

Class – 2

Answer sheet

Chapter – 1

A Computer

Brain Teaser

Part – A Formative Assessment (CCE Pattern)

A 1-b, 2-c, 3-a

B (1) Computer – A computer is a special electronic machine. It is used to perform various tasks.

(2) A computer is also known as personal computer (PC) which fits on a desk.

Part – B Summative Assessment (CCE Pattern)

A (1) Computer is very useful for writing , learning , printing , watching movies , listening , songs , designing etc. It is also used at many places such as in homes , schools , shops , banks , airports , hospitals etc.

(2) Types of Computer :- Different kinds of computers are used to do different work. Today, there are three main types of computers.

i. Desktop Computer : Desktop computer is the most common type of computer. It is normally kept on a table . It is not portable i.e. it cannot be moved or carried easily . It is also called a personal computer or PC.

ii. Laptop Computer :- This is a laptop computer . We can keep it in our lap and work. It has a battery inside it. We just need to change its battery like our cell phone. It is portable , i.e. , it can be taken anywhere easily. It is also called a note book computer.

iii. Palmtop computer :- Palmtop computer is smaller than a laptop . We can keep it even in our pocket. It also has a battery inside it. Once its battery is charged we can take it anywhere easily and work on it.

(3) A notebook computer is a computer which can be taken anywhere easily . It is portable.

(4) Difference between a computer and a man.

(i) A computer works with high accuracy but a man often makes mistakes.

(ii) A man may forget information that he memorised but a computer never forgets the information stored in CPU.

(iii) A computer never gets tired and bored even after working for long hours but a man gets tired and bored after working for just a few hours.

(5) Computers need commands or instruction to work by human beings. Without commands or instructions a computer cannot work.

(B) (1) Laptop (2) Notebook (3) Electricity (4) Man

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

(D) (1) Hospital (2) Computer (4) Desktop (5) Palmtop

HOTS

Do Yourself

Part – C Summative Assessment (CCE Pattern)

Lab Activity

Solving Sums, Watching movies, Colouring pictures , Preparing greeting cards.

Fun Time

Computer – Does not make mistakes. Does not have any feeling.

Man – Can work without electricity. Does not need orders. Forgets information.

Chapter – 2

Uses of a Computer

Brain Teaser

Part – A Formative Assessment (CCE Pattern)

A) (1) – b, (2) – a

B) (1) At home, in schools.

(2) In Hospitals – (i) Performing tests and operations (ii) Diagnosing diseases (iii) Taking X-rays (iv) Preparing medical reports

Part – B Summative Assessment (CCE Pattern)

(A) (1) Four uses of Computers

(B) At Home – (i) Doing homework and playing games (ii) Enjoying music and movies (iii) Storing important information (iv) Learning and studying (v) Looking for information.

In offices :- (i) Drafting letters and reports (ii) Storing important information (iii) Sending and receiving e-mails (iv) Making bills and other documents.

In Shops – (i) Making bill of sale and purchase (ii) Keeping records of stocks.

Stations – (i) Maintaining records of passengers . (ii) Providing information about the arrival and departure timings of aeroplanes and trains.(iii) Booking tickets, reservations.

In Publishing Houses (i) Designing and printing of magazines, greeting cards, newspaper, invitation cards, books etc. (ii) Searching amazing facts for teachers and learners.

2. In Schools – (i) Keeping record of books in library . (ii) Teaching different subjects. (iii) Making time tables.

3. In Books – (i) Storing records of customers accounts. (ii) Paying and receiving cash and cheques (ii) Updating the accounts and the transactions . (iv) Withdrawing money from ATM (Automated Teller Machines)

4. In Hospitals – (i) Performing tests and operations. (ii) Diagnosing diseases. (iii) Taking X-rays. (iv) Preparing medical reports.

(B) (1) ATM (2) Bills (3) Teaching (4) Electronic

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

(D) (1) Accuracy (2) Machine (3) Electronic (4) Hospital

HOTS

Do yourself

Part – C Formative Assessment (CCE Pattern)

(A) (1) – (v), (3) – (v), (4) – (v), (6) – (v)

(B) Do yourself

Fun Time :-

Do yourself

Formative Assessment – 1

(Based on Chapter 1 & 2)

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

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

Chapter – 3

Parts of a computer

Brain Teaser

Part – A Formative Assessment (CCE Pattern)

(A) (1) – (b), (2) – (b), (3) – (b)

(B) Main parts in a computer are monitor , keyboard , mouse and CPU.

