

1. A Computer System

One

Touch

Learn

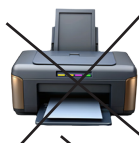


- A.** 1. a. 2. c. 3. b. 4. c. 5. a. 6. d
- B.** 1. CU 2. Speakers 3. CPU 4. Monitor 5. Input devices
- C.** 1. T 2. F 3. F 4. F 5. T

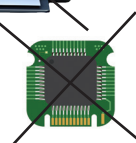
D. 1.



2.



3.



Let's

Do

It



- A.** 1. A computer is an electronic machine which is made up of various devices.
2. Minicomputers are small general-purpose computers. They can serve a number of users simultaneously. It has more power than a Microcomputer. They are used for scientific and business applications.
3. Headphones are small speakers worn over the ears. They are used to hear the sound without causing disturbance to others.

B. 1. The Operating system is an example of system software. It acts as an interface between the hardware components of a computer and the user. It manages both computer hardware and software. Microsoft Windows is the most popular operating system available.

2.

Output Devices	Storage Devices
A computer displays the results of the processed data through the output devices.	Storage devices are used to store data.
Some of the output devices are monitor, printer, speakers, etc.	Hard disks, DVDs, pen drives, etc., are examples of storage devices.

3. A computer converts the input into meaningful information through the processing device. The CPU (Central Processing Unit) is the processor. It is known as the brain of a computer that does all the calculations, runs all the programs and manages all the operations.

C. 1. Headphones

2. Printer

Higher Order Thinking Skills (HOTS)

1. Joystick

2. A pen drive



1. Printer

2. Scanner

3. Speakers

4. Microphone



Do it yourself.

2. GUI Operating System—An Introduction



A. 1. b.

2. a.

3. b.

4. b.

B. 1. Microsoft

2. Icons

3. Desktop

4. I-Beam

C. 1. d.

2. e.

3. b.

4. a.

5. f.

6. c.

D. 1. T

2. F

3. T

4. F





- A.** 1. Icons and Taskbar are two components of Windows 10 desktop.
2. Busy shape of a mouse pointer shows that the computer is busy and wants us to wait.
3. When the computer remains switched ON for a specified time without any use, a moving pattern or animation appears on the screen. This pattern or animation is called screen saver.

- B.** 1. To shutdown a computer, follow these steps:

Step 1 Click on the Start button.

Step 2 Click on the Power button.

Step 3 Select the Shut Down option.

Step 4 Switch off the monitor.

Step 5 Switch off the UPS button.

Step 6 Turn off the main power supply.

2.	<table><tr><th>GUI</th><th>CUI</th></tr><tr><td>It stands for Graphical User Interface.</td><td>It stands for Character User Interface.</td></tr><tr><td>It is very simple to use because it provides various menus and icons for the user to work.</td><td>It is a command-based system only. The user can operate the system by typing various commands.</td></tr></table>	GUI	CUI	It stands for Graphical User Interface.	It stands for Character User Interface.	It is very simple to use because it provides various menus and icons for the user to work.	It is a command-based system only. The user can operate the system by typing various commands.
GUI	CUI						
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3. To sort desktop icons, follow these steps:

Step 1 Right-click on any blank area of the desktop. A pop-up menu appears. Click on the Sort by option.

Step 2 From the sub-menu click any option to arrange the icons in that order.

- C.** 1. Nitin can use Screen Saver feature to do this.
2. Sort by option can be used for sorting the desktop icons.

Higher Order Thinking Skills (HOTS)

- Icon
- On the right side of the taskbar, the current date and time are displayed.



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



Do it yourself.

3. Word Processor—An Introduction

One Touch Learn

- A.** 1. c. 2. c. 3. a. 4. c.
- B.** 1. F 2. F 3. T 4. T 5. T
- C.** 1. Delete 2. File tab 3. Status bar 4. Window control buttons
5. Zoom slider

Let's Do It

- A.** 1. MS Word is used to type letters, stories, reports, etc., in a simple way.
2. Ribbon, Tabs and Title bar are the components of the Word window.
3. Inserting text refers to adding text to the document, whereas deleting text refers to removing text from the document.
- B.** 1. Steps to create new document in Word 2016 are::
- Step 1** Click on File tab. An Info screen appears.
- Step 2** Click New option from the left pane.
- Step 3** Click on Blank document option from the available Templates in the right pane.
- A blank document will appear on the screen.
2. Steps to open a saved document in Word 2016 are:
- Step 1** Click on File tab. An Info screen appears.
- Step 2** Click Open option from the left pane.
- Step 3** Find the file to be opened from the Open window and click the Open button.
3. Steps to save a file in Word 2016 are:
- Step 1** Click on File tab.
- Step 2** Select Save or Save As option from the left pane.
- Step 3** Select any option from the center pane. Then click on the This PC or Browse option. The Save As dialog box appears.



Step 4 Select location and give your file a name in the File name box.

Step 5 Click the Save button.

- C. 1. The Status bar displays the total number of pages in a Word document.
2. Nitin should press Enter key to start a new paragraph.

