1. Computers—Storage and Memory Device

Tech Trivia

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

B.   1. Hard Disk   2. Nibble   3. Magnetic Disk

   4. ROM

Answer Arcade

A.   1. CD-ROM, CD-R, CD-RW

   2. Computer memory is where data and information are kept. The Central Processing Unit (CPU) gets data from memory to work on it.

   3. A hard disk with a magnetic coating is referred to as a magnetic disk.

B.   1. Flash Drive, also known as flash storage, is a type of non-volatile memory. It is used for easy and fast information storage in computers, digital cameras and video game consoles.

   2. Think of data as unprocessed, raw facts and figures, such as words, numbers, images, and symbols. Data by itself is meaningless. Once the data is processed and organised, it becomes information. Information gives a proper meaning.

   3. a. Zettabyte

   b. Solid State Drive

   c. Dynamic Random Access Memory

   d. Read-Only Memory

C.   1. Pen Drive, as a portable hard drive, offering ease of use due to its small size and portability. It can be carried in a pocket and plugged into any computer with a USB port.

   2. 2,048bytes

Higher Order Thinking Skills (HOTS)

1. DVD, designed for storing large files, such as High Definition (HD) movies. It can hold more information than a CD.

2. Two main types of primary memory:

    a. **Random Access Memory (RAM):** RAM is a temporary memory that loses its data when the computer is turned off. It temporarily stores the data and instructions given by the user, as well as the results produced by the computer.

    b. **Read-only Memory (ROM):** ROM is a type of permanent memory. It keeps data even when the computer is turned off. ROM stores the essential instructions needed to start up the computer.

Code Clues

1. PEN DRIVE
2. OPTICAL DISC
3. USB ARRAY DISC
4. DIGITAL VIDEO DISC

Tangible Task

Do it yourself

Digital Drills

Do it yourself

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2. GUI Operating System— Desktop Management

Tech Trivia   Section A (Objective)

A.	1. a	2. c	3. d	4. b
B.	1. c	2. a	3. d	4. b
C.	1. T	2. F	3. T	4. T

Answer Arcade   Section B (Subjective)

A. 1. Sorting the icons means organising their arrangement on the desktop.

2. Right-click on the taskbar, click on Taskbar settings. Scroll down to Taskbar behaviors, click on down-arrow. Select Left or Center option from Taskbar alignment down-arrow.

3. The This PC icon provides access to all the files and data on your computer. It is a helpful tool for locating, organising, and managing your files.

B. 1. You can adjust the speaker volume directly from the Taskbar. To do this, Click on the speaker icon in the notification tray, then drag the slider left to decrease or right to increase the volume.

2. i. Right-click on the desktop, choose Personalize option and click on Colors option.

   ii. Click on Choose your mode drop-down list and select any option you want to use.

   iii. Turn On Transparency effects to have a transparent glass effect on the borders, etc.

   iv. Select the desired colour from the Accent color section.

   v. Scroll down and click on the toggle switch to turn ON or OFF the option to Show accent color on title bars and window borders.

   vi. Click on Custom colors and set colour accent of your choice from Choose a custom accent color dialog box and click on Done button.

3. Each icon acts as a link to an item on the computer, whether it's a program, file, folder, or printer, and can be located anywhere on This PC. By clicking on an icon, the associated program, file, or folder will open.

C. 1. Click the Start button in the bottom-left corner of the screen. Type the name of the program in the search bar. When the program appears in the search results, click it to open.

2. Right-click on the desktop and choose Personalize option. Click on the Background. Click on the down arrow beside the Personalize your background option and select the Picture option from the drop-down list. Click on the Browse photos option. Click on the image you want to use from the Open dialog box. Click on the Choose picture button.

Higher Order Thinking Skills (HOTS)

1. Right-click on the desktop and choose Sort by option. Select any option to arrange the icons in that order (for example: Name).

2. The Pinned Apps are located on the Taskbar, offers a set of shortcuts for instant access to frequently used programs. This feature enables you to open your applications quickly and efficiently.

Code Clues

1. Taskbar
2. Windows
3. This PC
4. Start Button

Digital Drills

Do it yourself

3. Editing in Word 2021

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

B. 1. Blue 2. Duplicate 3. Microsoft Corporation 4. Synonym

C. 1. d 2. c 3. e 4. b 5. a

Answer Arcade

Section B (Subjective)

A. 1. Position the cursor to the right of the text and press the Backspace key. The character to the left of the cursor will be deleted.

