1. Categories of Computers and Computer Languages

One Touch Learn

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

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

C. 1. Microcomputer 2. laptop 3. instructions
     4. programming 5. assembler

Let's Do It

A. 1. A minicomputer is bigger, more expensive, and more powerful than a microcomputer. It is mainly used for scientific and engineering computations and can serve multiple users at once.

2. An embedded computer is a special type of microprocessor based system that is developed for performing a specific task, such as those used in digital cameras, ATMs, and microwaves.

3. C and BASIC are the types of 3GL.

4. An assembler is a program used to translate assembly language into machine language so that the computer can understand and execute the program.

5. A computer language is the means by which instructions and data are transmitted to the computer to perform specific tasks. It includes a set of words, symbols, and codes that the computer can understand.

B. 1. A handheld computer is a small computing device that can be held in the hand or kept in the pocket. It typically has a touchscreen for input.

   Examples: Smartphone and Smartwatch

2. A digital computer is a type of computer that uses digits (0s and 1s) to generate, process, and display data.

   Examples: Laptop and Smartphone

3. The differences between HLL and LLL are:

HLL	**LLL**
a. Machine independent	a. Machine dependent
b. Easy to understand	b. Difficult to understand
c. Coding contains English words	c. Coding is in the form of 0 and 1 or 'Mnemonics'
d. Example: C, C++	d. Example: Machine language, Assembly language

4. The advantages of High-level languages are:

   (i) High-level language is user friendly.

   (ii) In High-level language it requires less time to write a program.

   (iii) High-level language is easier to maintain.

   (iv) High-level language is problem oriented rather than 'Machine Based'.

5. A Compiler translates the entire source code into machine language at once and shows all errors together.

   An Interpreter translates and executes the source code line-by-line, showing errors one at a time.

C.
1. Yes, Mini is correct. A washing machine with features like water heating and level sensing contains a microprocessor and is designed to perform specific tasks, which makes it an embedded computer.

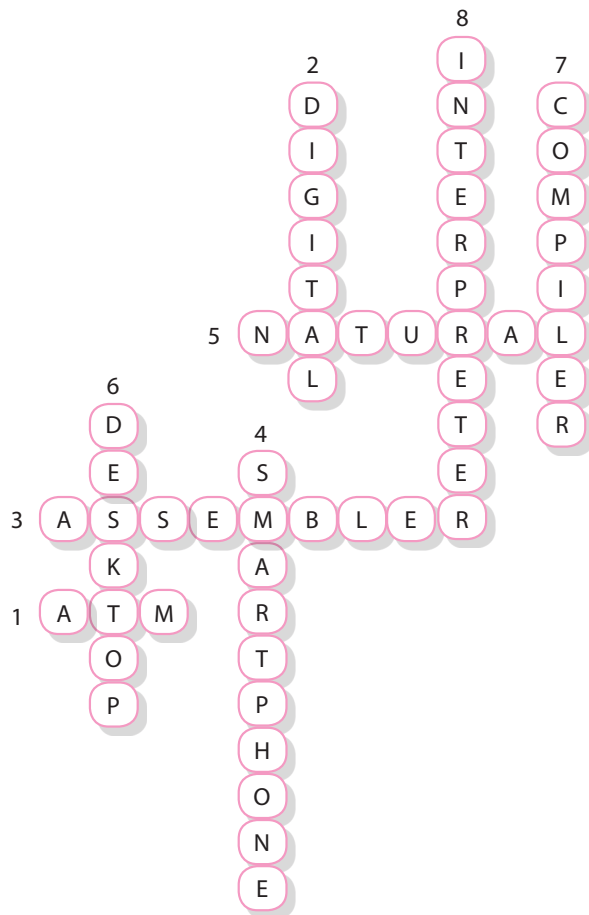2. 1st Generation – Machine Language (0s and 1s)

   2nd Generation – Assembly Language (uses mnemonics)

   3rd Generation – High-Level Languages like C, BASIC

   4th Generation – Very easy-to-use languages like SQL, Python

   5th Generation – Natural Languages used in AI and expert systems

Crossword:

8. INTERPRETER
2. DIGITAL
7. COMPILER
5. NATURAL
6. DESKTOP
3. ASSEMBLER
4. SMARTPHONE
1. ATM

FUN in LAB

Do it yourself.

