

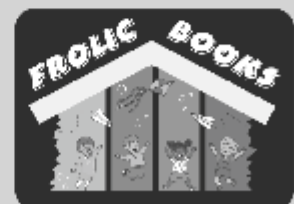
Based on the Guidelines of National Education Policy (NEP)-2020 and  
Syllabus prescribed by N.C.E.R.T.

# Grow With COMPUTER



with *Windows 10*  
and  
*MS-Office 2013*

**Help Kit 1-5**



# Grow With Computer-1



1

## A Smart Machine-Computer

**Exercise**

Based on NEP 2020

- Tick (✓) the correct option :  
 Ans. a. ii    b.    iii.
- Fill in the blanks :  
 Ans. 1. **Machines** are run by man .  
 2. **Machines** are tools that make our work easier .  
 3. A computer is a **electronic** machine .  
 4. Computer can be used to **add** numbers and play **games** .
- Write True or false :  
 Ans. a. True    b. True    c. False    d. False
- Fill in the missing letter :  
 a. **MOUSE**    b.    **FAN**  
 c. **ENGINE**    d.    **COMPUTER**
- Match the following :  
 Ans. 1. Cycle → a. Ironing clothes  
 2. Iron → b. grinding  
 3. Television → c. transport  
 4. Pen → d. entertainment  
 5. Mixie → e. writing

6. Identify these machines and state the work they do :

Ans.

		
Toaster	Mobile Phone	Calculator
		
Microwave	Tape-recorder	Monitor

**Activity & Project Tasks**

Ans. Do yourself.



2

## The Computer And Its Parts

**Exercise**

Based on NEP 2020

- How is a computer different from you? Write Yes or No against these questions in the boxes :  
 Ans. a. Can you move? **Yes**  
 Can a computer move? **No**  
 b. Can you remember things? **Yes**  
 Can a computer remember things? **Yes**  
 c. Can you do sums very quickly? **No**  
 Can a computer do sums very quickly? **Yes**
- Name the five parts of the computer given below :  
 Ans.



- Tick (✓) the correct option :  
 Ans. a. iv.    b. ii.    c. i.
- Write True or False :  
 Ans. a. True    b. False    c. True    d. False.

5. Fill in the blanks :

- Ans. a. A computer needs **electricity** to operate.  
 b. Letters, numbers and some special symbols on the keyboard are called **keys**.  
 c. **CPU** helps the computer to remember, think and do things.  
 d. **Mouse** helps you to draw pictures and play games.

6. Answer the following questions :

- Ans. a. A computer is a machine. It makes our work easier.  
 b. Monitor, CPU, Cabinet, Mouse, Keyboard, are the main parts of a computer.  
 c. A computer mouse makes us to reach anywhere on the screen with the help of its pointer. It helps us to draw pictures and play games.  
 d. **The four qualities of a Computer are:**  
 1. It works on electricity.  
 2. It works very fast.  
 3. It makes our work easy.  
 4. It never makes mistakes.

**Activity & Project Tasks**

Ans. Do yourself.



3

## Helping Parts Of A Computer

**Exercise**

Based on NEP 2020

- Write the full forms of :  
 Ans. CPU : Central Processing Unit

- UPS : Uninterrupted Power Supply  
 VDU : Visual Display Unit  
 CD : Compact Disk.

2. Tick (✓) the correct option :

Ans. a. ii.      b. iv.      c. i.

3. Fill in the blanks :

- Ans. a. **Printer** prints the text on the paper.  
b. **UPS** helps the computer even when the electricity goes off.  
c. We can listen to music with **speakers**.  
d. **Joystick** help us to play games.

4. Answer the following questions :

- Ans. a. The printed paper that comes out of a printer is called printout.  
b. A scanner helps us to scan pictures, images and text.  
c. We can see our friends online using a web camera.  
d. Hard disk, CD, DVD, Pen drive are some common storage devices of a computer.

**Activity & Project Tasks**

Ans. Do yourself.



## 4

## Uses Of A Computer

### Exercise

Based on NEP 2020

1. Tick (✓) the correct option :

Ans. a. iv.      b. iii.      c. i.

2. Fill in the blanks :

- Ans. a. We can play **games** on a computer.  
b. We can listen to **music** on a computer.  
c. We can **store** information on a computer.  
d. We can make **drawings** on a computer.  
e. A computer is **useful** machine.  
f. A computer is also used to send and receive **message**.

3. Answer the following questions :

- Ans. a. A computer helps us in many ways :  
1. We can write letters and send messages to our friends and relatives through a computer.  
2. We can learn many new things with the help of computer.

3. A computer helps us to draw pictures.

b. Computers are used in banks, hospitals, shops, offices, malls, sports, airports, railway stations etc.

**Activity & Project Tasks**

Ans. Do yourself.



## 5

## Operating A Computer

### Exercise

Based on NEP 2020

1. Here are the steps to turn ON the computer. Number the instructions in the proper order.

- Ans.
  - Switch ON the main power supply.
  - Switch ON the UPS
  - Switch ON the CPU
  - Switch ON the monitor
  - The Desktop Screen appears

2. Number the steps in proper order to turn the computer OFF.

- Ans.
  - Click on Start
  - Click on Turn OFF
  - Switch OFF the monitor
  - Switch OFF the CPU
  - Switch OFF the UPS
  - Switch OFF the main power supply

3. Tick (✓) the correct option :

Ans. a. iv.      b. iv.      c. iii.

4. Rearrange the following jumbled letters to get some words from the lesson :

- |                 |                     |
|-----------------|---------------------|
| Ans. a. NO UTRN | <b>TURN ON</b>      |
| b. FOF UTNR     | <b>TURN OFF</b>     |
| c. DNWO USHT    | <b>SHUT DOWN</b>    |
| d. PPSULY WPOER | <b>POWER SUPPLY</b> |
| e. ESDKTPO      | <b>DESKTOP</b>      |

5. Fill in the blanks :

- Ans. a. **Desktop** is the first screen after booting.  
b. Insert and **eject** are opposite to each other.  
c. A computer needs **electricity** do work.  
d. **UPS** supplies power to computer when electricity goes off.  
e. Press the **Open** button to insert a CD in CD drive.

f. 'Turn OFF' option is present in **Start** button.

**6. Answer the following questions :**

- Ans.** a. The steps to insert a CD in the CD drive :  
 1. We press the 'OPEN' button gently.  
 2. The CD tray comes out. Place CD on it.  
 3. Again, press the same button.  
 b. The steps to eject a CD from a CD drive :  
 1. We press the 'OPEN' button on the CD drive gently.  
 2. The CD tray comes out. Take out the CD from it.  
 3. Again, press the same button. The tray goes inside

- back.  
 c. A UPS is attached to a computer, so that a computer does not switch OFF at once when the power goes OFF.

**Activity & Project Tasks**

**Ans.** Do yourself.



**6**

**Getting Familiar With A Keyboard/Keyboarding**

**Exercise**

Based on NEP 2020

1. Do yourself.  
 2. **Write the number of :**  
**Ans.** a. Letter keys on the keyboard. **26**  
 b. Number keys on the keyboard. **20**  
 c. Enter keys on the keyboard. **2**  
 d. Spacebar on the keyboard. **1**  
 3. **Answer in one word :**  
**Ans.** a. Rectangular device with many small buttons. **Keyboard**  
 b. Another name for buttons. **Keys**  
 c. It is used to move to the next line. **Enter key**  
 d. It is used to delete the letters. **Delete key**  
 4. **Tick (✓) the correct option :**  
**Ans.** a. iii.    b. ii.    c. iv.  
 5. **Write True or False :**  
**Ans.** a. False    b. False    c. True    d. True

- e. True    f. True.  
**6. Answer the following questions :**  
**Ans.** a. A keyboard is a rectangular device with many small buttons on it. These buttons are called keys.  
 b. The buttons on a keyboard are called keys.  
 c. A keyboard is used to enter commands into a computer.  
 d. A keyboard has different sets of keys marked on it.  
 • Alphabet keys    • Number keys  
 • Function keys    • Arrow keys  
 • Spacebar key    • Enter keys

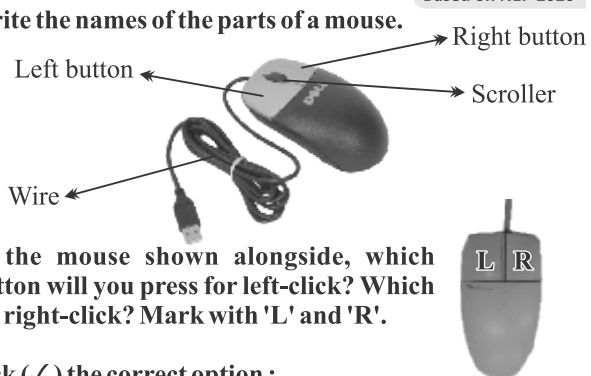



**7**

**Getting Familiar With A Mouse**

**Exercise**

Based on NEP 2020

1. **Write the names of the parts of a mouse.**  
**Ans.** Left button, Right button, Scroller, Wire  
  
 2. **In the mouse shown alongside, which button will you press for left-click? Which for right-click? Mark with 'L' and 'R'.**  
**Ans.** L, R  
  
 3. **Tick (✓) the correct option :**  
**Ans.** a. iv.    b. ii.  
 4. **Fill in the blanks :**  
**Ans.** a. A **mouse** is a computer part with the long tail like wire.  
 b. A mouse helps us to **point** the things on a computer.  
 c. Pressing the mouse button twice is called **double clicking**.  
 5. **Write True or False :**  
**Ans.** a. True    b. True    c. False.  
 6. **Rearrange the following jumbled letters to get some words :**  
**Ans.** a. OSUEM    MOUSE

- b. ONERTIP    **POINTER**  
 c. USRORC    **CURSOR**  
 d. COLRELRS    **SCROLLER**  
 e. LCIGNKIC    **CLICKING**  
 f. RGIGNGAD    **DRAGGING**  
 g. OMNSDAMC    **COMMANDS**  
 h. LNTASROWRA    **SLANTARROW**  
**7. Answer the following questions :**  
**Ans.** a. A mouse is a small object that can roll along a hard flat surface. It looks like a mouse.  
 b. Mouse is used to move the things on a computer screen. It is used to play games on a computer.  
 c. The slant arrow, with a left slant on the screen is the mouse pointer or cursor.  
 d. Dragging is moving the mouse with keeping the left mouse button pressed.