2. Any two features of Word 2021 are:
   - type letters, stories, reports, and other documents easily.
   - insert pictures into the document.

3. Undo is used to reverse the last action you performed, while Redo allows you to reapply the action that was undone by the Undo command.

B. 1. To create a new document, follow the given steps:

   Step 1: Click-on the File tab.

   Step 2: Select the New option.

   Step 3: Click on the Blank document option.

2. Selecting Text – To modify existing text, you first need to select it. There are several ways to select a text using a keyboard or mouse.

   Inserting Text – Inserting new content into your existing document is called inserting text. To insert the text, place the mouse pointer at the required position where you want to insert the text and click. Cursor (Insertion Point) appears on the screen to indicate the position where the inserted text will appear. You can now type the new text.

3. In Microsoft Word, spelling errors are marked with a red wavy line, while grammatical errors are shown with a blue double line.

C. 1. Selecting text using the keyboard:

   - To select a letter on the right or left side of the cursor → Press Shift + Right/Left arrow key

   - To select one line up or down → Press Shift + Up/Down arrow key

   - To select a word on the right of the cursor → Press Ctrl + Shift + Right arrow key

   - To select a word on the left of the cursor → Press Ctrl + Shift + Left arrow key

- To select the entire document → Press Ctrl + A

2. To use the thesaurus, follow the given steps:

    Step 1: Select the word.

    Step 2: Click on the Review tab.

    Step 3: Click on the Thesaurus tool.

    Step 4: Click the down arrow and select Insert or Copy.

Higher Order Thinking Skills (HOTS)

1. To insert the text, place the mouse pointer at the required position where you want to insert the text and click. Cursor appears. You can now type the new text. It is useful to expand your document by adding extra text into your existing document.

2. Arun should use Cut and Paste commands to achieve this.

Digital Drills

Do it yourself

4. Formatting in Word 2021

Tech Trivia   Section A (Objective)

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

B. 1. Change Case   2. Paragraph spacing

3. Bold   4. Home   5. Text Effects

Answer Arcade   Section B (Subjective)

A. 1. Click on the Print Preview button on the Quick Access Toolbar to preview a document before printing it.

2. The Change Case option in Word allows you to change the text to upper case, lower case or other common capitalizations.

3. The four alignment options available in Word – left, center, right, and justify.

B. 1. To change the font, follow the given steps:

    Step 1: Select the text.

    Step 2: Click on the Home tab.

    Step 3: Click on the drop-down arrow next to the Font box.

Step 4: Select the desired font.

To change the font size, follow the given steps:

Step 1: Select the text.

Step 2: Click on the Home tab.

Step 3: Click on the drop-down arrow next to the Font Size.

Step 4: Select the desired font size.

2. A bullet is a small symbol, like a square or dot, used to indicate each item in a list. Whereas Numbering is used to number each item in a list.

3. Formatting the text involves changing its appearance and arrangement. You can format your text using the Font group in Word, like changing font, font size, font colour, font style, etc.

C. 1. To print the document, follow the given steps:

Step 1: Click on the File tab.

Step 2: Select the Print option.

Step 3: Click the Print button. The document will be printed.

2. Sudhir can use Highlighting feature, which involves marking important sections of text by applying a coloured rectangle over them, changes the background colour of the selected text.

Higher Order Thinking Skills (HOTS)

1. Formatting in Word 2021 is important because it makes professional documents look organised and attractive, enhancing readability and presentation.

2. The choice of alignment in a document makes it look neat and easy to read by arranging the text in a clear and organised way.

Code Clues

1. Ctrl + S
2. Font
3. Paragraph Spacing
4. Alignment
5. Hard copy

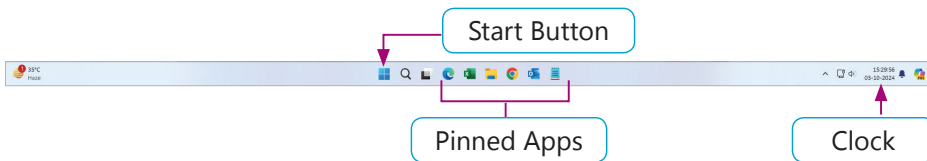## Digital Drills

Do it yourself

Worksheet 1

(Based on chapters 1 to 4)

A. 1. External hard disk
   2. CD Drive
   3. Left Align
   4. Redo
   5. Start Button
   6. Justify

B.

