Teacher's Manual
Computer with Frolic (Class-1)

CHAPTER 1 : INTRODUCTION TO A COMPUTER

A. 1 c 2 a 3 b **B.** 1 Fast 2 Time 3 Easy **C.** 1. F 2. F 3. T 4. T **D.** 1. A computer is a machine which makes our work easy and it works on electricity. 2. Bicycle, Scissors 3. Fan, computer **E.** (a) M (b) O (c) U (d) S (e) E.

CHAPTER 2 : A SMART MACHINE

A. 1. b 2. a 3. c **B**. 1. School 2. Music 3. Sums **C**. 1. F 2. T 3. F **D**. 1. To study and play games, To deposit and withdraw money. 2. Banks, School, Hotel, Home 3. It remember many things, It never get tired, It works very fast.

CHAPTER 3 : PARTS OF A COMPUTER

A. 1. b 2. c 3. b **B**. 1.VDU 2. Keyboard 3. Commands **C**. 1. T 2. F 3. T **D.** 1. CPU is the brain of the computer and it stands for centeral processing unit. 2. Keys are used for typing keys are used to give commands to the computer 3. It helps to draw pictures, It helps to play games. **E.** 1. c 2. b.

CHAPTER 4 : THE KEYBOARD

A. 1. (a) 2. (c) 3. (b) **B**. 1. number 2. spacebar key 3. two **C**. 1. F 2. T 3. T **D.** 1. The alphabet keys are used to type words and senteces. 2. The spacebar key is used to give space between two words and the enter key is used to move

cursor to the next line. 3. Cursor is a small blinking line on the monitor which tells the position of the typed text.

MODEL TEST PAPER-I

A. 1. (b) 2. (b) 3. (a) 4. (c) **B**. 1. Spacebar 2. VDU 3. School 4. easy **C**. 1. F 2. F 3. T 4. T. **D**. 1. The spacebar key is used to give space between two words and the enter key is used to move cursor to the next line. 2. CPU is the brain of the computer and it stands for central processing unit. 3. A computer is a machine which makes our work easy and it works on electricity. 4. It remember many things, It never get tired, It works very fast.

CHAPTER 5 : LEARN TO USE A MOUSE

A. 1. b 2. a 3. c **B**. 1. draw 2. single click 3. computer 4. mouse pad **C**. 1. F 2. F 3. T 4. T **D**. (1) Dragging the mouse to move an object while holding the left button pressed 2. Pressing and releasing the left mouse button twice in a quick time is called a double click. 3. A mouse has three buttons. (i) Left button (ii) centre button or scroll wheel (iii) Right button 4. Put the index finger on the left mouse button. **E**. 1. Ring finger 2. Thumb 3. Middle finger 4. index finger.

CHAPTER 6 : FUN WITH PAINT

A. 1. b 2. a 3. b **B.** 1. Microsoft 2. Shapes 3. Eraser **C.** 1. T 2. F 3. T **D.** 1. Tool group, shapes group, Colors group 2. Ribbion → It contain tabs, group and commands. Tabs → It contains tools arrqanged in different groups. 3. 1.Click on

the Home tab. 2. Click on the Oval in the shapes group. 3. Click on the drawing area and drag the mouse to another place. As another place. As you drag a circle is drawn. **E** .1. c 2. d 3. b 4. a

CHAPTER 7 : MANNERS IN THE COMPUTER LAB

A. 1. c 2. b 3. c **B.** 1. moniter 2. computer 3. keyboard **C.** 1. T 2. F 3. T 4. T **D.** 1. (i) Do not push the computer table (ii) Do not eat on the computer table (iii) Always keep the mouse on the mouse pad. 2. We must act properly in the computer lab and follow good manners. 3. Sitting too close to monitor will harm your eyes. 4. We should keep the mouse on the mouse pad. **E.** 1. ✗ ✓ 2. ✗ ✓ .

MODEL TEST PAPER-II

A. 1. c 2. b 3. b 4. b **B.** 1. Shapes 2. computer 3. keyboard 4. mouse pad **C.** 1.F 2. F 3. F 4. T **D.** 1. Dragging t6he mouse means to move an object while holding the left button pressed. 2. (i) Click on the home tab (ii) click on the oval inthe shapes group 3. click on the drawing area and drag the mouse to another place. As you drag a circle is drawn. 3. We should keep the mouse on the mouse pad. 4. A mouse has three buttons. (i) left button (ii) centr button or scroll wheel (iii) right button.

■ ■ ■

Teacher's Manual
Computer with Frolic (Class-2)

CHAPTER 1 : COMPUTER- AN ELECTRONIC MACHINE

A. 1. a 2. c 3. c **B.** 1. Keys 2. CPU 3. Printer 4. scanner **C.** 1. F 2. T 3. T 4. T **D.** 1. The mouse is used to point and select an object 2. The four main part of a computer and mouse 3. (i) play games (ii) Watch movies 4. A human being can think but a computer cannot think.

