

1. The Computer System



Exercise

- A.** 1. a. 2. b. 3. b. 4. a.
- B.** 1. F 2. T 3. F 4. F
- C.** 1. CPU is called the brain of the computer. It converts the data into meaningful information.
2. Keyboard and Mouse
3. The result of processing is called output. Two output devices are Printer and Monitor.
4. Supercomputers are the largest and fastest of all types of computers. They can process very large amount of data quickly.
- D.** Printer



Activity Zone

1. LAPTOP 2. DESKTOP 3. PRINTER 4. SCANNER

2. Hardware and Software



Exercise

- A.** 1. a. 2. a. 3. c. 4. b. 5. c.
- B.** 1. CU 2. CPU 3. Monitor 4. input devices
- C.** 1. CU, ALU and MU
2. All the physical components of a computer system are called hardware. These are the parts which we can see or touch.
3. Adobe Photoshop.

4. System software controls and manages the overall activities of a computer system. Operating system is an example of system software.

D. Windows Media Player

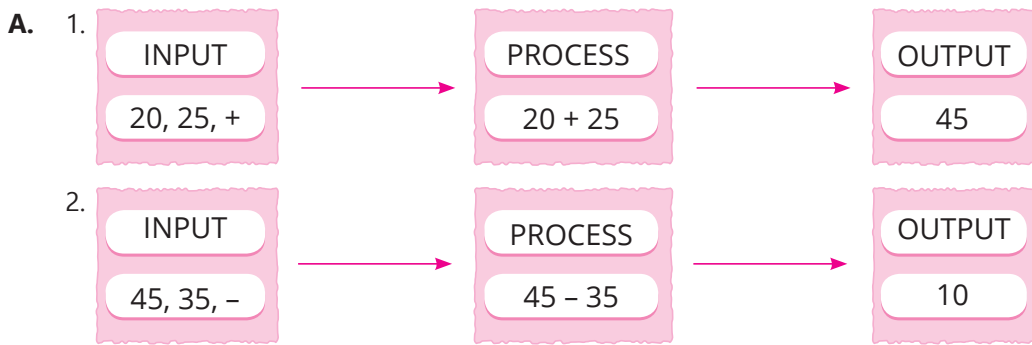


Activity Zone

1. Windows 10 2. Windows XP 3. Keyboard

Periodic Assessment 1

(Based on chapters 1 & 2)



B. Hardware: Monitor, Mouse, CPU, Scanner, Printer, Keyboard

Software: Word, Windows, Paint, Adobe Photoshop

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

3. Windows 10



Exercise

- A.** 1. b. 2. a. 3. c. 4. c.
- B.** 1. F 2. T 3. F 4. F 5. T
- C.** 1. Windows 10 2. Minimize 3. Task view 4. Desktop 5. Live tiles
- D.** 1. It shows different types of notifications for your computer such as, your Internet connection, or the volume level.
2. To change the background, follow the given steps:
- Step 1:** Right-click on the background and choose Personalize. A Settings dialog box appears.
- Step 2:** Click on Background in the left pane.



Step 3: Click on arrow located below the Background option in the right pane. Select Picture option from the drop-down list.

Step 4: Select any picture from the display.

Step 5: A preview of the desktop with the selected picture appears in the window. After choosing a picture, the Background will change automatically.

3. An icon is a picture or graphic representation of an application or a file.

4. Task View allows you to quickly move within your open windows and applications.

E. Icons



Activity Zone

1. TASKBAR

2. DESKTOP

3. BACKGROUND

4. ICONS

4. Using Shapes in Paint



Exercise

A. 1. b.

2. c.

3. c.

B. 1. c.

2. d.

3. e.

4. a.

5. b.

C. 1. F

2. F

3. F

4. T

5. T

D. 1. Curve shape and Polygon shape

2. Foreground means the color that is in front. The foreground colour is used with Pencil, Line, Brushes and Shapes tools.

3. Shapes group

4. To draw rounded rectangle in Paint, follow these steps:

Step 1: Click on Home tab.

Step 2: In the Shapes group, click on Rounded Rectangle shape.

