

Class – 3

Answer sheet

Chapter – 1

A Computer

Brain Teaser

Part – A Formative Assessment (CCE Pattern)

(A) 1-a, 2-a, 3-d

(B) (1) Computers is a multitasking electronic machine.

(2) Hard Disk

Part – B Summative Assessment (CCE Pattern)

(A) (1) Schools , Hospitals , Banks and offices.

(2) PC Stands for Personal Computer, for example – Laptop , Palm top, Desktop.

(3) Features of a Computer :- (i) It works very fast. (ii) It process the data accurately. (iii) It can do more than one task at a time. (iv) It can store a large amount of data.

(4) IPO Stands for : Input – Process – Output

(5) Memory of a computer – A large amount of data, a computer has a memory inside its CPU. This memory is called hard disk. Sometimes, some external memories such as CD-ROM, DVD – ROM and pendrive are used to store the data. These are called external portable memories.

(B) (1) Notebooks (2) CPU (3) Supercomputer (4) Input – Process – output (5) Multitasking

(C) (1) – F, (2) – T, (3) – F, (4) – T, (5) – T

HOTS

Supercomputer is the longest and fastest of all types of computers. It can process very large amount of data very quickly. A supercomputer is used in big organizations and government sectors. It helps in complex tasks such as weather forecast, climactic resarch – ech and rocket launch. Of is used in defense and atomic search.

Part- C Formative Assessment (CCE Pattern)

Lab Activity–Do Yourself

Fun time–Do Yourself

Chapter – 2

Basics of Computer Hardware

Brain Teaser

Part- A Formative Assessment (CCE Pattern)

(A) 1-c, 2-d, 3-a

(B) (1) A group instructions given to a computer to do a particular work is called software.

(C) No, Hardware cannot work without software because software is a group of instructions given to a computer to do a particular work and hardwares are all physical parts of a computer through which computer carries out it work.

Part – B Summative Assessment (CCE Pattern)

(A) (1) A computer is a multitasking electronic machine which performs many tasks.

(2) Monitor, Keybord, mouse, printer.

(3) All physical parts of a computer which can be seen and touched are called hardwares. A group of instructions given to a computer to do a particular work is called software.

(4) Just like our brain keeps control on all parts of body, CPU controls all the functions of a computer. That is why, CPU is called the “Brain of Computer”. All calculations and comparisons are done by CPU. CPU has three main parts :

(i) Arithmetic and Logic Unit (ii) Control Unit and (iii) Memory Unit.

(i) Arithmetic and Logic Unit (ALU) – It does both arithmetic and logical calculations. Arithmetic operations may consist of Addition (+), Subtraction (-), Multiplication (x), Division (÷) etc. and logical operations may include less than (<), less than equal to (<=), greater than (>), greater than equal to (>=), equal to (=) and not equal to (≠).

(ii) Control Unit (CU) – CU stands for Control Unit. It controls all the activities of a computer. It controls all the activities of a computer. It checks the results given by ALU. It also checks what to do and when to do.

(iii) Memory Unit (MU) – It is used to store the results. These results can be intermediate or final.

(5) (i) Keybaord – Keybaod is used for feeding inputs into the computer. We can input data by pressing the keys of a keyboard. A keyboard contains about 104 keys.

(ii) Scanner – We use the scanner to scan text, pictures, photos and images. We store the same on the computer. Hard copy is converted into soft copy through it.

(B) (1) Output (2) Keyboard (3) Hardware (4) CPU (5) MU

(C) (1) – T (2) – T (3) – F (4) – F (5) – F

(D) (1) Keybaord (2) Hardware (3) Software (4) Scanner

(E) Monitor – Output device

Mouse – Input device

Scanner – Printer Device

CD – Storage device

HOTS –

No because in order to make the hardware function, we use many computer programs. A group of instructions given to a computer to do a particular work is called software, for example – MS Paint, Windows Media Player etc.

