

## A1. 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. Raj should use Word to write a story.  
b. Zara should use joystick to control the game.  
c. The keyboard is hardware, and the program used to write the story is software.

## A2. Word 2021—An Introduction

### ASSESS YOURSELF

1. a. (i)                              b. (ii)                              c. (ii)                              d. (iv)
2. a. letters                      b. document area                      c. words                      d. vertical
3. a. T                                      b. F                                      c. T                                      d. F
4. a. Word Wrap                      b. Cursor                              c. Close button                      d. File
5. a. Mansi can find the Save option under the File tab.  
b. Document area.  
c. The Title Bar shows document name and save status.

## A3. Editing Text in Word 2021

### ASSESS YOURSELF

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

4.

| 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.
- Select a line below the cursor
  - Select a character to the right of the cursor
  - Select the entire document
  - Select a line above the cursor

## 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. Stepwise Thinking

## ASSESS YOURSELF

- (ii)
  - (ii)
  - (iii)
- Problem Solving
  - Analyse
  - Programming
  - Organised
- T
  - F
  - F
  - F
  - F
- Steps to Tie Shoelaces (Bunny Ear Method):

- Take one lace in each hand.
- Cross the laces over each other to make an 'X'.
- Tuck one lace under the other and pull tight to make the first knot.
- Make a loop (bunny ear) with each lace.
- Cross the two loops over each other (like another 'X').
- Tuck one loop under the other and pull through.
- Pull both loops tight to secure the bow.

b. Steps to Make a Sandwich:

- Take one slice of bread.
- Spread butter on the slice of bread.
- Add vegetables on top of the butter.
- Place the second slice of bread on top.
- Cut the sandwich in half.

c.  Close sandwich with another slice of bread



Add desired fillings



Enjoy your sandwich



Put sauce or spreads on the bread.



Get bread and ingredients

