

Answer Key

Chapter 1: Know Your Computer

Exercise

- A. Fill in the blanks with the correct word.
1. IPO

2. Networking

3. WAN
4. Internet

5. PAN
- B. Find the following words in the word grid given below.

Modern Server Workstation Network ISP Output

R	R	I	W	N	S	L	N	M	R	O	L
W	W	N	E	T	E	L	E	A	I	B	R
M	L	P	N	M	R	B	T	O	N	E	S
O	W	U	B	B	V	O	W	U	E	R	M
D	M	T	I	A	E	S	O	T	M	S	O
E	S	N	S	M	R	I	R	P	A	N	E
M	M	E	P	N	M	L	K	U	I	E	D
S	W	O	R	K	S	T	A	T	I	O	N

- C. Match the following.
1. c

2. d

3. b

4. a

Hints to HOTS

- D. Yes. It can be done through LAN.

Chapter 2: MS Office at a Glance

Exercise

- A. Fill in the blanks with the correct word.
1. MS Outlook

2. MS Publisher

3. Ctrl + X
4. Workbook

5. Ctrl + V

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C. Match the following.

1. c

2. e

3. a

4. d

5. b

Hints to HOTS

B. Solve the crossword using the hints given below.

Across

3. Pictorial representation of data.

4. It contains the cell address of the active cell.

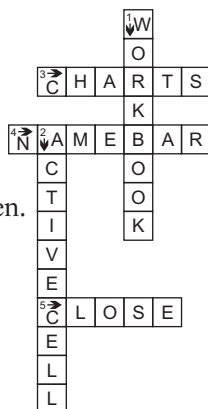
5. The button at the upper-right corner of the screen.

Down

1. A file in MS Excel.

2. Any cell which is selected.

D. Answer the following questions.

5. The common components include Office Button, Quick Access
Toolbar, Title Bar, Minimize, Maximize/Restore Down, Close, Ribbon,
Ruler, Scroll Bars and Status Bar.**Chapter 3: Creating Tables in MS Word 2007****Exercise**

A. Fill in the blanks with the correct word.

1. Table

2. Table grid

3. Draw Table

4. Cell

5. Delete Columns

B. Suggest keyboard shortcuts for the following.

1. Press Enter key

2. Press Tab key

3. Alt + PageUp

4. Alt + Home

C. Give the steps to do the following:

1. Move to any cell of the row → Layout tab → Rows & Columns
group → Insert Above option2. Move to any cell of the column → Layout tab → Rows &
Column group → Delete drop-down list → Delete Columns option

3. Select the cells → Layout tab → Merge group → Merge Cells option

4. Click anywhere on table → Design tab → Table Styles group →
Select the desired style5. Select desired table/cells → Design tab → Table Styles group →
Borders drop-down list → Borders and Shading... option

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2. Move to any cell of the row above which row is to be inserted.

Layout tab → Rows & Columns group → Insert Above option

Chapter 4: MS Word 2007 – Inserting Objects and Drawing**Exercise**

A. Fill in the blanks with the correct word.

1. Pictures

2. WordArt

3. Shapes

4. Insert

5. Crop

Hints to HOTS

B. Which option will you select when:

Refer to the Ribbon. Use Insert tab to insert shapes and Format tab to format the shape.

C. Encircle the names of the option present in MS Word 2007 in the grid given below.

WORDART	LINE	ARROW	PICTURE	SHAPES
	SHADOW	SHAPE FILL	OVAL	

A	U	T	O	(S	H	A	P	E	S)	S	S	E	C
E	R	R	V	R	E	C	E	R	E	H	H	I	R
(O	V	A	L)	O	O	(L	I	N	E)	O	O	R	F
(S	H	A	P	E	F	I	L	L)	C	O	L	O	R
(S	H	A	D	O	W)	(P	I	C	T	U	R	E)	R
U	X	E	R	R	E	(A	R	R	O	W)	R	E	F
Y	(W	O	R	D	A	R	T)	E	R	F	R	F	R

Chapter 5: MS PowerPoint 2007 – Editing and Formatting Slides**Exercise**

A. Fill in the blanks with the correct word.

1. Format

2. Right

3. Insert

4. Slide Show

5. Graphics

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B. Match the following.

