

Computer Science Textbook

As Per
New NEP
2020

Smart Coding

Based on  Windows 10 and  Office 2016

TEACHER MANUAL

CLASS 1 TO 5

Smart Coding Class 1

Chapter-1 Computer-A Smart Machine

A. Tick (✓) the correct option.

1. b. Sun
2. c. Charles Babbage
3. c. Draw and color pictures
4. b. Forests

B. Match the following.

1. c.
2. d.
3. a.
4. b.

C. Write T for true and F for false statements.

1. False: Water is a natural resource.
2. True
3. False: Computers can perform multiple tasks simultaneously.
4. True

D. Answer in one word.

1. Machine
2. Electricity
3. Smartwatch
4. Office
5. Learning

Fact Hunt

R	L	H	P	A	H	U	A	P	O	F	F	I	C	E
A	B	Z	O	I	O	I	O	E	P	U	G	F	N	N
I	X	S	J	R	R	Z	Z	T	N	S	G	L	S	K
L	H	O	S	P	I	T	A	L	L	X	F	S	N	Q
W	D	E	O	O	J	I	D	X	Y	V	E	A	W	D
A	X	R	U	R	O	N	T	W	M	F	B	X	N	W
Y	T	X	Q	T	O	G	S	A	M	V	T	K	R	U
S	N	T	M	J	J	D	C	W	L	I	X	W	Z	K
T	G	N	H	N	R	J	H	D	I	S	H	O	P	U
A	H	B	A	N	K	I	O	D	S	B	M	Z	H	G
T	E	N	M	M	Y	N	O	I	U	P	F	R	S	V
I	H	I	L	S	X	R	L	Y	W	G	Z	G	I	Q
O	G	Y	F	Q	T	P	R	S	U	T	L	C	C	A
N	H	M	U	S	J	H	X	V	G	P	B	K	F	K

Chapter-2 Parts of a Computer

A. Tick (✓) the correct option.

1. a. Central Processing Unit
2. b. Keyboard
3. c. Monitor

B. Cross the odd one out.

Guitar is the odd one out.

C. Answer in one word.

1. CPU
2. Speakers
3. Mouse

Chapter-3 Exploring with the keyboard and the Mouse

A. Tick (✓) the correct option.

1. b. Keyboard
2. c. Enter
3. b. Mouse pad

B. Match the Following.

1. c.
2. d.
3. b.
4. a.

C. Write T for true and F for false statements.

1. True
2. False: The arrow on the screen moves with the mouse.
3. True

D. Answer in one word.

1. Enter
2. Delete
3. Scroll wheel

Chapter-4 Computer Care and Safety

A. Tick (✓) the correct option.

1. b. Turn it off
2. a. To make it run faster
3. b. Drink juice
4. c. The right way

B. Write T for true and F for false statements.

1. False : Do not eat near the computer.
2. True
3. False : Use the shutdown option to turn off the computer.
4. True

C. Answer in one word.

1. Scroll wheel 2. Damage 3. Energy

Chapter-5 Exploring Paint

A. Tick (✓) the correct option.

1. a. Shapes group 2. a. File tab > Save
3. c. Fill with color tool

B. Match the Following.

1. b. 2. d. 3. a. 4. c.

C. Write T for true and F for false statements.

1. True
2. False : You can draw shapes by using the Shapes group.
3. False : To draw a circle, press the Shift key while using the Oval tool.
4. True

D. Answer in one word.

1. Canvas 2. Color 3. Shift 4. File

Chapter-6 Logical Thinking

A. Tick (✓) the correct option.

1. a. Solve puzzles 2. b. A repeating order
3. c. All of these

B. Write T for true and F for false statements.

1. False: Logical thinking helps solve different types of problems.
2. True
3. False: Word searches can be about different themes.
4. True

C. Answer in one word.

1. Pattern 2. Word Search
3. Water 4. Computer

Chapter-7 Introduction to Artificial Intelligence

A. Tick (✓) the correct option.

1. c. Leaf
2. c. Television
3. b. A robot that can think and learn
4. b. Play games

B. Write T for true and F for false statements.

1. False: AI can play games, solve puzzles, and even write stories.
2. False: The sun is a natural thing.
3. True
4. False: Computers are man-made things.

C. Match the Following.

1. d.
2. c.
3. b.
4. a.

