

Class – 4

Answer sheet

Chapter – 1

A Computer

Brain Teaser

Part – A Formative Assessment (CCE Pattern)

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

(B) (1) A Computer is a multitasking electronic machine that process information and gives output according to given input. It works on the principle of Input-Process – Output. It is also known as IPO cycle.

(C) CPU is called the “Brain of a computer” which is its processing device. All the calculations are done by this unit. CPU is actually the microprocessor which is located on a board inside the CPU Cabinet.

Part- B Summative Assessment (CCE Pattern)

(A) Hardware – The Physical parts of a computer that you can touch and feel are called hardware. Computer hardware consists of all the input, processing, output and storage devices. The connectors such as wires, cables, switches etc. are also include in this category.

(B) Software - Complete hardware cannot work by itself. It needs software or programs. Software is a set of instructions that tell the computer hardware how to perform a specific task. Software guides the computer hardware to process the input and convert it into output.

(2) Features of a computer –

(i) Speed – The Computer works at a very high speed. Speed of a computer is measured in millions of Instructions per Second (MIPS).

(ii) No Tiredness – Since a computer is an electronic machine it can work day and night continuously. So, a computer never gets tired or bored. It does not lose its strength.

(iii) Versatile – Versatility is one of the most important characteristics of a computer. The word 'versatile' denotes one who performs various tasks at the same time. A computer user can do various tasks simultaneously.

(3) A computer is a multitasking electronic machine that process information and gives output according to given input. It works on the principle of Input-Process – Output. It is also known as IPO Cycle. It means that a computer receives instructionas and commands from the user (Input). It examines and calculates them (Process) and then gives us result accordingly (output).

(4) Application software – Application Software is designed to do one or more specific types of jobs on a computer. For example – MS Word, MS Excel, Windows Media Player etc.

(5) Disadvantages of a computer –

(i) A computer cannot take any decision on its own. It always depends on instructions given by the user.

(ii) A computer is useless without electricity as it needs power to run.

(iii) A computer depends on the user (human) for instructions.

(B) (1) Memory Unit (2) Hardware (3) Software (4) CPU (5) MS Word

(C) (1) – T, (2) – F (3) – F (4) – T

(D) (1) Printer (2) Light Pen (3)Hard Disk (4) Mother Board

HOTS –Do yourself

Part – C Formative Assessment (CCE Pattern)

Lab Activity – Do yourself

Fun Time – Do yourself

Chapter – 2

Evaolution of computer

Brain Teaser

Part t – A Formative Assessment (CCE Pattern)

(A) (1) – b, (2) – d, (3) – d

(B) (1) Charles Babbage, a mathematics professor of Cambridge University, Is considered as the “Father of Computer”.

(2) IC stands for Integrated Circuit.

Part- B Summative Assessment (CCE Patten)

(A) (1) Charles Babbage, a mathematics professor of Cambridge University, is considered as the “Father of Computer”. He had designed analytical engine in 1850. The analytical engine was powered by a huge steam engine. The machine had the ability to handle large amount of data. It could process data at a high speed. He introduced the idea of storing and reading the information before processing. This idea is used in the modern computers now a days.

(2) Abacus – About 500 years ago, abacus or the counting frame was invented in china. It was a wooden frame

invented in China. It is a wooden frame with rows of wires and beads. The balls that we see on the rows of wires and beads. Abacus was the first calculating device. Calculations on the abacus are done by sliding these beads across the rods.

(3) Artificial Intelligence (AI) – Fifth generation computers are based on artificial intelligence. These computers are still in development stage. These computers are generally referred to as “Supercomputers”. They are very powerful. They will use the “Artificial Intelligence” (AI). It means that they would think, decide and act like human beings on their own. A supercomputer may further increase the speed and reduce the processing time to seconds.

(4) Second generation of computer (1956 to 1963) –

(i) Transistors are smaller in size than vacuum tubes.

(ii) The second generation computers were based on transistors.

(iii) It means that transistors replaced the vacuum tubes that were used in first generation computers.

