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TOUCHPAD

PLAY Ver. 2.1 >

A COMPUTER SYSTEM

Chapter-1

CLASS 3

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

CLASS 3

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

Chapter-2

CLASS 3

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

CLASS 3

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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LET'S KNOW ABOUT WINDOWS 10

Chapter-3

CLASS 3

A. Tick (✓) the correct option.

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

a. Icons	<input type="checkbox"/>	b. Desktop	<input type="checkbox"/>
c. Taskbar	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- Which of these is the most popular Operation system?

a. MS DOS	<input type="checkbox"/>	b. Windows 10	<input type="checkbox"/>
c. Linux	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- can also be opened by pressing Windows key on the keyboard.

a. Start menu	<input type="checkbox"/>	b. Desktop	<input type="checkbox"/>
c. Icon	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>

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

Hints: Icons, Windows 10, Taskbar, Microsoft

- A long bar at the bottom of the desktop is called the
- represent all the drives, folders and files on your computer.
- Windows 10 was developed by the company named
- has a Graphical User Interface (GUI).

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

- Shutdown button is used to shut down the computer.
- I-beam is used to insert text in document.
- Sorting the icons means arranging the icons on the desktop.
- We cannot change the position of Taskbar.

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LET'S KNOW ABOUT WINDOWS 10





Chapter-3

CLASS 3

A. Guess who am I?

- I am a mouse pointer used for pointing, selecting and dragging the items on the screen.
- I am the small pictures present on the desktop.
- I am a button used to open the start menu.
- I am a long horizontal bar present at the bottom of the desktop.

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

-  H C
-  R Y L N
-  T R B T N
-  L R

C. Name the mouse pointer used:

- For resizing the window or pictures.
- For inserting the text in document.
- For moving the pictures.
- For pointing, selecting and dragging the items.

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INTRODUCTION TO WORD 2016

Chapter-4

CLASS 3

A. Tick (✓) the correct option.

1. Which area is used for typing the text?

a. Working

☐

b. Desktop

☐

c. Document

☐

d. None of these

☐

2. Which of these is used to create a new blank document?

a. Save

☐

b. New

☐

c. Close

☐

d. None of these

☐

3. Which of these displays the name of the program and the document name?

a. Ribbon

☐

b. Ruler

☐

c. Title bar

☐

d. Editing

☐

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

Hints: Text area, Word processing, Status bar, Enter

1. Microsoft Word is a software.

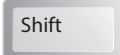

2. shows the information of the document.

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

4. We can type text or content in the

C. Match the following:

1. To select a word

a.  + 

2. To select a paragraph

b.  + 

3. To select entire document

c. Double-click on the word

4. To select one line up or down three times

d. Click the left button of the mouse

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INTRODUCTION TO WORD 2016

Chapter-4

CLASS 3

A. Write the shortcut command for each of the following:

- To save a document
- To open a saved document
- To print a document
- To close MS Word
- To create a new file

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

Hints: File, Toolbar, Vertical, Document 1

- Quick access is present on the left side of the title bar.
- The Scroll Bar is used to move up and down in a document.
- The options such as New, Open and save are present under the tab.
- The word application opens a blank document with the temporary name

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

- Horizontal ruler appears at the top of the document area.
- Thesaurus is used to find a synonym for a word in your document.
- Status bar is located at the bottom of MS Word window.
- We can save a file by clicking on the Save button from the Quick Access Toolbar.

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TOUCHPAD

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MORE ON PAINT






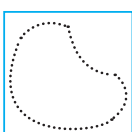
Chapter-5

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.

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

a. Skew	<input type="checkbox"/>	b. Resize	<input type="checkbox"/>
c. Flip	<input type="checkbox"/>	d. Image	<input type="checkbox"/>
- Which command gives a closer and bigger look of an image?

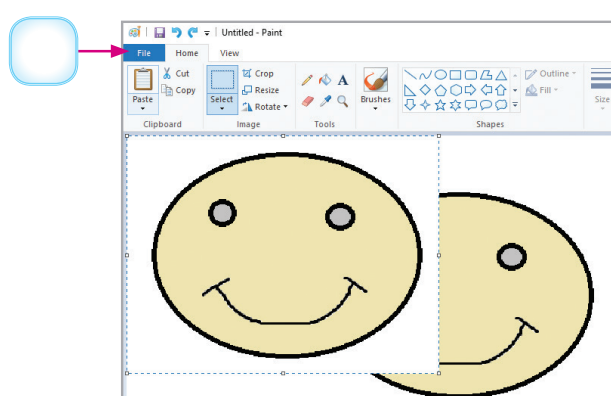
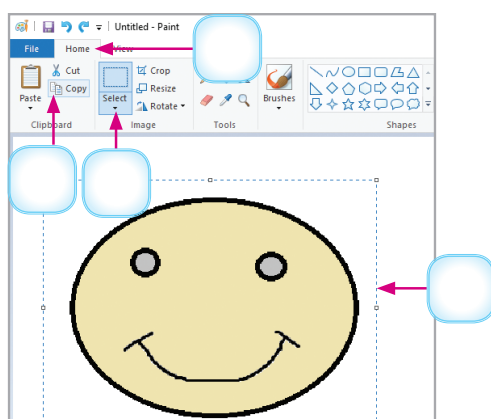
a. Crop	<input type="checkbox"/>	b. Skew	<input type="checkbox"/>
c. Zoom	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- Which command is used to change the position of an image?

