



COMPUTER : A SMART MACHINE

A. Fill in the blanks with the help of words given in the box.

1. calculate, 2. natural, 3. fuel, 4. man-made

B. Write 'T' for True and 'F' for false statements.

1. False, 2. True, 3. False, 4. False,

C. Tick (✓) the correct option.

1. electricity, 2. fast, 3. multiple task, 4. machine

E. Answer the following questions.

1. Car; Bus, 2. Washing machine; Air conditioner,
3. It work very fast; It save time



APPLICATION OF A COMPUTER

A. Fill in the blanks with the help of words given in the box.

1. calculate, 2. games, 3. messages, 4. music

B. Write 'T' for True and 'F' for false statements.

1. Ture, 2. True, 3. True, 4. True

C. Tick (✓) the correct option.

1. receive, 2. booking, 3. bills, 4. maintain

D. Answer the following questions.

1. A. We can send and receive message. B. We can make drawings.
2. office, Bank, Airport



PART OF A COMPUTER

A. Fill in the blanks with the help of words given in the box.

1. input, 2. monitor, 3. Central Processing Unit, 4. VDU

B. Write 'T' for True and 'F' for false statements.

1. Ture, 2. False, 3. True, 4. True

C. Tick (✓) the correct option.

1. input device, 2. input device, 3. brain

D. Answer the following questions.

1. CPU 2. Monitor is computer looks like a television.
3. Central Processing Unit



USING KEYBOARD AND MOUSE

A. Fill in the blanks with the help of words given in the box.

1. Space bar, 2. four, 3. wire, 4. buttons

B. Write 'T' for True and 'F' for false statements.

1. False, 2. True, 3. False, 4. False

C. Tick (✓) the correct option.

1. 26, 2. Enter key, 3. clicking, 4. CPU

D. Answer the following questions.

1. Spacebar key, Enter key and Arrow key
2. Clicking, double-clicking, right-clicking, scrolling and dragging.



MS PAINT

A. Fill in the blanks with the help of words given in the box.

1. Tab, 2. Ribbon, 3. Quick Access, 4. Eraser

B. Tick (✓) the correct option.

1. Line tool, 2. Drawing area, 3. Oval tool,

D. Answer the following questions.

1. Size, 2. Oval, 3. Line tool



INTRODUCTION TO TUX PAINT

A. Fill in the blanks with the help of words given in the box.

1. drawing, 2. tools, 3. Color Palette, 4. Magic

B. Write 'T' for True and 'F' for false statements.

1. True, 2. False, 3. False, 4. True

C. Tick (✓) the correct option.

1. children, 2. brushes, 3. white, 4. Eraser

D. Answer the following questions.

1. Help Area : It is used to get information about the selected tool.
2. Drawing Area : It is a blank white area used for drawing.
3. Save tool.



INTRODUCTION TO ARTIFICIAL INTELLIGENCE

A. Fill in the blanks with the help of words given in the box.

1. think; learn, 2. AIBO, 3. Alexa, 4. man-made

B. Write 'T' for True and 'F' for false statements.

1. False, 2. True, 3. False, 4. False

C. Write the name of the following AI devices.

1. Robotic dog, 2. Amazon Alexa

D. Answer the following questions.

1. Artificial Intelligence
2. Human
3. Amazon Alexa



TEST PAPER - 1

A. Tick (✓) the correct option.

1. electricity, 2. bills, 3. humans

B. Fill in the blanks with the help of words given in the box.

1. pointing, 2. Central Processing Unit, 3. Oval

C. Write 'T' for True and 'F' for false statements.

1. True, 2. False, 3. True

D. Match the following.

1. An electronic machine,
2. An output device
3. An electronic machine

E. Answer the following questions.

1. Bicycle; Washing machine,

2. Oval, Circle, Square, Rectangle, Triangle
3. Monitor



TEST PAPER -2

A. Tick (✓) the correct option.

1. input,
2. mouse,
3. Scroll

B. Fill in the blanks with the help of words given in the box.

1. number,
2. processing,
3. Quick Access

C. Write 'T' for True and 'F' for false statements.

1. True,
2. False,
3. True

D. Match the following.

1. Longest Key,
2. Pressing left mouse button once
3. erases text to your left

E. Answer the following questions.

1. Two,
2. Index,
3. Tux Paint is a free, open-source raster graphics editor designed specifically for children. It provides various drawing tools, stamps, and special "magic" effects to encourage creativity.

1

COMPUTER AND ITS PARTS

A. Fill in the blanks with the help of words given in the box.

1. Power, 2. mouse, 3. books, 4. e-mails

B. Write 'T' for True and 'F' for false statements.

1. False, 2. True, 3. True, 4. False,

C. Tick (✓) the correct option.

1. UPS, 2. 104, 3. desktop, 4. information

D. Answer the following questions.

1. Desktop, Laptop, Tablets 2. Hospitals, Bank
3. The main parts of computer are : Monitor, Keyboard, CPU, UPS, Printer, Pendrive, Headphone etc.

2

HOW DOES A COMPUTER WORK ?

A. Fill in the blanks with the help of words given in the box.

1. output, 2. Input, 3. device, 4. data, 5. fast

B. Write 'T' for True and 'F' for false statements.

1. Ture, 2. False, 3. True, 4. False, 5. False

C. Tick (✓) the correct option.

1. Brain, 2. CPU, 3. input, 4. computer 5. Keyboard

D. Answer the following questions.

1. Input - Process - Output
2. Input device is used to enter data into a computer.
3. CPU displays the output computer.
4. Computer Calculator
It can work on numbers and alphabets. It can work only on numbers.
It can display more than one result at a time. It can dispaly only one result at a time.
5. Output device does all the processing take place in a computer.

3

KEYBOARD AND MOUSE

A. Fill in the blanks with the help of words given in the box.

1. enter, 2. Keys, 3. Clicking, 4. Spacebar

B. Write 'T' for True and 'F' for false statements.

1. False, 2. False, 3. True, 4. False

C. Tick (✓) the correct option.

1. 10, 2. once, 3. Arrow, 4. 0 to 9 5. 26

D. Answer the following questions.

1. The difference between the Delete Key and Backspace Key are :
Delete Key : Delete key deletes the text that appears to the right of the cursor, one character at a time, whereas the Backspace key deletes the text that appears to the left of the cursor, one character at a time.
2. The various types of mouse are : Trackball Mouse, Optical Mouse, Wireless optical Mouse
3. The difference between clicking and double-clicking are : Clicking means pressing the left mouse button once. It is used for making selections, such as selecting an object, text or button. Double-clicking means pressing the left mouse button twice quickly. This can be used to open an application by double-clicking on its icon.

4

WORKING WITH MS PAINT

A. Fill in the blanks with the help of words given in the box.

1. left, 2. Resize, 3. Selection, 4. Ms Paint, 5. Flip

B. Write 'T' for True and 'F' for false statements.

1. False, 2. True, 3. False, 4. False, 5. True

C. Tick (✓) the correct option.

1. Cut, Paste, 2. Resize, 3. Text, 4. Free-from selection, 5. Eraser

D. Answer the following questions.

1. Eraser Tool
2. The size of picture can be increased or decreased horizontally or vertically.
3. This tool is used to select a part of an image in an irregular shape. This part can be dragged to some another location. Select Free-Form selection tool. Place the pointer on the drawing area.

