Answer Key

Class 3

Trackpad iPRO (Ver. 4.1)

1. A Computer System

One Touch Learn

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

B. 1. CU   2. Microcomputers   3. CPU   4. Monitor   5. Input devices

C. 1. T   2. T   3. F   4. F   5. T   6. F

D. 1.   2.   3.

Let's Do It

A.
1. A computer is an electronic machine which is made up of various devices.
2. Paint and MS Word are two examples of application software.
3. Supercomputer is the largest and fastest of all types of computers. It can process very large amount of data quickly.

B.
1. CPU does all the calculations, runs all the programs and manages all the operations.
2. A computer accepts data and instructions through input devices whereas a computer displays the results of the processed data through the output devices.
3. IPO (Input-Process-Output) cycle means computer takes the input, process it and gives us the output.
4. Two differences between microcomputers and minicomputers:

   Microcomputers
   i. Microcomputers are made to be used by one person at a time.
   ii. They are used as Personal Computers.

   Minicomputers
   i. Minicomputers are small general-purpose computers with the capability to serve a number of users simultaneously.
   ii. They are used for scientific and business applications.

C. 1. Headphones

2. Printer

Higher Order Thinking Skills (HOTS)

1. Joystick

2. Pendrive and DVD

Crack The Code

1. Printer　　2. Scanner　3. Speakers　　4. Mircrophone

FUN in LAB

Do it yourself.

2. GUI Operating System—An Introduction

One Touch Learn

A. 1. b.　　2. b.　　3. b.　　4. b.

B. 1. Microsoft Corporation　　2. Icons　　3. Desktop　　4. I Beam

C.

1. Normal

2. Working in Background

3. Double-headed Arrow

4. Busy

5. Four-headed Arrow

6. I Beam

a.
b.
c.
d.
e.
f.

D. 1. T   2. F   3. T   4. F

Let's Do It

A. 1. Icons and Taskbar are two components of Windows 10 desktop.

2. The image in the background of the icons is called desktop background.

3. The double-headed arrow shape of a mouse pointer is used for resizing windows or pictures.

B. 1. To sort desktop icons, follow the given steps:

Step 1 Right-click on the desktop and select Sort by option.

Step 2 Click any option to arrange the icons in that order.

2. To set the screen saver, follow the given steps:

Step 1 Right-click on the desktop and select Personalize option.

Step 2 Click on the Lock screen.

Step 3 Select the Screen Saver Settings.

Step 4 Click on the down arrow of Screen Saver.

Step 5 Choose any screen saver you want to use.

Step 6 Enter the number of minutes.

Step 7 Click on the Apply button.

Step 8 Click on the OK button.

3. To shut down the computer, follow the given steps:

Step 1 Click on the Start button.

Step 2 Click on the Power option.

Step 3 Select the Shut down option.

C. 1. Nitin can use the "Screen Saver" feature.

2. Use the "Sort by" option on right-clicking the desktop.

Higher Order Thinking Skills (HOTS)

1. The small graphical representation is called an "Icon".

2. Look at the "Clock" on the right side of the taskbar.

Crack The Code

1. COMPUTER SYSTEM   2. RECYCLE BIN   3. START BUTTON   4. FOLDER

FUN in LAB

Do it yourself.

3. Word Processor—An Introduction

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

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

C. 1. Backspace   2. File tab   3. Status bar   4. Window control buttons   5. Zoom slider

Let's Do It

A. 1. Word is used to write text on the computer.

2. Ribbon, Tabs and Title bar are three components of the Word window.

3. Inserting text refers to add text in the document whereas, deleting text refers to remove text in the document.

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

Step 1 Click on the File tab.

Step 2 Select New option.

Step 3 Click on the Blank document option.

2. To open a saved document in Word, follow the given steps:

Step 1 Click on the File tab.

Step 2 Click on Open option.

Step 3 Double click on This PC option and select the location.

Step 4 Select the file.

Step 5 Click on the Open button.

3. To save your document in Word, follow the given steps:

Step 1 Click on the File tab.

Step 2 Select Save or Save As.

