

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

COMPUTER SYSTEM

A. Tick (✓) the correct option.

- is not the software part of a computer.

a. Word	<input type="checkbox"/>	b. Paint	<input type="checkbox"/>	c. Hard disk	<input type="checkbox"/>
---------	--------------------------	----------	--------------------------	--------------	--------------------------
- Which of the following is an input device?

a. Light pen	<input type="checkbox"/>	b. Monitor	<input type="checkbox"/>	c. Speakers	<input type="checkbox"/>
--------------	--------------------------	------------	--------------------------	-------------	--------------------------
- Which of these displays information with the help of projector?

a. Smartboard	<input type="checkbox"/>	b. Headphones	<input type="checkbox"/>	c. Printers	<input type="checkbox"/>
---------------	--------------------------	---------------	--------------------------	-------------	--------------------------

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

- Software helps us to give input to the computer hardware.
- Microphones are used to record voice, music and sounds.
- Speakers are used to listen music without disturbing others.
- Printer is an example of software.

C. Fill in the blanks.

- (Pen drive / Operating system) is a hardware part of a computer.
- (Hard disk / Scanner) is present inside the CPU box.
- (Scanner / Touchscreen) is used to read paper documents, images or pictures and send them as input into the computer.
- (Monitor / Speakers) looks like a television.

D. Match the following.

- | | |
|---------------------|---------------|
| 1. Input device | a. Printer |
| 2. Operating system | b. Songs |
| 3. Output Device | c. Windows 11 |
| 4. Software | d. Keyboard |

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COMPUTER SYSTEM

A. Find the given words in the following grid:

Hints: Keyboard, Joystick, Hard Disk, Printer, Pen Drive, Plotter, Mouse, Monitor, DVD

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

B. Answer the following questions.

1. Differentiate between hard copy and soft copy.

.....

2. Define application software.

.....

3. What is difference between System software and Application software?

.....

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WINDOWS 10

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

1. Windows 10 is the latest version of windows operating system.
2. Task bar is a part of the desktop.
3. Wallpaper and desktop background are different things.
4. An icon is a picture or graphic representation of an application.
5. Every open window has three control button.

☐
☐
☐
☐
☐

B. Answer the following questions.

1. What is task view?
.....
2. What is notification area?
.....
3. What do understand by control buttons?
.....

C. Guess who am I?

1. I am the main screen of Windows 10.
2. You double-click on me to open a file.
3. I am present at the bottom left corner of the screen.
4. I am present at the bottom of the screen.
5. I displays all the applications installed on the computer.

