

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. The devices that give instructions in the form of numbers, text, sound or graphics to a computer are called Input devices. Keyboard and mouse are two examples of input devices.
2. The role of CPU is to do all the calculations, and run all the programs. It manages all the operations and carries out the basic instructions which operate a computer.

IN THE LAB

Subject Enrichment

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2. Personalizing Windows 10

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. A shortcut menu is a sub menu that is opened by right-clicking on an icon or desktop. It is also called context-menu or pop-up menu.
3. Taskbar is a long horizontal bar that 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 folder.
- Step 2** Double-click on the folder icon you want to view. The content of the folder will be displayed.

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Worksheet 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. c | 2. a | 3. b | |

3. Introduction to Word 2016

EXERCISE



- | | | | |
|------------------|---------|----------|------|
| A. 1. c | 2. a | 3. c | 4. c |
| B. 1. F | 2. T | 3. T | 4. T |
| C. 1. Cut | 2. Undo | 3. Paste | |



- D.** 1. Word 2016 can be used to type letters, stories, reports, etc. in a simple way.
2. Quick Access Toolbar, Ribbon and Text/Document Area
- 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.
2. In Word 2016, spelling mistakes are shown by red wavy line and grammatical mistakes by green wavy line.

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4. Formatting in Word 2016

EXERCISE



- A.** 1. c 2. b 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

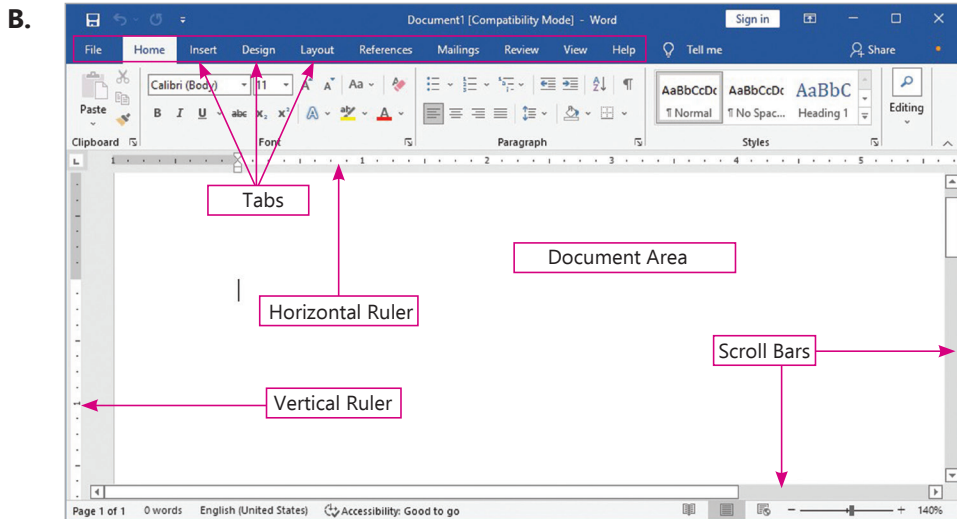
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Worksheet 2

(Based on chapters 3 & 4)

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



- C.** 1. Font 2. Text Effects 3. Bullet 4. 11

Test Sheet 1

(Based on chapters 1 to 4)

Section A

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

Section B

- A.** 1. The parts of a computer that we can see and touch are called hardware.
 2. A shortcut menu is a sub menu that is opened by right-clicking on an icon or desktop. It is also called context-menu or pop-up menu.
 3. Quick Access Toolbar, Ribbon and Text/Document Area.



- B.** 1. The devices that give instructions in the form of numbers, text, sound or graphics to a computer are called Input devices. The three input devices are scanner, webcam and keyboard.
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. 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 Word 2016, spelling mistakes are shown by red wavy line and grammatical mistakes by green wavy line.

5. Graphics and Tables in Word 2016

EXERCISE



- A.** 1. a 2. c 3. c 4. c
- B.** 1. F 2. T 3. F 4. T
- C.** 1. Table Styles feature 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. Insert Left and Insert Right.
2. Steps to add WordArt in a document:
- Step 1** Select the text and click on **Insert** tab.
 - Step 2** Click on **WordArt** command in the **Text** group.
- A drop-down menu appears with different types of WordArt styles.

