

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

DISCOVER COMPUTERS

Chapter-1

CLASS 3

A. Tick (✓) the correct option.

- Desktop, laptop and tablet comes in the group of
 a. Microcomputer ☐ b. Minicomputer ☐ c. Supercomputer ☐
- Which of the following is a small portable computer?
 a. Desktop ☐ b. Laptop ☐ c. None of these ☐
- Computer always gives results.
 a. wrong ☐ b. hidden ☐ c. accurate ☐
- Data is stored in of the computer.
 a. Machine ☐ b. Memory ☐ c. None ☐

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

Hints: Server, MU, Super, Speed

- The stores data and instructions given to the computer.
- A computer works at a very high
- A is also a computer that provides data to other computers.
- computers are the largest and fastest computers.

C. Write the name of the following computers:



Grade:



Teacher's Signature: _____

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

DISCOVER COMPUTERS

Chapter-1

CLASS 3

A. Rearrange the letters to get the correct name of computers.

1. MCAPMFUANEROMTIRE

.....

2. PPCEUUMTSROER

.....

3. MCPOTRICRMUEO

.....

4. PMMTRICNIOUE

.....

B. Match the following:

1.



a. Supercomputers

2.



b. Laptop

3.



c. Desktop Computer

4.



d. Tablet

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

1. We get computers in many shapes and sizes.

.....

2. Computer can work with same efficiency for a long time.

.....

3. Computer can do work with high speed and accuracy.

.....

4. Computers cannot work for a long time.

.....

5. Computer always gives accurate results.

.....

Grade:



Teacher's Signature: _____

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

HARDWARE AND SOFTWARE

Chapter-2

CLASS 3

A. Tick (✓) the correct option.

- is like a manager of a computer system.
 - Hardware ☐
 - System Software ☐
 - Application software ☐
- Which of the following is a processing device?
 - Web Camera ☐
 - CPU ☐
 - Plotter ☐
- Which of these is an example of system software?
 - Word ☐
 - Operating system ☐
 - Paint ☐

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

Hints: controls, Intel, hardware, creating

- MS PowerPoint is used for presentation.
- The system software the working of the computer.
- is the world's largest processor manufacturing company.
- are the parts of computer that we can touch.

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

- We can draw and colour pictures in Paint.
- MS Word is not an example of application software.
- We can play games through software on computer.
- Computer Hardware cannot work by itself.

D. Answer the following questions:

- What are the names of storage devices for a computer?
.....
- Name the application software used for creating and editing photos.
.....

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

HARDWARE AND SOFTWARE

Chapter-2

CLASS 3

A. Guess who am I?

1. I send instructions to the computer with the click of a button.
2. I help you play games on a computer.
3. I help you take pictures and store photographs in the computer.
4. I have keys to input data into a computer.
5. I help you take printout of work on paper.

B. Write the names of the following devices:

1. 
2. 
3. 
4. 

C. Rearrange the letters to get the correct word.

1. RPITNER
2. NIOTACILPPA
3. TFOSERAW
4. YEKDOARB

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

EXPLORING THE WORLD OF WINDOWS 10

Chapter-3

CLASS 3

A. Tick (✓) the correct option.

- What is the first screen that appears after switching on the computer?
 a. Icons ☐ b. Desktop ☐ c. Taskbar ☐
- Which of these is one of the most popular operating systems?
 a. MS DOS ☐ b. Windows 10 ☐ c. Linux ☐
- can also be open by pressing Windows key on the keyboard.
 a. Start menu ☐ b. Desktop ☐ c. None ☐

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 is developed by the company named
- has a Graphical User Interface (GUI).

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

- Shut down button is used to shut down the computer.
- You can open the Start menu by pressing Windows key.
- Sorting the icons means arranging the icons on the desktop.
- We cannot change the position of Taskbar.

