



GROW With Computer

(A BOOK OF COMPUTER SCIENCE)



Teacher's Help Book (1-5)



Teacher's Manual

GROW WITH COMPUTER-1

CHAPTER I : INTRODUCTION OF MACHINE

A. 1. (a) 2. (a) 3. (a) 4. (a) **B.** 1. tired 2. Washing machine 3. machines 4. electricity **C.** 1. False 2. True 3. False 4. False **D.** 1. A machine is a tool which makes our work easy. 2. Yes, machines make our work easier. 3. An ATM is a machine which helps us to take out money from our bank account. 4. Fan and AC work on electricity.

CHAPTER 2 : COMPUTER : A SMART MACHINE

A. 1. (a) 2. (b) 3. (c) **B.** 1. smart 2. letters 3. calculations **C.** 1. True 2. False 3. True **D.** 1. (a) For doing calculations (b) For drawing pictures (c) For watching movies (d) For listening songs 2. **A computer is used in :** (a) banks (b) shops (c) hospitals (d) offices (e) Railway stations 3. We can play games like car racing, shooting, football, cricket and chess on the computer.

CHAPTER 3 : PARTS OF A COMPUTER

A. 1. (b) 2. (a) 3. (a) 4. (c) **B.** 1. monitor 2. pointer 3. keys 4. joystick **C.** 1. True 2. True 3. True 4. False **D.** 1. Monitor looks like a T.V. It shows the work done by the computer. 2. Keyboard is used to type words and numbers. 3. The mouse is a small oval-shaped object. It helps us to move the pointer. 4. The C.P.U

(Central Processing Unit) is called the brain of the computer.

CHAPTER 4 : THE KEYBOARD

A. 1. (a) 2. (a) 3. (a) **B.** 1. type 2. number 3. 0 to 9
4. eraser **C.** 1. True 2. True 3. False 4. True **D.** 1. A keyboard is used for typing letters, numbers and symbols. 2. Alphabet keys are used to type words and sentences. 3. Spacebar key is the longest key on a keyboard. 4. Enter key is used to move cursor to the next line.

CHAPTER 5 : THE MOUSE

A. 1. (a) 2. (a) 3. (a) 4. (a) **B.** 1. Mousepad 2. three 3. Right 4. Single **C.** 1. True 2. True 3. False 4. False **D.** 1. A mouse is a pointing device. 2. Pointer is used to point and select the programs on the computer screen. 3. Press the left mouse button once and release it. You can hear a 'click' sound. This is called "single clicking". 4. Clicking the left mouse button twice quickly is called "double clicking".

MODEL TEST PAPER-I

Do it yourself.

CHAPTER 6 : MS PAINT

A. 1. (a) 2. (a) 3. (a) 4. (a) **B.** 1. Microsoft 2. pictures
3. Drawing Area 4. Brush tool 5. colour **C.** 1. False 2. False
3. True 4. False 5. False **D.** 1. The full form of MS paint is Microsoft Paint. 2. We can draw and colour pictures on a computer using MS Paint. 3. The place

where you draw pictures is called the Drawing Area. 4. To draw a rectangle, left-click on the Rectangle tool in the Tool box. 5. We can choose any colour from the color Box by left clicking on it.

CHAPTER 7 : TUX PAINT

A. 1. (a) 2. (c) 3. (a) 4. (b) 5. (a) **B.** 1. colours 2. canvas 3. Help Area 4. Shapes tool **C.** 1. False 2. True 3. True 4. True 5. True **D.** 1. **To start Tux Paint :** (i) Locate the Tux Paint application on your computer. (ii) Double-click the Tux Paint icon to launch the program. 2. **The parts of Tux Paint Window :** (i) The drawing canvas. (ii) The tool box. (iii) The selector. (iv) The color palette. (v) The title bar. 3. The eraser tool is used to remove the parts of the drawing. 4. **To save a picture in Tux Paint :** (i) Click on the 'save' button located in the tool box. (ii) If prompted, choose a location and file name for your picture. 5. Click the 'Quit' button usually located at the bottom of the tool box.

CHAPTER 8 : ARTIFICIAL INTELLIGENCE

A. 1. (b) 2. (a) 3. (c) **B.** 1. natural 2. artificial 3. Toad 4. experience **C.** 1. False 2. True 3. True 4. True **D.** 1. Artificial intelligence makes the computer think like a human mind. 2. Misa is the name of the robot which will help us in our home.

MODEL TEST PAPER-II

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Teacher's Manual

GROW WITH COMPUTER-2

CHAPTER I : INTRODUCTION TO COMPUTERS

A. 1. (b) 2. (c) 3. (a) 4. (a) **B.** 1. electronic 2. desktop
3. Notebook **C.** 1. True 2. True 3. False 4. False **D.**
1. (iv) 2. (iii) 3. (ii) 4. (i) 5. (v) **E.** 1. The computers
which we can hold in our hand or put them inside
our pocket, are called Palmtop computers. 2. The
computer which can be kept on our lap are called
Laptop computers whereas other computers are
not portable. 3. The different types of computers
are— (i) Minicomputer (ii) Mainframe computer
(iii) Supercomputer 4. The four different types of
personal computers are— (i) Desktop (ii) Laptop (iii)
Palmtop (iv) Notebook