2. File Management—Organisation of Data

One Touch Learn

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

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

C. 1. File format 2. sorting 3. .pptx 4. Partitions 5. asterisk

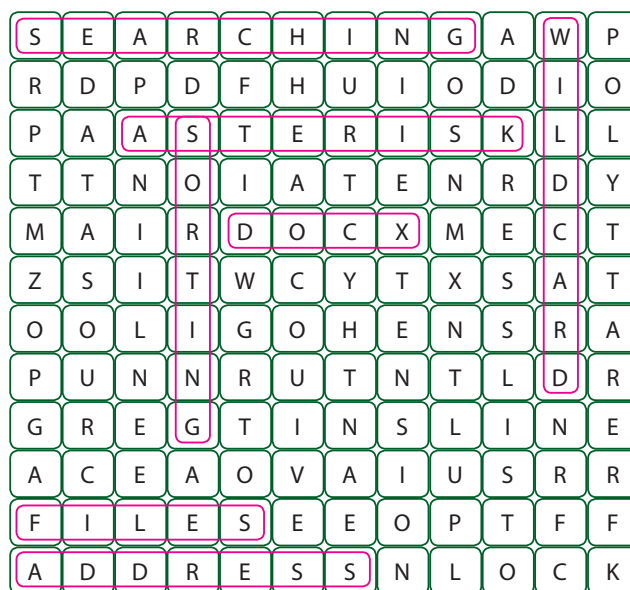**D.** 1. d. 2. c. 3. e. 4. a. 5. b.

Let's Do It

A. 1. Data is arranged in a computer by type, by size, by name and by date of creation and modification.

2. Sorting is used to arrange the files in a computer.

3. Examples of file extensions are .docx and .pptx.

4. Show windows side by side

B. 1. The Asterisk (*) is used to replace a string of characters, while the Question mark (?) is used to replace only a single character.

2. File Explorer is a tool in Windows that helps us to organise and manage files and folders. It allows us to copy, move, rename, sort, and search files and folders.

3. The two wildcards used are Asterisk (*) and Question mark (?).

Asterisk is used to replace a string of characters in the search term. This implies that if we place an asterisk in our search term, then Windows will search for a file name or folder name with the given characters and any other text string.

Question mark replaces a single character or symbol. It represents only one character, so it searches for only one character. For example, when we type "C?M" in the search box of the File Explorer, it will display only files or folders with names that have three characters, where the first and third characters are C and M.

4. When we work on a computer, we might need to work on more than one file at a time or open more than one application at a time. For example, while working on a Word file, we would be using Google for searching notes and PowerPoint for making the presentation. If we need some images for the presentation, we would have the image folder open in File Explorer as well windows allows us to work with multiple applications .

C. 1. She can identify them by their file extensions. The text file will have .docx and the presentation file will have .pptx extension.

2. Yes, he should use the Sort by Name option to organise his files alphabetically and quickly locate the ones starting with "HW."

Higher Order Thinking Skills (HOTS)

1. I will type k*d in the search box. The asterisk (*) will replace any number of characters between 'k' and 'd'.

2. File formats are important because:

(i) They help the operating system to identify the type of file.

(ii) They decide which application can open the file correctly.

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

FUN in LAB

Do it yourself.

3. Word Processor—Tabular Representation

One Touch Learn

A.	1. b.	2. b.	3. c.	4. a.	
B.	1. F	2. T	3. T	4. F	5. F
C.	1. Resizing	2. Merging	3. Layout	4. Design	5. Delete Rows

Let's Do It

A.
1. The intersection of a row and a column in a table is called a cell.
2. Table Styles is a feature with which a user can format the entire table quickly.
3. Shading is an option to apply colors to cell or group of cells in a table.

B.
1. To add a row in a table, follow these steps:

   Step 1 Select the row where you want to add an additional row.

Step 2 Click on the Layout tab.

Step 3 Click on the desired option.

2. To insert a table, follow these steps:

Step 1 Click on the Insert tab.

Step 2 Click on the Table drop-down arrow.

Step 3 Click on the top left corner of the grid and drag the mouse to highlight the number of columns and rows you want in the table.

The table will be inserted into the document.

3. To merge two cells, follow these steps:

Step 1 Select the cells to be merged.

Step 2 Click on the Layout tab.

Step 3 Click on the Merge Cells command.

The selected cells are merged as one cell.

4. Splitting cells in a table is dividing one cell into two or more cells whereas Merging cells in a table is combining two or more cells in the same row or same column into a single cell.

C. 1. Aman should use Tables to organise the data in easy to read method.

2. Ms Shalini should use Merge Cells option.

Higher Order Thinking Skills (HOTS)

1. To apply Border and Shading styles, follow the given steps:

Step 1 Select the table.

Step 2 Click on the Design tab.

Step 3 Click on down-arrow in Borders.

Step 4 Select Borders and Shading.

Step 5 Modify the Style, Color and Width options from the Borders tab.

Step 6 Click the down arrow button of the Fill option under the Shading tab.

Step 7 Choose the colour of your choice.

Step 8 Click on the OK button.

2. AutoFit Contents options is in Cell Size group under Layout tab. AutoFit is used to make the column in a table automatically fit the contents.

