

1. A Computer System



Tech Trivia

Section A (Objective)

- | | | | | | |
|-----------|-------------|----------|-----------|----------|----------------|
| A. | 1. b | 2. c | 3. b | 4. c | 5. c |
| B. | 1. Hardware | 2. Brain | 3. Output | 4. Input | 5. Application |
| C. | 1. T | 2. F | 3. F | 4. F | 5. T |



Answer Arcade

Section B (Subjective)

- A.**
1. Input devices are used to send data and instructions to a computer.
 2. Hard disk and pen drive.
 3. Central Processing Unit.
- B.**
1. System software supervises and controls all activities of a computer system whereas application software is used to perform a specific task.
 2. When you have finished working with your data, you can save it permanently using storage devices. Examples of storage devices are CDs, DVDs, pen drives and hard disks.
 3. IPO stands for Input-Process-Output. It is the cycle through which a computer receives input, processes it, and produces output.
 4. Different types of computers are:
 - Microcomputers
 - Minicomputers
 - Mainframe Computers
 - Supercomputers
- C.**
1. Keyboard
 2. Headphones

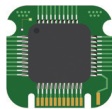
Higher Order Thinking Skills (HOTS)

1. Printer
2. Keyboard



Code Clues

1. a. Printer
b. Projector
c. Control Unit (CU)
d. Supercomputer
- 2.



Tangible Task



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Digital Drills



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2. GUI Operating System— An Introduction



Tech Trivia

Section A (Objective)

- | | | | | | | |
|-----------|--------|--------------|------------|------------|------|------|
| A. | 1. b | 2. b | 3. b | 4. b | 5. d | |
| B. | 1. GUI | 2. wallpaper | 3. taskbar | 4. Sorting | | |
| C. | 1. e | 2. d | 3. b | 4. a | 5. f | 6. c |
| D. | 1. F | 2. T | 3. T | 4. T | 5. T | |





Answer Arcade

Section B (Subjective)

- A.
 1. The four-headed arrow is used for moving pictures.
 2. On the right side of the taskbar.
 3. Personalize option in the desktop menu.
- B.
 1. Taskbar helps to manage and switch between different active programs and open windows by clicking their respective buttons.
 2. The operating system manages the computer's memory and oversees all hardware and software within a computer system.
 3. Start Button, Opened Programs, and Clock.
 4. Right-click on the desktop, select "View," and then click on "Show desktop icons."
- C.
 1. Screen Saver
 2. Right-click on the desktop and select Personalize, then click on Background and select any picture or browse to select a saved image.

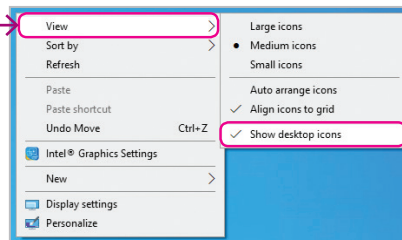
Higher Order Thinking Skills (HOTS)

1. Look at the clock on the right side of the taskbar at the bottom of the screen.
2. Steps to shut down the computer:
 1. Click on the Start button
 2. Click on the Power option
 3. Select the Shut down option.



Code Clues

- 1 Right-click on the desktop and select View option.



- 2 Click on the Show desktop icons.

Tangible Task



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3. Word Processor—An Introduction



Tech Trivia

Section A (Objective)

- A.** 1. a 2. d 3. c 4. c
- B.** 1. T 2. F 3. T 4. F
- C.** 1. Title bar 2. Cursor 3. Ribbon 4. Word 2021 5. Enter



Answer Arcade

Section B (Subjective)

- A.** 1. Another name for the cursor is the insertion point.
2. Backspace Key and Delete Key are used to remove the text in a Word document.
3. The Zoom Slider is located at the bottom-right corner of the Word window.
- B.** 1. Word 2021 is a word processor software that allows you to write text on a computer and make changes to it.
2. Word can be used to:
 • Type letters, stories, reports, etc., in a simple way.
 • Make changes to the text while typing and after typing as well.
3. There are two rulers. The horizontal ruler and vertical ruler.
4. To create a new document, follow the given steps:
 Step 1: Click on the File tab.
 Step 2: Select New option.
 Step 3: Click on the Blank document option.
- C.** 1. Status bar
2. Enter Key

Higher Order Thinking Skills (HOTS)

- 1.** When the cursor reaches the end of a line while typing, the text automatically moves to the next line.
- 2.** When you open Word, the first thing you see is the Word window, which displays options like Blank document, Templates, and Recent documents. If you select Blank document, a new blank page will appear where you can start writing your story.





