ANSWER KEY

Thinkcode Ver 2.0

1. Data Storage and Memory

Exercise

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

B. 1. webcam   2. joystick   3. pixels   4. microprocessor

C. 1. Laser Printer is a non-impact printer. This printer uses a laser beam to print on the paper

2. Memory Unit, Control Unit and Arithmetic Logic Unit

3. The basic functions of a computer are input, process, output and storage.

4. Limitations of a computer are:

   i. Lack of decision-making ability

   ii. Lack of intelligence

   iii. Lack of feelings and emotions

   iv. Time taken in planning and programming

D. Monitor

Activity Zone

1. Output device   2. Input device   3. Input device   4. Output device

2. Managing Files and Folders in Windows 10

Exercise

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

B. 1. Live   2. This PC   3. Two   4. Thumbnail

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

D. 1. Excel file   2. PowerPoint file   3. Music file   4. Video file

E. 1. The Start menu has two panes. The left pane displays an alphabetical list of all the programs installed on your computer. The right pane contains tiles.

2. Pinning an application to the taskbar helps you to access that application easily

3. Recycle bin is a location where the deleted files and folders are stored before they are removed permanently.

4. To create a folder on the desktop, follow the given steps:

   Step 1: Right click at a blank spot on the desktop. A pop-up menu appears.

   Step 2: Move the mouse pointer to the New option. A submenu appears.

   Step 3: Click on the Folder option. A new folder icon with the name New Folder appears on the desktop

5. A file is a collection of data and information, stored on a storage device such as hard disk, pen drive, CD, DVD.

   To move a file or folder, follow the given steps:

   Step 1: Browse the location of the file or folder, we want to move.

   Step 2: Select the file or the folder to be moved.

   Step 3: Click on Home tab.

   Step 4: Click on Cut command in the Clipboard group.

   Step 5: Select the destination location or folder where we want to move the file or folder.

   Step 6: Click on Paste command in the Clipboard group. The file or folder is moved to the new location.

6. Live tiles are shortcuts of applications. These tiles display information such as weather, news, calendar and e-mail messages. There are some games tiles which you can click to play. You can add, remove and resize tiles.

   To add a tile to Start menu, follow the given steps:

   Step 1: Click on the Start menu.

   Step 2: Scroll to the name of app or program.

   Right-click on the app you want to add to Start menu.

   Step 3: Select Pin to Start. The selected app will appear as a live tile.

F. He can check the Live Tiles in start menu.

Activity Zone

1. Win key + E   2. Ctrl + F   3. Ctrl + N   4. Select file/folder+F2
5. Ctrl + C, Ctrl + V 6. Ctrl + X, Ctrl + V

Periodic Assessment 1

(Based on chapters 1 & 2)

A.	1. c.	2. d.	3. a.	4. b.
B.	1. Recycle bin	2. Word	3. Folder	4. Media Player
C.	1. File	2. Start Button	3. This PC	4. Recycle bin	5. Folder

3. Shapes, Graphics and Pictures in Word 2016

Exercise

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

B. 1. shapes 2. Insert 3. WordArt 4. 3-D

C. 1. Shapes 2. WordArt 3. Picture 4. Symbol

D. 1. Word 2016 comes with a set of readymade shapes that we can use in our document. We can resize, rotate, flip, color, and combine the shapes with other shapes to make more complex shapes in Word.

2. Symbols are punctuations or special characters generally not found on the keyboard.

3. WordArt allows you to create text effects that are not possible through text formatting. To apply WordArt effect to text, follow these steps:

Step 1: 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. After entering the text, click anywhere on the document outside the text box.

4. We can also insert a saved picture or a scanned photo in our document. To insert a picture, follow these steps:

Step 1: Place the cursor where you want to insert the picture. Click on Insert tab.

Step 2: Click on the Pictures command in the Illustrations group. A sub menu appears.

Step 3: Click on This Device option. The Insert Picture dialog box will appear.

Step 4: Browse the location and select the desired picture.

Step 5: Click on Insert button. The selected picture will be inserted in your document.

