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WORKSHEET

1

KNOW YOUR COMPUTER

Chapter-1

A. Tick (✓) the correct option.

1. Which is not a feature of the computer?
 - a. Storage
 - b. Feelings
 - c. Speed
2. Which is type of computer model of notebook?
 - a. Smartphone
 - b. Laptop
 - c. Pages
3. Which of these is bigger than Smartphone?
 - a. Laptop
 - b. Tablet
 - c. Desktop Computer
4. Which of these is smaller than a tablet?
 - a. Smartphone
 - b. Desktop
 - c. Laptop

B. Fill in the blanks using the words given below.

Hints: laptop, touch, better, electronic

1. A tablet has a screen.
2. Computer is an machine.
3. works with the help of battery.
4. A computer can do manner than a man.

C. Write 'T' for True and 'F' for False.

1. Tablet is called notebook.
2. Smartphone which provides computer facilities.
3. Computer can do work high speed and accuracy.
4. Computer cannot react quickly.
5. Desktop computer can be keep on a desk or a table.
6. Laptop cannot be carried easily and can be placed.
7. Computer can work for short hours.
8. Computer can contain large amount of storage capability.

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2

KNOW YOUR COMPUTER

Chapter-1

A. Tick (✓) the correct option.

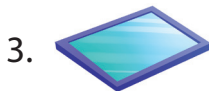
1. Computer cannot take own
a. decisions b. accuracy c. speed
2. Which is a feature of computer?
a. Makes mistake b. Never tired c. Both

B. Write 'T' for True and 'F' for false.

1. Computer helps us to solve many problems. _____
2. Desktop computer cannot keep on a desk or table. _____
3. Computer can work for short time. _____
4. Computer has features that make it different from a man. _____

C. Match the objects shown in Column A and Column B

Column A



Column B

a. Desktop computer

b. Tablet

c. Laptop

d. Smart Phone

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WORKSHEET**1****APPLICATIONS OF A COMPUTER****Chapter-2****A. Tick (✓) the correct option.**

1. Where is a computer used to maintain records of patient's?
a. Hospitals b. Schools c. Banks
2. ATM stands for
a. Automatic Time machine b. Automated Teller machine
c. Auto Teller Machine
3. Messages sent through computers are called
a. g-mails b. e-mails c. yahoo mails
4. Where is computer used for reservation and cancellation tickets?
a. Hospitals b. Shops c. Railway station

B. Fill in the blanks using the words given below:**Hints:** weather, computer, schools, banks

1. Computer are used in for withdrawing money using ATM.
2. Computer are used for forecasting
3. are used at many places to make work easier and faster.
4. In computers are used to make time tables and fee cards records.

C. Write 'T' for true and 'F' for false.

1. In banks, computers are used maintain the customer details.
2. Computers are used for designing clothes, buildings and cars.
3. Machines cannot work smartly.
4. Computers are used at home for playing games.
5. Computer cannot make work easier and faster.

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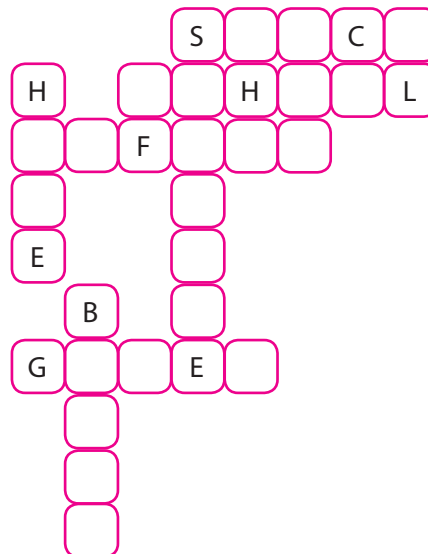
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WORKSHEET
2
APPLICATIONS OF A COMPUTER
Chapter-2
A. Tick (✓) the correct option.