CHAPTER 2 : PARTS OF A COMPUTER

A. 1. (b) 2. (a) 3. (a) 4. (a) **B.** 1. input 2. television
3. mousepad 4. Printer **C.** 1. True 2. True 3. False 4.
False **D.** 1. Keyboard 2. Monitor 3. Mouse 4. Printer
5. Screen 6. Keys **E.** 1. Keyboard 2. Monitor 3. Mouse
4. Printer 5. Digital 6. Input 7. Output 8. Typewriter
F. 1. The four essential parts of a computer are— (a)
Monitor— It displays, what we do on a computer. (b)
Keyboard— It is used to type letters, numbers, words
& characters on a computer. (c) Mouse— It helps to
point and select objects and scroll up and down on
a computer screen. (d) C.P.U— It is the brain of the
computer. 2. A keyboard is used to give instructions
to the computer. Whenever you press a key on the

keyboard, its result is displayed on the monitor.
3. C.P.U performs calculations. 4. Yes, we can type letters with keyboard.

CHAPTER 3 : WORKING OF A COMPUTER

A. 1. (c) 2. (a) 3. (b) 4. (b) **B.** 1. data 2. C.P.U 3. monitor 4. brain **C.** 1. False 2. False 3. True 4. True **D.** 1. 3 stages 2. data 3. input device **E.** 1. Input, Processing and Output. 2. Keyboard and Mouse. 3. Monitor. 4. The text and numbers entered in computer is called data.

CHAPTER 4 : START AND SHUT DOWN A COMPUTER

A. 1. (a) 2. (a) 3. (a) 4. (a) **B.** 1. Taskbar 2. Computer 3. icons 4. programs 5. Clicking Turn off **C.** 1. False 2. True 3. True 4. True 5. False **D.** 1. C.P.U 2. Desktop 3. Icons 4. Start **E.** 1. (i) Turn ON the main power switch. (ii) Switch ON the UPS. (iii) Switch ON the CPU button. (iv) Switch ON the monitor. 2. Desktop is the primary user interface of a computer where you can access files, folders and applications, typically displayed as icons. 3. The small pictures that you see on the desktop are called icons. 4. The start button is a button on the Taskbar used for accessing programs, files and settings.

CHAPTER 5 : USES OF A COMPUTER

A. 1. (b) 2. (b) 3. (a) 4. (a) **B.** 1. mouse 2. records 3. sales 4. patients **C.** 1. False 2. True 3. False 4. True **D.** music. Computers are useful for police to keep a record of all criminals and helps in tracking them.

2. In shops, a computer is used to make bills. 3. A computer is very helpful in designing many things like clothes, houses, cars, aeroplanes, rockets, etc. 4. A computer keeps record of all the accounts in a bank.

MODEL TEST PAPER-I

Do it yourself.

CHAPTER 6 : WORDPAD

A. 1. (c) 2. (a) 3. (a) 4. (b) **B.** 1. Paint 2. menus 3. blinking 4. text **C.** 1. (b) 2. (d) 3. (c) 4. (a) **D.** 1. True 2. False 3. False 4. False **E.** 1. Word Pad is a text-editing program where you can create documents. 2. (i) Click File menu on the menu bar. (ii) Click save option. (iii) In the File name box, type any name for your work. (iv) Click save button. 3. (i) Click on the file menu on the menu bar. (ii) Click the open option. (iii) Click the file you want to open. The file gets selected. (iv) Click open button. 4. (i) Click File menu. (ii) Click Exit option.

CHAPTER 7 : FUN WITH PAINT

A. 1. (b) 2. (a) 3. (b) 4. (b) **B.** 1. MS Windows 2. two 3. tools 4. Pencil **C.** 1. ✓ 2. ✓ 3. ✓ 4. ✓ **D.** 1. False 2. False 3. False 4. True **E.** 1. (i) Click the start button. (ii) Select Windows Accessories. You will notice a list of options. (iii) Click on the Paint option. 2. The tools in the tool box are— (i) Pencil Tool (ii) Eraser tool (iii) Brush (iv) Ellipse tool (v) Line tool (vi) Rectangle tool (vii) Fun with Color tool. 3. The eraser tool is used to erase any part of a picture. 4. Fill with color tool is used to fill a selected color in any closed shape that has already been drawn. It makes your drawing colourful.

CHAPTER 8 : WINDOWS 10—GETTING STARTED

A. 1. (a) 2. (b) 3. (c) 4. (a) **B.** 1. taskbar icon 2. trash can 3. desktop **C.** 1. TASKBAR 2. WINDOWS 3. ICONS 4. APPLICATION **D.** 1. True 2. False 3. True 4. True **E.** 1. We can find shortcuts to applications, the start menu button, the search box, system try icons, and the clock on the taskbar. 2. The Windows 10 introduces a search box in the Taskbar, which facilitates browsing both your computer and the web. 3. The search box in Windows 10 facilitates finding files, applications setting, and also allows you to perform web searches. 4. We'll get a welcome screen in windows when you boot up the computer and log in to your user account.