Part- C Formative Assessment (CCE Pattern)

Lab Activity – Do Yourself

Fun Time – Do Yourself

Formative Assessment – 1 (Based on Chapter 1 & 2)

(A) (1) – b, (2) – b, (3) – a, (4) – c, (5) – c

(B) (1) – T, (2) – F (3) – T, (4) – T

Chapter – 3

Computer Software

Brain Teaser

Part- A Formative Assessment (CCE Pattern)

(A) (1) – b, (2) – d, (3) – c, (4) – c

(B) (1) Software enables the hardware parts to work. It cannot be touched or seen. For example – A mobile phone is a hardware but the SMS feature of the phone is software. All of us might have seen and used a music system. All the parts like speakers, cassettes types etc. which can be touched and seen are hardware. But we cannot see songs recorded on the tape, that is called software. A group of instructions given to the computer to do a particular work is called software.

(2) In order to perform arithmetical calculations , we use calculator program on a computer.

Part- B Summative Assessment (CCE Pattern)

(A) (1) Software refers to the set of programs which are used to operate a computer. A computer works according to the instructions given by the software.

(2) Ms Paint, Wordpad, Windows Media Player.

(3) System software controls and manages the overall set activities of a computer systems. System software runs the application software. Operating system is an example of a system software. Without system software a computer cannot work. Windows 7 is an example of system software.

(4) (i) Application Software – A code of software designed to perform a particular type of work is called application software. Let us take an example. In order to do arithmetical calculator program on a computer. Similarly, We use the paint application for making changes. There are different types of application software that help in doing certain types of job.

(ii) System Software – System Software controls and manages the overall set activities of a computer systems. System software runs the application software. Operating system is an example of system software. Without system software, a computer cannot work. Windows 7 is an example of system software.

(B) (1) Windows 7 (2) System (3) Software (4) Word Pad

(C) (1) – F (2) – t (3) – T (4) – T

Hots

Do Your Self

Part – C Formative Assessment (CCE Pattern)

Lab Activity – Do Yourself

Fun Time – Do Your self

Chapter – 4

More about Keyboard

Brain Teaser

Part – A Formative Assessment (CCE Pattern)

(A) (1) – a, (2) – c, (3) – d

(B) (1) Keyboard is an input device and an integral part of the computer system. A Keyboard has different sets of buttons (keys) on it.

(3) There are 12 function keys on a keyboard. These keys are marked with F1, F2, upto F12 are called function keys. These keys are also used as shortcut keys and to perform special functions. For example – F5 is used to refresh the page.

Part – B Summative Assessment (CCE Pattern)

- (C) (1) Function Keys – The keys marked with F1, F2 upto F12 are called function keys. These keys are also used to shortcut keys and to perform special keys. For example – F5 is used to refresh the page.
(2) (i) Caps Lock Key – If we type something, it is typed in small letters. So, to type anything in capital letters, we use capslock key. Caps Lock key is present on the top right corner of the keyboard. We press the caps lock key to switch it ON.

A small light glows which indicates that everything after it will be typed in capital letters.

- (ii) Spacebar Key – It is the longest key of the keyboard. It is used to give the blank space between two words.
(iii) Enter/Return Key – Enter Key is used to move the cursor to the starting point of next line. It is marked with sign. It is also known as command key. All the instructions are carried out by the computer when the enter key is pressed.
(3) Delete Key – Anything that is typed in the right side of the cursor is erased using Delete Key.
(4) Shift Key – There are some keys on a keyboard with two different symbols marked on it. The upper symbol is called upper character and the lower symbol is called lower character.
(iv) Shift Key – There are some keys on a keyboard with two different symbols marked on it. The upper symbol is called upper character and the lower symbol is called lower character. Shift key is used to type upper character.
While pressing the shift key, we press the key that has the upper character. To type the upper character, we can also type capital letter pressing the shift key.

- (v) (i) Delete Key – Anything that is typed in the right side of the cursor is erased using delete key.
(ii) Backspace Key – This key is used to erase that is typed on the left side of the cursor. By simply pressing the Backspace key, we can erase anything.

