

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 - 3

SCHEME OF EXAMINATION

TWO TERM SCHEME

BOOKS	TERM I LESSONS	TERM II LESSONS
BOOK 3	1,2,3,4	5,6,7

THREE TERM SCHEME

BOOKS	TERM I LESSONS	TERM II LESSONS	TERM III LESSONS
BOOK 3	1,2,3	4,5	6,7

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

I Write I for input devices and S for storage devices

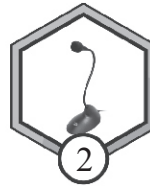
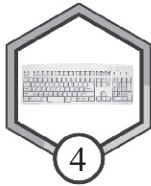
- 1) I 2) S 3) I 4) I 5) S 6) S 7) I

II Who am I?

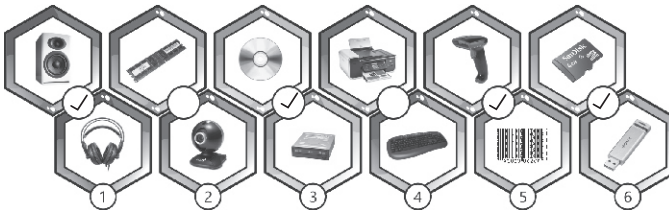
- 1) Motherboard 2) Webcam 3) Joystick 4) Plotter
5) Delete 6) Keyboard 7) SMPS 8) CPU

III Fill in the blanks

- 1) Three 2) Function key 3) Biometric
4) Monitor 5) CPU 6) Output

IV Match the following**V Find out the Odd one**

- 1) Speaker 2) Joystick 3) Function key 4) Delete

VI Pick out the right combination**VII Write the category of the following devices**

- 1) Output 2) Storage 3) Output 4) Input 5) Output 6) Input

I Multiple Choice Questions

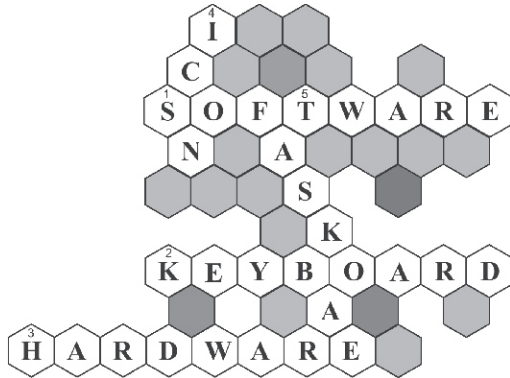
- 1) Windows 10 2) Paint 3) Monitor 4) Bottom

II Fill in the blanks

- 1) Maximize 2) Application 3) System 4) Start

III Identify the following

- 1) This PC 2) Recycle Bin 3) Paint 4) Minimize 5) Close

IV Fill the crossword**V Find the names of icons****VI Answer the following**

- 1) An application software is used to perform specific works for used, such a play games, draw picture, write note, watch videos and movies play DVDs, listen to music etc.
- 2) Software is a set of instructions to the computer to do a particular work windows 7 Paint, WordPad, Windows Media Player etc.
- 3) Hardware are physical components that make up of a computer system and can be seen and touched.

VII Find out the odd one

- 1) Monitor 2) Keyboard 3) Windows

I Who am I?

- 1) Select tool 2) Flip 3) Pencil

II Find the words related to Paint

- 1) Flip 2) Rotate 3) Clip board 4) Computer 5) Pencil 6) Eraser

III True or false

- 1) False 2) True 3) False

IV Multiple Choice Questions

- 1) Two 2) Air brush 3) Rotate 4) Resize

V Match the following

- 1) Text tool 2) Ctrl+V 3) Tools 4) Image group 5) Paint button

VI Fill in the blanks

- 1) Paste 2) Home tab 3) Paint button 4) Home tab

VII Answer the following questions

- 1) Save it helps you to store the picture to the computer.
- 2) Paint button shows a list of option like New, Open, Save, Save As, Print and Exit.
- 3) Select part of the picture you want to cut. Click on the Cut option in the Clipboard group. Now the selected area is blank. Click on the Paste option in the Clipboard group.
- 4) Resize is used to change the size of a selected picture. Skew is used to slant a selected picture.

I Name the Following

Flip Button



Quit Tool



Grass



New Tool



Open Tool



Fill Tool

II Fill in the blanks with suitable words

A- Flower

B- Magic

C- Fill

D- Shapes

III Which tool you choose

Find out the tools you need to draw the following.