Part- B Summative Assessment (CCE Pattern)

(A) (1) Main Parts of a computer :-

(i) Monitor :- Monitor looks like a television screen . It is also called visual display unit (VDU) . It displays the result.

(ii) Keyboard :- A keyboard has many buttons which are called visual keys. A keyboard has 104 keys. It is used for typing letters , words , numbers and characters.

(iii) Mouse :- A computer mouse has two or three buttons on it. Mouse is a pointing devise. It is used to point and select any item on computer screen or monitor.

(iv) CPU – CPU stands for central processing unit. It is known as the “Brain of computer”. It helps a computer to think and do all its work.

(2) Scanner – Scanner is a device that can read words , pictures or numbers printed on a paper and changes them into a form that a computer can understand.

(3) UPS – (i) UPS stands for Uninterrupted Power supply . (ii) It contains a battery in it which is charged from the main supply. (iii) It protects a computer from electricity fluctuations. (iv) It protects a computer for some time even after the electricity goes OFF.

(4) CPU – CPU stands for Central Processing Unit. It is known as the “Brain of Computer”. It helps a computer to think and do all its work.

(5) DVD- DVD stands for Digital Video (Versatile) Disc . DVD's are circular in shape and store the data.

(B) (1) Keyboard (2) Pointing (3) Printer (4) DVD

(C) (1) Joystick (d) To play games

(2) Mouse (c) Pointing device

(3) Microscope (e) To record voice

(4) Headphone (b) Listen to music alone

(5) CD (a) Compact Disk

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

HOTS

Do yourself

## Part-C Formative Assessment (CCE Pattern)

### Lab Activity

(A) (1) Keyboard (2) Uninterrupted Power Supply (UPS) (3) Web Camera (4) Joystick (5) Monitor (6) Scanner

(B) (1) UPS (2) Monitor (3) CPU (4) Mouse (5) Keyboard

### FUN Times

(1) CPU, (2) Monitor, (3) Mobile (4) Fridge (5) Fan (6) Grinder (7) Mouse (8) Keyboard

### Chapter – 4

#### Working of a computer

#### Brain Teaser

## Part- A Formative Assessment (CCE Pattern)

(A) (1) – d, (2) – c

(B) (1) Input – the data and instructions that we enter into a computer are called input . Input can be given to a computer through keyboard and mouse.

(2) Data – To enter letters, numbers and instructions into a computer to make it work is called data.

(3) Output – Output means the final result . When a CPU finishes processing the data , the output is displayed on the monitor . Monitor and printer are the most common output devices.

## Part- B Summative Assessment (CCE Pattern)

(A) (1) A Computer works in the three basic steps :- Input Process Output . It is called an IPO Cycle.

(2) Processing of data takes place in Central Processing Unit (CPU). The CPU is called the “ brain of the computer ”. The work done by a CPU on the given information to give the result is called process.

(3) Keyboard and mouse devices are used to input data into a computer.

(4) The hard disk stores all the work done by a computer. It is a storage device fixed inside the computer.

(B) (1) Input (2) Brain (3) CPU (4) Storage

(C) (1) – T (2) – F (3) – T (4) – T

### Hots – Do yourself

## Part-C Formative Assessment (CCE Pattern)

### Lab Activity

(1) Input (Add 33, 37), Process (33 + 37), Out put = 70

(2) Input (Subtract 89, 50), Process (89-50), Output = 39

### Fun time :-

(1) Do yourself (2) Do yourself (3) Do yourself

### Formative Assessment – 2

(Based on Chapters 3 & 4)

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

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

### Summative Assessment – 1

(Based on chapters 1 & 4)

(A) (1) A computer needs electricity and input in the form of commands and instruction to work. A computer has four main parts to work. These are : monitor , keyboard , mouse and CPU.

(2) (i) A computer can complete long calculations in a fraction of second but for a man it may take much time.

(ii) A computer is a machine so it has no feelings but a man is blessed with feelings in three steps.

