



Based on Windows 7
& MS-Office 2007

A HAND BOOK OF

ICT CONNECT

Computer and Information
Technology now enhanced
to ICT (Information and
Communications Technology)



Teacher's Book 3

ICT CONNECT – BOOK 3

Chapter - 1

A. Answer the following questions:

1. A machine is a man-made thing that can be operated automatically with the help of fuel, mechanical or electrical energy. A machine increases the efficiency of our work.
2. A computer runs on electricity.
3. Tablet PC, laptop, Personal Computer

B. Write 'T' for true statements and 'F' for false ones:

1. A computer is not a thinking machine. **T**
2. The human brain has a hard disk to store big things. **F**
3. A computer works faster. **T**
4. A weighing scale runs on electricity. **T**
5. A computer solves problems like our brain. **T**

C. Match the following :

1. Calculate
2. Print
3. Record sounds
4. Note down important things
5. Show time



D. Fill up each blank with an appropriate word:

1. Keyboard 2. Computer 3 .
utmost
4. hard disk 5. laptop

Activity Time

Laptop, Tablet PC, Personal Computer

Project

Here is an introduction given by a computer. Check out if the facts are right or wrong. Put a tick (✓) for the right fact and a cross (X) for the wrong one.

01. I am a machine. ✓
02. I work on mechanical power. X
03. You can store your information (Words, Numbers, etc.) on me and ask me to recall it any time. ✓
04. You cannot calculate sums by using me. X
05. I can help you to find out the biggest number. ✓
06. You can make a drawing using me and can colour it too. ✓
07. You can type letters using me and print them on paper. ✓
08. I can help you take a bath. X
09. You can play games (Video games) on me. ✓
10. You can play music or videos on me, like a CD or

VCD player does. ✓

Problem Solving

A. Find out the names of different types of computers in the word search and write the names in the space given :-

Tablet PC
Super Computer
Laptop
Printer

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

B. Here are some names of machines given in jumbled form. Unscramble them and find the names. Take hints from the given pictures.

1. SEWING MACHINE
2. BICYCLE
3. COMPUTER
4. WEIGHING SCALE
5. TABLE FAN
6. ROBOT
7. XEROX MACHINE
8. CAR

Chapter - 2

In-text

Put a tick (✓) for the correct sentence and a cross (X) for the incorrect one.

- (a) A keyboard is a pointing device. X
- (b) A web cam is used to input or record sounds only. X
- (c) A monitor is used to see what all activities have been done in the computer. ✓
- (d) A printer is used to print a document or pictures

on a sheet of paper. ✓

Exercise

A. Answer the following questions:

1. A pen drive is used for storing and transferring data from one computer to another.
2. Speakers are used for playing music and sounds and making them audible.
3. The Internet is a wide network of computers in which anyone can connect his computer and share information.

B. Write 'T' for true statements and 'F' for false one:

1. Microphone is used to input or record sound in the computer. **T**
2. Monitor is used to print a document on a sheet of paper. **F**
3. Mouse is a pointing device of the computer. **T**
4. DVD ROM Drive is used to send and receive the data from the computer to the Internet. **F**
5. An LCD Projector is used to show the computer display on a big screen in a classroom or a seminar. **T**

C. Cross out the items which are not a computer component.

				
1.				
2.				
3.				

4.

Activity Time

Do it yourself

HOTS

Do it yourself

Project

A. Identify, who am I?

- 1. Keyboard 2. Mouse 3. Microphone
- 4. Web cam 5. Monitor

B. Give one word for each of the following:

- 1. DVD ROM Drive
- 2. LCD projector
- 3. Speakers
- 4. Pen drive
- 5. Web cam

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

Problem Solving

Find the names of the peripheral devices in the Word Puzzle. Then write these names in the blanks below.