Code Clues

- A.** 1. Ctrl + S 2. Ctrl + O 3. Ctrl + P 4. Alt + F4 5. Ctrl + N
- B.** 1. Enter Key 2. Zoom Slider
3. Text area 4. Ribbon

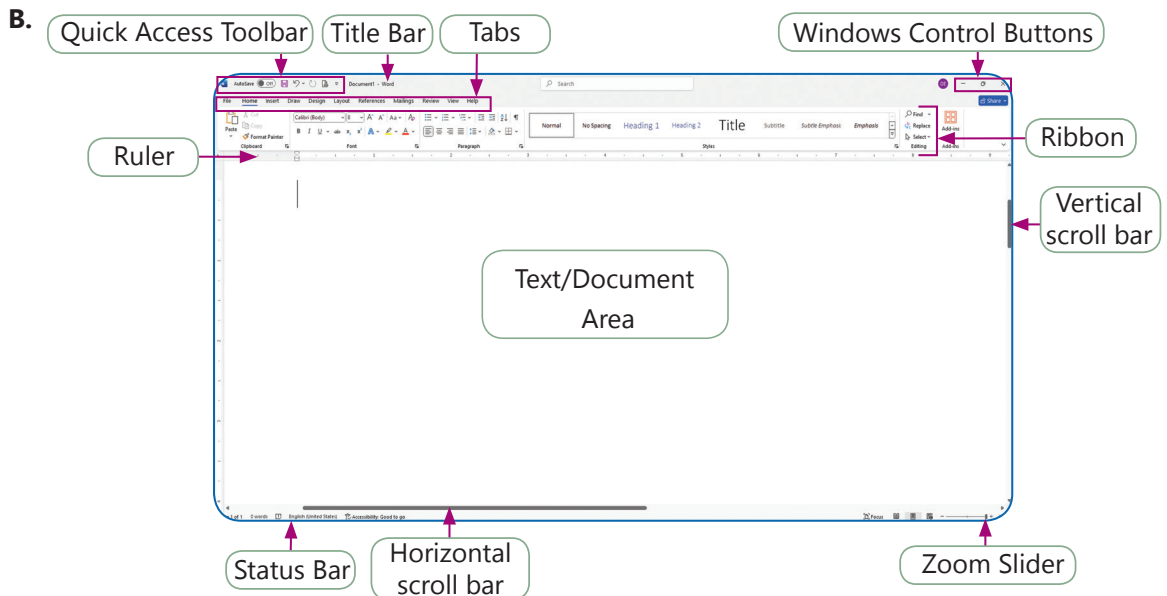
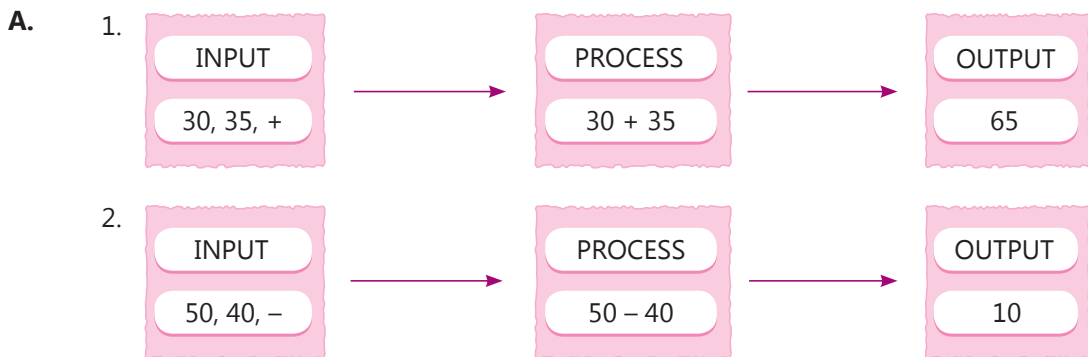
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Worksheet 1

(Based on chapters 1 to 3)



