

Answer Sheet

Chapter- 1

- A.** 1. Output 2. Brain
3. Keys 4. flash drive
5. Microphone.
- B.** 1. T, 2. F, 3. F, 4. T, 5. F
- C.** 1. (a) VDU, 2. (a) Monitor, 3. (a) Microphone,
4. (a) Mouse 5. (a) RAM
- D.** 1. (a) Keyboard (b) Mouse
2. Scanner reads the images and translates the information and sends the information to the computer.
3. A web camera is a Camera that helps us to put images into a Computer by directly clicking them.
4. Input device - The devices through which you enter data and instructions in the computer are called input device For example Keyboard, Mouse
5. ALU - ALU stands for Arithmetic and Logic Unit. This Unit performs various arithmetic operations such as addition, subtraction, multiplication and division.
6. Memory - This unit stores information in the form of instructions and data.
7. Barcode Reader is used to scan and decode barcodes
8. The printed copy that you got from the printer is called the the hard copy. Device is Printer.
- E.** 1. OCR - Optical Character Recognition
2. MICR - Magnetic Ink Character Recognition
3. CPU - Central Processing Unit.
4. OMR - Optical Mark Recognition.
5. DVD - Digital Versatile Disc

Chapter-2

- A.** 1. File Explorer, 2. This PC 3. Shortcut 4. File
5. Recycle Bin

- B.** 1. F, 2. F, 3. T, 4. T, 5. T
- C.** 1. (c) Sub folder, 2. (c) Renaming
3. (b) Recycle bin, 4. (a) file 5. (c) Save
- D.** 1. File Explorer is an application which gives detailed information about files, folders & drives.
2. Rename a folder means to change the name of an existing folder.

3.

File	Folder
A file is a set of related data or information They have extensions It is usually used to hold your work	A folder is a set of related files. They do not have extensions. It is usually used to organize your work

4. Each file has a name which help to find it easily. A file name has two parts:
a. File name : Name given to file by user.
b. Extension : The ending defines the format or type of file. File name & extension are separated by a dot (.)
5. A folder within a folder is called subfolder.
6. Recycle bin is used to store deleted files & folder, by default.
7. This PC Window has all the files & folders present on the computer.
- E.** 1. Win +E, 2. Ctrl + Shift + N
3. Ctrl + S 4. Ctrl + O
5. F2 6. Shift + Del

Chapter-3

- A.** 1. Home 2. Superscript 3. Undo 4. Calibri
5. Alignment
- B.** 1. F, 2. T, 3. T, 4. F, 5. T
- C.** 1. (c) Both of them 2. (c) Home
3. (c) Font type 4. (b) Calibri
5. (c) None of them



- D.** 1. Formatting means changing the look and arrangement of the text you type in MS Word.
2. Superscript: Text is raised above the normal line of text.
Subscript: Text is lowered below the normal line of text.
3. The term Alignment refers to the position of the text on a page.
- Different types of alignment are :
- a) Align left b) Align right
c) Align center d) Justify
4. To enhance the beauty of the text, we can add variety of borders and shading effects to a paragraph
5. Line spacing is the vertical distance between successive lines of the text in a document, whereas, paragraph spacing is the vertical distance between successive paragraphs.
- E.** 1. Ctrl +B, 2. Ctrl + I, 3. Ctrl + U

Chapter-4

- A.** 1. Word 2. Insert 3. Graphics 4. Table 5. Textbox
- B.** 1. T, 2. T, 3. F, 4. T, 5. T
- C.** 1. (b) Table 2. (b) Online Pictures
3. (a) 40 4. (b) Textbox 5. (a) Insert
- D.** 1. The primary purpose of adding a picture to a Word document is to enhance understanding and improve the visual appeal of the content.
2. "Online Pictures" is a feature in Microsoft Word that lets you find and add photos from the Internet directly into your document.
3. In Word 2016, you have a bunch of pre-made drawings you can drop into your document.
- Think of it like a sticker book with different types of shapes, sorted into categories:

Lines: Straight, bent, or with arrows on the end.

Basic Shapes: Simple things like circles, squares, hearts, triangles, and ovals.

Arrows: Thick arrows pointing in every direction.

Math Shapes: Plus signs, minus signs, brackets, and equals signs.

Flowchart Symbols: Special boxes and diamonds used to make diagrams that explain processes.

Stars and Ribbons: Banners, scrolls, and stars (like a 5-point star or a 16-point star).

Speech Bubbles: The comic-book style bubbles for people talking or thinking.

4. Graphics are the pictures, drawings, shapes, symbols or designs used in a document to make it attractive and easy to understand. In MS Word, graphics can include:

Pictures, Shapes, Word Art and Icons.