4. Flipping turn the selected part horizonatally or vertically. Rotating turns the selected object around by a certain angle.
5. Copy command



INTRODUCTION TO WORDPAD

A. Fill in the blanks with the help of words given in the box.

1. Currсор, 2. WordPad, 3. Noteped, 4. Zoom Slider 5. Paste

B. Write 'T' for True and 'F' for false statements.

1. True, 2. True, 3. False, 4. True, 5. False

C. Tick (✓) the correct option.

1. Ribbon, 2. white, 3. Cut; Paste, 4. Ctrl + C 5. Minimize

D. Answer the following questions.

1. Window accessories in wordpad window.
2. Selecting teh text :
 1. Move teh cursor to the beginning of the text.
 2. Click and hold the left mouse button. 3. Drag the mouse to the right to make select the desire text. 4. Release the mouse button.
3. Copy and Paste
4. Cut and Paste



MORE ON TUX PAINT

A. Fill in the blanks with the help of words given in the box.

1. Tux Paint, 2. drawing area, 3. Selector, 4. Noise, 5. Eraser

B. Write 'T' for True and 'F' for false statements.

1. True, 2. True, 3. False, 4. True, 5. True

C. Tick (✓) the correct option.

1. Toolbox, 2. Information area, 3. Stamp, 4. Rain

D. Answer the following questions.

1. Tool box : It contains various basic tools and application controls.
2. Opening a Drawing :
 1. Click the Open button from the toolar. thumbnails of all the saved drawings will be displayed.

2. Click on the drawing you want to open.
3. Click the Open button. The selected drawing will be opened.
3. Stamp Tool : This tool enables you to put a stamp and add images in the drawing. A stamp is like a readymade picture that can be used to create a pattern by repeating it many times in the drawing.
4. Drawing tool is used to add a circle shape in a drawing.



ARTIFICIAL INTELLIGENCE

A. Fill in the blanks with the help of words given in the box.

1. human, 2. better, 3. Google Map, 4. Sofia

B. Write 'T' for True and 'F' for false statements.

1. True, 2. True, 3. True, 4. True

C. Name the following AI technologies.

1. Robotic dog(AIBO), 2. Siri, 3. Cortana 1. Toolbox,

D. Answer the following questions.

1. Sofia is robots machines that are programmed to perform tasks just like humans. They are used to perform tasks such as moving from one place to another, picking objects items and much more.
2. Google Map
3. Siri



TEST PAPER - 1

A. Tick (✓) the correct option.

1. information, 2. order, 3. I- P-O

B. Write 'T' for True and 'F' for false statements.

1. False, 2. True, 3. False

C. Fill in the blanks with the help of words given in the box.

1. Books, 2. 104, 3. Text

D. Identify and name the following pictures.

1. Laptop, 2. Calculator, 3. HeadPhone

E. Answer the following questions.

1. The three types of computers are Analog, Digital, and Hybrid

2. The CPU is called the brain of the computer.
3. Icons are small, clickable, graphical symbols on a computer screen that represent files, programs, applications, or commands within a Graphical User Interface (GUI).



TEST PAPER -2

A. Tick (✓) the correct option.

1. right,
2. Title,
3. Canvas

B. Fill in the blanks with the help of words given in the box.

1. Enter,
2. Debugging,
3. Google Maps

C. Write 'T' for True and 'F' for false statements.

1. False,
2. False,
3. False

D. Identify and name the following

1. Robotic dog(AIBO),
2. Siri,
3. Cortana

E. Answer the following questions.

1. Google Assistant (Alexa, Siri, Cortana etc)
2. It opens the item are double-click on an item.
3. North, South, East, West



HARDWARE AND SOFTWARE

A. Fill in the blanks with the help of words given in the box.

1. hardware, 2. output device, 3. Program, 4. operating system

B. Write 'T' for True and 'F' for false statements.

1. True, 2. False, 3. True, 4. True

C. Tick (✓) the correct option.

1. Hardware, 2. Software, 3. two, 4. System software

D. Answer the following questions.

- | | |
|--|---|
| 1. Hardware
These are the physical components of a computer that process the data.

These can be seen and touched. | Software
These are the set of programs that tells the computer what to do.

These cannot be touched. |
| 2. System software and Application software | |
| 3. An Operating System is a part of System software that makes a computer run. It is the first software which has to be installed on the computer. | |



UNDERSTANDING WINDOWS 10

A. Fill in the blanks with the help of words given in the box.

1. Booting, 2. Icon, 3. taskbar, 4. Start button

B. Write 'T' for True and 'F' for false statements.

1. False, 2. False, 3. True, 4. False

C. Tick (✓) the correct option.

1. Operating system, 2. right, 3. right, 4. start button

D. Answer the following questions.

1. When we switch ON the computer, the operating system gets loaded into the computer's memory. This process is called booting.
2. To select desktop icons, click on an icon once to highlight it, or click and drag a box around multiple icons. To deselect, click on any empty space on the desktop background, or hold Ctrl and click a selected icon to deselect only that item.

3. The start button is present at the bottom-left-corner of the taskbar. On clicking Start button, a list of options appear. This list is called the start menu.



INTRODUCTION WORD 2016

A. Fill in the blanks with the help of words given in the box.

1. Title bar, 2. Ctrl + S, 3. Scroll, 4. close, 5. File

B. Write 'T' for True and 'F' for false statements.

1. Ture, 2. True, 3. False, 4. True, 5. False

C. Tick (✓) the correct option.

1. Title bar, 2. white, 3. vertical, 4. Ctrl + N, 5. Ribbon

D. Answer the following questions.

1. Microsoft Word and M.S Word
2. Click the File menu. A drop-down list will appear.
Select the New option from the drop-down list.
A New window appears. Click on Blank document.
3. When you reach the end of a line, the text automatically moves to the next line. This feature is called Word Wrap.
4. Place the cursor at the beginning of the text.
Press the left mouse button and hold it.
Now, drag the mouse over the text and the text will get highlighted.
Now, release the mouse button.
You will see that the text is selected.
To deselect the text, click anywhere in the working area of the document.



EDITING A DOCUMENT

A. Fill in the blanks with the help of words given in the box.

1. Word processing, 2. Cut and paste, 3. Undo,
4. Copying, 5. Redo

B. Write 'T' for True and 'F' for false statements.

1. True, 2. False, 3. False, 4. Ture, 5. False

C. Tick (✓) the correct option.

1. MS Word, 2. Ctrl + C, 3. double, 4. Ctrl + Y 5. Editing

D. Answer the following questions.

1. To perform any kind of editing on text, text must first be selected. When you select the text, it becomes highlighted.
2. Copying and Pasting text from Microsoft Word is a useful and time-saving process. Copying allows us to reproduce a section of text without having to type it each time.
3. Undo : Undo option is used to reverse the action of the last command.
Redo : Redo is used to reverse the action of Undo command.
4. This feature of Word allows us to find a particular word or phrase in the current document. You can also replace the particular word or phrase with an alternate text.
5. Word 2016 allows us to preview the document before printing. To preview and print the document, follow the steps given below.
Save your document.



WORKING WITH MS PAINT 3D

A. Fill in the blanks with the help of words given in the box.

1. Text,
2. Menu,
3. Option,
4. Title bar,
5. Colors Palette

B. Write 'T' for True and 'F' for false statements.

1. False,
2. True,
3. True,
4. True,
5. True

C. Tick (✓) the correct option.

1. top-left,
2. 10,
3. Commit,
4. Browse,
5. 3

D. Answer the following questions.

1. Paint 3D is a free program from Microsoft which is not only used to create unique 2D art but also allows you to build 3D objects. It contains various basic and advanced art tools, using which you can create and edit 3D images.
2. 3D Models are some readymade models of humans and animals.
3. Close button.
4. Click on the Start button. A start menu appears.
Click on the Paint 3D option. A Paint 3D window opens.
Click on the New option to start a new project.

