# 1. KNOWING THE COMPUTER

WORKSHEET_1.1

Name: _____   Date: _____

A. Multiple Choice Questions

1. Which of the following is largest in size?

   (a) Desktop computer   (b) Laptop computer

   (c) Tablet   (d) Smartphone

2. Which of the following easily fits inside a pocket?

   (a) Desktop computer   (b) Laptop computer

   (c) Tablet   (d) Smartphone

3. Which of the following is also often used for making phone calls?

   (a) Desktop computer   (b) Laptop computer

   (c) Tablet   (d) Smartphone
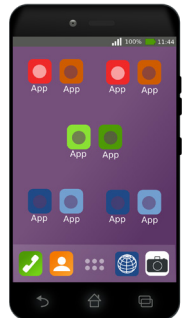
B. Fill in the blanks.

battery   desktop   laptop

1. There are many wires connected to _____ computer.

2. A _____ computer can be carried on lap.

3. A laptop computer takes power from a _____ .

C. Write T for True and F for False.

1. A smartphone is very slow.

2. A desktop computer is very fast.

3. A tablet easily gets tired.

D. Answer these questions.

1. Which type of computer is also called a personal computer?

2. Which type of computer can do all the tasks which are possible by desktop computer?

3. Which type of computer is larger than a smartphone but smaller than a laptop?
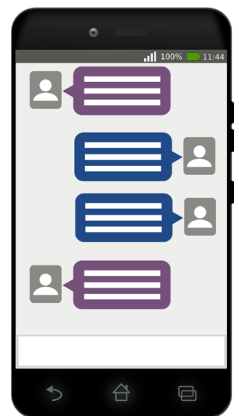
Grade: _____

Teacher's signature: _____

1. KNOWING THE COMPUTER

Answer Keys

Worksheet 1.1

A. (1) Desktop computer   (2) smartphone   (3) smartphone

B. (1) desktop   (2) laptop   (3) battery

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

D. (1) Desktop computer

    (2) Laptop computer

    (3) Tablet

1. KNOWING THE COMPUTER

WORKSHEET_1.2

Name: _____   Date: _____

A. Multiple Choice Questions

1. A mouse is mostly used with which of the following?

   (a) Desktop computer   (b) Laptop computer

   (c) Television   (d) Smartphone

2. Which of the following are also known as tabs.

   (a) Desktop computer   (b) Laptop

   (c) Tablets   (d) Smartphone

3. Which of the following does not use a battery to run?

   (a) Desktop computer   (b) Laptop

   (c) Smartphone   (d) Tablets

B. Fill in the blanks.

Smartphone	computer	think

1. A tablet is an example of a _____ .

2. A _____ is a combination of a phone and a computer.

3. A computer can not _____ like human beings.

C. Write T for True and F for False.

1. You cannot use a mouse with laptop computer.

2. You cannot use a mouse with smartphone.

3. A computer can remember many things at a time.

D. Answer these questions.

1. Write any one use of internet.

2. How computers are different from human being? Give two reasons.

3. What is the name of computer in which monitor and CPU are combined in one unit?

Grade: _____

Teacher's signature: _____

1. KNOWING THE COMPUTER

Answer Keys

Worksheet 1.2

A. (1) desktop computer   (2) Tablets   (3) Desktop computer

B. (1) computer   (2) smartphone   (3) think

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

D. (1) sending e-mail

(2) (i) **Computers do not get tired:** Humans can feel tired after working for a long time, but computers can work nonstop without getting tired.

(ii) **Computers do not think on their own:** Humans can think and make decisions, but computers only do what we tell them to do.

(3) All-in-One

2. OPERATING A COMPUTER

WORKSHEET 2.1

Name: _____   Date: _____

A. Multiple Choice Questions

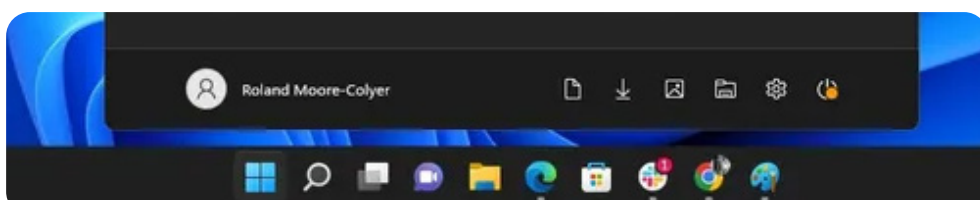1. For starting a computer, you will first switch on which of the following?

   (a) Power   (b) UPS

   (c) CPU   (d) Monitor

2. Start button is at which location of Windows?

   (a) Top left   (b) Bottom left

   (c) Top right   (d) Bottom right

3. Which term is used for starting the computer?

   (a) Starting   (b) Shooting

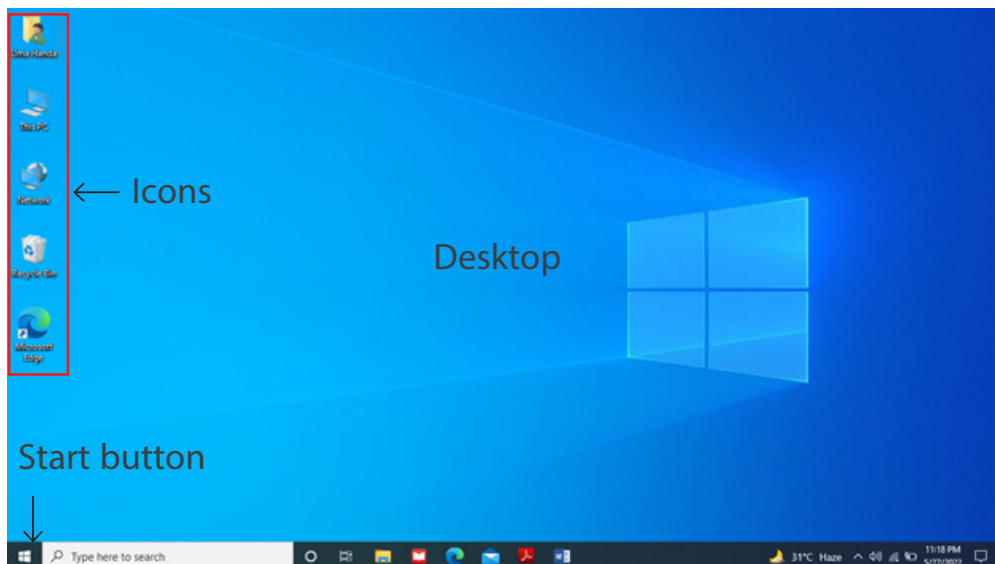   (c) Booting   (d) Opening

B. Fill in the blanks.

pictures   UPS   desktop

1. _____ is the first screen seen after the computer starts.

