

1. Managing Files or Folders in Ubuntu

Checkpoint



- A.** 1. a 2. a 3. a 4. b
- B.** 1. downloads 2. Folder 3. subfolder 4. Home directory
- C.** 1. T 2. T 3. F 4. F
- D.** 1. c 2. a 3. d 4. b
- E.** 1. Home directory has various categories like Recent, Starred, Desktop, Documents, Downloads, Music, Pictures, Videos, Trash and Other Locations.
2. It is easier to work with organised files/folders.
3. Trash folder stores unwanted garbage of our system.
- F.** 1. When you copy a new file, the file will remain in its original location and will also appears in the new location whereas, when you move a file, the file will disappear from its original location and will appear in the new location.
2. To rename a file or folder, follow these steps:
- Step 1** Select the file or folder you want to rename and right-click on it.
- Step 2** Select Rename option from the pop-up menu.
- Step 3** Type new name in Rename File box. Click on Rename button.

Mind Boggler



- A.** 1. To move a file, Anjali should follow these steps:
- Step 1** Open the folder containing the file you want to move.
- Step 2** Select the file and right-click on it. Click on Move to option from the pop-up menu.
- Step 3** Select the location and click on Select button in the Select Move Destination dialog box. The file or folder will be inserted in that location.

2. To recover the deleted file, Rajat should take the following steps:

Step 1 Double-click the Trash icon on the desktop.

Step 2 Select a file or folder you want to restore and right-click on it from the Trash window, displaying all the files or folders you have deleted.

Step 3 Click on Restore From Trash option from the drop-down menu.

The restored file or folder will disappear from the Trash and will reappear at its original folder.

B.

T	G	C	O	P	Y	I	P
I	S	R	E	N	A	M	E
F	D	E	L	E	T	E	O
I	P	A	S	T	E	E	L
L	V	T	R	A	S	H	U
E	L	E	N	E	N	T	M
T	V	O	N	E	A	E	N

2. Drawing Objects in LibreOffice Writer

Checkpoint



- A.** 1. b 2. c 3. b 4. c
- B.** 1. Line Color 2. Text 3. Toolbar 4. Selection
- C.** 1. T 2. F 3. T 4. F
- D.** 1. A Text box is a rectangular box which contains the text.
2. Circle tool is used to draw a circle.
3. It is used to Fill color in closed shapes.
4. Delete key is used to remove an object from the working area.
- E.** 1. To add 3D effect to the shape, follow these steps:
Step 1 Select the shape.
Step 2 Click on Toggle Extrusion option from the Drawing Toolbar.
2. To add stars and banners in the document, follow these steps:
Step 1 Click the Stars and Banners option from the Drawing Toolbar.
Step 2 Choose the desired shape from the pop-up menu.
Step 3 Hold the left mouse button and drag till you find it in the desired size. Click outside the shape.



3. To insert an image from a file, follow these steps:
 - Step 1** Click Insert menu.
 - Step 2** Click on Image option from the drop-down menu.
 - Step 3** Choose the desired image, you want to insert from the Insert Image dialog box.
 - Step 4** Click on Open button.
4. To apply effects to the text, follow these steps:
 - Step 1** Select the text.
 - Step 2** Click on Character option from the Sidebar.
 - Step 3** Click on Font Color down arrow.
 - Step 4** Choose desired colour from the Color palette.

Mind Boggler



- A.**
1. To insert an image from a file, Priya should follow these steps:
 - Step 1** Click Insert menu.
 - Step 2** Click on Image option from the drop-down menu.
 - Step 3** Choose the desired image you want to insert from the Insert Image dialog box.
 - Step 4** Click on Open button. The selected image gets inserted.
 2. To add Text box, Alok should follow these steps:
 - Step 1** Click on the Insert Text box option from the Drawing Toolbar.
 - Step 2** Drag and make a box where text could be written.
 - Step 3** Type the desired text and click outside the text box.
- B.**
- 4 Click outside the shape.
 - 3 Hold the left mouse button and drag till you find it in the desired size.
 - 2 Chose the Star shape from the pop-up menu.
 - 1 Click on Stars and Banners tool from the Drawing Toolbar.

Periodic Assessment 1

(Based on chapters 1 & 2)

- A.**
1. Curves and Polygons: Used to create custom shapes and drawings.
 2. Insert Text Box: A Text box is a rectangular box which contains the text. It is added in the document to give attractive look to the text.
 3. Symbol Shapes: To add common symbols to your document, useful for charts, signs, or visual aids.
 4. Block Arrows: Used to enhance diagrams, flowcharts, and presentations.
 5. Insert Fontwork Text: Fontwork is the predefined artistic font. These artistic fonts are used to highlight any text in the document.