- (D) (1) – F, (2) – T, (3) – F (4) – T

HOTS

Do yourself

Part – C Formative Assessment (CCE Pattern)

Lab Activity – Alphabet Keys = 26, Arrow Key = 4, Number Keys = 10 , Special Keys = 12, Function Keys = 13.

Fun Time – Do Yourself

Formative Assessment – 2

(Based on chapter 3 & 4)

- (A) (1) – b, (2) – C, (3)- a, (4) – C
(B) (1) – F, (2) – T, (3) – T, (4) – T

Summative Assessment – 1

(Based on chapter 1 to 4)

(A) (1) Workstation – It looks like a desktop computer. But it is faster and more powerful than a desktop computer. It is used in graphic designing, animation and in developing the games.

(2) (i) Hardware – All physical parts of a computer which can be touched and seen are called hardware. All the input, processing and output devices such as monitor, keyboard, mouse, CPU, speakers, printers, scanner etc. are hardware parts. The hardware parts are connected to one another through wires.

(ii) Software – In order to make the hardware function, we use many computer programs. A group of instructions given to a computer to do a particular work is called software, for example – MS Paint , Windows Media Player etc.

(3) Arithmetic and Logic Unit (ALU) – It does both arithmetic and logical calculations. Arithmetic operations may consist of Addition (+), Subtraction (-), Multiplication (X), Division (÷) etc. and logic operations may include less than (<), less than equal to (≤), greater than equal to (≥), equal to (=) and equal to (≠).

(4) System Software – System software controls and manages the overall set activities of a computer system. System software runs the application software. Operating systems software is an example of system software. Without system software, a computer cannot work, Windows 7 is an example of system software.

(5) Enter Key – Enter key is used to move the cursor to the starting point of next line. It is marked with sign. It is also known as command key. All the instructions are carried out by the computer when the enter key is pressed.

- (B) (1) Notebook (2) Storage devices (3) Monitor (4) Operating System (5) Number Keys

- (C) (1) Joystick (b) Known as command key
(2) Monitor (a) Output device
(3) Wordpad (d) Application software
(4) Enter Key (e) Input device
(5) Windows 7 (c) System software

- (D) (1) Printer (2) Joysticks (3) Backspace Key (4) Spacebar Key (5) Enter/Return Key

- (E) (1) Mainframe (2) Software (3) Backspace (4) Alphabet Key (5) Type writer

Activity - Do Yourself

Chapter – 5

MS Windows 7

Brain Teaser

Part A Formative Assessment (CCE Pattern)

(A) (1) –b, (2) – a, (3) – b, (4) – a

(B) (1) Operating system is a software.

(2) No, I shall no eat food while working on a computer.

Part – B Summative Assessment (CCE Pattern)

(A) (1) Operating System – An operating system is a software that helps us to operate the computer system through its various parts. It controls and managers the different parts of a computer system. An operating system acts as a middleman between user and computer hardware. Some of the very popular operating systems are – MS- DOS, Unix, Mac Os, MS Windows.

(2) Booting – When we switch on the computer the operating gets loaded into the computer's memory. This process is called booting. While our computer is booting, we see a picture of windows flag.

(3) MS DOS, Ms Windows.

(4) Taskbar – At the bottom of the desktop. We see a long bar which is called Taskbar. It also shows the icons for the currently opened running programs. The taskbar contains the following :-

(i) Start Button : It is used for various activities. When we click the Start Button, a menu appears on the screen. This is called the start menu. Form the start menu, we can do the following tasks.

* Shut down the computer * open a program * find a file or a folder in the computer * change the setting of computer.

(ii) Taskbar Button – When we open a program or a file in the display windows, it is displayed inside a rectangular screen called windows. It is also shown as button on the taskbar called Taskbar Button.

(iii) Quick Launch Bar – Quick Launch Bar opens an application quickly. We can open the desired application by single clicking on its icon on the Quick Launch Bar.

(iv) System Tray – System Tray displays the current date and time, volume of the speaker etc.

(v) Show Desktop Button – This button minimises all the open programs and displays the desktop. Click on this button to see our desktop.

