Chapter 1

A. Fill in the blanks:

1. Data   2. Information   3. Binary

4. 2TB   5. RAM

B. True/ False:

1.False   2.False   3.True

4.True   5.False

C. Application based questions:

1. Pen Drive

2.External Hard Disc Drive (HDD)

D. Tick Mark :

1. ROM   2. CD-RW   3. 2TB

4. Primary Memory   5. Bytes   6. Hard Disc

E. Match the following:

1. External Memory-Secondary Memory

2. Blu Ray Disc-128 GB

3. DVD- Digital Video Disc

4. RAM-Volatile Memory

5. Hard Disc-8TB

F. Answer the following:

1. Processed data is known as information.

2. Internal memory—

   (a) It is the main memory

   (b) Data access from internal memory is fast and easy.

   (c) Types: RAM and ROM

   External Memory—

   (a) It is the secondary memory

   (b) Data access takes more time as compared to internal memory.

   (c) Types: HDD, CD, DVD, flash drive, memory card, blu-ray disc.

3. The Features of ROM are:

   1. The data stored in the ROM can only be read and cannot be changed

   2. ROM stores large amounts of data.

   3. ROM retains the stored information even when the power is switched off.

4. The main difference between CD and DVD are:

S.No.	CD	DVD
1.	CD stands for Compact Disc.	DVD stands for Digital Versatile Disc.
2.	CD can store upto 700 MB of data.	The storage capacity of DVD is good as compared to CD i.e. 4.7GB to 17GB.

5. Flash Drive is the most popular backup device which is also known as pen drive. A flash drive can store upto 2 TB of data.

Chapter 2

A. Fill in the blanks:
1. WINDOWS 1.0   2. Quick Launch Bar   3. Notification
4. Application Icons   5. Recycle Bin   6. Shortcut

B. True or False:
1. True   2. False   3. False
4. True   5. True   6. True

C. Application based questions
1. Quick Launch Bar
2. Right click on the blank area of the desktop > Personalize option > Make desired changes in the personalization window

D. Tick mark:
1. Computer   2. Aero Peek
3. Cascading Windows   4. Enable Transparency
5. Graphical User Interface

E. Answer the following:
1. The two features of Windows 7 are:
   (a) The taskbar of windows 7 is more flexible and application oriented.
   (b) Windows 7 has an appealing design with colourful themes, gadgets etc.
2. A long horizontal bar which available at the bottom of the screen is known as task bar
   The three main sections of task bar are
   (a) Start Button: This is the most commonly used button on the Windows desktop. Using this button, we can access all the main programs available in the computer.

(b) Notification Area: This area contains the clock and other program icons that provide the notification about the programs running on the computer.

(c) Quick Launch Bar: This bar provides the easy and quick way to open the programs.

3. The Document icon helps us in restoring the document window.

4. Click on notification area > Change date and time settings options > Change date and time button > select the desired date and time > Click on OK button

5. (a) Document Icon: You can restore the document window by clicking on the Document icon

(b) Recycle Bin: It is a folder that holds the deleted files/folders.

Chapter 3

A. Fill in the blanks:

1. Emboss   2. Quit   3. Storyboard

4. Pictures   5. Lighten

B. True or False:

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

C. Do it yourself.

D. Application based questions:

1. Open tool > slides option> select the pictures> play button

2. Magic tool > Foam effect

E. Tick Mark:

1. Open   2. Play   3. Kaleidoscope

4. Hundred   5. Esc

F. Answer the following:

1. Magic tools are used to draw wonderful patterns in the drawing area.

2. Slide/show is a series of selected pictures often displayed on the screen one by one. We will arrange slides in Tux Paint using the following steps:

(a) Click on the Open tool and select the Slides option. Now, select the pictures that we wish to display in a slide one by one.

(b) A unique number will be assigned to the selected pictures. This number let us know the order in which they will be displayed in the Slide Show.