Monitor, Headphone, DVDROM, Printer, Scanner, Keyboard

Chapter - 3

A. Answer the following questions:

- 1. The Control Key is used with the other keys for generating specific functions. For example, using Ctrl + P, the document can be printed on the paper.
- 2. Symbol Keys are used for typing symbols.
- 3. The Tab Key helps type to jump the cursor to a

specific position. This jump position can be set by the operator as per the requirement. This key is mainly used when a table is made.

B. Write True or False:

1. The keys used to type letters are called the alphabet keys. **True**
2. The key used to give blank space between two characters is called the shift key. **False**
3. The keys used to type numbers are called the numeric keys. **True**
4. Escape key is used to cancel the recently given command. **True**
5. A document can be printed on a paper by pressing the Windows key. **False**

HOTS

Do it yourself

Multiple choice answer

A. Tick (✓) the correct answers:

1. 26
2. 10
3. 4
4. Spacebar
5. Shift Key

Project

1. Caps Lock Key
2. Back Space Key
3. Enter Key
4. Space Bar Key
5. Delete Key

Activity Time

- A. Do it your self
- B. Write the captions of the unlabelled keys.



Problem Solving

Do it yourself

In Text

State whether the following sentences are True or False.

- (a) Click means pressing and releasing the left button. **T**
- (b) Double click means pressing the right button twice. **F**
- (c) Dragging means pointing to an item and holding down the left button, and at the same time, moving the mouse on the mouse pad. **T**

Exercise

A. Answer the following questions:

1. An optical mouse does not have a ball at the bottom. It uses a laser beam that tells the mouse where to move.
2. A touchpad is a replacement of the mouse. When you are using a mouse, you need to move the mouse on a surface and it detects the movement position so that it may move the mouse pointer on the screen. But when you are using a touchpad, you need to move your finger on a small pad and it detects the movement on its position and it moves the pointer on the screen accordingly.
3. Dragging means pointing to an item and holding down the left button, and at the same time, moving the mouse on the mouse pad.

B. Tick (✓) the correct sentences:

1. An optical mouse has a ball at the bottom. ✗
2. A trackball in the middle of an optical mouse is used for scrolling up and down. ✓

3. An arrow on the computer screen is called a mouse pointer. ✓
4. A single click is used for selecting a file. ✓
5. Selecting an item and then holding down the left button and moving the mouse in any required direction is called double clicking. ✗
6. A mouse is used to point and select items on the computer screen. ✓
7. We should always keep the mouse on a mouse pad. ✓

C. Fill up each blank with an appropriate word:

- | | |
|-------------------|-----------------|
| 1. click | 2. double click |
| 3. dragging | 4. pointer |
| 5. wireless mouse | 6. ball |
| 7. optical | 8. Two button |

D. Match the following:

Three-button mouse

Ball mouse

Optical mouse

Wireless mouse



Activity Time

A. Do it yourself

Label the different parts of a mouse.



Project

A. Look at the pictures and write the function of the mouse.



CLICK



RIGHT CLICK



DOUBLE CLICK

DRAGGING



B. Do it yourself

Problem Solving

Do it yourself

Chapter - 5

In-text

State whether the following sentences are True or False.

- (a) The Title bar shows the title of the current document. **T**
- (b) The Colour box is used to select colours. **T**
- (c) The Tool box has tools to make a drawing. **T**

Exercise

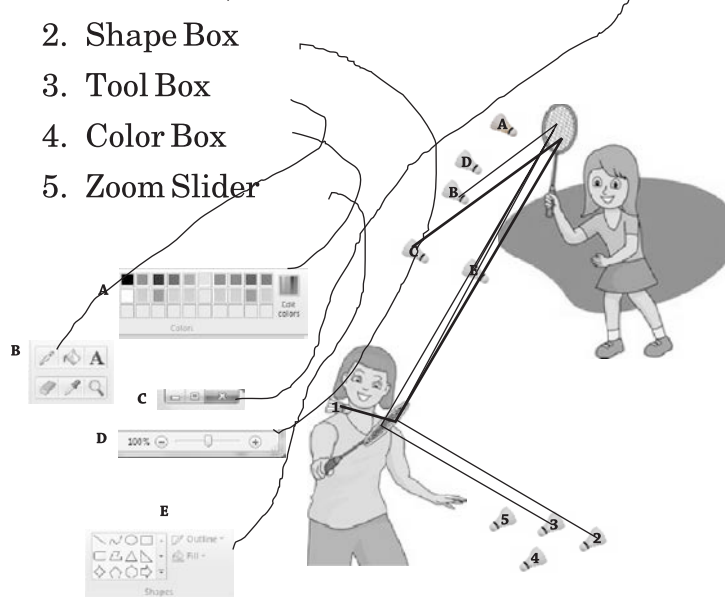
A. Answer the following questions:

1. It works just like a pencil.
2. It is a painting brush.

3. Tabs are used for switching between Menu and view.

B. Sweety is playing badminton with her teacher with some new rules. In this game, the teacher will hit the shuttlecock saying to show the Paint components. Sweety will show the item with another shuttlecock. Help Sweety pick the correct shuttlecock. One has been done for you. Coding is as follows:

1. Minimize, Maximize and Close buttons
2. Shape Box
3. Tool Box
4. Color Box
5. Zoom Slider



C. Tick (✓) the correct sentences:

1. The Title bar shows the title of the current document. If you have created a new document and have not saved it, Untitled will be shown as its name. ✓
2. To choose any other tool, you can just click on that particular tool, and the Pointer also changes its shape to the concerned tool shape. ✓
3. The Paint exists in Accessories group of the Windows program. ✗

4. Using the Air brush tool, you may paint anywhere, like using a spray painting brush. ✓

HOTS

Do it yourself

Activity Time

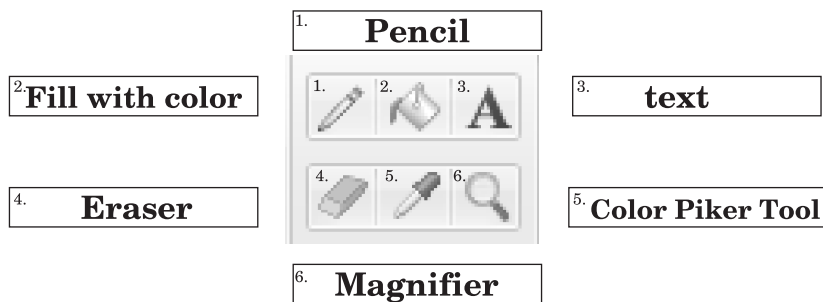
Do it yourself

Project

Do it yourself

Problem Solving

- A. Write the names of the tools shown below used in the Paint program.



Chapter - 6

In-text

State whether the following sentences are True or False.

- (a) The Cut tool is used to cancel the last step. **F**
- (b) The Save tool is used to save the documents. **T**
- (c) The Paste tool is used to paste the text which is taken as cut or copy. **T**

Exercise

- A. Answer the following questions:

1. In WordPad, the menu bar has three groups of menus – New, Open, Save and Save As are the options in group one. Print, Page setup and Send in e-mail are the options in the second group.

About WordPad and Exit are the options in the third group.

2. The Format bar shows the tools to format the document.
3.
 - a. Click on the Start button on the desktop screen.
 - b. Click on All Programs.
 - c. Click on Accessories.
 - d. Click on WordPad.

Now the WordPad screen will open.

B. Tick (✓) the correct options:

1. Start button
2. File menu
3. Keyboard

C. Write T for true statements and F for false ones :

1. The shape of the pointer changes from an arrow to a cursor within the text area. **T**
2. You cannot open a saved file. **F**
3. The position of the text you are typing is displayed by the cursor. **T**

Activity Time

Do it yourself

Problem Solving

Complete the following:

Steps to open WordPad,

1. Click on Start button
2. Click on All Programs
3. Click on Accessories
4. Click on Wordpad

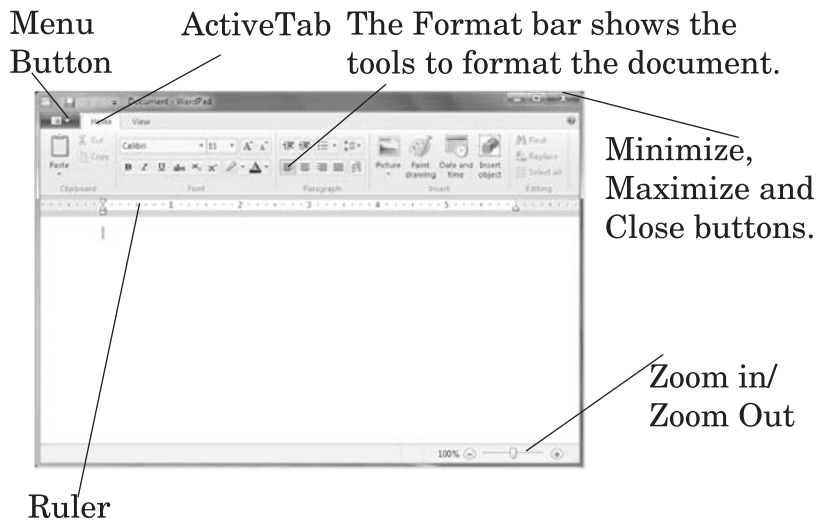
Steps to save a file,

1. Click on File

2. Click on Save
3. Type on the Name of file
4. Click on Save button

Project

Match the components of the WordPad.



Chapter - 7

In text

Tick (✓) the correct answers.

1. Which of the following is not necessary for an Internet connection?
 - a. Modem
 - b. A telephone line
 - ✓ c. A battery
2. A message sent or received through Internet is called
 - a. SMS
 - ✓ b. E-mail
 - c. web page
3. The Internet is used to play
 - ✓ a. online games
 - b. offline games
 - c. online bills

Exercise

A. Answer the following questions:

1. The Internet is very useful for everyone. Some of its uses are :

It helps to search for information on any topic.

It is used for purchasing various items from home. Bills can be paid online.

It is the best medium to communicate instantly with people sitting at far-off places.

It is used for playing games online with different persons/players sitting in different parts of the world.

- It is used for sending and receiving messages using the E-mail facility.
 - Many newspapers and TV channels have their websites on the Internet which provide the latest news.
 - You can download songs and movies.
 - It is the biggest and cheapest medium for advertising products and services.
2. We get information from different websites. These websites open in a special software or program known as web browser.
3. A website is a collection of related web pages that provide information.

B. Tick (✓) the correct options.

1. Internet 2. Software 3. Modem
4. www 5. MS Word

C. Match the following.

1. Web page is the network of computers across the world.
2. Internet is the largest collection of information on the Internet.
3. Web browser is an electronic or

4. WWW digital page of a website.
lets you view different
websites.

HOTS

Do it yourself

Activity Time

Do it yourself

Project

Do it yourself

Problem Solving

MODEM COMPUTER TELEPHONE

WEB PAGE WEB BROWSER

Chapter - 8

A. Answer the following questions:

1. LOGO (Language of Graphics Oriented) helps to draw pictures and designs. LOGO was developed in 1967 in the Research Institute at Cambridge, Massachusetts.
2. We use high-level languages like BASIC and LOGO to interact with a computer.
3. In LOGO, a triangular shape that can be moved by giving commands is called a turtle
4. HOME command brings the turtle back to its starting position.