CHAPTER 2 : USES OF COMPUTER

A. 1. b 2. b 3. a 4. b **B.** 1.Cars. 2. Weather 3. time table. 4. diagnasing. **C.** 1. F 2. T 3. T 4. F **D. 1.**Computer is used at school to keep records and help to teacher to teach. 2. To purchase item from home with the help of computer is known as online shopping. 3. (i) It helps doctors in doing operation. (ii) It helps in diagon various diseases. 4. Computer are used at (i) Schools (ii) Hospitals (iii) banks (iv) offices.

CHAPTER 3 : OPERATING THE COMPUTER

A. 1. c 2. b 3. b **B.** 1. icons 2. CPU 3. desktop **C.** 1. F 2. F 3. F **D.** 1. Shut down means to close or to turn off the computer. 2. The first display screen the appears on starting a computer is called desktop.3. The grey title bar indicates that it is not the active window. 4. The small pictures on the desktop are called icons.

CHAPTER 4 : KEYBOARD AND ITS FUNCTIONS

A. 1. b 2. a 3. b 4. b **B.** 1. Caps Lock 2. Return 3. Left Arrow 4. Delete **C.** 1. T 2. T 3. T 4. F **D.** 1. Caps Lock key is used to type in capital letter when on. 2. (i) Spacebar (ii) Enter (iii) Caps Lock (iv) Arrow (v) Backspace key (vi) Delete key. 3. The number keys are used to type numbers. They are marked with the digit 0 to 9.

MODEL TEST PAPER-I

A. 1. c 2. a 3. c 4. a **B.** 1. caps lock 2. CPU 3. Time table 4. scanner **C.** 1. T 2. F 3. F 4. F **D.** 1. The number keys are used to type number. they are marked with the digit 0 to 9. 2. The first display screen that appears on starting a computer is called desktop. 3. To purchase item from home with the help of computer is known as online shopping. 4. A human being can think but a computer cannot think.

CHAPTER 5 : MORE ABOUT MOUSE

A. 1. c 2. a 3. a 4. b **B.** 1. Douglas Englebart. 2. Mouse pointer. 3. Double click. 4. Scroll. **C.** 1. F 2. F 3. F 4. T. **D.** 1. The right click is used to display a list of command on the monitor. 2. Drag and drop is used to move an object on type screen. 3. The slant arrow on the screen is called a mouse pointer.

CHAPTER 6 : MORE ON PAINT

A. 1. a 2. a 3. a **B.** 1. Fill with colur. 2. Cruve. 3. Drawing area. 4. Title bar. **C.** 1. F 2. T. 3. F 4. F. **D.** 1. Colour 2 button shows the background color. 2. (i) Paint button : It contain

different option to work in paint. (ii) Group : It contain a set of related commands. 3. Eraser tool is used for erasing any part of a picture. 4. Curve tool is used for drawing curved lines. **E.** c a b c

CHAPTER 7 : INTRODUCTION TO TUX PAINT

A. 1. c 2. a 3. b **B.** 1. Eraser tool. 2. Tool bar. 4. Tux Point. **C.** 1. F 2. F 3. T **D.** 1. Parts of the Tux Paint screen are (i) Toolbar (ii) selector (iii) color box (iv) Help area (v) Drawing canvas. 2. The paint is used to make beautiful drawing just like paint. 3. To save your drawing, click on the save tool from, the toolbar.

CHAPTER 8 : INTRODUCTION TO WORDPAD

A. 1. a 2. c 3. c **B**. 1. Quick access toolbar 2. Text area 3. cursor **C**. 1. F 2. F 3. T 4. F **D.** 1. It helps to do common tasks with just one click. 2. It is a small blinking line on the text area. It tells the position of the typed text.b 3. Wordpad is a program of the accesories menu and used for typing text. **E**. 1. KEYBOARD 2. BACKSPACE 3. NUMERIC

MODEL TEST PAPER-II

A. 1. a 2. b 3. a 4. c **B.** 1. Cursor 2. Text area 3. curve 4. title bar **C.** 1. F. 2. F. 3. F 4. T **D.** 1. (i) Pint button : It contains differen option to work in paint (ii) Group : It contain a set of related commands. 2. The slant arrow on the screen is called a mouse pointer. 3. Parts of the Tux paint screen are (i) Toolbar (ii) Selector (iii) color box (iv) Help area (v) Drawing canvas. 4. The right- click is used to display a list of command on the monitor.