(vi) Icon – An icon is a small picture used to open a program, file or folder. The Icons on the desktop are a mixture of different programs, files and folders. For example – we see the computer icon and the recycle bin icon on the desktop.

(B) (1) Operating System (2) Icons (3) Taskbar (4) System

(C) (1) – T, (2) – F, (3) – T, (4) – T, (5) – F

Hots

Do your self

Part –C Formative assessment (CCE Pattern)

Lab Activity–Do your self

Fun time–Do your self

Chapter – 6

Introduction to MS Word 2010

Brain Teaser

Part A Formative Assessment (CCE Pattern)

(A) (1) – b, (2) – b, (3) – a

(B) (1) MS Windows is an operating system. It is made by Microsoft Corporation, USA. MS Windows is widely used by people because of the following reasons.

(i) Programs are arranged in different folders and files.

(ii) It is a graphic – based operating system, So we do not have to remember commands as in the case of some operating systems.

(iii) It has icons which help us to do different things quickly.

(iv) It is very easy to use.

(2) The blinking line called cursor is seen in the document area . It tells us about the position of the typed text.

Part- B Summative Assessment (CCE Pattern)

(A) (1) How to save a document – A user can save a new document after writing it so that it may be used for future reference. Following steps given below are in order to save a document.

Step 1 : Click on the file tab.

Step 2 : Click on the save option. The Save as dialog box appears.

Step 3 : Type any name for the file in the file name box. For example : ABC.

Step 4 : Click on the save button. MS Word automatically adds a period (.) and an extension docx to the file name. For example : abc.docx. After the document is saved, the file name appears in place of document on the Title bar.

(2) Features of Word processor—

- (i) Words and sentences can be typed, edited and formatted by word processor.
- (ii) We can set the size and style of letters and make them colourful.
- (iv) This also enables us to set the margins for our page.
- (v) We can insert a picture in our document.

(3) Word Processing – The process of typing by using the word processor is known as word processing. There are a number of word processing packages available in the market. Some of them are – Word Pad, MS Word, Word Access, Page Maker, Word Star, Word Perfect etc.

(4) How to open MS Word – In order to open MS Word, we need to follow these steps –

Step 1 : Click on the Start button.

Step 2 : Click on the All programs.

Step 3 : Click on the Microsoft Office.

Step 4 : Click on the Microsoft Word 2010. Now the MS Word screen appears.

(5) How to create a new document – In order to create a new document, we should follow these steps –

Step 1 : Click on the file tab.

Step 2 : Click on the New option. The new document dialog box appears.

Step 3 : Click on the Blank document option and click on the create button, Now document area appears. It gives blank space to work.

Step 4 : Use the keyboard to type whatever you want to :

- (B) (1) MS Office (2) Tabs ; groups (3) Title bar (4) Cursor (5) Ruler
- (C) (1) – F, (2) – F, (3) – T, (4) – T, (5) – T
- (D) (1) Ctrl + N (c) To create a new file
- (2) Press enter (a) Insert a blank line
- (3) Ctrl + A (c) To select entire document
- (4) Double click an icon (b) To open an icon
- (5) Deleting a file from Recycle Bin (d) Permanent removal

Hots – Do yourself

Part – C Formative Assessment (CCE Pattern)

Lab Activity–Do Yourself

Fun Time –Do Your self

Formative Assessment – 3 (Based on Chapter 5 & 6)

- (A) (1) – c, (2) – b, (3) – a, (4) – a (5) – a
- (B) (1) – T, (2) – F, (3) – F, (4) – T

Chapter – 7

Enjoy with Paint

Brain Teaser

Part- A Formative Assessment (CCE Pattern)

- (A) (1) – a, (2) – d, (3) – c
- (B) (1) MS Paint is a simple graphics program to draw pictures on the screen and paint with different colours.
- (C) Cut command is used to shift the image from one location to other location. Copy command is used to copy the selected part to other location.

Part- B Summative Assessment (CCE Pattern)

A (1) Brushes group is used for free hand drawing with shapes.