**Activity & Project Tasks**

**Ans.** Do yourself.



**Exercise**

Based on NEP 2020

1. Look at the pictures given below. Write the name of the tools used to draw different parts of this picture. Choose from these words.

Ans.

2. Match the tools that to their names.

Ans.

Text tool Line tool Brush tool Air brush tool Rectangle tool

3. Number the steps to open a Paint in the correct order.

- Ans.
  - Click on the **Start** button on the desktop screen
  - Go to **Programs**
  - Go to **Accessories**

• Click on **Paint**

4. **Fill in the blanks :**

- Ans.
  - a. The **pencil** tool helps you to draw free-hand drawing.
  - b. You can select different colours from the **colour** box.
  - c. The **eraser** tool helps you to erase drawings.
  - d. The white portion of the paint screen is called the **drawing** area.

5. **Answer the following questions :**

- Ans.
  - a. Paint is a program which we can use for drawing.
  - b. Toolbox helps us to draw.
  - c. Colour Box helps us to colour our drawing.
  - d. To save the work, do the steps given below :
    - Click on File.
    - Click on 'Save As' option.
    - The 'Save As' dialog box appears.
    - Type the file name.
    - Click on Save.

**Activity & Project Tasks**

Ans. Do yourself.



**Exercise**

Based on NEP 2020

1. Tick (✓) the correct optin :

- Ans. a. iii.    b. i.    c. ii

2. **Fill in the blanks :**

- Ans.
  - a. The screen where all the icons are arranged is called a **desktop**.
  - b. **Icons** of activities that we use often are kept on the Desktop.
  - c. The bar at the bottom of the screen is called **task bar**.

3. **Write the True or False :**

- Ans. a. False    b. True    c. True

4. **Match the following :**

Ans. 

- a. RPAEPLWAL → i. DESKTOP
- b. HSFINI → ii. WALLPAPER
- c. EDKSOTP → iii. TASKBAR
- d. RBASATK → iv. WINDOWS
- e. IWNSWOD → v. FINISH

5. **Fill in the missing letters :**

- Ans. a. WALLPAPER    b. DESKTOP  
c. TASKBAR    d. SCREEN

**Activity & Project Tasks**

Ans. Do yourself.



1

## Know Your Computer

**Exercise**

Based on NEP 2020

1. Unscramble the following to find meaningful words :

- Ans. a. LAPTOP                      b. TABLET PC  
c. TASKTOP                      d. NOTEBOOK

2. Tick (✓) the correct option :



3. Fill in the blanks :

- Ans. a. We can **play** games on a computer.  
b. We can watch **cartoon** on a computer.  
c. A table PC is a slate-shaped **mobile** computer.  
d. A laptop is also known as a **notebook** computer.

4. Write True or False :

- Ans. a. False                      b. False                      c. True                      d. True

**Activity & Project Task :**

Ans. Do yourself.



2

## More About Computer

**Exercise**

Based on NEP 2020

1. Name the different types of computers given below :



2. Tick (✓) the correct option :

- Ans. a. i.                      b. ii.                      c. iii.                      d. i.

3. Rearrange the following jumbled letters to get proper words :

- |                  |              |
|------------------|--------------|
| Ans. a. OSPERNAL | PERSONAL     |
| b. TEDSKOP       | DESKTOP      |
| c. NHAD EHL D    | HAND-HELD    |
| d. TALPOP        | LAPTOP       |
| e. OHASMRTPNES   | SMART PHONES |
| f. OOLG          | LOGO         |

4. Write True or False :

- Ans. a. False                      b. False                      c. True                      d. True                      e. True.

5. Answer the following questions :

- Ans. a. Computers are of different types and sizes. They are

classified as :

1. Desktop Personal Computer (PC)
  2. Laptop computer
  3. Hand-held computer
- b. We can add games and other applications to these smart phones like we do on a computer.
- c. A computer language is used to communicate with a computer. There are various computer languages being used to make computers work according to our instructions. Some of them are LOGO, QBASIC, HTML, C++ and Java.
- d. A computer program is the set of commands given to a computer with the help of a computer language.

**Activity & Project Tasks**

Ans. Do yourself.









# 7

## Working with Mouse

### Exercise

Based on NEP 2020

1. Circle the tasks we can do with the help of a computer mouse :

- Ans. Playing games      Saving file      Making drawing      7. Answer in one word.  
 Listening to music      Jumping      Closing window      Ans. a. Mouse should always be kept on : **Mouse pad**  
 Typing letters      Calculations      Clicking  
Select objects      Can type

2. Write the mouse action for each picture :

- Ans. a. Single-click      b. Double-click  
 c. Dragging and Dropping      d. Right-click

3. Tick (✓) the correct option :

- Ans. a. ii.      b. iv.      c. iv.      d. ii.

4. Write True or False :

- Ans. a. True      b. False      c. False      d. True  
 e. True      f. False.

5. Fill in the blanks :

- Ans. a. A mechanical mouse has a **ball** inside it.  
 b. The **mouse pad** is the mouse's home.  
 c. An optical mouse uses **light** instead of a ball.  
 d. **Double** click is used to open an item.  
 e. Scroll mouse can be of **two** types.  
 f. The position of mouse on computer screen is called **pointer**.

6. Match the following :

- Ans. 

• Left click	• Selecting the icon
• Double click	• Opening a program
• Scroll Wheel	• To move up and down in a page

- Right click
- Dragging
- Shortcut menu
- To move the mouse while holding the left button pressed

7. Answer in one word.

- Ans. a. Mouse should always be kept on : **Mouse pad**  
 b. Pressing of mouse button once is called : **Clicking**  
 c. Pressing of mouse button and moving cursor on screen is called : **Selecting**  
 d. Pressing of mouse button twice is called : **double-click**  
 e. Mouse pad prevents mouse from : **dust**

8. Answer the following questions :

- Ans. a. Mouse is also called a pointing device. It is used to point and select items on the computer screen. It is also used while playing games and making drawing.  
 b. Mouse is called an input device because it gives input to the computer.  
 c. A mouse has mainly four parts—left button, scroll wheel, right button and a wire.  
 d. Single-click, double-click, drag and drop, selection and right click are all the actions of a mouse.  
 e. Dragging the mouse means to move the mouse while holding the left button pressed. Releasing the mouse button after dragging is called dropping.

Activity & Project Tasks

Ans. Do yourself.



# 8

## Working Manner of Computer

### Exercise

Based on NEP 2020

1. Fill in the blanks :

- Ans. a. Data arranged in a planned manner is called **information**.  
 b. The first step of giving information to a computer is **input**.  
 c. The second step in the working of a computer is **processing**.  
 d. Output can be in the form of words or **picture**.  
 e. Output means to **put-out**.

2. Match the following :

- Ans. a. Data      output  
 b. Processing      three  
 c. Result      enter data  
 d. Stages      CPU  
 e. Keyboard      input

3. Fill in the blanks :

- Ans. a. False      b. True      c. True      d. False      e. False.

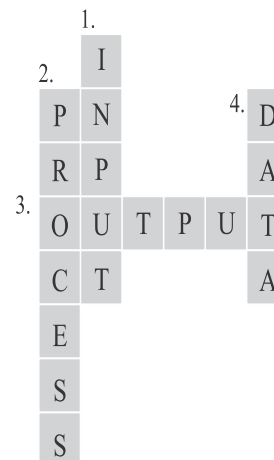
4. Answer the following questions :

- Ans. a. When data is arranged in a planned way, it is known as information.  
 b. Data or information is called 'INPUT'. This input can be in the form of numbers, words or pictures.

- c. Processing means arranging the data to get useful results.
- d. Output is the result given on the monitor.

Activity & Project Tasks

Ans.



**Exercise**

Based on NEP 2020

**1. Identify the following tools :**

Ans.



Brush



Airbrush



Rectangle



Line



Magnifier



Polygon



Pick color



Eraser

**2. Tick (✓) the correct option :**

Ans. a. i.      b. iv.      c. iii.

**3. Fill in the blanks :**

- Ans. a. **Paint program** used for drawing pictures.  
 b. Tools can be selected from **Toolbox**.  
 c. **Line** tool can be used to draw lines.  
 d. The **Menu bar** contains the various menu titles.  
 e. You can select **colour** from the colour box.  
 f. The **Fill with Color** tool fills the object with colour.

**4. Answer in one word :**

- Ans. a. Paint                      b. Drawing  
 c. Toolbox                    d. Colour box

**5. Answer the following questions :**

- Ans. a. MS-Paint program is used for making beautiful drawings on a computer.  
 b. The steps to open the MS-Paint program are :  
 1. Click on the **Start** button.  
 2. Point to **Programs**.  
 3. Point to **Accessories**.      4. Click on **Paint**.  
 c. The main parts of Paint screen are :  
 1. Menu bar.                      2. Drawing Area.  
 3. Toolbox.                      4. Colour box.

**Activity & Project Tasks**

Ans. Do yourself.

**Exercise**

Based on NEP 2020

**1. Tick (✓) the correct option :**

Ans. a. ii.      b. iv.      c. ii.      d. iv.      e. ii.

**2. Write True or False :**

Ans. a. True      b. False      c. False      d. True      e. True.

**3. Fill in the blanks :**

- Ans. a. The full form of LOGO is **Language of Graphic Oriented**.  
 b. Turtle is **triangular** in shape.  
 c. To instruct LOGO, you need to give **commands**.  
 d. **Debugging** is the process of correcting the mistakes from the program.  
 e. LOGO commands are given in **Input box**.

