

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

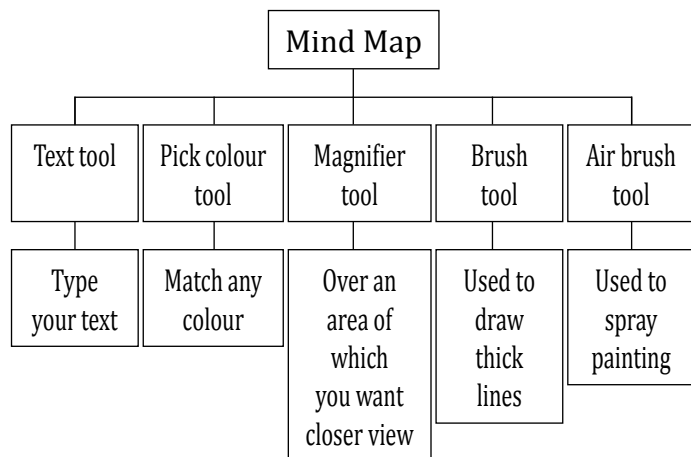
II. Answer the following:

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.

- The first programming language was developed by lady Ada Lovelace.

Activity Zone:

I. Who am I ?

- Computer
- Abacus
- Slide rule
- Difference engine
- Rotating wheel calculator

Chapter 2. INTRODUCTION TO MS WORD

Page No. 20-23

I. Choose the correct answer:

- MS-Word
- Microsoft
- Document-1
- Repeat
- Spacebar

II. Answer the following:

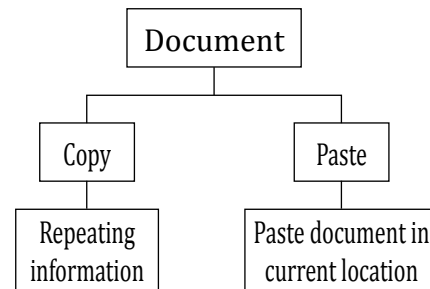
- To start MS-Word
Windows → Scroll Down → Click on word
- The delete key deletes the characters to the right of the cursor.
- The Undo operation is used to reverse the last action performed.
- Page number, Number of words.
- Selected text can be easily cut and pasted in the required location. To move the cursor anywhere up, down arrows in the keyboard can be used.

III. Answer in detail:

- To save your document:
 - Click on the file menu and click on save.
 - A dialog box appears.
 - Name the document by typing in the file name box.
 - Click the save button.
- | | | |
|--------------------|---|----------|
| New document | - | Ctrl + N |
| Save document | - | Ctrl + S |
| Closing document | - | Ctrl + W |
| Opening document | - | Ctrl + O |
| Cut the document | - | Ctrl + X |
| Paste the document | - | Ctrl + V |

- | | | |
|-------------------|---|----------|
| Copy of document | - | Ctrl + C |
| Undo the document | - | Ctrl + Z |
| Redo the document | - | Ctrl + Y |

IV. Draw a mind map to copy the text and move it.



Activity Zone:

I. Match the following:

- | | | |
|----------|---|-----------|
| 1. New | - | Ctrl + N |
| 2. Open | - | Ctrl + O |
| 3. Undo | - | Ctrl + Z |
| 4. Redo | - | Ctrl + Y |
| 5. Close | - | Ctrl + W |
| 6. Exit | - | Ctrl + F4 |

Chapter 3. INTRODUCTION TO MS POWERPOINT

Page No. 33-35

I. Choose the correct answer:

- Microsoft
- Slide
- F5
- Middle
- Esc

II. Answer the following:

- A presentation is a computerised way of communicating ideas with the help of text and pictures.
- Click on the Windows Icon.
 - To find the PowerPoint program
 - Click on the PowerPoint Icon
- Place holders are the boxes with dotted outlines that appear when you create a New Slide.
- The F5 key is used to view the Slide show.

5. • Click on New slide icon from Home Tab (or)
 - Click on Insert Tab from ribbons
 - Choose the new slide option

III. Answer in detail:

1. (i) Click on Insert Tab from the Ribbon.
(ii) Select picture option
(iii) Select required picture and click open button.
2. Powerpoint views.
Powerpoint allows you to view the slides in different formate.
There are three types of vies
(i) Normal view
(ii) Notes page view
(iii) Slide sorter view
(i) Normal view - This view is divided into three panes.
The Outline Pane: This pane can be used to enter text in the side.
The Slide Pane: This pane can be used to Add text, Graphics, Animation sound etc.
The Notes Pane: This pane is used to Add information.
(ii) Notes Page View - The Notes page view is used to enter notes for the slide within a presentation.
(iii) Slide Sorter View - The slide sorter view gives you a miniature picture of each slide. It also helps in rearranging, deleting and adding slides to the presentation.

