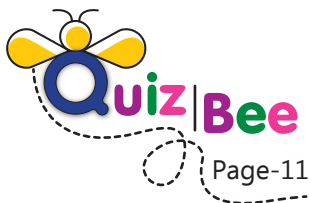


## 1. Windows 10—Advanced Features



Answer:

1. F                      2. T                      3. T

### ASSESS YOURSELF

1. a. (i)                      b. (iv)                      c. (ii)                      d. (ii)
2. a. file explorer                      b. right                      c. downloads                      d. Control Panel
3. a. Clock and Region is used to change the date, time and language settings of your computer. It is also used to change the region where the computer is being used.  
b. Navigation pane is used to quickly jump between libraries and folders.  
c. Disk Cleanup tool is used to delete the files and clean the hard disk of the computer without affecting its functions.  
d. To change the colour settings, follow the given steps:
  - 1 Right-click on the Desktop and choose Personalize option.
  - 2 Click on Colors option.
  - 3 Scroll down and choose the desired colour.
4. a. Appearance and Personalization  
b. Disk Cleanup



Answer:

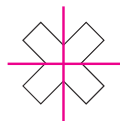
a.



b.



c.



## 2. Word 2016—Advanced Features



Answer: Line spacing

### ASSESS YOURSELF

1. a. (iii)                      b. (iii)                      c. (ii)                      d. (iii)                      e. (iii)
2. a. Font                      b. Alignment                      c. Layout                      d. replace
3. a. T                      b. F                      c. T                      d. F
4. a. Find option is used to find a specific word or a phrase after typing a document.  
b. Four types of alignment are Align Left, Center, Align Right, Justify.  
c. To increase or decrease line spacing, follow these steps;
  - 1 Select the text or paragraph.
  - 2 Click on the Line and Paragraph Spacing option in the Paragraph group.
  - 3 Select the desired spacing option
- d. To highlight text, follow these steps:
  - 1 Select the text you want to highlight.
  - 2 Click on the Text Highlight Color tool in the Font group
  - 3 Choose the desired colour.
5. Left Align                      Center Align



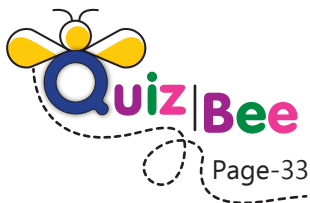
6. a. Text Highlight Color
- b. Find and Replace



Answer:

- a. Align Left Align Right Left Indentation Align Justify
- b. Highlight Arial Times New Roman Calibri

### 3. Formatting in PowerPoint



Answer: 1. F 2. T 3. T

#### ASSESS YOURSELF

1. a. (ii) b. (i) c. (ii) d. (iii)
2. a. Insert b. template c. WordArt d. Format background  
e. Gradient
3. a. Insert tab b. Rotate handle c. Illustrations  
d. WordArt Styles group e. File Tab
4. a. Insert a picture in two ways: This Device and Online pictures.  
b. Apply the textured fill to all the slides, you can click on the Apply to All option.  
c. To insert an online picture in PowerPoint, follow these steps:
  - 1 Click on the Insert tab.
  - 2 Click on Online Pictures command.
  - 3 Select the desired picture.
  - 4 Click on the Insert button.

d. To use online templates, follow these steps:

- 1 Click on the File tab.
- 5 Click on New option.
- 3 Click on Online templates.
- 4 Select the template you like.
- 5 Click on Create button.

e. Yes, PowerPoint allows the usage of WordArt. To add WordArt to a presentation, follow these steps:

- 1 Select the text.
- 2 Click on the Format tab.
- 3 Click on the Quick Styles command in the WordArt Styles group.
- 4 Select the desired WordArt style.

5. a. Shapes b. Quick Styles



Answer:

a.

4	1	2	3
2	3	4	1
3	4	1	2
1	2	3	4

b.

1	4	2	3
3	2	1	4
2	3	4	1
4	1	3	2

c.

3	2	1	4
1	4	3	2
4	1	2	3
2	3	4	1

## Periodic Assessment-1

(Based on chapters 1 to 3)

1. a. Downloads b. Documents c. Music d. Pictures e. Videos
2. a. F b. T c. T d. T
3. a. Ctrl + F b. Ctrl + H c. Ctrl + J d. Ctrl + R
4. Format Background





Page-46

## ASSESS YOURSELF

- 

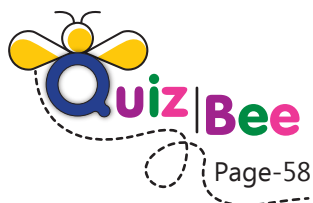
3. Click on the More drop-down arrow in the Transition to This Slide group.
4. Click the desired transition effect for your slide.
5. Entrance animation effect is used to add effect to the object while it is appearing on the screen. Emphasis animation effect is used to put emphasis on an object.
6. a. text Effects, Text Transition and WordArt.  
b. Transition
7. a. Yes, the slide is using a theme.  
b. WordArt  
c. Yes, this presentation is using SmartArt from List category.



