

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:

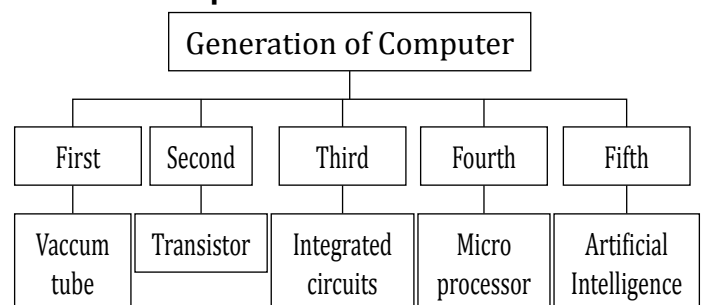
1. Vacuum tubes were used in the first generation of computer.
2. (i) The transistor was a far superior technology
(ii) It relied on punched cards for input and printouts for output.
3. They were large in size. It occupied a lot of space and produced enormous heat.
4. IBM 1401 and CDC 3600 are examples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

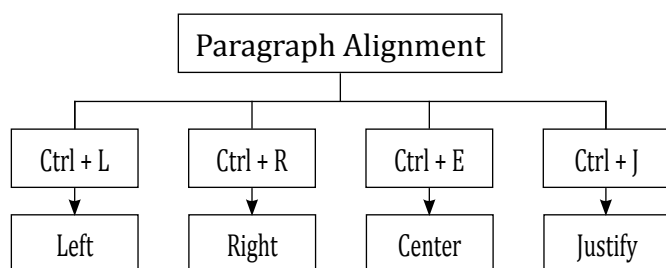
II. Answer the following:

1. Formatting text in Microsoft Word refers to controlling how text appears in your document. This includes the size, colour and font of the text.
2. (i) Select the text you want to modify.
(ii) Home tab → Click drop down → Font box
(iii) Font style → Select
(iv) Font will change in document
3. A set of type characters that are darker and heavier than normal.
4. (i) Select the table by clicking the move handle that appears above the top left corner of the table.
(ii) Select an alignment option in the paragraph group on the Home tab.

III. Answer the following in detail:

1. Bold - It refers to the text in the same font and in the same size.
Ctrl + B = Bold
Italics - To change the words to Italics, select the word and press the Italic Button
Ctrl + I = Italic
Underline - To underline a word, select the word and press the underline icon on the Home tab.
Ctrl + U = Underline
2. (i) Go to Design → Page borders
(ii) Make selections → Want to border to look
(iii) To adjust the distance between the border and edge of the page
(iv) Select OK

IV. Draw a mind map on paragraph alignment.



Chapter 3. MORE ON MS POWERPOINT

Page No. 30-31

I. Choose the correct answer:

1. Sound
2. A Single Slide
3. Dissolve
4. Blinds Vertical
5. Strips up-right

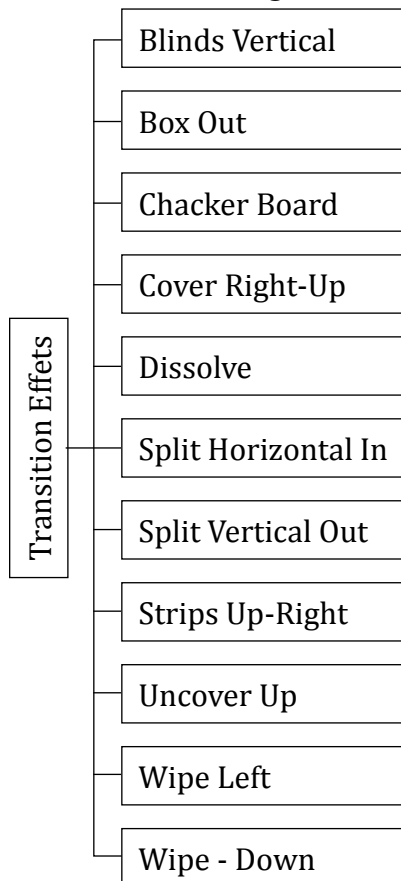
II. Answer the following:

1. A theme is a template with a specific design that can be applied to a slide.
2. (i) Select the slide for changing the background
(ii) Click on the design tab
(iii) Click on format background option
3. Slide transition is the animation way in which slides appear one after the other in a slide shows.
4. Custom Animation is used to animate different objects in the slide during a slide show.
5. Wordart is a decorative way to represent headings in different styles.