- In are used computers for designing printing books, news paper etc.
a. Publishing b. Designing c. Farming
- A computer are used in banks to withdraw money using
a. ATN b. ATM c. ADN
- Computer are used in of tickets at railway station.
a. cancelation b. operation c. none
- Computer are used at home game.
a. playing b. searching c. listening

B. Complete the boxes using the words with the help of hints given below.

C. Rearrange the letters to make correct words.

- Computer are not used in shops making bills.
- Messages can be sent through computer called e-mails.
- Designing aeroplanes and cars are not used in designing.
- Computers can also used in space research and science labs.

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WORKSHEET

1

WORKING OF A COMPUTER

Chapter-3

A. Tick (✓) the correct option.

1. What are the instructions giving to the computer?
a. Output b. Process c. Input
2. Which part is known as the brain of the computer?
a. Keyboard b. CPU c. Mouse
3. Which performs action on the input with the help of CPU?
a. Computer b. Printer c. Mouse
4. Which part display the result after processing?
a. Input b. Output c. Process

B. Fill in the blanks using the words given below.

Hints: mouse, calculation, IPO, output

1. is the result that we get after processing.
2. Computer work on the Input-Process-Output cycle, also known as cycle.
3. is an input device.
4. CPU performs all the

C. Write 'T' for True and 'F' for False.

1. Computer performs action on receiving the input.
2. Printer and monitor are input devices.
3. Keyboard is an input device.
4. Computer cannot make an Input-Process-Output cycle (IPO) cycle.

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WORKSHEET

2

WORKING OF A COMPUTER

Chapter-3

A. Tick (✓) the correct option.

- Central Processing Unit Stand for
a. CUP b. CPU c. CPU Box
- part of human body works like a CPU.
a. Brain b. Monitor c. Fans
- The result stored by the computer after processing is called
a. Process b. Input c. Output

B. Write 'T' for True and 'F' for False.

- Juicer is not machine.
- Output is result that we get after processing.
- Keyboard and mouse are output devices.
- Computer works to the commands or instruction given by user.
- Computer works on the IPO cycle.

C. Write the names input, process and output.



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WORKSHEET

1

COMPUTER DEVICES

Chapter-4

A. Tick (✓) the correct option.

1. works like a photocopier machine.
a. Monitor b. Scanner c. Printer
2. The front portion of the monitor is called the
a. stared b. send c. screen
3. are used to hear the sound without causing any disturbing.
a. Speaker b. Head phones c. Head set
4. is used to record music, voice and sounds.
a. Microphone b. Printer c. Speaker

B. Fill in the blanks using the words given below.

Hints: headset, storage, keys circular

1. Keyboard has buttons called
2. Compact Disc (CD) is in shape.
3. is the combination of head phones and a microphone.
4. Computer that are used to store on working are called

C. Write 'T' for True and 'F' for False.

1. Pen drive has special parts called the USB ports.
2. CD is portable storage devices.
3. Speakers are not used for listening to music on the computer.
4. Hard disk is circular in shape.
5. A scanner is used to type words.
6. Storage devices are used to enter the data into the computer.

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2

COMPUTER DEVICES

Chapter-4

A. Tick (✓) the correct option.

- Which computer part are used for listening the music
a. Microphone b. Speakers c. CD
- Which computer part used to print on a paper
a. Printer b. Headphone c. Mouse
- The front portion of the monitor is called
a. Stored b. Sand c. Screen

B. Write 'T' for True and 'F' for False.

- DVD is not used to store a huge amount of data.
- Monitor is also known as Visual Display Unit.
- The storage capacity of CD is more than the hard disk.
- Pen drive is also know as USB Flash drive.

C. Fill in the blanks using the words given below.

- The ___ ON ___ T ___ shows you data as input.
- The M ___ U ___ E is used to draw pictures and for selecting objects on the computer.
- The P ___ T ___ is used to print on a paper.
- The typing the text and number on the computer we use K ___ B ___ AR ___.

