1. T 2. T 3. T 4. F
C. 1. a. 2. b. 3. d. 4. c.

Let's Do It

- A.** 1. The two components of Windows 10 Desktop are: Icons and Desktop Background.
 2. This PC icon is useful for finding, organising and storing files in the computer.
 3. Quick launch bar contains the shortcut to open various programs is located on the taskbar.
B. 1. Taskbar is a bar located at bottom of the desktop. It helps to manage the currently opened programs.

To change the position of the taskbar, follow these steps:

Step 1 Right-click on the taskbar and uncheck the Lock the taskbar option by clicking on it.

Step 2 Now, point to the taskbar and drag it to any side of the screen.

2. To change desktop background, follow these steps:

Step 1 Right-click on the desktop and Choose Personalize option.

Step 2 Click on Background.

Step 3 Select Picture option.

Step 4 Click on the Browse option.

Step 5 Click on the image you want to use.

Step 6 Click on Choose Picture button.

After choosing a picture, the Background will change automatically.

3. Clock is located on the right side of the taskbar. It shows the time.

To Update Date and Time, follow the given steps:

Step 1 Right-click on Clock.

Step 2 Click on Adjust date/time option.

Step 3 Click on Change button.

Step 4 Click on down arrow to select month, date and years as needed to select the correct date.

Step 5 Click on down arrow button to select time as needed to select the correct time.

Step 6 Click on Change button.



1. Window Color 2. Wallpaper 3. Taskbar 4. Start Button



Do yourself.

3. Editing in Word 2019



- A.** 1. a. 2. a. 3. c. 4. b.
B. 1. b. 2. e. 3. a. 4. c. 5. d.
C. 1. select, backspace 2. blue 3. editing 4. Undo



- A.** 1. Two features of Word 2019 are:
(i) copy and move the text wherever required.
(ii) save document for future use.
2. To delete text using Backspace key, click to the right of the cursor and press backspace key.
3. Thesaurus is used to find the most appropriate word for your document.
4. Undo is used to cancel the command whereas, Redo is used to reverse the action of Undo command.
- B.** 1. In Word, spelling mistakes are shown by red wavy line and grammatical mistakes are shown by blue wavy line.
2. Cutting the text means the selected text will disappear from its original location and will appear at another location where it is pasted.
- Whereas, Copying the text means the selected text will remain at its original location as well as the place where it is pasted.
3. a. **Selecting text:** To make changes in the existing text, we need to select it.
- b. **Inserting text:** To insert the text, place the pointer at the required position where you want to insert the text and click.



1. Select
2. Home
3. Copy, Clipboard
4. Paste, Clipboard.



Do yourself.

4. Formatting in Word 2019



- A.** 1. c. 2. b. 3. b. 4. c.
- B.** 1. Bold 2. right 3. Line 4. formatting 5. bullet



- A.** 1. Font is the look of the alphabet on the screen. Arial and Times New Roman are the two fonts.
2. Align left, Align right and Align center are the different types of alignment.
3. A bullet is a small symbol such as square or a dot, used to mark each item in a list.
- B.** 1. (a) Bold means darker text. Underline means a line under text.
- (b) Editing is used to make changes in documents by using editing tools such as:
- * Copy, cut and paste text
 - * Select and delete text
 - * Drag and drop text
 - * Check Spelling and grammar

Formatting is used to improve appearance of text into a document by using formatting tools such as:

- * Change font name and font size
- * Make the text bold, italic, and underlined
- * Modify line spacing in documents
- * Change page layout and margins



2. Line Spacing is the blank space between two lines in a paragraph.

To change the line spacing, follow these steps:

Step 1 Click on the Home tab.

Step 2 Place the cursor without selecting the text.

Step 3 Click on Line and Paragraph Spacing tool.

Step 4 Choose the line spacing you want.

3. To highlight the text, follow these steps:

Step 1 Select the text.

Step 2 Click on **Home** Tab.

Step 3 Click on the drop-down arrow of the **Text Highlight color** button.

Step 4 Choose the desired color.