2. Small _____ with names on desktop are called icons.

3. CPU gets power from _____ .

C. Answer these questions.

1. What is booting?

2. What is desktop?

3. What are icons on desktop?

← Icons

Desktop

Start button

↓

2. OPERATING A COMPUTER

Answer Keys

Worksheet 2.1

A. (1) Power   (2) bottom left   (3) booting

B. (1) Desktop   (2) pictures   (3) UPS

C. 1. The process of switching on the computer is called booting.

     2. The first screen that appears once computer starts is called desktop.

     3. Small pictures with names on desktop are called icons.
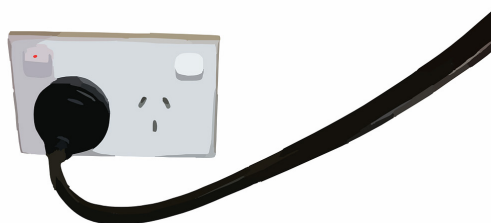
2. OPERATING A COMPUTER

WORKSHEET 2.2

Name: _____   Date: _____

A. Multiple Choice Questions

1. UPS gets power from which source?

    (a) CPU   (b) Monitor

    (c) Power supply   (d) Windows

2. Start button located at which location of the desktop.

    (a) Top   (b) Bottom

    (c) Middle   (d) Center

3. Before switching off the main power button, we should switch off which source.

    (a) CPU   (b) Monitor

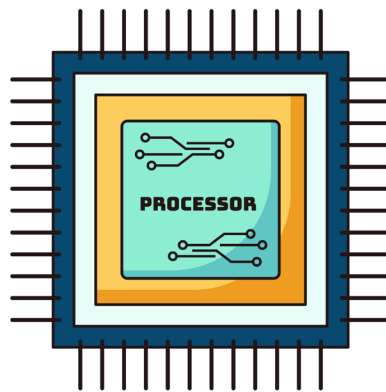   (c) Power supply   (d) UPS

B. Fill in the blanks.

booting   seconds   shut down

1. Computer takes a few _____ for booting.

2. The process of switching on a computer is called _____ .

3. After completing all the work, we must _____ the computer.

C. Answer these questions.

1. What is the full form of UPS?

2. What is the full form of CPU?

3. Write steps to start computer.

PROCESSOR

2. OPERATING A COMPUTER

Answer Keys

Worksheet 2.2

A. (1) power supply   (2) Bottom   (3) UPS

B. (1) seconds   (2) booting   (3) shut down

C. 1. Uninterrupted Power Supply

    2. Central Processing Unit
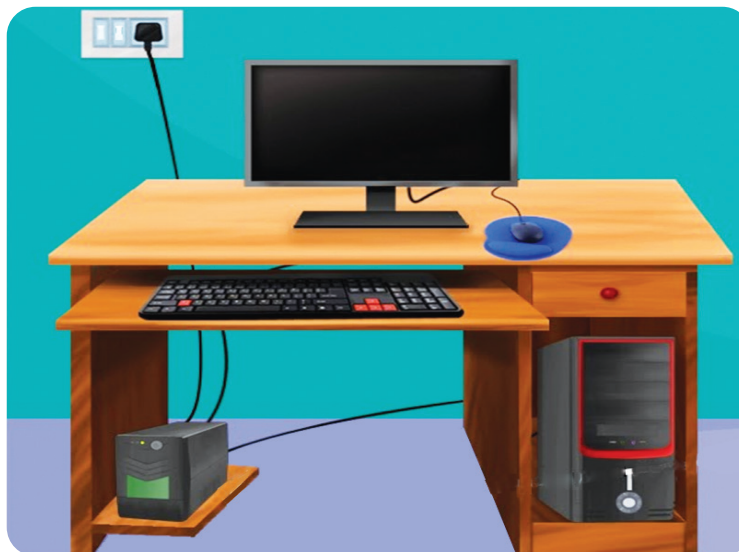
    3. Steps to Start a Computer
       Step 1: Switch on the power button on the main power supply.
       Step 2: Press the power button on the CPU (computer box).
       Step 3: Wait for the computer to start and show the desktop screen.
       Now your computer is ready to use!

3. VARIOUS USES OF COMPUTER

WORKSHEET 3.1

Name: _____   Date: _____

A. Multiple Choice Questions

1. A school can use computer for which of the following tasks?

    (a) Gardening   (b) Making time table

    (c) Taking students for a trip   (d) Playing cricket

2. A computer has no use for which of these tasks in a hospital?

    (a) Surgery

    (b) Diagnosing a disease

    (c) Asking patient to take medicine

    (d) Keeping patient's record

3. A bank can use computer for which of the following tasks?

    (a) Online banking

    (b) Maintaining account details

    (c) Maintaining customers' details

    (d) All of the above

B. Fill in the blanks.

space   book   money

1. You can _____ or cancel train tickets by using a computer.

2. You can withdraw _____ from an ATM.

3. A satellite orbits in _____ .

C. Write T for True an F for False.

1. A teacher can use a computer to make questions for test.

2. A doctor cannot use computer to diagnose a disease.

3. Banks don't need computers to maintain loan account.

D. Answer these questions.

1. Write any three uses of computer in a school.

2. Write any three uses of computer in a hospital.

3. What are some uses of computer in a bank?

3. VARIOUS USES OF COMPUTER

Answer Keys

Worksheet 3.1

A.   (1) making time table   (2) asking patient to take medicine   (3) all of the above

B.   (1) book   (2) money   (3) space

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

D.   1. Following are some uses of computer in a school:
- Making time table
- Making test paper
- Keeping students' records