**4. Answer the following questions :**

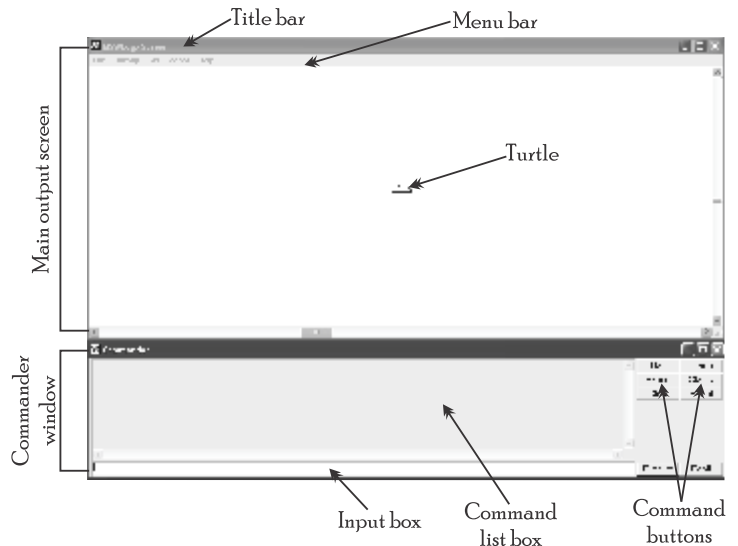
- Ans. a. LOGO is a simplest computer language. It stands for Language of Graphic Oriented.  
 b. Commander Window consists of all the tools we need to give commands to the turtle, in order to complete the desired task. It has many parts like :  
 1. Command list box 2. Input box 3. Command buttons.  
 c. LOGO has many features and can do lots of work for us, it is used to :  
 (1) draw pictures : simple shapes and patterns  
 (2) write : writing text  
 (3) do calculations  
 (4) perform simple logical operations.  
 d. Debugging is the process of correcting the mistakes from the program.  
 e. Command buttons are used for performing special tasks. Reset, Halt, Trace, Pause, Status, Step, Execute, etc., are some command buttons.

Reset command button is used to clear the LOGO output screen. Halt button immediately stops LOGO from processing further.

**Activity & Project Tasks**

Name the various parts in the given LOGO screen.

Ans.





1

## History of Computer

### Exercise

Based on NEP 2020

**1. Answer the following questions :**

- Ans.** a. The major technological advancement that changed the way of computer operations, define a generation. There are 5 generations of computer
- b. Vacuum Tubes
- c. The Transistors helped computers to become faster, reliable, smaller and cheaper than their predecessors. It marked a new beginning in the development of modern computers.
- d. ICs are small chips. It marked a breakthrough in advancement of computers. A huge number of transistors could be accommodated into a small chip of an IC. Computer became more compact, cost came down and became more efficient.
- e. Artificial Intelligence ( AI ),the science which is concerned with making computers behave like humans.
- f. With the invention of the micro processor, the fourth generation of computers was born. With this, thousands of ICs could be packed onto a small chip.

**2. Fill in the blanks :**

- Ans.** a. The Computers were huge, **slow** and **expensive**.
- b. **ENIAC** was the first electronic, digital computer.

- c. It marked a new beginning in the development of modern computers .
- d. A huge number of **transistors** could be accommodated into a small chip of an IC .
- e. The Intel 4004 chip, developed in **1971**.
- f. In 1981, **IBM** introduced the personal computer for home and office use.

**Activity & Project Tasks**

**Ans.** Do yourself.



2

## Uses of Computers

### Exercise

Based on NEP 2020

**1. Following are some places where computers can be used. Match the names with the pictures.**

- Ans.** a. Hospital    b. Railway    c. School    d. Bank    e. Library



Library



Bank



Railway Station



School



Hospital

**2. Tick (✓) the correct option :**

- Ans.** a. iv.    b. iii.    c. i.

**3. Fill in the blanks :**

- Ans.** a. A **computer** is a useful machine.
- b. Librarian uses the computer to **search** the book to you.
- c. Computer is used to **book** tickets at railway stations.
- d. Computer cannot **play** in grounds.
- e. You can **listen** to music on a computer.

**4. Answer the following questions :**

- Ans.** a. A computer is a useful machine. It can do many things. We can play games, listen to music, and watch movies

- on a computer.
- b. **(i) Library :** The librarian uses a computer to store a list of books and their location. When we you want to borrow a book, the librarian check the computer to see if it is available.
- (ii) Bank :** The bank uses a computer to store a list of people and their accounts.
- (iii) Railway Station :** Railways use computers to book tickets. Computers are also used to maintain train timings.
- c. A computer is very useful to children. The four uses of computer for children are :
1. The children can complete their home work using a computer.
  2. They can draw a picture.
  3. They can watch cartoons and movies.
  4. They can listen to music.

**Activity & Project Tasks**

**Ans.** Do yourself.



# 3

## Exercise

Based on NEP 2020

1. Tick (✓) the correct option :

Ans. a. ii.      b. i.      c. iii.      d. i.

2. Write True and False :

Ans. a. False      b. True      c. True      d. False      e. True.

3. Fill in the blanks :

- Ans. a. **Windows 7** is one of the latest versions of Microsoft Windows.
- b. MS Windows has many flavours called **versions**.
- c. **Desktop background, icons, taskbar** and **gadgets** are the four main components of Windows 7 desktop.
- d. **Icons** are the small pictures present on the desktop.
- e. The taskbar has a **Start button, Quick launch bar, System tray** and **Show desktop** button.

4. Answer the following questions :

- Ans. a. Operating system is a software that helps us to operate the computer system through its various functions.
- b. When we switch ON the computer, the operating system gets loaded into the computer's memory. This process is called booting.
- c. Most of the people use MS Windows as an operating system in their computers because :
- It is very easy to use.
  - It is a graphic based (GUI) operating system, so we do not have to remember all the commands, as in some other operating system.

- Programs are arranged in different folders and files.
  - It has icons which help to do different tasks quickly.
- d. Gadgets are mini programs that provide information at a glance and easy access to frequently used tools. For example, a game, picture, slide show, free headliner, clock or calendar.
- e. An icon is a small picture that is used to open the program, file or folder.

## Activity & Project Tasks

Ans. Do yourself.



# 4

## Exercise

Based on NEP 2020

1. Tick (✓) the correct option :

Ans. a. ii.      b. ii.      c. i.

2. Write True or False :

Ans. a. True      b. True      c. False      d. True      e. False

3. Fill in the blanks :

- Ans. a. **Files** are used to save songs, pictures, text files, etc.
- b. Files can be organised and saved in different **folders**.
- c. We can use **mouse** to create a folder.
- d. You can **move** the objects on the desktop.
- e. You can also change the **position** of the taskbar.

4. Answer the following questions :

- Ans. a. A folder helps us to organize files on a computer.
- b. **To create a folder :**
1. Move the mouse pointer to any empty space on the desktop.
  2. Right click (click once on the right button of the mouse).
  3. Select the option 'Create Folder'.
  4. Enter a name for the folder.
- c. The steps to move the files into a folder are :
1. Select the file (using left click of the mouse).
  2. Hold the left button pressed and move the mouse towards the folder. The file icon selected also moves as we move the mouse pointer. This is called 'Drag'.

3. Release the mouse button when the mouse pointer is on the folder. This action of the mouse is called 'Drop'.
- d. Reorganizing icons on a desktop :
1. Select the icon (using left click of the mouse).
  2. Drag the icon on the desktop using the mouse.
  3. Release the mouse at an empty space, to drop the icon at that place.
- e. To change the position of the taskbar, we can follow the given steps :
- Step 1 :** Right-click on the taskbar and uncheck the 'Lock the taskbar' option by clicking on it.
- Step 2 :** Now, drag the taskbar to any side of the screen to change its position.

5. **What happens when :**

- Ans. a. When we double click on a file or folder icon, the file or folder opens immediately.
- b. When we click the left mouse button on the icon file, the file is selected.

## Activity & Project Tasks

Ans. Do yourself.



# 5

## Using a Music Player

### Exercise

Based on NEP 2020

1. Tick (✓) the correct option :

Ans. a. ii.      b. iii.      c. iii.

2. Fill in the blanks :

- Ans. a. A cassette player plays song that are stored on the **CD**.  
 b. The songs are stored as **music** files on the computer.  
 c. The songs stopped as you click on the **Pause** button.  
 d. **Slider** can be used to increase or decrease the volume.

3. Match the music player buttons with its use :

Ans.

	→	Play
	→	Open
	→	Pause
	→	Previous
	→	Stop

4. What happens when?

- Ans. a. When we pause a song and then press play, it will continue playing from where it had stopped.  
 b. When we move the mouse pointer over the buttons, it will show the name of the buttons.

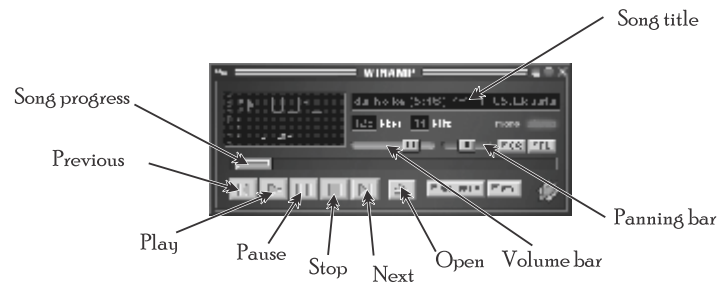
5. Answer the following questions :

- Ans. a. We can decrease or increase the volume by moving the slider left or right.  
 b. Rewind and Forward buttons are used to jump to a different part of the song or a different song.  
 c. Mute button turns OFF the volume when it is pressed. The song continues to play, but we cannot hear it.

### Activity & Project Tasks

Label the control buttons in the given picture :

Ans.



# 6

## Working In Wordpad

### Exercise

Based on NEP 2020

1. Tick (✓) the correct option :

Ans. a. i.      b. iv.      c. i.      d. iv.      e. ii.

2. Write the names of the following tools of wordpad.

Ans.

	Bold button		Font box
	Italic button		Font size
	Underline button		Alignment
	Save button		New button

3. Colour the correct option in green.

Ans. Do yourself.

4. Circle the correct word from the brackets to complete the following statements :

- Ans. a. (Tool box/Tool bar) has different buttons on it, which helps you in making nice document.  
 b. Bold, underline and (italics/highlight) functions are used for highlighting the text.  
 c. Text style can be changed rising (style name/font name) tool in the toolbar.  
 d. Wordpad can be closed using (close/exit) option.

5. Name the keys :

- Ans. a. Enter key                              b. Page Up key  
 c. Backspace key                          d. Delete key  
 e. Spacebar key                            f. Caps Lock key

- g. Page Down key                              h. Number keys  
 i. Alphabet keys                                j. Arrow keys

6. Write 'True' or 'False' :

Ans. a. True      b. True      c. False      d. True      e. False.

