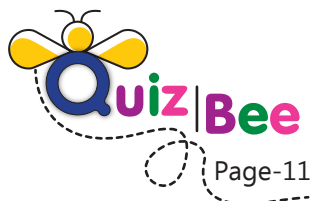


1. Hardware and Software



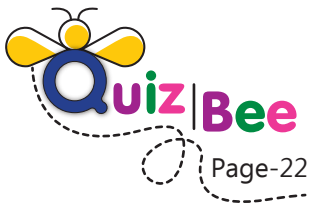
Answer:

1. CPU
2. Keyboard is used to type numbers, letters, and special characters on the computer.

ASSESS YOURSELF

1. a. (iii) b. (ii) c. (iii) d. (iii) e. (i)
2. a. ALU b. three c. hardware d. CPU box
3. a. Joystick b. CPU c. Operating System d. PowerPoint
4. System software is a set of programs that control the overall functioning of a computer, whereas application software is used to perform a specific task.
5. a. Hardware is the physical components of a computer system that you can physically touch and feel.
b. Versatility: A computer performs various types of jobs at the same time.
c. IPO cycle refers to Input-Process-Output cycle, in which input is given to the computer and output is received after processing is done on the input.
d. The devices that display the results of processing done by the CPU are called output devices. Monitor and Printer are examples of output devices.
6. a. Microphone b. Paint
7. a. Output Process Input
b. Input Output Process
c. Process Input Output

2. Windows 10—An Introduction



Answer: 1. Graphical User Interface 2. Icons

ASSESS YOURSELF

1. a. (ii) b. (ii) c. (i) d. (i) e. (iii)
2. a. Operating System b. Booting c. Icons d. Taskbar
3. a. Task View b. Start button c. Desktop
4. a. It allows us to create multiple desktops.
b. Icons are small images used to access applications.
c. To change the desktop background, follow these steps:
 - ❶ Right-click on the desktop. Choose Personalize option.
 - ❷ Click on Desktop Background.
 - ❸ Select any picture.After choosing a picture, the background will change automatically.
- d. Taskbar is a long horizontal bar located at the bottom of the desktop.
5. a. This PC b. Recycle Bin c. Network
6. Task View button

Periodic Assessment–1

(Based on chapters 1 & 2)

1. a. Joystick b. Microphone c. Printer d. Monitor e. Speakers
f. Pen Drive
2.

3

 Click on Change button.

2

 Click on Adjust date/time option.

1

 Right-click on Clock.

4

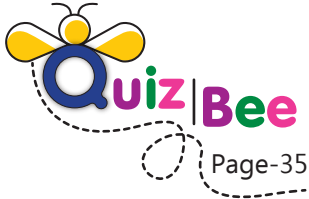
 Click on the drop-down arrow to select month, date and year.

5

 Click on Change button.
3. a. MS Word b. Speakers



3. Word 2016—An Introduction



Answer: 1. FILE TAB 2. MINIMIZE

ASSESS YOURSELF

1. a. (i) b. (iii) c. (ii) d. (iii) e. (i)
2. a. Document b. Open c. Vertical d. Print
3. a. F b. F c. T d. T
4. a. Word is used to type letters.
b. To create a document, follow these steps:
 - 1 Click on the File tab.
 - 2 Select the New option.
 - 3 Click on the Blank document option.c. To save a document, follow these steps:
 - 1 Click on the File tab.
 - 2 Select the Save or Save As option.
 - 3 Select This PC option and click on Browse option.
 - 4 Select the location of the file.
 - 5 Type the desired name for your file in the File name box.
 - 6 Click on Save button.
5.

<div>2</div> Select Open option.	<div>3</div> Find location of your document.
<div>1</div> Click on the File tab.	<div>5</div> Click on the Open button.
<div>4</div> Select the file to be opened	



{CODING ZONE}

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Coding Zone

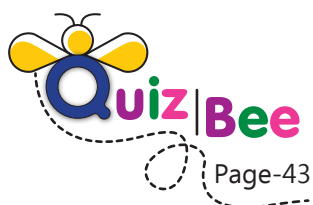
}

Answer:

Department, Management, Development, Announcement



4. Editing Text in Word 2016



Answer: 1. Editing 2. Delete

ASSESS YOURSELF

1. a. (i) b. (i) c. (ii) d. (iii) e. (ii)
2. a. T b. F c. F d. F
3. a. (v) b. (iv) c. (i) d. (ii) e. (iii)

4.	Undo Command	Redo Command
	Undo is used to cancel the last command.	Redo is used to reverse the action of the last Undo command.