Start Button

Pinned Apps   Clock

C. 1. Text Effect
   2. Bullet
   3. Solid State Drive (SSD)
   4. Icon
   5. Byte

D. Home tab

Test Sheet 1

(Based on chapters 1 to 4)

(Section A)

A. 1. a   2. d   3. a

B. 1. Hard disk   2. Microsoft Corporation   3. Bold

(Section B)

A. 1. Computer memory is where data and information are kept. The Central Processing Unit (CPU) gets data from memory to work on it.

   2. Right-click on the taskbar, click on Taskbar settings. Scroll down to Taskbar behaviors, click on down-arrow. Select Left or Center option from Taskbar alignment down-arrow.

   3. Position the cursor to the right of the text and press the Backspace key. The character to the left of the cursor will be deleted.

B. 1. Think of data as unprocessed, raw facts and figures, such as words, numbers, images, and symbols. Data by itself is meaningless. Once the data is processed and organised, it becomes information. Information gives a proper meaning.

2. You can adjust the speaker volume directly from the Taskbar. To do this, click on the speaker icon in the notification tray, then drag the slider left to decrease or right to increase the volume.

3. The four alignment options available in Word – left, center, right, and justify.

5. The Internet—Web Browser

Tech Trivia

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

B. 1. International   2. Website   3. Search engine

4. Online   5. ISP

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

Answer Arcade

A. 1. The things required for having an Internet connection are a computer system, telephone and cable lines, modem, web browser, and ISP.

2. A hyperlink is a special type of link on a website or document that takes you to another webpage or a different part of the same page when you click on it.

3. Copilot refers to an AI-driven feature that provides appropriate assistance and enhances browsing experiences.

4. Modem stands for Modulator-Demodulator. A modem converts digital information into analog signals for transmission over telephone lines and vice versa.

B. 1. Back/Forward: The back button helps you to navigate back to your previous page and forward button allows you to move forward again, if necessary.

Refresh : This button is used to refresh the page by reloading it from the Internet.

2. World Wibe Web: World Wide Web (WWW) is the largest collection of information in the form of websites on the Internet. The information can be a combination of text, graphics, audio, video, etc.

Internet: The Internet is a vast network that links millions of computers worldwide, enabling the sharing of information.

3. Web browser: A web browser is a software program that allows users to open and view various web pages. Examples of web browsers include Google Chrome, Microsoft Edge, Mozilla Firefox, etc.

Search engines: Search engines help users find specific information by scanning numerous web pages on the World Wide Web. A search engine is a software tool designed to locate particular information based on user queries. Examples of search engines are Google, Bing, Yahoo, etc.

C.   1.   The Internet is a vast network that links millions of computers worldwide, enabling the sharing of information. The things required for having an Internet connection are a computer system, telephone and cable lines, modem, web browser, and ISP.

2.   The star icon (Favorites) on the Microsoft Edge window allows her to set a web page as a favourite or to add it to her reading list.

Higher Order Thinking Skills (HOTS)

1.   Search engines

2.   Being online gives quick access to lots of information and connects you with people worldwide, while being offline focuses on real-world, physical interactions and limited, local information.

Code Clues

1.   INTERNET SERVICE PROVIDER

2.   MICROSOFT EDGE

3.   REFRESH

Digital Drills

Do it yourself

6. Introduction to PowerPoint 2021

Tech Trivia   Section A (Objective)

A.	1. a	2. c	3. d	4. c	
B.	1. Close	2. Slide Sorter	3. Status Bar	4. Slides	5. Slide Show
C.	1. d	2. a	3. e	4. b	5. c

Answer Arcade   Section B (Subjective)

A.   1.   A slide is a single page within a presentation.

2.   The slide layout refers to the arrangement of text, images, Cliparts, charts and other elements on a slide.

3. To start PowerPoint, follow the given steps:

   Step 1: Type Powerpoint in Search box on the taskbar.

   Step 2: Click on PowerPoint.

