

1. MANAGING FILES AND FOLDERS



1. c

2. a

3. d

4. b

Rapid Fire

1. a. Navigation pane b. Search Box
c. Directory d. Organize
2. a. F b. T c. T d. T
3. a. Operating System b. Icons c. Folder d. Recycle Bin

Evaluation Time

1. a. Booting b. This PC c. Files d. Thumbnail
2. a. A file is a collection of data and information, stored on a storage device such as hard disk, pen drive, CD/DVD.
b. To create a folder, follow the given steps:
 - Step 1: Right-click at a blank spot on the desktop.
 - Step 2: Move the mouse pointer to the New option.
 - Step 3: Click on the Folder option.
- c. To delete a file or folder, follow the given steps:
 - Step 1: In the File Explorer, browse the location of the file or folder you want to delete.
 - Step 2: Click on Home tab.
 - Step 3: Select the file you want to delete.
 - Step 4: Click on Delete command in the Organize group.
 - Step 5: Click on Yes. The file will disappear from the folder.

- d. Search Box is an easy way to search a file or folder. We can use the Search Box when we are looking for common file types or when we remember the name of the file and folder. We can also identify a file/folder with the help of the date we had modified it.
3. a. Tom can right-click on the desktop or inside any drive/folder, choose New → Folder, then type a name for the folder to organise his school projects.
- b. Sonal can right-click on the photo file, select Copy, go to the new folder, right-click again, and choose Paste to copy the file there.

Activity Time

1. iii
2. iv
3. i
4. v
5. ii



In The Lab

Do it yourself.

2. Advanced Features of Word 2016



1. SPELLING
2. GRAMMAR
3. THESAURUS
4. REPLACE

Rapid Fire

1. a. Add all b. Home c. Find d. Portrait and Landscape
2. a. F b. T
- c. F (You can change the orientation for the entire document or for specific sections by using section breaks.)
- d. T

Evaluation Time

1. a. Spell check b. Thesaurus c. Replace all d. Orientation
2. a. To use thesaurus tool, follow the given steps:

Step 1: Select the word.

Step 2: Click on Review tab.

Step 3: Click on the Thesaurus tool under Proofing group.

The Thesaurus pane opens on the left side of the window. It displays a list of synonyms for the selected word.



Step 4: Hover the mouse on the desired word. Click the down arrow and select Insert or Copy.

- b. To use Find tool, follow the given steps:

Step 1: Click on Home tab.

Step 2: Click on Find tool in Editing group. A Navigation pane appears on the left side of the window.

Step 3: Type the word/words that you want to search in the text box. Word highlights all the occurrences of the word in the document.

A preview of all the sentences or sections of text which contains the selected word/words appears under Results in the Navigation pane.

Step 4: Click on the Results to go to that search item in the document.

- c. To change line spacing for a single paragraph, follow the given steps:

Step 1: Place the cursor anywhere in the text without selecting it.

Step 2: Click on Home tab.

Step 3: Click on Line and Paragraph Spacing tool in Paragraph group.

Step 4: Hover your mouse pointer on the various line spacing options. The paragraph will show the preview of the line spacing. Choose the line spacing you want.

- d. The main steps of mail merge are:

1. Create the main document
2. Create the data source
3. Merged document

3. a. To use thesaurus tool, follow the given steps:

Step 1: Select the word.

Step 2: Click on Review tab.

Step 3: Click on the Thesaurus tool under Proofing group.

The Thesaurus pane opens on the left side of the window. It displays a list of synonyms for the selected word.

Step 4: Hover the mouse on the desired word. Click the down arrow and select Insert or Copy.

- b. Rohit can use the Mail Merge feature in Word 2016.

The main steps of mail merge are:

1. Creating the Main Document
2. Creating the Data Source
3. Merging the Main Document and Data Source



Activity Time

- a. F7 b. Shift + F7 c. Ctrl + F d. Ctrl + H



In The Lab

Do it yourself.

Periodic Assessment 1

(Based on chapters 1 & 2)

- A.** 1. Recycle Bin 2. Word 3. Folder 4. Excel file 5. PowerPoint file
B. 1. File 2. File Explorer 3. Recycle Bin 4. Folder 5. Thesaurus
C. 1. d 2. c 3. a 4. b

3. More on PowerPoint



1. ENTRANCE 2. EMPHASIS 3. EXIT 4. MOTION PATH

Rapid Fire

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

Evaluation Time

1. a. Slide Master b. Design c. Insert d. Slide Transition
2. a. Themes are an in-built feature which offer you a quick way of changing the layout and design of the presentation that you have created.
b. The Animation Pane is a special tool in PowerPoint that helps you see and control all the animations on your slide.
c. Entrance, Emphasis, Exit and Motion Paths are the different types of animation effects.
d. PowerPoint has three categories of transition effects to choose from. They are: Subtle, Exciting, and Dynamic Content.
e. Animations are special visual effects that you add to text and different objects on a slide. The way one slide follows the other on the screen in a presentation is called transition.