      2. Following are some uses of computer in a hospital:
- Maintaining patient's record
- Diagnosing a disease
- Assisting a doctor in surgery

      3. Following are some uses of computer in a bank:
- Maintaining customers' data
- Online banking
- Providing ATM facilities

3. VARIOUS USES OF COMPUTER

WORKSHEET 3.2

Name: _____ Date: _____

A. Multiple Choice Questions

1. A computer has no use for which of these tasks in a shop?

    (a) Making bills   (b) Packing goods

    (c) Maintaining stock   (d) Ordering for fresh stock

2. Where are computers used to withdraw money from ATMs?

    (a) Shop   (b) Bank

    (c) Research center   (d) Park

3. Who use a computer to prepare timetable and question papers?

    (a) Doctors   (b) Teachers

    (c) Police   (d) Players

B. Fill in the blanks.

| Architect | weapon | Booking tickets |

1. A missile is a powerful _____ .

2. _____ makes design of buildings and offices.

3. At railway stations, computer is used for _____ .

C. Write T for True an F for False.

1. Books are designed using a computer.　　　　　　　◯

2. Cartoonists don't use computer for making cartoons.　◯

3. We can not create bills on computer.　　　　　　　◯

D. Answer these questions.

1. What are some uses of computer by the Indian Railways?

2. What are some uses of computer in a supermarket?

3. Why are computers used in Hospitals?

Grade: _____

Teacher's signature: _____

3. VARIOUS USES OF COMPUTER

Answer Keys

Worksheet 3.2

A. (1) packing goods   (2) Bank   (3) Teachers

B. (1) weapon   (2) architect   (3) Booking tickets

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

D. 1. Following are some uses of computer by the Indian Railways:
   - Booking and cancelling tickets
   - Maintaining time table of trains
   - Finding exact location of a train

2. Following are some uses of computer in a supermarket:
   - Maintaining stocks
   - Processing orders
   - Making bills

3. Following are some uses of computer in a hospitals:
   - To keep patient records safely.
   - To help doctors check reports and diagnose illnesses.
   - To operate machines used in treatments.

4. WORKING OF A COMPUTER

WORKSHEET 4.1

Name: _____ Date: _____

A. Multiple Choice Questions

1. Which of the following is an input device?

   (a) Monitor   (b) Keyboard

   (c) Speaker   (d) Printer

2. Which of the following is an output device?

   (a) Mouse   (b) Keyboard

   (c) Scanner   (d) Printer

3. Which input device take photo of a document?

   (a) Scanner   (b) Mouse

   (c) Microphone   (d) Keyboard

B. Fill in the blanks.

IPO	input	processing

1. A computer works according to _____ cycle.

2. _____ device gives instructions to computer.

3. _____ device processes inputs and data.

C. Write T for True and F for False.

1. A keyboard is an input device.

2. Monitor is an input device.

3. CPU is an output device.

D. Match the Columns.

Column A

(1) Microphone

(2) Scanner

(3) Speaker

Column B

(a) Takes input as image

(b) Takes sound as input

(c) Gives sound as output

E. Answer these questions.

1. What do you understand by IPO cycle?

2. What is the difference between input and output?

3. What do you understand by processing?

4. Give any three examples of input devices.

Grade: _____   Teacher's signature: _____

4. WORKING OF A COMPUTER

Answer Keys

Worksheet 4.1

A. (1) (b) Keyboard   (2) (d) Printer   (3) (a) Scanner

B. (1) IPO   (2) input   (3) processing

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

D. (1) b   (2) a   (3) c

E. 1. A computer works in IPO cycle; where I stands for input, P stands for processing and O stands for output.

2. A set of instructions or data fed to the computer is called input. The result produced by a computer is called output. Output can be in the form of display on screen, printed document or sound.

3. A computer processes instructions and data which are fed to it. Processing involves changing instructions and data into meaningful information.

4. Keyboard, microphone and scanner

4. WORKING OF A COMPUTER

WORKSHEET 4.2

Name: _____   Date: _____

A. Multiple Choice Questions

1. Which output device gives output in the form of images or texts on screen?

    (a) Scanner   (b) Monitor

    (c) CD   (d) DVD

2. Which of the following is a storage device?

    (a) Scanner   (b) Printer

    (c) CPU   (d) DVD

3. What are data and instructions given to a computer known as?

    (a) Process   (b) Output

    (c) Input   (d) Monitor

B. Fill in the blanks.

output   printer   Head phones

1. _____ device gives output.

2. A _____ is an output device that gives output in the form of printed paper.

3. _____ is used to listen to the music without disturbing others.

C. Write T for True and F for False.

1. Hard Disk is a storage device.

2. A pen drive can store more data than Hard Disk.

3. Processing means working on data according to instructions.

D. Match the Columns.

Column A	Column B
(1) Speaker	(a) Processing device
(2) Printer	(b) Gives sound as output
(3) CPU	(c) Gives printed paper as output

E. Answer these questions.

1. Give any three examples of output devices.

2. What is a hard disk?

3. How can you say that a microphone is an input device?

Grade: _____   Teacher's signature: _____

4. WORKING OF A COMPUTER

Answer Keys

Worksheet 4.2

A. (1) (b) Monitor   (2) (d) DVD   (3) (a) Process

B. (1) output   (2) printer   (3) Head phones

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

D. (1) b   (2) c   (3) a

E.
1. Monitor, printer and speakers
2. A hard disk is a storage device. It remains inside the CPU. Any work you do on a computer is stored in hard disk.
3. A microphone takes input in the form of sound. The computer processes this input to record or reproduce.

