ORANGE

WORSHEET ①

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

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Chapter-1

CLASS 3

A COMPUTER SYSTEM

A. Tick (✓) the correct option.

1. Which of these works like a manager of a computer system?

   a. Hardware ☐   b. System Software ☐   c. Application software ☐

2. Data is stored in ....

   a. Machine ☐   b. Memory ☐   c. None ☐

3. The output which is displayed on the screen of the monitor is called .... copy.

   a. Soft ☐   b. Hard ☐   c. Pen drive ☐

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

Hints: controls, Intel, hardware, Storage

1. .... devices act as both input and output devices.

2. The system software .... the working of the computer.

3. .... is the world's largest processor manufacturing company.

4. .... are the parts of computer that we can touch.

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

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

2. The device that is used to give input to computer is called output device. ....

3. We can play games through software on computer. ....

4. Computer Hardware cannot work by itself. ....

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

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Chapter-1

CLASS 3
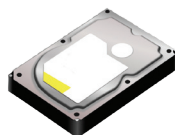
A COMPUTER SYSTEM

A.   Match the following:

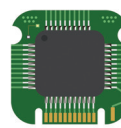|				
1.	Input device		a.	Printer
2.	Operating system		b.	Songs
3.	Hardware		c.	Windows 10
4.	Software		d.	Keyboard

B.   Circle the odd one out.

1.

2.

3.

C.   Answer the following questions:

1.   What is a Supercomputer?

   ....

2.   What is a processing device?

   ....

3.   What are Mainframe Computers?

   ....

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Chapter-2

CLASS 3

Name: _____

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GUI OPERATING SYSTEM—AN INTRODUCTION

A. Tick (✓) the correct option.

1. Which of these is a moving pattern or animation on the screen?

   a. Background ☐   b. Screen saver ☐   c. Icon ☐

2. Which of these is a long bar at the bottom of the desktop?

   a. Clock ☐   b. Taskbar ☐   c. Start button ☐

3. Which of these is a mouse pointer used for pointing and selecting?

   a. Busy ☐   b. Normal ☐   c. I Beam ☐

4. .... helps to quickly open files or folders by double-clicking on them.

   a. Taskbar ☐   b. Icons ☐   c. Gadgets ☐

B. Match the following mouse pointer shapes with their functions:

1. 🔵   a. Used for pointing, and dragging the items

2. I   b. Used for moving pictures.

3. ✛   c. Computer is busy and wants you to wait

4. ↖   d. Used for inserting text in a document

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

1. Double-headed Arrow is used for inserting text in a document. ....

2. Taskbar appears on the Start button. ....

3. Windows 10 is an operating system software. ....

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Chapter-2

CLASS 3

GUI OPERATING SYSTEM—AN INTRODUCTION

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

Hints: I Beam, Microsoft, Icons, Desktop

1. Windows 10 is an operating system developed by ....

2. On the desktop, the small pictures which represent different programs are called ....

3. .... is the first screen that appears when you switch ON your computer.

4. .... mouse pointer is used for inserting text in a document.

B. Look at the given pictures and fill in the missing letters.

1. ☐ O ☐ ☐ U ☐ ☐

2. R ☐ ☐ Y L ☐ ☐ ☐ N

3. ☐ T ☐ R ☐ B ☐ ☐ T ☐ N

4. ☐ ☐ L ☐ ☐ R

C. Answer the following questions:

1. What are icons?

   ....

2. What is a taskbar?

   ....

3. What is screensaver?

   ....