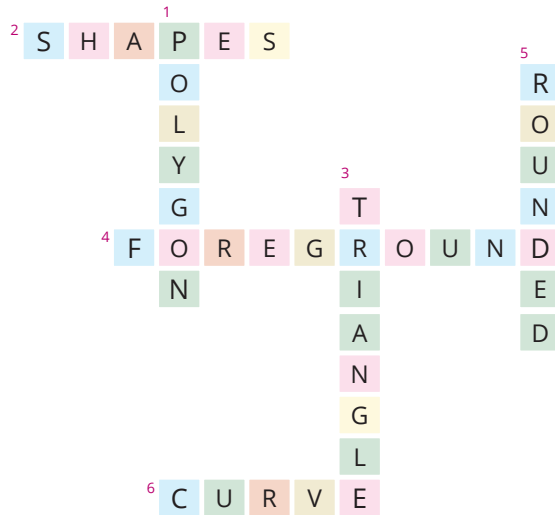
Step 3: Click on the Size box and select the line thickness.

Step 4: Drag the mouse on the Drawing Area to draw a rounded rectangle.

E. Rounded Rectangle Shape



Activity Zone



5. Let's Learn Paint 3D



Exercise

- A.** 1. c. 2. c. 3. b. 4. c. 5. b.
- B.** 1. Title bar 2. Canvas 3. Brushes 4. Color Palette 5. Shapes
- C.** 1. T 2. F 3. F 4. F
- D.** 1. Title bar, Menu and Canvas
2. To add 2D text, follow the given steps:
- Step 1:** Click on Text tool on toolbar. It replaces the right side panel with text options.
- Step 2:** Click 2D text option.
- Step 3:** Choose the font style, colour, size and alignment you want for your text.
- Step 4:** Click on the Canvas where you want to type. A text box appears. Type the text.
3. To create 3D Shapes, follow the given steps:
- Step 1:** Click on the 3D shapes tool in the Toolbar. It will replace the brushes options on the side panel.
- Step 2:** Click on shape you want to draw in 3D objects option.
- Step 3:** Move the mouse pointer to the Canvas. Click and drag the pointer to draw the shape.

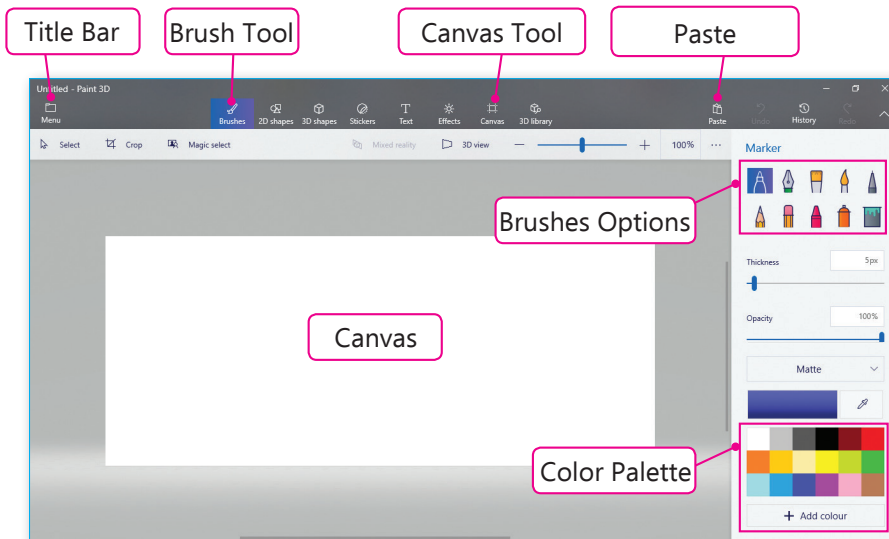


Step 4: You see a 2D shape drawn with four handles around the shape. Rotate the shape using the Rotation handles to see the 3D effect.