III. Answer the following in detail:

1. To apply a theme to a slide
(i) Click on the design tab
(ii) Select themes group and select the theme of your choice.
2. (i) Select the slide to apply transition effect.
(ii) Go to the transition tab
(iii) Select any transition effect from given list
(iv) Selected transition happening to the slide
3. (i) Click on the insert tab
(ii) Click on the wordart button, choose any style
(iii) The wordart text box appears
(iv) Type the text

IV. Answer the following in detail:



Chapter 4. MORE ON MS EXCEL

Page No. 42-43

I. Choose the correct answer:

1. Left
2. =
3. Both formula and functions
4. Column width
5. = Sum (A1 : A5)

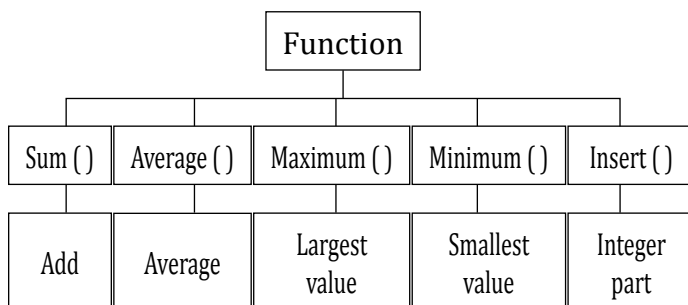
II. Answer the following:

1. Text, Numbers, Date, Mathematical, Formula can be typed in a cell.
2. Left, Center, Right, Top, Middle, Bottom.
3. Function is a Pre-defined Formula Built in excel.
4. Addition, Subtraction, Multiplication, Division, Exponentiation, Percent.
5. Charts can present Data and information in an Attractive and compact manner. Charts are easier to understand and compare and they convey the messages quickly.

III. Answer the following in detail:

1. B - This icon is used to display the data in bold.
I - This icon is used to display the data in Italics.
U - This icon is used to underline that data.
A - This icon shows a colour palettes can be used to change the font colour.
\$ - Display the contents of the selected cells in default format.
% - Display the current contents in percentage format.
2. Fill command is used to generate a data series based on a defined pattern.
Eg: Type 2 in cell A1
Type 4 in cell A2
Highlight the cell and drag down with the mouse
3. Chart offer a visual presentation of the data.
Types of charts
 1. Bar chart - Compare value and placeless emphasis on ???
 2. Column chart - Change in data over a period of ???
 3. Line chart - Shows trends in data at equal intervals.
 4. Pie chart - Shows the proportional size of items.

IV. Draw a mind map on the functions used in Excel.



Chapter 5. INTRODUCTION TO MEMORY UNIT

Page No. 49-50

I. Choose the correct answer:

1. Bytes
2. Binary digit
3. Read / Write
4. 2

II. Answer the following:

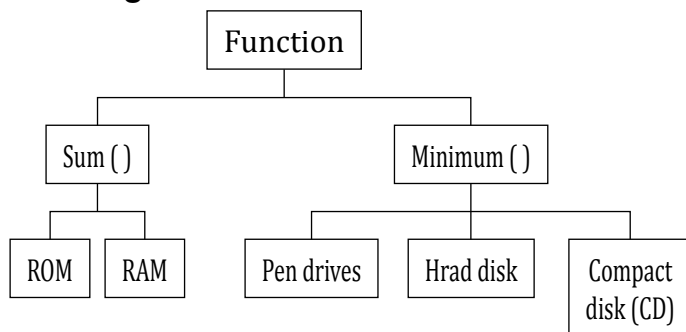
1. The memory unit of a computer stores data and instructions required by the computer.
2. The memory unit of a computer consists of two types, they are
 1. Internal memory
 2. External memory
3. Hard disks are storage devices that hold huge memory space.
Floppy disks is a removable magnetic storage medium allows recording of data
4. The secondary storage devices are Hard disks, CDs, Pendrive and external hard disk.