Crack The Code

1. Delete   2. Insert above   3. Insert below

4. Insert Left

4. Word Processor—Mail Merge

One Touch Learn

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

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

C. 1. Mail merge   2. Main document

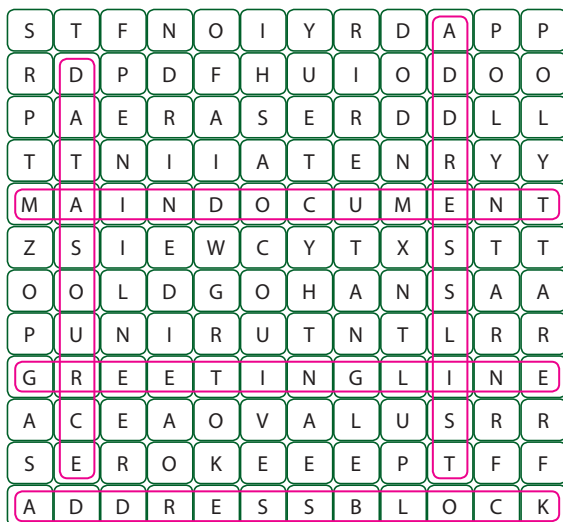   3. Mailings   4. Write and insert fields

Let's Do It

A. 1. Data source is a separate file that contains all information about recipients of the letter.

2. The name of the command used to add addresses list is Type New List.

3. Two uses of Mail Merge are: (any two)

    (a) It saves time and effort.

    (b) It allows to make changes in several letters very quickly.

B. 1. Three advantages of Mail Merge are:

    (i) It saves time and efforts.

    (ii) It allows to make changes in several letters very quickly.

    (iii) It allows to produce thousands of letters quickly.

2. There are three main components of Mail Merge in MS Word which are as follows:

    (i) **Main Document:** It is a document that contains the text of the letter which we want to send to our friends.

    (ii) **Data Source:** It is a separate file that contains all information about recipients of the letter

    (iii) **Merged Document:** It is the final document created by merging the Main Document and Data Source. It contains a list of letters with text and detail of a person.

3. Merged Document is the final document created by merging the Main Document and Data Source. It contains a list of letters with text and detail of a person.

C. 1. Rita should use Mail Merge feature to accomplish this efficiently.

2. Gunjan can use the Edit Individual Documents option after completing the Mail Merge.

Higher Order Thinking Skills (HOTS)

1. The third component of Mail Merge is the Merged Document. It contains a list of letters with the text from the first component, the Main Document, and the recipient details from the Data Source.

2. The three ways of selecting recipients for Mail Merge are:

   (i) Type a New List

   (ii) Use an Existing List

   (iii) Choose from Outlook Contacts.

Crack The Code

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

FUN in LAB

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5. Presentation—Visual Effects

One Touch Learn

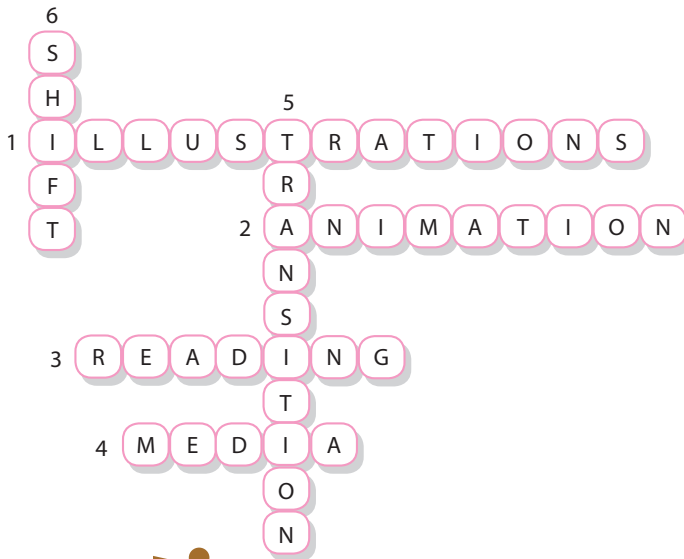|					
A. 1. b.	2. d.	3. b.	4. c.	5. a.	6. b.
B. 1. F	2. F	3. F	4. T	5. T	
C. 1. Insert video	2. slide	3. Action settings	4. object	5. create	

A. 1. Slide Show view allows to view the presentation in full screen mode.

2. Slide Sorter View shows all the slides of a presentation in a miniature version.

3. Slide transition determines how presentation moves from one slide to next whereas Animation is the addition of special visual/sound effects to the text and graphics in a slide.

B. 1. To insert sound to a presentation, follow these steps:

Step 1   Click on the Insert tab.

Step 2   Click on the Audio command.

Step 3   Choose the desired option.

Step 4   Select the file.

Step 5   Click on the Insert button.

Step 6   Click on Play/Pause button to play or pause the audio.

2. Action button is used to move from one slide to another and play media files. There are 12 different types of action buttons available in PowerPoint.

3. Four views in PowerPoint are:

a. Slide Sorter View

b. Notes Page View

c. Reading View

d. Slide Show View

C. 1. Rohan can use the Action button to move to the next slide of the presentation.

2. Pooja can use the Animation feature to different objects on her slide that must appear in a different way in the slide show.

Higher Order Thinking Skills (HOTS)

1. Notes Page View to see the slide with your speaker notes.

The Notes Page view shows you what your notes pages look like in printed form. In this view, the slide of your presentation and the speaker notes that you have added within the Notes pane for each individual slide appear together

2. To import data, follow the given steps:

Step 1   Click on the Insert tab.

