

1 NATURAL AND MAN-MADE THINGS



1. Fill in the blanks.

- Ans.** a. Machine
b. Computer
c. Electricity

2. Fill in the missing letters.

- Ans.** a) T R E E
b) C O M P U T E R
c) T A B L E F A N
d) R E F R I G E R A T O R

3. Write True or False.

- Ans.** a) True
b) False
c) True

2 COMPUTER - A MAN-MADE THING



1. Fill in the blanks.

- Ans.** a) electronic
b) desktop
c) tablet
d) rechargeable

2. Write True or False.

- Ans.** a) False
b) False
c) True
d) True

3 PARTS OF THE COMPUTER



1. Name the following.

- Ans.** a) printer
b) monitor
c) mouse
d) CPU

2. Name the parts of the computer displayed below.

Ans. From left to right:

- | | |
|-------------|-------------|
| 1. Scanner | 2. Printer |
| 3. Speakers | 4. Keyboard |
| 5. Monitor | 6. Mouse |
| 7. Mike | 8. CPU |

4 KEYBOARD AND MOUSE



1. Fill in the blanks.

- Ans.** a) keyboard
b) Caps Lock
c) Enter
d) Backspace

2. Rearrange the letters.

- Ans.** a) KEYBOARD
b) SPACEBAR
c) ENTER
d) NUMBER

5 INTRODUCING WINDOWS 10



1. Fill in the blanks:

- Ans.** a) Windows 10
b) Start
c) Power

6 TYPING IN WORDPAD



1. Fill in the blanks.

- Ans.** 1) Center
2) Working area
3) Rich text document

2. Fill in the missing letter.

- Ans.** a) W O R D P A D
b) F O N I
c) I T A L I C S

7 PROJECT - 1



1. Fill in the blanks.

- Ans.**
1. Man-Made
 2. Double
 3. Scanner
 4. Right
 5. Electronic
 6. Windows

8 EDITING IN WORDPAD



1.Fill in the blanks.

- Ans.** a) WordPad
b) Insert
c) Bold

2. Write True or False.

- Ans.** a) True
b) False
c) True
d) True

9 STORAGE DEVICES



1. Match the following:

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

2. Write True or False.

Ans. a) True
b) False
c) True
d) False

3. Name the storage device.

Ans. 1) CD
2) Pen drive
3) Hard Disk

4. Colour the balloons that are storage devices.

Ans. 2nd, 4th and 5th balloon to be coloured.

10 INPUT AND OUTPUT



1. Fill in the blanks.

- Ans.** a) Input
b) processes
c) speakers
d) Output

2. Write True or False.

- Ans.** a) False
b) False
c) True
d) True

11 INTRODUCING MS OFFICE 2016



1. Fill in the blanks.

- Ans.** a) Application Software
b) MS Office 2016
c) Excel 2016

2. Match the following.

- Ans.** 1. c 2. a 3. b

12 INTERNET ESSENTIALS



1. Fill in the blanks.

- Ans.** a) Microsoft Edge
b) Address bar
c) Internet