Higher Order Thinking Skills (HOTS)

1. These are tabs. Each tab contains specific groups of related functions and commands used to complete tasks.
2. To print a document, follow these steps:

Step 1 Click on the File tab.

Step 2 Select the Print option from the left pane.

Step 3 Click the Print button from the center pane. The document will be printed.

Crack The Code



- A.**
- | | | |
|--------------------------|---|----------|
| To save a document | → | Ctrl + S |
| To open a saved document | → | Ctrl + O |
| To print a document | → | Ctrl + P |
| To close Word | → | Alt + F4 |
| To create a new document | → | Ctrl + N |

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

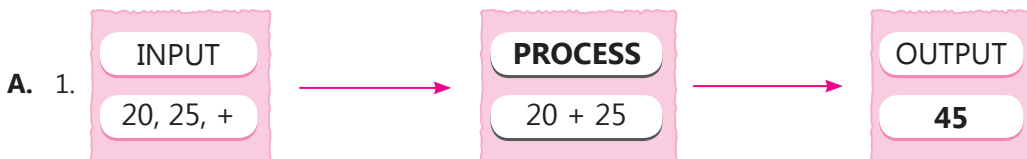
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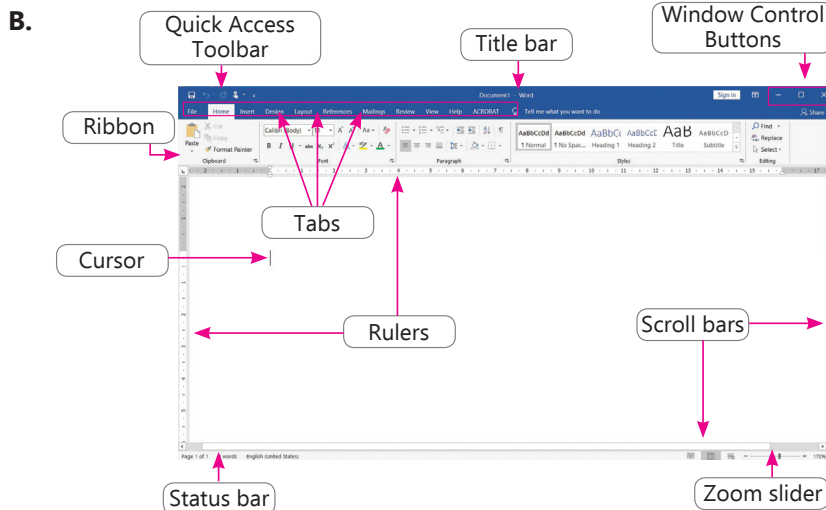
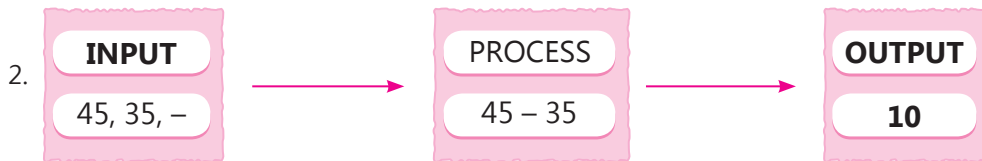


Do it yourself.

Worksheet-1

(Based on chapters 1 to 3)





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

Test Sheet–1

(Based on chapters 1 to 3)

Section A

- A.** 1. (ii) 2. (iii) 3. (iii)
- 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 shape of a mouse pointer shows that the computer is busy and wants you to wait.
 3. MS Word is used to type letters, stories, reports, etc., in a simple way.
- B.** 1. Steps to open a saved document:
- Step 1** Click on File tab. An Info screen appears.
- Step 2** Click Open option from the left pane.
- Step 3** Find the file to be opened from the Open window 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. a. 5. c.
- B. 1. F 2. T 3. F 4. F 5. F
- C. 1. World Wide Web 2. Google drive 3. Home Page 4. Internet
5. Web Browser
- D. 1. c. 2. a. 3. d. 4. b.

Let's Do It



- A. 1. Internet provides a great source of education and information.
2. A website is a collection of related web pages that provide information.
3. Every Web page has a unique address, called a Uniform Resource Locator, or URL.
- B. 1. Copying the data from your computer (user's computer) to the Internet (server) is known as Uploading, whereas getting the data from the Internet (server) to the user's computer (client) is known as Downloading.
2. The disadvantages of Internet are:
- a. Internet can be a potential source of online threats and malware attacks.
- b. Internet is addictive and can lead to wastage of time.
3. (i) **Good Digital Citizen:** A good digital citizen knows the rules and limitation of the Internet. Digital citizen also helps to protect others on Internet.
- (ii) **Search engine:** It is a web-based application used to look for information on the Internet. The most popular search engines are Google, Bing and Yahoo.
- C. 1. Type the URL in the Address bar that appears at the top of the browser window.
2. If you notice an abusive remark made, inform your parents or teacher.

