ORANGE

WORKSHEET ①

TRACKPAD
Ver. 2.1

Chapter-1

CLASS 3

Name: _____

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Class: _____ Section: _____ Date: _____

HARDWARE AND SOFTWARE

A. Tick (✓) the correct option.

1. The main secondary device of a computer is

   a. Pen-drive ⬜   b. Hard-disk ⬜   c. Joystick ⬜

2. Which of the following cannot be classified as hardware?

   a. Input Devices ⬜   b. Storage Devices ⬜   c. Microsoft Office ⬜

3. This device is used for making video calls.

   a. Joystick ⬜   b. Webcam ⬜   c. Light Pen ⬜

4. Which of the following acts as a supervisor and is used to control the flow of information from CPU to other parts of the computer?

   a. ALU ⬜   b. CU ⬜   c. MU ⬜

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

1. A computer can perform various types of jobs at the same time. ....

2. A light pen is used to play games. ....

3. Memory Unit stores the result before it is sent to the user. ....

4. Paint is a type of System Software. ....

C. Match the following.

1. System Software   a. Draws high quality images on a very large sheet of paper

2. Application Software   b. performs operations such as addition, subtraction etc.

3. Plotter   c. Windows 10

4. Arithmetic Logic Unit   d. MS Word

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HARDWARE AND SOFTWARE

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

Scanner, Memory Unit, Hard Disk, Projector

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

B. **Answer the following question.**

1. What do you understand by system software?

   ....

2. What are storage devices? Give an example.

   ....

3. What is a printer used for? Name different types of printers.

   ....

4. Name and define the functions of different parts of the CPU.

   ....

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CLASS 3

WINDOWS 10—AN INTRODUCTION

A. **Tick (✓) the correct option.**

1. Name the key combination to permanently delete an item.

   a. Shift + C ☐   b. Shift + Delete ☐   c. Shift + Enter ☐

2. Which of the following is not an operating system?

   a. Linux ☐   b. Mac OS ☐   c. MS Office ☐

3. Which area displays time, date, internet connection etc.

   a. Search Box ☐   b. Notification Area ☐   c. Peek Button ☐

4. Which feature allows us to create multiple desktops?

   a. Virtual Desktops ☐   b. Pinning Application ☐   c. GUI ☐

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

1. MS DOS is an example of an operating system. ....

2. It is not possible to hide all the icons on the desktop. ....

3. The left pane of Start Menu displays a list of programs. ....

4. Peek button is also known as Show Desktop button. ....

C. **Fill in the blanks.**

1. .... shows the desktop. (Windows key + S/Windows key + D)

2. .... button allows you to quickly move within your open windows and applications. (Start/Task View)

3. .... is a medium that creates a connection between a user and a computer. (Interface/Desktop)

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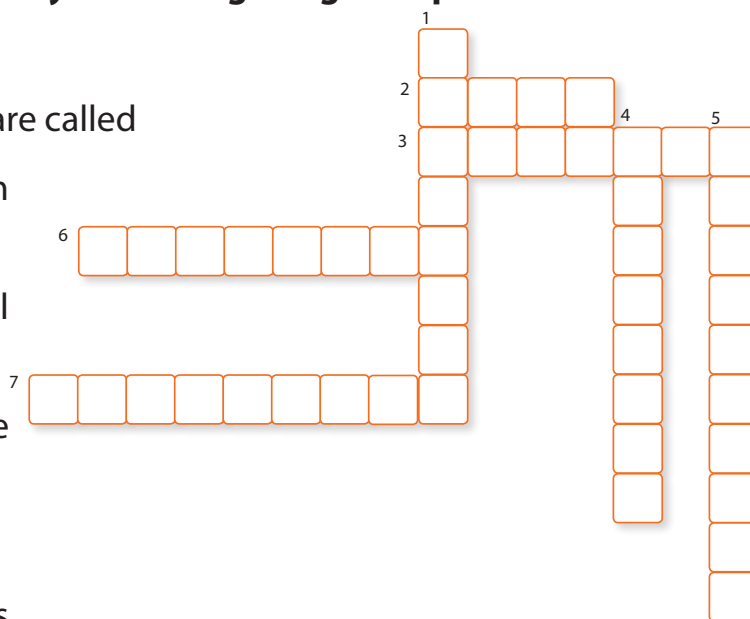Class: _____ Section: _____ Date: _____

WINDOWS 10—AN INTRODUCTION

A. Complete the following crossword by answering the given questions.

ACROSS

2. Small picture on the desktop are called

3. Rectangular bar at the bottom of the desktop

6. Name the button that gives full screen view of window

7. What is the background picture on desktop called?

DOWN

1. Name the bar that contains maximize, minimize and close button

4. Process of loading the operating system after computer is switched on.

5. This is the place to find all your deleted files on the computer.

8. Name the button located at the end of notification area.

B. Answer the following question.

1. What is a Graphical User Interface? (GUI)

   ....

2. What is the use of Search Box?

   ....

3. Write two features of Windows 10.

   ....

4. What different components are present on the Taskbar?

   ....