D. Answer in one word.

1. Natural
2. Camera
3. Aibo

Smart Coding Class 2

Chapter-1 More About a Computer

A. Tick (✓) the correct option.

- | | |
|------------------------------|----------------------|
| 1. b. Give them instructions | 2. c. Television |
| 3. b. On desks | 4. a. Make decisions |

B. Fill in the blanks with the correct words.

- | | |
|-----------------|-------------|
| 1. all the time | 2. feelings |
| 3. Smartphones | 4. humans |

C. Write T for true and F for false statements.

1. False: Computers need instructions from humans to make decisions.
2. False: Desktops are not portable; laptops are portable.
3. True
4. False: Computers remember everything they store.

D. Answer the following questions:

- | | | |
|-----------------|-----------|-------------|
| 1. Instructions | 2. Laptop | 3. On desks |
| 4. Feelings | | |

Chapter-2 How a Computer Works?

A. Tick (✓) the correct option.

- | | |
|---------------|-------------------------------|
| 1. c. Mouse | 2. b. Central Processing Unit |
| 3. b. Monitor | 4. c. |



B. Match the following.

- | | |
|----------------|-----------------------------|
| 1. d. Keyboard | 2. c. CPU |
| 3. a. Monitor | 4. b. Brain of the Computer |

C. Answer the following questions:

- | | | |
|-----------|--------|------------|
| a. Output | b. CPU | c. Monitor |
|-----------|--------|------------|

Chapter-3 Parts of a Computer

A. Tick (✓) the correct option.

1. b. Microphone
2. b. Digital Versatile Disc
3. c. Monitor
4. c. CPU
5. a. Keyboard

B. Fill in the blanks with the correct words.

1. Keyboard
2. DVD
3. hear
4. storing

C. Write T for true and F for false statements.

1. False: The monitor is an output device.
2. False: Some printers can print in color.
3. True
4. False: Pen drives can store more data than CDs.

D. Circle the correct option.

1. Keyboard
2. Printer
3. Mouse

E. Answer the following questions.

1. Input devices are tools we use to put information into the computer. Examples: Keyboard and Mouse.
2. Monitor: It shows us what we are doing on the computer.
Printer: It prints our work from the computer onto paper.
3. An internal hard disk is inside the computer and stores all our work. An external hard disk can be carried around and used to move data between computers.
4. They keep our data safe, like our work and pictures, so we don't lose them.

Chapter-4 Using a Computer

A. Tick the correct option.

1. b. Main power button
2. b. On the desktop's bottom-left corner
3. c. Press the main power button directly

B. Write T for true and F for false statements.

1. False : You don't always need a UPS to start your computer.
2. False: Don't use the big power button to turn off your computer. Use the Start menu.
3. False: The Start button is on the screen, not the CPU.
4. True

C. Answer the following questions.

1. Turn on the main power, then press the power buttons on the UPS, CPU, and monitor.
2. It could damage the computer.
3. It's used to open programs like WordPad.

Chapter-5 The Keyboard and the Mouse

A. Tick (✓) the correct option.

1. c. ☐
2. b. Shift Key
3. a. Mouse
4. b. Scroll button

B. Fill in the blanks.

1. Dragging
2. Shift
3. Delete
4. alphabet

C. Answer the following questions.

1. An optical mouse uses light to detect movement, unlike a ball mouse which uses a rolling ball.
2. A mouse has two buttons and a scroll wheel in the middle.
3. A keyboard is a part of the computer with keys to type letters, numbers, and symbols.
4. The Shift key is used for making capital letters and typing symbols. The Enter key starts a new line or paragraph.

Chapter-6 More on Paint

A. Tick (✓) the correct option.

1. b. 
2. a. 
3. a. 

B. Unscramble the following letters to find the names of the Paint tools.

1. BRUSHES
2. PENCIL
3. MAGNIFIER
4. ERASER

C. Write T for true and F for false statements.

1. False: The Pencil tool is for drawing.
2. True
3. False: Ctrl and + increases tool size.
4. True

D. Answer the following questions.

1. Click on the Size button and choose the size you want.
2. Select the Pencil tool, choose a colour, and draw by holding down the left mouse button and moving the mouse.
3. The Magnifier tool makes parts of your drawing bigger so you can see details better.

Chapter-7 Logical Reasoning

A. Tick (✓) the correct option.

1. c. East
2. b. 25
3. b. Up

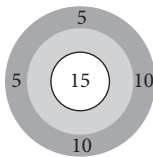
B. Write T for true and F for false statements.

1. False: The sun rises in the East.
2. True
3. False: Directions are North, South, East and West.
4. False: Grids can start with any number.