Step 3 Select the desired style. A textbox will appear in the document.

Step 4 Enter text in the textbox. The text entered appears in the selected WordArt style.

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6. Page Formatting and Mail Merge in Word 2016

EXERCISE



- A.** 1. a 2. b 3. a 4. a 5. a
- B.** 1. Indentation 2. Bottom 3. Tabs 4. Breaks
- C.** 1. The components of Mail Merge are: Main Document, Data Source and Merged Document.
2. There are two types of orientations in Word 2016: Portrait and Landscape.
- D.** 1. To insert Header and Footer, follow these steps:
- Step 1** Click on **Insert** tab.
 - Step 2** Click on the **Header** or **Footer** command.
 - Step 3** You can choose from various available header/footer templates or choose **Blank** option to enter text of your choice.
2. To create mail merge, follow these steps:
- Step 1** Type the invitation which is to be sent to everyone.
 - Step 2** Click on **Start Mail Merge** command in **Start Mail Merge** group under **Mailings** tab.
 - Step 3** Select the **Letters** option.
 - Step 4** Click on **Select Recipients** command in the **Start Mail Merge** group under **Mailings** tab.
 - Step 5** Select the **Type New List** option from the drop-down list.
 - Step 6** Enter required details, click on **OK** button.
 - Step 7** Enter a name for the file and click on **Save** button.
 - Step 8** Click on **Address Block** command from **Write & Insert Fields** group under **Mailings** tab. Click on **OK** button. A <<**AddressBlock**>> tag will appear.
 - Step 9** Click on **Greeting Line** command from the same group to add a greeting line for the addressee.
 - Step 10** Click on **Preview Results** command from **Preview Results** group under **Mailings** tab to see a preview of each letter.



Step 11 Click on Finish & Merge command from Finish group under Mailings tab.

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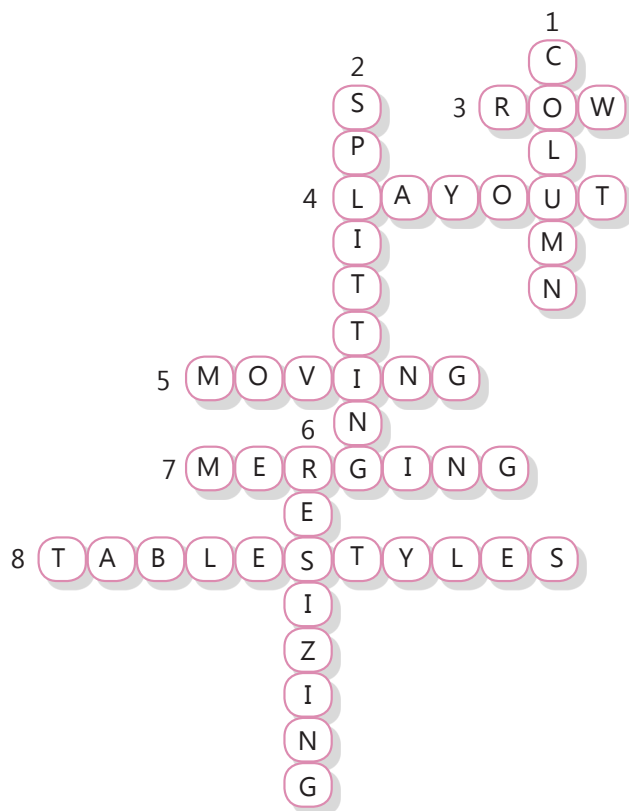
Do yourself.

Worksheet 3

(Based on chapters 5 & 6)

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

B.



