



As per latest guidelines of NEP & NCF



4



# Terabyte

(A Series of Computer Books)

## ANSWER KEY





# 1 MEMORY AND STORAGE

## Section - A :—

### (A) Tick the correct answer:

1. (a) 2. (a) 3. (a) 4. (c) 5. (b) 6. (d)

### (B) Fill in the blanks:

1. Gigabytes
2. Internal
3. Main
4. Secondary memory
5. External
6. 1024

### (C) State whether following statements are T or F:

1. (T) 2. (F) 3. (T) 4. (F) 5. (T) 6. (T)

### (D) Match the following:

1. (b)
2. (a)
3. (d)
4. (c)

### (E) Application based question:

1. Sherya should use Pen Drive as it is easy to use, fast & cheap.
2. ROM (Read Only Memory) is most suitable for & this purpose, as it is non-volatile memory.
3. RAM is the memory which is in direct contact with CPU.

### (F) Answer the following:

1. Two types of Memory are
  - i) Primary Memory : it is also known as internal or main memory. It is of two type :- RAM & ROM
  - ii) Secondary Memory : It is known as External Memory and it is non-volatile memory for eg. DVD, Pen Drive, Hard disk.
2. i) It may have single layer or multi-layer storage  
ii) It is portable, fast and cheap.

- iii) Its storage capacity is in the range of 4.7GB - 17.08GB.
3. i) It is quite fast  
 ii) The storage capacity is quite large; 500GB, 1TB, 2TB  
 iii) It is non-volatile & reusable memory.
4. Pen drive is secondary memory storage media. It is small, light, weight, fast and more reliable than CD and DVD.
- 5.
- | RAM  | ROM  |
|--|--|
| i) RAM Stands for Random Access Memory.          | ROM Stands for Read only memory.                 |
| ii) It is a volatile i.e temporary memory.       | It is a non-volatile i.e permanent memory.       |
| iii) It is in direct contact with CPU.           | It is not in direct contact with CPU.            |
| iv) It is a read/write memory i.e can be edited. | It is a ready only memory i.e can not be edited. |



## Answer Key

Class - 4

# 2 EDITING DOCUMENT IN WORD 2021

Section - A :—

**(A) Tick the correct answer:**

1. (a) 2. (a) 3. (a) 4. (a) 5. (d) 6. (c)

**(B) Fill in the blanks:**

- Word
- Cursor, end
- Editing
- Ctrl+V
- Undo Command

**(C) State whether following statements are T or F:**

1. (F) 2. (F) 3. (F) 4. (T) 5. (T)

**(D) Application based questions:**

- Yashvi should use dictionary and set of grammatical rules which is built - in word.
- Using Thesaurus can help her to replace the word with a similar meaning word.

3. Ctrl+Home and Ctrl+End can be use for quick movement within a document.

**(E) Match the following:**

1. (c) 2. (d) 3. (b) 4. (a)

**(F) Answer the following:**

1. Select on entire paragraph by placing cursor at either beginning or at the end of the paragraph.

2. Steps to delete a text :

i) Select the text that you want to delete.

ii) Press delete key

iii) Selected text will be deleted.

3. Moving Text

- i) Moving a text means to shift the selected text from one location in current document.
- ii) After moving a text it is available at the new location only and not at its original location.

Copying Text

Copying a text to select text and paste it at some other location in same document or in some other document.

After copying text it is available at it's original location as well as at new location.

4. Editing is a process of inserting or deleting or moving or copying or replacing a block changing case of text in an existing document.

5. Steps to apply checking spelling and gramatical mistakes :-

i) Right - click on the misspelled word. A drop-down menu is displayed. It shows some substitues for the misspelled word.

ii) Click on the sutiable or correct spelling word from this menu. The selected word replace the misspelled word and to correct grammatical mistake, select the sentence instead of word in step 1 and apply the above steps.



