

Chapter 1. THE WORLD OF MACHINES

Page No. 13-16

I. Choose the correct answer:

- 5
- CPU
- ALU
- Memory
- 3

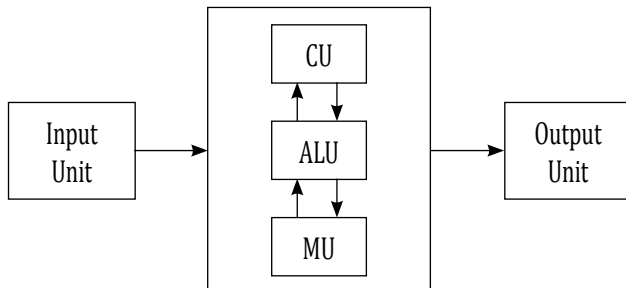
II. Expand the following:

- CPU - Central Processing Unit
- CU - Control Unit
- MU - Memory Unit
- ALU - Arithmetic Logic Unit
- PC - Personal Computer

III. Answer the following:

- The CPU is made up of a Mother - Board, Processors - (Intel, AMD), RAM and Hard Disk.
- ALU Performs all Arithmetic operations and logical operations.
- A set of instructions used to perform a specific task or particular task is called software.
- A physical parts of a computer are called Hardware.
- Memory Units are the storage areas in a computer.

IV. Draw a block diagram of a computer.



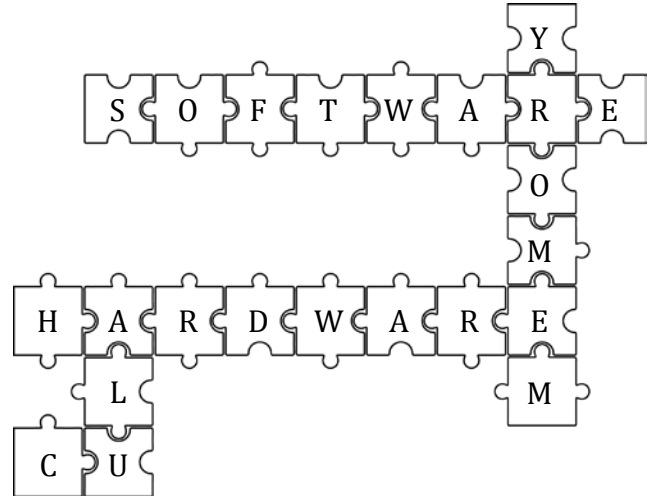
Activity Zone:

I. Who am I ?

- CPU
- ALU - Arithmetic Logic Unit

- MU - Memory Unit
- CU - Control Unit
- Hardware

II. Solve the puzzle:



Chapter 2. COMPUTERS AND YOUR HEALTH

Page No. 22-23

I. Fill in the blanks with the help of the hint box:

- Insulated
- Monitor
- Helpful
- Clean
- 18 to 24.

Chapter 3. INTRODUCTION TO WINDOWS

Page No. 31-34

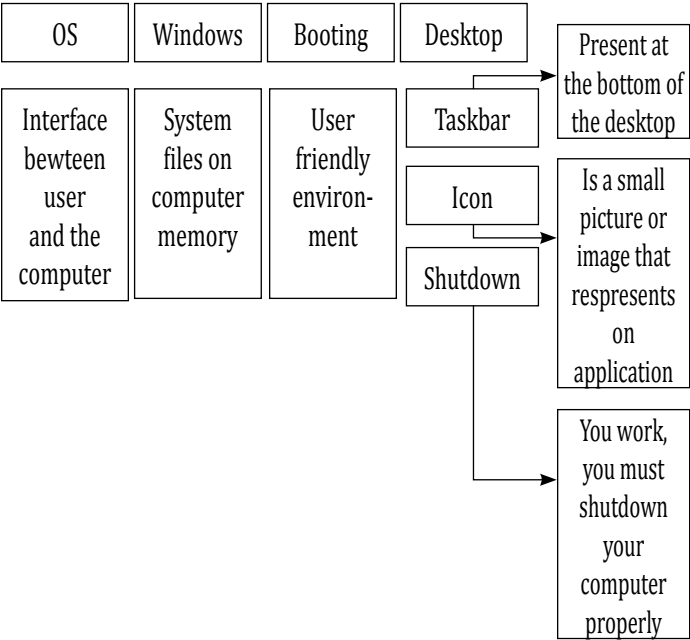
I. Choose the correct answer:

- Graphical User Interface
- Desktop
- Taskbar
- Start
- Wallpaper

II. Answer the following:

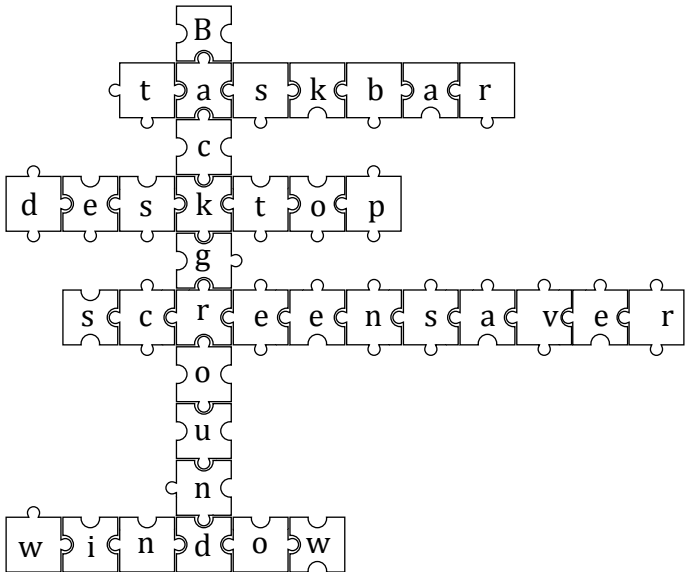
- 1. The process of loading system files on the computer memory is called booting.
- 2. The basic working platform is called a desktop.
- 3. An icon is a small picture or image that represents an applications.
- 4. The screen saver is a full screen animated image that is displayed on the monitor.
- 5. 1. Save all your documents.
2. Click on the start button.
3. Select the shut down command.

III. Draw a mind map on the working of a computer.



Activity Zone:

I. Complete the cross word



II. Who am I?

- 1. Taskbar
- 2. Screen saver
- 3. Icon
- 4. Desktop
- 5. Windows

Chapter 4. CREATING A DOCUMENT USING WORDPAD

Page No. 43-46

I. Choose the correct answer:

- 1. Word processor
- 2. Both (a) and (b)
- 3. Save
- 4. Backspace and Delete
- 5. Cut

II. Answer the following:

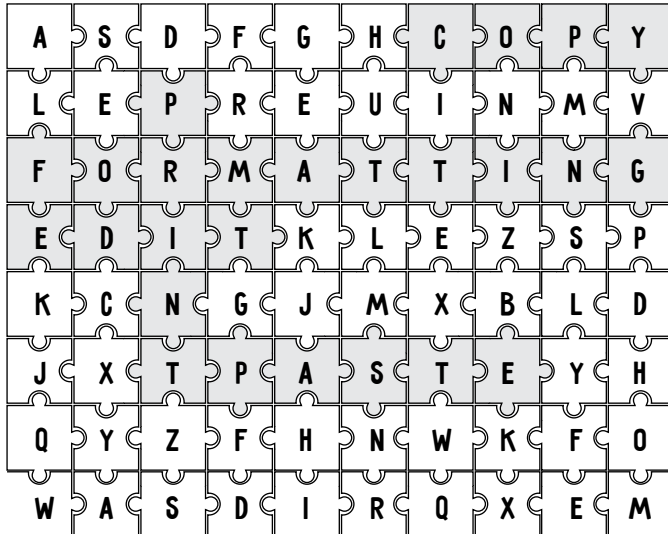
- 1. To start wordpad
 - Start
 - All programs
 - Accessories
 - Wordpad
- 2. The flash vertical bar on the screen is called an insertion point shortcut key.
- 3. **Bold:** 1. Select the required text
2. Click the 'B' icon on the standard tool (or) use ctrl+B.
- 4. Remove formatting can be removed by clicking on the respective icons again.
- 5. Copying means to repeat the same information in your document at a different location.

III. Draw a mind map on short cut keys and their functions.

Save	Ctrl + S	Save a document
Bold	Ctrl + B	Bold the text
Italic	Ctrl + I	Style the text
Underline	Ctrl + U	Underline the text
Copy	Ctrl + C	Copy the text
Paste	Ctrl + V	Paste the text
Cut	Ctrl+X	Cut the text
Print	Ctrl+P	Print a document

Activity Zone:

I. Circle the words that are related to word processing.



II. Who am I?

1. B
2. U
3. Wordpad
4. Wordpad
5. Insertion point

III. Difference inbetween Notepad and Wordpad.

Notepad	Wordpad
Notepad is a text editor, meant for basic plain text entry.	Wordpad is a word processor for formatting and printing document.