Grade: _____   Teacher's signature: _____

5. KNOW MORE ABOUT KEYBOARD

WORKSHEET 5.1

Name: _____   Date: _____

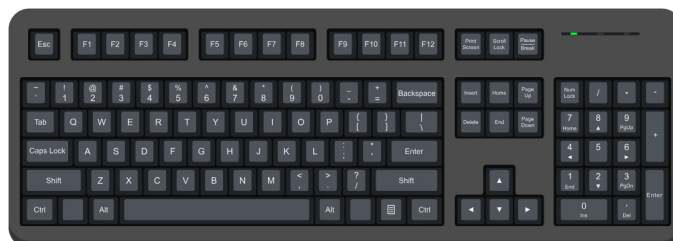## A. Multiple Choice Questions

1. A keyboard usually has how many keys?

   (a) 104   (b) 114

   (c) 124   (d) 134

2. How many number keys are there on the keyboard?

   (a) 9   (b) 10

   (c) 20   (d) 30

3. How many alphabet keys are there on the keyboard?

   (a) 26   (b) 39

   (c) 52   (d) 65

B. Fill in the blanks.

Special   Backspace   Two

1. There are _____ sets of numeric key.

2. Function keys are used for _____ functions.

3. Pressing _____ key deletes letters to left.

C. Write T for True and F for False.

1. Pressing Home key opens a new file.

2. Pressing End key closes a file.

3. Backspace key is used for deleting a letter or number.

D. Match the Columns.

Column A	Column B
(1) Enter	(a) Moves cursor at the start of a line
(2) Home	(b) Moves cursor at the end of a line
(3) End	(c) Deletes letters to left
(4) Backspace	(d) Moves cursor to next line

Home

End

E. Answer these questions.

1. Make a list of three types of keys on a keyboard.

2. Which is the longest key on keyboard? What is the function of this key?

3. How will you move the cursor to the next line?

Grade: _____   Teacher's signature: _____

5. KNOW MORE ABOUT KEYBOARD

Answer Keys

Worksheet 5.1

A. (1) 104 (2) 20 (3) 26

B. (1) two (2) special (3) Backspace

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

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

E. 1. A keyboard has three types of keys which are as follows:
   - Alphabet keys
   - Numeric keys
   - Special keys

   2. Spacebar is the longest key on keyboard. Pressing spacebar creates space between two letters.

   3. While typing, the cursor automatically moves to next line once it reaches the end of an existing line. You can also move the cursor to next line by pressing Enter key.

5. KNOW MORE ABOUT KEYBOARD

WORKSHEET 5.2

Name: _____   Date: _____

A. Multiple Choice Questions

1. How many function keys are there on the keyboard?

   (a) 5   (b) 10

   (c) 12   (d) 15

2. Pressing which key helps you in typing Capital Letters?

   (a) Alt   (b) Ctrl

   (c) Spacebar   (d) Caps Lock

3. Which is the longest key on a keyboard?

   (a) Backspace   (b) Spacebar

   (c) Shift   (d) Alt

B. Fill in the blanks.

End	Delete	Home

1. Pressing _____ key deletes letters to right.

2. Pressing _____ key moves the cursor at the beginning of a line.

3. Pressing _____ key moves the cursor at the end of a line.

C. Write T for True and F for False.

1. Delete key is used for removing a letter or number. ◯

2. Shit key is an example of function key. ◯

3. There are two Shift keys on the keyboard. ◯

D. Match the Columns.

Column A	Column B
(1) Delete	(a) Creates space between two letters
(2) Spacebar	(b) Special function
(3) F12	(c) Deletes letters to right

E. Answer these questions.

1. The cursor is somewhere in the middle of a line. Which key will you press for moving the cursor to the start of this line?

2. You want to type a word with all letters in capital. How will you do this?

3. Write a short note on Function keys?

Grade: _____   Teacher's signature: _____

5. KNOW MORE ABOUT KEYBOARD

Answer Keys

Worksheet 5.2

A.   (1) 12   (2) Caps lock   (3) Spacebar

B.   (1) Delete   (2) Home   (3) End

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

D.   (1) c   (2) a   (3) b

E.   1. Home key

    2. There are two ways of typing all capital letters in a word.
- Keep the Shift key pressed and type a word.
- Press Caps Lock key; followed by typing a word.

    3. Functions keys are in the top row on a keyboard. There are 12 function keys; F1 to F12. These keys are used for special functions.

6. KNOW MORE ABOUT MOUSE

WORKSHEET 6.1

Name: _____   Date: _____

A. Multiple Choice Questions

1. A mouse has how many buttons?

    (a) One   (b) Two

    (c) Three   (d) Four

2. How many wires are there in a wired mouse?

    (a) One   (b) Two

    (c) Three   (d) Four

3. How many wires are there in a cordless mouse?

    (a) Zero   (b) Only one

    (c) Only two   (d) Between zero to 2

B. Fill in the blanks.

right	pointer	left

1. A mouse is a _____ device.

2. Single click on _____ button selects a file.

3. Single click on _____ button opens a dropdown list.

C. Write T for True and F for False.

1. A cordless mouse works on signals. ◯

2. Mouse pointe looks like a star. ◯

3. Hitting the mouse pad with mouse closes a file. ◯

D. Answer these questions.

1. Briefly explain the structure of a mouse.

2. How will you select a file using a mouse?

3. How will you open a file using a mouse?
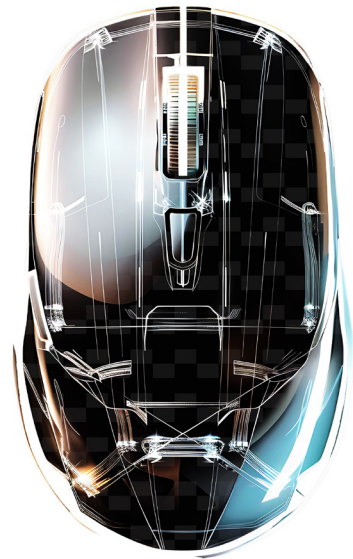
Grade: _____   Teacher's signature: _____