1. Shortcut keys 2. Text effects 3. Changing font color 4. Formatting 5. Bullet

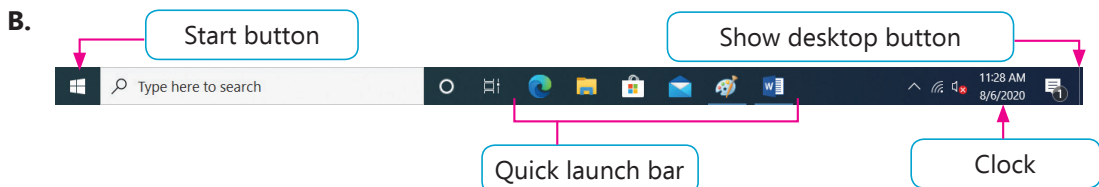


Do yourself.

Worksheet-1

(Based on chapters 1 to 4)

- A.** 1. External hard disk 2. CD Drive 3. Left align text 4. Redo
5. Start button 6. justify



- C.** 1. Text Effects 2. Bullet 3. DVD 4. Icon 5. Byte

- D.** Tab: Home Group: Font

Aarav will use 'Home' tab and 'Font' group to do this.

Test Sheet-1

(Based on chapters 1 to 4)

Section A

- A. 1. (iii) 2. (iii) 3. (i)
B. T 2. T 3. F
C. 1. 1 Gigabyte 2. blue 3. bullet

Section B

- A. 1. Memory card is very small in size usually 1–1.5 inches. These are used in mobile phones and digital cameras
2. Thesaurus is used to find the most appropriate word for your document.
3. Left, Right, Center and Justify are the different types of alignments.
- B. 1. The types of RAM are:
(i) **Dynamic RAM (DRAM):** It requires continuous power to refresh the data stored.
(ii) **Static RAM (SRAM):** It also requires constant power to hold on to data, but it doesn't need to be continually refreshed the way DRAM does.
2. To change the position of the taskbar, follow these steps:
Step 1 Right-click on the taskbar and uncheck the 'Lock the taskbar' option by clicking on it.
Step 2 Now, point to the taskbar and drag it to any side of the screen.

5. The Internet—Web Browser



- A. 1. c. 2. b. 3. c. 4. a.
B. 1. WWW 2. web pages 3. Home page
4. Internet 5. Refresh
C. 1. T 2. T 3. F 4. T



- A. 1. Web browser is a software program which helps the user in opening and displaying the different web pages.
2. ISP is a company that provides Internet access on payment of a monthly fee.
3. World Wide Web (www) is the largest collection of information in the form of websites on the Internet.



4. Online is basically doing a task over the internet whereas, offline means doing a task on computer without using the internet.

- B.** 1. Internet is a network in which millions of computers are connected to one another to share information.

We can do many things by using the Internet like we can:

- search information on any topic.
- share information with others.
- listen to music and watch movies.

2. Main Parts of Microsoft Edge are:

(i) **Title Bar:** This shows the title of the opened web page.

(ii) **Menu Bar:** This shows various items for operation on web pages and Internet settings.

(iii) **New Tab:** This button is located next to an open tab is used to open a new tab.

(iv) **Toolbar:** This has shortcut buttons for various operations on the web page.

3. The steps to use search engine are:

Step 1 Open a search engine and type www.google.com.

Step 2 Type the desired keyword in the search box.

Step 3 Press **Enter** key or click Search icon.

Step 4 Click on the link you find most relevant and read the information.



- A.** 1. Modem
2. Telephone line
3. Computer system
4. Web browser



Do yourself.