E. 3D Shapes Tool



Activity Zone

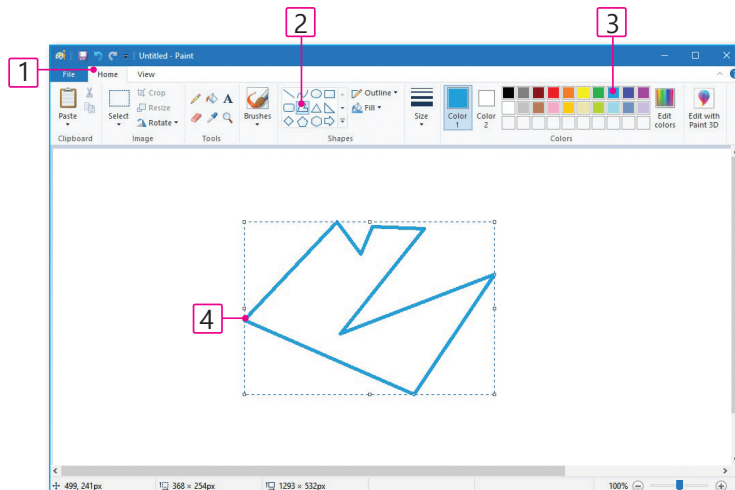


Periodic Assessment 2

(Based on chapters 3 to 5)

- A.**
- | | | |
|----------------------|--------------------|-----------------|
| 1. Notification area | 2. Control buttons | 3. Folder icon |
| 4. 2D shapes | 5. Text | 6. Brushes Tool |

B.



Test Sheet 1

(Based on chapters 1 to 5)

- A.** 1. a. 2. b. 3. c.
- B.** 1. Title bar 2. ALU 3. Restore
- C.** 1. T 2. T 3. F
- D.** 1. 6 2. Icon 3. Plotter 4. Keyboard and Mouse
- E.** 1. To move one part of an image to another follow these steps:
Step 1: Click on Home Tab
Step 2: Click on the selection tool and select the rectangular selection tool.
Step 3: From the clipboard group click on the 'Cut' command.
Step 4: Go to the desired location and click on the 'Paste' command from the clipboard group.
Step 5: Click and drag the image to your desired location.
2. To select a shape, just click on it. The panel changes and displays tool options to edit the shapes drawn.
3. Application software helps us to perform a specific type of job. For example, you can draw and colour pictures in Paint software, but you cannot play a movie or a song in it.

6. Using Word 2016



Exercise

- A.** 1. a. 2. c. 3. a. 4. a.
- B.** 1. file tab 2. Window control buttons 3. zoom slider
4. select, delete 5. editing
- C.** 1. F 2. T 3. T 4. T 5. F
- D.** 1. i. Word helps us to type letters, stories, reports, quickly and easily and present our text beautifully.
ii. Word helps us to give presentable look to the text using different colours, styles and effects.
2. Inserting text means to insert the text, place the pointer at the required position where you want to insert the text and click. Whereas, Deleting text means remove the text by using either Backspace or Delete key, if you have made a mistake while typing the text.
3. To save your document in Word, follow these steps:
Step 1: Click on File tab. An Info screen appears.
Step 2: Select Save or Save As from the left pane.



Step 3: Select This PC option from the center pane. Then click on Browse option.

Step 4: The Save As dialog box opens. Select the location of the file. Type a name for your file in the File name box.

Step 5: Click on Save button.

4. Copying the text means the selected text will remain at its original location as well as the place where it is pasted.

Whereas, Cutting the text means the selected text will disappear from its original location and will appear at another location where it is pasted.

E. Ctrl + S



Activity Zone

1. Ctrl + S

2. Ctrl + O

3. Ctrl + P

4. Alt + F4

5. Ctrl + N

7. Formatting in Word 2016



Exercise

- A.** 1. c. 2. c. 3. c. 4. b.
- B.** 1. Bold 2. right 3. enter 4. formatting 5. bullet
- C.** 1. f. 2. d. 3. e. 4. a. 5. g.
6. h. 7. c. 8. b.
- D.** 1. Font is the look of the alphabet on the screen. Arial and Times New Roman are the two fonts.
2. A bullet is a small symbol such as square or a dot, used to mark each item in a list.
3. a. Bold means darker text. Whereas, 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
4. Line Spacing is the blank space between two lines in a paragraph.
To change line spacing, follow these steps:
Step 1: Select the text.
Step 2: Click on the Home tab.
Step 3: Click on drop-down arrow next to the Line and Paragraph Spacing in the Paragraph group.
Step 4: Choose any option from the drop-down menu.

