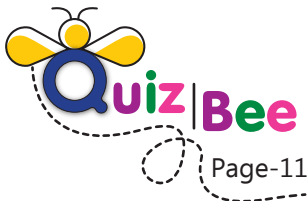


## 1. Hardware and Software








Answer:

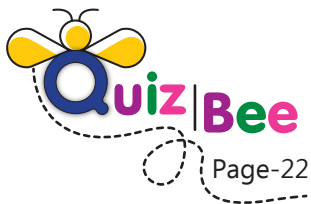
1. CPU
2. Keyboard is used to type numbers, letters, and special characters on the computer.

### ASSESS YOURSELF

1. a. (iii)                      b. (ii)                      c. (ii)                      d. (iii)                      e. (i)
2. a. ALU                      b. Three                      c. Hardware                      d. CPU box
3. a. Joystick                      b. CPU                      c. Operating System                      d. PowerPoint
4. System software is a set of programs that control the overall functioning of a computer, whereas application software is used to perform a specific task.
5. a. The hardware devices that are used to give inputs in the form of words, pictures, sounds, etc., to a computer are called input devices.  
b. Versatility: A computer performs various types of jobs at the same time.  
c. IPO cycle refers to Input-Process-Output cycle, in which input is given to the computer and output is received after processing is done on the input.  
d. The devices that display the results of processing done by the CPU are called output devices. Monitor and Printer are examples of output devices.
6. a. Microphone                      b. Paint

7. a.  Output  Process  Input
- b.  Input  Output  Process
- c.  Process  Input  Output

## 2. Windows 10—An Introduction



Answer: 1. Graphical User Interface 2. Icons

### ASSESS YOURSELF

1. a. (ii) b. (ii) c. (i) d. (i) e. (iii)
2. a. Right b. Booting c. Icons d. Taskbar
3. a. Task View b. Start button c. Left pane
4. a. It allows us to create multiple desktops.  
b. Peek button minimises all the opened programs and displays the desktop.  
c. To change the desktop background, follow the given steps:
  - 1 Right-click on the desktop. Choose Personalize option.
  - 2 Click on Background.



3 Click on Picture below the Background option.

4 Select any picture.

After choosing a picture, the background will change automatically.

d. To sort desktop icons, follow the given steps:

1 Right-click on the desktop.

2 Select Sort by option.

3 Select an option (for example: Name).

5.



This PC



Network



Recycle Bin



Folder

6. a. Task View button

b. Search Box

## Periodic Assessment–1

(Based on chapters 1 & 2)

1. a. Joystick      b. Microphone      c. Printer      d. Monitor      e. Speakers

f. Pen Drive

2.  Click on Change button.

Click on Adjust date/time option.

Right-click on Clock.

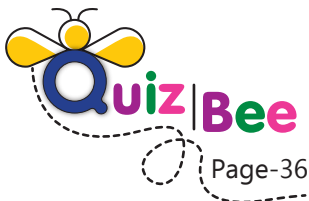
Click on the drop-down arrow to select month, date and year.

Click on Change button.

3. a. MS Word

b. Speakers

## 3. Word 2016—An Introduction



Page-36

Answer: 1. FILE TAB

2. MINIMIZE

## ASSESS YOURSELF

1. a. (i)                      b. (iii)                      c. (ii)                      d. (iii)                      e. (i)
2. a. Document              b. Open                      c. Vertical                  d. File
3. a. F                        b. F                        c. T                        d. T
4. a. Word is used to type letters.  
b. To create a document, follow these steps:
  - 1 Click on the File tab.
  - 2 Select the New option.
  - 3 Click on the Blank document option.
 c. To save a document, follow these steps:
  - 1 Click on the File tab.
  - 2 Select the Save or Save As option.
  - 3 Select This PC option and click on Browse option.
  - 4 Select the location of the file.
  - 5 Type the desired name for your file in the File name box.
  - 6 Click on Save button.
5. a. 

2

              Select Open option.              

3

 Find location of your document.  

1

              Click on the File tab.              

5

 Click on the Open button.  