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

1. A turtle is a square figure on the screen. **F**
2. The CT command will clear the screen. **T**
3. The turtle reappears on the screen by using the ST command. **T**

4. The LEFT command will turn the turtle in the left direction. **T**
5. The PU command will push the turtle up. **T**

C. Fill up each blank with an appropriate word.

- | | |
|---------------|------------------|
| 1. BK | 2. forward |
| 3. High level | 4. home |
| 5. disappear | 6. P4 |
| 7. moving | 8. Logo commands |
| 9. Pen eraser | 10. reapper |

D. Match the following:

PRIMITIVE

ACTION

- | | |
|-------|--|
| 1. RT | Turtle moves in backward direction |
| 2. FD | Lifts the pen up |
| 3. PU | Turns the turtle towards the right direction |
| 4. BK | Hides the turtle |
| 5. HT | Turtle moves in forward direction |

E. Write the functions of the following primitives.

1. RT command turns the turtle head towards right side
2. FD command turns the turtle head towards forward side
3. ST command let the turtle reappear on the screen.

HOTS

Do it yourself

Activity Time

Do it yourself

Fun Time

Do it yourself

Project

Do it yourself

Chapter - 9

A. Answer the following questions:

1. Multimedia is a system in which we can collect, edit and present graphics, images, animation clips or audio and video.
2. You can record your voice or any external sound in the computer that can be played along with a program, like in a presentation. The sound recorder program is used for this purpose.
3. In the Windows Media Player Program, you can play any audio or video. The audio or video track can be played from any storage device like hard disk, CD/DVD or pen drive. The Windows Media Player helps to play different formats of the audio-video and you can enjoy music or movie on your computer.
4. A playlist is a list of digital media items that you create and save.
5. The Windows Media Player program can be used for playing music and video clips.

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

1. Windows Media Player program is used to record the voices in your computer. **F**
2. In the sound recorder, the **stop recording** button is used to stop recording. **T**
3. In the Windows Media Player, the **play** button is used to play the media. **T**
4. The sound recorder and the Windows Media

Player applications are stored inside the entertainment menu. **F**

5. In Windows Media Player, you can play only video files, not audio files. **F**

C. Fill up each blank with an appropriate word.

1. Multimedia 2. Multimedia
 3. windows media player 4. start recording
 5. pause

D. Tick (✓) the correct options.

1. Windows
 2. Playing Multimedia files
 3. Start> All Programs> Accessories> Sound Recorder
 4. Pause
 5. Stops the file temporarily

Multiple Choice Questions

Task-1

- | | |
|-----------------|-------------------|
| 1. Icons | 2. Shortcuts |
| 3. Mouse | 4. Auto hide |
| 5. Start | 6. Data |
| 7. Brain | 8. Computer |
| 9. Control Unit | 10. Memory |
| 11. File | 12. TV |
| 13. Output | 14. Electronic |
| 15. Main | 16. None of these |
| 17. Mouse | 18. Radio |
| 19. Text | 20. Hard disk |

Task -2

- | | |
|------------------|--------------|
| 1. None of these | 2. Drawn |
| 3. None of these | 4. Developed |

- | | |
|--------------|---------------|
| 5. Modified | 6. Buy |
| 7. Keyboard | 8. ON |
| 9. OFF | 10. Cancel |
| 11. Ctrl | 12. Home |
| 13. Paper | 14. End |
| 15. Text | 16. Time/Date |
| 17. Toolbars | 18. Graphic |
| 19. Draw | 20. right |
| 21. PC | 22. Personal |



National Cyber Olympiad-1

Mental Ability

1. a 2. a 3. a 4. a 5.a 6. a 7.a 8. a

LOGICAL AND ANALYTICAL REASONING

9. d 10. b 11. a 12. d 13. d

COMPUTERS & INFORMATION TECHNOLOGY

14. a 15. b 16. d 17. a 18. a 19. d 20. d



National Cyber Olympiad-2

1. b 2. a 3. d 4. a 5. c 6. b 7. d 8. a
 9. b 10. b 11. d 12. b 13. c 14. b 15. b
 16. d

Computers and Information Technology

- | | | | | |
|-------|-------|-------|-------|-------|
| 17. b | 18. a | 19. a | 20. b | 21. d |
| 22. c | 23. c | 24. d | 25. c | 26. d |
| 27. b | 28. d | 29. a | 30. c | 31. a |
| 32. d | 33. b | 34. b | 35. a | |