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WINDOWS 10

A. Tick (✓) the correct option.

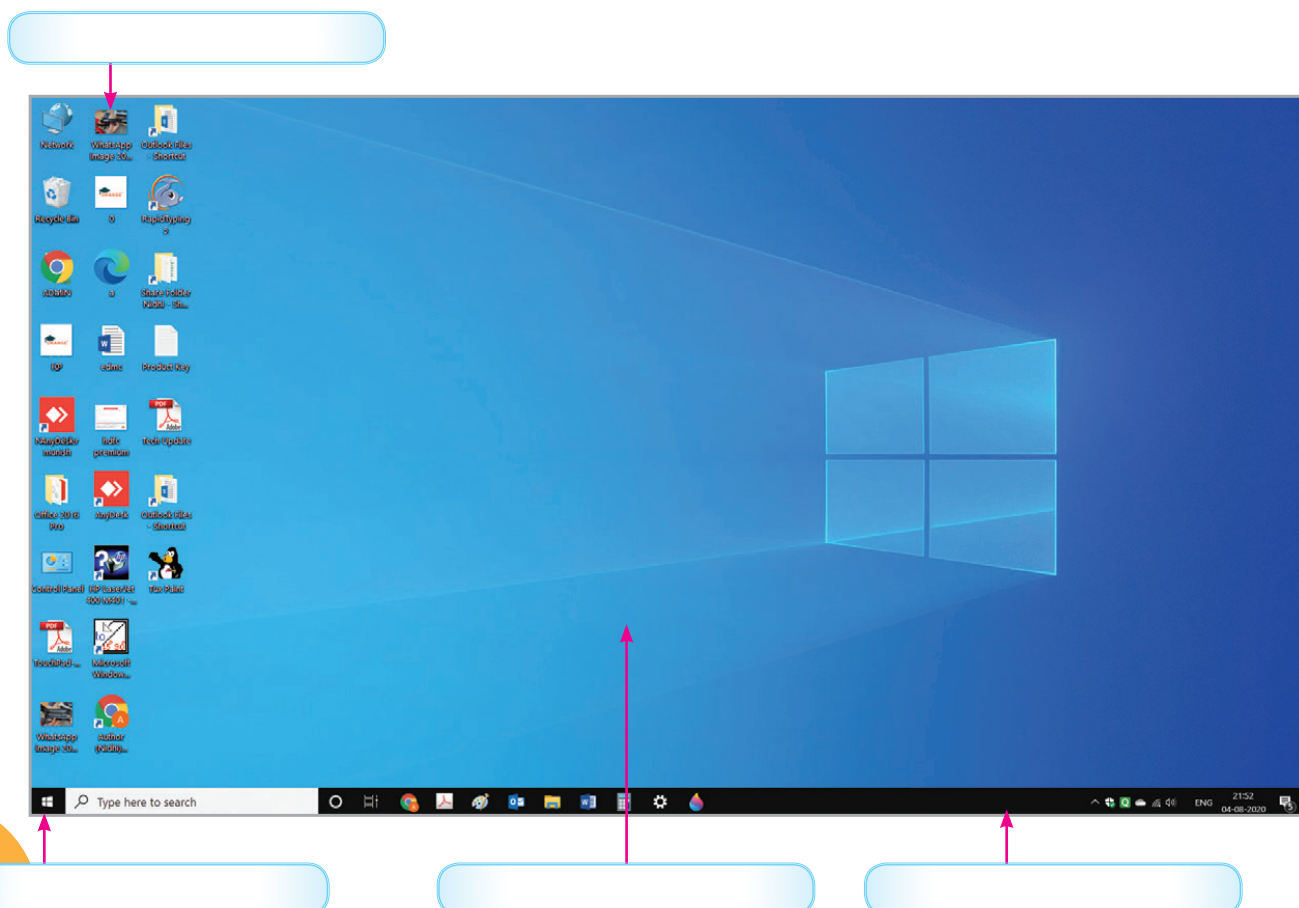
- Where can you find the taskbar?

a. Right	<input type="checkbox"/>	b. Left	<input type="checkbox"/>	c. Bottom	<input type="checkbox"/>
----------	--------------------------	---------	--------------------------	-----------	--------------------------
- Windows 10 has a feature of

a. GUI	<input type="checkbox"/>	b. CPU	<input type="checkbox"/>	c. None	<input type="checkbox"/>
--------	--------------------------	--------	--------------------------	---------	--------------------------
- Which of the following is the first screen that opens when you switch on a computer?

a. Start	<input type="checkbox"/>	b. Desktop	<input type="checkbox"/>	c. Admin Login	<input type="checkbox"/>
----------	--------------------------	------------	--------------------------	----------------	--------------------------

B. Label the components of Windows 10 desktop.





WORKSHEET 1

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Chapter-3

CLASS 3

Grade: ☆ ☆ ☆ ☆ ☆

Teacher's Signature: _____



WORKSHEET (2)