6

LET'S LEARN SCRATCH

A. Fill in the blanks with the help of words given in the box.

1. Sensing, 2. Sound, 3. Sprite, 4. My Block,
5. Control

B. Write 'T' for True and 'F' for false statements.

1. True, 2. True, 3. False, 4. False, 5. False

C. Tick (✓) the correct option.

1. Scratch, 2. Mitchel Resnick, 3. Motion,
4. Looks 5. 18

D. Answer the following questions.

1. There are nine categories of built-in blocks in Scratch.
2. The Motion Blocks category controls a sprite's movement, direction and position.
3. Scratch is an education programming language used to create interactive stories, art, animations, games, etc. using block-based programming.

Starting with Scratch

To Open Scratch project:

1. Click on the Start button. A Start menu opens.
2. Click on Scratch Desktop.

A Scratch 3.0 offline editor window opens.

4. Pen Blocks : The Pen Blocks are added as an extension from the bottom-left corner of the editor.

Blocks Menu : It displays various types of blocks, like Motion, Looks, Sound, Control, etc.

5. 1. Click on the File menu. a menu list opens.
2. Click on the Save to your computer option.
3. A Save As dialog box opens. Type the name of the file in File name text box.
4. Click on the Save button.

7

STEPWISE THINKING

A. Fill in the blanks with the help of words given in the box.

1. Stepwise, 2. Problem Solving, 3. steps, 4. result, 5. Reasoning

B. Write 'T' for True and 'F' for false statements.

1. False, 2. True, 3. True, 4. False, 5. True

C. Priya is skipping a rope. Is it a Loop? Tick (✓) the correct answer.

Yes, it is a Loop

D. Answer the following questions.

1. If you are given some problem to solve, you must think through the problem in order to find strategies to solve it. It is called Reasoning.
2. To find a particular solution to a problem is called Problem Solving.
3. The process of repeating an action multiple times is called Looping.
4. Moving onto the next step after completing the previous step in order to complete a task is called Stepwise Thinking.



TEST PAPER - 1

A. Tick (✓) the correct option.

1. Ctrl + Y, 2. Software, 3. Cortana

B. Fill in the blanks with the help of words given in the box.

1. The "Make 3D" tool, 2. hardware, 3. Google Chrome

C. Write 'T' for True and 'F' for false statements.

1. False, 2. False, 3. True

D. Match the following.

1. Central Processing Unit, 2. Output device,
3. switching ON the computer

E. Answer the following questions.

1. Feature of MS Word

1. Word provides a spell-checking feature which allows you to correct the spelling errors in your document.
2. You can find words in a document and replace them with other words.
3. You can add charts in a document to convey information.
4. Pictures and clip arts can be added to a document to fetch interest of the readers.
5. You can format the by changing its size, colour, adding styles, paragraphs, formatting adding headings, and much more.

2. Hardware

1. These are the physical components of a computer that process the data.

Software

These are the set of programs that tells the computer what to do.

- | | |
|-----------------------------------|----------------------------------|
| 2. These can be seen and touched. | These cannot be touched. |
| 3. These wear out with time. | These do not wear out with time. |

3. Click on the **Start** button. A start menu appears.

Click on the **Paint 3D** option. A paint 3D window opens.

Click on the **New** option to start a new project.



TEST PAPER -2

A. Tick (✓) the correct option.

1. Motion, 2. Web, 3. Mitchel Resnick

B. Fill in the blanks with the help of words given in the box.

1. cat, 2. Internet, 3. Scroll

C. Write 'T' for True and 'F' for false statements.

1. True, 2. True, 3. True

D. Name and explain the marked tools of Paint 3D.

Crop Marker : In Paint 3D, the Crop tool is used to reframe, resize, or remove unwanted parts of an image or canvas. It operates primarily through the canvas toolset to change the overall working area.

Marker : The standard Marker, Calligraphy Pen, Pixel Pen, Spray Can, Oil Brush, Watercolor Brush, Pencil, Crayon, and Eraser.

3. erases text to your left

E. Answer the following questions.

1. Right-click the mis-spelled word and select the correct spelling from the suggestion.
2. Artificial Intelligence (AI) is a field of computer science dedicated to creating system that can perform tasks typically requiring human intelligence.
3. In Paint 3D, the Text tool (represented by a capital letter "A" icon in the top menu) is used to add both 2D and 3D text to projects. Users can select the "Text" button, choose between 2D or 3D options on the right-hand panel, then click on the canvas to type and format text.

KNOWING ABOUT COMPUTERS

A. Fill in the blanks with the help of words given in the box.

1. Output, 2. brain, 3. Keys, 4. flash drive, 5. microphone

B. Write 'T' for True and 'F' for false statements.

1. True, 2. False, 3. False, 4. True, 5. False

C. Tick (✓) the correct option.

1. pixels, 2. Monitor, 3. Microphone, 4. Mouse, 5. ROM

D. Answer the following questions.

1. Keyboard, Mouse
2. Scanner : A scanner is an input device that helps us to put printed pictures, texts and illustrations into a computer. It reads the images and translates the information and it to the computer.
3. Webcam : A webcam is a camera that helps us put images into a computer by directly clicking them. It is used for web chats as it helps us see the person you are chatting with.
4. Input devices : The devices through which you enter data and instructions into the computer are called Input devices. Keyboard, Light Pen
5. Arithmetic and Logic Unit (ALU) : This unit performs various arithmetic operations such as addition, subtraction, multiplication, and division. It also perform logic operations such as equal to, greater than, less than, and not equal to.
6. Memory : This unit stores information in the form of instructions and data.
7. A Barcode Reader is used to read and decode information contained in bar codes.
8. An a Hard Copy is a permanent reproduction in a physical form of data output from a computer.

E. Write down the full form of the following.

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

A. Fill in the blanks with the help of words given in the box.

1. Home, 2. Superscript, 3. Bullets, 4. Calibri, 5. Drop Cap

B. Write 'T' for True and 'F' for false statements.

1. False, 2. True, 3. True, 4. False, 5. True

C. Tick (✓) the correct option.

1. Both of these, 2. Home, 3. Front Type, 4. Calibri, 5. None of these

D. Answer the following questions.

1. Formatting is a proces of making certain text bold, italic or underlined or setting its font size, colour, setting lines spacing, tabs, etc. to icrease the readability and beauty of the document.

2. The common keyboard shortcut keys for text formatting on Windows and most applications are Ctrl+B for Bold, Ctrl+I for Italic, and Ctrl+U for Underline.

3. Superscript and Subscript different between :The Superscript option places the selected text slightly above the baselinwe, whereas the Subscript option places the selected text slightly below the baseline. to apply subscript or superscript, perform the following steps :

1. Select the text. 2. Click on the Superscript or Subscript button present in the Font group of the Home tab.

4. Creating Bulleted or Numbered List : We can format items in a list by using and numbers. A bullet is a small graphic symbol.

To apply bullets, perform the following steps :

1. Select the text and click on the Bullets button in the Paragraph group of the Home tab.

2. Select the bullet style of your choice.

3. You will notice that the selected text is bulleted and the indents are automatically adjusted to separate text from the bullets.