4

              Select the file to be opened

b. File Tab



{CODING ZONE}

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Coding Zone

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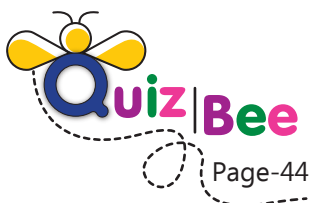
Coding Zone

Answer:

Department, Management, Development, Announcement



## 4. Editing Text in Word 2016



Answer: 1. Editing 2. Delete

### ASSESS YOURSELF

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

4.	<b>Undo Command</b>	<b>Redo Command</b>
	Undo is used to cancel the last command.	Redo is used to reverse the action of the last Undo command.

5. a. Selecting a text is necessary before editing because it indicates the text that will be modified.  
b. Copy command is used to duplicate a text from one part of a document to another.  
c. To insert text in an existing document, click where you want to insert text. A cursor appears, start typing. The text will be inserted.  
d. To move text, follow these steps:
  - 1 Select the text.
  - 2 Click on Home tab.
  - 3 Click on Cut command.
  - 4 Go to the required place where you want to paste.
  - 5 Click on Paste command.
6. a. Press the Delete key.  
b. Copy(Ctrl + C) and Paste(Ctrl + V)



{CODING ZONE}

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Coding Zone

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Coding Zone

Answer: GNITIDE

## Periodic Assessment–2

(Based on chapters 3 & 4)

1. a. Shift + right arrow      b. Shift + left arrow      c. Shift + up arrow  
d. Shift + down arrow      e. Ctrl + A
2. a. Ctrl + N      b. Copy command      c. Redo command      d. Quick Access Toolbar  
e. Ctrl + S      f. Status bar
3. ① File  
② Print  
③ Print
4. Undo

## Test Sheet–1

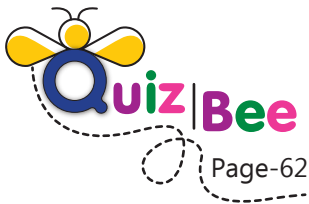
(Based on chapters 1 to 4)

1. a. (ii)      b. (ii)      c. (i)      d. (i)      e. (iii)  
f. (i)
2. a. Three      b. Hardware      c. Control unit      d. Booting  
e. Icons      f. Open      g. Vertical
3. a. T      b. T      c. T      d. T      e. F  
f. T      g. F      h. T
4. a. Hardware is the physical component of a computer system that we can feel and touch.  
b. To create a presentation, we use MS PowerPoint.  
c. Desktop is the main screen of Windows 10 operating system.  
d. Windows 10 is a graphical user interface and it is quite user-friendly.  
e. Undo, Redo and Save commands are present on the Quick Access Toolbar.
5. a. The devices that display the results of processing done by the CPU are called output devices.  
Example Printer, Speaker, Monitor, etc.  
b. To change the desktop background, follow these steps:  
① Right-click on the desktop. Choose Personalize option.  
② Click on Desktop Background.  
③ Select any picture.  
After choosing a picture, the background will change automatically.  
c. Taskbar is a long horizontal bar located at the bottom of the desktop. To pin an application to the taskbar, follow the given steps:



- 1 Click on the Start button and select an application.
  - 2 Right-click on the application and select More.
  - 3 Select the Pin to taskbar option.
- d. To save a document, follow these steps:
- 1 Click on the File tab.
  - 2 Select the Save or Save As option.
  - 3 Select This PC option and click on Browse option.
  - 4 Select the location of the file.
  - 5 Type the desired name for your file in the File name box.
  - 6 Click on Save button.
- e. To insert text in an existing document, click where you want to insert text. A cursor appears, start typing. The text will inserted.

## 5. Pivot Animator



Answer: 1. Background

2. Origin Handle

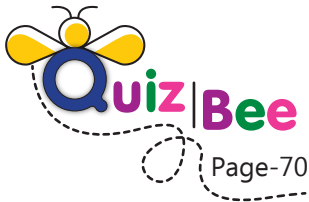
### ASSESS YOURSELF

1. a. (i) b. (ii) c. (i)
2. a. Add Frame b. Player Controls c. Segment Handle d. Status
3. a. Canvas b. Figure c. Origin Handle
4. a. Pivot Animator is a free and simple app that allows you to create animations using stick figures.  
b. Saved projects can be opened later or shared with others.  
c. Exporting an animation is the process of converting your animation project into a final format.
5. a. Player Controls  
b. Segment Handle



