

Fun Activity



1. Identify these devices as Input or Output and tick against the correct option. Write the function of each device.



INPUT

OUPUT

Scan the document and converts it into digital form.



INPUT

OUPUT

It gives hard copy output by printing the data on to a paper.



INPUT

OUPUT

A good quality speaker with good quality of sound.

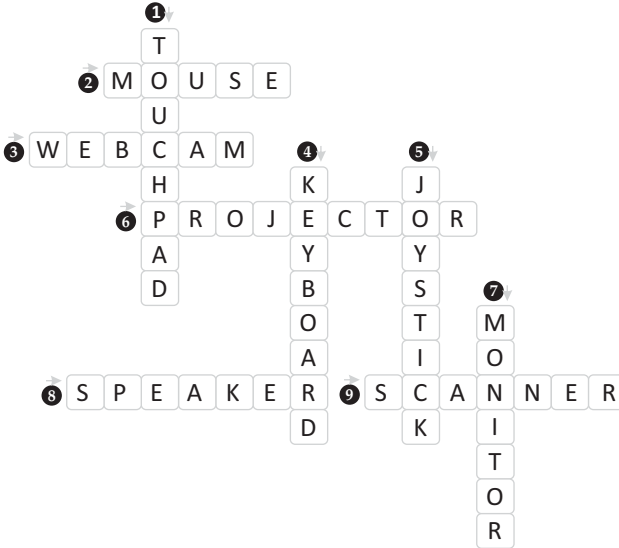


INPUT

OUPUT

It reads barcode as input data.

2. Complete the following crossword puzzle with the help of clues given below.



HOTS



This happened because of **barcode reader** which reads barcode as input data.

2

Memory and Storage



Let's Do This

A. Multiple Choice Questions.

1. (c) 2. (c) 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. DVD 2. Binary 3. Storage
4. Hard disk 5. Primary, Secondary

D. Match the following.

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

E. Answer the following questions.

1. The data is stored inside the computer in different storage areas, known as the **memory** of computer. This memory may be temporary or permanent.

The computer's memory is divided into two categories, namely **Internal (Primary) Memory** and **External (Secondary) Memory**.

2. Hard disks are a type of non-volatile storage, retaining stored data when powered off. Hard disks are commonly used as the main storage device in a computer.

3.

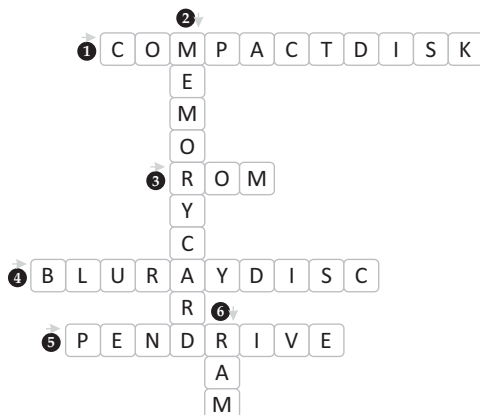
RAM	ROM
<ul style="list-style-type: none">RAM stands for Random Access MemoryTemporary storage	<ul style="list-style-type: none">ROM stands for Read Only MemoryPermanent Storage

4.

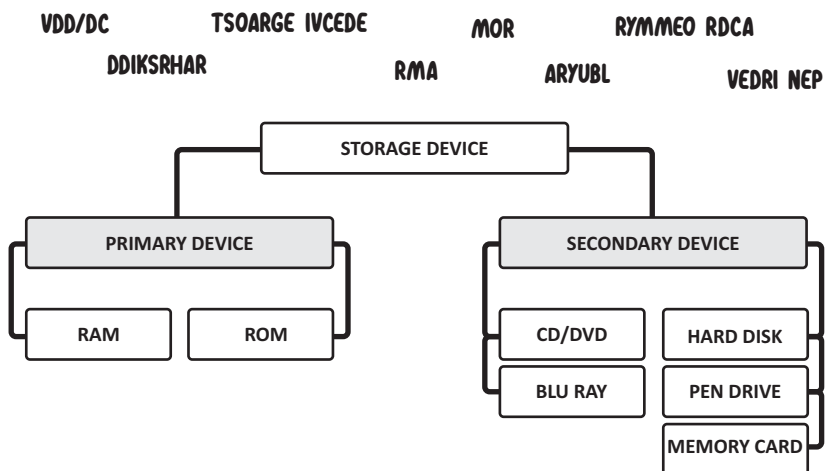
Internal Memory	External Memory
<ul style="list-style-type: none">It is the main memory where the data and information are stored temporarily.Data is directly accessed by the processing unit	<ul style="list-style-type: none">It refers to the external memory where data is stored permanently.Data cannot be accessed directly by the processor.



