WORKSHEET

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

Chapter-1

CLASS 3

HARDWARE AND SOFTWARE

A. Tick (✓) the correct option.

1. Which part of the CPU is responsible for performing calculations?

   a. CU ☐   b. ALU ☐   c. MU ☐

2. The data or instructions we give to the computer is called ………………..… .

   a. Input ☐   b. Output ☐   c. Storage ☐

3. Computer works on the ………………..… cycle.

   a. IPO ☐   b. FIFO ☐   c. None ☐

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

Hints: CPU, information, CU, micro, soft copy

1. Desktop, laptop and tablet are ………………..… computers.

2. The ………………..… coordinates between all the parts of the CPU.

3. The memory of the ………………..… stores data and instructions.

4. The meaningful and organized form of data is called ………………..… .

5. A printout of soft copy on paper is called the ………………..… .

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

1. CPU is made up of ALU, CU, and MU. …………..

2. Speakers are the storage device. …………..

3. Super Computer are the largest and fastest type of computers. …………..

4. Calculator is used to do mathematical operations. …………..

Grade: ☆ ☆ ☆ ☆ ☆   **Teacher's Signature:** _____

ORANGE

WORKSHEET

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

WINDOWS 11 – AN INTRODUCTION

Chapter-2

A. Tick (✓) the correct option.

1. The bar at the bottom of the desktop is called ....

   a. Icon ☐   b. Gadgets ☐   c. Taskbar ☐

2. .... is the first screen that appears after switching on the computer.

   a. Icon ☐   b. Desktop ☐   c. Taskbar ☐

3. The Notification area is present on the .... side of the Taskbar.

   a. Right ☐   b. Left ☐   c. Bottom ☐

4. Windows 10 has a feature of ....

   a. GUI ☐   b. CPU ☐   c. None ☐

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

1. The clock is present on the left side of the taskbar. ....

2. Windows 11 is the most recent operating system launched by Microsoft. ....

3. Double-clicking on the icon opens the Window. ....

4. Start button is present on the taskbar. ....

C. Fill in the missing letters.

1. D ☐ S ☐ T ☐ P

2. B ☐ C ☐ G ☐ O ☐ N ☐

3. F ☐ L ☐ E ☐

4. D ☐ V ☐ C ☐ S

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

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WORD 2021 – AN INTRODUCTION

Chapter-3

CLASS 3

A. Tick (✓) the correct option.

1. Which area is used for typing the text?

   a. Working ☐   b. Desktop ☐   c. Document ☐

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

   a. Save ☐   b. New ☐   c. Close ☐

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

   a. Ribbon ☐   b. Ruler ☐   c. Title bar ☐

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. Write the shortcut command for each of the following:

1. To save a document   ....

2. To open a saved document   ....

3. To print a document   ....

4. To close MS Word   ....

5. To create a new file   ....

Grade: ☆ ☆ ☆ ☆ ☆   **Teacher's Signature:** _____

ORANGE

WORKSHEET

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

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Chapter-4

CLASS 3

EDITING TEXT IN WORD 2021

A. Label the steps to Copy the text:

☐ Click on Paste command.

☐ Select the text.

☐ Go to the required place where you want to paste.

☐ Click on Copy command.

☐ Click on Home tab.

B. Match the following.

1. Copy		a.	Cancelling the last action.
2. Undo		b.	is used to give space between two words.
3. Spacebar key		c.	To delete a character on the right side of the cursor.
4. Backspace key		d.	Duplicating thing same as original.

C. Answer the following questions.

1. Write the key combination for Undo and Redo command.

....

....

....

2. How can we delete a sentence or a paragraph?

....

....

....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

ORANGE

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

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Chapter-5

CLASS 3

PIVOT ANIMATOR

A. Fill in the blanks.

1. .... is a tool used to create stick figure animations.

