



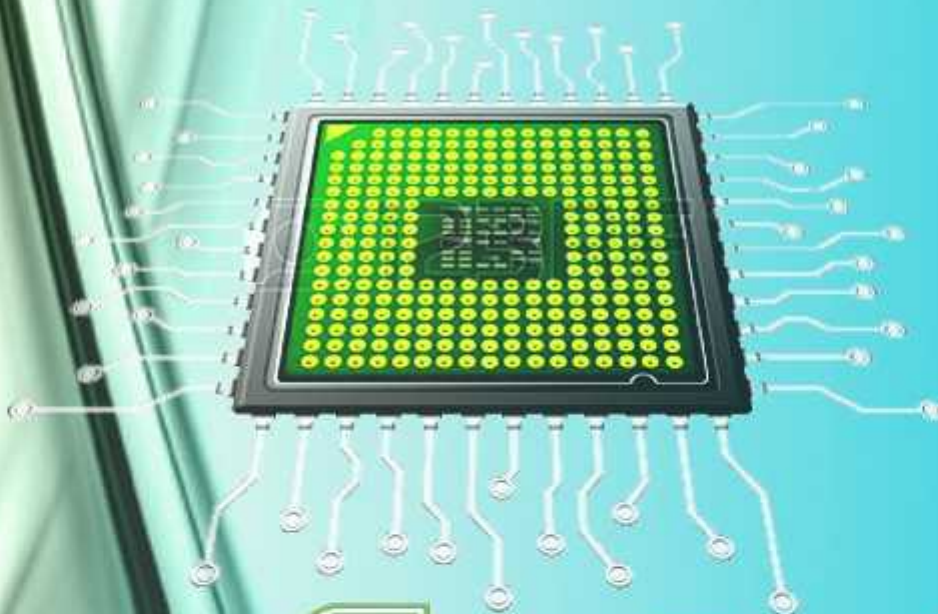
Government of Karnataka

Information and Communication Technology (ICT) Workbook

8th

Standard

Level-III



FREE SUPPLY



Karnataka Residential Educational Institutions Society
No-8, M.S.B-1, 6th and 7th Floor, Cunningham Road,
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ರಾಷ್ಟ್ರಗೀತೆ

ಜನಗಣ ಮನ ಅಧಿನಾಯಕ ಜಯ ಹೇ |
ಭಾರತ ಭಾಗ್ಯ ವಿಧಾತಾ ||
ಪಂಜಾಬ ಸಿಂಧು ಗುಜರಾತ ಮರಾಠಾ |
ದ್ರಾವಿಡ ಉತ್ಕಲ ವಂಗಾ ||
ವಿಂಧ್ಯ ಹಿಮಾಚಲ ಯಮುನಾ ಗಂಗಾ |
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ಜನಗಣ ಮಂಗಳದಾಯಕ ಜಯ ಹೇ ||
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GOVERNMENT OF KARNATAKA



INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Workbook

8

EIGHTH STANDARD

LEVEL III

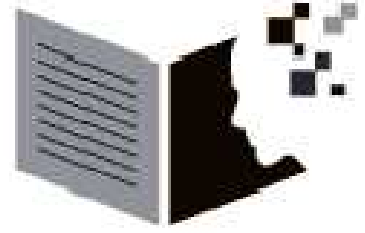
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Overview of Level II

Worksheets



I. Classify the following as Hardware and Software:

Speaker Tux Paint Windows CD Mouse
Linux Baraha RAM Biometric Android

Hardware	Software

II. Match the Following:

Sl No	Generation	Used Component	
1.	First	Transistor	
2.	Second	Microprocessor	
3.	Third	Vacuum Tubes	
4.	Fourth	VLSI	
5.	Fifth	Integrated Circuit	

