# ANSWER KEY

Touchpad iPRIME Ver 1.1
Class-3

1. A Computer System

One Touch Learn

A. 1. a.   2. c.   3. b.   4. a.   5. a.

B. 1. CU   2. Joystick   3. CPU   4. Monitor   5. input devices

C. 1. T   2. F   3. F   4. F   5. T   6. F

D. 1.   2.   3.

Let's Do It

A. 1. A computer is an electronic machine which is made up of various devices.

2. Supercomputers are the largest and fastest of all types of computers. They can process very large amount of data quickly.

3. 1. Paint   2. MS Word

B. 1. A computer works on the IPO (Input-Process-Output) cycle.

2. A computer accepts data and instructions through input devices. A computer displays the results of the processed data through the output devices.

3. CPU does all the calculations, runs all the programs and manages all the operations.

Crack The Code

1. Printer   2. Mouse

3. Speakers   4. Mircrophone

FUN in LAB

Do yourself.

2. GUI Operating System—An Introduction

One Touch Learn

A. 1. b.　　2. b.　　3. b.　　4. b.　　5. a.

B. 1. Microsoft　　2. icons　　3. Desktop　　4. I Beam

C. 1. d.　　2. e.　　3. b.　　4. a.　　5. f.　　6. c.

D. 1. T　　2. F　　3. T　　4. F

Let's Do It

A. 1. Icons and Taskbar

2. Busy shapes shows that the computer is busy and wants you to wait.

3. When the computer remains switched ON for a specified time without any use, a moving pattern or animation appears on the screen. This pattern or animation is called Screen saver.

B. 1. To shut down a computer, follow these steps:

Step 1　Click on Start Button.

Step 2　Select Shut Down.

Step 3　Switch off the monitor button.

Step 4　Switch off the UPS button.

Step 5　Turn off the main power supply button.

2. It is a long bar located at the bottom of the desktop. It helps to manage various currently active programs, opened in different windows.

3. To sort desktop icons, follow these steps:

Step 1　Right-click on any blank area of the desktop. From the shortcut menu or pop-up menu that appears click on Sort by options.

Step 2　Click from the choices to arrange the icons in that order.

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1. COMPUTER　　　　　　2. RECYCLE BIN

3. START BUTTON　　　　4. FOLDER

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3. Word Processor—An Introduction

One Touch Learn

A. 1. c.   2. c.   3. a.   4. c.

B. 1. F   2. F   3. T   4. T   5. T

C. 1. delete   2. file tab   3. Status bar   4. Window control buttons   5. Zoom slider

Let's Do It

A. 1. MS Word is used to type letters, stories, reports, etc., in a simple way.

2. 1. Ribbon   2. Tabs   3. Title bar

3. Inserting text refers to add text in the document whereas, deleting text refers to remove text in the document

B. 1. Steps to create new document:

Step 1 Click on File tab.

Step 2 Click New option

Step 3 Click on Blank document option from the Available Templates.

Step 4 Click on Create button.

2. Steps to open a saved document:

Step 1 Click on File tab.

Step 2 Click Open option.

Step 3 Find the file to be opened and click the open button.

3. Steps to save a document:

Step 1 Click on File tab.

Step 2 Select Save or Save As option.

Step 3 Give your file a name in the File name box.

Step 4 Click the Save button.

Crack The Code
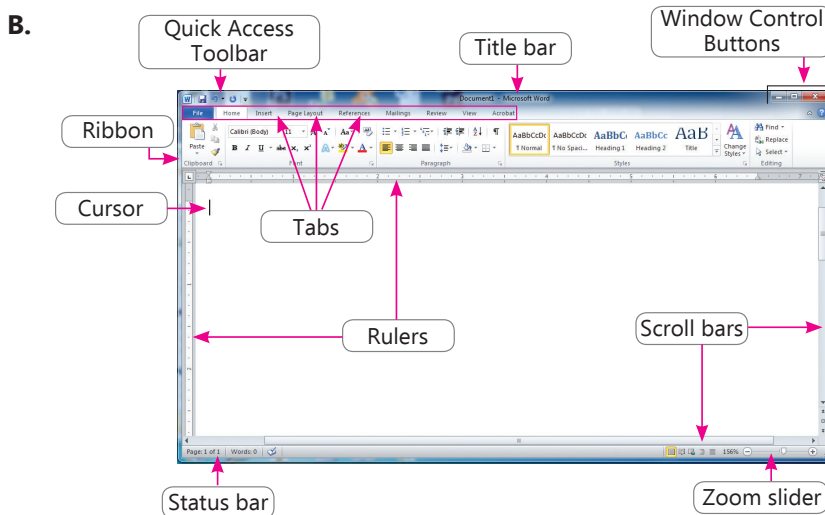
A. Ctrl + S
Ctrl + O
Ctrl + P
Alt + F4
Ctrl + N

B. 1. Title bar

2. (This question was printed incorrectly in the book, please correct this question in your textbook)
   It is located below the Quick Access Toolbar and is made up of tabs and groups.