2. A .... is a drawing made using lines and circles.

3. The .... menu contains options like Save Animation and Export Animation.

4. The .... button lets you insert additional frames to make your animation smoother.
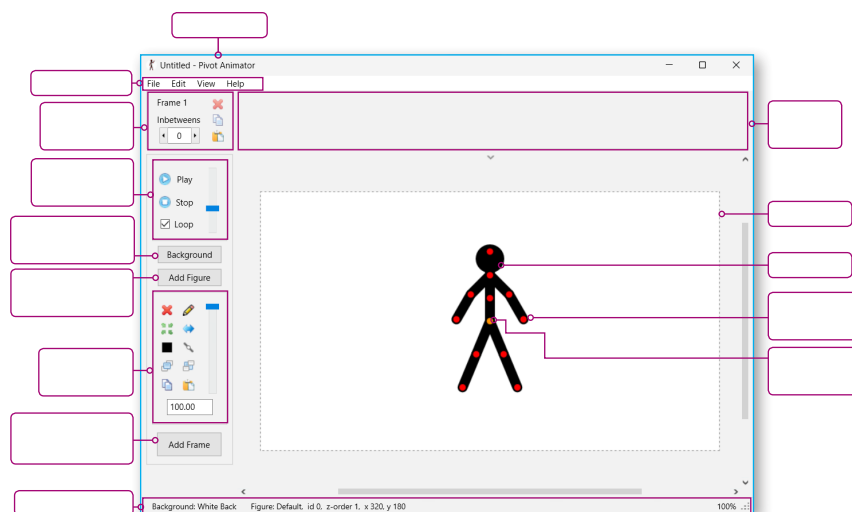
B. Tick (✓) the correct option.

1. Which file format is used when you export an animation as a video or GIF?

   a. .docx ☐   b. .stk ☐

   c. .gif/.mp4 ☐   d. .exe ☐

2. Which of the following allows you to play, pause, or loop your animation?

   a. Add Frame Button ☐   b. Player Controls ☐

   c. Status Bar ☐   d. Title Bar ☐

C. Label the following Pivot animator window:

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTERNET – AN INTRODUCTION

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

Hints: Home page, 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.

4. The main page (or the first page) of any website is called ………………..… .

B. Answer the following questions.

1. Write one advantage of using Internet.

   ....

2. What is web browser?

   ....

3. What are the requirements for an Internet Connection?

   ....

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

1. Toolbar has shortcut buttons for various operations on a web page. ....

2. A webpage may contain link to other pages. ....

3. We cannot share information with others. ....

4. World Wide Web is not a part of the Internet. ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

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?

   5, 10, 15, 20, 25,...........

   a. 30 ⬜   b. 40 ⬜   c. 50 ⬜

B. Answer the following questions.

1. What is Stepwise thinking?

   ....

   ....

2. What is Problem Solving?

   ....

   ....

C. 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.

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

ORANGE

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

CLASS 3

INTRODUCTION TO SCRATCH PROGRAMMING

Chapter-8

A. Tick (✓) the correct option.

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

   a. Grow Sprite ☐   b. Shrink Sprite ☐   c. Stop ☐

2. Events Blocks are used to ………………… which run the scripts.

   a. sense events ☐   b. control events ☐   c. control sounds ☐

3. Looks Blocks are colour- coded ………………… .

   a. Red ☐   b. Purple ☐   c. brown ☐

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

1. Quit option is used to save a Scratch project. ………….

2. You can add sound only from the sound library. ………….

3. In Scratch, cat is the default Sprite. ………….

C. Answer the following questions.

1. What are blocks?

   ....

2. What is the use of green flag?

   ....

3. Write the use of Motion Blocks?

   ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

ORANGE

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

Chapter-9

CLASS 3

INTRODUCTION TO ROBOTICS

A. Write characteristics of Robots.

....

....

....

....

....

B. Answer the following:

1. What is the function of a controller in a Robot?

....

....

2. Define the mechanical parts of a robot.

....

....

C. Identify the robots and write their name.

1.   2.   3.

....

Grade: ☆ ☆ ☆ ☆ ☆   **Teacher's Signature:** _____