- | | | | | |
|------|------|------|------|------|
| 1. e | 2. c | 3. a | 4. b | 5. d |
|------|------|------|------|------|

Hints to HOTS

D. Answer the following questions.

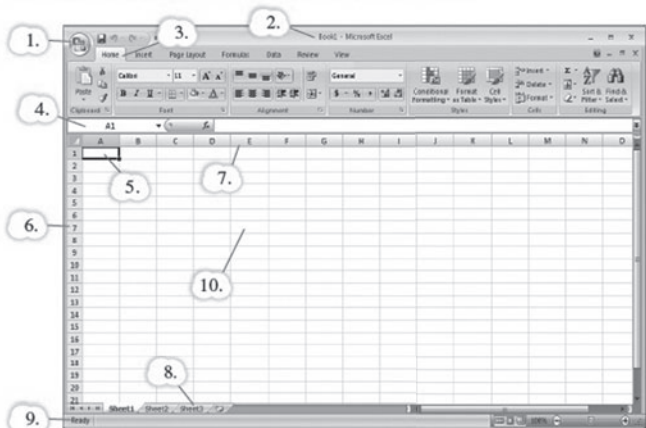
2. Use Format painter option.

Chapter 6: Introduction to MS Excel 2007**Exercise**

A. Fill in the blanks with the correct word.

- | | | |
|----------------|---------|-----------|
| 1. Application | 2. Data | 3. Active |
| 4. Letters | 5. Plus | |

C. Name the following parts of the MS Excel 2007 Window:



- | | |
|------------------|--------------|
| 1. Office Button | 2. Title Bar |
| 3. Home tab | 4. Name Box |
| 5. Active Cell | 6. Row label |
| 7. Column label | 8. Worksheet |
| 9. Status Bar | 10. Cell |

Hints to HOTS

B. Give one word for:

- | | | |
|---------|----------------|---------------|
| 1. Cell | 2. .xlsx | 3. Cell Range |
| 4. A1 | 5. Formula Bar | |

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D. Answer the following questions.

1. A workbook is a collection of worksheets. It forms an Excel file.
Whereas, a worksheet is a collection of cells in the form of rows
and columns. By default, there are three worksheets in a workbook.

Chapter 7: Exploring MS Excel 2007

Exercise

A. Fill in the blanks with the correct word.

- | | | |
|-----------|-------------|--------------|
| 1. Insert | 2. Delete | 3. Auto Fill |
| 4. Format | 5. Shortcut | |

B. State whether the following sentences are True or False.

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

C. Match the following.

- | | | |
|------|------|------|
| 1. b | 2. c | 3. d |
| 4. e | 5. a | |

Hints to HOTS

D. Answer the following questions.

2. The new row appears to be added, however only shifting of the
rows occur in MS Excel.

Chapter 8: The Internet

Exercise

A. Fill in the blanks with the correct option.

- | | | |
|----------------------|-------------------|---------------|
| 1. Internet | 2. Virus | 3. Anti-virus |
| 4. Internet Explorer | 5. Search engines | |

B. Match the following.

- | | | |
|------|------|------|
| 1. c | 2. d | 3. a |
| 4. e | 5. b | |

Hints to HOTS

D. Answer the following questions.

5. Anti-virus

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Chapter 9: Learning Algorithms

Exercise

A. Fill in the blanks with the correct word.

- | | | |
|--------------|---------------|------------|
| 1. Algorithm | 2. False code | 3. Symbols |
| 4. Flowchart | 5. Pseudocode | |

B. Match the following.

- | | | | | |
|------|------|------|------|------|
| 1. c | 2. d | 3. a | 4. e | 5. b |
|------|------|------|------|------|

Hints to HOTS

C. Rearrange the pseudocode in proper order.

1. Start

Display "Charge Fine depending on the Speed"

Input Distance, Time

Calculate Speed

If speed > 60

Display "Pay the Fine"

Otherwise

Display "Good Practice"

End if

Display "program ends"

End

2. Start

Display "Display numbers from 1-5 in reverse order"

Let I=5

Do while I >=1

Display I

Let I=I-1

End Loop

Display "Looping Ends"

End

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Project Idea

Chapter 1: Know Your Computer

- Search for five input and output devices on the Internet and make a word document with images and information about them.
- Gather more information about the networking types and their uses in different areas.