3. a. Sara can make her presentation more interesting and attractive by using animations.
To add animations to your presentation open the PowerPoint and Sara can follow the given steps:
- Step 1:** Click on the text or image you wish to animate.
- Step 2:** Click on Animations tab.
- Step 3:** Click on More button in the Animation group.
- b. Daksh can use transition effects to make slides change in a cool and smooth way.
To apply a transition, Daksh can follow the given steps:
- Step 1:** Select the slide from the Slide Navigation pane on which you want to apply the transition.
- Step 2:** Click on Transitions tab.
- Step 3:** Click on More button in the Transition to This Slide group.
- Step 4:** Click a transition to apply to the selected slide.

Activity Time

- Title Slide layout
 - Title and Content layout
 - Two Content layout
- Slide Master
 - Design Tab
 - Format Background
 - Home Tab



In The Lab

Do it yourself.

4. Introduction to Excel 2016



1. c

2. d

3. a

4. b

Rapid Fire

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

Evaluation Time

- Spreadsheet
 - Cells
 - Column
 - Editing

2. a. The feature of Excel 2016 are:
1. It is very easy to search and replace figures in a spreadsheet with just one command.
 2. If some data is in series, it can be quickly filled in the row or column using AutoFill feature.
 3. It has built-in formulas and functions to do calculations.
- b. Components of Excel Window are File tab, Sheet tab, and Name Box.
- c. To rename a worksheet, follow the given steps:
- Step 1:** Right-click on the sheet tab you want to rename.
- Step 2:** Select the Rename option.
- Step 3:** Double-click on the sheet tab you want to rename.
- Step 4:** Type a new name and press Enter key.
- d. To insert time in a cell, follow these steps:
- Step 1:** Click on the cell where you want to insert the time.
- Step 2:** Type the time in the format hh:mm AM/PM.
- Step 3:** Press Enter to save the time in the cell.
3. a. To create a new workbook, when the Excel application is already running, follow the given steps:
- Step 1:** Click on File tab. A backstage view appears.
- Step 2:** Click on New in the left pane. A new pane appears on the backstage view.
- Step 3:** Click on Blank workbook.
- b. To save her homework project in Excel 2016, Sonia can follow these steps:
- Step 1:** Click on the File tab.
- Step 2:** If you are saving the workbook for the first time or saving the workbook you are currently working on, click on Save command Save. If you want to save the current workbook with a new name, click Save As.
- The Save As pane appears in the Backstage View.
- Step 3:** Select location and click on Browse option. Navigate to the folder where you want to save your workbook.
- Step 4:** Type a name for your file in the File name box.
- Step 5:** Click on Save button.

Activity Time

- a. A5 b. C3 c. A1 d. B5 e. B2



In The Lab

Do it yourself.

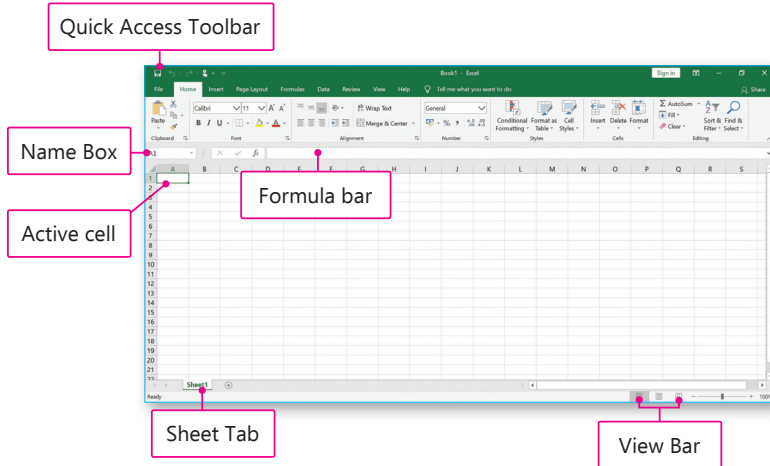


Periodic Assessment 2

(Based on chapters 3 to 4)

- A. 1. Appear 2. Swivel 3. Bounce 4. Random Bars

B.



- C. 1. T 2. F 3. F 4. F 5. T

D. Rahul will use 'Layout' tab and 'Paragraph' group.

Test Sheet 1

(Based on chapters 1 to 4)

Section A

- A. 1. (i) 2. Landscape and Portrait 3. (ii) 4. (iii)
 5. (iii) 6. (i) 7. (ii) 8. (iii)
- B. 1. Thumbnail 2. Cell 3. Column 4. Replace all 5. Spell check
- C. 1. F 2. F 3. F 4. T 5. T
- D. 1. iv 2. iii 3. v 4. i 5. ii

Section B

- E. 1. A file is a collection of data and information, stored on a storage device such as hard disk, pen drive, CD/DVD.
2. The Animation Pane is a special tool in PowerPoint that helps you see and control all the animations on your slide.

