1. Data Storage and Memory

Test Your Knowledge (Page 10)

 ✓

 ✓

 ✓

Topic Flashback (Page 12)

1. Memory 2. ROM 3. Pen Drive

Experiential Learning (Page 13)

Do it yourself.

QUICK QUIZ (Page 13)

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

------------------------------ **Assess Yourself** ------------------------------

Choose the correct option.

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

Fill in the blanks with the correct words.

1. CPU
2. Primary
3. Nibble
4. Multimedia

Answer the following questions:

1. There are two types of computer memory: primary memory and secondary memory.
2. Priyam can use a pen drive to do so.
3. A CD can hold up to 700 MB of data, whereas a DVD can hold more data than a CD and is often used for movies.
4. Sarika should consider a Petabyte, as it is a larger unit than a Gigabyte.

Scratch Your Brain.

1.

a. _____2_____   b. _____1_____   c. _____4_____   d. _____3_____

2. Competency-based/Application-based questions:

   a. Shreya can use a memory card to expand her phone's storage capacity.
   b. Shobhit's computer teacher is talking about hard disk.

Explore in the Lab

Do it yourself.

2. Managing Files and Folders in Windows 10

Test Your Knowledge (Page 18)

1. This PC
2. Folder
3. Windows 10
4. Recycle Bin

Topic Flashback (Page 22)

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

Do it yourself.

QUICK QUIZ (Page 27)

1. b   2. a   3. a

---------------------------------- **Assess Yourself** ----------------------------------

Choose the correct option.

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

Fill in the blanks with the correct words.

1. Live   2. Windows 10   3. Folder   4. File

Tick (✓) the correct statements and cross (✗) the wrong ones.

1. ✗   2. ✓   3. ✓   4. ✗

Answer the following questions:

1. The left pane displays an alphabetical list of all the programs installed on your computer. Whereas, the right pane contains tiles.

2. Suhail can locate the games tiles in the Start menu or Taskbar if pinned.

3. To pin an application to the taskbar, follow the given steps:

   Step 1: Type the name of the application you want to pin in the search box.

   Step 2: Right-click on the application name in the search results.

   Step 3: Select Pin to taskbar option.

4. To rename a folder, Ruhi should follow the given steps:

   Step 1: Select the folder to be renamed.

   Step 2: Click on Home tab.

   Step 3: Click on the Rename command.

   Step 4: Type the new name and press the Enter key.

Scratch Your Brain.

1. a. Excel file   b. Video file   c. Music file   d. Word file

2. Competency-based/Application-based questions:

   a. To restore a deleted file or folder, Nisha should double-click on the Recycle Bin icon. Select the files or folders and click on Restore the selected items button.

   b. To change the position of the taskbar, Aarav should follow the given steps:

   Step 1: Right-click on the taskbar and uncheck the Lock the taskbar option.

   Step 2: Drag the taskbar to any side of the screen.

Explore in the Lab

Do it yourself.

3. More on Word 2019

Test Your Knowledge (Page 32)

Do it yourself.

Interdisciplinary Learning (Page 36)

Do it yourself.

Topic Flashback (Page 40)

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

Experiential Learning (Page 41)

Do it yourself.

QUICK QUIZ (Page 42)

1. b   2. b

------- Assess Yourself -------

Choose the correct option.

1. c   2. d   3. c   4. c

Fill in the blanks with the correct words.

1. Pictures   2. Merged   3. Layout   4. Insert

Tick (✓) the correct statements and cross (✗) the wrong ones.

1. ✗   2. ✗   3. ✗   4. ✗   5. ✗

Answer the following questions:

1. a. Columns are the vertical sections of the table.

   b. Table is an arrangement of data in vertical columns and horizontal rows forming a cell where they join together.

   c. WordArt is a special effect in Word to change the appearance of the text.

   d. Cells are the individual squares in which you place text, images or graphics.

   e. Rows are the horizontal sections of the table.

2. To insert online pictures, follow these steps:

   Step 1: Click on the Insert tab.

   Step 2: Click on the Online Pictures option.

   Step 3: Type a word in Bing Image Search box.

   Step 4: Type a word in Bing Image Search box.