Activity Zone:

I. Who am I?

1. Normal View
2. Notes Page View
3. Slider Sorter View
4. Slide Show

Chapter 4. INTRODUCTION TO MS EXCEL

Page No. 45-47

I. Choose the correct answer:

1. Microsoft
2. Excel

3. Both (a) and (c)
4. Active cell
5. F2

II. Answer the following:

1. • Click the Window Button
• Type Microsoft Office
• Click on the Excel Icon to open MS-Excel program.
2. Cell addresses are a combination of a column name and a row number. Eg: A1, A2, ... etc.
3. A continuous group of cells in a worksheet.
4. The syntax of formula begin with an equal sign, followed by a combination of values, operations, and cell reference.
5. Number, Dates, Times, Text, Formulae.

III. Answer the following in detail:

1. (i) Several Mathematical, financial and statistical functions and formulae and built in.
(ii) The results are accurate.
(iii) The worksheet can be quite big in size.
(iv) Data can also be viewed in the form of graphs.
(v) Any part of it can be viewed, edited or printed.
2. 1. Click on the file menu.
2. Select the close option.
3. Click on close button on the top right corner of the excel window.

Chapter 5. MORE ON OPERATING SYSTEM

Page No. 52-53

I. Choose the correct answer:

1. Operating system
2. Computer memory
3. Apple
4. 1980
5. Two

II. Answer the following:

1. An operating system is an interface between the user and the computer system.

2. MS-DOS, Microsoft windows, Apple Macintosh, IBM OS12, Unix and Linux are examples of operating systems.
3. An operating system that allows only a single user to perform a task at a time is called a single user.
4. There are two types of operating systems, They are:
 - (i) Single - User - Operating system
 - (ii) Multi - User - Operating system
5. It is used in computer and laptops that allow same data and applications to be accessed by multiple user system. Eg: Linux and Unix.

III. Explain in detail:

1. As per the interface, operating systems are classified into two types: (i) CUI; (ii) GUI
CUI:
 - 1) Full form of CUI is Character User Interface.
 - 2) It users are required to type the commands.
 - 3) It is based on OS.
 - 4) Eg: Ms-DOS.
- GUI:
 - 1) Full form of GUI is graphical user interface.
 - 2) It is based on OS
 - 3) It users required clicking on pictures, menus, icons using the mouse will execute the commands.
 - 4) Eg: Unix, MAC-OS
2.
 - 1) MS-DOS - Microsoft Disk operating system.
 - 2) OS - Operating System
 - 3) CUI - Character User Interface
 - 4) GUI - Grap
 - 5) IBM - International Business Machines corporation

Chapter 6. INTRODUCTION TO SCRATCH

Page No. 65-67

I. Choose the correct answer:

1. Programming
2. Stage
3. Paint
4. Cat
5. Animations and games

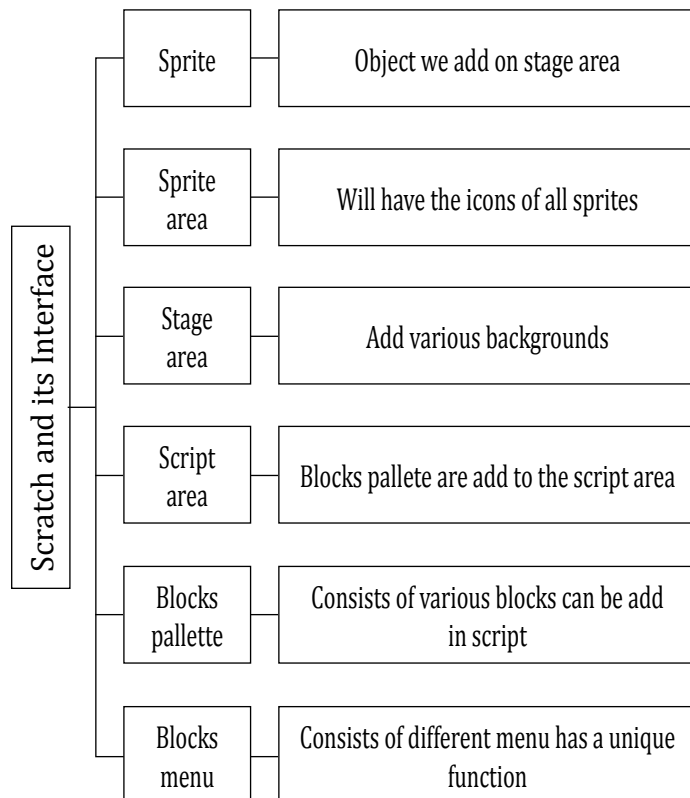
II. Answer the following:

1. Scratch is a programming language we can create animation and games with ease. Using scratch.
2.
 - 1) Click on the windows button
 - 2) Scroll down to find scratch
 - 3) Click on scratch
3. Sprite is added on the stage everytime we open scratch.
4. This Menu Consists of different menus to choose from where each block has a unique function.
5. **Duplicate:** To make a copy of the currently selected sprite.
Delete: To remove a sprite from the stage.