- C.** 1. Desktop 2. Taskbar 3. Start Button 4. Icons

Test Sheet 1

(Based on chapters 1 to 3)

(Section A)

- A.** 1. c 2. b 3. c
B. 1. Brain 2. Sorting 3. Enter

(Section B)

- A.** 1. Hard disk and pen drive.
2. On the right side of the taskbar.
3. There are two rulers. The horizontal ruler and vertical ruler.
- B.** 1. IPO stands for Input-Process-Output. It is the cycle through which a computer receives input, processes it, and produces output.
2. Start Button, Opened Programs, and Clock.
3. To create a new document, follow the given steps:
Step 1: Click on the File tab.
Step 2: Select New option.
Step 3: Click on the Blank document option.

4. The Internet—An Introduction



Tech Trivia

Section A (Objective)

- A.** 1. b 2. d 3. c 4. b 5. c
B. 1. F 2. F 3. T 4. F 5. T
C. 1. Search engine 2. Upload 3. Password 4. Chat
5. Website
D. 1. Microsoft Edge 2. World Wide Web 3. Google Chrome
4. Mozilla Firefox



Answer Arcade

Section B (Subjective)

- A.** 1. You can buy and sell products from anywhere in the world using the Internet. This practice of purchasing goods or services online is known as online shopping.



2. Any two best practices for online safety are:
 - Always ask for your parents' permission before buying anything from shopping websites.
 - Don't share your password with anyone.
3. The Internet is a vast network of millions of interconnected computers across the world that enables us to retrieve information, share data, communicate with others, and engage in online commerce, such as buying and selling products.

- B.** 1. To open a web page, follow the given steps:

Step 1: Type the URL in the browser's Address bar that appears at the top of the browser window.

Step 2: Press the Enter key from the keyboard.

2. Disadvantages of the Internet are:
 - It can pose potential risks such as online threats and malware attacks.
 - It is addictive and can lead to wastage of time.
3. a. Web Browser: We get information from different websites. These websites open in a special software known as a web browser. Some of the most commonly used web browsers are Microsoft Edge, Mozilla Firefox, and Google Chrome.
b. Search Engine: A search engine is a web-based tool used to find information on the Internet. There are many search engines available today. The most popular search engines are Google, Bing, and Yahoo.

- C.** 1. She can use email to share the video with others.
2. They can use any of the search engines to search for information about their favourite cartoon character online. To search, follow the given steps:

Step 1: Open a browser and go to a search engine like Google.

Step 2: Type the name of your favorite cartoon character and press Enter key to see the results.

Higher Order Thinking Skills (HOTS)

1. You should not share any personal information with the strangers and inform about this email to your parents.
2. Home page



Code Clues

- | | | |
|------------------|-------------|--------------|
| 1. Web browser | 2. Download | 3. Home page |
| 4. Search engine | 5. URL | 6. Antivirus |

Digital Drills



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5. Fun with Paint



Tech Trivia

Section A (Objective)

- A.** 1. c 2. c 3. b 4. c
- B.** 1. T 2. F 3. F 4. T
- C.** 1. Line Shape 2. Polygon Shape
3. Brush Tool 4. Color Picker Tool



Answer Arcade

Section B (Subjective)

- A.** 1. Eraser tool is used to erase/remove drawings, texts, or shapes.
2. Polygon shape is used to draw a closed shape with straight lines.
3. Copy and Paste commands are used to create a duplicate of an image or shape and place it in a different location within the drawing area.
4. Curve shape is used to draw curved lines.
- B.** 1. To crop an image, follow the given steps:
- Step 1:** Click on the Selection command.
- Step 2:** Make a desired selection.
- Step 3:** Click on the Crop command.
- The cropped image will appear in the drawing area.
2. Paint allows you to save a file in different formats like PNG, JPEG, BMP, GIF, etc.
- PNG stands for Portable Network Graphics.
 - JPEG stands for Joint Photographic Experts Group.
 - BMP stands for Bitmap Image.
 - GIF stands for Graphics Interchange Format.
3. To set a drawing as a desktop background, follow the given steps:
- Step 1:** Click on the File tab.
- Step 2:** Click on the arrow button of Set as desktop background option.
- Step 3:** Select any one of the three options: Fill, Tile, or Center.
4. To flip an image, follow the given steps:
- Step 1:** Click on the Selection command.
- Step 2:** Make a desired selection.
- Step 3:** Click on the Flip command.