Step 2   Click on the Object command.

Step 3   Select the Create from file option, if you want to import an existing file.

Step 4   Click on the Browse button. The Browse dialog box appears.

Step 5   Navigate the location where you have saved the file.

Step 6   Select the desired file.

Step 7   Click on the OK button.

Crack The Code

Crossword:
- 6 Down: SHIFT
- 1 Across: ILLUSTRATIONS
- 5 Down: TRANSITION
- 2 Across: ANIMATION
- 3 Across: READING
- 4 Across: MEDIA

FUN in LAB

Do it yourself

Worksheet-1
(Based on chapters 1 to 5)

A.
1. Desktop   Laptop
2. PDP-11   PDP-8
3. ATM   Microwave
4. Smartphone   Smart watch

B.
1. The process of writing a program is called programming.
2. Wildcard is a special character which is used to represent one or more characters.
3. A file extension is a group of two or more characters used to identify the type of a file.
4. Splitting refers to dividing one cell into two or more cells.
5. The Mail Merge feature in MS Word is used to create personalised letters to be sent to many people.

6. Notes pane is the area where a speaker can write notes for himself.

C.
1. Tables   Insert
2. Cell size   Layout
3. Cell size   Layout
4. Merge   Layout
5. Table styles Design

D.
1. Hybrid
2. Natural Languages
3. Assembler
4. Right-click
5. Table Resize Handle
6. Data Source
7. Animation
8. Slide Sorter View

Test Sheet–1
(Based on chapters 1 to 5)

Section A

A.
1. b.   2. d.   3. c.   4. c.
5. d.   6. c.   7. b.   8. d.

B.
1. Minicomputer   2. Microcomputer   3. fifth
4. MP4   5. Borders and shading   6. Mailings

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

Section B

A.
1. A smart watch is a computing device which you can wear on your wrist. It provides the features of an older watch and some advanced features of smartphone like connecting to the internet, using mobile apps, and making phone calls, etc.
2. PACE, Titan, Sunway Taihulight and Pratyush are the examples of Supercomputer.
3. Table is very useful in enhancing and analyzing the data.
4. Merged Document is the final document created by merging the Main Document and Data Source.
5. The Notes Page view shows user how notes pages look like in printed form. In this view, slide of our presentation and the speaker notes that we have added within the Notes pane for each individual slide appear together.

B.
1. A low-level language is a programming languages that is machine dependent. A program written in machine dependent language runs only on one particular type of computer.

    Two low-level languages are: Machine Language and Assembly Language.

2. A file extension is a group of two or more characters used to identify the type of a file. Two examples are: JPEG and MP4.

3. A table is an arrangement of text in form of columns and rows.

   Steps to apply a table style:

   Step 1 Select the table.

   Step 2 Click and select the design of your choice.

   The selected style will be applied to the table.

4. Three advantages of Mail Merge are:

   (i) It saves time and efforts.

   (ii) It allows to make changes in several letters very quickly.

   (iii) It allows to produce thousands of letters quickly.

5. Reading View is used when you want to view a presentation not in fullscreen but in a window with simple controls that make the presentation easy to review.

   Slide Sorter View shows all the slides of a presentation in a miniature version and allows to change their order.

6. Scratch Programming—Game Creation

One Touch Learn

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

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

C. 1. Pen 2. regular 3. stamp 4. sound 5. operators

D. 1. control block 2. looks block

   3. motion block 4. events block

Let's Do It

A. 1. Pen blocks in Scratch allow a Sprite to draw shapes and plot coloured pixels on the screen.

   2. The components of Scratch window are Sprite, Stage, Blocks palette and Scripts area.

   3. Repeat block is used to draw a pentagon.

   4. Two conditional control blocks are: Forever and Forever–if.

B. 1. The four methods to choose a sprite are:

   (i) Paint a new sprite

    (ii) Choose a sprite from the library

    (iii) Upload a sprite from file

    (iv) A new sprite from the camera.

2. Blocks are puzzle piece shapes that are used to give instructions to the computer.

   Two conditional blocks are: Control and Events.

3. The repeat block is used to run a set of instructions for a specified number of times.

   The forever block is used to run a set of instructions continuously until stopped. The instructions inside this block will be executed in a loop until the Stop button is clicked by the user.

C.   1.
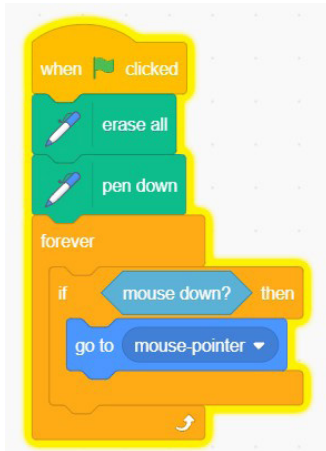
2. Sam's Scratch Game – Picking Up Garbage

   To create a game where a sprite picks up garbage items from the stage.