(2) Magnifier tool is used for enlarging and reducing pictures.

(3) Free from selection is used to select an irregular shaped area of the image. The steps to use free from selection.

(i) First click on select from the Image group and choose Free from selection.

(ii) Then, click and drag the area of the drawing irregular until a dotted figure around the image appears. It means that the area is selected. To select the whole image, we can use select all option.

(4) Cut command is used to shift the image from one location to the other location . The steps to use cut command are as following.

(i) Select the required part of the drawing.

(ii) Click on the cut from the clipboard group. The selected part is cut off from the drawing. cut command, the selected drawing is pasted. After at desired place using Paste option.

(B) (1) Free from (2) Polygon (3) Groups (4) Magnifier (5) Pencil

(C) (1) – F, (2) – F, (3) – T, (4) – T

HOTS–Do yourself

Part – C Formative Assessment (CCE Pattern)

Lab Activity – Do yourself

Fun Time – Do Yourself

Chapter – 8

Interest Brain Teaser

Part- A Formative Assessment (CCE Pattern)

(A) (1) –a, (2) – d (3) –a, (4) –c

(B) (1) Yes, I can surf an internet

(2) World Wide Web

Part – B Summative Assessment (CCE Pattern)

(A) (1) Two or more computers are connected to each other. This connection is called Computers network.

(2) Internet – Internet is the largest netwerk of computers. Millions of computers across the world are connected by means of cabels, telephone wires or some other wireless media of communication. We can easily search any information available on other computers through the Internet.

(3) Uses of Internet :- The Internet helps us in different ways.

(i) We can search the information of any topic with the help of Internet.

(ii) We can purchase any item while sitting at home with the help of Internet. This process is known as online shopping.

(iii) The Internet enables us to communicate instantly with our friends and relatives who are living far away from us. Use the Internet to send and receive messages using the E-mail facility.

(4) Requirements for an Internet Connection :- The things given below are required to connect a computer to the Internet.

(i) A personal computer or laptop (ii) A modem or network and (iii) A telephone or cable liens (iv) An Internet connection (v) Software (web browser).

(5) Website – A website is a collection of web pages that are linked to each other. This is also commonly called site. The website is like a book that contains many pages.

(6) www. Stands for word wide web. The world wide web is a system of inter linked documents called web pages. These web pages can be accessed with the help of the Internet.

(7) Web Browsers : There are several websites from which we can get the information. These websites open in a special software known as web browser. Examples of the most commonly used web browser are (i) Microsoft Internet Explorer (ii) Google Chrome (iii) Mozilla Firefox. If we want to open a website, we have to type the address of that website in the URL bar and press the entry key.

(B) (1) Internet (2) Email (3) Home page (4) Book (5) www

(C) (1) – F, (2) – F (3) – T, (4) – T, (5) – T

(D) (1) The largest network of computer (iii) Internet

(2) Main page of website (iv) Home Page

(3) A collection of web pages (i) Website

(4) A Collection of text (v) Web page

(5) World wide Web (ii) www

Hots – Do yourself

Part- C Formative Assessment (CCE Pattern)

Lab Activity – (1) Do yourself (2) Do yourself (3) Do yourself

Formative Assessment – 4 (Based on Chapter 7 & 8)

(A) (1) – b, (2) – a, (3) –c, (4) – b

(B) (1) – T, (2) – F, (3) – T (4) – F, (5) – T

Summative Assessment – 2 (Based on chapter 5 to 8)

(A) (1) MS DOS, MS Window

(2) Gadgets – Gadgets are mini programs that provide information at a glance and easy access to frequently used tools.

Fo example – we can get access to a picture, for example – We can get access to a picture, side show, game, free headline, clock and calendar.

(3) Word Processing – The process of typing by using the word processor is known as word processing. There are a number of word processing packages available in the market. Some of them are – Wordpad, MS word, Word Access, Page Maker, Word Perfect etc.

(5) WWW stands for world web. The world wide web is a system of interlinked documents called web pages. These web pages can be accessed with the help of the internet.