(iv) Programming became easier with these computers, for example – IBM 704, IBM 1401 etc.

(B) (1) Gears (2) Microprocessor (3) ICs (4) Computer

(C) (1)-F, (2) – T (3) – T (4) – T

HOTS – Do yourself

Part – C Formative Assessment (CCE Pattern)

Lab Activity – Do Yourself

Fun Time

(1) Abacus (2) Pascaline (3) Tabulating (4) Generation (5) Vacuum

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

(A) (1) – b (2) – b (3) – b (4) – a

(B) (1) – T (2) – T (3) – F (4) – T

(C) (1) IPO = Input Process Output

(2) ALU = Arithmetic Logic Unit

(3) DVD – ROM = Digital Versatile Disc – Read Only Memory

(4) ABC = Afanas of Berry Computer

(D) (1) First generation computer = ENIAC (2) Second generation computer = IBM 704

(3) Third generation computer = IBM 360 (4) Fourth generation computer = Work Station

Chapter – 3

More about MS Windows 7

Brain Teaser

Part – A Formative Assessment (CCE Pattern)

(A) (1) – d, (2) – d, (3) – b

(B) (1) Taskbar – A long bar at the bottom of the desktop is called Taskbar. It contains the Start button, Quick Launch Bar, System Tray and Show Desktop button. It also shows icons for the currently opened programs.

(2) Calendar or Clock.

Part- B Summative Assessment (CCE Pattern)

(A) (1) Operating System – A computer is made up of different parts and does much work at a time. It also requires a manager for itself. The manager in a computer is called the operating system. Operating system is a software that helps us to operate the computer system. It controls manages the different parts of a computer systems. It controls and manages the different parts of a computer systems. It acts as an interface between computer hardware and user. When we start a computer, first software that gets loaded in it is the operating system. Microsoft windows operating system has many flavours called versions such as MS Windows 95, MS Windows 98, MS Windows 2000, MS Windows XP, MS Windows Vista, MS Windows 7 etc.

(2) Gadgets :- In MS Windows 7, gadgets are small program that provide information at a glance and easy access to frequently used tools. For example – calendar or clock, a game, weather, CPU meter and currency.

(3) A folder is like a bag where text etc. are stored in a systematic manner.

(4) MS Windows 7, MS Windows Vista, MS Windows XP.

(5) How to open the Accessories menu – These are the steps to open the accessories menu.

Step 1 : Click on the Start button.

Step 2 : Click on the All programs.

Step 3 : Click on the Accessories.

Then accessories menu opens up.

(B) (1) Interface (2) Icon (3) Double click (4) System Tray (5) Task bar

(C) (1) Windows 7 (d) Operating System

- | | |
|------------------------|--|
| (2) Small picture | (e) Icons |
| (3) CPU Meter | (b) Gadgets |
| (4) Background Picture | (c) Wallpaper |
| (5) System Tray | (a) Displays the current date and time |

HOTS

Do yourself

Part – C Formative Assessment (CCE Pattern)

Lab Activity

- (A) Do yourself (B) Do yourself

Fun time :-

$$(1) 325 + 75 = 400 \quad (2) 618 - 508 = 110 \quad (3) 120 + 275 + 45 = 440 \quad (4) 6804 \div 3 = 2268$$

Chapter – 4

Data Storage Media

Brain Teaser

Part- A Formative Assessment (CCE Pattern)

(A) (1) – c, (2) – a, (3) – a

(B) (1) 8 Bits = 1 Byte

Thus

1 Byte = 8 Bits

1 KB (Kilobyte) = 1024 Bytes

1 MB (Megabyte) = 1024 KB

1 GB (Gigabyte) = 1024 MB

1 TB (Terabyte) = 1024 GB

(2) One Byte has 8 Bits.

Part- B Summative Assessment (CCE Pattern)

(A) (1) Internal Memory – This is the primary memory also called the main memory of a computer. It is the built in memory designed to store data and instructions while the computer is working. The data stored in internal memory is erased when the computer is turned OFF. We can divide the memory of a computer into two types : RAM or ROM.