Block	Usage in Game
when green flag clicked	Starts the game
forever	Keeps checking for collisions or movement.
if <touching [garbage sprite v]> then	Detects when the player touches garbage.
hide	Hides the garbage sprite when it's picked.
change score by 1	Increases score each time garbage is picked.
go to [random position]	Makes garbage appear in random places.
say [Good Job!] for 2 seconds	Gives feedback when garbage is picked.
Show	To make garbage appear again (if reused).
set score to 0	Resets the score when the game starts.

1. Sounds tab
2. You can change the turn to 120 degrees to correctly draw a triangle.

Crack The Code

Do it yourself

FUN in LAB

Do it yourself

7. HTML—An Introduction

One Touch Learn

A.	1. a.	2. c.	3. c.	4. d.	5. b.
B.	1. F	2. F	3. T	4. F	5. T
C.	1. Markup	2. <Head>	3. <B>	4. <P>	5. <Sub>

Let's Do It

A. 1. HTML is a markup language that describes the structure of the web page.

2. The tags that have both opening and closing tags are called Container Tags.

3. A web page is a document that contains text, graphics, videos, audios and links to other pages.

B. 1. The <HTML> tag tells the web browser that the text contained between <HTML> and </HTML> is a web page and can be viewed using a web browser. Every web page coding must starts with the <HTML> tag and ends with the </HTML> tag.

The <body> tag specifies the main content of the web page. The text and other elements contained between <body> and </body> tags are displayed on the web page. It is a container tag.

2. Rules for writing HTML codes are:

(i) Values given to the attributes should be enclosed within the double quotes.

(ii)   Tag name should not contain spaces.

(iii)   There should be no spaces between < and > in a tag.

(iv)   Tags must be nested correctly using the LIFO principle.

3. a. **The
 Tag:** The <BR> tag is used when you want to start a new line but do not want to start a new paragraph.

b. **The <HR> Tag:** The <HR> tag is used when you want to divide your web page into different sections. It is also used when you want to draw a line between two paragraphs.

C.   1.   (i)   **ALIGN Attribute:** Used with tags like <P>, <H1>, etc., to align content (left, right, center, justify).

(ii)   **<CENTER> Tag:** Centers content on the page. It's deprecated in HTML5, and CSS should be used instead.

(iii)   **Similarities:** Both are used to align content.

(iv)   **Differences:** ALIGN works with various tags, while <CENTER> is specific to centering content. The <CENTER> tag is now deprecated in HTML5.

2.   Right-click the HTML file, select "Open with" and choose a text editor (e.g., Notepad). Edit the code, save it, and refresh the browser to view the changes.
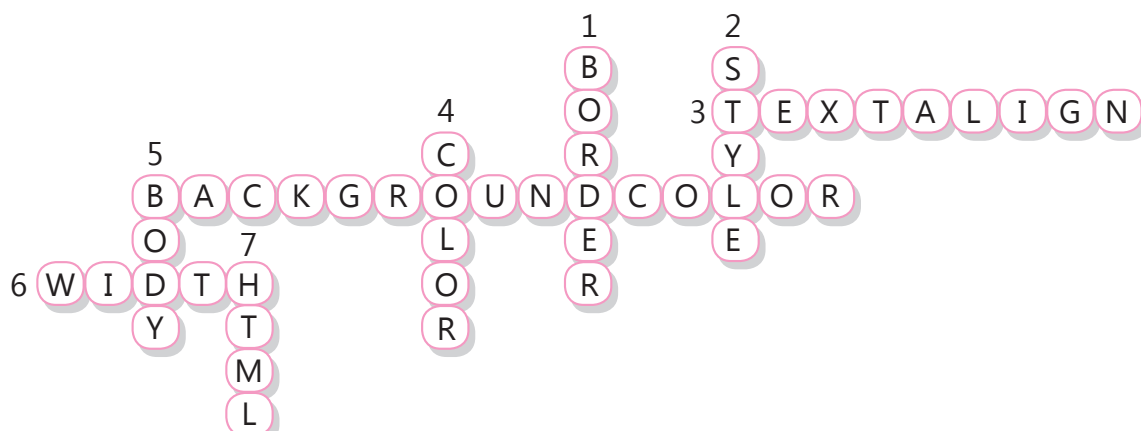
Higher Order Thinking Skills (HOTS)

1.   **Block Level:**

(i)   **<P>:** Represents a paragraph. It takes up the full width of its container and starts on a new line.

(ii)   **<H2>:** Represents a second-level heading. It starts on a new line and takes up full width.

(iii)   **<HR>:** Creates a horizontal rule (line) and occupies the full width of its container.

Text Level:

(i)   **<SUB>:** Represents subscripted text. It does not start on a new line and is used within other content.

(ii)   **<B>:** Makes text bold. It is a text-level element that applies a style to the text without affecting layout or flow.

2.   (i)   **Text Editor:** Used for writing and editing the HTML code. It allows the user to create or modify the structure of the webpage using HTML tags.