4. Click on the Numbering button in the Paragraph group and select any list style of your choice.

5. Border and Shading :To enhance the beauty of text, we can add a variety of borders and shading effects to a paragraph or to the entire page. To apply border abnd shading effects, follow these steps :

1. Select teh text and click on the drop-down menu next to the Border button in the Paragraph group on the Home tab.

2. Select the Border and shading option. The Border and shading diaiog box gets displayed.

3. Select the type of border from leftmost pane.
4. Select the line style using the scroll bar in the style section. A drop-down menu is displayed.
5. Select d color from the color section.
6. Choose the line width from the Width Section.
7. Click on Ok to finalize the selections made.



WORKING WITH GRAPHICS IN WORD 2016

A. Fill in the blanks with the help of words given in the box.

1. Word, 2. Insert, 3. Ribbon, 4. Table, 5. Textbox

B. Write 'T' for True and 'F' for false statements.

1. Ture, 2. True, 3. False, 4. True, 5. True

C. Tick (✓) the correct option.

1. Table, 2. Online Pictures, 3. 40, 4. Textbox, 5. Insert

D. Answer the following questions.

1. MS Word provides an option to add pictures to your document in order to make it more creative. Following are the steps to insert pictures in a document:

1. Click on the Insert tab.
2. Go to Illustrations group and click on the Picture> This Device option.
3. An Insert Picture dialog box will appear on the screen.
4. Browser and select the picture of your wish and click on Insert button.

As the picture is inserted in a document, a Picture Format tab related to the picture tools will also appear with which you can change the appearance of the picture with the help of different effects applied on it.

2. Inserting Online Picture : A Picture can also be added from the Internet. these images can be searched directly from the Internet and can be inserted in the document at teh same time. Steps to insert online Picuters are:

1. Click on the Insert tab.
2. Go to Illustration group and select picture > Online Picture option.
3. An Online Pictures dialog box will appear on the screen.
4. Give a keybord related to the picture in the Bing Image Select textbox.
5. Browser and choose the picture of your wish and click on Insert button.

3. Inserting Shapes : Different types of shapes can be added in a document for making it more innovative. These shapes includes Lines, Rectangles, Block Arrows, Equation Shapes, Basic Shapes and many more. Steps to insert shapes in a document are:

1. Click on the Insert tab.
2. Go to the Illustrations menti group and click on the Shapes option.
3. A drop-down window appears with various categories of shapes in it.
4. Choose any shape of your wish and drag the mouse on the working area. The selected shape will be drawn on the page.

As the shape is inserted in the page, a Shape Format tab related to the Shapes styles is added in the Ribbon. It helps to change the appearance of the shape by applying different effects on it.

4. To add text in a shape, click on the shape and start typing. Or right click on the shape and select click on teh Add Text option. An insertion pointer will be shown inside the shape where you can type any text.
5. Inserting a Textbox : 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 it. Steps to insert a textbox are:

1. Click on the Insert tab.
- 2 Go to the Text group and click on the Textbox option.
3. You will see different Built-in Textboxes on the screen. Select the Simple Textbox and it will be inserted on the page.
4. Type the text in the textbox and it will be adjusted according to the size of the textbox. The size of the textbox can also be adjusted by moving the handles of the textbox.

6. Inserting a Table: A table is a collection of interconnected rows and columns where the data and information can be stored. There are various methods to insert a table in a document.

Method 1: Using Table Grid

1. Click on the Insert tab > Tables group> Table option.
2. Select number of rows and columns from table grid by hovering the mouse over them and click the left mouse button.

A table with selected number of rows and columns will be drawn



INTRODUCTION TO MS POWER POINT 2016

A. Fill in the blanks with the help of words given in the box.

1. presentations, 2. Ribbon, 3. Status bar, 4. Ctrl+ Shift+>, 5. Alt+F4

B. Write 'T' for True and 'F' for false statements.

1. False, 2. True, 3. False, 4. False, 5. True

C. Tick (✓) the correct option.

1. Slides, 2. Ctrl + N, 3. Quick Access Toolbar, 4. Placeholder, 5. Ctrl + S

D. Answer the following questions.

1. Creating a Blank Presentation Slide: To create a new blank presentation slide, follow the steps given below

1. Click on the File tab.
2. Select the New option. It will display many options.
3. From these options click Blank Presentation option. A blank presentation with a blank slide will be opened.

Saving a Presentation: The different steps to save our presentation are given below:

1. Click on the File tab.
 2. Click Save or Save As option.
 3. A Save As dialog box will appear.
 4. Type the name of your presentation in the File name box.
 5. Click the Save button to save your work.
2. A powerPpoint presentation is made up of a collection of several pages called Slides. Each slide is a single screen that can contain text, pictures, graphics, tables, sound and videos.
3. Presentation software (like MS PowerPoint) is used to create engaging, visual slideshows for learning and communication. Key uses include displaying educational content in classrooms, creating animated project presentations, and organizing information with images and text.

Here are three primary uses :

Educational Presentations : Teachers and students use slideshows to illustrate concepts, make lessons interactive, and present project work.

Visual Reports and Projects : Students organize text, images, and charts to create reports or presentations on various topics.

Multimedia Projects : Combining text, sound, video, and animations to create digital stories or simple, engaging, and creative, fun presentations.

4. Opening an Existing Presentation : To open an existing presentation, follow the given steps :

1. Click on the File tab.
2. Click the Open option.
3. An Open dialog box will be displayed on the screen.
4. Select the file you want to open, and click on Open button.

5. Exiting Power Point 2016 : You can exit from PowerPoint simply by clicking the close button in the top-right corner of the Title Bar.
 1. The computer will ask you to save your presentation, if it is not saved.
 2. Click the appropriate button to close PowerPoint



WORKING WITH SLIDES IN POWERPAINT 2016

A. Fill in the blanks with the help of words given in the box.

1. Copy, 2. Rotation, 3. Home, 4. Ctrl + X

B. Write 'T' for True and 'F' for false statements.

1. True, 2. False, 3. False, 4. True

C. Tick (✓) the correct option.

1. As many as you want, 2. Ctrl + M, 3. Both a. and b., 4. All of these, 5. Clipboard

D. Answer the following questions.

1. Inserting a New Slide : While creating a presentation, you may need to insert new slides. You insert as many new slides as you want in your presentation. To insert a new slide in a presentation, follow the steps given below:
 1. Open a saved presentation.
 2. Click on the New Slide button on the Standard toolbar.
 3. The Slide Layout task pane will appear.
 4. Select any layout you wish and click on it.
 5. Your new slide will be inserted into the presentation
2. Copying Objects: You can copy objects anywhere on a slide, between slides, or from one file to another. The Copy feature does not remove the object from its original location, but it duplicates the selected object. To copy objects, perform the following steps:
 1. Select the object to be copied.
 2. Click on the Copy button in the Home tab in the Clipboard group. A copy of the selected object is placed on the clipboard.
 3. Take the cursor to where the object is to be placed. Click on the Paste button in the Home tab under the Clipboard group. The copied object will appear in its new location.
3. Editing Text Object : The text that you type in textboxes such as titles, subtitles, etc. can also be changed. To edit the text, follow the steps given below.
 1. Open the slide whose text is to be changed.