CHAPTER 9 : MORE ABOUT TUX PAINT

A. 1. (b) 2. – 3. (b) 4. (a) **B.** 1. Magic 2. stamp 3. New 4. Eraser **C.** 1. True 2. False 3. True 4. False **D.** 1. A stamp tool is a collection of stamps or stickers in Tux Paint. 2. A magic tool is a collection of a variety of tools with which you can add a lot of special effects to your drawings. 3. A starter image is a picture you can use to start making your drawing, like a colouring page. 4. To exit Tux Paint, you can click on the 'Quit' button, usually found at the top or bottom corner of the program window.

MODEL TEST PAPER-II

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Teacher's Manual

GROW WITH COMPUTER-3

CHAPTER 1 : COMPUTER BASICS

A. 1. (a) 2. (b) 3. (b) 4. (c) **B.** 1. Hard drive 2. input 3. Doctors, technicians 4. microphone **C.** 1. True 2. True 3. False 4. False **D.** 1. Hardware 2. Windows 3. Input unit 4. Printer **E.** 1. Hardware refers to the physical components of a computer that you can touch and see, such as keyboard, mouse, monitor, etc. Software, on the other hand, consists of the programs and operating system that tell the hardware what to do, such as, windows. 2. (i) Banks– With the help of computers, banks are able to provide services like Internet banking, ATM services, etc. (ii) Hospitals– In hospitals, doctors use computers to examine sick people. (iii) School– Computer are used to make results in schools. (iv) Shops– Records of items and printing of bills in shops is done using computers. 3. The characteristics of computer are– (i) Speed– The speed of a computer is very high. (ii) Accuracy and Reliability– A computer always gives correct results if we give proper instructions to it. (ii) Diligence– A computer does not get tired. (iv) Huge storage capacity– A computer can store lots of data. (v) Multitasking– A computer can easily perform various tasks at the same time. 4. The uses of a computer are– (i) It can do very large calculations at the same time. (ii) It can store a huge amount of data. (ii) It is very fast and accurate.

CHAPTER 2 : THE OPERATING SYSTEM

A. 1. (c) 2. (b) 3. (b) 4. (a) 5. c **B.** 1. Single 2. Windows 3. desktop 4. Recycle bin **C.** 1. (i) 2. (ii) 3. (iv) 4. (iii) 5. (v) **D.** 1. False 2. False 3. True 4. True **E.** 1. A multi-user operating system allows many people to work on different computers that are connected to the main computer through a network. 2. The Windows 7 Desktop has mainly four components– (i) Desktop background (ii) Icons (iii) Taskbar (iv) Gadgets 3. Icon is a small picture that appears on the desktop screen. Each icon represents a file, folder or a program. 4. Windows has ready-made commands in the form of executable files that can be run directly from the command line or shortcuts.

CHAPTER 3 : LOOKING AFTER YOUR COMPUTER

A. 1. (a) 2. (a) 3. (b) 4. (a) **B.** 1. shoes 2. pirated 3. tidy 4. finish 5. Internet **C.** 1. False 2. True 3. True 4. True 5. False **D.** 1. (ii) 2. (iii) 3. (iv) 4. (i) 5. (v) **E.** 1. Do not bring food and drink near the computer. 2. There is a harm in downloading music from the Internet without an antivirus program. 3. We should work on the computer with clean hands. 4. If the computer is giving trouble, call an expert. **F.** 1. (i) Use a mouse pad. (ii) Don't touch the mouse with dirty or sticky fingers. (iii) Clean the mouse with a soft, dry cloth. 2. (i) Install reliable antivirus software and keep it updated. (ii) Avoid downloading files or programs from untrusted sources. 3. (i) Use a mouse

pad. (ii) Clean the mouse with a soft dry cloth. 4. Yes, a computer can exhibit unusual behavior such as slow performance due to a virus attack. 5. Yes, a CD/DVD also need care. (i) Do not touch their shiny side. (ii) If they get dirty, wipe them carefully with a soft cloth. (iii) Keep them away from direct sunlight.

CHAPTER 4 : NOTEPAD

A. 1. (b) 2. (c) 3. (b) 4. (a) 5. (a) **B.** 1. text 2. Title 3. delete 4. File 5. to **C.** 1. False 2. True 3. False 4. False 5. True **D.** 1. Notepad is a text editor or a word-processing software that can be used for typing text quickly and easily. 2. The Notepad window has the following components : (i) Title bar (ii) Menu bar (iii) Work Area 3. You cannot change the appearance of text directly in Notepad as it is a basic text editor that supports only plain text. 4. (i) Simplicity and easy to use for quick notes. (ii) Low system resource usage, making it fast. 5. Yes, we can use Notepad to type letters, stories or any other plain text document.

MODEL TEST PAPER-I

Do it yourself.

CHAPTER 5 : MSW LOGO

A. 1. (b) 2. (b) 3. (a) 4. (b) **B.** 1. programming 2. turtle 3. command box 4. Editor, commander 5. Command, output **C.** 1. True 2. False 3. False 4. True 5. True **D.** 1. Turtle 2. Printer 3. Commands 4. Execution **E.** 1.