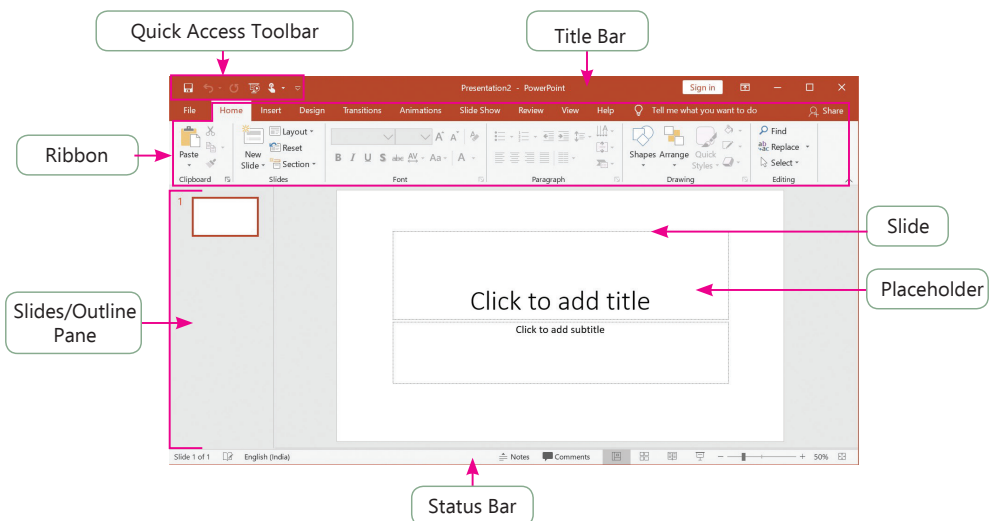
6. Introduction to PowerPoint 2019



- A. 1. a. 2. c. 3. b. 4. b.
- B. 1. Microsoft Office 2. Title bar 3. slide 4. presentation 5. status bar
- C. 1. d. 2. c. 3. a. 4. e. 5. b.



- A. 1. PowerPoint is a program that allows you to create interesting and exciting presentations.
2. A placeholder is a dotted box on a slide which may contain text, picture, video, etc.
3. Title bar, Placeholder and ribbon are the three components of PowerPoint screen.
- B. 1. To start PowerPoint, follow the given steps:
Step 1 Click on Start button.
Step 2 Scroll down to 'P' and click on PowerPoint.
PowerPoint main screen will appera.
2. To insert a new slide, follow the given steps:
Step 1 Click on the **Home** tab.
Step 2 Click on the **New Slide** command.
Step 3 Select the type of slide you want.
A new slide will be inserted. You can also insert a new slide by rightclicking in the Slides Pane.
3. To save a presentation, follow these steps:
Step 1 Click on File tab.
Step 2 Click on the Save or Save As button.
Step 3 Click on Browse and select the desired location.
Step 4 Click on the File name text box and type a name for the file.
Step 5 Click on Save button.
PowerPoint saves the presentation and the new file name appears on the title bar.



Do yourself.

7. Stepwise Thinking

- A.** 1. b. 2. a. 3. a. 4. b.
B. 1. F 2. T 3. F 4. F
C. 4, 3, 2, 1

- A.** 1. The process of completing one step and going onto the other is known as Stepwise Thinking.
 2. Computational thinking means 'thinking like a computer'. Stepwise thinking is also called computational thinking.
B. 1. Reasoning is the process of thinking about the task in a logical or sensible way. It helps you to choose the correct option in the available options whereas, Problem solving is the process of finding solutions to a difficult task.

2. To organise a birthday party, follow these steps:

Step 1 Make a list of family members and friends to be invited.

Step 2 Decide the date, time and place for the party.

Step 3 Inform family members and friends about the party place through phone calls or e-mail.

Step 4 Make necessary arrangements like setting, eating and entertainment.

Step 5 Greet the guest with love and warmth.

Step 6 Start and enjoy the party.

Step 7 Farewell to the guests.

3. To play badminton outside the home, follow these steps:

Step 1 Decide time with your friends.

Step 2 Decide the place outside your home where you all will play.

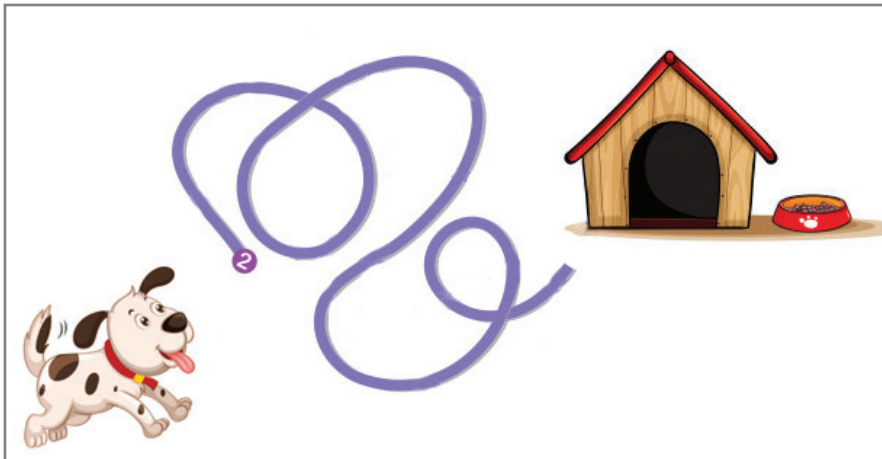
Step 3 Go to the place with your friends.

Step 4 Start playing the game.