Teacher's Manual
Computer with Frolic (Class-3)

CHAPTER 1 : COMPUTER: HARDWARE AND SOFTWARE

A. 1. a 2. c 3. a 4. b 5. c **B.** 1. storage devices 2. output devices 3. computer 4. software 5. operating system **C.** 1. F 2. F. 3. F. 4. T. 5. F. **D.** c 1. Computer hardware refers to all the electronic and mechanical parts of a computerr system. 2. (i) Motherboard (ii) RAM (iii) Hard disk 3. The device which are used for storing data are called storage device. for ex- Harddisk . 4. Software is a set of program that tells a computer what to do there are two types of software. 5. (1) Application software (i) The software that helps you to do a specific type of work is called application software (2) System software (i) The software that controls that overall working a computer is called software. **E.** 1. Software 2. Output 3. Operating system 4. Keyboard. 5. Computer 6. Media player 7. Joystick

CHAPTER 2 : INTRODUCTION TO WINDOW 7

A. 1. c. 2. b. 3. a. 4. b. 5. c. **B.** 1. Operating system 2. Background 3. Taskbar 4. Notification area 5. Maximize button. **C.** 1. 2. F 3. F 4. F 5. T **D.** 1. It shows buttons corresponding to the programs or files that are currently opened. 2.The first screen appears with lablled pictures on it is called desktop. 3. Icons are small pictures that point towards a specific program such as folder and document. 4. The background picturre of window 7 desktop is called

desktop background. 5. Operating system is a software that helps you to operate the computer system through its various functions. two features of window operating are: (i) MS DOS (ii) WINDOWS **E**. 1. (i) Desktop (ii) Bcakground 2. (i) Pick tool bar (ii) Ribbion Display option (iii) Read Mode (iv) Page layout

CHAPTER 3 : MORE ON PAINT

A. 1. a 2. a 3. a 4. b **B.** 1. cut 2. Ctrl+s 3. Ctrl+o 4. copy 5. curve **C.** 1. F 2. F 3. T 4. T 5. F **D.** 1. Curved shaped is used to draw smooth and curved lines. 2. Color picker tool is a very useful tool to copy a color from an existing object and filling it into any other objects. 3. COPY: copy command is used to make a duplicate copy of an object. CUT: cut command is removes the selected portion of an image. 4. 1. To cut a selected portion of an image, follow the given steps : (i) Select the portion of the image that you want to cut . (ii) On the home tab, click cut command in the clipboard group. The selected portion of an image is cut, that is removed from the image cand can be inseted anywhere. (iii) The cut portion of an image is not deleted, it is solved in temporary place called clipboard. 2. To use the paste command follow the given steps : (i) Select the drawing by using the select . (ii) Select the copy command on the Home tab. 5. It is used to select a rectangle shape area. **E. 1.** 1. b 2. a 3. d 4. e 5. c **2.** 1. Printer 2. Paste 3. Delete 4. Darkish.

MODEL TEST PAPER–I

A. 1. c . 2. c 3. a. 4. a. 5. b. **B.** 1. Curve 2. storage device 3. Taskbar 4. Software 5. Notification area **C.** 1. T 2. F 3. F 4. T 5. F **D.** 1.COPY: copy command is ussed to make a duplicate copy of an object. CUT: cut command is removes the selected portion of an image. 2. Curved shaped is not used to draw smooth and curved lines. 3. (1) Application software (i) The software that helps you to do a specific type of work is called application software (2) System software (i) The software that controls that overall working a computer is called software. 4. The background picturre of window 7 desktop is called desktop background. 5. Software is a set of program that tells a computer what to do there are two types of software. **E.** 1. Delete 2. Paste 3. Software 4. Linux 5. System. **F.** 1. Icons 2. Desktop 3. Background

CHAPTER 4 : MORE ABOUT KEYBOARD

A. 1. b 2. b 3. b 4. a **B.** 1. Caps lock key 2. Special 3. End 4. Standard **C.** 1. F. 2. F 3. T 4. T **D.** 1 The different types of the keys on the keyboard are: •Alphbet Keys • Arrow Keys • Number Keys • Special Keys • Navigation Keys • Function Keys. 2. Enter Key is used to move the cursor on the degining of the next line. 3. Function keys are ussed to perform special functions. they are present on the top of the keyboard. 4.Take care of the following things while using the keyboard. • Do not pull or push the keyboard too hard. it may damage the wire connected to the keyboard. • Do not keep anything on the keyboard such as books and CDs. **E.** butterfly, alarm clock, finger tip, flower pot, hand glove,

lady bug, pig tail **F.** 1. Harry Potter 2. Sam, Japan 3. China 4. London, America 5. Julia, Maria 6. Jackey 7. Mary, Honey 8. Tuffy 9. Mary, January 10. Sonia 11. David 12. President, America, White House **G.** 1. Saturday Tom 2. March 3. Sam 4. Alice **H.** 1. Write your choice **I.** 1. bunch 2. litter 3. team 4. bouquet 5. cluster 6. pack **J.** 1. wolves 2. grass 3. grapes 4. kittens 5. horses 6. birds 7. people 8. students 9. cattle 10. stars **K.** 1. class 2. flock 3. bunch 4. bundle 5. shoal 6. cluster 7. troop 8. crowd 9. parliament 10. school **L.** 1. sleep 2. smile 3. health 4. honesty, policy 5. prevention, cure 6. joy, sorrow, life

