

DigiVerse

Teacher's Resource Manual & Answer Key

3

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CONTENTS

1. Hardware and Software	03
2. Windows 10	04
3. Using Word 2016	06
4. Editing in Word 2016	08
5. Using Paint 3D	10
6. Internet.....	11
7. Stepwise Thinking.....	13
8. Let's Learn Scratch.....	15
9. AI-Enabled Devices.....	17
Worksheet 1	18
Worksheet 2	19
Worksheet 3	19
Worksheet 4	20
Test Paper 1	21
Test Paper 2	21
National Cyber Olympiad	22

1. Hardware and Software

Subject: Computer

Duration (Periods): 2

Lesson Name: Hardware and Software

Overview: Each computer part contributes to the smooth functioning of a computer system.

Prior Knowledge: The students are aware of the basic functioning of a computer.

Learning Outcomes:

At the end of the lesson, the student will be able to:

- differentiate between input, process, storage and output devices.
- understand the working of a computer system.

Teaching Aids:

- <https://i.pinimg.com/564x/38/7e/f3/387ef339770efb33783f6fc9dedebc6a.jpg>
- <https://i.pinimg.com/564x/ef/9b/f6/ef9bf66a0ed2ec1ded2147f11bf0942d.jpg>

Learning Segments:

LESSON LINK Time: 05 minutes Purpose: Brief introduction/discussion to pique students' interest.	Greet the class and introduce the topic: <ul style="list-style-type: none">• Each computer part has a specific function.• Computer parts are of two types: Hardware and Software.
LESSON EXECUTION Time: 25 minutes Purpose: Engagement of both teacher and students to achieve the learning outcomes.	<u>Period 1</u> <ul style="list-style-type: none">• Explain the difference between hardware and software.• Discuss the different types of input and output devices.• Demonstrate the IPO cycle.• Explain the difference between system and application software. <u>Period 2</u> <ul style="list-style-type: none">• Read out the rubrics in the Skill Drill section and encourage the students to indulge in the task individually.• Ensure that each student has completed the task.

<p>LESSON CLOSURE</p> <p>Time: 05 minutes</p> <p>Purpose: Summarising the key points and reinforcing the learning outcomes of the lesson.</p>	<ul style="list-style-type: none"> • Discuss the answers to the questions. • Recapitulate the topics discussed in the lesson.
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Answer Key [Chapter 1]

- A. Fill in the blanks using the words in the box.
1. Joystick 2. ALU 3. output 4. Process
5. computer

- B. Write T for True and F for False statements
1. F 2. T 3. F 4. F
5. F

C. Match the following with their full forms.

1. CU	a. Control Unit
2. VDU	b. Visual Display Unit
3. CD	c. Compact Disc
4. MU	d. Memory Unit
5. ALU	e. Arithmetic and Logical Unit

- D. Answer the following questions.
1. A processing device is a part of the computer which turns the data stored by input devices into meaningful information.
 2. Computer hardware consists of input, process, output and storage devices. Examples: Keyboard, CPU, Monitor, etc.
 3. A computer cannot work on its own, it needs instructions to perform operations. These instructions are called software. A software acts as an assistant between the computer hardware and humans. Software is intangible which means that we cannot see or touch it.
 4. A computer processes the information in a specific cycle. This cycle is known as the IPO cycle. IPO stands for Input-Process-Output. Firstly, the information is received through the input devices. This information is then processed in the CPU and an output is presented through the output devices.
 5. Output devices are those devices that display the result of the processed data. Some of the commonly used output devices are monitor, printer, projector, smartboard, etc.

2. Windows 10

Subject: Computer

Duration (Periods): 2

Lesson Name: Windows 10

Overview: Windows 10 is an operating system used for desktops, laptops and mobile devices.

Prior Knowledge: The students have basic knowledge about system software.

Learning Outcomes:

At the end of the lesson, the student will be able to:

- understand the features of the Windows 10 Desktop.
- use the Task View and Control buttons.