Ans. Ribbon

3. Quick Access Toolbar   4. Status bar

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Worksheet-1
(Based on chapters 1 to 3)

A. 1.

INPUT	PROCESS	OUTPUT
20, 25, +	20 + 25	**45**

2.

INPUT	PROCESS	OUTPUT
45, 35, –	45 – 35	**10**

B.

Quick Access Toolbar • Title bar • Window Control Buttons • Ribbon • Cursor • Tabs • Rulers • Scroll bars • Status bar • Zoom slider
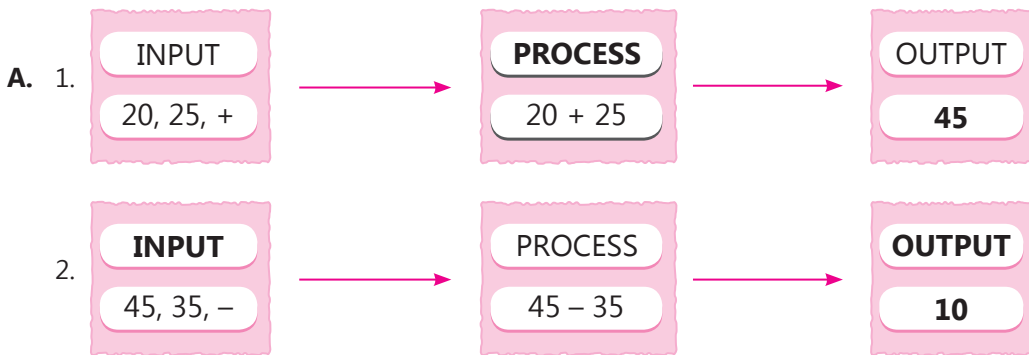
C. 1. Start button   2. CPU   3. Taskbar   4. Windows 7   5. Desktop

Test Sheet–1
(Based on chapters 1 to 3)

Section A

A. 1. (ii)   2. (iii)   3. (iii)

B. 1. T   2. F   3. T

C. 1. CPU   2. file tab   3. I Beam

Section B

A. 1. MS Word is used to type letters, stories, reports, etc., in a simple way.

2. A computer is an electronic machine which is made up of various devices.

3. Start Button is known as the gateway to Windows and its programs. It opens the Start menu, when we click on it.

B. 1. Steps to open a saved document:

Step 1 Click on File tab.

Step 2 Click Open option.

Step 3 Find the file to be opened and click the Open button.

2. A computer accepts data and instructions through input devices. A computer displays the results of the processed data through the output devices.

4. The Internet—An Introduction

One Touch Learn

A. 1. a.   2. c.   3. c.   4. c.   5. c.

B. 1. F   2. T   3. F   4. T

C. 1. World Wide Web   2. Google drive   3. Home Page   4. Internet   5. Web Browser

D. 1. c.   2. a.   3. d.   4. b.

Let's Do It

A. 1. Internet is a network of computers connected all over the world.

2. Website is a collection of web pages under one website address.

3. Every Web page has a unique address, called a Uniform Resource Locator, or URL. URLs are the key to navigating the web.

B. 1. Copying the data from the client computer (user's computer) to the host computer (server) is known as Uploading. Getting the data from the host computer (server) to the client computer (user's computer) is known as downloading.

2. 1. Internet can be a potential source of online threats and malware attacks.

2. Internet is addictive and can lead to wastage of time.

3. a. Digital citizen know the rules and limitation of the Internet. Digital citizen also helps to protect others on Internet.

   b. You can buy and sell products all over the world through the Internet. It is called Online shopping.

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1. Internet   2. Website   3. E-mail   4. Flipkart   5. URL   6. www

FUN in LAB

Do yourself.

5. Fun with Paint

One Touch Learn

A. 1. a.   2. c.   3. c.   4. a.

B. 1. F   2. T   3. T   4. F   5. F

C. 1. b.   2. a.   3. d.   4. c.

Let's Do It

A. 1. Paint program is used to draw and colour the pictures.

   2. The Color picker tool is used to pick a colour from an existing object and reuse in other object within the same drawing area.

   3. Rotate command is used to change the position of the drawing at different angles.

   4. Skew command is used to stretch the image from one end while other end remains fixed.

B. 1. Copy and Paste command gives the duplicate image of a drawing. Cut and Paste command deletes the image from one place and pastes it to another place.

   2. Steps to Resize an image:

   Step 1 Click on Home tab.

   Step 2 Click on Select command and then click on Rectangular Selection.

   Step 3 Select the image by dragging the mouse over it.

   Step 4 Click on Resize.

   Step 5 Select the Maintain aspect ratio check box.

Step 6 Enter the Horizontal value (width) or Vertical value (height).

Step 7 Click OK.

3. It is used to select a drawing in rectangular form as per need. It is used to select the drawing in free form as per need.