   Step 5: Select the picture you want to insert.

   Step 6: Click on the Insert button.

3. To select a column, hover your mouse in the column selection area at the top of a column. The mouse pointer changes to a downward pointing arrow. Now, click on the column to select it.

4. To insert rows in a table, follow the given steps:

   Step 1: Select a row where you want to add rows.

   Step 2: Click on Layout tab.

   Step 3: Select the desired option: "Insert Above" or "Insert Below" from the Rows & Columns group.

   Step 4: Repeat the process to add a second row.

5. To change the alignment of the text in a table, follow the given steps:

   Step 1: Select the cell or cells.

   Step 2: Click on the Layout tab.

   Step 3: Select the desired alignment from the Alignment group.

Scratch Your Brain.

1. a. 3-D rotation   b. Glow   c. Transform

2. Competency-based/Application-based questions:

   a. Table feature

   b. Command: Shapes

   Location: Insert tab → Illustrations group → Shapes

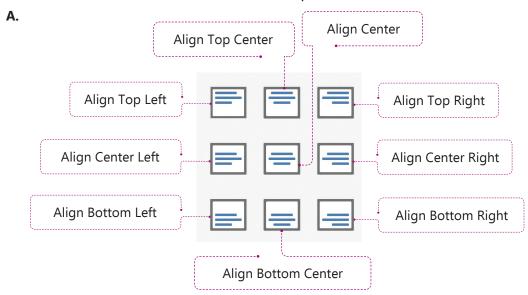## 📲 Explore in the Lab

Do it yourself.

Periodic Assessment-1

(Based on chapters 1 to 3)

A.

Align Top Center	Align Center
Align Top Left	Align Top Right
Align Center Left	Align Center Right
Align Bottom Left	Align Bottom Right
Align Bottom Center	

B. 1. Window key + E   2. Select a file or folder then Press F2.

3. Alt + P   4. Alt+Shift+P   5. Ctrl+C

C. 1. Primary Memory   2. RAM   3. Pen Drive

4. Memory card   5. Blu-ray disc

D. 1. MEMORY   2. FOLDER   3. FILE EXPLORER

4. RECYCLE BIN   5. COMPACT DISK

---

4. Introduction to PowerPoint 2019

Test Your Knowledge (Page 49)

Do it yourself.

🎥 Topic Flashback (Page 54)

1. Ribbon   2. Text Placeholder   3. Speaker's Notes Pane

Do it yourself.

Topic Flashback (Page 59)

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

Art Integration Learning (Page 61)

Do it yourself.

QUICK QUIZ (Page 61)

1. b   2. b

Assess Yourself

Choose the correct option.

1. c   2. d   3. c   4. b

Fill in the blanks with the correct words.

1. Presentations   2. Backstage   3. Slide
4. Formatting   5. Placeholders

Tick (✓) the correct statements and cross (✗) the wrong ones.

1. ✗   2. ✗   3. ✓   4. ✓   5. ✗

Match the following:

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

Answer the following questions:

1. The slides are displayed as thumbnail in the Slides pane in PowerPoint.
2. To insert a new slide, follow the given steps:

   Step 1: Click on Home tab.

   Step 2: Click on the New Slide button.

   Step 3: Select the desired slide you want to insert.

3. A slide layout is the formatting and positioning of the placeholder boxes that appears on a slide. Placeholders are the dotted-line containers on slide layouts that hold such content.

4. Nishi should use the Reading View in PowerPoint.

5. Slide Show View is used to deliver the presentation to the audience.

Scratch Your Brain.

1. a. Hierarchy   b. Cycle   c. Pyramid
   d. List   e. Relation

2. Competency-based/Application-based questions:

   a. To change the slide layout, follow the given steps:

      Step 1: Click on Home tab.

      Step 2: Click on the slide that you want to change.

      Step 3: Click on Layout button.

      Step 4: Choose the Comparison slide layout.

   b. Themes

Explore in the Lab

Do it yourself.