Answer: (i)

## 6. Internet—An Introduction



Answer: 1. Modem

2. Internet Service Provider

### ASSESS YOURSELF

1. a. (ii) and (iv)      b. (i)      c. (iii) and (iv)      d. (i)
2. a. F      b. T      c. T      d. T
3. a. ARPANET      b. Microsoft Edge      c. 1960s
4. Web pages are digital pages on the Internet, whereas websites refer to a collection of webpages.
5. a. Internet is an interconnected network of computers that can share data among themselves.  
b. To connect a computer to the internet, you need modem, Telephone Connection, Internet Connection, Web browser and a computer system.  
c. Search engines are used to search for information on the Internet.
6. a. MICROSOFT EDGE      b. GOOGLE CHROME  
c. MOZILLA FIREFOX      d. MODEM
7. a. 

3

 Open a web browser.  

5

 Complete the essay using the information from the Internet.  

1

 Start the computer.  

2

 Connect the computer to the Internet.  

4

 Search for the topic "The History of Computers".  
b. Google





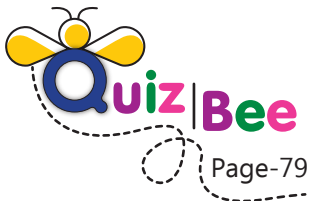
## FUN ACTIVITY

- a. Telephone
- b. Microsoft Edge
- c. Modem



Do it yourself

## 7. Stepwise Thinking



Answer:



## ASSESS YOURSELF

1. a. (ii)                      b. (ii)                      c. (iii)
2. a. Problem Solving   b. Analyse                      c. Programming                      d. Organised
3. a. T                      b. F                      c. F                      d. T                      e. F
4. a. 1. Analyse the task.  
2. Break up the task into small and simple steps.  
3. Follow the sequence of steps to find the possible solution.

- b. Reasoning is the process of thinking about the task in a logical or sensible way. It helps you to choose the correct option from the available options.
- c. Plan a Wedding Anniversary Party
  - Step 1: Make a list of the family members and friends to be invited.
  - Step 2: Decide the time and place for the party.
  - Step 3: Inform the family members and friends about the Parents anniversary party place through phone calls or e-mails.
  - Step 4: Greet the guest with love and warmth.
  - Step 5: Start and enjoy the party.
5. Do it yourself



Answer:

If (Like Computers)

Raise Hands

## Periodic Assessment–3

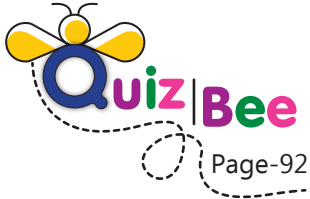
(Based on chapters 5 to 7)

1.
  - a. Pivot Animator is a free and simple app that allows you to create animations using stick figures.
  - b. Origin Handle acts as the pivot point for rotating the figure.
2.
 

a. Network	b. Website	c. E-mail	d. URL	e. URL
------------	------------	-----------	--------	--------
3. MAKE A SANDWICH
  - Step 1: Choose your bread (e.g., whole wheat, white, or a baguette).
  - Step 2: Spread condiments (e.g., butter, mayo, mustard) on one or both slices of bread.
  - Step 3: Add your fillings (e.g., lettuce, cheese, ham, tomato, etc.) onto one slice of bread.
  - Step 4: Place the second slice of bread on top of the fillings to close the sandwich.
  - Step 5: Cut the sandwich into halves or quarters (optional), and serve.



## 8. Introduction to Scratch Programming



Answer: 1. Cat

2. Motion

### ASSESS YOURSELF

1. a. (ii) b. (i) c. (i) d. (i)
2. a. programmer b. looks blocks c. character d. stop
3. a. (iii) b. (ii) c. (iv) d. (v) e. (i)
4. a. Scratch is a visual programming language that is used to create computer animation, games and stories.  
b. Motion block is used to control the movements of the sprite.  
c. Stage, Sprite, Blocks Palette.  
d. To open an existing project, follow the given steps:
  - 1 Click on the File menu.
  - 2 Select "Load from your computer" option.
  - 3 Select the file you want to open.
  - 4 Click on the Open button.
5. a. 