5. To highlight the text, follow these steps:

Step 1: Select the text you want to highlight.

Step 2: Click on Home Tab.

Step 3: Click on the drop-down list arrow to the right of the Text Highlight color button in the Font group. A color palette appears.

Step 4: Choose the color of your choice to apply.

E. Home tab and Font group



Activity Zone

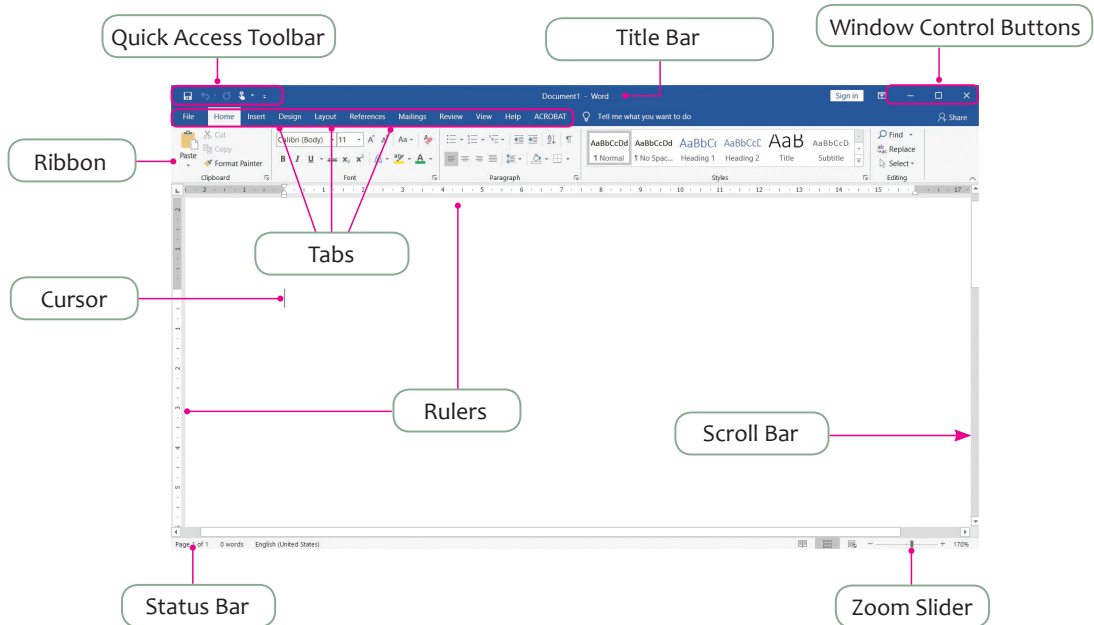
1. Shortcut keys
2. Text effects
3. Changing font color
4. Formatting

Periodic Assessment 3

(Based on chapters 6 & 7)

A. 1. Left align 2. Redo 3. Justify

B.



C. 1. Text effect 2. Bullet 3. Bold 4. Line Spacing 5. Hard copy



8. The Internet—An Introduction



Exercise

- A.** 1. a. 2. c. 3. c. 4. c. 5. c.
- B.** 1. F 2. T 3. T 4. T 5. F
- C.** 1. c. 2. a. 3. d. 4. b.
- D.** 1. Internet is a network in which millions of computers are connected to one another to share information.
2. A website is a collection of related web pages that provide information.
3. Every Web page has a unique address, called a Uniform Resource Locator, or URL. URLs are the key to navigating the Web.
4. Copying the data from the client computer (user's computer) to the host computer (server) is known as Uploading whereas, Getting the data from the host computer (server) to the client computer (user's computer) is known as Downloading.
5. The disadvantages of Internet are:
- i. Internet can be potential source of online threats and malware attacks.
 - ii. Internet is addictive and can lead to wastage of time.
- E.** Google Chrome and Mozilla Firefox



