ORANGE

WORKSHEET ①

TRACKPAD
PRO Ver. 5.1

CLASS 3

Chapter-1

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

HARDWARE AND SOFTWARE

A. Tick (✓) the correct option.

1. The main storage 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. Which of the following 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

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

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

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 questions:

1. What do you understand by system software?

....

2. What is program in computer?

....

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

....

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

....

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

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TRACKPAD
PRO Ver. 5.1

Chapter-2

CLASS 3

WINDOWS 11–AN INTRODUCTION

A. Tick (✓) the correct option.

1. Which of the following helps us to change our Desktop Background?

   a. Search ☐   b. Alignment ☐   c. Personalize ☐

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)

ORANGE

WORSHEET ②

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TRACKPAD
PRO Ver. 5.1

Chapter-2

CLASS 3

WINDOWS 11–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?
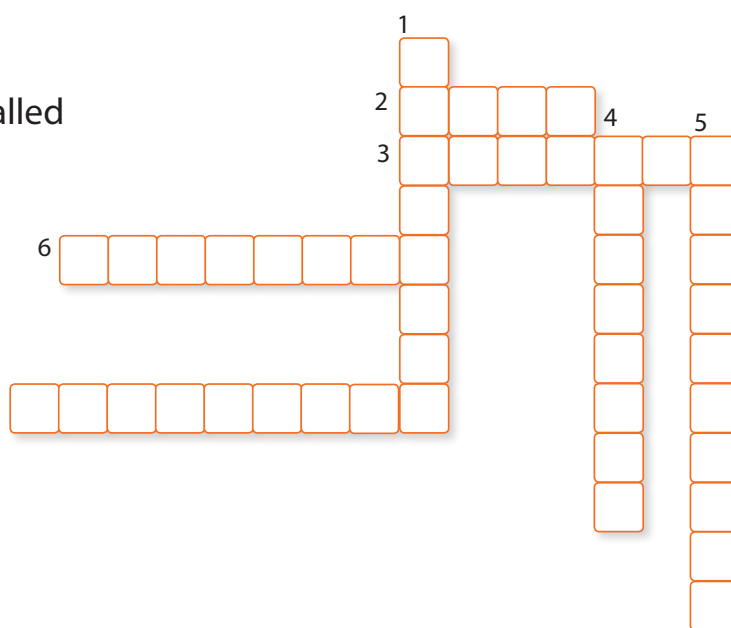
DOWN

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 questions:

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

....

2. What is the use of Search Box?

....

3. What is the function of the booting process?

....

4. How can you change the desktop background?

....

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

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

Chapter-3

CLASS 3

WORD 2021—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 cut 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. A vertical blinking line in the document area is called .... (File/Cursor)

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 print a document.   ....

4. Which is key pressed to start a new line?   ....

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

ORANGE

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TRACKPAD PRO Ver. 5.1

WORD 2021-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 questions:

1. Why do we use Microsoft Word?

....

....

2. Write about any two components of Word 2021?

....

....

3. Write the steps to create a new document in Word 2021.

....

....

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

....

....

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

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

Chapter-4

CLASS 3

EDITING TEXT IN WORD 2021

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. ....

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

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

EDITING TEXT IN WORD 2021

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 questions:

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?

   ....

Grade: ☆ ☆ ☆ ☆ ☆

Teacher's Signature: _____

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 ☐

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

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

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. ☐

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

ORANGE

Name: _____

Roll No: _____

Class: _____ **Section:** _____ **Date:** _____

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?

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

Name: _____

Roll No: _____

Class: _____ **Section:** _____ **Date:** _____

Chapter-6

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. .... enables a computer to transmit data over a network. (Telephone/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

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

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TRACKPAD
PRO Ver. 5.1 ▶

Chapter-6

CLASS 3

INTERNET–AN INTRODUCTION

A. Identify the given icons of most commonly used web browsers and write there names:

1. .... 2. .... 3. .... 4. ....

B. Answer the following questions:

1. Name the default web browser available with Windows 11 operating system.

....

....

2. What is the significance of URL's?

....

....

3. List the things a computer requires for connecting to the internet.

....

....

4. What do you understand by E-shopping.

....

....

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

ORANGE

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TRACKPAD
PRO Ver. 5.1

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 ....

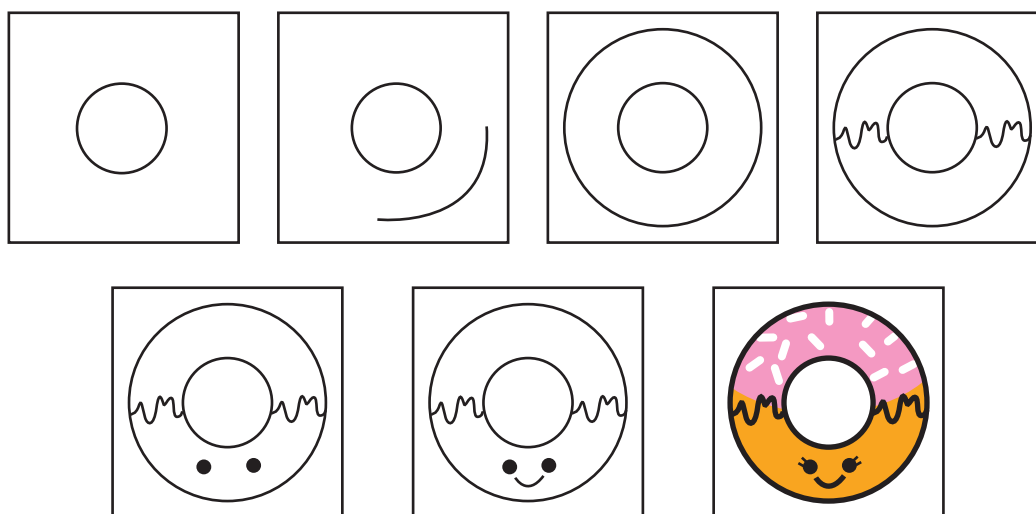   a. Interchangeable ☐   b. Not Interchangeable ☐   c. Both a & b ☐

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.

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

ORANGE

WORSHEET ②

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TRACKPAD
PRO Ver. 5.1

Chapter-7

CLASS 3

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?

   ....

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

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

Chapter-8

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. ....

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

ORANGE

WORSHEET ②

TRACKPAD
PRO Ver. 5.1

CLASS 3

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?

....

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

Name:

Roll No:

Class: _____ Section: _____ Date: _____

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   c. Used for sanitation in public places

4. Controller   d. Used to inspect suspicious objects

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

ORANGE

WORKSHEET ②

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TRACKPAD
PRO Ver. 5.1 ▶

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.

   ....

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