III. Explain in detail:

1. To create a sprite in scratch by clicking the icon.
2. Clicking on this icon will open the paint editor.
3. Use the Basic shapes and colour options to draw and paint.

IV. Draw a mind map on Scratch and its interface.



Chapter 7. PROGRAMMING USING SCRATCH

Page No. 77-79

I. Fill in the blanks:

1. Change effect
2. forever
3. Pendown
4. Play sound
5. Keyboard

II. Match the following:

Block	Function
Think blocks	DISPLAYS thought bubbles with text in them from a Sprite.
Move block	Moves the Sprite either in the forward or backward direction based on a given value. A (-) symbol preceding the value will move the Sprite backward.
Next costume	controls the action to be performed by Scratch once the Green Flag icon is clicked.
When Green Flag clicked	changes the costume of the Sprite in an order as per the availability of the Costumes in the Costumes tab.
Glide block	Performs a glide action on the Sprite for a given amount of time until the given set of points is reached on the Stage.

III. Answer the following:

1. These blocks are used to display a message on the stage.
2. This block controls the action to be performed by scratch.
3. Move the sprite either in the forward or backward direction based on the gives value.
4. This block clears all the drawings made by the pen down black from the stage.
5. These blocks are used to set the position of a sprite.

IV. Answer in detail:

When  clicked
clear
Pendown
Set pen colour to ☐
Repeat 20

move 5 steps
coat 0 - 2 sec
move 10 steps
next costume
point in direction ☐
set pen colour in ☐
repeat 20
move 5 steps
wait 0 - 2 secs
move 10 steps
next costume
wait 0 - 2 secs
next costume
point in direction - 90
set pen colour to ☐
repeat
move steps
wait sec
move steps
next costume
wait 0 - 2 secs
next costume
point in direction 180
set pen colorte ☐
repeat 20
move steps
wait 0 - 2 secs
move steps
next costume
wait 0 - 2 secs
next costume
point indirection

Chapter 8. SEARCH ENGINES AND KEYWORDS

Page No. 86-87

I. Fill in the blanks:

1. Search results
2. Search engine
3. Keywords
4. Search suggestion
5. Special characters



II. Answer the following:

1. Search engines make it easier to find and access this information.
2. Keywords are also known as search terms and then press enter on your keyboard.
3. Search engines let the users search for specific information such as Images, Audio and Video.
4. (i) Search result
(ii) Search suggestions
(iii) Refining your search
(iv) Content specific searches
If you are having difficulty thinking of new search terms. Search suggestions can be used.

III. Answer in detail:

1. Use search engines to search for information on the internet.
2. Use keywords entered by the user to search for information on the internet.
3. Search engines let the users search for content specific information of Images, Audio and Video.

Class : 4 KEY ANSWERS

Chapter 1. GENERATIONS OF COMPUTERS

Page No. 10-12

I. Choose the correct answer:

1. Five
2. Machine
3. Cobol, Fortran
4. Transistors
5. Third

II. Answer the following:

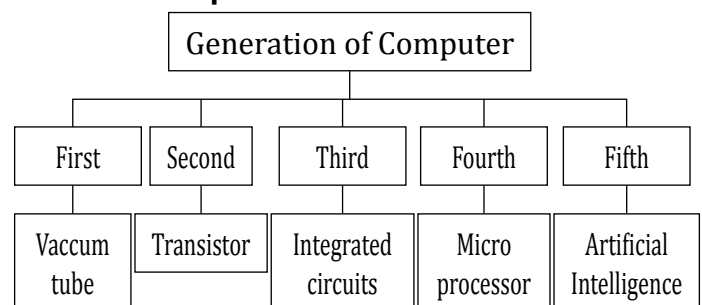
1. Vacuum tubes were used in the first generation of computer.
2. (i) The transistor was a far superior technology
(ii) It relied on punched cards for input and printouts for output.
3. They were large in size. It occupied a lot of space and produced enormous heat.
4. IBM 1401 and CDC 3600 are examples of second generation computers.
5. AI - Artificial Intelligence software.

III. Answer the following in detail:

1. BASIC - Basic Integrated Circuits
VLSI - Very Large Scale Integration
ENIAC - Electronic Numerical Integrator and Calculator
UNIVAC - Universal Automatic Computer
AI - Artificial Intelligence

2. First generation → Vacuum tubes → Machine language
Second generation → Transistors → High level language
Third generation → Integrated circuits → High level language
Fourth generation → Microprocessor → High level language
Fifth generation → Artificial Intelligence → High level language

IV. Draw a mind map of the generations with their components.



Chapter 2. MORE ON MS WORD

Page No. 22-24

I. Choose the correct answer:

1. Ctrl + B
2. Insert → Picture → From file
3. Word Art
4. Rows and Columns
5. Ctrl + E