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

EXPLORING THE WORLD OF WINDOWS 10

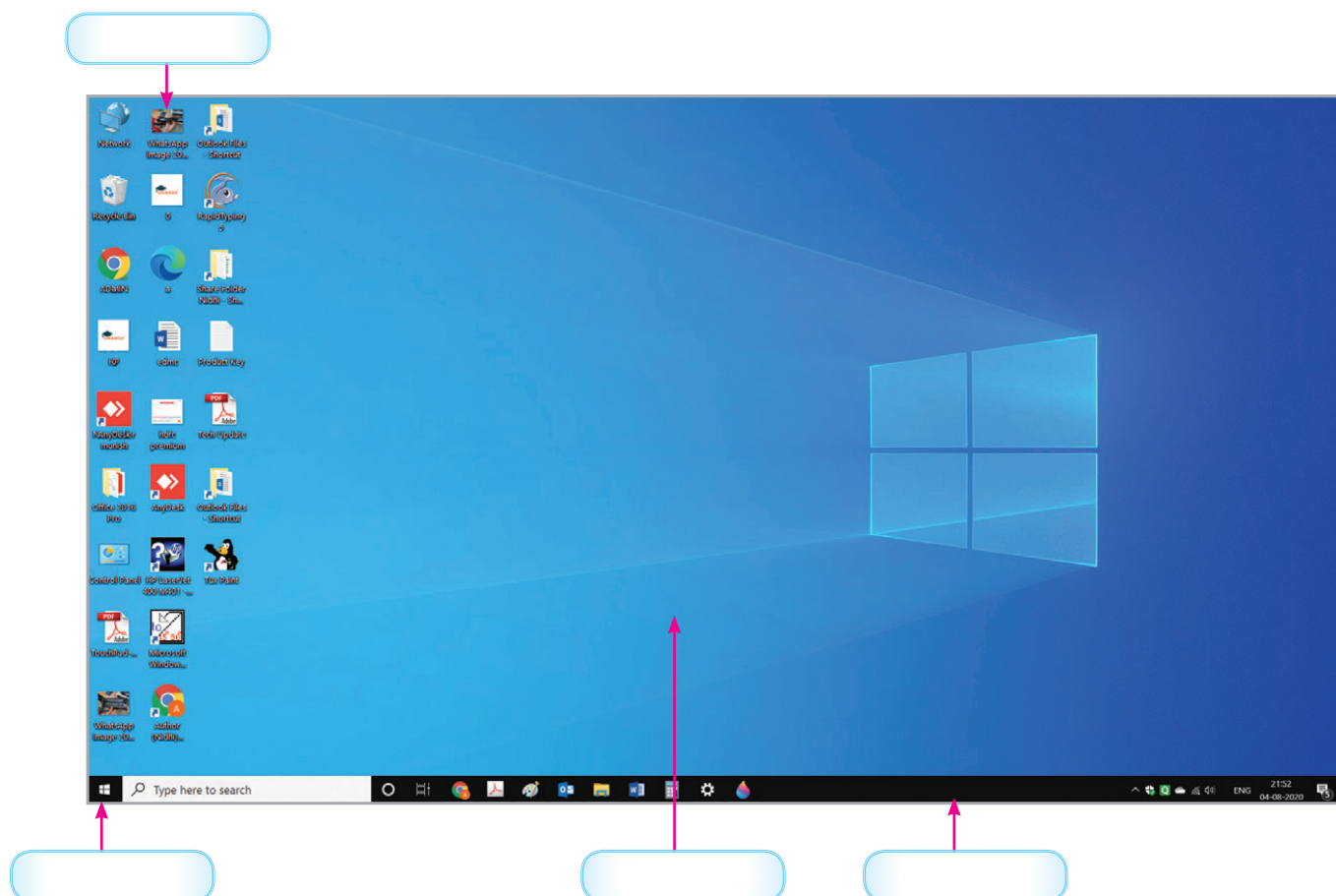
Chapter-3

CLASS 3

A. 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.

B. Label the components of Windows 10 desktop.



Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

FUN WITH PAINT

Chapter-4

CLASS 3

A. Tick (✓) the correct option.

1. Which tool is used to write text in Paint?

a. Text

☐

b. Line

☐

c. Eraser

☐

2. Which tool is used to show bigger or closer view of the objects and images?

a. Select

☐

b. Zoom

☐

c. Rotate

☐

3. The Flip/Rotate command is in the group.

a. Colors

☐

b. Image

☐

c. Shapes

☐

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

Hints: paint, flip, area, select

1. We can select an image by using the tool.

2. is a simple program for drawing and painting on the computer.

3. feature is used to get the mirror image of a drawing.

4. Crop command is used to clear everything outside the selected

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

1. Pencil tool is used to draw line.

.....

2. Shortcut key to zoom the image is Ctrl + Pg Down.

.....

3. Resize command is used to change the size of the image.

.....

4. Oval shape is used to draw circles.

.....

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

FUN WITH PAINT

Chapter-4

CLASS 3

A. Find seven words related to Paint.

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

B. Match the following:

1.



a. Fill with color tool

2.



b. Eraser tool

3.



c. Pencil tool

4.



d. Brush tool

C. Answer the following questions:

1. What is the use of Color picker tool?

.....

2. What is the use of Skew command?

.....