Chapter 5. WORKING WITH WINDOWS APPLICATIONS

Page No. 56-59

I. Choose the correct answer:

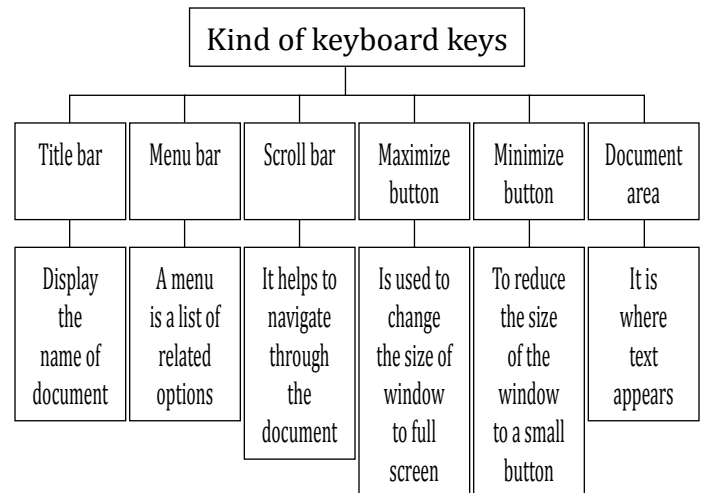
1. Double click
2. Both (a) and (c)
3. Title Bar
4. Maximize
5. File → Edit

II. Answer the following:

1. To open the calculator
Start → All programs → Accessories → Calculator

2. A notepad is a basic text editor.
3. A document area is where your text appears.
4. To save a document.
File → Save (or) ctrl+s
5. A small vertical blinking line, which appears at the top left corner of the document is called a cursor.

III. Draw a mind map on the different bars and buttons in a Notepad document.



Activity Zone:

I. Label the parts of the Notepad window.

1. Title bar
2. Menu bar
3. Close button
4. Minimize
5. Scroll bar
6. Document area

II. Who am I?

1. Maximize button
2. Close button
3. Minimize button
4. Title bar
5. Restore button

III. Colour and Match

- | | |
|-------------------------|----------------|
| 1. To exit from Notepad | - File → Edit |
| 2. To print a file | - File → Print |
| 3. To save a file | - File → Save |
| 4. To create a file | - File → New |

Chapter 6. MORE ON PAINT

Page No. 71-74

I. Choose the correct answer:

1. Paint
2. Free form select
3. Pick colour
4. Brush
5. Spray

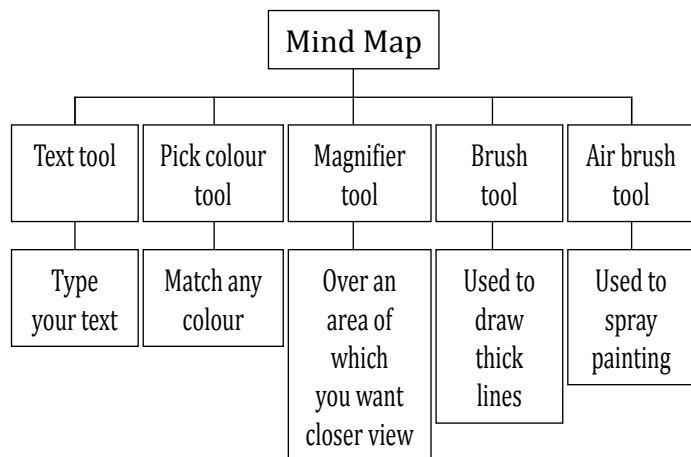
II. Answer the following:

1. Click the text on the tool box and type your text.

2.	Select tool	Free form select
	Select tool is used to select a rectangular area of an image.	Free form tool is used to select an irregular portion of an image.

3. Magnifier tool is used for a closer view of an image.
4. Click the file menu and select the save option.
5. The pick colour tool is used to sample and match any colour in your picture.

III. Draw a mind map on any five tools and their uses.



Chapter 7. INTERNET

Page No. 82

I. Answer the following:

1. (a) Internet - Internet is a network that connects millions of computers worldwide.
(b) Webside - A website is a collection of publicly accessible interlinked.
4. Internet explorer, Google chrome, etc.
5. We can search/download/save images from the internet by using search engines.

II. Answer the following:

1. Web browser
2. Internet
3. Bing
4. Computer
5. Windows

Class : 3 KEY ANSWERS

Chapter 1. HISTORY OF COMPUTERS

Page No. 9-12

I. Choose the correct answer:

1. Computer
2. Abacus
3. Difference engine
4. ADA
5. Punched cards

II. Answer the following:

1. It is an electronic machine capable of performing basic arithmetic operation.
2. Difference engine was invented by Charles Babbage.
3. An abacus is the first known calculating machine.
4. It used to perform multiplication and division.