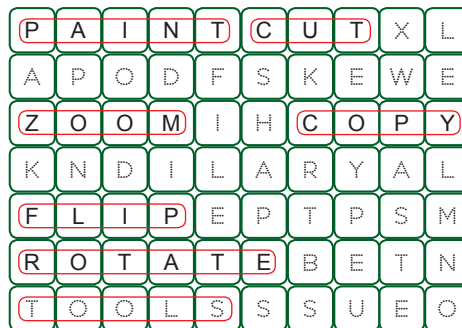4. Steps to save a file in JPEG format:

Step 1 Click on Paint button.

Step 2 Click on Save as button.

Step 3 In the File Name box, type the file name.

Step 4 Click on the Save as type drop down menu and select the required format.

Step 5 Click on the Save button.

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P	A	I	N	T	C	U	T	X	L
A	P	O	D	F	S	K	E	W	E
Z	O	O	M	I	H	C	O	P	Y
K	N	D	I	L	A	R	Y	A	L
F	L	I	P	E	P	T	P	S	M
R	O	T	A	T	E	B	E	T	N
T	O	O	L	S	S	S	U	E	O

FUN in LAB

Do yourself.

6. File Management—Organisation of Folders

One Touch Learn

A. 1. a.   2. b.   3. c.   4. c.   5. a.

B. 1. T   2. F   3. T   4. T

C. 1. b   2. d   3. e   4. a   5. c

Let's Do It

A. 1. A file is collection of related information.

2. Saving a file can prevent your work from being lost.

3. A folder within a folder is called a subfolder.

B. 1. Steps to save a file:

Step 1 Click on the Save option from the File tab.

Step 2 Type a name in the File name: text box.

Step 3 Select the location where you want to save your file.

Step 4 Click on the Save button.

2. Steps to create a folder on desktop:

Step 1 Right-click at any blank area of the desktop. Click on the New option.

Step 2 Click on the Folder option.

3. Steps to delete a file:

Step 1 Open the folder that contains the file you want to delete.

Step 2 Click on the file you want to delete.

Step 3 Click on Organize.

Step 4 Click on Delete.

Step 5 Click on Yes.

Crack The Code

A	B	N	C	K	D	A	H	I	O	A	Z	A	B	I	H
H	D	G	B	S	U	B	F	O	L	D	E	R	H	I	R
I	E	J	U	M	P	L	I	S	T	Q	Y	F	T	J	S
O	S	C	F	L	M	L	L	K	M	I	X	G	C	K	Q
J	K	M	K	T	L	R	E	C	Y	C	L	E	B	I	N
G	T	W	I	N	D	O	W	S	M	O	B	I	L	E	P
H	O	O	N	E	S	C	G	J	E	N	W	B	G	L	R
P	P	P	J	D	Q	X	W	V	N	R	V	D	F	O	O
U	I	W	R	R	Y	D	E	L	E	T	E	C	E	M	Z
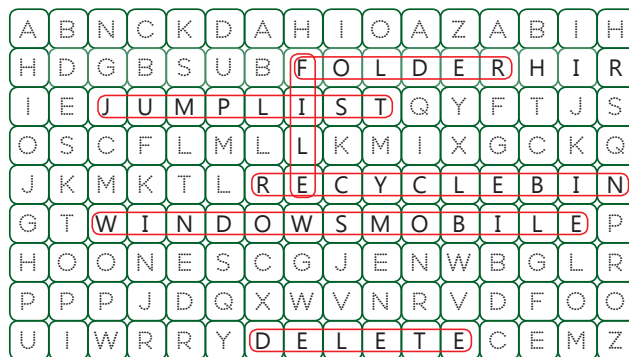
Worksheet–2
(Based on chapters 4 to 6)

A. 1. Internet Explorer   2. Polygon Shape Tool   3. Eraser

     4. Spreadsheet File   5. Folder   6. Callout shape

B. 1. INTERNET   2. PENCIL TOOL   3. MOZILLA FIREFOX

     4. DOCUMENT FILE   5. RECYCLE BIN

C. 1. Wold Wide Web

     2. Tagged Image File Format

     3. Uniform Resource Locator

     4. Portable Network Graphics

D. 1. Ctrl + S   2. Ctrl + C   3. Ctrl + W

     4. Ctrl + V   5. Ctrl + X   6. Ctrl + D

Test Sheet–2
(Based on chapters 4 to 6)

Section A

A. 1. (iii)   2. (iii)   3. (i)

B. 1. F   2. T   3. T

C. 1. Website   2. icon   3. Internet

Section B

A. 1. Every Web page has a unique address, called a Uniform Resource Locator or URL

     2. Rotate command is used to change the position of the drawing at different angles.

B. 1. A file contains a collection of related information. A folder is like a file cabinet in which you can keep your files.

     2. Copy and Paste command gives the duplicate image of a drawing. Cut and Paste command deletes the image from one place and pastes it to another place.