7. Introduction to Internet

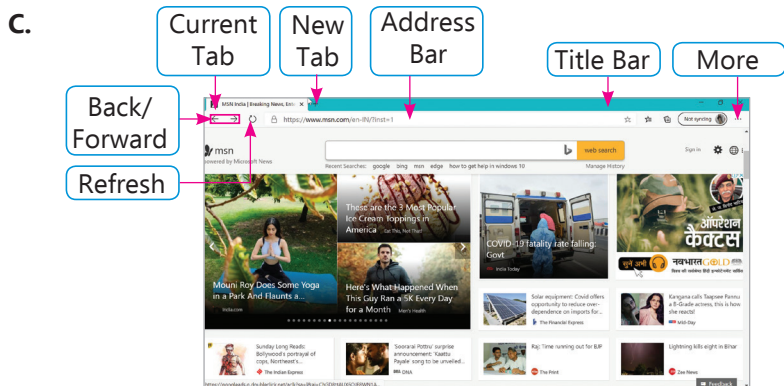
EXERCISE



A. 1. c 2. b 3. c

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



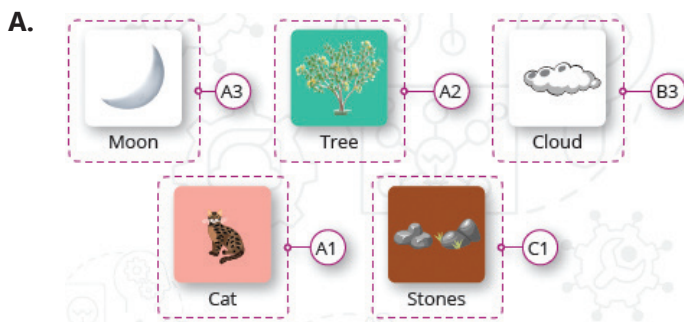


- D. 1. Website is a collection of related web pages that provide information. It is like a book that contains many pages.
 2. Web browser is a special software. It is used to get information from different websites.
- E. 1. Internet is a network in which millions of computers are connected to one another to share information.
 Internet is used to search information on any topic and send or receive e-mail messages.
 2. Microsoft Edge is the most common web browser available almost on every computer as it comes with all new editions of Windows.
 Three main parts of Microsoft Edge are Title Bar, Current Tab and Address Bar.

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Subject Enrichment



B. Do yourself

C. 1. TEN

2. LOW

3. WAS

4. POT

8. More Games of Google Blockly

EXERCISE



- A. 1. b 2. c 3. b 4. b
- B. 1. Turtle 2. Two 3. turn...by 4. Run Program
- C. 1. T 2. T 3. F 4. T
- D. 1. The objective of the Bird game is to move the bird from the initial position to the nest after catching a worm on the way.
2. Heading Block is used to turn the object in the left direction from the direction it is facing.
3. The **Turtle** game teaches the concept of drawing by moving the pen (in the form of turtle) across the drawing board.
- E. 1. does not have worm: This block allows the bird to fly in one direction till the condition is true and change direction when the condition becomes false.
- if do else: The condition that allows the bird to move in the direction in do section of the block till the condition is true otherwise move in the direction in the else section of the block when the condition becomes false.
2. Reset button appears in place of the Run Program button if the bird does not reach the nest. Reset button returns to the original position to check the block again and make necessary changes.
3. Steps to draw a square in Blockly:



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(Based on chapters 7 & 8)

(Based on chapters 7 & 8)

- # Test Sheet 2

(Based on chapters 5 to 8)

A.	1. (ii)	2. (iii)	3. (ii)	4. (iii)
	5. (i)	6. (ii)	7. (ii)	8. (iii)
B.	1. turn...by	2. Turtle	3. Splitting	4. Resizing
	5. Portrait	6. Page Setup		
C.	1. F	2. F	3. T	4. F
	5. F	6. F	7. T	8. F

- A.**
 1. Web browser is a special software. It is used to get information from different websites.
 2. Table Styles feature is used to format the entire table quickly.
 3. Column break means to divide a page into more than one column.
 4. The Turtle game teaches the concept of drawing by moving the pen (in the form of turtle) across the drawing board.
- B.**
 1. Microsoft Edge is the most common web browser available almost on every computer as it comes with all new editions of Windows.

Three main parts of Internet Explorer are Title Bar, Current Tab and Address Bar.



2. Address bar is used to open a website or web page.

3. To merge two or more cells, follow these steps:

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.

4. Steps to draw a square in Blockly:

