

# COMPUTER (CLASS-3)

## CHAPTER-1 – Computer–The Digital Marvel

### Exercises

- A. 1. a      2. c      3. b      4. a      5. c  
B. 1. a      2. d      3. e      4. c      5. b  
C. 1. True    2. False    3. False    4. False    5. True  
D. 1. We collect carrots, sugar, ghee and khoya. All these things are the inputs for the carrot halwa.  
The making of carrot halwa is the processing. The ready to eat carrot halwa in a plate is the output.  
2. Hardware refers to the parts of the computer that we can touch and feel. These are the physical parts of any computer system. Software is a set of programs or instructions given to a computer to perform a task.  
3. Symbol keys on the keyboard are :  ,  ,  , and   
4. The copy of our work on a memory device is called the soft copy and the copy of work on a paper, that is the printout of our work is called the hard copy.

### Activity Zone

- A. 1. Microphone      2. Speaker      3. Monitor      4. CPU      5. Printer  
6. Scanner      7. Keyboard      8. Mouse      9. Joystick

B.

Input Devices	Output Device
Scanner	CRT Monitor
Microphone	Printer
Keyboard	Webcam
Mouse	LCD Monitor

- C. Do it yourself.

## CHAPTER-2 – Operating System

### Exercises

- A. 1. multi      2. Windows NT      3. icons      4. file      5. taskbar  
B. 1. True    2. True    3. False    4. True    5. True  
C. 1. An operating system manages our files. It helps the computer hardware work along with other types of computer software. It helps a user work with the computer system.  
2. A single-user operating system allows only one user to work on it at one point of time.  
3. After the welcome message, a screen appears on the monitor. It has a few icons, neatly arranged.  
4. The start button is present at the left hand side on the taskbar.

### Activity Zone

- A. 1. This PC      2. Network      3. Recycle Bin      4. Start button  
5. Taskbar

## CHAPTER-3 – More On Paint

### Exercises

- A. 1. Copy            2. Rotate            3. Skew            4. in
- B. 1. The Home tab displays the options for Copy and Paste.  
2. The steps are as follows.  
(a) Click the *Paint* button and then point to *Set as desktop background*.  
(b) Select anyone of the three options :  
    Fill, Tile or Centre
3. The steps are as follows :  
(a) In order to increase the Zoom level, Click *View* tab. In the *Zoom* group, click *Zoom in*.  
(b) In order to reduce the zoom level, click *view* tab. In the *zoom* group, click *Zoom Out*.  
(c) If you wish to view the actual picture size, click *view*. Now, click 100% in the zoom group.

### Activity Zone

Do it yourself.

### Test Paper–1

- A. 1. Mouse                            2. Apps window                            3. Recycle bin  
4. Search charm                            3. Printer                            6. Start Menu
- B. 1. A register is a small memory unit in the CPU where all the data to be processed is stored.  
2. An operating system operates the computer and allows the computer user to interact with its devices.  
3. The taskbar appears at the top of the screen.  
4. The search charm lets you find apps, files or setting on your computer.  
5. Undo and Redo are two buttons that are available on the Quick Access Toolbar of Microsoft Word.
- C. 1. software            2. click            3. processing            4. icons            5. search
- D. 1. b            2. e            3. a            4. d            5. c
- E. 1. Control Unit controls the movement of information between the registers, the ALU and other parts of the computer.  
    The ALU unit performs arithmetic operations and logical comparisons.  
2. A single-user operating system allows only one user to work on it at one point of time. A multiuser operating system allows many users to work on it at the same time.  
3. The steps are as follow.  
(a) Move the mouse pointer to an empty space on the taskbar.  
(b) Right click the taskbar.

- (c) Unlock the taskbar.
- (d) Left click and hold the mouse button.
- (e) Drag the mouse pointer to the right of the computer screen.
- (f) Release the mouse button.
- (g) When you have finished, lock the taskbar by right click on taskbar.

You will see that the taskbar has shifted to the right hand area of the screen of your computer.

- 4. The Resize option is used for increasing or decreasing the size of a drawing.

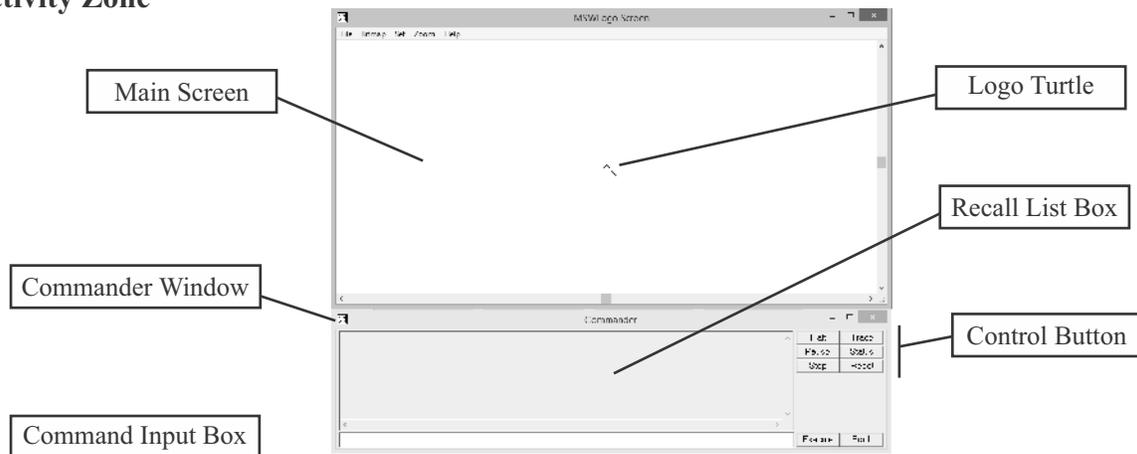
The skew option is used to Twist the drawing in the horizontal or vertical direction.

## CHAPTER-4 – Introduction To Logo

### Exercises

- A. 1. b      2. a      3. a      4. c
- B. 1. Seymour Papert      2. Turtle      3. Commander Window
- 4. Graphics Screen      5. Pause
- C. 1. Drawing, writing and doing calculations are three important tasks.
- 2. The two uses of LOGO are as follows :
  - 1. LOGO helps us to draw pictures.
  - 2. LOGO helps us to do calculations.
- 3. MSWLogo screen is divided into two sections– Main screen and Commander Window.
- 4. The other name for Logo Commands is Logo Primitives.
- 5. Reset Command is used to clear the Main Screen. Also, the turtle comes to the screen's centre.

### Activity Zone



## CHAPTER-5 – LOGO Commands

### Exercises

- A. 1. b      2. b      3. c      4. a      5. c
- B. 1. true      2. true      3. true      4. false      5. false

- C. 1. If we type the command FD 250, the turtle will move 250 steps forward.
- 2. The short form for RIGHT Primitive is RT.
- 3. The full form of CS is CLEARSCREEN.
- 4. The command is SETPENSIZE.
- 5. This command is SETPEN COLOR.