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Chapter-3

CLASS 3

Grade: ☆ ☆ ☆ ☆ ☆

Teacher's Signature: _____

Name: _____

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USING WORD 2016

A. Tick (✓) the correct option.

1. Which of these is used to create a new blank document in Word 2016?

a. Save

☐

b. New

☐

c. Close

☐

2. To open a saved document, select option from the File tab.

a. Exit

☐

b. Close

☐

c. Open

☐

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

Hints: Status bar, Quick Access Toolbar, Enter, new

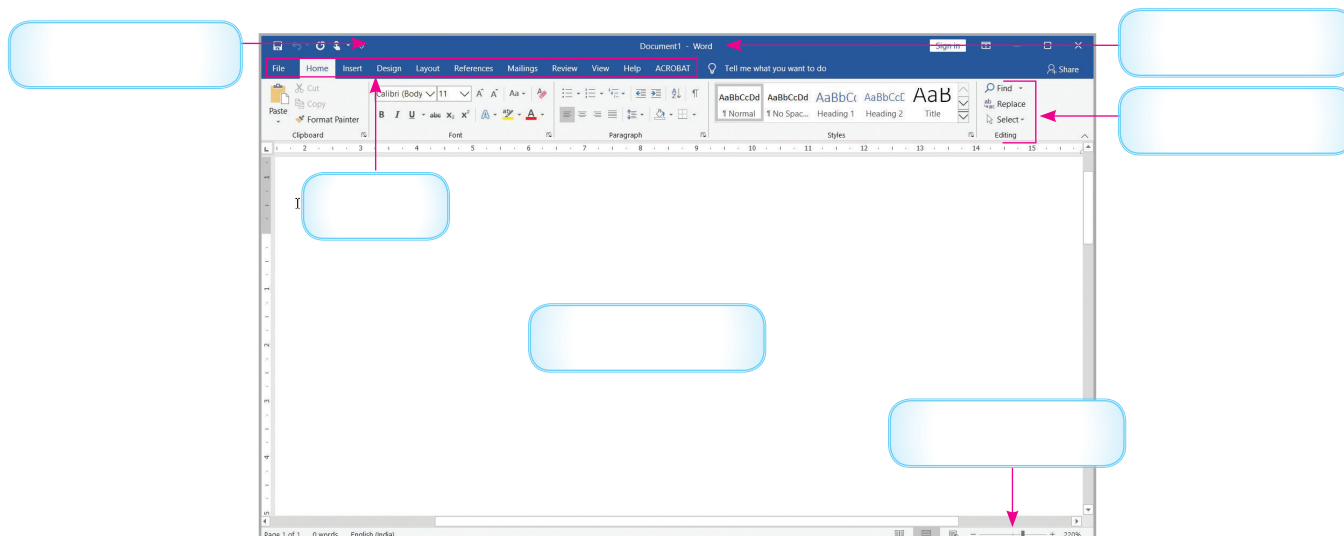
1. Save, Undo and Redo command buttons are present under

2. There are total tabs present in the Word 2016.

3. We can press key to start a new line.

4. shows the details of the current document.

C. Label the various components of Word 2016 Window.



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USING WORD 2016

A. Write the group where these commands are found.

1. Border

2. Bold

3. Alignment

4. Font Size

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

Hints: Ribbon, toolbar, vertical, document

1. Quick access is present on the left side of the title bar.
2. The Scroll Bar is used to move up and down in a document.
3. The options such as New, Open and Save are present under the tab.
4. A is made up of tabs and groups.
5. is used to enlarge and reduce the size of window quickly and easily.

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

1. Horizontal ruler appears at the top of the document area.
2. We can hide the ribbon by clicking on the bottom left corner.
3. Status bar shows the detailed information of a document.
4. We can save a file by clicking on the Save button from the Quick Access Toolbar.
5. When we click on Blank Document option, a new document opens.

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EDITING AND FORMATTING IN WORD 2016

A. Tick (✓) the correct option.

- In which group, the alignment options are found?

a. Paragraph	<input type="checkbox"/>	b. Clipboard	<input type="checkbox"/>	c. Font	<input type="checkbox"/>
--------------	--------------------------	--------------	--------------------------	---------	--------------------------
- Which of these is not a font style available in Word 2016?

a. Italics	<input type="checkbox"/>	b. Grow font	<input type="checkbox"/>	c. Bold	<input type="checkbox"/>
------------	--------------------------	--------------	--------------------------	---------	--------------------------
- Which of these refers to change in the appearance of the text?

a. Setting	<input type="checkbox"/>	b. Formatting	<input type="checkbox"/>	c. Style	<input type="checkbox"/>
------------	--------------------------	---------------	--------------------------	----------	--------------------------

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

- The text highlight color option lies in Home tab.
- We can align a paragraph in four alignment options.
- In a bulleted list, each item has a sequential number in front of it.
- Bold means a line under the text.

C. Answer the following questions.

- What is alignment?
.....
- What is font?
.....
- What is Undo and Redo?
.....
- Write the steps to apply border.
.....




Name: _____

Roll No: _____






Class: _____ Section: _____ Date: _____

EDITING AND FORMATTING IN WORD 2016

A. Tick (✓) the correct option.

- Which of these is used to align the text at the left as well as at the right margin?
 a.  ☐ b.  ☐ c.  ☐
- Under which tab, the Font Size box is available?
 a. Insert ☐ b. Font ☐ c. Home ☐
- To select a single word, you will quickly on the word.
 a. Click ☐ b. Double-click ☐ c. Right-click ☐

B. Match the following columns.

- | | |
|--|-----------------|
| 1.  | a. Text Effect |
| 2.  | b. Underline |
| 3.  | c. Center Align |
| 4.  | d. Justify |
| 5.  | e. Italics |

C. Write steps to change the font size of the text.

.....

.....

.....

.....

.....