Teaching Aids:

- <https://i.pinimg.com/originals/62/e1/19/62e11903f7283edf379b3b32c3732198.jpg>
- <https://i.pinimg.com/564x/7f/68/47/7f6847fb6e2e2262017f1612d3ea884c.jpg>

Learning Segments:

LESSON LINK Time: 05 minutes Purpose: Brief introduction/ discussion to pique students' interest.	Greet the class and introduce the topic: <ul style="list-style-type: none">• Windows 10 is an operating system developed by Microsoft.• Windows 10 is a Graphical User Interface (GUI).
LESSON EXECUTION Time: 25 minutes Purpose: Engagement of both teacher and students to achieve the learning outcomes.	<u>Period 1</u> <ul style="list-style-type: none">• Explain the features of Windows 10.• Discuss the different elements of Windows 10 Desktop.• Explain the meaning of Task View.• Demonstrate the usage of control buttons. <u>Period 2</u> <ul style="list-style-type: none">• Read out the rubrics in the Skill Drill section and encourage the students to indulge in the task individually.• Ensure that each student has completed the task.

LESSON CLOSURE**Time:** 05 minutes**Purpose:** Summarising the key points and reinforcing the learning outcomes of the lesson.

- Discuss the answers to the questions.
- Recapitulate the topics discussed in the lesson.

Answer Key [Chapter 2]

A. Fill in the blanks using the words in the box.

1. Control
2. Desktop
3. clicking
4. Taskbar
5. Sorting

B. Write T for True and F for False statements.

1. F
2. T
3. T
4. T
5. T

C. Match the following.

1. e. Icons
2. d. Start Menu
3. c. Task View
4. b. Notification Area
5. a. Control Button

D. Answer the following questions.

1. The Task View is a feature of Windows using which you can quickly move within your open windows and applications.
2. Features of Windows 10 are:
 - Windows 10 is a Graphical User Interface (GUI) that means you do not have to remember all the commands. As it is a GUI, just a click of the mouse is needed to get work done.
 - It allows you to run several programs simultaneously.
3. Sorting the icons means arranging the icons on the desktop. To sort the icons, follow the given steps:
 - Right-click on any blank area of the desktop. From the pop-up menu that appears, click on the Sort by option.
 - A sub menu appears. Click any option to arrange the icons in that order.
4. The Windows 10 Start menu has two panes. The left pane displays a list of programs. A program is also called an app in Windows 10. The right pane features tiles. A tile is an application icon.

3. Using Word 2016

Subject: Computer

Duration (Periods): 2

Lesson Name: Using Word 2016

Overview: Word 2016 is a word processing application to input text on a computer.

Prior Knowledge: The students are familiar with using a keyboard.

Learning Outcomes:

At the end of the lesson, the student will be able to:

- understand the uses of Word 2016.
- enter text in Word 2016.
- save and open a document.

Teaching Aids:

- <https://i.pinimg.com/564x/9f/88/45/9f884514c8faee1b03691058bbf1c67c.jpg>
- <https://edu.gcfglobal.org/en/word/getting-started-with-word/1/>

Learning Segments:

LESSON LINK Time: 05 minutes Purpose: Brief introduction/discussion to pique students' interest.	Greet the class and introduce the topic: <ul style="list-style-type: none">• We can create text documents using Word 2016.• It offers many tools to modify or arrange the text.
LESSON EXECUTION Time: 25 minutes Purpose: Engagement of both teacher and students to achieve the learning outcomes.	<u>Period 1</u> <ul style="list-style-type: none">• Discuss the uses of Word 2016.• Point out and explain the components of the Word 2016 window.• Demonstrate the steps to create a new document.• Demonstrate the steps to enter text.• Help the students to save and open a document. <u>Period 2</u> <ul style="list-style-type: none">• Read out the rubrics in the Skill Drill section and encourage the students to indulge in the task individually.• Ensure that each student has completed the task.

<p>LESSON CLOSURE</p> <p>Time: 05 minutes</p> <p>Purpose: Summarising the key points and reinforcing the learning outcomes of the lesson.</p>	<ul style="list-style-type: none"> • Discuss the answers to the questions. • Recapitulate the topics discussed in the lesson.
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Answer Key [Chapter 3]

- A. Fill in the blanks using the words in the box.
1. Ribbon 2. File 3. Status 4. Quick
5. Window
- B. Write T for True and F for False statements.
1. F 2. T 3. T 4. F
5. F

C. Match the following.

1. Title Bar	a. Document Name
2. Quick Access Toolbar	b. Save, Undo, Redo
3. Tab	c. Home, Insert, Design
4. Status Bar	d. Number of pages
5. Zoom Slider	e. Zooming in or out