   PowerPoint main screen will appear.

B. 1. To delete a placeholder, follow the given steps:

   Step 1: Select the placeholder by clicking its border.

   Step 2: Press the Delete key.

2. The Quick Access Toolbar is located in the top left corner of the PowerPoint 2021 screen. This toolbar holds icons for features that are used often.

3. You can view your presentation in different views:

   - Normal View: It is the default view that allows you to create and modify slides.

   - Outline View: It provides a view of the presentation's outline structure and lets you edit the slides as well.

   - Slide Sorter View: It provides a view of all the slides in the presentation as thumbnails on a single screen.

   - Notes Page View: This view displays each slide with its corresponding notes below. It's useful for adding speaker notes, helping you remember key points during your presentation. This layout is great for rehearsal and can also be printed for reference.

   - Reading View: It allows you to view a presentation not in full screen but in a window with simple controls that make the presentation easy to review. The ribbon and the slides/outline pane are not visible.

C. 1. To delete a slide Sahil should, follow the given steps:

   Step 1: Right-click on the slide.

   Step 2: Select Delete Slide option.

2. Comparison slide layout is suitable for this. To change the slide layout, follow the given steps:

   Step 1: Click on the slide that you want to change.

   Step 2: Click on the Home tab.

   Step 3: Click on the Layout button.

   Step 4: Select the desired slide layout.

Higher Order Thinking Skills (HOTS)

1. To prepare for a big presentation, practice speaking clearly, use simple and interesting slides, and make eye contact with the audience.

2. Astha can make her presentation more engaging by adding pictures, videos, animations, and using bright, easy-to-read text.

Code Clues

1. Step 3   2. Step 5   3. Step 1   4. Step 6
5. Step 2   6. Step 4

Digital Drills

Do it yourself

7. Stepwise Thinking

Tech Trivia

A.   1. a   2. c   3. b   4. c
B.   1. Solutions
       2. Instructions
       3. Reasoning
       4. Problem Solving
       5. Time Table
C.   1. T   2. F   3. F   4. T   5. F

Answer Arcade

A.   1. Reasoning is the process of analysing a task in a logical and clear manner, which helps in identifying the best choice among the available options. Problem Solving is the process of finding solutions to complex or difficult tasks.

2. A case study is an examination based on a real-life scenario. In this process, you analyse the situation and address it using stepwise thinking.

B.   1. Stepwise thinking, also known as computational thinking, involves 'thinking like a computer'. A computer operates by following step-by-step instructions provided to it. This process of giving step-by-step instructions is referred to as programming.

2. To plan to play badminton outside the home, follow the given steps:

Step 1: Find a suitable outdoor space.

Step 2: Gather equipment like rackets, shuttlecocks and a net.

Step 3: Ensure favourable conditions for the game.

Step 4: Invite your friends to play.

Step 5: Arrange the net and start the game.

C. 1. Arrange your school bag according to the timetable with the help of stepwise thinking.

2. Tell your friend you made a mistake, apologise sincerely, and ask them to still come to your party.

Higher Order Thinking Skills (HOTS)

1. Program the robot to do things stepswise. For example:

Step 1: Pick up toys.

Step 2: Make the bed.

Step 3: Sweep the floor.

2. To balance multiple responsibilities, list them all and do one thing after another, like homework first, then play, then help with dinner.

Code Clues

🍎 = 2   🍏 = 4   🍉 = 5   🥥 = 6

🍏 + 🍉 + 🥥 = 15

🍉 + 🥥 − 🍏 = 7

🥥 − 🍎 + 🍎 = 4

🥥 + 🍉 + 🍎 = 13

🍏 + 🍎 − 🍉 = 1

Digital Drills

Do it yourself

8. Features of File Management

Tech Trivia

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

B. 1. Information   2. Cabinet   3. Password   4. Original

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

Answer Arcade

A.
1. To protect your files from others, you should:
   - Keep your files hidden from others.
   - Set a password for your system and keep it confidential.
2. A folder inside another folder is known as a subfolder. You can create multiple subfolders within a folder, and each of these can hold both files and additional subfolders.
3. When you copy a file, it stays in its original location and also appears in the new location.

