Digital Foundations: Volume 1 Workbook (Answer Key)

Unit 1

Act. 1: 1. b – 2. a – 3. c – 4. b
Act. 2: 1. Hardware, touch – 2. Software, programs – 3. Hardware, Software.
Act. 3: 1. F – 2. T – 3. T – 4. T – 5. F
Act. 5: 1. C – 2. A – 3. B – 4. D
Act. 7: 1. B – 2. C – 3. A – 4. D
Act. 8: A. 2 – B. 1 – C. 1 – D. 1
Act. 9: 1. B – 2. C – 3. A
Act. 10: 1. a – 2. b – 3. b
Act. 11

Device	Input	Output
1. Keyboard	X	
2. Monitor (Screen)		X
3. Printer		X
4. Mouse	X	
5. Speakers		X
6. Webcam	X	
7. Headphones		X

8. Microphone	X	
9. Projector		X
10. Scanner	X	

Act. 13: 1. Keyboard - 2. Headphones - 3. Projector.
Act. 14: 1. B - 2. C - 3. A - 4. D.
Act. 15: 1. Webcam - 2. Printer - 3. Headphones - 4. Scanner.
Act. 17: 1. software, background - 2. hardware, communicate - 3. hardware
Act. 18: System Software (Windows 11, Android, iOS) - Application Software (Google Chrome, Minecraft, Roblox, Microsoft Word, Calculator).
Act. 19: 1. b - 2. a - 3. b
Act. 20: APP - BROWSER - INSTALL - WINDOWS
Act. 21: 1. Yes - 2. Yes - 3. RAM
Act. 22: 1. RAM - 2. Hard Drive - 3. RAM, Hard Drive
Act. 23: 1. C - 2. A - 3. B
Act. 24: 1. B - 2. A - 3. D - 4. C
Act. 25:
Example:
- CPU: Basic Brain ($30)
- RAM: 8GB - School Work ($15)
- Storage: 1TB - Huge ($40)
- Total Spent: $85

Act. 26:
Example:
- Branch 1: Hardware → (Examples: CPU, RAM)
- Branch 2: Software → (Examples: Windows 11, Minecraft)
- Hardware Sub-branch: Input Devices → (Example: Mouse)
- Hardware Sub-branch: Output Devices → (Example: Printer)

Act. 27:
1. No, a computer cannot work without software because hardware is just the physical "body." Software provides the "instructions" that tell the hardware what to do; without it, the computer is just a box of metal and plastic.
2. Computers need cooling because the CPU and other components generate a lot of heat while processing data. Without a fan, the parts could overheat, slow down (thermal throttling), or even get permanently damaged.
3. I would choose the **RAM** (temporary memory) because it allows the computer to run more programs at once without slowing down. (Alternatively: An **SSD**

storage drive, because it allows the computer to turn on and open files much faster than a traditional hard drive).

Act. 28:
Example:

Mouse	Keyboard	Monitor
Printer	CPU (Also called "Tower")	Headphones
Floppy Disk	Camera	Speaker

Act. 29: 1. CPU – 2. RAM – 3. Mouse – 4. Operating System
Act. 30: 1. b – 2. b – 3. b – 4. b – 5. b

Unit 2

Act. 1: 1. B – 2. C – 3. A – 4. D
Act. 2: 1. b – 2. a – 3. b
Act. 3: 1. T – 2. T – 3. T – 4. F – 5. T
Act. 5: 1. Interface – 2. organize, access – 3. quickly – 4. navigation
Act. 6: 1. B – 2. C – 3. D – 4. A
Act. 7: 1. Minimize – 2. Maximize – 3. Close
Act. 8: 1. START – 2. CLOCK – 3. SEARCH – 4. VOLUME
Act. 9: 1. T – 2. F – 3. T – 4. T – 5. F
Act. 10: A – C – D
Act. 11: 1. Files, Folder – 2. File – 3. Sub-folder
Act. 12: 4 – 1 – 3 – 2
Act. 13: 1. SAFE – 2. X – 3. SAFE – 4. X – 5. X
Act. 14: 1. B – 2. D – 3. A – 4. C
Act. 15: 1. C – 2. B – 3. A – 4. D
Act. 16: 1. T – 2. T
Act. 17: 1. B – 2. A – 3. C
Act. 18: 2 – 1 – 3
Act. 19: 1. T – 2. F – 3. T – 4. T
Act. 20: b
Act. 21: 1. b – 2. T
Act. 22: 1. Paint – 2. Calc (or Calculator) – 3. Science (or Science_Homework)
Act. 23: 1. B – 2. A – 3. C
Act. 24: b
Act. 25: 2 – 1 – 5 – 3 – 4
Act. 27: b – She should click the "Minimize" button on the Web Browser window.

