

Computer System



Let's Do This

A. Multiple Choice Questions.

1. (a) 2. (a) 3. (c) 4. (b) 5. (a)

B. State true 'T' or false 'F'.

1. F 2. T 3. T 4. T 5. T

C. Match the following.

1. (b) 2. (e) 3. (a) 4. (d) 5. (c)

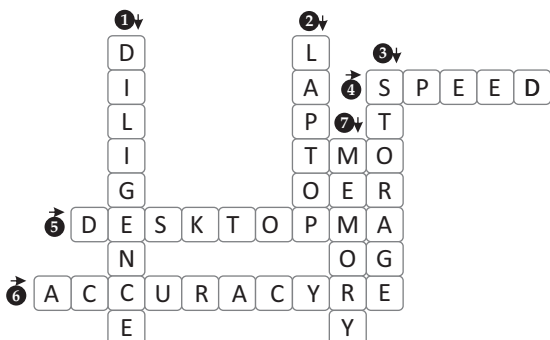
D. Answer the following questions.

- Arithmetic and Logical unit (ALU), Control Unit (CU) and Memory Unit (MU).
- Input device is a device used to give data and instructions to the computer. It has the following functions:
 - It takes data and instruction from the user.
 - It converts data in computer understandable language.
 - It gives converted data to the computer.
- Laptop, Desktop, Tablet, Smart phone.
- Following are the characteristics of a computer:
 - Accuracy** : A computer never make mistakes and give true result only.
 - Speed** : A computer works very fast and completes long calculations within a few seconds. Speed of a computer is measured in Gigahertz.
 - Storage** : A computer can store huge data and information in its memory.
- It can not learn anything on its own.
 - It has no emotions.

Fun Activity



1.



2.



O

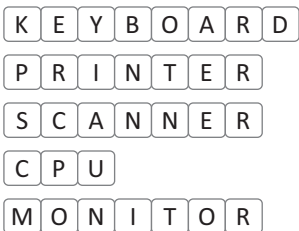


I



P

3.



HOTS



Input devices : Keyboard, mouse

Output devices : Monitor, printer

2

Understanding Windows



Let's Do This

A. Multiple Choice Questions.

1. (a)

2. (b)

3. (a)

4. (c)

5. (b)

B. State true 'T' or false 'F'.

1. T 2. T 3. T 4. F 5. T

C. Fill in the blanks.

1. Auto arrange icons 2. Taskbar 3. Ctrl 4. wallpaper
5. Shift

D. Answer the following questions.

1. Operating system is a special set of programs that manages all the functions of a computer and executes them. It is a software which helps in operating a computer.

Popular operating system are :



Ms Windows



Mac OS

2. Microsoft Windows is one of the most popular operating systems. It was developed by Microsoft corporation, USA.
3. Desktop is the first screen that appears when you turn on the computer. This desktop has the following components:

See book page no. 16, 17.

4. Icons are the small pictures present on the desktop. Each icon represents a program, file or folder, etc. We can directly open programs by double-clicking on the icons.

Following are some commonly seen icons:



This PC



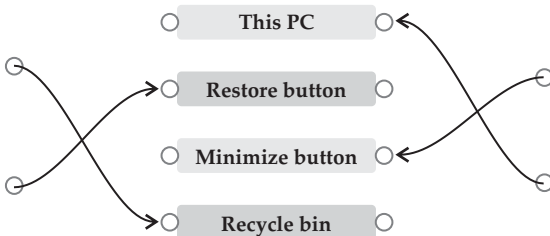
Recycle Bin



Control Panel

5. Maximize button makes window grow to its maximum size.

Fun Activity





Uninterruptible Power Supply (UPS)

3

Introduction to MS Word 2016



Let's Do This

A. Multiple Choice Questions.

1. (a) 2. (a) 3. (c) 4. (b) 5. (a)

B. State true 'T' or false 'F'.

1. F 2. T 3. T 4. F 5. T

C. Fill in the blanks.

1. Ctrl+N 2. Quick access toolbar 3. Tabs 4. Work Area
5. Ribbon

D. Answer the following questions.

1. MS Word is an application software which helps in typing and formatting text on a computer.

It has following components :

Quick Access Toolbar, Title Bar, Tabs, work Area

2. See topic 'Deleting the Text' on book page no- 28.
3. See topic 'Creating a New Document' on book page no- 27.
4. The ribbon is a command bar that organizes a program's features into a series of tabs at the top of the screen. These tabs are further divided into groups. Each group has a number of options that are used in word.

Fun Activity



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

HOTS



See topic 'Creating a New Document' on book page no- 27.