Execute button executes the command typed in the Input box. 2. Trace button finds the errors in the Logo program. 3. Pause button temporarily stops the execution of Logo commands. 4. Reset button clears the Recall List box. **F.** 1. (c) 2. (d) 3. (b) 4. (e) 5. (a) **G.** 1. Logo is a simple programming language used to draw figures, type text and to do mathematical calculations. 2. (i) Click on Start button. (ii) Move the mouse pointer to windows Accessories. (iii) Slide the mouse pointer to Microsoft Windows Logo folder. (iv) Click the Microsoft Windows Logo option in Microsoft windows logo's sub-menu. 3. The parts of the commander window are— (i) Title bar (ii) Recall list box (iii) Command Input box (iv) Command buttons (v) Scroll bars 4. All the commands typed in command input box are stored in Recall list box. 5. (i) Select File menu and click on its Exit option. **OR** (ii) Type Bye command in input box and press Enter.

CHAPTER 6 : THE INTERNET

A. 1. (a) 2. (a) 3. (a) 4. (b) **B.** 1. network 2. network 3. Electronic mail 4. Transmission control protocol 5. Internet Protocol **C.** 1. True 2. True 3. False 4. True 5. True **D.** 1. Network 2. Information 3. Browsing 4. Modem **E.** 1. (v) 2. (iv) 3. (iii) 4. (ii) 5. (i) **F.** 1. Electronic mail is a paperless method of sending messages, notes, pictures and even sound files from one person to another person. 2. We can buy things such as flowers, books, music CDs, pizzas, clothes, etc., while sitting at our home. We can even shop by computer

through Internet. 3. Surfing the Internet is like changing the channels with remote control on your T.V. and go to different sites to access information on different topics. 4. Internet Services Provider, a company that provides access to the Internet. 5. TCP/IP is a set of communication protocols used on the Internet. **G.** 1. The Internet is worldwide network of networks. It is the interconnection of thousands of computers belonging to different networks throughout the world. 2. A network is a group of computers connected for exchanging information and sharing equipment. 3. All types of data can be transmitted on the Internet using lines, it is called Information superhighway or cyberspace. 4. The internet offers a vast array of information and services, including email, online chat, file transfer, and the interlinked web pages and other documents of the world wide web. 5. The equipments to use internet are computer, modem, telephone line and internet connection.

CHAPTER 7 : INTRODUCTION TO SCRATCH 3.0

A. 1. (c) 2. (c) 3. (b) 4. (b) **B.** 1. Backdrop 2. Motion 3. Category 4. Scripts 5. Scripting **C.** 1. False 2. False 3. True 4. False 5. False **D.** 1. The stage Area is the blank area where sprites move and interact with other sprites. 2. A sprite is an object in scratch that performs actions, like a character or item, that you can program with scripts. 3. Script is a set of blocks

which are inter-locked. It gives stepwise instructions to a sprite to do something. 4. The coding area, also called the scripts area, is the area where blocks are placed to create scripts. **E.** 1. The objects in Scratch help you to easily make animations, games, quizzes and stories. 2. The components of scratch desktop are stage, sprite list, coding area, block palette and menu bar. 3. Blocks are pre-defined pieces of code that you can stack together to create scripts in scratch. 4. Motion blocks are used to control the movement of sprites on the stage in scratch. 5. The Title bar is typically at the top of a window that displays the name of the program or document and may have controls to minimize, maximize or close the window.

MODEL TEST PAPER-II

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Teacher's Manual

GROW WITH COMPUTER-4

CHAPTER I: COMPUTER AND ITS DEVELOPMENT

A. 1. (b) 2. (a) 3. (b) 4. (a) 5. (c) **B.** 1. Blaise Pascal
2. Analytical 3. Stepped Reckoner 4. vacuum tubes
5. artificial intelligence **C.** 1. (b) 2. (a) 3. (d) 4. (e) 5.
(c) **D.** 1. False 2. True 3. False 4. True 5. False **E.** 1.
A computer is an electronic device that manipulates
information or data. It has the ability to store,
retrieve, and process data. 2. The first mechanical
calculator is known as the Pascaline, invented
by Blaise Pascal in 1642. It was used for quick
performing additions and subtractions. 3. Charles
Babbage is referred to as the father of modern
computers. 4. The main advantage of Integrated
circuits (Ics) in third-generation computers was the
drastic reduction in size along with improvements
in speed and reliability. 5. Charles Babbage, a British
mathematician put forward the idea of Analytical
engine in 1830. The Analytical engine was powered
by a huge steam engine and input was given in the
form of punched cards. 6. An abacus generally has
two parts—heaven, the upper deck, and earth, the
lower deck—divided by a mid-bar. 7. ABC (Atanas off
Berry computer) was the first computer prototype
that used the binary number system like a modern
computer.

CHAPTER 2 : DEVICES AND SOFTWARES

A. 1. (a) 2. (c) 3. (a) 4. (a) 5. (c) 6. (b) **B.** 1. data, commands 2. keyboard 3. screen 4. Joystick 5. 26 6. mouse **C.** 1. False 2. True 3. True 4. False 5. False 6. True **D.** 1. (f) 2. (e) 3. (d) 4. (c) 5. (b) 6. (b) **E.** 1. Its → user's 2. output → input 3. four → 2 or 3 4. system board → pointing device 5. video digital unit → visual display unit **F.** 1. The devices which are used to give data and instructions to the computer are called input devices. Output devices are used to display the data that we input into a computer and the results which we get after processing. 2. Light pen is another pointing input device. It is a pen shaped device which can be used for directly pointing objects on the screen. 3. The mouse has two or three buttons on it which can be clicked or double clicked to perform various functions. Most of the modern mouse devices these days include a wheel that helps us to scroll through documents more easily. 4. A printer is a device that accepts text and graphic output from a computer and transfers the information to paper. Two types of printers are inkjet and laser. 5. There are basically two kinds of softwares required on a computer: (i) System software (ii) Application software 6. The names of different types of keys are — (i) Alphabet keys (ii) Number keys (iii) Special keys (iv) Function keys

