WORKSHEET ①

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Chapter-1

CLASS 3

A COMPUTER SYSTEM

A. Tick (✓) the correct option.

1. Which of these is not a software?

   a. Word ⬜   b. Paint ⬜

   c. Hard disk ⬜   d. Excel ⬜

2. Which of these is the version of Microsoft Windows?

   a. Windows 10 ⬜   b. Mac ⬜

   c. Linux ⬜   d. Unix ⬜

3. Which software helps us perform a specific type of job?

   a. Application ⬜   b. System ⬜

   c. Both a and b ⬜   d. None of these ⬜

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

1. Software helps us to give input to the computer hardware. ....

2. Operating system is an example of system software. ....

3. Hardwares are those parts of a computer that you cannot touch. ....

C. Fill in the blanks using the correct words.

1. .... (Pen drive/Operating system) is a hardware part of a computer.

2. .... (Hard disk/Scanner) is present inside the CPU box.

3. The system software .... (controls/stops) the working of the computer.

D. Match the following:

1. Input device   a. Windows 10
2. Operating system   b. Printer
3. Hardware   c. Keyboard

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A COMPUTER SYSTEM

Chapter-1

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. What is the role of CPU?

   ....

2. What is an IPO cycle?

   ....

3. Define Application software. Give an example.

   ....

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COMPUTER MEMORY

A. Tick (✓) the correct option.

1. How much data can a normal CD store?

   a. 7 Gigabytes ☐   b. 700 Megabytes ☐

   c. 25 Gigabytes ☐   d. None of these ☐

2. The basic unit for measuring the memory of a computer is ....

   a. Nibble ☐   b. Kilobyte ☐

   c. Byte ☐   d. MB ☐

3. Which of the following is known as temporary memory?

   a. ROM ☐   b. RAM ☐

   c. Hard Disk ☐   d. None of these ☐

B. Answer in one word.

1. Binary digits – 0s and 1s are called? ....

2. How many bits does 1 byte have? ....

3. What is the full form of PROM? ....

4. What is the other name for Secondary Memory? ....

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

1. ROM is a volatile Memory. ....

2. CD is an example of Secondary Memory. ....

3. A group of 4-bits is called a nibble. ....

4. 1 Terabyte is equal to 1024 Gigabytes. ....

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COMPUTER MEMORY

Chapter-2

A. Find the given words in the crossword given below.

Byte, Pendrive, DVD, Megabyte, Cloud

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

B. Answer the following questions:

1. What is cloud storage? How is it better than storing files offline?

   ....

2. Why is Secondary Memory important for a computer?

   ....

3. What are the characteristics of a Blu-ray Disc?

   ....

4. What is the use of Random-Access Memory? List the two types of RAM.

   ....

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Chapter-3

CLASS 3

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LET'S KNOW ABOUT WINDOWS 10

A. Tick (✓) the correct option.

1. Which is the first screen that appears after switching on the computer?

    a. Icons ☐   b. Desktop ☐

    c. Taskbar ☐   d. None of these ☐

2. Which of these is the most popular Operation system?

    a. MS DOS ☐   b. Windows 10 ☐

    c. Linux ☐   d. None of these ☐

3. .... can also be opened by pressing Windows key on the keyboard.

    a. Start menu ☐   b. Desktop ☐

    c. Icon ☐   d. None of these ☐

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

Hints: Icons, Windows 10, Taskbar, Microsoft

1. A long bar at the bottom of the desktop is called the ....

2. .... represent all the drives, folders and files on your computer.

3. Windows 10 was developed by the company named ....

4. .... has a Graphical User Interface (GUI).