C. Answer the following questions.

1. Read the instructions and fill in the numbers as directed.
2. Directions help us find where things are.
3. North, South, East, West

D. Read the instructions and solve the puzzle.



Chapter-8 Artificial Intelligence Around Us

A. Tick (✓) the correct option.

- | | |
|-------------------------------|---------------------|
| 1. a. Artificial Intelligence | 2. b. John McCarthy |
| 3. b. AI | 4. b. Calculator |

B. Fill in the blanks.

- | | |
|----------------------------|-------------------|
| 1. Artificial Intelligence | 2. best route |
| 3. Cortana | 4. Face detection |

C. Write T for true and F for false statements.

1. False- AI can learn from its actions.
2. False- Siri and Alexa are voice assistants, not robots.
3. False- Robots can do some tasks on their own without human help.
4. False- Navigation apps do use AI to find the best route.

D. Answer the following questions.

1. AI stands for Artificial Intelligence, which means computers can think and learn.
2. Siri and Alexa use AI.
3. AI machines can recognize faces.
4. Voice assistants help us by understanding our voice commands and doing tasks for us.

Smart Coding Class 3

Chapter-1 Computer System

A. Tick (✓) the correct option.

1. b. Random Access Memory
2. b. Mouse
3. b. Managing hardware and software resources

B. Match the device to its category.

1. c.
2. d.
3. b.
4. a.

C. Circle the odd one out.

1. Printer
2. Linux
3. Hard Disk
4. Antivirus

D. Answer the following questions.

1. Computers know what to do by following instructions from software.
2. A mouse works by moving the pointer on the screen when you move it and clicking to select things.
3. The CPU is the brain of the computer; it processes information and carries out tasks.
4. RAM is the memory used by the computer when it's on to run programs. A hard drive stores data and files even when the computer is off.

Chapter-2 Operating System Windows 10

A. Tick (✓) the correct option.

1. b. Graphical User Interface
2. b. Settings
3. b. Bottom left corner

B. Identify the following.

1. Recycle bin
2. This PC
3. Cursor

C. Write T for true or F for false statements.

1. True
2. False: The Start menu is accessed by clicking the Start button.

3. True 4. True

D. Answer the following questions.

1. An operating system is the main software that makes the computer work.
2. Taskbar, Icons, Desktop Background
3. The taskbar shows open programs and has the Start button and notifications.
4. To open a program, double-click on its icon with the left mouse button.

Chapter-3 Introduction to Word 2016

A. Tick (✓) the correct option.

- | | |
|--------------|--------------|
| 1. b. Start | 2. b. Ctrl+S |
| 3. a. Ctrl+W | 4. c. .docx |

B. Fill in the blanks.

- | | | |
|-----------|--------------|-----------|
| 1. File | 2. Work | 3. Ribbon |
| 4. Cursor | 5. Word Wrap | |

C. Which of the following icon represents the Save function?

Floppy disk

D. Answer the following questions.

1. Click on the 'File' tab, then select 'New', and choose 'Blank document' to start typing.
2. It helps you quickly save, undo, or redo changes without searching through menus.
3. Click the 'File' tab, select 'Save', and choose where you want to save your document.
4. The cursor is a blinking line on your screen that shows where your text will appear when you type.
5. The Ribbon has tabs and tools that help you add pictures, change text style and do more to make your document look good.

Chapter-4 Editing and Formatting in Word 2016

A. Tick (✓) the correct option.

1. a. Click on the Bullets button
2. a. Copy 3. a. 11 4. a. Ctrl+Z

B. Match the following.

1. c.
2. d.
3. a.
4. b.

C. Which of the following icon represents center alignment?



D. Answer the following questions.

1. Formatting makes the text look nice and easy to read.
2. Bold and Italic.
3. Click and drag the mouse over the text to highlight it.
4. Select the text, then click on the Font Size button and choose a new size.
5. Select the text, then click on the Bullets button in the Paragraph group.

Think and Answer

1. Border: Paragraph group
2. Bold: Font group
3. Alignment: Paragraph group
4. Font size: Font group

Chapter-5 Internet

A. Tick (✓) the correct option.

1. a. World Wide Web 2. b. A computer
3. b. Virus threats 4. b. Part of a website

B. Write T for true and F for false statements.

1. False- The Internet is used for many things like learning, communication and entertainment.

2. True: A website has many web pages linked together.
3. False: You need a device like a computer or phone to use the Internet.
4. False: The WWW is just a part of the Internet that has web pages.