(3) A computer performs its function by the three steps. These are Input , Procees and Output. Most of the activities are performed by the principal of Input Process – Output . it is also called an IPO cycle.

(4) Input – the data are instructions that we enter into a computer are called input. Input can be given to a computer through keyboard and mouse.

(5) In school , computer helps in – keeping record of books in library , teaching different subjects , making results and report cards , making time – tables.

(B) (1) CPU (d) Brain of computers

(2) UPS (e) Uninterrupted Power Supply

(3) Joytstick (a) used to play games

(4) Web Camera (b) used to capture picture

(5) DVD (c) digital video (versatile) disc.

(C) (1) Microphone (2) Airport (3) Hard copy (4) CD (5) Joystick (6) Scanner

(D) (1) Desktop (2) Machinery (3) Scanner (4) Headphone (5) Monitor

## Chapter – 5

Mouse

Brain Teaser

Part – A Formative Assessment (CCE pattern)

- (A) (1) – a, (2) – c, (3) – a

(1) No, Mouse is an input device

(2) Pressing and releasing the mouse buttons is called clicking.

Part – B Summative Assessment (CCE Pattern)

(1) Mouse – Mouse is an input device. It is also known as a pointing device because it points and selects items on the screen of the computer. It has a long wire that connects it to the CPU. Mouse can also be used while playing computer games and drawing.

(2) Mouse is helpful to us by pointing and selecting items on the screen of the computer. Hence , it is also called pointing device. It is also helpful in playing games and drawing.

(3) Scroll wheel helps to move the cursor in any direction on the monitors screen. It helps to move the page up and down. Now a days , scroll mouse is the most commonly used mouse.

(4) Single click means to press and release the mouse button once. A single click selects one item on the monitor.

(5) Dragging means to move an item or object to a new place on the screen is called draging.

- (B) (1) Input (2) Double clicking (3) Mouse pad (4) Clicking

- (C) (1) – F (2) – T (3) – F (4) – T

- (D) (1) Optical Mouse (2) Double Click (3) Scroll Wheel (4) Single Click

HOTS

Do your self

Part- C Formative Assessment (CCE Pattern)

Lab Activity

Scroll, wheel or center wheel, wire, left mouse button, right mouse button

Fun Time :-

Do yourself

Chapter – 6

Keybaord

Brain Teaser

Part- A Formative Assessment (CCE Pattern)

- (A) (1) – C, (2) – C, (3) – C

- (B) (1) There are 104 keys on a keyboard in all.

(2) No, we cannot erase a word with the help of shift key.

Part- B Summative Assessment (CCE Pattern)

(A) (1) Alphabets Keys :- There are 26 alphabets keys on a keyaboard . These keys are marked with the letters for typing words , sentences of paragraphs.

(2) Delete Key :- It is also known as Del key . Delete key is a special key. It is partitioned above the Arrow key. These keys are marked with the letters for typing words, sentences or paragraphs.

(3) Special Character Keys :- Keyboard contains special keys that are used for different purposes.

(i) Symbol Keys :- Symbol keys are marked with different symbols on them. Number keys also contain various symbols along with numbers. To type the symbol on a Number key, we have to press and hold the shift key first.

(ii) Spacebar Key :- The spacebar key is the longest key on a keybaod . We use to give space between characters and words.

(iii) Caps Lock Key :- It is positioned at the left side of the Alphabet keys. It is used to type capital letters only. Press the Caps lock key once, the Caps lock light will turn ON.

(iv) Arrow Keys :- There are four keys at the right hand side of a keyboard and are marked with arrow signs. They are called Arrow Keys. The four keys are called – Right – arrow key, Left – arrow keys , Up – arrow key and Down – arrow key.

(v) Function Keys :- Function keys are marked from F1 to F12. These are 12 in number. Function keys are used for some special functions.

- (B) (1) Spacebar (2) Right side (3) Del (4) Left side

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

HOTS

Do yourself

Part – C Formative Assessment (CCE Patten)

## Lab Activity :- Do Yourself

(A) Number Keys , Backspace Key, Alphabet Keys, Spacebar Key, Arrow Keys.