Higher Order Thinking Skills (HOTS)

1. Kavleen can do online shopping.

2. To visit the website of ISRO, follow these steps:

Step 1 Open Microsoft Edge on your computer.

Step 2 Type the URL in the Address bar that appears at the top of the browser window.

Step 3 Press the Enter key from the keyboard.



- A.** 1. Digital citizen 2. Website 3. URL 4. Flipkart
5. Web browser 6. World Wide Web



Do it yourself.

5. Fun with Paint



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



- A.** 1. Paint program is used to draw and colour the pictures.
2. The three component of Paint window are drawing area, ribbon and title 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. The Crop command is used to clear or remove everything outside the selected area. After cropping, only the selected part of the image is visible.
2. Steps to Resize an image are:
Step 1 Click on Home tab.
Step 2 Click on Select command and then click on Rectangular Selection.
Step 3 Select the image by dragging the mouse over it.



- Step 4** Click on Resize command. Resize and skew dialog box appears.
- Step 5** Select the Maintain aspect ratio check box.
- Step 6** Enter the Horizontal value (width) or vertical value (height) as required.
- 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.

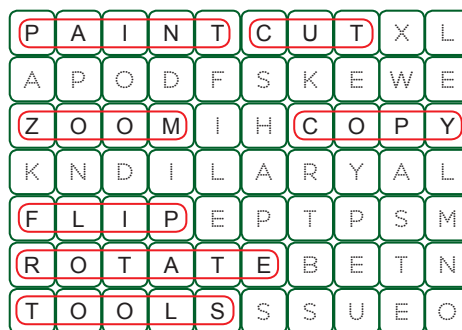
4. Steps to save a file in JPEG format are:

- Step 1** Click on the File tab.
- Step 2** Click on the Save or Save As option from the drop-down menu. The Save As dialog box appears.
- Step 3** Choose the location for example Documents, Desktop, etc.
- Step 4** Type a name for the file in the **File name:** box.
- Step 5** Click on the Save as type drop down menu and select the required format.
- Step 6** Click on the Save button.

- C.** 1. Aruna can use the Cloud callout shape from the Shapes group to do so.
2. Eraser tool can be used to do so.

Higher Order Thinking Skills (HOTS)

1. Flip command is used to get the mirror image of a drawing, whereas Rotate command is used to rotate the drawing in different angles.
2. Ronit can use Color picker tool to do so.



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

Let's Do It

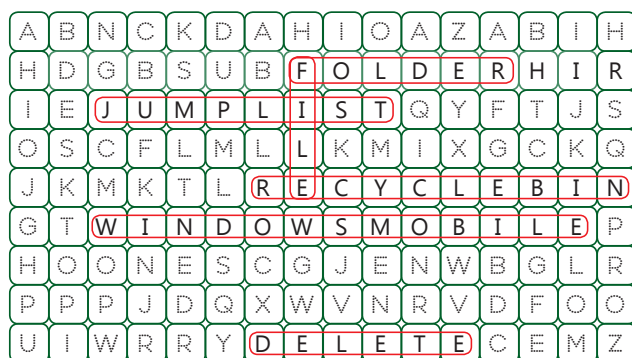
- A.** 1. A file is a collection of related information.
 2. The purpose of saving a file is that it can prevent our work from getting lost.
 3. A folder within a folder is called a subfolder.
- B.** 1. Steps to save a file are:
Step 1 Click on the File tab.
Step 2 Select Save or Save As option from the available list.
Step 3 Double click on This PC option. The Save As dialog box appears.
Step 4 Select the location where you want to save your file.
Step 5 Type a 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 blank area of the desktop. Click on the New option from the pop-up menu.
Step 2 From the submenu, click on the Folder option.
 A Folder will appear on the desktop with the default name New folder.
3. Steps to delete a file are:
Step 1 Double-click on This PC icon. Open the folder that contains the file you want to delete.
Step 2 Click on the file you want to delete.
Step 3 Click on the Delete option from the Ribbon.
Step 4 Delete File dialog box appears. Click on the Yes button.



- C. 1. Simran can find the deleted photos in Recycle bin.
2. Sandeep can click on the Delete option on the Ribbon to delete the selected file.

Higher Order Thinking Skills (HOTS)

1. To organize the pictures, create a new folder on the desktop and name it appropriately. Then, move all 12 pictures into that folder.
2. Saving a file can prevent your work from being lost.



Do it yourself.

Worksheet-2

(Based on chapters 4 to 6)

- A.** 1. Microsoft Edge 2. Polygon Shape Tool 3. Eraser Tool
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. Wold 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. Delete



Test Sheet–2

(Based on chapters 4 to 6)

Section A

- | | | |
|----------------------|----------|-------------|
| A. 1. (iii) | 2. (iii) | 3. (i) |
| B. 1. F | 2. T | 3. F |
| C. 1. Website | 2. Icon | 3. Internet |

Section B

- A.** 1. Every Web page has a unique address, called a Uniform Resource Locator, or URL.
2. Rotate command is used to rotate the drawing in 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.