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Chapter-3

CLASS 3

WORD PROCESSOR—AN INTRODUCTION

A. Label the components of Word 2019 Window.
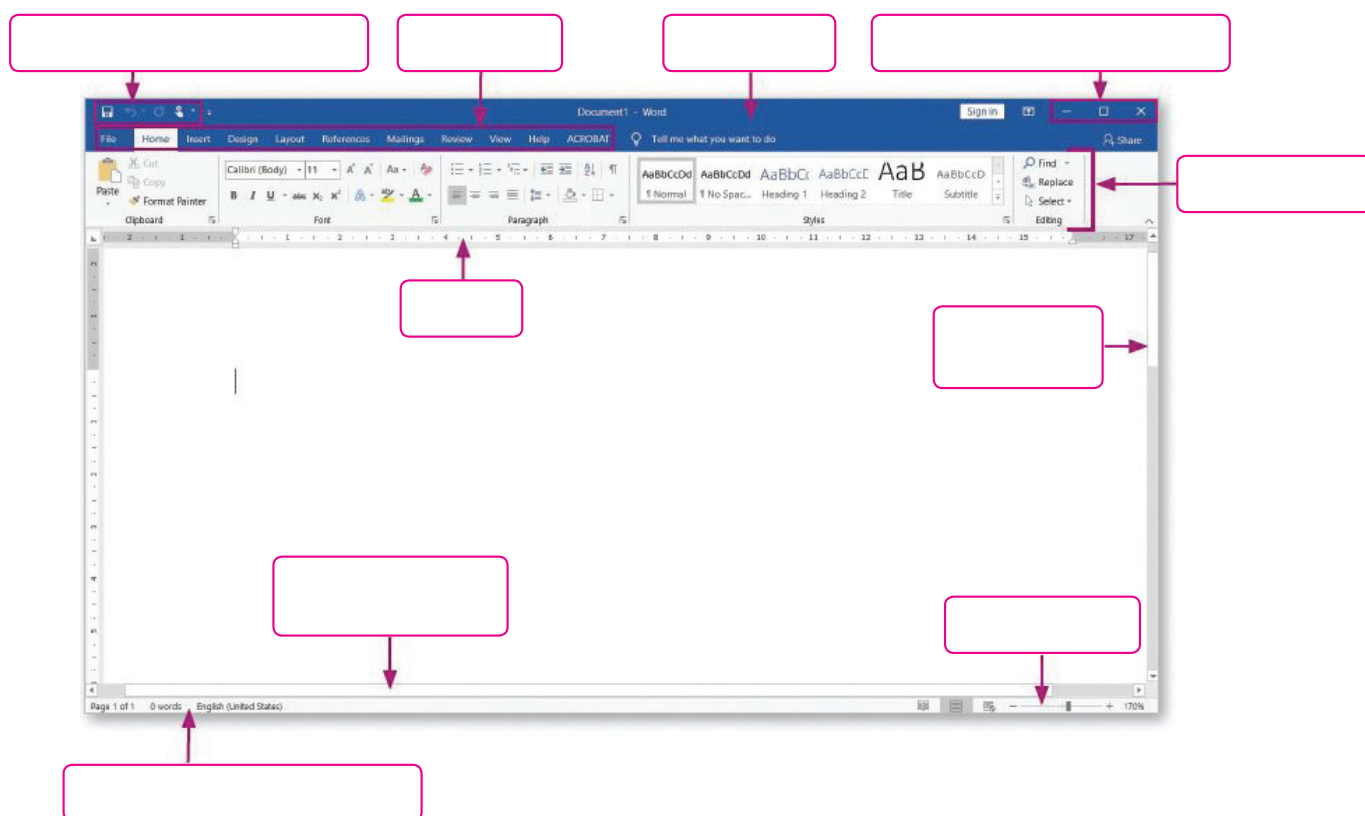
B. Answer the following questions:

1. Name any three components of the Word 2019 window.

    ....

2. Write one difference between inserting text and deleting text.

    ....

3. Write steps to exit from Word 2019.

    ....