- B.** 1. ii 2. i. 3. iii. 4. v. 5. iv.

- C.** 1. To create a file, follow these steps:

Step 1: Open LibreOffice Writer App. Click on File menu.

Step 2: Select New option from the drop-down menu.

Step 3: Click on the type of file you want to create from the list.

Step 4: Click on File → Save As.

Step 5: Go to the location of folder with Tina name.

Step 6: Open the Tina folder.

Step 7: Type a name for the file (e.g., Computer Assignment).

Step 8: Click on Save.

2. To change border thickness and colour, follow these steps:

Step 1: Select the shape (e.g., star).

Step 2: Right-click on it and select Line or open Properties sidebar.

Step 3: Change Line Width to adjust thickness.

Step 4: Pick a new Line Color.

Step 5: Click on OK.

3. Creating Tables in LibreOffice Writer

Checkpoint



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

- B.** 1. F 2. T 3. T 4. F 5. F 6. F

- C.** 1. In a table, the horizontal lines are called rows.

2. Insert menu is used to insert an image.

3. Merging cells are used to combine cells.

- D.** 1. To insert a table using Table menu, follow these steps:

Step 1: Click on Table menu.

Step 2: Click on Insert Table option.

Step 3: Enter the number of rows and number of columns in the Columns and Rows box.

Step 4: Click on Insert button.

2. To select a row in the table, follow these steps:

Step 1: Keep the mouse pointer on the left most corner of any row you want to select. The mouse pointer will change into a block right arrow.



Step 2: Click the mouse button once. The row gets selected.

3. To add formula in a table, follow these steps:

Step 1: Click inside the cell where formula has to be written.

Step 2: Click = (equal to) sign and a formula bar appears above the Ruler line.

Step 3: Click the First cell and the cell number appears within greater (>) and lesser (<) symbol.

Step 4: Type the operator like +, -, *, etc. you want.

Step 5: Click on second cell and press Enter key.

Step 6: Click on third cell and press Enter key.

Step 7: Select the columns to add in similar way and press Enter key.

4. Insert column in a table, follow these steps:

Step 1: Select the cell where you want to insert a column.

Step 2: Click on Table menu.

Step 3: Select Insert option from the drop-down menu.

Step 4: Select Columns option from the sub-menu.

Step 5: The Insert Columns dialog box appears. Enter total number of columns to be inserted in the Number box.

Step 6: Select the position where the column should be inserted in the Position option.

Step 7: Click on OK button. A column gets inserted into the document.

Mind Boggler



1. Renuka can use the Table Cell Background Color feature in LibreOffice Writer to colour the title row of the table.

2. Table grid

4. More on LibreOffice Impress

Checkpoint



- A.** 1. b 2. b 3. c 4. a
- B.** 1. Title View 2. Five 3. Slide pane 4. Misc 5. Navigation
- C.** 1. Slide layout is an arrangement of text, images, clip arts, charts, etc. on a particular slide.
2. Title, Text and Content placeholder.
3. There are five types of animation effects available in LibreOffice Impress.
4. Animation Effect List and Add Effect



- D.** 1. To change slide background, follow these steps:
- Step 1:** Right-click on the slide's empty area. Select Slide Properties option from the pop-up menu.
- Step 2:** Click on Background tab from the Slide Properties dialog box.
- Step 3:** Choose desired background.
- Step 4:** Click on OK button.
2. To modify Animation effect, follow these steps:
- Step 1:** Select Animation in the Animation pane.
- Step 2:** Select Animation effect, you want to apply in the Category box
3. To apply Slide Transition, follow these steps:
- Step 1:** Click on Slide Transition option from the Slidebar.
- Step 2:** Select the transition you want to apply from the Slide Transition pane.
- Step 3:** Click on Play button.