- D. Answer the following questions.
- The steps for starting Word 2016:
 - Click on the Start button on the Taskbar.
 - From the Start menu, scroll down to W and select Word.
 - Click on Blank Document and a blank document opens.
 - The uses of Word 2016 are:
 - It helps make text look organised and visually appealing.
 - It enables the creation of structured data tables.
 - It lets you add pictures and shapes to documents.
 - It identifies and corrects writing errors.
 - Beneath the ruler, there's a spacious section known as the Text Area, where you can input text. The blinking vertical line at the top left of this area is called the cursor.
 - The steps to create a new document in Word are:
 - Click on File tab. The Backstage view appears.
 - Select New option from the left pane.
 - Click on the Blank Document option in the right pane. A blank document will appear, now you can type your text in it.

4. Editing in Word 2016

Subject: Computer

Duration (Periods): 2

Lesson Name: Editing in Word 2016

Overview: Word 2016 is a word processing application to input text on a computer.

Prior Knowledge: The students have basic knowledge of Word 2016.

Learning Outcomes:

At the end of the lesson, the student will be able to:

- select text in a document.
- edit the text in a document.
- format the text in a document.

Teaching Aids:

- <https://www.maths.tcd.ie/~nora/DT315-1/wordworksheet1.pdf>
- <https://i.pinimg.com/originals/e5/49/e3/e549e30d366224206b342e3791f248cd.jpg>

Learning Segments:

LESSON LINK Time: 05 minutes Purpose: Brief introduction/discussion to pique students' interest.	Greet the class and introduce the topic: <ul style="list-style-type: none">• We can create text documents using Word 2016.• We can use different tools to edit the text.
LESSON EXECUTION Time: 25 minutes Purpose: Engagement of both teacher and students to achieve the learning outcomes.	<u>Period 1</u> <ul style="list-style-type: none">• Discuss the different ways to select the text.• Demonstrate the steps to copy/cut/paste the text.• Discuss the ways to format the text such as deleting, undo, redo, aligning, changing font style/size, applying borders, adding bullets/numbering, etc. <u>Period 2</u> <ul style="list-style-type: none">• Read out the rubrics in the Skill Drill section and encourage the students to indulge in the task individually.• Ensure that each student has completed the task.

<p>LESSON CLOSURE</p> <p>Time: 05 minutes</p> <p>Purpose: Summarising the key points and reinforcing the learning outcomes of the lesson.</p>	<ul style="list-style-type: none"> • Discuss the answers to the questions. • Recapitulate the topics discussed in the lesson.
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Answer Key [Chapter 4]

- A. Fill in the blanks using the words in the box.
1. Justify 2. Bold 3. bullet 4. Paragraph
5. Home
- B. Write T for True and F for False statements.
1. F 2. T 3. F 4. T
5. T
- C. Match the following.
1. d. Center 2. e. Paste 3. a. Undo 4. b. Justify
5. c. Copy
- D. Answer the following questions.
1. Cutting the text refers to removing the text from its original place to a new location where the user wants to paste it.
 2. The way in which the text appears, in relation to the margins is known as the alignment of the text. There are four alignment options available in Word—Left, Right, Center and Justify.
 3. Follow these steps to apply numbering to any text:
 - Select the text. Click on Home tab.
 - Choose the Numbering option in the Paragraph group. A numbering library will appear.
 - Select the numbering style you wish to apply.
 4. Formatting the text means changing its appearance and arrangement.
 5. Follow these steps to insert the text:
 - Click the place in the document where you want to insert the text.
 - Enter your text.

5. Using Paint 3D

Subject: Computer

Duration (Periods): 2

Lesson Name: Using Paint 3D

Overview: Microsoft has provided Paint 3D application with Windows 10.

Prior Knowledge: The students have used the Paint program.

Learning Outcomes:

At the end of the lesson, the student will be able to:

- identify tools in the Paint 3D window.
- understand the usage of Paint 3D.