4

Editing in MS Word 2016



Let's Do This

A. Multiple Choice Questions.

1. (a)
2. (c)
3. (b)
4. (c)

B. State true 'T' or false 'F'.

1. T
2. F
3. F
4. T
5. T

C. Fill in the blanks.

1. Editing
2. Copy, Paste
3. Thesaurus
4. Right-click
5. Clipboard

D. Answer the following questions.

1. See topic 'Selecting Text' on book page no- 34, 35.
2. **Undo Option** : It is used for reversing the last action we performed in MS-Word.
Redo Option : It is used to repeat the action we have undone using the undo option.
3. Using the **Spell Check** feature of MS Word, you can correct all the spellings and grammatical mistakes that may have accused. A red wavy line indicates wrong spelling. A blue wavy line indicates wrong grammar.
4. See topic 'Copying the Text' on book page no- 35.
5. Thesaurus is a tool, which is used in MS Word to search for synonyms of a word. It helps writers to find exact and suitable words to express their idea.

Fun Activity



1.

C O P Y

P A S T E

U N D O

S P E L L C H E C K

2.

W	U	N	D	O	A	W	X	C	L	S
M	S	M	F	P	Q	O	Z	O	S	P
C	U	R	S	O	R	R	A	P	L	E
A	C	D	F	N	R	D	A	Y	W	L
S	A	V	E	A	S	W	A	X	M	L
L	M	D	F	F	C	R	L	D	S	C
C	U	T	D	L	O	A	W	L	F	H
C	A	E	A	R	P	P	A	S	T	E
L	D	L	D	A	Y	Z	D	F	K	C
E	X	I	T	R	D	F	L	L	K	K

HOTS



A red wavy line indicates wrong spelling.
A blue wavy line indicates wrong grammar.

5

More on MS-Paint



Let's Do This

A. Multiple Choice Questions.

1. (b) 2. (b) 3. (a) 4. (a) 5. (a)

B. State true 'T' or false 'F'.

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

C. Fill in the blanks.

1. Cut/Paste 2. Rotate 3. Resize/Skew
4. Color Picker 5. Rectangular

D. Match the following.

1. (b) 2. (d) 3. (a) 4. (e) 5. (c)

E. Answer the following questions.

1. There are two types of selection tools as given below:
a. Rectangular Selection : It is a rectangular area of selection.
b. Free-form Selection : It is an irregular area of selection.
 2. See topic 'Moving an Image' on book page no- 46, 47.

3. See topic 'Rotating or Flipping an Image' on book page no- 48.
4. See topic 'Moving an Image' on book page no- 46.
5. (a) Both **Cut** and **Copy** store the selected text in the clipboard so you can paste it else where. The difference is that the **Cut** method deletes the original from the document, while the **Copy** method leaves the original in place, allowing you to paste its duplicate somewhere else.
- (b) When you rotate an object, it moves left or right around an axis and keeps the same face toward you. When you flip an object, the object turns over, either vertically or horizontally, so that the object is now a mirror image.
- (c) The **Resize** option helps us to resize an image whereas the **Skew** option helps us to turn an image by a few degrees.

Fun Activity



R	E	S	I	Z	E
Q	G	K	E	Z	L
Z	H	E	L	O	B
C	R	W	E	O	C
C	U	T	C	M	E
O	A	N	T	H	R
P	A	S	T	E	A
Y	L	B	C	P	S
R	O	T	A	T	E

HOTS



She should use Color Picker tool.

6

Introduction to Scratch



Let's Do This

A. Multiple Choice Questions.

1. (b)
2. (a)
3. (c)
4. (a)
5. (b)

B. State true 'T' or false 'F'.

1. T
2. F
3. T
4. F
5. T

C. Fill in the blanks.

1. Script 2. Sprite 3. white 4. Motion 5. Pen

D. Answer the following questions.

1. See topic 'Uses of Scratch' on book page no- 52.
2. (i) **Menu Bar** : It is used to display drop down menus that provide common commands to the user, such as New, Save etc.
(ii) **Blocks Palette** : This area shows all the blocks available to you. Blocks are color-coded by category. They can be dragged to coding area for coding sprite on stage.
3. Sprite is a small character that performs all actions in the Scratch. Sprite perform the action based on the script using various blocks of Scratch.
4. **Motion Blocks** define the movement of sprites.
5. See topic 'Let Us Try' on book page no- 57.

