

1. Computer Memory

Rapid Fire

- (iii)
 - (i)
 - (ii)
 - (iii)
 - (i)
- Computer memory
 - Flash Drive
 - Memory Card
 - Hard Disk

Evaluation Time

- USB
 - Byte
 - Optical Disc
 - Zettabyte
- There are two types of memory: Primary memory and Secondary memory.
 - Primary memory** is the **main** memory of a computer. CPU can directly access this memory.
 - Secondary memory** is permanent in nature and is not directly accessed by the CPU.
 - Pen drive acts as a portable hard drive and is easy to use as it is small and can be carried in a pocket and plugged into any computer with a USB drive.
 - An optical disc is an electronic data storage medium that can be used to write and read using a low-powered laser beam.
 - RAM is a temporary memory whereas, ROM is a permanent memory.
 - Blu-ray disc is an optical disc. It is used for storing a large amount of data and playing videos.
- Ramesh is likely facing issues due to volatile memory (RAM), which loses data when power is lost. He should frequently save work and consider using auto-save features or a UPS to prevent sudden shutdowns.
 - Anil can manage storage by deleting unused apps, clearing cache, and moving files to cloud or SD card. External storage like SD cards helps expand space without deleting important data.

Activity Time

- 1
 - 4
 - 2
 - 3
- MEMORY
 - COMPACT DISC
 - STATIC RAM
 - HARD DISK



In The Lab

Do it yourself.

2. More About Windows 10

Rapid Fire

1. a. (ii) b. (i) c. (i)
2. a. F b. T c. T

Evaluation Time

1. a. Live b. This PC c. Apps
2. a. Start menu displays a list of all the application installed in the computer. It also displays the live tiles.
b. Taskbar is a long horizontal bar located at the bottom of the desktop. It helps to manage various currently active programs, opened in different windows.
c. Recycle bin is a place in the memory where all the deleted files are stored temporarily before being deleted permanently.
d. To remove a tile, follow the given steps:
Step 1: Right-click on the tile.
Step 2: Choose the option Unpin from Start. The tile will be removed.
3. a. Ethan should right-click the application on the Taskbar and select 'Unpin from taskbar'; this removes it from the Taskbar but keeps it in the Start menu.
b. Olivia can look at the icons on the Taskbar—all currently open programs are shown there with an underline or highlight.

Activity Time

1. a. Windows key + E b. Windows key + S
2. a. Operating System b. This PC
c. Taskbar d. Recycle Bin



In The Lab

Do it yourself.



Periodic Assessment 1

(Based on chapters 1 & 2)

- A.** 1. MEMORY 2. FOLDER 3. FILE EXPLORER
4. COMPACT DISC 5. RECYCLE BIN 6. STATIC RAM
7. HARD DISK 8. LIVE TILES 9. FILE
- B.** 1. Pen drive 2. Compact Disc 3. Hard Disk
4. RAM 5. Memory Card 6. ROM
- C.** 1. Storage Devices 2. Start Menu 3. File Explorer 4. Recycle Bin 5. Folder

3. Tables in Word 2016



a. (ii)

b. (iii)

c. (iv)

d. (i)

Rapid Fire

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

Evaluation Time

1. a. Columns b. Rows c. Quick Tables d. Merging Cells
2. a. 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 then click on the column to select it.
- b. To insert a quick table, follow these steps:
- Step 1: Click on Insert tab.
 - Step 2: Click on Table drop-down arrow in Tables group.
 - Step 3: Select Quick Tables.
 - Step 4: Select the table template according to your choice.
- c. To merge cells of a table, follow these steps:
- Step 1: Select the cells that you want to merge.
 - Step 2: Click on Layout tab under Table Tools.
 - Step 3: Click on Merge Cell command in the Merge group.

d. To apply a table style, follow the given steps:

Step 1: Click anywhere in the table.

Step 2: Click on Design tab under Table Tools.

Step 3: Click on the desired style in the Table Styles group.