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

1. Shutdown button is used to shut down the computer. ....

2. I-beam is used to insert text in document. ....

3. Sorting the icons means arranging the icons on the desktop. ....

4. We cannot change the position of Taskbar. ....

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Chapter-3

CLASS 3

LET'S KNOW ABOUT WINDOWS 10

A. Guess who am I?

1. I am a mouse pointer used for pointing, selecting and dragging the items on the screen. . . . .

2. I am the small pictures present on the desktop. . . . .

3. I am a button used to open the start menu. . . . .

4. I am a long horizontal bar present at the bottom of the desktop. . . . .

B. Look at the pictures and fill in the boxes.

1. ( ) H ( ) ( ) ( ) C

2. R ( ) ( ) Y ( ) L ( ) ( ) ( ) N

3. ( ) T ( ) R ( ) B ( ) ( ) T ( ) N

4. ( ) ( ) L ( ) ( ) R

C. Name the mouse pointer used:

1. For resizing the window or pictures. . . . .

2. For inserting the text in document. . . . .

3. For moving the pictures. . . . .

4. For pointing, selecting and dragging the items. . . . .

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ADVANCED FEATURES OF PAINT

A. **Label the components of Paint window.**
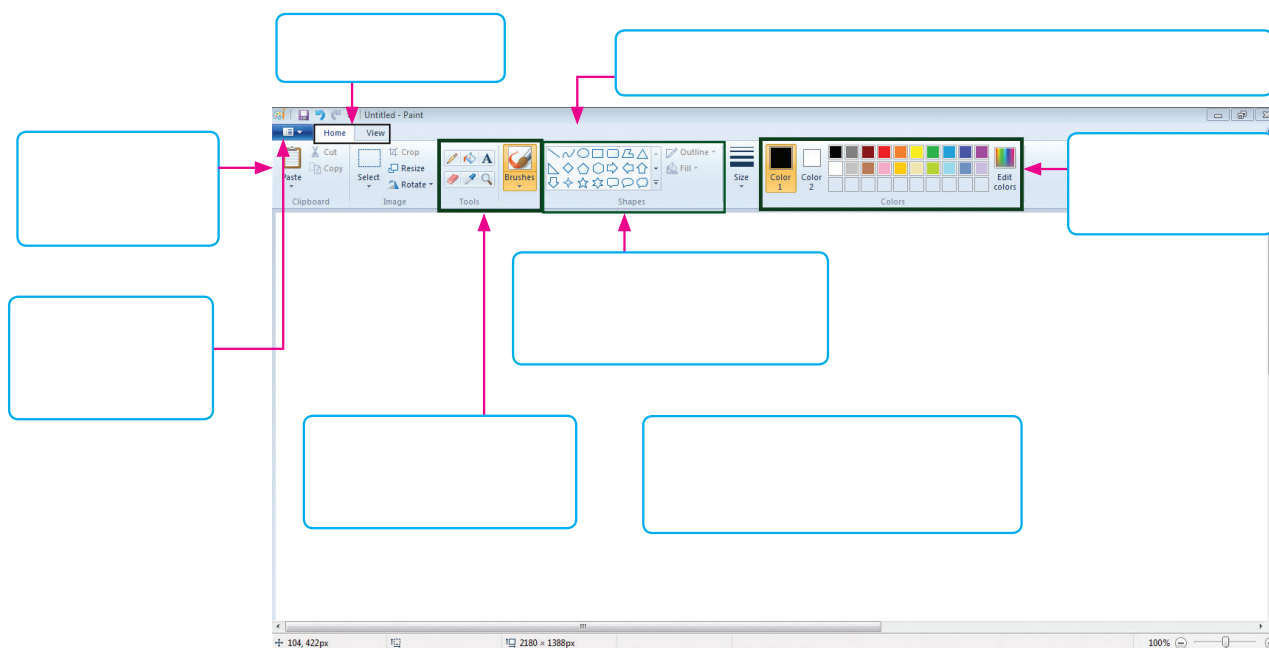
B. **Number the steps to save a drawing in Paint.**

- ☐ Type a name for the file in the File name: box
- ☐ Click on Save or Save As. The Save As dialog box appears.
- ☐ Click on Paint button.
- ☐ Click on Save button.