**Answer Key**

Class - 4

# 3 FORMATTING A DOCUMENT IN WORD

Section - A :—

**(A) Tick the correct answer:**

1. (d) 2. (c) 3. (c) 4. (a) 5. (c) 6. (b)

**(B) Fill in the blanks:**

1. Formatting
2. Font
3. Paragraph
4. Line spacing
5. Right

**(C) State whether following statements are T or F:**

1. (F)
2. (T)
3. (F)
4. (F)
5. (T)
6. (T)

**(D) Match the following:**

1. (c)
2. (d)
3. (a)
4. (b)

**(E) Application based questions:**

1. He can apply center alignment from the paragraph tab.
2. Justify Alignment is used to make sure that each full line starts and ends from same left and same right margins.
3. Yes, by applying Drop Cap we can do it.

**(F) Answer the following questions:**

1. Formatting is a process of making certain text bold or under the or setting it's font size, color, line spacing to make document more attractive.
2. To change font type of a text perform the following steps.
  - i) Select the text whose font type is to be changed.
  - ii) Click on home tab. A list will appear.
  - iii) Click on the drop-down arrow in font box.
  - iv) Select the desired font type from the list.
3. Alignment means to specify the position of text on a line in the page column number.

\* Their are four types of alignment in word:

- i) Left alignment's-it is text alignment that make sure that each line starts from same specified column called left margin.
- ii) Right Alignment :- It is text alignment in word that make sure that each full line ends at the same specified column called right margin.
- iii) Center Alignment :- It is alignment that places the text at the center of line i,e from the same left and right margins.
- iv) Justify Alignment :- It is combination of left and right margin. It make sure that each full line starts and ends from some left and some right margens.

4. Bullets and Numbering are most useful in Creating ordered lists in your document. To increase readability various items in a list should be displayed with some number or graphic symbols (called bullets).
5. Steps to apply border and shading:
  - i) Click on Home tab.
  - ii) Click on arrow in border button in paragraph group. A drop down menu will display.
  - iii) Select Border and shading option form the menu.
  - iv) Click on Box option in setting section.
  - v) Select the line style using the scrollbar in style section.
  - vi) Select the desired color from color scheme.
  - vii) Select the width from width scheme.
  - viii) Click on arrow in apply to scheme select the paragraph option from the menu.
  - ix) Click on OK to finalize the selection made.



## Answer Key

Class - 4

# 4 POWER POINT 2021

Section - A :—

**(A) Tick the correct answer:**

1. (c) 2. (a) 3. (b) 4. (a) 5. (b) 6. (d)

**(B) Fill in the blanks:**

1. Presentation
2. Save
3. Current
4. Slide show
5. Pptx
6. Themes

**(C) State whether following statements are T or F:**

1. (T) 2. (T) 3. (F) 4. (T) 5. (F)

**(D) Application based questions:**

1. Varun should apply slide master view feature of power point which can help him to apply quick formatting to all slides.
2. She can use templates to create her presentation.

3. Using Note Pane feature of power point.

**(E) Match the following:**

1. (c)
2. (d)
3. (a)
4. (b)

**(F) Answer the following:**

1. To create a new presentation in power point.
  - i) Click on file tab. It displays a drop down menu.
  - ii) Click on new option in the menu. New window is displayed in right pane.
  - iii) Select Blank presentation thumbnail in new window.
  - iv) Click on create button.
2. Steps to insert a new slide in a presentation.
  - i) Click on arrowhead of new slide buttons in slide group in Home tab.
  - ii) Click on desired layout for the added slide.
3. Two ways by which we can run a slide show are :-
  - i) To run a presentation slide by slide press F5 key.
  - ii) Click the slide show tab on the ribbon. Select from beginning or from current slide.
4. PPTx is the default extension of a file in power point 2021.
5. Steps to apply Smart Art :-
  - i) Select the slide where Smart Art has to be inserted.
  - ii) Click on Insrt tab.
  - iii) Click on Smart Art button in illustration group.
  - iv) Choose a Smart Art graphic. A dialog box is displayed shows a list of Smart Arts.
  - v) Select desired Smart Art.
  - vi) Click on OK button to finalize the selection made.



