

Computer Login-3

Chapter 1

A. Fill in the blanks:

- | | | |
|-----------------|---------------|-------------------|
| 1. MU, ALU , CU | 2. Mouse | 3. Numeric Keypad |
| 4. Monitor | 5. Navigation | 6. Hardware |

B. True or False:

- | | | |
|----------|---------|----------|
| 1. False | 2. True | 3. False |
| 4. False | 5. True | 6. True |

C. Application based questions:

- | | | | |
|------------|------------|----------|---------------|
| 1. Printer | 2. Monitor | 3. Mouse | 4. Microphone |
|------------|------------|----------|---------------|

D. Tick mark:

- | | | |
|-----------|--------|------------|
| 1. Output | 2. CRT | 3. Control |
|-----------|--------|------------|

E. Answer the following:

1. Computer is a smart machine that works with the data and instructions given by the user.
2. The data and instructions which we enter using a keyboard or a mouse into the computer are called Input.
3. CPU is known as the brain of a computer.
4. There are 104 keys on a standard keyboard. The different keys available on a keyboard are:
 - (a) Alphanumeric Keys
 - (b) Control Keys
 - (c) Function Keys
 - (d) Navigation Keys
 - (e) Numeric Keypad
 - (f) Punctuation Keys
5. A group of instructions given to the computer to do a particular work is called software. There are two types of software:
 - (a) System Software
 - (b) Application Software

Chapter 2

A. Fill in the blanks:

- | | | |
|---------------------|---------------------|-------------|
| 1.Windows | 2. Sorting | 3.Taskbar |
| 4. Ctrl | 5.Notification area | 6.Interface |
| 7. Operating System | 8. GUI | |

B. True or False:

- | | | |
|----------|---------|----------|
| 1. False | 2. True | 3. False |
| 4. False | 5. True | 6. False |

C. Application based questions:

1. Icons
2. The button of the active application window is highlighted in a lighter shade.

D. Tick mark:

1. Operating System
2. Linux
3. Start Menu
4. Windows 7
5. Right

E. Answer the following:

1. Windows is a series of operating systems developed by Microsoft, the world's leading software company.
2. The first screen that appears with labelled icons when we switch on a computer is called Desktop.
3. Taskbar is a long horizontal bar available at the bottom of the Desktop.
4. The small labelled pictures or symbols present on the Desktop are called icons.
5. Screen saver refers to an image which pops-up on the computer screen whenever a computer is left idle for a certain period of time.
6. Interface refers to those commands or menus through which a user communicates with an external device or a program. The two main types of User interface are:
 - (a) Character User Interface
 - (b) Graphical User Interface
7. We will select an icon by doing a single click from the mouse.
8. Disk Operating System (DOS) is an example of Character User Interface and Windows is an example of Graphical User Interface.

MY ACTIVITY

Fill in the crossword:

Down :

1. Desktop
2. Control
3. Gadgets
4. Start
5. Icons

Across :

5. Interface
6. Shift
7. Opens

Chapter 3

A. Fill in the blanks:

1. Filled, Unfilled
2. New
3. Starters
4. Edges
5. Rainbow
6. Penguin

B. True or False:

- | | | |
|----------|----------|---------|
| 1. False | 2. False | 3. True |
| 4. True | 5. True | 6. True |

C. Do it yourself.

D. Tick mark:

- | | | |
|---------|------------------|---------------|
| 1. Drip | 2. Wavelets | 3. 360 degree |
| 4. 47 | 5. Bill Kendrick | |

E. Answer the following:

1. Shapes tool is used to draw various filled and unfilled polygonal shapes.
2. New tool is used to start a new drawing.
3. Drip Magic effect is used to give a dripping effect on the drawing.
4. Smudge effect is used to mix two different colors smoothly.
5. Rainbow effect draws a trail of rainbow colours as we drag the magic wand on the drawing area.
6. Real Rainbow effect allows us to draw a rainbow that we see in the sky after a rainfall.