7. Match the following keys with their functions :

- Ans.
- Page Up                              • allows you to move a page upside
  - Backspace                            • erases the letter before the cursor
  - Caps Lock                            • allows you to type in capital letters
  - Delete                                 • erases the letter after the cursor

8. Answer the following questions :

- Ans. a. Wordpad is a software which can be used to create text documents. It is a word processing software.  
 b. The steps to start Wordpad are :  
**Step 1 :** Click on **Start** button.  
**Step 2 :** Click on **Programs**.  
**Step 3 :** Click on **Accessories**.  
**Step 4 :** Click on **Wordpad**.  
 c. The text style can be changed by using bold, italics and underline buttons. Bold icon turns the text in dark shade. Italics icon turns the text into italic format. Underline icon turns the text into underlined format.  
 d. To save a document in Wordpad, the steps are :  
**Step 1 :** Click on File option.  
**Step 2 :** Click on 'Save' option. The Save As dialog box opens.

**Step 3 :** Type the name of the file in File name box.

**Step 4 :** Click on Save button in the Save As dialog box. Our file is saved and the name of file shown on title bar. We can also use 'Save' button of Standard toolbar or 'Ctrl + S' shortcut keys for saving our file.

- e. When we use cut and paste command, the text moves from one place to another. It means the text removes from first place. While in copy and paste command, the text is copied from one place to another. The text also



## 7

### Exercise

Based on NEP 2020

1. Label the icons. Use the box given below :

Ans.

2. Fill in the blanks :

- Ans. a. The **start button** display all the extra programs that are available as a list.  
 b. **Window Media Player** is used for playing audio, video and viewing images on personal computers.  
 c. **Microphone** helps to record your voice on the computer.  
 d. **Window Explorer** helps in browsing and working with files and folders easily.  
 e. **Calculator** is an accessory that can do math calculations speedily.  
 f. **Jump list** takes one directly to the websites used every day.



## 8

### Exercise

Based on NEP 2020

1. Writes the uses of the following commands :

- Ans. a. RT **To move turtle right**  
 b. FD **To move turtle in forward direction**  
 c. HOME **To send the turtle to its original position**  
 d. CS **To erase the drawing on the main screen**  
 e. LT **To move turtle left**  
 f. BK **To move turtle in backward direction**

2. Give the LOGO commands for following actions :

- Ans. a. FD 80      b. BK 90      c. RT 90  
 d. HOME      e. CS or CLEAR SCREEN

3. Tick (✓) the correct option :

- Ans. a. i.      b. i.      c. iii.      d. ii.      e. iii.

4. Write 'True' or 'False':

- Ans. a. True      b. False      c. True      d. True      e. False.

5. Fill in the blanks :

- Ans. a. LOGO helps you to create **shapes** of your choice.  
 b. **CS** command is used to erase anything drawn in the main screen.

remains at previous place and does not remove.

### Activity & Project Tasks

Ans. Do yourself.

## Windows Accessories

- g. To select volume control, we need to select **button/slider**.  
 h. To save our recorded voice, we use the **sound recorded** dialog window.

3. Answer the following questions :

- Ans. a. Jump List in Windows 7 takes you right to the documents, pictures, song or websites that you use to each day.  
 b. To open the Accessories menu, follow these steps. Start Menu → All Programs → Accessories  
 c. To launch Windows Media Player, follow these steps. All Programs → Windows Media Player.  
 d. Record sound using Windows Sound Recorder.  
 i. Click Start → Enter Sound Recorded in Search text box.  
 ii. Click on the Search result.  
 iii. This launches Sound recorder.  
 iv. Click on the Start Recording to start recording.  
 v. Click on the Stop Recording to stop recording.  
 vi. Use the Save As dialog window to save the recording.  
 e. Windows Explorer is an application that provides detailed information about files, folders and drives. You can use it to see how files are organised and copy, move and rename files as well as performed other tasks related them.

4. Write 'True' or 'False':

- Ans. a. i      b. ii      c. iv      d. iv

## Drawing In LOGO

- c. **LT** command is used to turn the turtle in the left direction.  
 d. **BK** is used to move the turtle backward.  
 e. **FD** is used to move the turtle forward.

6. Answer the following questions :

- Ans. a. LT command tells the turtle that it has to take the left turn.  
 b. RT 120 or RIGHT 120  
 c. BK 90 or BACKWARD 90  
 d. Run button should be clicked to run a command.  
 e. Commands to create a triangle :

FD 50     

RT 90     

FD 50     

HOME     

### Activity & Project Tasks

Ans. Do yourself



**Exercise**

Based on NEP 2020

1. Tick (✓) the correct option :

Ans. a. iii.      b. iii.      c. iv.      d. i.      e. iv.

2. Write the full forms of the following :

Ans. a. Internet            **International Network**  
b. Modem            **Modulator Demodulator**  
c. WWW            **World Wide Web**

3. Rearrange the following jumbled letters to form meaningful words :

Ans. a. TETINRNE            **INTERNET**  
b. EWRKOTN            **NETWORK**  
c. EMDIA            **MEDIA**  
d. MANIFORTNIO            **INFORMATION**  
e. IMLA-E            **E-MAIL**  
f. NWDOLDAO            **DOWNLOAD**  
g. TIEWBSE            **WEBSITE**  
h. RWRBOSE            **BROWSER**

4. Name the following :

Ans.



Computer



Telephone line



Modem.

5. Match the following :

- |      |               |  |
|------|---------------|--|
| Ans. | • Webpage     | • is an electronic page of a website                   |
|      | • Internet    | • is the network of computers across the world         |
|      | • Web browser | • lets you view websites                               |
|      | • WWW         | • is the largest collection of information on internet |

6. Define the following terms :

- Ans. a. **Website** : A website is a collection of related web pages that provide us information.
- b. **Webpage** : Webpage is a part of website. It contains text, pictures, sounds, animation, hyperlink, etc.
- c. **WWW** : World Wide Web (WWW) is the largest collection of information in the form of websites of the internet.
- d. **Web Browser** : The websites open in a special software known as web browser.

7. Answer the following questions :

Ans. a. We can connect two or more computers with each other.

This connection is known as **computer network**.

- b. The word Internet stands for International Network. Internet is the largest network of computers.
- c. To connect the computer to the Internet, we need the following things :
- A computer system
  - A Modem (Modulator Demodulator) or a network card
  - An ISP (a company providing internet connection)
  - A telephone or cable line
  - Software (web browser)
- d. Internet is very useful for everyone. Some of its uses are discussed below :
1. Internet is used to see the latest news.
  2. It helps to search information on any topic.
  3. It is used to download songs and movies.
  4. It is used to send and receive messages using the e-mail facility.
  5. It is the best medium to communicate instantly with people sitting at far off places
- e. To open a website, we type the address of the website in the address bar and press Enter key.

**Activity & Project Tasks**

**Write the names of any five Search Engines.**

Ans. Google, Yahoo, Rediff, MSN and Bing are five Search Engines.



## 1

## The Computer : An Overview

### Exercise

Based on NEP 2020

1. **Tick (✓) the correct option :**  
**Ans.** a. i.    b. iii.    c. ii.    d. ii.
2. **Write the True or False :**  
**Ans.** a. True    b. False    c. True    d. True    e. False.
3. **Fill in the blanks :**  
**Ans.** a. Computer is a high speed **data** processing machines .  
 b. **Abacus** was the first calculating device.  
 c. A calculating device made with the set of rods was called **Napiers's Bones** .
1. **Answer the following questions :**  
 a. Pascaline  
 b. Charles Babbage

- c. CPU
- d. Computer is a electronic machines, which works at a very high speed and performs 100% accurate calculations.
- e. The conversion of raw data into useful information is called data processing.
- f. Memory in computer is used to store the data temporarily or permanently.

### Activity & Project Tasks

**Ans.** Do yourself.



## 2

## Generations of Computer

### Exercise

Based on NEP 2020

1. **Tick (✓) the correct option :**  
**Ans.** a. ii.    b. ii.    c. ii.    d. i.    e. iii
2. **Write the full forms of the following :**  
**Ans.** IC                    **Integrated Circuit**  
 IBM                    **International Business Machine**  
 CPU                    **Central Processing Unit**  
 PC                      **Personal Computer**  
 AI                        **Artificial Intelligence**  
 VLSI                    **Very Large Scale Integrated Circuits**
3. **Unscramble the following :**  
**Ans.** LOHTECNOGY                    **TECHNOLOGY**  
 IATRNSSTORS                    **TRANSISTORS**  
 EMSI-ODCORSTUNC                    **SEMI-CONDUCTORS**  
 ROCRPOESSS                    **PROCESSORS**
4. **Fill in the blanks :**  
**Ans.** a. A **generation** refers to the state of improvement in the product development process.  
 b. The first generation computers used **vacuum tubes** for circuit and **magnetic drums** for memory.  
 c. **Machine language** was used to perform operations, and they could not solve one problem at a time.  
 d. Transistors were miniaturized and placed on silicon chips, called **semi-conductors**.
5. **Match the following :**  
**Ans.**

• First Generation	• 1942-55
• Second Generation	• 1955-1965
• Third Generation	• 1965-1971
• Fourth Generation	• 1971 to Present
• Fifth Generation	• Present and beyond
6. **Write the input gadget used by computers during the given generations of computers :**  
**Ans.**
  - Punched Card
  - Punched Card, Magnetic tape
  - Keyboard

- Mouse, Keyboard, Scanner, Sound and Video
  - Can understand human voice and expressions
7. **Answer the following questions :**  
**Ans.** a. A generation refers to the state of improvement in the product development process. This term is also used in different advancements of new computer technology.  
 b. The computers of first generation were big machines. These were very expensive to operate and in addition to using a great deal of electricity, generated a lot of heat, which was often the cause of malfunctioning.  
 c. In the world of personal computers, the terms micro-processor and CPU are used interchangeably. At the heart of all personal computers and most workstation sits a micro-processor. Micro-processor controls the logic of almost all digital devices, from clock radios to fuel injection systems for automobiles.  
 d. Artificial Intelligence is the branch of computer science concerned with making computers behave like humans.  
 e. Robotics is a technique used in computers of fifth generation. Computers of this technique can see, hear and react to other sensory stimuli. They exhibit artificial intelligence. These computers are currently under process.