3. We should follow the given steps to delete an existing slide:

(a) Click on the Open tool. All the saved slides will appear on the screen. Now, select the slide that we want to delete.

(b) Click on the Erase button. Tux Paint will prompt the message "Erase This Picture?"

(c) Select Yes to delete the slide.

4. Kaleidoscope tool is used to create freehand patterns.

5. Rosette Effect magic tool is used to draw a pattern in the shape of a rose whereas Ripple Effect magic tool is used to make an object look wavy.

Chapter 4

A. Fill in the blanks:

1. Margins   2. Double Click   3. Page Layout

4. 1 inch   5. 0.5 inch

B. True or False:

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

C. Application based questions:

1. He should use the Line Spacing option available in the Indents and Spacing tab.

2. Header and Footer is the most suitable option for the same.

D. Tick mark:

1. Superscript   2. Columns   3. Increase Indent

4. Vertical Ruler   5. Ctrl + M

E. Answer the following:

1. We can apply the same formatting effect to another section of selected text using the Format Painter tool.

2. Header and Footer option is used to place some information on the top and at the bottom of every page respectively.

3. Indentation is a term used to determine the amount of spacing between the text and the page margins. The four types of indents in Word 2010 are:

(a) First Line Indent

(b) Left Indent

(c) Right Indent

(d) Hanging Indent

4. Page Margin refers to the amount of blank space between the edge of the page and the document text. The default setting of left and right page margin is 1 inch.

Worksheet 1

A. Fill in the blanks:

1. On, Off   2. Data   3. Aero Peek

4. Indenting   5. Storyboard

B. True or False:
1. True   2. False   3. True
4. True   5. True

C. Complete the following:
1. Platters
2. Insert tab
3. Windows + R key and type MS Word in the Search box of Run Window dialog box.
4. Information

D. Tick mark:
1. Pen Drive   2. Notification Area   3. Insert tab
4. Tab key   5. Context Menu

E. Match the following:

S.No.	Column A	Column B
1.	1 Byte	8 bits
2.	1 TB	1024 GB
3.	1 ZB	1024 EB
4.	1 PB	1024 TB

F. Answer in one word:
1. Random Access Memory
2. Multitasking
3. Mosaic Effect, Lighten Effect, Emboss Effect.
4. Quick Launch Bar.
5. CD, DVD, Blu-Ray Disk, Flash Drive, Hard Disk

G. Answer the following:
1. Bits: The two digits 0 and 1 are called Binary digits or bits.
   Bytes: The data is stored in the computer memory in the form of bits and is measured in bytes. A set of 8 bits is called 1 Byte.
2. The three commonly used icons are:
   (a) Computer Icon: This icon gives us a view of available drives and their contents.
   (b) Application Icon: This icon gives us quick access to the related application.
   (c) Document Icon: We can restore the document window by clicking on the Document icon.
3. The different methods to carry out the copy operation for the selected text are:
   Method I: Go to the selected text and right click on it. Select Copy option from the Context Menu. After that, click on the

location where we want to paste it. We can do right click again and select the Paste option.

Method II: Go to the selected text and press Ctrl+C keys. After that, click on the location where we want to paste it and press Ctrl+V key combination.

4. We will open a Jump List by making a right click on a program icon on the Windows 7 Taskbar.

Chapter 5

A. Fill in the blanks:

1. Shift	2. Clip Art	3. Shapes
4. WordArt	5. Text Box	

B. True or False:

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

C. Application based questions:

1. She can apply special text effects in her document using the WordArt option.
2. He should use ClipArt option to add ready-made pictures into the document.

D. Tick mark:

1. Ctrl+F	2. Format	3. Watermark
4. Insert	5. Ctrl+F	

E. Answer the following:

1. ClipArt is a gallery of pre-designed pictures that can be inserted directly in a document.
2. The WordArt feature allows us to create special text effects.
3. A text box is a placeholder where we can enter text. It is useful to add text in our document.
4. We can insert a Cover page in Word 2010 using the given steps below:
   (a) Go to the Insert tab and select Cover Page.
   (b) A built-in gallery will appear.
   (c) Click on the desired cover page layout.
   (d) The selected cover page will be applied to our document.
5. A dim or faded impression of an image or text which is placed behind the text in a document is called Watermark.