E. WordArt

Activity Zone

A. MS WORD

❌

B. 1 3 4 3

4. Advanced Features of Word 2016

Exercise

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

B. 1. F   2. F   3. T   4. F   5. T

C. 1. portrait   2. layout   3. subscript   4. footer

D. 1. Footer is the text like page number that appears at the bottom of each page of the document.

2. Portrait & Landscape are the two types of page orientations in Word.

3. Find and Replace feature of Word is used to substitute a word with another word. To substitute a word or phrase with another word or phrase, follow these steps:

Step 1: Click on Home tab.

Step 2: Click on the Replace command in the Editing group. This will open Find and Replace dialog box.

Step 3: Type the existing word or phrase that is to be changed in the Find what text box.

Step 4: Type the new word or phrase in the Replace with text box.

Step 5: Click on Find Next and Replace buttons for selective replacement of the text or click on Replace All button to replace all occurrences of the existing text with the new text.

4. Tabs move the cursor one-half inch by default. They work when we press the Tab key on the keyboard. The position where the cursor moves on pressing the Tab key is called Tab stop.

If we place the cursor at the beginning of a paragraph and press Tab key, the first line of the paragraph gets indented by ½ inch.

E. Paragraph group and Boarder and Shading command.

Activity Zone

A. 1. text   2. Home   3. Text Effect   4. Shadow
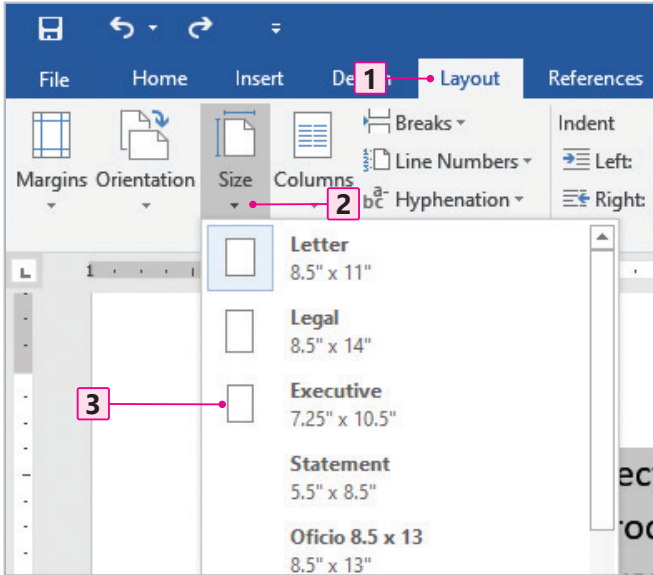
5. Shadow Effect

B.

T	G	H	K	S	D	I	P
I	S	N	E	A	K	N	C
F	O	O	T	E	R	D	O
D	T	A	B	S	J	E	L
G	V	X	B	R	T	N	U
N	L	I	N	E	N	T	M
T	V	O	N	E	A	E	N
H	E	A	D	E	R	T	E

Periodic Assessment 2

(Based on chapters 3 & 4)

A. 1. Ctrl + F 2. Ctrl + H 3. Ctrl + Shift + = 4. Ctrl + Shift + Enter

B. 1. Header 2. Symbols 3. Insert tab 4. Margin

C.

Test Sheet 1

(Based on chapters 1 to 4)

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

6. c. 7. b.

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

C. 1. Impact printers 2. thumbnail 3. subscript 4. WordArt

D. 1. Memory Unit, Control Unit and Arithmetic Logic Unit

2. Recycle Bin

3. Symbols are punctuations or special characters generally not found on the keyboard.

4. Page margin is the white space all around the printed area of the paper. This space is left so that when the papers are arranged as a book, the printed text does not get hidden inside the binding.

E. 1. To rename a file or folder, follow the given steps:

Step 1: Select the file or folder to be renamed.

Step 2: Click on Home tab.

Step 3: Click on the Rename command in the Organize group.

Step 4: The name of the file or folder gets highlighted. Type the new name and press the Enter key.

2. WordArt allows you to create text effects that are not possible through text formatting. To apply WordArt effect to text, follow these steps:

Step 1: 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. After entering the text, click anywhere on the document outside the text box

3. Column is used to break the text into two columns. Whereas, Column break is used to shift text from one column to another.