3. The feature of Excel 2016 are:
 - (i) It is very easy to search and replace figures in a spreadsheet with just one command.
 - (ii) If some data is in series, it can be quickly filled in the row or column using AutoFill feature.
 4. To rename a worksheet, follow the given steps:
 - Step 1:** Right-click on the sheet tab you want to rename.
 - Step 2:** Select the Rename option.
 - Step 3:** Double-click on the sheet tab you want to rename.
 - Step 4:** Type a new name and press Enter key.
 5. Search Box is an easy way to search a file or folder. We can use the Search Box when we are looking for common file types or when we remember the name of the file and folder. We can also identify a file/folder with the help of the date we had modified it.
- F.**
1. To change line spacing for a single paragraph, follow the given steps:
 - Step 1:** Place the cursor anywhere in the text without selecting it.
 - Step 2:** Click on Home tab.
 - Step 3:** Click on Line and Paragraph Spacing tool in Paragraph group.
 - Step 4:** Hover your mouse pointer on the various line spacing options
 2. To insert time in a cell, follow these steps:
 - Step 1:** Click on the cell where you want to insert the time.
 - Step 2:** Type the time in the format hh:mm AM/PM.
 - Step 3:** Press Enter to save the time in the cell.
 3. Two Components of Excel Window are:
 - File Tab: It is present on the upper-left hand corner of the Ribbon. It contains file-handling commands and options such as New, Open, Save, Save As, Print, and Close.
 - Title Bar: It is located at the top of the Excel window. It shows the name of the current workbook and the name of the program.
 4. Entrance, Emphasis, Exit and Motion Paths are the different types of animation effects.
 5. The way one slide follows the other on the screen in a presentation is called transition. Animations are special visual effects that you add to text and different objects on a slide.

5. Data Processing



1. b

2. b



Rapid Fire

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

Evaluation Time

- a. Sorting b. Maps c. Tables d. Decoding
- a. When this data is processed, the outcome obtained is known as information.
b. Kristina chose to represent the data in a tabular format because this format presents the data in a neat and organised manner. It becomes easier to read and understand the data when it is displayed in such a way.
c. The four ways information can be represented are: tables, pictures, maps, and pictograms.
- a. Ahsan kept his books in alphabetical order on the bookshelf because It is easier to find data when they are arranged.
b. It is called as coded data.

Activity Time

OVCFL



In The Lab

Do it yourself.

6. Creating Shapes in Scratch



- Heptagon
- Triangle
- Pentagon
- Octagon

Rapid Fire

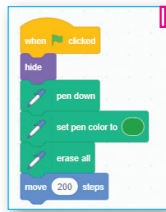
- a. (ii) b. (ii) c. (i)
- a. F b. F c. T

Evaluation Time

- a. Polygon b. 360 c. sides
- a. Pen block is used to draw a trail as Sprite move on stage.



b.



c. Polygons are 2D shapes with three or more straight lines and angles. Examples of polygons are triangle, square and rectangle.

3. a. Sam could draw polygons, as they are 2D shapes with 3 or more straight lines and angles. Examples include triangle, square, rectangle, pentagon, hexagon, heptagon, octagon, nonagon, and decagon.
- b. Emma can use the pen blocks to create other amazing shapes like triangles, rectangles, pentagons, hexagons, and even stars and spiral.

Activity Time

1. a. Sides - 8
Degree - 45°
- b. Sides - 3
Degree - 120°
- c. Sides - 4
Degree - 90°
- d. Sides - 10
Degree - 36°



In The Lab

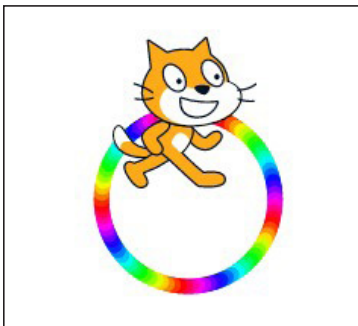
Do it yourself.

Periodic Assessment 3

(Based on chapters 5 & 6)

A. 4 % # 3 2

B.



10



- C. 1. Pictograms 2. Coded data 3. Polygon 4. Erase all 5. Set pen color to
- D. Rakul can represent her message in the form of a hidden or secret message, called coded data.