**Activity Zone**

- 1. FD 20      2. FD 60      3. RT 50      4. CLEARTEXT      5. BK 70

**CHAPTER-6 – Introduction To MS Word 2010**

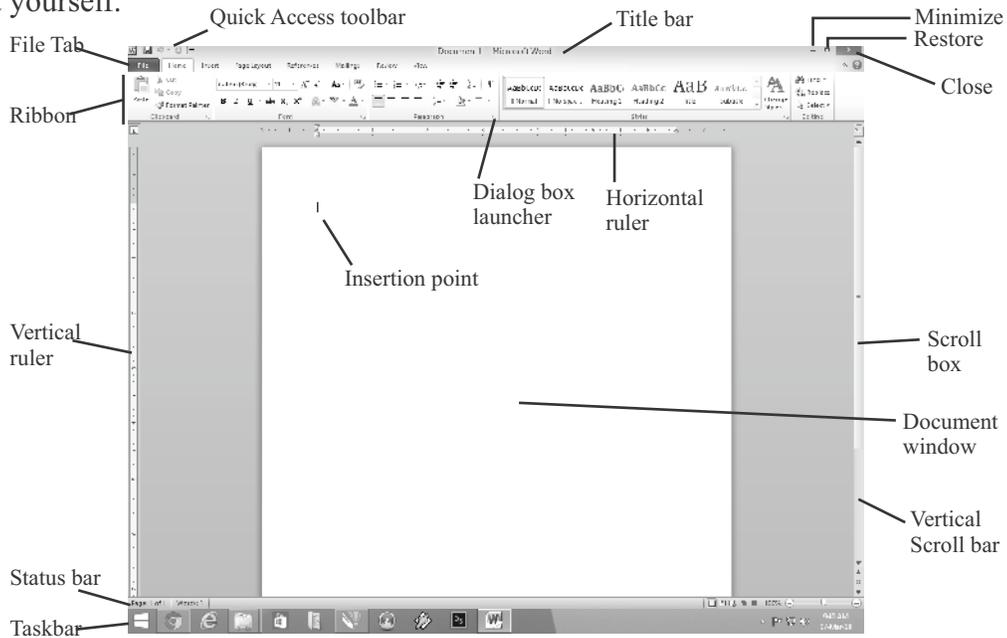
**Exercises**

- A. 1. a      2. c      3. a      4. b      5. b
- B. 1. WordPad      2. Document window      3. Menu
- 5. Close      6. WordPad
- C. 1. A word processor is an application software that helps your text on a computer .
- 2. Microsoft Word and Word Perfect are two popular Word Processors.
- 3. The Title bar displays the document name followed by the program name. There are three buttons on the right of the title bar. They are – Minimize, Close and Restore Down/Maximum.
- 4. Ribbon shows the ‘Tabs’ which show several command groups. Each command group has various command buttons. You click on these buttons to issue commands. There is a dialog box launcher at the button-right corner of most of the groups.
- 5. The steps are as follows :
  - (a) Click *Start*. *Start* Screen will appear.
  - (b) Click on arrow pointing downward to see all the apps.
  - (c) Trace MS Word 2010.
  - (d) Click MS Word 2010.
- 6. The steps are as follows :
  - (a) Click the *File* tab. This takes you to Backstage view.
  - (b) Click *Save* option.
  - (c) The Save As dialog box appear.
  - (d) Select the desired drive and folder.
  - (e) Type the file name in the *File name* text box.
  - (f) Click on *Save* button.
- 7. The steps are as follows :
  - (a) Click Start > Click down-pointing arrow on the Start screen > All apps are displayed > Go to the end > Select *Notepad*.
  - (b) The *Notepad* window appears on the screen.

**Activity Zone**

A. Do it yourself.

B.



C.