Teaching Aids:

- <https://i.pinimg.com/564x/73/4b/d7/734bd74c643111b85a9eea04b127a400.jpg>
- <https://teachwithict.weebly.com/paint3d.html>

Learning Segments:

LESSON LINK Time: 05 minutes Purpose: Brief introduction/discussion to pique students' interest.	Greet the class and introduce the topic: <ul style="list-style-type: none">• We can create and edit 3D images using Paint 3D.• It is only available for Windows 10.
LESSON EXECUTION Time: 25 minutes Purpose: Engagement of both teacher and students to achieve the learning outcomes.	<u>Period 1</u> <ul style="list-style-type: none">• Demonstrate the steps to start Paint 3D.• Point out and explain the components of Paint 3D window.• Demonstrate the steps to create 2D and 3D shapes.• Help the students to format a shape by rotating, changing colour and adding text. <u>Period 2</u> <ul style="list-style-type: none">• Read out the rubrics in the Skill Drill section and encourage the students to indulge in the task individually.• Ensure that each student has completed the task.

LESSON CLOSURE**Time:** 05 minutes**Purpose:** Summarising the key points and reinforcing the learning outcomes of the lesson.

- Discuss the answers to the questions.
- Recapitulate the topics discussed in the lesson.

Answer Key [Chapter 5]

A. Fill in the blanks using the words in the box.

1. panel
2. Grab
3. Canvas
4. create
5. Stamp

B. Write T for True and F for False statements.

1. T
2. F
3. T
4. F
5. T

C. Match the following.

1. c. 3D Shapes Tool
2. d. 2D Shapes Tool
3. a. Zoom Slider
4. b. Text Tool

D. Answer the following questions.

1. To open Paint 3D, follow the given steps:
 - Click on the Start button to open Start menu.
 - Scroll to the letter P or type Paint 3D in search box.
 - Click on Paint 3D. Paint 3D window will open. The Welcome Screen will display two command options, New and Open.
 - Click on New to create a new drawing.
2. The name of the program and the drawing is displayed on the Title bar on the top left corner of the screen. On the top right corner, there are controls such as Minimize, Maximize and Close.
3. In order to close Paint 3D, click on the Close button on the top right corner of the window. The Paint 3D window will be closed.
4. The Brushes option features 10 brush options in the panel on the right side. It also displays two sliders for the Thickness and Opacity.
5. We can select a shape in Paint 3D by simply clicking on it. The panel changes and displays tool options to edit the shapes that are drawn.

6. Internet

Subject: Computer

Duration (Periods): 2

Lesson Name: Internet

Overview: Internet is required for several online activities.

Prior Knowledge: The students have basic knowledge of using a computer.

Learning Outcomes:

At the end of the lesson, the student will be able to:

- understand the meaning and uses of Internet.
- explain the terms related to the Internet.
- state the requirements for an Internet connection.

Teaching Aids:

- <https://i.pinimg.com/564x/31/e9/b5/31e9b5ab712d41ad3bda1ad603c80826.jpg>
- <https://i.pinimg.com/originals/39/3d/b3/393db38c0b5e86502d5726df5a25a315.png>

Learning Segments:

<p>LESSON LINK Time: 05 minutes Purpose: Brief introduction/discussion to pique students' interest.</p>	<p>Greet the class and introduce the topic:</p> <ul style="list-style-type: none"> • The Internet is a large network of computers spread across the globe. • We use the Internet to look for information.
<p>LESSON EXECUTION Time: 25 minutes Purpose: Engagement of both teacher and students to achieve the learning outcomes.</p>	<p><u>Period 1</u></p> <ul style="list-style-type: none"> • Explain the meaning of Internet. • Discuss the uses of Internet. • Discuss the various terms related to the Internet. • State and explain the disadvantages of Internet. <p><u>Period 2</u></p> <ul style="list-style-type: none"> • Read out the rubrics in the Skill Drill section and encourage the students to indulge in the task individually. • Ensure that each student has completed the task.
<p>LESSON CLOSURE Time: 05 minutes Purpose: Summarising the key points and reinforcing the learning outcomes of the lesson.</p>	<ul style="list-style-type: none"> • Discuss the answers to the questions. • Recapitulate the topics discussed in the lesson.

Answer Key [Chapter 6]

A. Fill in the blanks using the words in the box.

1. information 2. Resource 3. home 4. Website
5. Internet

B. Write T for True and F for False statements.

1. T 2. T 3. F 4. F
5. T

C. Match the following.

1. www.wikipedia.com	a. Website
2. Google	b. Web Browser
3. Unique Address	c. URL
4. Home Page	d. First Page
5. WWW	e. World Wide Web

D. Answer the following questions.

1. Uses of Internet are:

- Kids can search for information, images and facts online to help with school assignments.
- There are interactive websites with games that teach math, language and other subjects in a fun way.
- Children can read short stories, fairy tales and comics.
- Exploring interactive maps can teach children about geography and different places around the world.