RAM – The full form of RAM is Random Access Memory. It stores data and instructions only when the computer is turned on. RAM is only a temporary memory. The information stored in RAM is lost when the computer is switched off.

Therefore, it is also known as volatile memory.

ROM – It stands for read only memory. Neither the stored information can be changed nor any fresh information can be written in the ROM. The information (data) cannot be lost or deleted when we switch OFF the computer. ROM holds data permanently. Therefore, it is known as non-volatile memory.

(2) External Memory – Some times there is so much information that it cannot be saved in the primary storage devices.

In that case, data can be saved in the secondary storage devices. This is called secondary memory, also called auxiliary memory or external memory. A few examples of secondary storage devices are floppy discs, CD's, DVDs, pen drives and hard disks. These are also known as storage devices.

(3) CD-ROM stands for Compact Disc – Read Only Memory.

(4) Operating System – A Computer is made up of different parts and does so much work at a time. It also requires a manager for itself. The manager in a computer is called the operating system. Operating system is a software that helps us to operate the computer system. It acts as an interface between computer hardware and user. When we start a computer the first software that gets loaded in it is the operating system. Microsoft windows operating system has many flavours called versions such as MS Windows 95, MS Windows 98, MS Windows 98, MS Windows 2000, MS Windows XP, MS Windows Vista, MS Windows 7 etc.

MS Windows operating system – Windows 7 is one of the most effective used operating systems. It is developed by Microsoft for use in general. Purpose – Without an operating system, a computer system is useless. When we switch ON a computer, the operating system gets loaded into the computer's memory. This process is called booting.

AN OPERATING SYSTEM PERFORMS SOME IMPORTANT FUNCTIONS – It provides the basic rules according to which a computer should work. It helps the computer programs to recognize all inputs and sends outputs to the monitor. In fact, we can say that an operating system works like a traffic policeman. It makes sure that different programs in the computer work properly.

(5) IBM 360.

(6) (1) RAM (d) Volatile memory

(2) Pen drive (a) Flash drive

(3) ROM (d) Non-volatile memory

- (4) Vacuum Tube (b) First generation
 (5) Integrated Circuit (c) Third generation
 (C) (1) 4.7 GB (2) Bit (3) Secondary (4) Taskbar (5) System Tray
 (D) (1) Memory (2) Volatile (3) Think yourself (4) Gadgets (5) Windows
 (E) (1) ROM (2) BIT (3) Secondary (4) Taskbar (5) System Tray
 (F) (1) Pen Drive (2) CD (3) Hard disk (4) Floppy Disk (5) DVD – ROM
 (G) Do yourself

Chapter – 5

Fun With Paint

Brain Teaser

Part – A Formative Assessment (CCE Pattern)

- (A) (1) – c, (2) – c, (3) – a, (4) – a

(B) (1) Erase is used to erase the text or picture that we have created.

(2) Copy command is used to copy the selected part of an image to another location.

Part- B Summative Assessment (CCE Pattern)

(A) (1) Paint is a program in windows. It is used to create drawing on blank area or in existing pictures. Many of the tools used in the paint are present on the Ribbon. Ribbon contains two parts Tabs and Groups.

(2) Free form Selection – This is used to select an irregular shaped area of an image (or picture).

There are following steps to use free form selection.

Step 1 – Click select from the Image group. Now , Choose free form selection from the Pop-down list.

Step 2 – Click and drag mouse irregularly (free hand) around the area of the image which you want to select. We see a dotted box around the image. It indicates that the area has been selected.

(3) Cut command – Cut command is used to remove the selected part of an image from its original position.

Copy command – Copy command is used to copy the selected part of an image to another location.

(4) Magnifier tool is used to make our drawing bigger.

(5) We select the oval from the shapes group and draw a circle.