Chapter 2: MS Office at a Glance

- Collect information about the latest version of MS Office available in the market. Get some information about it from the Internet and make a report on it.
- MS Outlook is a component used for sending and receiving emails. Explore more about it and write its important features in a word document.

Chapter 3: Creating Tables in MS Word 2007

- Open MS Word 2010 and find out different ways of creating tables in it. Perform all the functions learnt in this lesson in MS Word 2010 tables like:
 - Adding a cell, row or column
 - Deleting a cell, row and a column
 - Table formatting
 - Merging and splitting cells, etc

Create a table on the topic of your choice.

Chapter 4: MS Word 2007 – Inserting Objects and Drawing

- Find out about the different categories of Clip Art in the Clip Art gallery and make a story using any one category.
- Explore the Insert tab in the MS Word 2007 and write about different options with proper examples.

Chapter 5: MS PowerPoint 2007 – Editing and Formatting Slides

- Make a presentation on 'Save Tigers'. Collect information and pictures from the Internet. The presentation should have a minimum of 10 slides.
- Make a presentation on 'Equator and Earth'. Collect information and pictures from the Internet. The presentation should have a minimum of 10 slides.

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Chapter 6: Introduction to MS Excel 2007

- Make a class list with phone numbers, last year's percentage, sports and academic achievements of all the students in the class.
- Make a list of the recently held world cricket matches. Maintain the scores of each team with proper graphical representation.

Chapter 7: The Internet

- The most upcoming words related to the Internet are e-booking, e-education, e-banking and many more. Find out more services provided by the Internet with a prefix 'e' and make a presentation on it.
- Who governs the Internet? Find out more about it from the Internet and write an article on it.

Chapter 8: Exploring MS Excel 2007

- Open the Excel Ribbon and make a list of the different options available in it.
- Can you generate a text series? Find out from the Internet and if yes, then write the steps for creating a series of your friends that has at least 10 names.

Chapter 9: Learning Algorithms

- Write a pseudocode of any five programs of your choice.
- Make a flowchart of any five programs of your choice.

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IT Personalities



Sergey Brin

Sergey Brin was born on 21 August, 1973 in Moscow and moved to United States in 1979. Sergey Brin along with his business partner Larry Page started the Google search engine. The goal was to search the Web efficiently and provide more relevant results than the search engines that were available at that time. Google became one of the most visited websites on the Internet.

Sergey's research interests include search engines, information extraction from unstructured sources, and data mining of large text collections and scientific data. He has published more than a dozen academic papers.



Lady Ada Lovelace

Lady Ada Lovelace was born in England in 1815. As a young girl, she took an interest in mathematics and, in particular on Babbage's work on the analytical engine.

She is considered to be the first computer programmer ever. She described how Babbage's Analytical Engine could be programmed. Ada Lovelace devised a method of using punchcards to calculate Bernoulli numbers. In her honor the U.S. Department of Defense named its computer language 'Ada' in 1980.

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Sample Test Paper 1

(For revising Chapters 1, 2 and 3)

1. Multiple choice questions.
 - (a) Plotter is an
 - i. Input device
 - ii. Output device
 - iii. Storage device
 - iv. Processing device
 - (b) Information often needs to be kept safe for later use. This is done by using
 - i. Input device
 - ii. Output device
 - iii. Storage device
 - iv. Processing device
 - (c) The computers are interconnected for the purpose of
 - i. Sharing information
 - ii. Motivating the user
 - iii. Helping the user to chat whenever he/she wants
 - iv. Processing of data
 - (d) A collection of Windows based applications software that is used to do some common task.
 - i. Windows 7
 - ii. DOS
 - iii. MS Office
 - iv. LOGO
 - (e) The MS tool designed to manage your emails which can be sent and received efficiently.
 - i. MS Word
 - ii. MS Excel
 - iii. MS PowerPoint
 - iv. MS Outlook
 - (f) The window in the Microsoft Office is
 - i. Application interface
 - ii. Another name of an operating system
 - iii. Different for all components of MS Office
 - iv. Not at all user friendly
 - (g) To create data in the form of rows and columns we use
 - i. Tables
 - ii. Charts
 - iii. Paint
 - iii. None of the above
 - (h) To create table in MS Word 2007 we use
 - i. Review tab
 - ii. Page Layout tab
 - iii. View tab
 - iv. Insert tab