1. Complete the following crossword puzzle with the help of clues given below.



2. Rearrange the words given in the clouds and then place them in the appropriate box to complete the flowchart as given below:



HOTS



Do yourself

3

More About Window 10



Let's Do This

A. Multiple Choice Questions.

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

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

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

C. Fill in the blanks.

1. desktop 2. This PC 3. Taskbar 4. Folder

D. Rearrange the letters to get correct words.

1. DESKTOP 2. WINDOWS 3. FILE
4. FOLDER 5. RENAME

E. Answer the following questions.

1. When we switch on a computer, Windows operating system starts loading into the computer's memory. Once the process is completed, the first screen that appears on the monitor is known as the **desktop**. It contains icons which are the graphical image or symbols representing files or programs.

Following are the various components of a desktop :

Start button, Live Tiles, Icons, Desktop, Quick Launch Bar, System Tray

2. On deleting files and folder from the computer, they are stored in Recycle Bin on temporary basis.
3. The Control Panel is a component of Microsoft Windows that provides the ability to view and change system settings.
4. See topic 'Renaming a File or Folder' on book page no- 26.
5. See topic 'Deleting a File or Folder' on book page no- 27.

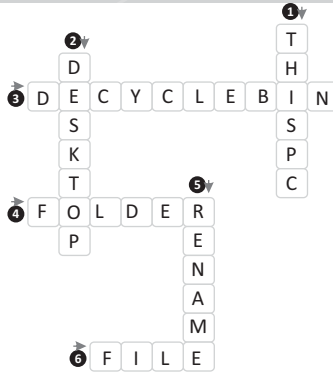
Fun Activity



1.

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

2.



HOTS



See topic 'Creating a Folder on The Desktop' on book page no- 26.

4

Formatting in MS-Word 2016



Let's Do This

A. Multiple Choice Questions.

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

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

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

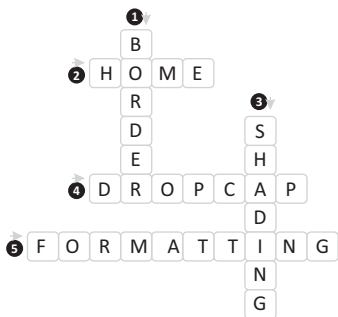
C. Fill in the blanks.

1. Home 2. Font 3. Bold
4. Bullet 5. Format painter

D. Answer the following questions.

1. See topic 'Formatting the text' on book page no- 32.
2. See topic 'Copying Formatting' on book page no- 36.
3. See topic 'Changing Text Case' on book page no- 35.
4. A bullet list is used when constructing a list of two or more items, where the order of the items is unimportant. It is a series of items with a heading broken up by dotted points.
5. See topic 'Changing the Alignment of Text' on book page no- 37.

Fun Activity



HOTS



On the **Home** tab in the **Paragraph** group, click the arrow next to bullets, and then click **Define New Bullet**.

5

Introduction to PowerPoint 2016



Let's Do This

A. Multiple Choice Questions.

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

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

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

C. Fill in the blanks.

1. MS-Office2016 2. Title Bar 3. New slides
4. Esc 5. Title Slide

D. Match the following.

1. SLIDES 2. PRESENTATION 3. POWERPOINT
4. PLACEHOLDER 5. SLIDESHOW

E. Answer the following questions.

1. A combination of various slides depicting a graphical and visual interpretation of data, to present information in a more creative and interactive manner is called a PowerPoint presentation.
2. Every presentation is made up of many pages. These pages are called **slides**. A slide can have text, animation, videos, sound effects etc.

3. See topic 'Adding a New Slide' on book page no-46.
4. A slide layout determines the arrangement of various objects on a slide. It contains formatting, positioning, and placeholder boxes for all of the content that appears on a slide.
5. When many slides are run together one after the other, it is called a **Slideshow**.

Fun Activity



1. See Picture on book page no-44.

2.



HOTS



- See topic 'Creating the Title Slide' on book page no-45.