Activity Zone

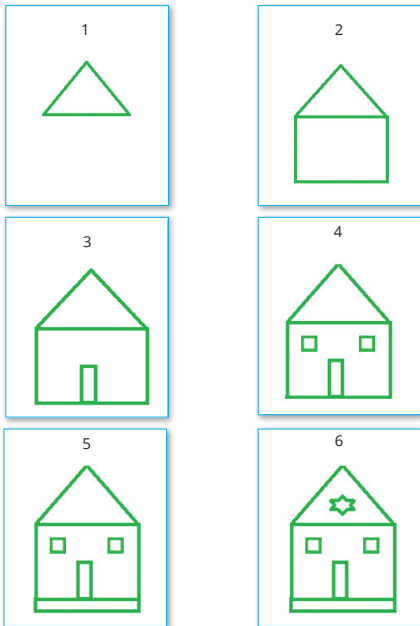
1. Internet 2. Website 3. E-mail 4. Flipkart 5. URL
6. www



THE CT CORNER!

(PROBLEM SOLVING)

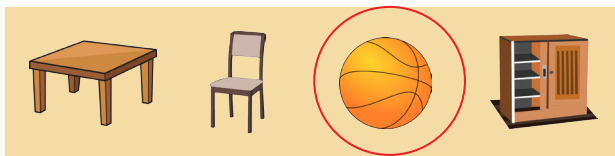
A.



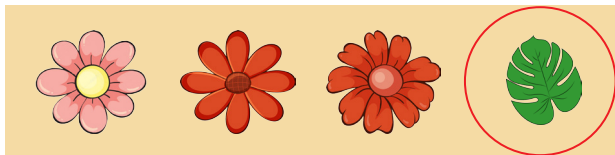
B. a.



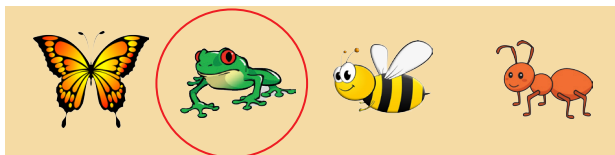
b.



c.



d.



9. Stepwise Thinking and Scratch



Exercise

- A.** 1. c. 2. b. 3. c. 4. b. 5. a.
- B.** 1. F 2. T 3. F 4. F
- C.** 1. The process of completing one step and going onto the other is known as stepwise thinking.
2. To organise a birthday party by using stepwise thinking, follow the given steps:
Step 1: Make a list of family members and friends to be invited.
Step 2: Decide the 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: Greet the guest with love and warmth.
Step 5: Start and enjoy the party.
3. Title Bar, Menu Bar, Stage Area
4. The blocks that are used to control the movement of a Sprite are known as Motion blocks.
- D.** 1. a. 2. b. 3. d. 4. e. 5. c.
- E.** To plan the trip, Jiya need to determine the location and the distance between each of the places they want to visit. Since, they only have 4 days to visit 5 places, they need to visit two of the location in one day. So they can select any two close by location to visit in one day and then visit the rest of the location in the remaining days.



Activity Zone

Do yourself.

Periodic Assessment 4

(Based on chapters 8 & 9)

- A.** 1. a. 2. d. 3. b. 4. c.
- B.** 1. Sprite 2. Homepage 3. URL 4. Go button 5. Flipkart
6. World Wide Web
- C.** 1. INTERNET 2. WEB BROWSER 3. SCRATCH 4. BKAJDROP

Test Sheet 2

(Based on chapters 6 to 9)

- A.** 1. c. 2. c. 3. c. 4. b
- B.** 1. Text Effect 2. Stepwise 3. Internet 4. Stop 5. Backdrop
- C.** 1. c. 2. d. 3. a. 4. b.
- D.** 1. Uniform Resource Locator
2. Two
3. To change the alignment of the selected text to justify, follow these steps:
- Step 1:** Select the text.
- Step 2:** Click on Home tab.
- Step 3:** Click on the justify button from the Paragraph group. The text will be justified from left and right margins.
4. To change the backdrop, follow the given steps:
- Step 1:** Click on the Choose a Backdrop tool in the Sprites Info Pane. A Choose a Backdrop window opens. It shows the thumbnails of the available backdrops.
- Step 2:** Click on a backdrop to add it to your project.