CHAPTER5: MICROSOFT WORD 2013

A. 1. b 2. a 3. b 4. c 5. b **B.** 1. Microsoft 2. Document 3. Status bar 4. Rulers 5. Title Bar **C.** 1. T 2. T 3. F 4. F 5. T **D.** 1. Microsoft Word ia a word processing software. As we use a notebook to write words and sentence. in the same way, MS Word allows us to typr the text on a computer. a word processor is an application software that helps us to type the text on a computer. A word processor is an application softare that helps us to type, edit and format the text. MS Word 2013 is the latest version of word. 2. To save a document , follow the given steps: 1. Click on the file tab. 2. Click Save AS option. the save as dialog box appears. 3. Type file name in the file name box and click save button. 3.•You can connect to a microsoft email account and send mails directly. • You can add a video to a world document straight awayn from the interrnet by using online video button. 4. To open document, follow the given steps: 1. Click on the file tab, select the open option from the drop-down menu. 2. The open dialog box will appear.

Select the file name to be opened. 3. Click on the open button. 5.• **Document Area:** 1. This is a large white space to type text. •**Cursor** The blinking line on the document area is called the cursor. It tells the position of the typed text. •**Status Bar** : It display the page number, number of twords, zoom option, etc. **E**. MS WORD, SAVE, NEW, CLOSE, DOCUMENT.

CHAPTER 6 :LOG ON TO LOGO

A. 1. a 2. c 3. c 4. c 5. a **B.** 1. Easiest 2. Graphics 3. Recall list box 4. Primitives 5. FD **C.** 1. T 2. F 3. T 4. F 5. T **D.** 1. • The turtle is a small triangular structure that obeyas only logo commands. •It has two parts. The pointed top of the turtle is known as the head and the bottom part of it is known as the tail. 2. HOME command is ussed to get the turtle to the centre of the screen. Type HOME in the input box the press ENTER key or click the Executive button. 3. Logo screen is split into two parts: 1. Main Screen . 2. Commander Window. 4. The Main Screen: Main Screen shows the result of the commands. It is also called graphics screen. The commander Window: This is the window which you use to give commands to LOGO. The Commander Window is divided into three parts again. • command input box • recall list box • command buttons. 5. The LEFT or the LT primitive is used to turn the turtle towards the left side. While using the angle by which you want the turtle to rotate the towards the left. **E.** 1. E 2. D 3. F 4. B 5. F 6. A 7. H 8. C

MODEL TEST PAPER- II

A. 1. b 2. c 3. a 4. a 5. b **B.** 1. FD 2. Special 3. Title Bar 4. Easiest 5. Cursor **C.** 1. T. 2. T. 3. F. 4. F. 5. T 6. Last night Jenny sang so well that everybody praised her. **D.** 1. . Function keys are ussed to perform special functions. they are present on the top of the keyboard. 2. 1 The different types of the keys on the keyboard are: •Alphbet Keys • Arrow Keys • Number Keys • Special Keys • Navigation Keys • Function Keys. 3. • The turtle is a small triangular structure that obeyas only logo commands. •It has two parts. The pointed top of the turtle is known as the head and the bottom part of it is known as the tail. 4. The LEFT or the LT primitive is used to turn the turtle towards the left side. While using this the angle by which you want the turtle to rotate the towards the left. 5. .• **Document Area:** 1. This is a large white space to type text. •**Cursor** The blinking line on the document area is called the cursor. It tells the position of the typed text. •**Status Bar** : It display the page number, number of twords, zoom option, etc. **E.** 1 E 2. D 3. F 4. B 5. F 6. A 7. H 8. C

Teacher's Manual
Computer with Frolic (Class-4)

CHAPTER 1 : INTRODUCTION

1. b 2. b 3. c 4. a **B.** 1. CPU 2. Control 3. Output 4. Joystick 5. Storage device **C.** 1. F 2. T 3. T 4. T 5. T **D.** 1. A printer is a output device used top take output on a paper. The most commonly used printers are (a) Dot Matrix (b) Inkjet, (c) laser printers. 2. Output device show the result of the work device done by the computer. Two output device are (i) Monitor (ii) Printer. 3. It is the main memory of the computer It is present on the mother board. It is of two types RAM and ROM. 4. The CPU has mainly three parts. 1. **MU** (Memory Unit): This unit performs all airthmetic calculations and logical operations. 2. **ALU**(Airthmetic and Logical Unit):This unit performs all airthmetic calculations and logical operations. 3. **CU** (Control Unit**)**: The control units works like a traffic policeman and manages all the operations of a computer. 5. The secondary memory is ussed to store the data permanently. Its data is not earsed even when the computer devices are hard disk, compact disk and pen drive.