Step 4: Click on More button to see more styles.

Step 5: Click on the style.

e. To create a table using graphic grid, follow the given steps:

Step 1: Click on Insert tab.

Step 2: Click on Table drop-down arrow in Tables group. A table drop-down menu appears.

Step 3: Click on the top left corner of the grid and drag the mouse to highlight the number of columns and rows you want in the table.

When you release the mouse button, the table appears in the document and two new tabs appear on the ribbon.

3. a. To merge cells in a table and create a title row for his project, Ravi can follow these steps:

Step 1: Select the cells that you want to merge.

Step 2: Click on the Layout tab under Table Tools.

Step 3: Click on the Merge Cells command in the Merge group.

Ravi can find the Merge command in the Merge group under the Layout tab.

b. To insert rows or columns in a table, Samira can follow the given steps:

Step 1: Click on Insert tab.

Step 2: Click on Table drop-down arrow in Tables group.

Step 3: Click on Insert Table option. The Insert Table dialog box appears.

Step 4: Enter the number of columns as 4 and Number of rows as 6.

Step 5: Click on the OK button. The table appears in the document.

c. She can format the header row to make it bold by following these steps:

Step 1: Select the entire header row by clicking on the row header.

Step 2: Click the Bold button in the Home tab of the ribbon.

Activity Time

- | | |
|---------------------------|--------------------------|
| a. table | b. layout, table tools |
| c. delete, drop-down menu | d. delete table, deleted |



In The Lab

Do it yourself.



4. Shapes, Graphics and Pictures in Word 2016



Rapid Fire

1. a. (i) b. (i) c. (ii) d. (iii)
2. a. T b. F c. T d. F

Evaluation Time

1. a. Text Outline b. Pictures c. Insert d. Format
2. a. WordArt is the special effect in Word to change the appearance of the text.
To add effect to the text, follow these steps:
Step 1: In the WordArt Styles group, click on the Text Fill command.
Step 2: Select the color or gradient effect for the WordArt text.
b. The Shapes command contains several categories of shapes, like lines, basic shapes, flow chart elements, stars and banners, and callouts. To add text in a shape, follow these steps:
Step 1: Right-click inside the shape.
Step 2: Select Add Text option.
Step 3: Type the text and then click anywhere on the screen outside the shape.
c. To insert an online picture, follow these steps:
Step 1: Click on Insert tab.
Step 2: Click on Pictures command in the Illustration group.
Step 3: Click on the Online Pictures option.
Step 4: Type a word in Bing Image Search box.
Step 5: Select the picture, you want to insert. Click on the Insert (1) button.
3. a. Nikhil can use the Pictures command under the Insert tab.
b. Amit can use the Shapes command in the Illustrations group in the Insert tab. He can use the Text Effects command in the WordArt Styles group to add a shadow effect.

Activity Time

- a. Shapes b. Reflection c. WordArt d. Shape Fill

Find Out

Do it yourself.





Do it yourself.

Periodic Assessment 2

(Based on chapters 3 & 4)

- A. 1. Glow 2. Reflection

B.

January	February	March
April	May	June
July	August	September
October	November	December

C.

Delete

Insert Below

Insert Right

Insert Above

Insert Left

- D. 1. T 2. T 3. T 4. F 5. T 6. F 7. F

Test Sheet 1

(Based on chapters 1 to 4)

Section A

- A. 1. (i) 2. (iii) 3. (i) 4. (i) 5. (i) 6. (iii)
7. (i) 8. (ii)
- B. 1. USB 2. Zettabyte 3. Columns
4. Quick Tables 5. Insert
- C. 1. T 2. T 3. T 4. T
- D. 1. ii 2. iii 3. iv 4. i