CHAPTER 3 : COMPUTER MEMORY

A. 1. (a) 2. (b) 3. (c) 4. (b) 5. (a) **B.** 1. Storage 2. RAM, ROM 3. Primary memory 4. Primary, secondary 5. volatile **C.** 1. False 2. True 3. True 4. False 5. False **D.** 1. The two types of memory used in the computer are RAM (Random Access Memory) and ROM (Read Only Memory). 2. RAM is a temporary memory. The information stored in this memory is lost as soon as the power supply to the computer is turned off. It stores the data and instructions given by the user and also result is produced by the computer. 3. ROM holds the starting instructions for the computer. RDM cannot be overwritten by the computer. 4. Data in the computer's memory is represented by the two digits 0 and 1. These two digits are called Binary digits or Bits. It is the smallest unit of computer's memory. 5. The data storage devices are— (i) Digital Versatile Disc (DVD) (ii) Hard disk (iii) Compact disc (CD) (iv) Flash drive

CHAPTER 4 : WINDOWS 10

A. 1. (c) 2. (c) 3. (b) 4. (a) 5. (a) 6. (a) **B.** 1. Computer 2. cascading 3. Applications 4. Windows 10 5. Deleting 6. Android **C.** 1. False 2. True 3. False 4. True 5. True 6. False **D.** 1. (e) 2. (d) 3. (a) 4. (b) 5. (c) **D.** 1. (i) Attractive and Easy to Use— Windows 10 has a very attractive appearances with colourful themes. The use of graphics make it quite attractive. (ii) Searching Made Easier — We can search any file or

folder quickly in our computer. 2. A file is a container is a computer system for storing information, while a folder is a container for organizing multiple files into a single location. 4. (i) Select the file or the folder and press the Delete key. (ii) Right - click the file or the folder, and then click the Delete option from the shortcut menu that appears. (iii) The confirm Delete file / folder dialog box appears. 3. (i) Right - click on the blank area of the desktop. (ii) A shortcut menu appears. (iii) Place the pointer on the new option. A list of sub- options appears. (iv) Click on the folder. A new folder icon will be displayed on the desktop. (v) Type a name for the folder at the cursor position and press the Enter key. (vi) A new folder is created. 5. Ctrl+C 6. Operating system is a medium through which we can interact with the hardware and software. It controls all the activities of a computer. There are various types of operating systems, such as Windows, Linux, Unix etc.

CHAPTER 5 : MS WORD 2016

- A.** 1. (c) 2. (b) 3. (a) 4. (a) **B.** 1. Word processing
2. Indent 3. Quick Access 4. Editing 5. Cut and
paste 6. Ctrl+C, Ctrl+V 7. Undo, previous command
8. Formatting **C.** 1. True 2. False 3. True 4. False
5. True **D.** 1. Microsoft word is a word processing
software developed by Microsoft. It is used for
creating, editing and formatting text documents. 2.
Editing refers to the process of making changes to

the text or content in a document. This includes correcting spelling, grammar or punctuation errors, etc. 3. Formatting refers to the arrangement and presentation of text within a document. This includes setting font types, sizes, colors as well as paragraph alignment and line spacing. 4. (i) We can change the size and style of letters and make them colourful. (ii) We can cut, copy and paste text. (iii) We can insert a picture in the document. 5. Moving text means to cut text from one place and paste it in another within the document, while copying text means to duplicate the text from one place to another without removing the original text. 6. To sign in to office 2016 : (i) Open any office application like Word or Excel. (ii) Click on 'File' in the top menu. (iii) Click on 'Account' (iv) Under the 'User information' section, click 'Sign in'. (v) Enter your Microsoft account details and follow the prompts to complete the sign - in process. 7. (i) Select the text you want to format. (ii) To make it bold, press Ctrl+B or click the Bold button in the font tools. (iii) To italicize, press Ctrl+I or click the italic button. (iv) To underline, press ctrl + U or click the Underline button (U).

MODEL TEST PAPER-I

Do it yourself.

CHAPTER 6 : MS POWERPOINT 2016

- A.** 1. (b) 2. (c) 3. (c) 4. (a) 5. (b) 6. (a) **B.** 1. F5 2. .pptx
3. slides 4. slide show 5. notes pane 6. Powerpoint

C. 1. False 2. True 3. True 4. False 5. False 6. True
D. 1. (f) 2. (e) 3. (c) 4. (b) 5. (a) 6. (d) **E.** 1. MS PowerPoint is a presentation program developed by Microsoft that allows users to create, edit and share slideshows and presentations. 2. To create a new presentation: (i) Open PowerPoint. (ii) Click on 'File' then 'New'. (iii) choose a blank presentation or a template. (iv) Add slides and content as needed. 3. A presentation is a collection of slides that are displayed in sequence and often used to convey information to an audience. 4. A presentation is a structured delivery of information. It is a systematic display of information along with graphics, movies and sounds. 5. Three components of PowerPoint 16 are :- (i) Title bar (ii) Quick Access Toolbar (iii) Ribbon 6. (i) Click on 'file'. (ii) Click 'save' or press 'Ctrl+S' (iii) Choose the location to save the file. (iv) Enter the file name and click 'Save'.