III. Complete the crossword puzzle:

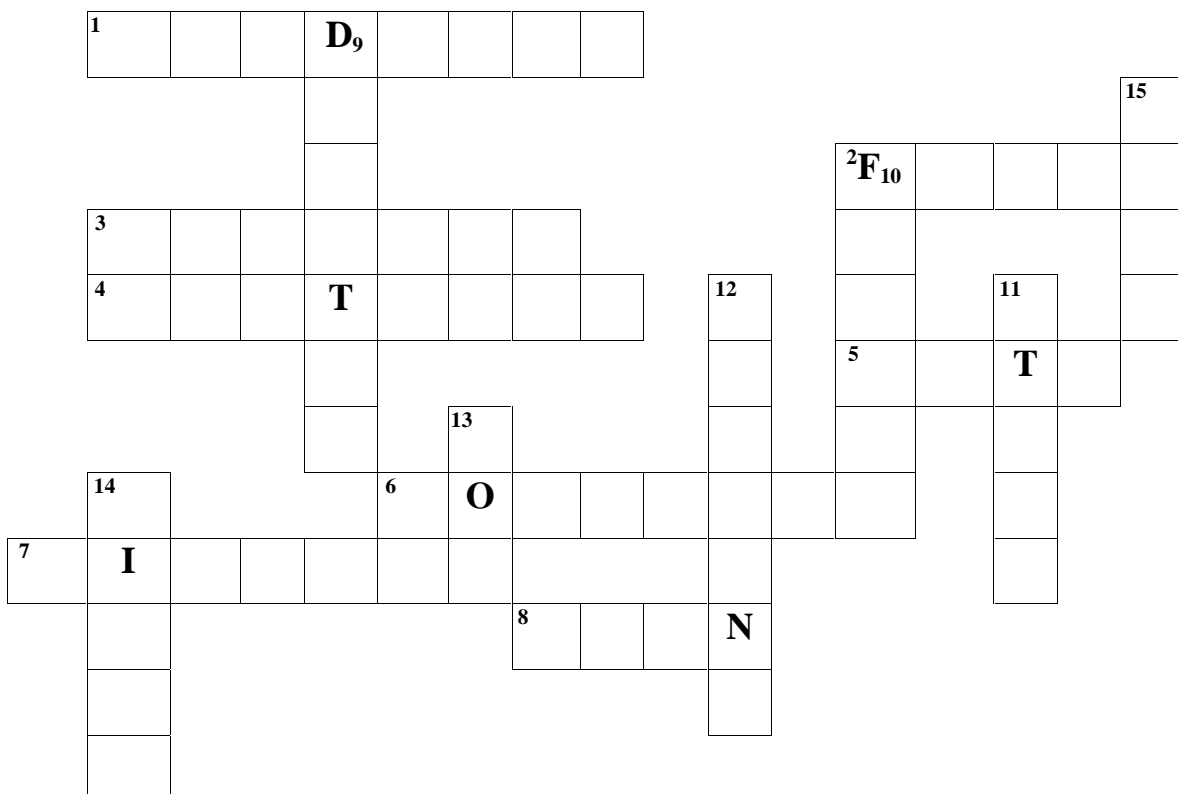
DOWN:

- The physical parts of a computer system called as _____.
- _____ are used to store data and information, songs, pictures etc.

3. _____ is a horizontal bar located at the bottom of the screen.
4. A Set or collection of programs is known as software.
5. _____ is the raw information or basic facts that computer can process.
6. The main file management tool on Windows is _____.
7. _____ is a GUI based operating system.
8. _____ are the small pictures that represent a file, folder, or application.

ACROSS:

9. _____ is the workspace that appears when the operating system is booted.
10. _____ helps you to organize files on a computer.
11. The button with the Windows logo on the left corner of the taskbar is called _____.
12. _____ is a process of loading the operating system to the system’s main memory.
13. _____ is a command - line based operating system.
14. _____ is UNIX based operating System.
15. People who use the computer are called _____.



(SOFTWARE, FOLDER, DOS, DATA, TASKBAR, START, ICON, WINDOWS, BOOTING, LINUX, COMPUTER, HARDWARE, FILES, DESKTOP, USER)



Classification of Computer

Worksheets



I. Fill in the blanks with suitable words:

1. According to Purpose computers are classified into _____ and _____.
2. Analog computer operates by _____ rather than counting.
3. Digital computer converts the data into binary digits _____ and _____.
4. _____ was India's first Supercomputer.
5. The first PC was developed by _____

II. Beside each of the following, write the data that is being measured or counted. State whether the device is analog or digital. The first one already done for you.