Section B

- A.**
1. Blu-ray disc is an optical disc. It is used for storing a large amount of data and playing videos.
 2. Recycle bin is a place in the memory where all the deleted files are stored temporarily before being deleted permanently.
 3. To insert a quick table, follow these steps:
Step 1: Click on Insert tab.
Step 2: Click on Table drop-down arrow in Tables group.
Step 3: Select Quick Tables.
Step 4: Select the table template according to your choice.
 4. To apply a table style, follow the given steps:
Step 1: Click anywhere in the table.
Step 2: Click on Design tab under Table Tools.
Step 3: Click on the desired style in the Table Styles group.
Step 4: Click on More button to see more styles.
Step 5: Click on the style.
 5. WordArt is the special effect in Word to change the appearance of the text.
- B.**
1.
 - Random Access Memory (RAM) is a temporary memory.
 - It is also called volatile memory.
 - RAM temporarily stores data and instructions.
 - Read-Only Memory (ROM) is permanent in nature.
 - It is also called non-volatile memory.
 - ROM holds the starting instructions required to start a computer.
 2. To remove a tile, follow the given steps:
Step 1: Right-click on the tile.
Step 2: Choose the option Unpin from Start. The tile will be removed.
 3. To create a table using graphic grid, follow the given steps:
Step 1: Click on Insert tab.
Step 2: Click on Table drop-down arrow in Tables group. A table drop-down menu appears.
Step 3: Click on the top left corner of the grid and drag the mouse to highlight the number of columns and rows you want in the table.

When you release the mouse button, the table appears in the document and two new tabs appear on the ribbon.
 4. The Shapes command contains several categories of shapes, like lines, basic shapes, flow chart elements, stars and banners, and callouts. To add text in a shape, follow these steps:
Step 1: Right-click inside the shape.
Step 2: Select Add Text option.
Step 3: Type the text and then click anywhere on the screen outside the shape.



5. To insert an online picture, follow these steps:

Step 1: Click on Insert tab.

Step 2: Click on Pictures command in the Illustration group.

Step 3: Click on the Online Pictures option.

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

Step 5: Select the picture, you want to insert. Click on the Insert (1) button.

5. Introduction to PowerPoint 2016



- | | |
|-------------------------|----------------|
| 1. Zoom slider | 2. Placeholder |
| 3. Speaker's Notes pane | 4. Ribbon |



- | | |
|-----------------------|----------------------|
| 1. Title layout | 2. Title Slide |
| 3. Two Content layout | 4. Comparison layout |

Rapid Fire

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

Evaluation Time

- | | |
|--------------------|----------------------|
| a. Slide Show View | b. Normal View |
| c. Notes Page View | d. Slide Sorter View |
- a. PowerPoint 2016 is a program that allows you to create interesting and exciting presentations.

b. To save a presentation, follow these steps:

Step 1: Click on File tab.

Step 2: Select Save or Save As command.

Step 3: Select This PC option and click on Browse option.

Step 4: Select the location of the file.

Step 5: Click in the File name: box and type a name for the file.

Step 6: Click on Save button.

- c. Slide layout refers to the formatting and positioning of placeholder boxes for the content that appears on a slide.



PowerPoint 2016 includes nine built-in slide layouts:

Title Slide layout, Title and Content layout, Section Header layout, Two Content layout, Comparison layout, Title Only layout, Blank layout, Content with Caption layout, and Picture with Caption layout.

- d. Slide sorter shows the miniature version of all slides. Here, we can easily change the order of the slides. The advantage of this view is that you can see more of your slides on the screen and you can move, delete, edit and recognise these slides with greater ease

Reading view is used when you want to view a presentation not in full screen but in a window with simple controls that make the presentation easy to review. The Reading View shows the presentation in full screen with the Title Bar and Status Bar and simple controls.

- e. To insert a picture from a file, follow the given steps:

Step 1: Click on the Insert tab.

Step 2: Click on the Pictures option.

Step 3: Browse the location where you have saved your picture file.

Step 4: Select the desired picture file.

Step 5: Click Insert button.

The selected picture gets inserted in the slide.

3. a. To start the slide show in full screen in PowerPoint 2016, follow these steps:

Step 1: Click on the Slide Show tab.