Chapter 4

A. Fill in the blanks:

- | | | |
|-------------------|--------------|--------------|
| 1. Selection Area | 2. Clipboard | 3. Ctrl+O |
| 4. File, Print | 5. Red | 6. Thesaurus |

B. True or False:

- | | | | | |
|----------|---------|----------|----------|----------|
| 1. False | 2. True | 3. False | 4. False | 5. False |
|----------|---------|----------|----------|----------|

C. Match the following:

- (a) Ctrl + Z - Undo reverses the effect of the last command
- (b) Ctrl + Y - Redo reverses the action of the Undo command
- (c) Ctrl + X, Ctrl + V - Cuts the text and places it at a new place.
- (d) Ctrl + C, Ctrl + V - Copies the text from one place and pastes it at another.

D. Application based questions:

1. Go to the Quick Access toolbar and click on Undo command.
2. She should select the text from its original location and press Ctrl + X key. After that, she should go to the new desired location and press Ctrl + V key.

E. Tick mark:

- | | | |
|--------------|--------------------|--------------|
| 1. Document1 | 2. Green wavy line | 3. Clipboard |
| 4. Ctrl+Y | | |

F. Answer in one word or sentence:

1. Pressing Ctrl + A keys from the keyboard.
2. Quick Access toolbar
3. Selecting the text from the current position to the beginning of a line.

G. Answer the following:

1. The three uses of Word Processing software are:
 - (a) Producing letters, reports, books etc., quickly.
 - (b) Easily modifying the text anytime.
 - (c) Copying and moving the text from one location to another.
2. The process of making changes in a document is called Editing. To insert text in a document, follow the given steps:
 - (a) Place the cursor to the right to the character where we want to insert the text and then start typing.
 - (b) The existing text which is available after the cursor will be shifted to the right side.
3. In MS- Word, Thesaurus helps us to improve our vocabulary by providing a list of synonyms and antonyms for any word.
4. When we move the text, It is gone from the original location whereas when we copy the text, it stays in the original location as well as it will also get copied to a new location.

Chapter 5

A. Fill in the blanks:

- | | | |
|-----------------|-----------|-----------|
| 1. Font Style | 2. Insert | 3. Bullet |
| 4. Line Spacing | 5. Home | |

B. True or False:

- | | | |
|----------|----------|---------|
| 1. False | 2. True | 3. True |
| 4. True | 5. False | 6. True |

C. Application based questions:

1. She should use the Border button available in the Paragraph group on the Home tab.
2. He will select the text and click on the Line Paragraph Spacing button. After that, set the line spacing as per his choice from the drop down list.

D. Tick mark:

- | | | | |
|------------|---------|---------|--------------|
| 1. Justify | 2. 1.15 | 3. Home | 4. Underline |
|------------|---------|---------|--------------|

E. Answer the following:

1. Formatting means changing the appearance of a document to make it attractive.

2. Fonts are the characters of specific size and design used for typing the text. We will follow the given steps to change the font in our document:
 - (a) Select the text and click on the Home tab.
 - (b) Click on the drop down arrow next to the Font box in the Font group. A list of fonts appears.
 - (c) Choose the desired font from the displayed list.
3. Alignment refers to the positioning of the text on a page. The four types of alignment in Microsoft Word are :
 - (a) Align Text Left
 - (b) Center Align
 - (c) Align Text Right
 - (d) Justify Align
4. The different change case options available in Word 2010 are Sentence Case, Lowercase, UPPERCASE, Capitalize Each Word and tOGGLE cASE.
 - (a) Sentence Case: This case option is used to capitalise the first letter of the selected sentence.
 - (b) Capitalize Each Word: This case option is used to change the first character of each selected word to uppercase.
5. Line Spacing is the vertical distance between successive lines of the text in a document.