(ii)   **Microsoft Edge:** A web browser used to display the webpage as rendered by the HTML code. It executes the HTML code and shows the visual output of the webpage but cannot edit the code.

```
                              1              2
                              B              S
                         4    O         3 T E X T A L I G N
            5            C    R           Y
            B A C K G R O U N D C O L O R
            O      7       L    E         E
        6 W I D T H        O    R
            Y      T       R
                   M
                   L
```

FUN in LAB

Do it yourself.

8. Online Surfing and Cyber Security

One Touch Learn

A.	1. d.	2. a.	3. c.	4. d.	5. a.
B.	1. T	2. F	3. F	4. T	5. T
C.	1. Carding	2. E-greeting	3. Chat	4. cyber security	

Let's Do It

A. 1. Phreaking crime is committed against telephone companies by using computers with the goal of making free distance calls, impersonating directory assistance or other operator services, diverting calls to numbers of the perpetrator's choice, or tapping phone lines.

2. A newsgroup is an online discussion group where people talk about a specific topic. Everyone in the group is interested in the same topic and shares their thoughts and ideas.

3. Cloud storage is a service where the users are able to store and manage data on remote server in place of their local computer.

B. 1. Three Safety measure while using Internet are:
   (i) Never provide personal information, such as address, phone number, or school name or location.

(ii) Keep our browser's privacy settings ON.

(iii) Use the Internet only in the presence of our elders.

2. Different ways of communication through Internet are:

   (i) **E-mail:** E-mail stands for electronic mail. We can send messages and files from our computer to your friend's computer and vice-versa using e-mail service. It is fast and generally delivered within few seconds (depending on the network speed) after sending.

   (ii) **Video Conferencing:** We use telephones and mobiles to talk to your friends and relatives. With the advancement in technology, we can now see the person with whom we are talking. The technique of watching the person while talking to him is called video conferencing. In video conferencing, there can be two or more persons at different locations simultaneously talking to each other by both audio as well as video.

   (iii) **Voice-over-Internet Protocol (VoIP):** Voice-over-Internet Protocol (VoIP) is a technology which gives calling facility over the Internet.

3. The differences between hacking and cracking are:

Hacking	Cracking
a. Practice of modifying computer hardware and software.	a. Process of stealing personal information.
b. People engaged are called as hackers.	b. People engaged are called as crackers.

4. There are various types of cyber threats. Some of them are as follows:

   (i) **Data Diddling:** Refers to the process of changing the data going into or out of a computer.

   (ii) **Phreaking:** This crime is committed against telephone companies by using computers with the goal of making free distance calls or tapping phone lines.

   (iii) **Cloning:** This refers to a fraud in which scanners are used to steal the electronic serial numbers of cellular phones, which may used for billing purposes and making broadcast calls.

   (iv) **Carding:** This refers to the process of stealing credit card numbers online, to be resold or used to charge merchandise against victim's account.

   (v) **Hacking:** Computer hacking is the practice of modifying computer hardware and software to accomplish a goal outside of the creator's original purpose.

   (vi) **Cracking:** The process or stealing personal information, changing financial data, breaking security systems to gain unauthorized access of computer systems is called cracking.

C. 1. (i) **E-banking via bank apps or websites:** Fast and secure, funds can be transferred instantly.

   (ii) **PayPal or Google Pay:** Instant money transfers with minimal fees, easy to use.

2. This was not the right action, as it is important to respect privacy and use your own accounts. The alternative is to ask for an extension from the teacher or submit the project as soon as possible using his own email account.
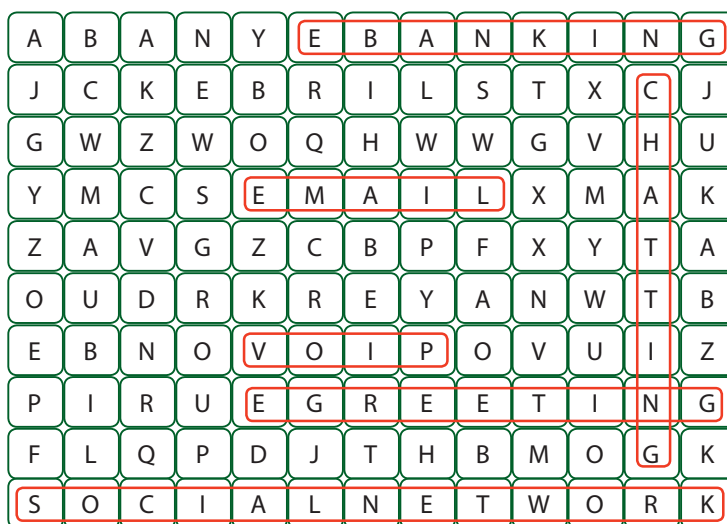
Higher Order Thinking Skills (HOTS)

1. **Risks include:**
   - (i) **Identity Misrepresentation:** People may not be who they claim to be online.
   - (ii) **Physical harm:** Meeting an unknown person could lead to danger or harm.
   - (iii) **Exploitation:** Risks of being exploited or manipulated.

      Always ensure that meetings are supervised to protect personal safety.