C. Answer the following questions.

1. The Internet is a global network that connects computers and lets us share information.
2. Education and Communication
3. The Internet helps us find information, communicate, and entertain ourselves.
4. A web browser is software used to view web pages on the Internet.
5. Virus threats can harm your data.

Chapter-6 Stepwise Thinking

A. Tick (✓) the correct option.

1. a. Repeat steps 2. b. Repeat action
3. a. Folding paper 4. b. Solving problems

B. Fill in the blanks with correct words.

1. recipe 2. repeat 3. logical 4. algorithms

C. Write T for true and F for false statements.

1. False: Computers need clear instructions and can't guess steps.
2. False: Algorithms are used in many areas, not just math.
3. True 4. True

D. Answer the following questions.

1. An algorithm is a step-by-step way to solve a problem.
2. A loop repeats actions over and over.
3. Computers follow algorithms to do tasks step by step.
4. The order is important to do the task correctly without mistakes.

Chapter-7 Introduction to Scratch

A. Tick (✓) the correct answer.

- | | |
|-----------------------|--------------------|
| 1. b. Coding | 2. a. Blue |
| 3. a. File, then Save | 4. c. Both A and B |

B. Fill in the blanks with correct words.

- | | |
|--------------------|----------|
| 1. coding | 2. cat |
| 3. Choose a Sprite | 4. green |

C. Write T for true and F for false statements.

1. False: Scratch was developed by Mitchel Resnick.
2. True
3. False: You can save your projects in Scratch.
4. False: The green flag starts the project, and the red stop sign stops it.

D. Answer the following questions.

1. Blocks make it easy to give instructions to sprites.
2. Click on the “Choose a Sprite” button and select a sprite.
3. Click on the File tab, then select “Save to your computer” and give your project a name.
4. The green flag starts the Scratch project.
5. Click on the green flag to start the project.

Chapter-8 AI Devices

A. Tick (✓) the correct option.

- | | |
|------------------|-------------------------|
| 1. b. Smart TV | 2. b. Steps |
| 3. b. Smartphone | 4. b. Self-driving Cars |

B. Fill in the blanks.

- | | |
|-------------------|-------------------|
| 1. face | 2. Smart Speakers |
| 3. Smart Doorbell | 4. human |

C. Circle the odd one out.

- | | |
|----------------------|---------------|
| 1. Radio | 2. Calculator |
| 3. Fire Extinguisher | 4. Book |

D. Answer the following questions.

1. Artificial intelligence is like a special skill for computers that helps them think and make decisions like humans.
2. Smart TV and Smartwatch
3. A smart doorbell is a special doorbell with a camera. It lets you see who is at the door on your phone or computer.
4. Smartwatches can check things like how many steps you walk, your heartbeat, and remind you to move around if you've been sitting too long.

Smart Coding Class 4

Chapter-1 Data Storage and Memory

A. Tick (✓) the correct option.

- | | |
|----------------------------|--------------|
| 1. a. Random Access Memory | 2. b. ROM |
| 3. b. HDD | 4. a. Binary |

B. Expand the following terms.

- | | |
|----------------------------|-------------------------|
| 1. Compact Disc Rewritable | 2. Hard Disk Drive |
| 3. Binary Digit | 4. Random Access Memory |
| 5. Read Only Memory | |

C. Answer the following questions.

1. RAM is a type of memory that can change and lose its data when the computer turns off, which is why it's called volatile. ROM keeps its data even when the computer is off, making it non-volatile.
2. Volatile memory is a type of computer memory that needs power to keep its data. When the power is off, the data is lost.
3. Cloud storage is useful because it lets you save data online, so you can access it from any device, anywhere, as long as you have internet.
4. Data in a computer is stored in the form of binary codes, which are made up of ones and zeros. These codes represent all kinds of data like photos, music, and documents.
5. Examples of secondary memory include hard disk drives (HDD), USB flash drives and CDs.

Chapter-2 Managing Files and Folders

A. Tick (✓) the correct option.

- | | |
|--------------------------------|------------|
| 1. a. Recycle Bin | 2. a. Ctrl |
| 3. a. Graphical User Interface | |

B. Fill in the blanks.

1. Taskbar
2. New Folder
3. Windows 10
4. Subfolder

C. Write T for true and F for false statements.

1. False: Windows 10 lets you use several apps at the same time.
2. True
3. False: Linux is freely available for anyone to use without cost.
4. False: Folders can also contain other folders, not just files.

