

1. Computers—Storage and Memory Device

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- a. Primary memory is the main memory of a computer. CPU can directly access this memory. It is fixed on the motherboard of a computer.
- b. Memory Card is commonly known as multimedia memory card. It is very small in size usually 1–1.5 inches. These are used in mobile phones and digital cameras.

Exercise

Section A (Objective)

- | | | | |
|------------------|---------|-----------------|--------------|
| A. 1. c | 2. b | 3. c | 4. a |
| B. 1. USB | 2. Byte | 3. Optical Disc | 4. Zettabyte |
| C. 1. T | 2. F | 3. T | |

Section B (Subjective)

- A.** 1. Secondary memory is permanent in nature and is not directly accessed by the CPU. It allows users to store data that may be easily retrieved. It is cheaper as compared to primary memory.
2. A device, covered with a magnetic coating is called a magnetic disk. You can record and erase data on a magnetic disk any number of times.
3. A CD-ROM is a CD containing data that has been written at the time of manufacturing. The data cannot be modified or erased.
- B.** 1. RAM- RAM is a temporary memory. The information stored in this memory is lost when the computer is turned off. That's why it is also called volatile memory. It temporarily stores data and instructions given by the user and also the results produced by the computer.
ROM- Information stored in ROM is permanent in nature, i.e., it holds the data even if the system is switched off. It holds the starting instructions that are required to start a computer. It is also called non-volatile memory.
2. The hard disk consists of one or more magnetic disks. Each disk in the pack has top and bottom surfaces on which data is recorded using magnetic head. It is permanently fixed in the system unit. The most important function of the hard disk is to store program files and data files.



Hard disks are available in a variety of sizes with storage capacities as high as 5 TB (TeraByte) or even more. The CPU can access data stored on a hard disk much faster than it can access data on a CD. External hard disks are also available. They are the hard disks that can be connected to any computer with the help of a USB port.

3. The Flash Drive is a small portable data storage device integrated with a USB (Universal Serial Bus) connector.
- C. 1. I can add a memory card to increase my smartphone's storage space so that I can store more photos and videos.
2. c



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

2. GUI Operating System—Desktop Management

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1. TASK BAR
2. DESKTOP
3. BACKGROUND
4. ICONS

Exercise

Section A (Objective)

- | | | | |
|-------------------------|------------|-----------------|----------------|
| A. 1. b | 2. b | 3. d | 4. b |
| B. 1. Windows 11 | 2. desktop | 3. left, right | |
| C. 1. T | 2. F | 3. T | 4. F |
| D. 1. This PC | 2. Folder | 3. Start button | 4. Recycle Bin |

Section B (Subjective)

- A.** 1. The names of any two components of the Windows 10 desktop are background and icons.
2. "This PC" allows you to view all of the data on your computer. It is useful for sorting, finding, and storing files on your computer.



3. The quick launch bar is located on the taskbar. It contains the shortcut to open various programs.
4. Icons are small images or symbols with names that represent programs, folders or files.

B. 1. Taskbar is a long horizontal bar located at the bottom of the desktop.

The taskbar's position can be changed, and you can put it on any of the four sides of the screen.

To change the position of the taskbar, follow the given steps:

- a. Right-click on the taskbar and uncheck the Lock the taskbar option by clicking on it.
 - b. Now, point to the taskbar and drag it to any side of the screen.
2. To change window's colour scheme, follow the given steps:
- a. Right-click on the desktop and choose Personalize option.
 - b. Click on Colors.
 - c. Click on Choose your color arrow and select any option you want to use.
 - d. Click on the Transparency effects option.
 - e. Tick under the Choose your accent color option.
3. On the right side of the taskbar, the current date and time are displayed on the clock. Even if the computer is switched off, your computer keeps the date and time updated automatically with the help of a small battery inside it.

The steps to change the date and time are:

- a. Right-click on Clock.
- b. Click on Adjust date/ time option.
- c. Click on the Change button.
- d. Click on the down arrow to select the month, date, and year as needed to select the correct date.
- e. Click on down arrow button to select time as needed to select the correct time.
- f. Click on the Change button.



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1. Windows Color
2. Wallpaper
3. Taskbar
4. Start button

3. Editing in Word 2016

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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.



Exercise

Section A (Objective)

- A.** 1. a 2. c 3. b 4. c
- B.** 1. select, Backspace 2. blue 3. Undo 4. Spell check
5. Thesaurus
- C.** 1. F 2. T 3. T
- D.** 1. Shift + Right Arrow 2. Shift + Up Arrow 3. Ctrl + Shift + Right Arrow
4. Ctrl + Shift + Left Arrow 5. Ctrl + A

Section B (Subjective)

- A.** 1. Two features of Word 2016 are:
a. type letters, stories, reports, etc., in a simple way.
b. copy and move the text wherever required.
2. Thesaurus is a collection of words with their synonyms. In Word, Thesaurus tool gives us a list of synonyms for a selected word.
3. Backspace or Delete key is used to correct our mistakes.
- B.** 1. Undo is used to cancel the last/previous command. Redo is used to reverse the action of Undo command. Shortcut keys to Undo are Ctrl + Z. Shortcut keys to Redo are Ctrl + Y.
2. a. If you have made a mistake while typing the text, you can easily remove the text by using either the Backspace or Delete key.
b. Cutting the text means that the selected text will disappear from its original location and will appear at another location where it is pasted.
3. The steps to create a new document are:
a. Click on the File tab.
b. Select the New option.
c. Click on the Blank document option.
- C.** Saransh can use Ctrl + Z keys to undo the text.



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- Step 1: Select the text.
- Step 2: Click on Home tab.
- Step 3: Click on Copy from the Clipboard group.
- Step 4: Move the cursor to the place where you want to paste your text and click on Paste from Clipboard group.