2. Click on the text. A placeholder will appear.
3. Place the cursor where you want to edit the text.
4. Now make the required changes in the text.
5. After editing the text, click on the Save option in File menu to save the changes.
4. Deleting a Slide : A slide can be deleted if it is not required. To delete a slide from the presentation, perform the following steps:
 1. Click the View tab.
 2. Click on Normal in the presentation views group.
 3. Click the Slide tab in the left pane that contains the outline and slide tab. Now, right-click the slide you want to delete and click Delete Slide.



PROGRAMMING WITH SCRATCH

A. Fill in the blanks with the help of words given in the box.

1. Scratch, 2. Paint Editor, 3. Backdrop, 4. Choose a Backdrop, 5. Duplicator

B. Write 'T' for True and 'F' for false statements.

1. False, 2. True, 3. True, 4. False, 5. False

C. Tick (✓) the correct option.

1. Looks, 2. Choose a Backdrop, 3. Backdrop, Backdrop, 4. Mitchel Resnick

D. Answer the following questions.

1. Scratch is a block-based programming language used to create stories, animations, and games. This chapter makes you familiar with the Looks Block, and you will also learn to create a duplicate sprite, change the backdrop, and paint a sprite.
2. A Backdrop is the background image of the stage in a scratch project.
3. To change the appearance of the sprite, the Looks Block is used. When you click on the Looks Block, it displays a list of blocks in the Blocks Palette.
4. Creating a Duplicate Sprite: To create a duplicate sprite, follow the given steps :
 1. Right-Click on the sprite in the sprite List.
 2. Select the Duplicate option from the list. A duplicate sprite will be created and will appear in the Sprite List as well as on the stage.
5. Paint a Sprite ; You can create your own sprite by painting it in the Paint Editor window. Steps to paint a sprite are :
 1. However the mouse over the Choose a Sprite button.

2. Click on the Paint option.
3. A Paint Editor window opens. Select the tools and colours from the window and draw the sprite. As you draw the sprite in the Paint Editor window, it will be drawn on the Stage as well. It also created in the Sprite List.



ROBOTICS AND ARTIFICIAL INTELLIGENCE (AI)

A. Fill in the blanks with the help of words given in the box.

1. automatic, 2. physicians, 3. education, 4. vision, 5. Transport

B. Write 'T' for True and 'F' for false statements.

1. True, 2. True, 3. False, 4. True, 5. False

C. Tick (✓) the correct option.

1. Programming, 2. Industrial, 3. NAO, 4. Waymo, 5. House

D. Answer the following questions.

1. A robot is an automatic machine that is programmed to perform specific task with little or no human intervention. You can give instructions to the robot, or it can activate itself and perform the programmed tasks.
2. Artificial Intelligence is the process of embedding intelligence into robots through programming. Artificially Intelligent Robots can perform tasks such as recognizing and analyzing objects, picking and moving them and even modifying the objects. Artificial Intelligence gives vision to a robot, allowing it to see, identify, and analyze the objects. Robots with Artificial Intelligence can detect and recognize faces and expressions as well.
3. Robots are widely used in various fields such as manufacturing, education, transport, home, healthcare, etc, to perform the assigned tasks and reduce workload of humans. Let us discuss about various uses of robots in society.
4. Robots used in manufacturing industries are called Industrial Robots. These robots are especially trained to perform the tedious and repetitive tasks such as: Welding, Assembling, painting, Machine-cutting, Grinding and polishing. ex- SCARA (Selective Compliance Articulated Robot Arm)
5. Home : Robots are used at home to simplify human tasks. They are used to perform tasks such as : Cleaning the house, For entertainment, For teaching children, For security. ex- Roomba is a home robot used to clean the home.



TEST PAPER - 1

A. Tick (✓) the correct option.

1. Calibri, 2. ROM, 3. Windows 10, 4. Hyperlink, 5. Looks

B. Fill in the blanks with the help of words given in the box.

1. Microphone, 2. Laser, 3. visual, 4. File Explorer, 5. Icon

C. Write 'T' for True and 'F' for false statements.

1. True, 2. True, 3. True, 4. True, 5. True

D. Answer the following questions.

1. A computer network is a group of Interconnected computer and devices.
2. A scanner is used to convert physical documents or images into digital formal.
3. The general steps to save a File in Power Point are to click File, Select 'Save' on 'Save As' and then name the file.
4. Popular search engines are google, Bing and Yahoo!
5. A slide is a single Page of a Presentation in programs like Microsoft Power Point.

E. Application-based Questions.

1. Right-Click the Folder select "Rename", type "Isha-Project", and Press Enter.
2. Right Click on an empty space on the desktop, select "New" .
"Floder", type a name, and press Enter.



TEST PAPER -2

A. Tick (✓) the correct option.

1. NAO, 2. Al of these, 3. Sentence case, 4. All of these, 5. Mitchel Resnick

B. Fill in the blanks with the help of words given in the box.

1. Status bar, 2. resource, 3. many, 4. Perception, 5. Alt +F4

C. Write 'T' for True and 'F' for false statements.

1. True, 2. True, 3. True, 4. False, 5. False

D. Answer the following questions.

1. A backdrop is the background images or scene used in a Presentation or a stage product.
2. Opening an Existing Presentation : To open an existing presentation, follow the given steps :

1. Click on the File tab.
 2. Click the Open option.
 3. An Open dialog box will be displayed on the screen.
 4. Select the file you want to open, and click on Open button.
3. Inserting Online Picture : A Picture can also be added from the Internet. these images can be searched directly from the Internet and can be inserted in the document at the same time. Steps to insert online Pictures are:
1. Click on the Insert tab.
 2. Go to Illustration group and select picture > Online Picture option.
 3. An Online Pictures dialog box will appear on the screen.
 4. Give a keyword related to the picture in the Bing Image Select textbox.
 5. Browse and choose the picture of your wish and click on Insert button.
4. Superscript and Subscript different between :The Superscript option places the selected text slightly above the baseline, whereas the Subscript option places the selected text slightly below the baseline. to apply subscript or superscript, perform the following steps :
1. Select the text.
 2. Click on the Superscript or Subscript button present in the Font group of the Home tab.

E. Application-based Questions.

1. To save a presentation, you can click on the “File” Tab and Select “Save” or “Save as” from the drop down menu, or press the keyboard Ctrl + S.
2. Mark Zuckerberg heads the company Meta Platforms, Inc. formerly known as Facebook, Inc. The company primarily deals in social media and related technologies.



KNOWING ABOUT COMPUTERS

A. Fill in the blanks with the help of words given in the box.

1. Pascal's Calculator, 2. Minicomputer, 3. Transistors, 4. Abacus,
5. Personal Computer

B. Write 'T' for True and 'F' for false statements.

1. True, 2. False, 3. True, 4. True, 5. False

C. Tick (✓) the correct option.

1. Both a. and b, 2. Abacus, 3. ENIAC, 4. First, 5. C64

D. Answer the following questions.

1. Abacus. The abacus is the first device used to perform calculations. It was invented more than 5000 years ago. It was made of a wooden frame with rods, each having beads. It was used in China for counting. It was used to do mathematical calculations like addition, subtraction, multiplication, and division.

2. Charles Babbage (1791–1871) was an English mathematician known as the “Father of Computers”. In the 1830s, he designed the “Analytical Engine,” the first mechanical, general-purpose computer. While he never finished building it due to funding, his plans included essential parts of modern computers like memory and a processor.