Answer:

- a. 26                                  65
- b. LMQ                                  LMR

## 5. Excel 2016—An Introduction



Answer: The cell that is highlighted in a spreadsheet is known as the active cell.

### ASSESS YOURSELF

1. a. (ii)                                  b. (iii)                                  c. (i)                                  d. (ii)                                  e. (i)
2. a. Spreadsheet                      b. Tabs                                  c. Excel                                  d. Status bar
3. a. Close button                      b. Active cell                                  c. Ctrl+A                                  d. .xlsx  
e. Formula bar
4. a. Save, Open, Print  
b. Components of excel window are as follows: Formula bar, name bar, Active cell, and Ribbon.



c. To rename a worksheet, double click on the worksheet tab and type the name you desire.

d. Uses of excel are:

- **Storing and Analysing data:** You can store data into numerous individual worksheets and analyze it accordingly.
- **Sharing Data:** Excel 2016 allows users to share data with other users. You can import data from other resources like Microsoft Word and export data into other file formats.

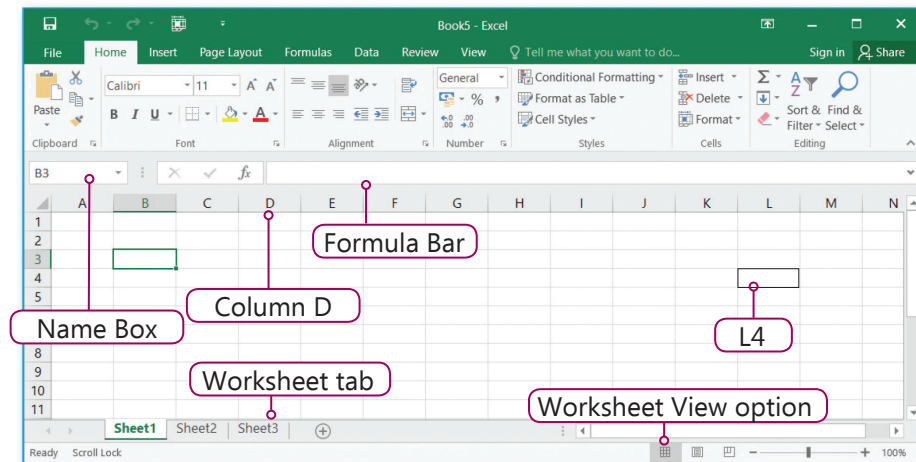
e. To create a new workbook in excel, follow these steps:

- 1 Click on the File tab.
- 2 Click on New.
- 3 Under Available Templates, click on the Blank workbook.
- 4 Click and start typing.

5. a. He can use the + sign to add a new worksheet.

b. Formula Bar

6.



(i) B3

(ii) Book5

(iii) 3

(iv) Sheet1



{CODING ZONE}

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Coding Zone

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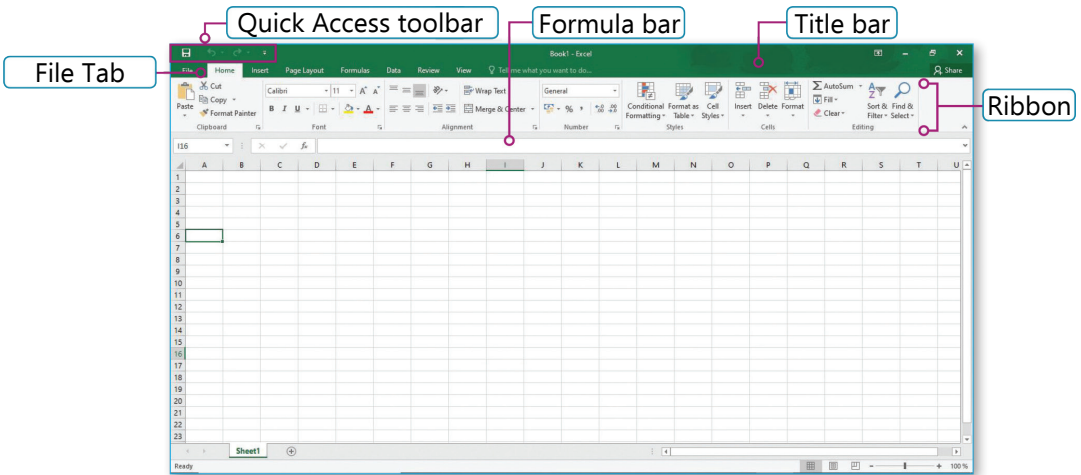
Coding Zone

Do it yourself

# Periodic Assessment–2

(Based on chapters 4 & 5)

1.