### Activity & Project Tasks

**Ans.** Do yourself.





- perform editing, we select the text first.
- e. Ms Word is a popular word-processing program used primarily for creating documents such as letters, brochures, learning activities, test quizzes and students, homework, assignment.

### Activity & Project Tasks

Ans. Do yourself.



5

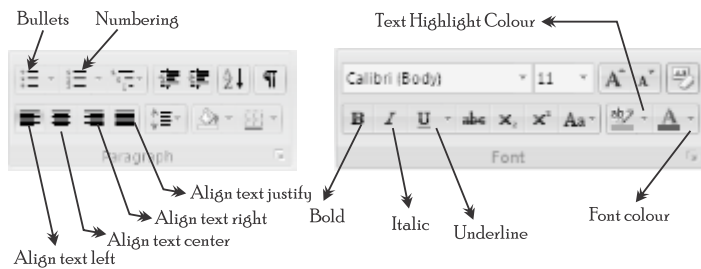
### Exercise

Based on NEP 2020

1. Tick (✓) the correct option :

Ans. a. ii. b. ii. c. iii. d. iii. e. ii. f. i. g. iii.

2. Label the given font group and paragraph, group options in the Home tab :



3. Fill in the blanks :

- Ans. a. **Font** is the look and shape of the letters of text.  
 b. Highlighting the text means placing a coloured **rectangle** over it.  
 c. **Undo** is used to cancel a command given earlier.  
 d. Redo command is used to **reverse** the action of Undo.  
 e. A **table** is made up of rows and columns.

4. Write shortcut keys for the following :

- Ans. a. Cut **Ctrl+X** b. Copy **Ctrl+C**  
 c. Paste **Ctrl+V** d. Bold **Ctrl+B**  
 e. Italic **Ctrl+I** f. Underline **Ctrl+U**  
 g. Undo **Ctrl+Z** h. Select all **Ctrl+A**

5. Write 'T' True or ;'F' for false

- a. True b. False c. True d. False e. True

6. Answer the following questions :

- Ans. a. Formatting means changing and arranging text in a document to make it attractive.  
 b. Wavy red underline indicates possible spelling errors in a document.  
 c. Highlighting the text means placing a coloured rectangle over it.  
 d. To make the text bold, we can follow the given steps :  
 1. Select the text we want to make bold.  
 2. Click the Home tab.  
 3. Click 'B' option from the Clipboard group. The text becomes bold.  
 e. **i. Insert tables** : To insert a table in MS Word, we

## Formatting in MS Word

can follow the given steps :

**Step-1** : Click the Insert tab.

**Step-2** : Click the Table button from the Tables group.

**Step-3** : Select the number of columns and rows by dragging the mouse over the small boxes.

**ii. Create list with numbers** : To create numbered lists, we can follow the given steps :

**Step-1** : Type the items we want to add numbers to and select them.

**Step-2** : Click the Home tab.

**Step-3** : Click the drop down list arrow on Numbering button in the Paragraph group.

**Step-4** : Select the list style of our choice. The list is numbered.

### Activity & Project Tasks

Ans. Do yourself.



**Exercise**

Based on NEP 2020

**1. Tick (✓) the correct option :**

**Ans.** a. i.      b. i.      c. ii.      d. iii.      e. iii.

**2. Write the command groups for these tabs :**

- Ans.** Home : **Clipboard, Slides, Font, Paragraph, Drawing and Editing**
- Insert : **Tables, Illustrations, Links, Text and Media Clips**
- Design : **Page Setup, Themes and Background**
- Animations : **Preview, Animations, Transition to the slide**
- Slide Show : **Start Slide Show, Set up, Monitors**
- Review : **Proofing, Comments, Protect**
- View : **Presentation views, Show/Hide, Zoom, Window Macros**

**3. Circle the correct word :**

- Ans.** a. Using PowerPoint, beautiful (worksheet/presentations) can be created.
- b. The Title bar is located at the (top/bottom) of the PowerPoint window.
- c. You can use (the Status bar/the Ruler) to determine where you want to place an object.
- d. Press (F7/F5) to run your program as slide show.

**4. Unscramble the following :**

- Ans.** a. NMTONIAI      **ANIMATION**
- b. LDSEIS      **SLIDES**
- c. OERWONTIP      **POWERPOINT**
- d. OMLARNIWEV      **NORMAL VIEW**
- e. IBNOBR      **RIBBON**
- h. RNIINOTSAT      **TRANSITION**
- i. AIATNOTGVN      **NAVIGATION**
- j. SIEDLHWOS      **SLIDE SHOW**

**5. Fill in the blanks :**

- Ans.** a. Microsoft PowerPoint is a **presentation** software.
- b. The **Title** bar is located at the top of the PowerPoint window.
- c. The **Ribbon** is the panel at the top portion of the PowerPoint window.
- d. The **Status** bar generally appears at the bottom of the window.
- e. **Normal** view splits your screen into three major sections-the Outline and Slides tabs, the Slide pane and the Notes pane.
- f. Use the **Slide Show** view when you want to view all your slides at once.

**6. Write 'T' for true and 'F' for false statements :**

**Ans.** a. True      b. True      c. False      d. True.

**7. Answer the following questions :**

- Ans.** a. 'Microsoft PowerPoint' is a presentation software. It is a part of the Microsoft Office Suite of applications.
- b. A presentation is made up of several electronic pages

called slides.

- c. Slide Show is a type of view in PowerPoint used to view the slides, as they will look in the final presentation. We can start slide show view by using slide show option or button. We can also start Slide Show by pressing F5 function key.

This view is important for the users because it helps users to see the work applied on slides and correcting the mistake. We can, also make any changing after previewing our presentation.

- d. To create a new blank presentation, we can follow the steps given below :
1. Click the **Microsoft Office** button
  2. Click on **New**
  3. Click on **Blank** Presentation
  4. Click on **Create**.

A new blank presentation with a blank slide of title layout appears.

- e. To apply a Theme on all slides in the presentation, we can follow the steps given below :
1. Choose the **Design** tab.
  2. Click the **More** button in the Themes group.
  3. Click the design we want.

**Activity & Project Tasks**

- See the PowerPoint window given below and complete the boxes :

- Ans.** 1. HOME      TAB
2. QUICK      ACCESS      TOOLBAR
3. RIBBON
4. MAXIMIZE      BUTTON
5. SLIDE      PANE
6. NOTES      PANE
7. VIEWS      BUTTONS
8. ZOOM      SLIDER

**A Closer Look at the Ribbon**

9. TABS
10. GROUPS
11. COMMANDS

**Questions About the Ribbon**

12. FONT      GROUP
13. SLIDE      GROUP
14. INSERT      TAB
15. ANIMATIONS      TAB
16. REVIEW      TAB
17. DESIGN      TAB

**Exercise**

Based on NEP 2020

1. Tick (✓) the correct option :

Ans. a. ii.    b. i.    c. i.    d. i.

2. Name the following :

Ans.



Speakers    Computer game    Microphone    Headphone.

3. Unscramble the following :

Ans. EMUMLTIDIA	MULTIMEDIA
RPISCHAG	GRAPHICS
DETSNGIIRVA	ADVERTISING
OCMIROPHNE	MICROPHONE
ESPAEKSR	SPEAKERS

4. Fill in the blanks :

- Ans. a. **Multimedia** is an application that is a combination of text, sound, video, animation and graphics.
- b. Elements of multimedia include text, **graphics, animation, audio** and **video**.
- c. In the area of **advertisement**, multimedia plays a great role as it is the thing which is taking forward the advertising industry.
- d. For entertainment, you can use Win Amp, **Real player, Power DVD**.
- e. A multimedia system essentially consists of the **CD-ROM drive, sound card, speakers** and **monitor**.

5. Write 'T' for true and 'F' for false statements :

Ans. a. True    b. False    c. True    d. True

e. True    f. True.

6. Define the following :

- Ans. a. **Multimedia** : Multimedia is an application that is a combination of text, sound, video, animations and graphics.
- b. **Text** : Text consists of characters that are used to create words, sentences and paragraphs.
- c. **Animation** : Animation are graphics that create illusion of movement.
- d. **Computer games** : Computer games are commonly available on CD-ROMs. We can download game from the Internet or load them from Game CDs onto our computer. To play games, we have a joystick connected to our computer.
- e. **Advertisement by multimedia** : In the field of advertising, multimedia plays a great and vital role. Whatever it may be, whether print or electronic advertisement, these first are prepared on the computers by using professional softwares and then it is brought in front of the ultimate audiences as multimedia products.

7. Match the following :

- Ans. • Multimedia    • combination of text, sounds, video animations, etc.
- Graphics    • representation of non-textual information
- Animation    • illusion of movement

- Educational software    • used for learning in schools
- Computer games    • CD-ROMs

8. Differentiate between the following :

- Ans. a. **Graphics and Animation** : **Graphics** are digital representations of non-textual information such as drawing chart or photograph while **animation** are graphics that create illusion of movement.
- b. **Audio and Video** : **Audio** is any digitized music speech or other sound. **Video** consists of photographic images that are played back at the speeds of 15 to 30 frames per second and provide appearance of real-time.
- c. **Educational software and Video games** : Educational software are used for learning purpose. The topics are effectively demonstrated with the help of educational software. While **video games** are the software which we use for entertainment purpose. Computer games are very popular among children.
- d. **Headphones and Microphone** : A headphone is output device used for listening the audio output while a microphone is an input device used to give voice input to the computer.
- e. **Text and Graphics** : Text consists of characters that are used to create words, sentences and paragraphs. While graphics is digital representations of non-textual information such as drawing chart or photograph.
- f. **Microphone and Speakers** : A microphone is an input device used to give voice input to the computer. While speakers are output device used for listening the audio output.
9. Answer the following questions :
- Ans. a. Multimedia is an application that is a combination of text, sound, video, animations and graphics.
- b. A Multimedia System essentially consists of the following hardware :
1. A CD-ROM drive for playing CD.
  2. A Sound card and Speakers for producing sound.
  3. Colour monitor to display video.
  4. Microphone and headphones for recording and listening to sound.
- c. The multimedia is commonly used :
1. For educational purposes.
  2. For advertising.
  3. For entertainment.
  4. For creating computer games.
- d. Text, graphics, animation, audio and video are the elements of multimedia.