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

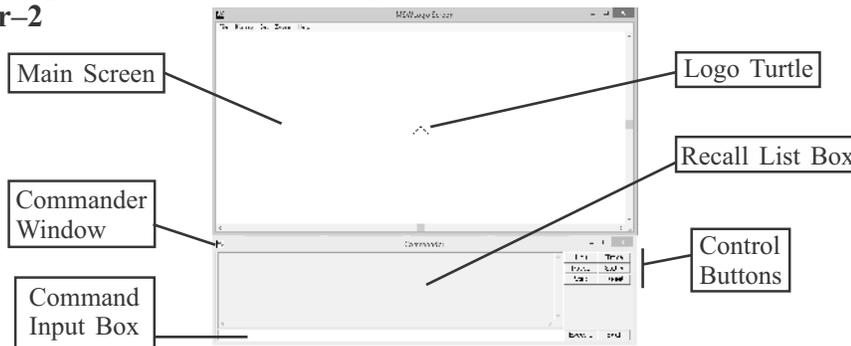
**CHAPTER-7 – Tux Paint**

**Exercises**

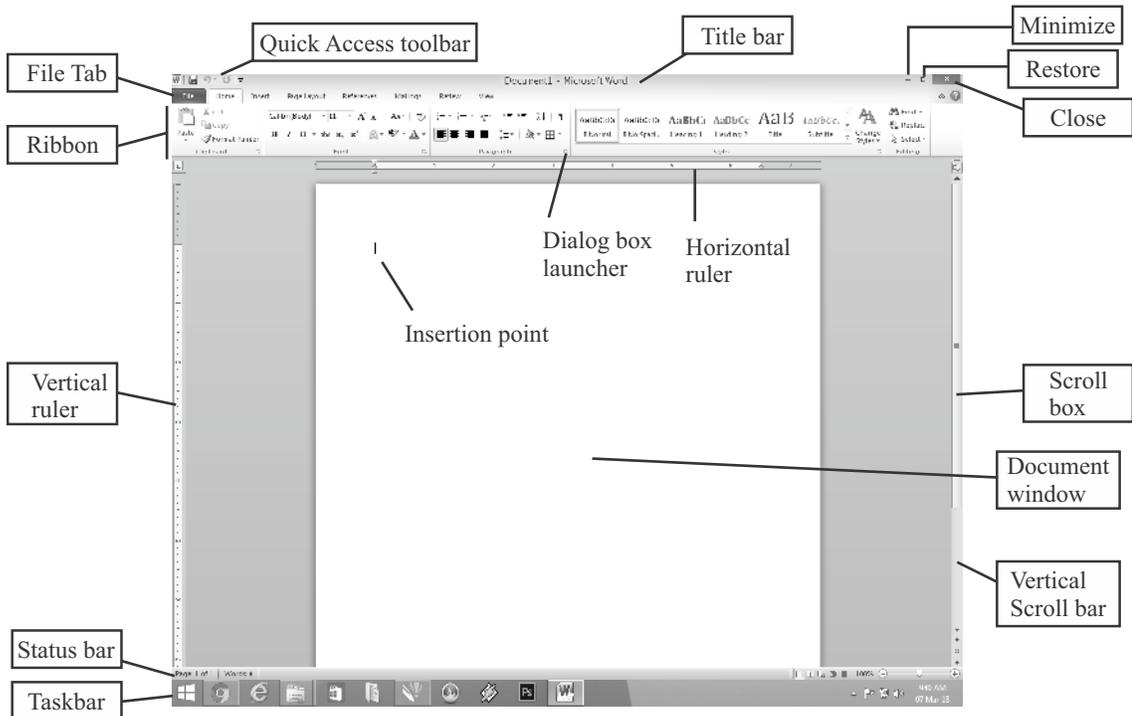
- A. 1. Color            2. Help Area            3. Lines            4. Shapes            5. New
- B. 1. false            2. true            3. true            4. true            5. true
- C. 1. It contains drawing and editing tools.
- 2. The Magic tool helps us to give special effects to a picture.
- 3. The open tool is used to load a picture.

**Test Paper-2**

A. 1.



2.



- B. 1. add special effects      2. Command      3. Commander Window  
4. Home      5. Notepad
- C. 1. true    2. true    3. true    4. true    5. true
- D. 1. Type *BYE* in the input box and press Enter

or

Click *File* → *Exit*

2. The FORWARD primitive makes the turtle move ahead in the direction that it is pointing towards. The BACKWARD primitive makes the turtle move backwards.
3. CLEAR SCREEN primitive clears the drawing from the Graphics (Main) screen and moved the turtle back to its home.
4. The Lines tool helps us draw straight lines.
5. The Magic tool helps us add special effects to our drawing.
- E. 1. FD 90      2. FD 90  
LT 100      LT 120  
FD 90      FD 90  
LT 100      LT 120  
FD 90      FD 90  
LT 100      LT 120  
FD 90  
LT 100