2. The disadvantages of Internet are:

- Sometimes, the information that we find on the Internet might not be true.
- Some people can be mean online and say hurtful things.
- Spending too much time on the Internet can make us miss out on playing outdoors, reading books and spending time with family and friends.
- We can become addicted to the Internet.

3. Each website on the Internet has a unique address. This unique address is called the Uniform Resource Locator (URL) of the website.

4. The main page or the first page of any website which contains links to other pages is called the home page.

5. Web page is a part of a website. It contains, text, pictures, sounds, videos, animations, etc.

7. Stepwise Thinking

Subject: Computer

Duration (Periods): 2

Lesson Name: Stepwise Thinking

Overview: Stepwise process includes smart thinking and methods to do tasks.

Prior Knowledge: We can follow instructions to complete a task.

Learning Outcomes:

At the end of the lesson, the student will be able to:

- understand the basics of stepwise thinking.
- understand the meaning of loops.

Teaching Aids:

- <https://i.pinimg.com/originals/1d/5c/69/1d5c6921d8b9b5cfef6f4e94a5b6aaea.jpg>
- <https://i.pinimg.com/564x/6d/f1/12/6df112ffc33dc2726f3011a1bee34452.jpg>

Learning Segments:

<p>LESSON LINK Time: 05 minutes Purpose: Brief introduction/discussion to pique students' interest.</p>	<p>Greet the class and introduce the topic:</p> <ul style="list-style-type: none"> • Reasoning means using logic and common sense. • Solving tough tasks is known as problem solving.
<p>LESSON EXECUTION Time: 25 minutes Purpose: Engagement of both teacher and students to achieve the learning outcomes.</p>	<p><u>Period 1</u></p> <ul style="list-style-type: none"> • Discuss the steps involved in completing a task. • Demonstrate stepwise thinking with the help of several examples. • Explain the meaning of loops with the help of examples. <p><u>Period 2</u></p> <ul style="list-style-type: none"> • Read out the rubrics in the Skill Drill section and encourage the students to indulge in the task individually. • Ensure that each student has completed the task.
<p>LESSON CLOSURE Time: 05 minutes Purpose: Summarising the key points and reinforcing the learning outcomes of the lesson.</p>	<ul style="list-style-type: none"> • Discuss the answers to the questions. • Recapitulate the topics discussed in the lesson.

Answer Key [Chapter 7]

A. Write the following steps of boiling milk in the correct order.

1. 3 2. 4 3. 1 4. 2
5. 5

B. Write the steps for each of the following activities.

1. (Subjective) Filling a water bottle

- Open the bottle cap.
- Fill water in the bottle.
- Close the cap.

2. (Subjective) Washing the hands

- Rinse your hands with water.
- Apply soap.
- Rinse again.
- Wipe with a towel.

3. (Subjective) Brushing the teeth

- Take a toothbrush.
- Apply toothpaste on the toothbrush.
- Brush your teeth.
- Rinse your mouth.

4. (Subjective) Throwing Trash

- Take the trash item that you wish to throw.
- Find a dustbin.
- Throw the item.

5. (Subjective) Combing the hair

- Take a comb.
- Stroke the comb through you hair in an up and down motion.
- Place the comb, back in its place.

C. Answer the following questions.

1. Reasoning means using logic and common sense when you think about a task.
2. Problem solving refers to the process of solving tough tasks that require focus and finding answers.
3. Every task, whether easy or hard, should be done by following a series of steps, i.e., finding out the main steps needed for the task; breaking down the main steps into smaller, easier steps; going through the steps in order. This is known as stepwise thinking.

8. Let's Learn Scratch

Subject: Computer

Duration (Periods): 2

Lesson Name: Let's Learn Scratch

Overview: Scratch is a software that can be used to create various games.

Prior Knowledge: The students have basic knowledge about games and puzzles.

Learning Outcomes:

At the end of the lesson, the student will be able to:

- identify the components of Scratch.
- open a new project.
- change the backdrop and appearance of a sprite.