B.
1. • A file or folder holds important information. Opening someone else's files and making changes without their permission is known as tampering.
   • Avoid tampering with others' files or folders by changing their location or renaming them.
2. To move a file/folder, follow the given steps:

   Step 1: Select the folder containing the file you want to move and open it.

   Step 2: Select the file.

   Step 3: Click on the Cut command.

   Step 4: Select the new location where you want to paste your file and open it.

   Step 5: Click on the Paste command.
3. When a file or folder is deleted, it goes to the Recycle Bin and stays there until it's permanently removed. If needed, you can restore the files or folders from the Recycle Bin back to their original location. To restore a file or a folder, follow the given steps:

   Step 1: Open the Recycle Bin.

   The Recycle Bin window will open, showing all the files you have deleted.

   Step 2: Select the file.

   Step 3: Click on the Restore the selected items option.

   The restored file or folder will be removed from the Recycle Bin and will reappear at its original location.

C.
1. To move a file/folder Sahil should follow the given steps:

   Step 1: Select the folder containing the file you want to move and open it.

Step 2: Select the file.

Step 3: Click on the Cut command.

Step 4: Select the new location where you want to paste your file and open it.

Step 5: Click on the Paste command.

2. Manya can organise her files by creating subfolders for each subject (like Math, Science, English) and placing related files inside them.

Higher Order Thinking Skills (HOTS)

1. When you create a new folder in Windows, it gets the default name "New Folder". It can be difficult to remember the contents of a file with its default name. Windows allows you to rename files or folders to something more relevant, based on your own choice.

2. Garv can organise his desktop by creating folders based on file types or purposes, like Documents, Pictures, Music, Videos, and Downloads. He can then move similar files into the right folders to keep everything tidy and easy to find.

Code Clues

1. Folder
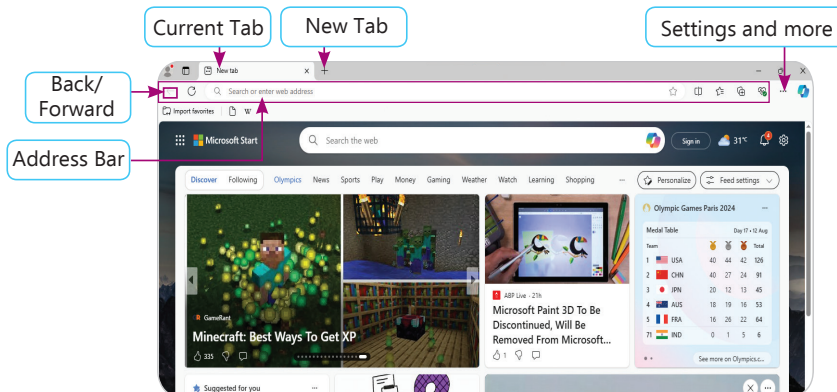2. Recycle bin
3. Subfolder
4. Rename

Digital Drills

Do it yourself

Worksheet 2

(Based on chapters 5 to 8)

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

B.

C. 1. Problem Solving is the process of finding the solutions to a difficult task.

2. A case study refers to a task that is based on real-life situations.

3. A folder is like a cabinet in which you can keep your files.

4. When a file or folder is deleted, it goes to the Recycle bin.

Test Sheet 2

(Based on chapters 5 to 8)

(Section A)

A. 1. b 2. d 3. c

B. 1. Online 2. Slides 3. Downloads

(Section B)

A. 1. Copilot refers to an AI-driven feature that provides appropriate assistance and enhances browsing experiences.

2. The slide layout refers to the arrangement of text, images, Cliparts, charts and other elements on a slide.

3. To protect your files from others, you should:

- Keep your files hidden from others.
- Set a password for your system and keep it confidential.

B. 1. World Wibe Web: World Wide Web (WWW) is the largest collection of information in the form of websites on the Internet. The information can be a combination of text, graphics, audio, video, etc.

Internet: The Internet is a vast network that links millions of computers worldwide, enabling the sharing of information.

2. To delete a placeholder, follow the given steps:

Step 1: Select the placeholder by clicking its border.

Step 2: Press the Delete key.

3. To move a file/folder, follow the given steps:

Step 1: Select the folder containing the file you want to move and open it.

Step 2: Select the file.

Step 3: Click on the Cut command.

Step 4: Select the new location where you want to paste your file and open it.

Step 5: Click on the Paste command.