CHAPTER 2 : WORKING WITH WINDOW 7

A. 1. c 2. c 3. b 4. c **B.** 1. Window 7 2. Casceding 3. tasks 4. Window 10 5. deleting **C.** 1. F 2. F 3. F 4. T 5. T **D.** 1. **Searching Made Easier** We can search any file or folder quickly in our computer. 2**. Window supports Multitasking** Window 7 can perform effectively many task at time. For

exam-ple , we can make presentations while enjoying music using Window Media player. 3. **Cascading Window** (The cascading window option arranges all the open windows from the top left corners to the bottom right in layers. 2. •**Files**: A file is a collection of data stored on some storage device. •**Folder**: A folder is a place where many files are stored. 3. •Open MICROSOFT WORD. A blank page is displayed on the screen. •Start typing text on the blanks page. • After completing your work, save your file using the File tab> Save option abd type a file name in the Save dialog box. This creates a new file. 4. To delete a file or a folder , follow any of these steps. 1. Select the file or the folder, and then click the delete option ffrom the shortcut menu that appears. 3. The confirm Delete File/ Folder dialog box appears.

CHAPTER 3 : INTRODUCTION TO MULTIMEDIA

A. 1. a 2. c 3. a **B.** 1. Sound card 2. Microphone 3. Multimedia 4. Autorun **C.** 1. F 2. T 3. T **D.** 1. Multimedia is a collection of text, graphic, sound, animation and video clips. 2. Its solves, sums, prepares bills , plays game and movies, helps you to listen songs and do a lot of work for you and your family. 3. To install a multimedia CD, follow the given steps: 1. Insert the CD in the CD ROM drive. 2. Open 'COMPUTER' icon desktop by double clicking on it. 3. Double -click the CD icon. The CD opens and its contents gets visible. 4. Now, double-click the setup icon in the CD contents. 5. Complete the installation of software by following the instructions. Yours software installation is complete and now you may use it.

CHAPTER 4 : MS WORD 2013

A. 1. c 2. b 3. a 4. b **B.** 1. Mirror Image 2. Secondary Memory 3. ROM 4. ALU 5. Motherboard **C.** 1. T 2. F 3. T 4. F 5. T **D.** 1. Making changes in a document is called editing. 2. Formatting means changing and arranging text in a document text in a document to make it attractive. 3. (i) You can change the size and style of letters. (ii). You can cut, copy and paste tent. (iii). You can edit words and sentences 4. Moving means to shift the text from one place to another. copying means to copy text, word or sentences from one place to another. 5. (i). Title Bar (ii). Document Area (iii). Status Bar

MODEL TEST PAPER-I

A. 1. b 2. a 3. a 4. c 5. c **B.** 1. Sound card 2. Storage 3. ??? 4. Output 5. Winndow 10 **C.** 1. F 2. F 3. F 4. F 5. T **D.** 1. (i) To install a multimedia CD, follow the given steps: 1. Insert the CD in the CD ROM drive. (ii). Open 'COMPUTER' icon desktop by double clicking on it. (iii) Double -click the CD icon. The CDopens and its contents gets visible. 2. **Window supports Multitasking** Window 7 can perform effectively many task at time. For exam-ple , we can make presentations while enjoying music using Window Media player. 3. Output device show the result of the work device done by the computer. Two output device are (i) Monitor (ii) Printer. 4. A printer is a output device used top take output on a paper. The most commonly used printers are (a) Dot Matrix (b) Inkjet (c) laser printers. 5.Formatting means changing and arranging text in a document text in a document to make it attractive.

CHAPTER 5 : MS POWERPOINT 2013

A. 1. b 2. c 3. c 4. c **B.** 1. F5 2. PPT 3. Slides 4. Slides Show 5. Notes pane **C.** 1. F 2. T 3. T 4. T 5. F **D.** 1. A presentation is a structured set of slides where as a slides is single page in the presentation. 2. A presentation is a structures delivery of information. It is a systamatic display of information along with graohics, movies and sound. 3. MS Point is a presentation graphic software developed by microsoft. 4. (i) Click on the File tab New option. The Available Templates and Themes pane appears. (ii) Choose the Blank presentation option. Click on create button. or Simply double- click the Blank presentaion option. (iii) A new presentation with a blank slide will open in the PowerPoint screen. 5. **Slides Tab :** The Slides tab shows thumbnails of all slides in the presentation. This tab allows the user to move slides easily from one position to the other. By defeault, the slides tab is active. **Outline Tab** : The outline tab displays the text content of each slide. You can edit your text directly in the outline view. **Notes Pane** : In the notes pane, you can type your personal notes about the current slide.