3. UNIVAC I (Universal Automatic Computer) was designed by J. Presper Eckert and John Mauchly in 1946. UNIVAC I (Universal Automatic Computer) was 1951. It was also the first computer equipped with It was the first computer to handle both numeric and a magnetic tape unit and use buffer memory.

4. First Generation (1940-1956) : They were based on the use of vacuum tubes. They were very expensive and large in size. The processing speed was very slow. Example: UNIVAC, IBM 650, etc.

Second Generation (1956-1963) : They used transistors in place of vacuum tubes. They used punched cards for input and output and magnetic tape for storage. They were smaller in size compared to the first generation of computers. Example: IBM 140, IBM 150.

Third Generation (1963-1971) : They used integrated circuits (ICs). They used a keyboard for input and Magnetic disks were used for storage. IBM System 360, Apple 2C, etc.

Fourth Generation (1971-present) : They use microprocessors and Integrated Circuits. They use mouse, keyboard, scanners, etc., for input and a monitor or printer for output. They use magnetic disks with higher capacity for storage. Example: Intel processors family.

Fifth Generation (Future) : It works on Artificial Intelligence. Example: A robot. Types of Computers: On the basis of speed, size, and memory (storage capacity), computers divided into four types:

Microcomputers : Microcomputers are also known as Personal Computers (PCs), digital computer desktops. These computers are small in size and inexpensive.

These are mainly used in schools, homes, offices, banks, shops and hotels. Examples: C64, IBM PC., etc.

Minicomputers : These computers are larger in size compared to microcomputers. These have high processing speed and are more expensive than microcom Examples: VAX Computer, PDP-8, etc.

Mainframe Computers : These are large computers with a large memory and high speed. These are mainly used by large organizations like bank and governme → These are very powerful computers but also are very expensive. Examples: IBM 390, System Z10, etc.

5. Mainframe computers	Microcomputer
Size - Small (Fits on a desk)	Very large (Room-sized)
User Capacity - Single-user	Multi-user (Thousands)
Speed - Relatively slow	Extremely fast
Cost - Low cost	Very expensive
Usage - Personal, Schools, Small Offices	Large Enterprises, Banks
Examples - Laptop, Desktop	IBM Mainframes



WORKING WITH TABLES IN MS WORD 2016

A. Fill in the blanks with the help of words given in the box.

1. row, 2. layout, 3. complete table, 4. Formatting, 5. merging

B. Write 'T' for True and 'F' for false statements.

1. False, 2. True, 3. False, 4. False, 5. False

C. Tick (✓) the correct option.

1. Table, 2. Tab, 3. Layout tab, 4. Design tab, 5. Layout tab

D. Answer the following questions.

1. Click the Insert tab and then click the Table button. Chose the Insert Table option from the drop-down menu. The Insert Table dialog box will appear. Set the number of columns and rows, and click OK. When you insert a table, you see the design and Layout tabs on the Ribbon, under Table Tools.
2. Inserting Columns/ Rows in a Table : MS Word provides you with the facility to add new columns to the right or left of any exiting column and insert rows above or below thw selected row.

1. To insert a new column by clicking on its top border. The Table Tools tab appears on the ribbon.
2. Click on the Layout tab under it. Select as you need either the Insert Left or Insert Right button in the Rows & Columns group. An empty column will be inserted in the table as per the chosen option. In the same way, select a row and then click either on the Insert Above or Insert Below button in the Rows & Columns group on the Layout tab to insert a new row.
3. Splitting Cells : Dividing the selected cell into multiple cells is known as splitting cells. To split a cell, follow the steps given below:
 1. Select the cell that you want to split.
 2. Click the Layout tab.
 3. Click Split Cells button from the Merge group.
 4. The Split Cells dialog box appears.
 5. Specify the number of rows and columns, in the respective spin boxes into which you wish to split the selected cell. Click OK
4. Merging Cells: Consolidating two or more cells in the same row or column into a single cell is called merging. To merge cells, follow the given steps:
 1. Select the cells you want to merge.
 2. Click on the Layout tab.
 3. Click Merge Cells from the Merge group.
 4. The data gets merged into a single cell.
5. Calculations in a Table : You can perform simple calculations on the numeric data inserted in a table. For calculations in a table, do the following steps:
 1. Enter the data in a table.
 2. Click the Layout tab.
 3. Click in the cell where you want to display the result. Select the Formula button in the Data group.
 4. The Formula dialog box appears.
 5. Note that the SUM formula is already displayed.
 6. Click OK Button. The result will be displayed in the selected cell.



MORE ON POWERPOINT 2016

A. Fill in the blanks with the help of words given in the box.

1. PowerPoint, 2. Body Text, 3. font, 4. horizontal

B. Write 'T' for True and 'F' for false statements.

1. Ture, 2. False, 3. False, 4. False

C. Tick (✓) the correct option.

1. arrange, 2. Shift, 3. right, 4. Home > Font, 5. Paragraph

D. Answer the following questions.

1. To copy or move text:

1. In the Slide Pane, select the text that you want to copy or move.
2. On the Home tab of the Ribbon, in the Clipboard group, do one of the following:
 - a. To copy text, click the Copy button.
 - b. To move text, click the Cut button.X
3. Click where you want to paste the copied or cut text.
4. On the Home tab of the Ribbon, in the Clipboard group, click the Paste button.

2. Click the Align Left button to align text against the left edge of the placeholder.

Click the Center button to align text in the middle of the placeholder.

Click the Align Right button placeholder.

Click the Justify button to align text against the right edge of the to align text against both the left and right edges of the placeholder. PowerPoint adds space between words to fill the line.

Click the Align Text button, and then click Top, Middle, or Bottom to align text at the top, in the middle, or at the bottom of the placeholder.

3. To add bullets or numbers to text, follow the given steps:

1. In the Slide pane, select the text to which you want to add bullets or numbers Bullet
2. On the Home tab of the Ribbon, in the Paragraph group, click the button to apply the default bullet style or the Numbering button to apply the default number style.

To change the bullet or number style, follow the given steps:

1. In the Slide pane, select the bulleted or numbered list that you want to change
2. On the Home tab of the Ribbon, in the Paragraph group, click the arrow on the Bullets or Numbering button, and select the desired style from the menu
4. Power Point makes it easy to edit, copy, move, and delete text, as well as perform Undo and Redo actions.
5. Clearing Text Formatting : You can clear all manually applied formatting (such as bold, italic, underline and colour) from text and return it to its default text style.

To clear text formatting, follow the steps:

1. In the Slide pane, select the text that has formatting you want to clear.

2. On the Home tab of the Ribbon, in the Font group, click the Clear All Formatting button.
6. To add automatic slide numbers in PowerPoint, go to the Insert tab, click Header & Footer, check Slide number, and select Apply to All. For custom numbering, use the Numbering button in the Home tab's Paragraph group to create lists, or configure starting numbers in the Bullets and Numbering dialog.