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WORD 2016—AN INTRODUCTION

A. Tick (✓) the correct option.

1. Microsoft Word is an .... software

   a. fun ☐   b. system ☐   c. application ☐

2. To open a saved file, select Open from the .... tab.

   a. Home ☐   b. Insert ☐   c. File ☐

3. The short key to open a document is ....

   a. Ctrl+P ☐   b. Ctrl+O ☐   c. Ctrl+L ☐

B. Fill in the blanks.

1. The .... bar displays the name of the current document and application. (Title/Status)

2. We can open Backstage view of a Word document by using the .... tab. (File/Home)

3. The .... ruler keeps track of the width of the document page. (Horizontal/ Vertical)

4. .... used to enlarge and reduce the size of the window quickly and easily. (Scroll Bar/Zoom Slider)

C. Answer in one word.

1. Which toolbar contains the list of frequently used options, such as Save, Undo, Redo? ....

2. It indicates where the typed letters will appear. ....

3. Name the key combination used to undo the last action done? ....

4. Which key removes character to the right of the cursor? ....

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WORD 2016—AN INTRODUCTION

A. Match the Following.

1.	Zoom Slider	a.	Where text can be typed, deleted, edited
2.	Vertical Ruler	b.	Used to enlarge and reduce size of window
3.	Horizontal Scroll Bar	c.	Measures the height of work area
4.	Document Area	d.	Navigate text left to right

B. Answer the following question.

1. Why do we use Microsoft Word?

   ....

   ....

2. What is the Backstage view in Microsoft Word?

   ....

   ....

3. How do we select a paragraph?

   ....

   ....

4. Write the three commands present on the Quick Access Toolbar.

   ....

   ....

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CLASS 3

Chapter-4

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EDITING TEXT IN WORD 2016

A. Tick (✓) the correct option.

1. Selecting means .... the text.

   a. Deleting ☐ b. Highlighting ☐ c. Copying ☐

2. Which key deletes the character on the right side of the cursor?

   a. Delete Key ☐ b. Backspace Key ☐ c. Enter Key ☐

3. Which key combination is used to cut text from a document?

   a. Ctrl+C ☐ b. Ctrl+V ☐ c. Ctrl+X ☐

B. Fill in the blanks.

1. After writing a word, press the .... to give space between two words. (Spacebar key/enter key)

2. To select a line, press .... (CTRL + Right-Click/CTRL + Left-Click)

3. .... deletes the text on the right side of the cursor. (Backspace Key/ Delete Key)

4. .... removes the original piece of text to paste it elsewhere. (Cut command/Copy command)

5. The keyboard shortcut for Paste is .... (CTRL + V/CTRL + X)

C. Write 'T' for True and 'F' for False.

1. Ctrl+A will select a word on the right. ....

2. Undo is used to cancel the last command. ....

3. Moving text is an editing feature available in MS Word. ....

4. Double click a paragraph to select it. ....

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EDITING TEXT IN WORD 2016

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

Undo, Editing, Copying, Redo

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

B. **Answer the following.**

1. What are the Undo and Redo commands used for?

....

2. How can we copy text in MS Word?

....

3. What do you understand by editing? What editing features are available in MS Word?

....

4. How can we remove a character or paragraph in MS word?

....

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INTERNET—AN INTRODUCTION

A. Tick (✓) the correct option.

1. Which of the following applications needs to be installed on the computer to fetch or retrieve information from World Wide Web?

   a. Web browser ☐   b. MS-Office ☐   c. MS-Paint ☐

2. ISP stands for ....

   a. Internal Service Provider ☐

   b. Internet Service Provider ☐

   c. Internet Software Provider ☐

3. Collection of related webpages that provide information are called ....

   a. World Wide Web ☐   b. Websites ☐   c. Search Engine ☐

B. Fill in the blanks using the given words.

1. .... is the biggest network of computers. (Internet/Web Browser)

2. We can buy or sell product on the internet, while sitting at home thanks to .... (E-Mail/E-Shopping)

3. .... is a device that enables a computer to transmit data over a network. (Modem/Printer)

4. A document on the web is called a .... (Word Document/Web Page)

C. Match the following.

1. World Wide Web   a. An online communication system

2. Search Engine   b. Software that helps to view a website

3. Web Browser   c. Virtual storehouse of information

4. E-mail   d. Google

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INTERNET—AN INTRODUCTION

A. Identify the given picture and their names.

1.   ....

2.   ....

3.   ....

4.   ....

B. Answer the following.

1. Name some commonly used Web Browsers.

    ....

    ....

2. What is the significance of URL's?

    ....

    ....

3. What do you understand by E-shopping.

    ....

    ....