CHAPTER 6 : LOG ON TO LOGO

A. 1. a 2. b 3. a 4. b 5. a **B.** 1. Pause. 2. Status Button. 3. Sum. 4. Print. 5. only one. **C.** 1. F 2. T 3. F 4. T 5. T **D.** 1. LOGO is a simple programing Language used for drawing basic shapes and performing airtmetic calculations. 2. The term Looping means performig the same work again until the desired output is obtained. In LOGO, we use the REPEAT primitive for looping. The REPEAT primitive saves a lot of

time as the comand for looping. This is the synatx of the REPEAT primitive. For example, to print 'LEARNING LOGO IS FUN' 3 times, you need to give PR [LEARNING LOGO IS FUN] command 3 times. Alternatively, you can use the REPEAT command. REPEAT 3 [LEARNING LOGO IS FUN]. 3. Print is a very important primitive to display a letter, a number, a word or a sentence in the command can also be used for doing calculations. The short form of PRINT is OR. It can take only one input at a time. 4. • After typing Print command, leave one space and then type the numbers with the deired operator (s). • All the airthmetic operator take two inputs.

CHAPTER 7 : MORE ON INTERNET

A. 1. c 2. c 3. a 4. b 5. a **B.** 1. wold wide web 2. Uniform Resource locator 3. Home Page 4. web sites 5. Microsoft Internet Explorer **C.** 1. F 2. F 3. T 4. T 5. T **D.** 1. A hyperlink may be a text or a picture and navigates to new page on clicking. 2. Each websites is identified by its unique address, which is known as the unoiform Resource Locator (URL). The URL should be entered in the address bar of a web browser. eg www.google.com 3. USES OF INTERNET (i) It provides information/ news on any topic. 2. It allows us to send and receive message (text, image, sound, and videos). anytime and anywhere. 4. Information is put on the Internet in the form of digital pages called Web Pages. These pages may contain text, graphics, video, audio and links to other pages. 5. A web browser is a software application or program that allows you to access the entire information available on the web. You can visit any website by entering its URL in the address bar.

MODEL TEST PAPER-II

A. 1. c 2. c 3. c 4. b 5. a **B.** 1. PPT 2. Home Page 3. Status Button 4. Pause 5. Website **C.** 1. F 2. T 3. F 4. F 5. T **D.** 1. Print is a very important primitive to display a letter, a number, a word or a sentence in the command can also be used for doing calculations. The short form of PRINT is OR. It can take only one input at a time. 2. The term Looping means performig the same work again until the desired output is obtained. In LOGO, we use the REPEAT primitive for looping. The REPEAT primitive saves a lot of time as the comand for looping. This is the synatx of the REPEAT primitive. For example, to print 'LEARNING LOGO IS FUN' 3 times, you need to give PR [LEARNING LOGO IS FUN] command 3 times. Alternatively, you can use the REPEAT command. REPEAT 3 [LEARNING LOGO IS FUN]. 3. Information is put on the Internet in the form of digital pages called Web Pages. These pages may contain text, graphics, video, audio and links to other pages. 4. USES OF INTERNET (i) It provides information/ news on any topic. 2. It allows us to send and receive message (text, image, sound, and videos). anytime and anywhere. 5. A presentation is a structures delivery of information. It is a systamatic display of information along with graphics, movies and sound.

Teacher's Manual
Computer with Frolic (Class-5)

CHAPTER 1 : DEVELOPMENT OF COMPUTERS

A. 1. b 2. c 3. a 4. a **B.** 1. Mark 1. 2. ENIAC 3. Laptop 4. Super computers. **C.** 1. F 2. T 3. F 4. F. **D.** 1. Abacus is the first known device used for doing calculations. 2. Personal computer are meant to be used by a single person at a time. They are faster and cheaper from the earlier ones. 3. They are large and much more powerful computers They are used multiuser and allow hundres of uses to work on them at a time . eq IBM 704. 4. (i) They are biggest and the most powerful computers (ii) They are used for doing very complex calculations and for controlling computer processes request. **E.** Naoier's Bones, Different Engine, Mark 1, ENIAC, EDVAC, UNIU AC 1.

CHAPTER 2 : MORE ON WINDOW 7

A. 1. b 2. c 3. a 4. c. **B.** 1. Backround, Wallpaper 2. gadgets 3. clock 4. Weather. **C.** 1. c 2. d 3. a 4. b **D.** 1. • Faster, more reliable and secure. It is easy to use and learn. • More personal- You can redecorate you desktop with new themes, slides shows or handy gadgets. • Its also allows you to keep at item on your taskbar from a thumbnail preview. • Maintains personalized work envirnment through multiple user support. • Window Taskbar: Better thumbnail previews, easier to see icons and pinned them as desired by the user. •Windows provides the Aero Peek features that makes your

open windows transparent so you see your desktop. 2. The background picture of the windows, desktop is the desktop background background or wallpaper. 3. Screen saver is a program that display moving pcture or graphics on the comuter system. 4. Gadget are mini programs which provide information at a glance and easy to access to the most frequently used tools. 5. The control pannel has specialised tools that are ussed to change the hardware and software settings of the computer.