D. Answer the following questions.

1. Live tiles are special icons on the start menu that can show updated information like the weather or news and they let you open programs directly.
2. To move a file, you can cut it from the original location by pressing Ctrl + X, go to the new folder, and then paste it there by pressing Ctrl + V.
3. To rename a file, right-click on it, select “Rename,” type the new name, and then press Enter.
4. To create a new folder on the desktop, right-click on an empty space, go to “New,” then select “Folder,” and a new folder will appear which you can name.
5. The Recycle Bin stores files and folders you have deleted temporarily, allowing you to restore them if you change your mind.

Chapter-3 More on Word 2016

A. Tick (✓) the correct option.

1. b. Insert Tab
2. c. Insert Tab
3. b. Insert
4. a. Rows and Columns meet

B. Write T for true and F for false statements.

1. True
2. False: WordArt is found under the Insert tab, not the Layout tab.
3. True
4. False: Tables can be formatted to alter their appearance in MS Word.
5. False: You can add rows both above and below in a table.

C. Answer the following questions.

1. Go to the Insert tab, click on the Shapes button, select the shape you want, then click and drag the mouse to draw the shape in your document.
2. Select the cells you want to merge, go to the Layout tab under Table Tools, and click on the Merge Cells button.
3. Click on the picture to select it, then use the options under the Format tab to resize, move, or add styles to the picture.
4. Go to the Insert tab, click on the Table button, and choose how many rows and columns you want in your table.
5. WordArt is a tool in MS Word that lets you create special text effects to make your words look fancy and colorful.

Chapter-4 Introduction to Power Point 2016

A. Tick (✓) the correct option.

- | | |
|-------------|-------------------------|
| 1. b. .pptx | 2. b. F5 |
| 3. b. Top | 4. b. Slide Sorter View |

B. Fill in the blanks.

- | | |
|----------------------|-------------------------|
| 1. Slide Sorter View | 2. Quick Access Toolbar |
| 3. Esc | 4. Placeholders |

C. Write T for true and F for false statements, with reasons.

1. False: PowerPoint can also include pictures, charts, and animations.
2. True

3. False: The default file extension for PowerPoint is .pptx, not .docx.
4. True
5. True

D. Answer the following questions.

1. Click on the Home tab, then click the New Slide button, and choose the layout you want for the new slide.
2. Select the slide you want to change, go to the Home tab, click on the Layout button, and choose a different layout from the list.
3. Slide Show View shows your presentation as a full-screen slideshow, with all animations and transitions.
4. A Slide Layout is a pre-arranged set of placeholders for text, images, and other content on a slide. Two types are Title Slide and Title and Content.

E. Answer in one word.

- | | |
|-------------------------|----------------------|
| 1. Quick Access Toolbar | 2. File |
| 3. Ctrl + M | 4. .pptx |
| | 5. Slide Sorter View |

Chapter-5 More on Internet

A. Tick (✓) the correct option.

1. a. Advanced Research Projects Agency Network
2. b. Microsoft Word
3. a. Personal Information
4. a. Tim Berners-Lee

B. Fill in the blanks.

- | | |
|-----------------|--------------|
| 1. Hyperlinks | 2. HTML |
| 3. Cyber safety | 4. web pages |

C. Write T for true and F for false statements.

1. True
2. False: WWW is a part of the Internet that includes websites and web pages.

3. False: You should never share your passwords with anyone to stay safe.
4. True
5. False: Not all websites are safe, and you should be careful about sharing personal information.

D. Answer the following questions.

1. The Internet is a big network that connects millions of computers around the world, allowing them to share information.
2. A web browser is a software program used to access and view websites on the Internet, like Google Chrome or Mozilla Firefox.
3. You can chat with friends and family, and you can find answers to your questions.
4. A search engine is a tool that helps you find information on the Internet. Two examples are Google and Bing.

Chapter-6 More Blocks in Scratch

A. Tick (✓) the correct option.

1. b. Starts the program
2. a. x and y coordinates
3. b. Managing script execution
4. a. 

B. Write the functions of the following blocks.

1. 

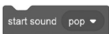
Function: Rotates the sprite 15 degrees anticlockwise.

2. 

Function: Starts the script when the green flag is clicked.

3. 

Function: Changes the sprite to its next costume.

4. 

Function: Starts playing the “pop” sound.

C. Write T for true and F for false statements.

1. False: Scratch can run on different operating systems like Mac and Linux too.
2. True
3. True
4. False: Sound blocks only control sounds, not backdrops.