CHAPTER 7 : MULTIMEDIA

A. 1. (a) 2. (b) 3. (b) 4. (a) 5. (b) 6. (b) **B.** 1. Dynamic, interactive 2. Install 3. Media player 4. Accessories, programs 5. Programs icon 6. Animation **C.** 1. True 2. True 3. False 4. True 5. False 6. True **D.** 1. (e) 2. (d) 3. (a) 4. (c) 5. (b) **E.** 1. Multimedia is a type of an application that combines text, sound, graphics and video. These are the elements of a multimedia program. 2. To install a multimedia CD-ROM, the steps are: (i) Insert the CD-ROM in the CD_Drive. (ii) The CD will guide you through the installation process on its own. If it

doesn't, double-click on 'My computer' icon. The 'My computer' window opens up. (iii) Double-click on the drive showing the CD or DVD drive. This will open up the installation process. (iv) Follow the installation steps.

3. The uses of multimedia are —

- (i) Computer games.
- (ii) Educational CD- ROMS
- (iii) listening to music
- (iv) Watching movies

4. Windows Media Player allows users to view and listen to media content from a hard drive, optical disc, or the internet.

5. Same as Answer no. 2

6. Yes, animation can simplify complex topics by visualizing information in an engaging and accessible way, making it easier to grasp challenging concepts.

CHAPTER 8 : INTERNET AND ITS USES

- A.** 1. (a) 2. (b) 3. (b) 4. (c) 5. (a) **B.** 1. International website 2. website 3. Web page 4. internet 5. homepage 6. modem **C.** 1. True 2. False 3. True 4. True 5. False 6. True **D.** 1. (b) 2. (a) 3. (e) 4. (d) 5. (c) 6. (f) **E.** 1. A web browser is a special software that helps you browse the internet. Examples include Google Chrome, Mozilla firefox, Safari and Microsoft Edge. 2. A collection of related web pages is known as a website whereas a web page is a 'screen' of information available on the Internet. 3 (a) A modem is a device that allows one computer to connect to another and transfers data over telephone lines. Modem stands for Modulator Demodulator. Its speed is measured in bps (bits per second). (b) Every website has a main page called its home page.

is the first web page that opens when you open a website. 4. (i) Address bar (ii) Back and Forward buttons. (iii) Bookmarking (iv) Refresh/Reload button
5. (a) World wide web (b) Uniform Resource Locator (c) Electronic mail 6. A website is a collection of related web pages, including multimedia content, typically identified with a common domain name, and Published on at least one web server.

CHAPTER 9 : COMPUTER MALWARE

A. 1. (b) 2. (c) 3. (b) 4. (a) 5. (b) **B.** 1. Antivirus 2. Malware 3. Malware 4. email 5. Antivirus **C.** 1. True 2. True 3. True 4. False 5. True **D.** 1. (e) 2. (b) 3. (d) 4. (a) 5. (c) (f) **E.** 1. A computer virus is a software program that spreads from one computer to another computer without the permission or knowledge of the user and interferes with the computer operations. 2. A computer can become infected through the downloading and executing of infected software, opening email attachments from unknown sources, etc. 3. Antivirus software is designed to detect, prevent, and remove malware, including viruses, worms, and trojan horses. Examples include Norton, Mc Afee, Kaspersky and Avast. 4. Malware is like any software, intentionally designed to cause damage to a computer server or computer network. 5. (a) Virus is a malicious program that can replicate itself and spread to other computers. (b) Worm is a type of malware that replicates itself in order to spread to other computers. (c) Trojan

horse is a type of malware that is often disguised as legitimate software. 6. (i) The computer runs slower than usual. (ii) The computer stops responding or it locks up frequently. (iii) Application on the computer do no work properly. (iv) Disks or disk drives are inaccessible. (v) Unusual error messages are displayed again and again.

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Teacher's Manual

GROW WITH COMPUTER-5

CHAPTER 1: THE VERSATILE COMPUTER

- A.** 1. (c) 2. (c) 3. (a) 4. (c) 5. (a) **B.** 1. Speaker 2. SMPS 3. Hard drive 4. Firmware **C.** 1. True 2. False 3. True 4. True 5. True **D.** 1. A motherboard is the main board that holds many of the crucial components of a computer system. It allows all the parts to receive power and communicate with one another 2. Input devices serve as the senses for a computer, examples being a keyboard for textual input and a mouse for spatial navigation. Output devices are the means by which a computer communicates back to the user, like a monitor and printer. 3. Printer is the most important output device, which is used to print the output. There are two types of printers— (i) Impact printer— Impact printer prints the characters by

striking against the ribbon and on to the paper. (ii) Non - impact printer— Non impact printer does not strike the print head against the ink ribbon and hence generates less noise. These are faster than impact printers. 4. Hardware are the physical elements of a computer system, like the keyboard, while software is the intangible, instructions and data that are processed by the hardware, like operating systems and applications. 5. A light pen is an input device. It is shaped like a pen. It is connected to the VDU. It allows the user to draw or point to objects on the computer screen or the monitor.