Graphics are used in MS word by the following ways:

- a) to make our work beautiful.
b) to explain things clearly.
c) to make learning interesting and fun.
5. A textbox is a graphical element that is movable in the document anywhere. The look of the textbox can be changed by adding different formatting effects to the it.
6. A table is a collection of interconnected rows and columns where the data and information can be stored.

Chapter 5

- A.** 1. presentation. 2. Ribbon 3. Status bar
4. blueprint 5. Alt+F4
- B.** 1. F, 2. T, 3, T, 4. F, 5.T
- C.** 1. (b) Slides 2. (a) Ctrl + N
3. (b) Quick Alves toolbar
4. (b) Placeholder 5. (d) Ctrl + S
- D.** 1. PowerPoint presentation is a collection of slides that can contain information about a topic. They are arranged in a systematic order to display the information.
2. A slide is a single page of a PowerPoint presentation that holds text, pictures, and other objects.

3. Placeholder holds the objects in a slide. It can hold text, pictures & charts.
4. Three components are:
 - a) Title bar
 - b) Ribbon
 - c) Slide Pane
5. It is like a blueprint for the slides. It refers to the general arrangement of the various components on the slide.

- E.** a) Ctrl + N b) Shift + F5
 c) Alt + F4 d) Ctrl + M

Chapter-6

- A.** 1. Computers, 2. Resource, 3. Web browser, 4. Web pages, 5. www.
- B.** 1. F, 2. T, 3. T, 4. T, 5. F
- C.** 1. (b) Hyperlink
 2. (a) Website
 3. (c) Both a and b (Mozilla Firefox & Google Chrome),
 4. (c) Networks
- D.** 1. The Internet is a large network of computers connected together that allows people to share information and communicate.
 2. A website is a collection of related web pages, while a web page is a single digital page of information on a website.
 3. An ISP (Internet Service Provider) is a company that provides people access to the Internet in exchange of fee.
 4. Sending emails
 Searching for information
 Online shopping
 Watching videos
 Social networking
 5. Google, Yahoo, Bing
 6. A web browser is a software application that allows you to access entire information available on the web. Example: Chrome, Firefox.

7. You can search information on the Internet by typing keywords into a search engine and clicking on the results or links.

- E.** 1. World Wide Web
 2. Advanced Research Projects Agency Network
 3. Interconnected Networks
 4. Internet Service Provider
 5. Uniform Resource Locator

Chapter-7

- A.** 1. Chatbot, 2. features, 3. Alexa, 4. internet. 5. Artificial
- B.** 1. F, 2. T, 3. F, 4. T, 6. T
- C.** Yourself
- D.** 1. Artificial Intelligence means making smart machine or devices that can think and act like humans. These machines can learn, listen, see and help us.
 2. Smart Speakers, Smartphones, Self-Driving Cars, Smart Doorbells Smart TV
 3. When a visitor arrives, it notifies the user by ringing a smart phone or other connected device.
 4. A self-driving car is a driver less car which sense its environment and drive safely without human inputs. These cars are developed to reduce the number of accidents.
 5. Chatbot is a computer program which is used make chat conversation with humans.

Test Paper-1

- A.** 1. (b) Calibri 2. (b) ROM
 3. (d) Windows 11 4. (c) Hyperlink
 5. (d) Yahoo
- B.** 1. Microphone, 2. ISP, 3. Placeholders, 4. File Explorer, 5. Icons
- C.** 1. True, 2. True, 3. True, 4. True, 5. True
- D.** 1. A computer network is a group of computers connected together to share information and resources.

2. A scanner is used to convert pictures documents into digital form on a computer.
3. Some AI powered devices :
Smart phones
Smart TV
Smart Watch
Smart speakers
4. Some search engines are :
Google, Yahoo, Bing
5. A slide is a single page of a PowerPoint presentation that contains text, pictures or videos.

Test Paper-2

- A.** 1. (b) Waymo 2. (c) F5 3. (a) Uppercase
4. (c) Ctrl + S 5. (c) Arithmetic & Logic Unit.
- B.** 1. Status bar 2. Resource
3. Title Slide 4. Amazon Echo
5. Alt + F4
- C.** 1. False 2. True 3. True

4. False 5. False
- D.** 1. PowerPoint presentation is a collection of slides that can contain information about a topic. They are arranged in a systematic order to display the information.
2. Bold : Ctrl + B
Italic : Ctrl + I
Underline : Ctrl + U
3. A web browser is a software application that allows you to access entire information available on the web. Example: Chrome, Firefox.
4. Line spacing is the vertical distance between successive lines of the text in a document, whereas, paragraph spacing is the vertical distance between successive paragraphs.
5. Graphics are the pictures, drawings, shapes, symbols or designs used in a document to make it attractive and easy to understand. It includes pictures, shapes, wordart and icons.