4. Primary memory is the main memory of the computer. It is also known as the **internal memory**.

RAM is a volatile memory. The data or information stored in this memory is lost when the processing is incomplete or the computer is turned off. That's why it is also called **temporary memory**.

ROM is a non-volatile memory. The data and information stored in this memory do not lose even if the computer is switched off. It is permanent in nature.

5. PowerPoint 2016

Exercise

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

B.   1. Backstage   2. Title bar   3. Slide   4. Close

C.   1. F   2. F   3. T   4. F   5. T

D.   1. PowerPoint is an application program that allows you to create and show slides to support a presentation. One can combine text, graphics and multimedia content to create professional presentations.

2. A single page of the presentation is called a slide.

   Creating the Title Slide:

   Whenever you start presentation, the first slide which opens up is a Title slide by default. A title slide displays the text placeholder, where the text is to be typed. You can enter text in this placeholder by clicking on the title text placeholder box

3. A placeholder is a dotted box on a slide which may contain text, pictures, video, etc.

4. To save a presentation, follow these steps:

   Step 1: Click on File tab.

   Step 2: Select Save or Save As command from the left pane. You can also click the Save command on the Quick Access toolbar to save the file.

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

   Step 4: The Save As dialog box opens. Select the location of the file.

Step 5: Click in the File name: box and type a name for the file.

Step 6: Click on Save button. Paragraph group and Boarder and Shading command

E. Akram can use the command Ctrl + M to add new slides to his presentation.

Activity Zone

A. 1. SLIDE   2. PRESENTATION   3. BACKSTAGE   4. PLACEHOLDER
     5. POWERPOINT

6. More on PowerPoint 2016

Exercise

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

B. 1. Slide show   2. Nine   3. Slide area   4. Reading view

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

D. 1. T   2. F   3. F   4. T

E. 1. Slide layout is the formatting and positioning of the placeholder boxes for the content that appears on a slide. There are 9 types of slide layouts available in PowerPoint.

2. The slide sorter view shows the miniature version of all slides. Here, we can easily change the order of the slides. We can see slides on the screen. Whereas, reading view is used when you want to view a presentation not in full screen but in a window with simple controls that make the presentation easy to review. The slides/outline pane are not visible.

3. To insert WordArt, follow the given steps:

    Step 1: Click on Insert tab.

    Step 2: Click on WordArt command in the Text group. The WordArt styles drop-down menu will appear.

    Step 3: Select the desired WordArt Style.

    Step 4: A text box appears on the slide with the text "Your Text Here".

4. To insert a picture from a file, follow the given steps:

    Step 1: Click on Pictures option from the placeholder. The Insert Picture dialog box appears.

    Step 2: Browse to the location where you have saved your picture file. Select the desired picture file.

    Step 3: Click Insert button

5. To delete a slide, follow the given steps:

    Step 1: Right-click on the slide in the Outline Pane.

    Step 2: From the pop-up, choose Delete Slide option. The selected slide will be deleted.

F. Reading View

Zone

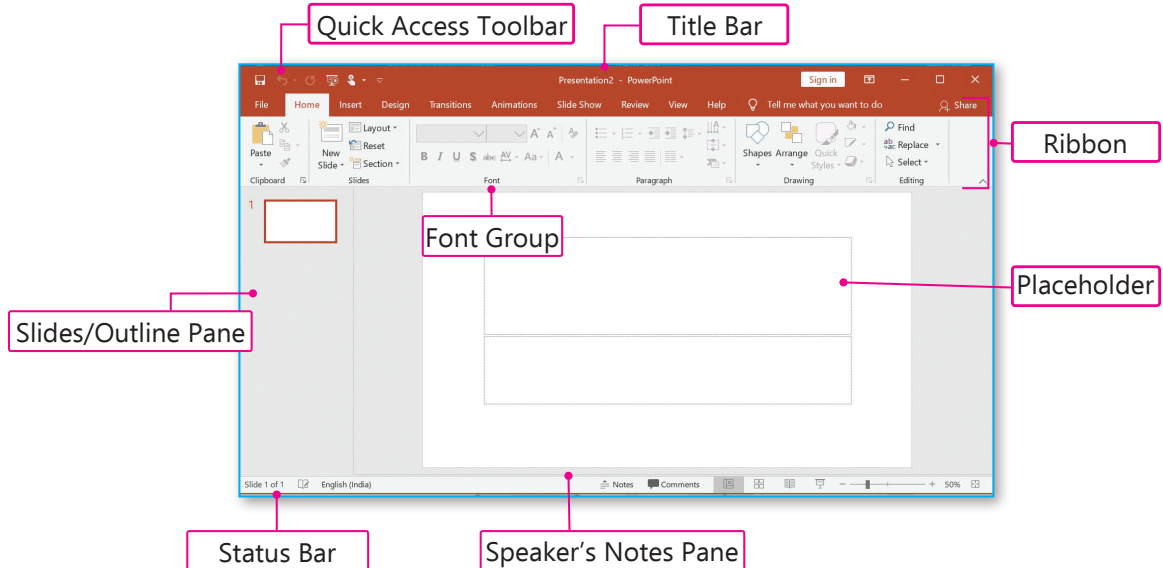1. Slide show view   2. Outline view   3. Normal view   4. Slide sorter view