Worksheet 1

A. Fill in the blanks:

- | | |
|-------------------|-----------------------------|
| 1. Control Unit | 2. Graphical User Interface |
| 3. Word Processor | 4. Start |
| | 5. Wavelets |

B. True or False:

- | | | | | |
|---------|----------|---------|---------|----------|
| 1. True | 2. False | 3. True | 4. True | 5. False |
|---------|----------|---------|---------|----------|

C. Full form:

- | | |
|-------------------------|-----------------------------|
| 1. Cathode Ray Tube | 2. Character User Interface |
| 3. Light Emitting Diode | 4. Arithmetic Logic Unit |
| 5. Input Process Output | |

D. Match the following:

- (a) Brain of the Computer - CPU
- (b) Link between User and Hardware - Interface
- (c) Extension of a Word 2010 file - .docx
- (d) Latest version of Windows - Windows 10
- (e) Labelled Pictures on Desktop - Icons

E. Tick mark:

- | | | |
|------------|---------------------|-----------|
| 1. Penguin | 2. Joystick | 3. Memory |
| 4. Icons | 5. Both (a) and (b) | |

F. Answer in one word:

1. Charles Babbage
2. Show Desktop button
3. Navigation Keys
4. Smudge effect
5. F7

G. Answer the following:

1. CPU is the brain of the computer that processes all the instructions given to the computer. The three main parts of CPU are:
 - (a) Memory Unit
 - (b) Arithmetic Logic Unit
 - (c) Control Unit
2. Hardware refers to the physical parts of the computer that we can touch and feel whereas software refers to those parts of the computer that we cannot touch.
3. User Interface refers to those commands or menus through which a user communicates with an external device or a program.
4. Quick Access Toolbar, Title Bar, Status Bar, Ribbon etc. are the various components of Word 2010.
5. We will print a document in Word 2010 by pressing Ctrl + P keys combination.

Chapter 6

A. Fill in the blanks:

1. Scratch
2. Program
3. Sprite
4. Pen
5. Stage

B. True or False:

1. False
2. False
3. True
4. False
5. False

C. Application based questions:

1. Move 20 steps block
2. Change Pen Size block

D. Do it yourself.

E. Tick mark:

1. 2019
2. Blocks Palette
3. Pen down
4. Mitchel Rensick

F. Answer the following:

1. Scratch is a computer programming language.
2. Sprite is a small graphic character that performs actions in a Scratch project.
3. The main parts of Scratch window are Blocks Palette and Code Area.
 - (a) Blocks Palette: Blocks Palette contains the set of blocks which are used to program the sprite and give actions to it.

- (b) Code Area: Code Area is the place where we create the stack of blocks or code for a sprite to do a specific task.
- The Pen block menu allows the sprite to draw lines on the stage, change the colour and the thickness of lines.
 - The motion block menu allows the sprite to move in any direction on the basis of instruction.

Chapter 7

A. Fill in the blanks:

- Costumes
- say()
- Top
- Wait() secs
- Code

B. True or False:

- False
- True
- True
- False
- True

C. Application based questions:

- She will use the Costumes tab.
- He will use Repeat block and fill the value 15 in the text box of Repeat block.

D. Do it yourself.

E. Tick mark:

- Looks
- Same
- Bubble
- Top

F. Answer in one word:

- Next Costume block
- Say() for () secs block
- Play sound() until done
- Wait() secs

G. Answer the following Questions:

- Say() block and Wait () seconds block.
- Green flag button is used to run the written block of code.
- This block is used to repeat the inside blocks that are mentioned in the block for the specified number of times.
- Play sound() until done block can be used to play the sound of a sprite.
- Play sound() until done block will play the specified sound. The script will pause until the sound has finished playing.

Chapter 8

A. Fill in the blanks:

- Internet
- Website
- Homepage
- Anti-virus
- Password
- Digital citizen

B. True or False:

- | | | |
|----------|----------|----------|
| 1. False | 2. True | 3. False |
| 4. True | 5. False | 6. True |

C. Application based questions:

1. A virus might have entered in his computer system. To save his computer, he should install anti-virus software in his computer system.
2. She should immediately inform her elders or teachers.
3. (a) Sharing Pictures over the Internet (✖)
(b) Keeping a backup of the data (✓)
(c) Using Anti-virus on the System (✓)
(d) Copying text from her friend's document (✖)
(e) Making harsh comments to somebody (✖)
(f) Scanning email attachments (✓)
(g) Using a password that contains only Numbers. (✖)
(h) Click on every window that appears without Giving it a thought. (✖)

