Answer key

1. Computer—An Electronic Device

LET'S CATCH UP 💡 (Page no. 9)

1. O   I   P

2. P   I   O

Exercise

Section A (Objective)

A.   1. c   2. a   3. c   4. a

B.   1. input   2. computer virus   3. IPO   4. man-made

C.   1. T   2. F   3. F   4. T

Section B (Subjective)

1.   The full form of IPO is Input Process Output.

2.   Input devices are used to give input to a computer.

3.   Output devices show the result that we get after processing.

4.   The advantages of a computer are:

   a. The computer works at a very high speed.

   b. The computer always gives accurate results with whatever input we give it.

Crack The Code

1. INPUT   2. OUTPUT   3. PROCESS   4. DEVICE   5. COMPUTER

2. Role of Computers

1. Treat patients and keep their record

2. Prepare medical reports

Exercise

Section A (Objective)

A. 1. c.   2. a.   3. a.

B. 1. home   2. offices   3. banks   4. diseases   5. hospitals

C. 1. Researching about diseases

2. Making timetable

3. Treating patients

4. Teaching different subjects
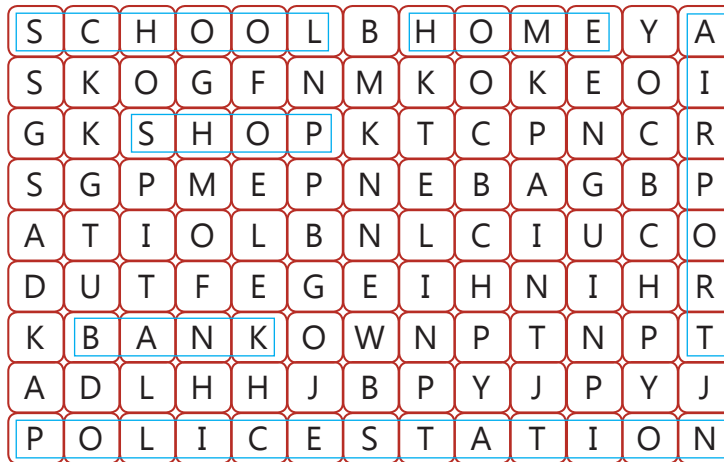
5. Listening to music

6. Doing Homework

Section B (Subjective)

1. Computers are useful for doctors as it helps to research about diseases.

2. Two uses of a computer in the bank are:

   a. keep details of bank accounts

   b. deposit money in the customer's account

3. Smart classrooms are helpful for explaining topics easily with the help of pre-recorded audios or videos.

4. Two uses of a computer in the offices are:

   a. type letters and documents

   b. send and receive messages and e-mails

Crack The Code

S	C	H	O	O	L	B	H	O	M	E	Y	A
S	K	O	G	F	N	M	K	O	K	E	O	I
G	K	S	H	O	P	K	T	C	P	N	C	R
S	G	P	M	E	P	N	E	B	A	G	B	P
A	T	I	O	L	B	N	L	C	I	U	C	O
D	U	T	F	E	G	E	I	H	N	I	H	R
K	B	A	N	K	O	W	N	P	T	N	P	T
A	D	L	H	H	J	B	P	Y	J	P	Y	J
P	O	L	I	C	E	S	T	A	T	I	O	N

3. Input and Output Devices

LET'S CATCH UP 💡 (Page no. 27)

1. MOUSE   2. PRINTER   3. MONITOR

Exercise

Section A (Objective)

A. 1. a.   2. b.   3. c.

B. 1. F   2. F   3. T   4. F

C.

1. Scanner — d.

2. Headset — e.

3. Keyboard — a.

4. Headphones — b.

5. Hard disk — c.

Section B (Subjective)

1. A computer is made up of many parts. These parts are also known as IPO devices.

2. The monitor shows you the data that you input and its result after the computer processes it.

3. A storage device is used to store our work.

Crack The Code

1. Mouse   2. Scanner   3. Microphone   4. Printer   5. Headphones

4. Keyboard—Special Keys

LET'S CATCH UP (Page no. 36)

1. CAPS LOCK   2. SHIFT   3. ARROW   4. SYMBOL

Exercise

Section A (Objective)

A. 1. c.   2. c.   3. a.   4. c

B. 1. combinational   2. Shift   3. punctuation   4. signs

C. 1. Arrow Key   2. Function Key   3. Escape Key   4. Tab Key

Section B (Subjective)

1. A keyboard has 104 keys.

2. Escape key allows us to cancel a task.

3. Arrow keys is the other name for cursor control keys.

4. There are twelve function keys from F1 to F12 at the top of the keyboard.

Crack The Code

B	A	C	K	S	P	A	C	E

S	H	I	F	T

E	N	T	E	R

C	A	P	S

L	O	C	K

WORKSHEET 1 (Based on chapters 1 to 4)

A. 1. Apples   2. Kiwi   3. Oranges   4. Pear   5. Salt

B. 1. a. Helps teachers in teaching
    b. Make worksheets, timetable and report cards

  2. a. Keep an eye on the area
    b. Control crime

  3. a. Keep record of goods in the store and shop
    b. Make bills of the goods sold

  4. a. Keep details of bank accounts
    b. Deposit money in the customer's account

C. 1. Monitor   2. Enter key   3. Arrow keys   4. Spacebar

Test Sheet 1
(Based on chapters 1 to 4)

Section A

A. 1. c.   2. a.   3. c.

B. 1. input   2. home   3. combinational   4. DVD

C. 1. T   2. T   3. F   4. T

Section B

A. 1. Caps Lock key helps us to write capital letters.

2. Monitor the device which gives output.

3. A computer is made up of many parts. These parts are also known as IPO devices.

B. 1. There are some keys that are used for special purpose. They are called special keys.

2. The advantages of a computer are:
   a. The computer works at a very high speed.
   b. The computer always gives accurate results with whatever input we give it.