2. a. Standard                      b. both                      c. Left hanging                      d. Right hanging
3. B4

## Test Sheet–1

(Based on chapters 1 to 5)

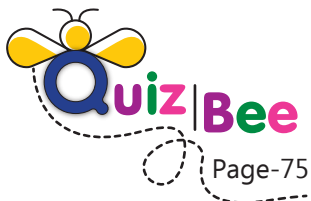
1. a. (i)                      b. (ii)                      c. (iii)                      d. (ii)                      e. (i)  
f. (i)
2. a. File Explorer                      b. Font                      c. Insert                      d. Tabs  
e. Format Background
3. a. T                      b. F                      c. F                      d. T                      e. F
4. a. (v)                      b. (iii)                      c. (i)                      d. (ii)                      e. (iv)
5. a. Control Panel                      b. Rotation handle                      c. Active cell                      d. Animation
6. a. Navigation pane is used to quickly jump between libraries and folders.  
b. WordArt is a text style that can be applied to the text to make a presentation more attractive.  
c. To apply line spacing, follow these steps:  
    1 Select the text or paragraph.  
    2 Click on the Line and Paragraph Spacing option in the Paragraph group.  
    3 Select the desired spacing option.



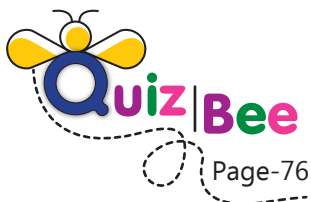
d. To add transition effects to slides, follow the given steps:

- 1 Click on the Transitions tab.
- 2 Select the slide on which a transition effect is to be applied.
- 3 Click on the More drop-down arrow in the Transition to This Slide group.
- 4 Click the desired transition effect for your slide.

## 6. Editing in Excel 2016



Answer: a. Undo                      b. Redo



Answer: a. Cut                        b. Copy

### ASSESS YOURSELF

1. a. (i)                                  b. (ii)                                  c. (iii)                                  d. (ii)
2. a. header                              b. delete                              c. Clipboard                              d. undo
3. a. T                                      b. F                                      c. T                                      d. F                                      e. T
4. a. Moving the data means to cut the data from the original location and paste it from somewhere else.  
b. To select a column, place the mouse pointer on the column header of the column to be selected. The mouse pointer will change to an arrow. Now click on the column header, the entire column gets selected.  
c. To insert a column in a worksheet, right click on the column and click on the Insert option.  
d. Autofill allows us to quickly fill cells with repetitive or sequential data. Data can be filled down in a column or across a row.  
e. To change the column width, follow these steps:

- 1 Select the column and click on the Format option in the Cells group.

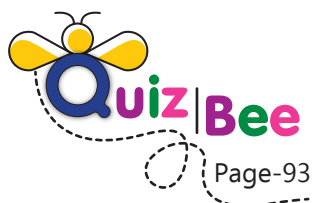
2. Select the Column Width option.
  3. Specify the new Column Width value.
  4. Click on OK button.
5. a. Specify the new Row Height  
b. Undo command



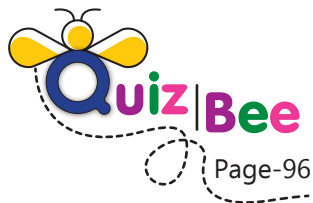
Answer:

1. d.      2. b.

## 7. E-mail and Malware Safety



Answer: @



Answer. Worm

### ASSESS YOURSELF

- |  |                 |            |                   |
|--|-----------------|------------|-------------------|
| 1. a. (i)  | b. (ii)         | c. (iii)   | d. (ii)           |
| e. (iv)  | f. (iv)         |            |                   |
| 2. a. Domain   | b. Carbon       | c. Compose | d. Attachments    |
| e. Signing out   | f. Malware      | g. Norton  |                   |
| 3. a. E-mail   | b. Inbox        | c. Subject | d. E-mail address |
| e. Micro Virus   | f. Trojan horse |            |                   |
| 4. a. 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 mail.
  - b. Cc: Cc stands for Carbon Copy. We type the e-mail address of the people we want to send a copy of the e-mail to.  
Bcc: Bcc stands for Blind Carbon Copy. If we want to keep someone hidden from all the other recipients of our message, then their e-mail address is written here.
  - c. The 'Reply' option fills in the sender's address and subject, making it easy to respond quickly.
  - d. To attach a file to an e-mail steps are:
    - 1 Click on the Attach files option.
    - 2 Browse and select the file you want to attach.
    - 3 Click on Open button.
  - e. Worms spread by themselves, while viruses need a file or program to spread.
  - f.
    - The memory of the computer gets occupied and storage capacity lowers.
    - Programs start crashing and do not run properly.
    - Files get deleted and replaced automatically on the computer.
5.
  - a. Attach files
  - b. Forward
  - c. Trojan horse