Step 2: Select From Beginning command to start from the first slide or From Current Slide command to start from the slide you are on.

- b. To insert a new slide, follow these steps:

Step 1: Click on Home tab.

Step 2: Click on the New Slide drop-down arrow in the Slides group.

Step 3: Select the type of slide you want. A new slide is inserted.

Activity Time

- | | | | |
|----|-----------------|-----------------|----------------|
| 1. | a. Slide Show | b. Nine | |
| | c. Slide area | d. Reading View | |
| 2. | a. PRESENTATION | b. POWERPOINT | c. PLACEHOLDER |
| | d. TITLE SLIDE | e. OUTLINE PANE | |

Find Out

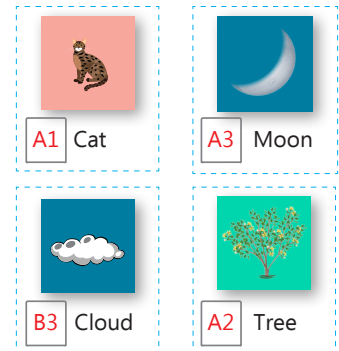
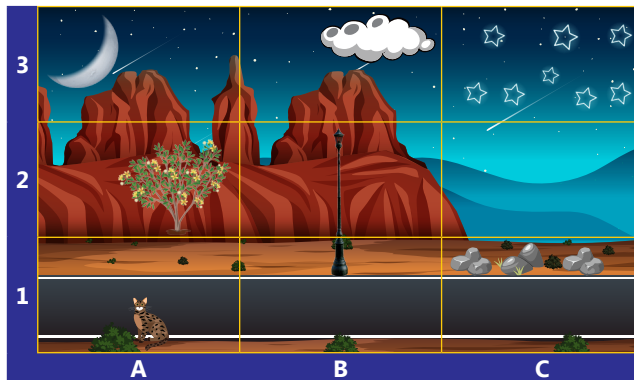
Do it yourself.



In The Lab

Do it yourself.

6. Visual Processing



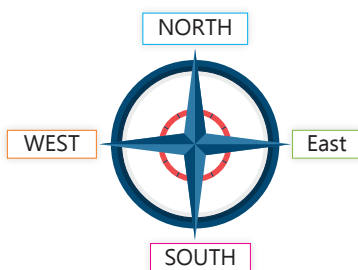
Rapid Fire

- a. (i) b. (iii) c. (i)

Evaluation Time

1.
 - a. The ability of the brain to use and understand visual information from the environment is referred to as visual processing.
 - b. Directions and Maps help us by pointing to the location of a particular area or object. There are four main directions—North, East, West, and South. We can also locate an object on a map using a spot.
2.
 - a. The butterfly is the odd one out because the other three (apple, banana, and mango) are fruits, while a butterfly is an insect.
 - b. Five Visual Landmarks on the Way to School:
 - i. A park
 - ii. A school building
 - iii. A hospital
 - iv. A bus stop
 - v. A shopping mall

Activity Time



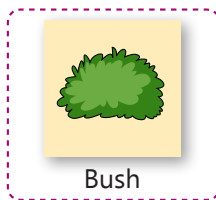
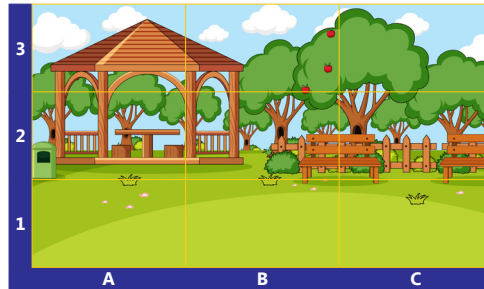


Do it yourself.

Periodic Assessment 3

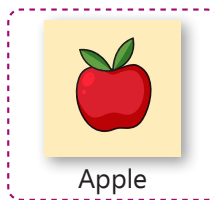
(Based on chapters 5 & 6)

A.