Mind Boggler



- | | |
|-------------------------------|----------------------|
| A. 1. Master Slide | 2. Emphasis Effect |
| B. 1. Spelling | 2. Insert Image Icon |
| 3. Insert Audio or Video Icon | 4. Insert Chart Icon |
| C. 1. Text Placeholder | 2. Title Placeholder |
| 3. Content Placeholder | |

Periodic Assessment 2

(Based on chapters 3 & 4)

- | | | |
|---|----------------|--------------|
| A. 1. SLIDE LAYOUT | 2. ANIMATION | 3. ENTRANCE |
| 4. EMPHASIS | 5. MOTION | |
| B. 1. Merge Cells | 2. Split Cells | 3. Align-Top |
| 5. Table Properties | | 4. Insert |
| C. 1. Split Cells | 2. Merge Cells | |
| 3. Ayaan should set the Start option to "After Previous" and adjust the Delay time in Animation settings. | | |



Test Sheet-1

(Based on chapters 1 to 4)

Section A

- A.** 1. (i) 2. (ii) 3. (ii) 4. (iii) 5. (ii) 6. (i)
7. (ii) 8. (iii) 9. (iii) 10. (iii)
- B.** 1. Home Directory 2. Toolbar 3. Five 4. Navigation
- C.** 1. T 2. F 3. T 4. F

Section B

- A.** 1. Home directory is a type of folder. It shows all the system generated directories.
2. Circle Tool
3. When we want to combine two or more cells then we use Merging Cells feature of LibreOffice Writer.
4. Five
- B.** 1. Copying a file or folder means making a duplicate of it and placing it in a different location while the original stays unchanged.
Moving a file or folder means shifting it completely to a new location, removing it from the original place.

2. To insert an image from a file, follow these steps:

Step 1: Click on Insert menu.

Step 2: Select Image option from the drop-down menu.

Step 3: Select the folder location and choose desired image file from the Insert Image dialog box.

Step 4: Click on Open button. The selected image gets inserted on the slide.

3. To add formula in a table, follow these steps:

Step 1: Click inside the cell where formula has to be written.

Step 2: Click = (equal to) sign and a formula bar appears above the Ruler line.

Step 3: Click the First cell and the cell number appears within greater (>) and lesser (<) symbol.

Step 4: Type the operator like +, -, *, etc. you want.

Step 5: Click on second cell and press Enter key.

Step 6: Click on third cell and press Enter key.

Step 7: Select the columns to add in similar way and press Enter key.

4. To modify Animation effect, follow these steps:

Step 1: Select Animation in the Animation pane.

Step 2: Select Animation effect, you want to apply in the Category box.



5. Introduction to LibreOffice Calc

Checkpoint



- A.** 1. c 2. b 3. a 4. c
- B.** 1. Title bar 2. Horizontal 3. Cell Address 4. Slider
- C.** 1. T 2. T 3. F 4. F
- D.** 1. Active cell and Title bar
2. Auto calculation and Formatting Features
3. Number and Text
- E.** 1. To start Calc, follow these steps:
Step 1: Click on Show Apps icon from the Launcher.
Step 2: Type Calc in the search box.
Step 3: Click the Calc icon from the search result area.
2. To use Auto Fill feature, follow these steps:
Step 1: Type first number. Move the cursor to the bottom corner of the cell The cursor changes into a plus shape.
Step 2: Drag the cursor down (or across) to fill the series to the desired range of cells.
3. To select contiguous rows :
Step 1: Select the first row by clicking the row header.
Step 2: Hold down the Shift key and left click the last row header.
4. To save a spreadsheet, follow these steps:
Step 1: Click on File menu.
Step 2: Click on Save or Save As option from the drop-down menu.
Step 3: Select the location and give the file name in the Name box.
Step 4: Click on Save button.

Mind Boggler



- A.** 1. AutoFill
2. To apply formula, follow these steps:
Step 1: Select the Cell and Click '=' symbol in the Formula Bar.
Step 2: Click on first cell and then the subtraction operator and then the second cell.
Step 3: Check the Cell address and then press Enter key.



B.

	A	B	C	D
1	Computer			
2		Hindi		
3			English	
4			Science	
5	Maths			
6				Social Studies
7		EVS		
8				

1. A5 2. C3 3. A1 4. B6 5. B2 6. D6 7. C4 8. B7

6. Internet and E-mail

Checkpoint



- A.** 1. b 2. a 3. b 4. a 5. b
- B.** 1. F 2. T 3. F 4. F
- C.** 1. Bcc 2. To 3. Cc 4. Attachment 5. Website
- D.** 1. The Internet is a global network of connected computers and devices that share information with each other.
2. To support hypertext documents, the Web uses a special protocol, called the Hypertext Transfer Protocol (HTTP). The language allows a document's author to embed hypertext links—also called hyperlinks or just links in the document.
3. Web page has a unique address, called a Uniform Resource Locator, or URL. URLs are the key to navigating the Web.
4. An Electronic mail or e-mail can be defined as the process of exchanging messages electronically through a communications network by using computer.
- E.** 1. The Internet is the global network that connects computers, while the Web is the collection of websites and webpages accessed through that network.
2. E-mails have various advantages, some of them are:
- Emails can be sent at any time and from anywhere in the world.
 - An email can be sent to multiple recipients at once.
 - Emails can be easily forwarded to others without the need to retype them.
 - Sending an email is faster than traditional postal mail.
 - Emails allow sharing of music, images, or other computer files with anyone.