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INTERNET

A. Tick (✓) the correct option.

- What is Internet Explorer?

a. Web browser	<input type="checkbox"/>	b. Website	<input type="checkbox"/>	c. Web page	<input type="checkbox"/>
----------------	--------------------------	------------	--------------------------	-------------	--------------------------
- Which of these is the first page of a website?

a. Home page	<input type="checkbox"/>	b. New page	<input type="checkbox"/>	c. Web page	<input type="checkbox"/>
--------------	--------------------------	-------------	--------------------------	-------------	--------------------------
- is special software to open websites.

a. WWW	<input type="checkbox"/>	b. Web Browser	<input type="checkbox"/>	c. Web Page	<input type="checkbox"/>
--------	--------------------------	----------------	--------------------------	-------------	--------------------------

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

Hints: Home page, Website, Internet, Web Page

- is stored in an electronic form on a computer connected to the Internet.
- World Wide Web is the largest collection of information in the form of websites on the
- is a collection of web pages under one website address.
- The main page (or the first page) of any website is called

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

- A website is a collection of related web pages.
- When a computer is not connected to any computer, it forms a network.
- Website contains many pages.
- Web Browser is a program to access home pages.
- Internet saves time by providing information quickly.

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INTERNET

A. Guess who am I?

- I am the network of millions of computer.
- I am the first page of a website.
- I am the short form of World Wide web.

B. Find the given words in the word grid.

Hints: Internet, Browser, Modem, Website, Web Page

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

C. Answer the following questions.

- What is an URL?
.....
- What is web browser?
.....
- What are the requirements for an Internet Connection.
.....

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STEPWISE THINKING

A. Tick (✓) the correct option.

1. If 'a' means '+', 'b' means '/', 'c' means '*' and 'd' means '-', solve and find out the value of the expression $15\ a\ 52\ b\ 13\ c\ 13\ d\ 5$?

a. 59

☐

b. 62

☐

c. 75

☐

2. All the thinking work is done in steps.

a. one

☐

b. two

☐

c. three

☐

3. Which number will come next in the following series?

14, 21, 28, 35,

a. 34

☐

b. 42

☐

c. 7

☐

B. Number the given steps to start a computer in the correct order.

☐

Press power button on the CPU.

☐

Switch on the UPS.

☐

Press the main power button.

☐

Switch on the monitor.

C. Answer the following questions.

1. What is Reasoning?

.....

.....

2. Define loop with an suitable example.

.....

.....



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Chapter-7

CLASS 3

STEPWISE THINKING

A. Number the steps to organise a birthday party.

- ☐ Inform family members and friends about the party place through phone calls or e-mail.
- ☐ Make a list of family members and friends to be invited.
- ☐ Greet the guest with love and warmth.
- ☐ Start and enjoy the party.
- ☐ Decide the time and place for the party.

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

Hints: problem solving, loop, stepwise thinking, reasoning

1. The process of completing one step and going onto the other is known as
2. Repeating a set of steps is a
3. is the action or process of thinking about task in a logical way.
4. is the action or process of finding solutions.

C. Differentiate between reasoning and problem solving.

.....

.....

.....

.....

.....