5. a. Selecting a text is necessary before editing because it indicates the text that will be modified.
b. Copy command is used to duplicate a text from one part of a document to another.
c. To insert text in an existing document, click where you want to insert text. A cursor appears, start typing. The text will be inserted.
d. To move text, follow these steps:
 - 1 Select the text.
 - 2 Click on Home tab.
 - 3 Click on Cut command.
 - 4 Go to the required place where you want to paste.
 - 5 Click on Paste command.
6. a. Press the Delete key.
b. Copy(Ctrl + C) and Paste(Ctrl + V)



Answer:

GNITIDE



Trackpad (Version 2.0)-III (Answer Key)

Periodic Assessment–2

(Based on chapters 3 & 4)

1. a. Shift + right arrow b. Shift + left arrow c. Shift + up arrow
d. Shift + down arrow e. Ctrl + A
2. a. Shift + End b. Copy command c. Redo command d. Quick Access Toolbar
e. Ctrl + S f. Status bar
3. ① File
② Print
③ Print
4. Undo

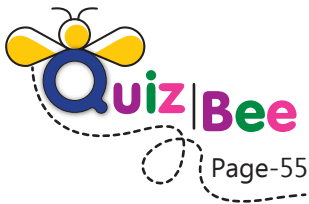
Test Sheet–1

(Based on chapters 1 to 4)

1. a. (iii) b. (iii) c. (i) d. (ii) e. (ii)
f. (iii) g. (iii) h. (iii) i. (i)
2. a. Three b. Hardware c. Control unit d. Booting
e. Icons f. Open g. Vertical
3. a. T b. T c. F d. T e. F
f. T g. F h. F
4. a. Hardware is the physical component of a computer system that we can feel and touch.
b. To create a presentation, we use MS PowerPoint.
c. Desktop is the main screen of Windows 10 operating system.
d. Windows 10 is a graphical user interface and it is quite user-friendly.
e. Undo, Redo and Save commands are present on the Quick Access Toolbar.
5. a. System software is a set of programs that control the overall functioning of a computer, whereas application software is used to perform a specific task.
b. To change the desktop background, follow these steps:
① Right-click on the desktop. Choose Personalize option.
② Click on Desktop Background.
③ Select any picture.
After choosing a picture, the background will change automatically.
c. Taskbar is a long horizontal bar located at the bottom of the desktop. To pin an application to the taskbar, follow the given steps:

- 1 Click on the Start button and select an application.
 - 2 Right-click on the application and select More.
 - 3 Select the Pin to taskbar option.
- d. To save a document, follow these steps:
- 1 Click on the File tab.
 - 2 Select the Save or Save As option.
 - 3 Select This PC option and click on Browse option.
 - 4 Select the location of the file.
 - 5 Type the desired name for your file in the File name box.
 - 6 Click on Save button.
- e. To insert text in an existing document, click where you want to insert text. A cursor appears, start typing. The text will inserted.

5. Working with Paint 3D



Answer: 1. Title bar 2. Canvas

ASSESS YOURSELF

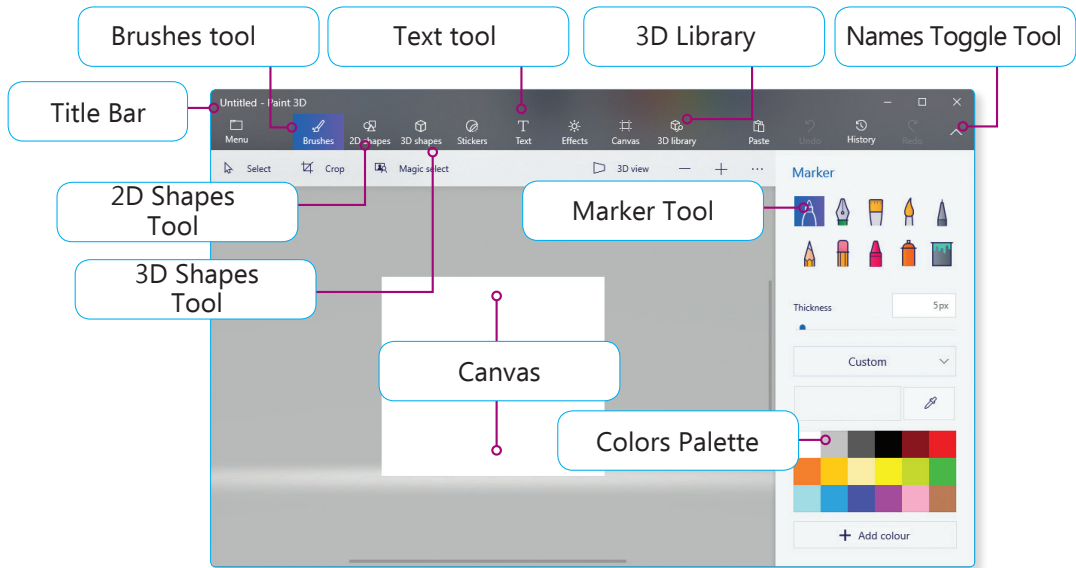
1. a. (ii) b. (i) c. (i) d. (ii) e. (iii)
2. a. T b. T c. T d. F
3. a. (iv) b. (v) c. (i) d. (vi) e. (iii)
f. (ii)
4. a. We can create 3D drawing in Paint 3D.
b. A dotted boundary around the shape can be seen which are called Grab Points.
c. To create 3D shapes, follow the given steps:
 Step 1: Click on the 3D shapes.
 Step 2: Click on shape you want to draw.
 Step 3: Click and drag the pointer to draw the shape.