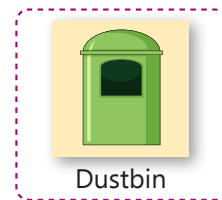
Bush

B2



Apple

B3



Dustbin

A2

B.

Quick Access Toolbar

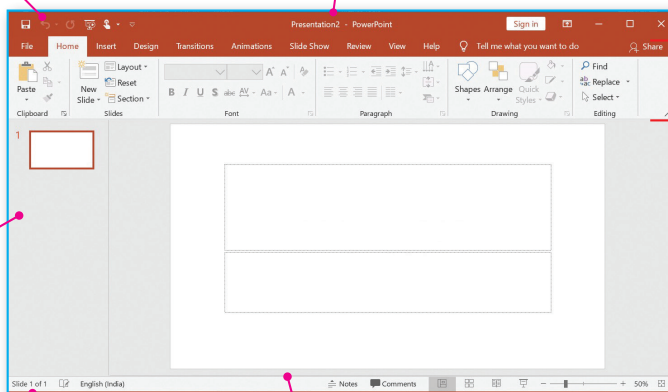
Title Bar

Slides/
Outline Pane

Ribbon

Status Bar

Speaker's Notes Pane



C. Slide Sorter View



7. More Blocks in Scratch



- | | |
|---|---|
| 1 | think Hmm... for 2 seconds |
| 4 | say Who for 2 seconds |
| 5 | say You can speak owl language? for 2 seconds |
| 2 | say knock knock! for 2 seconds |
| 3 | say Who's there? for 2 seconds |

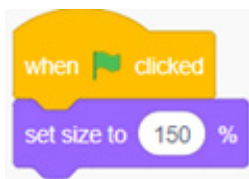
Rapid Fire

- a. (i) b. (ii) c. (i) d. (iii)
- a. Rotate the sprite 15 degrees b. Set volume of the sprite to 100%
c. Display the message for 2 seconds d. Repeats the blocks for 10 times
- a. T b. T c. F d. T

Evaluation Time

- a. Say b. Go To c. Sound d. Events
- a. You can use the say block from the Looks category. The say Hello! for 2 seconds block will make the sprite display "Hello!" in a speech bubble for 2 seconds.
b. The forever block keeps repeating a set of blocks until the stop button is clicked.
c. The turn 15 degrees block from the Motion category is used to rotate the sprite 15 degrees clockwise.
d. Control blocks have looping blocks which are used when the same blocks have to be repeated for a number of times. The most commonly used control blocks are Wait and Repeat.
- a. To achieve this in Scratch, you need the following blocks: When Green Flag Clicked and Set Size to 150%.

Script structure:



- b. To make the sprite move continuously until it reaches the edge, Aarav needs the following blocks: When Green Flag Clicked, Repeat Until, Touching edge, and move 10 steps.



Script structure:



Find Out

Do it yourself.

Activity Time

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



In The Lab

Do it yourself.

8. More About Internet



Do it yourself.

Rapid Fire

- (i)
 - (ii)
 - (iii)
 - (ii)
 - (iii)
- T
 - F
 - F
 - F
 - F

Evaluation Time

1. a. Internet b. WWW c. Home Page d. Web e. Web browsers
2. a. ARPA set up a network of computers between different offices of defence department to exchange and share important information. This network of computers was called the Advanced Research Projects Agency Network or ARPANET.
b. ISP is a company that provides you the Internet connection and services for an annual or monthly fee. BSNL and MTNL are the examples of ISPs.
c. Getting the data from the host computer (server) to the client computer (user's computer) is known as downloading. Copying the data from the client computer (user's computer) to the host computer (server) is known as Uploading.
d. Microsoft Edge is the default web browser in the Windows 10 operating system. Current tabs, Address bar and Refresh are the parts of Microsoft Edge.
3. a. Divya can use the Favourites feature of the Microsoft Edge web browser to save web pages for easy access later.
b. HTTP stands for HyperText Transfer Protocol and transfers data without encryption, making it less secure. HTTPS stands for HyperText Transfer Protocol Secure and encrypts the data, making it safe for sending personal or sensitive information online.