- (B) (1) Select (2) Cut (3) Copy (4) Select all (5) Polygon

- | | |
|---------------------------|-------------------------------|
| (C) (1) Ribbon | (e) Tabs and Groups |
| (2) Magnifier | (c) To make drawing bigger |
| (3) Free form selection | (d) Irregular selection |
| (4) Brushes | (a) Used for freehand drawing |
| (5) Rectangular selection | (b) Regular selection |
- (D) (1) – T, (2) – T (3) – F, (4) – T, (5) – F

HOTS – Do yourself

Part – C Formative Assessment (CCE Pattern)

Lab Activity –

- (1) Do yourself (2) Do yourself

Fun Time – Do yourself

Chapter – 6

Editing in MS Word 2010

Brain Teaser

Part A Formative Assessment (CCE Pattern)

- (A) (1) – d, (2) – a, (3) – a

(B) (1) Cut command means to remove the selected part of an image to another location.

(C) Redo means to reverse the undo which means to cancel a command given earlier.

Per- B Summative Assessment (CCE Pattern)

(A) (1) Ms Word is a word processing application software. It is a software which is used in writing letters, reports etc. and designing them beautifully etc. with the help of graphics, animation, pictures, tables etc.

(2) There is a Ribbion just below the Title bar. The Ribbion contains two parts – Tabs and Groups. Each Tab contains commands arranged in various groups. Home tab is generally used to edit and format text.

(3) Editing a document means making changes in a document. We should select the text first to perfom editing.

(4) We use the clipboard group in the Home tab for another. Copying or moving text from one location to another.

- (B) (1) Cut (2) Groups (3) Ctrl + A (4) MS Office (5) Redo

- (C) (1) Editing (e) To make changes in document

- (2) Ctrl + c (d) Used to copy text

- | | | | | |
|--------------|--------------------------|---------|---------|---------|
| (3) Ctrl + z | (b) Used as undo command | | | |
| (4) Ctrl + y | (c) Used as redo command | | | |
| (5) Ctrl+v | (a) Used to paste text | | | |
| (D) (1) – T | (2) – T | (3) – F | (4) – F | (5) – T |

Hots

Do yourself

Part – C Formative Assessment (CCE Pattern)

Lab Activity - Do yourself

Fun Time – (1) Document (2) Software (3) Ribbon (4) Cursor

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

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

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

(C) (1) Magnifier (2) Brushes (3) Fill with color (4) Pencil (5) Oval

(D) (1) Start (2) All programs (3) Accessories (4) Paint (5) Paint

Chapter – 7

Formative in MS Word 2010

Brain Teaser

Part- A Formative Assessment (CCE Pattern)

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

(B) (1) Click means to activate and apply a particular point or topic.

(2) Ctrl + B means to make the text bold.

Part- B Summative Assessment (CCE Pattern)

(A) (1) Formatting – Formatting means to make a document attractive by changing and arranging text in a different styles of our choice. When we format text, we are arranging it in a particular way on the computer screen. It can be done by using font group and paragraph group in the Home tab.

(2) Font Size – Font size means different styles of writing letters of the text. There are so many fonts available in MS Word.

(3) Alignment – The way of placing a text in a page is called alignment. We can align the text as left, centered, right and justified. In order to make the text centre aligned select the text and click on the paragraph group from the home tab. Similarly, we can align our text as left, right or justified.

Left alignment – It places the text towards the left margin leaving the right edge.

Right alignment – It places the text towards the right margin leaving the left edge.

Center alignment – It places the text in the centre of the left and the right margin.

Justify alignment – It places the text in such a way that the text is equally distributed across both the margins.

(4) By pressing shift + enter, we get blank lines in the bulleted or numbered list.

(5) There are the following steps to make text italic.

Step 1 – Select the Text menu to make it italic.

Step 2 – Click on the Home tab.

Step 3 – Click on  in the clipboard group.

The text gets italic.