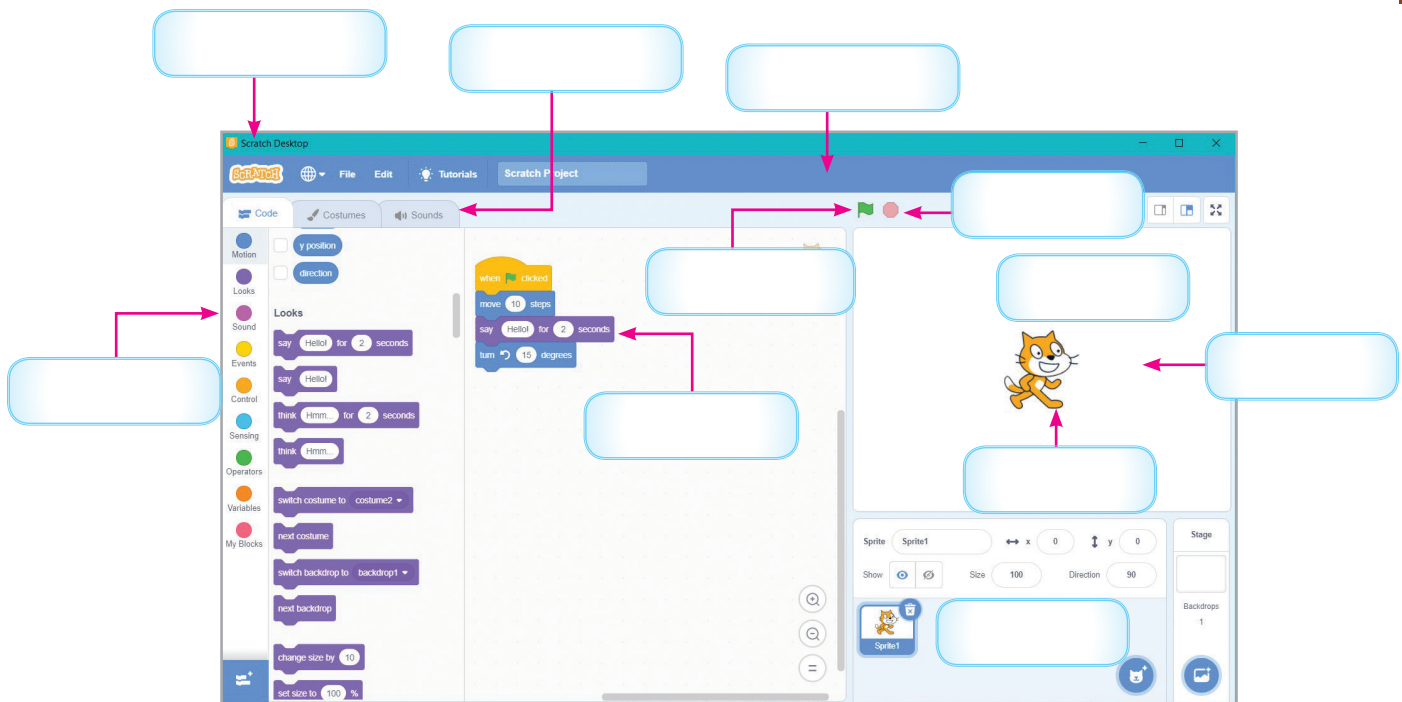
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LET'S LEARN SCRATCH

A. Label the components of the scratch desktop.



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

- Costumes tab is used to change the appearance of the Sprite.
- Scratch is a software which helps you to understand and create many games.
- Edit option is used to save a Scratch project.
- The stage area shows the movement of the sprites.

C. Guess my name.

- I add and change the sound of the sprite.
- I contain list of all blocks and categories.
- I add and change appearance of the sprite.

Name: _____

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LET'S LEARN SCRATCH

A. Tick (✓) the correct option.

- is the area where the sprite performs its actions.
 - stage ☐
 - script ☐
 - sprites info pane ☐
- Which of the following blocks are used to control the movement of the sprite?
 - Looks ☐
 - Event ☐
 - Motion ☐
- Which of the following blocks is responsible for the appearance of the sprite?
 - Events block ☐
 - Looks block ☐
 - Motion block ☐
- Which of the following option opens the sprite library?
 - Choose a sprite ☐
 - Paint a sprite ☐
 - Upload a sprite ☐

B. Match the following.

- | | |
|----------------|--------------------------------|
| 1. Code tab | a. Contain blocks |
| 2. Costume tab | b. Change appearance of sprite |
| 3. Sound tab | c. Cat by default |
| 4. Green flag | d. Adds sound to the sprite |
| 5. Sprite | e. Runs a program |

C. Answer the following questions.

- What is the use of Looks blocks?

.....

.....

- Write the steps to save a project.

.....

.....

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Chapter-9

CLASS 3

AI-ENABLED DEVICES

A. Tick (✓) the correct option.

- Which of the following accepts our voice commands to play music?
 a. Smart Speakers ☐ b. Driverless Cars ☐ c. Chatbot ☐
- Which of the following is used to make an online chat conversation?
 a. Smart TV ☐ b. Chatbot ☐ c. Smart Doorbell ☐
- Which of the following can monitor your heartbeat?
 a. Smart Watch ☐ b. Internet ☐ c. Smart Speakers ☐

B. Guess who am I?

- I can perform many tasks like playing music, movies or change channels using Internet.
- I can travel between destinations without human help.
- I am a device that informs the home owner when a visitor arrives at home.
- I tell you about your heart beat and count your steps.

C. Rearrange and write the names of the given AI-Enabled devices.

- IDRREVSESL RCA
 - SMRAT KERSSAPE
 - HONSETRMAS
 - MARTS VT



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Chapter-9

CLASS 3

AI-ENABLED DEVICES

A. Identify the smart devices and write their names in the space below.

1. Smart Doorbell



2. Smartphone



3. Smart Speakers



4. Chatbot



B. Answer the following questions.

1. Write one advantage of Smart Doorbell.

.....

2. How does a Smart TV works?

.....

3. Write two features of Smartphone?

.....

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