D. Answer the following questions.

1. Motion blocks control how the sprite moves on the stage, like making it move steps or turn around.
2. Event blocks start the scripts when something happens, like when the green flag is clicked or a key is pressed.
3. Look blocks change how the sprite looks, like making it say something, change its costume, or change the backdrop.
4. Control blocks manage how the script runs, like repeating actions, waiting or making decisions with “if” statements.
5. To change a sprite’s position, use motion blocks to set the x and y coordinates or move the sprite to a specific location.

Chapter-7 Creating Shapes in Scratch

A. Tick (✓) the correct option.

1. a. Circle
2. b. Erase all block
3. b. Set pen color block
4. b. 6 sides

B. Match the following columns.

1. d. 2. a. 3. e. 4. c. d. b.

C. Fill in the blanks with the correct words.

1. green
2. add extension
3. four
4. 120
5. step

D. Write T for true and F for false statements.

1. True
2. False: A rectangle has opposite sides that are equal, not all four sides.
3. False: Scratch can be used to draw shapes using pen blocks.
4. True
5. True

E. Answer the following questions.

1. To draw a square in Scratch, use the repeat block to repeat 4 times, with each iteration moving the sprite 100 steps and turning it 90 degrees.
2. Pen blocks are used to draw shapes by making the sprite leave a trail as it moves on the stage.
3. To calculate the angle for turning in polygons, divide 360 by the number of sides of the polygon.
4. The repeat block is used to repeat a set of instructions a specific number of times, making it easier to draw shapes and perform other repetitive tasks.
5. Yes, I can draw a circle in Scratch by using a loop to move the sprite a small number of steps and turn it slightly many times until it completes the circle.

Chapter-8 Evolution of Artificial Intelligence

A. Tick (✓) the correct option.

- | | |
|---------------------------|---------------------------|
| 1. b. John McCarthy | 2. b. Electronic Keyboard |
| 3. c. Cameras and Sensors | 4. a. Human emotions |

B. Write T for true and F for false statements.

1. False: Alan Turing created the Turing Test, not the first AI program.
2. True 3. True 4. True
5. False: Deep Blue was a chess-playing computer, not a painting robot.

C. Answer the following questions.

1. Alan Turing invented the Turing Test, which is used to see if a machine can think like a human.
2. John McCarthy is significant because he coined the term “Artificial Intelligence” and is known as the father of AI.
3. Siri is a virtual assistant that helps users by answering questions, setting reminders, and providing recommendations using voice commands.
4. AI can help in daily life by performing tasks like cleaning with robots, assisting with homework, playing music, and helping us find information quickly.

Smart Coding Class 5

Chapter-1 Generations of Computers

A. Tick (✓) the correct option.

- | | |
|------------------------|------------------------|
| 1. b. Abacus | 2. b. Vacuum tubes |
| 3. c. Charles Babbage | 4. c. Third generation |
| 5. b. Fifth generation | |

B. Fill in the blanks.

- | | | |
|-------------------|------------|-----------|
| 1. Programmer | 2. China | 3. second |
| 4. Supercomputers | 5. digital | |

C. Write T for true and F for false statements.

1. False: Transistors were smaller and more efficient than vacuum tubes.
2. False: Supercomputers are used for complex tasks, not everyday tasks.
3. True 4. True
5. False: Abacus is a manual, not an electronic, calculating device.

D. Answer the following questions.

1. The first generation used vacuum tubes and was very large and slow, while the second generation used transistors, which made them smaller, faster and more reliable.
2. The integrated circuit allowed many electronic components to be placed on a small chip, making computers faster, more efficient and smaller.
3. Computers have evolved from large, slow machines that performed basic calculations to small, fast devices that can perform complex tasks and connect to the internet.
4. Microcomputers are smaller, less powerful and used for personal tasks, while minicomputers are larger, more powerful and used for business and scientific applications.

5. Third generation computers used integrated circuits and had enhanced storage capacity.
6. Computers have had a positive impact by making tasks easier, improving communication and advancing technology, but they also have some negative effects like reducing physical activity and causing privacy concerns.

Chapter-2 Advance Formatting in Word 2016

A. Tick (✓) the correct option.

1. b. Subscript 2. b. Thesaurus 3. c. Find
4. b. Wider than it is tall 5. b. Lines of text

B. Match the Following.

1. e. 2. d. 3. b. 4. c. 5. a.