a. Resize	<input type="checkbox"/>	b. Flip	<input type="checkbox"/>
c. Crop	<input type="checkbox"/>	d. Zoom	<input type="checkbox"/>

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

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

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INTRODUCTION TO INTERNET

Chapter-7

CLASS 3

A. Tick (✓) the correct option.

1. Internet Explorer is a

a. Web browser

☐

b. Website

☐

c. Web page

☐

d. None of these

☐

2. Which of these is the first page of a website?

a. Home page

☐

b. New page

☐

c. Web page

☐

d. First page

☐

3. Which of these is used to open websites?

a. WWW

☐

b. Web Browser

☐

c. Web Page

☐

d. Home page

☐

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

Hints: Website, Internet, Web Page

1. is stored in an electronic form on a computer connected to the Internet.

2. World Wide Web is the largest collection of information in the form of websites on the

3. is a collection of web pages under one website address.

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

1. A website is a collection of related web pages.

2. When a computer is not connected to any computer, it forms a network.

3. Website contains many pages.

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INTRODUCTION TO INTERNET

Chapter-7

CLASS 3

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. Answer the following questions:

- Write one advantage of using Internet.
.....
- What is web browser?
.....
- What are the requirements for an Internet Connection?
.....

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

- Toolbar has shortcut buttons for various operations on a web page.
- A webpage may contain link to other pages.
- We cannot share information with others.
- World Wide Web is not a part of the Internet.

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INTRODUCTION TO SCRATCH

A. Tick (✓) the correct option.

- Which of the following is used to make your sprite larger?

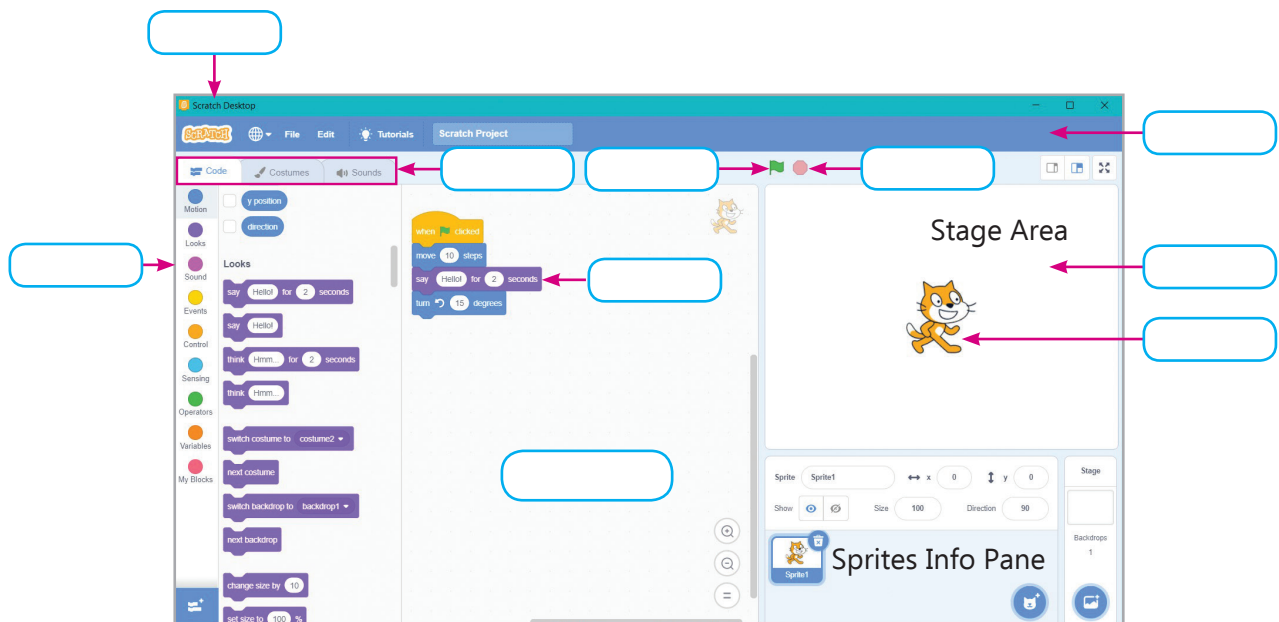
a. Grow Sprite	<input type="checkbox"/>	b. Shrink Sprite	<input type="checkbox"/>
c. Stop	<input type="checkbox"/>	d. Start	<input type="checkbox"/>
- Events Blocks are used to which run the scripts.

a. sense events	<input type="checkbox"/>	b. control events	<input type="checkbox"/>
c. control sounds	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>

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

- Quit option is used to save a Scratch project.
- You can add sound only from the sound library.
- In Scratch, cat is the default Sprite.

C. Label the Scratch Window.



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INTRODUCTION TO SCRATCH

Chapter-9

CLASS 3

A. Guess who am I?

1. I am used to delete a sprite.
2. I am the default sprite of scratch.
3. I am used to stop the project.

B. Answer the following questions:

1. What are blocks?
.....
2. What is the use of green flag?
.....
3. Write the extension of Scratch 3.0 file.
.....

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

Hints: File, Esc, Yellow

1. Events blocks are colour-coded
2. Quit option is present in the menu.
3. To exit Presentation mode, we have to press key.

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