Periodic Assessment 3

(Based on chapters 5 & 6)

A.   1. T   2. T   3. F   4. T   5. F
         6. F

B.

Quick Access Toolbar   Title Bar   Ribbon   Font Group   Placeholder   Slides/Outline Pane   Status Bar   Speaker's Notes Pane

C.   1. Zoom button   2. Section Header   3. Status Bar   4. Slide Sorter View

7. More about the Internet

Exercise

A.   1. a.   2. b   3. b.   4. c.
B.   1. Internet   2. WWW   3. Refresh   4. Web browser
C.   1. T   2. F   3. F   4. F
D.   1. It is a network of computers was called the Advanced Research Projects Agency Network or ARPANET.

2. Getting the data from the host computer (server) to the client computer (user's computer) is known as downloading. Whereas copying the data from the client's computer (user's computer) to the host computer (server) is known as uploading.

3. Microsoft Edge is the default web browser in the Windows 10 operating system. The three parts of Microsoft Edge are Current Tab, Back/forward, New tab.
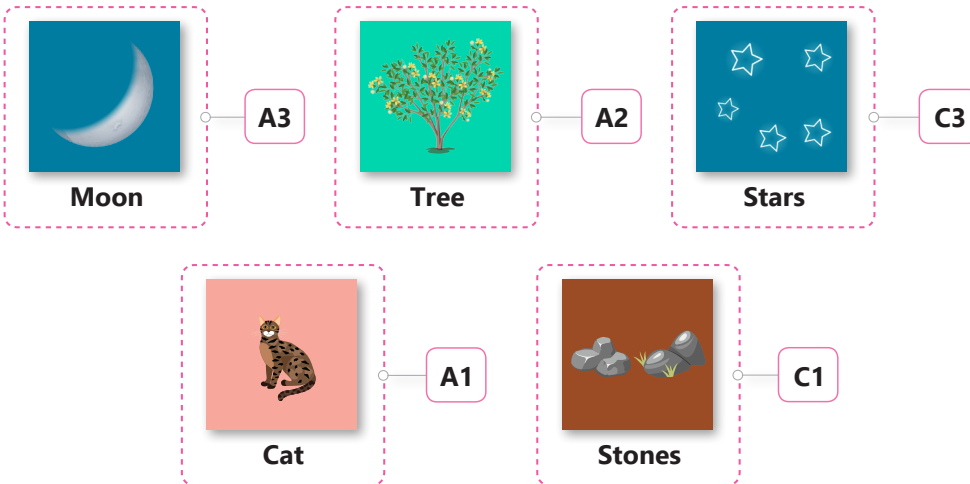
E. Browser

