

1. Hardware and Software

ASSESS YOURSELF

1. a. (iii) b. (ii) c. (iii) d. (iii)
2. a. F b. F c. T d. F
3. a. (iii) b. (i) c. (ii) d. (iv)
4. a. The CPU is located inside the CPU box/cabinet of a computer.
b. Any three examples of application software are: Paint, Word and Calculator.
c. A collection of programs is called a Software. It helps the computer hardware to process the input and convert it into output.
d. The part of the computer that is visible and can be touched is called hardware. For example, keyboard.
5. a. Raj should use Word to write a story.
b. Zara should use joystick to control the game.



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2. Windows 11—An Introduction

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1. a. (iii) b. (i) c. (i) d. (ii)
2. a. F b. F c. T d. F
3. a. (iii) b. (ii) c. (i) d. (iv) e. (v)

4. Word 2021—An Introduction

ASSESS YOURSELF

- (i)
 - (ii)
 - (ii)
 - (iv)
- letters
 - document area
 - words
 - vertical
- T
 - F
 - T
 - F
- Word Wrap
 - Cursor
 - Close button
 - File
- In the document area, you can see a vertical blinking line. It is called cursor. It indicates the position where the typed characters will appear.
 - It is used to type letters, stories and reports, quickly and easily.
 - It is used to insert pictures into the document and resize them.
 - Ribbon and Title bar.
- Mansi can find the Save option under the File tab.
 - Document area.



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5. Editing Text in Word 2021

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- (ii)
 - (i)
 - (iii)
 - (ii)
 - (ii)
- keyboard
 - mouse
 - undo, redo
 - original
- F
 - F
 - F
 - F
- The Undo command is used to cancel the last command. It helps to revert any changes made by mistake.
 - You can select the entire document by pressing Ctrl + A.
 - Shift + Up Arrow
 - To delete a word, select the word you want to delete and press the Delete or Backspace key.



5.
 - a. Select a line below the cursor
 - b. Select a character to the right of the cursor
 - c. Select the entire document
 - d. Select a line above the cursor
6.
 - a. Backspace key
 - b. She should use copy and paste command.



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6. Digital Drawing using Sketchpad

ASSESS YOURSELF

1.
 - a. (ii)
 - b. (iv)
 - c. (iv)
 - d. (ii)
 - e. (i)
2.
 - a. drawing area
 - b. tools
 - c. vertical toolbar
 - d. save
 - e. calligraphy
3.
 - a. F
 - b. F
 - c. T
 - d. F
 - e. T
4.
 - a. Brushes and Pencil tool.
 - b. Select tool is used to move, rotate, scale, delete and reorganise the layers of a drawing.
 - c. Zoom tool is used to zoom in for viewing small details or zoom out to see the entire picture.
 - d. Sketchpad is an online drawing tool that allows you to create an amazing artwork on your computer.
5.
 - a. Rohit can use Eraser tool.
 - b. Gunjan can use the Fill Tool.



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7. Stepwise Thinking

ASSESS YOURSELF

- (ii)
 - (ii)
 - (iii)
- Problem Solving
 - Analyse
 - Programming
 - Organised
- T
 - F
 - F
 - F
 - F
- Stepwise thinking means breaking down a complicated task into smaller or simpler steps to make it easier to complete without complications.
 - Problem solving is the process of finding solutions to difficult or complex tasks.

c. Example: Washing Clothes

Steps in the Activity:

- 1 Collect dirty clothes
- 2 Add detergent to the washing machine
- 3 Load clothes into the machine
- 4 Start the machine
- 5 Dry the clothes after washing

How the Order Can Change:

- You can add detergent before or after loading the clothes.
- You might collect clothes before or after getting the machine ready.

As long as all steps are completed, the order of some steps can be changed without affecting the outcome.

5. 1. Close sandwich with another slice of bread



- Add desired fillings



- Enjoy your sandwich



- Put souce or spreads on the bread





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9. Introduction to Robotics

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1. a. (iii) b. (ii) c. (ii) d. (ii) e. (iii)
2. a. robotics b. Sensors c. accurate d. decisions
3. a. Robots can work tirelessly.
 b. Artificial Intelligence is a type of technology that makes robots or machines act and think like humans.
 c. (i) Controller (ii) Sensor
 d. (i) Goalkeeper (ii) Nao (iii) Mobile Robot
 e. Robots cannot think like humans.
4. a. Mechanical parts (actuators)
 b. MARCBOT



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