Step 3 Double click on This PC option and select the location.

Step 4 Type a name for your file in the File name: box.

Step 5 Click on the Save button.

C. 1. Status bar displays the total number of pages.

2. Press the Enter key to start a new paragraph.

Higher Order Thinking Skills (HOTS)

1. Those are Tabs—each contains related functions/commands.
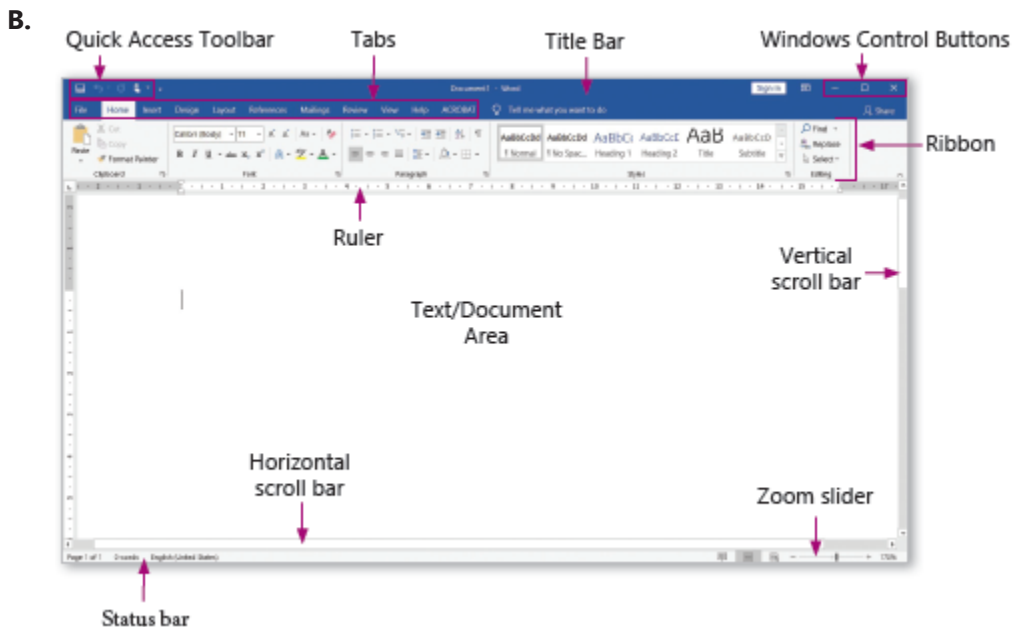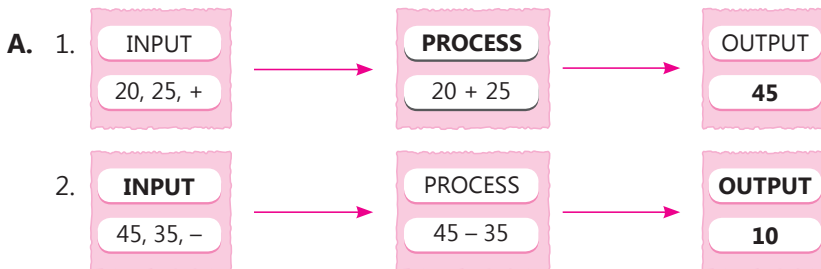2. Click on File tab → Select Print → Click on Print button.

Crack The Code

A. 1. Ctrl + S 2. Ctrl + O 3. Ctrl + P 4. Alt + F4 5. Ctrl + N

B. 1. Title bar 2. Ribbon 3. Quick Access Toolbar 4. Status bar

FUN in LAB

Do it yourself.

Worksheet-1
(Based on chapters 1 to 3)

A. 1.

INPUT	→	PROCESS	→	OUTPUT
20, 25, +		20 + 25		**45**

2.

INPUT	→	PROCESS	→	OUTPUT
45, 35, −		45 − 35		**10**

B.