Fun Activity



1. See book page no- 53.

2. S C R I P T S
S P R I T E
B L O C K S
B A C K D R O P
S C R A T C H

HOTS



when clicked

7

Internet



Let's Do This

A. Multiple Choice Questions.

1. (b) 2. (c) 3. (a) 4. (c) 5. (c)

B. State true 'T' or false 'F'.

1. T 2. F 3. T 4. T 5. T

C. Fill in the blanks.

1. network 2. search 3. internet 4. URL 5. Website

D. Answer the following questions.

- Internet is a worldwide network of computers, which allows sharing of information. Two uses of internet are:
 - We can search for anything on the internet.
 - Online banking is possible because of the internet.
- Web browser is a software to view and explore information on the web. Some commonly used web browsers are :
Microsoft Edge, Google Chrome, Mozilla and Opera.
- Internet is like a large library containing information about almost everything.
 - Using Internet's online shopping, Customer can directly purchase product from company at a better price.
- Search engine is a tool that helps user to search URL of a website. User simply gives some keywords related to contents of website and Search Engines display names of all websites related to those keywords. Some commonly used search engines are Goolge, Bing, Ask and Yahoo.
- Website is a collection of web pages and related content. You can move from one web page to another webpage in a website using hyperlinks.

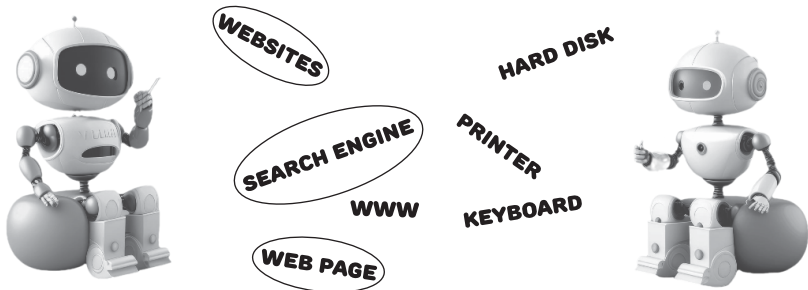
Fun Activity



1.



2. These robots is speaking some words. Circle the Internet-related words and write them in the space given below.



WEBSITES, SEARCH ENGINE, WWW, WEB PAGE

HOTS



With the internet, they can connect with each other. They can send and receive all kinds of information.

8 AI Enabled Devices

Let's Do This

A. Multiple Choice Questions.

1. (c) 2. (a) 3. (a) 4. (c) 5. (a)

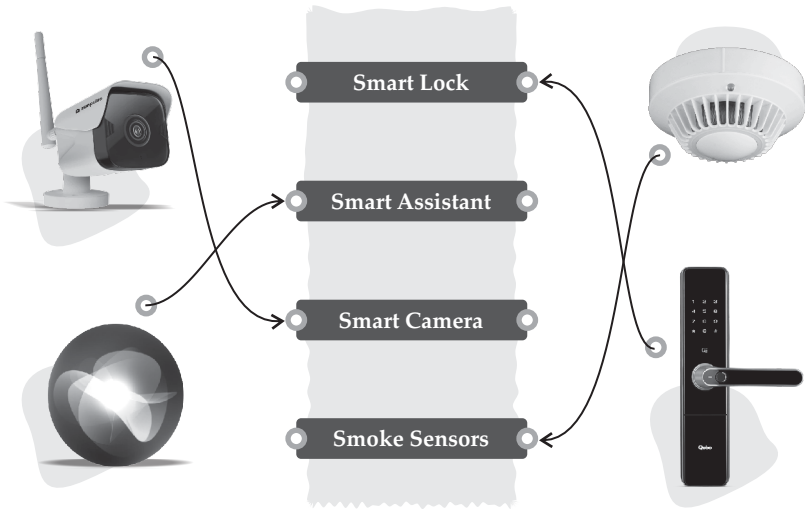
B. State true 'T' or false 'F'.

1. T 2. F 3. F 4. T 5. T

C. Fill in the blanks.

1. Artificial Intelligence 2. Internet 3. Footage
4. virtual

D. Match the following.



E. Answer the following questions.

1. (i) Copy human intelligence
(ii) Learn new things by itself
2. Smart assistant, smart lighting, smart cameras, smart locks
3. Smart virtual assistant use speech recognition technology to interact with users to do a variety of tasks. It plays music, manages lights, book cabs, sets reminders, etc.

Example : Alexa and Siri

4. Smart bulbs

Smart Camera	Smart Lock
<p>The smart home security system allows you to view your home at any time anywhere using your smart phone or other connected device. You can receive video alerts when your motion-detection camera records any movement. It also gives you an easy way to access the recorded footage.</p>	<p>A smart lock is a Wi-Fi enabled device that uses app or smart voice assistant. It lets users lock doors through their smartphone or voice commands only. Smart locks even allow remote access to a third party, so a guest can unlock the smart lock on the door and enter inside while you are not at home.</p>

Fun Activity



1. S E N S O R
S M A R T L O C K
A L E X A

2.



Smart Watch



Smart Phone



Smart AC

HOTS



Smart Phone