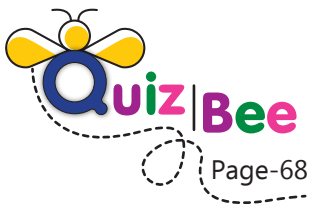
You see a 2D shape drawn with four handles: **X** axis rotation, **Y** axis rotation, **Z** axis rotation and **Z** axis position.

Step 4: Rotate the shape to see the 3D effect.

5.
 - 4 Click on Commit button.
 - 1 Click on the 3D shapes tool.
 - 3 Drag the mouse to draw a cube.
 - 2 Select a 3D shape.
- 6.



6. Stepwise Thinking



Answer:



ASSESS YOURSELF

- (i)
 - (ii)
 - (ii)
- Stepwise thinking
 - organised
 - Main steps
 - Think
- Stepwise thinking helps in converting complicated tasks into simple steps to make our work easy.
 - Reasoning is the process of thinking about the task in a logical or sensible way. It helps you to choose the correct option from the available options.
 - It is the process of creating a set of instructions that tell a computer how to perform a particular task.
- Do it yourself



{CODING ZONE}

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Coding Zone

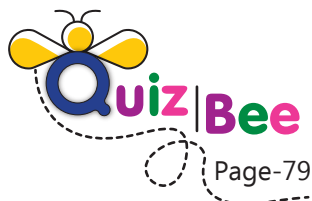
Coding Zone

Answer:

If (Like Computers)

Raise Hands

7. Introduction to Scratch Programming



Answer: 1. Cat

2. Motion

ASSESS YOURSELF

- (ii)
 - (i)
 - (i)
 - (i)
- (iii)
 - (ii)
 - (iv)
 - (v)
 - (i)
- programmer
 - visual
 - character
 - stop
- Scratch is a visual programming language that is used to create computer animation, games and stories.
 - Motion block is used to control the movements of the sprite.



c. Stage, Sprite, Blocks Palette.

d. To open an existing project, follow the given steps:

- 1 Click on the File menu.
- 2 Select "Load from your computer" option.
- 3 Select the file you want to open.
- 4 Click on the Open button.

5.

3

 In the File name box, type name for file.
- 2

 Select the Save to your computer option.
- 4

 Click on the Save button.
- 1

 Click on the File menu.



Answer:

a. $2+15+15+11 = 43$

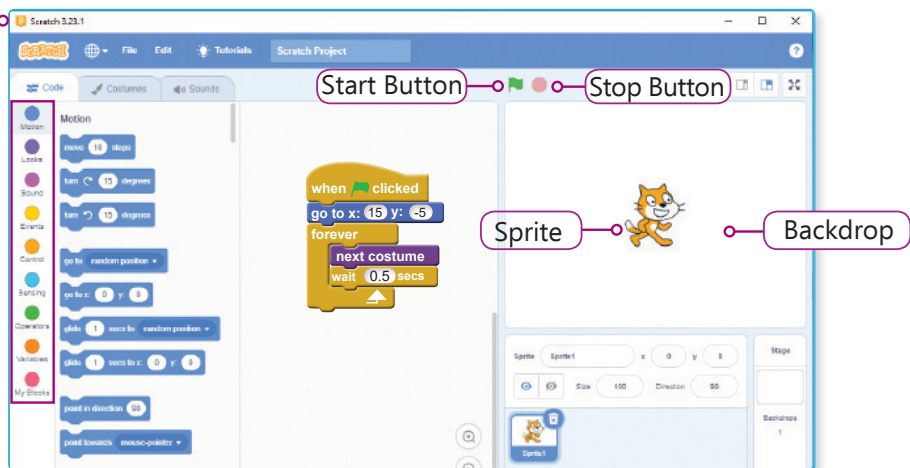
b. $13+5+4+9+3+9+14+5 = 62$

Periodic Assessment-3

(Based on chapters 5 to 7)