{CODING ZONE}

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Coding Zone

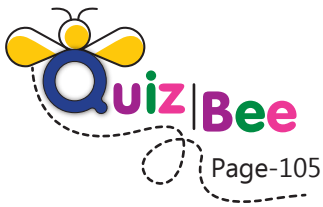
[]

Coding Zone

1. C
2. -50
3. The words arranged in alphabetical order are:
  - Handmade
  - Harvest
  - Hemisphere
  - Highlight
  - Hierarchy
  - Husband
  - Hungry



## 8. Data Processing



Answer: a. (ii)                      b. (ii)

### ASSESS YOURSELF

- (ii)
  - (i)
  - (iv)
- Data refers to the raw input and processed data is known as information.
  - Kristina likely chose a tabular format to organize the data clearly, making it easier for the audience to compare and understand the information quickly.
  - Tables, Pictures, Maps and Pictograms.
  - OVCFL.
- Ahsan keeps his books in alphabetical order for easy and quick access.
  - Decoding

### Periodic Assessment-3

(Based on chapters 6 to 8)

1.

	A	B	C	D	E	F	G	H	I	J	K
1											
2											

Select an entire row

Select an entire worksheet

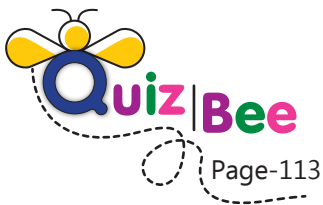
	A	B	C	D
1				
2				
3				
4				
5				
6				

Select entire column

	A
1	
2	
3	
4	
5	
6	

2. a. Forward  
b. Antivirus program
3. a. Quick Heal – Antivirus  
b. Trojan Horse – Malware  
c. Norton – Antivirus  
d. Worms – Malware
4. a. Data refers to the raw input.  
b. Zenbo is a smart robot designed to assist with daily tasks and provide entertainment, not specifically for learning coding.

## 9. More on Scratch



Answer: ask and wait block

### ASSESS YOURSELF

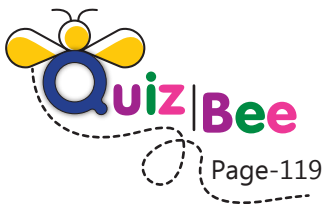
1. a. (i)                      b. (iii)                      c. (ii)                      d. (ii)
2. a. T                      b. T                      c. F                      d. F
3. a. Sprites                      b. Ask and wait                      c. Variables                      d. Motion Block
4. a. It checks whether its sprite is touching a specified colour. If it is, the block returns `true`. It is used with an if-then block.  
b. Drag touching mouse-pointer? block from Sensing, click dropdown, and select edge.  
c. To create a variable, follow the given steps:
  - 1 Click on the Variables Block.
  - 2 Click on Make a variable.
  - 3 Type a name in New Variable name box.
  - 4 Select whether the block is 'For all sprites' or 'For this sprite only'.
  - 5 Click on OK button.
- d. It holds the most recent text entered with the Ask () and Wait block.

5. Local variables can only be accessed or modified by the sprite where they were created, whereas a global variable can be created on any sprite and it can be accessed or modified by all the sprites used in the project.
6.
  - a. This block is used to ask a question to the user.
  - b. This block is used to check whether the sprite is touching anything. This block is commonly used with the if block to perform a conditional check.
7.
  - a. Ishita should create a variable "for all sprites".
  - b. Motion block



Do it yourself.

## 10 Creating Game in Scratch



Answer: Paint option is used to paint a new backdrop.

### ASSESS YOURSELF

1.
  - a. (ii)
  - b. (i)
  - c. (ii)
2.
  - a. T
  - b. F
  - c. F
  - d. T
- 3.