(B) (1) Underline (2) Font size (3) Ctrl + E (4) Ctrl + J (5) Home

(C) (1) Ctrl + E (e) Used to centre align text

(2) Ctrl + R (d) Used to right align the text

(3) Ctrl + J (a) Used to justify the text

(4) Shift + Enter (b) Used to left align the text

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

Hots – Do yourself

Part – C – Formative Assessment (CCE Pattern)

Lab Activity – Do yourself

Fun time – (1) Bullets (2) Justify (3) Center (4) Italic

Chapter – 8

Introduction to Multimedia

Brain Teaser

Part –A Formative Assessment (CCE Pattern)

(A) (1) – d, (2) – b, (3) – d

(B) (1) Multi means more than one or many.

(2) Listening to music and watching movies.

Part –B Formative Assessment (CCE Pattern)

(A) (1) Multimedia – Multimedia is a combination of two words 'multi' and 'media'. Multi means more than one or many and media means sources. Therefore, multimedia is a combination of text, audio, video, clips, images, graphics and animations. A multimedia computer that is capable of playing sound or music and showing graphics, video, text etc. on the screen. All new computers are multimedia computers. Multimedia programs are interactive. They make learning very interesting and offer good like Tom and Jerry, Spiderman, Superman, Ice Age and Sylvester and Tweety are possible through graphical animations using a multimedia system.

(2) Requirements of a multimedia system – A multimedia system essentially consists of the following hardware.

(i) A CD or DVD drive is used to insert a CD or a DVD.

(ii) A sound card and speakers are used for producing sound.

(iii) A coloured monitor is used to display video.

(iv) A microphone is used for monitor recording and headphone is used to listen to sound.

(3) Uses of Multimedia – A multimedia system is very useful since it is used in different areas and fields, multimedia programs are generally used for the following :-

(i) Listening to movies and watching movies.

(ii) Imparting education and playing games.

(iii) Giving training to students and workers.

(iv) Designing advertisement, movies and games.

Learning on multimedia system is very enjoyable as it has sound, pictures and animation. Animation can help to make even difficult topics easy to understand.

(4) How to use the multimedia software – After installing any software, we can use it anytime we want. Following are the given steps to start a Multimedia software.

Step 1 – Click on the Start button.

Step 2 – Click on all Programs.

Step 3 - Click on the newly installed software icon to activate it.

(5) Windows media player is a software used to play CD/DVD or to play a song or movie stored in hard disk. In the Library pane, we search for the category that we want to play. For example – Music or videos. We double click on the item in the detailed pane to play. The file starts playing.

(B) (1) Education (2) CD-ROM (3) Multimedia (4) Interactive

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

HOTS – Do yourself

Part – C Formative Assessment (CCE Pattern)

Lab Activity

(A) Do Yourself (B) Do yourself

Fun Time – Do yourself

Chapter – 9

Internet

Brain Teaser

Part- A Formative Assessment (CCE Pattern)

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

(B) (1) The Internet establishes a global data communication system between computers.

(2) WWW stands for world wide web.

Part – B Summative Assessment (CCE Pattern)

(A) (1) Internet – Internet is a very large network of computer. Millions of computers are interconnected throughout the world through the Internet to share information. These computers are connected to one another using telephone lines, cables to some other means. Internet stands for International Network. The computers may be present at different places or even in different countries. The terms Internet and world wide web are one and the same. The Internet establishes a global data communication system between computers. On the other hand, the web is one of the services communicated via Internet. The web is a collection of interconnected documents and other resources.

(2) Uses of the Internet –

(i) Internet also helps us to watch videos of anyone while talking to them.

(ii) We can buy or sell new and old goods.

(iii) We can buy airline, railway and movie tickets.

- (iv) We can chat with our friends.
 - (vi) We can check exam results through Internet.
 - (vii) We can send and receive messages anytime and anywhere.
 - (viii) It provides information or news on any topic.
 - (ix) Banking operations can be performed through Internet.
- (4) Hyperlink – A web page contains many things besides text and pictures. It also contains hyperlinks. A hyperlink may be a text or picture, when we move our mouse pointer over a hyperlink, the mouse pointer generally takes the shape of a hand.