Teaching Aids:

- <https://www.geeksforggeeks.org/basics-of-scratch-programming/>
- <https://youtu.be/MO-wyhlxacw>

Learning Segments:

LESSON LINK Time: 05 minutes Purpose: Brief introduction/discussion to pique students' interest.	Greet the class and introduce the topic: <ul style="list-style-type: none">• Scratch is a user-friendly program.• Children can use Scratch to create simple games.
LESSON EXECUTION Time: 25 minutes Purpose: Engagement of both teacher and students to achieve the learning outcomes.	<u>Period 1</u> <ul style="list-style-type: none">• Discuss the different blocks used in Scratch.• Demonstrate the method of adding a Sprite.• Explain the meaning of a backdrop, also discuss the steps to change it.• Demonstrate the steps to create a new Scratch project. <u>Period 2</u> <ul style="list-style-type: none">• Read out the rubrics in the Skill Drill section and encourage the students to indulge in the task individually.• Ensure that each student has completed the task.

<p>LESSON CLOSURE</p> <p>Time: 05 minutes</p> <p>Purpose: Summarising the key points and reinforcing the learning outcomes of the lesson.</p>	<ul style="list-style-type: none"> • Discuss the answers to the questions. • Recapitulate the topics discussed in the lesson.
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Answer Key [Chapter 8]

- A. Fill in the blanks using the words in the box.
1. Code
 2. Coding
 3. Costumes
 4. Blocks
 5. purple
- B. Write T for True and F for False statements.
1. T
 2. T
 3. T
 4. F
 5. F
- C. Match the following.
1. b. Go Button
 2. c. Sprite
 3. a. Tab
 4. d. Script Area
- D. Answer the following questions.
1. The three main tabs in Scratch are:
 - Code tab contains the list of block categories and the blocks within them. Some block categories are Motion, Looks, Sound, Pen, etc.
 - In the Costumes tab, we can change the appearance of the Sprites and backdrops.
 - Using the Sounds tab, we can add or change the sounds of the Sprite.
 2. The steps to create a new project are:
 - Click on the File tab. A drop-down menu will appear.
 - Select the New option. A new project will open.
 3. Stage Area is the main area where the Sprite appears and moves.
 4. Looks blocks are used to add speech or thought bubbles to the Sprite. They are purple in colour.

9. AI-Enabled Devices

Subject: Computer

Duration (Periods): 2

Lesson Name: AI-Enabled Devices

Overview: Artificial Intelligence is used in almost every device around us.

Prior Knowledge: The students can differentiate between intelligence and artificial intelligence.

Learning Outcomes:

At the end of the lesson, the student will be able to:

- define artificial intelligence.
- understand the uses and benefits of various smart devices.

Teaching Aids:

- https://www.youtube.com/watch?v=kQPC4_DsJ8I
- <https://www.youtube.com/watch?v=IBKd19Nqwj8>

Learning Segments:

<p>LESSON LINK Time: 05 minutes Purpose: Brief introduction/discussion to pique students' interest.</p>	<p>Greet the class and introduce the topic:</p> <ul style="list-style-type: none"> • Artificial intelligence is when computers and machines can think and learn like humans, perform tasks and solve problems on their own. • It helps to complete our tasks quickly.
<p>LESSON EXECUTION Time: 25 minutes Purpose: Engagement of both teacher and students to achieve the learning outcomes.</p>	<p><u>Period 1</u></p> <ul style="list-style-type: none"> • Explain the meaning of AI. • Discuss how AI is helpful in daily tasks. • Use placards to define the different types of AI-enabled devices. <p><u>Period 2</u></p> <ul style="list-style-type: none"> • Read out the rubrics in the Skill Drill section and encourage the students to indulge in the task individually. • Ensure that each student has completed the task.
<p>LESSON CLOSURE Time: 05 minutes Purpose: Summarising the key points and reinforcing the learning outcomes of the lesson.</p>	<ul style="list-style-type: none"> • Discuss the answers to the questions. • Recapitulate the topics discussed in the lesson.