Step 5 Enjoy snacks with your friends after the game.



A.



B. Do yourself.



Do yourself.



8. Features of File Management

One Touch Learn

- A. 1. b. 2. a. 3. c. 4. b. 5. c.
- B. 1. T 2. F 3. F 4. T
- C. 1. downloads 2. selected 3. subfolder 4. picture

Let's Do It

- A. 1. Organising files/folders helps the computer system to find the right files to use.
When running a program. Keeping files organized in folders can also help us when we are working with our PC. We can use folders to sort our files into separate categories.
2. Downloads folder is used to store the files that are downloaded from the Internet.
3. Opening other's files and making any changes in it without informing file owner is called tampering.
- B. 1. A file contains a collection of related information. Whereas, a folder is like a container in which you can store files.
2. To move a file, follow these steps:
- Step 1 Open the folder containing the file you want to move.
 - Step 2 Select the file.
 - Step 3 Click on Home tab.
 - Step 4 Click on Cut command.
 - Step 5 Open the new location where you want to paste your file.
 - Step 6 Click on Home tab.
 - Step 7 Click on Paste command.
- The file will be insert in that location.
3. To restoring a deleted file/folder, follow these steps:
- Step 1 Open Recycle Bin.
 - Step 2 Select the file.
 - Step 3 Click on the Restore the selected items option.
 - Step 4 The restored file/folder will disappear from the **Recycle Bin** and will reappear in its original folder.

1. CTRL+C

2. CTRL+X

3. CTRL+V

4. F2

5. CTRL+SHIFT+N

Do yourself.

Worksheet-2

(Based on chapters 5 to 8)

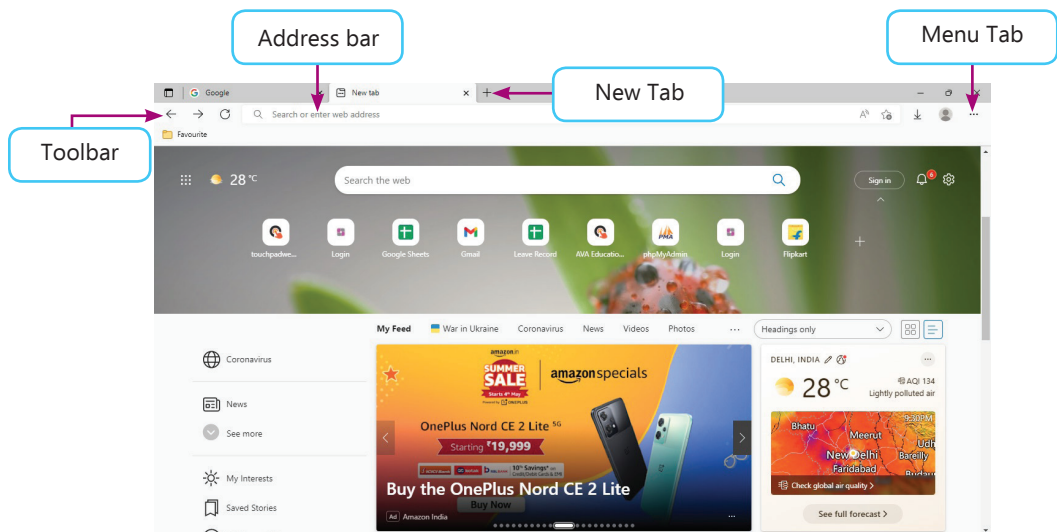
A. 1. b

2. c

3. d

4. a

B.



- C.
1. Problem solving is the process of finding solutions to difficult task.
 2. A Case study refers to a task which is based on real life situation.
 3. A Folder is like a file cabinet in which we can keep our files.
 4. The Copy command is present under the Clipboard group.

Test Sheet–2

(Based on chapters 5 to 8)

Section A

- A.** 1. (iii) 2. (ii) 3. (iii)
B. 1. T 2. F 3. T
C. 1. Website 2. slide 3. Downloads

Section-B

- A.** 1. ISP is a company that provides Internet access on payment of a monthly fee.
2. A placeholder is a dotted box on a slide which may contain text, picture, video, etc.
3. Organising files/folders helps the computer system to find the right files to use.
When running a program. Keeping files organized in folders can also help us when we are working with our PC. We can use folders to sort our files into separate categories.
- B.** 1. To use a search engine, follow these steps:
Step 1 Open a search engine and type www.google.com.
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