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

1. Paint program is used to play on the computer. ....

2. Color Picker tool is present under the Home tab. ....

3. Polygon shape is used to draw circles. ....

4. Paint allows you to draw various shapes like oval, polygon, etc. ....

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Chapter-4

CLASS 3

ADVANCED FEATURES OF PAINT

A. **Label the steps to draw a polygon in Paint.**

Untitled - Paint
Home   View

Paste | Select | Brushes | Outline | Size | Color 1 | Color 2
Clipboard | Image | Tools | Shapes | | Colors
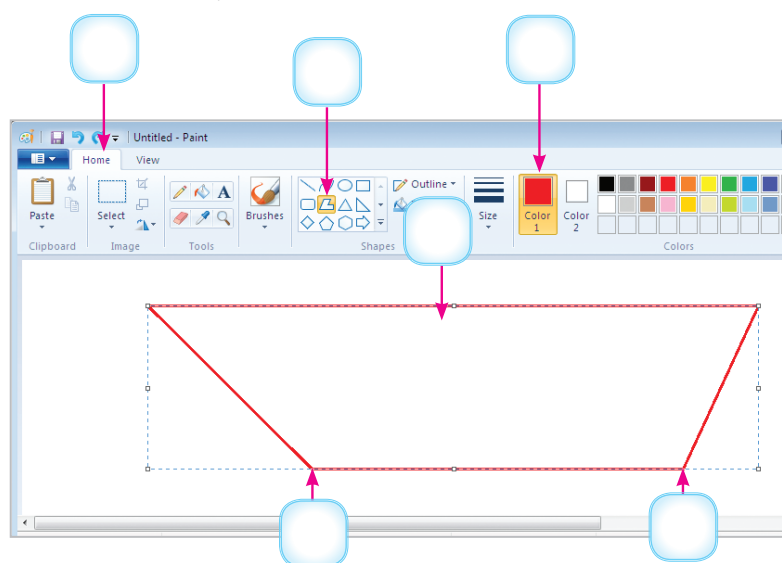
B. **Tick (✓) the correct option.**

1. Which tool is used to type text in your drawing area?

   a. Text ☐   b. Brushes ☐

   c. Rectangle ☐   d. None of these ☐

2. Which shape is used to draw a closed shape with straight lines?

   a. Rectangle ☐   b. Polygon ☐

   c. Curve ☐   d. Triangle ☐

C. **Answer the following questions:**

1. What is Ribbon?

   ....

2. Write the use of Color picker tool.

   ....

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MORE ON PAINT
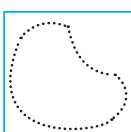
Chapter-5

CLASS 3

A. Write the shortcut keys:

1. To copy a part of the drawing ....

2. To Zoom In ....

3. To rotate an image ....

4. To cut a part of the drawing ....

B. Look at the icons and write their names.

1. ....
2. ....

3. ....
4. ....

5. ....
6. ....

C. Answer the following questions:

1. Write the use of Rotate Command.

....

2. What is the use of Flip image?

....

3. Write the steps to select an image in rectangular form.

....

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MORE ON PAINT

Chapter-5

CLASS 3

A. Tick (✓) the correct option.

1. To get the mirror image of a drawing, we use .... command.

   a. Skew ☐   b. Resize ☐

   c. Flip ☐   d. Image ☐

2. Which command gives a closer and bigger look of an image?

   a. Crop ☐   b. Skew ☐

   c. Zoom ☐   d. None of these ☐

3. Which command is used to change the position of an image?
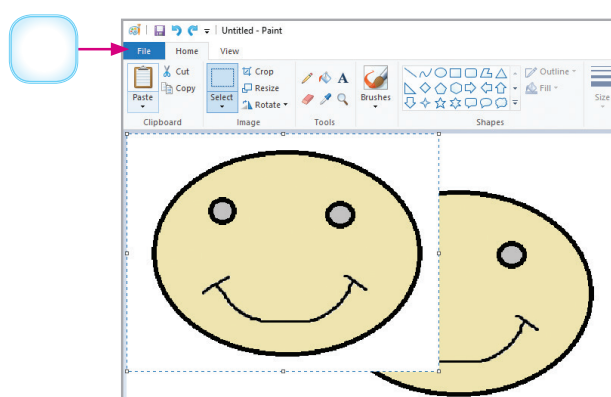
   a. Resize ☐   b. Flip ☐

   c. Crop ☐   d. Zoom ☐
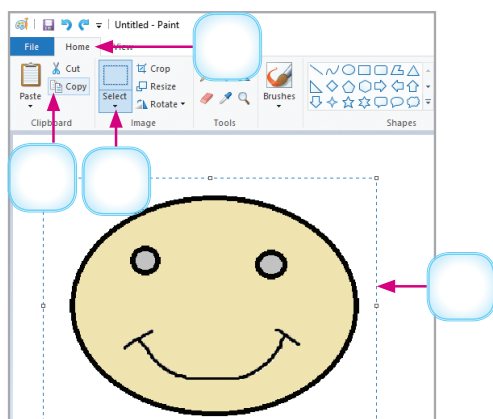
B. Write 'T' for true and 'F' for false.

1. Cut and Paste commands delete the image from one place and paste it to another place.   ....

2. Zoom tool is used to get the closer and bigger look of the drawing.   ....

C. Label the steps to Copy/Cut and Paste the image in Paint.

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Chapter-6

CLASS 3

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STEPWISE THINKING

A. Tick (✓) the correct option.

1. A computer understands step-by-step instructions written only in a unique ....

   a. language ☐   b. pattern ☐

   c. step ☐   d. line ☐

2. All the thinking work is done in .... steps.

   a. one ☐   b. two ☐

   c. three ☐   d. four ☐

3. Which of the following is the first step in preparing fruit salad?

   a. cut the fruits ☐   b. add ingredients ☐

   c. arrange fruits ☐   d. eating the fruits ☐

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. Tick (✓) the picture which is a loop and cross (✗) which are not.

