

**CHRIST KING HR. SEC. SCHOOL, KOHIMA**  
**CLASS-3**  
**DIGITEK-3 FIRST TERM 2020**

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**Chapter -1**

**Knowing the Computer**

**I. Fill in the blanks: (Answers)**

- I. 1. Monitor
2. Store
3. Decision making
4. Desktop
5. Laptop

**II. Write T For true and F for false statements:**

1. False
2. True
3. False
4. True
5. True

**III. Answer the following questions:**

1. Computer is an electronic device which stores a large amount of data and information.
  2. Characteristics of a computer)
    - i) Computers are fast and accurate.
    - ii) Computers are versatile.
    - iii) Computers store data.
  3. A CPU consist of 3 main parts)
    - i) Memory unit (MU).
    - ii) Control unit (CU).
    - iii) Arithmetic and Logic unit (ALU).
  4. Disadvantages of computer)
    - i) Computer has no decision making power.
    - ii) A computer cannot take its care like human beings.
    - iii) Computers cannot think.
  5. Desktop computer is also known as personal computer. It is the most common type of micro computer. It can be used at home, office, school, hospitals, banks and many other places.
  6. Types of computers Micro computers)
    - i) Mini computers
    - ii) Main frame computers
    - iii) Super computers
- Micro computers are the most common kind of computers. These computers include desktop, laptop and tablet.

**IV. Give the full form of the following:**

1. VDU → Visual Display Unit
2. CPU → Central Processing Unit
3. LCD → Liquid Crystal Display

4. CRT → Cathode Ray Tube
5. MU → Memory Unit
6. ALU → Arithmetic and Logic Unit
7. CU → Control Unit
8. PC → Personal Computer

## Chapter – 2 Working of a Computer

### I. Fill in the blanks: (Answers)

1. Store
2. Output
3. CPU
4. Visual Display Unit
5. Input, processing, output

### II. Write T for true and F for false statements:

1. False
2. True
3. True

### III. Define the following:

1. **Input Devices** - Devices that help us to enter data and instructions into the computer are called input devices.
2. **Output** - The result obtained after processing is the output. Output is displayed with the help of output devices like monitor, printer, etc.
3. **Hard Copy** - The printed copy is called the hard copy.

### IV. Answer the following questions:

1. A computer system consists of three main units)
  - i) Input unit.
  - ii) Processing unit.
  - iii) Output unit.
2. To function computer follows IPO cycle.
3. CPU processes data and instructions to give meaningful information. Therefore CPU is called the brain of the computer.
4. Processing is the analyzing data and instructions with the help of processor to get meaningful information.

## Chapter – 3 The Keyboard

### I. Fill in the blanks: (Answers)

1. 104
2. Spacebar
3. Arrow Keys
4. Caps Lock
5. Home

### II. Write T for true and F for false statements:

1. True
2. True
3. True
4. False
5. True

### III. Define the following:

1. **Arrow keys** - There are four **arrow keys** that help us to move the cursor up, down, left and right on the screen. Arrow keys are also known as the cursor control keys.
2. **Windows key** - When we press the windows key button present on the left side of the keyboard, the START menu gets opened.
3. **Function keys** - Function keys are used to perform specific tasks. They are labeled as F1 to F12. Each function key has its own specific function.
4. **Navigation keys** - Navigation keys are used to move the cursor on the screen. These include the four arrow keys-  
Page up, Page down, Home and End key.

### IV. Answer the following in one or two words:

1. Delete key, Backspace key
2. Number keys
3. Spacebar key
4. Two
5. Spacebar key, Tab key

### V. Answer the following questions:

1. Shift keys used to type the special symbols written on the upper part of the keys.
2. Delete key is used to erase letters or numbers to the right of the cursor whereas Backspace key is used to erase the letters or numbers to the left of the cursor.
3. The first six characters of the top row of the alphabet keys are Q, W, E, R, T, Y. Therefore, the keyboard is named as '**QWERTY**' KEYBOARD.
4. Page up key moves the cursor up on the page.

### FUN TIME

2. 1 3. 2 4.26 5.20 6. 1
7. 1 8. 2 9.1 10. 1

## Digitek-3 Second Term 2020

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### Chapter – 4

#### Operating a Computer

##### **I. Fill in the blanks:**

1. Start
2. Operating System (OS)
3. Microsoft windows
4. Start button, quick launch toolbar, clock
5. Desktop

##### **II. Write T for true and F for false statements:**

1. False
2. False
3. False
4. True
5. False

##### **III. Answer the following questions:**

1. Linux and Microsoft Windows
2. Following steps are needed to arrange icons on the Desktop)

Right click on an empty space of your desktop.

ii) Move the mouse pointer to the view option on the shortcut menu.

iii) Choose 'Auto-arrange icons' option.

3. We follow the given steps to change wallpaper-

Step 1 - Right-click on desktop.

Step 2 - Click on the **personalize** option.

Step 3 - In the personalization gallery, click Desktop Background.

Step 4 - Now click on the wallpaper of your choice.

Step 5 - Click on save changes.

4. System tray is located in the taskbar next to the clock at the bottom of the desktop. It contains miniature icons for easy access such as printer, fax, modem (internet), etc.

##### **5. Parts of the desktop -**

- i) Wallpaper
- ii) Icons
- iii) Start Button
- iv) Quick Launch Toolbar
- v) System Tray

### Chapter – 5

#### WordPad and Its Features

##### **I. Fill in the blanks:**

1. Text editor
2. Exit
3. Enter
4. Ctrl+O
5. Title

**II. Write T for true and F for false statements:**

1. True
2. True
3. False
4. False
5. True

**III. Answer the following questions:**

1. While typing text, the cursor proceeds automatically from one line to the next when we reach the end of the line. This feature is called Word Wrap.

2. The vertical blinking line on the screen is called the insertion point.

Icons

Desktop

Quick launch System tray

Start button

3. WordPad is opened using the steps given below:

Step-I Click on the start button.

Step-II Click on **All Programs**.

Step-III Click on **Accessories**.

Step-IV Click on **WordPad**.

4. When we save document for the first time, we use the **Save As** command. Afterwards, we may save the document using the **save** command.

5. Clipboard is a temporary memory location in the RAM of the computer.

**IV. Write shortcut keys for the following:**

1. Ctrl+X
2. Ctrl+C
3. Ctrl+V
4. Ctrl+O
5. Ctrl+S