

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

COMPUTER SYSTEM

A. Tick (✓) the correct option.

- Which part of the CPU is responsible for performing calculations?
 a. CU ☐ b. ALU ☐ c. MU ☐
- Which of these software helps us to perform a specific type of job?
 a. Application ☐ b. System ☐ c. None ☐
- Computer works on the cycle.
 a. IPO ☐ b. FIFO ☐ c. None ☐
- Which of the following is used to print big sketches or diagrams?
 a. Projector ☐ b. Plotter ☐ c. Printer ☐

B. Fill in the blanks using the hints given below:

Hints: CPU, information, CU, Light pen, soft copy

- is used to point to objects or draw on the screen.
- The coordinates between all the parts of the CPU.
- The memory of the stores data and instructions.
- The meaningful and organized form of data is called
- A printout of soft copy on paper is called the

C. Write 'T' for true and 'F' for false.

- Microphone is used to record voice, music and sounds.
- Speakers are storage devices.
- Super Computers are the largest and fastest type of computers.
- Mainframe computer requires less space.

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

WINDOWS 10

A. Tick (✓) the correct option.

- The bar at the bottom of the desktop is called
 a. Icons ☐ b. Gadgets ☐ c. Taskbar ☐
- Which is the first screen that appears after switching on the computer?
 a. Icon ☐ b. Desktop ☐ c. Taskbar ☐
- Which of the following is the latest version of Windows operating system?
 a. Windows 7 ☐ b. Windows 10 ☐ c. Windows 11 ☐
- Which of the following allows you to quickly move within open windows and applications?
 a. Notification Area ☐ b. Task View ☐ c. Control Buttons ☐

B. Write 'T' for true and 'F' for false.

- The clock is present on the left side of the taskbar.
- Pressing the right button of the mouse displays the shortcut menu or pop-up menu.
- Double-clicking on the icon opens the Window.
- Start button is present on the taskbar.

C. Fill in the missing letters to make the correct word.

- D _ S _ T _ P
- B _ C _ G _ O _ N _
- F _ L _ E _
- D _ V _ C _ S



WORKSHEET

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____



Chapter-3

CLASS 3

Grade:



Teacher's Signature: _____

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

USING WORD 2016

A. Tick (✓) the correct option.

- Which of these shows the name of the program and the document name?
 a. Ribbon ☐ b. Ruler ☐ c. Title bar ☐
- Which of the keys are used to copy the text?
 a. Ctrl + C ☐ b. Ctrl + P ☐ c. Ctrl + Z ☐
- Which of the following is not a part of the Word 2016 window?
 a. Tabs ☐ b. Canvas ☐ c. Ribbon ☐
- Which of the following option is selected from the file tab to exit the word processing software?
 a. Open ☐ b. Close ☐ c. Save As ☐

B. Write 'T' for true and 'F' for false.

- Save As option can be found in File tab of Word 2016.
- The shortcut key to print a document is Ctrl + P.
- Ribbon is made up of words and text.
- To open a word document, click on save as option from file tab.
- Word Processor help us to type, edit and format documents.

C. Fill in the blanks using the correct words.

Hints: Groups, print, Vertical, application

- Click on the Print button on Quick Access Toolbar to the document.
- Word 2016 is a/an software.
- The ruler appears on the left of the document.
- Ribbon is made up of Tabs and in Word 2016.

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

EDITING AND FORMATTING IN WORD 2016

A. Tick (✓) the correct option.

- Font group is present in tab.

a. Bold	<input type="checkbox"/>	b. Format	<input type="checkbox"/>	c. Home	<input type="checkbox"/>
---------	--------------------------	-----------	--------------------------	---------	--------------------------
- Which of these is the shortcut key to select all the text in a document?

a. Ctrl + A	<input type="checkbox"/>	b. Ctrl + V	<input type="checkbox"/>	c. Ctrl + S	<input type="checkbox"/>
-------------	--------------------------	-------------	--------------------------	-------------	--------------------------
- Which of the following is default font of Word program?

a. Times New Roman	<input type="checkbox"/>	b. Calibri (Body)	<input type="checkbox"/>	c. Arial	<input type="checkbox"/>
--------------------	--------------------------	-------------------	--------------------------	----------	--------------------------
- Which of these key is used to select specific text in a document?

a. Ctrl key	<input type="checkbox"/>	b. Shift Key	<input type="checkbox"/>	c. Alt key	<input type="checkbox"/>
-------------	--------------------------	--------------	--------------------------	------------	--------------------------

B. Fill in the blanks using the hints given below:

Hints: backspace, green, double, select, justify, cut

- To delete large text, it and press key.
- Grammatical mistakes are shown in coloured wavy line.
- You can click to select a word in a MS Word document.
- You can click on command to cut text in a MS Word document.
- Clicking on the button, the text gets lined up at the left and right margin.

C. Write 'T' for true and 'F' for false.

- A bullet is a small symbol used to mark each item in a list.
- We can't remove border in a word document.
- Word is an application software.
- Clicking on the Align Left button, the text lines up at the right margin.
- A bullet is a small symbol used to mark each item in a list.