5. Using a Browser

Test Your Knowledge (Page 67)

1. Search information   ✓   5. Send and receive e-mail   ✓

2. Chat online   ✓   6. Take a bath

3. Sleep   7. Watch a cartoon movie   ✓

4. Buy a mobile phone   ✓   8. Pack your bag

Topic Flashback (Page 69)

1. Refresh   2. New Tab
3. Microsoft Edge   4. Favorites

Do it yourself.

Do it yourself.

QUICK QUIZ

1. b   2. a   3. a

--------------------------------- **Assess Yourself** ---------------------------------

Choose the correct option.

1. c   2. d   3. a   4. c

Fill in the blanks with the correct words.

1. WWW   2. Website   3. Refresh   4. Back

Tick (✓) the correct statements and cross (✗) the wrong ones.

1. ✓   2. ✓   3. ✗   4. ✗

Answer the following questions:

1. Uploading is the process of moving data from your computer (the computer of the user) to a server through the Internet.

2. To search by voice command, follow the given steps:

   Step 1: Type www.google.co.in in the address bar.

   Step 2: Click on Search by voice icon.

   Step 3: Speak the phrase you want to search for.

3. Every search engine allows the user to enter a keyword related to the information or click on the voice button and speak what one wants to search for, and it displays a list of related websites.

Scratch Your Brain.

1. a. SEARCH ENGINE   b. MICROSOFT EDGE   c. INTERNET

   d. WEB BROWSER

2. Competency-based/Application-based questions:

   a. In **https://**. The 's' stands for **secure** which means the website is secured for browsing.
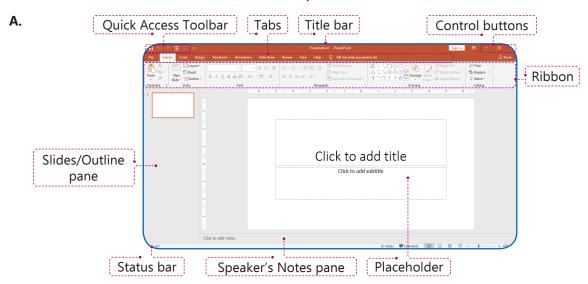
   b. Favourites feature of web browser window.

🖥️ Explore in the Lab

Do it yourself.

Periodic Assessment-2

(Based on chapters 4 & 5)

A.

Quick Access Toolbar · Tabs · Title bar · Control buttons · Ribbon · Slides/Outline pane · Status bar · Speaker's Notes pane · Placeholder

B. 1. Website is a collection of related web pages that provide information about a topic.

2. Web Page is a page on a website.

3. Home page is the first page that opens up when you browse any website.

4. Refresh button reloads your page.

5. New tab button is used to open a new tab.

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

Test Sheet–1

(Based on chapters 1 to 5)

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

6. c   7. c   8. b   9. d   10. a
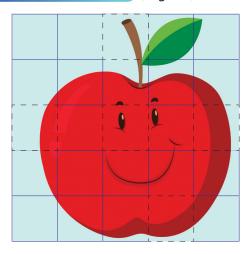
B. 1. Primary   2. Windows 10   3. Folder
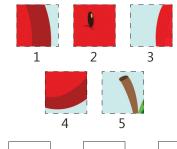
4. Slide   5. Edge

C. 1. ✗   2. ✓   3. ✗   4. ✓

D. 1. Priyam can use a pen drive to do so.
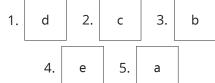
2. To pin an application to the taskbar, follow the given steps:

    Step 1: Type the name of the application you want to pin in the search box.

    Step 2: Right-click on the application name in the search results.

    Step 3: Select Pin to taskbar option.

3. The left pane displays an alphabetical list of all the programs installed on your computer. Whereas, the right pane contains tiles.

4. To change the alignment of the text in a table, follow the given steps:

    Step 1: Select the cell or cells.

    Step 2: Click on Layout tab.

    Step 3: Select the alignment you want to apply to your text.

5. Uploading

6. Visual Processing

Test Your Knowledge (Page 82)

1. d   2. c   3. b

4. e   5. a

Interdisciplinary Learning (Page 83)

1.

2.