6. KNOW MORE ABOUT MOUSE

Answer Keys

Worksheet 6.1

A.   (1) Two   (2) one   (3) zero

B.   (1) pointer   (2) left   (3) right

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

D.   1.   A mouse looks like a real mouse without legs. There are two buttons and a scroll wheel in a mouse.

    2.   For selecting a file:
- Move the pointer over the icon of a file.
- Click left button only once.

    3.   There are two methods of opening a file:

    Method 1:
- Select a file by Left Click
- Right click to open a dropdown menu
- Left click on Open

    Method 2:
- Move the pointer over icon of a file.
- Double click to open the file.
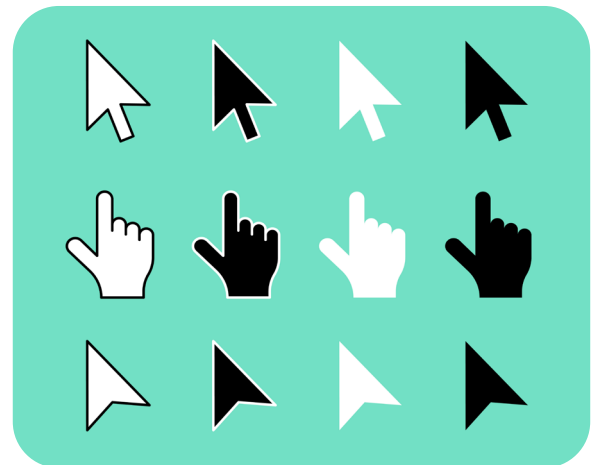
6. KNOW MORE ABOUT MOUSE

WORKSHEET 6.2

Name: _____   Date: _____

A. Multiple Choice Questions

1. What is the shape of mouse pointer?

    (a) Circle   (b) Square

    (c) Triangle   (d) Arrow

2. Which button on the mouse is clicked for selecting an icon?

    (a) Right   (b) Left
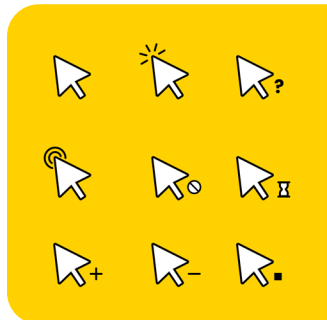
    (c) Either right or left   (d) Both right and left

3. To open a document or program, you should use

    (a) single-click   (b) double-click

    (c) triple-click   (d) None of these

B. Fill in the blanks.

> right-click   Mouse pointer   scroll wheel

1. Moving the _____ of mouse, moves the page up and down a window.

2. _____ moves along with movement of mouse.

3. The _____ action displays a shortcut menu for the selected item.

C. Write T for True and F for False.

1. A wired mouse is attached to CPU. ⬭

2. Double click selects and opens a file. ⬭

3. When we double click on an icon, it gets open. ⬭

D. Answer these questions.

1. How will you move an icon on the desktop?

2. Write the name of the various actions that can be performed using a mouse.

3. What is the use of the Right mouse button?

Grade: _____   Teacher's signature: _____

6. KNOW MORE ABOUT MOUSE

Answer Keys

Worksheet 6.2

A. (1) arrow   (2) left   (3) double-click

B. (1) scroll wheel   (2) mouse pointer   (3) right-click

C. (1) T   (2) T   (3) T

D. 1. For moving an icon on desktop:
   - Move the pointer over an icon.
   - Press left button and hold
   - While holding the left button, move the pointer to change the location of file.
   - Once the file moves to the desired location, release left button.

   2. The various actions that can be performed using a mouse are:
      - **Clicking** – Pressing the mouse button once.
      - **Double-clicking** – Pressing the mouse button twice quickly.
      - **Right-clicking** – Pressing the right mouse button to open a menu.
      - **Dragging** – Holding and moving the mouse to move things on the screen.
      - **Scrolling** – Moving the scroll wheel to go up and down a page.

   3. The use of the Right mouse button is:

      The **Right mouse button** is used to open a **menu** that gives different options, like **copy**, **paste**, **rename**, and **delete**.

7. FUN WITH TUX PAINT

WORKSHEET 7.1

Name: _____   Date: _____

A. Multiple Choice Questions

1. Which tool is used for inserting a word in Tux paint?
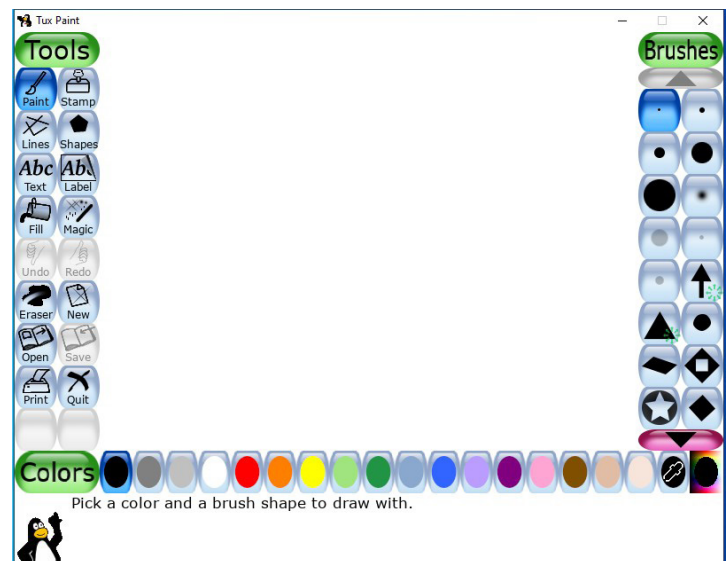
   (a) Insert tool

   (b) Text tool

   (c) Word tool

   (d) Stamp tool

2. Which tool is used for opening a saved image from computer in Tux Paint?

   (a) Image tool

   (b) File tool

   (c) Open tool

   (d) Stamp tool

3. Which tool is used for applying a texture in a picture?

   (a) Magic tool   (b) Stamp tool

   (c) Texture tool   (d) Text tool

B. Fill in the blanks.

magic	shape	text

1. _____ tool is used for drawing rectangle and circle.