Device	Data	Analog/Digital
Weather Vane	Wind Direction	Analog
Note Counting Machine		
Mercury Thermometer		
Calculator		

III. Match the following:

- | | | |
|------------------|----------------|-------|
| 1. Digital Alpha | Super Computer | _____ |
| 2. CDC 6600 | Micro Computer | _____ |
| 3. PARAM | Mini Computer | _____ |
| 4. Laptop | Main Frame | _____ |



IV. Answer the following questions in one or two sentences each:

1. List the types of Digital Computers.

2. Write any two features of Mini Computers.

3. Where the Hybrid Computers are used?

V. Answer the following questions in three or four sentences each:

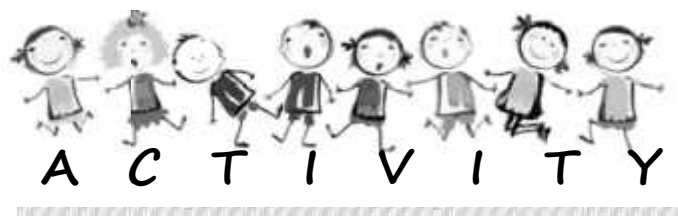
1. Write a note on Analog Computer.

2. List any four features of Micro Computer.

3. Why Super Computers are used in research filed?

4. List the difference between Analog and Digital Computers

Analog Computer	Digital Computer



1. Collect the pictures of Microcomputers.
2. Gather the information about Indian supercomputers.
3. **Group Activity:** Make a list of everyday objects and classify them based on a criterion.



Computer Organization

Worksheets



I. Fill in the blanks with suitable words:

- _____ and _____ are commonly used input devices.
- ALU performs _____ and _____ operations.
- Storage capacity of computer is measured in _____.
- _____ Memory is placed between CPU and main memory.
- _____ is an example for Volatile Memory.

II. Match the following:

- | | | | |
|-----------|---|---------|-------|
| 1. 1 Byte | - | 1024 MB | _____ |
| 2. 1 KB | - | 1024 B | _____ |
| 3. 1 MB | - | 1024 GB | _____ |
| 4. 1 GB | - | 1024 KB | _____ |
| 5. 1 TB | - | 8 Bits | _____ |

III. Expand the following:

- C.P.U - _____
- A.L.U - _____
- R.A.M - _____

- 4. R.O.M - _____
- 5. H.D.D - _____
- 6. C.D - _____
- 7. D.V.D - _____

IV. Answer the following questions in one or two sentences each:

1. List the basic units of Computer.

2. What are the functions of Control Unit?

3. What is Peripheral Device?

4. List the two types of Computer Memory.

5. Give examples for Secondary Memory.



V. Answer the following questions in three or four sentences each:

1. List the functions of Input unit?

2. Draw a Block diagram of Computer and label it parts.

3. Write a note on RAM.

4. Compare Primary Memory and Secondary Memory.

Primary Memory	Secondary Memory





1. Make a chart of the block diagram of a computer and display it in the computer lab.
2. Make a poster of secondary memory storage devices. List out the tips for Care and handling of removable media.
3. Learn how to use the removable storage devices.
4. Gather picture and information about the storage capacity of the secondary storage devices.



Introduction to Word Processor

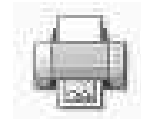
Worksheets



I. Fill in the blanks with suitable words:

1. _____ program allows you to create letters and reports.
2. _____ button is located on upper-left corner of the window.
3. The _____ bar displays the name of the currently active document.
4. _____ and _____ are the two scroll bars present in the word window.
5. The _____ is the area in the document window where we type the text.
6. In word _____ option is used to preview the document.

II. Identify following icons:



1. _____

2. _____

3. _____

4. _____

5. _____

III. Match the following:

- | | | |
|-------------|-------|-------|
| 1. Ctrl + N | Print | _____ |
| 2. Ctrl + S | Close | _____ |
| 3. Ctrl + P | Save | _____ |
| 4. Ctrl + O | New | _____ |
| 5. Ctrl + W | Open | _____ |

IV. Answer the following questions in one or two sentences each:

1. What is Word processing?

2. List any two features of Word Processor.

3. Write the steps to create a new Word document?

4. What is print preview?



1. Write an essay on Environmental pollution with a minimum of 100 words and save with an appropriate name.
2. Write the passage about a famous personality in India, save it in a specific location and print the same.