Chapter 6

A. Fill in the blanks:

1. Replicate	2. Malware	3. Update
4. External	5. Backup	

B. Tick mark:
   1. Creeper   2. Stealth   3. Macro

C. Application based questions:
   1. Phishing Attack
   2. Install an effective antivirus software and update it regularly.

D. Match the following:

S.No.	Column 'A'	Column 'B'
1.	Stealth Virus	Hides its Presence
2.	Macro Virus	Infects MS Office documents
3.	McAfee	Antivirus Software
4.	Worm	Replicate and Spread

E. Answer the following:
   1. A computer virus is a program that is written to harm a computer.
   2. Virus, Worm and Trojan are the types of malware.
   3. Antivirus software is a program that protects our computer from various types of viruses and malwares.
   4. A boot sector virus attacks the boot sector of a computer which might cause the computer not to start.
   5. Some ways to prevent our System from malware attack are:
      (a) Avoid the use of external storage devices.
      (b) Do not open unknown emails.
      (c) Update antivirus software periodically.
   6. Trojan horses are destructive programs that hide their intention as they appear to be useful programs.

Chapter 7

A. Fill in the blanks:
   1. Shrink   2. Pen   3. Script Area
   4. Sprite list   5. Horizontal, Vertical

B. True or False:
   1. False   2. True   3. True   4. True   5. True

C. Application based questions:
   1. Scratch provides four different options to change the backdrop of the stage. These options are: Choose a backdrop, Paint, Surprise and Upload backdrop. He can choose any option to change the backdrop in his project.
   2. Set instrument to () Block is the appropriate block to do the same.

D. Tick mark:
1. Code   2. Grow   3. 180 to -180
4. Microphone   5. 21   6. Hide

E. Answer the following:
1. Scratch is a free programming language designed for children. The main features of Scratch are:
   (a) Free
   (b) Easy
   (c) Predefined Block
2. It contains information about the selected sprite as well as a few tools for manipulating the sprite.
3. The picture on the stage is called Backdrop.
4. Code Area is the place where we pick and drop the blocks to create a code.
5. Pen Down, Pen Up, Stamp, Erase All are some block menus which are given under Pen Extension.
6. We will add a new sprite in our project by selecting the Choose a Sprite option located at the bottom right corner of the stage.

Chapter 8

A. Fill in the blanks:
1. Slides   2. Views, Ideas   3. Open
4. F5   5. .pptx

B. True or False:
1. True   2. False   3. True   4. False   5. False

C. Application based questions:
1. She should follow the given steps to add a new slides in the presentation:
   (a) Open Powerpoint application and click on the New Slide button.
   (b) A list of available slide layouts will be displayed. Select desired layout .
   (c) A new slide will be added with the selected layout in the centre of the PowerPoint window.
2. He can change the layout of the Active slide by making a click on the Layout button and select the desired layout from the list.

D. Tick mark:
1. Title Slide   2. Click
3. Quick Access Toolbar   4. Slides tab

E. Answer the following:
1. A presentation is a collection of slides whereas a slide is like

a page of a PowerPoint presentation that displays some information related to the topic.
2. PowerPoint presentation is widely used for:
   (a) Presenting Views and Ideas effectively.
   (b) Preparing Lesson Plans
   (c) Creating visual impact on the audience.
3. Slides Pane: Slides Pane is available on the left side of the window where we can work directly on individual slides.
   Slides Tab: Slides tab shows a thumbnail version of each slide. We can add, delete, duplicate and rearrange slides in the Slides tab.
4. Placeholders are the dotted or hatch marked borders which are part of most slide layouts.
5. A slide layout refers to the general arrangement of various components on the slide.
6. Slideshow displays all the slides in a presentation one by one on the screen. It is just like the pictures in a photo album.