**Activity & Project Tasks**

Ans. Do yourself.

**Exercise**

Based on NEP 2020





**1. Fill in the blanks :**

- Ans.** a. Pictures are saved as thumbnails in the virtual **book** of Tux paint .  
 b. The **play** button is used to start the slide show.  
 c. Tux Paint has **different** canvases also .  
 d. Some **Stamp** can be flipped vertically .  
 e. **Print** button is used to print the open picture.

**2. Write the 'T' for true and 'F' for False Statement :**

- Ans.** a. False    b. True.    c. False    d. True    e. False

**3. Match the following :**

- Ans.** a.  → i. Open the selected type  
 b.  → ii. Stamps  
 c.  → iii. Opens a new Drawing Canvas  
 d.  → iv. Creates mirror images of stamp

**4. Answer the following questions :**

- Ans.** a. Follow these steps to **print a picture** :
- Click on the Print tool in the Toolbar pane.
  - A dialog box appears asking for your permission to print the opened picture. Click on yes, print it! option.
  - The Print dialog box appears. Selected the printer connected to your computer in the select Printer section and specify your printing preferences.
  - Click on the Print button.
- b. Follow these steps to watch a slide show of the pictures created.
- Select the Open tool in the Toolbar pane.
  - A list of pictures created and saved in Tux Paint, appears as thumbnails in the virtual Picturebook.
  - Click on the Slides button in the lower-left corner of the virtual Picturebook.

- A new pane appears in the middle of the window containing pictures saved in Tux Paint. Click on the images in the sequence in which you want them to appear in the slide show . The images will be numbered accordingly.
- Set the speed of slide change using the sliding scale next to the Play button.
- Click on play button to start the slide show .
- Slides changes automatically after the selected time frame or you can also click on the Next button to move the next slide.
- Click on the Back button to go back to the thumbnails.
- An outline image of the stamp is seen when the mouse is brought over the Drawing Canvas telling the user about its size and location .  
Multiple copies of the same stamp or of different stamps can be placed at different locations in the Drawing Canvas.  
Different categories of stamps are available for use in the selector pane of the Tux Paint window.  
There are additional options in the Stamp tool which allow the user to flip the selected stamp vertically or create its mirror images.
- Paintbrush, polygon, line, eraser etc.
- Select printer and print button .

**Activity & Project Tasks**

- Do Your Self

**Exercise**

Based on NEP 2020

1. Tick (✓) the correct option :

Ans. a. i.      b. ii.      c. iii.      d. iii.      e. iv.

2. Name these web browsers :

Ans.



Internet Explorer



Mozilla Firefox



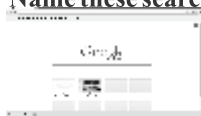
Google Chrome



Opera

3. Name these search engines :

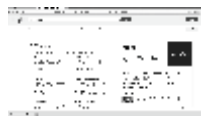
Ans.



Google.com



Ask.com



Yahoo.com

4. Name these Internet explorer buttons :

Ans.



Back button



Forward button



Favourite button



History button

5. Fill in the blanks :

- Ans. a. Internet is the abbreviation of **International Network**.  
 b. WWW stands for **World Wide Web**.  
 c. Internet provides a facility called **chatting** with which people can communicate with each other from anywhere in the world.  
 d. Using the **e-mail** facility, messages can be sent or received from anyone connected through the Internet.  
 e. Website is a **collection** of related webpages.  
 f. Home page is the **main** page of a website.

6. Write 'T' for true and 'F' for false statements :

- Ans. a. False      b. True      c. True      d. True  
 e. True      f. False

7. Match the following :

- Ans. • WWW      • is the collection of websites  
 • Home page      • is the main page for a particular website  
 • Web browser      • allows you to access internet  
 • Google, Yahoo      • are popular search engines  
 • G-Mail      • provides you e-mail service

8. Define the following :

- Ans. a. **Internet** : Internet stands for International Network. It is a well organised and managed network of millions of computers connected all over the world to share and exchange information.  
 b. **Home page** : A Home page is the main (index) page for

a particular website. When we open a website, this is the page that we get.

- c. **Web browser** : A Web browser is a software that is used to access information on the Internet. Some popular web browsers are Internet Explorer, Mozilla, Firefox, Opera, Google Chrome, etc.  
 d. **Search engine** : Search engine is a website that helps us to find information and address of websites on Internet.  
 e. **Online shopping** : By using the Internet, different things can be purchased that are delivered at the door step of the person who has ordered for them.

9. Answer the following questions :

- Ans. a. Internet Explorer and Mozilla Firefox  
 b. A Website is a collection of webpages containing information that is related.  
 c. A Home page is the main (index) page for a particular website. When we open a website, this is the page that we get.  
 d. The two applications of Internet are :  
 1. **Searching/Finding Information** : Internet Search sites can search enormous databases of webpages, using titles, keywords or text.  
 2. **Communication** : To communicate instantly with the people sitting at far off places, Internet provides a facility called chatting. With this, people can communicate with each other using text as the medium at any time and anywhere in the world.  
 e. Flipkart and Snapdeal

**Activity & Project Tasks**




- Write a short article on the advantages and disadvantages of Internet.

Ans. A short article on the advantages and disadvantages of

**Internet** : The internet is a very useful tool at present. It helps in the universalization of knowledge and other resources. It is a platform to connect the people in the world. It is the largest network. It provides us facilities like searching information, communication by chatting, e-mail, advertising about products, online shopping, listening to songs and watching movies, reservation, banking and others. But it has some disadvantages also. As it is becoming popular the internet providing companies are charging hand some amount for accessing Internet. Fake websites are increasing on internet day by day. Such fake websites mislead the users. Viruses are being spread through e-mails. Hackers and crackers steal the password and other confidential information through the Internet.

So, we can say that Internet is useful as well as harmful for the society. We must use internet by having some appropriate security.

- Search the function of these buttons using search engine on any web browsers :

- Ans.  To reach home page of a website.  
 To refresh or reload the web page.  
 To search any topic, term or information on a particular website.



## 1

## Computer Overview

### Exercise

Based on NEP 2020

#### 1. Tick (✓) the correct option :

Ans. 1. iii.      b. iii.      c. i.      d. ii.

#### 2. Fill in the blanks:

- Ans. (a) **Ports** are the inlets present in the CPU box that lets you plug various devices to a computer system.  
 (b) A motherboard holds the cards such as sound cards and video cards.  
 (c) A joystick is an input device which is used mostly for playing games.

#### 3. Find the odd term out:

- Ans. a. Printer              b. Microphone  
 c. RAM                  d. Barcode reader

#### 4. Answer the following questions:

- Ans. a. A graphic tablet is an input device. It is used to draw image and pictures on the computer screen in a similar way as you draw pictures with a pencil on paper.  
 b. Impact Printers and non-Impact printers.  
 c. 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. The motherboard holds the processor, memory chips, and several cards such as sound card, video card and modem.

- d. A touch screen is a touch-sensitive computer display screen that can also act as an input device. It can identify the presence and position of a touch inside the display region.  
 e. Various hardware components such as motherboard, processor or CPU, memory chips, RAM and ROM, hard-disk drive and SMPS are present inside the CPU box.

#### ACTIVITY AND PROJECT TASKS

Ans. Do yourself.



## 2

## Computer Languages

### Exercise

Based on NEP 2020

#### 1. Tick (✓) the correct option :

Ans. a. ii.      b. iii.      c. i.      d. i.      e. iv.

#### 2. Complete the following words :

- Ans. a. **BOOTING**                                      b. **BINARY**  
 c. **BITS**    d. **MACHINE**  
 e. **ASSEMBLER**                                      f. **MNEMONICS**  
 g. **TRANSLATOR**                                      h. **VIRUS**  
 i. **SOFTWARE**                                        j. **PROGRAM**  
 k. **LANGUAGE**

#### 3. Write 'T' for true and 'F' for false statements :

Ans. a. False      b. True      c. False      d. True      e. False

#### 4. Fill in the blanks :

- Ans. a. **Language** is the medium to communicate with others.  
 b. A computer understands **binary** language.  
 c. **Assembly** language uses mnemonics.  
 d. **Virus** is a program that destroys the software and programs.  
 e. 1024 MBs form **1 Gigabyte (GB)**.

#### 6. Answer the following questions :

- Ans. a. Language means medium through which we communicate with each other.  
 b. Binary language  
 c. Machine language, Assembly language and High level language  
 d. Bits is a group of two digits 0 and 1. Bits is the short form of binary digits. A language consists of binary digits is called binary language.

While Byte is a group of 8 bits. Also, 1024 bytes form 1 Kilobyte (KB).

- e. In Assembly language, the instructions are written in mnemonics. A **mnemonic** is a short name given to an operation. For example, SUM is for addition, SU is for subtraction, etc.  
 f. **Machine Language** : It is the language which computer can understand directly. This language is coded in binary language which is the combination of 0s and 1s.  
**Assembly Language** : This language was introduced to decrease the burden of remembering the combination of 0s and 1s. In assembly language, the instructions are written in mnemonics. A mnemonic is a short name given to an operation.  
 g. BASIC, FORTRAN, C, C++, Java, net, etc.  
 h. A program is a set of instructions given to a computer in a computer language.  
 i. System software and Application software.

#### Activity & Project Tasks

- **Write the names of some computer languages.**

Ans. Binary language, Assembly language, BASIC, FORTRAN, COBOL, C, C++, Java. net, etc.

**Exercise**

Based on NEP 2020

**1. Tick (✓) the correct option :****Ans.** a. ii.    b. ii.    c. iv.    d. i.**2. Fill in the blanks:**

- Ans.** a. **Word processing software** are the most suitable type of software for typing assignments.
- b. **Spreadsheets** are the most suited for calculating and preparing charts.
- c. **Graphics Software** are the most suited for creating designs and layouts of books.
- d. **Presentation Software** are the most suitable type of software for preparing slides to show to an audience on a projector.