3

 In the File name box, type name for file.  

2

 Select the Save to your computer option.  

4

 Click on the Save button.  

1

 Click on the File menu.  
b. Go button

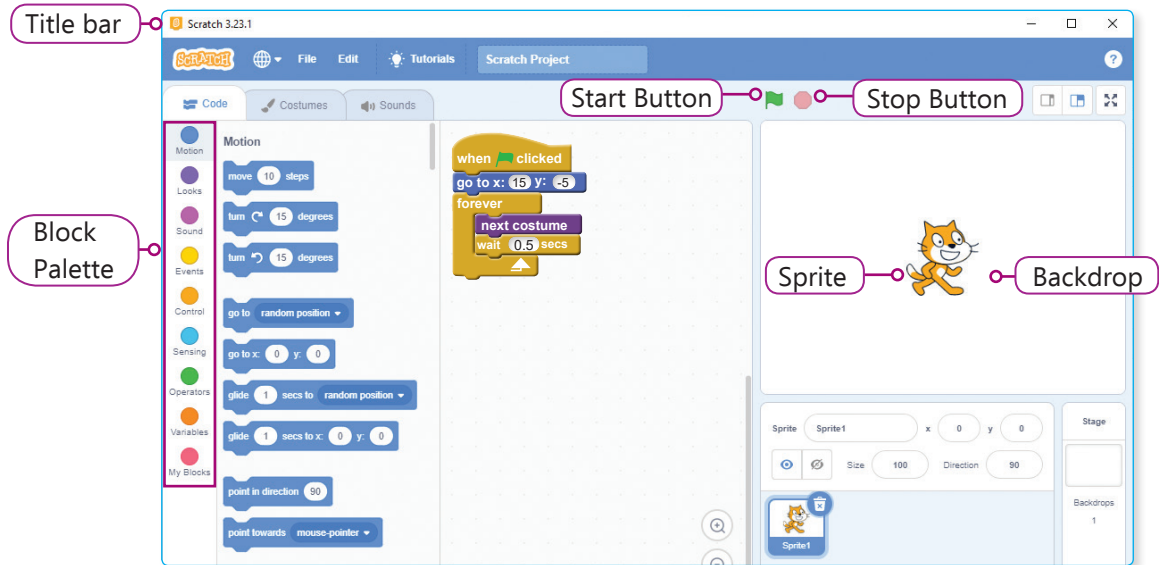
2. A



# Periodic Assessment-4

(Based on Chapters 8 & 9)

1.



2.
  - a. MARCBOT is used to inspect suspicious objects.
  - b. Nao is one of the world's most popular robots designed to interact with people.
  - c. Mobile robots perform the task of sanitation in public areas.

# Test Sheet-2

(Based on chapters 5 to 9)

1.
 

a. (i)	b. (ii)	c. (ii)	d. (i)	e. (i)
f. (i)	g. (i)	h. (i)	i. (i)	
2.
 

a. Ruby	b. add Frame	c. Device or sensor	d. Organised
e. main steps	f. think	g. less	h. visual
i. character	j. Stop		
3.
 

a. F	b. T	c. T	d. T	e. T
f. T	g. F			
4.
  - a. Saved projects can be opened later or shared with others.
  - b. A robot is an automatic programmable machine that follows commands and does work that reduces human effort.
  - c. Motion blocks are used to control the movement of the sprite.



- d. The components of the scratch window are Titlebar, Stage and Sprite.
  - e. Microsoft Edge
- 5.
- a. You should save your animation project to prevent losing your work due to unexpected issues. It also lets you continue editing or sharing your project later.
  - b. Speed: They work at the same speed from beginning to end without taking any breaks.  
Safety: They are used in places and areas considered dangerous for humans. They can be used for finding objects underwater and exploring other planets.
  - c.
    - 1. Analyse the task.
    - 2. Break up the task into small and simple steps.
    - 3. Follow the sequence of steps to find the possible solution.
  - d. To open an existing project, follow the given steps:
    - ❶ Click on the File menu.
    - ❷ Select the load from your computer.
    - ❸ Select the file you want to open.
    - ❹ Click on the Open button.
  - e. Internet refers to the interconnected network of millions of computers around the world.