Formatting in Word Processor

Worksheets



I. Fill in the blanks with suitable words:

1. The _____ is a temporary holding area of information.
2. A _____ is the text that is added to the top margin of every page.
3. To find a particular word or piece of text, you can use the _____ command.
4. Proper arrangement of text and objects are called _____
5. Default font face in Microsoft word 2007 is _____.

II. Match the following:

- | | | |
|-------------|-----------|-------|
| 1. Ctrl + X | Paste | _____ |
| 2. Ctrl + B | Copy | _____ |
| 3. Ctrl + V | Bold | _____ |
| 4. Ctrl + I | Underline | _____ |
| 5. Ctrl + C | Italic | _____ |
| 6. Ctrl + U | Cut | _____ |

III. Circle the correct options:

1. The words which are in “Italic”.

New *Open* Save *Print*

2. The words which are in “Bold”.

Cut **Copy** **Paste** Undo

3. The words which are same in same “Font type and Font Size”.

Keyboard Mouse Scanner *Web camera*

Monitor Printer Speaker Plotter

IV. Answer the following questions in one or two sentences each:

1. What is Clipboard?

2. Briefly explain font face and font size.

3. How you make text bold and italic?

4. What are headers and footers? How do you insert it?

5. Explain about line spacing.



6. How you write CO₂ in Word Processor?



1. Write a paragraph about human heart and perform the following operations:
 - a. Change the font face to Verdana and font size to 12
 - b. Find the word 'blood' using *find* option and change its color to red.
 - c. Save the document as 'Heart'.
 - d. Make use of Bold, Italic and Underline features in the text to highlight the important words.
2. Observe the fonts in newspapers, magazines, story books and everything that you read. Collect the articles with fonts you like most.
3. Prepare a poster showing your house name, leaders, students and their classes. Print and display it on your dormitory door.
4. **Group Activity:** Make a group of five students. Collect mathematical formulas and chemical equations and prepare a list.
5. **Group Activity:** Make a group of five students prepares charts about cleanliness, quotes, safety precautions, etc., display them in your classroom.



Introduction to Spreadsheet

Worksheets



I. Fill in the blanks with suitable words:

1. A spreadsheet is a grid of _____ and _____
2. In a new worksheet the address of the Active Cell is _____
3. By default, the workbook contains _____ sheets
4. Non-adjacent cells can be selected by holding _____ key and clicking.
5. Single clicking the column label will select _____

II. Study the following Spreadsheet and answer the following:

	A	B	C	D	E	F	G	H	I	J	K
1	Marks Register										
2	Student Name	Kannada	English	Hindi	Maths	Science	Social	P.E	Computer	Music	Total
3	Anil	90	84	80	95	85	75	90	92	95	789
4	Bhavana	94	90	85	95	85	82	80	94	96	802
5	Chand	85	82	85	92	78	80	84	81	83	754
6	David	91	95	85	88	84	90	92	95	82	803
7											

1. The data in Active Cell is _____
2. The value in cell K6 is _____
3. Total marks scored by Anil is in cell _____
4. _____ scored highest marks in Kannada.
5. Cell E5 shows the marks scored by _____ in _____ subject.



III. Answer the following questions in one or two sentences each:

1. Define cell.

2. What is active cell?

3. What is the function of formula bar?

4. Write the steps to create a new workbook.

5. What is cell merging?

IV. Answer the following questions in three or four sentences each:

1. List any four features of Spreadsheet



2. Write a short note on Auto Fill.

3. Write the steps to rename a worksheet.

4. Write the steps to wrap text in a cell.



1. Create a spreadsheet for attendance register of your class.
2. Create a spreadsheet with the details of the students in your class. (Use Roll No. Name, Date of Birth, Address, and Contact No. columns)
3. Create a spreadsheet for your class timetable.