6

More About Scratch

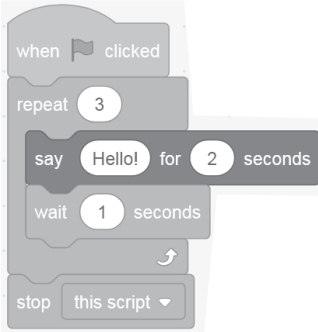


Let's Do This

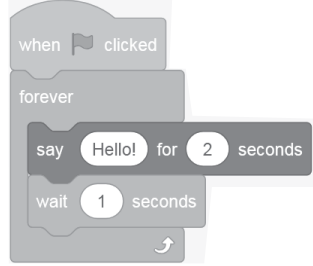
A. Multiple Choice Questions.

1. (b)
2. Wait block
3. (a)

4. (c)



5. (a)



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

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

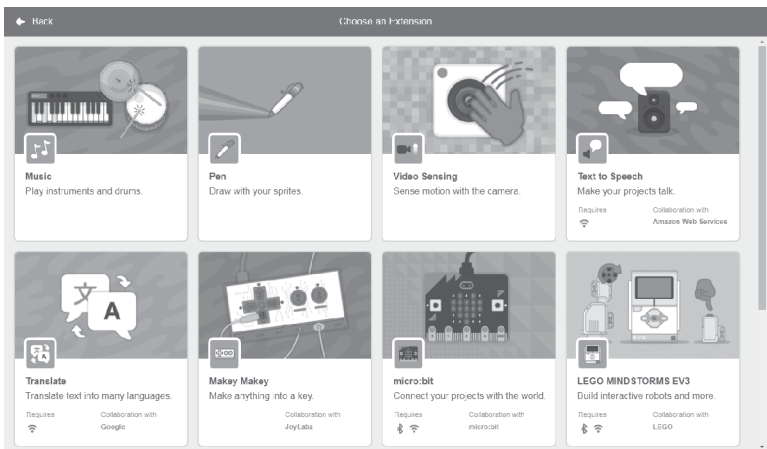
C. Fill in the blanks.

1. Costume 2. Pen 3. Polygon 4. 360 5. Hexagon

D. Answer the following questions.

1. Pen block in scratch allows a sprite to draw shapes using different colors and sizes. By default, Pen is not located in the blocks category. To use Pen block, you have to enable it from Extensions.
2. Pen block is used to draw shapes using different colors and sizes. By default, Pen is not located in the Blocks category. To use Pen block, you have to enable it from **Extensions**.

Step 1 : Click **Add Extension** button from the bottom left corner. Choose an Extension window appears.




Step 2 : Click on **Pen** extension. Pen extension appears in the Blocks category.
Now consider the following steps to draw a line :

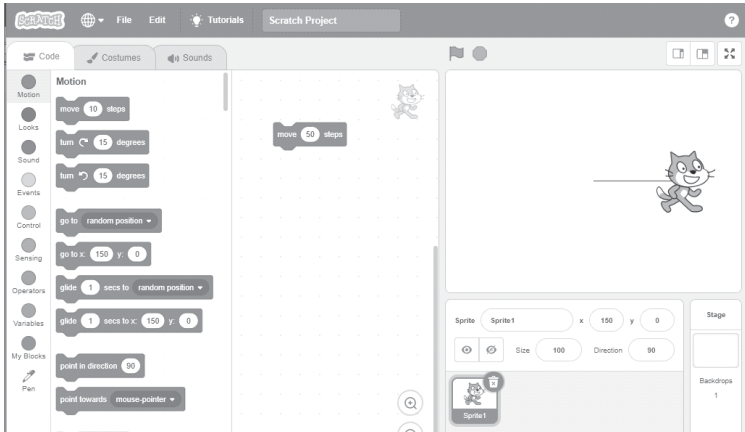
Step 1 : Click the **Pen** block from block palette.

Step 2 : Click on  block.

Step 3 : Click the **Motion** block.

Step 4 : In the Blocks Palette, click the  block and change the number 10 to 50.

Step 5 : Click the  block. The cat on the stage moves in the direction of its face and leaves a line behind it.



3. Polygons are 2D shapes with three or more straight lines and angles. Three polygon shapes are :
Square, Pentagon, Hexagon
4. Say () block
5. See topic 'Changing the Costume of Sprite' on book page no- 61.

