

A1. Hardware and Software

ASSESS YOURSELF

- (iii)
 - (ii)
 - (iii)
 - (iii)
- F
 - F
 - T
 - F
- (iii)
 - (i)
 - (ii)
 - (iv)
- Raj should use Word to write a story.
 - Zara should use joystick to control the game.
 - The keyboard is hardware, and the program used to write the story is software.

A2. Editing Text in Word 2021

ASSESS YOURSELF

- (ii)
 - (i)
 - (iii)
 - (ii)
 - (ii)
- keyboard
 - mouse
 - undo, redo
 - original
- F
 - F
 - F
 - F
-

Undo Command	Redo Command
It is used to cancel the last command.	It is used to reverse the action of Undo command.
To apply Undo command, the keyboard shortcut is Ctrl+Z keys.	To apply the Redo command, the keyboard shortcut is Ctrl+Y keys.

- Backspace key
 - She should use copy and paste command.
 - She can press Ctrl + A to select all the text at once.

6. 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

A3. Formatting in Word 2021

ASSESS YOURSELF

1. a. (ii) b. (ii) c. (i) d. (iii) e. (ii)
2. a. Find b. Superscript c. Font size d. Bold e. Font color
3. a. T b. F c. T d. T e. T
4. a. Formatting means changing the appearance of text in your document to make it clearer and more attractive.
- b. Find and Replace is a feature that allows you to search for a word or phrase in your document and replace it with a new one in the entire document.
- c. Text can be aligned left, right, center or justified. You can also organise information using bulleted or numbered lists.
- d. The superscript option is used for 5th September because it raises the "th" above the normal text.
- e. To create a number list, follow the given steps:
 - 1 Select the text you want to convert into a list.
 - 2 Click on the Home tab.
 - 3 Click on the Numbering drop-down arrow in the Paragraph group.
 - 4 Select the numbering style you want to apply to your selected text. Numbers will be added in front of each line.
- f. Rehan should use the Highlight tool to make important text stand out in his report.
- g. Mitali should use the Align Center feature to center each line of her poem on the page.



A4. Internet—An Introduction

ASSESS YOURSELF

- (iii)
 - (ii)
 - (ii)
 - (iii)
- Microsoft Edge
 - Internet Service Provider
 - URL
 - Web Browser
- F
 - T
 - T
 - F
- Google
 - Microsoft Edge
 - Modulator-demodulator
- Web browser
 - Address bar
 - Aman should use a web browser to access the Internet.

A5. Be Smart Online

ASSESS YOURSELF

- (ii)
 - (iii)
 - (iii)
 - (ii)
- Internet
 - Download
 - Websites
 - Credit
- F
 - T
 - T
 - T
- Ethics are rules that help you decide what is right and wrong.
 - Computer ethics is about the responsible use of computers, digital systems and information technology, ensuring that they benefit society without causing harm.
 - Two tips to take care of your computer are:
 - Avoid eating or drinking near the computer to prevent crumbs or spills.
 - Always close the laptop lid gently and carry it properly to protect the screen and hinges.
 - Right: Be kind and polite to others while chatting or playing games.
Wrong: Copying someone else's homework or artwork and saying it is yours is wrong.