Activity Zone

1. ARPANET   2. Microsoft Edge   3. Hyperlink   4. Internet
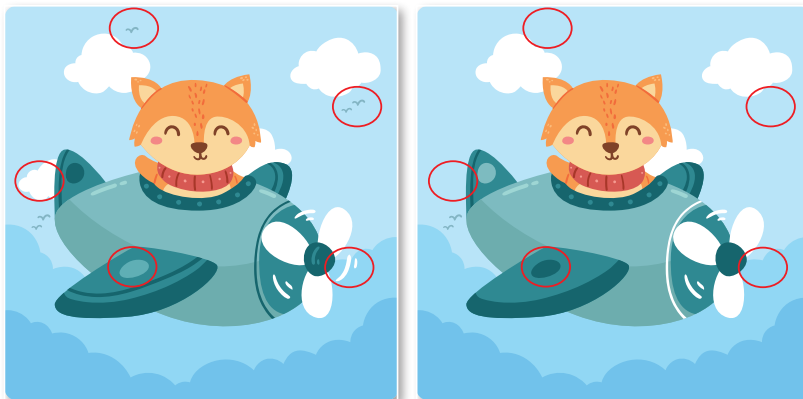
5. Search Engine

The CT Corner

Visual Processing

A.

Moon — A3

Tree — A2

Stars — C3

Cat — A1

Stones — C1

B.

C.   2. OWL   3. WAS   4. POT

8. More Blocks in Scratch

Exercise

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

B. 1. Say   2. Go to   3. Sound   4. Move

C. 1. Turns the sprite clockwise by 15 degrees.

     2. Used to set the volume of the sprite.

     3. Used to say something for a given time.

     4. Used to repeat a set of blocks for fixed number of times.

D. 1. T   2. T   3. F   4. F

E. 1. Say block

     2. Motion blocks are used to move the sprite on the stage.

     3. Wait block stops all activities for a given amount of time.

     4. They have looping blocks which are used when the same blocks have to be repeated for a number of times. Repeat block and Forever block are two types of control blocks.

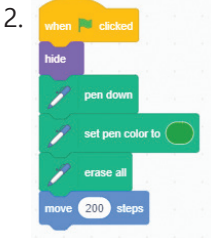**F.** Stop all block

Activity Zone

M	C	S	E	N	S	I	N	G	O	X	M	O
O	O	R	V	O	P	E	R	A	T	O	R	S
T	L	P	E	N	Z	U	R	T	I	R	T	O
I	U	B	N	P	X	T	L	O	O	K	S	U
O	M	B	T	O	R	O	W	R	A	W	R	N
N	N	O	S	M	U	F	L	C	P	L	C	D
C	O	N	T	R	O	L	G	L	D	A	T	A

9. Creating Shapes in Scratch

A. 1. b.   2. b.   3. a.

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

C. 1. The pen blocks draw a trail as the Sprite moves on the stage.

2.

3. Polygons are 2D shapes with 3 or more straight lines and angles. Examples are Triangle, Square and Rectangle.

4. To draw a square, we can keep the value of the move block same but to draw a rectangle there will be 2 different values for the move block since there are two different values for sides of rectangle i.e length and breadth

D. Pen Down Block

Activity Zone

1. 0 sides, 360 degree   2. 4 sides, 90 degree
3. 5 sides, 72 degree

Periodic Assessment 4

(Based on chapters 7 to 9)

A.

B. 1. World Wide Web refers to the largest collection of information on the internet.

2. A Web page is the most basic unit of every website.

3. The first page of a website is called a home page.

4. Copying data from the client computer to host computer is known as uploading.

5. ISP is an organization that provides you the Internet connection and services for a cost.

6. Event blocks control events and the starting of scripts.

7. Control blocks control the way the script runs in a project.

Test Sheet 2

(Based on chapters 5 to 9)

A.
1. a.	2. a.	3. a.	4. c.	5. c.
6. a.	7. c.	8. b.	9. b.	10. b.

B.
1. Slide	2. Polygons	3. 360	4. ISP
5. Slideshow			

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

D.
1. Internet Service Provider	2. Ctrl + C	3. Ribbon	4. Control

E. 1. To enter text in the new slide, follow these steps:

Step 1: Click on the title text placeholder box and type your text.

Step 2: Click on the subtitle text placeholder box and type your text. When you press the Enter key a new bullet appears in the next line. Type the remaining text.

2. To use the outline view, click on the View tab and then click on the Outline view command in the Presentation Views group. Outline view displays the text of each slide on the left pane. You can edit the text directly from here

3. Control blocks have looping blocks which are used when the same blocks have to be repeated for a number of times.

4. When a client copies data from the server using the Internet it is called downloading. Whereas, if the client sends data to the server then it is known as uploading.