- If an email fails to reach its destination, the mail server will automatically attempt to resend it.
 - If an email cannot be delivered, you will receive a notification explaining the reason for the failure.
3. You can access your e-mail account anytime by following these steps:
- Step 1:** Double-click on the Web browser icon to open it.
- Step 2:** Type `www.gmail.com` in the address bar of the browser window and press the Enter key.
- Step 3:** Click on the Sign in button, located at the top right-hand corner of the browser window.
- Step 4:** Click on the Email or phone field and enter your email address or phone number associated with your account.
- Step 5:** Click on the Next button to proceed.
- Step 6:** Click on the Enter your password field and type the password you created for your email account.
- Step 7:** Click on the Next button to complete the sign-in process.

You can sign out from your e-mail account by following these steps:

- Step 1:** Click on the icon on the top right corner of your browser window.
- Step 2:** Click on Sign out button.

Mind Boggler



- A.**
1. Attachment
 2. Sushant should write Ajay's e-mail address in the "To" field and write others' e-mail addresses in the "BCC" (Blind Carbon Copy) field.

B.

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



Periodic Assessment 3

(Based on chapters 5 & 6)

- A.** 1. Shift + Spacebar key
2. Hold Ctrl key and click on the cell you want to select.
- B.** 1. A hyperlink is simply a part of the Web page that is linked to a URL. A hyperlink can appear as text, an image, or a navigational tool such as a button or an arrow.
2. Emoticons represent your facial expressions. The term emoticon is an abbreviation for emotion icon. They help in telling your mood to others as well as save typing time.
3. Acronym is a word formed from the initial letters of a multi-word name. It may be in the form of an abbreviation like HTML (Hyper Text Markup Language) or more than one letter from some words like COBOL (Common Business Oriented Language). The use of acronyms became popular with the concept of Short Message Service or SMS.
- C.** 1. ✓ 2. ✗ 3. ✗ 4. ✓

7. Data Processing

Checkpoint



- A.** 1. a 2. b 3. c
- B.** 1. Data refers to the raw input. When this data is processed, the outcome received is known as information.
2. Decoding is the process of converting a coded message into understandable language.
- C.** Information can be represented in the form of tables, pictures, etc.

Mind Boggler



- A.** 1. A list of numbers is considered data because it's just raw facts or values. By itself, the list doesn't tell us much. But when we calculate the average of those numbers, we get a meaningful result that helps us understand something — that's called information.
2. Anjali should match each number to a letter (A=1, B=2, ..., Z=26).
So, 8-5-12-16 = H-E-L-P = "HELP".



B. 1.



No Parking

2.



Veg & Non-Veg

3.



Pedestrian Crossing

4.



U-Turn Prohibited

8. More on Scratch

Checkpoint



A. 1. b

2. b

3. a

4. c

B. 1. Make a variable

2. Sensing

3. Input

4. Forever

5. String

C. 1. T

2. F

3. T

4. T

5. T

D. 1. Variables are used to hold values. These are the data values for which the value can be changed when the code is being processed.

2. The two blocks of sensing category are as follows:

- Touching mouse-pointer?
- Answer

E. 1. Different operators used in Scratch are as follows:

- Arithmetic Operator
- Relational Operator
- Logical Operator

2. a. if...then block executes the code only if the condition is true. If false, it skips the block.
if...then...else block executes one set of code if the condition is true, and a different set if it's false.

b. The Repeat block is used to run a set of instructions for a specified number of times.
The Repeat Until block is used to run a set of instructions till a condition is satisfied.



- A**
1. Amit can use Sensing blocks and Looks blocks in Scratch to make his character say "Hello!" when touched by the mouse pointer.
 - i. Use the when this sprite clicked block from Events.
 - ii. Then use the if <touching [mouse-pointer]?> then block from Control and Sensing.
 - iii. Inside that, use say [Hello!] for 2 seconds from Looks.
 2. Simran can use an if condition in Scratch to check if the score has reached 100, and then display a "You Win!" message.
 - i. From Control, use an if block.
 - ii. Inside the condition, check: score = 100 using a = operator from Operators.
 - iii. Inside the if block, use say [You Win!] for 2 seconds from Looks.
- B.** 1. Variables 2. Control 3. Sensing 4. Control 5. Operators