3. Smart classrooms are helpful for explaining topics easily with the help of pre-recorded audios or videos.

5. Mouse—An Input Device

1. F   2. T   3. T

Exercise
Section A (Objective)

A. 1. b.   2. c.   3. c.   4. b.

B. 1. mouse   2. ball mouse   3. wireless   4. Right   5. Index

C. 1. BALL MOUSE   2. OPTICAL MOUSE   3. WIRELESS MOUSE

Section B (Subjective)

1. An arrow on the screen is known as a pointer.
2. A single-click is used for selecting an item.
3. Drag and drop is used to move objects on the screen quickly.

Crack The Code

1. Opens   2. Selects

6. Introduction to Paint

1. Ribbon   2. Tools   3. Title   4. Drawing   5. Line shape

Exercise
Section A (Objective)

A. 1. c.   2. b.   3. c.

B. 1. Paint   2. Fill with Color   3. Rounded

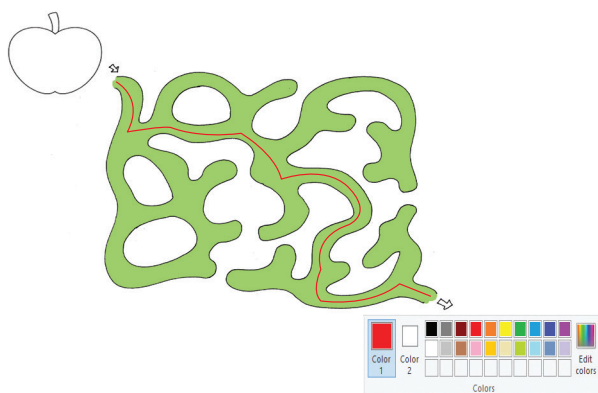**C.** 1. F   2. F   3. T   4. T

D. 1. Polygon 2. Rectangle 3. Line 4. Curve

Section B (Subjective)

1. Title bar shows the name of your drawing and Paint icon.

2. Quick access toolbar is located on the left side of the title bar.

3. Ribbon has two parts Tabs and Groups.

4. The blank area where you make colourful drawings and paintings is called the Drawing Area.

Crack The Code

7. File Management -An Introduction

LET'S CATCH UP (Page no. 64)

3   4   2   1

Exercise

Section A (Objective)

A. 1. a. 2. a. 3. b.

B. **(This question was printed incorrectly in the book. Please correct it in your textbook.)**

Question: Identify the pictures and write the use of each.

1.
....

2.
....

3.
....

4.
....

Ans.

1. Hard disk -> To store and retrieve digital data on a computer.

2. Bag -> To store books, notebooks, pencil cases, lunch boxes, etc.

3. Memory card -> To store digital data in devices like cameras, smart-phones, and tablets.

4. Cupboard -> To store books, toys, clothes, etc.

Section B (Subjective)

1. Storing work on a computer on any storage device is called saving.

2. You store your work on the computer using storage devices.

3. A file in a computer is a piece of information stored on a storage device.

Crack The Code

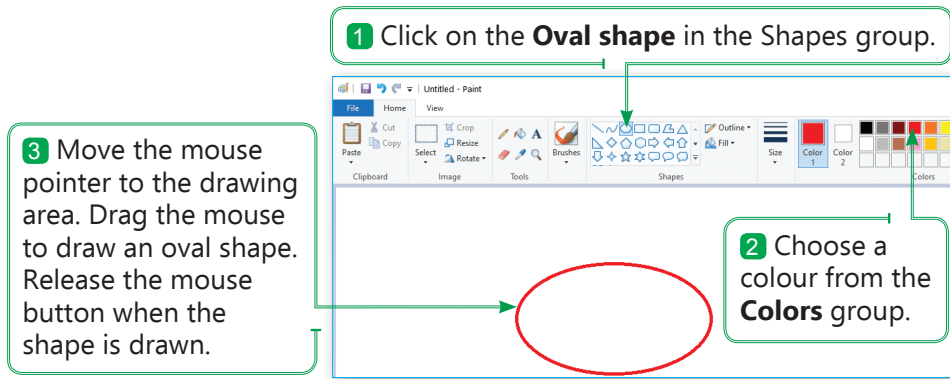1. HARD DISK   2. DVD   3. PEN DRIVE

WORKSHEET 2   (Based on chapters 5 to 7)

A. Drag and drop   Right click

B.

3 Move the mouse pointer to the drawing area. Drag the mouse to draw an oval shape. Release the mouse button when the shape is drawn.

2 Choose a colour from the **Colors** group.

C. 1. A file in a computer is a piece of information stored on a storage device.

2. Curve shape is used to draw a curve.

Test Sheet 2

(Based on chapters 5 to 7)

Section A

A. 1. b.   2. b.   3. a.

B. 1. mouse   2. Brushes   3. saving   4. Rounded

C. 1. T   2. F   3. F   4. F

Section B

A. 1. Two groups of the Paint window are:
  a. Tools group
  b. Shapes group

2. Drag and drop is used to move objects on the screen quickly.

3. A file in a computer is a piece of information stored on a storage device.

B. 1. The steps to save a drawing are:
  a. Click on File tab.
  b. Click on Save option.
  c. Type the name of your file in the File name box.
  d. Click on the Save button.

2. A double-click is used to open a selected item.

3. Ribbon has two parts Tabs and Groups.