C. Fill in the blanks with correct words.

1. subscript 2. red
3. A4 4. paragraph spacing
5. Layout

D. Write T for true and F for false statements.

1. False: H₂SO₄ uses subscript, not superscript.
2. False: "Ignore All" skips all instances of the word but does not remove it from the dictionary.
3. True
4. False: You can have more than two columns on a page.
5. False: This is false because the Find and Replace tool can change text formatting.

E. Answer the following questions.

1. You might use columns in a document to create a newsletter or a magazine layout, which makes the text look like a newspaper.
2. Grammatical errors in a document can be identified by looking for blue underlines, which indicate grammar mistakes.

3. To insert a page break, place the cursor where you want the break, go to the Layout tab, click on the Breaks button, and select Page.
4. To change the page size, click on the Layout tab, click on the Size button, and select the desired page size from the drop-down list.
5. In a science report, you might use subscript for chemical formulas, spell check to correct any spelling errors, and columns to format the text neatly.

Chapter-3 Formatting a PowerPoint Presentation

A. Tick (✓) the correct option.

1. b. Apply a theme
2. b. Flowcharts
3. b. The layout of all slides
4. b. Emphasis
5. b. Transition

B. Match the following columns.

1. d.
2. e.
3. a.
4. c.
5. b.

C. Fill in the blanks with correct words.

1. Picture or texture fill
2. Slide Sorter
3. placeholders
4. Exit
5. hierarchy

D. Write T for true and F for false statements.

1. False: It can change much more, like text and placeholders.
2. True
3. False: You can add more than one, like having an object spin and then disappear.
4. True
5. False: You can still change and edit SmartArt after adding it to your slide.

E. Answer the following questions.

1. Slide Master view lets you make changes that affect all the slides.

2. A template. It's a file that already has a design and places for your text and pictures.
3. Go to the Insert tab, click on SmartArt, and then choose the type of graphic you want.
4. Motion Paths. This makes objects move in specific paths like circles or lines.
5. Using a theme saves time because it applies the same style to all slides at once, so you don't have to change each slide individually.

Chapter-4 Introduction to Excel 2016

A. Tick (✓) the correct option.

1. b. Bold Border
2. c. Formula Bar
3. b. Ctrl + Home
4. a. Excel Workbook
5. a. Range

B. Fill in the blanks.

1. left
2. =
3. .xlsx
4. Status Bar
5. Name Box

C. Write T for true and F for false statements.

1. False: You can have many worksheets in one workbook.
2. True
3. False: You can definitely enter numbers, as well as text and formulas.
4. True
5. True

D. Answer the following questions in one word.

1. Cells
2. AutoSum
3. File Tab
4. =
5. Rows

E. Answer the following questions.

1. Step 1: Click on the File tab.

Step 2: Select the New option.

Step 3: Click on the Blank Workbook option.

2. Right-click on the tab of the sheet you want to rename, choose Rename, and then type the new name.
3. Click on the File tab, choose Open, browse to find your workbook, and then click Open.
4. Rows are labelled with numbers (like 1, 2, 3), and columns are labelled with letters (like A, B, C).
5. Normal View: Shows the standard layout.
Page Layout: Shows how the pages will look when printed.
Page Break Preview: Shows where pages will be divided when printed.
6. Switch to Page Break Preview or Page Layout View to see how the worksheet would appear when printed.

Chapter-5 Editing Cell Content in Excel 2016

A. Tick (✓) the correct option.

1. b. Cell 2. b. Column letter 3. b. Undo
4. a. Autofill 5. b. Ctrl + A

B. Fill in the blanks.

1. Ctrl + Z 2. boxes 3. Ctrl
4. copy 5. square

C. Match the following.

1. c. 2. a. 3. e. 4. b. 5. d.

D. Write T for true and F for false statements.

1. False: You can select multiple cells at once by dragging your mouse or using keyboard shortcuts.
2. True 3. True 4. True
5. False: AutoFill works with dates, numbers, and even some text patterns like months.

E. Answer the following questions.

1. The active cell is highlighted with a thicker border than the other cells, and its address is shown in the Name Box.
2. You can click the column letter at the top of the column, or you can use the keyboard shortcut Ctrl + Space while selecting any cell within the column.
3. Just drag the fill handle down with only 1 entered, and it will continue to fill with 1. Start with 1 and 2, and it will increment by 1 (e.g., the next will be 2, then 3 and so on).
4. Copying creates a duplicate of the selected data in a new location without removing it from the original place. Moving transfers the data to a new location and removes it from the original place.
5. AutoFill quickly fills cells with things like dates, numbers or repeated words. Type a starting value, click on the small square at the bottom-right corner of the cell, and drag down or across to fill other cells. Let go of the mouse to finish.