**Answer Key**

Class - 4

# 5 MORE ABOUT POWER POINT 2021

Section - A :—

**(A) Tick the correct answer:**

1. (d)   2. (a)   3. (c)   4. (a)   5. (d)

**(B) Fill in the blanks:**

1. Slide Transition
2. Appearance
3. Sound
4. Audio
5. Pictures

**(C) State whether following statements are T or F:**

1. (T)
2. (F)
3. (F)
4. (T)
5. (T)

**(D) Application based questions:**

1. She should apply slide sorter view.
2. He should use slide transition.
3. She should use Inserting pictures or Clip Art option to insert pictures in her slide to make it more attractive.

**(E) Match the followings:**

1. (d)
2. (c)
3. (b)
4. (a)

**(F) Answer the following:**

1. Slide transition is a concept of applying special effect at the time of exit of current slide or entry of next slide during slide show. Effects may include, to make a slide fade out into new slide, or to dissolve from one slide to another.
2. Steps to insert pictures into slide.
  - i) Select pictures icon option under Insert tab.
  - ii) Select pictures option in the submenu.
  - iii) Enter keyword related to desired pictures, in search for box. List of pictures related to entered keyword is displayed.
  - iv) Select most suitable picture from the list and press Insert button.
3. Steps to Insert sound in slide:
  - i) Click on Insert tab. Various groups are displayed.
  - ii) Click on sound button in Media clip group.
  - iii) Select desired option (sound from file) Insert sound dialog box is displayed.
  - iv) Select the desired sound file. Click on OK button to finalize the selections. Sound will be inserted to slide.
4. Steps to animate text/ object:
  - i) select the/object, perform that you want to animate.
  - ii) Click on Animation tab. Various groups are displayed.

- (iii) Click on custom Add Animatio group. Custom Animation dialog box appears.
  - (iv) Click drop down button in Add Effect box. A list of various effects is displayed.
  - (v) Select the desired effect. selected effect will be applied.
5. Clip Art provide huge collection of pictures. It is a facility that provide built-in pictures of almost all categories and we can insert the selected picture in the slide.



# 6

## Answer Key

Class - 4

# LOGO

### Section - A :—

#### (A) Tick the correct answer:

1. (b) 2. (b) 3. (b) 4. (b) 5. (b) 6. (b)

#### (B) Fill in the blanks:

1. FD
2. HT
3. RT
4. Restores
5. Run

#### (C) State whether following statements are T or F:

1. (T) 2. (T) 3. (T) 4. (F) 5. (T) 6. T

#### (D) Application based questions:

1. PRINT FIRST is used to display first character of a text.
2. CLEAR (CL) is used to clear the entire drawing from screen keeping turtle at it's current position.
3. PRINT QUOTIENT Command is used to divide a number by another number.
4. PRINT DIFFERENCE (number 1, number 2) is used to find difference of two numbers and display result.

#### (E) Match the followings:

1. (d) 2. (a) 3. (b) 4. (c)

#### (F) Answer the following:

1. LOGO Stands for Logic and Graphic Oriented Language. It is an easy computer language and is used to draw pictures, perform calculation and type text. Logo also provides various commands also called primitives.
2. Main Screen is the main area where LOGO turtle move to draw figure Main Screen is also called as Drawing area.

3. Commander Window is the part used to give commands to turtle and display the result of our calculations. It has three sections Input Box, Recall list Box, Buttons.
4. PRINT SUM function is used to add two or more number and display results.
5. PRINT PRODUCT is used multiply two or more numbers and display results for example : PRINT PRODUCT (10, 30).
6. CLEAR SCREEN (CS) is used to clear the entire drawing form screen and move turtle to home position.