C. 1. Start Button   2. CPU   3. Taskbar   4. Windows 10

Test Sheet–1
(Based on chapters 1 to 3)

Section A

A. 1. b.   2. c.   3. c.

B. 1. T   2. T   3. T

C. 1. CPU   2. File tab   3. I Beam

Section B

A. 1. A computer is an electronic machine which is made up of various devices.

   2. Busy shapes of a mouse pointer shows that the computer is busy and wants you to wait.

   3. Word 2019 is used to write text on the computer.

B. 1. Steps to open a saved document:

   Step 1 Click on File tab.
   Step 2 Click Open option.
   Step 3 Find the file to be opened and click the Open button.

   2. A computer accepts data and instructions through input devices whereas a computer displays the results of the processed data through the output device.

4. The Internet—An Introduction

One Touch Learn

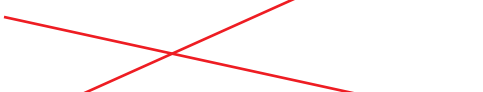**A.** 1. a.   2. c.   3. c.   4. c.   5. c.
B. 1. F   2. T   3. F   4. T   5. F
C. 1. World Wide Web   2. Google drive   3. Home Page   4. Internet   5. Web Browser

D.

1. Google Chrome — c.

2. Microsoft Edge — a.

3. Mozilla Firefox — d.

4. World Wide Web — b.

Let's Do It

A. 1. Internet is a network of computers connected all over the world.

2. Website is a collection of Web pages under one website address.

3. Uniform Resource Locator (URL) is a unique address of every web page. URLs are the key to navigate the web.

B. 1. Copying the data from the client computer (user's computer) to the host computer (server) is known as Uploading whereas, getting the data from the host computer (server) to the client computer (user's computer) is known as Downloading.

2. Two disadvantages of Internet are:

(i) Internet can be potential source of online threats and malware attacks.

(ii) Internet is addictive and can lead to wastage of time.

3. (a) **Good Digital Citizen:** Digital citizen know the rules and limitation of the Internet. Digital citizen also helps to protect others on Internet.

(b) **Online Shopping:** Online Shopping is buying and selling of products all over the world through the Internet.

C. 1. You enter the URL in the address bar of the web browser.

2. Inform your parents or teacher about the rude comment.

Higher Order Thinking Skills (HOTS)

1. Suggest her to buy clothes online .

2. Steps to visit ISRO official website:

Step 1 Open Microsoft Edge

Step 2 Type www.isro.gov.in in the address bar

Step 3 Press Enter.

Crack The Code

A. 1. Digital citizen   2. Website   3. E-mail   4. Flipkart   5. Web browser   6. WWW

FUN in LAB

Do it yourself.

5.   Fun with Paint

One Touch Learn

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

B. 1. F   2. T   3. T   4. F

C.
1. Ctrl + S   a. Cut a part of a drawing
2. Ctrl + X   b. Saving a drawing
3. Ctrl + C   c. Paste a part of a drawing
4. Ctrl + V   d. Copy a part of a drawing

Let's Do It

A.
1. Paint program is used to draw and colour the pictures.

2. The three components of Paint window are Drawing Area, Ribbon and Tittle bar.

3. The Color Picker Tool is used to pick a colour from an existing object and reuse in other object within the same drawing area.

4. Skew Command is used to stretch the image from one end while other end remains fixed.

B.
1. Copy and Paste command gives the duplicate image of a drawing whereas, Cut and Paste command deletes the image from one place and pastes it to another place.

2. Steps to Resize an image are:

Step 1 Click on Home tab.

Step 2 Click on Select command.

Step 3 Make the desired selection.

Step 4 Click on Resize. command.

Step 5 Uncheck Maintain aspect ratio.

Step 6 Enter the Horizontal value (width) or vertical value (height).

Step 7 Click on OK button.

3. Rectangular Selection is used to select the drawing in rectangular form as per need. Whereas, Free-form Selection is used to select the drawing in free-form as per need.

4. Steps to save a file in JPEG format are:

Step 1 Click on the File tab.

Step 2 Click on Save as option.

Step 3 Select the required format.

Step 4 In the File name: box, type the file name.

Step 5 Click on Save button.