Chapter-6 Internet and E-mail

A. Tick (✓) the correct option.

- | | |
|---------------------------------|---------------------|
| 1. b. Internet Service Provider | 2. a. View websites |
| 3. @ | 4. a. Google |
| | 5. a. Web address |

B. Fill in the blanks.

- | | | |
|------------|-------------|-------------|
| 1. website | 2. email | 3. password |
| 4. Wi-Fi | 5. Internet | |

C. Answer the following in one word.

- | | | |
|-----------|----------|----------------------|
| 1. Chrome | 2. Spam | 3. Wireless Fidelity |
| 4. Link | 5. Trash | |

D. Write T for true and F for false statements.

1. False: The Internet requires computers to function.
2. False: You can send text, images, videos, and more in an email.

3. True
4. False: Never share an email password with anyone.
5. True

E. Answer the following questions.

1. E-mail is useful for sending homework to teachers and sharing photos with family.
2. Visit a website like Gmail, click 'Create an account', and fill out the form with your details.
3. E-mail or electronic mail, lets you send messages and files over the Internet instantly. It's fast, can reach anyone worldwide and you can send it any time.
4. Open your email account, click 'Compose', add the recipient's email address, type your message, and click 'Send'.
5. 'Cc' lets you send a copy of your email to someone else and everyone can see who got the email. 'Bcc' also sends a copy but hides who you sent it to from the other recipients.

Chapter-7 Conditional Blocks in Scratch

A. Tick (✓) the correct option.

1. b. Hat blocks 2. c. True or False
3. c. C blocks 4. c. End 5. b. Detect input

B. Fill in the blanks.

1. Hat 2. text 3. boolean
4. C 5. Sensing

C. Write T for true and F for false statements.

1. False: It only executes if the specified condition is true.
2. True
3. False: Sensing blocks detect various types of inputs including mouse movements and clicks.
4. False: Scratch blocks come in various shapes, each serving different purposes in coding.
5. True

D. Match the following.

1. c. 2. d. 3. a. 4. e. 5. b.

E. Answer the following questions.

1. A hat block is used to start scripts in Scratch. You place it at the beginning of your code stack, and it will trigger the actions that follow when certain conditions are met, like clicking the green flag or pressing a key.
2. Boolean blocks represent true or false conditions and are used to control decision-making in code. Stack blocks, however, are the primary building blocks that perform actions and can be stacked one above the other to create a sequence of instructions.
3. To create a variable, go to the Variables category, click 'Make a Variable', name it, and decide if it's for all sprites or just one. Then use it in your script to store and change values as your program runs.
4. A conditional block checks a condition and executes an action only if the condition is true. If the condition is not met, it does nothing or performs a different action specified in an 'else' part, if provided.
5. Sensing blocks are used to detect user interactions or conditions within the program, like if a key is pressed, if the mouse is clicked, or if two sprites touch each other. They help make the program interactive.

Chapter-8 The Concept of Smart Homes

A. Tick (✓) the correct option.

1. b. A smartphone 2. b. Self-driving car in the garage
3. a. Play my favorite song
4. c. Can be programmed to save energy
5. b. Monitor food items

B. Fill in the blanks.

1. automatically 2. energy 3. locks 4. speakers

C. Answer the following questions in one word.

1. Camera
2. Food
3. Efficiency
4. Temperature
5. Detector

D. Write T for true and F for false statements.

1. False: Smart homes also be controlled using smartphones or tablets.
2. True
3. False: Smart TVs can connect to the internet to stream content.
4. False: A smart home can have many smart devices, all interconnected.
5. True

E. Answer the following questions.

1. A smart TV connects to the internet to stream videos and music, access apps and sometimes even browse the web, providing entertainment and information without needing external devices.
2. Smart door locks allow you to control access to your home remotely, see who is entering or leaving, and even set times for the doors to lock or unlock automatically, enhancing security and convenience.
3. Smart lighting systems can be controlled remotely to turn on or off, adjust brightness and change colors. They can be scheduled or triggered by other smart devices, helping to save energy and improve home security.
4. Smart speakers respond to voice commands to play music, set reminders, control other smart devices, provide news updates and even help with cooking recipes, making daily routines easier and more efficient.
5. Smart cameras monitor your home for any unusual activity. They can send alerts to your phone, record video for evidence, and even allow you to speak through them to scare off intruders or check in on family members.