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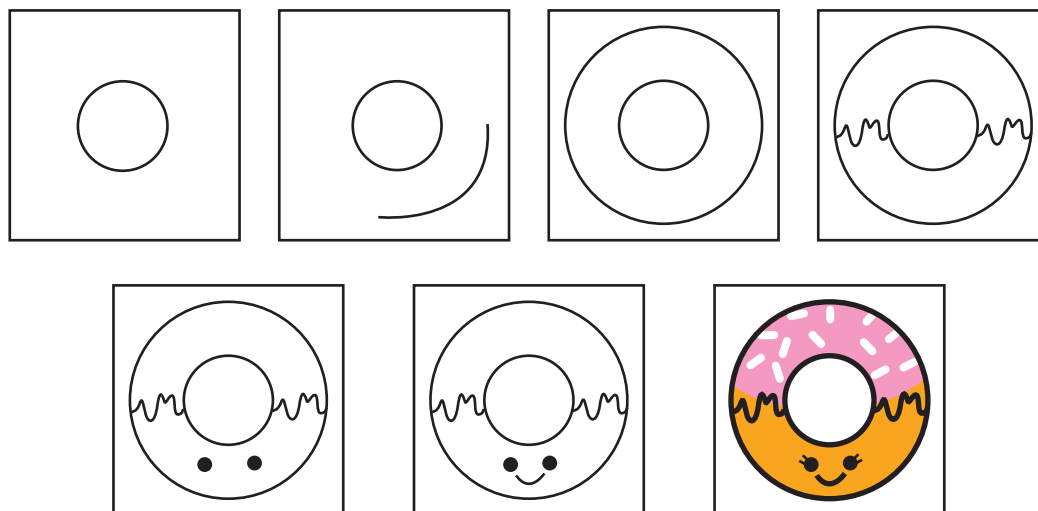## STEPWISE THINKING

A. Tick (✓) the correct option.

1. What is the first step to break a task into steps?

   a. Implementation of the solution ☐

   b. Analysing the task ☐

   c. Break up the task into simple steps ☐

2. The order for the activity to draw a scenery can be …………………… .

   a. Interchangeable ☐   b. Not Interchangeable ☐   c. Both a & b ☐

B. Your mother has instructed you to pack your school bag for tomorrow. List the steps that you will take to complete this task. Is the order of the steps interchangeable or not?

....

....

C. Follow the steps given below to draw a doughnut and then colour it.

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STEPWISE THINKING

A. **Classify the following activities under the following columns.**

Activities in which order of steps is interchangeable	Activities in which order of steps is not interchangeable

Making a paper boat, Planning to go for a movie, Preparing a greeting card, Cleaning your room, Baking a pie, Watering all the plants.

B. **Answer the following questions.**

1. What do you understand by stepwise thinking?

   ....

2. Define Problem Solving.

   ....

3. List the steps for your visit to a museum.

   ....

4. How is stepwise thinking used with respect to computers?

   ....

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Chapter-8

CLASS 3

INTRODUCTION TO SCRATCH PROGRAMMING

A. Tick (✓) the correct option.

1. Which block is used to erase the pen marks from the stage?

   a. Pen down ☐   b. Stamp ☐   c. Erase All ☐

2. .... blocks are used to run the script on the stage.

   a. Motion ☐   b. Looks ☐   c. Event ☐

3. .... is a background of the stage.

   a. Sprite ☐   b. Backdrop ☐   c. Costumes ☐

4. Which of the following is the default sprite?

   a. Orange Cat ☐   b. Butterfly ☐   c. Car ☐

B. Answer in one word.

1. Where should we click to execute the scripts? ....

2. What is used to control the Sprites? ....

3. What are the blocks related to the movement of a Sprite called? ....

4. Where should we click to stop the execution of scripts? ....

5. What is the extension of Scratch 3.0 project file? ....

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

1. A person who writes computer programs is known as a designer. ....

2. Script is a set of blocks that begins with a hat block. ....

3. Stage Area is where we drag blocks and join them to create your code. ....

4. Motion blocks are used to control the movement of a sprite. ....

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Chapter-8

INTRODUCTION TO SCRATCH PROGRAMMING

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

Event Block, Sprite, Script, Code Tab, Stage.

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

B. **Answer the following questions.**

1. Write some advantages of Scratch.

   ....

2. What is the Stage Area and Code Area used for?

   ....

3. What is Code Tab? Name some of the block categories.

   ....

4. What are Looks blocks used for?

   ....

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INTRODUCTION TO ROBOTICS

A. Answer in one word.

1. Name one Military robot. ....

2. Give one characteristic of a Robot. ....

3. Name of the robot which serves customers at The Yellow House ....
Café in Jaipur.

4. Name the first anti-terror, remotely operated vehicle. ....

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

1. Robots are designed to perform tasks manually. ....

2. The sensor is like a brain of the Robot. ....

3. Robots are less accurate than humans. ....

4. Robots can be very creative. ....

C. Match the following.

1.	Mobile Robots	a.	Controls the functions of a robot
2.	MARCBOT	b.	Designed to interact with people
3.	Nao	v.	Used for sanitation in public places
4.	Controller	d.	Used to inspect suspicious objects

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Chapter-9

CLASS 3

INTRODUCTION TO ROBOTICS

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

Robotics, Sensor, Cubelets, Nao, Daksha

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

B. **Answer the following questions.**

1. What do you mean by Artificial Intelligence?

....

2. What is the Goalkeeper Robot used for?

....

3. Write some limitations of Robots.

....

4. Define the three major parts of a Robot.

....

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