Activity Time

- | | | |
|-------------|-------------------|--------------|
| a. ARPANET | b. MICROSOFT EDGE | c. HYPERLINK |
| d. INTERNET | e. SEARCH ENGINE | |

Find Out

Do it yourself.



In The Lab

Do it yourself.

9. Evolution of AI



1. WABOT

2. ASIMO

Rapid Fire

- | | | | |
|-----------|---------|----------|----------|
| 1. a. (i) | b. (ii) | c. (iii) | d. (iii) |
| 2. a. F | b. T | c. F | d. F |



14

PRIME (Ver. 2.2)-IV (Answer Key)



Evaluation Time

1. a. Mars Exploration Mission

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

- b. Roomba, an autonomous robot vacuum cleaner that cleans and is able to avoid crashing into obstacles.
- c. It uses AI to act as a personal assistant helping the user remember tasks, create appointments, and search for information by voice.
- d. It uses a natural language user interface to infer, observe, answer, and give recommendations to users.

2. 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

Activity Time

- a. David Hanson
- c. Ichiro Kato

- b. Cynthia Breazeal
- d. Alan Turing

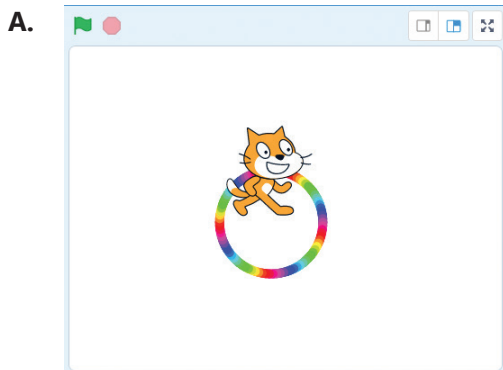


In The Lab

Do it yourself.

Periodic Assessment 4

(Based on chapters 7 to 9)








- B.**
1. World Wide Web
 2. Home Page is the first page of a website.
 3. Getting the data from the host computer to client's computer is know as downloading.
 4. Sounds blocks is used to add music to the Scratch projects.
 5. Motion blocks is used for rotating the Sprite.
- C.**
1. Kismet
 2. WABOT-2

Test Sheet 2

(Based on chapters 5 to 9)

Section A

- A.**
1. (i)
 2. (ii)
 3. (iii)
 4. (ii)
 5. (i)
 6. (ii)
 7. (ii)
 8. (iii)
- B.**
1. nine
 2. Go to
 3. Sound
 4. Home page
 5. Internet
- C.**
1. T
 2. T
 3. F
 4. T
 5. F

- D.**
1.  i. Reading view
 2.  ii. Slide Show
 3.  iii. Normal view
 4.  iv. Slide Sorter view
 5.  v. Outline view button

Section B

- A.**
1. PowerPoint 2016 is a program that allows you to create interesting and exciting presentations.
 2. The ability of the brain to use and understand visual information from the environment is referred to as visual processing.
 3. ARPA set up a network of computers between different offices of defence department to exchange and share important information. This network of computers was called the Advanced Research Projects Agency Network or ARPANET.
 4. It uses AI to act as a personal assistant helping the user remember tasks, create appointments, and search for information by voice.



- B.** 1. Slide layout refers to the formatting and positioning of placeholder boxes for the content that appears on a slide.

PowerPoint 2016 includes nine built-in slide layouts:

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2. You can use the say block from the Looks category. The say Hello! for 2 seconds block will make the sprite display "Hello!" in a speech bubble for 2 seconds.
3. Microsoft Edge is the default web browser in the Windows 10 operating system. Current tabs, Address bar and Refresh are the parts of Microsoft Edge.
4. It uses a natural language user interface to infer, observe, answer, and give recommendations to users.