2. **Not advisable:** Social networking services can be distracting, may expose students to inappropriate content, or lead to cyberbullying. However, they can also offer educational opportunities if used responsibly.

Crack The Code

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

FUN in LAB

Do it yourself.

9. E-mail—An Introduction

One Touch Learn

A. 1. c.   2. a.   3. d.   4. b.   5. c.   6. c.

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

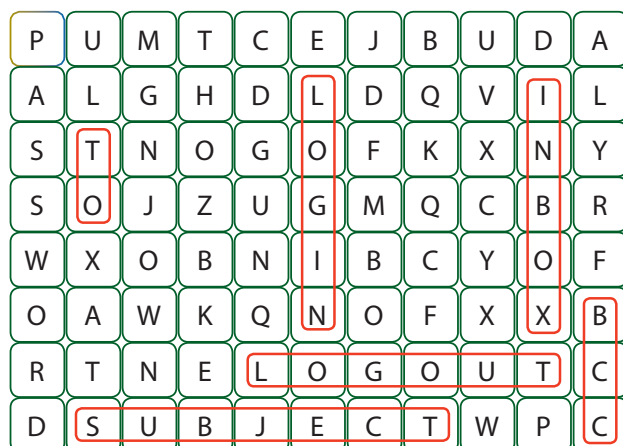**C.** 1. Bcc 2. To 3. Cc 4. Subject 5. Sent

Let's Do It

A. 1. The Internet is a global computer network that connects hosts and end systems around the world.
2. We use emoticons to represent facial expressions.
3. Yes, we can send a video file as attachment in an e-mail.
4. An electronic mail or e-mail cab be defined as the process of exchanging messages electronically through a communication network by using the computer.

B. 1. Signing in means accessing your e-mail account by providing your username and password, enabling you to send, receive, and manage e-mails.
2. E-mail has various advantages, some of them are:
   a. An e-mail can be sent anytime and from anywhere in the world.
   b. An e-mail can be sent to many people at a time.
   c. An e-mail can be easily forwarded to anyone without typing it again.
   d. Sending an e-mail is fast in comparison to traditional mails.
3. Trash is the folder where all deleted e-mails are usually stored for a defined time period. The e-mail will only be permanently deleted if you delete it from the Trash folder.

C. 1. Sumit can attach the music file to the e-mail using the "Attach files" option. If the file is too large (over 25MB), Sumit can upload it to a cloud storage service (e.g., Google Drive) and share the link in the e-mail.
2. Sushant can use the Bcc (Blind Carbon Copy) field to send the e-mail to multiple recipients without them seeing each other's email addresses.

Higher Order Thinking Skills (HOTS)

1. Bold text in the Inbox indicates unread e-mails.
2. (i) Ensure to sign out or log out after checking e-mails.
   (ii) Use strong, unique passwords for the e-mail account.
   (iii) Enable two-factor authentication for added security.

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

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10. More on Internet

One Touch Learn

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

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

C. 1. blog   2. blogger   3. online   4. cash on delivery   5. Drive

Let's Do It

A. 1. Google Docs option is used to create a document similar to a Word document on Google Drive.

2. Two modes of payment are Net Banking and E-Wallet.

3. OTP stands for One-Time Password

4. Two e-commerce websites are www.amazon.com and www.flipkart.com.

B. 1. A blog or weblog is an informational website that often contains information on a particular subject. Podcasts and Photologs are types of blogs.

2. The process of making digital recordings (audio or video) that are available for downloading is called podcasting.

   Two examples of websites that provide podcasting services are https://itsamonkey.com/ and http://revisionisthistory.com.

3. Three advantages of e-commerce are:
   (i)   It allows us to choose a product from a broad range of products.
   (ii) It saves our money and time.
   (iii) It allows us to sell or buy products and services at any time.

C. 1. Ritu can use platforms like Blogger or WordPress to create and publish her blog about her travel experience.

2. Alia can use cloud storage services like Google Drive, Dropbox, or OneDrive to store her files and access them from any device with an Internet connection.

Higher Order Thinking Skills (HOTS)

