

# IT GLITZ

## TEACHER'S HANDBOOK



Dear Sir / Madam,

This handbook aims to help the teachers to concentrate more on the practical side. The teachers have to particularly note that in the lower classes especially in the first and second standards, it is meant to give an awareness of the computer and it is not at all necessary to by heart the computer parts or computer related terms. They mustn't feel computer study a burden. Otherwise let them feel enjoyable their studies. It is not mere a computer study but a concrete foundation for their higher studies through the simple basic programming technics.

Thanking You,

Team EDUFY

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# STANDARD - 4

## SCHEME OF EXAMINATION

### TWO TERM SCHEME

<b>BOOKS</b>	<b>TERM I LESSONS</b>	<b>TERM II LESSONS</b>
BOOK 4	1,2,3,4	5,6,7,8

### THREE TERM SCHEME

<b>BOOKS</b>	<b>TERM I LESSONS</b>	<b>TERM II LESSONS</b>	<b>TERM III LESSONS</b>
BOOK 4	1,2,3	4,5,6	7,8

Note: Questions for each terminal examination cover only the portions prescribed for it.

Write their inventions under the following images

Joseph Jacquard



Jacquard Loom

Charles Babbage



Difference Engine

Herman Hollerith



Tabulating Machine

Blaise Pascal



Pascaline

John Napier



Napier's Bones

Tick the correct option

- 1) China    2) Charles Babbage    3) Herman Hollerith    4) Microprocessor

I Choose the correct answers

- 1) Vacuum Tube    2) Integrated Circuit    3) Robotic    4) Herman Hollerith  
5) IBM    6) Analytical Engine    7) Pascal    8) 2nd generation

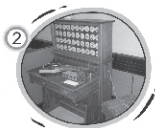
II Fill in the blanks

- 1) Z3    2) Konard Zuse    3) Fingers    4) Jacquard Loom

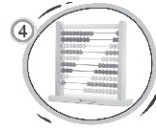
III Write the name of inventions



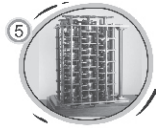
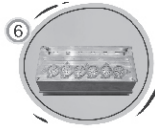
Napier's Bones

Tabulating  
Machine

Jacquard Loom



Abacus

Difference  
Engine

Pascaline

IV Answer the following

1) There are four types of calculating devices are: Early calculating devices, Mechanical calculating devices, Electro-Mechanical counting devices, Electronic counting devices.

2) The features of 4th generation are internet was introduced, Much faster in computation, Less power consumption, No air conditioning.

3) Wireless, Parallel processing, Easily portable, More user friendly

**V Match the following**

- 1) Vacuum Tubes    2) Transistors    3) Integrated Circuits    4) Microprocessor  
5) Artificial Intelligence

**VI Solve the crossword puzzle with the help of hints given below**

- 1) VLSI    2) Abacus    3) Napier's Bones    4) Transistor  
5) ENIAC    6) Pascaline    7) Mark I    8) Analytical Engine

**VII Complete the following features, write any one example of each**

- |                               |                         |                           |             |
|-------------------------------|-------------------------|---------------------------|-------------|
| 1) 1 <sup>st</sup> Generation | Vacuum Tube             | Slower and less efficient | ENIAC       |
| 2) 2 <sup>nd</sup> Generation | Transistors             | Less Heat                 | UNIVAC III  |
| 3) 3 <sup>rd</sup> Generation | Integrated Circuits     | Flexible and smaller      | UNIVAC 1108 |
| 4) 4 <sup>th</sup> Generation | VLSI                    | Internet was introduced   | IBM PC      |
| 5) 5 <sup>th</sup> Generation | Artificial Intelligence | Easily Portable           | Robotics    |

**VIII Expand the following abbreviations**

- 1) Electronic Numerical Integrator and Calculator  
2) International Business Machines  
3) Universal Automatic Computer  
4) Very-Large-Scale Integration

**IX Match the following with the computer generation**

- a) 2<sup>nd</sup> Generation    b) 4<sup>th</sup> Generation    c) 1<sup>st</sup> Generation    d) 5<sup>th</sup> Generation    e) 3<sup>rd</sup> Generation

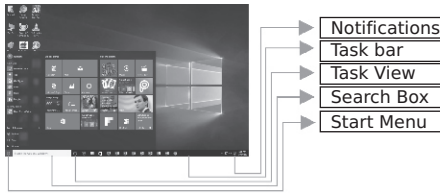
**X State whether True or False**

- 1) False    2) True    3) False    4) False    5) False

**I True or False**

- 1) True    2) True    3) True    4) True    5) False    6) False

## II Identify the images and fill the boxes






## III Fill in the blanks with the suitable words

- 1) Back      2) Task bar      3) Windows Keys +S      4) Task View      5) Cortana

## IV Match the following



## V Choose the correct answer

- 1) Personalize options      2)       3)       5) Win Key +C      6) 

## VI Answer the following questions

- 1) Operating system software is a key part of all computers. It acts as a mediator between the user and computer.
- 2) Click start button from start menu another way to open start menu is pressing the windows key on the keyboard.
- 3) It is a voice activated personal digital assistant.

