e-CODE

Windows 10 & MS Office 2016

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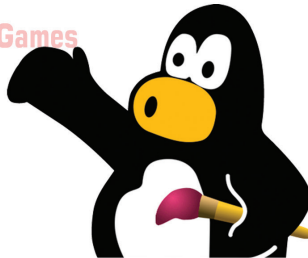*B.Sc. M.Sc*

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Computational Thinking

Cyber Ethics

Artificial Inteligence

Data Science

Coding

Board Games

Teacher Manual

1. KNOW ABOUT A COMPUTER!

••• Brain Tuner •••

A. 1. (b)   2. (c)   3. (c)   4. (a)   5. (a)

B. 1. tired   2. letters   3. food   4. feelings   5. touchscreen

C. 1. Tablet   2. Smart phone   3. Laptop   4. Desktop

D. 1. (i) A Computer never gets tired.
   (ii). A Computer never makes mistakes.

2. **Computer**   **Human beings**

   (i) Computers work fast.   (i) Human beings work slower
                                             than Computer.
   (ii) Computers have no feelings.
                                         (ii) Human beings have feelings.
   (iii) Computer is a machine.
                                         (iii) Human is not machine.

3. Risk to health, Cybercrime

4. Computer is harmful to heath in many ways.

   (i) Eye strain   (ii) Back and Neck Pain.

5. The four types of Computers are as follows.

   (i) Desktop Computer   (ii) Tablet   (iii) Laptop   (iv) Smartphone

2. INPUT AND OUTPUT DEVICES

••• Brain Tuner •••

A. 1. (c)   2. (c)   3. (b)   4. (c)   5. (b)

B. 1. Clicking   2. microphone   3. pen drive   4. keyboard   5. CPU

C. 1. (F)   2. (T)   3. (T)   4. (T)   5. (T)

D. 1. The three steps involved in the working of a Computer are

   (i) Input   (ii) Process   (iii) Output

2. Microphone is used to record your voice or talk to your friends.

3. **Printer**
   (i) A Printer allows you to print the text and pictures on a paper.
   (ii) It can print both in black and white or colour.

   Monitor
   (i) Monitor is the screen of the Computer system.
   (ii) It looks like a television.

4. Storage devices in used to store data ans information on the computer ex- CD, Pendrive

5. Keyboard is used to type letters, numbers and characters into the computer.

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

listen to music

solve sums

print a document

type text

draw pictures

Fun Time

Crossword:

- 1. MONITOR
- 2. SPEAKERS
- 4. PENDRIVE
- 6. MOUSE
- 8. PRINTER
- 3. KEYBOARD
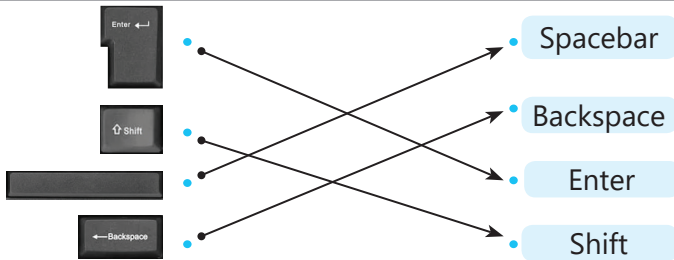- 5. MICROPHONE
- 7. HEADPHONE

Coding Time

I O I S I O

3. COMPUTER KEYBOARD

Brain Tuner

A. 1. (a) 2. (b) 3. (b) 4. (c) 5. (c)

B. 1. Spacebar 2. Num Lock 3. Shift 4. Arrow 5. 26

C. 1. (F) 2. (F) 3. (F) 4. (T) 5. (T)

D.

E. 1. Alphabet keys are 26 in number and used to type characters, words and sentences.

2. Arrow keys are also known as cursor control keys.

3. The Enter key is used to move the cursor to the next line. There are two enter keys on the keyboard.

4. Back space key removes the text from the left side of the cursor while Delete key removes the text from the right side of the cursor.

5. Multimedia keyboard has some special keys, for accessing frequently used programs. Ex. Ctrl + C = Copy   Ctrl + V = Paste

Fun Time

_____SHE_____   _____HER_____

_____SORE_____   _____ROSE_____

_____NAME_____   _____HARE_____

4. COMPUTER MOUSE

Brain Tuner

A. 1. (b)   2. (a)   3. (a)   4. (b)   5. (c)

B. 1. left   2. mouse pad   3. dropping   4. four   5. pointing

C. 1. (T)   2. (F)   3. (T)   4. (T)   5. (T)

D. 1. A mouse is pointing device.
2. Mouse pointer is used to select an icon on the Computer screen.
3. A mouse is placed on a mouse pad for easy access.
4. Mouse pointer looks like a pointed arrow.
5. Drag and drop is an action of moving Computer images or files one place to another.

