

Answer Sheet

Chapter-1

- A.** 1. hardware 2. output devices
3. Operating system 4. Program
- B.** 1. T 2. F 3. T 4. T
- C.** 1. (a) Hardware 2. (a) Software
3. (b) two 4. (b) System software
- D.** 1. a. Hardware can be touched; software cannot be touched.
b. Hardware is physical; software is a set of programs.
2. a. System software
b. Application software
3. An operating system is a set of program or a software that controls the working of a computer.
- E.** 1. Application software
2. Speakers 3. MS Paint

Chapter- 2

- A.** 1. Booting, 2. Icons,
3. Taskbar, 4. Start Button
- B.** 1. F 2. F 3. T 4. F
- C.** 1. (a) operating system 2. (b) left 3. (b) Right
4. (a) Start button
- D.** 1. Booting is the process of starting or restarting a computer.
2. To Select an Icon: Click on the icon once using the left mouse button. The icon will be highlighted.
To Deselect an Icon: Click on any empty area of the desktop with the left mouse button, or click on another icon.
3. The Start button is a graphical control element, usually located in the bottom-left corner of the desktop, that provides access to the Start Menu.
- E.** Manish can open a program by double-clicking its icon on the desktop, or by clicking

the Start button and selecting the program from the Start Menu.

Chapter-3

- A.** Title bar, 2. Ctrl + S, 3. Scroll, 4. Close, 5. File
- B.** 1. T, 2. F, 3. T, 4. F, 5. T
- C.** 1. (b) Title bar, 2. (c) white, 3. (a) Vertical,
4. (b) Ctrl + N, 5. (c) Ribbon
- D.** 1. MS Word is an application software. It is used for creating, editing, formatting, and printing text documents.
2. Ctrl + N
3. Features of MS Word are :
(a) We can type and fix our text easily.
(b) we can take print out of our work easily.
4. Two components of desktop are :
(a) Title bar : It displays the name of the document.
(b) Ribbon : It consists of Tabs, Groups and commands or options.
- E.** She can easily see her document in the Document view Bar.

Chapter-4

- A.** 1. Word processing 2. Cut and paste
3. Previewing 4. Copying
- B.** 1. T, 2. T, 3. F, 4. T, 5. F
- C.** 1. (a) MS Word 2. (c) Ctrl + C
3. (b) Ctrl + A 4. (a) Ctrl + X
5. (b) Clipboard
- D.** 1. Selecting text is important because it allows you to apply editing or formatting actions to only that specific part of the document.
2. First, select the text. Then, copy it by clicking the Copy button in the Home tab. Finally, move the cursor to the new location and paste the text by clicking the Paste button.



3. Cut removes the selected text or object from its original position whereas Copy does not remove the selected text or object but duplicate it from its original position.
4. Print Preview allows you to see exactly how the document will look when printed on a paper.

E. She can use preview option.

Chapter-5

- A.** 1. left, 2. resize, 3. Rectangular Selection, 4. MS Paint, 5. Flip
- B.** 1. T, 2. T, 3. F, 4. F, 5. T
- C.** 1. (b) Cut, Paste 2. (c) Resize
3. (a) Text 4. (b) Free-form
5. (c) Eraser
- D.** 1. Eraser tool
2. to change the size of the picture
3. Two - Rectangular Selection
Free-Form Selection
4. Flipping a drawing means turning the entire image or a selected part of it either horizontally (mirroring it from left to right) or vertically (mirroring it from top to bottom).
5. Ctrl + C then Ctrl + V.
- E.** 1. Rohit should use the Copy and Paste commands.
2. Tina should use the Resize command.

Chapter-6

- A.** 1. Internet,
2. A Modem.
3. E-mail, 4. E-banking, 5. Google Chrome.
- B.** 1. T, 2. T, 3. F, 4. T, 5. T
- C.** 1. (b) Web 2. (c) E-learning
3. (c) Both (a) & (b)
4. (a) Video Conferencing 5. (b) ISP
- D.** 1. The Internet is a huge worldwide network that connects millions of computers globally, allowing users to share information

and communicate with each other.

2. Computer, Modem, ISP
 3. The Internet helps communicate through services like email, instant messaging (WhatsApp, Telegram), social media (Facebook, Instagram), and video calling (Skype, Google Meet).
 4.
 - a. Education: Finding information and taking online courses.
 - b. Communication: Sending emails, video calls, and chatting.
 - c. Entertainment: Watching movies, listening to music, and playing games.
 5. The Internet is a big source of entertainment because it offers movies, music, games, online videos, and live streaming content to users.
 6.
 - (a) Internet Service Provider
 - (b) Uniform Resource Locator
 - (c) World Wide Web
- E.** Kunal can use any popular search engine, such as Google, Bing, or Yahoo!

Chapter-7

- A.** 1. humans, 2. better, 3. Google Maps, 4. Sofia
- B.** 1. T, 2. F, 3. T, 4. T
- C.** 1. AIBO, 2. Siri, 3. Cortana
- D.** 1. Sofia is a social humanoid robot
2. Google Maps
3. Siri
- E.** Alexa is a suitable suggestion for a robot that Kirti's parents can buy for her.
- F.** Do it Yourself.

Test Paper- 1

- A.** 1. (a) Ctrl + X 3. (c) Cortana
2. (a) Software
- B.** 1. Text 2. Hardware, 3. Opera
- C.** 1. F, 2. F, 3. F
- D.** 1. (b) 2. (c) 3. (a)

- E.** 1. A. Write and edit: You can type and fix your text easily.
 B. Change the Look: Make text bold, colourful, or change its size.
 C. Add Pictures and Tables: Insert images, tables and shapes into your document.
2. **Hardware**
- I. These are the physical components of computer that process the data.
 - II. These can be seen and touched.
 - III. These wear out with time.
- Software**
- I. These are the set of programs that tells computer what to do.
 - II. These cannot be touched.
 - III. These does not wear out with time.
3. To create a new document, Press Ctrl + N
 To save a documents, Press Ctrl + S
 To open a document, Press Ctrl + O

Test Paper 2

- A.** 1. (b) Web 2. (a) Humans
 3. (b) Rectangular Selection Tool
- B.** 1. Human 2. Internet, 3. Scroll
- C.** 1. F, 2. T, 3. T
- D.** (a) Central Processing Unit
 (b) Graphical User Interface
 (c) Uniform Resource Locator
 (d) Internet Service Provider
 (e) World Wide Web
- E.** 1. (a) Taskbar : It is at the bottom of the screen and displays the icons for each running app.
 (b) Icons: These are small picture represents application.
 (c) Notification area : This area displays all the icons created by user.
2. Artificial intelligence is the intelligence which is created by humans.
3. Text Tool