7. Conditional Blocks in Scratch



1. Ask blocks 2. CAP blocks 3. Wrap blocks 4. Stack blocks

Rapid Fire

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

Evaluation Time

1. a. Hat b. Sensing c. Variables d. Ask
2. a. String variables are not used in calculations.
- b. Sensing blocks in Scratch sense the input from the keyboard or the mouse at the time of execution of a script.
- c. Variable is used to store data. It is called variable because it does not have a fixed value, its value changes.
- d. 1. If...then block: In this block if the condition is true, the blocks inside conditional block will run. If the condition is false, the blocks inside conditional block will not run. Only the blocks outside the conditional block will run.
2. If...then.....else block: In this block if the condition is true, the blocks inside then condition will run. If the condition is false, the blocks inside else condition will run.
3. a. Swara can use Sensing block control the sprite's movements with a specific key.
- b. These values are called variables, and we can adjust them using the blocks: set [variable] to [value] and change [variable] by [value].

Activity Time

1. The sprite will move 10 steps and turn 30 degrees 360 times.
2. The sprite will turn 15 degrees continuously.



In The Lab

Do it yourself.

8. Internet and E-Mail



1. d

2. a

3. b

4. c

Rapid Fire

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

Evaluation Time

1. a. Bcc b. To c. Cc d. Attachment e. Website
2. a. Dial-up is a type of Internet connection. It requires users to link their phone line to a computer in order to access the Internet. It doesn't allow users to make or receive phone calls through phone service while using the Internet.
b. Wireless is "always on" connection with a higher internet speed whereas mobile internet provides speed depending on the network coverage area.
c. An Electronic mail or e-mail can be defined as the process of exchanging messages electronically through a communication network by using computer. Advantages of e-mail are:
 1. An e-mail can be sent anytime and from anywhere in the world.
 2. An e-mail can be sent to many people at a time.
 3. An e-mail can be easily forwarded to anyone without typing it again.
 4. Sending an e-mail is fast in comparison to traditional mails.
d. To open a web page, follow these steps:
Step 1: Type the URL in the browser Address bar.
Step 2: Press the Enter key from the keyboard.
e. To sign out from your e-mail account, follow these steps:
Step 1: Click on your account name icon on the top right corner of your browser window.
Step 2: Click on Sign out button. This will close your e-mail account.
3. a. Riya is using a Mobile Hotspot to connect her laptop to the Internet via her smartphone.
b. Sahitya can attach a file by following these steps:
Step 1: Click on the Compose button at the top left corner of your web browser window to create and type a new e-mail.
Step 2: This will open the New Message window on the screen.



Step 3: Click on the Attach files button at the bottom of the New Message window.

Step 4: After completing the text of the e-mail, click on the Send button to send the e-mail to your friend.

Activity Time



search information



take a bath



find a recipe



download an image



pack your bag



do shopping

Find Out

Do it yourself.



In The Lab

Do it yourself.

9. Robotics



1. d

2. a

3. b

4. c



1. b

2. b

Rapid Fire

1. a. (ii)

b. (iii)

c. (i)

d. (i)

2. a. T

b. T

c. F

d. F

Evaluation Time

1. a. Unimate b. Robonaut 2 c. Underwater d. Sophia e. Zenbo

2. a. In entertainment industries, robots are proving to be a great help in managing the cameras, providing special effects, performing stunts in an action movie, etc.

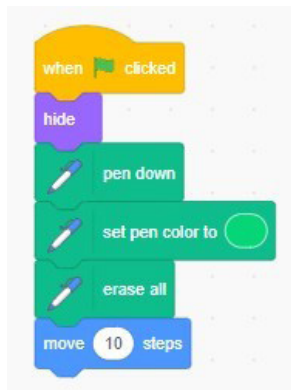


C. 1. F 2. F 3. T 4. T 5. T

- D. 1. Hotspot → i. hexagonal shape
2. Ctrl+G → ii. opens GoTo dialog option
3. Boolean Block → iii. type of internet connection

- E. 1. When this data is processed, the outcome obtained is known as information.
2. Variable is used to store data. It is called variable because it does not have a fixed value, its value changes.
3. Pen block is used to draw a trail as Sprite move on stage.
4. Dial-up is a type of Internet connection. It requires users to link their phone line to a computer in order to access the Internet. It doesn't allow users to make or receive phone calls through phone service while using the Internet.
5. Sensing blocks in Scratch sense the input from the keyboard or the mouse at the time of execution of a script.

F. 1.



2. Polygons are 2D shapes with three or more straight lines and angles. Examples of polygons are triangle, square and rectangle.
3. The four ways information can be represented are: tables, pictures, maps, and pictograms.
4. An Electronic mail or e-mail can be defined as the process of exchanging messages electronically through a communication network by using computer. Advantages of e-mail are:
- An e-mail can be sent anytime and from anywhere in the world.
 - An e-mail can be sent to many people at a time.
 - An e-mail can be easily forwarded to anyone without typing it again.
 - Sending an e-mail is fast in comparison to traditional mails.
5. In entertainment industries, robots are proving to be a great help in managing the cameras, providing special effects, performing stunts in an action movie, etc.