D. Write the full form.

- DVD _____
- VDV _____
- CV _____

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WORKSHEET

1

KEYBOARD AND THE MOUSE

Chapter-5

A. Tick (✓) the correct option.

1. How many keys are there on the keyboard?
 - a. 26
 - b. 104
 - c. 20
2. How many function keys are there at the top of keyboard?
 - a. 12
 - b. 10
 - c. 9
3. Which key used for special sign and symbols?
 - a. Symbol
 - b. Function
 - c. Shift
4. Who invent the computer mouse?
 - a. Charls Babbage
 - b. Douglas Engelbart
 - c. None

B. Fill in the blanks using the words given below.

Hints: Pointer, Drag, Function, Esc

1. keys are keys at the top of the keyboard.
2. The short form of Escape key is
3. Mouse displays an arrow on the screen called as
4. means to move the mouse button pressed.

C. Write 'T' for True and 'F' for False.

1. Double-click means pressing the left mouse button twice.
2. Caps Lock keys is not used to type capital letters.
3. Right-click displays properties of the selected item.
4. Tab key is not used for move the cursor.
5. Escape key allows us to start a new task.

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WORKSHEET
2
KEYBOARD AND THE MOUSE
Chapter-5
A. Tick (✓) the correct option.

1. Right click on any item displays a menu.
a. single-click b. double-click c. pop-up
2. key can press to move the cursor spaces forward at once.
a. Caps Lock b. Tab c. Shift
3. is not the function of a mouse.
a. Typing b. Clicking c. Dragging

B. Match the following.
Column A
Column B
Type of key

- | | |
|-----------------|---|
| 1. Shift key | a. Type capital letters. |
| 2. Caps key | b. At top of keyboard key of each function. |
| 3. Symbol key | c. Used along with other keys. |
| 4. Function key | d. have special sign and symbols. |

C. Tick the correct option.

1. When the Caps Lock Key is on/off for type capital letters.
2. The shift key can/cannot be used alone.
3. The escape key allow us to erase/cancel a task.
4. The tab key can press move/drag the cursor.
5. The function key from F1 to F12 at the top/bottom of the keyboard.
6. Symbol keys are to the left/right of alphabet keys.

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WORKSHEET

1

OPERATING A COMPUTER

Chapter-6

A. Tick (✓) the correct option.

- Icons on the desktop are present in the form of
a. Small pictures b. Small tool c. Small sections
- button on the title bar used to close the window.
a. Close b. Minimize c. Maximise

B. Write 'T' for True and 'F' for False.

- Start button at the right corner.
- Icons on the desktop.
- UPS is called convertor of the computer.
- Start menu not used to shut down on computer.

C. Fill in the blanks using the words given below.

Hints: clock, start, CPU, desktop

- We can use menu shut down on computer.
- The first screen appears on the monitor is called the
- located at the right corner.
- The switches off itself when you shut down a computer.

D. Match the following.

- | | |
|-------------|-----------------------------|
| 1. Icons | a. Control Button |
| 2. Desktop | b. Small picture on Desktop |
| 3. Windows | c. At the desktop |
| 4. Minimize | d. First display screen |
| 5. Taskbar | e. Rectangle box |

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WORKSHEET

2

OPERATING A COMPUTER

Chapter-6

A. Tick (✓) the correct option.

- makes a computer work when electricity goes off.
a. CPU b. UPS c. Both (a) and (b)
- is called inverter of the computers.
a. UPS b. Power c. None

B. Write 'T' for True and 'F' for False.

- Taskbar is located at the top of the desktop.
- Desktop that appears on the monitor screen.
- Icons are big pictures on the desktop.
- Switch ON or OFF is a step-by-step process.

C. Write the name of the buttons of window.

- 
- 
- 

D. Answer the following questions.

- What are icons?
.....
- Name any two things present on the Taskbar.
.....