## Answer Key

Class - 4

# 7 MORE ABOUT LOGO

Section - A :—

**(A) Tick the correct answer:**

1. (d)
2. (a)
3. (c)
4. (b)

**(B) Fill in the blanks:**

1. REPEAT
2. REPEAT 5 [ FD 80 RT 72 ]
3. REPEAT 360 [ FD 1 RT 1]
4. REPEAT 4 [ FD 80 RT 90 ]
5. REPEAT 3 [ FD 30 RT 120 ]

**(C) State whether following statements are T or F:**

1. (F)
2. (T)
3. (F)
4. (T)
5. (T)
6. (F)

**(D) Application based questions:**

1. REPEAT 3 [ FD 30 RT 120 ] is command for triangle.
2. REPEAT 90 [ FD 1 RT 4 ]
3. Square.

**(E) Match the following:**

1. (c)
2. (d)
3. (a)
4. (b)

**(F) Answer the following:**

1. REPEAT command is used to repeat a set of LOGO commands for a specified number of times. The command to be repeated are enclosed in [ ] and REPEAT command along with the desired number of repetition is placed just before [ ].

For eg : REPEAT 6 [ FD 80 RT 60 ]

2. To draw a square with REPEAT command. As we know their are 4 sides in square and turtle movement required is 90 : REPEAT 4 [ FD 80 RT 90 ].

It is clear and easy then without REPEAT command.



**Answer Key**

**Class - 4**

## 8 SOCIAL NETWORKING SITES

**Section - A** :—

**(A) Tick the correct answer:**

1. (b) 2. (b) 3. (a) 4. (b)

**(B) Fill in the blanks:**

1. Facebook
2. Public
3. 140
4. LinkedIn
5. Two

**(C) State whether following statements are T or F:**

1. (F) 2. (T) 3. (F) 4. (F) 5. (T) 6. (F)

**(D) Application based questions:**

1. TWITTER is most suitable for him.
2. FACEBOOK is suitable for that.
3. LINKEDIN is suitable to be in touch with professional persons to create more business opportunities.

**(E) Answer the following:**

1. Social Networking Site is platform to build a social network or social relation among people from all our the world we can create our own profile and can choose list of users with whom we wont to share ideas, pictures and events. Some popular social networking sites are : Facebook, Twitter, LinkedIn.
2. Advantages of Social Networking Sites are:
  - i) Stay Informed : People on Social networking sites share common interest news on current events.
  - ii) Keep in touch with family : These sites allow users to share their day to day activity life through some messages, photos & vedio. To feel more intimacy.

- iii) Free Advertising : User can attract world attention about his product to million of users around the world at no cost.
  - iv) Professional Networking : Social networking Site Linkedin allow professionals to create networks of like minded people.
3. Disadvantages of Social Networking services.
- i) False Identify : Because no strong check, user may create a false identify.
  - ii) Time Waste : Due to interactive nature, these sites may consume your valuable time.
  - iii) Privacy : Social networking Sites allow the world to know our privacy.
  - iv) Risk of Fraud : The information you post on internet is available to almost anyone who is clever enough taces it, this increase the risk of fraud.
4. Facebook is a free social networking website. It allow us to create on online page to connect with friends, family or make new friends from all our the world. Allow us to share photos, personal information, messages, on our facebook page. It was co-founded by Mark E Zuckerberg.
- \* Features:
- i) It allow us to connect and learn from each other.
  - ii) Allow us to share Information, photos, vedio.
  - iii) It is good online platform to keep in touch with friends and also make friends.
5. Twitter is an online social networking site that allows us to share our opinions, thoughts, news and all sort of information with a limit of maximum 140 characters. Twitter is a highly public domain where everybody can see your post. DMs can be one-way only specially for some celebrities and their fans.
6. Linkedin is a professional social networking site that allows to create bussiness opportunities and get introduced to professionals. In Linkedin, your address book will never go out of date. It helps you to find experts and ideas.