Brain Tuner

A. 1. (a)   2. (b)   3. (c)   4. (c)   5. (a)

B. 1. Shapes   2. Square   3. Home   4. Polygon   5. Magnifier

C. 1. (F)   2. (T)   3. (F)   4. (T)   5. (T)

D. 1. **POLYGON TOOL-** It is used to draw closed shapes and polygons having more than three sides.

2. **TRIANGLE TOOL-** It is used to draw triangles of various sizes.

3. **COLOR PICKER TOOL-** It is used to select a colour from one picture and use it on another one.

4. **FILL WITH COLOUR-** It is used to fill colour in drawing.

5. **CURVE TOOL-** It is used to draw curves of any angle.

E. 1. The three parts of the paint window are:
(i) Title bar   (ii) Ribbon   (iii) Drawing area.

2. Curve tool is used to draw smooth curved lines.

3. Step (i) Click the text tool in tool group.
Step (ii) Click the position where you want to place the text. A text box with a cursor appear.
Step (iii) Select the desired colour for the text from the colour 1 option and start typing.

4. Magnifier tool is used to enlarge the size of a drawing.
Right click on the part of the drawing you can reduce the magnification level.

5. Text tool, Polygon tool, Color Picker tool, Magnifier tool.

Fun Time

A. 1. PENCIL   2. CURVE   3. MAGNIFIER   4. TEXT   5. POLYGON

B.
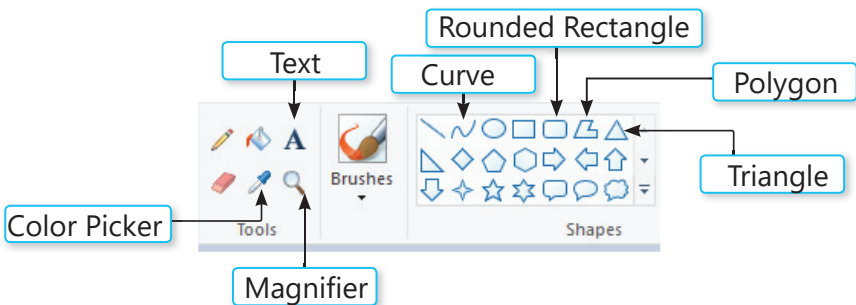
A.   1. (b)   2. (b)   3. (b)   4. (b)   5. (c)

B.   1. Mascot   2. Toolbar   3. Shapes   4. Right   5. Freely

C.   1. (F)   2. (T)   3. (F)   4. (T)   5. (T)

D.   1. Stamp tool   2. Shape tool   3. Magic tool   4. Text tool   5. Paint tool

E.   1. Tux paint is a drawing program designed for young children.

2. New tool is used to create a new drawing in Tux paint.

3. Eraser tool is used erasers tool a part of drawing or whole drawing.

4. Step (i) Click open tool on the tool bar.
Step (ii) Select drawing you want to open.
Step (iii) Double click the selected file or click the open button to open it.

Fun Time

Paint

Selector

Cartoon Mascot

Colors

Coding Time
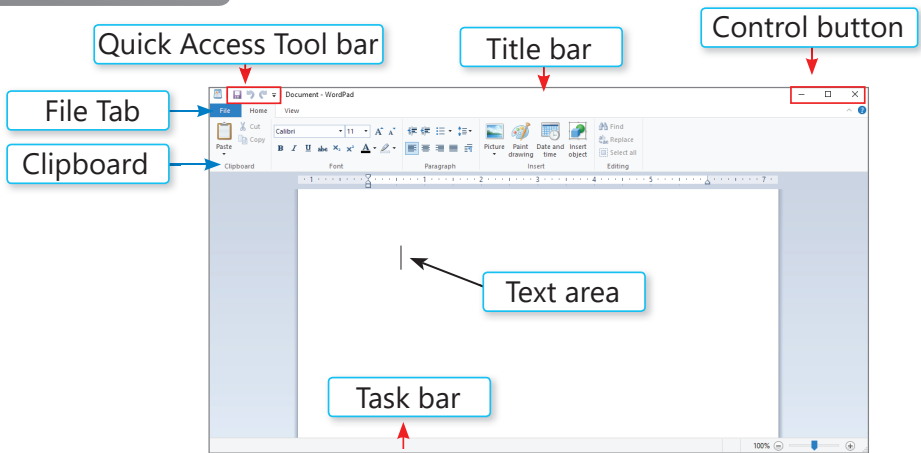
1.
2.
3.
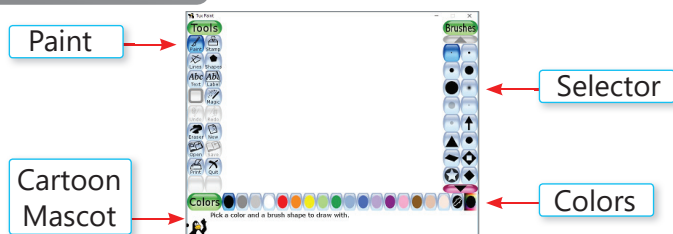
A.   1. (c)   2. (a)   3. (a)   4. (a)   5. (c)