III. Answer the following in detail:

1. 8 bits = 1 byte
1024 bytes = 1 kilo bytes (KB)
1024 KB = 1 megabyte (MB)
1024 MB = 1 gigabyte (GB)
1024 GB = 1 terabyte (TB)

2.	RAM	ROM
1.	It is not permanent	It is permanent
2.	It stores program are currently being used by the computer	It stores startup instruction
3.	It is a volatile memory	It is a non-volatile memory

IV. Draw a mind map on memory and its categories.



Chapter 6. CONDITIONAL STATEMENTS IN SCRATCH

Page No. 59-60

I. Choose the correct answer:

1. Sprites
2. Repeat until
3. Wait until
4. Forever
5. Control

II. Answer the following:

1. Conditional statements have slots that are shaped with points on either side with is true or false.
2. They are found in the control programming blocks as shown below. If () then and if () then else are conditional blocks.
3. This block is an extension of the if then value. If condition is true then a lines get executed.
4. The forever block is used to run a program again and again without any mouse click.
5. The if () then block is a control block and If its boolean condition is true. The blocks held inside it will run.

Chapter 7. BROADCAST AND RECEIVE IN SCRATCH

Page No. 66-67

I. Choose the correct answer:

1. Signals
2. << when I receive>>
3. Control
4. When I Receive
5. Broadcast

II. Answer the following:

1. Technique of sending and receiving signals is called Broadcast.
2. (i) Determine your set top box device has HDM1 connection.
(ii) Once successfully located the HDM1 port on device proceed to HDM1 cable.
3. Broadcast
 - Broadcast block
 - Broadcast and wait blockReceiving
 - When I Receive Block
4. We use the <<when I Receive>> block to receive the broadcast.
5. Broadcast block that is present under control menu.
Broadcast and wait block works to wait until all scripts activate by broadcast end.

Chapter 8. THE WORLD OF EMAIL

Page No. 75-76

I. Fill in the blanks:

1. Electronic mail
2. 1980's
3. ARPANET MORPHED
4. Username and Domain
5. Unique

II. Answer the following:

1. Email is a computer based application for the example of messages between user.
2. The first message was sent from computer to computer on Arpanet 1971, Ray to milinson developed email.
3. Email content are primary classified as headers and the body details about the message such as the unique identify of the message.
4. It is '@' sign is a divider in the email address and it reports the username from the service provider's name.

5. It is the name you choose to be identified with for email purposes and that you have provided to the email.

II. Answer in detail:

1. Open the Gmail account creation website
2. Click create an account button
3. Enter your first and last name
4. Create a Gmail - username
5. Enter a password twice
6. Click next button
7. Skip the phone number, recovery email address shown
8. Add your date of birth
9. Select a gender
10. Click on the next button
11. Click on the I Agree
12. Account page opened

Class : 5 KEY ANSWERS

Chapter 1. TYPES OF COMPUTERS

Page No. 12-13

I. Choose the correct answer:

1. Digital
2. Laptop
3. Workstation
4. Note book
5. Mainframe

II. Answer the following.

1. Analog computers perform computing operations based on a varying range of values.
2.
 - Speed
 - Accuracy
 - Automation
 - Endurance
 - Versatility

3. A hybrid computer is a computing system that combines both digital and analog components.
4. Laptop Computers are portable computer, that fit in a briefcase or in a backpack that can be carried around.
5.
 - PARAM Series
 - CYBER Series
 - CRAM Series
 - FUJITSU Series

III. Answer the following detail.

1. Classification of computers based on the Principles of operation are,
 - Analog Computer
 - Digital Computers
 - Hybrid computers

Analog Computers: Perform computing operation based on a varying range of values.