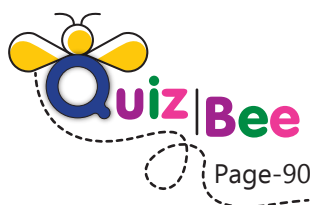
1. a. Brushes Tool b. Names Toggle Tool c. 2D Shapes Tool d. 3D Shapes Tool

2. Title Bar



3. a. (ii) b. (i) c. (iv) d. (v) e. (iii)
4. He should follow stepwise thinking to do so.

8. Internet—An Introduction



Answer:

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

Question: 1. The _____ stands for modulator-demodulator.

Answer: Modem

2. Internet Service Provider

ASSESS YOURSELF

1. a. (ii) b. (i) c. (iii) d. (i)
2. a. F b. T c. T d. T
3. a. ARPANET b. URL c. Google
4. Web pages are digital pages on the Internet, whereas websites refer to a collection of webpages.
5. a. Internet is an interconnected network of computers that can share data among themselves.
b. To connect a computer to the internet, you need modem, Telephone Connection, Internet Connection, Web browser and a computer system.
c. Search engines are used to search for information on the Internet.
6. a. MICROSOFT EDGE b. GOOGLE CHROME
c. MOZILLA FIREFOX d. MODEM
7.

3

 Open a web browser.

5

 Complete the essay using the information from the Internet.

1

 Start the computer.

2

 Connect the computer to the Internet.

4

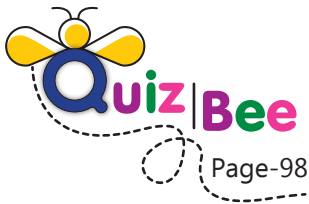
 Search for the topic "The History of Computers".





Do it yourself

9. Introduction to Robotics



Answer: Actuators

ASSESS YOURSELF

- (ii)
 - (iii)
 - (i)
 - (ii)
- Automatically
 - Sensors
 - Less
- Sensors are devices that help the robots to obtain information from their surrounding much like the sensory organs in a human being, whereas a controller is a computer program that is used to control the function of a robot.
- A robot is an automatic programmable machine that follows commands and does work that reduces human effort.
 - The characteristics of robots are consistency and speed.
 - AI or Artificial Intelligence is a type of technology that makes robots or machines act and think like humans.
- Goalkeeper
 - Nao
 - Mobile Robot



Answer:

1. 19514191518



Periodic Assessment–4

(Based on Chapters 8 & 9)

1. a. Internet b. Website c. E-mail d. Flipkart e. URL
f. World Wide Web
2. a. MARCBOT is used to inspect suspicious objects.
b. Mobile Robot performs the task of sanitation in public areas.
c. Ruby is used to serve customers in a cafe in Jaipur.
d. Nao is one of the world's most popular robots designed to interact with people.

Test Sheet–2

(Based on chapters 5 to 9)

1. a. (ii) b. (i)
c. (This question was printed incorrectly in the book, please correct it in your textbook)
- Q. Which of the following displays various 3D objects?
(i) Menu (ii) 3D Library (iii) Stickers
- Ans. (ii)
d. (i) e. (ii) f. (i) g. (i)
h. (i) i. (i)
2. a. 3D objects b. stamp c. 10 d. sequential
e. main steps f. think g. sensors h. block-based
i. character j. Stop
3. a. T b. T c. T d. T e. T
f. T g. F
4. a. A dotted boundary around the shape can be seen which are called Grab points.
b. Reasoning is the process of thinking about the task in a logical or sensible way.
c. Motion blocks are used to control the movement of the sprite.
d. The components of the scratch window are Titlebar, Stage and Sprite.
e. Website is a collection of web pages.
f. A robot is an automatic programmable machine that follows commands and does work that reduces human effort.
5. a. Shapes that have only two dimensions are called **2D** shapes whereas, the shapes that have three dimensions are called **3D** shapes.



b. Stepwise thinking means converting a complicated task into small or simple steps, to make our work easy. It also lets us know about missing steps, so that we can rewrite the plan before its execution.

With the help of stepwise thinking, we can complete a task or solve a problem without any complications.

c. Programming refers to the process of instructing a computer to perform a task.

d. To open an existing project, follow the given steps:

- ① Click on the File menu.
- ② Select the Open option.
- ③ Select the file you want to open.
- ④ Click on the Open button.

e. Internet refers to the interconnected network of millions of computers around the world.