## VII Match the tools and usages

- 1) Start      2) Task View      3) Start Menu      4) All apps      5) Screenshot

ITG-IV

3

MS WORD - EDITING FEATURES

## I Fill in the blanks

- 1) Editing      2) Keyboard      3) Enter key      4) Spacebar      5) Shift key      6) Tab key

## II Choose the correct option

- 1) Delete      2) Caps lock key      3) Ctrl key      4) Copy      5) Editing

## III Write what these tools do

- 1) Paste option      2) Cut option      3) Copy option      4) Undo  
5) Redo      6) Find

**IV Write the following select text using mouse with keyboard**

- 1) Drag the mouse over the text
- 2) Double-click the word
- 3) Press and hold the Ctrl key and press alphabetic key A
- 4) To press and hold the Shift key and press the left arrow key

**V Match the following keys and its uses**

- 1) Next stop
- 2) To move cursor to the next line
- 3) Bottom left and right corners of keyboard
- 4) Short for Alternate key
- 5) To allow a single capital letter

**VI Answer the following**

- 1) Enter Key, Delete or Backspace Key, Caps Lock Key, Shift Key, Ctrl Key, Alt Key
- 2) Click on copy option on home tab or Shortcut key for copy is Ctrl+C you can also choose copy option by right clicking on the selected text and right click on the desired area.
- 3) Select the text click on cut option on Home Tab.
- 4) Select the text Computer, click on Copy option on Home Tab, then click on Paste option on Home Tab.
- 5) Find option is used to find a particular word or text from a document. Replace option helps you to replace any existing word with a new document.

**ITG-IV**

**4**

**FORMATTING FEATURES**

**I Fill in the blanks**

- 1) Formatting
- 2) Paragraph
- 3) Font group
- 4) Line space
- 5) Shrink font
- 6) Grow font
- 7) Font group
- 8) Align right

**II Identify the alignment option**

- a) Align Left
- b) Center
- c) Align Right
- d) Justify

**III Write shortcut key for the following**

- 1) Ctrl+B
- 2) Ctrl+I
- 3) Ctrl+U
- 4) Ctrl+J
- 5) Ctrl+E
- 6) Ctrl+R
- 7) Ctrl+L
- 8) Ctrl+A

**IV Match the following icons**

- 1) Text effect
- 2) Font color
- 3) Text highlight color
- 4) Strikethrough
- 5) Change case
- 6) Center Alignment
- 7) Right alignment
- 8) Grow font
- 9) Shrink font
- 10) Line spacing

**V Identify the following text effect**

- 1) Underline
- 2) Superscript
- 3) Text Effects
- 4) Uppercase
- 5) Text highlight
- 6) Italic
- 7) Strike though

**VI Choose the correct answer**

- 1) Adding new text    2) Strikethrough    3) Center align    4) Justify align  
5) Left align

**VII Match the following**

1 Sentence case	3 THE TRUTHFUL WOODCUTTER
2 lowercase	4 The Truthful Woodcutter
3 UPPERCASE	1 The truthful woodcutter
4 Capitalize Each Word	5 THE tRUTHFUL WOODCUTTER
5 tOGGLEcASE	2 the truthful woodcutter

**VIII Answer the following**

- 1) To change the text existing without retyping it by using change case option click the change case button from font group, and then click any change case you want.  
2) Alignment means arranging words or documents in a more structured way. MS Word provides four options to align text: Left, Right, Center and Justify

**ITG-IV    5    Microsoft PowerPoint 2016**

**I Fill in the blanks**

- 1) Slide    2) Slide pane    3) F5    4) Ctrl+M    5) Ctrl+ Shift+D    6) Home

**II State whether True or False**

- 1) False    2) False    3) True    4) False    5) True

**III Identify the following icons**

- 1) Open    2) Start Button    3) Print    4) Save    5) New slide icon

**IV Name the following**

- 1) Title    2) Quick Access Toolbar    3) Status bar    4) File    5) Slide

**V Match the following**

- 1) To return to the previous view    2) To press the mouse button  
3) To open a pop-up menu    4) To go to the next slide    5) To delete a slide

**VI Multiple choice Questions**

- 1) Press ESC    2) Slides    3) Ctrl+S    4) Ctrl+O    5) F5    6) Ctrl+O

**VII Answer the following**

- 1) A presentation consists of many pages. These pages are called Slides.  
2) To display a presentation by pressing slide show tab on the ribbon and click the form beginning button in the start slide show group.