Fun Activity



1. Write the commands to draw these polygons.



Repeat 9 Move 100
Steps Turn 40 degrees

Nonagon



Repeat 10 Move 100
Steps Turn 36 degrees

Decagon



Repeat 5 Move 100
Steps Turn 72 degrees

Pentagon



Repeat 4 Move 100
Steps Turn 90 degrees

Square



Repeat 7 Move 100
Steps Turn 51 degrees
Heptagon

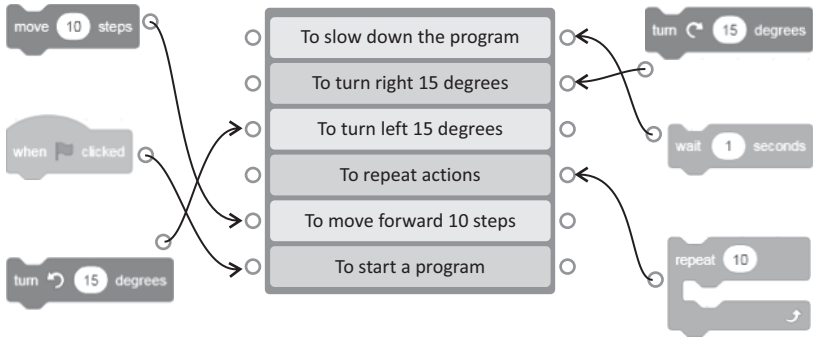


Repeat 3 Move 100
Steps Turn 120 degrees
Triangle

2.

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

3.



HOTS



To use blocks like Music, Video Sensing, Text to Speech, etc, you need to click on the **Add Extension** . Now click on these extension to add Music, Video Sensing and Text to Speech extension.

- The **Music Extension** is an extension that allows users to play notes and compose music in Scratch. These blocks are sampled instruments to create the sounds.
- **Video Sensing** block is used to sense motion with the camera.
- **Text to speech** block is used to make you projects talk.
- **Pen block** is used to draw shapes using different colors and sizes. To use Pen block, You have to enable it from Extensions.



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. T 3. F 4. T 5. T

C. Fill in the blanks.

1. Smartphone 2. Internet
3. Smart speaker 4. Cortana 5. NLP

D. Answer the following questions.

- The main goals of AI are to:
 - copy human intelligence
 - carry out knowledge-intensive tasks
 - learn new things by itself
 - build machines which can perform tasks that require human intelligence such as:
 - Playing chess
 - Plan and carry out surgical operations
 - Driving a car in traffic
 - AI has the potential to help humans live more meaningful and comfortable lives.
2. See topic 'AI in Smart Homes' on book page no- 68.
3. Smart bulbs, Smart doorbell, Smart Camera,
4. See topic 'Internet of Things' on book page no- 71.
5. Natural Language Processing (NLP) is an emerging technology that is going to change the way you interact with the computers. NLP is the process of making computers understand human languages.

Applications of NLP

Alexa : Alexa makes use of NLP to interpret the voice commands and convert them into text commands.

Cortana : Cortana is a personal digital assistant developed by Microsoft. It includes the various types of features, such as calendar, reminders,

alarms, Photo reminders, recognise, natural voices without the requirement for keyboard input, and answers the queries.

Google Maps : It is an application that is widely used for navigation. It helps the users in finding out the directions to reach a certain location.

Fun Activity



Face detection, Finger touch

HOTS



See topic 'Creating the Title Slide' on book page no- 45.

8

More About Internet



Let's Do This

A. Multiple Choice Questions.

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

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

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

C. Fill in the blanks.

1. Internet
2. Google
3. unique
4. Internet Service Provider
5. text, picture.

D. Answer the following questions.

1. Internet stands for **Inter connected Network**. Internet is the largest network in the world connecting millions of people world wide. The computers of the Internet are connecting through telephone lines, satellite links and through many other means.
2. Home page is the main or first page for a particular website . We get this page when we open a website.
3. Three uses of internet :

Searching : We can get any kind of information on access to the Internet. There are various websites available for searching information.

Reservation : We can book airline / railway / bus or even movie tickets through the Internet.

Online Education : Online education through e-learning (electronic learning) websites has made education easily accessible. All the study materials and information are available to us on the Internet.

4. Internet Service Provider (ISP) is a company or an organisation which provides access to the Internet. Some popular ISPs are Bharat Sanchar Nigam Limited (BSNL), Mahanagar Telephone Nigam Limited (MTNL), Airtel, Jio, Vi, etc.
5. See topic 'Internet Service Provider' on book page no- 79.

Fun Activity



1. Name the following with the help of words given in the box.

1. geographic.com
2. Facebook.com
3. Microsoft Edge
4. google.com

2. Arrange the following letters to get meaningful words.

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

HOTS



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