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WORKSHEET

1

MORE ON PAINT

Chapter-7

A. Tick (✓) the correct option.

1. tool is used from the Tools group.
 - a. Shapes
 - b. Cursor
 - c. Text
2. Tool that can be used to draw lines.
 - a. Brushes
 - b. Rounded
 - c. Curved
3. group is used to select the color.
 - a. Image
 - b. Colors
 - c. Shape
4. Paint is a type of
 - a. hardware
 - b. software
 - c. both (a) and (b)

B. Fill in the blanks using the words given below:

Hints: Polygon, Select, Text, Paint

1. is used to select a drawing of a part of it.
2. The is a program that can be used to draw.
3. The shape is used to draw a or a closed figure.
4. A box will appear with the cursor blinking in it.

C. Write 'T' for True and 'F' False.

1. Curve shape is used to make the curved lines.
2. Polygon tool from the Text tool.
3. The curve line lies in the curve Shape group.
4. Select command is used to select a drawing a part of it.
5. Rounded rectangle shape is used to draw circles.

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2

MORE ON PAINT

Chapter-7

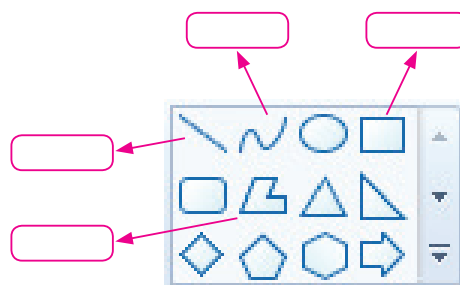
A. Tick (✓) the correct option.

- Which shape is used to make curved line?
 - Polygon
 - Rectangle
 - Curve
- Which group is used to select colour?
 - Image
 - Colors
 - Shapes
- Tools that can be used to draw line.
 - Line
 - Rectangle
 - Polygon

B. Write 'T' for True and 'F' for False.

- The Polygon tool works from the Shapes group.
- Text tool is not used to write the text in drawing area.
- Curve shape is used to draw the straight line.
- Paint is a program that can be used to draw on the computer.

C. Give the names of the shapes.



D. Name the shapes or tools are used.

- To draw a curve line.
- To type text.

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WORKSHEET

1

FUN WITH TUX PAINT

Chapter-8

A. Tick (✓) the correct option.

1. tool is used to add special effects to a drawing in Tux Paint.
 - a. Save
 - b. Magic
 - c. Text
2. Stamp tool can be used to insert different from the selector.
 - a. Save
 - b. Stamp
 - c. Start
3. Magic tool is used add to drawing.
 - a. walk
 - b. work
 - c. effect
4. tool is used to type text.
 - a. Magic
 - b. Stamp
 - c. Text

B. Fill in the blanks using the words given below:

Hints: new, text, canvas, sceneries

1. is used for space in drawing.
2. Text tool is used to select text from the style.
3. Magic tool can make beautiful by adding magic effects.
4. tool is used to open a new page for drawing the toolbox.

C. Write 'T' for True and 'F' False.

1. In Tux Paint, New tool contains color palette.
2. The text tool can be used for drawing pictures.
3. Tux Mascot can guides as to draw.
4. Stamp tool cannot be used to adjust the size of stamp.
5. Save tool is used to save your picture.

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2

FUN WITH TUX PAINT

Chapter-8

A. Tick (✓) the correct option.

- tool can be used to insert different stamps from the selector.
a. New b. Stamp c. Save
- is used for space in drawing.
a. Toolbar b. Canvas c. Selector
- Tux paint is an easy to use
a. Drawing b. Tools c. Program

B. Fill in the blanks using the words given below:

Hints: tools, stamp, canvas, selector

- tool used to display mirror image of the stamp.
- We can click on the drawing to get the cursor.
- is used to select the desired options.
- Toolbar can contains a variety of

C. Write 'T' for True and 'F' False.

- The Stamp tool works like a images.
- Save tool is used to delete your picture.
- Open tool is used to open the exist drawing in Tux Paint.
- Colors palette contains variety of tools.
- Tux mascot guides us to drawing Tux paint.
- The Text tool can be used for drawing pictures.
- Canvas is used for drawing.

W O R K S H E E T