

## 1. A Computer System

### LET'S CATCH UP



(Page no. 12)

Input      Process      Output

### Exercise

#### Section A (Objective)

- A.** 1. a                      2. b                      3. a                      4. c  
**B.** 1. Devices            2. Hardware            3. Application software    4. Operating System  
     5. ALU

#### Section B (Subjective)

- A.** 1. A joystick is used to play games on a computer. It helps to control different movements in a game.  
     2. A touchscreen is used to enter data by simply touching the screen. In this, the finger acts as a pointing device and the object on the screen is pointed using a finger.
- B.** 1. The CPU (Central Processing Unit) is a processing device that works on input and sends the result to the output devices. The CPU is also called the "brain" of a computer as it is responsible for all the work done.  
     2. A software that controls and manages all the activities of a computer system is called System software. The system software is like a manager who manages a computer system.  
     The software that are designed to perform some specific type of jobs on a computer are called Application Software.
- C.** 1. Microphone  
     2. B



### Crack The Code

1. MOUSE      2. JOYSTICK      3. WEBCAM      4. KEYBOARD      5. PRINTER



## 2. GUI Operating System—An Introduction

### LET'S CATCH UP



(Page no. 21)

1. Desktop
2. Icon
3. Clock

### Exercise

#### Section A (Objective)

- |                        |              |                  |                 |
|------------------------|--------------|------------------|-----------------|
| <b>A.</b> 1. c         | 2. c         | 3. c             | 4. a            |
| <b>B.</b> 1. wallpaper | 2. shortcuts | 3. mouse pointer | 4. Show desktop |
| <b>C.</b> 1. T         | 2. F         | 3. T             | 4. T            |
| <b>D.</b> 1. Busy      | 2. I Beam    | 3. Normal        |                 |

#### Section B (Subjective)

- A.** 1. Start button is known as the gateway to Windows and its programs. It opens the Start menu when we click on it.
2. Four-headed Arrow is used for moving pictures.
- B.** 1. The steps to hide desktop icons are:
- a. Right-click on the desktop and select View option.
  - b. Click on the Show desktop icons.
2. The steps to change the desktop background are:
- a. Right-click on the desktop and select Personalize option.
  - b. Click on the Background.
  - c. Select the Picture option.
  - d. Select any picture from the display.



### Crack The Code

1. THIS PC      2. RECYCLE BIN      3. START BUTTON      4. FOLDER      5. CLOCK



### 3. Word Processor—An Introduction

#### LET'S CATCH UP



(Page no. 34)

1. d
2. a
3. b
4. c

#### Exercise

##### Section A (Objective)

- A.** 1. b                      2. d                      3. a                      4. c
- B.** 1. documents    2. Delete, Backspace                      3. Enter
- C.** 1. T                      2. F                      3. F                      4. T                      5. T

##### Section B (Subjective)

- A.** 1. Vertical scroll bar is used to scroll up and down in a document.  
2. The blinking vertical line in the upper left corner of the text area is called the cursor or the insertion point.  
3. Zoom slider is used to enlarge and reduce the size of window quickly and easily.
- B.** 1. The steps to create a new document are:  
a. Click on the File tab.  
b. Select New option.  
c. Click on the Blank document option.
2. The Backspace key is used to delete text from the right side of the cursor.  
The Delete key is used to delete text from the left side of the cursor.
3. The steps to open a saved file in Word are:  
a. Click on the File tab.  
b. Click on Open option.  
c. Click on This PC option and select the location.  
d. Select the file.  
e. Click on the Open button.



#### Crack The Code

1. Ctrl + S                      2. Ctrl + O                      3. Ctrl + P                      4. Alt + F4                      5. Ctrl + N