INTRODUCTION TO MICROSOFT EXCLE 2016

A. Fill in the blanks with the help of words given in the box.

1. spreadsheet, 2. cell, 3. formula, 4. Tab, 5. double

B. Write 'T' for True and 'F' for false statements.

1. False, 2. True, 3. True, 4. False, 5. False

C. Tick (✓) the correct option.

1. AutoSum, 2. 16,384, 3. Range, 4. Number

D. Answer the following questions.

1. Microsoft Excel is a powerful, industry-standard spreadsheet application developed by Microsoft as part of the MS Office suite. It is used to store, organize, analyze, and visualize data using a grid system of rows and columns.
 2. Features of Excel :
 1. MS Excel contains formulas which are used for performing simple an complex mathematical calculations. Functions are the built-in formulas use for calculating percentage, average, interest, etc.
 2. If any change is made in a single cell, the data is automatically recalculated in the entire worksheet.
 3. Data can be searched quickly and, if required, replaced instantly.
 4. MS Excel allows us to create different charts such as bar charts, pie charts, lin charts, etc. This helps us to analyze and compare data very easily.
 5. Data can be seen in a graphical form, such as charts, which helps to understand analyze, and compare data in an effective manner.
 4. Removing a Worksheet : To remove a worksheet, follow the given steps:
 1. Navigate the mouse pointer on the worksheet tab that is to be deleted.
 2. Right-click on the Sheet tab and select the Delete option. Or, Select the Delete > Delete Sheet option in the Cells group on the Home tab.
- Renaming a Worksheet : To rename a worksheet, the following:

1. Double-click the Sheet tab that is to be renamed. It will be highlighted.
 2. Now, type a new name and press the Enter key. Or Right-click on the Sheet tab you want to rename option.
5. Types of Data : There are three types of data that can be entered in a Microsoft Excel worksheet : 1. Text 2. Number 3. Formulae
- Text : Text data includes alphabets, numbers, spaces and special characters. By default text data is left-aligned in a cell.
- Number : This type of data contains numerals from 0 to 9 and the special characters, like hyphen -, !, @, \$, %, ^, &, etc. By default, numbers are right-aligned in a cell.
- Formulae : Formulae are mathematical equations that perform values in our worksheet formula begins with an equal to (=) sign.



INTERNET AND E-MAIL

A. Fill in the blanks with the help of words given in the box.

1. Internet, 2. chatting, 3. Internal Modem, 4. ISP, 5. Video conferencing

B. Write 'T' for True and 'F' for false states.

1. True, 2. False, 3. True, 4. False, 5. True

C. Tick (✓) the correct option.

1. Internet, 2. Modem, 3. Both a. and b., 4. 25 MB, 5. Signature

D. Answer the following questions.

1. (The Internet is the most popular and useful technology today. A number of small networks of computers are connected to each other to form a global network of computers, which contain a million of computers. This global network is called the Internet. The computers in the network are connected via telephone wires, modems, satellite links, or other means, enabling them to share information with each other.

Uses of Internet : Mailing Letters, Online Shopping, News and Information, Art and Entertainment, Tourism and Travel, Chatting, Banking Operations, Video Conferencing.

2. Three essential services provided by the internet include Electronic Mail (E-mail) for sending messages, World Wide Web (WWW) for browsing information, and E-commerce for buying products online.

Electronic Mail (E-mail) : A service that allows users to send and receive digital messages, documents, or images to anyone in the world instantly.

World Wide Web (WWW) : A collection of webpages that allows users to search, browse, and access information on any topic, such as news, educational material, or entertainment, through a web browser.

E-commerce (Electronic Commerce) : The buying and selling of goods, products, or services over the internet, allowing users to shop from home.

3. Search Engine : A Search Engine is a software that allows you to search various web pages on the World Wide Web for specific information. It requires the user to enter keywords and displays the search results as a list of links to the pages where those keywords are found. Examples of search engines are: GOOGLE: <http://www.google.com>, BING: <http://www.bing.com>, YAHOO: <http://www.yahoo.com>

To find information using a Search Engine, make sure that you are connected to the Internet and use the desired browser to open any search engine, e.g., Google.

4. E-mail Account : For using the e-mail facility on the Internet, first of all, you have to create your personal e-mail account. You have to select a username (e-mail address) and provide a secret code (password) along with particulars, such as name, address, and date of birth, etc.
5. E-mail stands for Electronic Mail. It is a facility on the Internet to send and receive messages anywhere around the world in real time. A letter sent by ordinary post can take destination, many days like conventional correspondence, but it is instant to reach its an e-mail message can be delivered in any part of the world within a second. The best part of e-mail is that a single mail can be sent to a number of at a time and you can attach photos, videos, or important data along with your message. These extra files are called attachments.



MORE ON SCRATCH

A. Fill in the blanks with the help of words given in the box.

1. Sensing, 2. Variable, 3. block, 4. Cat, 5. value

B. Write 'T' for True and 'F' for false statements.

1. False, 2. False, 3. True, 4. True, 5. False

C. Tick (✓) the correct option.

1. 18, 2. Sensing, 3. Purple, 4. Sensing, 5. both a. and b.

D. Answer the following questions.

1. Sensing Block: The Sensing Block is used to find different factors of the project. It contains light blue-coded blocks. When you click on this block in Blocks Palette, you see various related blocks.

Use of Sense Block :

1. Remove the default Cat sprite.
2. Add a sprite from Library: Ballerina from People category.

3. Change the backdrop to Theatre.
 4. Click on the Ballerina sprite from the Sprite List and create the following script for it.
 5. Run the script.
2. Adding a New Sprite : Cat is the default sprite in a Scratch program. You can delete Or the default sprite and add a new sprite. You can add more than one sprite and create separate scripts for them. Scratch provides various in-built sprites from which you can choose and add to the stage.
1. Click on Add a New Sprite button.
 2. Click on Choose a Sprite option.
 3. A Choose a Sprite window opens. It displays various types of sprites and categories from which you can choose a sprite of your choice.
 4. Click on the Sprite and it will be added on the stage.
3. Variables: The Variables Block is used to create a variable variable is a placeholder that holds a value. The value can be in the form of a number or text. It holds only one value at a time, which can be changed during execution.
- Use of Variables Block Variables Follow the steps:
1. Remove the default sprite and add Abby sprite from People category.
 2. Click on the Make a Variable button to create a new variable.
 3. A New Variable dialog box opens. Type the name of the variable (say Roll number). Click on a radio button to specify whether the variable is For all sprites or For this sprite only, and press the OK button.
 4. Create a script as shown in the figure.
 5. Run the script.
4. Sound Block : A Sound Block contains 9 purple-coded blocks that are used to add sound to the script. You can add the sound in three ways:
- (a) Choose Sound from Library
 - (b) Record New Sound
 - (c) Upload Sound from Computer
- Use of Sound Block : 1. Delete the default Cat sprite and add Ruby from the People category. 2. Change teh backdrop to spotlight.
3. Create a script as shown in the figure.
 4. Run teh script.
5. The purpose of the “when Green Flag clicked” block is to start the execution of the Scripts it is attached to.



DATA PROCESSING

A. Fill in the blanks with the help of words given in the box.

1. sorting, 2. decoding, 3. data, 4. information, 5. pictogram

B. Write 'T' for True and 'F' for false statements.

1. False, 2. True, 3. False, 4. True, 5. True

C. Decode the following coded messages using the chart given on the previous pages.

1. CLASSTEST, 2. ASSIGNMENT, 3. HURRAH, 4. SUPRISE

D. Answer the following questions.

1. Data and Information : Data are raw facts and figures which may not have any meaning. It needs to be processed. When data is processed, it produces information which is meaningful for any organisation. For example: Have a look at the given table of Student's Personal Details.

2. Sorting Data : Sorting refers to arranging the data in a specific order, like ascending order or descending order. We need to sort the data to make it easy to find particular data from the large data set.

3. Information can be represented through text, numbers, images, audio, video, and various visual formats like graphs, charts, and diagrams. Effective methods include infographics, reports, maps, and presentations that organize data for better understanding. Key forms include:

Text & Numeric: Written documents, reports, and raw data points.