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTERNET

A. Tick (✓) the correct option.

- To open a webpage, you need to type the address of the webpage in the bar.

a. Status	<input type="checkbox"/>	b. Address	<input type="checkbox"/>	c. Title bar	<input type="checkbox"/>
-----------	--------------------------	------------	--------------------------	--------------	--------------------------
- Which of these is not a Web browser?

a. Mozilla Firefox	<input type="checkbox"/>	b. Google Chrome	<input type="checkbox"/>	c. MS Word	<input type="checkbox"/>
--------------------	--------------------------	------------------	--------------------------	------------	--------------------------
- Http://www.google.com is an example of

a. URL	<input type="checkbox"/>	b. Access Code	<input type="checkbox"/>	c. Server	<input type="checkbox"/>
--------	--------------------------	----------------	--------------------------	-----------	--------------------------
- Which of the following is not required to connect to Internet?

a. Camera	<input type="checkbox"/>	b. Computer	<input type="checkbox"/>	c. Modem	<input type="checkbox"/>
-----------	--------------------------	-------------	--------------------------	----------	--------------------------

B. Write 'T' for true and 'F' for false.

- Internet stands for International Network.
- Bing is an example of Web browser.
- We can send our homework to the teacher through Internet.
- You can play online games on Internet.
- The address of a website is called as Home Page.

C. Fill in the blanks using the hints given below:

Hints: collection, URL, Internet, world, first page

- WWW stands for wide web.
- Website is a of web pages.
- Home page is the of a website.
- is the biggest network of computers.
- A unique of website is called as URL.

Name: _____

Roll No: _____

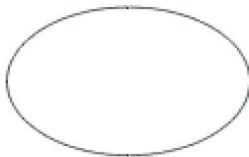
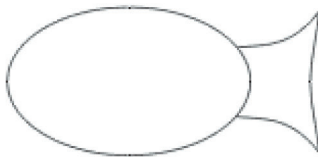
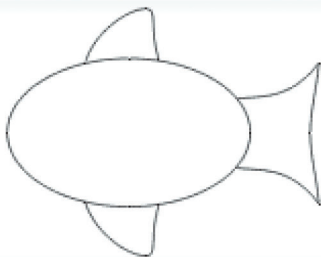
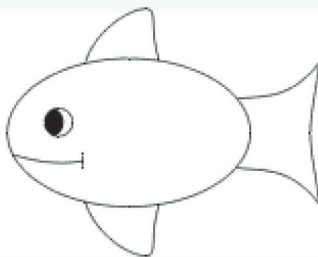
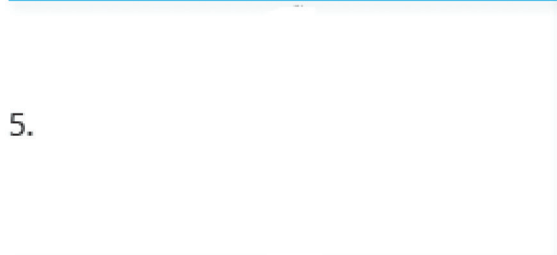
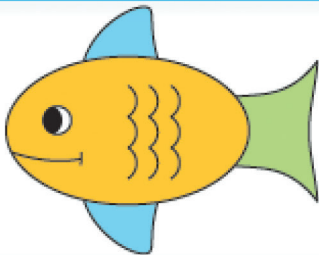
Class: _____ Section: _____ Date: _____

STEPWISE THINKING

A. Answer in one word.

1. It is an act of repeating an action again and again.
2. I am the process of finding solutions to a difficult task.
3. I am another name of stepwise thinking.

B. Trace the figure in each step. Draw the missing step in box 5.

1. 	2. 
3. 	4. 
5. 	6. 

C. Write the steps to make a fruit salad.

1.
2.
3.

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

LET'S LEARN SCRATCH

A. Tick (✓) the correct option.

1. Which of these are Pink colored blocks?

a. Motion blocks ☐

b. Sound blocks ☐

c. Control blocks ☐

2. Which of the following is Scratch project extension?

a. pptx ☐

b. docx ☐

c. sb2 ☐

3. Grow button is used to make the sprite in size.

a. invisible ☐

b. smaller ☐

c. bigger ☐

B. Match the following.

1. 

a. Turns the sprite at a specified degree

2. 

b. Let the sprite play a sound.

3. 

c. Moves the Sprite 10 step forward.

4. 

d. Pauses the script for the specified time.

C. Fill in the blanks using the hints given below:

Hints: brown, stop, blocks, stage, backdrop

1. A is a background of the stage.

2. The area shows the output of the program.

3. Events blocks are colour-coded blocks.

4. button is used to stop project.

5. The are arranged in different categories.

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

AI-ENABLED DEVICES

A. Tick (✓) the correct option.

- Which of the following is used to travel between destinations without human help?
 - Smartphone ☐
 - Driverless Car ☐
 - Smart Doorbell ☐
- Which of these is not an AI-Enabled device?
 - Smart TV ☐
 - Fan ☐
 - Chatbot ☐
- Which of the following can count your steps?
 - Chatbot ☐
 - Smart Speakers ☐
 - Smartwatch ☐

B. Match the following.

- Count your steps and track heart beat.
- Allows to play music and change channels using Internet.
- Informs the home owner when a visitor arrives at the door.
- Travel between destinations without human help.
- Play music and makes a phone call.