2. _____ tool is used for adding text in a drawing.

3. _____ tool is used for adding special effects in drawing.

C. Write T for True and F for False.

1. You cannot make a new drawing in Tux paint.

2. You can edit a picture in Tux paint.

3. Color tool is at the bottom of Tux paint window.

D. Match the Columns.

Column A   Column B

1.   (a) Save tool

2.   (b) Open tool

3. Abc   (c) Magic tool

4.   (d) Line tool

5.   (e) Shape tool

6.   (f) Text tool

Grade: _____   Teacher's signature: _____

7. FUN WITH TUX PAINT

Answer Keys

Worksheet 7.1

A.   (1) Text tool   (2) Open tool   (3) Magic tool

B.   (1) Shape   (2) Text   (3) Magic

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

D.   (1) d   (2) e   (3) f

     (4) c   (5) b   (6) a
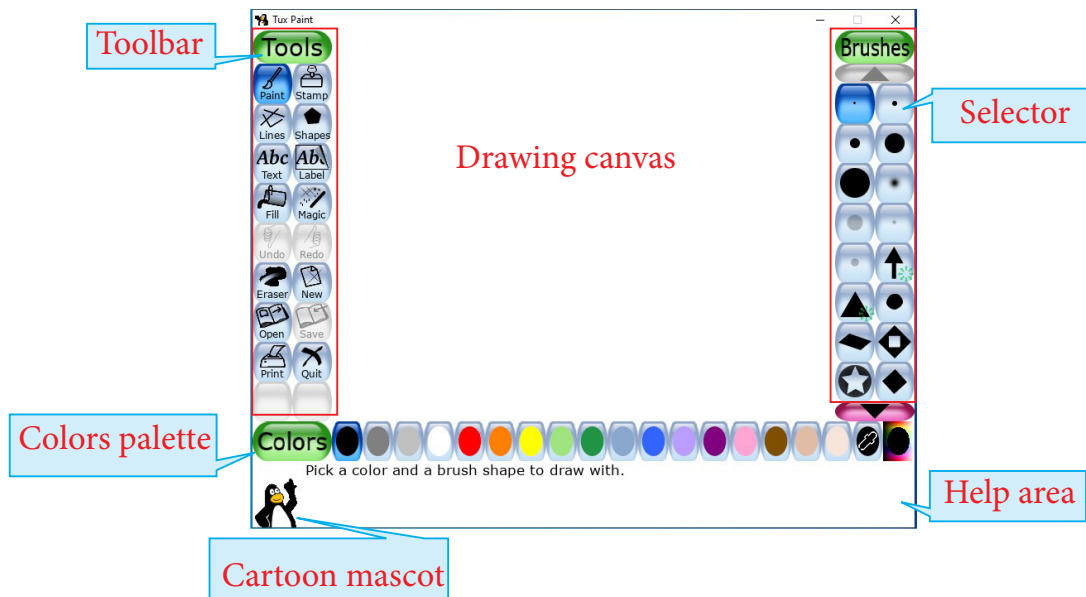
7. FUN WITH TUX PAINT

WORKSHEET 7.2

Name: _____   Date: _____

A. Multiple Choice Questions

1. Tux Paint window has how many parts?

   (a) Two   b) Three

   (c) Four   d) Five

2. Which tool will you use to give special effects to your pictures?

   (a) stamp   b) text

   (c) Magic   d) label

3. Which of the following is the collection small pictures and stickers?

   (a) Stamp   (b) Text

   (c) Label   (d) Magic
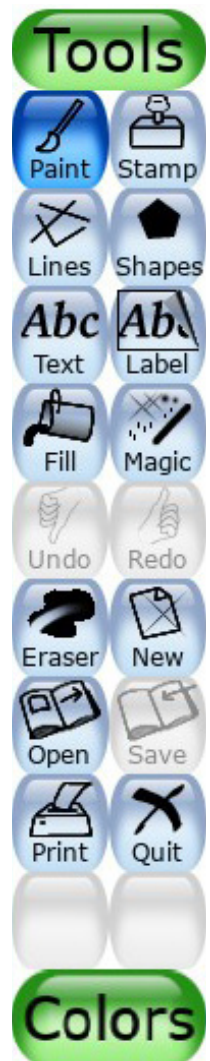
B. Fill in the blanks.

> sliding scale   Print   stickers

1. Stamp tool shows a collection of _____ .

2. _____ tool is used for getting printout of a picture.

3. You can adjust the size of the stamp using the _____ .
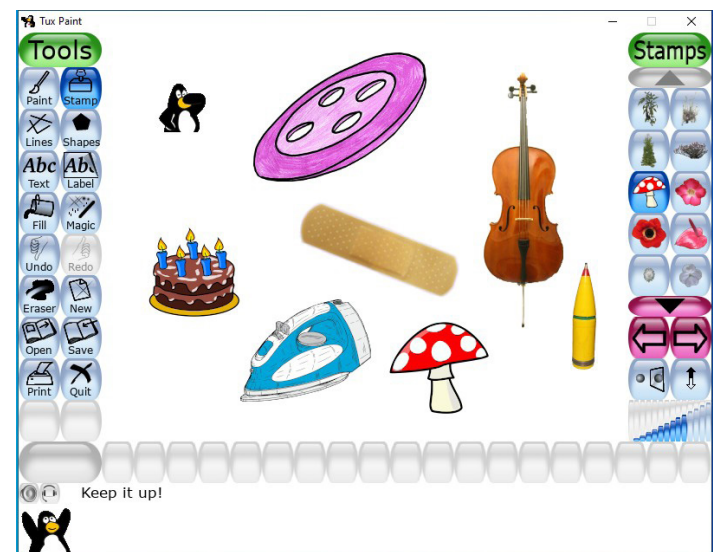
C. Write T for True and F for False.