CHAPTER 3 : MORE ON MICROSOFT WORD 2013

A. 1. b 2. a 3. a 4. c **B.** 1. Symbols, Special Characters 2. Word Art 3. Shapes fill, Shodow effect 4. Insert **C.** 1. F 2. F 3. T 4. F **D.** 1. Clip Art is a ready made pitures gallery that comes with MS word. It was a huge collection of pictures that can be placed at a desired place. 2. Shapes are the drawing features that helps us to draw different shapes like stars, banners, flowcharts, lines, callouts etc. They are used to draw attention and provide impact to the message. 3. To insert a Word Arts, follow the steps given below: Steps 1 : Click the Insert tab. Select the WordArt button in the Text group. Select a WordArt Text bx appears with a selcted placeholder text. Steps 2 : To type the text of format, use tge Font Options. change the size, bold and itlaic font. click on OK. You will find a beautiful change in the text. 4.• To insert Header follow the steps given below: Steps 1 : Click the Insert tab. Step 2: Click Header from Header & Footer group. Agalley appears. Steps 3: Choose thestyle of your choice. Steps 4 : Now, type the text you want at the top of each page. Steps 5: Now, click Close Header and Footer from

close group in the design tab. • To insert Footer, follow the steps given below; Steps 1: Click the insert tab . steps 2: click footer from Header & Footer group. A gallery appears Steps 3 : Choose the style of your choice. Steps 4 : Now, write the text for the footer and click close Header and Footer from close group in the Design tab. **E.** 1. To insert a pictures from file, folow the steps given below: Step 1: Click the insert tab on the Ribbion. Steps 2 : Click picture from the Illustrations group. The Insert picture dialog box appears. Steps 3 : Select the pictures from the desired location. Steps 4 : Click the Insert button . The pictures gets inserted on your document. 2.To insert Header follow the steps given below: Steps 1 : Click the Insert tab. Step 2: Click Header from Header & Footer group. Agalley appears. Steps 3: Choose thestyle of your choice. Steps 4 : Now, type the text you want at the top of each page. Steps 5: Now, click Close Header and Footer from close group in the design tab.

MODEL TEST PAPER - I

A. 1. c 2. b 3. a 4. b 5. a 6. c **B.** 1. Insert . 2. Word Art. 3. Clock 4. Back ground Wallpaper. 4. ENIAC 5. Laptop. **C.** 1. T 2. F 3. F 4. F 5. F 6. F **D.** 1. c 2. d 3. a 4. b **E.** 1. • To insert Header follow the steps given below: Steps 1 : Click the Insert tab. Step 2: Click Header from Header & Footer group. Agalley appears. Steps 3: Choose thestyle of your choice. Steps 4 : Now, type the text you want at the top of each page. Steps 5: Now, click Close Header and Footer from close group in the design tab. • To insert Footer, follow the steps given below; Steps 1 : Click the insert tab . steps 2: click footer from Header & Footer group. A gallery

appears Steps 3 : Choose the style of your choice. Steps 4 : Now, write the text for the footer and click close Header and Footer from close group in the Design tab. 2.2. The background picture of the windows, desktop is the desktop background background or wallpaper. 3. They are large and much more powerful computers They are used multiuser and allow hundres of uses to work on them at a time . eq IBM 704. 4. To insert a Word Arts, follow the steps given below: Steps 1 : Click the Insert tab. Select the WordArt button in the Text group. Select a WordArt Text bx appears with a selcted placeholder text. Steps 2 : To type the text of format, use tge Font Options. change the size, bold and itlaic font. click on OK. You will find a beautiful change in the text. 5.Screen saver is a program that display moving pcture or graphics on the comuter system. 6. (i) They are biggest and the most powerful computers (ii) They are used for doing very complex calculations and for controlling computer processes request.

CHAPTER 4 : TABLES IN MS WORD 2013

A. 1. b 2. c 3. a 4. b **B.** 1. column 2. Layout 3. Design tab 4. Data **C.** 1. c 2. d 3. b 4. a **D.** 1. The vertical data of the table is called column. 2. Steps 1 : Select the cell you want to split.Steps 2: Click on the Layout tab. Steps 3: Click on Split cell button in the Merge group. Steps 4: Click on Split Cells dialog box appears. Steps 5: Enter the number of rows and columns into which you want to split the selected cells. Click on OK. 3. To write simple expressions, followthe given steps: Steps 1: Click the Layout tab. Steps 2: Click in the required call to get the result. Steps 3: Click Formula from

Data group. The Formula box. For example, 25 + 30. Steps 5: Selected the number in which format in you want to display the result and click OK button. In this case the result 55 will be displayed. 4. Table style are used to chage the look, colour and design of a table.