**I Fill in the Blanks**

- 1) Thumbnails      2) Costumes    3) Repeat      4) Graphics    5) Brightness

**II Multiple Choice Questions**

- 1)       2) Grow      3) Sprite Header   
 5)       6) Mosaic

**III State whether True or False**

- 1) False      2) False      3) True      4) False      5) True      6) False

**IV Answer the Following**

- 1) Script Tab is used to see and edit Sprite's costume. By default, the cat Sprite has two costumes. To switch between them, simply click on the thumbnail of the costume you want.  
 2) The Sprite header pane includes information about the selected Sprite as well as a few tools for manipulating the Sprite. It shows a Sprite's name x-y position and direction.  
 3) Step 1: Double click on the Stage thumbnail in the Sprite List. A new screen with three tabs Scripts, Background and Sounds will appear.  
     Step 2: Click on Backgrounds tab and press on Edit button, a Paint Editor dialog box appears.  
     Step 3: Click on Import button. An Import Background dialog box appears.  
     Step 4: Select the required image file from the selected folder.  
     Step 5: Click on OK button. The Stage background will be changed.  
 4) Step 1: Click on the Record button present on the sound tab. A Sound Recorder Pane will appear. It displays three buttons on it: Play, Stop and Record.  
     Step 2: Click on the Record button to start the recording.  
     The time period of the recording starts increasing, which indicates that the recording has started.  
     Step 3: Click on the Pause button to take a pause in between the recording.

**I Fill in the blanks**

- 1) Health Care    2) Education      3) Navigation System      4) Departmental Store  
 5) Transportation      6) Robot      7) Communication

**II Answer in one word**

- 1) Education, Transportation, Engineering Design, Business, Defense  
 2) Global positioning system    3) Yes      4) Yes      5) Automated Teller Machine

**III Match the following**

- 1) Entertainment    2) Government sector    3) Engineering Design  
 4) Communication media    5) Science and Technology    6) Healthcare    7) Education

**IV True or False**

- 1) True 2) False 3) False 4) True 5) True 6) False

**V Find out following unscrambled words**

- 1) Online 2) Healthcare 3) Robot 4) Defense 5) Surgery 6) Entertainment

**VI Identify the following fields**

- 1) Government sector 2) Business 3) Engineering design 4) Video Conferencing  
5) Science and Technology 6) Entertainment 7) Education 8) Transportation

**VII Who am I**

- 1) E-education 2) ATM 3) Robot 4) Mobile Banking

**VIII Answer the following**

1) Computer lab changed the traditional method of teaching and learning there are many facilities in the education field are Computer based education, CBT, Online education Distant education, Online examination etc.

2) ATM Stands for Automated Teller Machine banks are using ATM's for facilitating their customers to withdraw their amount.

3) GPS stands for Global positioning system its shows a map which will track our vehicles movement through satellite signals.

4) Computer keeps customer records and transfer money to other accounts and can pay their utility bill online using computer.

5) Computer have helped Doctors and administrative staff are using computers to mange patient history and stock of medicine etc. some other fields of health care are lab diagnose, patient monitoring, pharma information and also use in surgery.

6) CBT stands for computer based training it is a low cost solution for educating many skills to a large number of people in lesser time at their own place.

**IX Crosswords ( Computer used in different fields)**

- 1) Defense 2) Space research 3) Robot 4) Marketing  
4) Online 5) Health Care 6) Entertainment 6) Record

**I Match the following**

- 1) BSNL 2) Gmail.com 3) Google 4) Web browser 5) Web site 6) ARPANET

**II Fill in the blanks**

- 1) E-mail 2) URL 3) Internet 4) Search engine 5) Home page 6) Social Media

**III State True or False**

- 1) True 2) True 3) False 4) False  
5) True 6) True 7) False 8) True

**IV Answer the following**

- 1) It is a collection of web pages. Its provides information about persons, business, organizations, institutes, etc.
- 2) Microsoft Edge is a web browsing software for using internet. It is a part of Microsoft Windows 10 operating system.
- 3) It is a collection of Inter-connected pages that contains text, pictures, audio and movies. Its contains millions of websites with interlinked documents of information. A website name with www.
- 4) Electronic mail or e-mail is the most popular feature of the internet. It is used to send document, pictures and videos. It is very fast, easy and economical media for sending or receiving messages around the world.
- 5) Search engine is a computer program used to search information on the web. search e engine helps us to search website, images audio and videos. It is also used to find information about people, places, business, organizations, institutions etc.
- 6) Web browser is an application software used to open websites. It helps you to view Web pages containing information, documents, images, audio and videos, animation movies etc. Some popular web browsers are: Internet Explorer, Google Chrome, Mozilla Firefox

**V Identify these Keys**

- 1) Attach File 2) Notification 3) Delete button 4) Refresh  
5) Search

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