## 9 ARTIFICIAL INTELLIGENCE

**Section - A** :—

**(A) Tick the correct answer:**

1. (b)   2. (d)   3. (c)   4. (a)   5. (d)

**(B) Fill in the blanks:**

1. Reasoning
2. Deep
3. Do it yourself
4. Deep learning
5. Multi-level

**(C) State whether following statements are T or F:**

1. (F)
2. (T)
3. (T)
4. (T)
5. (T)
6. (F)

**(D) Answer the following:**

1. (AI) Artificial Intelligence is a concept to make computer system intelligent. The intelligence may be in the form of visual perception, speech recognition, decision-making and translation between languages Two subsets of AI are Machine Learning and Deep Learning.
  2. Major discipline of AI are :
    - i) Mathematics
    - ii) Biology
    - iii) Computer science
    - iv) Sociology
    - v) Statistics
    - vi) Psychology
  3. Machine Learning can be sub-categorized into three subsets :
    - i) Supervised Machine Learning
    - ii) Unsupervised Machine Learning
    - iii) Reinforcement Learning
  4. Machine Learning is a branch of AI, in which a program of machine uses a set of algorithms to find patterns in the dataset (S). Machine Learning models capture more and more data, they become smarter and self-improving.
- \* Two applications of machine Learning are :
- i) Amazon recommendation System : It works on machine learning algorithms. To find patterns and similarities in our searches and recommend similar search results.
  - ii) Social media : Facebook uses machine learning algorithms to suggest friend to us with its people you may know feature.
5. Applications of Deep Learning are :

- i) Predicting Earthquakes : Deep Learning is playing an important role in prediction of earthquakes.
- ii) Recommendation System : Netflix provides recommendation system. It uses Deep Learning that records the history of watching, time of watching and our show preferences to recommend shows.

6. **Deep Learning**
- i) It provides a multi-level abstraction, which makes it easier to train models.
  - ii) Models take longer time than Machine learning ones as they have so many parameters to take into consideration.

- Machine Learning**
- It inherits symbolic approaches from AI and uses models, Statistics, to make data driven decisions.
- It takes much less time to train, ranging by on few hours to a day.

## Sample Paper - 1

(A) Choose the right answer:

1. (c) 2. (d) 3. (a) 4. (d)

(B) Fill in the blanks:

- 1. Digital Versatile Disk
- 2. Red
- 3. Align text
- 4. Smart Art

(C) State whether following statements are T or F:

1. (T) 2. (F) 3. (F) 4. (T)

(D) Answer the following:

1. **RAM**
- i) RAM Stands for Random Access Memory.
  - ii) It is a Volatile (temporary) memory.
  - iii) It is in direct contact with CPU.

- ROM**
- ROM Stands for Read only Memory.
- It is a non-volatile (permanent) memory.
- It is not in direct contact with CPU.

2. Hard Disk is a pack of circular disk. Each disk surface is divided into a number of circles called tracks. Each track is divided into small parts called sectors.

\* Features:

- i) It is not portable.
- ii) It is quite fast.
- iii) It is a non-volatile and reusable memory.

3. Redo

- i) It cancels the effect of second last UNDO command.
- ii) Redo command is used to reverse the undo action

Undo

- It cancels the effect of the latest applied command.
- Undo command is used to reverse the last action performed.

4. Thesaurus is a facility provided in word that provides a list of synonyms.

Thesaurus help us to place a suitable synonyms for the selected word.

5. Bullets and numbers are used when creating a lists of items or sequences of steps. It also helping organizing and presenting information in a clear and concise manner.

\* Steps to apply numbering styles to various items in list :

- i) Select the items to which numbering styles are to be applied.
- ii) Click on Home tab.
- iii) Click on Number button in the paragraph group A drop down menu showing various number styles is displayed.
- iv) Click on desired number style from the menu selected items.

6. Yes, it is possible to change the line spacing between line. Steps are :

- i) Select the paragraph whose line spacing is to be changed.
- ii) Click on Home tab.
- iii) Click on line spacing button in paragraph group.
- iv) Click on the desired option from the menu. Selected line spacing is applied to selected text.