3.
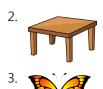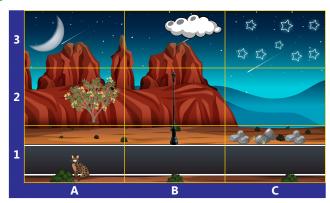
Art Integration Learning (Page 84)

Do it yourself.

🎥 Topic Flashback (Page 85)

QUICK QUIZ (Page 86)

1. b   2. b

-------------------------------- **Assess Yourself** --------------------------------

Choose the correct option.
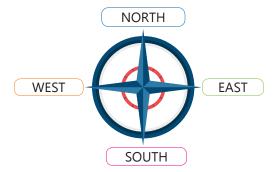
1. a   2. d   3. d

Answer the following questions:

1. The ability of the brain to use and understand visual information from the environment is referred to as visual processing.

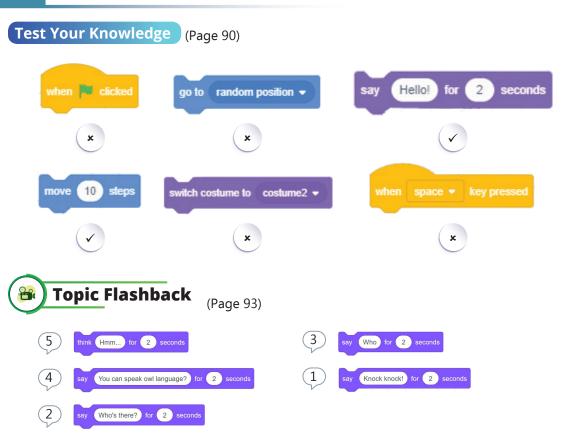2. Directions and Maps help us in pointing the location of a particular area or an object.

Scratch Your Brain.

NORTH

WEST EAST

SOUTH

Explore in the Lab

Do it yourself.

7. More Blocks in Scratch

Test Your Knowledge (Page 90)

when 🚩 clicked	go to random position ▼	say Hello! for 2 seconds
✗	✗	✓
move 10 steps	switch costume to costume2 ▼	when space ▼ key pressed
✓	✗	✗

Topic Flashback (Page 93)

5 — think Hmm... for 2 seconds

3 — say Who for 2 seconds

4 — say You can speak owl language? for 2 seconds

1 — say Knock knock! for 2 seconds

2 — say Who's there? for 2 seconds

Do it yourself.

Do it yourself.

1. b   2. b   3. b

---------------------------- **Assess Yourself** ----------------------------

Choose the correct option.

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

Fill in the blanks with the correct words.

1. Motion   2. Value   3. Stage   4. Program

Tick (✓) the correct statements and cross (✗) the wrong ones.

1. ✗   2. ✗   3. ✗   4. ✓

Answer the following questions:

1. Tabs, Title bar, Menu bar and Go button.
2. Event blocks
3. (0, 0)
4. Motion blocks

Scratch Your Brain.

1. a. y coordinate   b. Sound blocks
   c. x coordinate   d. Scratch
2. Competency-based/Application-based questions:
   a. Motion blocks   b. Control blocks

Explore in the Lab

Do it yourself.

8. Creating Shapes in Scratch

1. Sprite   2. Stop button   3. Backdrop

Topic Flashback

1. Heptagon   2. Triangle   3. Pentagon   4. Nonagon   5. Hexagon
6. Octagon

Experiential Learning

Do it yourself.

QUICK QUIZ

1. b   2. a

Assess Yourself

Choose the correct option.

1. b   2. b   3. b

Fill in the blanks with the correct words.

1. Trail   2. Full Screen Control   3. Add Extension
4. Decagon

Answer the following questions:

1. Step 1: Click on the **Add Extension** button.
   Step 2: Click on **Pen** option.
2. Divide 360 by the number of sides in the shape.
3. Stamp block creates a duplicate of the current sprite.

Scratch Your Brain.

1. a.   b.   c.   d.

2. Competency-based/Application-based questions:

    a. (ii)   b. Turn 40 degrees

Explore in the Lab

Do it yourself.

Periodic Assessment-3

(Based on chapters 6 to 8)

A. Do it yourself.

B.