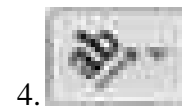
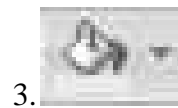
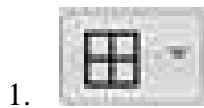


Formatting to Spreadsheet

Worksheets



I. Identify the following Icons:



II. Match the following:

- | | |
|--------------|---|
| 1. COUNT() | Unknown formula |
| 2. SUM() | Finds the least number in the range |
| 3. AVERAGE() | Counts the number of selected cells with data |
| 4. MAXIMUM() | Finds the sum of numbers |
| 5. MIN() | Finds the average of numbers. |

III. Study the following spreadsheet and predict the result of the functions:

	A	B	C	D
1	Shopping List			
2	Item	Price/Unit	Quantity	Amount
3	Notebook	20	10	200
4	Pen	10	2	20
5	Pencil	5	1	5
6	Drawing Sheet	5	5	25
7	Geometry Box	50	1	50
8	Total			

- 1. =D3 _____
- 2. =COUNT(A3:A7) _____
- 3. =COUNT(C3:C7) _____
- 4. =MIN(B3:B7) _____
- 5. =SUM(D3:D7) _____



IV. Answer the following questions in one or two sentences each:

- 1. Name the two types of alignment.

- 2. Define function.

- 3. Write a general form of average function.

- 4. What is the use of count function?

- 5. Explain the AutoSum feature of Excel.

6. Name the basic functions of Excel.



1. Cost price and selling price of some fruits are given below:

Fruit	Cost Price (Per KG)	Selling Price (Per KG)	Profit	Percentage Profit
Apple	80	90		
Banana	25	45		
Mango	20	25		
Orange	25	30		

Design a spreadsheet to calculate profit and percentage of profit for each fruit.

(Hint: **Profit**=Selling price-Cost price, **Percentage Profit**=(Profit/Cost Price)*100)

- Design a spreadsheet to calculate total and average marks scored in an exam of each student in your class.
- Use the same spreadsheet you have designed in the activity 2 and Find out the top scorer in individual subjects and the whole class.
(Hint: Use MAX() function)
- Design a spreadsheet for multiplication table using auto fill.





1. Design a model of Block diagram of a computer.
2. Collect the information and picture about Blu-ray Disc.
3. Determine and prepare a report about the configuration of a computer in your lab.
4. Prepare your “Bio-Data” using the word processor.
5. You have to make an announcement for a picnic and put it up on the school notice board. Use the different formatting options and prepare the text.
6. Prepare a Salary Bill using a spreadsheet for below-mentioned data.

Sl No	Designation	Basic	HRA	DA	MA	Gross	PT	LIC	Total Ded	Net Pay
01	Principal	22800.00	10%	32%	-		200.00	1611.00		
02	Asst Teacher	17650.00	10%	32%	100.00		200.00	617.00		
03	Warden	14550.00	10%	32%	100.00		200.00	500.00		
04	Staff Nurse	16000.00	10%	32%	100.00		200.00	1200.00		
05	Cook	8000.00	-	-	-		-	-	-	
Grand Total										

Note: HRA= Basic * 10%

DA= Basic * 32%

Gross = Basic + HRA+DA+MA

Total Deduction = PT+LIC

Net Pay= Gross – Total Deduction



Chapter IV

DIRECTIVE PRINCIPLES OF STATE POLICY

Article 36-51

- *To secure the right of all men and women to an adequate means of livelihood;*
- *To ensure equal pay for equal work;*
- *To make effective provision for securing the right to work, education and to public assistance in the event of unemployment old age, sickness and disablement;*
- *To secure to workers a living wage, humane conditions of work, a decent standard of life, etc;*
- *To ensure that the operation of the economic system does not result in the concentration of wealth;*
- *To provide opportunities and facilities for children to develop in a healthy manner;*
- *To provide free and compulsory education for all children up to 14 years of age;*
- *To promote educational and economic interest of scheduled castes, scheduled tribes and other weaker sections;*
- *To organize village panchayats;*
- *To separate judiciary from the executive;*
- *To promulgate a uniform civil code for the whole country;*
- *To protect national monuments;*
- *To promote justice on a basis of equal opportunity;*
- *To provide free legal aid;*
- *To protect and improve environment and forests and wildlife;*
- *To promote international peace and security;*
- *To promulgate a uniform civil code for the whole country;*
- *To settle international disputes by arbitration.*