7. Power Point is an application Software used for presentation in certain text, pictures, sound, animations, charts and audio/video slide.

\* Features of Power Point :

- i) Power Point provide tools for easy and quick making of presentations.
- ii) It provides different types of slide transitions to manipulate the entry and exist style of slide.

iii) It provides set of built in sample slides & templates for quick development of presentation.

iv) It provides predefined formats that can be applied on all selected slides in the presentation.

8. Themes are set of predesigned formating patterns. Power Point provides built-in themes.

\* Steps to apply themes are :

i) Click on design tab. Number of themes are displayed in themes group.

ii) Select desired theme from available themes.

iii) To see more themes click on drop down arrow in more box. A drop down menu is displayed.

iv) It displays options like Browse for themes and save current themes. Click on the desired theme type.

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## Sample Paper - 2

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(A) Choose the right answer:

1. (b) 2. (d) 3. (d)

(B) Fill in the blanks:

1. Normal View

2. CLEAR

3. REPEAT 5 [ FD 80 RT 72 ]

4. TWITTER

(C) State whether following statements are T or F:

1. (T) 2. (F) 3. (F) 4. (F)

(D) Answer the following:

1. Slide Sorter

View

i) It gives on overview of the entire presentation.

ii) It displays the miniature formall slides in the presentation.

Notes Page

View

It helps to display some additional information for speaker not for audience.

It help to display notes page to presenter.

2. Steps to insert sound in slide are :

i) Click on Insert tab. Various groups are displayed.

ii) Click on sound button in Media Clips group.

- iii) Select desired option (sound from file) insert sound dialox box is displayed.
  - iv) Select the desired sound file. Click on OK button to finalize the selections.
3. a) Commander window : This part is used to give commands to turtle and displays the results of calculation.
- b) CLEAR SCREEN (CS) : Purpose is to clear the entire drawing from screen and move turtle to Home position i.e.CS.

4. Printing a Text

Printing first character or word.

To display first character or word.

For eg :- PRINT FIRST (COMPUTER BOOKS)

i) To display some text, it put in quotation marks.

ii) For eg :- PRINT "COMPUTER"

5. REPEAT Command is used to repeat a set of LOGO commands for a specified number of times. The commands to be repeated are enclosed in [ ] and REPEAT command along with desired number of repetition is placed just before [ ].

6. a) REPEAT 3 [ FD 50 RT 120 ]

b) REPEAT 180 [ FD 2 RT 2 ]

7. Social Networkin Sites

Regular Websites

i) It is two-directional i,e built and directed by users themselves.

In regular website, flow of in formation is one directional i,e from web master or writer to users.

ii) Social networking sites are more interactive.

Regular websites are not that attractive as social networking sites.

iii) Social networking sites provide emotional security.

Regular websites are focused on providing information to a visitor.

8. Advantages of social Networking Sites :-

i) Stay Informed : People on social networking sites common interest news on current events.

ii) Free Advertising : User can attract world attaction about his product, to millions of users round the world at no cost.

iii) Keep in touch with family : These sites allow users to share their day to day activity life through some messages, photos and videos to feel more intimacy.

- iv) Professional, Networking : Social Networking site LinkedIn allow professionals to create networks of like-minded people.
- v) Guaranteed Meeting Places : These sites allow to meet online at a common time even present at different locations.
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## NATIONAL CYBER OLYMPIAD

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- |         |         |
|---------|---------|
| 1. (b)  | 13. (c) |
| 2. (c)  | 14. (b) |
| 3. (b)  | 15. (d) |
| 4. (d)  | 16. (c) |
| 5. (b)  | 17. (d) |
| 6. (a)  | 18. (a) |
| 7. (d)  | 19. (c) |
| 8. (b)  | 20. (b) |
| 9. (c)  | 21. (a) |
| 10. (b) | 22. (d) |
| 11. (c) | 23. (c) |
| 12. (a) | 24. (b) |