☐

☐

☐

☐

☐

☐

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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, Decision making

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 a process of arriving at a conclusion by making a choice.

4. .... is the action or process of finding solutions.

C. Answer the following questions:

1. Write the three main steps to complete a task.

....

....

2. Define loop with a suitable example.

....

....

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Chapter-7

CLASS 3

PIVOT ANIMATOR

A. Fill in the blanks.

1. …………………… button is used to add a new stick figure.

2. The …………………… bar shows the current frame number.

3. The …………………… tool is used to draw a line when creating a custom figure.

4. To rotate a stick figure, we use the …………………… handle.

B. Tick (✓) the correct option.

1. Which button adds a new frame?
   a. Player Control ☐   b. Add Figure ☐
   c. Add Frame ☐   d. Status Bar ☐

2. What is the shortcut key to save an animation project?
   a. Ctrl + S ☐   b. Ctrl + P ☐
   c. Ctrl + E ☐   d. Ctrl + A ☐

3. Which option allows you to make an animation play in a loop?
   a. Save Button ☐   b. Loop Checkbox ☐
   c. Export Option ☐   d. Add Frame Button ☐

C. Write the steps for the following:

1. Click on the File menu. ☐

2. Navigate to the location to save the animation project. ☐

3. Click on the Save button. ☐

4. Select the Save Animation option. ☐

5. Type the name for the file. ☐

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Chapter-7

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PIVOT ANIMATOR

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

1. You can export a Pivot Animator project as a Word document. . . . .

2. Pivot Animator allows you to build custom stick figures. . . . .

3. A figure is made of joints and segments. . . . .

4. The canvas is where you find the Save and Export options. . . . .

B. Answer in one or two words.

1. What type of file is created when you export an animation as a GIF? . . . .

2. What is the default figure type used in Pivot Animator? . . . .

3. Which bar shows menus like File, Edit, and Help? . . . .

4. What extension is used when saving a custom figure?

C. Application-Based Question.

1. Gunjan created a stick figure and wants to make it wave its hand. Which tool or control should she use to move only the arm of the stick figure?

2. Riya wants her animation to start with a character standing, then jumping, and finally waving. Which feature of Pivot Animator should she use to show this step-by-step movement smoothly?

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CLASS 3

INTRODUCTION TO GOOGLE BLOCKLY

Chapter-8

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

Hints: Puzzle, Bee, Run Program, Programming,

1. In Google Blockly, users play games and learn .... simultaneously.

2. The .... game teaches the user to join the blocks.

3. Stinger is a trait of ....

4. In Maze game, click on .... button to see if the stack helps the person to reach the destination or not.

B. Write the use of the following blocks:

1. `move forward` ....
....

2. `turn left ↺ ▾` ....
....

3. `turn right ↻ ▾` ....
....

C. Draw the icons of Puzzle game and Maze game in the space given below.

Puzzle game   Maze game

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INTRODUCTION TO GOOGLE BLOCKLY

A. Answer the following questions:

1. How do you play Puzzle game?

   ....

   ....

2. What is the use of Run Program button in Maze game.

   ....

   ....

3. How do you play Maze game?

   ....

   ....

B. Identify the icons and write the names of games in the blanks.

1.   ....
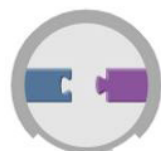
2   ....

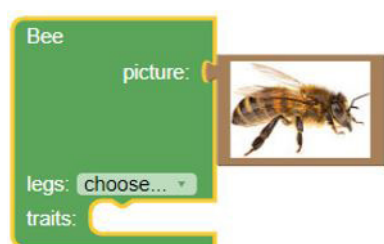3.   ....
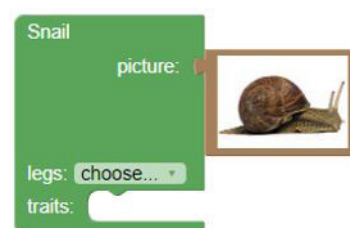
C. Complete the puzzle for the given animals/birds.

1.

Stinger

Honey

Slime

Shell

2.

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