**IV Find out what are they**

1) Grass

2) Text

3) Stamp

V Answer the Following

1) Step 1: Click on the New tool

Step 2: Select a colour for the new window.

Step 3: Click on the Open button.

2) Fill tool, Flower tool, Grass and Noise.

3) Step 1: Click on Open tool from the Tools.

Step 2: Click Slides button available on the Open window.

Step 3: Click on each image which you wish to display in slide show.

Step 4: Adjust the speed of the slide show using sliding scale near to play button.

Step 5: Click on the Play button.

4) Flip tool is used to turn picture vertically.

I Multiple choice questions

1) Spacebar

2) Tab

3) Four

II Fill in the blanks

1) Word

2) Shift key

3) Tab key

4) Word Processor

III State whether True or False

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

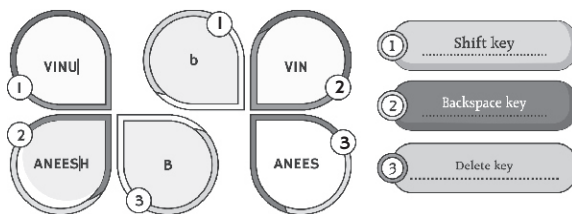
IV Name the following keys

- 1) Tab key 2) Backspace 3) Caps lock 4) Enter 5) Shift 6) Space bar

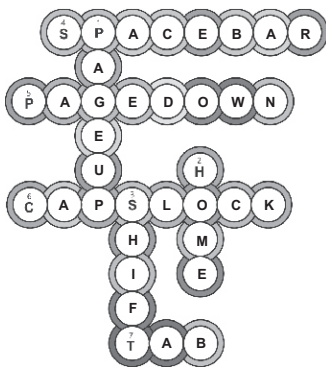
V Answer the following

- 1) Back space key is used as an eraser. It is used to erase the character from the left side of the cursor Delete key is used to erase a letter to the right side the cursor
- 2) Symbols which are shown above the numeric keys on the keyboard are called upper characters.
- 3) Back space, Tab key, Shift key, Enter key, Caps Lock
- 4) Wordpad is a simple Windows based Word Processor. It comes with the windows Operating System.

VI Press the right key



VII Fill the crossword



I Fill in the blanks

- 1) Two 2) Start Screen 3) Document 4) .docx 5) Pin

II Multiple Choice Question

- 1) Start screen 2) Save 3) Maximize button 4) Tell me

III Match the following

- 1) Create a New document
- 2) Save the document
- 3) Open File
- 4) Print the document

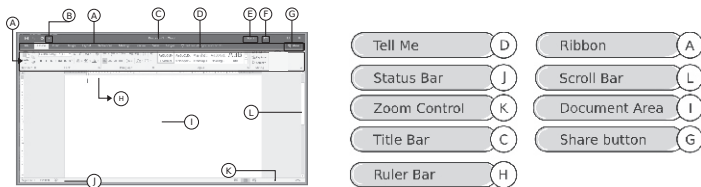
IV True or False

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

V Identify the icons



VI Label the various parts of MS Word 2016 window shown below



VII Answer the following questions

- 1) Click on the file tab and select close button or click on the close button on the title bar.
- 2) Click on start button and select All apps button, then click on Word 2016.
- 3) Click on the file tab on title bar. Click on the New option from the backstage view then select the blank document.
- 4) Click on the File tab. Select the Save or Save as button. Now a save pane will appear in backstage click on the browse button type a name in the file name box, then click on the save button.

ITG-III

7

INTRODUCTION TO SCRATCH

I Fill in the Blanks

- 1) Programming Language
- 2) Scratch
- 3) Sprite
- 4) View mode
- 5) Stamp

II Match the Following

- 1) 
- 2) 
- 3) 
- 4) 
- 5) 

III Name the Parts of the Scratch Window

- 1) Title bar 2) Menu bar 3) View mode 4) Green flag
5) Stop button 6) Black palette 7) Block menu

IV Multiple Choice Questions

- 1) Title bar 2) Green flag 3) Pen down 4) Cat

V State True or False

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

VI Answer the Following

1) Scratch is a multimedia programming language used to create games, animated stories and projects by simply dragging and dropping.

2) Presentation mode used when we want to present the project on a full screen. Click on exit presentation mode. View mode is used to switch between full stage view or small stage view.

3) Script Area is the place where you write step-wise instructions for Sprite to do a particular task. A Script consists of at least two blocks. The script is created by dragging the instructions from the blocks palette and dropping them step wise on top of each other.