Bush	Apple	Dustbin
B2	B3	A2

C. a. Looks   b. Control   c. Motion

9. Google Blockly Games

Test Your Knowledge (Page 110)

1. Move the object in the forward direction from the direction it is facing.

2. Turn the object in the left direction from the direction it is facing.

Topic Flashback (Page 111)

1. heading 90°   2. does not have worm   3. Bird game

QUICK QUIZ (Page 114)

     1. b.   2. b.   3. b.

Assess Yourself

Choose the correct option.

     1. c.   2. d.   3. a.   4. c.

Fill in the blanks with the correct words.

1. Run Program
2. Heading
3. Reset
4. Move...by

Tick (✓) the correct statements and cross (✗) the wrong ones.

1. ✗
2. ✗
3. ✗
4. ✗

Answer the following questions:

1. move...by block

    turn...by block

2. Click on the Reset button if the bird does not reach the nest.

3. The repeat...times do block is used to make the turtle repeat tasks given inside the block for given number of times.

Scratch Your Brain.

1. a. This block is used to rotate the turtle in left or right direction.

    b. This block allows the bird to fly in one direction till the condition is true, and it changes direction when the condition becomes false.

2. Competency-based/Application-based questions:

    a. To play Bird game, follow these steps:

    Step 1: Type www.blockly.games in the address bar of the web browser and press Enter key.

    Step 2   Click on the Bird option.

    b. (iv)

Explore in the Lab   (Page 117)

Do it yourself.

10. Evolution of AI

Test Your Knowledge   (Page 119)

1. Smartphone
2. Smartwatch
3. Smart Speaker

Topic Flashback   (Page 122)

1. WABOT
2. ASIMO

Do it yourself.

QUICK QUIZ (Page 124)

1. b.   2. b.   3. b.   4. b.

---------------------------------- **Assess Yourself** ----------------------------------

Choose the correct option.

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

Tick (✓) the correct statements and cross (✗) the wrong ones.

1. ✗   2. ✓   3. ✗   4. ✓

Answer the following questions:

1. Mars Exploration Mission

   The two rovers used in that mission were Spirit and Opportunity.

2. Roomba, an autonomous robot vacuum cleaner that cleans and is able to avoid crashing into obstacles.

3. It uses AI to act as a personal assistant helping the user remember tasks, create appointments, and search for information by voice.

4. It uses a natural language user interface to infer, observe, answer, and give recommendations to users.

Scratch Your Brain.

1. a. David Hanson   b. Cynthia Breazeal

   c. Ichiro Kato   d. Alan Turing

2. Competency-based/Application-based questions:

   a. Yes, a self-driving car can be a good option.

      Reasons:

      • Increases safety by reducing human errors in driving.

      • Uses AI-powered navigation for smooth and efficient travel.
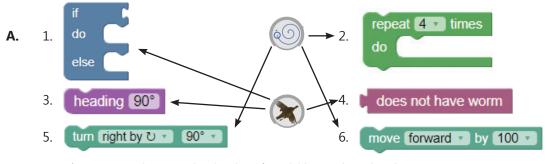
   b. Kinect

🖥️ Explore in the Lab

Do it yourself.

Periodic Assessment-4

(Based on chapters 9 & 10)

A.

B. 1. Kismet   2. WABOT-2   3. Xbox 360   4. ASIMO

Test Sheet–2

(Based on chapters 6 to 10)

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

6. b.   7. d.   8. c.   9. b.   10. c.

B. 1. Value   2. Stage   3. Add Extension 4. Run Program

C. 1. ✗   2. ✗   3. ✗   4. ✗

D. 1. David Hanson   b. Cynthia Breazeal

c. Ichiro Kato   d. Alan Turing

E. 1. Directions and Maps help us in pointing the location of a particular area or an object.

2. The ability of the brain to use and understand visual information from the environment is referred to as visual processing.

3. (0, 0)

4. Event blocks

5. Step 1: Click on the Add Extension button.

Step 2: Click on Pen option.

6. Stamp block creates a duplicate of the current sprite.

7. move...by block

turn...by block

8. It uses a natural language user interface to infer, observe, answer, and give recommendations to users.