Act. 28: b
Act. 29: 1. T - 2. T - 3. F - 4. T - 5. F
Act. 30: 1. b - 2. b - 3. b - 4. b - 5. a

Unit 3

Act. 1:
1. B, 3
2. A, 2
3. C, 1
4. D, 4
Act. 2: 1. F - 2. T - 3. T - 4. F - 5. T
Act. 3: 1. physical - 2. Cloud, servers - 3. Internet, anywhere
Act. 4: 1. b - 2. b - 3. b
Act. 6: 1. Recipient - 2. Subject Line - 3. Body - 4. Send
Act. 7:
Examples:
1."Request for help with Science Lab Report"
2."Check-in: Project update from... (your name)"
3."Question about tonight's English Reading assignment"
4."Question regarding the field trip on Monday"
Act. 8: 1. T - 2. F - 3. T - 4. T - 5. F
Act. 9: 1. B - 2. A - 3. C
Act. 10: 1. B - 2. C - 3. A - 4. D
Act. 11: 1. T - 2. F - 3. T - 4. F
Act. 12: 1. C - 2. A - 3. B
Act. 13: 1. a - 2. a - 3. a
Act. 14: 1. B - 2. C - 3. A - 4. D
Act. 15: 1. b - 2. True
Act. 16: 1. B - 2. A
Act. 17: 1. opinions - 2. experts - 3. checked, facts - 4. reliable
Act. 18: b
Act. 19: 1. b - 2. False
Act. 21: 1. B - 2. C - 3. A
Act. 22: 1. b - 2. False - 3. True
Act. 23: 3 - 2 - 1
Act. 24: 1. b - 2. True
Act. 25: @
Act. 26: 1. B - 2. A - 3. C - 4. D
Act. 27: 1. Calculator - 2. Current Temperature and Forecast - 3. Dictionary Definition
Act. 28:
1.It is important because your comments are permanent and form part of your reputation; being kind helps create a positive collaborative environment and prevents misunderstandings that are common in written text. Additionally, since Google Docs

tracks all changes, your words can be seen by the owner and anyone the document is shared with.

2.If you are logged into a school account, your school's **IT administrators**, teachers, and sometimes your parents can see your search history. Schools use monitoring software to ensure students stay safe and focused on their assignments.

Act. 29: 1. Google Scholar – 2. Google Docs – 3. The Share Button – 4. Google Drive

Act. 30: 1. b – 2. c – 3. b – 4. a – 5. b

Unit 4

Act. 1:

Part Name	Where to find it on your screen:
The Ribbon/Toolbar	The long strip at the top filled with icons (Bold, Italics, Font size). It's your "toolbox."
The Ruler	The numbered bar at the top and side of the page. It helps you set your "gutters" or margins.
The Document Area	The big white space in the middle. This is your digital "blank canvas."
The Zoom Slider	In Google Docs, it's the percentage button. Used to get a closer look.

Act. 2: 1. b – 2. a – 3. True

Act. 3: 1. B – 2. C – 3. A – 4. D

Act. 4: Word (2 times) – Paragraph (3 times) – nothing (In the white space)

Act. 5: 1. Font Size – 2. Font Color – 3. Aligns – 4. Bulleted

Act. 6:

1.C, II

2. A, III

3. B, I

Act. 7: 1. b – 2. a – 3. a

Act. 8: 1. B – 2. A

Act. 9: 1. 24 pt – 2. 12 pt – 3. True

Act. 10: c
Act. 11: 1. B - 2. A - 3. C - 4. D
Act. 12: 1. b - 2. True - 3. b
Act. 13: b
Act. 14: Paragraph B
Act. 15: MARGINS - PORTRAIT - LANDSCAPE
Act. 16: 1. Bullets - 2. Numbers - 3. Numbers - 4. Numbers
Act. 17: b
Act. 18: T - T - T - T - T
Act. 19:
1. Wake up.
2. Put on my shoes.
3. Go to work/school.

Act. 20: 1. b - 2. a
Act. 21: 1. B - 2. C - 3. A
Act. 22: 1. b - 2. b - 3. True
Act. 23: 1. B - 2. A - 3. C
Act. 24: A - B - D
Act. 25: 1. B - 2. A - 3. C
Act. 26: 1. B - 2. A; b
Act. 27: 3 - 1 - 2
Act. 28: 1. Header - 2. Footer - 3. True
Act. 29: a
Act. 30: 1. b - 2. b - 3. b - 4. a - 5. a

Final Review Exam

1. b
2. a
3. b
4.b
5.c
6.b
7.b
8.b
9.a
10.b
11.b
12.a