C. 1 Cloud Callout

2. Eraser Tool

Higher Order Thinking Skills (HOTS)

1. flipped horizontally or vertically

2. Pick Color tool

Crack The Code

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

FUN in LAB
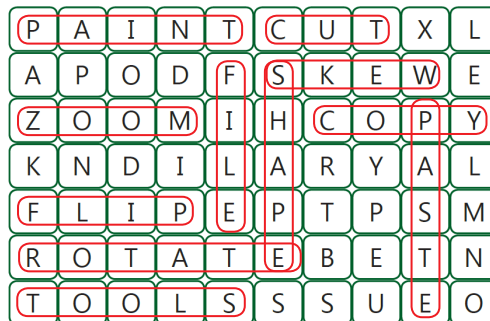
Do it yourself.

6. File Management—Organisation of Folders

One Touch Learn

A. 1. a.　　2. b.　　3. c.　　4. c.　　5. a.

B. 1. T　　2. F　　3. T　　4. F

Let's Do It

A. 1. A file is a collection of related information.

2. The purpose of saving a file is that it can prevent our work from getting lost.

3. A folder within a folder is called a subfolder.

B. 1. Steps to save a file are:

Step 1 Click on the File tab.
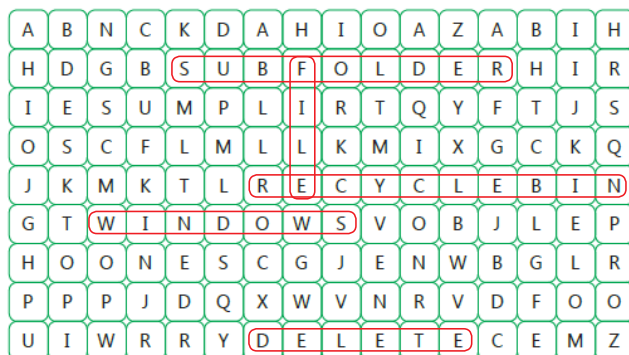
Step 2 Select Save or Save As option.

Step 3 Double click on This PC option.

Step 4 Select the location where you want to save your file.

Step 5 Type the name in the File name: text box.

Step 6 Click on the Save button.

2. Steps to create a folder on desktop are:

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

Step 2 Click on the Folder option.

3. Steps to delete a file are:

Step 1 Open the folder that contains the file you want to delete.

Step 2 Select the file you want to delete.

Step 3 Click on the Delete option.

Step 4 Click on Yes button.

C. 1. She can find them in the Recycle Bin.

2. He should use the Delete option.

Higher Order Thinking Skills (HOTS)

1. I will create a new folder on the desktop and move all the 12 pictures into that folder to keep the desktop neat and organised.

2. I will tell him that saving the essay helps to keep my work safe, so I can open and read or edit it later without losing anything.

Crack The Code

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

FUN in LAB

Do it yourself.

Worksheet–2
(Based on chapters 4 to 6)

A. 1. Microsoft Edge 2. Polygon Shape Tool 3. Eraser
4. Spreadsheet File 5. Folder 6. Brush tool

B. 1. INTERNET 2. PENCIL TOOL 3. MOZILLA FIREFOX
4. DOCUMENT FILE 5. RECYCLE BIN

C. 1. World Wide Web 2. Joint Photographic Experts Group
3. Uniform Resource Locator 4. Portable Network Graphics

D. 1. Ctrl + S 2. Ctrl + C 3. Ctrl + W 4. Ctrl + V 5. Ctrl + X 6. Ctrl + D

Test Sheet–2
(Based on chapters 4 to 6)

Section A

A. 1. (iii) 2. (iii) 3. (iii)

B. 1. F 2. T 3. F

C. 1. Website 2. icon 3. Internet

Section B

A. 1. Uniform Resource Locator (URL) is a unique address of every web page. URLs are the key to navigate the web.

2. Rotate command is used to change the position of the drawing at different angles.

B. 1. A file contains a collection of related information whereas, a folder is like a file cabinet in which we can keep our files.

2. Copy and Paste command gives the duplicate image of a drawing whereas, Cut and Paste command deletes the image from one place and pastes it to another place.