Chapter 9

A. Fill in the blanks:
   1. Internet   2. URL   3. ISP
   4. Search Engine   5. Net Surfing 6. Webpage
B. True or False:
   1. True   2. False   3. True
   4. False   5. False   6. False
C. Application based questions:
   1. BookMark This Page is an appropriate option for the same.
   2. She should use Customize and Control Google Chrome button for the same.
D. Tick mark:
   1. Tim Berners-Lee   2. Mark McCahill 3. Dial-up
   4. Hand   5. Google   6. History
E. Answer the following:
   1. A network is a collection of various devices which are connected to each other. An example of a network is the Internet which connects millions of computers around the World.
   2. Internet refers to a bigger network that connects millions of computers around the World.
   3. The basic requirements for an Internet Connection are:
      (a) Modem   (b) An ISP
      (c)Telephone Line   (d) Web Browser

4. The different parts of a Google Chrome window are:
   (a) Forward
   (b) Back
   (c) Reload This Page
   (d) BookMark This Page
   (e) New tab
   (f) Customize and Control Google Chrome
   (g) Print   (h) History
   (i) Zoom   (j) More tools

   The detailed description of two parts of Google Chrome window are:
   (a) History: This option displays a list of websites that we have visited recently.
   (b) Zoom: The zoom option allows us to increase or decrease the size of the content of a web page.

5. **(a) WWW:** WWW(World Wide Web) refers to a network of websites on the Internet which contains information in the form of text, pictures, animation and videos.
   (b) ISP: ISP stands for Internet Service Provider. It offers the use of the Internet in exchange for a fee.
   (c) Net Surfing: The act of searching on the World Wide Web by following one link after another without a planned search strategy is called Net Surfing.
   (d) Home Page: The first page of the website is called the home page.
   (e) Modem: Modem is a box-like structure which is connected to the computer through a USB port.
   (f) Search Engine: A Search Engine is a software that searches various web pages on the World Wide Web for a particular information.

Worksheet 2

A. **Fill in the blanks:**
   1. Internet   2. URL   3. Presentation
   4. Slides Pane   5. Recycle Bin
B. **True or False:**
   1. True   2. False   3. False
   4. True   5. True
C. **Write the name of the option or button:**
   1. Reload this page   2. History
   3. New tab   4. BookMark this page

D. Match the following:

S.No.	Column A	Column B
1.	To enter and exit full screen mode in Google Chrome	F11
2.	To create a new presentation	Ctrl+N
3.	To run a presentation	F5
4.	To insert a new slide	Ctrl+M

E. Tick mark:

1. Tim Berners-Lee 2. Internet Service Provider

3. Slides Tab 4. Exit 5. Empty Recycle Bin

F. Answer in one word:

1. Placeholder 2. Slide 3. .pptx

4. Net Surfing

G. Answer the following:

1. Internet: Internet is a form of bigger computer network in which many computer networks are joined together.

   ISP: ISP stands for Internet Service Provider. It offers the use of the Internet in exchange for a fee

2. The steps used to find information on the Search Engine are as follows:

   (a) Connect our computer to the Internet and use the desired browser.

   (b) Type a few keywords related to the information that we want to search.

   (c) It will display a list of websites containing the relevant information.

   (d) Click on the most appropriate link. The homepage of the desired website will open.

3. The main feature of commonly used slide layout are:

   (a) Placeholders: We can add text, pictures inside the placeholder.

   (b) Formatting: The process of formatting slide layout is very easy in PowerPoint.

4. The steps required to solve the expression 50-2 x 30/15 are as follows:

   Step I: Solve 2 x 30 i.e. 60, now expression is 50-60/15.

   Step II: Solve 60/15 i.e. 4, now expression is 50-4.

   Step III: Solve 50-4 i.e., 44