D. Tick mark:

- | | | |
|-----------------|----------------|-----------|
| 1. Easy, faster | 2. Web Browser | 3. Google |
| 4. McAfee | | |

E. Answer the following:

1. The Internet is a global network that connects millions of computers worldwide. The two uses of Internet are:
(a) We can do shopping online.
(b) We can read different books/ newspapers online.
2. A digital page on the Internet is called a web page.
3. The two advantages of Internet are:
(a) Abundant Information
(b) Cost Saving and Time Saving.
4. Yes, there are many disadvantages of using the Internet. These disadvantages are:
(a) Wrong Information spread fast.
(b) Information theft
5. A Search Engine is a software that searches for any information required by the user.
6. The three measures that we should take to protect ourselves online are:
(a) Report unlawful activities
(b) Always keep our identity real
(c) Never copy any kind of information as it is from the Internet.

7. The responsibilities of a good digital citizen are:
- (a) Always follow proper code of conduct when online.
 - (b) Report unlawful activities.
 - (c) Never create a fake identity.

Chapter 9

A. Fill in the blanks:

- | | | |
|-----------|--------------------|-------------|
| 1. Select | 2. Resize and Skew | 3. Top left |
| 4. Undo | 5. Color Picker | 6. Ctrl+S |
| 7. Three | 8. .bmp | |

B. True or False:

- | | | | |
|----------|----------|----------|----------|
| 1. False | 2. True | 3. True | 4. False |
| 5. True | 6. False | 7. False | 8. False |

C. Application based questions:

1. She should use the Copy and Paste command to draw pictures of the same layout.
2. She should use Eraser tool.

D. Tick mark:

- | | | | |
|-------------------------------------|---------|-----------|-----------|
| 1. Joint Photographic Experts Group | | | |
| 2. Zoom | 3. Crop | 4. Ctrl+R | 5. Eraser |

E. Answer in one word or sentence:

1. Free- Form Selection tool
2. Magnifier tool
3. Status Bar
4. Call out Shapes
5. BMP, JPEG, GIF, TIFF, PNG

F. Answer the following:

1. Rectangular Selection tool and Free- Form Selection tool are the two types of Selection tool in MS Paint. Rectangular Selection tool selects the object in rectangular form.
2. We can flip a picture in MS Paint using either any of the following method:
Method I: Right click on the picture and select the Rotate option. By doing this, a list of options will be displayed. Select the desired option.
Method II: Select the picture using Select tool and click on Rotate option in the Image group on the Home tab. Select the desired option among the list of options will be displayed.
3. To create a callout shape in MS Paint, follow the given steps:
 - (a) Go to the Shapes group and select any callout shape that we want to draw.

- (b) Click and drag the mouse pointer on the Drawing Area to draw the desired callout.
- JPEG format is ideal for rich colour photographs.
 - Zooming a picture means to increase or decrease the view size of the object.

Worksheet 2

A. Fill in the blanks:

- Select
- Script
- Font Size
- Document 1
- Loop

B. Complete the following:

S.No.	Column A	Column B
1.	Programming Language	Scratch
2.	Sending Letters through Internet	E-mail
3.	Graphic characters in Scratch	Sprite
4.	Internet Search Engine	Google
5.	One of the Callout Shapes	Cloud
6.	Tool to Copy Colour	Color Picker

C. True or False:

- False
- True
- True
- False
- True

D. Tick mark:

- Zoom
- Sprite
- Top
- Stop
- 2

E. Answer in one word:

- Motion Block
- Selection tool
- .sb3
- Looks Block

F. Answer the following:

- Rectangular Selection tool and Free- Form Selection tool are the two types of Selection tool in MS Paint.
- Green flag button is used to run the written code or instructions.
- Repeat() and Forever() block are present in the Control Blocks menu.
- The process of making desired changes in a document is called Editing.
- The term 'alignment' refers to the positioning of the text on a page.

The four types of alignment in Word 2010 are as follows:

- | | |
|----------------------|-------------------|
| (a) Align Text Left | (b) Center Align |
| (c) Align Text Right | (d) Justify Align |