CHAPTER 5 : INTRODUCTION TO MS EXCEL 2013

A. 1. b 2. c 3. a 4. c **B.** 1. Status Bar 2. Cell 3. Range 4. Function **C.** 1. T 2. F 3. T 4. F **D.** 1. Spread sheet is a system of recording numerical data consisting of grid of rows, columns and cells where data is entered. 2. MS Excel is the most popular software that helps us to : (i) Arrange data in an organized way. (ii) Type less and get more. (iii) Perform calculations. (iv) Auto recalculation. (v) Auto format table. (vi) compare data through chart. 3. Title bar - It appears on the top of the screen. The title bar displays the name of the current program. It also contains Maximize and close buttons. Quick Access Toolbar - It is present on the title bar. It helps us to do common tasks with just one click. Ribbion The Ribbion has three parts: Tabs, Groups and Commands. File Tab - It conatins different option to wotk in MSExcel 2013. Formula Bar - The formula bar is made up of two parts : Nmae box and Formula box. Sheet Tab - tHE Worksheet names appear on the sheet tab. The name of the active sheetis displayed in bold letters. You can move fromone sheet to anotherby clickingat its tab . Worksheet - An Excel document is called a workbook. The blank worksheet is part of the workbook. Each workbook contains worksheets.The default name of the workbook are Book1, Book2, and so on the worksheet names are sheet1,

sheet2, and so on. 4. A cell is the space which is formed by intersection of one row and column. Each small rectangle in a spreadsheet is called a cell. 5. Step 1: Click in the File Tab. Step 2: Select the Save option orSave As.The File will be saved. OR Prwss ctrl+ s OR Click on Save on the quick access Toolbar.

CHAPTER 6 : MORE ON MS POWERPOINT 2013

A. 1. b. 2. c. 3. a. 4. B. **B.** 1. Presentation 2. slide 3. PPT. 4. Normal.. **C.** 1. T 2. F 3. F 4. F **D.** 1. MS Powerpoint is a presentation software used to create and edit presentation for slide shows, meetings and web pages. 2. They are the set of pre designed format of text, colour, schemes and graphics effect. 3. Slide Sorter (i) Slides can be seen in a miniature form. (ii) Slides can be deleted. Slide Show (i) One slide is shown at a time. (ii) Slides cannot be deleted. 4. The dotted rectangular boxes to add text or table is a place holder.

CHAPTER 7 : MORE ABOUT INTERNET

A. 1. a. 2. c. 3. b. 4. a. **B.** 1. E-mail. 2. Searching. 3. Forward. 4. WAN. **C.** 1. T 2. F 3. F 4. F **D.** 1. Internet is an easy way to get information from all overthe world. It helps to do chatting and online shopping. 2. (i) It is a quick way of sending messages. (ii) Same message can be sent to multiple people at the same time. 3. Inbox : Inbox is a folder which contains all the recieved e-mails. Compose : By using this option, you write new message in the e-mail. Send: By using this option, you send composed mail. Reply: By using this, option you reply to recieve message . Forward : This option

s used to forward a copy of your received message to the people. Delete : Byusing this option, you delete the selected message. 4. There are three types of networks. • LAN (Local Area Network) • MAN (Metropolitian Area Network) • WAN (Wide Area Network)..

MODEL TEST PAPER-II

A. 1. a 2. b 3. c 4. b 5. a 6. c **B.** 1. PPT 2. Normal 3. Searching 4. WAN 5. Design Tab 6. Cell **C.** 1. T 2. F 3. F 4. F 5. T 6. F **D.** 1. c 2. d 3. b 4. a **E.** 1.To write simple expressions, followthe given steps: Steps 1: Click the Layout tab. Steps 2: Click in the required call to get the result. Steps 3: Click Formula from Data group. The Formula box. For example, 25 + 30. Steps 5: Selected the number in which format in you want to display the result and click OK button. In this case the result 55 will be displayed. 2.MS Excel is the most popular software that helps us to : (i) Arrange data in an organized way. (ii) Type less and get more. (iii) Perform calculations. (iv) Auto recalculation. (v) Auto format table. (vi) compare data through chart. 3. Spread sheet is a system of recording numerical data consisting of grid of rows, columns and cells where data is entered. 4.Step 1: Click in the File Tab. Step 2: Select the Save option orSave As.The File will be saved. OR Prwss ctrl+ s OR Click on Save on the quick access Toolbar. 5.The vertical data of the table is called column. 6. (i) It is a quick way of sending messages. (ii) Same message can be sent to multiple people at the same time.

NOTE

NOTE

NOTE

NOTE

NOTE

NOTE