B.   1. Title bar   2. Ribbon   3. Blinking   4. File   5. Rich Text

C.   1. WordPad is a computer program that helps us to write, text, letters, stories and poem, etc.

2. Step (i) Click the file tab.
Step (ii) Select the new option.

3. The small blinking line is called cursor.

4. Step (i) Click the file tab and select the same as or same option.
The same as dialog box appears.

5. It contains commands like Redo, Undo and Same.

D. 1. [− □ ×] → •Close button
2. [🖫 ↺ ↻ ≡] → •Quick Access Toolbar
3. [File] → •File tab
4. [□] → •Maximize button
5. [×] → •Control buttons

•File tab
•Quick Access Toolbar
•Close button
•Control buttons
•Maximize button

Fun Time

Quick Access Tool bar
Title bar
Control button
File Tab
Clipboard
Text area
Task bar
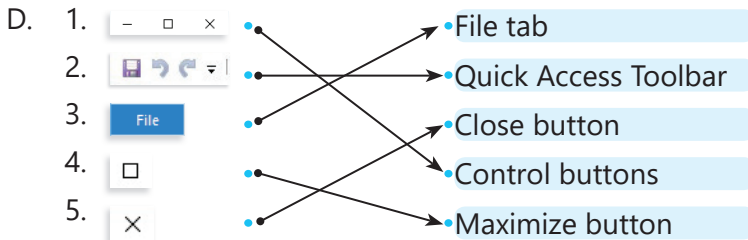
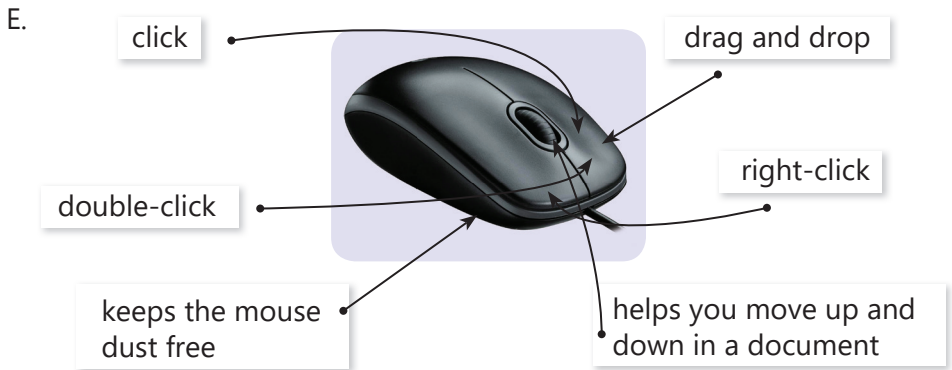## REVISION SHEET–1

A. 1. (a)   2. (a)   3. (a)   4. (c)   5. (a)

B. 1. Books   2. Design   3. Monitor   4. Mistakes   5. 26

C. 1. (F)   2. (T)   3. (F)   4. (T)   5. (T)

D. 1. There are four different types of computer. They are:
(i) Desktop computer   (ii) Laptop   (iii) Smartphone   (iv) Laptop

2. Arrow keys, Number keys and Alphabet keys.

3. Banks and Schools.

4. Paint Window is also called MS Paint. It allows you to create picture files edit picture files saved on their computer.

5. (a) It is the activity of pressing keys on a computer.

(b) The act of pressing a computer mouse button once without moving the mouse.

REVISION SHEET–2

A. 1. (c) 2. (a) 3. (c) 4. (b) 5. (c)

B. 1. Tool bar 2. Point, Select 3. Rich 4. PNG

C. 1. (T) 2. (F) 3. (F) 4. (T) 5. (F)

D. 1. The item gets selected when you double click on them.

2. If you exit without saving your drawing the changes made will not be saved and you will loose your work.

3. It is used to open a file or folder. Ex- Place the mouse pinter on the Recycle bin and double click on it. The Recycle window will open.

4. Title bar, File Tab, Quick Access Toolbar, Ribbon, Drawing area.

5. To enter text, click where you want to enter the text and then just start typing.

E.

click   drag and drop

right-click

double-click

keeps the mouse dust free   helps you move up and down in a document

Cyber Olympiad

1. (b) 2. (a) 3. (a) 4. (d) 5. (a) 6. (d) 7. (b) 8. (a) 9. (b) 10. (a)

11. (b) 12. (b) 13. (c) 14. (a) 15. (d) 16. (c) 17. (b) 18. (a)

19. (a) 20. (a)