(B) (1) Do Yourself (2) Do Yourself (3) Do yourself

Fun Time :-

Do yourself

Formative Assessment – 3

(Based on Chapter 5 & 6)

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

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

Chapter – 7

Fun with MS Paint

Brain Teaser

Part : A Formative Assessment (CCE Pattern)

(A) (1) – a, (2) – b, (3) – c

(B) MS Paint program has many tools that help us to draw beautiful pictures and colour them. It is a special programs for drawing and colouring on the computer.

(C) Line tool is used to draw smooth lines.

Part : B Summative Assessment (CCE Pattern)

(A) (1) MS Paint is a special program for drawing and colouring on the computer. It has many tools that help us to draw beautiful pictures and colour them.

(2) Parts of the Paint window – There are the following parts of MS Paint window.

(i) Title Bar :- The blue bar at the top of the screen is known as the title bar. It displays the program and the file name.

(ii) Menu Bar – It is placed below the title bar. On clicking a menu . A list of commands appears like file, edit, view, image, colour and help.

(iii) Tools Group – It consists of several tools used for drawing and colouring.

(iv) Colors Group – It contains different colours which are sued to colour pictures.

(v) Drawing Aera – The drawing area covers the major part of the Paint window. It is the white space like a board which is used to create drawings.

(vi) Scroll Bars – They enable us to move up-down or left –right in our drawing area.

(vii) Window Control Buttons – They are used to minimise / maximize or close down the program.

(3) Airbrush tool is used to spray colours in our drawings . We need to click on the Airbrush tool from the Brushes group and the Colors group respectively. Now, we click and drag in the drawing are to spray the colour.

(4) Polygons are closed figures with more than two sides such as triangles, pentagons, hexagons, stairs, etc. For its use we click at the point A and drag to the point B. And release the mouse button at point B. A line is drawn. Now, we need to click at point A again, Now it closes the polygon. Now we can use fill tool and Colours group to fill colour of our choice in the polygon.

(B) (1) Polygon (2) Rectangle (3) Zoom (4) Airbrush (5) Test (6) Rubber

(C) (1) Draw (2) Line, Smooth (3) Up-down (4) Zoom

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

(E) (1) Polygon (2) Drawing (3) Airbrush

Part – C Formative Assessment (CCE Pattern)

Lab Activity – Do yourself

Fun Time – Do Yourself

Chapter – 8

Word Pad

Brain Teaser

Part- A Formative Assessment (CCE Pattern)

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

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

Summative Assessment

(Based on Chapter 5 to 8)

(A) (1) Alphabet Keys – We use the keys marked with the letters for typing words , sentences or paragraphs. These keys are called Alphabet key. These are 26 is number.

(2) Dragging – To move an item or object to a new place on the screen is called dragging.

(3) Ms Paint is a special programs for drawing and colouring on the computer . It has many tools that help us to draw

beautiful pictures and colours them.

(4) Word Pad – Word Pad is a word processor application that we use to write letters , stories , poems etc. on a computer.

(5) After finishing our work , we should close the word pad program . There are following steps to close a word pad program.

Step 1 : Click on the word pad button.

Step 2 : Click on the exit option.

- (B) (1) Input device (e ) Mouse  
(2) Spacebar Key (d) Longest key on the keyboard  
(3) Output (a) Printer  
(4) Storage device (b) Hard disk  
(5) Processing device (c) CPU

(C) (1) Output (2) Right Side (3) Clicking (4) Left Side (5) Text Area

(D) Number Keys, Alphabets Keys, Backspace Key, Spacebar Key, Arrow Key

(E) Input Processing Output

- |     |           |         |    |
|-----|-----------|---------|----|
| (1) | 75, 13, + | 75+13   | 88 |
| (2) | 35,28, -  | 35 – 28 | 7  |
| (3) | 19,4,X    | 19 x 4  | 76 |
| (4) | x,42,2    | 42 x 2  | 84 |
| (5) | 28/7      | 28/7    | 4  |

(F) (1) Alphabet (2) Dragging (3) Scroll Mouse (5) Backspace, WordPad

Rapid fire Quiz

(1) (iii) Both (2) (ii) Palmtop (3) (i) Computer (4) (iii) 104 (5) (ii) DVD

(6) (i) Mouse (7) (i) Tail (8) Function (9) (i) Zoom (10) (ii) Spacebar