9. Concept of Smart Living

Checkpoint



- A.** 1. b 2. b 3. a
- B.** 1. Light 2. AI 3. Smartphone 4. Smart smoke detectors
- C.** 1. Smart Homes are homes that use internet connected devices to empower remote monitoring and management of appliances and devices such as for lighting and heating.
2. Smart Cameras, Smart Smoke Detectors and Smart TV
- D.** 1. Smart smoke detectors sounds an alarm when smoke is detected. It can warn you if there is fire in your home.
2. Smart TVs are AI enabled TVs. and can perform many tasks. Smart TV allows its users play music, movies, or change channels using Internet. And all this can be controlled with your voice.
3. The following are the benefits of smart homes:
 - Smart Homes are great in saving power. For example, people often forget to switch off their lights when they go to sleep. Smart Homes can detect when the user is asleep and accordingly switch off the lights.
 - They are installed with smart security devices which helps in protecting the home and its belongings.



- They are connected to multiple devices and all of those devices can be accessed easily all at once with the help of a smartphone.
- They are installed with gadgets which can be accessed remotely and can control various functions. For example, a person can control the temperature of the Smart Home.

Mind Boggler



- A.** 1. Anjali can use smart speakers like Amazon Echo (Alexa) or Google Nest (Google Assistant). These devices respond to voice commands, making it easy to set alarms, check the weather, and get news updates hands-free.
2. Smart Cameras
- B.** 1. VIDEO DOORBELL
2. SMART SPEAKER
3. SMART LIGHTING

Periodic Assessment 4

(Based on chapters 7 to 9)

A. 1.



Smart Speaker

2.



Smart Camera

3.



Smart Smoke Detectors

B. 1.



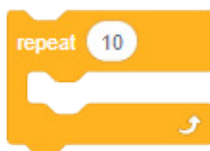
And operator, the result is true only if the two expressions are true.

2.



Changes the value of the variable by a defined number.

3.



The Repeat block is used to run a set of instructions for a specified number of times.

C.

A	1	E	5	I	9	M	13	Q	17	U	21		
B	2	F	6	J	10	N	14	R	18	V	22		
C	3	G	7	K	11	O	15	S	19	W	23	Y	25
D	4	H	8	L	12	P	16	T	20	X	24	Z	26



- | | |
|---------------------------------|-------------|
| 1. 3 15 13 16 21 20 5 18 | COMPUTER |
| 2. 4 1 20 1 | DATA |
| 3. 9 14 6 15 18 13 1 20 9 15 14 | INFORMATION |

Test Sheet 2

(Based on chapters 5 to 9)

Section A

- | | | | | | |
|-----------|---------------|------------|----------|---------|----------|
| A. | 1. (iii) | 2. (i) | 3. (ii) | 4. (ii) | 5. (iii) |
| | 6. (ii) | 7. (iii) | 8. (ii) | | |
| B. | 1. Horizontal | 2. Website | 3. Input | 4. AI | |
| C. | 1. F | 2. F | 3. T | 4. T | |

Section B

- A.**
1. Auto calculation and Formatting Features.
 2. The Internet is a global network of connected computers and devices that share information with each other. It allows people to communicate, access websites, send emails, and use online services from anywhere in the world.
 3. Data refers to the raw input. When this data is processed, the outcome received is known as information.
 4. Variables are used to hold values. These are the data values for which the value can be changed when the code is being processed.
 5. Smart Homes are homes that use internet connected devices to empower remote monitoring and management of appliances and devices such as for lighting and heating.
- B.**
1. To use Auto Fill feature, follow these steps:

Step 1: Type first number. Move the cursor to the bottom corner of the cell. The cursor changes into a plus shape.

Step 2: Drag the cursor down (or across) to fill the series to the desired range of cells.
 2. E-mails have various advantages, some of them are:
 - Emails can be sent at any time and from anywhere in the world.
 - An email can be sent to multiple recipients at once.
 - Emails can be easily forwarded to others without the need to retype them.
 - Sending an email is faster than traditional postal mail.
 - Emails allow sharing of music, images, or other computer files with anyone.
 - If an email fails to reach its destination, the mail server will automatically attempt to resend it.



- If an email cannot be delivered, you will receive a notification explaining the reason for the failure.
3. Information can be represented in the form of tables, pictures, etc.
 4. . Different operators used in Scratch are as follows:
 - Arithmetic Operator
 - Relational Operator
 - Logical Operator
 5. Smart smoke detectors sounds an alarm when smoke is detected. It can warn you if there is fire in your home.