CHAPTER 2 : COMPUTER SOFTWARE

A. 1. (a) 2. (b) 3. (a) 4. (b) 5. (b) **B.** 1. Operating system
2. Utility software 3. tool 4. Disk cleaner 5. Device drivers **C.** 1. False 2. True 3. False 4. True 5. True **D.** 1. (b) 2. (d) 3. (a) 4. (c) 5. (e) **E.** 1. System software is a collection of programs that manages the resources and operation of a computer system. 2. Application software are a set of programs that are run on system software and allow users to perform specific tasks. 3. LINUX is a popular variant of he operating system. It can be used as a server OS or a desktop Os in other devices. 4. Multimedia software allows users to create image, audio, video, etc. 5. An operating system is a collection of computer programs that manages CPU operations, input/output activities, storage resources, support services and controls

various devices. 6. Windows is an operating system developed by Microsoft for personal computers. **F.** 1. Software is the non-tangible aspect of a computer that consists of data and programs, enabling the machine to perform specific tasks and operations. 2. Windows XP, MS Word, Word Pad, etc are the different types of software. 3. System software is a collection of programs that manages the resources and operations of a computer system. Application software are a set of programs that are run on system software and allow users to perform specific tasks. 4. The categories include operating systems, device drivers, utility software, and middleware. 5. An operating system has the following features— (i) It allows memory management for various application software which are in use. (ii) It manages input and output. (iii) It helps to schedule the C.P.U processing for different applications.

CHAPTER 3 : UNDERSTANDING WINDOWS 10

A. 1. (a) 2. (b) 3. (a) 4. (b) 5. (a) **B.** 1. Operating system 2. personalize 3. Pictures 4. Icons 5. Aero peek **C.** 1. False 2. True 3. True 4. True 5. False **D.** 1. Windows ID is a versatile and user-friendly operating system by Microsoft that brought with it a revival of the start menu, a new and improved web browser called Edge, and the introduction of cortana, a digital assistant. 2. Live tiles are a dynamic feature of the windows 10 start menu, displaying real-time

information updates from apps without the need to open the app itself. 3. The mail app in windows 10 is an email client that is simple yet powerful, offering users the ability to manage multiple email accounts from different providers, all in one consolidated view. 4. The calendar app is an integral component of windows 10, offering synchronization with email accounts, providing reminders, event creation, and allowing users to view their schedule at a glance. 5. Deep linking refers to the process of creating a hyperlink that links to a specific, generally searchable or indeed, piece of web content rather than the website's homepage. **E.** 1. It is easy to use, more interactive and the most secured version of Windows (ii) It is much more personal and provides you with the ability to redecorate your desktop with new backgrounds, themes, colours and icons. 2. The different parts of Taskbar are start button, Task view button, search box, notification area, Action center, etc. 3. Universal Apps is an integral part of the Windows 10 store. As the name suggests, these are apps that work on all device sizes from phones to high-powered desktop PC's 4. The Start menu in windows 10 is a blend of old menu, found in windows 7 and start screen in windows 8. When you click on the start button at the bottom left of the screen, you get two panels side by side. The left column displays the pinned, recently added and most used apps. The right column displays a

section of live tiles that you can customize, resize and reorganize. 5. The word 'Desktop' is derived from the real world desktop where you may find pen stand, notepad, etc. The desktop in an operating system like Windows 10 refers to the main screen where icons, windows, and files appear.

CHAPTER 4 : MORE ON MS POWERPOINT 2016

A. 1. (b) 2. (c) 3. (a) 4. (b) 5. (b) **B.** 1. Presentation 2. PowerPoint 3. pptx 4. Normal 5. Movie **C.** 1. (d) 2. (a) 3. (b) 4. (e) 5. (c) **D.** 1. True 2. True 3. True 4. True 5. True **E.** 1. MS PowerPoint 2016 is a version of Microsoft's presentation software that allows users to create, edit and share slideshows and presentation. It is used for displaying information in dynamic, slide- based formats, often for educational, business or personal presentations. 2. Installed Themes are the set of pre - designed format of text, colour schemes and graphics effect. 3. Slide sorter view displays thumb - nails of all slides in a presentation, allowing for easy organization and management of slides' sequence and transitions. Slide show View, on the other hand, displays the presentation as it will appear to the audience. 4. A placeholder in PowerPoint is a pre-formatted container on a slide for content such as text, images, and charts. It is used to easily insert and position these elements within the slide's layout. 5. The slide sorter view is used for managing and organizing the sequence of slides in

a presentation. It allows users to easily rearrange slides, add transitions, and view the overall flow of the presentation.

CHAPTER 5 : INTRODUCTION TO MS EXCEL 2016

A. 1. (b) 2. (c) 3. (a) 4. (c) 5. (b) **B.** 1. Formula bar
2. Cell 3. range 4. processor 5. Title **C.** 1. True 2.
True 3. True 4. False 5. True **D.** 1. (d) 2. (c) 3. (e) 4.
(b) 5. (a) **E.** 1. Spreadsheet is a system of recording
numerical data consisting of a grid (or table) of
rows, columns and cells, where data is entered. 2.
The features of MS Excel 2016 are — (i) Arrange
data in an organized way (ii) Type less and get
more (iii) perform calculations (iv) Auto format table
(v) compare data through chart. 3. The MS Excel
window include the ribbon with tabs for tools and
functionalities, formula bar for entering and editing
formulas, name box displaying the address of the
selected cell, worksheet tabs, status bar showing
information about the selected cell, and the grid of
rows and columns where data is entered. 4. A cell
is the space which is formed by the intersection of
one row and one column 'Each small rectangle in a
spreadsheet is called a cell. 5. (i) Click on File Tab.
(ii) Select the save option or Save As. The file will
be saved.