Answer Key [Chapter 9]

A. Fill in the blanks using the words in the box.

1. Intelligence 2. assistant 3. Chatbot 4. Alexa
 5. driverless

B. Write T for True and F for False statements.

1. T 2. T 3. F 4. T
5. T

C. Match the following.

1. b. Smartwatch 2. d. Smartphone
3. a. Smart Doorbell 4. c. Smart TV

D. Answer the following questions.

- Artificial Intelligence is when computers and machines can think and learn like humans, doing tasks and solving problems on their own.
- To make an online chat conversation, we use the AI application called chatbot. It is very commonly used by companies such as Amazon, Myntra, Flipkart, etc.
- Amazon Echo is a smart speaker that has a virtual assistant inside. The assistant can listen to your voice and do things for you. It can answer questions, play music, make lists, call people, etc.

Worksheet 1

A. Find the following words in the word maze.

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

B. Match the following.

1. ALU	a. Arithmetic and Logical Unit
2. Control Buttons	b. Minimize, Maximize and Close
3. GUI	c. Graphical User Interface
4. CD	d. Compact Disc
5. VDU	e. Visual Display Unit

Worksheet 2

A. Find the following words in the word maze.

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

B. Match the following.

1. Quick Access Toolbar	a. Undo, Redo and Save
2. Alignment	b. Left, Right, Center and Justify
3. Title Bar	c. Document Name
4. Status Bar	d. Number of pages
5. Deleting Text	e. Backspace Key

Worksheet 3

A. Find the following words in the word maze.

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

B. Match the following.

1. Unique Address	a. URL
2. Home Page	b. First Page
3. Rotation Handles	c. Rotation
4. Stamp	d. Clone Tool
5. Grab Points	e. Pointed Lines

Worksheet 4

A. Find the following words in the word maze.

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

B. Match the following.

1. Chatbot	a. Online chat conversation
2. Events Block	b. Topmost Block
3. Smart Speaker	c. Amazon Echo
4. Go Button	d. Green Flag
5. Title Bar	e. Minimize, Maximize, Close

Test Paper 1

A. Fill in the blanks.

1. output
2. Control
3. Quick
4. bullet
5. Bold

B. Write T for True and F for False statements.

1. F
2. T
3. T
4. F
5. F

C. Answer the following questions in a few words.

1. ALU
2. Scanner
3. Bottom right corner
4. Home
5. Calibri

D. Answer the following questions.

1. Cutting the text refers to removing the text from its original place to a new location where the user wants to paste it.
2. A computer processes the information in a specific cycle. This cycle is known as the IPO cycle. IPO stands for Input-Process-Output. Firstly, the information is received through the input devices. This information is then processed in the CPU and an output is presented through the output devices.
3. An application software is a type of software developed to perform a particular task on the computer system. Examples of such software are Tux Paint, Paint, etc.
4. In Word 2016, beneath the ruler, there is a spacious section known as the document area. It is the area where we input text. The blinking vertical line at the top left of this area is called the cursor or insertion point.
5. Task View is a feature of Windows using which you can quickly move within your open windows and applications.

Test Paper 2

A. Fill in the blanks.

1. Costumes
2. home
3. Canvas
4. loop
5. assistant

B. Write T for True or F for False statements.

1. T
2. T
3. F
4. F
5. T

C. Answer the following questions in a few words.

1. Amazon Echo
2. Code
3. Google Chrome
4. Modem
5. Canvas

D. Answer the following questions.

1. The Brushes option features 10 brush options in the panel on the right side. It also displays two sliders for the Thickness and Opacity.
2. Every task, whether easy or hard, should be done by following a series of steps, i.e., finding out the main steps needed for the task; breaking down the main steps into smaller, easier steps; going through the steps in order. This is known as stepwise thinking.
3. The disadvantages of Internet are:
 - Sometimes, the information that we find on the Internet might not be true.
 - Some people can be mean online and say hurtful things.
 - Spending too much time on the Internet can make us miss out on playing outside, reading books and spending time with family and friends.
 - We can become addicted to the Internet.
4. The steps to create a new project are:
 - Click on the File tab. A drop-down menu will appear.
 - Select the New option. A new project will open.
5. Artificial Intelligence is when computers and machines can think and learn like humans, perform tasks and solve problems on their own.

National Cyber Olympiad

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|-------|-------|-------|-------|--------|
| 1. b. | 2. c. | 3. a. | 4. b. | 5. b. |
| 6. d. | 7. c. | 8. b. | 9. a. | 10. c. |