Grade:



Teacher's Signature: _____

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTRODUCTION TO WORD 2016

Chapter-5

CLASS 3

A. Tick (✓) the correct option.

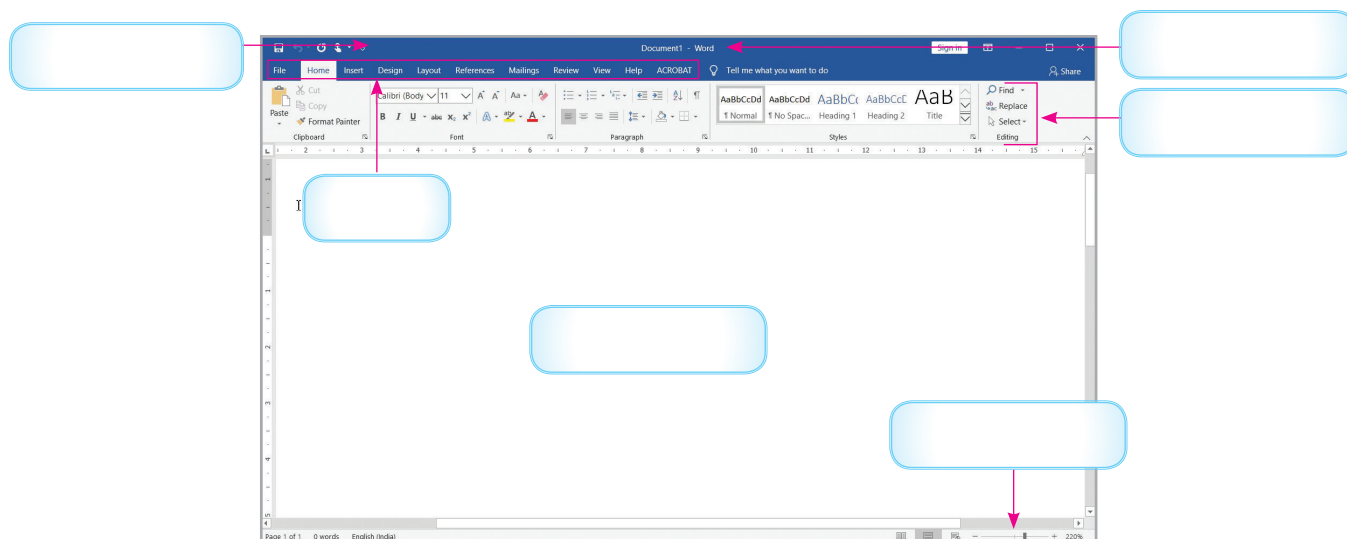
- Which area is used for typing in Word 2016?
 a. Working ☐ b. Desktop ☐ c. Document ☐
- Which option is used to create a new blank document in Word?
 a. Save ☐ b. New ☐ c. Close ☐
- To open a saved document, select option from the File tab.
 a. Exit ☐ b. Close ☐ c. Open ☐

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

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

- Save, Undo and Redo command buttons are present under
- There are total tabs present in the Word.
- We can press Enter Key to start a line.
- shows the details of the current document.

C. Label the various components of Word 2016 Window.



Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTRODUCTION TO WORD 2016

Chapter-5

CLASS 3

A. Write the group where these commands are found.

1. Border
2. Bold
3. Alignment
4. Font Size

B. 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.

C. Answer the following questions:

1. What is alignment?
.....
2. What is font?
.....

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

STEPWISE THINKING

Chapter-6

CLASS 3

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?

5, 10, 15, 20, 25,

a. 30

☐

b. 40

☐

c. 50

☐

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

☐

Switch on the UPS.

☐

Press the main power button.

☐

Switch on the monitor.

C. Answer the following questions:

1. What is Stepwise thinking?

.....
.....

2. What is computational thinking?

.....
.....



Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTERNET

Chapter-8

CLASS 3

A. Tick (✓) the correct option.

- Internet Explorer is a
 a. Web browser ☐ b. Website ☐ c. Web page ☐
- Which of these is the first page of a website?
 a. Home page ☐ b. New page ☐ c. Web page ☐
- Which of these is a special software that is used to open websites?
 a. WWW ☐ b. Web Browser ☐ c. Web Page ☐

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.

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTERNET

Chapter-8

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. Find the given words in the word grid.

Internet, Browser, Modem, Website, Web Page

A	U	V	J	A	G	R	J	K	P
A	D	I	N	T	E	R	N	E	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:

- a. Write one advantage of using Internet.

.....

- b. What is web browser?

.....

- c. What are the requirements for an Internet Connection?

.....

Grade:



Teacher's Signature: _____