1. Google Drive allows you to share a presentation with team members. You can click the Share button, enter their email addresses, and assign them editing or commenting rights. Multiple team members can work on the presentation in real time, and changes are automatically saved.
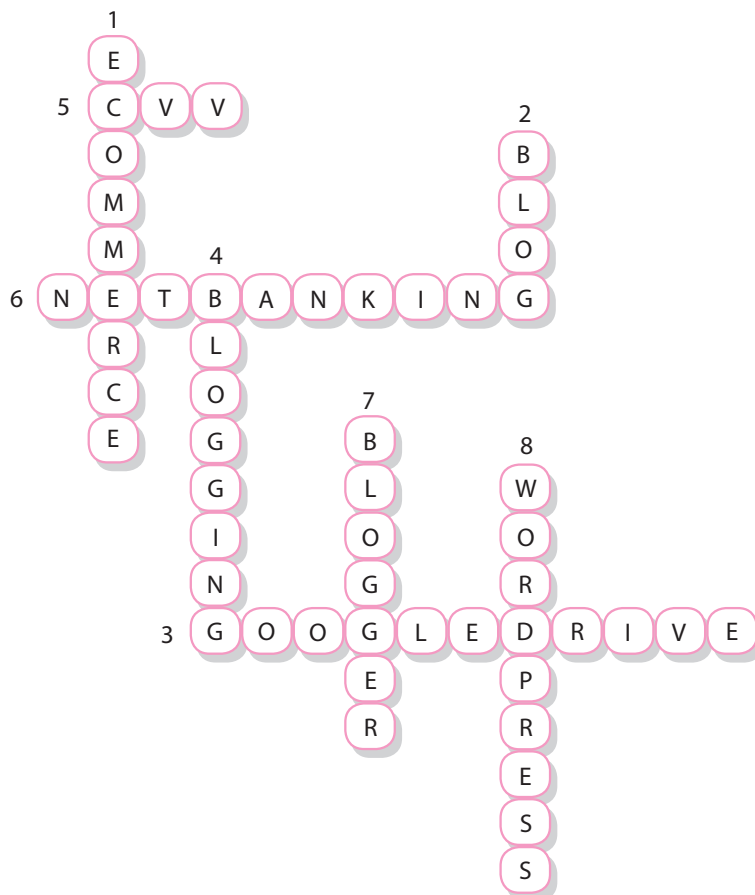
2. (i)   **Similarities:** Both methods involve buying products, provide options to choose, and have payment methods.
   (ii) **Differences:** Shopping in a physical store allows you to touch and try products, while e-commerce offers convenience and the ability to shop anytime. Physical stores provide immediate purchase, whereas e-commerce might have delivery delays.
   (iii) **Preference:** E-commerce is preferred due to the convenience of shopping anytime and comparing multiple products in one place.

A.

Crossword answers:

- 1 (down): ECOMMERCE
- 5 (across): CVV
- 2 (down): BLOG
- 6 (across): NETBANKING
- 4 (down): BLOGGING
- 7 (down): BLOGGER
- 8 (down): WORDPRESS
- 3 (across): GOOGLEDRIVE

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Worksheet–2

(Based on chapters 6 to 10)

A. 1. Backdrop is a background of the stage.

2. Sprite is the actor which acts on the stage. The default sprite in Scratch is an orange cat.

3. Stage is the main working area to draw or perform action. It shows the output of the program.

4. Scripts area is the area where we pick and drop the blocks from the Blocks Palette to create a script/program.

5. Green Flag is used to run a scratch program.

B. 1. Adobe Dreamweaver   Amaya

     2. \
                   \<HR>

     3. E-mail   E-Banking

     4. Net Banking   E-Wallet

C. 1. Set pen color to

     2. Stamp

     3. Web browser

     4. Element

     5. Attribute

     6. Social Networking

     7. Cloud Computing

     8. Spam

D. 1. Hypertext Markup Language

     2. Standard Generalized Markup Language

     3. Card Verification Value

     4. One-Time Password

     5. Common Business Oriented Language

Test Sheet–2
(Based on chapters 6 to 10)
Section A

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

     5. d.   6. d.   7. a.   8. b.

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

C. 1. Sound   2. Head   3. e-greeting   4. Outbox   5. Gmail

Section B

A. 1. Repeat Block is used to draw a Pentagon.

     2. Empty tags contain only opening tag. They do not have closing tag.

     3. In place of \</h4>, \</h1> should be used.

     4. Hacking is when someone accesses someone else's computer or account without permission.

     5. The Compose button on Gmail is used to create a new email.

     6. The meaning of F9 acronym in an e-mail is Fine.

7. **E-commerce:** The process of buying and selling goods or services online is called e-commerce. E-commerce is also known as electronic commerce.

   Online Shopping: The process of purchasing products online is called online shopping. You can purchase almost everything online. We must have registered with the e-commerce website from which we want to buy products.

B. 1. Blocks are puzzle piece shapes that are used to give instructions to the computer.

   Four pen blocks are:

   (i) Pen up   (ii) Pen down

   (iii) Stamp   (iv) Set pen color to

2. The <body> tag specifies the main content of the web page. The text and other elements contained between <body> and </body> tags are displayed on the web page. It is a container tag.

   (i) class

   (ii) style

3. <html>

   <head> </head>

   <body>

   Chemical formula for Sulphuric acid is H₂SO₄.

 Maths formula for (A + B) ² is A² + B² + 2AB.

   </body>

   </html>

4. Four Safety Measures while using Internet are:

   (i) Never provide personal information, such as address, phone number, or school name or location.

   (ii) Keep the browser's privacy settings ON.

   (iii) Use the Internet only in the presence of the elders.

   (iv) Do not share passwords (other than the parents or teachers).

5. orangeeducation123 is the username and gmail.com is domain name.

6. The process of buying and selling goods or services online is called e-commerce. The e-commerce is also known as electronic commerce.

   The three Payment modes are:

   1. Debit or Credit Card

   2. Net Banking

   3. E-Wallet