**3. Answer the following questions:**

- Ans.** a. **System Software:** The system software is required to control the overall operations of a computer system. It can be classified into three categories- Operating System, Language Processors and Utility Software.  
Application Software: Application software is a set of programs designed to help users perform specific tasks. They may be installed on a computer depending upon the user requirements. Different application software are available to serve different purposes. The application software can further be divided into two categories- General Purpose, Application Software and Specific purpose Application Software.
- b. **Operating System:** An operating system (OS) is the most important software without which you cannot work on a computer system. It is the most basic software that is present in a computer. It serves as an interface between the user and the hardware. Some of the basic functions the an operating system performs are:
- \* It provides an environment in which computer hardware components are used in an efficient manner.
  - \* It acts as a resource manager. A computer system has

many resources such as CPU time, memory space and I/O devices.

- c. General purpose application software are developed keeping in mind the general needs and requirements of a large number of people.
- d. **Antivirus Software:** A virus is a computer program that may disrupt the normal functioning of your computer. It can slow down the working of a computer or may sometimes even lead to the system crash. In order to remove such dangerous programs antivirus program need to be used. An antivirus program scans your disc and viruses, and removes them. Few examples of antivirus software are - Norton, AVG, Avira and McAfee.
- e. **Language Processor:** Software are created by writing programs in computer languages. There are many computer languages such as C, C++ and Java. The understood by a computer. A computer is an electronic machine, and can only understand the machine language which comprises 'zeros' and 'ones'.  
A language processor is a very important software as it translate or convert or program written in a computer language into the machine language form so that it can be understood by a computer.

**ACTIVITY & PROJECT TASKS****Ans.** Do yourself.



**Exercise**

Based on NEP 2020

**1. Tick (✓) the correct option :**

Ans. a. i.      b. iv.      c. iii.      d. i.      e. iv.

**2. Fill in the blanks :**

- Ans. a. **Networking** is the solution to limited resources and cost reduction.  
 b. LAN, MAN and **WAN** are three types of network.  
 c. The **Internet** is a network of networks.  
 d. The internet service is provided by **ISPs**.

**3. Match the following :**

- Ans. • Workstation                      • A computer in a network  
 • LAN                                      • Local Area Network  
 • Modem                                  • Modulator-demodulator  
 • WWW                                    • World Wide Web  
 • Server                                    • Main computer in a network

**4. Answer the following questions :**

- Ans. a. The word 'network' may be defined as a collection of computers connected together for the purpose of sharing information and resources.  
 b. The need of networking arises due to the following reasons :  
**1. Limited resources :** Instead of connecting a printer to all the computers separately, we can connect it to the main network. In this way, every computer can share the printer on a priority basis.  
**2. Desire to share information :** Information is centralised. Thus, it is made available to all the computers connected to a network.  
**3. Cost reduction :** It reduces cost as input device like scanner and the output device like printer can be easily shared.  
 c. In a network, we can share information as well as resources. In case of a school network, we can give a print command from ten different computers to one printer when these computers are connected to each other and with main computer (server). A printer or any other resource is mainly connected to the server and

other computers are also connected to the server. All other computers (Nodes) connected to the main computers (server) can share peripherals in a network.

- d. **Modem :** It is a modulator and demodulator. It converts the digital signals to analog and vice versa for effective transmission of data.  
 e. **1. Email :** Email is the abbreviation of Electronic mail. It allows computer users locally and globally to exchange messages. The users have a mailbox address. For example, abc@ gmail.com. The messages sent through email can arrive within a few seconds.  
**2. E-business :** Internet is a good platform for business. New products can be launched, imagined and advertised. Customers can buy and sell products through the Internet. Selling and purchasing through internet is called online shopping.  
**3. Entertainment :** The Internet is also a good source of entertainment. We can download music files, video files, games, etc. Some games are available online also. We can access information on any subject and get to know what is going on around the world.

**Activity & Project Tasks**

- **Prepare a list of any ten educational websites.**

- Ans. 1. www.time4learning.com  
 2. www.eduents.com  
 3. www.khanacademy.org  
 4. www.lessonpathways.com  
 5. www.educationcreations.net  
 6. www.enchantedlearning.com  
 7. www.mobymax.com  
 8. www.brainpop.com  
 9. www.pppst.com  
 10. http://powermylearning.org

**Exercise**

Based on NEP 2020

**1. Tick (✓) the correct option :**

Ans. a. i.      b. iii.      c. ii.      d. i.      e. i.

**2. Give the use of the following tools of web browsers :**

- Ans. a. This tool is used to reach the first page of the website.  
 b. It is used to reach the previous page.  
 c. It takes us to the next page.  
 d. It stops the loading process of the webpage from Internet.  
 e. It restarts the loading process.  
 f. It saves/stores the previously viewed sites for a particular period.

**3. Correct the following statements :**

- Ans. a. Web browser is a **software** which enable the users to access Internet.  
 b. Webpages are written in **HTML** language.  
 c. The **Menu** bar has different menu options.  
 d. The **Restart** button restarts the loading process.  
 e. **Favourite** button stores address of a few interesting sites.

**4. Write 'T' for true and 'F' for false statement :**

Ans. a. False      b. True      c. True      d. True      e. False

**5. Answer the following questions :**

- Ans. a. Web browsers are the software which enable the user to connect with a website and the webpage  
 b. Internet Explorer and Google chrome.  
 c. Title bar shows the name of working website loaded in the particular window.  
 d. Hyperlinks are used to surf the webpages. Before hyperlink, it was impossible to reach from one page to another directly like page 1 to page 10. These are highlighted text/image when selected display the information on the particular topic.  
 e. The special features shown by the hyperlink are :  
 (1) Underlined  
 (2) Given with different colours  
 (3) When we move a pointer over it, its shape changes

from arrow to hand shaped pointer showing hyperlink.

- f. Search engine is a website that helps us to search the information from the Internet. There are various search engines available on Internet, few are listed below :
- |              |               |       |
|--------------|---------------|-------|
| Google.co.in | Yahoo.com     | Lycos |
| MSN          | Altavista.com |       |
- g. The steps to search information are as follows :
1. On the address bar of web browser, type the URL of search engine.
  2. Once the search engine screen appear, type the search terms.
  3. Click on search box.
- Search engine does not show the information of about the search terms directly instead displays the list of different website links. Clicking on them we can easily access the specified information.

### Activity & Project Tasks

List different address of some search engines.

- Ans. 1. www.google.co.in                      2. www.yahoo.com  
3. www.lycos.com                              4. www.msn.com  
5. www.altavista.com                        6. www.rediff.com  
7. www.bing.com                                8. www.ask.com  
9. www.hotmail.com                          10. www.wow.com



## 6

### Exercise

Based on NEP 2020

1. Tick (✓) the correct answer :

- Ans. a. ii.    b. ii.    c. ii.    d. ii.    e. ii.

2. What does the following icons stand for :

- Ans. New file  
 Open existing file  
 Save file  
 Print file  
 Cut text  
 Copy text  
 Format Painter icon

3. Write 'T' for true 'F' for false statements :

- Ans. a. False    b. True    c. True    d. True    e. False

4. Fill in the blanks :

- Ans. a. Editing means making a **change** in a document or text.  
b. MS Word is also known as **Word processing** software.  
c. You can **insert** a blank line between two existing lines.  
d. Undo command is used to **reverse** the last command.  
e. Redo command is used to reverse the **undo** action.

5. Give the function of the following keyboard shortcuts :

- Ans. a. Ctrl+N                      **To open a new window**  
b. Ctrl+X                      **To cut text**  
c. Ctrl+V                      **To paste text**  
d. Ctrl+C                      **To copy text**  
e. Ctrl+Y                      **To redo**  
f. Ctrl+Z                      **To undo**  
g. Alt+F4                      **To close the document**  
h. Ctrl+O                      **To open an existing file**  
i. Ctrl+S                      **To save a document**

7. Answer the following questions :

- Ans. a. A change made in a document is called editing. When we want to make any change, we have to select text before editing it.
- b. The copy command creates the duplicate of the selected text, leaving the original text unchanged. While the Cut command deletes the selected text from its original position.
- c. The steps to delete a block of text are :
- Select the text to be deleted.
  - Press the Delete key or the Backspace key.
- d. We can move text from one position to the other using the Cut and Paste command. The Cut command deletes the selected text from its original position and the Paste command places this text at the position where the cursor is placed.
- Steps to move the text are :
- Select the text to be moved.
  - Select the Cut option from the Edit menu or Right click the mouse button and choose the Cut command.
  - Place the cursor at the position where the text to be placed.
  - Select the Paste option from the Edit menu or Right click the mouse button and choose the Paste command.
- e. Copying the text means creating the duplicate of the selected text, leaving the original text unchanged. The steps to copy text are :
- We select the text to be copied.
  - We select the Copy option from the Edit menu or press Ctrl+C.
  - Now, we position the cursor at the location where we want to paste the text.
  - We select the Paste option from the Edit menu.
- The text appears at the place where the cursor is

positioned.

- f. To insert a blank line between two existing line, the steps are :
- We place the cursor at the end of the line after which we want to insert a line.
  - Now, we press the Enter key. We can see that the line gets shifted down and a blank line is inserted.
- g. Undo command is used to reverse the last command.
- h. The steps to delete a block of text are :

- Select the text to be deleted.
  - Press the Delete key or the Backspace key.
- i. To cut—Ctrl+X  
To paste—Ctrl+V

### Activity & Project Tasks

Ans. Do yourself.



## 7

### Exercise

Based on NEP 2020

1. Tick (✓) the correct option :

Ans. a. i.      b. ii.      c. iv.      d. iii.

2. Fill in the blanks :

- Ans. a. A **table** is used to create data in the form of rows and columns.
- b. **Insert Table** icon present on the standard toolbar helps to create table.
- c. When you click on **Draw Table** option, the mouse pointer changes to a pencil which can be used to draw tables in a document.
- d. Each rectangular box in a table is called a **cell**.
- e. A column can be deleted by using **Delete** option from the Table menu.

3. Match the following :

Ans.

4. Write the steps to perform the following questions :

- Ans. a. We can add additional rows to the table at the end by following the given steps :
1. Move to the last cell of last row of the table.
  2. Press the Tab key.
  3. Type the text shown here.
- b. To delete any column, we do the following steps :
1. We place the cursor anywhere in the column to be deleted.
  2. Now, we select Table menu →Delete option → Columns option.
- c. Using Microsoft Word, we can merge cells i.e. we can combine two or more cells into one cell. The steps are :
1. We select the cells (two or more) we want to merge.
  2. We click in Table menu →Merge Cells option.
- d. To apply an Auto Format to the table, we do the following steps :
1. We click anywhere on the table.
  2. Click on Table menu →Table Auto Format option.
  3. A Table Auto Format dialog box appears. Now, we click on Table colourful 1 option in the Table styles list.
  4. Select Heading Rows and First Column in the Applying special formats to frame.