3 ask What is your name? and wait

5 say length of answer

1 when clicked

2 set Name to answer

4 say Hello! for 2 seconds



4.
  - a. Broadcast block is used to send messages among the sprites.
  - b. Text tool
  - c. To create a variable, follow these steps:
    - 1 Click on the Data Block.
    - 2 Click on Make a variable.
    - 3 Type a name in New Variable name box.
    - 4 Select whether the block is 'For all sprites' or 'For this sprite only'.
    - 5 Click on OK button.
  - d. To add the text, follow the given steps:
    - 1 Click on the Text tool to add the title of the game.
    - 2 Click on the main painting area.
    - 3 Type the title of the game. You can choose font colour and font as per your choice.

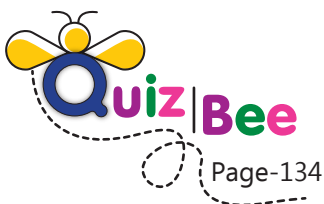
To move and resize the text, follow the given steps:

    - 1 Click on the Select tool to move the text to the top-right corner of the screen by using the drag-and-drop method.
    - 2 Use the resizing handles to adjust the size.
5.
  - a. Paint option
  - b. It checks whether its sprite is touching a specified colour. If it is, the block returns 'true'. It is used with an if-then block.



Do it yourself.

## 11. Evolution of Artificial Intelligence



Answer: Siri and Cortana

### ASSESS YOURSELF

1.
  - a. (i)
  - b. (iii)
  - c. (i)
  - d. (ii)

Trackpad (Ver 2.1)-V (Answer Key)



15

2. a. F                                      b. F                                      c. F                                      d. T
3. a. Spirit and Opportunity                                      b. Kinect for XBox 360                                      c. Sophia  
d. Asimo
4. a. Google Home is a smart speaker Google released in 2016.  
b. John McCarthy was the first person to coin the term Artificial Intelligence in the DartMouth Conference held in 1956.  
c. Artificial Intelligence or AI refers to software technologies that give machines or robots the intelligence to perform tasks generally performed by intelligent beings.  
d. The 1970s saw an expansion of the computer era with the development of much quicker and affordable machines, with higher storage capacity. Their characteristics include abstract thinking, self-recognition, and could accomplish natural language processing.  
  
The development of the intelligent robot WABOT (Waseda robot) possessing human-like characteristics began in Japan at Waseda University.  
e. Speech recognition, decision-making, language translation, and visual perception are some examples of human intelligence that artificial intelligence may possess.
5. a. Amazon Alexa      2014  
b. WABOT-2      1984  
c. ASIMO      2000  
d. Google Home      2016
6. a. Google Self-Driving Car(Waymo)  
b. Kinect for Xbox 360:



- a. 21      81                                      b. 50, 25, 12.5

## Periodic Assessment-4

(Based on chapters 9 to 11)

1. a. Wabot-2                      b. Jabberwacky                      c. Kismet                      d. Roomba  
e. Amazon Alexa                      f. ASIMO



2. 3 ask What is your name? and wait
- 5 say length of answer
- 1 when clicked
- 2 set Name to answer
- 4 say Hello! for 2 seconds

3. Paint

## Test Sheet–2

(Based on chapters 6 to 11)

1. a. (i) b. (iv) c. (i) d. (i) e. (iii)
2. a. Clipboard b. Signing out c. Header d. ask...and wait  
e. email accounts
3. a. T b. T c. T d. F e. T
4. a. (iii) b. (i) c. (v) d. (ii) e. (iv)
5. a. Motion category b. Carbon Copy c. WABOT d. Spyware e. Autofill
6. a. To insert cell, right click on the required area and click on insert option. Click on the Shift cells to the right or down option to insert the cell in the required place.  
b. Google released Google Home in 2016. It uses AI to act as a personal assistant helping the user by reminding tasks, creating appointments, and searching for information by voice.  
c. To create an e-mail account, follow these steps:
  - 1 Type 'www.gmail.com' in address bar of the browser.
  - 2 Select the Create account option
  - 3 If you want to create an e-mail for personal use, click on For myself option or for business purposes, click on To manage my business option.
  - 4 Fill in the required details and click on Next button.
  - 5 Fill your details and click on Next button.
  - 6 Google will ask your permission to send you a verification code to verify your phone number. Click on Next button.



- 7 Enter the verification code.
- 8 Click on the Verify button.
- 9 Read the terms and conditions.
- 10 Click on I agree button.

d. A worm is a self-propagating program that works without human intervention. It is a kind of malware that uses a computer network to send copies of itself to another computer on the same network. It does not require human action to activate it. But for the worm to be activated, someone needs to insert it directly into a network of interconnected computers where information can be exchanged between them.

e. Tables, Pictures, Maps and Pictograms.