1. Toolbar is at the top of Tux paint window. ◯

2. Selector bar is on right of Tux paint window. ◯

3. The Magic tool is used to add special effects in a drawing. ◯

D. Answer these questions.

1. Write the steps of inserting your name in a drawing in Tux paint.

2. Write the steps for creating the effect of waves in a drawing.

3. Write the steps for inserting a sticker of mushroom in a drawing?

4. How will you print a drawing from Tux paint?

Grade: _____   Teacher's signature: _____

7. FUN WITH TUX PAINT

Answer Keys

Worksheet 7.2

A. (1) Four   (2) Magic   (3) Stamp

B. (1) stickers   (2) Print   (3) sliding scale

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

D. 1. Follow these steps to insert your name in a drawing:
- Select Text tool from toolbar.
- Select a text style from Selector.
- Select a text color from color bar.
- Bring the mouse pointer on canvas and click. A blinking cursor appears on canvas.
- Type your name.
- Click on the desired location on Canvas to move text.

2. Follow these steps for creating the effect of waves in a drawing:
- Select Magic tool from toolbar.
- Select Wave effect from selector.
- If painting button is highlighted, just click and drag around the drawing to apply this effect.
- If entire picture button is highlighted, just click once on the canvas to apply this effect to the whole drawing.

3. Follow these steps for inserting a sticker of mushroom in a drawing:
- Select Stamp tool from toolbar.
- Select sticker of mushroom from Selector.
- Place the pointer on canvas and click where you want to put the sticker.

4. Follow these steps to print a drawing from Tux paint:
- Select Print tool from toolbar.
- A dialogue box opens.
- Slick on Yes, Print it.

8. INTRODUCTION WITH MS PAINT

WORKSHEET 8.1

Name: _____   Date: _____

A. Multiple Choice Questions
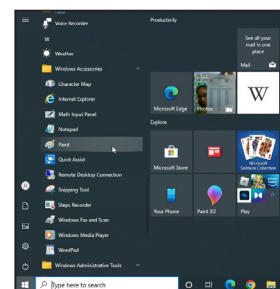
1. MS Paint is made by which company?

   (a) Mozilla   (b) Microsoft

   (c) Google   (d) Apple

2. How many tabs are there in the Ribbon at top of MS Paint window?
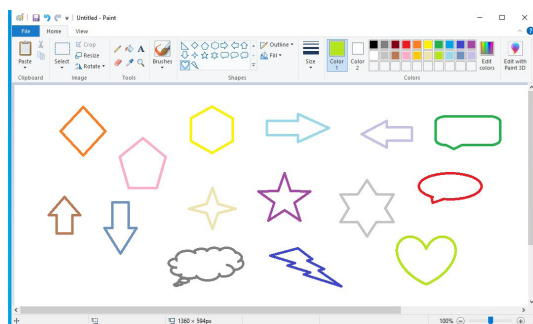
   (a) One   (b) Two

   (c) Three   (d) Four

3. Shapes tool is in which tab of Ribbon?

   (a) File   (b) Home

   (c) View   (d) Tool

B. Fill in the blanks.

> curve   pencil   line

1. _____ tool and brush tool are used for making freehand drawing.

2. _____ tool is used for drawing a vertical line.

3. _____ tool is used for making a curved line.
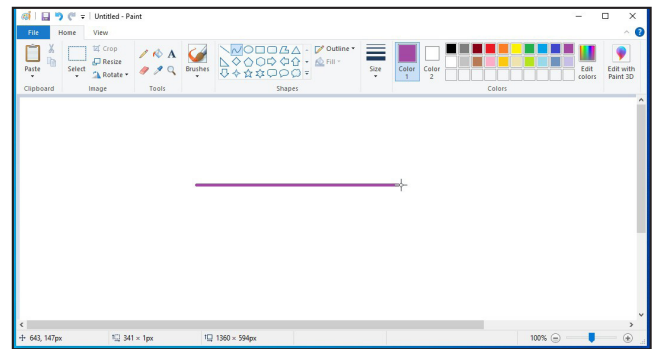
C. Write T for True and F for False.

1. Color tool is a bottom of MS Paint window. ⬭

2. Shapes tool is present in the home tab of Ribbon. ⬭

3. Text tool is present in the file tab of Ribbon. ⬭

D. This picture shows some tools from MS Paint. Write correct name of each tool as shown by A, B, C ………F in label.
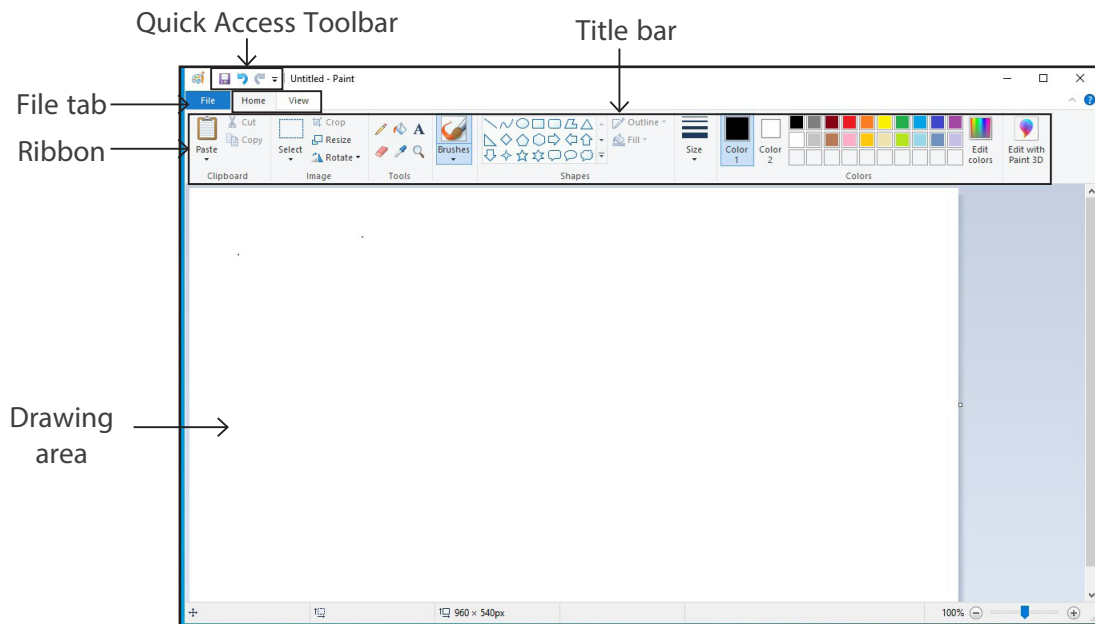
8. INTRODUCTION WITH MS PAINT