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CHAPTER 6 : INTERNET

A. 1. (a) 2. (c) 3. (c) 4. (c) **B.** 1. Net 2. Web browser
3. Home page 4. electronic mail 5. Inbox **C.** 1. True
2. False 3. True 4. False 5. True **D.** 1. Google Chrome,
Safari 2. Airtel, jio 3. Gmail, Outlook 4. Google,
Yahoo **E.** 1. Internet Service Provider 2. Modulator
Demodulator 3. Mahanagar Telephone Nigam limited
4. Advanced Research Projects Agency Network **F.** 1.
Internet is the largest network of computers. Many
of the computer all around the world are connected
to each other through satellite, telephone lines and
cables. They can share information, send and receive
messages writh in seconds. 2. E-mail is called as an
electronic mail. It is the most commonly used feature
of any website for sending and receiving messages.
It provides quick & efficient communication. 3. (i)
Internet is used for sending and receiving messages
through e-mail. (ii) You can purchase goods through
internet. (iii) You can advertise your products/services
on internet. 4. (i) open the site, for example, WWW.
gmail.com (ii) Click on Create an Account (iii) Fill in
the form. You will get user name and password as
you have filled in your form. 5. (i) It indexes vast
amounts of information from the web, making it
easily accessible. (ii) It provides quick and efficient
retrieval of information. (iii) It uses algorithms to
rank pages based on relevance, helping users find
the most pertinent information.

CHAPTER 7 : ALGORITHMS AND FLOW CHARTS

A. 1. (c) 2. (c) 3. (b) 4. (a) **B.** 1. Rectangle 2. Connector 3. Flowchart 4. Start, stop **C.** 1. False 2. False 3. True 4. True **D.** 1. An Algorithm is a set of instructions or a series of operations that must be followed in order to complete a task or produce the desired result from a given input. 2. An algorithm for boiling water— (i) Fill a kettle with water. (ii) Place the kettle on the stove. (iii) Turn the stone ON. (iv) Wait until the water boils. (v) Turn the stove OFF. 3. (i) Only one start and one stop symbols can be used in a flow chart. (ii) There should be no crossing of the flowlines. 4. A flow chart is a tool for solving problems, which shows an algorithm. It uses a variety of symbols to represent different commands. It also uses flow lines and arrows to show the order and connection of distinct functions.

CHAPTER 8 : CONTROL PANEL IN WINDOWS 10

A. 1. (b) 2. (a) 3. (b) 4. (a) **B.** 1. open source 2. first 3. Category 4. Clock and Region **C.** 1. True 2. False 3. True **D.** 1. An operating system is software that manages computer hardware, software resources, and provides common services for computer programs. 2. (i) It provides better ways to manage files and directories. (ii) It is compatible with tablets, laptops and desktop computers. 3. The three different views of Control Panel are— (i) Category

View– This is the default view of control panel. It shows a list of categories, such as System and Security, Hardware and sound, programs, etc. Each category has a specific purpose. (ii) Large icons view– This view shows a complete list of all control panel items without grouping into categories. (iii) Small icons view– This view also shows a complete list of all control panel items without grouping into categories but the size of the icons is comparatively small.

You can change the view of the control panel window by choosing the desired option from the view by drop-down list on the right side of the control panel window. 4. To customize the taskbar, follow these steps- (i) Open the control panel window. (ii) Select the Appearance and Personalization category. The Appearance and Personalization window appears. (iii) Click the Taskbar and Navigation option. The settings window appears with the Taskbar settings. (iv) Select and change the desired settings.

CHAPTER 9 : AI : EVOLUTION AND ITS TYPES

- A.** 1. (a) 2. (b) 3. (a) 4. (c) 5. (b) **B.** 1. Intelligent 2. behavior 3. Voice 4. Apple 5. Alexa 6. Saudi Arabia
C. 1. True 2. False 3. True 4. True 5. False 6. True **D.** 1. (c) 2. (a) 3. (e) 4. (b) 5. (d) **E.** 1. AI is interesting field of computer science that has a great scope in the future. The term 'Artificial Intelligence' consists of two words, "the 5" and "Intelligence",

where Artificial means 'man-made' and intelligence means ' ability to understand and think about things', AI is being used in various fields including healthcare, finance, education, transportation and entertainment. 2. After 1950, AI came into existence. 3. Siri is a virtual assistant that uses voice queries and a natural-language user interface to answer questions, make recommendations, and perform actions by delegating requests to a set of Internet services. 4. Two languages in which AI programs can be created are python and R. 5. Education has become an important part of our lives. AI has the potential to enhance both learning and teaching. It is helping the education sector to make it better for the teachers and the students. 6. Examples of artificial intelligence include self-driving cars, virtual assistants like Alexa and Siri, and Chatbots like Eliza and Sophia.

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