5. Answer the following questions :

Ans. a. **Inserting table using Table menu :**

1. We click on Table menu → Insert → Table option.
  2. The Insert Table dialog box opens. Now, we can type the number of columns and rows to get the desired table size.
  3. We select Auto in the Column width drop down list, selecting Auto option allows Microsoft Word to determine the size of the column widths, other wise we can enter the desired column width.
  4. At last, we click on OK.
- b. Yes, we can add a new row in the middle of an existing table. To add a new row in the middle of an existing table, we can do the following steps :
1. We place the cursor anywhere in the row below which we want to insert a row.  
OR  
Place the cursor anywhere in the row above which we want to insert a row.
  2. Click on Table menu → Insert → Rows Above option in case of inserting a row above the existing row.  
OR
  3. Click on Table menu → Insert → Rows Below option in case of inserting a row below the existing row.
- c. We can use Auto Format feature to apply borders, shading, special fonts and color to the table. Microsoft Word lists all formats in the Table Auto Format dialog box. In the Table Auto Format dialog box, we may click on a format to see that format displayed in the preview box.  
We can customise how the format is applied. Microsoft Word comes with a long list of Auto Format.  
To apply an Auto Format to the table, we can do the following steps :
1. We click anywhere on the table.
  2. Click on Table menu → Table Auto Format option.
  3. A Table Auto Format dialog box appears. Now, we click on Table colourful 1 option in the Table styles list.
  4. Select Heading Rows and First Column in the Applying special formats to frame.
  5. Now, we click on Apply.
- d. The intersection of a row and a column makes a rectangular box called a cell.
- e. We can draw a table with any number of rows and columns using Draw Table option of Table menu. When we click on Draw Table option, the mouse

## Creating Tables in MS Word



pointer changes to a pencil.

To draw a table with four rows and two columns, we can do the following steps :

1. Click Draw Table option of Table menu.
2. By holding the left mouse button pressed, move the mouse from one place to another horizontally. Doing this a row is drawn.
3. To draw four rows, we do the same activity for four times.
4. Now, we can draw a line vertically from the middle



8

### Exercise

Based on NEP 2020

1. Tick (✓) the correct option :

Ans. a. iii.    b. iii.    c. i.    d. iii.    e. i.

2. Correct the following statements :

- Ans. a. MS PowerPoint presents information in the form of **slides**.
- b. Note's pane displays the **notes** in presentation.
- c. To insert a new slide, press **Ctrl + M**.
- d. To save a file, press **Ctrl + S**.
- e. The extension of PowerPoint file is **.ppt**.

3. Fill in the blanks :

- Ans. a. Microsoft PowerPoint is a **presentation** software.
- b. **Blank presentation** provides you totally blank page.
- c. Status bar is placed at the **bottom** of PowerPoint screen.
- d. To insert a new presentation, press **Ctrl + N**.
- e. You can also **print** copies of your slides.

4. Write 'T' for true and 'F' for false statements :

Ans. a. True    b. False    c. True    d. False    e. True

5. Match the following :

- Ans.
- |               |                                 |
|---------------|---------------------------------|
| • Page Up     | • Next slide                    |
| • Page Down   | • Previous slide                |
| • Ctrl + Home | • Beginning of the presentation |
| • Ctrl + End  | • End of the presentation       |
| • F5          | • Start Slide Show              |
| • Ctrl + M    | • Add new slide                 |

7. Answer the following questions :

- Ans. a. Microsoft PowerPoint is a presentation software. It presents information in the form of slides.
- b. Menu bar is placed just below the Title bar. It consists of a list of menus. On clicking a menu bar item, a list of commands drop down.



9

### Exercise

Based on NEP 2020

1. Tick (✓) the correct option :

Ans. a. ii.    b. i.    c. ii.    d. ii.    e. i.

2. Correct the following statements :

- Ans. a. **Input/Output** box is used to suggest the input of the data or output of the information.
- b. Flowchart should be either **top to bottom** or **left to right**.
- c. **Decision** box is used when some comparison has to be made.
- d. The symbols in flowchart are very **easy** to understand.
- e. With the help of a flowchart, problems **can** be analysed.

3. Write the algorithms next to the flowchart :

of the table to get two columns.  
The table appears on the screen, will be of four rows and two columns.

### Activity & Project Tasks

Ans. Do yourself.

## Introduction to MS PowerPoint

- c. The steps to create a slide are :

**Step 1 :** Click Office button → New.

**Step 2 :** Select Blank presentation from New presentation pane.

**Step 3 :** A blank slide is displayed with two place holders.

**Step 4 :** To enter the text in a placeholder, click within it and start typing.

**Step 5 :** When finished click outside the placeholder.

- d. The steps to save a presentation are :

**Step 1 :** Select File → Save As.

**Step 2 :** Save As dialog box appears.

**Step 3 :** From Save in drop-down list, select the drive and then select the folder.

**Step 4 :** In file name box, we type the file name.

**Step 5 :** Now, we can select the type of extension from Save as type drop-down box.

OR

To save a file, we can press Ctrl + S.

- e. After finishing our presentation, we can view our slides in a sequential manner through a slide show. In a slide show, all the slides in our presentation are displayed sequentially full screen.

To run a slide show, we can follow these steps :

**Step 1 :** Select View > Slide Show > View Show.

OR

To run a slide show, we can also press F5.

### Activity & Project Tasks

Ans. Do yourself.

## Algorithms And Flowcharts

- Ans. 1. Go to the wash hand.  
2. Rinse hand with water.  
3. Apply hand wash.  
4. Are the hands clean.  
5. Wipe your hand with a towel.  
6. Stop.

4. Put in correct order :

- Ans. 1. Gets up and has a bath.  
2. Takes his breakfast.  
3. Looks at his watch.  
4. Takes his bag and lunch box.  
5. Catches his school bus.

5. Write 'T' for true and 'F' for false statements :

Ans. a. True b. False c. True d. False e. False.

6. Answer the following questions :

- Ans. a. People who make programs are called programmers.  
b. We can solve the problem by using the algorithm. The steps to solve the problem are :  
1. Write the problem in many steps.  
2. Make the complete algorithm and put them in correct order.  
3. Put the algorithm in flowchart.  
4. If the steps are in correct order, the right result will be displayed.  
c. Flowcharts are the pictorial representation of the algorithm steps used to solve a problem. To create a flowchart some standard symbols are used where each symbol represents a specific type of operation.  
d. An algorithm is a step by step representation of the solution of a problem. These are written in simple english language. While flowchart is a pictorial representation of the sequence of the steps to solve a particular problem. In a flowchart representation, some standard symbols are used and these symbols are connected with each other by flow lines.  
e. The basic rules to create flowchart are :  
1. Flowchart should be either top to bottom or left to right.  
2. Arrow heads must be used with flow lines showing the flow of sequence.  
3. Crossing lines should be avoided.

4. If flowchart is using more than one page, connectors must be used.

- f. The advantages of using flowchart are :  
• The symbols are self-explanatory. Thus, these are easier to understand.  
• Their graphical nature make the process of explaining an algorithm quite straight forward.  
• With the help of a flowchart, problems can be analysed in a more effective way.  
g. The disadvantages of using flowchart are :  
• Diagrammatic representation takes a lot of time.  
• It is difficult to handle complex programs.  
• Standard rules has to be followed for making a flowchart.  
• If changes are required, the flowchart may require re-drawing completely.

**Activity & Project Tasks**

**Prepare an Algorithm to prepare a cup of tea.**

Ans. An algorithm to prepare a cup of tea :

1. Take an empty pan.
2. Pour water in it.
3. Put it on gas burner.
4. Put tea leaves into boiling water.
5. Add sugar in it.
6. Pour milk to the boiling mixture.
7. Boil the mixture.
8. Strain into the cup.

Now, the tea is ready to drink.



**Exercise**

Based on NEP 2020

1. Tick (✓) the correct option :

Ans. a. iii. b. iv. c. i. d. i. e. iv.

1. Fill in the blanks :

- Ans. a. Any software designed to harm the computer, or disturb its normal operations is known as **malware**.  
b. A **Trojan horse** can allow other people to remotely control your computer.  
c. You can make use of an **antivirus** software to detect the presence of virus.  
d. A **virus** can attach itself to files and spread when files are transferred.  
e. A **worm** can spread on its over a network and reduce the speed of the network.

2. Answer the following questions :

- Ans. a. i. A computer virus is a kind of malware that spreads itself from one computer to another, and interferes with the normal operations of a computer.  
ii. A worm is a kind of malware that uses computer networks to send copies of itself to other computers on the network.  
iii. Trojan horse, or Trojan, is a kind of malware that appears to be a useful software but will actually cause damage once installed or executed on our computer. After getting installed, it allows unauthorised access to the computer.  
iv. Antivirus software can be used to protect a

computer from all types of malware. Antivirus software can detect viruses, worms, etc. and warn us of their presence in our computer.

- b. There are several ways by which a computer may get infected with a virus.

**CDs and Pen Drives :** Our computer may get infected by copying infected files from CDs and Pen drives.

• **Internet :** Viruses can be attached to various types of Internet files such as graphics and programs files that people download from the Internet.

• **E-mail Attachments :** Viruses often travel through e-mail attachments. They enter the computer when we download or run an e-mail attachment.

- c. We must follow some precautions to stay secure and protect our computer from getting infected by different types of malware.

- Use original operating system
- Use an antivirus software
- Update the antivirus software on a regular basis
- Beware of e-mail attachments from unknown sources
- Do not download pirated software, songs, movies, games, etc.
- Visit trustworthy sites
- Scan all e-mail attachments and files from CDs, DVDs, etc. before running or storing from on the

computer.

- d. Antivirus software can be used to protect a computer from all types of malware. Antivirus software can detect viruses, worms, etc. and warn us of their presence in our computer. It can deactivate and clean the computer of different types of malicious software. There are various types of antivirus software such as Norton, McAfee, AVG and Avira.

***Activity and Project Tasks***

**Ans.** Do yourself.