Visual Representation: Infographics, pictographs, charts (pie, bar), and diagrams (flowcharts, maps).

Multimedia: Videos, animations, and audio recordings.

Conceptual/Abstract: Models, theories, and metaphors.

4. Encoding and Decoding : Encoding is the process of converting an original message into a coded message. Decoding is the process of converting the coded message back to its original form.



EVOLUTION OF ARTIFICIAL INTELLIGENCE (AI)

A. Fill in the blanks with the help of words given in the box.

1. Alan Turing, 2. Sony, 3. Deep Blue, 4. Thinkster, 5. natural

B. Write 'T' for True and 'F' for false statements.

1. False, 2. True, 3. True, 4. False, 5. False

C. Tick (✓) the correct option.

1. AlphaGo, 2. Both a. and b., 3. Artificial Intelligence, 4. 1950, 5. Home Pod

D. Answer the following questions.

1. Artificial Intelligence is the science and engineering of making intelligent machines. These machines have the ability to perform activities such as speech recognition, problem-solving, decision-making, perception, learning, and planning.
2. Many people independently started to work on intelligent machines after World War II. One such person was an English Mathematician, Alan Turing. He might have been the first person to give a lecture on this topic in 1947. Alan Turing designed the famous Turing Machine.
3. Turing Test : The Turing Test was devised by Alan Turing to determine whether a computer has Artificial Intelligence and responds just like humans or not. In this test, there are three terminals, physically separated from each other. One terminal is operated by a computer and the other two terminals are operated by humans.
4. Education : In the Education sector, robots and Artificial Intelligence is transforming the teaching-learning process. Educational robots are used in schools to teach children. They are also helpful for special children, such as those diagnosed with certain disorders.
5. Home : In the present day, Artificial Intelligence is widely used at home to ease the work of people. It is used for cleaning the house, entertainment purposes, controlling the smart devices, and creating the smart home. More advanced Artificial Intelligence systems are even used to perform tasks such as switching conditioner, closing or opening the doors, switching on the music system, managing security systems.
6. Sofia is a social learning robot that can efficiently communicate using natural language. It also makes facial expressions like smiling, annoying, and crying.



TEST PAPER - 1

A. Tick (✓) the correct option.

1. Abacus, 2. Tab, 3. Live Tiles, 4. Notification Area, 5. Layout Tap

B. Fill in the blanks with the help of words given in the box.

1. row, 2. Abacus, 3. Tabulation Machine, 4. Icon, 5. Formatting

C. Write 'T' for True and 'F' for false statements.

1. True, 2. False, 3. True, 4. False, 5. True

D. Answer the following questions.

1. Abacus : The abacus is the first device used to perform calculations. It was invented more than 5000 years ago. It was made of a wooden frame with

rods, each having beads. It was used in China for counting. It was used to do mathematical calculations like addition, subtraction, multiplication, and division.

2. Charles Babbage (1791–1871) was an English mathematician known as the “Father of Computers”. In the 1830s, he designed the “Analytical Engine,” the first mechanical, general-purpose computer. While he never finished building it due to funding, his plans included essential parts of modern computers like memory and a processor.
3. Window 10 included the return of the Start Menu, voice-controlled assistance via Cortana, and the Microsoft Edge web browser.
4. This PC (system storage), Recycle Bin (deleted items), Network (connections), and application shortcuts like web browsers
5. To split a table in Microsoft Word, place your cursor in the row you want to be the first row of the new table, then go to the Table Layout tab and select Split Table.

E. Define the following.

1. Supercomputer : A supercomputer is an exceptionally powerful, high-performance computer designed for complex calculations and massive data processing, using parallel processing (many processors working together) to achieve speeds far beyond standard computers, enabling breakthroughs in science, engineering, AI, and big data analysis, from weather forecasting to molecular modeling.
2. LiveTiles : Are a feature introduced in the window 8, operating system, that display dynamic, real-time information.
3. Table : a structured data format composed of rows (records) and columns (fields) used to organize, store, and display information efficiently.
4. Indentation : Indentation is the increase or decrease of space between the margin of a document and the text.
5. This PC icon :



TEST PAPER -2

A. Tick (✓) the correct option.

1. NAO, 2. All of these, 3. Sentence case, 4. All of these, 5. Mitchel Resnick

B. Fill in the blanks with the help of words given in the box.

1. Status bar, 2. resource, 3. many, 4. Perception, 5. Alt +F4

C. Write ‘T’ for True and ‘F’ for false statements.

1. True, 2. True, 3. True, 4. False, 5. False

D. Answer the following questions.

1. Data and Information : Data are raw facts and figures which may not have any meaning. It needs to be processed. When data is processed, it produces information which is meaningful for any organisation. For example: Have a look at the given table of Student's Personal Details.
2. Variables: The Variables Block is used to create a variable. A variable is a placeholder that holds a value. The value can be in the form of a number or text. It holds only one value at a time, which can be changed during execution.

Use of Variables Block Variables Follow the steps:

1. Remove the default sprite and add Abby sprite from People category.
 2. Click on the Make a Variable button to create a new variable.
 3. A New Variable dialog box opens. Type the name of the variable (say Roll number). Click on a radio button to specify whether the variable is For all sprites or For this sprite only, and press the OK button.
 4. Create a script as shown in the figure.
 5. Run the script.
3. To change the backdrop in Scratch, click the "Choose a Backdrop" button in the bottom-right corner to select from the library, paint your own, or upload an image. To change it during a project, use the "switch backdrop to [backdrop name]" or "next backdrop" blocks found in the "Looks" category.
 4. Three essential services provided by the internet include Electronic Mail (E-mail) for sending messages, World Wide Web (WWW) for browsing information, and E-commerce for buying products online.

Electronic Mail (E-mail) : A service that allows users to send and receive digital messages, documents, or images to anyone in the world instantly.

World Wide Web (WWW) : A collection of webpages that allows users to search, browse, and access information on any topic, such as news, educational material, or entertainment, through a web browser.

E-commerce (Electronic Commerce) : The buying and selling of goods, products, or services over the internet, allowing users to shop from home.

5. Worksheet

A Worksheet is basically a single multiple page spreadsheets containing information.

A worksheet contains a matrix of worksheets rectangular cells, organized in a form of rows and columns.

Workbook

A workbook is a file that contains spreadsheet containing information.

A workbook contains one or more worksheets, consisting of related information.

Worksheets are best for an educational or learning environment

A worksheet can be converted into worksheet.

Workbooks are mostly used to work in a professional environment.

A workbook can be created within a workbook

E. Define the following.

1. Line Spacing : Is the amount of vertical space between lines of text in a document.
2. Active cell : An active cell is the currently selected, highlighted cell in a spreadsheet (like Excel) or table, identified by a thick border or dark outline. The currently selected cell in a spread sheet program.
3. ISP : Internet service Provider An Internet Service Provider (ISP) is a company, such as Airtel or Verizon Fios, that provides individuals and organizations with access to the internet for a fee. Acting as a gateway, they connect your computer to the internet via technologies like fiber-optic, cable, or DSL, and often offer additional services like email and web hosting.
4. Sorting : Sorting in computer science is the process of arranging data (elements) in a specific, structured order—typically numerical or alphabetical, in ascending or descending order.
5. Decoding : Decoding in computing is the process of converting encoded, compressed, or encrypted data back into its original, human-readable, or usable format