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Chapter-3

CLASS 3

WORD PROCESSOR—AN INTRODUCTION

A. **Tick (✓) the correct option.**

1. Which of these is not a part of Word 2019 window?

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

2. Which of these is a word processing software?

   a. Calculator ☐   b. Paint ☐   c. Word 2019 ☐

3. Which of these options we use to create a new file on file tab?

   a. New ☐   b. Save ☐   c. Print ☐

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

Hints: file, toolbar, vertical, document 1

1. Quick access .... is present on the left side of the title bar.

2. The .... Scroll Bar is used to move up and down in a document.

3. The options such as New, Open and Save are present under the .... tab.

4. The word application opens a blank document with the temporary name ....

C. **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. ....

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Chapter-4

CLASS 3

THE INTERNET—AN INTRODUCTION

A. Tick (✓) the correct option.

1. Buying goods online is called online ....

    a. Shopping ☐   b. Chatting ☐   c. Reading ☐

2. Which of these is an Online communication system?

    a. Web browser ☐   b. Home page ☐   c. E-mail ☐

3. Internet Explorer is a ....

    a. Website ☐   b. Icon ☐   c. Web browser ☐

4. The pages on Internet are called ....

    a. Web browser ☐   b. Network ☐   c. Web pages ☐

5. What is the unique address of every page called?

    a. HTTP ☐   b. WWW ☐   c. URL ☐

B. Match the following:

1. Google Chrome   a.

2. Internet Explorer   b.

3. Mozilla Firefox   c.

4. World Wide Web   d.

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

1. E-mail takes a lot of time to send a message. ....

2. Website is a collection of related web pages. ....

3. Internet stands for International Network. ....

4. You can buy or sell anything on Internet. ....

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CLASS 3

Chapter-4

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THE INTERNET—AN INTRODUCTION

A. Guess who am I?

1. I am the network of millions of computer. ....

2. I am the first page of a website. ....

3. I am the short form of World Wide web. ....

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

Hints: web browser, google drive, home page, internet, world wide web

1. WWW stands for ....

2. .... is used to upload data.

3. .... is the main page of a website.

4. .... is the biggest network of computers.

5. Websites open in a special software are known as ....

C. Answer the following questions:

1. What is Internet?

   ....

2. What is a Website?

   ....

3. What is URL?

   ....

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FUN WITH PAINT

A. Tick (✓) the correct option.

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

   a. Text ☐   b. Line ☐   c. Eraser ☐

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

   a. Select ☐   b. Zoom ☐   c. Rotate ☐

3. Under which group, the Flip / Rotate command is present?

   a. Colors ☐   b. Image ☐   c. Shapes ☐

B. Fill in the blanks using the words 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. To save a drawing in Paint, use Ctrl + S keys. ....

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

4. Word is a program used to draw and colour the images. ....

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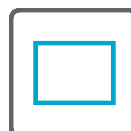Roll No: _____

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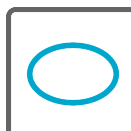
FUN WITH PAINT

A. Match the following:

1. Rectangle Shape

2. Oval Shape

3. Rounded Rectangle Shape

4. Polygon Shape

5. Curve Shape

B. Write the full forms of the following:

1. PNG ....

2. BMP ....

3. JPEG ....

C. Answer the following questions:

1. What is the use of Rotate command?

   ....

2. What is the use of the Color Picker Tool?

   ....

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FILE MANAGEMENT—ORGANISATION OF FOLDERS

A. Tick (✓) the correct option.

1. What is the collection of related information called?

   a. File ☐ b. Folder ☐ c. Icon ☐

2. The deleted files are stored in the ....

   a. Documents ☐ b. Desktop ☐ c. Recycle Bin ☐

3. Which of these is also called file manager that organises files and folders?

   a. Internet Explorer ☐ b. Windows Explorer ☐ c. None ☐

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

1. We can delete a folder by using New option. ....

2. A file in a computer is presented by an icon. ....

3. When you copy a file, the file will not remain in its original location. ....

4. A folder is like a file cabinet in which you can keep your files. ....

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

Hints: downloads, recycle bin, rework, rename

1. You can open an existing file/folder to .... and to check your saved work.

2. To rename a file, click the .... option from the drop-down list.

3. Once a file or folder is deleted from the ...., it cannot be restored.

4. .... folder is used to store the files that are downloaded from the internet.

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FILE MANAGEMENT—ORGANISATION OF FOLDERS

A. Match the following:

1.	Document file	a.
2.	Spreadsheet file	b.
3.	Image file	c. MP3
4.	Video file	d.
5.	Music file	e. JPG

B. Write the shortcut key:

1. To delete a file

2. To save a file

3. To create a new folder

C. Answer the following questions:

1. What is file?

   ....

2. Write any one purpose of saving a file.

   ....

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