ಶ್ರೀ ಸಿದ್ದರಾಮಯ್ಯ
ಸರ್ಕಾರದ ಮುಖ್ಯಮಂತ್ರಿಗಳು

ಕರ್ನಾಟಕ ಸರ್ಕಾರ



ಸಮಾಜ ಕಲ್ಯಾಣ ಇಲಾಖೆ



ಶ್ರೀ ಹೆಚ್. ಅಂಜನೇಯ

ಮಾನ್ಯ ಸಮಾಜ ಕಲ್ಯಾಣ ಮತ್ತು ಹಿಂದುಳಿದ ವರ್ಗಗಳ ಕಲ್ಯಾಣ ಸಚಿವರು ಹಾಗೂ ಅಧ್ಯಕ್ಷರು, ಕ.ವ.ಶಿ.ಸಂ.ಸಂಘ

ಪ್ರತಿಭೆಗೆ ಪುರಸ್ಕಾರ

ಸಾಮಾಜಿಕವಾಗಿ, ಶೈಕ್ಷಣಿಕವಾಗಿ, ಆರ್ಥಿಕವಾಗಿ ಹಿಂದುಳಿದ ಗ್ರಾಮೀಣ ಪ್ರದೇಶದ ಪರಿಶಿಷ್ಟ ಜಾತಿ, ಪರಿಶಿಷ್ಟ ವರ್ಗ ಮತ್ತು ಹಿಂದುಳಿದ ವರ್ಗಗಳ ಪ್ರತಿಭಾವಂತ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಉತ್ತಮ ಗುಣಮಟ್ಟದ ಶಿಕ್ಷಣ ನೀಡುವ ಉದ್ದೇಶದಿಂದ ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸರ್ಕಾರದ ವತಿಯಿಂದ 359 ಮೊರಾರ್ಜಿ ದೇಸಾಯಿ, 115 ಕಿತ್ತೂರು ರಾಣಿ ಚೆನ್ನಮ್ಮ ಮತ್ತು 05 ಅಟಲ್ ಬಿಹಾರಿ ವಾಜಪೇಯಿ ವಸತಿ ಶಾಲೆಗಳು ಸೇರಿದಂತೆ ಒಟ್ಟು 479 ವಸತಿ ಶಾಲೆಗಳನ್ನು ಸ್ಥಾಪಿಸಲಾಗಿದೆ. ಈ ವಸತಿ ಶಾಲೆಗಳಲ್ಲಿ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಉಚಿತವಾಗಿ ಊಟ, ವಸತಿ ಹಾಗೂ ಗುಣ ಮಟ್ಟದ ಶಿಕ್ಷಣವನ್ನು ನೀಡುವ ಕಾರ್ಯಚಟುವಟಿಕೆಗಳನ್ನು ನಿರ್ವಹಿಸಲಾಗುವುದು.



ವಸತಿ ಶಾಲೆಗಳನ್ನು ಕೇಂದ್ರ ಸರ್ಕಾರದ ಜವಾಹರ್ ನವೋದಯ ಕೇಂದ್ರೀಯ ವಸತಿ ಶಾಲೆಗಳ ಮಾದರಿಯಲ್ಲಿ ಸ್ಥಾಪಿಸಲಾಗಿದೆ, ಹಾಗೂ ಈ ವಸತಿ ಶಾಲೆಗಳು ಸಾಮಾಜಿಕ ಮತ್ತು ಶೈಕ್ಷಣಿಕ ಶೋಷಣೆಗೆ ಒಳಪಟ್ಟ ಜನಾಂಗದವರಿಗೆ ಗುಣಮಟ್ಟದ ಶಿಕ್ಷಣ ನೀಡಿ ಉನ್ನತ ವ್ಯಾಸಂಗಕ್ಕೆ ಅನುಕೂಲ ಮಾಡಿಕೊಟ್ಟು ಸಾಮಾಜಿಕ ಸಮಾನತೆ ಸಾಧಿಸುವ ಉದ್ದೇಶದಿಂದ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿರುವುದು ಪರಿಷ್ಕರಣೆಯಾಗಿದೆ.

ಶ್ರೀ ಗಂಗಾಲಾಮ್ ಬಜೇರಿಯಾ, ಛಾಟನಿ,

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ಶ್ರೀ ನಿರಂಜನ್, ಹಿರೇಮಠ್, ಕಿಟನಿ,

ಕಾರ್ಯನಿರ್ವಾಹಕ ನಿರ್ದೇಶಕರು
ಕ.ವ.ಶಿ.ಸಂ.ಸಂಘ