(5) Web Browser – A web browser is a special software or program that let us view all the texts, beautiful pictures, D images, videos and animations presents in the website. Some popular web browsers are – Apple Safari, Mozilla Firefox, Netscape Navigator, Opera, Google Chrome and Microsoft Internet Explorer.

(6) Uniform Resources Locator – We live in our home. It has an address as our friends live in their homes. Their homes also have their address. The address of each of our friends is different from that of the other. In other words, addresses are unique. Similarly, each website on the Internet has a unique address. The address of a website or web page is called Uniform Resources Locator or URL for example – The URL for pitara website is [http:// www. pitara.com](http://www.pitara.com)

(B) (1) network (2) www (3) main (4) forward (5) command

- | | |
|---------------------|----------------------------------|
| (C) (1) web browser | () Google Chrome |
| (2) WWW | (c) Developed by Tim Berners Lee |
| (3) Forward button | (d) Opposite to backward |
| (4) Web page | (a) Part of website |
| (5) Home page | (a) Known as main page |

(D) (1) – T, (2) – F, (3) – T, (4) – F, (5) – F, (6) – T

Hots – Do yourself

Part –C Formative Assessment (CCE Pattern)

Lab Activity

(1) Do yourself (2) Do yourself

Fun Time – Do yourself

Formative Assessment – 4 (Based on Chapter 7 to 9)

- | |
|---|
| (A) (1) – c, (2) – a, (3) – d, (4) – b |
| (B) (1) – T, (2) – F, (3) – F, (4) – F, (5) – T |
| (C) (1) URL – Uniform Resource Locator |
| (2) WWW - World Wide Web |
| (3) MS Word – Microsoft Word |
| (4) CD – Compact Disk |
| (5) DVD – Digital Verratile Disk |

Summative Assessment – 2 (Based on chapter 5 to 9)

(A) (1) Magnifier tool is used to make our drawing bigger.

(2) As human memory is composed of cells called neurons, computer memory is also made of cells. Hence, each cell has the capacity of storing either '0' or '1' of information in the form of binary numbers.

(3) Formatting – Formatting means to arrange and change text in a document to make it attractive to our choice. When we format text, we are arranging it in a particular way on the computer screen in different style. It can be done by using font group and paragraph group in the Home tab.

(4) Uses of the Internet—

- (i) Internet helps us to watch videos of anyone while talking to them.
- (ii) we can send and receive messages anytime and anywhere.
- (iii) It provides information or news on any topic.

(5) Multimedia – Multimedia is a combination of two words 'multi' and 'media'. Multi means more than one or many and media means sources. Therefore, multimedia is a combination of text, audio, video, clips, images, graphics and animations. A multimedia computer is a computer that is capable of playing sound or music and showing graphics, video, text etc. on the screen. All new computers are multimedia computers. Multimedia programs are interactive. They make learning very interesting and offer good entertainment options too. All the cartoon films like Tom and Jerry, Spiderman, Superman, Ice age and Sylvester and Tweety are possible through graphic animations using a multimedia system.

- | | |
|-----------------------------|--------------------------------|
| (B) (1) Free form selection | (d) Selects any irregular part |
| (2) Ctrl + J | (a) Used to Justify the text |

- | | | | | |
|---------------------------------|---------------------------------|-----------------|-----------------|-----------------|
| (3) Rectangle selection | (e) selects any regular part. | | | |
| (4) Ctrl + U | (b) used to underline the text. | | | |
| (5) Web page | (c) part of website. | | | |
| (C) (1) Ctrl + A (2) Multimedia | (3) Ctrl + V | (4) Internet | (5) URL | |
| (D) (1) Microsoft | (2) Multimedia | (3) Windows | (4) Internet | (5) Website |
| (E) (1) Ctrl + A | (2) Ctrl + V | (3) Ctrl + U | (4) Ctrl + J | (5) Ctrl + L |
| (F) (1) Refresh button | (2) Print button | (3) Stop button | (4) Help button | (5) Home button |
| (G) Do yourself | | | | |