Answer Keys

Worksheet 8.1

A. (1) Microsoft   (2) three   (3) home

B. (1) pencil   (2) line   (3) curve

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

D. (A) Pencil   (B) Fill   (C) Text

    (D) Paintbrush   (E) Magnifier   (F) Eye dropper

Components of MS Paint Window
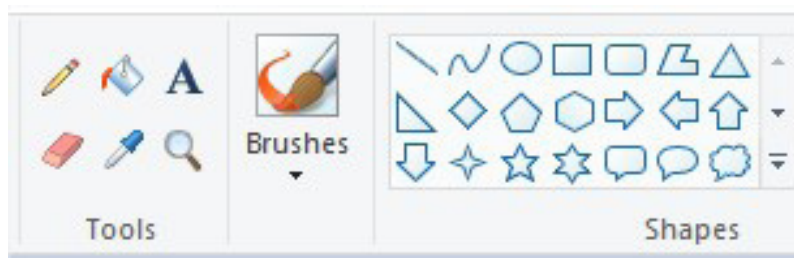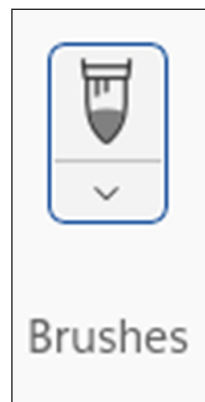
8. INTRODUCTION WITH MS PAINT

WORKSHEET 8.2

Name: _____   Date: _____

A. Multiple Choice Questions

1. Which of the following can be used for making a pentagon in MS Paint?

    (a) Rectangle tool   (b) Rounded rectangle tool

    (c) Polygon tool   (d) Pentagon tool

2. Which of the following is used for copying a color from an image?

    (a) Color swatch   (b) Paint bucket

    (c) Brush   (d) Color picker

3. What does the Ribbon in paint Colouring?

    (a) Groups   (b) Tabs

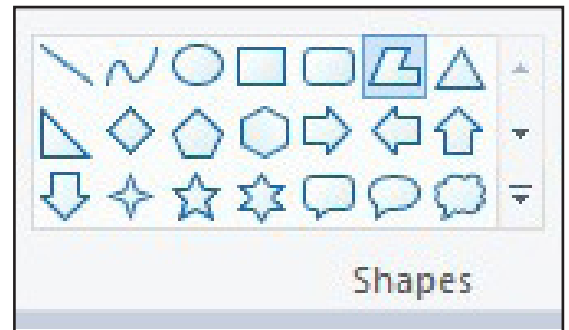   (c) Commands   (d) Drawing

B. Fill in the blanks.

| Shapes | Magnifier | fill |

1. _____ tool is used for filling color inside a circle.

2. _____ tool is used for viewing an enlarged picture.

3. The Polygon tool is present in the _____ group on the Home tab.

Shapes

C. Write T for True and F for False.

1. Brushes are available in many styles.

2. Pencils are available in many styles.

3. Curve tool is used to draw straight lines.

D. Answer these questions.

1. What is MS Paint?

2. Write steps for making a rounded rectangle in MS paint.

3. How will you make an irregular polygon in MS Paint?

4. What is the use of magnifier tool?

5. How will you write your name in MS Paint?
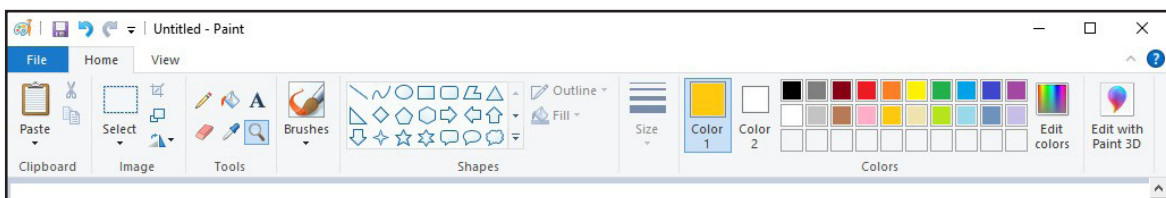
Grade: _____   Teacher's signature: _____

8. INTRODUCTION WITH MS PAINT

Answer Keys

Worksheet 8.2

A. (1) pentagon tool (2) color picker (3) Tabs

B. (1) fill (2) magnifier (3) Shapes

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

D. 1. MS Paint is a program for making drawings. It is made by Microsoft and comes with Windows package.

2. Follow these steps to make rounded rectangle:
   - Select rounded rectangle tool from the shapes group.
   - Click and drag on Drawing area to make rounded rectangle.
   - Release left button once you have made the rectangle of desired size.

3. Following these steps to make irregular polyon.
   - Select polygon tool from Shapes group.
   - Click pointer on Drawing area and drag and click to complete a line.
   - Repeat about step to make as many lines in polygon as you wish.
   - Once you make a closed loop, Paint will automatically create polygon.

4. Magnifier tool is used for seeing enlarged image of a selected area in MS paint.

5. Follow these steps to write your name in MS Paint:
   - Select Text Tool from the Tools group.
   - Move the pointer to Drawing canvas and click.
   - A rectangular box appears.
   - You can select color, type and style of font from menu.
   - Type your name; followed by clicking anywhere outside the text box.