Step 4: Click on the Flip Vertical option.

- C.
1. You can use Callout shapes for this.
 2. Akash should use Zoom tool for this.

Higher Order Thinking Skills (HOTS)

1. For this type of selection I will use Free-form selection option.
2. To achieve this Neha should use Color Picker tool from the Tool group.



Code Clues

1. CROP
2. PENCIL
3. FILL TOOL
4. CALLOUT
5. BRUSHES TOOL

Digital Drills



Do it yourself

6. File Management—Organisation of Folders



Tech Trivia

Section A (Objective)

- A.
1. b
 2. b
 3. b
 4. b
 5. c
- B.
1. T
 2. T
 3. F
 4. F



Answer Arcade

Section B (Subjective)

- A.
1. A saved file is easier to find later.
 2. Folders are used to store and manage files and subfolders.
 3. You cannot delete a folder by choosing the new option.
- B.
1. A file is a document that contains a set of related information and is used for storing data whereas, a folder is similar to a file cabinet in which you can keep your files. Folders are used to store and manage files and subfolders.
 2. Steps to open an existing folder are:
Step 1: Open the drive in which you have your file/folder.
Step 2: Double-click on the folder icon you want to view, including the subfolders.
Step 3: Double-click on the subfolder if the files you want to open are stored in a subfolder.



3. To create a folder on the desktop, follow the given steps:

Step 1: Right-click on the desktop and click on the New option.

Step 2: Click on Folder option.

- C. 1. To open a file/folder, divya should follow the given steps:

Step 1: Open the drive in which you have your file/folder.

Step 2: Double-click on the folder icon you want to view, including the subfolders.

Step 3: Double-click on the subfolder if the files you want to open are stored in a subfolder.

2. To create a subfolder within the folder, emily should follow the given steps:

Step 1: Open the folder in which you want to create a new folder.

Step 2: Right-click in an empty section and click on New option.

Step 3: Click on Folder option.

Higher Order Thinking Skills (HOTS)

1. Do it yourself.

2. **Step 1:** Nina should first connect her external drive to the computer and wait for it to be recognised.

Step 2: She should open File Explorer and navigate to the external drive.

Step 3: Inside the external drive, Nina should right-click in an empty area and select New Folder.

Step 4: Nina should name the new folder (e.g., "Video Clips") and press Enter.

Step 5: She can now move or copy her video clips into the newly created folder for easy organisation and access.



Code Clues

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











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Worksheet 2

(Based on chapters 4 to 6)

- A.**
-  Microsoft Edge
 -  Polygon tool
 -  Eraser tool
 -  Excel file
 -  Folder
 -  Brush Tool
- B.**
1. INTERNET
 2. PENCIL TOOL
 3. MOZILLA FIREFOX
 4. DOCUMENT FILE
 5. RECYCLE BIN
- C.**
1. PNG: Portable Network Graphics
 2. BMP: Bitmap Image
 3. JPEG: Joint Photographic Experts Group
 4. GIF: Graphics Interchange Format
- D.**
1. To Save: Ctrl + S
 2. To Copy: Ctrl + C
 3. To Skew: Ctrl + W
 4. To Paste: Ctrl + V
 5. To Cut: Ctrl + X
 6. To Delete: Delete key



Test Sheet 2

(Based on chapters 4 to 6)

(Section A)

- A.** 1. b 2. c
- B.** 1. T 2. F 3. F
- C.** 1. Password
2. Website
3. Upload

(Section B)

- A.** 1. Any two best practices for online safety are:
- Always ask for your parents' permission before buying anything from shopping websites.
 - Don't share your password with anyone.
2. Curve shape is used to draw curved lines.
3. Whenever you delete any file/folder, it goes into the Recycle Bin.
- B.** 1. Disadvantages of the Internet are:
- It can pose potential risks such as online threats and malware attacks.
- It is addictive and can lead to wastage of time.
2. To set a drawing as a desktop background, follow the given steps:
- Step 1:** Click on the File tab.
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- Step 3:** Select any one of the three options: Fill, Tile, or Center.
3. To create a folder on the desktop, follow the given steps:
- Step 1:** Right-click on the desktop and click on the New option.
- Step 2:** Click on Folder option.

